

Gloria Olmos, Mayor
Rudy Bojorquez, Mayor Pro Tem
Manuel Acosta, Councilmember
Hector Delgado, Councilmember
Larry Rodriguez, Councilmember



Rene Salas, City Manager
Susie A. Altamirano, Interim City Attorney
Adrian Garcia, City Clerk
Masami Higa, Director of Finance

CITY OF SOUTH EL MONTE

REGULAR MEETING OF THE SOUTH EL MONTE CITY COUNCIL

AGENDA

January 14, 2025, 6:00 PM
1415 Santa Anita Avenue, South El Monte, CA 91733

PUBLIC COMMENT

Those wishing to participate during Public Comment may do so in person at the South El Monte City Hall Council Chambers, or may submit written public comments by emailing sem.cityclerk@soelmonte.org. Emailed public comments are due by 5:00 p.m., and should be limited to no more than 250 words. Written public comments will be provided to the City Council and will be part of the record but will not be read aloud.

To participate during public comment via teleconference, see below:

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

Webinar ID: 865 8171 1880

Or call in: 1 669 900 6833, when prompted, enter 86581711880#

LIVE STREAMING OF MEETINGS

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

AMERICANS WITH DISABILITIES ACT

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

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:

Adrian Garcia, MMC, City Clerk
Ph (626) 443-4928
Cell (626) 926-3071

Sabrina A. Muhne, Deputy City Clerk
Ph (626) 652-3121
Cell (626) 374-1998

LEVINE ACT DISCLOSURE

Pursuant to the Levine Act (Govt Code Section 84308), any party to a permit, license, contract, or other entitlement before the City Council is required to disclose on the record any campaign contribution, including aggregated contributions, of more than \$500 made by the party or the party's agents within the preceding 12 months to any City official. Participants and agents are requested to make this disclosure as well. The disclosure should be made when the agenda item is called and must include the name of the party, participant, or agent, and any other person making the contribution, the name of the recipient, the amount of the contribution, and the date the contribution was made. Council Members are also required to make such disclosures and recuse themselves.

CONFLICT OF INTEREST

City Council Members with a conflict of interest under the Political Reform Act are required to make disclosure of financial interest when the item is called and recuse themselves.

AGENDA BEGINS ON THE FOLLOWING PAGE

1. ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Rudy Bojorquez

3. INVOCATION

Mr. Mark Ramos

4. PRESENTATIONS

4.a. Certificates of Recognition Presented to the Winners of the LA County Library Foundation's "45th Annual Bookmark Contest"

4.b. Awards Presented to the 2024 Holiday Home Decorating Contest Winners

4.c. Presentation of Years of Service Awards to City Employees

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.

Consent Calendar Items 7.a. through 7.d. next page.

CONSENT CALENDAR (CONTINUED)

7.a. CONSIDERATION AND APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES OF NOVEMBER 12, 2024, AND DECEMBER 10, 2024, AND THE SPECIAL CITY COUNCIL MEETING MINUTES OF DECEMBER 16, 2024

Staff is requesting approval of Minutes for the Regular City Council Meetings of November 12, 2024, December 10, 2024, and the Special City Council Meeting of December 16, 2024.

RECOMMENDED ACTION: Staff is requesting approval of Minutes for the Regular City Council Meetings of November 12, 2024, December 10, 2024, and the Special City Council Meeting of December 16, 2024.

7.b. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-001, APPROVING WARRANTS FOR THE PERIOD OF DECEMBER 11, 2024, THROUGH JANUARY 14, 2025

Authorizing payment of City expenditures for the period of December 11, 2024, through January 14, 2025, totaling \$2,833,987.69.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 25-001, authorizing payment of City expenditures.

7.c. CONSIDERATION TO APPROVE A REQUEST FOR PROPOSALS (RFP) FOR THE CITY OF SOUTH EL MONTE TO SOLICIT PROPOSALS FOR CITY ATTORNEY SERVICES

Acting on the direction given by the City Council, staff is formally requesting for the City Council to consider and approve the release and circulation of an RFP for City Attorney Services to the City of South El Monte.

RECOMMENDED ACTION: Staff recommends that the City Council consider this request and direct staff to proceed with a RFP to solicit bids for City Attorney Services.

7.d. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-002, APPROVING FIRST AMENDMENT TO THE CONTRACT SERVICES AGREEMENT WITH WEST & ASSOCIATES ENGINEERING, INC. TO PROVIDE CONSTRUCTION PHASE SUPPORT SERVICES FOR SAFE ROUTES TO SCHOOL PEDESTRIAN SAFETY PROJECT, ATP CYCLE 5, ATPL-5352(023)

On November 12, 2024, the City Council awarded a construction contract to Toro Enterprises in the amount of \$1,794,169.80, and the construction work is scheduled to start in January 2025. The project involves installation of pedestrian safety upgrades at signalized intersections and uncontrolled crosswalks including RRFBs, pedestrian push buttons, countdown systems, overhead pedestrian signal systems, speed radar feedback signs, pedestrian ramps, signage, crosswalks and striping around schools and major destinations. The project plans, specifications and estimates were prepared by West & Associates Engineering, Inc. Staff

seeks City Council approval of a First Amendment to the Contract Services Agreement with West & Associates Engineering, Inc. to provide construction phase support services during construction.

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 25-002, approving First Amendment to the Contract Services Agreement with West & Associates Engineering, Inc. to provide Construction Phase Support Services for Safe Routes To School Pedestrian Safety Project in the amount of \$15,000;
2. Appropriate \$15,000 of Measure M Local funds to the project for the proposed additional services; and
3. Authorize City Manager or designee to negotiate and execute the agreement.

7.e. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-003, APPROVING AMENDMENT NO. 2 TO THE MEMORANDUM OF AGREEMENT (MOA) WITH THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (SGVCOG) FOR THE FOOD RECOVERY PROGRAM

On June 13, 2023, the City Council approved a 2-year agreement with the San Gabriel Valley Council of Governments (SGVCOG) to coordinate the implementation of an edible food recovery recycling and enforcement program for designated food generators. This is the 2nd amendment to the original agreement

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 25-003 adding 2nd amend to the current agreement with the San Gabriel Valley Council of Governments to continue to implement an edible food recovery recycling and enforcement program for designated food generators; and
2. Authorize City Manager or designee to negotiate and execute the agreement.

8. PUBLIC HEARINGS - None

9. GENERAL BUSINESS

9.a. SELECTION OF MAYOR PRO TEM

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

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

General Business Items 9.b. through 9.e. next page.

GENERAL BUSINESS (CONTINUED)

9.b. APPOINTMENT OF ADVANCEMENT OF WOMEN AND GIRLS COMMISSIONERS

Appointments to be made to the Advancement of Women and Girls Commission, which is a five-member commission. Current terms expired on December 31, 2024.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking re-appointment/appointment to the Advancement of Women and Girls Commission for a one-year term ending December 31, 2025.

9.c. APPOINTMENT OF COMMUNITY SERVICES COMMISSIONERS

Appointments to be made to the Community Services Commission, which is a five-member commission. Current terms expire on December 31, 2024.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking reappointment/appointment to the Community Services Commission for a one-year term ending December 31, 2025.

9.d. APPOINTMENT OF PATRIOTIC COMMISSIONERS

Appointments to be made to the Patriotic Commission, which is a five-member commission. Current terms expired on December 31, 2024.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking re-appointment/appointment to the Patriotic Commission for a one-year term ending December 31, 2025.

9.e. APPOINTMENT OF PLANNING COMMISSIONERS

Appointments to be made to the Planning Commission, which is a five-member commission. Current terms expired on December 31, 2024.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking reappointment/appointment to the Planning Commission for a one-year term ending December 31, 2025.

General Business Items 9.f. through 9.h. next page.

GENERAL BUSINESS (CONTINUED)

9.f. CONSIDERATION AND APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR INTERIM CITY ATTORNEY SERVICES BETWEEN THE CITY AND OLIVAREZ MADRUGA LAW ORGANIZATION, LLP

Staff is seeking City Council approval of the Professional Services Agreement for Interim City Attorney Services.

RECOMMENDED ACTION: Staff recommends City Council:

1. Consider and approve the Professional Services Agreement for Interim City Attorney Services between the City of South El Monte and Olivarez Madruga Law Organization, LLP, to continue to provide interim City Attorney Services to the City, City Council and its Boards and Commissions while the City recruits a new permanent City Attorney. Consideration and approval are in accordance with Government Code Sections 53262, 54953(c)(3) and 54956(b); and
2. Authorize the City Manager to make nonmaterial changes and execute all implementing documents.

9.g. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-004, ADOPTING AN INJURY AND ILLNESS PREVENTION PROGRAM OR PLAN ("IIPP")

California Code of Regulations, Title 8, Chapter 4, Section 3203 of the General Industry Safety Orders & Section 1509 of the Construction Safety Orders require the establishment of an Injury and Illness Prevention Program ("IIPP" or "Plan").

RECOMMENDED ACTION: Staff recommends City Council consider adopting Resolution No. 25-004, adopting an Injury and Illness Prevention Program or Plan ("IIPP").

9.h. CONSIDERATION AND APPROVAL OF RESOLUTION 25-005, ADOPTING AND APPROVING THE WORKPLACE VIOLENCE PREVENTION POLICY

SB 553 was enacted on September 30, 2023. The bill requires covered employers to create, implement and maintain a Workplace Violence Prevention Plan("WVPP" or "Plan") by July 1, 2024. Staff is requesting the City Council consider adopting a Workplace Violence Prevention Plan that addresses the hazards known to be associated with the four types of workplace violence as defined by state law. The purpose of this Plan is to provide guidelines for City employees to follow in preventing and reporting workplace violence, as it is the City's goal to maintain a violence-free working environment. If this Workplace Violence Prevention Plan is approved by the City Council, City management will initiate and complete the required meet and confer with both Bargaining Units within the City and will timely provide required training regarding the adopted Workplace Violence Prevention Plan.

GENERAL BUSINESS (CONTINUED)

Item 9.h.

RECOMMENDED ACTION: Staff recommends City Council consider adopting Resolution No. 25-005, adopting and approving the Workplace Violence Prevention Policy.

10. COMMITTEE REPORTS, INCLUDING AB 1234 REPORTS

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

11. CORRESPONDENCE

11.a. LETTER FROM THE MONTEBELLO BREWERS CORPORATION REQUESTING A FACILITY FEE WAIVER FOR THE USE OF DEAN L. SHIVELY PARK FIELD AND NEW TEMPLE PARK FIELDS AND CONSIDERATION TO HOST TWO BASEBALL TOURNAMENTS IN 2025

The Montebello Brewers Baseball Corporation ("Brewers") is requesting a facility fee waiver for the use of Dean L. Shively Park ("Shively") field and New Temple Park ("New Temple") fields to host their 2025 season's practices and games. In addition, the Brewers are requesting approval to host two (2) baseball tournaments.

RECOMMENDED ACTION: Staff recommends City Council discuss and consider:

1. The facility fee waiver request for the use of Shively Park and New Temple Park fields for the estimated amount of \$35,425.00; and
2. Approval to host two baseball tournaments.

12. COUNCILMEMBERS' AGENDA

12.a. Mayor Gloria Olmos

1. For Southern California Edison to cruise and fix streetlights that are out.
2. Have Code Enforcement contact the owner of the Chaparrito Restaurant area to fix all burnt-out lights in the parking lot; it is extremely dark there.
3. Have Code Enforcement cruise the area and ensure all political signs are down.

RECOMMENDATION: Discussion and/or action.

Councilmember's Agenda Items 12.a. and 12.b. next page.

COUNCILMEMBER'S AGENDA (CONTINUED)

12.b. Councilmember Larry Rodriguez

1. Consideration of establishing a Homelessness Commission.
2. Consideration of Implementing the Flags of Valor Memorial to City Events.

RECOMMENDATION: Discussion and/or action.

12.c. Councilmember Hector Delgado

1. Discussion/Action/Direction on considering changing city council meeting days to the first and third Tuesdays of the month.
2. Consideration/Action on support for the El Monte/South El Monte Emergency Resources Association request for funding.
3. Consideration/Action on support for South El Monte Beat the Streets Wrestling Program request for funding.

13. CLOSED SESSION

13.a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Title: City Manager pursuant to Government Code Section 54957(b)(1).

13.b. CONFERENCE WITH LABOR NEGOTIATORS - Title: City Manager pursuant to Government Code Section 54957.6(a).
Agency designated representatives: Mayor and City Council
Unrepresented Employee: City Manager

14. ADJOURNMENT

NEXT REGULAR CITY COUNCIL MEETING:

Tuesday, January 28, 2025, at 6:00 p.m.

CERTIFICATION

I, Adrian Garcia, MMC, City Clerk of the City of South El Monte, or my designee, hereby certify under penalty of perjury that a true, accurate copy of the foregoing agenda was posted on this January 9, 2025, seventy-two (72) hours prior to the meeting per Government Code 54954.2 at the following locations: City of South El Monte City Hall, Senior Center and Community Center and made available at www.cityofsouthelmonte.org.



Adrian Garcia, MMC



City Council Agenda Report

Agenda Item No. 4.a.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY:

SUBJECT: Certificates of Recognition Presented to the Winners of the LA County Library Foundation's "45th Annual Bookmark Contest"

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

A. Bookmark Contest South El Monte Library 2024

45th Annual Bookmark Contest! – South El Monte Library



Eric Acosta

Category: K - 2



Jeremy Zhao

Category: 3 - 5



Liliana Hernandez

Category: 6 - 8



Debora Bautista Zacarias

Category: 9 - 12





City Council Agenda Report

Agenda Item No. 4.b.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Ariana De La Cruz, Director of Community Services

SUBJECT: Awards Presented to the 2024 Holiday Home Decorating Contest Winners

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

A. Home Decorating Contest 2024



2024 Holiday Home Decorating Contest WINNERS!



BEST USE OF LIGHTS

1451 LEAFDALE AVE.

MOST HOLIDAY SPIRIT

1417 MILLET AVE.





MOST ANIMATED

1541 DURFEE AVE.

BEST OVERALL

1308 HOLTWOOD AVE.





City Council Agenda Report

Agenda Item No. 4.c.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY:

SUBJECT: Presentation of Years of Service Awards to City Employees

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

None



City Council Agenda Report

Agenda Item No. 7.a.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Adrian Garcia, MMC, City Clerk

SUBJECT: CONSIDERATION AND APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES OF NOVEMBER 12, 2024, AND DECEMBER 10, 2024, AND THE SPECIAL CITY COUNCIL MEETING MINUTES OF DECEMBER 16, 2024

SUMMARY: Staff is requesting approval of Minutes for the Regular City Council Meetings of November 12, 2024, December 10, 2024, and the Special City Council Meeting of December 16, 2024.

RECOMMENDED ACTION: Staff is requesting approval of Minutes for the Regular City Council Meetings of November 12, 2024, December 10, 2024, and the Special City Council Meeting of December 16, 2024.

FISCAL/FINANCIAL IMPACT: None.

DISCUSSION:

ATTACHMENT(S):

- A. DRAFT Reg CC Minutes 11-12-24
- B. DRAFT Reg CC Minutes 12-10-24
- C. DRAFT Spec CC Minutes 12-16-24

CITY OF SOUTH EL MONTE
REGULAR CITY COUNCIL MEETING MINUTES
Tuesday, November 12, 2024 - 6:00 PM
1415 Santa Anita Avenue, South El Monte, California 91733

Mayor Olmos called the meeting to order at 6:00 P.M.

1. ROLL CALL

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

ABSENT: Councilmember(s): None

STAFF PRESENT: Rene Salas, City Manager; Anthony R. Taylor, City Attorney; Adrian Garcia, City Clerk; John Poehler, Director of Public Works; Ariana De La Cruz, Director of Community Services; Guillermo Arreola, Director of Community Development; Iyob Tessema, Director of Human Resources and Risk Management; and Sabrina Muhne, Deputy City Clerk

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

- 2. PLEDGE OF ALLEGIANCE** – Councilmember Acosta led the Pledge of Allegiance.
- 3. INVOCATION** – Pastor Patricia Garrett, Faith Dominion church, offered the invocation.
- 4. PRESENTATIONS** – None
- 5. APPROVAL OF THE AGENDA AND WAIVER OF FULL READING OF ORDINANCES**

Anthony Taylor, City Attorney, announced Agenda Item 9.g., “Consideration and Approval of Keyser Marston Associates, Inc. agreement for the homebuyer program at the KB homes project,” a staff report and resolution is at the dais for council review and is publicly available to members of the public.

Correspondence Agenda Item 11.a. was requested to be moved up. There being no objection, Agenda Item 11.a. was moved to be heard after the Consent Calendar.

Motion by Councilmember Delgado, seconded by Councilmember Acosta, to approve the agenda as amended. Motion passed 5-0, by the following vote:

APPROVAL OF THE AGENDA (CONTINUED)

Item 5

AYES: Councilmember(s): Acosta, Angel, Delgado, Mayor Pro Tem Bojorquez, and Mayor Olmos
NAYS: Councilmember(s): None
ABSTAIN: Councilmember(s): None

6. PUBLIC COMMENT

Mayor Olmos opened public comment.

1. Sil Ruiz, Library Manager, South El Monte Library, shared information on the “Cello with Chelsea” program, announced that winners have been selected in this year’s annual bookmark contest, and expressed hope to have their talent recognized at an upcoming meeting.
2. James Delgado, Chief Operating Officer, Mobility Development Operations, LLC, spoke in support of Agenda Item 9.a. and provided comments on questions that were previously raised (program term and funding, analysis of current community rental/carsharing rates to provide discounts to underserved and underprivileged, and similar program engagement with other cities).

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

7. CONSENT CALENDAR

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

AYES: Councilmember(s): Acosta, Angel, Delgado, Mayor Pro Tem Bojorquez, and Mayor Olmos
NAYS: Councilmember(s): None
ABSTAIN: Councilmember(s): None

- 7.a. Approved the Minutes for the October 22, 2024, Regular City Council Meeting.
- 7.b. Adopted Resolution No. 24-234, authorizing payment of City expenditures for the period of October 23, 2024, through November 12, 2024, totaling \$2,288,087.10.
- 7.c. Adopted Resolution No. 24-235, accepting the completion for the Traffic Signal Improvements at Various Signalized Intersections Project, authorized City Clerk to send the Notice of Completion for recordation to the Los Angeles County Recorder’s Office, and released retention accordingly.

CONSENT CALENDAR (CONTINUED)

- 7.d. Authorized staff to both reject the response that was received to the Foreclosure Registration Program and re-solicit the RFP for the Foreclosure of Abandoned Properties program.
- 7.e. Approved the construction bid package to solicit bids for South El Monte Systemic Safety Improvements at Signalized Intersections (HSIP Cycle 11 Project).
- 7.f. Authorized staff to reissue the RFP to solicit proposals to administer the CalHome Owner-Occupied Home Repair program and the First Time Home Buyer Program.

8. PUBLIC HEARINGS – None

Correspondence Agenda Item 11.a. was heard at this time.

11.a. LETTER FROM SOUTH EL MONTE NATIONAL LITTLE LEAGUE REQUESTING A FACILITY FEE WAIVER FOR THE USE OF NEW TEMPLE PARK FIELDS, MARY VAN DYKE PARK COMMUNITY ROOM, SENIOR CENTER DINING ROOM, CONSIDERATION TO WAIVE THE PARK LIGHTING FEES, AND CONSIDERATION TO WAIVE THE FEES FOR THE INSTALLATION AND TEAR DOWN OF FIELD FENCES

Mayor Olmos introduced the item, and Rene Salas, City Manager, introduced Ariana De La Cruz, Director of Community Services, who presented a report.

Christina Rodriguez, Little League President, requested the fee waivers to help keep their registration fees low.

Motion by Councilmember Angel, seconded by Councilmember Acosta, to approve the facility reservation fee waiver request for the use of the New Temple Park fields, Senior Center Dining Room, and Mary Van Dyke Community Room for the estimated amount of \$33,600.00, to approve the request to waive the light fees in the estimated amount of \$7,740.00, and to approve waiving the associated labor cost incurred to install and remove five (5) fences at New Temple Park in the estimated amount of \$4,700.00. Motion passed 5-0, by the following vote:

AYES:	Councilmember(s):	Acosta, Angel, Delgado, Mayor Pro Tem Bojorquez, and Mayor Olmos
NAYS:	Councilmember(s):	None
ABSTAIN:	Councilmember(s):	None

9. GENERAL BUSINESS

9.a. **CONTINUED FROM THE REGULAR CITY COUNCIL MEETING OF OCTOBER 8, 2024 - CONSIDERATION AND APPROVAL OF RESOLUTION NO. 24-236, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE AN AGREEMENT WITH MOBILITY DEVELOPMENT OPERATIONS, LLC (MDO) TO ALLOW THEM TO USE SIX DESIGNATED ELECTRIC VEHICLE CHARGING PARKING SPACES FOR THE OPERATION OF AN ELECTRIC VEHICLE CAR SHARING PROGRAM**

Mayor Olmos introduced the item, and Rene Salas, City Manager, introduced John Poehler, Director of Public Works, who presented a report and answered questions raised at the October 8, 2024, Regular City Council Meeting.

Andres Gonzalez, Senior Public Works Analyst, and James Delgado, Chief Operating Officer, Mobility Development Operations, LLC, answered additional questions posed by Council.

Motion by Councilmember Delgado, seconded by Councilmember Acosta, to adopt Resolution No. 24-236 to execute an Agreement for the use of six electric vehicle charging stations with Mobility Development Operations, LLC, and authorize the City Manager or designee to execute the agreement. Motion passed 5-0, by the following vote:

AYES: Councilmember(s): Acosta, Angel, Delgado, Mayor Pro Tem Bojorquez, and Mayor Olmos
NAYS: Councilmember(s): None
ABSTAIN: Councilmember(s): None

9.b. **CONSIDERATION AND APPROVAL OF THE CITY'S 2025 SPECIAL EVENTS CALENDAR**

Mayor Olmos introduced the item, and Rene Salas, City Manager, introduced Ariana De La Cruz, Director of Community Services, who presented a report.

Motion by Mayor Pro Tem Bojorquez, seconded by Councilmember Delgado, to approve the City's 2025 Special Events Calendar with an amendment to the 4th of July activities with fireworks at the South El Monte High School on Thursday, July 3, 2025, and a festival at New Temple Park on Friday, July 4, 2025. Motion passed 5-0, by the following vote:

AYES: Councilmember(s): Acosta, Angel, Delgado, Mayor Pro Tem Bojorquez, and Mayor Olmos
NAYS: Councilmember(s): None
ABSTAIN: Councilmember(s): None

GENERAL BUSINESS (CONTINUED)

9.c. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 24-237, APPROVING AWARD OF CONSTRUCTION CONTRACT TO TORO ENTERPRISES, INC. FOR SAFE ROUTES TO SCHOOL PEDESTRIAN SAFETY PROJECT, ATP CYCLE 5, ATPL-5352(023)

Mayor Olmos introduced the item, and Rene Salas, City Manager, introduced John Poehler, Director of Public Works, who presented a report.

Motion by Councilmember Delgado, seconded by Councilmember Acosta, to adopt and approve the plans and specifications for the Safe Routes to School Pedestrian Safety Project, ATP Cycle 5, ATPL-5352(023) Project, to adopt and approve Resolution No. 24-237, awarding the Safe Routes to School Pedestrian Safety Project, ATP Cycle 5, ATPL-5352(023) Project contract to the lowest responsible, Toro Enterprises, Inc., for an amount of \$1,794,169.80 and authorize the City Manager to execute the contract, and to authorize 10% of the total contract amount as contingency allowance to be used if necessary for unforeseen conditions at the City Manager's discretion. Motion passed 5-0, by the following vote:

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

NAYS: Councilmember(s): None

ABSENT: Councilmember(s): None

9.d. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 24-238, AUTHORIZING THE PURCHASE OF THE TRANSPORTATION VEHICLE FROM ("MODEL 1") COMMERCIAL VEHICLES, INC.

Mayor Olmos introduced the item, and Rene Salas, City Manager, introduced Ariana De La Cruz, Director of Community Services, who presented a report.

Motion by Councilmember Angel, seconded by Councilmember Acosta, to approve Resolution No. 24-238, approving the purchase of the Voyager from Model 1, and to authorize the City Manager to negotiate and execute all requisite documents for the purchase. Motion passed 5-0, by the following vote:

GENERAL BUSINESS (CONTINUED)

Item 9.d.

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

NAYS: Councilmember(s): None

ABSTAIN: Councilmember(s): None

9.e. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 24-239, APPROVING A FACILITY USE AGREEMENT BY AND BETWEEN THE CITY OF SOUTH EL MONTE AND CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

GENERAL BUSINESS (CONTINUED)

Item 9.e.

Mayor Olmos introduced the item, and Rene Salas, City Manager, introduced Ariana De La Cruz, Director of Community Services, who presented a report.

Motion by Councilmember Angel, seconded by Mayor Pro Tem Bojorquez, to approve Resolution No. 24-239, approving the Agreement, and to authorize the City Manager or his designee to execute the Agreement. Motion passed 5-0, by the following vote:

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

NAYS: Councilmember(s): None

ABSTAIN: Councilmember(s): None

9.f. **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 24-240, APPROVING AWARD OF PROFESSIONAL SERVICES AGREEMENT (PSA) TO CSG CONSULTANTS TO PROVIDE PEER REVIEW OF AN ENVIRONMENTAL IMPACT REPORT AND RELATED TECHNICAL STUDIES IN CONJUNCTION WITH THE DEVELOPMENT OF 825 LEXINGTON-GALLATIN ROAD**

Mayor Olmos introduced the item, and Rene Salas, City Manager, introduced Guillermo Arreola, Director of Community Development, who presented a report.

Motion by Councilmember Delgado, seconded by Councilmember Acosta, to approve Resolution No. 24-240, awarding PSA to CSG Consultants for consulting services to peer review an environmental impact report and technical studies, in an amount not to exceed \$40,000, and to authorize the City Manager or his designee to negotiate and execute the agreement. Motion passed 5-0, by the following vote:

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

NAYS: Councilmember(s): None

ABSTAIN: Councilmember(s): None

9.g. **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 24-241, APPROVING AND AGREEMENT BETWEEN THE CITY OF SOUTH EL MONTE AND KEYSER-MARSDEN TO REVIEW HOMEBUYER APPLICATIONS AND PROVIDE GENERAL ADVICE TO THE CITY WITH RESPECT TO AFFORDABLE HOUSING DOCUMENTS FOR THE PROPERTY LOCATED AT 2540 ROSEMEAD BOULEVARD (KB HOMES)**

Mayor Olmos introduced the item, and Rene Salas, City Manager, introduced Guillermo Arreola, Director of Community Development, who presented a report.

GENERAL BUSINESS (CONTINUED)

Item 9.g.

Motion by Councilmember Delgado, seconded by Councilmember Acosta, to adopt Resolution No. 24-241 authorizing the allocation of \$50,000 from the general fund balance and authorizing the City Manager to negotiate and execute the agreement with Keyser Marston Associates (KMA). Motion passed 5-0, by the following vote:

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

NAYS: Councilmember(s): None

ABSTAIN: Councilmember(s): None

9.h. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 24-242, ADOPTING AMENDED AND RESTATED PAY SCHEDULES FOR THE CITY'S NON-REPRESENTED EXECUTIVE AND PART-TIME EMPLOYEES

Mayor Olmos introduced the item, and Rene Salas, City Manager, introduced Iyob Tessema, Director of Human Resources and Risk Management, who presented a report.

Motion by Mayor Pro Tem Bojorquez, seconded by Councilmember Delgado, to adopt Resolution No. 24-242, approving a revised monthly salary schedule for executives (non-represented). Motion passed 5-0, by the following vote:

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

NAYS: Councilmember(s): None

ABSTAIN: Councilmember(s): None

10. COMMITTEE REPORTS, INCLUDING AB 1234 REPORTS

Councilmember Acosta announced he attended the following: the Harvest Festival, and the Veteran's Day Ceremony.

Mayor Pro Tem Bojorquez announced he attended the following: the Harvard Latino Leadership Academy, the Shoe Palace Grand Opening, and the Valle Lindo School District's Veterans Appreciation Breakfast.

Councilmember Delgado announced he attended the following: the Harvard Latino Leadership Academy, and the Veteran's Day Ceremony.

Councilmember Angel announced he attended the following: the Harvest Festival, the Veteran's Day Ceremony, the Seniors Veterans Day Luncheon, the Harvard Latino Leadership Academy, and the El Monte/South El Monte Jets Trunk or Treat Fundraising Event, the New Temple Elementary School Harvest Festival, and the Seniors Halloween Luncheon.

COMMITTEE REPORTS, INCLUDING AB 1234 REPORTS (CONTINUED)

Mayor Olmos announced she attended the following: the Harvest Festival, the El Monte/South El Monte Jets Trunk or Treat Fundraising Event, the New Temple Elementary School Harvest Festival, the New Temple Elementary School's Día de los Muertos, the Disaster Council Meeting, the Community Services Commission Meeting, the Shoe Palace Grand Opening, the San Gabriel Valley Council of Government's 30 Years Celebration Reception, the Seniors Veterans Day Luncheon, the Seniors Halloween Luncheon, the Veteran's Day Ceremony, and the Harvard Latino Leadership Academy.

11. CORRESPONDENCE

Agenda Item 11.a. was heard before General Business.

11.b. LETTER FROM THE SOUTH EL MONTE EMPLOYEES ASSOCIATION (SEMEA) REQUESTING SPONSORSHIP FOR THE ANNUAL SOUTH EL MONTE EMPLOYEE HOLIDAY RECOGNITION DINNER

Mayor Olmos introduced the item, and Rene Salas, City Manager, presented a report.

Motion by Councilmember Acosta, seconded by Councilmember Angel, to approve sponsorship in the amount of \$5,000 for the Annual South El Monte Employee Holiday Recognition Dinner. Motion passed 5-0, by the following vote:

AYES: Councilmember(s): Acosta, Angel, Delgado, Mayor Pro Tem Bojorquez and Mayor Olmos
NAYS: Councilmember(s): None
ABSTAIN: Councilmember(s): None

11.c. LETTER FROM EPIPHANY CATHOLIC CHURCH REQUESTING A FEE WAIVER FOR A TEMPORARY USE PERMIT AND CITY STAFF TIME FOR THEIR ANNUAL OUR LADY OF GUADALUPE PROCESSIONS

Motion by Councilmember Delgado, seconded by Councilmember Angel, to approve the fee waiver request submitted by Epiphany Catholic Church, totaling \$3,770. Motion passed 5-0, by the following vote:

AYES: Councilmember(s): Acosta, Angel, Delgado, Mayor Pro Tem Bojorquez and Mayor Olmos
NAYS: Councilmember(s): None
ABSTAIN: Councilmember(s): None

12. COUNCILMEMBERS' AGENDA

12.a. Mayor Pro Tem Bojorquez

1. Consideration and Approval to add two (2) additional golf carts to invite the Valle Lindo and Mountain View School Boards on our Annual Christmas ride along with Santa.

Mayor Pro Tem Bojorquez summarized his item and requested the council's input on the consideration of inviting the school boards to the Christmas ride along.

Discussion topics included expressing appreciation for the school districts, the event remaining a City-minded event, individual councilmembers may invite people to ride in their own cart rather than adding additional carts, and the ride along is an opportunity for the council's exposure to the community and allowing the community to interact with their councilmembers.

No action was taken on this item.

13. CLOSED SESSION

At 7:38 p.m. Anthony R. Taylor, City Attorney, recessed Council into closed session.

13.a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to Government Code Section 54956.9(d)(1) - (one case)

Richard Brown vs. City of South El Monte Code Enforcement
LA Superior Court, Case No. 24PDSC02133

At 7:59 p.m. Mayor Olmos reconvened the meeting with all councilmembers present.

Anthony R. Taylor, City Attorney, announced City Council discussed Item 13.a., no reportable action.

14. ADJOURNMENT

There being no further business coming before this body, at 8:05 p.m., Mayor Olmos adjourned the meeting in honor of all veterans to a Regular City Council Meeting on Tuesday, December 10, 2024, at 6:00 p.m.

Minutes prepared by Sabrina A. Muhne, Deputy City Clerk.

Adrian Garcia, MMC, City Clerk

Gloria Olmos, Mayor

CITY OF SOUTH EL MONTE
REGULAR CITY COUNCIL MEETING MINUTES
Tuesday, December 12, 2024 - 6:00 PM
1415 Santa Anita Avenue, South El Monte, California 91733

Mayor Olmos called the meeting to order at 6:00 P.M.

1. ROLL CALL

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

ABSENT: Councilmember(s): Angel

STAFF PRESENT: Rene Salas, City Manager; Anthony R. Taylor, City Attorney; Adrian Garcia, City Clerk; John Poehler, Director of Public Works; Ariana De La Cruz, Director of Community Services; Iyob Tessema, Director of Human Resources and Risk Management; and Sabrina Muhne, Deputy City Clerk

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

2. POSTING OF THE COLORS – The Sheriff Explorers posted the Colors.

PLEDGE OF ALLEGIANCE – Emma Ramos, Valle Lindo School District student, led the Pledge of Allegiance.

3. INVOCATION – Pastor Ben Garrett, Faith Dominion church, offered the invocation.

4. PRESENTATIONS – None

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

Motion by Mayor Pro Tem Bojorquez, seconded by Councilmember Acosta, to approve the agenda. Motion passed 4-0, by the following vote:

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

NAYS: Councilmember(s): None

ABSENT: Councilmember(s): Angel

6. PUBLIC COMMENT

Mayor Olmos opened public comment.

PUBLIC COMMENT (CONTINUED)

1. Jessica Alvarenga, Public Affairs Manager, SoCalGas, introduced herself as the SoCalGas liaison to South El Monte, congratulated re-elected Mayor Olmos and Councilmember Delgado, expressed it was a pleasure working with Councilmember Angel, and wished happy holidays.
2. Elena Robles, Deputy District Director, Congresswoman Grace Napolitano's Office, thanked the Mayor and City Council for allowing them to serve the City, announced Ms. Napolitano's retirement, presented to the Mayor and City Council a blanket depicting the State capital, presented coins to the Mayor and each councilmember, wished success to the elected, and expressed that they are looking forward to continuing seeing the City Council in the community.
3. Eduardo Saucedo spoke on offering help with the construction at New Temple Park and the building of City facilities, wished happy holidays, congratulations to the candidates, and may God continue to bless the City and improve it.

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

7. CONSENT CALENDAR

Motion by Mayor Pro Tem Bojorquez, seconded by Councilmember Acosta, to approve the Consent Calendar. Motion passed 4-0, by the following vote:

AYES: Councilmember(s): Acosta, Delgado, Mayor Pro Tem Bojorquez, and Mayor Olmos
NAYS: Councilmember(s): None
ABSENT: Councilmember(s): Angel

- 7.a. Adopted Resolution No. 24-243, authorizing payment of City expenditures for the period of November 13, 2024, through December 10, 2024, totaling \$2,678,406.81.
- 7.b. Adopted Resolution No. 24-244, entering into the 2023 U.S. HUD Community Project Funding Program Agreement (\$3,000,000), and authorized the City Manager or designee to negotiate and execute the Agreement.
- 7.c. Adopted Resolution No. 24-245 to approve Blanket Authority to File Applications for Measure A Funding and the Measure A Annual Allocation Grant Agreement with the Los Angeles County Regional Park and Open Space District (RPOSD) to receive Measure A Program funding, and authorized the City Manager or designee to negotiate and execute the agreement.

8. PUBLIC HEARINGS – None

9. GENERAL BUSINESS

9.a. CONSIDERATION OF RESOLUTION NO. 24-246, RECITING THE FACTS OF THE GENERAL MUNICIPAL ELECTION HELD ON TUESDAY, NOVEMBER 5, 2024, AND DECLARING THE RESULTS OF THAT ELECTION AND SUCH OTHER MATTERS AS PROVIDED BY LAW

Mayor Olmos introduced the item, and Adrian Garcia, City Clerk presented a report.

Anthony Taylor, City Attorney, announced that with the City Clerk's announcement of the passage of the sales tax measure by the voters, and the formalities under the Brown Act required a reading of Ordinance 1275, "An Ordinance of the People and the City Council of the City of South El Monte Adding Chapter 3.05 to Title 3 of the Municipal Code to Impose a Transactions and Use Tax to be Administered by the California Department of Tax and Fee Administration."

Motion by Councilmember Acosta, seconded by Mayor Pro Tem Bojorquez, to Adopt Resolution No. 24-246, "A Resolution of the South El Monte City Council reciting the Facts of the General Municipal Election held on Tuesday, November 5, 2024," and declaring the results of that election and such other matters as provided by law. Motion passed 4-0, by the following vote:

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

NAYS: Councilmember(s): None

ABSENT: Councilmember(s): Angel

9.b. CONSIDERATION AND ADOPTION OF ORDINANCE NO. 1275, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH EL MONTE, ADDING CHAPTER 3.05 TO TITLE 3 OF THE MUNICIPAL CODE TO IMPOSE A TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

Mayor Olmos introduced the item, and Anthony Taylor, City Attorney, presented a report and conducted the second reading of Ordinance 1275, "An Ordinance of the People and the City Council of the City of South El Monte Adding Chapter 3.05 to Title 3 of the Municipal Code to Impose a Transactions and Use Tax to be Administered by the California Department of Tax and Fee Administration."

GENERAL BUSINESS (CONTINUED)

Item 9.b.

Motion by Councilmember Acosta, seconded by Mayor Pro Tem Bojorquez, to find that the adoption of the ordinance is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) (Public Resources Code Section §§21000 et seq.) and CEQA Guideline 15378(b)(4), and to waive the second reading and adopt Ordinance No. 1275, "Adding Chapter 3.05 to Title 3 of the Municipal Code to impose a Transactions and Use Tax to be administered by the California Department of Tax And Fee Administration." Motion passed 4-0, by the following vote:

AYES: Councilmember(s): Acosta, Delgado, Mayor Pro Tem Bojorquez,
and Mayor Olmos
NAYS: Councilmember(s): None
ABSENT: Councilmember(s): Angel

9.c. CONSIDERATION OF RESOLUTION NO. 24-247, AUTHORIZING CITY MANAGER TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TAX & FEE ADMINISTRATION (CDTFA) FOR IMPLEMENTATION OF A LOCAL TRANSACTIONS AND USE TAX (MEASURE SEM); CONSIDERATION OF RESOLUTION NO. 24-248 AUTHORIZING THE EXAMINATION OF TRANSACTIONS & USE TAX RECORDS; AND AUTHORIZING THE CITY MANAGER TO EXECUTE & FILE ADDITIONAL AGREEMENTS, LETTERS AND FORMS WITH THE CDTFA AND OTHER APPROPRIATE STATE AGENCIES AS REQUIRED FOR IMPLEMENTATION OF THE LOCAL TRANSACTIONS & USE TAX (MEASURE SEM) AND TO TAKE SUCH OTHER ACTIONS NECESSARY TO IMPLEMENT THE LOCAL TRANSACTIONS & USE TAX (MEASURE SEM)

Mayor Olmos introduced the item, and Anthony Taylor, City Attorney, presented a report.

Motion by Mayor Pro Tem Bojorquez, seconded by Councilmember Acosta, to adopt Resolution No. 24-247, authorizing the City Manager to execute agreements with the California Department of Tax and Fee Administration (CDTFA) for the implementation of a local transaction and use tax (Measure SEM), to adopt Resolution No. 24-248, authorizing City representatives and sales tax consultant to examine sales, transactions and use tax records pursuant to Revenue and Taxation Code Section 7056, and to authorize the City Manager to complete, execute, file additional agreements, letters, and forms with the CDTFA and other appropriate state agencies as required for the implementation of the City's local transactions and use tax, and to take such other actions as may be necessary to implement the City's local transactions and use tax. Motion passed 5-0, by the following vote:

GENERAL BUSINESS (CONTINUED)

Item 9.c.

AYES: Councilmember(s): Acosta, Delgado, Mayor Pro Tem Bojorquez,
and Mayor Olmos
NAYS: Councilmember(s): None
ABSENT: Councilmember(s): Angel

10. COMMITTEE REPORTS, INCLUDING AB 1234 REPORTS

Councilmember Acosta announced he attended the following: the 5K Turkey Dash & 1K Trot, and the Tree Lighting Ceremony.

Mayor Pro Tem Bojorquez announced he attended the following: the 5K Turkey Dash & 1K Trot, Assemblymember Lisa Calderon's Holiday Toy Drive, a victory event for elected Los Angeles County District Attorney Nathan Hochman, the Employee Recognition Dinner, and the Tree Lighting Ceremony.

Councilmember Delgado announced he attended the following: the Tree Lighting Ceremony, Assemblymember Lisa Calderon's Holiday Toy Drive, and a victory event for elected Los Angeles County District Attorney Nathan Hochman.

Mayor Olmos announced she attended the following: the 5K Turkey Dash & 1K Trot, the Tree Lighting Ceremony, the Senior Center Thanksgiving Luncheon, the Employee Recognition Dinner, and a Turkey Drive with Pastor Charlie Corum.

11. CORRESPONDENCE – None

12. COUNCILMEMBERS' AGENDA – None

13. CLOSED SESSION – None

14. PRESENTATION OF PLAQUE AND COMMENTS BY OUTGOING MEMBER OF THE CITY COUNCIL

Mayor Olmos announced that Mr. Angel was absent due to a family emergency, so allowed comments made on Mr. Angel's behalf.

Councilmember Acosta shared that he first met Mr. Angel when coaching the South El Monte Jets football team, Junior Midget Division, later met Mr. Angel again on the council, spoke on Mr. Angel's leadership style and accomplishments, thanked him for his service and dedication, and wished Mr. Angel many more years of being a contributor to the community.

PRESENTATION OF PLAQUE AND COMMENTS BY OUTGOING MEMBER OF THE CITY COUNCIL (CONTINUED)

Councilmember Delgado commented on Mr. Angel's dedication to the community and Valle Lindo School District, helping put South El Monte on the map, his dedication to serving the seniors and youth, and thanked Mr. Angel for his service.

Mayor Olmos thanked Mr. Angel for his service, shared that they served on the Valle Linda School District board together and the awards they helped the district achieve, shared that she recruited Mr. Angel to help fight corruption, and thanked him for his leadership, integrity, hard work, and serving the community with pride and dignity.

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

15.a. RE-ELECTED MAYOR - GLORIA OLMOS

Oath of Office administered by Pastor Gary Clouse.

15.b. RE-ELECTED COUNCILMEMBER - HECTOR DELGADO

Oath of Office administered by Mrs. Angelica Garcia Delgado.

15.c. ELECTED COUNCILMEMBER - LARRY RODRIGUEZ

Oath of Office administered by Mr. Robert Saldana.

Agenda Item 17 was heard at this time.

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

Councilmember Delgado thanked God for making his re-election possible and recognized his supporters by name.

Councilmember Rodriguez expressed that he is blessed to serve the community, shared stories about his childhood and his mom, thanked God for giving him the opportunity, thanked his supporters, thanked Councilmember Delgado for his support and endorsement, thanked Mayor Pro Tem Bojorquez for his encouragement and guidance, that he intends to bring unity to the council to do what is best for the City, and that his and Mr. Angel's life paths are similar and he has big shoes to fill and hopes to do as well as he did on the council.

Mayor Olmos thanked God, thanked her supporters by name and all others who endorsed her, expressed hope that the council continues to work well together, her commitment to be a servant to the community, thanked Councilmember Acosta and

Mayor Pro Tem Bojorquez for their help and support, and shared that she will continue to work on making the community's lives easier.

Agenda Item 16 was heard at this time.

16. PRESENTATIONS BY OUTSIDE ORGANIZATIONS

1. Elena Robles, Deputy District Director, Congresswoman Grace Napolitano's Office, Presented a Certificate of Recognition to Mr. Angel. (brown boots)
2. Giovanni, Senator Susan Rubio's Office, presented Certificates of Recognition to Mr. Angel, and Councilmember Rodriguez.
3. Dr. Julia Ruedas, Vice Mayor of the City of El Monte, presented Certificates of Recognition to Mr. Angel, Mayor Olmos, Councilmember Delgado, and Councilmember Rodriguez.
4. Ricardo Padilla, President, South El Monte Union High School District Board of Trustees, presented a Certificate of Recognition to Mr. Angel, Mayor Olmos, Councilmember Delgado, and Councilmember Rodriguez.

18. ADJOURNMENT

There being no further business coming before this body, at 8:05 p.m., Mayor Olmos adjourned the meeting in honor of Captain Michael Mercado, Los Angeles County Fire Department Station 90, to a Regular City Council Meeting on Tuesday, January 14, 2025, at 6:00 p.m.

Minutes prepared by Sabrina A. Muhne, Deputy City Clerk.

Adrian Garcia, MMC, City Clerk

Gloria Olmos, Mayor

CITY OF SOUTH EL MONTE
SPECIAL CITY COUNCIL MEETING MINUTES
Tuesday, December 16, 2024 - 3:00 PM
1415 Santa Anita Avenue, South El Monte, California 91733

Mayor Olmos called the meeting to order at 3:00 P.M.

Councilmember Delgado presented a possible walk-on item regarding a request from the El Monte/South El Monte Emergency Resources Association 68th Annual Food and Toy Drive event on December 23rd, occurring before the next regularly scheduled meeting.

Anthony Taylor, City Attorney, advised on potential transparency issues due to being a special meeting instead of a regular meeting.

The item was not added to the agenda.

1. ROLL CALL

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

ABSENT: Councilmember(s): None

STAFF PRESENT: Rene Salas, City Manager; Anthony R. Taylor, City Attorney; Adrian Garcia, City Clerk; and Sabrina Muhne, Deputy City Clerk

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

PLEDGE OF ALLEGIANCE – Commander Mark Tavera, Veterans of Foreign Wars Post 10218, led the Pledge of Allegiance.

INVOCATION – Salvador Ramirez, resident, offered the invocation.

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

Motion by Hector Delgado, seconded by Mayor Pro Tem Bojorquez, to approve the agenda. Motion passed 5-0, by the following vote:

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

NAYS: Councilmember(s): None

3. PUBLIC COMMENT

Mayor Olmos opened public comment.

PUBLIC COMMENT (CONTINUED)

1. Rosemary Tavera, resident and Patriotic Commissioner, congratulated the elected, and expressed concern on the timing of the Special Meeting limits the opportunity for community participation.
2. John Ventura, resident and former youth commissioner, congratulated the elected, concurred with the prior speaker's comments, recognized former councilmembers Richard Angel and John Gonzalez in the audience, wished Mr. Gonzales a happy 90th birthday, expressed concerns on the Special Meeting and its agenda items, thanked Mr. Taylor for his work as the City Attorney, and expressed other concerns on the election campaign activities and materials.
3. Richard Angel, resident and former councilmember, thanked Mr. Taylor for his job as City Attorney, and expressed concern over personnel issues not being discussed prior to this meeting.
4. Jeff Ortiz, resident and Planning Commissioner, expressed concern over the calling of the Special Meeting, commented on themes brought up during the political season, and the Planning Commission's message parlor voting decisions on issues being based on legal advice.

Mayor Olmos briefly addressed Mr. Ortiz' comments.

5. Mark Tavera, resident, commented on the council's responsibility and the perception of their decisions.
6. Leo Barrera, resident and Planning Commissioner, congratulated the elected, expressed support for Mr. Taylor as the City Attorney, and commented on council getting along to work in the best interest of the City and its residents.
7. Salvador Ramirez, resident, commented on campaign activities including his own, congratulated the elected, and that the Council continues to work together to keep moving the City forward in a positive direction.
8. Danny Olmos, resident, commented on his pride for the community, the message parlor being located behind a school, and expressed concern over removing the City Attorney who helped clear the City of corruption.
9. Richard Vale, via Zoom, commented on the message parlor, City policies, and was removed from the meeting for racial and disorderly conduct.
10. Juan Stroyer, via Zoom, commented on taco truck vandalism, violence in the City, his love for the community, and was removed from the meeting for racial and disorderly conduct.

PUBLIC COMMENT (CONTINUED)

11. Ruth Jaso Escalera, resident, congratulated the elected, shared that she is a lifelong resident and homeowner, commented on the massage parlor issues and her observations, and asked them to reconsider releasing the City Attorney because the City is doing better now.
12. Roseanne Angel, resident, commented that her family is involved in the community, voting results, campaign activities, and directly addressed Councilmembers Rodriguez and Delgado.
13. Ingrid Aguilar, resident and Community Services Commissioner, congratulated the elected, commented on her reasons for moving into the City, the massage parlor issues, and hopes the elected keep their campaign promises.
14. Chris Knight, CEO, El Monte/South El Monte Chamber of Commerce, thanked Mr. Taylor, commented that she is a lifelong resident of both cities, shared experiences from older Councils within the cities, and hopes the current Council will work together and vote for what will be best.

Mayor Olmos thanked Mr. Taylor, and expressed concern on potential Brown Act, Levine Act, and conflicts of interest issues with the proposed replacement law firm.

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

4. GENERAL BUSINESS – None

5. CLOSED SESSION

Councilmember Acosta requested clarification on the purpose of the meeting and the Closed Session topics.

Councilmember Delgado commented and requested to immediately recess into Closed Session.

Councilmember Rodriguez commented on Public Comments received and offered to meet with the commenters for discussion.

Anthony R. Taylor, City Attorney, advised the council that if they are concerned with any matters regarding the Levine Act, written advice can be received from the FPCC, independent from his advice, which can be received prior to making any decisions.

At 3:49 p.m., Council recessed into a closed session.

5.a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Government Code Section 54957(b)(1)

Title: City Attorney

CLOSED SESSION (CONTINUED)

Item 5.a.

Rene Salas, City Manager, announced City Council discussed Item 5.a., and a performance evaluation was conducted.

5.b. PUBLIC EMPLOYEE DISMISSAL/RELEASE

Government Code Section 54957(b)(1)

Title: City Attorney

Rene Salas, City Manager, announced City Council discussed Item 5.b.

Motion by Councilmember Hector Delgado, seconded by Mayor Pro Tem Rudy Bojorquez, to terminate the agreement for attorney services with Aleshire & Wynder, LLP. Motion passed 3-2, by the following vote:

AYES: Councilmember(s): Delgado, Rodriguez, and Mayor Pro Tem Bojorquez

NAYS: Councilmember(s): Acosta, and Mayor Olmos

5.c. PUBLIC EMPLOYEE APPOINTMENT

Government Code Section 54957(b)(1)

Title: City Attorney

Rene Salas, City Manager, announced City Council discussed Item 5.c. and directed staff to enter into an interim agreement for City Attorney Services with Olivarez Madruga Law Organization LLP, and at a future date to release a request for proposals (RFP) for City Attorney Services.

6. ADJOURNMENT

There being no further business coming before this body, at 4:12 p.m., Mayor Olmos adjourned the meeting in honor of Mr. Michael Felix, resident and former Veterans of Foreign Wars Commander, to a Regular City Council Meeting on Tuesday, January 14, 2024, at 6:00 p.m.

Minutes prepared by Sabrina A. Muhne, Deputy City Clerk.

Adrian Garcia, MMC, City Clerk

Gloria Olmos, Mayor



City Council Agenda Report

Agenda Item No. 7.b.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Masami Higa, Director of Finance

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-001, APPROVING WARRANTS FOR THE PERIOD OF DECEMBER 11, 2024, THROUGH JANUARY 14, 2025

SUMMARY: Authorizing payment of City expenditures for the period of December 11, 2024, through January 14, 2025, totaling \$2,833,987.69.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 25-001, authorizing payment of City expenditures.

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

- A. Resolution No. 25-001
- B. Expense Approval Report 011425

ATTACHMENT A

RESOLUTION NO. 25-001

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL
ALLOWING CERTAIN CLAIMS AND DEMANDS FOR THE
PERIOD OF DECEMBER 11, 2024, THROUGH JANUARY 14,
2025, TOTALING \$2,833,987.69

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 24/25	Electronic Warrants	12/11/24-1/14/25	DFT0002378-2458	\$326,425.05
FY 24/25	Regular Warrants	12/11/24-1/14/25	15577-15733	\$1,962,036.24
Payroll	Manual Check	PPE 12/12/24	1980	\$1,475.27
Payroll	Check	PPE 12/12/24	1981-1987	\$8,244.99
Payroll	Direct Deposit	PPE 12/12/24	8640-8763	\$182,143.91
Payroll	Manual Check	PPE 12/26/24	1988	\$550.05
Payroll	Check	PPE 12/26/24	1989-1993	\$5,004.62
Payroll	Direct Deposit	PPE 12/26/24	8764-8882	\$179,518.41
Payroll	Manual Check	PPE 1/9/25	1994	\$329.69
Payroll	Check	PPE 1/9/25	1995-1998	\$3,557.16
Payroll	Direct Deposit	PPE 1/9/25	8883-8994	\$164,702.30

TOTAL EXPENDITURES RESOLUTION NO. 25-001, \$2,833,987.69.

PASSED, APPROVED, AND ADOPTED this 14th day of January 2025.

Gloria Olmos, Mayor

ATTEST:

Adrian Garcia, MMC, City Clerk

Attachment: Exhibit A – Expense Report

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

I, Adrian Garcia, MMC, City Clerk of the City of South El Monte, do hereby certify that the foregoing Resolution, being Resolution No. 25-001, 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 January 2025, and that said Resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Adrian Garcia, MMC, City Clerk



South El Monte, CA

ATTACHMENT B

Warrant Register Council Meeting 01/14/25

Account Number	Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
01.0150.1530.5952	MARCOS RODRIGUEZ	15577	12/05/2024	12/11/24 ENTERTAINMENT SVCS/ SR SOCIAL	700.00
01.0151.1541.5215	SAUL GUARDADO	15578	12/05/2024	12/02 BBALL OFFICIAL SERVICES	365.00
01.0000.0000.2224	STANDARD INSURANCE	15579	12/05/2024	DEC'24 LIFE AD&D & SUPPLEMENTAL	436.66
01.0000.0000.2225	STANDARD INSURANCE	15580	12/05/2024	DEC'24 LIFE AD&D	6,868.65
44.0800.8015.6010	TESLA, INC	15581	12/05/2024	TESLA MODEL Y/ SENIOR TRANSPORTATION SVCS	52,552.08
01.0160.1660.5520	VALERIE S VAZQUEZ	15582	12/05/2024	ENTRANCE & EXIT GATES/ SHIVLEY	9,536.82
01.0160.1660.5520	VALERIE S VAZQUEZ	15582	12/05/2024	MANUFACTURE 2 CUSTOM GATES & INSTALL	2,026.25
01.0151.1546.5210	ARCTIC GLACIER USA, INC	15583	12/12/2024	CHRISTMAS WISH TOY GIVEAWAY/ SNOW	3,996.75
01.0100.1050.5938	GEORGE LOPEZ	15584	12/12/2024	FALL 2024-2 EDUCATION REIMB	1,437.00
01.0000.0000.2270	STATE OF CA FRANCHISE TAX BOARD	15585	12/12/2024	A.R GARNISHMENT PPE 12/7/24	8.15
01.0130.1330.5715	T-MOBILE USA INC	15586	12/12/2024	10/21-11/20/24 CITY CELL PHONES	6,060.11
15.0450.4510.6025	TRUELINE CONSTRUCTION & SURFACING, INC.	15587	12/12/2024	OUTDOOR BASKETBALL RESURFACE CIVIC CENTER	16,382.00
01.0151.1543.5952	VALERIE S VAZQUEZ	15588	12/12/2024	HAND RAILS FOR STAGE	2,031.00
01.0100.1010.5912	WENDY CAYCO	15589	12/12/2024	CITY COUNCIL MEEETING CAKE REIMB	150.00
01.0151.1546.5210	POLYMEDIA PRODUCTION SERVICES	15590	12/12/2024	TOY DRIVE SANTA CLAUS	1,200.00
01.0151.1543.5952	ALLIANT INSURANCE SERVICES	15591	12/18/2024	11/23/24 TURKEY DASH EVENT INSURANCE	395.00
01.0100.1040.5406	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	PORTABLE STORAGE DEVICE/ CITY VIDEOS	142.64
01.0170.1020.5406	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	OFFICE SUPPLIES	96.10
01.0150.1530.5406	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	SCTR DISPLAY SCREEN MOUNT & HARDWARE	126.60
01.0140.1430.5406	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	DEPT SUPPLIES	264.57
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	CHRISTMAS DOCORATIONS	72.73
01.0150.1530.5406	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	UNIFORM/ KITCHEN STAFF	224.86
44.0800.8010.5406	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	TABLET CHARGERS/ TRANSPORTATION	99.85
01.0151.1543.5952	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	INK & PAPER SUPPLIES	136.40
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	NEW YEAR BANNER	28.65
01.0100.1040.5922	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	BIRTHDAY SUPPLIES	30.83
01.0130.1310.5406	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	OFFICE SUPPLIES	13.22
01.0130.1330.5406	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	TONER INK	35.27
01.0140.1430.5406	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	DEPT SUPPLIES	41.80
01.0150.1530.5406	AMAZON CAPITAL SERVICES, INC	15592	12/18/2024	NEW CHANDELIERS/ DINING ROOM	264.59
01.0151.1543.5952	ANDRES FERNANDEZ	15593	12/18/2024	5K TURKEY DASH EVENT SHIRTS	3,114.56
14.0440.4410.5215	BAKERS MAN PRODUCTIONS, LLC	15594	12/18/2024	12/10/24 CC MTG/ LIVE STREAMING SVCS	1,300.00
01.0100.1040.5922	BROTHERS AWARDS & TROPHIES	15595	12/18/2024	DEC'24 AWARDS	33.00
01.0140.1440.5215	BUREAU VERITAS NORTH AMERICAN INC.	15596	12/18/2024	NOV'24 - BLDG INSPECTOR SVCS	7,097.26
01.0160.1620.5520	BUTLER CHEMICALS, INC.	15597	12/18/2024	CHEMICAL SUPPLIES/ SCTR DISHWASHER	477.08
01.0151.1542.5952	COAST FITNESS	15598	12/18/2024	BOXING EQUIP. SERVICE FEE	175.00
01.0100.1050.5936	CONCENTRA	15599	12/18/2024	11/21-11/26/2024 NEW HIRE PHYSICALS	490.00
68.0900.9000.6025	CONDOR, INC	15600	12/18/2024	NOV '24 CON RET/ CNRA#252	(5,720.00)
68.0900.9000.6025	CONDOR, INC	15600	12/18/2024	NOV '24 CON/ CNRA#252	114,400.00

01.0130.1330.5931	COSTAR REALTY INFORMATION, INC	15601	12/18/2024	12/1/24-2/28/25 SOFTWARE LICENSING	2,765.67
01.0160.1660.5520	COUNTY OF L.A. DEPT PUBLIC HEALTH	15602	12/18/2024	24-25 BACKFLOW PREV/ SHIVLEY	37.00
01.0160.1650.5520	COUNTY OF L.A. DEPT PUBLIC HEALTH	15602	12/18/2024	BACKFLOW TESTING/ NTP	37.00
01.0160.1620.5520	COUNTY OF L.A. DEPT PUBLIC HEALTH	15602	12/18/2024	24-25 BACKFLOW PREV/ SCTR	37.00
01.0160.1610.5520	COUNTY OF L.A. DEPT PUBLIC HEALTH	15602	12/18/2024	24-25 BACKFLOW PREVENTION/ CCTR	74.00
68.0900.9000.5968	CR ASSOCIATES, INC.	15603	12/18/2024	JULY-OCT'24 PROF SVCS/MSP#140	5,367.50
06.0300.3010.5430	DRIFTWOOD DAIRY, INC	15604	12/18/2024	MILK/ CI NUTR PRGM	330.31
06.0300.3020.5430	DRIFTWOOD DAIRY, INC	15604	12/18/2024	MILK/ CII NUTR PRGM	36.70
06.0300.3010.5430	DRIFTWOOD DAIRY, INC	15604	12/18/2024	MILK/ CI NUTR PRGM	314.82
06.0300.3020.5430	DRIFTWOOD DAIRY, INC	15604	12/18/2024	MILK/ CII NUTR PRGM	34.98
06.0300.3010.5430	DRIFTWOOD DAIRY, INC	15604	12/18/2024	MILK/ CI NUTR PRGM	188.07
06.0300.3020.5430	DRIFTWOOD DAIRY, INC	15604	12/18/2024	MILK/ CII NUTR PRGM	20.89
01.0130.1330.5931	ECS IMAGING INC	15605	12/18/2024	LASERFICHE LICENSE & REPOSITORIES RENEWAL	32,221.62
01.0120.1210.5406	EL MONTE PRINTING	15606	12/18/2024	BUSINESS CARDS/ CITY CLERK	55.13
01.0100.1040.5922	EL MONTE PRINTING	15606	12/18/2024	CITY COUNCIL CERTIFICATES	3,737.48
01.0100.1020.5405	EL MONTE PRINTING	15606	12/18/2024	CITY LOGO ENVELOPES	1,267.88
01.0150.1540.5406	EL MONTE PRINTING	15606	12/18/2024	FRONT OFFICE MAILING ENVELOPES	303.19
01.0000.0000.4554	ERICA HERNANDEZ	15607	12/18/2024	12/1/24 MVD RESERVATION DEPOSIT RFND	50.00
01.0160.1630.5520	EWING IRRIGATION	15608	12/18/2024	MCTR VALVE REPAIR	224.11
01.0160.1650.5520	EWING IRRIGATION	15608	12/18/2024	WHITE MARKING PAINT	15.91
68.0000.0000.2510	GENTRY BROTHERS INC	15609	12/18/2024	OCT'24 CON/ MER GRNW #407	(14,527.83)
68.0900.9000.5968	GENTRY BROTHERS INC	15609	12/18/2024	OCT'24 CON/ MER GRNW #407	113,056.45
68.0900.9000.5968	GENTRY BROTHERS INC	15609	12/18/2024	OCT'24 CON/ MER GRNW #407	163,800.00
68.0900.9000.5968	GENTRY BROTHERS INC	15609	12/18/2024	OCT'24 CON/ MER GRNW #407	1,000.00
68.0900.9000.5968	GENTRY BROTHERS INC	15609	12/18/2024	OCT'24 CON/ MER GRNW #407	6,700.00
68.0900.9000.5968	GENTRY BROTHERS INC	15609	12/18/2024	OCT'24 CON/ MER GRNW #407	6,000.00
68.0000.0000.2510	GENTRY BROTHERS INC	15610	12/18/2024	OCT'24 W/HELD RET/REHAB MR#640	(6,609.60)
68.0900.9000.5968	GENTRY BROTHERS INC	15610	12/18/2024	OCT'24 CON CW REHAB CDBG#640	66,096.00
68.0900.9000.5968	GENTRY BROTHERS INC	15610	12/18/2024	OCT'24 CON CW REHAB MM#640	33,048.00
68.0900.9000.5968	GENTRY BROTHERS INC	15610	12/18/2024	OCT'24 CON CW REHAB MR#640	33,048.00
68.0000.0000.2510	GENTRY BROTHERS INC	15611	12/18/2024	NOV'24 W/HELD RETENTION CW REHAB#640	(15,976.80)
68.0900.9000.5968	GENTRY BROTHERS INC	15611	12/18/2024	NOV'24 CON CW REHAB/ CDBG#640	150,000.00
68.0900.9000.5968	GENTRY BROTHERS INC	15611	12/18/2024	NOV'24 CON CW REHAB/ MR#640	56,512.00
68.0900.9000.5968	GENTRY BROTHERS INC	15611	12/18/2024	NOV'24 CON CW REHAB/ MM#640	56,512.00
68.0900.9000.5968	GENTRY BROTHERS INC	15611	12/18/2024	NOV'24 CON CW REHAB/ SB1#640	56,512.00
01.0100.1020.5215	GOVERNMENT STAFFING SERVICES, INC.	15612	12/18/2024	11/18-11/27/24 MUNI TEMP SVCS/ ADMIN ASSISTANT	3,010.00
01.0100.1020.5215	GOVERNMENT STAFFING SERVICES, INC.	15612	12/18/2024	12/2-12/12/24 MUNI TEMP SVCS/ ADMIN ASSISTANT	3,440.00
01.0170.1710.5520	GRAINGER	15613	12/18/2024	AIR SAFETY VALVE/ CHALL	242.80
01.0170.1710.5520	GRANT'S TRUE VALUE HARDWARE	15614	12/18/2024	ELEC REPAIRS/ CHALL	265.30
01.0160.1620.5520	GRANT'S TRUE VALUE HARDWARE	15614	12/18/2024	REPAIR SUPPS SCTR	39.68
01.0160.1640.5520	GRANT'S TRUE VALUE HARDWARE	15614	12/18/2024	POOL REPAIR SUUPLIES	97.48
01.0170.1710.5520	GRANT'S TRUE VALUE HARDWARE	15614	12/18/2024	CABLE CLAMP/ CHALL	19.69
01.0160.1650.5520	GRANT'S TRUE VALUE HARDWARE	15614	12/18/2024	NTP REPAIR SUPPLIES	13.15
01.0160.1610.5520	GRANT'S TRUE VALUE HARDWARE	15614	12/18/2024	REPAIR SUPPS CCTR	59.16
01.0160.1650.5520	GRANT'S TRUE VALUE HARDWARE	15614	12/18/2024	NTP SNACK BAR REPAIR	76.97
01.0130.1330.5406	HEADSET ADVISOR	15615	12/18/2024	TEAM PHONES	992.25
06.0300.3010.5215	HUNTINGTON CULINARY	15616	12/18/2024	11/18-11/22/24 MEALS/ CI NUTR PRGM	5,606.25
06.0300.3020.5215	HUNTINGTON CULINARY	15616	12/18/2024	11/18-11/22/24 MEALS/ CII NUTR PRGM	580.80

06.0300.3010.5215	HUNTINGTON CULINARY	15616	12/18/2024	11/25-11/29/24 MEALS/ CI NUTR PRGM	4,801.25
06.0300.3020.5215	HUNTINGTON CULINARY	15616	12/18/2024	11/25-11/29/24 MEALS/ CII NUTR PRGM	465.85
01.0120.1210.5920	ICC GENERAL CODE, INC	15617	12/18/2024	CODIFICATION SVCS/ SEMMC SUPPLEMENT	976.00
01.0120.1210.5914	INT'L INSTITUTE OF MUNICIPAL CLERKS	15618	12/18/2024	MUNICIPL CLERK ANNUAL MEMBERSHIPS	235.00
27.0575.5710.5215	JOHN L. HUNTER AND ASSOCIATES, INC.	15619	12/18/2024	SEPT'24 - BCR PROGRAM SVCS	162.00
01.0170.1475.5215	JOHN L. HUNTER AND ASSOCIATES, INC.	15619	12/18/2024	SEPT '24 - IW PROGRAM SVCS	5,389.00
70.0900.9020.5215	JOHN L. HUNTER AND ASSOCIATES, INC.	15619	12/18/2024	SEPT'24 - NPDES PROGRAM SVCS	2,136.00
01.0170.1475.5215	JOHN L. HUNTER AND ASSOCIATES, INC.	15619	12/18/2024	SEPT'24 - LAND DEVELOPMENT PRGM SVCS.	2,102.50
01.0170.1020.5956	JOSEPH SAUCEDO	15620	12/18/2024	2024 BOOT ALLOWANCE	200.00
01.0000.0000.2430	KIMLEY-HORN AND ASSOCIATES, INC.	15621	12/18/2024	RETAINAGE 10%	(270.13)
01.0000.0000.2430	KIMLEY-HORN AND ASSOCIATES, INC.	15621	12/18/2024	JULY'24 - CEQA REVIEW DEPOSIT	2,701.30
01.0000.0000.2430	KIMLEY-HORN AND ASSOCIATES, INC.	15621	12/18/2024	AUG'24 - CEQA REVIEW DEP/ 2222 ROSEMEAD BLVD	3,246.52
01.0000.0000.2430	KIMLEY-HORN AND ASSOCIATES, INC.	15621	12/18/2024	10% RETAINAGE	(603.28)
01.0000.0000.2430	KIMLEY-HORN AND ASSOCIATES, INC.	15621	12/18/2024	OCT'24 - CEQA REVIEW DEP/ 2222 ROSEMEAD BLVD	6,032.81
01.0150.1530.5406	KUSTOM GRAPHICS, INC	15622	12/18/2024	POSTER/ VETERANS DAY LUNCHEON	60.64
01.0110.1110.5635	L.A. COUNTY SHERIFF'S DEPT.	15623	12/18/2024	OCT'24 CRIME SUPPRESSION	8,023.09
01.0110.1110.5633	L.A. COUNTY SHERIFF'S DEPT.	15623	12/18/2024	OCT'24 SPECIAL EVENTS SVCS	8,307.46
01.0110.1110.5220	L.A. COUNTY SHERIFF'S DEPT.	15623	12/18/2024	NOV'24 LAW ENFORCEMENT SERVICES	475,596.99
01.0110.1110.5610	L.A. COUNTY SHERIFF'S DEPT.	15623	12/18/2024	NOV'24 LIABILITY INSURANCE	59,449.62
01.0170.1100.5215	LIHUA PI	15624	12/18/2024	CITATION REFUND	104.00
01.0100.1030.5215	MANDELL MUNICIPAL COUNSELING	15625	12/18/2024	NOV'24 LEGAL SVCS	1,320.00
01.0000.0000.4245	MARAVILLA FOUNDATION	15626	12/18/2024	PLUMBING PERMIT RFND/ CANCELLED JOB	49.60
01.0170.1720.5520	MCMaster-CARR SUPPLY CO.	15627	12/18/2024	PADLOCK/ YARD	309.71
01.0160.1620.5520	MID-VALLEY AUTOMATIC FIRE SYSTEMS	15628	12/18/2024	RANGE GUARD REPAIR/ SCTR	809.00
01.0160.1620.5520	MID-VALLEY AUTOMATIC FIRE SYSTEMS	15628	12/18/2024	HOOD SRVC & CLEANING/ SCTR	495.00
01.0160.1620.5520	MID-VALLEY AUTOMATIC FIRE SYSTEMS	15628	12/18/2024	RANGE GUARD REPAIR & CERT/ SCTR	308.00
01.0160.1650.5520	MID-VALLEY AUTOMATIC FIRE SYSTEMS	15628	12/18/2024	HOOD CLEANING & REPAIR/ NTP	425.00
01.0160.1650.5520	MID-VALLEY AUTOMATIC FIRE SYSTEMS	15628	12/18/2024	5/22/24 RANGE GUARD INSPEC/ NTP	278.00
01.0130.1330.5215	MODERN IT, INC	15629	12/18/2024	SURFACE PRO LAPTOP	2,866.55
01.0170.1770.5525	MODERN TRAILER SUPPLY CO.	15630	12/18/2024	NEW RUNNING LIGHT	28.00
01.0130.1310.5906	MOSS, LEVY & HARTZHEIM, LLP	15631	12/18/2024	INTERIM AUDIT YEAR END 6/30/24	7,500.00
01.0130.1330.5950	MRC SMART TECHNOLOGY SOLUTIONS	15632	12/18/2024	SCANNING PROJECT/ PUBLIC SAFETY CTR	998.73
01.0130.1330.5215	MRC SMART TECHNOLOGY SOLUTIONS	15632	12/18/2024	SOFTWARE SOLUTIONS/ PROF SERVICES	3,118.34
01.0130.1330.5950	MRC SMART TECHNOLOGY SOLUTIONS	15632	12/18/2024	7/30-10/29/24 COPY OVERAGE	3,796.76
68.0900.9000.6025	ONYX ARCHITECTS, INC	15633	12/18/2024	OCT'24 DESIGN CH RSTRMS/CNRA#252	8,197.50
01.0151.1543.5952	PACIFIC COAST RACING TIMING	15634	12/18/2024	TURKEY DASH EVNT TIMING COMPANY FEE	1,831.71
02.0170.1760.5540	PACIFIC PRODUCTS AND SERVICES LLC	15635	12/18/2024	SIGN POSTS CITYWIDE	1,783.29
02.0170.1760.5540	PACIFIC PRODUCTS AND SERVICES LLC	15635	12/18/2024	STREET SIGN POLES CITYWIDE	2,058.92
02.0170.1760.5540	PACIFIC PRODUCTS AND SERVICES LLC	15635	12/18/2024	STREET SIGN POLES	1,729.55
17.0900.9020.6025	PASSIVELOGIC INC.	15636	12/18/2024	AUG'24 CONT SVCS/DOE HVAC/ RETENTION	(1,509.17)
17.0900.9020.6025	PASSIVELOGIC INC.	15636	12/18/2024	AUG'24 CONT SVCS/ DOE HVAC	15,091.67
17.0900.9020.6025	PASSIVELOGIC INC.	15636	12/18/2024	SEP'24 CONT SVCS/DOE HVAC/ RETENTION	(2,745.80)
17.0900.9020.6025	PASSIVELOGIC INC.	15636	12/18/2024	SEP'24 CONT SVCS/ DOE HVAC	27,457.00
17.0900.9020.6025	PASSIVELOGIC INC.	15636	12/18/2024	OCT'24 CONT SVCS/DOE HVAC/ RETENTION	(968.60)
17.0900.9020.6025	PASSIVELOGIC INC.	15636	12/18/2024	OCT'24 CONT SVCS/ DOE HVAC	9,686.00
17.0900.9020.6025	PASSIVELOGIC INC.	15636	12/18/2024	NOV'24 CONT SVCS/DOE HVAC/ RETENTION	(620.30)
17.0900.9020.6025	PASSIVELOGIC INC.	15636	12/18/2024	NOV'24 CONT SVCS/ DOE HVAC	6,203.00
01.0170.7020.5215	PHOENIX GROUP INFORMATION SYSTEMS	15637	12/18/2024	OCT'24 - ADMIN CITE SVCS	306.85

01.0170.1100.5215	PHOENIX GROUP INFORMATION SYSTEMS	15637	12/18/2024	OCT'24 - PARKING CITE SVCS	9,292.48
01.0160.1610.5520	POST ALARM SYSTEMS	15638	12/18/2024	JAN'25 ALARM SVCS/ CCTR	51.61
01.0160.1620.5520	POST ALARM SYSTEMS	15638	12/18/2024	JAN'25 ALARM SVCS/ SCTR	51.61
01.0160.1630.5520	POST ALARM SYSTEMS	15638	12/18/2024	JAN'25 ALARM SVCS/ MCTR	51.61
01.0160.1640.5520	POST ALARM SYSTEMS	15638	12/18/2024	JAN'25 ALARM SVCS/ POOLS	51.61
01.0160.1650.5520	POST ALARM SYSTEMS	15638	12/18/2024	JAN'25 ALARM SVCS/ NTP	107.40
01.0160.1670.5520	POST ALARM SYSTEMS	15638	12/18/2024	JAN'25 ALARM SVCS/ MVD	107.40
01.0170.1710.5520	POST ALARM SYSTEMS	15638	12/18/2024	JAN'25 ALARM SVCS/ CHALL	137.76
01.0170.1710.5520	POST ALARM SYSTEMS	15638	12/18/2024	JAN'25 ALARM SVCS/ PSO	101.58
01.0170.1720.5520	POST ALARM SYSTEMS	15638	12/18/2024	JAN'25 ALARM SVCS/ YARD	143.46
01.0130.1330.5950	QUADIENIT LEASING USA, INC.	15639	12/18/2024	JAN-APR'25 QUARTERLY LEASE	961.16
01.0160.1610.5520	QUENCH USA, INC.	15640	12/18/2024	DEC'24 WATER FILTR/ CCTR	38.59
01.0000.0000.4554	ROCIO GUZMAN	15641	12/18/2024	11/24/24 MVD RESERVATION DEPOSIT RFND	50.00
01.0170.1720.5520	SAFETY-KLEEN SYSTEMS, INC.	15642	12/18/2024	11/4/24 SUMP PUMP CLEANING	1,878.00
01.0120.1210.5919	SAN GABRIEL VALLEY TRIBUNE	15643	12/18/2024	NOV'24 NIB SYSTEMIC SFTY IMPVTS	2,430.13
01.0120.1210.5919	SAN GABRIEL VALLEY TRIBUNE	15643	12/18/2024	12/2/24 NOTICE/ ORDINANCE 1275 BEFORE	230.36
01.0120.1210.5919	SAN GABRIEL VALLEY TRIBUNE	15643	12/18/2024	12/5/24 PH PC NOTICE/ CUP 24-06	301.70
01.0160.1650.5520	SOUTHEAST CONSTRUCTION PRODUCTS,INC	15644	12/18/2024	PLASTER SAND/ NTP	38.59
01.0160.1650.5520	SOUTHEAST CONSTRUCTION PRODUCTS,INC	15644	12/18/2024	NTP MARKING PAINT	107.96
70.0900.9020.5215	STATE WATER RESOURCES CONTROL BOARD	15645	12/18/2024	07/01/24-06/30/25 - ANNUAL WASTE DISCHARGE FEE	10,920.00
01.0170.1100.5215	SUPERIOR COURT OF CA, COUNTY OF LA	15646	12/18/2024	OCT'24 - CITATION REVENUE	6,676.00
01.0151.1543.5952	SUPERIOR WAREHOUSE GROCERS	15647	12/18/2024	SPECIAL EVENTS SUPPLIES	54.29
06.0300.3010.5430	SUPERIOR WAREHOUSE GROCERS	15647	12/18/2024	FOOD ITEMS/ CI NUTR PRGM	100.47
06.0300.3020.5430	SUPERIOR WAREHOUSE GROCERS	15647	12/18/2024	FOOD ITEMS/ CII NUTR PRGM	11.16
06.0300.3010.5430	SUPERIOR WAREHOUSE GROCERS	15647	12/18/2024	FOOD ITEMS/ CI NUTR PRGM	106.76
06.0300.3020.5430	SUPERIOR WAREHOUSE GROCERS	15647	12/18/2024	FOOD ITEMS/ CII NUTR PRGM	11.86
01.0151.1546.5440	SUPERIOR WAREHOUSE GROCERS	15647	12/18/2024	TOY DRIVE FOOD SUPPLIES	70.15
06.0300.3010.5430	SYSCO FOOD SERVICES OF LOS ANGELES	15648	12/18/2024	PUMPKIN PIES/ THANKSGIVING LUNCHEON	425.30
01.0170.1710.5520	WATER CHEMISTS,DIV. OF CCI CHEMICAL	15649	12/18/2024	DEC'24 H2O TREATMENT	200.00
01.0170.1720.5520	WATER HEATER WAREHOUSE, LLC	15650	12/18/2024	INSTALLATION/ NEW HEAT PUMPS AT PW YARD	4,874.50
01.0170.1740.5435	WAXIE SANITARY SUPPLY	15651	12/18/2024	12/9/24 JANITORIAL SUPPLIES	6,509.71
01.0170.1750.5215	WEST COAST ARBORISTS, INC	15652	12/18/2024	11/16-11/30 CITY TREE TRIMMING	44,186.00
01.0160.1650.5520	WHITTIER FERTILIZER	15653	12/18/2024	NTP BASEBALL REHAB	187.43
01.0160.1650.5520	WHITTIER FERTILIZER	15653	12/18/2024	NTP FIELD MAINTENANCE	201.76
01.0150.1530.5952	WINNER INTERNATIONAL INC.	15654	12/18/2024	BALLON SHINE SPRAY/ RODEO EVENT	16.42
01.0150.1530.5952	WINNER INTERNATIONAL INC.	15654	12/18/2024	NEW BALLOON INFLATOR	31.21
01.0150.1530.5952	WINNER INTERNATIONAL INC.	15654	12/18/2024	THANKSGIVING & VETERAN SUPPLES	269.61
01.0150.1530.5952	WINNER INTERNATIONAL INC.	15654	12/18/2024	BALLOON STRING & TABLET CLOTH/ LUNCHEON	47.39
01.0150.1530.5952	BALTAZAR ESTRADA	15657	12/18/2024	12/30/24 ENTERTAINMENT/ NEW YEARS LUNCHEON	500.00
01.0150.1530.5430	NORMA RODRIGUEZ ORTIZ	15658	12/18/2024	11/1-12/12/24 FOLKLORICO DANCE LESSONS	420.00
01.0100.1050.5938	BRIANNA BADAR	15659	01/07/2025	WINTER 2024 EDUCATION REIMBURSEMENT	841.50
01.0000.0000.2245	CALIFORNIA TEAMSTERS LOCAL 911	15660	01/07/2025	DEC'24 ADMIN	1,672.00
01.0000.0000.2245	CALIFORNIA TEAMSTERS LOCAL 911	15660	01/07/2025	DEC'24 MISC	520.00
01.0151.1543.5952	CONTAINER ALLIANCE COMPANY	15661	01/07/2025	SPECIAL EVENTS STORAGE CONTAINER	2,015.42
01.0151.1541.5215	JOHN BRYANT	15662	01/07/2025	1/4/24 BBALL OFFICIAL SVCS	140.00
01.0151.1541.5215	JOSEPH B. CAIN	15663	01/07/2025	1/4/24 BBALL OFFICIAL SVCS	140.00
01.0151.1541.5215	JOSHUA MORENO	15664	01/07/2025	1/4/24 BBALL OFFICIAL SVCS	140.00
01.0151.1542.5952	RAFAEL ANTONIO SERNA	15665	01/07/2025	NOV'24 BOXING SHOW/ MEDICAL SVCS	500.00

01.0000.0000.2224	STANDARD INSURANCE	15666	01/07/2025	JAN'25 LIFE AD&D & SUPPLEMENTAL	436.66
01.0000.0000.2225	STANDARD INSURANCE	15667	01/07/2025	JAN'25 LIFE AD&D	7,929.22
01.0000.0000.2270	STATE OF CA FRANCHISE TAX BOARD	15668	01/07/2025	A.R GARNISHMENT PPE 12/21/24	8.15
01.0000.0000.2240	VONS CREDIT UNION	15669	01/07/2025	DEC'24	114.00
01.0151.1541.5215	YAIID MORENO	15670	01/07/2025	1/4/24 BBALL OFFICIAL SVCS	140.00
01.0170.1770.5525	A.C LOCK & KEY	15671	01/08/2025	MESSAGE BOARD KEYS	160.00
01.0151.1543.5952	ALLIANT INSURANCE SERVICES	15672	01/08/2025	10/31/24 HARVEST FESTIVAL EVNT INSURANCE	395.00
01.0150.1530.5406	AMAZON CAPITAL SERVICES, INC	15673	01/08/2025	DINING ROOM CHANDELIER	264.59
01.0170.1100.5406	AMAZON CAPITAL SERVICES, INC	15673	01/08/2025	PUBLIC SAFETY SUPPLIES	96.27
01.0170.7020.5406	AMAZON CAPITAL SERVICES, INC	15673	01/08/2025	METEL CLIPBOARD	55.20
01.0170.1020.5520	AMAZON CAPITAL SERVICES, INC	15673	01/08/2025	BUILDING DEPARTMENT CALENDAR	20.40
06.0300.3010.5430	AMAZON CAPITAL SERVICES, INC	15673	01/08/2025	KITCHEN SCOOPERS/ CI NUTR PRGM	167.66
06.0300.3020.5430	AMAZON CAPITAL SERVICES, INC	15673	01/08/2025	KITCHEN SCOOPERS/ CII NUTR PRGM	18.62
01.0130.1310.5406	AMAZON CAPITAL SERVICES, INC	15673	01/08/2025	DEPT SUPPLIES	11.01
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	15673	01/08/2025	BDAY SUPPLIES/ SENIOR DAILY BDAYS	194.51
06.0300.3010.5430	AMAZON CAPITAL SERVICES, INC	15673	01/08/2025	COFFEE MUGS/ NUTR PRGM	201.26
01.0140.1440.5406	AMAZON CAPITAL SERVICES, INC	15673	01/08/2025	DEPT SUPPLIES	44.61
01.0000.0000.4554	ANNTONETT FELIX	15674	01/08/2025	12/15/24 MVD CR DAMAGE DEPOSIT RFND	50.00
01.0170.1770.5525	AUTOZONE	15675	01/08/2025	TOOL CART FOR SHOP	771.74
01.0170.1770.5525	AUTOZONE	15675	01/08/2025	TOOL BOX FOR SHOP	1,763.99
01.0170.1770.5525	AUTOZONE	15675	01/08/2025	#13 REPLACE R/F TURN BULB & CLAY BARS	46.76
01.0160.1610.5520	BASE HILL, INC.	15676	01/08/2025	12/8/24 EXTRA EVENT CLEANUP/ CCTR	275.00
01.0160.1620.5520	BASE HILL, INC.	15676	01/08/2025	12/17/24 EXTRA EVENT CLEANUP/ SCTR	240.00
02.0170.1760.5535	BEAR ELECTRICAL SOLUTIONS, INC	15677	01/08/2025	NOV'24 TRAFFIC SIG ROUTINE	2,225.00
01.0140.1430.5215	BLACK KNIGHT DATA & ANALYTICS, LLC	15678	01/08/2025	12/8/24-1/7/25 MONTHLY SUBSCRIPTION	150.00
01.0151.1542.5952	CALIFORNIA DESIGNS	15679	01/08/2025	BOXING SPECIAL EVENTS UNIFORMS	552.20
01.0170.1770.5525	CART MART INC	15680	01/08/2025	E-1 REPLACED M-CORE	442.34
01.0170.1710.5520	CLEANLEAF ENERGY HOLDINGS, INC	15681	01/08/2025	SOLAR REPAIR CHALL	1,146.05
01.0100.1050.5936	CONCENTRA	15682	01/08/2025	11/27-12/02/2024 NEW HIRE PHYSICALS	490.00
68.0900.9000.6025	CONDOR, INC	15683	01/08/2025	DEC'24 CNRA/CON RETENTION POOLS #252	(4,841.71)
68.0900.9000.6025	CONDOR, INC	15683	01/08/2025	DEC'24 CNRA/CON POOLS #252	96,834.26
01.0000.0000.4554	DANIEL BELTRAN	15684	01/08/2025	12/14/24 MVD CR DAMAGE DEPOSIT RFND	50.00
06.0300.3010.5430	DRIFTWOOD DAIRY, INC	15685	01/08/2025	MILK/ CI NUTR PRGM	371.05
06.0300.3020.5430	DRIFTWOOD DAIRY, INC	15685	01/08/2025	MILK/ CII NUTR PRGM	41.22
06.0300.3010.5430	DRIFTWOOD DAIRY, INC	15685	01/08/2025	MILK/ CI NUTR PRGM	345.63
06.0300.3020.5430	DRIFTWOOD DAIRY, INC	15685	01/08/2025	MILK/ CII NUTR PRGM	38.40
01.0170.1720.5520	ECOLAB PEST ELIM. DIVISION	15686	01/08/2025	12/23/24 PEST CONTROL/ YARD	160.43
01.0160.1610.5520	ECOLAB PEST ELIM. DIVISION	15686	01/08/2025	12/23/24 PEST CONTROL CCTR	79.20
01.0170.1710.5520	ECOLAB PEST ELIM. DIVISION	15686	01/08/2025	12/23/24 PEST CONTROL CHALL	222.56
01.0160.1620.5520	ECOLAB PEST ELIM. DIVISION	15686	01/08/2025	12/23/24 PEST CONTROL SCTR	334.46
01.0140.1410.5204	EMILY LARES	15687	01/08/2025	DEC'24 - PC MEETING	150.00
01.0160.1670.5520	EWING IRRIGATION	15688	01/08/2025	IRR REPAIRS MVD	225.30
01.0170.1710.5520	EWING IRRIGATION	15688	01/08/2025	BATTERIES FOR CHALL	31.65
01.0160.1650.5520	EWING IRRIGATION	15688	01/08/2025	IRR SUPPLIES/ NTP	1,065.07
01.0160.1660.5520	EWING IRRIGATION	15688	01/08/2025	IRR SUPPLIES/ SHIVLEY	181.07
01.0160.1650.5520	EWING IRRIGATION	15688	01/08/2025	IRRIGATION REPAIRS/ NTP	1,224.46
01.0000.0000.4720	GLORIA OLMOS	15689	01/08/2025	CANDIDATE FILING FEE/ OVERPAYMENT RFND	59.82
01.0100.1020.5215	GOVERNMENT STAFFING SERVICES, INC.	15690	01/08/2025	12/16-12/19/24 MUNI TEMP SVCS/ ADMIN ASSISTANT	1,720.00

01.0000.0000.4720	GRACIE H. RETAMOZA	15691	01/08/2025	CANDIDATE FILING FEE/ OVERPAYMENT RFND	59.82
01.0170.1710.5520	GRAINGER	15692	01/08/2025	SUMP PUMP RENTAL CHALL	616.91
01.0160.1650.5520	GRANT'S TRUE VALUE HARDWARE	15693	01/08/2025	16 PIPE FOR SNACK BAR/ NTP	10.98
01.0000.0000.4720	HECTOR DELGADO	15694	01/08/2025	CANDIDATE FILING FEE/ OVERPAYMENT RFND	59.82
02.0170.1760.5540	HERC RENTALS INC	15695	01/08/2025	BUCKET TRUCK RENTAL	2,388.33
01.0000.0000.4250	HERMAN CASTANEDA	15696	01/08/2025	RES-SOLAR-24-017 WITHDRAWN APP RFND	4,958.14
01.0000.0000.4250	HERMAN CASTANEDA	15696	01/08/2025	RES-SOLAR-24-018 WITHDRAWN APP RFND	2,966.70
01.0130.1310.5904	HINDERLITER, DE LLAMAS & ASSOC	15697	01/08/2025	OCT-DEC'24 TRANSACTION TAX	600.00
06.0300.3010.5215	HUNTINGTON CULINARY	15698	01/08/2025	12/2-12/6/24 MEALS/ CI NUTR PRGM	5,606.25
06.0300.3020.5215	HUNTINGTON CULINARY	15698	01/08/2025	12/2-12/6/24 MEALS/ CII NUTR PRGM	580.80
06.0300.3010.5215	HUNTINGTON CULINARY	15698	01/08/2025	12/9-12/13/24 MEALS/ CI NUTR PRGM	5,807.50
06.0300.3020.5215	HUNTINGTON CULINARY	15698	01/08/2025	12/9-12/13/24 MEALS/ CII NUTR PRGM	580.80
01.0170.1710.5520	INNER-COOL CORP	15699	01/08/2025	HEATER REPAIR/ CHALL	2,107.70
01.0160.1660.5520	JCL TRAFFIC SERVICES	15700	01/08/2025	NO PARKING/ SHIVLEY	176.84
01.0140.1410.5204	JEFFREY MICHAEL ORTIZ	15701	01/08/2025	DEC'24 - PC MEETING	150.00
01.0160.1610.5406	JORGE A PULIDO ARRIERO	15702	01/08/2025	11/22/24 WATER DELIVERY/ CCTR	56.90
01.0170.1720.5406	JORGE A PULIDO ARRIERO	15702	01/08/2025	DRINKING WATER/ YARD	26.96
01.0170.1720.5406	JORGE A PULIDO ARRIERO	15702	01/08/2025	DRINKING WATER/ YARD	55.14
01.0000.0000.4554	JOSEPH RAMIREZ	15703	01/08/2025	12/21/24 MVD CR DAMAGE DEPOSIT RFND	50.00
01.0140.1410.5204	KENNETH EUEKHEANG TANG	15704	01/08/2025	DEC'24 PC MEETING	150.00
01.0000.0000.4720	LARRY RODRIGUEZ	15705	01/08/2025	CANDIDATE FILING FEE/ OVERPAYMENT RFND	59.82
01.0160.1650.5520	LBC LIGHTING	15706	01/08/2025	NEW LIGHTS BULBS/ NTP	728.25
01.0140.1410.5204	LEONEL A. BARRERA JR	15707	01/08/2025	DEC'24 PC MEETING	150.00
01.0000.0000.4554	LIZETTE BARRERA	15708	01/08/2025	12/7/24 MVD COMM ROOM DEPOSIT RFND	50.00
68.0900.9000.6025	LOC, INC	15709	01/08/2025	DEC'24 ARCHITECTURAL/NTP #252	5,277.50
01.0170.1770.5525	LUIS VELASQUEZ	15710	01/08/2025	BASEMENT SUB-PUMP REPAIR	101.43
01.0000.0000.4554	LUZ E. RAMIREZ-RODRIGUEZ	15711	01/08/2025	12/8/24 MVD COMM ROOM DEPOSIT RFND	50.00
44.0800.8020.5215	NADA BUS, INC.	15712	01/08/2025	12/20/24 SENIOR EXCURSION CHARTER	1,480.00
01.0150.1530.5430	NEW SIGN SOLUTION, INC.	15713	01/08/2025	SEM GYM SIGNAGE	995.55
01.0100.1020.5405	OFFICE DEPOT	15714	01/08/2025	OFFICE SUPPLIES	775.62
01.0151.1543.5952	PREMIER JANITORIAL SERVICES	15715	01/08/2025	VETERAN'S DAY EQUIP RENTALS	1,346.46
01.0151.1543.5952	PREMIER JANITORIAL SERVICES	15715	01/08/2025	TREE LIGHTING EQUIP RENTALS	591.25
01.0170.1020.5956	RED DOT UNIFORMS	15716	01/08/2025	PW UNIFORM JACKETS	2,427.27
01.0170.1020.5956	RED DOT UNIFORMS	15716	01/08/2025	PW UNIFORMS	2,104.79
01.0170.1020.5956	RED DOT UNIFORMS	15716	01/08/2025	PW UNIFORMS	533.61
01.0170.1170.5956	RED DOT UNIFORMS	15716	01/08/2025	CROSSING GUARD UNIFORMS	1,194.56
01.0170.1020.5956	RED DOT UNIFORMS	15716	01/08/2025	PW UNIFORMS	228.19
01.0000.0000.4720	REGISTRAR-RECORDER/COUNTY CLERK	15717	01/08/2025	24 ELECTIONS/ COUNCIL CANDIDATE STATEMENTS	2,970.99
01.0000.0000.4720	RICHARD ANGEL	15718	01/08/2025	CANDIDATE FILING FEE/ OVERPAYMENT RFND	329.91
01.0000.0000.4720	SALVADOR RAMIREZ	15719	01/08/2025	CANDIDATE FILING FEE/ OVERPAYMENT RFND	59.82
01.0120.1210.5919	SAN GABRIEL VALLEY TRIBUNE	15720	01/08/2025	12/16/24 NOTICE/ ORDINANCE 1275 AFTER	201.82
44.0800.8010.5525	SIERRA MONROVIA CDJR, LLC	15721	01/08/2025	#16 REPLACE FRONT SEAT HANDLE	21.55
44.0800.8010.5525	SIERRA MONROVIA CDJR, LLC	15721	01/08/2025	#16 BROKEN ARM REST & SHIELD	749.70
01.0160.1650.5520	SOUTHEAST CONSTRUCTION PRODUCTS,INC	15722	01/08/2025	SAND/ NTP	83.99
01.0170.1770.5525	SOUTHERN TIRE MART LLC	15723	01/08/2025	BOBCAT LEFT FT TIRE	165.23
44.0800.8010.5525	SRS AUTOMOTIVE	15724	01/08/2025	#16 SERVICE & REPLACEMENTS	1,594.04
70.0900.9020.5215	STATE WATER RESOURCES CONTROL BOARD	15725	01/08/2025	07/1/24-6/30/25 - ANNUAL WASTE DISCHARGE	3,945.00
01.0170.1770.5525	STOTZ EQUIPMENT	15726	01/08/2025	J1 & 2/ SERVICE & SHIFTER HANDLE	272.90

01.0151.1543.5430	SUNBELT RENTALS, INC.	15727	01/08/2025	TRAILER RENTAL/ CCTR EVENT	115.28
06.0300.3010.5430	SUPERIOR WAREHOUSE GROCERS	15728	01/08/2025	FOOD ITEMS/ CI NUTR PRGM	50.28
06.0300.3020.5430	SUPERIOR WAREHOUSE GROCERS	15728	01/08/2025	FOOD ITEMS/ CII NUTR PRGM	5.58
06.0300.3010.5430	SUPERIOR WAREHOUSE GROCERS	15728	01/08/2025	FOOD ITEMS/ CI NUTR PRGM	68.91
06.0300.3020.5430	SUPERIOR WAREHOUSE GROCERS	15728	01/08/2025	FOOD ITEMS/ CII NUTR PRGM	7.65
06.0300.3010.5430	SUPERIOR WAREHOUSE GROCERS	15728	01/08/2025	FOOD ITEMS/ CI NUTR PRGM	20.09
06.0300.3020.5430	SUPERIOR WAREHOUSE GROCERS	15728	01/08/2025	FOOD ITEMS/ CII NUTR PRGM	2.23
06.0300.3010.5430	SUPERIOR WAREHOUSE GROCERS	15728	01/08/2025	FOOD ITEMS/ CI NUTR PRGM	104.06
06.0300.3020.5430	SUPERIOR WAREHOUSE GROCERS	15728	01/08/2025	FOOD ITEMS/ CII NUTR PRGM	11.56
01.0100.1040.5921	THE SAUCE CREATIVE SERVICES CORP.	15729	01/08/2025	JAN'25 NEWSLETTER	6,298.36
01.0170.1770.5525	THE SMOG SPOT	15730	01/08/2025	#19 SMOG CHECK	40.00
01.0170.1105.5215	TRANSTECH ENGINEERING, INC.	15731	01/08/2025	SEP'24 ADM/F5512 MTA AMEND #110	297.00
01.0170.1105.5215	TRANSTECH ENGINEERING, INC.	15731	01/08/2025	SEP-OCT'24 ADM/PS&E #110	762.50
01.0170.1105.5215	TRANSTECH ENGINEERING, INC.	15731	01/08/2025	OCT'24 PJT MGMT #607	5,783.75
01.0170.1105.5215	TRANSTECH ENGINEERING, INC.	15731	01/08/2025	OCT'24 LAB COMPL/PJT MGMT #295	3,717.00
01.0170.1105.5215	TRANSTECH ENGINEERING, INC.	15731	01/08/2025	OCT'24 PJT ADMIN #296	2,130.00
68.0900.9000.6025	TRANSTECH ENGINEERING, INC.	15731	01/08/2025	OCT'24 ADMIN/CNRA #252	4,432.00
01.0170.1105.5215	TRANSTECH ENGINEERING, INC.	15731	01/08/2025	OCT'24 LANDSCAPE IMP/PECK/ 60 HWY	1,803.75
01.0140.1440.5215	TYLER TECHNOLOGIES, INC	15732	01/08/2025	NOV-DEC'24 - BLDG PERMIT CONFIGURATION TNG	507.50
01.0160.1650.5520	WHITTIER FERTILIZER	15733	01/08/2025	NTP GRASS REPAIR	390.29
01.0160.1650.5520	WHITTIER FERTILIZER	15733	01/08/2025	FIELD REHAB NTP	251.37
01.0160.1650.5520	WHITTIER FERTILIZER	15733	01/08/2025	FIELD REHAB NTP	1,045.17
01.0160.1650.5520	WHITTIER FERTILIZER	15733	01/08/2025	FIELD REHAB NTP	125.69
01.0160.1650.5520	WHITTIER FERTILIZER	15733	01/08/2025	GRASS REPAIR/ NTP	62.84
01.0160.1650.5520	WHITTIER FERTILIZER	15733	01/08/2025	SAND/ NTP	69.46
01.0160.1650.5520	WHITTIER FERTILIZER	15733	01/08/2025	GRASS REPAIR/ NTP	65.60
01.0100.1020.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OCT'24 RISK MGMT CONF/ PARKING CHARGES	12.00
01.0100.1020.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	JAN'25 SACRAMENTO LEGISLATIVE TOUR REGISTRATION	725.00
01.0100.1020.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OCT'24 ANNUAL CITY MANAGER MTG	85.00
01.0100.1020.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	INDIAN WELLS RISK MGMT CONF/ HOTEL CHARGES	1,009.24
01.0100.1020.5912	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	COUNCIL MTG REVIEW W/ MAYOR	53.40
01.0100.1020.5912	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	COUNCIL MTG REVIEW W/ MAYOR	41.18
01.0100.1020.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	ZOOM MONTHLY SUBSCRIPTION	339.90
01.0110.1110.5633	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	EMS KITS/ LAW ENFORCEMENT	626.51
01.0100.1050.5940	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SEPT'24 EMPLOYEE RECOGNITION SUPP #629	31.75
01.0100.1010.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	JAN'25 SACRAMENTO LEGISLATIVE/ REGISTRATION	725.00
01.0000.0000.1999	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	UBER TRANSPORTATION CHARGES	70.10
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	PROGRAM SUPPLIES	203.34
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENT SUPPLIES	554.22
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENT SUPPLIES	146.16
01.0100.1040.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	DRONE CARE/ YEAR PLAN	59.00
01.0100.1040.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	DEC'24 STRATEGIES SUMMIT PUBLIC AGENCIES	449.00
01.0100.1040.5921	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	ONLINE PUBLISHING SITE/ NEWSLETTER	480.00
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CCTR DISPLAY SCREEN HARDWARE	176.38
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CCTR DISPLAY SCREEN MOUNTS	220.48
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPOTIFY SEPTEMBER MONTHLY SUB	19.99
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CCTR DISPLAY SCREEN	634.41

01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CCTR DISPLAY SCREEN	634.41
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	FACEBOOK AD/ 5K RUN	6.03
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	FACEBOOK AD/ 5K RUN & PASSPORT SVCS	34.84
01.0151.1545.5499	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	NIGHT MARKET SUPPLIES	3.49
01.0151.1545.5499	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	NIGHT MARKET SUPPLIES	73.90
01.0151.1545.5499	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	NIGHT MARKET SUPPLIES	59.40
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	APPLE ICLOUD SUBSCRIPTION	2.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	APPLE ICLOUD SUBSCRIPTION	9.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	APPLE ICLOUD SUBSCRIPTION	2.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	APPLE ICLOUD SUBSCRIPTION	2.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	APPLE ICLOUD SUBSCRIPTION	9.99
01.0151.1545.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	NIGHT MARKET REFRESHMENTS	46.32
01.0160.1620.5520	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	PACIFIC CIRCUIT FOR TV/ SCTR	61.74
01.0160.1630.5520	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	AC OUTLETS/ MCTR	138.56
01.0170.1020.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CITY COUNCIL REFRESHMENT	270.73
01.0170.1020.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	PW TRAINING REFRESHMENTS	45.73
01.0170.1020.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	PW TRAINING FOOD	65.82
01.0170.1710.5520	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SHOWER BULB RETURN CREDIT	(808.98)
01.0170.1710.5520	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SHOWER BULB	808.98
37.0670.6720.5977	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	FIRE HYDRANT CONNECTOR	133.24
44.0800.8040.5555	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	BUS SHELTER MTNC SUPPLIES	350.68
01.0100.1010.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	JAN'25 SACRAMENTO LEGISLATIVE/ REGISTRATION	725.00
01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	MONTHLY ADOBE PHOTOSHOP SUB	19.99
01.0150.1530.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	MOP REPLACEMENT	44.01
01.0150.1530.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CRAFT CLASS SUPPLIES	28.98
01.0150.1530.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPRAY PAINT/ SPECIAL EVENT DECOR	26.26
01.0150.1530.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPRAY PAINT/ SPECIAL EVENT DECOR	6.55
01.0150.1530.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	FOOD/ STAFF TRAINING	43.09
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	RODEO EVENT DECOR	16.54
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	KITCHEN ISLAND	435.26
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	MANNEQUIN/ VETERANS DAY DISPLAY	83.78
01.0170.1020.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	DEPT SUPPLIES	61.64
01.0170.1020.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OCT'24 APWA LUNCHEON	180.00
01.0140.1430.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SEPT'24 ICSC CONFERENCE/ HOTEL CHARGES	666.08
01.0140.1440.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	10/31/24 CALBO EDUCATION REGISTRATION/ TNG	410.00
01.0150.1540.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OFFICE SUPPLIES	8.81
01.0150.1540.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OFFICE SUPPLIES	22.67
01.0150.1540.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OFFICE SUPPLIES	25.90
01.0150.1540.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OFFICE SUPPLIES	32.96
01.0150.1540.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OFFICE SUPPLIES	73.47
01.0150.1540.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OFFICE SUPPLIES	104.73
01.0150.1540.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OFFICE SUPPLIES	47.25
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	PROGRAM SUPPLIES	59.42
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	PROGRAM SUPPLIES	66.13
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	HARVEST FESTIVAL SUPPLIES	396.65
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENTS SUPPLIES	669.58
01.0160.1670.5520	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	MVD PARK RESERVATION SIGNS	98.52
01.0100.1050.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	MAR'25 EMPLOYMENT LAW CONF/ REGISTRATION	259.00

01.0100.1050.5936	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	9 ONLINE RESPIRATOR MEDICAL EVALUATIONS	261.00
01.0100.1050.5940	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	FAREWELL CAKE	53.71
01.0100.1010.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OFFICE SUPPLIES	182.16
01.0100.1010.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OFFICE SUPPLIES	42.38
01.0100.1010.5912	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	9/24/24 CITY COUNCIL MTG DINNER	390.90
01.0100.1010.5912	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	10/8/24 CITY COUNCIL MTG DINNER	358.47
01.0100.1020.5405	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	AMAZON SUPPLIES	35.27
01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	HARVARD DAY SUPPLIES	52.86
01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	HARVARD DAY SUPPLIES	46.52
01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	HARVARD DAY SUPPLIES	146.87
01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OFFICE DECOR	12.50
01.0100.1050.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OFFICE TRAINING SUPPLIES	132.85
01.0130.1330.5715	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CITY COUNCIL HOT SPOTS	230.00
01.0170.1520.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	EMERGENCY SUPPLIES	31.70
01.0170.1520.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	EMERGENCY SUPPLIES/ RADIOS	1,454.03
01.0170.1520.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	EMERGENCY SUPPLIES	144.54
01.0100.1010.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CA CITIES ANNUAL CONF/ HOTEL CHARGES	1,232.78
01.0100.1010.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OCT'24 CA CITIES ANNUAL CONF/ TRANSPORTATION	12.94
01.0150.1530.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	FRONT LOBBY DECORATIONS	54.89
01.0150.1530.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	NOVEMBER CRAFT SUPPLIES	54.09
01.0150.1530.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SNACKS FOR SOCIAL'S	97.72
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	RODEO EVENT/ SUPPLIES RENTAL REFUND	(245.67)
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	RODEO EVENT CENTERPIECES	24.64
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	RODEO EVENT/ SUPPLIES RENTAL	245.67
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	HALLOWEEN LOBBY DECORATIONS	193.90
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CENTERPIECES & HALLOWEEN DECORATIONS	143.20
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	HALLOWEEN SNACKS	120.00
06.0300.3010.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	NUTRITION PRGM SUPPLIES	23.24
06.0300.3010.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	NUTRITION PRGM SUPPLIES	50.55
06.0300.3010.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	NUTRITION PRGM SUPPLIES	463.17
06.0300.3010.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	NUTRITION PRGM SUPPLIES	216.57
06.0300.3010.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	NUTRITION PRGM SUPPLIES	83.58
44.0800.8010.5956	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	DRIVER/ PANT UNIFORMS	128.96
01.0170.1020.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OCT'24 BLDG TECH/ VIRGINIA CONF- FLIGHT CHARGES	491.96
01.0170.7020.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	DEPT SUPPLIES	14.21
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	BABY LAB SUPPLIES	17.04
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	MCTR PRGM SUPPLIES	12.00
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	MCTR PRGM SUPPLIES	10.79
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	BABY LAB SUPPLIES	8.52
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	MCTR PRGM SUPPLIES	13.11
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	BABY LAB SUPPLIES	18.79
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	MCTR PRGM SUPPLIES	70.74
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CCTR PRGM SUPPLIES	26.56
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OCTOBER REC CLASSES SUPPLIES	229.26
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	REC CLASS SUPPLIES	222.73
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	FITNESS CLASS/ PAINT & SIP	199.98
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OCTOBER REC CLASSES SUPPLIES	164.70
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CCTR PRGM SUPPLIES	156.32

01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	FITNESS CLASS/ PAINT & SIP	133.17
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	AFTER SCHOOL PRGM SUPPLIES	128.26
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	BABY LAB SUPPLIES	119.72
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CCTR PRGM SUPPLIES	133.59
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	FITNESS CLASS/ RESISTANCE BANDS	51.65
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	MCTR PRGM SUPPLIES	33.06
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	BABY LAB SUPPLIES	32.13
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	BABY LAB SUPPLIES	27.48
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	BABY LAB SUPPLIES	116.77
01.0150.1540.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CPRS DISTRICT 13 MINI CONFERENCE	270.40
01.0150.1540.5914	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CPRS MEMBERSHIP FEE	20.00
01.0151.1545.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	NIGHT MARKET/ PUMPKIN PATCH SUPPLIES	111.06
01.0151.1545.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	NIGHT MARKET/ PUMPKIN PATCH SUPPLIES	80.40
01.0151.1545.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	NIGHT MARKET/ PUMPKIN PATCH SUPPLIES	33.03
01.0150.1540.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	OFFICE SUPPLIES	16.32
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	AFTER SCHOOL PRGM SUPPLIES	32.05
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	AFTER SCHOOL PRGM SUPPLIES	45.91
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	AFTER SCHOOL PRGM SUPPLIES	54.96
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	AFTER SCHOOL PRGM SUPPLIES	322.32
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	AFTER SCHOOL PRGM SUPPLIES	202.82
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	HARVEST FESTIVAL/ CANDY	448.92
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENT SUPPLIES	677.03
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENT/ BAKERY GOODS	316.00
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENT SUPPLIES	100.17
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	HARVEST FESTIVAL SUPPLIES	241.65
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENT SUPPLIES	59.91
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENT/ REFRESHMENTS	47.80
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENT SUPPLIES	248.51
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENT SUPPLIES	30.84
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENT/ FOOD SUPPLIES	197.10
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	HARVEST FESTIVAL/ CHOCOLATE	438.60
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENT SUPPLIES	223.50
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENT/ BIKE GIVEAWAYS	214.62
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENT SUPPLIES	160.00
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SPECIAL EVENTS/ BAKERY GOODS	601.00
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	TOY DRIVE SUPPLIES	267.30
01.0130.1330.5215	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CABLE & INTERNET SVCS	339.23
01.0130.1330.5215	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SEPT'24 STAMPLI CHARGES	1,872.00
01.0130.1330.5215	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CABLE & INTERNET SVCS	154.98
01.0130.1330.5215	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	SEPT'24 INTERNET SVCS	327.04
01.0130.1330.5715	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	8/3-9/2/24 CITY CELL PHONE- FIRSTNET	2,728.92
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	ICLOUD STORAGE MONTHLY CHARGE	2.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	ICLOUD STORAGE MONTHLY CHARGE	9.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	ICLOUD STORAGE MONTHLY CHARGE	2.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	TELENYX PLATFORM	116.26
01.0100.1010.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	CCCA REGISTRATION/ SACRAMENTO LEGISLATIVE TOUR	725.00
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	APPLE RE-OCCURRING CHARGES	3.98

01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	APPLE RE-OCCURRING CHARGES	10.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	APPLE RE-OCCURRING CHARGES	9.99
01.0130.1310.5914	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	GFOA APPLICATION REVIEW FEE	445.00
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	ADOBE CLOUD APPS SUBSCRIPTION	461.88
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002378	11/13/2024	ADOBE CLOUD APPS SUBSCRIPTION	3.87
01.0000.0000.2225	AFLAC WORLDWIDE HEADQUARTERS	DFT0002379	12/06/2024	NOV'24 INSURANCE	994.56
01.0000.0000.2020	CALPERS RETIREMENT	DFT0002380	12/04/2024	RATE PLAN 27216 RETROS	3,004.14
01.0000.0000.2020	CALPERS RETIREMENT	DFT0002380	12/04/2024	RATE PLAN 23047 RETROS	2,045.55
01.0000.0000.2020	CALPERS RETIREMENT	DFT0002380	12/04/2024	RATE PLAN 685 RETROS	468.88
01.0000.0000.2020	CALPERS RETIREMENT	DFT0002381	12/04/2024	RATE PLAN 27216	20,842.21
01.0000.0000.2020	CALPERS RETIREMENT	DFT0002381	12/04/2024	RATE PLAN 685	9,673.95
01.0000.0000.2020	CALPERS RETIREMENT	DFT0002381	12/04/2024	RATE PLAN 23047	3,178.25
01.0000.0000.2260	DELTA DENTAL OF CALIFORNIA	DFT0002382	12/05/2024	DEC'24 DENTAL	7,184.52
01.0000.0000.2205	DEPARTMENT OF THE TREASURY	DFT0002383	12/04/2024	PPE 11/23/24 FEDERAL CORRECTION	84.23
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0002383	12/04/2024	PPE 11/23/24 FICA CORRECTION	59.80
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0002383	12/04/2024	PPE 11/23/24 MEDICARE CORRECTION	14.00
01.0000.0000.2210	EMPLOYMENT DEVELOPMENT DEPT.	DFT0002384	12/05/2024	PPE 11/23/24 STATE WTHD'G CORRECTION	40.91
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002385	12/09/2024	10/16-11/18/24 2464 ROSEMEAD BLVD	301.93
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002386	12/06/2024	10/15-11/14/24 2218 ROSEMEAD BLVD	142.21
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002387	12/09/2024	10/16-11/18/24 2620 ROSEMEAD BLVD	142.21
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002388	12/06/2024	10/15-11/14/24 2004 ROSEMEAD BLVD	24.85
01.0000.0000.2255	VISION SERVICE PLAN	DFT0002389	12/05/2024	DEC'24 VISION INSURANCE	915.21
01.0000.0000.2224	WASHINGTON NATIONAL INSURANCE CO	DFT0002390	12/05/2024	NOV'24 SUPPLEMENTAL LIFE INSURANCE	2,148.80
01.0000.0000.2020	CALPERS RETIREMENT	DFT0002391	12/12/2024	RATE PLAN 23047	3,399.20
01.0000.0000.2020	CALPERS RETIREMENT	DFT0002391	12/12/2024	RATE PLAN 685	9,540.18
01.0000.0000.2020	CALPERS RETIREMENT	DFT0002391	12/12/2024	RATE PLAN 27216	21,590.72
01.0000.0000.2205	DEPARTMENT OF THE TREASURY	DFT0002392	12/12/2024	PPE 12/7/24 FEDERAL	22,545.78
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0002392	12/12/2024	PPE 12/7/24 FICA	30,913.36
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0002392	12/12/2024	PPE 12/7/24 MEDICARE	7,673.65
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0002393	12/12/2024	CASE 200000002135289	780.50
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0002393	12/12/2024	CASE 1457313	402.50
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0002393	12/12/2024	CASE 200000002163990	359.00
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0002393	12/12/2024	CASE 0980438	150.00
01.0170.1730.5705	SO CAL GAS	DFT0002394	12/12/2024	10/30-12/02/24 1415 SANTA ANITA	631.18
01.0130.1330.5950	XEROX CORPORATION	DFT0002395	12/11/2024	9/30-10/29/24 COPIER LEASE	282.63
01.0130.1330.5950	XEROX CORPORATION	DFT0002395	12/11/2024	10/30-11/29/24 COPIER LEASE	282.63
02.0170.1760.5550	ATHENS SERVICES	DFT0002419	12/17/2024	DEC'24 STREET SWEEPING	7,057.92
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0002420	12/13/2024	PPE 12/7/24 TNG WTHD'G	10.99
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0002420	12/13/2024	PPE 12/7/24 UI TAX WTHD'G	220.09
01.0000.0000.2210	EMPLOYMENT DEVELOPMENT DEPT.	DFT0002420	12/13/2024	PPE 12/7/24 STATE WTHD'G	8,418.34
01.0000.0000.2230	EMPOWER RETIREMENT, LLC	DFT0002421	12/13/2024	PPE 12/7/24 EMPLOYER MATCH	7,703.75
01.0000.0000.2230	EMPOWER RETIREMENT, LLC	DFT0002421	12/13/2024	PPE 12/7/24 EMPLOYEE BEFORE TAX	2,415.00
01.0000.0000.2235	EMPOWER RETIREMENT, LLC	DFT0002421	12/13/2024	PPE 12/7/24 EMPLOYEE ROTH CONTRIBUTION	508.33
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002422	12/17/2024	10/24-11/25/24 1450 LIDCOMBE AVE	4,692.49
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002423	12/17/2024	10/24-11/25/24 1556 CENTRAL AVE	463.47
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002424	12/19/2024	12/1/24-1/1/25 1415 SANTA ANITA AVE	77.54
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002425	12/17/2024	10/24-11/25/24 1402 LERMA	2,472.55
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002426	12/17/2024	10/24-11/25/24 1500 CENTRAL AVE	901.48

01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002427	12/17/2024	10/24-11/25/24 1341 ISLAND/ SANTA ANITA	62.93
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002428	12/19/2024	12/1/24-1/1/25 1900 CENTRAL AVE	116.31
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002429	12/17/2024	10/24-11/25/24 1415 SANTA ANITA AVE	987.16
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002430	12/17/2024	10/24-11/25/24 1450 LIDCOMBE AVE	422.98
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002431	12/17/2024	10/24-11/25/24 1819 CENTRAL AVE	820.53
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0002432	12/17/2024	10/24-11/25/24 1530 CENTRAL AVE	468.26
01.0130.1310.5280	SECTRAN SECURITY INC.	DFT0002433	12/26/2024	DEC'24 ARMORED SVCS	202.17
01.0170.1730.5705	SO CAL GAS	DFT0002434	12/26/2024	11/15-12/16/24 1556 CENTRAL AVE	273.07
01.0170.1730.5705	SO CAL GAS	DFT0002435	12/26/2024	11/15-12/16/24 1530 CENTRAL AVE	111.97
01.0170.1730.5705	SO CAL GAS	DFT0002436	12/26/2024	11/15-12/16/24 1500 CENTRAL AVE	15.29
01.0170.1730.5705	SO CAL GAS	DFT0002437	12/26/2024	11/15-12/16/24 1450 LIDCOMBE AVE	84.82
01.0170.1730.5705	SO CAL GAS	DFT0002438	12/26/2024	11/15-12/16/24 1900 CENTRAL AVE	181.50
01.0170.1730.5705	SO CAL GAS	DFT0002439	12/26/2024	11/15-12/16/24 1824 CENTRAL AVE	76.34
02.0170.1760.5725	SOUTHERN CALIFORNIA EDISON	DFT0002440	12/16/2024	NOV'24 STREET LIGHTS	3,590.31
02.0170.1760.5537	SOUTHERN CALIFORNIA EDISON	DFT0002441	12/18/2024	10/15-11/13/24 STREET LIGHTS	1,989.27
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0002442	12/16/2024	NOV'24 2028 CENTRAL AVE	290.98
02.0170.1760.5725	SOUTHERN CALIFORNIA EDISON	DFT0002443	12/16/2024	11/1-11/30/24 STREET LIGHTS	4,056.17
01.0170.1100.5406	SPARKLETTS	DFT0002444	12/17/2024	NOV'24 WATER SVCS	35.32
01.0170.7020.5406	SPARKLETTS	DFT0002444	12/17/2024	NOV'24 WATER SVCS	35.32
01.0130.1310.5215	TRUSAIC	DFT0002445	12/02/2024	OCT'24 OVER PAYMENT CREDIT	(1,061.21)
01.0130.1310.5215	TRUSAIC	DFT0002445	12/02/2024	JAN-DEC'25 ACA MONTHLY	12,406.73
01.0130.1310.5215	TRUSAIC	DFT0002446	09/12/2024	OCT-DEC'24 ACA MONTHLY	2,865.26
37.0670.6720.5966	US BANK VOYAGER FLEET SYS	DFT0002447	11/27/2024	9/24-10/23/24 FUEL-CITY TRANSPORTATION	6,609.46
01.0130.1330.5950	XEROX CORPORATION	DFT0002448	12/19/2024	11/30-12/29/24 COPIER LEASE	282.63
01.0100.1010.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	DEPT. SUPPLIES	3,135.23
01.0100.1010.5912	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	COUNCIL MEETING REVIEW W/MAYOR OLMOS	13.22
01.0100.1020.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OCT'24 CA CITIES CITY MANAGER SUMMIT PARKING	20.50
01.0100.1020.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	FEB'25 LEAGUE OF CA CITIES/ CONF REGISTRATION	775.00
01.0100.1020.5912	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MEETING SUPPLIES	80.00
01.0100.1020.5912	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	COUNCIL MEETING REVIEW W/MAYOR OLMOS	50.54
01.0100.1020.5912	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	COUNCIL MEETING REVIEW W/MAYOR OLMOS	40.34
01.0100.1020.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	ZOOM.US - MONTHLY SUBSCRIPTION	363.90
01.0150.1530.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MAR'25 CPRS CONF REGISTRATION	675.00
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	AFTER SCHOOL PRGM SUPPLIES	271.40
01.0150.1540.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MAR'25 CPRS CONF REGISTRATION	495.00
01.0150.1540.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MAR'25 CPRS CONF REGISTRATION	495.00
01.0150.1540.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MAR'25 CPRS CONF REGISTRATION/ SACRAMENTO	495.00
01.0150.1540.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MAR'25 CPRS CONF REGISTRATION	495.00
01.0150.1540.5912	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	STAFF MEETING SUPPLIES	59.97
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVENT SUPPLIES	261.49
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOY DRIVE SUPPLIES	814.66
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOY DRIVE SUPPLIES	1,470.87
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOY DRIVE SUPPLIES	1,612.19
01.0130.1330.5931	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	LINKTREE ANNUAL SUBSCRIPTION	90.00
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPOTIFY MONTHLY SUBSCRIPTION	19.99
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SOCIAL MEDIA AD/ 5K TURKEY DASH	9.13
01.0000.0000.4750	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	REIMBURSEMENT PAYMENT	90.28
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	APPLE ICLOUD SUBSCRIPTION	2.99

01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	APPLE ICLOUD SUBSCRIPTION	9.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	APPLE ICLOUD SUBSCRIPTION	9.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	APPLE ICLOUD SUBSCRIPTION	2.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	APPLE ICLOUD SUBSCRIPTION	2.99
01.0151.1545.5499	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	NIGHT MARKET/ MTNC SUPPLIES	191.43
01.0160.1610.5520	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MTNC SUPPLIES/ CCTR	66.13
01.0160.1620.5520	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	STOP SIGNS/ SCTR	452.23
01.0160.1620.5520	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MTNC SUPPLIES/ SCTR	198.38
01.0170.1020.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CITY COUNCIL REFRESHMENTS	228.43
01.0170.1020.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	DEC'24/ MSA REGISTRATION/ LUNCHEON	309.00
01.0170.1720.5520	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MTNC SUPPLIES/ YARD	699.69
01.0170.1770.5525	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	REPLACEMENT BUCKET HOSE/ TRACTOR	100.33
01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	FLYER PROGRAMS	99.95
01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MONTHLY ADOBE PHOTOS	19.99
01.0150.1530.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPEAKER/ CRAFT ROOM	1,106.83
01.0150.1530.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	COMPUTER PORT	11.01
01.0150.1530.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CLEAR SIGN HOLDERS	15.42
01.0150.1530.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	RUBBER BANDS	16.91
01.0150.1530.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	PICTURE FRAMES/ VETERAN PICTURE	85.78
01.0150.1530.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	HAIR CUT CHAIR & SR SUPPLIES	272.19
01.0150.1530.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OFFICE SUPPLIES	33.06
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	PLACEMATS/ CHRISTMAS LUNCHEON	112.38
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	VETERAN GIVEAWAYS	53.46
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	DINNER ROLLS & DESSERT/ RODEO EVENT	130.18
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	VETERAN GIFT BAGS	13.19
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	DECOR/ VETERANS LUNCHEON	14.32
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	PLACEMATS/ HALLOWEEN	32.16
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	HALLOWEN LUNCHEON SUPPLIES	29.04
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	PLACEMATS/ HALLOWEEN	17.80
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	VETERAN KEYCHAINS/ VETERAN LUNCHEON	22.04
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	PICTURES/ VETERAN PICTURES	51.85
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SUPPLIES/ HALLOWEEN CONTEST	45.17
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CANDLE APPLES & POPCORN-RODEO EVENT	333.00
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	DECOR/ VETERANS LUNCHEON	143.20
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MUSIC/ HALLOWEEN LUNCHEON	404.99
06.0300.3010.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CI NUTR PRGM SUPPLIES	217.65
06.0300.3010.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	NUTR PRGM SUPPLIES	120.36
06.0300.3010.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	NUTR PRGM SUPPLIES	147.69
06.0300.3010.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	NUTR PRGM SUPPLIES	85.83
01.0170.1020.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	NOV'24 APWA TRAINING/ PARKING CHARGES	20.50
01.0170.1020.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	FEB'25 APWA LUNCHEON REGISTRATION	293.64
01.0170.1020.5914	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MMASC MEMBERSHIP RENEWAL	125.00
01.0140.1440.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	11/14/24 CALBO TRAINING REGISTRATION/ BLDG DEPT	105.00
01.0150.1540.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OFFICE SUPPLIES	93.40
01.0150.1540.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OFFICE SUPPLIES	39.33
01.0150.1540.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OFFICE SUPPLIES	10.87
01.0150.1540.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OFFICE SUPPLIES	21.70
01.0151.1542.5499	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	BOXING EQUIP.	125.58

01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	VETERANS DAY USA FLAG STAND	64.11
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	VETERANS DAY USA FLAG STAND	20.14
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVNTS SUPPLIES	20.27
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	VETERANS DAY SPACE FORCE FLAG	24.24
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVNTS SUPPLIES	23.39
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TURKEY DASH- TURKEY COSTUME	61.30
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	VETERANS DAY FLAG STAND	83.96
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	HARVEST FESTIVAL FOOD GIVEAWAYS	666.00
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	HARVARD DAY FOOD SUPPLIES	403.14
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVNTS SUPPLIES	67.93
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOY DRIVE SUPPLIES	298.14
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	HARVEST FESTIVAL GIVEAWAYS	297.32
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVNTS SUPPLIES	162.20
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVNTS SUPPLIES	223.30
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TURKEY DASH PRIZES	109.64
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	HARVEST FESTIVAL SUPPLIES	116.88
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVNTS CLEANING SUPPLIES	120.00
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOY DRIVE GIFTS	1,497.21
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOY DRIVE GIFTS	1,477.87
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOY DRIVE SUPPLIES	554.98
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOY DRIVE GIFTS	1,496.64
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOY DRIVE SUPPLIES	131.01
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOY DRIVE GIFTS	1,601.80
01.0100.1050.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	11/12-11/13/24 ERGONOMIC TNG/ HOTEL CHARGES	166.28
01.0100.1050.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	ERGONOMIC TRAINING/ HOTEL CHARGES	52.19
01.0100.1050.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	ERGONOMIC TRAINING/ PARKING CHARGES	30.00
01.0100.1050.5908	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	ERGONOMIC CERTIFICATE PRGM REGISTRATION	850.00
01.0100.1010.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CHRITMAS SCARF/ CITY COUNCIL	33.06
01.0100.1010.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CARDS/ CITY COUNCIL	30.81
01.0100.1010.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SANTA HATS/ CITY COUNCIL	66.09
01.0100.1010.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CITY COUNCIL OATH INVITES	159.00
01.0100.1010.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TONER CARTRIDGE/ CITY COUNCIL	199.43
01.0100.1010.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CITY COUNCIL OATH INVITES	262.50
01.0100.1010.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CARDS/TEA CITY COUNCIL	20.99
01.0100.1010.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TREE LIGHTING SCARF HATS	172.96
01.0100.1010.5912	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	10/22/24 CITY COUNCIL MTG DINNER	269.47
01.0100.1010.5912	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	11/12/24 CITY COUNCIL MTG DINNER	33.18
01.0100.1010.5912	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	11/12/24 CITY COUNCIL MTG DINNER	304.78
01.0100.1020.5405	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CHALL SUPPLIES	189.83
01.0100.1020.5405	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CHALL SUPPLIES	27.98
01.0100.1020.5405	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CLOSURE SIGNS/ CHALL	61.77
01.0100.1020.5405	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CHALL SUPPLIES	38.00
01.0100.1020.5912	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	BDAY MONTH CAKE & PLATES	45.48
01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CHALL DECOR	23.80
01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CERTIFICATE HOLDERS	66.98
01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	STAFF & CITY COUCIL SHIRTS	1,318.30
01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SENIOR VETERANS DAY SNACKS	120.00
01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	STAFF BADGES	276.79

01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SENIOR VETERANS DAY SNACKS	36.00
01.0100.1040.5922	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	HARVARD DAY POSTERS	277.83
01.0130.1330.5715	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CITY COUNCIL HOT SPOTS	230.00
01.0150.1530.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	NOVEMBER CRAFT SUPPLIES	26.28
01.0150.1530.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	NOVEMBER CRAFT SUPPLIES	63.89
01.0150.1530.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CUPCAKES/ MONTHLY BDAY	47.94
01.0150.1530.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SNACKS/ KARAOKE SOCIAL	112.16
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CHRISTMAS DECORATIONS	151.30
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CHRISTMAS DECORATIONS	88.11
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CHRISTMAS GARLAND	85.08
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	HAY RENTAL/ RODEO EVENT CREDIT	(115.76)
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	HAY RENTAL/ RODEO EVENT	190.18
01.0150.1530.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CHRISTMAS GARLAND	211.10
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	RECREATION PRGM SUPPLIES	70.87
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	COMMUNITY SVCS/ TOY DRIVE PAINT	191.72
06.0300.3010.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	APPLES/ CI NUTR PRGM	96.34
06.0300.3010.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CI NUTR PRGM SUPPLIES	361.76
06.0300.3010.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	APPLES/ CI NUTR PRGM	79.48
06.0300.3010.5430	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CI NUTR PRGM SUPPLIES	275.07
01.0170.1020.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OCT'24 BLDG TECH CONF VIRGINIA/ HOTEL CHARGES	314.19
01.0170.1020.5910	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	BLDG TECH PEER REVIEW PRGM CONF/ PARKING	120.00
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	NOV REC CLASS SUPPLIES	180.67
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OCTOBER REC CLASS SUPPLIES	75.10
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	AFTER SCHOOL PRGM PIZZA PARTY	241.61
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	AFTER SCHOOL PRGM FOOD CRAFT SUPP	72.93
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	AFTER SCHOOL PRGM SUPP	116.94
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	AFTER SCHOOL PRGM FOOD CRAFT SUPP	206.97
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	NOV REC CLASS/ PAINT & SIP	146.59
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	NOV REC CLASS SUPPLIES	141.92
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MCTR PRGM SUPPLIES	132.65
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	NOV REC CLASS SUPPLIES	132.06
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OCTOBER REC CLASS SUPPLIES	129.25
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	AFTER SCHOOL PRGM SUPPLIES	117.24
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CCTR PRGM SUPPLIES	71.64
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OCTOBER REC CLASS SUPPLIES	63.48
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	AFTER SCHOOL PRGM FOOD CRAFT SUPP	39.98
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MCTR FOOD CRAFT SUPPLIES	33.28
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	MCTR FOOD CRAFT SUPPLIES	33.28
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	REC FITNESS CLASS SUPPLIES	33.06
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	BABY LAB PRGM SUPPLIES	32.89
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	REC CLASS SUPPLIES	19.25
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	FOOD CRAFT SUPPLIES	10.40
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OCTOBER REC CLASS SUPPLIES	8.80
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OCTOBER REC CLASS SUPPLIES	8.27
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OCTOBER REC CLASS/ PAINT & SIP CREDIT	(40.00)
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	REC CLASS SUPPLIES CREDIT	(123.73)
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOYS/ TOY DRIVE	1,507.26
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOYS/ TOY DRIVE	1,514.71

01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOY DRIVE DECORATIONS	219.40
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	AFTER SCHOOL PRGM SUPPLIES	192.54
01.0150.1540.5431	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	AFTER SCHOOL PRGM SUPPLIES	393.84
01.0151.1541.5499	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	YOUTH BASKETBALL SUPPLIES	67.10
01.0151.1541.5956	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	YOUTH BASKETBALL UNIFORMS	741.00
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVENT SUPP/ HARVEST FESTIVAL	53.33
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVENT SUPPLIES/ VETERAN'S DAY	39.96
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVENT SUPPLIES	38.86
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVENT FOOD/ VETERAN'S DAY	72.14
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVENT SUPPLIES/ 5K TURKEY DASH	86.59
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVENT SUPPLIES	158.14
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVENT FOOD/ VETERAN'S DAY	198.94
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVENT FOOD/ VETERAN'S DAY	423.04
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVENT SUPP/ HARVEST FESTIVAL	606.05
01.0151.1543.5952	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	SPECIAL EVENT SUPPLIES/ 5K TURKEY DASH	163.90
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOY DRIVE DECORATIONS	101.38
01.0151.1546.5406	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TOYS/ TOY DRIVE	977.99
01.0130.1330.5215	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CABLE & INTERNET SVCS	154.98
01.0130.1330.5215	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OCT'24 INTERNET SVCS	327.04
01.0130.1330.5215	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	CABLE & INTERNET SVCS	339.23
01.0130.1330.5215	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	OCT'24 STAMPLI CHARGES	2,111.00
01.0130.1330.5715	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	9/3-10/2/24 CITY CELL PHONE- FIRSTNET	2,556.23
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	ICLOUD STORAGE MONTHLY CHARGE	2.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	ICLOUD STORAGE MONTHLY CHARGE	2.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	ICLOUD STORAGE MONTHLY CHARGE	9.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	TELENYX PLATFORM	117.01
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	APPLE RE-OCCURING CHARGES	17.14
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	APPLE RE-OCCURING CHARGES	9.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	APPLE RE-OCCURING CHARGES	1.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	APPLE RE-OCCURING CHARGES	10.99
01.0130.1330.5932	U.S. BANK NATIONAL ASSOCIATION	DFT0002449	12/12/2024	ADOBE CLOUD APPS SUBSCRIPTION	461.88
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0002450	12/26/2024	11/14-12/12/24 1415 SANTA ANITA AVE	3,066.12
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0002451	12/26/2024	11/14-12/12/24 1556 CENTRAL AVE	2,275.15
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0002452	12/26/2024	11/14-12/12/24 1824 CENTRAL AVE	861.35
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0002453	12/23/2024	11/7-12/8/24 1459 SANTA ANITA AVE	454.01
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0002454	12/26/2024	11/14-12/12/24 1530 CENTRAL AVE	2,196.59
37.0670.6720.5966	US BANK VOYAGER FLEET SYS	DFT0002455	12/24/2024	10/24-11/22/24 FUEL-CITY TRANSPORTATION	5,671.57
01.0151.1546.5406	WALMART COMMUNITY/GEGRB	DFT0002456	01/02/2025	CHRISTMAS WISH TOYS	1,251.06
01.0151.1546.5406	WALMART COMMUNITY/GEGRB	DFT0002456	01/02/2025	CHRISTMAS WISH TOYS	1,658.55
01.0130.1330.5950	XEROX CORPORATION	DFT0002457	12/10/2024	10/30-11/29/24 COPIER LEASE	1,547.99
01.0130.1330.5950	XEROX CORPORATION	DFT0002458	12/31/2024	11/30-12/29/24 COPIER LEASE	1,547.99

Grand Total \$ 2,288,461.29

Authorization Signatures

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

Rene Salas, City Manager



City Council Agenda Report

Agenda Item No. 7.c.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Adrian Garcia, MMC, City Clerk

SUBJECT: CONSIDERATION TO APPROVE A REQUEST FOR PROPOSALS (RFP) FOR THE CITY OF SOUTH EL MONTE TO SOLICIT PROPOSALS FOR CITY ATTORNEY SERVICES

SUMMARY: Acting on the direction given by the City Council, staff is formally requesting for the City Council to consider and approve the release and circulation of an RFP for City Attorney Services to the City of South El Monte.

RECOMMENDED ACTION: Staff recommends that the City Council consider this request and direct staff to proceed with a RFP to solicit bids for City Attorney Services.

FISCAL/FINANCIAL IMPACT: Releasing an RFP will have no immediate fiscal impact to the City's General Fund. Following the RFP and selection process, staff will then return with an analysis of fees to be incurred. At that time, staff will advise the Council of the proposed not-to-exceed contract amount and confirm funding availability.

DISCUSSION: At its special meeting of December 16, 2024, the City Council directed staff to initiate the RFP process and solicit proposals for City Attorney Services in order to select the most qualified consultant to oversee all legal aspects on behalf of the City. As part of the RFP process, the City of South El Monte will be considering the most capable firm that will uphold the best interest of the City on all legal matters.

As part of the process, the City Attorney will be responsible for general special legal services for the City of South El Monte ("City"), as directed by the City Council of the City of South El Monte ("Council"). Services to be provided shall include, but are not limited to:

1. Advise the City Council and City officials on all legal matters pertaining to the City's affairs.
2. Attend two (2) City Council meetings per month and one (1) Planning Commission meeting per month.
3. Draft all ordinances and resolutions as may be necessary for the City or as requested by the City Council or the City Manager.

4. Draft or approve as to form contracts and other legal documents affecting, relating to or involving the City prior to their presentation to the City Council for adoption.
5. Draft legislation requested by the City Council.
6. Join, as amicus, consultant, and/or advisor, those appeals to which the City is not a party but the outcome of which would affect the interests of the City, as requested by the City Manager and/or City Council.
7. Negotiate contracts and developments jointly with the City Manager or his/her designee.
8. Services related to litigation and special projects as requested by the City Council or the City Manager.
9. Advise and defend City on claims and lawsuits not covered by the California Joint Powers Insurance Authority.
10. Initiate legal actions against persons and entities indebted to the City, as requested by the City Council or the City Manager.
11. Initiate legal actions against persons and entities necessary to enforce the actions, decisions, ordinances, policies or regulations of the City as requested by the City Council or the City Manager.
12. Initiate any legal actions authorized by the City Council.
13. Prosecute criminal violations of the South El Monte Municipal Code.
14. Provide reports to the City Council that describe the matters for which Firm is providing services to the City, including the timeliness of those responses.
15. Review of City's municipal code to ensure its compliance with current laws; and
16. Any other duties imposed by the City Council. Litigation and other special services may be subject to special rates.

SERVICE LEVEL GOALS

The selected Proposer and proposed attorney must possess demonstrated competency in all aspects of municipal law. Some of the areas of legal services used by the City include but are not limited to:

Land use and planning law
 Parliamentary Procedure
 Real Estate law
 Conflict of interest law
 Levine Act
 FPPC Regulations
 Litigation experience
 Environmental Law (i.e., CEQA)
 Construction law
 The Subdivision Map Act
 Process misdemeanor violations
 Elections law
 California Public Records Act requests
 Code enforcement
 PUC Proceedings
 Contract law
 Eminent Domain
 Wireless/Communications
 Labor/Employment
 Municipal Tort law

Joint Powers Shared Services Agreement

Public contracts and franchises

The Brown Act

Intergovernmental relations and representing the City before other governmental bodies and agencies to promote the interests of the City

The City Attorney Services RFP will be in circulation starting January 15, 2025, with a due by date of no later than February 20, 2025 by 5:00 p.m.

ATTACHMENT(S):

A. RFP For City Attorney Services

REQUEST FOR PROPOSALS

FOR CITY ATTORNEY SERVICES

FOR THE CITY OF SOUTH EL MONTE



RFP Release Date: January 15, 2025

RFP Response Due:

Thursday, February 20th, 2025, 5:00 p.m.

REQUEST FOR PROPOSALS
MUST BE RECEIVED BY
Thursday, FEBRUARY 20th,
2025

The City Council of the City of South El Monte, hereinafter referred to as "City" invites qualified legal firms and individuals, hereinafter referred to as "Proposers", to submit proposals for City Attorney Services as further described in the Scope of Work attached to this Request for Proposals (RFP) and incorporated herein by this reference as Section III:

Proposals are due on or before the date specified on the cover sheet and prior to 5:00 p.m.

All questions/requests for interpretation must be received by 5:00 p.m., January 29, 2025.

The City Manager will provide all official communication concerning this RFP. **Proposers are not to contact other City personnel with any questions or clarifications concerning this RFP.** Any City response relevant to this RFP other than through or approved by the City Manager is unauthorized and will be considered invalid.

PROPOSALS WILL BE VALID FOR 120 DAYS AFTER CLOSING DATE

I have read and understand and agree to the terms and conditions herewith, and I am submitting a Proposal in response to this solicitation. Date: _____ Company Name: _____		
*Authorized Signature	Name	Title
*Authorized Signature	Name	Title

****If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be either the Secretary, an Assistant Secretary, Chief Financial Officer, or any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the corporation.***

RETURN THIS COVER PAGE WITH YOUR PROPOSAL
LATE PROPOSALS WILL NOT BE ACCEPTED

SECTION I: INTRODUCTION AND INSTRUCTIONS TO PROPOSERS**a. OVERVIEW**

The City of South El Monte invites proposals to establish a contract for City Attorney Services, with work to commence on or after March 11th, 2025. Proposals should encompass a three-year span, although, additional option years may be included for consideration.

The Proposer is expected to provide all services that will fulfill or exceed the requirements and conditions as set forth in this RFP. It is the Proposer's responsibility to examine the scope of work to fully acquaint itself with the specifications and the nature of the work to be accomplished. Proposers shall have no claim against the City based upon ignorance of the nature and requirements of the services provided, misapprehension of the work environment, or misunderstanding of the specification or agreement provisions.

The City intends that the successful Proposer shall provide the services requested in accordance with the Terms and Conditions set forth, including all appendices.

b. PROPOSED TIME SCHEDULE

January 15	RELEASE PROPOSAL
January 29	WRITTEN QUESTIONS DUE BY 5:00 P.M.
February 3	CITY TO PROVIDE ANSWERS TO QUESTIONS
February 20	PROPOSALS DUE BY 5:00 P.M.
Week of February 24	EVALUATION OF PROPOSALS
Week of March 3	CITY COUNCIL INTERVIEWS WITH FINALISTS
March 11	CONTEMPLATE DECISION ON PROPOSAL

c. INSTRUCTIONS TO PROPOSERS AND PROCEDURES FOR SUBMITTAL

Carefully read the instructions and requirements of this solicitation and check your Proposal package immediately upon receipt to ensure that you have in your possession all the necessary documents. Information presented in this RFP is provided solely for the convenience of Proposers and other interested parties. It is the responsibility of the Proposers and interested parties to ensure that the information contained in this package is accurate and complete.

1. **Proposal Package Delivery:** Clearly identified Proposal Packages, regardless of manner of delivery, must be placed in sealed envelopes and received by the City of South El Monte, at the address specified below, on or prior to the date and time as specified on Cover Page. Sealed envelopes must be marked clearly with the RFP name, date and time of the RFP closing. It is Proposer's responsibility to verify that the closing date on the RFP envelope matches the closing date of the RFP. Only one RFP submittal will be accepted per envelope. RFP may be submitted via mail or hand delivered to:

CITY ATTORNEY SERVICES RFP
City of South El Monte
Attn: Adrian Garcia, City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733

1. All Proposals, regardless of the manner of delivery, are due no later than the due date and time specified within this solicitation. **Late Proposals will not be accepted regardless of reason.** It is the responsibility of the Proposer to ensure that delivery is made to the City at the specified address by the due date and time specified.
 - a. Mailed Proposals must be received, date and time-stamped on the outside of sealed package, by the City of South El Monte on or prior to 10:00 a.m. PDT on the due date.
 - b. Proposers assume full responsibility for having their proposals deposited at the proper address and no later than the scheduled closing time. Faxed or emailed proposals or modifications will not be considered.
2. **Questions and Addenda:** City has attempted to provide all available information regarding this RFP. It is the responsibility of each Proposer to review, evaluate, and, where necessary, request any clarification prior to submission of a Proposal. All questions or requests for interpretation regarding this solicitation must be submitted **via email to the following individual within the date and time specified at the beginning of this RFP:**

- a. Rene Salas, City Manager at rsalas@soelmonte.org

Proposers are not to contact City personnel with any questions or clarifications concerning this RFP other than through the method specified in this RFP. Any City response for this RFP other than from Rene Salas is unauthorized and will be considered invalid. Verbal explanations or instructions given during any phase of this solicitation will not be binding. All questions or requests for interpretations must be received by **the date and time listed on the Cover Page**. The person submitting the request will be responsible for its prompt and timely submission.

If clarification or interpretation of this solicitation is considered necessary by City, a written addendum shall be issued. It is the responsibility of each Proposer to ensure that they have received and reviewed any and all addenda to this solicitation. City will not be responsible for any other explanations, corrections to, or interpretations of the documents, including, as noted, any oral information.

3. **Validity of Proposals:** Proposals must be valid for a period of at least 120 calendar days from the closing date and time for receipt of proposals.
4. **Proposal Submission:** Each Proposer must provide: **One (1) original signed copy, seven (7) copies, and one (1) flash drive** of the Proposal marked “**PROPOSAL-CITY ATTORNEY SERVICES**” in a sealed envelope. The original signature copy is to be clearly marked as “ORIGINAL” on the outside cover and contain original ink signatures. All copies should be clearly marked “**COPY**”.

All Proposals shall be submitted on standard 8.5 x 11-inch paper. All pages must be numbered and identified sequentially by section. **Proposals must be tabbed and indexed in accordance with the information requested in Section II – Proposal Response Requirements.** It is imperative that all Proposers responding to this RFP comply exactly and completely with the instructions set forth herein. All responses to this RFP shall be typewritten or word-processed (except where otherwise provided or noted), concise, straightforward, and must fully address each requirement and question. Although it will not be considered a substitute for a complete written response, additional material, such as technical documents, may be referenced in any response, if the material is included in the same section as the requested information.

5. **Proposals are not to be marked as confidential or proprietary. City may refuse to consider any Proposal so marked. Proposals submitted in response to this RFP may become subject to public disclosure upon contract award, and made available upon request, unless otherwise marked.** City shall not be liable in any way for disclosure of any such records. Additionally, all Proposals shall become the property of the City. If any Proposer is claiming that it is submitting material it believes are exempt from public disclosure, the Proposer must identify, in writing, all copyrighted material, trade secrets or other proprietary information the Proposer claims are exempt from disclosure pursuant to the California Public Records Act. The Proposer who claims such an exemption must also state in the proposal that:

"The Proposer agrees to indemnify and hold harmless the City and its officers, employees and agents from any claims, liability or damages against the City and to defend any actions brought against the City for its refusal to disclose such material, trade secrets or other proprietary information to any party."
6. **Proposer RFP Examination:** By submitting a Proposal, Proposer represents that it has thoroughly examined City's requirements and is familiar with the services required under this RFP and that it is qualified and capable of providing the services to achieve City's objectives.
7. **Proposal Compliance:** Each Proposer must submit its Proposal in strict accordance with all requirements of this RFP and compliance must be stated in the Proposal. Deviations, clarifications and/or exceptions must be clearly identified and listed separately as alternative items for the City's consideration.
8. **Proposal Rejection:** Any Proposal may be rejected if it is conditional, incomplete, or deviates from specifications in this RFP. City reserves the right to waive, at its discretion, any procedural irregularity, immaterial defects, or other improprieties which City deems reasonably correctable or otherwise not warranting rejection of the Proposal. Any waiver will not excuse a proponent from full compliance.
9. **Pre-Contractual Expenses:** Pre-contractual expenses are not to be included in the cost proposal. Pre-contractual expenses are defined as including, but not limited to, expenses incurred by the Proposer in: a) preparing its Proposal in response to this RFP; b) submitting that Proposal to the City; c) negotiating with the City any matter related to the Proposer's Proposal; and d) any other expenses incurred by the Proposer prior to the date of award and execution, if any, of the Contract.
10. **Negotiations:** This RFP does not commit or obligate the City to accept or execute an agreement for any expressed or implied service. City reserves the right to: a) negotiate the final Contract with any Proposer(s); b) withdraw this RFP in whole or in part at any time without prior notice and, furthermore, City makes no representations that any Contract will be awarded to any Proposer responding to this RFP; c) award its total requirements to one Proposer or to apportion those requirements among two or more Proposers; or d) reject any proposal if it is conditional, incomplete or deviates significantly from the services requested in this RFP.

In addition, negotiations may or may not be conducted with Proposer; therefore, the submitted Proposal should contain Proposer's **most favorable terms and conditions**, since the selection and award may be made without discussion with any Proposer.
11. **Contract:** Note that the formal basis of any agreement between the City and the proposer is a contract rather than a proposal. In submitting proposals, proposers must indicate that they are prepared to complete a City of South El Monte Agreement for City Attorney Services. At the discretion of the City, any or all parts of the selected Proposer's proposal will be a binding part of the contract between the City and the successful proposer. The City reserves the right to reject in whole or in part any of the proposals.

The City intends to contract for services presented herein for a term to begin on the effective date of the Contract. The selected Proposer shall prepare the Agreement to be executed by both parties upon final review of the City. The City shall reserve the right to extend the term of this contract. If the selected Proposer does not execute a contract within fourteen (14) days after notification of selection, the City may give notice to that Proposer of the City's intent to select from the remaining or to call for new proposals, whichever the City deems appropriate. The selected Proposer shall not commence the services covered by this RFP until execution of the contract documents, at which time the selected firm shall proceed with the implementation plan as provided and accepted by the City.

The City reserves the right to cancel the contract any time upon thirty (30) days prior written notice of its intent to terminate.

12. **Joint Venture Submittal:** Where two or more Proposers desire to submit a single proposal in response to this RFP, they must do so on a prime/sub-consultant basis rather than as a joint venture. City intends to contract with a single Proposer or multiple Proposers but not with multiple Proposers doing business as a joint venture.

d. EVALUATION PROCESS & CRITERIA

Proposals will be evaluated on the basis of the response to all requirements in this RFP. The Proposer, by submitting a proposal, expressly acknowledges and agrees that the judgement of the City as to whether or not the Proposer is qualified to perform these services shall be binding, final and conclusive.

In addition, Proposers may be required to provide additional information as it relates to requested and/or proposed services.

Minimum Requirements:

Firms who fail to meet the minimum qualifications set forth below should not submit a proposal; any such proposal shall be deemed non-responsive and not be considered.

1. The City Council of the City of South El Monte is seeking professional service proposals from qualified Proposers and individuals with experience to provide City Attorney Services to the City of South El Monte. As City Attorney, the selected Proposer will be expected to provide a wide range of general counsel services to the City.
2. The selected Proposer and proposed attorney must possess demonstrated competency in all aspects of municipal law. Some of the areas of legal services used by the City include but are not limited to:
 - Land use and planning law
 - Real Estate law
 - FPPC Regulations
 - Environmental Law (i.e., CEQA)
 - The Subdivision Map Act
 - Elections law
 - Code enforcement
 - Contract law
 - Municipal Tort law
 - Public contracts and franchises
 - The Brown Act

- Parliamentary Procedure
- Conflict of interest law
- Levine Act
- Litigation experience
- Intergovernmental relations and representing the City before other governmental bodies and agencies to promote the interests of the City
- Construction law
- Process misdemeanor violations
- California Public Records Act requests
- PUC Proceedings
- Eminent Domain
- Joint Powers Shared Services Agreement
- Wireless
- Labor and Employment

INSURANCE REQUIREMENT

The Proposer shall, at its own expense, procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the consultants, its agent, representatives, employees, or subcontractors. Proposer shall also require all of its subcontractors assigned to provide services to procure and maintain the same insurance requirement for the duration of the Agreement.

Specific insurance requirements are as follows:

- Commercial General Liability Insurance with a minimum limit of \$2,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$2,000,000.00 per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.
- Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$2,000,000.00 per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Consultant shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under subparagraph A.1) of this Section.
- Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Consultant has no employees while performing Services under this Agreement, workers' compensation policy is not required, but Consultant shall execute a declaration that it has no employees.
- Professional Liability/Errors and Omissions Insurance with minimum limits of \$2,000,000.00 per claim and in aggregate.

BUSINESS LICENSE

The successful Proposer, and any sub-consultant(s), shall obtain a valid City of South El Monte Business License on or before their commencement of work.

EVALUATION PROCEDURES

The City intends to evaluate the proposals based on the data presented in response to the RFP. The criteria provided below will be used to evaluate each proposal:

1. Experience and qualification of Proposer and proposed City Attorney, other key personnel, and sub-Firms, if applicable;
2. Interview performance;
3. References for similar work completed within the last three years;
4. Responsiveness to the Request for Proposal; and
5. Fair and reasonable pricing.

The City will conduct interviews with Proposers that are deemed necessary in the City's sole discretion.

SECTION II: PROPOSAL RESPONSE REQUIREMENTS**FOR YOUR GENERAL PROPOSAL**

1. Letter of Transmittal: Include a brief introduction and history of your firm. Also include your understanding and proven work history of the work to be performed. In addition, state why you believe that your firm is the best qualified to perform the requested services.
2. Table of Contents: Include a clear identification of the material by section and page number.
3. Approach to Legal Services
 - a. Describe your view of the role of the City Attorney.
 - b. How assignments generated by the City will be delegated? Will the City Attorney be primarily responsible for the preparation of all City-related matters, or will work be delegated to less senior staff?
 - c. Describe how you would proactively advise the City about legal developments or issues of concern.
 - d. Describe how you will keep the City informed about the status of ongoing litigation.
 - e. Describe how the cost/benefit of litigating or settling cases be evaluated.
 - f. Provide an example of a written communication (not to exceed six (6) pages) to a governing body about a legal issue, in which options are explained and a recommendation is given.
 - g. Describe your method for tracking and managing legal costs and provide a sample billing statement.
 - h. Describe your firm's practices for training and professional development to ensure the City Attorney remains current with changing legal matters affecting municipal clients.

- i. Please list specialty services you do not provide. For any specialty services the Proposer does not directly provide, describe how you propose the City receive such services.
4. Please describe your firm's qualifications for providing City legal services. Include in your response:
 - a. The overall capabilities, qualifications, training, and areas of expertise for each of the partners/principals and associates that may be assigned to work with the City, including but not limited to:
 - i. Name of individual(s) with resumes;
 - ii. Length of employment with firm;
 - iii. Specialization;
 - iv. Legal training;
 - v. Scholastic honors and professional affiliations;
 - vi. Date of admittance to California Bar;
 - vii. Years of practice;
 - viii. Municipal or other local public sector experience (include billing summaries for the past five years if appropriate);
 - ix. Knowledge of, and experience with California Municipal Law;
 - x. Years and statement of other types of represented clientele;
 - xi. Litigation experience and track record;
 - xii. Knowledge and use of Alternative Dispute Resolution (ADR) techniques; ADR training and experience; and success record of advocacy in mediation and arbitrations;
 - xiii. Knowledge and practice of law relating to land use and planning, CEQA, NEPA, general plans, real estate, environmental issues, hazardous waste and other related law;
 - xiv. Experience in the area of personnel, workers' compensation, general liability and employee relations;
 - xv. Experience in the area of contracts and franchises;
 - xvi. Experience in the preparation and review of ordinances and resolutions;
 - xvii. Experience in the area of the Public Records Act, the Brown Act, and the Election Code;
 - xviii. If the firm, or any of the attorneys employed by the firm, have ever been successfully sued for malpractice, been the subject of complaints filed with the State Bar, please provide information on the nature of the incident, the dates on which the matter began and was concluded, and the results of the situation.
 - b. Specify the individual, including their qualifications, which you propose for appointment as City Attorney.
 - c. Specify the individual(s), if any, including their qualifications, which you would propose as Assistant or Deputy City Attorney and/or who would be designated as competent, substitute/backup legal representation for the City, in the event of the absence or unavailability of the City Attorney.
 - d. Describe how you would structure the working relationship between the City Attorney and the City Council, the City Council acting as the Successor Agency, City Manager, Department Heads, City Commissions, and other members of staff.

- e. Specify intended office location and accessibility to the City's needs, including proposal for hours and day(s) of week for regular established office hours at City Hall.
- f. Describe systems/mechanisms that would be established to ensure timely responses to City Council and City staff.
- g. Describe the response time we can expect from the City Attorney to inquiries made by the City Council/City Manager.
- h. Describe systems/mechanisms that would be established for monthly reporting of status of projects, requests, and costs.
- i. Identify the types of reports your firm would provide to the City Council and City Manager. Please submit sample copies of typical reports your firm provides to municipalities. You may redact any references to any specific costs. Also, you may redact any sensitive information.
- j. Describe your firm's suggested process for transmittal of requests and other material to City Attorney.
- k. Describe the staffing of your office, including all permanent and temporary employees and their general duties and work schedules. Include any changes you would propose, now or in the future, should you be awarded a contract to provide legal services to the City.
- l. The City will contractually require monthly-itemized statements for all services and will subject these statements to audit at least annually. Describe how you would provide for this reporting.
- m. Please submit an example of a typical invoice your firm provides to a public agency. You may redact any references to specific costs. Also, you may redact any sensitive information. We are interested in the format, type of information included, and readability.
- n. Identify the types of in-service training (such as ethics and AB 1234, the commission roles and responsibilities, how to conduct performance evaluations, harassment, etc.) your firm is capable of providing.
- o. The City of South El Monte will require the firm with which a contract is established, prior to commencement of work, to provide evidence of appropriate general liability insurance, automobile liability insurance, professional liability insurance, errors and omissions insurance, and workers' compensation insurance as needed. Describe how you would provide the same and in what coverage. Such coverage must be provided by an insurance company(ies) authorized to do business in the State of California. Certificates must name the City of South El Monte as an Additional Insured and shall provide that the contractor's policy is primary over any insurance carried by the City of South El Monte and that the policy will not be changed or materially changes without thirty (30) days prior notice in writing to the City of South El Monte. The successful firm must agree, if awarded a contract as a result of its proposal, to

indemnify and hold harmless the City of South El Monte, its officers, agents, and employees from any and all claims and losses accruing or resulting to persons engaged in the work contemplated by its proposal or to persons who may be injured or damaged by the firm or its agents in the performance of the work. Provisions will be established contractually prior to commencement of any work.

5. Additionally, please describe your firm's qualifications for providing the following specific legal services.
 - a. Clearly describe your range of experience with project negotiation, and the drafting and implementation of agreements and contracts (i.e. lease, purchase, Owner Participation, eminent domain, and Development Agreements), Successor Agency activities, and litigation.
 - b. Please describe your experience in development, and variety of projects and the promotion of low and moderate-income housing.
 - c. Describe how you would structure the working relationship between the City Council (including Successor Agency Board), City Manager, Department Heads, and other members of staff.
 - d. Provide a proposal to conduct a complete review and subsequent revision of the City's Municipal Code.
 - e. Describe how you would update the City on changes in legislation and updating the City's Municipal Code accordingly.
6. The City seeks to identify and avoid any conflicts or possible conflicts of interest. The City reserves the right to prohibit participation by the City Attorney, if a significant conflict of interest is determined to exist. Please address the following:
 - a. Please list any political contributions of money, in-kind services, or loans made to any member of a City Council within the last three years by the applicant law firm and all of its attorneys, including the attorney being proposed to represent the City of South El Monte.
 - b. Please list all public agency clients for which your firm currently provides services or is under retainer.
 - c. Please list all public agency clients for which your firm previously provided services over the last five years.
 - d. For the firm and/or the proposed City Attorney, please specify current or known future professional commitments, so that the City may evaluate your continuing availability for providing legal services to the City.
7. Please indicate whether any attorney from your firm has made any political contributions (reportable or non-reportable) to members of South El Monte's City Council or candidates for South El Monte's City Council since January 2020. Also, please indicate whether any attorney from your firm has made any political contributions (reportable or non-reportable) to any members of legislative bodies that you may represent since January 2019.

FOR YOUR COST PROPOSAL

8. The City will expect the selected firm to provide a system wherein “general” services are provided under a fixed monthly retainer and any additional “special” services are billed at pre-negotiated hourly rates.
 - a. Please give your definition of “general” legal services. Would all general services be included in your monthly retainer?
 - b. Please give your definition of “special” legal services. How are they differentiated from general legal services? Would any special services be included in your retainer? If so, please identify them.
 - c. How would your firm aid the City to remain within its adopted budget for its legal services?
 - d. Describe your firm’s preference for method of payment, payment terms, and your procedure for billing of retention, hours, and expenses and any other accounting requirements.
 - e. Define the type and unit rates for reimbursement of expenses; for example, rate for mileage, reproduction of documents or word processing charges, unit costs for telephone costs, etc.
 - f. Please provide the costs of any in-service training(s) your firm indicated in the General Proposal: 3(n) that it can provide to the City.
 - g. Do you expect to have a cost-of-living adjustment incorporated into the agreement with the City? If so, please explain how you propose it be computed and implemented.
 - h. Would your firm be willing to operate under a maximum annual expenditure cap with the City? If so, please explain how it might be structured.
 - i. Complete the provided **Cost Proposal for the City of South El Monte City Attorney Legal Counsel Services** submittal forms (Appendix A and Appendix B). You may include any additional, municipal legal services your firm can provide to the City of South El Monte, not already included on the Cost Proposal Submittal Worksheet on the blank lines provided on the Worksheet. If you add services to your Worksheet, please complete all corresponding cells (if it is included in the retainer, title of person performing service, etc.) for that service.

SECTION III: SCOPE OF WORK

The City Attorney will be responsible for general counsel services for the City of South El Monte (“City”), as directed by the City Council of the City of South El Monte (“Council”).

Services to be provided shall include, but are not limited to:

1. Advise the City Council and City officials on all legal matters pertaining to the City’s affairs;
2. Attend two (2) City Council meetings per month and one (1) Planning Commission meeting per month.

- a. Regular City Council meetings are held on the second and fourth Tuesday of each month at 6:00 p.m., Planning Commission meetings are held on the third Tuesday of each month at 6:00 p.m.
3. Draft all ordinances and resolutions as may be necessary for the City or as requested by the City Council or the City Manager;
4. Draft or approve as to form contracts and other legal documents affecting, relating to or involving the City prior to their presentation to the City Council for adoption.
5. Draft legislation requested by the City Council.
6. Join, as amicus, consultant, and/or advisor, those appeals to which the City is not a party but the outcome of which would affect the interests of the City, as requested by the City Manager and/or City Council;
7. Negotiate contracts and developments jointly with the City Manager or his designee.
8. Services related to suspension of outside legal counsel.;
9. Provide monthly reports to the City Council that describe the matters for which Firm is providing services to the City, including the timeliness of those responses;
10. Review of City's municipal code to ensure its compliance with current laws; and
11. Any other duties imposed by the City Council, except that any new duty not enumerated herein that require substantial time may be subject to additional consideration.

The Proposer selected by the City will also be required to furnish special legal services on an "as needed" basis when directed by the City. The City retains the right to use the services of separate legal counsel for special services as it has historically. Special services may include, but are not limited to: research, preparation and follow-through on various matters including franchising, public financing, housing, and matters involving litigation affecting the City. This may include prosecution of municipal code violations, code enforcement, RDA dissolution, collection of performance bonds on construction contracts, pursuing litigation to collect debts or damages due to the City and initiating legal actions authorized by the City Council. Additionally, this may include litigation related to general liability.

ATTACHMENT A

**COST PROPOSAL FOR CITY OF SOUTH EL MONTE
CITY ATTORNEY SERVICES**

Name of Firm:	Fax:
Name of Contract:	Email:
Address:	
City, State, Zip Code:	
Name of Principal:	Phone:
Signature of Principal:	
Total monthly cost for services included in monthly retainer:	
Number of monthly work hours for services billed outside of monthly retainer:	
Hourly rate of personnel for services billed outside of monthly retainers:	
Position Title	Rate/Hour

COST PROPOSAL SUBMITTAL WORKSHEET

SERVICE	PROVIDED BY FIRM (YES/NO)	INCLUDED IN RETAINER (YES/NO)	TITLE OF PERSON PERFORMING THIS SERVICE
Attend regular and special Council and Commission meetings			
Attend Executive Team, Department Head, and other similar meetings as requested			
Weekly office hours			
Agenda review and follow-up			
Standard ordinances/resolution review and revision			
Standard contract review and revision			
Standard conflict issues			
Brown Act request and response issues			
Public Record Act request and response issues			
Elections			
General legal advice and counsel on matters pertaining to the City, not involving more than three (3) hours of research			
Routine personnel and labor questions, which can be responded to orally, not involving more than one (1) hour of research			
Personnel Matters including union contract negotiations			
Code Enforcement Issues – City code interpretation and implications			
Code Enforcement Issues – Consultation with staff and City prosecutor			

Code Enforcement Issues – Preparation and review of notices, demands, and orders			
Litigation (including eminent domain and matters not involving the City's coverage with the CJPIA or with the CJPIA or other pooling organizations)			
Personnel services – Personnel Board of Review (including drafting of at-will agreements, review of practices and procedures, and handling of grievances, mediation, and/or arbitration)			
Transactions – Purchase and sales agreements, leases, easements			
Transactions – Statutory development agreements			
Transactions – Specialized fee credit or reimbursement			
Water rights and water quality issues			
Franchising			
Telecommunications			
Public Works – Contract disputes and interpretation services			
Public Works – Drafting construction and similar contracts and conditions			
Public Works – Prevailing wage issues			
Development Services – Assessment district and CFD issues			

Development Services – Right- of-way acquisition			
Development Services – Relocation issues			
Development Services – CEQA issues and document review			
Development Services – MSHCP implementation/Endangered species issues			
Development Services – Army Corps issues			
Development Services – Routine and non-routine Subdivision Map Act issues			
Development Services – Zoning and land use issues			
Development Services – Review of General and Specific Plan amendments and documents			
Development Services – Successor Agency activities			
Ordinance and resolutions – Drafting and compilation of non-routine ordinances and resolutions; review			
Training – Brown Act, CEQA, AB 1234 Ethics, etc. MS4 Issues			
Appearance before other public entities or government agencies on behalf of City			
Complete review and update of the City's Municipal Code			
Proposed may add any additional, pertinent services it can provide to the City of South El Monte in lines below			

ATTACHMENT B

AFFIDAVIT OF NON-COLLUSION

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

I state that:

- (1) The price(s) and amount of this Offer have been arrived at independently and without consultation, communication or agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) _____ (name of firm), its affiliates, subsidiaries, officers,

directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material 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 C

CLAIMS HISTORY

Each Consultant shall submit a summary of whether any of the following events have occurred within the past (10) years and, if so, a brief description of the circumstances involved (including, without limitation, the names of parties involved, current status and final disposition of the matter of dispute):

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

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

ATTACHMENT D

SAMPLE PROFESSIONAL SERVICES AGREEMENT

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated [month] [day], [year] ("Effective Date") and is between the City of South El Monte, a California municipal corporation ("City") and [Consultant's Legal Name], a [Legal Form of Entity and state of formation, e.g., California corporation, limited partnership, limited liability company] ("Consultant"). City and Consultant are sometimes referred to herein as the "Parties", and individually as a "Party".

RECITALS

A. City issued Request for Proposals on _____, titled "[insert title of RFP]". Consultant submitted a proposal dated _____ in response to the RFP.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

C. City desires to retain Consultant as an independent contractor and Consultant desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

The Parties therefore agree as follows:

1. Consultant's Services.

A. **Scope of Services.** *Consultant shall perform the services described in the Scope of Services (the "Services") for [provide general description of services], attached as Exhibit A. City may request, in writing, changes in the Scope of Services to be performed. Any changes mutually agreed upon by the Parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.*

B. **Party Representatives.** *For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "City Representative"). For the purposes of this Agreement, the Consultant Representative shall be [Name], [Title] (the "Consultant Representative"). The Consultant Representative shall directly manage*

Consultant's Services under this Agreement. Consultant shall not change the Consultant Representative without City's prior written consent.

C. **Time for Performance.** Consultant shall commence the Services on the Effective Date and shall perform all Services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

D. **Standard of Performance.** Consultant shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

E. **Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the Services required under this Agreement. All of the Services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such Services.

F. **Compliance with Laws.** Consultant shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements.

G. **Permits and Licenses.** Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of Services under this Agreement, including a business license.

2. **Term of Agreement.** The term of this Agreement shall be from the Effective Date through [Month] [Day], [Year], unless sooner terminated as provided in Section 12 of this Agreement or extended.

3. **Compensation.**

A. **Compensation.** As full compensation for Services satisfactorily rendered, City shall pay Consultant at the hourly rates set forth in the Approved Fee Schedule attached hereto as Exhibit B. In no event shall Consultant be paid more than \$[Numerical Amount] (the "Maximum Compensation").

B. **Expenses.** City shall only reimburse Consultant for those actual and necessary expenses expressly set forth in Exhibit B. In no event shall reimbursable expenses collectively exceed the total sum of \$[Numerical Amount].

C. **Unauthorized Services and Expenses.** City will not pay for any services not specified in the Scope of Services, unless the City Council or the City Representative, if applicable, and the Consultant Representative authorize such services in writing prior to Consultant's performance of those services or incurrence of additional expenses. Any additional services or expenses authorized by the City Council or the City Representative shall be compensated at the rates

set forth in Exhibit B, or, if not specified, at a rate mutually agreed to by the Parties. City shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

4. Method of Payment.

A. *Invoices. Consultant shall submit to City an invoice, on a monthly basis, for the Services performed pursuant to this Agreement. Each invoice shall itemize the Services rendered during the billing period, hourly rates charged, if applicable, and the amount due. City shall review each invoice and notify Consultant in writing within ten Business Days of receipt of any disputed invoice amounts.*

B. *Payment. City shall pay all undisputed invoice amounts within 30 calendar days after receipt up to the Maximum Compensation set forth in Section 3 of this Agreement. City does not pay interest on past due amounts. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant.*

C. *Audit of Records. Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this Agreement available during Consultant's regular working hours to City for review and audit by City.*

5. Independent contractor.

A. *Consultant is an independent contractor and not an employee of the City. All services provided pursuant to this Agreement shall be performed by Consultant or under its supervision. Consultant will determine the means, methods, and details of performing the services. Any additional personnel performing services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.*

B. *Consultant shall indemnify and hold harmless City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from Consultant's personnel practices. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to*

City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this Section.

6. Information and Documents.

A. Consultant covenants that all data, reports, documents, discussion, or other information (collectively "Data") developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed or released by Consultant without prior written authorization by City. City shall grant such authorization if applicable law requires disclosure. Consultant, its officers, employees, agents, or subcontractors shall not without written authorization from the City Manager or unless requested in writing by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary," provided Consultant gives City notice of such court order or subpoena.

B. 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 thereunder or with respect to any project or property located within the City. City may, 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, City's right to review any such response does not imply or mean the right by City to control, direct or rewrite the response.

C. All Data required to be furnished to City in connection with this Agreement shall become City's property, and City may use all or any portion of the Data submitted by Consultant as City deems appropriate. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the Services, surveys, notes, and other documents prepared in the course of providing the Services shall become City's sole property and may be used, reused or otherwise disposed of by City without Consultant's permission. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant.

D. Consultant's covenants under this Section shall survive the expiration or termination of this Agreement.

7. Conflicts of Interest. Consultant and its officers, employees, associates and subcontractors, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant's Services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant may perform similar Services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the City Representative's prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section into any subcontract that Consultant executes in connection with the performance of this Agreement.

8. Indemnification, Hold Harmless, and Duty to Defend.

A. *Indemnities.*

1) To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Consultant shall pay all required taxes on amounts paid to Consultant under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant

shall fully comply with the workers' compensation law regarding Consultant and Consultant's employees. Consultant shall indemnify and hold City harmless from any failure of Consultant to comply with applicable workers' compensation laws. City may offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this subparagraph A.2).

3) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant's subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties.

B. Workers' Compensation Acts not Limiting. *Consultant's indemnifications and obligations under this Section, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.*

C. Insurance Requirements not Limiting. *City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against City.*

D. Survival of Terms. *Consultant's indemnifications and obligations under this Section shall survive the expiration or termination of this Agreement.*

9. Insurance.

A. Minimum Scope and Limits of Insurance. *Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:*

1) **Commercial General Liability Insurance** with a minimum limit of \$2,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$2,000,000.00 per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) **Automobile Liability Insurance** for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$2,000,000.00 per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Consultant shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under subparagraph A.1) of this Section.

3) **Workers' Compensation Insurance** as required by the State of California and **Employer's Liability Insurance** with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Consultant has no employees while performing Services under this Agreement, workers' compensation policy is not required, but Consultant shall execute a declaration that it has no employees.

4) **Professional Liability/Errors and Omissions Insurance** with minimum limits of \$2,000,000.00 per claim and in aggregate.

B. **Acceptability of Insurers.** *The insurance policies required under this Section shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self-insurance shall not be considered to comply with the insurance requirements under this Section.*

C. **Additional Insured.** *The commercial general and automobile liability policies shall contain an endorsement naming City, its officers, employees, agents and volunteers as additional insureds.*

D. **Primary and Non-Contributing.** *The insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.*

E. **Consultant's Waiver of Subrogation.** *The insurance policies required under this Section shall not prohibit Consultant and Consultant's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against City.*

F. **Deductibles and Self-Insured Retentions.** Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

G. **Cancellations or Modifications to Coverage.** Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to City. If any insurance policy required under this Section is canceled or reduced in coverage or limits, Consultant shall, within two Business Days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. **City Remedy for Noncompliance.** If Consultant does not maintain the policies of insurance required under this Section in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon. Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. **Evidence of Insurance.** Prior to the performance of Services under this Agreement, Consultant shall furnish the City Clerk with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section. The endorsements are subject to City's approval. Consultant may provide complete, certified copies of all required insurance policies to City. Consultant shall maintain current endorsements on file with the City Clerk. Consultant shall provide proof to the City Clerk that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. **Indemnity Requirements not Limiting.** Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify City under Section 8 of this Agreement.

K. **Subcontractor Insurance Requirements.** *Consultant shall require each of its subcontractors that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section.*

10. Mutual Cooperation.

A. **City's Cooperation.** *City shall provide Consultant with all pertinent Data, documents and other requested information as is reasonably available for Consultant's proper performance of the Services required under this Agreement.*

B. **Consultant's Cooperation.** *In the event any claim or action is brought against City relating to Consultant's performance of Services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires.*

11. Records and Inspections. Consultant shall maintain complete and accurate records with respect to time, costs, expenses, receipts, correspondence, and other such information required by City that relate to the performance of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to City, its designees and representatives at reasonable times, and shall allow City to examine and audit the books and records, to make transcripts therefrom as necessary, and to inspect all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.

12. Termination of Agreement.

A. **Right to Terminate.** *City may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least five calendar days before the termination is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least 60 calendar days before the termination is to be effective.*

B. **Obligations upon Termination.** *Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Consultant, City shall pay Consultant based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the Services required by this Agreement. Consultant shall have no other claim against City by reason of such termination, including any claim for compensation.*

13. Force Majeure. Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in City's

sole judgment, that such failure was due to acts of God, embargoes, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

14. Default.

A. *Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default.*

B. *In addition to the right to terminate pursuant to Section 12, if the City Manager determines that Consultant is in default in the performance of any of the terms or conditions of this Agreement, City shall serve Consultant with written notice of the default. Consultant shall have ten calendar days after service upon it of the notice in which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure its default within such period of time, City may, notwithstanding any other provision of this Agreement, terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.*

15. Notices. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Consultant's and City's regular business hours, or (c) three Business Days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the Party to be notified as set forth below:

If to City:

Attn: Rene Salas, City Manager
City of South El Monte
1415 Santa Anita Avenue
South El Monte, California 91733
Telephone: (626) 579-6540
[Email: rsalas@soelmonte.org](mailto:rsalas@soelmonte.org)

If to Consultant:

16. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during

employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

17. Prohibition of Assignment and Delegation. Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

18. No Third Party Beneficiaries Intended. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19. Waiver. No delay or omission to exercise any right, power or remedy accruing to City under this Agreement shall impair any right, power or remedy of City, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the Party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

20. Final Payment Acceptance Constitutes Release. The acceptance by Consultant of the final payment made under this Agreement shall operate as and be a release of City from all claims and liabilities for compensation to Consultant for anything done, furnished or relating to Consultant's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within ten calendar days of the receipt of that check. However, approval or payment by City shall not constitute, nor be deemed, a release of the responsibility and liability of Consultant, its employees, subcontractors and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by City for any defect or error in the work prepared by Consultant, its employees, subcontractors and agents.

21. Corrections. In addition to the above indemnification obligations, Consultant shall correct, at its expense, all errors in the work which may be disclosed during City's review of Consultant's report or plans. Should Consultant fail to make such correction in a reasonably timely manner, such correction may be made by City, and the cost thereof shall be charged to Consultant. In addition to all other available remedies, City may

deduct the cost of such correction from any retention amount held by City or may withhold payment otherwise owed Consultant under this Agreement up to the amount of the cost of correction.

22. Non-Appropriation of Funds. Payments to be made to Consultant by City for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that City does not appropriate sufficient funds for payment of Consultant's services beyond the current fiscal year, this Agreement shall cover payment for Consultant's services only to the conclusion of the last fiscal year in which City appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

23. Exhibits. Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, or between a provision of this Agreement and a provision of Consultant's proposal, the provisions of this Agreement shall control.

24. Entire Agreement and Modification of Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the Parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by both Parties.

25. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the Parties to this Agreement.

26. Word Usage. Unless the context clearly requires otherwise, (a) the words "shall," "will" and "agrees" are mandatory and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

27. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Agreement.

28. Business Days. "Business Days" means days South El Monte City Hall is open for business.

29. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of

construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a superior court with geographic jurisdiction over the City of South El Monte.

30. Attorneys' Fees. In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing Party shall be entitled to recover all attorneys' fees, experts' fees, and other costs actually incurred in connection with such litigation or other proceeding, in addition to all other relief to which that Party may be entitled.

31. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

32. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which will constitute one and the same instrument.

33. Corporate Authority. Each person executing this Agreement on behalf of his or her Party warrants that he or she is duly authorized to execute this Agreement on behalf of that Party and that by such execution, that Party is formally bound to the provisions of this Agreement.

[SIGNATURE PAGE FOLLOWS]

The Parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

City:

City of South El Monte,
a California municipal corporation

Consultant:

[Consultant's Legal Name],
a [Legal Form of Entity]

By: _____
Name: Rene Salas
Title: City Manager

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: _____
Title: _____

By: _____
Name: Adrian Garcia, MMC
Title: City Clerk

**PROOF OF AUTHORITY TO BIND CONTRACTING
PARTY REQUIRED**

APPROVED AS TO FORM:

By: _____
Name: _____
Title: City Attorney

EXHIBIT A
SCOPE OF SERVICES

EXHIBIT B
APPROVED FEE SCHEDULE



City Council Agenda Report

Agenda Item No. 7.d.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Andres Gonzalez, Public Works Analyst

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-002, APPROVING FIRST AMENDMENT TO THE CONTRACT SERVICES AGREEMENT WITH WEST & ASSOCIATES ENGINEERING, INC. TO PROVIDE CONSTRUCTION PHASE SUPPORT SERVICES FOR SAFE ROUTES TO SCHOOL PEDESTRIAN SAFETY PROJECT, ATP CYCLE 5, ATPL-5352(023)

SUMMARY: On November 12, 2024, the City Council awarded a construction contract to Toro Enterprises in the amount of \$1,794,169.80, and the construction work is scheduled to start in January 2025. The project involves installation of pedestrian safety upgrades at signalized intersections and uncontrolled crosswalks including RRFBs, pedestrian push buttons, countdown systems, overhead pedestrian signal systems, speed radar feedback signs, pedestrian ramps, signage, crosswalks and striping around schools and major destinations. The project plans, specifications and estimates were prepared by West & Associates Engineering, Inc. Staff seeks City Council approval of a First Amendment to the Contract Services Agreement with West & Associates Engineering, Inc. to provide construction phase support services during construction.

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 25-002, approving First Amendment to the Contract Services Agreement with West & Associates Engineering, Inc. to provide Construction Phase Support Services for Safe Routes To School Pedestrian Safety Project in the amount of \$15,000;
2. Appropriate \$15,000 of Measure M Local funds to the project for the proposed additional services; and
3. Authorize City Manager or designee to negotiate and execute the agreement.

FISCAL/FINANCIAL IMPACT: The additional construction phase support services in the amount of \$15,000 will be funded through Measure M Local Funds.

The below is the project's design phase funding breakdown including the additional Measure M Local Funds requested.

ATP Cycle 5 (no local match required)	\$127,500
Additional Measure M Local Funds Requested	\$15,000
Total Design Phase Budget	\$142,500

DISCUSSION: The South El Monte Safe Routes to School Pedestrian Safety Project, part of ATP Cycle 5, focuses on enhancing school and pedestrian safety at key signalized intersections and uncontrolled crossings near schools and major destinations. The project scope includes but is not limited to installation of pedestrian safety upgrades at signalized intersections and uncontrolled crosswalks including RRFBs, pedestrian push buttons, countdown systems, overhead pedestrian signal systems, speed radar feedback signs, pedestrian ramps, signage, crosswalks, and striping at 23 locations surrounding schools and major destinations. The construction is anticipated to start in January 2025 and will be completed late 2025.

In May 2023, the City Council awarded contract services agreements to West & Associates Engineering, Inc. for Design Phase Engineering Services for the project, in the amount of \$127,500.

In September 2024, the plans, specifications and estimates (construction bid package) was completed for the project, and the City Council authorized staff to advertise the project for construction bids.

In November 2024, the City Council awarded construction services agreement to Toro Enterprises, Inc., in the amount of \$1,794,169.80.

Staff solicited a proposal from West & Associates Engineering, Inc. to provide additional construction phase support services during construction phase of the project. The requested services include attending field meetings as-needed to resolve issues and conflicts, reviewing submittals, RFIs, preparing as-builts. The proposed additional services is in the amount of \$15,000.

Staff recommends City Council adopt Resolution No. 25-002 approving Amendment 1 to the Contract Services Agreement with West & Associates Engineering, Inc. to provide Construction Phase Support Services for Safe Routes to School Pedestrian Safety Project, ATP Cycle 5 Project in the amount of \$15,000.

ATTACHMENT(S):

- A. Resolution No. 25-002
- B. Amendment 1

ATTACHMENT A

RESOLUTION NO. 25-002

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL APPROVING AMENDMENT NO. 1 TO THE CONTRACT SERVICES AGREEMENT WITH WEST & ASSOCIATES ENGINEERING, INC. TO PROVIDE CONSTRUCTION PHASE SUPPORT SERVICES FOR SAFE ROUTES TO SCHOOL PEDESTRIAN SAFETY PROJECT, ATP CYCLE 5, ATPL-5352(023)

WHEREAS, in May 2023, the City Council awarded contract services agreement to West & Associates Engineering, Inc. for Design Phase Engineering Services for the Safe Routes To School Pedestrian Safety Project; and

WHEREAS, in September 2024, the plans, specifications and estimates (construction bid package) was completed for the project, and the City Council authorized staff to advertise the project for construction bids, and in November 2024, the City Council awarded construction services agreement to Toro Enterprises, Inc., in the amount of \$1,794,169.80; and

WHEREAS, staff solicited a proposal from West & Associates Engineering, Inc. to provide additional construction phase support services during construction phase of the project. The requested services include attending field meetings as-needed to resolve issues and conflicts, reviewing submittals, RFIs, preparing as-builts. The proposed additional services is in the amount of \$15,000.

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

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

SECTION 2: The City Council hereby approves Amendment No. 1 to the Contract Services Agreement with West & Associates Engineering, Inc. to provide Construction Phase Support Services for the Safe Routes to School Pedestrian Safety Project, and increase Contract Sum by a not to exceed figure of \$15,000.

SECTION 3: The City Council hereby appropriates \$15,000 of Measure M Local funds to the project for the proposed additional services.

SECTION 4: The City Council hereby authorizes the City Manager to execute the Agreement. The City Attorney may amend the agreement as to form. The Council further directs the City Manager to take all actions necessary to effectuate the agreement.

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

PASSED, APPROVED AND ADOPTED this 14th day of January 2025.

Gloria Olmos, Mayor

ATTEST:

Adrian Garcia, MMC, City Clerk

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

I, Adrian Garcia, City Clerk of the City of South El Monte, hereby certify that the foregoing Resolution, being Resolution No. 25-002, 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 January 2025, and that said Resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Adrian Garcia, MMC, City Clerk

ATTACHMENT B

FIRST AMENDMENT TO THE CONTRACT SERVICES AGREEMENT BETWEEN THE CITY OF SOUTH EL MONTE AND WEST & ASSOCIATES ENGINEERING, INC. FOR SAFE ROUTES TO SCHOOL PEDESTRIAN SAFETY PROJECT, ATP CYCLE 5, ATPL-5352(023)

This FIRST AMENDMENT TO ORIGINAL CONTRACT is dated as of 14th day of January, 2025 (the “Effective Date”), by and between the **City of South El Monte, a California, a municipal corporation (“City”)**, located at 1415 Santa Anita Avenue, South El Monte CA 91733 and **West & Associates Engineering, Inc., a California corporation (“Consultant”)**, located at 78 Anacapa Ct., Foothill Ranch, CA 92610 (collectively, the “Parties”).

WHEREAS the Parties entered into a *Agreement for Contract Services* on 3rd day of July, 2023 (the “Original Contract”).

WHEREAS the Parties hereby agree to extend the scope of services of the Original Contract and increase Contract Sum in accordance with the terms of the Original Contract as well as the terms provided herein.

In consideration of mutual covenants contained herein each **City of South El Monte** and **West & Associates** mutually covenant and agree as follows:

1. The parties agree to amend Section 1.1 Scope of Services by incorporating the attached Exhibit A to the agreement.
2. The parties agree to amend Section 2.1 Contract Sum by \$15,000 and incorporate the attached Exhibit B to the agreement.
3. The parties agree to amend Section 3.2. Schedule of Performance by incorporating the attached Exhibit C to the agreement.
4. This Amendment binds and benefits both parties and any successors or assigns. This document, including the attached Original Contract, is the entire agreement between both parties.

All other terms and conditions of the Original Contract remain unchanged.

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

By: _____
Rene Salas, City Manager

CONTRACTOR:

WEST & ASSOCIATES,
a California corporation

By: _____
Phillip West, PE, Principal

EXHIBIT “A”

SCOPE OF SERVICES

1. Consultant will perform the following additional Services:

Task 1 – Construction Phase Support Services

The Consultant will provide additional construction phase support services for the duration of the construction including attending field meetings as needed to resolve issues and conflicts, reviewing submittals, and RFIs.

Task 2 – Preparation of As-Builts

The Consultant will obtain a copy of the field redlined plan set from the Contractor and update the project plans in CAD to incorporate any field changes and prepare the Record Drawings. The Consultant will provide the Record Drawings as pdf and CAD files to the City.

EXHIBIT “B”

SCHEDULE OF COMPENSATION

1. Consultant shall perform the following additional tasks at the following rates:

FEE ESTIMATE

Task No.	ITEM	PM	ENG	CAD	SRVY	QA/QC	SEC	TOTAL	
		\$150	\$130	\$102	\$240	\$130	\$72	HRS.	\$
Pt. 3 - CONSTRUCTION SUPPORT (CURRENT PHASE - ATP CYCLE 5)									
1	Construction Phase Services	32	48					80	\$11,040
2	As-Built Preparation	4	8	16				28	\$3,272
Subtotal		36	56	16	0	0	0	108	\$14,312
Direct Costs								N/A	\$688
TOTAL NON-OPTIONAL WORK		36	56	16	0	0	0	108	\$15,000

HOURLY RATE CHART AND EXPENSE REIMBURSEMENT SCHEDULE

Position	Hourly Rates
Project Manager	\$150
Engineer	\$130
CAD/Designer	\$102
Survey	\$240
QA/QC	\$130
Secretary	\$72

NOTE: All rates are effective until the end of this contract

EXHIBIT “C”

SCHEDULE OF PERFORMANCE

1. Consultant shall perform all additional services timely in accordance with the following schedule:

Consultant shall complete all deliverables prior to the end of this contract.



City Council Agenda Report

Agenda Item No. 7.e.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Andres Gonzalez, Public Works Analyst

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-003, APPROVING AMENDMENT NO. 2 TO THE MEMORANDUM OF AGREEMENT (MOA) WITH THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (SGVCOG) FOR THE FOOD RECOVERY PROGRAM

SUMMARY: On June 13, 2023, the City Council approved a 2-year agreement with the San Gabriel Valley Council of Governments (SGVCOG) to coordinate the implementation of an edible food recovery recycling and enforcement program for designated food generators. This is the 2nd amendment to the original agreement

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 25-003 adding 2nd amend to the current agreement with the San Gabriel Valley Council of Governments to continue to implement an edible food recovery recycling and enforcement program for designated food generators; and
2. Authorize City Manager or designee to negotiate and execute the agreement.

FISCAL/FINANCIAL IMPACT: The total cost of Amendment No. 2 for the City to participate in the SGVCOG's Regional Food Recovery Program is \$82,751. This amount is funded by the CalRecycle SB 1383 Local Assistance Grant Program and is included in the City Council's approved FY 2024/25 budget. Additionally, \$5,643 will be allocated to the City's budget for FY 2025/26 to support this project

DISCUSSION: The passage of Senate Bill 1383 (SB 1383) in September 2016 established statewide targets to reduce organic waste disposal by 75 percent (75%) by January 1, 2025 (based on 2014 levels) and to recover at least 20 percent (20%) of currently disposed edible food for human consumption by 2025. The California Department of Resources Recycling and Recovery (CalRecycle) finalized and adopted SB 1383 guidelines in November 2020 with the approval of the Office of Administrative Law.

The City contracted San Gabriel Valley Council of Governments to establish a program to meet SB 1383's food recovery mandates and reduce food waste in the City of South El Monte. As part of their scope of work, SGVCOG provided project management, compliance and capacity assessments, outreach and education to local Tier 1 businesses, such as wholesale food vendors, food service providers, food distributors, and large grocery stores and Tier 2 businesses who generally prepare food. They also developed and implemented a food recovery inspection program from January 1, 2022, to August 1, 2024, along with a final development report.

On August 8, 2023, the City executed Amendment No. 1 to the Memorandum of Agreement with SGVCOG to modify the payment schedule. The total contract amount remained unchanged at \$151,003.

On November 14, 2023, the City Council approved staff's request to apply for the CalRecycle SB 1383 Local Assistance Grant Program. The City joined SGVCOG's regional application, which included funding for inspection and enforcement programs, a hub development program to continue recovering excess edible food, and city-specific initiatives. As a result, the City was allocated \$75,000 by CalRecycle.

In the next phase of the program, SGVCOG will continue to meet regularly with City staff to discuss project deliverables and to receive feedback on project progress. The SGVCOG will also provide the following program management duties:

Project Management

- Oversee consultant work,
- Track program budget, and
- Monitor, amend, and enforce contracts

Inspections and Enforcement

- Identification of food recovery organizations (FROs) and Tier 1 and Tier 2 edible food generators (EFGs) within the City
- Annual inspections of Tier 1 and 2 EFGs and FROs in the City, with reports of inspection outcomes
- Assessment of total amount of edible food generated by Tier 1 and 2 EFGs and available capacity of FROs to accept edible food

Public Outreach and Engagement

- Regional workshops to educate grocery stores, restaurants, and food recovery organizations on regulations and to share best practices and resources
- Development of outreach materials, such as SB 1383 fliers
- One-on-one engagement with Tier 1 and Tier 2 EFGs and FROs to provide education and guidance on SB 1383 compliance

Food Recovery Hub Development/FRO Support

- Coordination with and support of food recovery hubs to expand the region's capacity to recover food and address food insecurity
- Support to smaller food recovery organizations to allow more local groups to sustain operations and comply with SB 1383

Staff recommends that the City Council approve Amendment No. 2 to the Memorandum of Agreement with the SGVCOG to participate in the Regional Food Recovery Program. The amendment includes an additional cost of \$82,751 for the program, covering the term from August 1, 2024, to April 1, 2026.

ATTACHMENT(S):

- A. Resolution No. 25-003 re Amend Agreement with SGVCOG Food Recovery Program
- B. Food Recovery Program_Amendment No. 2_

ATTACHMENT A

RESOLUTION NO. 25-003

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL
APPROVING AMENDMENT NO. 2 TO THE MEMORANDUM OF
AGREEMENT (MOA) BETWEEN THE CITY AND THE SAN
GABRIEL VALLEY COUNCIL OF GOVERNMENTS (SGVCOG)
FOR A REGIONAL FOOD RECOVERY PROGRAM

WHEREAS, on June 13, 2023, the City Council approved a 2-year agreement with the San Gabriel Valley Council of Governments (SGVCOG) to coordinate the implementation of an edible food recovery recycling and enforcement program for designated food generators: and

WHEREAS, on August 9, 2023, the Memorandum of Agreement (MOA) with the San Gabriel Valley Council of Governments (SGVCOG) was amended to revise Article III, Section A (Responsibilities of the Parties) and Article VIII, Section A (Other Terms and Conditions). The total amount of the MOA remained at the not-to-exceed limit of \$151,003: and

WHEREAS, the City and the San Gabriel Valley Council of Governments determined that an amendment (“Amendment No. 2”) to the MOA is necessary to extend the term of the agreement to April 1, 2026: and

THE SOUTH EL MONTE CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

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

SECTION 2: The City Council hereby authorizes the City Manager, or his designee, to take all actions necessary to execute Amendment No. 2, subject to the approval by the City Attorney as to form.

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

ADOPTED this 14th day of January 2025.

Gloria Olmos, Mayor

ATTEST:

Adrian Garcia, MMC, City Clerk

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

I, Adrian Garcia, City Clerk of the City of South El Monte, hereby certifies that the foregoing Resolution No. 25-003, was adopted by the South El Monte City Council at a duly noticed council meeting held on January 14, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Adrian Garcia, MMC, City Clerk

AMENDMENT NO. 2 TO MEMORANDUM OF AGREEMENT BETWEEN THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS AND THE CITY OF SOUTH EL MONTE FOR PARTICIPATION IN THE SAN GABRIEL VALLEY REGIONAL FOOD RECOVERY PROGRAM

This Amendment No. 2 (“Amendment”) to the Memorandum of Agreement (“MOA”) Between the San Gabriel Valley Council of Governments (the “SGVCOG”) and the City of South El Monte (the “City”) For Participation in the San Gabriel Valley Regional Food Recovery Program, dated January 15, 2025 shall be effective upon the date executed by both Parties hereto (“Effective Date”).

RECITALS

- A. SGVCOG and City entered into the MOA under which SGVCOG retained a consultant to perform specified tasks toward the development of a regional approach toward compliance with Senate Bill 1383’s (“SB 1383”) food recovery components; and
- B. SGVCOG and City agreed to amend the MOA under Amendment No. 1 to revise the scope of work, invoicing schedule, and notice procedure; and
- C. SGVCOG and City desire to amend the MOA under Amendment No. 2 to modify, amend and supplement certain portions thereof.

NOW THEREFORE, the Parties agree to amend the MOA as follows:

- I. Article II. Term shall be deleted in its entirety and replaced with the following:
The term of this MOA shall commence on June 13, 2023, and shall continue through April 1, 2026. The term of this MOA may be extended by mutual written agreement of the Parties.
- II. Article III. Responsibilities of the Parties, Section A. Subsection 7 shall be deleted in its entirety and replaced with the following:
 - 7. Submit invoices to the City, in a total amount not to exceed \$162,289, as follows:
 - The first invoice shall be in the amount of \$75,965 for work completed in 2023; and
 - The second invoice shall be in the amount of \$75,038 for work completed in 2024;
 - The third invoice shall be in the amount of \$5,643 for work completed in 2025; and
 - The fourth invoice shall be in the amount of \$5,643 for work completed in 2026.

Any unexpended funds held by SGVCOG at the termination of this MOA will be rolled-over to cover expenses in any subsequent agreement between the SGVCOG and City. City may request in writing a refund or credit of any unexpended funds by the SGVCOG, in accordance with the budget in Attachment A.

- III. The Scope of Work, Attachment “A”, to the MOA is hereby deleted in its entirety and replaced with Attachment “A”, attached hereto and incorporated herein by the reference.
- IV. Except as otherwise defined herein, all capitalized terms used herein shall have the meanings set forth for such terms in the MOA.
- V. This Amendment integrates all of the terms and conditions mentioned herein and supersedes all negotiations with respect to matters referenced herein. Except as specifically amended hereby, the MOA shall remain in full force and effect. To the extent there is any conflict or inconsistency between the terms and provisions of this Amendment and the MOA, this Amendment shall control.

[Signature page to follow.]

The Parties hereby enter into this Amendment upon the Effective Date as is set forth above.

FOR THE CITY OF SOUTH EL MONTE:

City Attorney

By: _____
Rene Salas
City Manager

Date: _____

ATTEST:

Adrian Garcia
City Clerk

APPROVED AS TO FORM:

Susie A. Altamirano
Interim City Attorney

FOR THE SAN GABRIEL VALLEY
COUNCIL OF GOVERNMENTS:

By: _____
Marisa Creter
Executive Director

Date: _____

APPROVED AS TO FORM:

David DeBerry
General Counsel

ATTACHMENT A - SCOPE OF WORK

Phase I – Inspection and Enforcement

TASK 1: PROJECT MANAGEMENT

Task 1.1 - Kickoff Meeting

The SCS Project Team will conduct a kick-off meeting with SGVCOG staff, and the City of South El Monte following approval of the contract to confirm the goals and objectives for the project. SCS staff leaders and their key roles on this project will be introduced, project tasks will be reviewed, expectations of resources needed from the City will be discussed, thoughts and direction from staff will be solicited, and the schedule and key milestones will be confirmed. This meeting will also establish clear lines of communication and project direction so the City, SGVCOG and SCS mutually understand expectations.

Deliverables:

- **Meeting agenda**
- **Meeting minutes and action items**
- **Data needs**

Task 1.2 - Project Management Update Meetings

Regular feedback from the project team and City of South El Monte is important to the success of the project. Therefore, the Project Team will attend four quarterly meetings with the City and SGVCOG representatives to discuss the project deliverables and receive feedback on the project progress. For purposes of the project budget, it is assumed these meetings will be one-half hour in duration.

Deliverables

- **Meeting notifications/conference call-in facilitation**
- **Meeting agendas**
- **Meeting minutes/action items**

TASK 2: INSPECTION PROGRAM IMPLEMENTATION

Task 2.1 - Inspection Program Implementation

There are two types of inspections that the team will conduct beginning in 2023. The first is an Inspection Review to Tier 1 edible food generators and food recovery services/organizations as identified in Task 2. The second is a Complaint Review in response to complaints received that warrant a review in accordance with Section 18995.3, to be provided on an as-needed basis.

Beginning January 1, 2024, the team will conduct Inspection Reviews to Tier 2 commercial edible food generators as identified in Task 2.2 and begin recommending Notice of Violations to noncompliant entities as determined in Inspection Reviews or realized when responding to a complaint in a Complaint Review. Notice of Violations will not be recommended until January 1, 2024, in accordance with the enforcement requirements of Section 18995.3 unless SGVCOG or the City determine that earlier issuance of Notice of Violations for noncompliance is in best interest.

The number of Tier 1, Tier 2, and FRO inspections per year are indicated in Table 1.

Table 1. Inspections

	1 st Tier 1 Site visits	2 nd Tier 1 Site visits	1 st Tier 2 Site Visits	2 nd Tier 2 Site Visits	Food Recovery Organization Site visit
2023	113	0	0	0	6
2024	113	42	4	2	6
2025	43	30	2	1	1
2026	43	30	2	1	1

Inspection Review Methodology

Step 1: Schedule Inspection Review with Entity (Commercial Edible Food Generator/Food Recovery Service/Organization)

We will prioritize Inspection Reviews to entities that have a history of noncompliance or have had difficulties in establishing a program. Prioritization will be determined in coordination with project staff, waste hauling staff and food recovery organization/service partners. When scheduling in-person inspections, we will maximize staff time in the field by scheduling visits according to geographical proximity.

Step 2: Conduct Inspection Review

The team will utilize data program tracking software, such as Careit, to assess the recorded donation data associated with each entity and compare it with anticipated frequency and quantity of food donations determined through the initial inspection. Any discrepancies identified as unreasonable or suspicious shall be noted and reported back to the jurisdiction. Data input into the Careit software will also be reflected on a paper Inspection Report (developed in Task 5) which will be supplementary to the data tracking fields included on Careit. We will use the Inspection Report and Careit to conduct virtual, phone - or when necessary - in-person reviews to determine whether the entity is compliant with requirements of Section 18991.3 (commercial edible food generators) and Section 18991.5 (food recovery services/organizations). Compliance details, including the specific actions that will be reviewed during the inspection, are provided below in the section titled “Article 10”.

Step 3: Record Inspection Results/Follow-up

We will use data program tracking software, such as Careit, to record the findings of the review in a format that will be easily transcribed to the Inspection Report format to be used by the agency in annual reporting to CalRecycle.

If compliant: If the Inspection Review determines that the entity is in compliance with all requirements of Article 10 and other applicable requirements of the chapter, the team will record the details of the inspection using the Careit app and provide those details to SGVCOG on a monthly and annually basis.

If noncompliant: If the Inspection Review determines that the entity is *not* in compliance with all requirements of Article 10 and other applicable requirements of the chapter, the team will work with the jurisdiction to proceed with the issuance of a Notice of Violation (if the SGVCOG/the jurisdiction believes appropriate) -OR- the team may provide verbal notice to the entity in question with recommended revisions to their program, provide educational material, and follow-up for a second inspection within reasonable time (approximately 2 weeks to 30 days).

Beginning January 1, 2024, if it is determined that the entity is not in compliance after the second review, the team will notify the reporting jurisdiction and, based on the jurisdiction's decision,, proceed with the process of supporting the jurisdiction with issuance of a Notice of Violation. The methodology for issuing a Notice of Violation is provided below.

Complaint Review Methodology

Step 1: Schedule Complaint Review with Noncompliant Entity

Complaint Reviews will be conducted on an as-needed basis dependent on when complaints are received. Staff will be readily available to receive complaints and will schedule an inspection to check for compliance in response to a complaint within five (5) business days of receipt of Complaint Form. We recommend that Complaint Forms be received by the jurisdiction and forwarded to us in real time or at an interval that is appropriate for agency staff.

Step 2: Conduct Complaint Review Inspection

The team will conduct an in-person Complaint Review inspection within 60 days of receiving a written complaint. The team will utilize a data program tracking software to conduct the Complaint Review and will also keep a paper record of the Inspection Report. We will use the Inspection Report and software to conduct the in-person review and will reference the details of the Complaint Form received, paying particular notice to specific actions of which the entity may be in violation.

Step 3: Record Complaint Review Inspection Results / Follow-up

Within 90 days of receipt of a complaint that would constitute a violation of SB 1383 requirements, the consultant team will notify the complainant of the results of their complaint, if contact information is available. The team will follow a similar methodology for assessing compliance with all SB 1383 requirements and follow-up (dependent on compliance/noncompliance), as necessary.

Data Tracking

The team will utilize the software program Careit to document the inspections. With this specific tool, the team will create an account for each Tier 1 and Tier 2 generator – and food recovery service/organization – as information becomes available during the Inspection Reviews and identification of generators. Each entity account on Careit would be easily accessible by both consultant staff, jurisdiction staff (if so desired) and the entity (both commercial food generators and food recovery services/organizations). The consultant team would record applicable data onto the user account to indicate when the inspection was conducted, user information such as whether they have a written food donation contract in place, compliance status, whether educational information was provided, follow-up communication needed, complaints received and the results of such Complaint Reviews, Notice of Violation(s) issued, and/or whether penalties have been assessed. The Careit system specifically is compatible with other data management tracking

software that the City may already be using (such as Recyclist).

The consultant team would be available to provide entities with a deep level of technical assistance on this platform, particularly during the initial years of this engagement, with the goal of creating a built-out database for the City to log their own data over time that can be easily monitored by the jurisdiction or consultant. Consultant staff will also be available to provide direct assistance to entities in setting up their account, tracking data, and to input an entities' compliance information on behalf of the entity under this project.

Notice of Violation Methodology

According to Section 18995.4, a Notice of Violation(s) are required to be issued for noncompliance beginning January 1, 2024. In this Task, in addition to conducting Inspection Reviews and Complaint Reviews, we will utilize the Notice of Violation form to follow-up with noncompliant Tier 1 and Tier 2 commercial edible food generators and food recovery services/organizations.

The approach to issuing Notice of Violations will include:

Step 1: The Inspection Team will inspect non-compliant entities identified in the 2023 Annual Report beginning 2024.

IF COMPLIANT: Inspector will complete an Inspection Form and provide the participating city with details of the inspection on the Monthly Report.

IF NON-COMPLIANT: Inspector will complete an Inspection Form and indicate on the form that an NOV is recommended, the date of the inspection, and the reason for the recommended NOV.

Step 2: The Inspection Team will provide a copy of the NOV Form template and Inspection Form along with the Monthly Inspection Report to the participating city.

Step 3: NOVs and financial penalties are to be issued by the participating city. It is the responsibility of the participating city to issue the NOV to the noncompliant entity (recommended via email and/or mail) and notify the Inspection Team of the date of NOV issuance. A NOV requires compliance within 60 days of the issuance of the notice.

Per Section 18996.5 Enforcement Actions Against Organic Waste Generators Located in Multiple Jurisdictions, Jurisdictions may file a joint referral, if they find this to be more effective than separate enforcement by each jurisdiction, to request that the Department take enforcement action against a commercial edible food generator(s) with locations in each of those jurisdictions.

Step 4: Participating cities are to notify the Inspection Team within a week of the NOV being issued to the noncompliant entity. This should be done via email and the participating city should include the name of the entity, address, date that the NOV was issued and any other relevant information that would be helpful for the Inspection Team's follow-up inspection.

Step 5: Promptly following 60 days after the NOV is issued, a follow-up inspection will be conducted to verify whether changes have occurred.

IF COMPLIANT: Inspection Team will update the Monthly Inspection Report with determination of compliance status and date. No further action is needed.

IF NONCOMPLIANT: The Inspection Team will update the Monthly Inspection Report with the non-compliance determination and an indication of needed enforcement action(s)/financial penalty(ies). It is the responsibility of the participating city to follow-up with noncompliant entities for the issuance of any necessary enforcement action(s)/financial penalty(ies).

Deliverables:

- **A copy of Inspection Reviews and Complaint Reviews – provided to the SGVCOG on a monthly basis - beginning in 2023 at the start of inspections, which may include, but is not limited to:**
 - The total number of inspections conducted, categorized by type of entity.
 - The total number complaints received, categorized by type of entity.
- **A copy of Inspection Reviews and Complaint Reviews provided to SGVCOG on a monthly basis - beginning February 1, 2024, which may include, but is not limited to:**
 - The total number of inspections conducted, categorized by type of entity.
 - The total number complaints received, categorized by type of entity.
 - The total number of Notice of Violations issued, categorized by type of entity.
 - The total number of penalty orders issued, categorized by type of entity.
 - The total number of enforcement actions that were resolved, categorized by type of entity.
- **Records will be provided to SGVCOG annually in a format that meets the needs of the Implementation Record described in Section 18995.2.**

Phase II Subregional Food Hub Development

TASK 3: PROJECT MANAGEMENT

Task 3.1 – Project Management Meetings

Monthly thirty-minute project team meetings, regular phone and e-mail correspondence, and other communications between the Consultant the SGVCOG to ensure that the tasks listed in this SOW stay on schedule and within budget. The first meeting will serve as the kickoff meeting to review the scope, schedule, project goals, and key issues.

Deliverables:

- **Meeting notifications, agendas, and notes.**

Task 3.2 – Meetings with Participating Cities

The SGVCOG shall facilitate meetings with the representatives of participating cities to provide key project updates. These meetings can also be used to obtain feedback and input on key discussions.

Deliverables:

- **Meeting notifications, agendas, notes, presentations, and other relevant drafts and documents.**

TASK 4: SUBREGIONAL FOOD RECOVERY HUBS

Task 4.1 - Development of Subregional Food Hubs

The SGVCOG and Consultant shall develop and implement a process to identify food recovery organizations (FROs) to serve as regional hubs. The Consultant shall create a questionnaire/application to be shared with prospective FROs and assist the SGVCOG in evaluating these food recovery organizations to select approximately three food recovery organizations to serve as regional hubs. The Consultant shall work with the SGVCOG and the selected food recovery organizations to evaluate their current capacity and determine what would be required to help increase their capacity in order to serve as a regional hub. The Consultant shall evaluate elements including but not limited to the following:

- Food supply chain transportation and logistics;
- Existing network;
- Storage capacity and handling capabilities,;
- Equipment; and
- Personnel needs.

The Consultant shall provide as-needed technical assistance to the SGVCOG and the food recovery organization, as directed by the SGVCOG, to help identify and secure the resources required to establish the FROs as regional food recovery hubs. This could include but is not limited to recommending specific equipment and storage, staffing needs, expansion of the food distribution network, and approaches for maximizing food supply chain transportation and logistics. The SGVCOG shall support the development of the selected subregional food recovery hubs, such as purchasing equipment and/or covering staff costs. Funding to support the hubs can be used to support the following:

- Equipment and Supplies (i.e., pallet jack, refrigeration, shelving, vehicles)
- Facility (i.e., improvements to accommodate equipment)
- Staff Salaries
- Technology (i.e., computers, software, apps)
- Training (i.e., safe food handling certifications)

Ownership of equipment purchased by the SGVCOG will be transferred to a participating city by separate agreement, if such equipment were purchased using a participating city's CalRecycle's SB 1383 Local Assistance Grant funds.

After the food recovery hubs are established, the Consultant shall provide ongoing technical assistance, as requested by the SGVCOG, to facilitate the success of the food recovery hubs. As part of the Consultant's technical assistance, the Consultant shall assist on an as-needed basis in facilitating workshops with the selected hubs, FROs, and edible food generators to promote network building and provide a forum to share best practices and resources.

Deliverables:

- **Subregional food hubs application**
- **Presentation outlining support provided to selected food recovery organizations**
- **Monthly report summarizing technical assistance provided**
- **Progress updates on capacity expansion efforts at monthly meetings.**

TASK 5: PUBLIC OUTREACH

Task 5.1 Outreach and Education Plan and Implementation

The SGVCOG shall expand on the existing comprehensive outreach and education campaign for participating cities' Tier 1 and Tier 2 edible food waste generators and stakeholder groups and specify plans and schedules. The outreach and education plan includes resources and events such as:

- Educational workshops for edible food generators and food recovery organizations,
- Social media campaigns, and
- Informational brochures and materials for participating cities throughout the duration of this project. Upon request from City staff, materials can be provided in Chinese and/or Spanish.

Deliverables:

- **Outreach and education campaign plan; copies of outreach and education materials**

BUDGET AND SCHEDULE

The budget to complete the Tasks is shown in Table 2. The inspection cost is based on the number of inspections performed as indicated in Table 1. The number and type of inspections (1st vs 2nd site visits) can be modified as needed based on the not-to-exceed amount and compliance status of EFGs.

The SGVCOG's 5% project management fee is also included in the budget for 2023 and 2024. The project management services include:

- Coordinating meetings and communication with participating cities
- Overseeing consultant work
- Tracking program budget
- Monitoring, amending, and enforcing contracts
- Accounting and invoicing

Table 2. Budget

Task	Description	2023	2024	2025	2026
1	Project Management	\$2,162	-	-	-
2	Inspection Program	\$57,186	\$71,465	\$5,643	\$5,643
3-5	Subregional Hub Development	\$13,000	-	-	-
SUB-TOTAL		\$72,348	\$71,465	\$5,643	\$5,643
SGVCOG Project Management Fee		\$3,617	\$3,573	-	-
TOTAL		\$75,965	\$75,038	\$5,643	\$5,643
		\$162,289			



City Council Agenda Report

Agenda Item No. 9.a.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Adrian Garcia, MMC, City Clerk

SUBJECT: SELECTION OF MAYOR PRO TEM

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

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

FISCAL/FINANCIAL IMPACT: None.

DISCUSSION: Per Section 2.16.050 of the South El Monte Municipal Code, the council shall, by a majority vote of its membership, select a Mayor Pro Tem within the one-month period following each general election. The term of office of the Mayor Pro Tem shall be one year, or until the council selects a successor. The Mayor Pro Tem has all of the powers and duties of the Mayor if the Mayor is absent or unable to act.

ATTACHMENT(S):

- A. Listing of Vice Mayor Mayor Pro Tem Terms 2004 - Present

CITY OF SOUTH EL MONTE

LISTING OF MAYOR/VICE MAYOR
MAYOR/MAYOR PRO TEM
2004 TO PRESENT

March 23, 2004

Mayor Blanca M. Figueroa
Vice Mayor Luis “Louie” Aguinaga

November 30, 2005

Mayor Blanca M. Figueroa
Vice Mayor Joseph J. Gonzales

July 12, 2006

Mayor Blanca M. Figueroa
Mayor Pro Tem Angelica R. Garcia

November 27, 2007

Mayor Blanca M. Figueroa
Mayor Pro Tem Hector Delgado

November 12, 2008

Mayor Blanca M. Figueroa
Mayor Pro Tem Luis “Louie” Aguinaga

December 8, 2009

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Joseph J. Gonzales

December 14, 2010

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Hector Delgado

December 13, 2011

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Willhans A. Ili

December 11, 2012

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Angelica R. Garcia

December 10, 2013

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Joseph J. Gonzales

January 13, 2015

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Hector Delgado

January 12, 2016

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Gloria Olmos

August 9, 2016

Mayor Luis “Louie Aguinaga - Resigned

August 9, 2016

Mayor Pro Tem Gloria Olmos

January 10, 2017

Mayor Pro Tem Gloria Olmos

March 7, 2017

Mayor Gloria Olmos

April 11, 2017

Mayor Gloria Olmos
Mayor Pro Tem Angelica R. Garcia

December 12, 2017

Mayor Gloria Olmos
Mayor Pro Tem Richard Angel

January 8, 2019

Mayor Gloria Olmos
Mayor Pro Tem Manuel Acosta

January 14, 2020

Mayor Gloria Olmos
Mayor Pro Tem Gracie Retamoza

January 12, 2021

Mayor Gloria Olmos
Mayor Pro Tem Richard Angel

January 11, 2022

Mayor Gloria Olmos
Mayor Pro Tem Manuel Acosta

January 10, 2023

Mayor Gloria Olmos
Mayor Pro Tem Richard Angel

January 9, 2024

Mayor Gloria Olmos
Mayor Pro Tem Rudy Bojorquez



City Council Agenda Report

Agenda Item No. 9.b.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Adrian Garcia, MMC, City Clerk

SUBJECT: APPOINTMENT OF ADVANCEMENT OF WOMEN AND GIRLS COMMISSIONERS

SUMMARY: Appointments to be made to the Advancement of Women and Girls Commission, which is a five-member commission. Current terms expired on December 31, 2024.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking re-appointment/appointment to the Advancement of Women and Girls Commission for a one-year term ending December 31, 2025.

FISCAL/FINANCIAL IMPACT: Commissioners receive a monthly stipend of \$100 for each month in which a commissioner attends at least one meeting. Funds have been budgeted.

DISCUSSION: A "Notice of Vacancy" was posted on the City's webpage on October 31, 2024, with a deadline to submit applications through Monday, December 2, 2024, by 5:30 p.m. An additional "Notice of Vacancy" was posted on November 6, 2024, extending the deadline to Thursday, December 12, 2024, by 5:30 p.m., either by mail or by dropping the application off at City Hall at the Reception Desk.

The Advancement of Women and Girls Commission is a five-member commission consisting of five city residents appointed by a majority of the City Council, including one (1) senior (fifty-five (55) and over) and one (1) youth (between the ages of sixteen (16) through seventeen (17)). This appointment is for a one-year term commencing on February 1, 2025, pending clearance of Live Scan background check.

Ten (10) applicants are seeking reappointment/appointment to the Advancement of Women and Girls Commission.

Seeking Reappointment:

- Alice Strong
- Christina Fonseca
- Linda Miramontes

Seeking Appointment:

- Karina Murillo
- Evelyn Bustos Hinson
- Elizabeth Gutierrez
- Nydia Romero – (Also applied for Community Services and Patriotic)
- Cindy B. Nguyen – (Also applied for Community Services)
- Darlene G. Soto – (Also applied for Community Services and Planning)
- Denise R. Silva – (Also applied for Community Services and Planning)

ATTACHMENT(S):

- A. Alice Strong
- B. Christina Fonseca
- C. Linda Miramontes
- D. Karina Murillo
- E. Evelyn Bustos Hinson
- F. Elizabeth Gutierrez
- G. Nydia Romero
- H. Cindy Nguyen
- I. Darlene Soto
- J. Denise Silva



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



2024 OCT -7 P 3:12

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 on 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 16-17 years of age

() Community Services: () Representing Senior Member at Least 60 years of age

() Representing Youth Member between 16-21 years of age

() Patriotic

() Planning

PERSONAL INFORMATION Please print:

Name: Alice Strong Address: [REDACTED]

Years in South El Monte: 33 7 Home Phone: [REDACTED]

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

Employer: _____ Work Phone: _____

Occupation: retired Employer's Address: _____

EDUCATION/TRAINING

High School:

Rosemead High School 12
Name/Location Highest Grade Completed

University, College, Trade School, or Other:

Pasadena City College AA
Name/Location Major/Degree
Los Angeles City College

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

none

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Women in Theatre - Past Board member

Bike SGV Co-founder

South El Monte Senior Center

KidSave

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 long time resident of South El Monte I am very familiar with the city and surrounding cities that make up Los Angeles County. As a woman I understand some of the obstacles facing women and girls in business especially in the more male-dominated areas. As a mother I have compassion for women who choose to play dual roles, one at home and one in the work place.

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.

Proof of residence is required, including a California State Issued Driver's License (or California State Issued Identification Card) and a utility bill.

By signing the application, you understand that this document is a public record subject to disclosure upon request, you acknowledge your understanding and commitment as a commissioner, and if appointed, consent to a Live Scan background check, will undergo required AB 1234 Ethics training, and will file a Form 700 Statement of Economic Interests.

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant



Date: Oct 7, 2024

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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



CITY OF SOUTH EL MONTE

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APPLICATION FOR APPOINTMENT TO COMMISSION

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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 16-17 years of age

() Community Services: () Representing Senior Member at Least 60 years of age

() Representing Youth Member between 16-21 years of age

() Patriotic

() Planning

PERSONAL INFORMATION *Please print:*

Name: Christina Fonseca Address: [REDACTED]

Years in South El Monte: 17 Home Phone: _____

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

Employer: Options Work Phone: [REDACTED]

Occupation: Case Manager Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

Mark Keppel 12
Name/Location Highest Grade Completed

University, College, Trade School, or Other:

Rio Hondo. Drug & Alcohol Counseling
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Commission of women and girls

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 the City will be hosting? No

Would your personal or business activities conflict with you serving as a commissioner?
 If yes, please explain:

N/A

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

I work for a nonprofit organization for the past 26 years. I work with families, childcare providers.

And the community I have excellent communication skills Am well organized And I am

To communicate in both English and Spanish.

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.

Proof of residence is required, including a California State Issued Driver's License (or California State Issued Identification Card) and a utility bill.

By signing the application, you understand that this document is a public record subject to disclosure upon request, you acknowledge your understanding and commitment as a commissioner, and if appointed, consent to a Live Scan background check, will undergo required AB 1234 Ethics training, and will file a Form 700 Statement of Economic Interests.

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant:



Date: 9/30/24

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

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



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CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE



2024 OCT -7 P 3:42

APPLICATION FOR APPOINTMENT TO COMMISSION

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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 16-17 years of age

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

☐ Representing Youth Member between 16-21 years of age

☐ Patriotic

☐ Planning

PERSONAL INFORMATION *Please print:*

Name: LINDA MIRAMONTES

Address: [REDACTED]

Years in South El Monte: 60

Home Phone: [REDACTED]

E-mail Address: [REDACTED]

Cell Phone: [REDACTED]

Employer: Marian Outreach

Work Phone: [REDACTED]

Occupation: ordinator

Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

MOUNTAIN VIEW HIGH SCHOOL, EL MONTE

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

Advancement for women and girls

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Ministries @ Epiphany Church

Marian Outreach - food distribution

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the City will be hosting? NONE

Would your personal or business activities conflict with you serving as a commissioner?
NONE 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 on the board for the Advancement for women and girls and feel I can still give my time and talents to help build this community for the betterment of this program

IMPORTANT

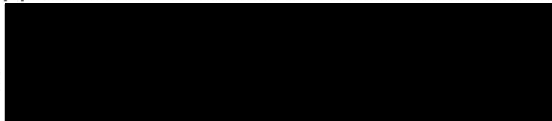
The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

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Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant:



Date: 10-6-2024

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

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



CITY OF SOUTH EL MONTE

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CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

2024 OCT -8 P 3:22

APPLICATION FOR APPOINTMENT TO COMMISSION

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Mark which Commission you wish to serve on:

☒ Advancement for Women and Girls:

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☐ Representing Youth Member between 16-17 years of age

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

☐ Representing Youth Member between 16-21 years of age

☐ Patriotic

☐ Planning

PERSONAL INFORMATION Please print:

Name: Karina Murillo

Address: [REDACTED]

Years in South El Monte: 33

Home Phone: N/A

E-mail Address: [REDACTED]

Cell Phone: [REDACTED]

Employer: LAUSD

Work Phone: [REDACTED]

Occupation: Teacher

Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

Ramona Convent Secondary School Alhambra, CA. 12th

Name/Location

Highest Grade Completed

University, College, Trade School, or Other:

Cal State University, Los Angeles

Name/Location

Bachelors Minor in
Masters Gender
and
women
studies

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

N/A

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 the 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 lifelong resident of South El Monte,
I believe it is import to advocate for the rights
and needs of all city residents. My plan is
to be an effective collaborator by bringing
different stakeholders together to find
common ground for enacting policies that
benefit the city. I will also be transparent
about the decision making process. Due to
my education and back-ground, I believe I
have strong problem-solving and communication
skills.

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.

Proof of residence is required, including a California State Issued Driver's License (or California State Issued Identification Card) and a utility bill.

By signing the application, you understand that this document is a public record subject to disclosure upon request, you acknowledge your understanding and commitment as a commissioner, and if appointed, consent to a Live Scan background check, will undergo required AB 1234 Ethics training, and will file a Form 700 Statement of Economic Interests.

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant:



Date: 10/8/24

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

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

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



CITY OF SOUTH EL MONTE

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SOUTH EL MONTE, CALIFORNIA 91733
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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 on 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 16-17 years of age

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

☐ Representing Youth Member between 16-21 years of age

☐ Patriotic

☐ Planning

PERSONAL INFORMATION *Please print:*

Name: Evelyn Bustos Hinson Address: [REDACTED]

Years in South El Monte: 3 yrs. 10 mos. Home Phone: —

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

Employer: County of Los Angeles Work Phone: [REDACTED]

Occupation: Custody Assistant Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

Northview High School Covina, Ca. 12
Name/Location Highest Grade Completed

University, College, Trade School, or Other:

NorthWest College West Covina, Ca. Medical Assistant Cert.
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Professional Peace Officer's Association

Sheriff's Relief Association

Los Angeles Sheriff's Professional Association

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 former single working mother, I have first hand experience managing the challenges of balancing personal and professional responsibilities. I have a deep understanding of the struggles women face. I am resilient, empathetic, and have problem solving abilities, which I believe would serve me well as a commissioner. I believe I can bring a unique perspective and valuable insight to the Women's Commission, inspiring and empowering women to succeed in all aspects of life. I am fully committed to serving the women and community of South El Monte.

IMPORTANT

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By signing the application, you understand that this document is a public record subject to disclosure upon request, you acknowledge your understanding and commitment as a commissioner, and if appointed, consent to a Live Scan background check, will undergo required AB 1234 Ethics training, and will file a Form 700 Statement of Economic Interests.

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant

Date: 12-11-24

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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

2024 DEC 12 P 3:40



APPLICATION FOR APPOINTMENT TO COMMISSION

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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 16-17 years of age

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

☐ Representing Youth Member between 16-21 years of age

☐ Patriotic

☐ Planning

PERSONAL INFORMATION *Please print:*

Name: Elizabeth Gutierrez

Address:

Years in South El Monte: 40

Home Phone:

E-mail Address:

Cell Phone:

Employer: Los Angeles County Dept of Mental Health

Work Phone:

Occupation: LCSW

Employer's Address:

EDUCATION/TRAINING

High School:

South El Monte High School

12th

Name/Location

Highest Grade Completed

University, College, Trade School, or Other:

CSULB

Masters in Social Work

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

None

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

National Association of Social Workers

Parent Teacher Association

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the City will be hosting? No

Would your personal or business activities conflict with you serving as a commissioner?
 If yes, please explain:

None

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

As a licensed clinical social worker specializing in mental health, I bring a unique combination of professional expertise, lived experience, and education to support our local youth. My background enables me to address the critical role mental health plays in overall well-being while also serving as a proud Latina member of this community. I am committed to helping our youth develop emotional intelligence—an essential skill for success in school, the workplace, and society.

Having grown up in South El Monte and lived here for over 40 years, I understand the community's needs and strengths firsthand. As a product of local schools, I aspire to be a mentor and positive role model, particularly for our adolescents,

inspiring them to navigate challenges and achieve their full potential.

IMPORTANT

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By signing the application, you understand that this document is a public record subject to disclosure upon request, you acknowledge your understanding and commitment as a commissioner, and if appointed, consent to a Live Scan background check, will undergo required AB 1234 Ethics training, and will file a Form 700 Statement of Economic Interests.

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant



Date: 12.12.24

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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 SOUTH EL MONTE
CITY CLERK'S OFFICE



2024 DEC 12 A 9:22

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 on 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 16-17 years of age
- (/) Community Services: ☒ Representing Senior Member At Least 60 years of age
☒ Representing Youth Member Between 16-21 years of age
- ☒ Patriotic () Planning

PERSONAL INFORMATION Please print:

Name: Nydia Romero Address: [REDACTED]
Years in South El Monte: 30 Home Phone: [REDACTED]
E-mail Address: nyd-romero@yahoo.com Cell Phone: [REDACTED]
Employer: Ingreen Sipten, Inc 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

Premier Career College

Name/Location

Nursing Assistant
Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

n/A

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

VLSD PTO = 4 years

SEMITS = ELAC chair, Delac

VLSD = Parent Advisory Committee chair

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the City will be hosting? _____

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 am a passionate person. I believe deeply in community service and how giving back is crucial to showing our children how to be productive adults. I began my volunteer career 19 years ago at Options pre-K, helping w/ lunch for the kiddos. I was called to action because not a lot of people could. It ~~paraded~~ sparked a love of helping that I wish to nurture and grow further. I have been PTO VP, Treasurer and now President. I am work in a team.

IMPORTANT

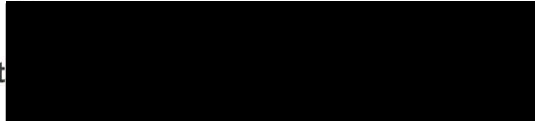
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Signature of Applicant



Date:

12/12/24

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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



2024 DEC 12 P 12:47

APPLICATION FOR APPOINTMENT TO COMMISSION

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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 16-17 years of age

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

☒ Representing Youth Member between 16-21 years of age

☐ Patriotic

☒ Planning

PERSONAL INFORMATION *Please print:*

Name: Cindy B. Nguyen

Address: [REDACTED]

Years in South El Monte: 10

Home Phone: none

E-mail Address: [REDACTED]

Cell Phone: [REDACTED]

Employer: none

Work Phone: none

Occupation: student

Employer's Address: none

EDUCATION/TRAINING

High School:

South El Monte High School

11th

Name/Location

Highest Grade Completed

University, College, Trade School, or Other:

none

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

none

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

All clubs I belong to are Future Business Leaders of America (FBLA).

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 the treasurer for my high school's Associated Student Body (ASB),
I am required to do a lot of planning and take initiative. A lot of work
that I do as treasurer is meant to improve my school and community,
such as our annual toy drive during December or our annual An
Thanksgiving food drive. I want to use my experience to further ~~improve~~
support my local community.

IMPORTANT

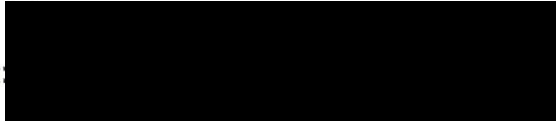
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Signature of Applicant:

A black rectangular box redacting the signature of the applicant.

Date: 12/10/2024

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

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CITY OF SOUTH EL MONTE



1400 SANTA ANITA AVENUE
SOUTH EL MONTE, CA 91733
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

2024 DEC 12 P 3:17

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☐ Representing Youth Member between 16-17 years of age

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

☐ Representing Youth Member between 16-21 years of age

☐ Patriotic

☒ Planning

PERSONAL INFORMATION Please print:

Name: Dartene G. Soto Address: [REDACTED]

Years in South El Monte: 11 Home Phone: NONE

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

Employer: Freedom Vision Surgery Center Work Phone: [REDACTED]

Occupation: Surgical Coder Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

Garfield High School 12th grade
Name Location Highest Grade Completed

University, College, Trade School, or Other:

Precision Medical Services LLC Medical Coder - Certificate
Name Location Most Recent Education

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

N/A

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

I am community minded. I have served on the PTO. I also a member for my Church Worship team, and now I would like to be more involved to serve my community.

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 a resident for over 11 years and would like to extend my experiences to serve our community.

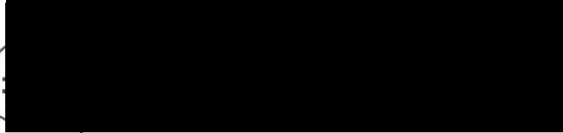
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Signature of Applicant: 

Date: 12-12-2024

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☒ Representing Youth Member between 16-17 years of age

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

☐ Representing Youth Member between 16-21 years of age

☐ Patriotic

☒ Planning

PERSONAL INFORMATION *Please print:*

Name: Denise R. Silva Address: [REDACTED]

Years in South El Monte: 28 yrs. Home Phone: [REDACTED]

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

Employer: Kingston Technology Work Phone: [REDACTED]

Occupation: Sales Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

El Monte High School

Name/Location

12th grade

Highest Grade Completed

University, College, Trade School, or Other:

Rio Hondo College

Name/Location

Associates Art Degree

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

City of Commerce - Tracy, CA.

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Stretch Ministry - Calvary Chapel EL Monte
KWNG Member - Work group where we
volunteer our time to various organizations - i.e.,
Colette's Children Home, OC Food Bank

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 lived in South EL Monte for a total of 28 years.
I love my city and have actively attended many of
the events throughout the last 4 years. I will be
retiring in March 2025 and would like to start
serving and giving back to my community. I have
a passion for people and often have been told
by others that I have a gift for encouraging others.
I love to help people and have a knack for making
people feel seen and heard. I especially have a →

heart for the seniors of our community. Upon my father's passing in 2019, I actively pursued registering my mom to attend the South EL Monte Senior Center, I genuinely believe this has been a life changer for my mom and has keep her active and healthy. I have so much gratitude to our city for providing such wonderful programs to our seniors in our community. I often have said that after I retire, I would like to help with activities for the seniors and give back for all they have done for my mom. I also have a heart for the advancement of women and our youth. I feel in today's workforce women need to be confident in their skills and know that they have equal opportunities just as mendo and we must encourage the women and youth of today to pursue their dreams. I feel I would be an asset to our community if selected to serve on a Commission for South EL Monte. I am a very hard worker, love people and consider myself to be creative. If chosen to represent my City as a Commissioner, I will give my heart to all I do for the betterment of our community and South EL Monte.

IMPORTANT

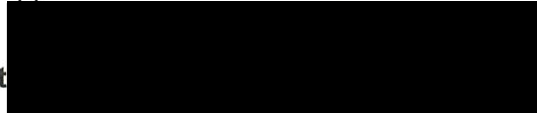
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Signature of Applicant



Date: 12/12/24

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City Council Agenda Report

Agenda Item No. 9.c.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Adrian Garcia, MMC, City Clerk

SUBJECT: APPOINTMENT OF COMMUNITY SERVICES COMMISSIONERS

SUMMARY: Appointments to be made to the Community Services Commission, which is a five-member commission. Current terms expire on December 31, 2024.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking reappointment/appointment to the Community Services Commission for a one-year term ending December 31, 2025.

FISCAL/FINANCIAL IMPACT: Commissioners receive a monthly stipend of \$100 for each month in which a commissioner attends at least one meeting. Funds have been budgeted.

DISCUSSION: A "Notice of Vacancy" was posted on the City's webpage on October 31, 2024, with a deadline to submit applications through Monday, December 2, 2024, by 5:30 p.m. An additional "Notice of Vacancy" was posted on November 6, 2024, extending the deadline to Thursday, December 12, 2024, by 5:30 p.m., 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. This appointment is for a one-year term commencing on February 1, 2025, pending clearance of Live Scan background check.

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.

Nine (9) applicants are seeking reappointment/appointment to the Community Services Commission.

Seeking Reappointment:

- Israel Alacio
- Ingrid Aguilar
- Hortencia Vasquez
- Gerardo Diaz - (Missing Utility Bill)

Seeking Appointment:

- Salvador Ramirez – (Also applied for Planning)
- Cindy B. Nguyen – (Also applied for Advancement for Women and Girls)
- Nydia Romero – (Also applied for Advancement for Women and Girls and Patriotic)
- Darlene G. Soto – (Also applied for Advancement for Women and Girls and Planning)
- Denise R. Silva – (Also applied for Advancement for Women and Girls and Planning)

ATTACHMENT(S):

- A. Israel Alacio
- B. Ingrid Aguilar
- C. Hortencia Vasquez
- D. Gerardo Diaz
- E. Salvador Ramirez
- F. Cindy Nguyen
- G. Nydia Romero
- H. Darlene Soto
- I. Denise Silva



CITY OF SOUTH EL MONTE

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CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

2024 OCT -7 A 10:58

APPLICATION FOR APPOINTMENT TO COMMISSION

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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 16-17 years of age
- (/) Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
- () Patriotic () Planning

PERSONAL INFORMATION *Please print:*

Name: TSRAEL ACACIO Address: [REDACTED]

Years in South El Monte: 27 Home Phone: 0

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

Employer: GEM Community Hospital Work Phone: [REDACTED]

Occupation: System Analyst Employer's Address [REDACTED]

EDUCATION/TRAINING

High School:

Mexico Diploma
Name/Location Highest Grade Completed

University, College, Trade School, or Other:

Some Rio Hondo course NONE
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

VALE COMMUNITY CHURCH in a Minute

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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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Signature of Applicant

Date: 10/7/24

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- ☒ Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
- () Patriotic () Planning

PERSONAL INFORMATION *Please print:*

Name: Ingrid Aguilar Address: [REDACTED]

Years in South El Monte: 25 yrs Home Phone:

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

Employer: City of Hope Work Phone:

Occupation: Medical Biller Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

John Marshall H S 12th
Name/Location Highest Grade Completed

University, College, Trade School, or Other:

N/A
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Have served about 5 yrs in Community Services Commission

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

SEM PTSA

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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:

I've been a Community member for 35 years. I've attended various Community activities. I have raised 3 children and have participated in all Sports and activities the City offers.

IMPORTANT

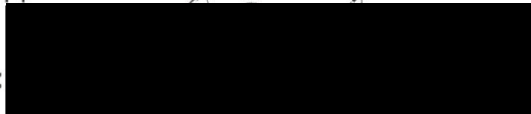
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Signature of Applicant:



Date: 10/07/2024

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2024 OCT -7 P 4:22



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- (X) Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
- () Patriotic () Planning

PERSONAL INFORMATION Please print:

Name: HORTENCIA VASQUEZ Address: [REDACTED]

Years in South El Monte: 16 Home Phone: _____

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

Employer: CUSD Work Phone: _____

Occupation: SPECIAL ED - INSTRUCTION Employer's Address: 501 S. SANTA FE A
COMPTON CA

EDUCATION/TRAINING

High School:

GARFIELD HIGH, EAST LA
Name/Location Highest Grade Completed

University, College, Trade School, or Other:

LONG BEACH STATE, LONG BEACH
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

prev. community SERVICES commission

current. community SERVICES commission

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

BASKETBALL OFFICIAL ASSOCIATION

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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:

MY TWENTY-THREE YEARS EXPERIENCE
WORKING FOR LOS ANGELES COUNTY
PARKS & RECREATION, ALONG WITH MY
EDUCATIONAL EXPERIENCE AND A
BACHELOR'S DEGREE IN RECREATION
MANAGEMENT, HAS PREPARED ME TO
THIS POSITION TO SERVE A SECOND TERM.

MY PREVIOUS COMMUNITY SERVICES commission
HAS GAVE ME THE CONFIDENCE TO CONTINUE
TO SERVE.

IMPORTANT

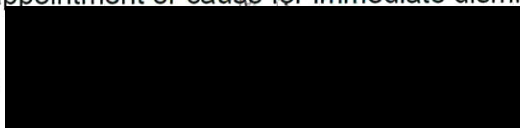
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2024 OCT -1 P 5:05

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(✓) Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
() Patriotic () Planning

PERSONAL INFORMATION *Please print:*

Name: GERARDO DIAZ Address: [REDACTED]
Years in South El Monte: 20 Home Phone: [REDACTED]
E-mail Address: [REDACTED] Cell Phone: [REDACTED]
Employer: _____ Work Phone: _____
Occupation: _____ Employer's Address: _____

EDUCATION/TRAINING

High School:
MOUNTAIN VIEW HIGH 12
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

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

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Would your personal or business activities conflict with you serving as a commissioner?
_____ If yes, please explain:

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

I've BEEN Doing it for
5 yrs AND I enjoy MAKING A DIFFERENCE

IMPORTANT

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Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. 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:

10/1/2024

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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 on 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 16-17 years of age
- (/) Community Services: (X) Representing Senior Member At Least 60 years of age
() Representing Youth Member Between 16-21 years of age
- () Patriotic () Planning

PERSONAL INFORMATION Please print:

Name: Salvador Ramirez Address: [REDACTED]

Years in South El Monte: 44 Home Phone: N/A

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

Employer: Air Temperature Inc Work Phone: [REDACTED]

Occupation: Procurement mgr. Parts & Logistics Employers Address: [REDACTED]

EDUCATION/TRAINING

High School

Mt. View H.S. El Monte 12th
Name/Location Highest Grade Completed

University, College, Trade School, or Other

Cal Poly Pomona 1 year
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

NONE

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 the 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:

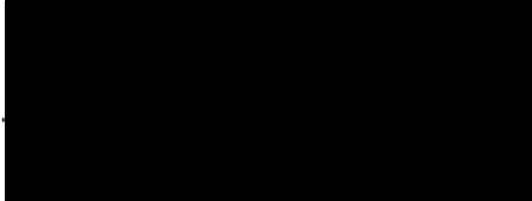
Being a Public Servant for over
39 years with the USPS &
communicating daily with
customers allowed me to
secure people skills maintaining
a friendly disposition.

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 12/12/2024

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1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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



2024 DEC 12 P 12:47

APPLICATION FOR APPOINTMENT TO COMMISSION

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

☒ Representing Youth Member between 16-21 years of age

☐ Patriotic

☒ Planning

PERSONAL INFORMATION *Please print:*

Name: Cindy B. Nguyen

Address: [REDACTED]

Years in South El Monte: 10

Home Phone: none

E-mail Address: [REDACTED]

Cell Phone: [REDACTED]

Employer: none

Work Phone: none

Occupation: student

Employer's Address: none

EDUCATION/TRAINING

High School:

South El Monte High School

11th

Name/Location

Highest Grade Completed

University, College, Trade School, or Other:

none

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

none

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

All clubs I belong to are Future Business Leaders of America (FBLA).

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 the treasurer for my high school's Associated Student Body (ASB),
I am required to do a lot of planning and take initiative. A lot of work
that I do as treasurer is meant to improve my school and community,
such as our annual toy drive during December or our annual An
Thanksgiving food drive. I want to use my experience to further ~~improve~~
support my local community.

IMPORTANT

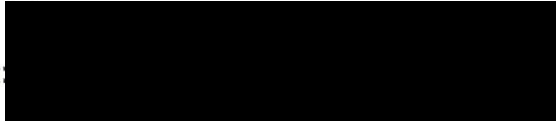
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Signature of Applicant:

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Date: 12/10/2024

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CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733

(626) 579-6540 SOUTH EL MONTE
CITY CLERK'S OFFICE



2024 DEC 12 A 9:22

APPLICATION FOR APPOINTMENT TO COMMISSION

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☒ Representing Youth Member Between 16-17 years of age
- (/) Community Services: ☒ Representing Senior Member At Least 60 years of age
☒ Representing Youth Member Between 16-21 years of age
- ☒ Patriotic () Planning

PERSONAL INFORMATION Please print:

Name: Nydia Romero Address: [REDACTED]
Years in South El Monte: 30 Home Phone: [REDACTED]
E-mail Address: nyd-romero@yahoo.com Cell Phone: [REDACTED]
Employer: Ingreen Sipten, Inc 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

Premier Career College

Name/Location

Nursing Assistant
Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

n/a

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

VLSD PTO = 4 years

SEMITS = ELAC chair, Delac

VLSD = Parent Advisory Committee chair

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the City will be hosting? _____

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 am a passionate person. I believe deeply in community service and how giving back is crucial to showing our children how to be productive adults. I began my volunteer career 19 years ago at Options pre-K, helping w/ lunch for the kiddos. I was called to action because not a lot of people could. It ~~paraded~~ sparked a love of helping that I wish to nurture and grow further. I have been PTO VP, Treasurer and now President. I am work in a team.

IMPORTANT

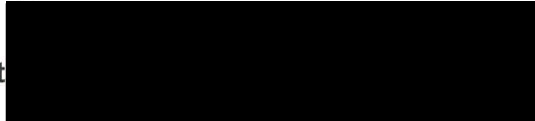
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Signature of Applicant



Date:

12/12/24

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CITY OF SOUTH EL MONTE



1400 SANTA ANITA AVENUE
SOUTH EL MONTE, CA 91733
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

2024 DEC 12 P 3:17

APPLICATION FOR APPOINTMENT TO COMMISSION

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☐ Representing Youth Member between 16-17 years of age

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

☐ Representing Youth Member between 16-21 years of age

☐ Patriotic

☒ Planning

PERSONAL INFORMATION Please print:

Name: Dartene G. Soto Address: [REDACTED]

Years in South El Monte: 11 Home Phone: NONE

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

Employer: Freedom Vision Surgery Center Work Phone: [REDACTED]

Occupation: Surgical Coder Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

Garfield High School 12th grade
Name Location Highest Grade Completed

University, College, Trade School, or Other:

Precision Medical Services LLC Medical Coder - Certificate
Name Location Most Recent Degree or Certificate

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

N/A

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

I am community minded. I have served on the PTO. I also a member for my Church Worship team, and now I would like to be more involved to serve my community.

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 a resident for over 11 years and would like to extend my experiences to serve our community.

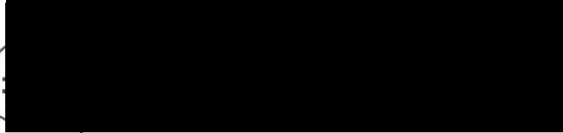
IMPORTANT

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Signature of Applicant: 

Date: 12-12-2024

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CITY OF SOUTH EL MONTE

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☐ Representing Senior Member at Least 55 years of age

☒ Representing Youth Member between 16-17 years of age

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

☐ Representing Youth Member between 16-21 years of age

☐ Patriotic

☒ Planning

PERSONAL INFORMATION *Please print:*

Name: Denise R. Silva Address: [REDACTED]

Years in South El Monte: 28 yrs. Home Phone: [REDACTED]

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

Employer: Kingston Technology Work Phone: [REDACTED]

Occupation: Sales Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

El Monte High School

Name/Location

12th grade

Highest Grade Completed

University, College, Trade School, or Other:

Rio Hondo College

Name/Location

Associates Art Degree

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

City of Commerce - Tracy, CA.

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Stretch Ministry - Calvary Chapel EL Monte
KWNG Member - Work group where we
volunteer our time to various organizations - i.e.,
Colette's Children Home, OC Food Bank

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 lived in South EL Monte for a total of 28 years.
I love my city and have actively attended many of
the events throughout the last 4 years. I will be
retiring in March 2025 and would like to start
serving and giving back to my community. I have
a passion for people and often have been told
by others that I have a gift for encouraging others.
I love to help people and have a knack for making
people feel seen and heard. I especially have a →

heart for the seniors of our community. Upon my father's passing in 2019, I actively pursued registering my mom to attend the South EL Monte Senior Center, I genuinely believe this has been a life changer for my mom and has keep her active and healthy. I have so much gratitude to our city for providing such wonderful programs to our seniors in our community. I often have said that after I retire, I would like to help with activities for the seniors and give back for all they have done for my mom. I also have a heart for the advancement of women and our youth. I feel in today's workforce women need to be confident in their skills and know that they have equal opportunities just as mendo and we must encourage the women and youth of today to pursue their dreams. I feel I would be an asset to our community if selected to serve on a Commission for South EL Monte. I am a very hard worker, love people and consider myself to be creative. If chosen to represent my City as a Commissioner, I will give my heart to all I do for the betterment of our community and South EL Monte.

IMPORTANT

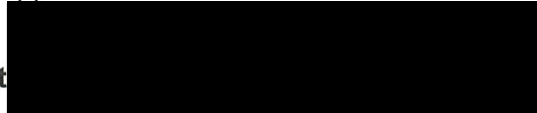
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Signature of Applicant



Date: 12/12/24

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City Council Agenda Report

Agenda Item No. 9.d.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Adrian Garcia, MMC, City Clerk

SUBJECT: APPOINTMENT OF PATRIOTIC COMMISSIONERS

SUMMARY: Appointments to be made to the Patriotic Commission, which is a five-member commission. Current terms expired on December 31, 2024.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking re-appointment/appointment to the Patriotic Commission for a one-year term ending December 31, 2025.

FISCAL/FINANCIAL IMPACT: Commissioners receive a monthly stipend of \$100 for each month in which a commissioner attends at least one meeting. Funds have been budgeted.

DISCUSSION: A "Notice of Vacancy" was posted on the City's webpage on October 31, 2024, with a deadline to submit applications through Monday, December 2, 2024, by 5:30 p.m. An additional "Notice of Vacancy" was posted on November 6, 2024, extending the deadline to Thursday, December 12, 2024, by 5:30 p.m., 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. This appointment is for a one-year term commencing on February 1, 2025, pending clearance of Live Scan background check.

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.

Seven (7) applicants are seeking reappointment/appointment to the Patriotic Commission.

Seeking Reappointment:

- Alejandro Miramontes De Anda
- Naomi Lopez
- Blanca M. Figueroa
- Rosemary R. Tavera

Seeking Appointment:

- Nydia Romero – (Also applied for Advancement for Women and Girls and Community Services)
- Abraham Flores Rojo – (Missing Copy of ID and Utility Bill, also not printed on the new Application)
- Victor Montiel - (Missing Copy of Utility Bill, also not printed on the new Application)

ATTACHMENT(S):

- A. Alejandro Miramontes De Anda
- B. Naomi Lopez
- C. Blanca Figueroa
- D. Rosemary Tavera
- E. Victor Montiel
- F. Nydia Romero
- G. Abraham Flores Rojo



CITY OF SOUTH EL MONTE

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CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

2024 OCT -7 P 3:42

APPLICATION FOR APPOINTMENT TO COMMISSION

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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 16-17 years of age
- () Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
- ☒ Patriotic () Planning

PERSONAL INFORMATION *Please print:*

Name: Alejandro Miramontes De Anda Address: [REDACTED]

Years in South El Monte: 26 Home Phone: [REDACTED]

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

Employer: N/A Work Phone: _____

Occupation: _____ Employer's Address: _____

EDUCATION/TRAINING

High School:
Mountain View high school 12th
Name/Location Highest Grade Completed

University, College, Trade School, or Other:
N/A
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

patriotic commission

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Knights of Columbus

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 member of the Patriotic Commission, I feel a sense of duty to help bring awareness of the great sacrifice our veterans have given us. It is an honor to be able to serve them.

IMPORTANT

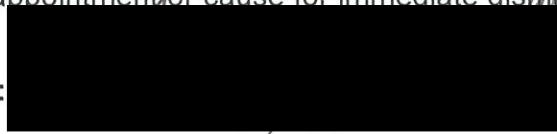
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Signature of Applicant:



Date: 10-6-2024

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

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CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

2024 OCT -8 A 10:59

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() Representing Youth Member between 16-17 years of age
- () Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
- (x) Patriotic () Planning

PERSONAL INFORMATION Please print:

Name: NADMI LOPEZ Address: [REDACTED]

Years in South El Monte: 59 yrs Home Phone: [REDACTED]

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

Employer: [REDACTED] Work Phone: [REDACTED]

Occupation: Retired Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

Name/Location

Highest Grade Completed

University, College, Trade School, or Other:

Rio Hondo Jr. College
Name/Location

Bilingual Ed +

Major/Degree
Early Childhood Educator & Development

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Patrotic Commission

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Secretary of The 3-L Club of So El Senior Center
since 2005. Active in Senior Center's events -
Responsible for a Senior Art Group -

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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've lived in So. El Monte since 1965 & have
been actively contributing in Epiphany Church's
school and fund raising. I'm an active member
in the Senior Center. My interest is in helping
our veterans and senior with their needs -
I'm available to participate when and ~~that~~
wherever my duty calls. I'm honored to able
to serve our community veterans and look
forward to continue as long as possible.

IMPORTANT

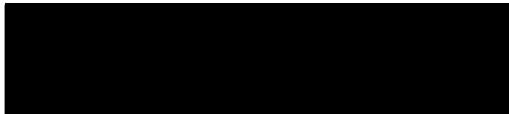
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By signing the application, you understand that this document is a public record subject to disclosure upon request, you acknowledge your understanding and commitment as a commissioner, and if appointed, consent to a Live Scan background check, will undergo required AB 1234 Ethics training, and will file a Form 700 Statement of Economic Interests.

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant:



Date: 10/9/2024

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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
CITY CLERK'S OFFICE (626) 579-6540



2024 NOV -7 P 1:28

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 on 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 16-17 years of age
() Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
(X) Patriotic () Planning

PERSONAL INFORMATION *Please print:*

Name: Blanca M. Figueroa Address: [REDACTED]
Years in South El Monte: 64 Home Phone: South El Monte, Ca 91732
E-mail Address: @ [REDACTED] Cell Phone: [REDACTED]
Employer: [REDACTED] Work Phone: _____
Occupation: Retired Employer's Address: _____

EDUCATION/TRAINING

High School:

Mountain View High School 12th
Name/Location Highest Grade Completed

University, College, Trade School, or Other:

Whittier College B.A. Social Psychology
Name/Location Major/Degree
Modern Languages

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Patriotic Commission, Community Service

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

3L Club Bingo Sr. Center
South El Monte Community Outreach Church
w/ Pastor Charlie as Volunteer
South El Monte Sr. Center Volunteer (Church)

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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've been proactive Patriotic commissioner. I have
helped implement on my agenda military
Lapel Pin, parking spaces for our Veterans at the
City, community & Sr. Center, Veteran Busstop
sticker, the Eagle Veteran Monument and
passing a city policy when I was Mayor
of South El Monte that Veterans Day &
Memorial Day be recognized and a
event for both be established and
take place in front of city hall. I
respect and admire our Veterans

Page 2 of 3

and Soldiers and their families and
will continue to be their voice
Thank You

IMPORTANT

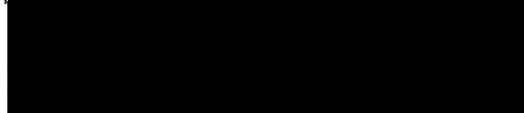
The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

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By signing the application, you understand that this document is a public record subject to disclosure upon request, you acknowledge your understanding and commitment as a commissioner, and if appointed, consent to a Live Scan background check, will undergo required AB 1234 Ethics training, and will file a Form 700 Statement of Economic Interests.

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. 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: Nov. 7, 2024

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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:

- () Advancement for Women and Girls:
() Representing Senior Member at Least 55 years of age
() Representing Youth Member between 16-17 years of age
- () Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
- (X) Patriotic () Planning

PERSONAL INFORMATION *Please print:*

Name: Blanca M. Figueroa Address: [REDACTED]

Years in South El Monte: 67 Home Phone: [REDACTED]

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

Employer: Retired Work Phone: _____

Occupation: _____ Employer's Address: _____

EDUCATION/TRAINING

High School:

Mountain View High School
Name/Location

12th
Highest Grade Completed

University, College, Trade School, or Other:

Whittier College
Name/Location

Modern Languages
Social Psychology
B.A.
Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Patriotic Commission, Community Services

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

3 h Club Sr. Center South El Monte

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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've been pro active as a Patriotic Commissioner for many years now. I started the Patriotic Commissioner when I was a elected official for South El Monte. ^{C5 yrs.} Sept. 2004
Serving as the chair and vice chair and commissioner. ^{(8 years) (13 years total)} I helped establish the front lawn Eagle Veteran monument, the Veteran hannel pins bumper sticker, Veteran Parking signs and have participated in Veterans Day, Memorial Day and Sept. 11th.

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.

Proof of residence is required, including a California State Issued Driver's License (or California State Issued Identification Card) and a utility bill.

By signing the application, you understand that this document is a public record subject to disclosure upon request, you acknowledge your understanding and commitment as a commissioner, and if appointed, consent to a Live Scan background check, will undergo required AB 1234 Ethics training, and will file a Form 700 Statement of Economic Interests.

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant:



Date: Oct. 7, 2024

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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

Residence Update



CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

2024 OCT -7 P 12:15

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 on 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 16-17 years of age
- () Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
- ☒ Patriotic () Planning

PERSONAL INFORMATION *Please print:*

Name: Rosemary R. Tavera Address: [REDACTED]

Years in South El Monte: 56 yrs Home Phone: N/A

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

Employer: Retired LA Fire Dept. Work Phone: N/A

Occupation: _____ Employer's Address: _____

EDUCATION/TRAINING

High School:

Our Lady of Loretto High School 12th
Name/Location Highest Grade Completed

University, College, Trade School, or Other:

Rio Hondo College Early Child Education
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Park and Recreation Commission, Human Services Comm.,
Patriotic Commission, Advancement for Women and Girls

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

VFW Post 10218, Christian Womens Breakfast Club,

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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:

Throughout my young and adult life, I have made it my personal
mission to volunteer, and serve my community and church, in
hopes of making an impact positively and leaving anywhere
I serve a better place because I can. My years as a PTA
President, Little League Coach, Manager and Secretary,
Several Commissions, Fire Dept Floral Fund Chairperson,
Sunday School Teacher and many more have prepared me to serve.
In the Patriotic Commission, I will share my experience as a wife
mother, MIL, Grandmother of Veterans; I also have direct contact
With Veterans and those currently serving through the VFW.

IMPORTANT

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Proof of residence is required, including a California State Issued Driver's License (or California State Issued Identification Card) and a utility bill.

By signing the application, you understand that this document is a public record subject to disclosure upon request, you acknowledge your understanding and commitment as a commissioner, and if appointed, consent to a Live Scan background check, will undergo required AB 1234 Ethics training, and will file a Form 700 Statement of Economic Interests.

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant



Date: 10-3-2024

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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



Original

2024 JUL 16 P 12:51

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 on 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 16-17 years of age
- () Community Services: () Representing Senior Member At Least 60 years of age
() Representing Youth Member Between 16-21 years of age
- (☒) Patriotic () Planning

PERSONAL INFORMATION *Please print:*

Name: Rosemary R. Tavera Address: [REDACTED]
Years in South El Monte: 57 yrs Home Phone: [REDACTED]
E-mail Address: [REDACTED] Cell Phone: VI
Employer: LA City (Retired) Work Phone: _____
Occupation: _____ Employers Address: _____

EDUCATION/TRAINING

High School

Our Lady of Loretto H.S. N. LAKE AVE, Los Angeles 12
Name/Location Highest Grade Completed

University, College, Trade School, or Other

Rio Hondo College Liberal Arts
Name/Location Major/Degree

IMPORTANT

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Signature of Applicant



Date

7/16/24

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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

2024 DEC 12 AM 10
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

PERSONAL INFORMATION Please print:

Name: VICTOR MONTIEL Address: [REDACTED]

Years in South El Monte: 30 Home Phone: [REDACTED]

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

Employer: SAN GABRIEL VALLEY WATER Work Phone: [REDACTED]

Occupation: [REDACTED] Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

Name/Location Highest Grade Completed

High School

EL MONTE HIGH SCHOOL 12
Name/Location Highest Grade Completed

University, College, Trade School, or Other

RIO HONDO COLLEGE, CITRUS COLLEGE WATER TECHNOLOGY
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

NONE

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

QUADRE HEART ASSOCIATION

WOUNDED HEROES OF AMERICA

SGV MARINES

SUNBUST YOUTH ACADEMY

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:

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

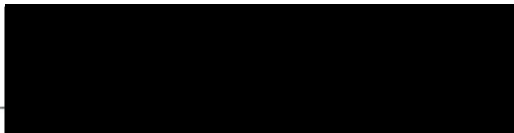
I AM HONORED TO APPLY FOR THE PLANNING VETERANS COMMISSIONED POSITION, AS MY DIVERSE EXPERIENCES AND DEDICATION TO SERVING MY COUNTRY AND COMMUNITY MAKE ME UNIQUELY QUALIFIED TO CONTRIBUTE MEANINGFULLY TO THIS PATRIOTIC COMMISSION. I PROUDLY SERVED IN THE UNITED STATES MARINE CORPS. FOR SEVEN YEARS, WHERE I GAINED INVALUABLE SKILLS IN LEADERSHIP, STRATEGIC PLANNING, AND RESILIENCE. IN ADDITION TO MY MILITARY SERVICE, I HAVE WORKED FOR SAN GABRIEL VALLEY WATER COMPANY FOR THE PAST 20 YEARS. THIS TENURE HAS PROVIDED ME WITH EXTENSIVE EXPERIENCE IN INFRASTRUCTURE, OPERATIONS, AS WELL AS A DEEP UNDERSTANDING OF HOW TO COLLABORATE EFFECTIVELY WITH TEAMS TO MEET

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 12/12/2024

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 SOUTH EL MONTE
CITY CLERK'S OFFICE



2024 DEC 12 A 9:22

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 on 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 16-17 years of age
- (/) Community Services: ☒ Representing Senior Member At Least 60 years of age
☒ Representing Youth Member Between 16-21 years of age
- ☒ Patriotic () Planning

PERSONAL INFORMATION Please print:

Name: Nydia Romero Address: [REDACTED]
Years in South El Monte: 30 Home Phone: [REDACTED]
E-mail Address: nyd-romero@yahoo.com Cell Phone: [REDACTED]
Employer: Ingreen Sipten, Inc 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

Premier Career College

Name/Location

Nursing Assistant
Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

n/a

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

VLSD PTO = 4 years

SEMITS = ELAC chair, Delac

VLSD = Parent Advisory Committee chair

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the City will be hosting? _____

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 am a passionate person. I believe deeply in community service and how giving back is crucial to showing our children how to be productive adults. I began my volunteer career 19 years ago at Options pre-K, helping w/ lunch for the kiddos. I was called to action because not a lot of people could. It ~~paraded~~ sparked a love of helping that I wish to nurture and grow further. I have been PTO VP, Treasurer and now President. I am work in a team.

IMPORTANT

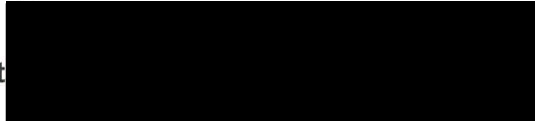
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Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant



Date:

12/12/24

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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



2024 MAY -8 A 9:54

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 on 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 16-17 years of age
- () Community Services: () Representing Senior Member At Least 60 years of age
() Representing Youth Member Between 16-21 years of age
- (X) Patriotic () Planning

PERSONAL INFORMATION Please print:

Name: Abraham Flores Rojas Address: [REDACTED]
Years in South El Monte: 36 Home Phone: [REDACTED]
E-mail Address: [REDACTED] Cell Phone: [REDACTED]
Employer: Alliance Industrial Refrigeration Work Phone: [REDACTED]
Occupation: Technician Employers Address: [REDACTED]

EDUCATION/TRAINING

High School

South El Monte H.S. 12th
Name/Location Highest Grade Completed

University, College, Trade School, or Other

University of Southern California Teaching
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

N/A.

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Refrigerating Engineers + Technicians Association, Court Appointed
Special Advocate, California Freemasons, + American Welding Society

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 lived in South El Monte my entire life. I have seen
and lived through all of the changes the city has gone through.
I am committed to serve my community in every which
way possible. I am also committed to serve our veterans
who committed their life for us.

IMPORTANT

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Signature of Applicant:

Date 5/6/24

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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



City Council Agenda Report

Agenda Item No. 9.e.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Adrian Garcia, MMC, City Clerk

SUBJECT: APPOINTMENT OF PLANNING COMMISSIONERS

SUMMARY: Appointments to be made to the Planning Commission, which is a five-member commission. Current terms expired on December 31, 2024.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking reappointment/appointment to the Planning Commission for a one-year term ending December 31, 2025.

FISCAL/FINANCIAL IMPACT: Commissioners receive a monthly stipend of \$150 for each month in which a commissioner attends at least one meeting. Funds have been budgeted.

DISCUSSION: A "Notice of Vacancy" was posted on the City's webpage on October 31, 2024, with a deadline to submit applications through Monday, December 2, 2024, by 5:30 p.m. An additional "Notice of Vacancy" was posted on November 6, 2024, extending the deadline to Thursday, December 12, 2024, by 5:30 p.m., 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. This appointment is for a one-year term commencing on February 1, 2025, pending clearance of Live Scan background check.

The Planning Commission acts in an advisory capacity to the City Council on all matters pertaining to community development, to be approved by the City Council.

Ten (10) applicants are seeking reappointment/appointment to the Planning Commission.

Seeking Reappointment:

- Leonel A. Barrera, Jr
- Jeff Ortiz
- Kenneth Tang
- Emily Lares

Seeking Appointment:

- Gracie Retamoza
- Robert V. Becerra
- Jacqueline Rubio
- Salvador Ramirez – (Also applied for Community Services)
- Darlene G. Soto – (Also applied for Advancement for Women and Girls and Community Services)
- Denise R. Silva – (Also applied for Advancement for Women and Girls and Community Services)

ATTACHMENT(S):

- A. Leonel Barrera
- B. Jeff Ortiz
- C. Kenneth Tang
- D. Emily Lares
- E. Gracie Retamoza
- F. Robert Becerra
- G. Jacqueline Rubio
- H. Salvador Ramirez
- I. Darlene Soto
- J. Denise Silva



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91773
(626) 579-6540

CITY CLERK'S OFFICE

2024 OCT -7 P 5:08



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 on 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 16-17 years of age
- () Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
- () Patriotic (X) Planning

PERSONAL INFORMATION Please print:

Name: Leonel A. Barrera Jr Address: [REDACTED]

Years in South El Monte: _____ Home Phone: _____

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

Employer: SGV water Work Phone: [REDACTED]

Occupation: Utilities Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School: Mountain View 12
Name/Location Highest Grade Completed

University, College, Trade School, or Other: Citrus College
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Community Series

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

EM/SEM Chamber

So Cal Water Utilities Assoc.

San Gabriel Valley Association

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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:

October 07, 2024

Office of the City Clerk
Honorable Mayor
Honorable Council members
City of South El Monte

Subject: Planning Commission 2025

I am very interested in serving as a Planning Commissioner for year 2025. I have 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 handwritten signature in black ink, appearing to read "Leo A. Barrera, Jr". The signature is fluid and cursive, with the first name "Leo" being the most prominent.

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.

Proof of residence is required, including a California State Issued Driver's License (or California State Issued Identification Card) and a utility bill.

By signing the application, you understand that this document is a public record subject to disclosure upon request, you acknowledge your understanding and commitment as a commissioner, and if appointed, consent to a Live Scan background check, will undergo required AB 1234 Ethics training, and will file a Form 700 Statement of Economic Interests.

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant: _____

Date: 10/7/24

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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



2024 OCT -7 P 5:08

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 on 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 16-17 years of age
- () Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
- () Patriotic (X) Planning

PERSONAL INFORMATION *Please print:*

Name: Jeff Ortiz Address: [REDACTED]

Years in South El Monte: 40 Home Phone: [REDACTED]

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

Employer: The IAPMO Group Work Phone: [REDACTED]

Occupation: Magazine Editor / Marketing Manager Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

<u>Bishop Amat Memorial High School, La Puente, CA</u>	<u>12</u>
Name/Location	Highest Grade Completed

University, College, Trade School, or Other:

<u>Rio Hondo Community College, Whittier, CA</u>	<u>Fine Arts / Not Completed</u>
Name/Location	Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

South El Monte Planning Commission - Currently Serving since 2020

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Employment: I've worked with The IAPMO Group for 24 years. Our organization has been protecting the health and safety of people worldwide since 1926. The IAPMO Group develops building codes and standards and also tests and certifies building products.

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 am currently serving on the Planning Commission and have respectfully served for almost 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) 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.

IMPORTANT

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Signature of Applicant: _____

Date: 10-07-24 _____

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

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CITY OF SOUTH EL MONTE

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SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540

CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

2024 OCT -7 A 9:07



APPLICATION FOR APPOINTMENT TO COMMISSION

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() Representing Youth Member between 16-17 years of age
- () Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
- () Patriotic (✓) Planning

PERSONAL INFORMATION *Please print:*

Name: Kenneth Tang Address: [REDACTED]

Years in South El Monte: 7 Home Phone: [REDACTED]

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

Employer: City of Los Angeles Work Phone: [REDACTED]

Occupation: Civil Engineer Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

Wilson High School / Long Beach 12th
Name/Location Highest Grade Completed

University, College, Trade School, or Other:

University of California, Irvine / Irvine Bachelor of Science / Civil Engineer
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Planning Commission

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Asian American Engineer / Architecture Associate

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 planning commissioner, my qualifications and experience in both civil engineering and

project management would be a significant asset. With over a decade of experience managing

large-scale public infrastructure projects, I've developed a strong understanding of urban

planning, land use, and regulatory compliance. My work on high-profile projects have required

me to navigate complex political landscapes and collaborate with various stakeholders,

including elected officials and community groups.

My ability to communicate effectively with diverse stakeholders and my commitment to fostering

inclusive, sustainable development will help guide thoughtful and responsible planning decisions.

IMPORTANT

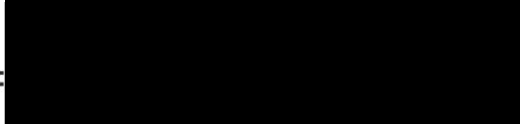
The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

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Signature of Applicant:



Date: 10/07/24

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

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South El Monte, CA 91733
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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



2024 DEC 11 A 7:22

APPLICATION FOR APPOINTMENT TO COMMISSION

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() Representing Youth Member between 16-17 years of age
- () Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
- () Patriotic (X) Planning

PERSONAL INFORMATION *Please print:*

Name: Emily Lares Address: [REDACTED]
Years in South El Monte: 53 Home Phone: [REDACTED]
E-mail Address: [REDACTED] Cell Phone: [REDACTED]
Employer: Musick, Peeler Work Phone: [REDACTED]
Occupation: Accountant Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:
El Monte High School / El Monte, CA. 12th Grade
Name/Location Highest Grade Completed
University, College, Trade School, or Other:
Rio Hondo College Certificate / Accounting
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Planning Commission.

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Woman of Influence @ church

Los Angeles Republican Party Member.

California Republican Party Delegate.

Salt & Light Chairwoman @ church

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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:

My Qualifications and experience as a leader in my church, along with my involvement in the Republican Party, have enabled me to collaborate effectively with my peers. This experience allows me to make informed decisions that will help me govern a larger constituency and prioritize the safety of the people.

IMPORTANT

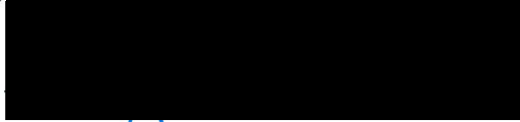
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Proof of residence is required, including a California State Issued Driver's License (or California State Issued Identification Card) and a utility bill.

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Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant:



Date: 12/09/24

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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

2024 DEC -9 P 4:13

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 on 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 16-17 years of age
- () Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
- () Patriotic (X) Planning

PERSONAL INFORMATION Please print:

Name: Graic Retamozo Address: [REDACTED]
Years in South El Monte: 50 years - Home Phone: [REDACTED]
E-mail Address: [REDACTED] Phone: [REDACTED]
Employer: Chaffery / MT SAC Counselor Work Phone: [REDACTED]
Occupation: Counselor Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

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

University, College, Trade School, or Other:

CSUF Fullerton, University of La Verne / Masters in Counseling
Name/Location Bachelors Sociology Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Community Service Commission

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

California Teacher Association, (CTA)
American School Counselor Association (ASCA)
National Association for College Admissions Counseling

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the City will be hosting? No

Would your personal or business activities conflict with you serving as a commissioner?
No If yes, please explain:

No Conflict

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

As a previous commissioner & city councilwoman
I am qualified to understand the needs of the
city. Bringing in new businesses and developments
would allow the city to grow economically.

IMPORTANT

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Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant:



Date: Jan 9, 2024

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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



2024 DEC -3 P 3:56

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 on 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 16-17 years of age
- () Community Services: () Representing Senior Member at Least 60 years of age
() Representing Youth Member between 16-21 years of age
- () Patriotic (X) Planning

PERSONAL INFORMATION *Please print:*

Name: Robert V. Becerra Address: [REDACTED]

Years in South El Monte: 14 Home Phone: [REDACTED]

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

Employer: El Monte Union High School Dist. Work Phone: [REDACTED]

Occupation: Campus Supervisor II Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

<u>El Monte Union High School</u>	<u>12</u>
Name/Location	Highest Grade Completed

University, College, Trade School, or Other:

<u>Rio Hondo Police Academy</u>	<u>Post Certificate</u>
Name/Location	Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

None

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

ELMONTEANA 2 term President 4 years Friendly Cities Kiwanis 5 years

Youth Baseball Coach

Member of Southern California Attractions Security Association 10 years

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the City will be hosting? No

Would your personal or business activities conflict with you serving as a commissioner?
_____ 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
background in enforcing laws and municipal codes. I will bring positivity, experience,
a creative approach to solving problems, and the ability to embrace change. I can bring
drive, a passion for the commission and the ability to always treat community members
city staff in a way that will ensure they have a positivity experience with the commission.
I will listen to what others have to say, I am fair and open-minded person.

IMPORTANT

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Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant:



Date: 11/27/24

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

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

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CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540

2024 DEC 12 P 2:03



APPLICATION FOR APPOINTMENT TO COMMISSION

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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 16-17 years of age

() Community Services: () Representing Senior Member at Least 60 years of age

() Representing Youth Member between 16-21 years of age

() Patriotic

☒ Planning

PERSONAL INFORMATION Please print:

Name: Jacqueline Rubio Address: [REDACTED]

Years in South El Monte: 51 yrs Home Phone: [REDACTED]

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

Employer: Tan Thai Ben Svc Work Phone: Same

Occupation: Self-employed Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

Mountain View High School 12th
Name/Location Highest Grade Completed

University, College, Trade School, or Other:

Rio Hondo Comm College AA / Early Childhood Development
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

community service comm. patriotic comm.
Advancement for women & girls comm.

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

VLSD Board member
ERA Board member
EL Monte / So El Monte chamber of commerce member
Beyond the Rain non-profit organization board of Director

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the City will be hosting? no

Would your personal or business activities conflict with you serving as a commissioner?
no If yes, please explain:

n/a

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

My qualifications and experience make me a strong candidate for the role of a Planning commissioner.

I bring a numerous amount of years of ~~var~~ personal and professional experience in community development.

During this time I have developed a deep understanding of planning, policy development, community engagement, leadership, conflict resolution. I have demonstrated strong decision-making abilities, managing projects and budgets that required careful attention to detail, collaboration, and problem-solving.

If selected as a member of the city planning commissioner seat, I am confident and committed to fostering transparency, equity, and accountability, which are foundational qualities for a successful commissioner. Thank you!

IMPORTANT

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Signature of Applicant: _____

Date: 12/10/24

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

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(626) 579-6540

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

PERSONAL INFORMATION Please print:

Name: Salvador Ramirez Address: [REDACTED]

Years in South El Monte: 44 Home Phone: N/A

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

Employer: Air Temperature INC. Work Phone: [REDACTED]

Occupation: Procurement Mgr. Parts & Logistics Employers Address: [REDACTED]

EDUCATION/TRAINING

High School

Mt. View H.S. El Monte 12th
Name/Location Highest Grade Completed

University, College, Trade School, or Other

Cal Poly Pomona 1 year
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

NONE

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 the 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:

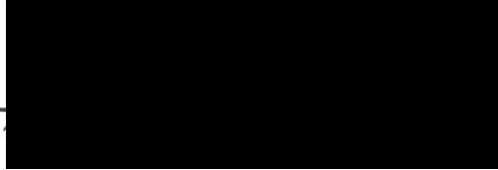
Having worked with the USPS
for over 39 years & holding
multiple positions from
letter Carrier, supervisor, union
Steward, Stn. Mgr., Delivery
Analyst. I believe has prepared
me into a leadership role. I've
dealt with Finances to human
resources 100% of the time
reaching a positive resolution.

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Signature of Applicant: _____

A large black rectangular box redacting the signature of the applicant.

Date _____

12/12/2024

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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



CITY OF SOUTH EL MONTE



145 SANTA ANITA AVENUE
SOUTH EL MONTE, CA 91733
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

2024 DEC 12 P 3:17

APPLICATION FOR APPOINTMENT TO COMMISSION

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☐ Representing Youth Member between 16-17 years of age

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

☐ Representing Youth Member between 16-21 years of age

☐ Patriotic

☒ Planning

PERSONAL INFORMATION Please print:

Name: Dartene G. Soto Address: [REDACTED]

Years in South El Monte: 11 Home Phone: NONE

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

Employer: Freedom Vision Surgery Center Work Phone: [REDACTED]

Occupation: Surgical Coder Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

Garfield High School 12th grade
Name Location Highest Grade Completed

University, College, Trade School, or Other:

Precision Medical Services LLC Medical Coder - Certificate
Name Location Most Recent Education

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

N/A

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

I am community minded. I have served on the PTO. I also a member for my Church Worship team, and now I would like to be more involved to serve my community.

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 a resident for over 11 years and would like to extend my experiences to serve our community.

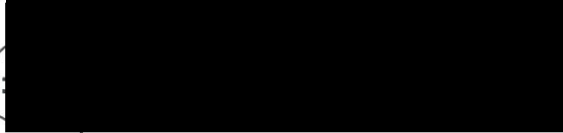
IMPORTANT

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.

Proof of residence is required, including a California State Issued Driver's License (or California State Issued Identification Card) and a utility bill.

By signing the application, you understand that this document is a public record subject to disclosure upon request, you acknowledge your understanding and commitment as a commissioner, and if appointed, consent to a Live Scan background check, will undergo required AB 1234 Ethics training, and will file a Form 700 Statement of Economic Interests.

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant: 

Date: 12-12-2024

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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 on 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 16-17 years of age

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

☐ Representing Youth Member between 16-21 years of age

☐ Patriotic

☒ Planning

PERSONAL INFORMATION *Please print:*

Name: Denise R. Silva Address: [REDACTED]

Years in South El Monte: 28 yrs. Home Phone: [REDACTED]

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

Employer: Kingston Technology Work Phone: [REDACTED]

Occupation: Sales Employer's Address: [REDACTED]

EDUCATION/TRAINING

High School:

El Monte High School

Name/Location

12th grade

Highest Grade Completed

University, College, Trade School, or Other:

Rio Hondo College

Name/Location

Associates Art Degree

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

City of Commerce - Tracy, CA.

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Stretch Ministry - Calvary Chapel EL Monte
KWNG Member - Work group where we
volunteer our time to various organizations - i.e.,
Colette's Children Home, OC Food Bank

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that the 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 lived in South EL Monte for a total of 28 years.
I love my city and have actively attended many of
the events throughout the last 4 years. I will be
retiring in March 2025 and would like to start
serving and giving back to my community. I have
a passion for people and often have been told
by others that I have a gift for encouraging others.
I love to help people and have a knack for making
people feel seen and heard. I especially have a →

heart for the seniors of our community. Upon my father's passing in 2019, I actively pursued registering my mom to attend the South EL Monte Senior Center, I genuinely believe this has been a life changer for my mom and has keep her active and healthy. I have so much gratitude to our city for providing such wonderful programs to our seniors in our community. I often have said that after I retire, I would like to help with activities for the seniors and give back for all they have done for my mom. I also have a heart for the advancement of women and our youth. I feel in today's workforce women need to be confident in their skills and know that they have equal opportunities just as mendo and we must encourage the women and youth of today to pursue their dreams. I feel I would be an asset to our community if selected to serve on a Commission for South EL Monte. I am a very hard worker, love people and consider myself to be creative. If chosen to represent my City as a Commissioner, I will give my heart to all I do for the betterment of our community and South EL Monte.

IMPORTANT

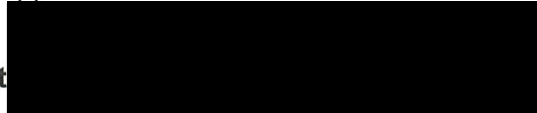
The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

Proof of residence is required, including a California State Issued Driver's License (or California State Issued Identification Card) and a utility bill.

By signing the application, you understand that this document is a public record subject to disclosure upon request, you acknowledge your understanding and commitment as a commissioner, and if appointed, consent to a Live Scan background check, will undergo required AB 1234 Ethics training, and will file a Form 700 Statement of Economic Interests.

Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan and sufficient proof of residence. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant



Date: 12/12/24

I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of commission.

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540

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



City Council Agenda Report

Agenda Item No. 9.f.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Adrian Garcia, MMC, City Clerk

SUBJECT: CONSIDERATION AND APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR INTERIM CITY ATTORNEY SERVICES BETWEEN THE CITY AND OLIVAREZ MADRUGA LAW ORGANIZATION, LLP

SUMMARY: Staff is seeking City Council approval of the Professional Services Agreement for Interim City Attorney Services.

RECOMMENDED ACTION: Staff recommends City Council:

1. Consider and approve the Professional Services Agreement for Interim City Attorney Services between the City of South El Monte and Olivarez Madruga Law Organization, LLP, to continue to provide interim City Attorney Services to the City, City Council and its Boards and Commissions while the City recruits a new permanent City Attorney. Consideration and approval are in accordance with Government Code Sections 53262, 54953(c)(3) and 54956(b); and
2. Authorize the City Manager to make nonmaterial changes and execute all implementing documents.

FISCAL/FINANCIAL IMPACT: The Firm's fees are charged on an hourly basis for all time actually expended plus out-of-pocket costs.

Personnel hourly rates are set as follows:

Partners/Of Counsel \$275

Senior Associates \$265

Associates \$255

Paralegals/Law Clerks \$175

Special Projects \$325

DISCUSSION: At its Special City Council Meeting of December 16, 2024, the City Council provided the City Manager direction to enter into an Interim City Attorney

Services Agreement with Olivarez Madruga Law Organization, LLP ("OMLO") under the City Manager's signing authority until a long-form contract is considered for approval by the City Council.

OMLO is a public agency-focused law firm with approximately 30 attorneys and staff. OMLO attorneys have extensive experience on a broad range of municipal law matters, including the transparency laws like the Ralph M. Brown Act and the California Public Records Act, conflict of interest laws, public agency procurement and contracting matters, election law matters, land use regulation, land development and environmental review; labor and employment law; code enforcement; municipal finance and taxation. The South El Monte legal team is headed by Interim City Attorney Susie Altamirano and Assistant City Attorney Adrian De Leon. The Firm's expert handling of legal issues includes contracts, open meetings and parliamentary procedure, planning, zoning, land use and development, CEQA, constitutional law, compliance matters, wireless regulations, complex transactional as well as litigation involving employment, personal injury and review and defense of subpoenas. OMLO staff is also available on a day-to-day basis to provide advice and counsel to City staff and City Councilmembers alike.

ATTACHMENT(S):

- A. Interim City Attorney Services Agreement

**PROFESSIONAL SERVICES AGREEMENT FOR
INTERIM CITY ATTORNEY SERVICES FOR
THE CITY OF SOUTH EL MONTE**

This AGREEMENT FOR INTERIM CITY ATTORNEY SERVICES (the “Agreement”) is made and entered into this 14th day of January 2025, by and between the CITY OF SOUTH EL MONTE (herein referred to as “City”) and OLIVAREZ MADRUGA LAW ORGANIZATION, LLP (hereinafter referred to as “Firm”). The Firm and City may be referred to hereinafter individually and/or collectively, as the context may require, as “Party” or “Parties.”

1. APPOINTMENT

The City hereby engages the Firm to provide Interim City Attorney services customarily rendered and as further described below. Such services shall be provided by or under the supervision of Susie Altamirano and Adrian De Leon. Notwithstanding the foregoing named person(s), the Firm may, from time to time, designate other attorneys within the Firm to provide Interim City Attorney services.

2. SCOPE OF WORK AND DUTIES

A. The Firm shall perform any and all work necessary for the provision of legal counsel, when specifically requested by the City Council, including:

(i) Attend City Council, Planning Commission, Successor Agency, or other affiliated entity meetings; and

(ii) Provide legal advice, written legal opinions, and consultation, as needed on matters affecting the City to the City Council, City Manager, board, commissions, committees, officers, and employees of the City as requested by the City Council, the City Manager, or his/her designee, in accordance with such policies and procedures as may be established by the City from time to time; and

(iii) Be available for telephone consultation with City staff, as needed on legal matters; and

(iv) Maintain office hours at City Hall at a time agreed to with the City Manager; and

(v) Prepare or review necessary legal documents, including, but not limited to: ordinances; resolutions; agreements of any nature; real property instruments of any nature including exclusive negotiating agreements, development and disposition agreements, purchase agreements, due diligence materials, escrows, leases, covenants, deeds, easements and licenses; bonds, including the size, amount, and offering terms and conditions; public works construction documents including bid specifications, contracts, bonds, insurance, liens and related documents; memorandums of understanding; franchise agreements; and other similar documents; and

(vi) Perform all duties of the Interim City Attorney as provided in the South El Monte Municipal Code; and

(vii) Represent and advise the City on pending and potential litigation; notwithstanding the foregoing, it is expressly understood that the Firm shall not be responsible for any pending litigation matter(s) handled by attorneys previously or otherwise previously employed by the City until all files have been transferred to the Firm and an attorney from the Firm has appeared in the matter(s) as attorneys of record on behalf of the City; and

(viii) Attend management staff and agenda review meetings at time agreed to with the City Manager; and

(ix) Monitor pending and current legislation and case law as appropriate; and

(x) Coordinate, monitor, and supervise outside legal services, if any.

B. The Firm is a full-service law firm, and is prepared to, and will, provide representation to the City in all of its legal affairs, including, but not limited to, municipal law, land use and zoning, CEQA compliance, environmental, criminal prosecution, redevelopment, housing, finance, franchising, contracts, enterprise and other matters, except where conflicts exist or where the City Council may otherwise direct. The Firm shall represent the City in all of the foregoing legal matters, and initiating and defending all litigation unless otherwise directed by the City Council.

C. The Firm will keep the City informed as to the progress and status of all pending matters in accordance with such procedures as the City may establish from time to time. The Firm is expected to manage, control and oversee the delivery of legal services in a competent, professional, and cost-effective manner. All legal services shall be properly supervised and all personnel shall be qualified to handle the work assigned. If outside special counsel is retained, such special counsel shall be supervised by the Firm, unless there is a conflict.

D. All legal services shall be coordinated under the direction of the City Manager and City Council. Nothing in this Agreement shall be construed in any manner as limiting the ultimate and absolute discretion of the City, at any time, to assign or reassign matters to or from the Firm.

3. CITY DUTIES

City agrees to provide such information, assistance, cooperation, and access to books, records, and other information as is necessary for the Firm to effectively render its professional services under this Agreement. To the extent City desires services to be rendered on site, the City, at the City's expense, will make available sufficient office space, furniture, telephones, computers, facsimile machines, and secretarial support, as approved by the City Manager, as may be necessary therefor. The City further agrees to abide by this Agreement, and to timely pay the Firm's bills for fees, costs, and expenses, as established by this Agreement.

4. PERSONNEL

Except as provided in Section 1, above, the Firm will exercise its discretion to utilize whichever attorney(s) (and staff) it determines to be best suited to provide legal services under this Agreement, consistent with the competent and efficient rendering of legal services, and with a view toward rendering such services in an economically efficient manner.

5. COMPENSATION

The Firm's fees will be charged on an hourly basis for all time actually expended. The City agrees to the following hourly rates and annual increases for the provision of all the foregoing legal services:

<u>Personnel</u>	<u>Rate</u>
Partners/Of Counsel	\$ 275
Senior Associates	\$ 265
Associates	\$ 255
Paralegals/Law Clerks	\$ 175
Special Projects	\$ 325

During the course of the Firm's representation of the City, the Firm may be asked to provide service on Special Projects, which may include research, preparation of various matters, inclusive of land use and zoning matters, public financing, public contracts and construction, general liability and CEQA litigation, collection of performance bonds, and collection of monies due to the City, and cost-recovery from third-parties benefitting from the City's legal services, such as developers.

Commencing as of January 1, 2026, and on each January 1st thereafter, the then-effective hourly rates set forth above (hereinafter, the "Approved Rate Schedule") shall be automatically increased (but not decreased) by a percentage equal to the less of the following: (i) the annual percentage increase in the October Consumer Price Index ("CPI") for the Los Angeles-Long Beach-Anaheim California Metropolitan Area for the year immediately preceding; or (ii) five percent (5%). The City shall pay sums due on all invoices within thirty (30) days from date of receipt.

6. COSTS AND OTHER CHARGES

The Firm may incur various costs and expenses in rendering the legal services required by this Agreement, which, if customary and necessary for the performance of legal services hereunder, shall be reimbursable by City. Those costs and expenses are described in more detail in Exhibit "A", attached hereto and incorporated by reference. The City agrees to reimburse the Firm for these costs and expenses in addition to the hourly fees for legal services described above. Reimbursable costs shall not include any overhead or administrative charge by the Firm or the Firm's cost of equipment or supplies except as provided herein.

The Firm may determine it necessary or appropriate to use one or more outside investigators, consultants, or experts in rendering the legal services required (particularly if a matter goes into litigation). The City will be responsible for paying such fees and charges. The Firm will not, however, retain the services of any outside investigators, consultants, or experts without the prior agreement of the City. The Firm will select any investigators, consultants, or experts to be hired only after consultation with the City.

Extraordinary travel expenses, including transportation, meals, and lodging, when incurred on behalf of City, shall be reimbursed by City only with the prior agreement of City.

7. STATEMENTS AND PAYMENT

The Firm shall render to the City a statement for fees, costs, and expenses incurred on a monthly basis. Such statement(s) shall indicate the basis of the fees, including the hours worked, the hourly rate(s), and a brief description of the work performed. Separate billing categories can be established to track costs associated with City funding categories or to track project costs, or for such other basis as City may direct. Reimbursable costs shall be separately itemized.

Payments shall be made by City within thirty (30) days of receipt of the statement in accordance with the Approved Rate Schedule, except for those specific items on an invoice which are contested or questioned and are returned by City with a written explanation of the question or contest, within thirty (30) days of receipt of the invoice. Payments made more than ninety (90) days after the due date shall draw interest at a rate of ten percent (10%).

8. INDEPENDENT CONTRACTOR

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

9. INSURANCE

The Firm shall maintain professional liability insurance during the term of this Agreement and any extensions thereof. The Firm's current professional liability insurance policy limits are Three Million Dollars (\$3,000,000.00) per claim and Three Million Dollars (\$3,000,000.00) aggregate.

10. INDEMNIFICATION

The Firm agrees to indemnify, defend and hold harmless the City, its officers, employees and agents, against any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the work, operations or activities of the Firm, its agents, employees, subcontractors, or invitees, provided for herein or arising from the acts or omissions of the Firm hereunder, or arising from the Firm's performance of or failure to perform any term, provision, covenant or condition of this Agreement, except to the extent such claims or liabilities arise from the negligence or willful misconduct of the City, its officers, agents or employees.

The City agrees to indemnify, defend and hold harmless the Firm, its partners, officers, employees, agents, representatives, consultants, and contractors (collectively, "Indemnitees")

from and against all third party allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation reasonable attorneys' fees and costs) arising out of, resulting from, or in connection with the services contemplated by this Agreement, except to the extent such claims or liabilities arise from the willful misconduct of Indemnitees.

11. NOTICES

Notices required pursuant to this Agreement shall be given by personal service upon the Party to be notified, or by delivery of same into the custody of the United States Postal Service, or its lawful successor; postage prepaid and addressed as follows:

CLIENT:	City of South El Monte 1415 Santa Anita Avenue South El Monte, CA 91733 Tel: (562) 220-2000 Attention: Rene Salas, City Manager
FIRM:	Olivarez Madruga Law Organization, LLP 500 South Grand Avenue – 12th Floor Los Angeles, CA 90071 Tel: (213) 744-0099 Fax: (213) 744-0093 Attention: Susie Altamirano, Interim City Attorney

Service of a notice by personal service shall be deemed to have been given as of the date of such personal service. Notice given by deposit with the United States Postal Service shall be deemed to have been given two (2) consecutive business days following the deposit of the same in the custody of said Postal Service. Either Party hereto may, from time to time, by written notice to the other, designate a different address or person which shall be substituted for that specified above.

12. NON-DISCRIMINATION

In connection with the execution of this Agreement, the Firm shall not discriminate against any employee or applicant for employment because of race, religion, marital status, color, sex, handicap, sexual persuasion, or national origin. The Firm shall take affirmative action to ensure that applicants are employed, and that employees are treated fairly during their employment, without regard to their race, religion, color, sex, marital status, handicap, sexual persuasion, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, demotion, transfer, duties assignment; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

13. TERM, DISCHARGE AND WITHDRAWAL

This Agreement shall commence on the date it is executed by City, and shall remain in full force and effect until terminated by either Party hereto. City may discharge the Firm at any time. The Firm and the assigned personnel shall have no right to hearing or notice, and may be discharged with or without notice. The Firm may withdraw from City's representation at any time, to the extent permitted by law, and the Rules of Professional Conduct, upon at least sixty-days (60) notice to City.

In the event of such discharge or withdrawal, City will pay the Firm's professional fees and costs, in accordance with this Agreement, for all work done (and costs incurred) through the date of cessation of legal representation. City agrees to execute, upon request, a stipulation in such form as to permit the Firm to withdraw as City's attorneys of record in any legal action then pending. The Firm shall deliver all documents and records of City to City, or to counsel designated by City, and assist, to the fullest extent possible, in the orderly transition of all pending matters to City's new counsel.

14. CONFLICTS

The Firm has no present or contemplated employment which is adverse to City. The Firm agrees it shall not represent clients in matters either involving litigation or non-litigation against City. However, the Firm may have past and present clients or may have future clients, which, from time to time, may have interests adverse to City, and the Firm reserves the right to represent such clients in matters not connected with its representation of City.

If a potential conflict of interest arises in the Firm's representation of two clients, if such conflict is only speculative or minor, then the Firm shall seek waivers from each client with regard to such representation. However, if real conflicts exist, then the Firm would withdraw from representing either client in the matter, and assist them in obtaining outside legal counsel.

15. INTERPRETATION OF AGREEMENT AND FORUM

This Agreement shall be construed and interpreted both as to validity and performance of the Parties in accordance with the laws of the State of California. In the event of any dispute hereunder, forum shall be the Superior Court, Los Angeles County.

16. INTEGRATED AGREEMENT; AMENDMENT

This Agreement contains all of the agreement of the Parties and cannot be amended or modified except by written agreement. No prior oral or written understanding shall be of any force or effect with respect to those matters covered in this Agreement. This Agreement may be amended at any time by the mutual consent of the Parties by an instrument in writing.

17. NO WAIVER

No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing

or subsequent waiver of the same provision. No waiver shall be binding, unless executed in writing by the Party making the waiver.

18. AUTHORITY

The persons executing this Agreement on behalf of the Parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said Parties and that in so executing this Agreement the Parties hereto are formally bound to the provisions of this Agreement.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date of execution by City.

Dated: _____, 2025

CITY OF SOUTH EL MONTE

By: _____
Rene Salas, City Manager

Dated: _____, 2025

OLIVAREZ MADRUGA LAW ORGANIZATION, LLP

By: _____
Rick R. Olivarez, Managing Partner

EXHIBIT A

STATEMENT OF BILLING PRACTICES

The Firm's fees are charged on an hourly basis for all time actually expended and are generally billed monthly with payment due within thirty (30) days after the date of the bill. The current hourly design rate for the attorneys and staff working on this matter will be set forth in the billing statement. It should be understood that hourly rates are reviewed, and when appropriate, adjusted to reflect increases in seniority and experience as well as inflationary factors. These increases are generally made on an annual basis effective at the beginning of each calendar year.

The Firm shall be reimbursed for all out-of-pocket costs and expenses advanced by the Firm. Said costs and expenses shall include, but not be limited to, filing fees, deposition fees, witness fees, on-line legal research (e.g., Westlaw), costs for investigation, service of process fees and other related court costs, mileage, travel fees and costs of accommodations for matters on behalf of City, parking fees, copy fees, facsimile costs and other related travel costs. All such costs shall be submitted to City for approval as part of the monthly billing statement.

Except as established by contract, travel costs, including mileage (current IRS rate), parking, airfare, lodging, meals, and incidentals, are charged in connection with administrative or judicial proceedings, or when traveling outside of Los Angeles County. Travel time may also be charged in connection with such proceedings. In addition, City will be responsible for paying the fees of consultants and other outside experts who are retained after consultation with City.

The monthly billing statements for fees and costs shall indicate the basis of the fees, including a detailed and auditable breakdown of the hours worked, the billable rates charged and description of the work performed. All bills are expected to be paid within thirty (30) days from the date of the billing statement. In the event any statement remains unpaid for more than thirty (30) days after the date of the statement, interest thereon at the rate of ten percent (10%) per annum shall be due and payable thereafter on the unpaid balance.

Registration fees for attorneys attending conferences and seminars are paid by the Firm and are never charged to City (unless expressly requested by City).



City Council Agenda Report

Agenda Item No. 9.g.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Iyob Tessema, Director of Human Resources & Risk Management

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-004, ADOPTING AN INJURY AND ILLNESS PREVENTION PROGRAM OR PLAN ("IIPP")

SUMMARY: California Code of Regulations, Title 8, Chapter 4, Section 3203 of the General Industry Safety Orders & Section 1509 of the Construction Safety Orders require the establishment of an Injury and Illness Prevention Program ("IIPP" or "Plan").

RECOMMENDED ACTION: Staff recommends City Council consider adopting Resolution No. 25-004, adopting an Injury and Illness Prevention Program or Plan ("IIPP").

FISCAL/FINANCIAL IMPACT: There is no fiscal impact.

DISCUSSION: The maintenance of a safe and healthy work environment is imperative for the successful operation of the City of South El Monte's ("City"). For this reason, safety requirements are considered fundamental to the design and construction of City facilities and worksites.

The City is committed to safety and the prevention of injury and/or illness in the workplace, and as such, has therefore established this Plan which outlines its efforts, policies and procedures aimed at providing and maintaining a safe and healthful workplace. To achieve our objectives, all City employees will be trained and thereafter expected to comply with all applicable City health and safety policies and practices.

Cal/OSHA requires effective health and safety training for supervisors and employees that allows all City staff to learn their job properly, bring new ideas into the workplace and reinforce existing ideas and practices. Training will occur promptly after the adoption of the proposed IIPP.

ATTACHMENT(S):

- A. Resolution No. 25-004
- B. Injury and Illness Prevention Program

ATTACHMENT A

RESOLUTION NO. 25-004

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL ADOPTING AN INJURY AND ILLNESS PREVENTION PROGRAM (“IIPP” or “PLAN”) TO COMPLY WITH TITLE 8 OF THE CALIFORNIA CODE OF REGULATIONS & ARTICLE 1509 OF THE CONSTRUCTION SAFETY ORDER

WHEREAS, the California Code of Regulations, Title 8, Chapter 4, Section 3203 of the General Industry Safety Orders and Section 1509 of the Construction Safety Orders, requires the establishment of an Injury and Illness Prevention Program (“IIPP” or “Plan”); and

WHEREAS, on the City had previously created an IIPP to be fully compliant with the California Code of Regulations, Title 8, Chapter 4, Section 3203 of the General Industry Safety Orders and Section 1509 of the Construction Safety Orders; and

WHEREAS, the City recognizes and understands that the maintenance of a safe and healthy work environment is imperative for the successful operation of its business; and

WHEREAS, the City recognizes and understands that safety requirements are considered fundamental to the design and construction of City facilities and worksites; and

WHEREAS, the City is committed to safety and the prevention of injury and/or illness within the workplace; and

WHEREAS, the City will provide training to all employees with the expectation that all employees fully comply with all City policies, practices and procedures aimed at health and safety; and

WHEREAS, the City Council finds that it is in the best interest of the City to adopt a revised IIPP in furtherance of public health, safety and welfare services in the City and general workplace safety for its employees.

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

SECTION 1. The aforementioned recitals are incorporated herein by reference as set forth in full herein.

SECTION 2. The City Council hereby adopts the IIPP attached hereto as Exhibit A, and made part of this Resolution, and that said exhibit is hereby approved and adopted.

SECTION 3. This resolution is exempt from the California Environmental Quality Act (“CEQA”) under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only

applies to projects that have the potential for causing a significant effect on the environment. Where, as here, it can be seen with certainty that there is no possibility that the activity in question would have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 4. If any section, subsection, sentence, clause, or phrase of this resolution is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this resolution. The City Council hereby declares that it would have passed this resolution, and each and every section, subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

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

SECTION 6. The Resolution shall take effect immediately upon its adoption by City Council.

PASSED, APPROVED AND ADOPTED this 14th day of January 2025.

Gloria Olmos, Mayor

ATTEST:

Adrian Garcia, MMC, City Clerk

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

I, Adrian Garcia, City Clerk of the City of South El Monte, hereby certify that the foregoing Resolution, being Resolution No. 24-004 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 January 2025, and that said Resolution was adopted by the following vote:

AYES:	Councilmember(s):
NOES:	Councilmember(s):
ABSENT:	Councilmember(s):
ABSTAIN:	Councilmember(s):

Adrian Garcia, MMC, City Clerk

CITY OF SOUTH EL MONTE



INJURY AND ILLNESS PREVENTION PROGRAM

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Introduction

The City of South El Monte (“City”) has established this Injury and Illness Prevention Program (“IIPP” or “Plan”) in accordance with California Code of Regulations, Title 8, Chapter 4, Section 3203 of the General Industry Safety Orders and Section 1509 of the Construction Safety Orders. This document encompasses the City’s IIPP.

The maintenance of a safe and healthy work environment is imperative for the successful operation of the City’s business. For this reason, safety requirements are considered fundamental to the design and construction of City facilities and worksites. To achieve our objectives, all City employees are trained and are expected to comply with all applicable health and safety policies and practices.

Responsibility

The HR Director or designee has the authority and the responsibility for implementing and maintaining this Plan on behalf of the City. Managers and supervisors are responsible for implementing and maintaining the Plan within their designated work areas and for answering employee questions about the Plan. Copies of this Plan will be readily available for employees upon request to a Department Head.

Compliance

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices including, but not limited to, adhering to all City implemented directives, policies and procedures aimed at maintaining a safe work environment. To reinforce compliance with the City’s health and safety practices, the City shall:

- Inform all employees, including temporary workers, of the provisions of its Plan and supporting policies and procedures.
- Evaluate the safety performance of all workers.
- Recognize employees verbally and on written performance evaluations who perform safe and healthful work practices.
- Provide training to employees whose safety performance is deficient.
- Discipline employees for failure to comply with safe and healthful work practices and/or for failure to comply with City policies, procedures and guidelines.

Employees who observe or are aware of unsafe behavior and conduct within the workplace are expected to report the observed behavior to their supervisor, manager or anonymously by using a Hazard Report form, Attached herein as Attachment A.

Communication

Management, including the HR Director, will ensure that Occupational Safety and Health Administration (“OSHA”) compliance training is provided to all employees in a format readily understandable to its employees. The City’s communication system encourages all employees to inform their managers and/or supervisors about workplace hazards without fear of reprisal. The City has a strict no-retaliation policy and instances of retaliation are to be promptly reported to a member of the City’s Human Resources Department.

The City’s communication system includes the following:

- New employee orientation including, but not limited to, a discussion of safety and health policies and procedures.
- Review of the IIPP.
- Regularly scheduled safety meetings.
- Quarterly scheduled staff meetings.
- Posted or distributed safety information.
- A system for employees to anonymously inform management about workplace hazards.
- Job performance feedback.
- Training programs.

Hazard Assessment

The HR Director or designee will conduct periodic inspections to identify and evaluate workplace hazards.

Periodic inspections are performed according to the following schedule:

- When the IIPP is first established.
- When the IIPP is substantively revised.
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.

Accident/Exposure Investigations

The HR Director or designee is responsible for investigating workplace accidents and hazardous substance exposures. Employees shall promptly report all incidents, accidents and near misses to their supervisor.

Procedures for investigating workplace accidents and hazardous substance exposures include the following:

- Visiting the accident or exposure scene as soon as safe and practicable.
- Interviewing injured workers and witnesses, including local law enforcement and security personnel as appropriate.
- Examining the workplace for factors associated with the accident/exposure.
- Wherever practicable, determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and corrective actions taken on the appropriate forms.

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based upon the severity of the hazards. All corrective actions taken and the dates in which the action is completed shall be documented. Hazards shall be corrected according to the following procedures:

- When observed and or discovered.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, the City will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection, e.g., personal protective equipment (“PPE”) and training.

Training and Instruction

All employees, including managers and supervisors, shall be provided training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIPP is first established and when substantive changes are made.
- To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA.

- To all workers given new job assignments for which training was not previously provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard.
- Whenever the City is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.

The City's general workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIPP and general measures for reporting unsafe conditions, work practices and injuries or illnesses.
- Emergency action and fire prevention plans.
- Provisions for medical services and first aid including, but not limited to, emergency procedures.
- Prevention of musculoskeletal disorders, including, but not limited to, proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and/or electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.
- Use of appropriate clothing, including, but not limited to, gloves, footwear and PPE.
- City's Workplace Violence Prevention Plan ("WVPP") and AB 1234 Ethics Code of Compliance.

Recordkeeping

The City has taken the following steps to implement and maintain its IIPP:

We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

HISTORY

Adopted:

Rene Salas
City Manager

Enclosures:

Attachment A – Hazard Report Form
Attachment B – Hazard Assessment and Correction Record
Attachment C – Accident/Exposure Investigation Report
Attachment D – Employee Training and Instruction Record

ATTACHMENT A – HAZARD REPORT FORM

HAZARD REPORT FORM

Reporting Employee (Do not include name or position/title if you anonymously reporting):

Employee Name: _____

Position/Title: _____

Date: _____

TYPE OF HAZARD/SAFETY CONCERN

Check all that apply.

- ☐ GENERAL HEALTH & SAFETY
- ☐ SECURITY
- ☐ FIRE CODE

- ☐ ENVIRONMENTAL
- ☐ OTHER

DESCRIPTION OF HAZARD/SAFETY CONCERN

Location/Building of Concern: _____

Date of Hazard/Concern: _____

Approximate Time of Hazard/Concern: _____

(1) Please describe the unsafe condition or unsafe action you observed, the date and time you observed it and any action(s) you have taken to address it:

(2) Please *describe any suggestions* regarding how a process or duty you perform in your work environment can be performed more safely.

Send completed form to Human Resources Director for review.

To be completed by Human Resources Director or designee.
IIPP Implementation Official Action

Resolution:

Reporter Advised of Resolution (If Anonymous Report, No Advisement Necessary) :

ATTACHMENT B - HAZARD ASSESSMENT AND CORRECTION RECORD

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of
Inspection: _____

Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of
Inspection: _____

Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of
Inspection: _____

Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

ATTACHMENT C - ACCIDENT/EXPOSURE INVESTIGATION REPORT

ACCIDENT/EXPOSURE INVESTIGATION REPORT

Date & Time of Accident:
Location:
Accident Description:
Workers Involved:
Preventive Action Recommendations:
Corrective Actions Taken:

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Manager Responsible:

Date Completed

ATTACHMENT D - EMPLOYEE TRAINING AND INSTRUCTION RECORD

EMPLOYEE TRAINING AND INSTRUCTION RECORD

[illegible]



City Council Agenda Report

Agenda Item No. 9.h.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Iyob Tessema, Director of Human Resources & Risk Management

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION 25-005, ADOPTING AND APPROVING THE WORKPLACE VIOLENCE PREVENTION POLICY

SUMMARY: SB 553 was enacted on September 30, 2023. The bill requires covered employers to create, implement and maintain a Workplace Violence Prevention Plan ("WVPP" or "Plan") by July 1, 2024. Staff is requesting the City Council consider adopting a Workplace Violence Prevention Plan that addresses the hazards known to be associated with the four types of workplace violence as defined by state law. The purpose of this Plan is to provide guidelines for City employees to follow in preventing and reporting workplace violence, as it is the City's goal to maintain a violence-free working environment. If this Workplace Violence Prevention Plan is approved by the City Council, City management will initiate and complete the required meet and confer with both Bargaining Units within the City and will timely provide required training regarding the adopted Workplace Violence Prevention Plan.

RECOMMENDED ACTION: Staff recommends City Council consider adopting Resolution No. 25-005, adopting and approving the Workplace Violence Prevention Policy.

FISCAL/FINANCIAL IMPACT: There is no fiscal impact.

DISCUSSION: Workplace violence does not include lawful acts of self-defense or defense of others; but does include four (4) types of violence identified and defined by law. The four (4) types of violence includes:

Type 1 Violence: Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime;

Type 2 Violence: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors;

Type 3 Violence: Workplace violence against an employee by a present or former employee, supervisor, or manager;

Type 4 Violence: Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Comprehensive Workplace Violence and Active Shooter training was provided to City Staff on February 19, 2024. Training specific to the City's WVPP is outstanding and will be timely provided after the adoption of the Workplace Violence Prevention Plan.

ATTACHMENT(S):

- A. Resolution No. 25-005
- B. Workplace Violence Prevention Plan

ATTACHMENT A

RESOLUTION NO. 25-005

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL ADOPTING A WORKPLACE VIOLENCE PREVENTION PLAN TO COMPLY WITH THE REQUIREMENTS OF SENATE BILL 553

WHEREAS, Senate Bill 553 enacted on September 30, 2023 requires covered employers to establish, implement and maintain a Workplace Violence Prevention Plan; and

WHEREAS, Senate Bill 553 amended Labor Code Section 6401.7 to require a workplace violence prevention plan conforming to the requirements of Labor Code Section 6409.1; and

WHEREAS, on September 10, 2024 the City Council adopted Resolution No. 24-212 to be fully compliant with Senate Bill 553; and

WHEREAS, the City Council seeks to remain in compliance with Senate Bill 553 and finds the need to repeal Resolution No. 24-212 and the action then taken by City Council on September 10, 2024 as part of agenda item 7e; and

WHEREAS, the purpose of the Workplace Violence Prevention Plan is to address the hazards known to be associated with the four types of workplace violence as defined by State Law; and

WHEREAS, the purpose of this Workplace Violence Prevention Plan is to provide guidelines for City employees to follow aimed at preventing and reporting workplace violence, as it is the City's goal to maintain a violence-free working environment; and

WHEREAS, the City Council finds that it is in the best interests of the City to adopt a Workplace Violence Prevention Plan in furtherance of public health and safety and welfare services in the City and general workplace safety for its employees.

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

SECTION 1. The aforementioned recitals are incorporated herein by reference as set forth in full herein.

SECTION 2. Resolution No. 24-212 and the Workplace Violence Prevention Plan made part of that resolution is hereby repealed in its entirety.

SECTION 3. The Workplace Violence Prevention Plan, attached hereto as Exhibit A, is hereby approved and adopted to create a comprehensive workplace violence protection program for purposes of protecting employees from violence in the workplace.

SECTION 4. The Workplace Violence Prevention Plan attached hereto as Exhibit A, conforms to the requirements of Labor Code Section 6401.7 and Labor Code Section 6409.1.

SECTION 5. This resolution is exempt from the California Environmental Quality Act (“CEQA”) under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where, as here, it can be seen with certainty that there is no possibility that the activity in question would have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 6. If any section, subsection, sentence, clause, or phrase of this resolution is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this resolution. The City Council hereby declares that it would have passed this resolution, and each and every section, subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 7. The City Clerk shall certify to the adoption of this Resolution.

SECTION 8. The Resolution shall take effect immediately upon its adoption by City Council.

PASSED, APPROVED AND ADOPTED this 14th day of January 2025.

Gloria Olmos, Mayor

ATTEST:

Adrian Garcia, MMC, City Clerk

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

I, Adrian Garcia, City Clerk of the City of South El Monte, hereby certify that the foregoing Resolution, being Resolution No. 25-005, 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 January 2025, and that said Resolution was adopted by the following vote:

AYES:	Councilmember(s):
NOES:	Councilmember(s):
ABSENT:	Councilmember(s):
ABSTAIN:	Councilmember(s):

Adrian Garcia, MMC, City Clerk

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CITY OF SOUTH EL MONTE



WORKPLACE VIOLENCE PREVENTION PLAN

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PURPOSE

The City of South El Monte's ("City") Workplace Violence Prevention Plan ("WVPP" or "Plan") addresses the hazards known to be associated with the four (4) types of workplace violence as defined by law. The purpose of this Plan is to provide guidelines for City employees to follow in preventing and reporting workplace violence, as it is the City's goal to maintain a violence-free working environment. All employees are required to comply with the Plan. Failure to comply with this Plan will be appropriately disciplined, including, but not limited to, termination of employment.

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazard.

RESPONSIBILITY

The City Manager (“WVPP administrator”), has the authority and responsibility for implementing the provisions of this plan on behalf of the City. Managers and supervisors are responsible for implementing and maintaining the WVPP within their respective work areas and for fielding employee questions about the WVPP.

Job Title/Position	WVPP Responsibilities	Phone No.	Email Address
City Manager	Overall responsibility for the plan; approves the final plan and any major changes.	626-652-3116	rsalas@soelmonte.org
Director of Human Resources and Risk Management	Responsible for employee involvement and trainings; organizes safety meetings, updates training materials and handles reports of workplace violence.	626-579-6540	itessema@soelmonte.org
Emergency Operations Coordinator	Responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	626-652-3117	dgomez@soelmonte.org

EMPLOYEE ACTIVE INVOLVEMENT

The City implements the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and establishing the Plan:

- All employees will follow all workplace violence prevention plan directives, policies, and procedures and assist in maintaining a safe and inclusive work environment in accordance with relevant City policies and procedures, including, but not limited to, the Workplace Harassment Policy, the Injury and Illness Prevention Program and AB 1234 Ethics Conduct and Compliance.
- Management will work with and allow employees and authorized employee representatives to actively participate in:
 - Identifying, evaluating, and determining appropriate corrective measures to prevent workplace violence by conducting safety meetings aimed at the identification of workplace violence-related concerns/hazards, evaluation and remediation.
 - Designing and implementing training sessions relevant to identifying a threat of violence or assault and the City's reporting policy and procedures.
 - Reporting and investigating workplace violence incidents based on the City's internal reporting procedures.
- Management will ensure that all workplace violence policies and procedures within this written policy are clearly communicated and understood by all City employees. Managers and supervisors will enforce the rules fairly and uniformly.
- The Plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each of the City's work areas and operations.

EMPLOYEE COMPLIANCE

The City's system to ensure that its employees comply with the rules and work practices that are designed to make the workplace more secure and do not engage in threats or physical actions which create a security hazard for others in the workplace, includes at a minimum:

- Ensuring employees, supervisors and managers are properly trained regarding the City's Plan.
- Developing effective procedures to ensure supervisory and nonsupervisory employees comply with the City's Plan through training, monitoring and evaluations.
- Providing retraining to employees whose safety performance is deficient in accordance with the City's Plan.

- Recognizing employees who demonstrate safe work practices that promote the City's Plan through monthly email blasts and/or notices and verbal and/or written commendations.
- Disciplining employees who fail to comply with the Plan in accordance with the City's disciplinary policy as outlined within its respective Memorandums of Understanding and the City's Personnel Rules.

COMMUNICATION WITH EMPLOYEES

The City recognizes that open, two-way communication between management and staff about and/or regarding workplace violence issues is essential to a safe and productive workplace. As such, the following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and may consist of one or more of the following:

- New employee orientation including workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns through training aimed at warning signs of workplace violence and communicating in an employee's first language whenever practicable.
- Posted and distributed workplace violence prevention information.
- Permitting and encouraging employees to report a violent incident, threat, or other workplace violence concern to the City or directly to law enforcement without fear of reprisal or adverse action through anonymous reporting.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results following the conclusion of the hazard-related investigation.
- Sharing training materials and sample incident reports to ensure adequate reporting procedures and methods and developing coordinated responses to incidents.
- Updates during quarterly meetings with other employers in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.

COORDINATION WITH OTHER EMPLOYERS

The City will implement procedures to ensure non-City employers (i.e., contractors, subcontractors, temporary staffing agencies etc.) coordinate implementation of the City's Plan and understand their respective roles, as provided for within the Plan. The effective procedures include at a minimum:

- Ensuring all employees are trained on workplace violence prevention.
- Ensuring all workplace violence incidents involving any employee are reported, investigated, and recorded. This can be accomplished by reporting to the City Manager and/or Human Resources Department or their designee, via email at rsalas@soelmonte.org, itessema@soelmonte.org, phone call at 626-579-6540, or in-person reporting.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

The City will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager who will inform the City Manager or their designee. This will be accomplished by reporting via email to rsalas@soelmonte.org, phone call at 626-652-3116, or in-person reporting.
- To maintain anonymity, City employees may also anonymously report incidents through the repurposed "Suggestion Boxes" located at City Hall next to the employee bathrooms, the Community Center inside of the employee break/clock room, the Senior Center inside of the employee break room, the Public Works Maintenance Yard outside the employee break room and the Public Safety Office at the front lobby area. Anonymous reporting forms are attached herein as Attachment B. The suggestion boxes will be reviewed monthly by the HR Department.
- Direct automated alerts to Sheriff's Department coordinated through the City Manager.

EMERGENCY RESPONSE PROCEDURES

The City has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies through AI Users automatic alerts system.
- City will have in place up-to-date evacuation routes, emergency exits, procedures and guidelines for sheltering for all City facilities, attached herein as Attachment C.
- Guidelines regarding how to obtain help from staff, security personnel or law enforcement. The City will post information for response staff and local law

enforcement in common areas within City facilities and worksites. In the event that there is an immediate danger, employees are to call for emergency assistance by dialing 9-1-1 and then notify the City Manager or their designee, where practicable.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by the City to ensure that workplace violence hazards are promptly identified and evaluated:

- Inspections shall be conducted when the Plan is first established, after each workplace violence incident and whenever the City is made aware of a new or previously unrecognized hazard.
- The City shall review all submitted and/or reported concerns of potential hazards at least weekly and more frequently as determined by necessity.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted at least annually.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific Location
City Manager	City Hall
Emergency Operations Coordinator	City Hall
Public Works Director	All Facilities
Public Works Supervisor	All Facilities
Code Enforcement Supervisor	All Facilities

Inspections for workplace violence hazards may include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employees response during a robbery or other criminal act, including the City's policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act on City property or within the workplace.
- Procedures for reporting suspicious persons or activities.

- Effective location and functionality of emergency buttons, alarms and procedures that warn of actual or potential workplace violence dangers or that summon assistance.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace or designated safe areas to retreat during an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of the City.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- The use of work practices such as the "buddy" system for specified emergency events.
- How well management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner by the City Manager or designee. The City will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protective equipment and training.

- All corrective actions taken will be documented and dated on the appropriate City forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- Enhance workplace security by:
 - Improving lighting around and at the workplace.
 - Posting signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
 - Installing and utilizing surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside of the workplace, with the goal of dissuading criminal activity.
 - Hiring security guards and having them patrol the workplace interior and perimeter.
- Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by:
 - Ensuring the adequacy of workplace violence systems.
 - Posting emergency telephone numbers for law enforcement, fire and medical services.
 - Controlling access to and freedom of movement within the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
 - Installing effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
 - Ensuring employees have access to a telephone with an outside line
 - Provide employee training/re-training (refreshers) on the WVPP, which could include but is not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensuring that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively

by management and that the person making the report is not subject to retaliation by the person making the threat.

- Improving how well our establishment's management and employees communicate with each other.
 - Implementing procedures for reporting suspicious persons, activities and packages.
 - Providing and/or reviewing employee, supervisor and management training on emergency action procedures.
- Ensure adequate employee escape routes.
 - Increase awareness by employees, supervisors and managers of the warning signs of potential workplace violence through de-escalation training. At management discretion, the City may designate additional training as required.
 - Ensure that employee disciplinary and discharge procedures address the potential for workplace violence in accordance with the City's Disciplinary Procedures listed within its Personnel Rules.
 - Establish a policy for prohibited practices; including, but not limited to, the Drug & Alcohol Free Workplace Policy and Discrimination and Harassment Policy.
 - Limit the amount of cash on hand and use time access safes for large bills.
 - Provide procedures for a "buddy" system for specified emergency events.

PROCEDURES FOR POST-INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the City Manager or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview all involved parties, including, but not limited to, City employees, witnesses, law enforcement and/or public safety enforcement officers.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Record investigation findings and take necessary and appropriate corrective action to prevent similar incidents from occurring.

- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident (Attached herein as Attachment A) and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type(s) involved in the reported incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing their usual job duties, working in a poorly lit area(s), rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside of the workplace.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
 - Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title and the date completed.
- Reviewing all previous incidents.
 - Offer staff individual trauma counseling resources.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address ("email"), telephone number, social security number or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices and the subsequent risks associated with workplace violence. The City will provide training material appropriate in content and vocabulary to the educational level, literacy and language of its employees. These training sessions may include presentations, discussions and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the Plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the Plan.
- When new equipment or work practices and/or procedures are introduced.

The City will provide its employees with training and instruction on the definitions found on pages 1-2 of this Plan and the requirements listed below:

- The City's WVPP, how to obtain a copy of the City's Plan at no cost and how to participate in the development and implementation of the City's Plan.
- How to report workplace violence incidents or concerns to the City or law enforcement without fear of reprisal.

- Workplace violence hazards specific to the employees' job, the corrective measures the City has implemented, how to seek assistance to prevent or respond to violence and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records and violent incident logs.
- Opportunities the City has for interactive questions and answers with a person knowledgeable about the City's Plan.
- Strategies to avoid or prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for employees desiring such assistance.

Employees assigned to respond to alerts, alarms or systems that are in place to warn others will receive additional training that may include:

- General and personal safety measures.
- Aggression and violence-predicting factors.
- The assault cycle.
- Characteristics of aggressive and violent persons.
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior.
- Strategies to prevent physical harm.
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

The City ensures that its Plan shall be in writing and shall be available and easily accessible to its employees, authorized employee representatives, and representatives of Cal/OSHA at all times.

This will be accomplished by providing employees with a copy at their time of hire and subsequent hardcopies being provided to each Department head.

RECORDKEEPING

The City will:

- Create and maintain records of workplace violence hazard identification, evaluation and correction for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for a minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation and correction; training, incident logs and workplace violence incident investigations as required by law, shall be made available to Cal/OSHA upon its request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be available to employees and/or their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request:

- Records of workplace violence hazard identification, evaluation and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The City's WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the above Employee Active Involvement section of this Plan, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of City's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. Necessary revisions could include changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

In accordance with the law, the City will immediately report to Cal/OSHA any serious injury, illness, or death (including any due to workplace violence) of an employee occurring in a place of employment or in connection with any employment.

Employee Assistance Program

The City maintains an Employee Assistance Program ("EAP"), which provides help to employees and their families who suffer from personal or emotional issues. The EAP provides professional counseling on a strictly confidential basis. The City encourages its employees to seek professional help for any personal issues involving interpersonal problems or anger management issues that may arise.

For All Employees

To access services, contact Human Resources at 626-580-3579 or utilize the City's Human Resources webpage at <https://www.cityofsouthelmonte.org/169/Human-Resources>.

HISTORY

Adopted:

Rene Salas
City Manager

Enclosures:

Attachment A – Workplace Violence Incident Log
Attachment B – Workplace Violence Incident Report Form
Attachment C – City Evacuation Plans, Emergency Exits and Shelter-in-Place Procedures
Attachment D – Injury and Illness Prevention Program

ATTACHMENT A – WORKPLACE VIOLENCE INCIDENT LOG

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by law.

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Date the incident occurred: _____

Approximate time that the incident occurred: _____

Location(s) of Incident:

Workplace Violence Type (Indicate which type(s), Type 1, 2,3,4):

Notate which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.

- Explain (Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Workplace violence committed by (For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.):

Circumstances at the time of the incident (write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.):

Where the incident occurred (Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.):

Consequences of the incident, including, but not limited to:

- [illegible]

[illegible][illegible]

o Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the City. Indicate method and date it was provided and to whom.

This violent incident log was completed by:

Date _____

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ATTACHMENT B - WORKPLACE VIOLENCE INCIDENT REPORT FORM

WORKPLACE VIOLENCE INCIDENT REPORT FORM

Reporting Employee (Do not include name or position/title if you anonymously reporting):

Employee Name: _____

Position/Title: _____

Date: _____

TYPE OF VIOLENCE/THREAT OF VIOLENCE CONCERN

Check all that apply.

- ☐ VIOLENCE COMMITTED BY PERSON WITH NO LEGITIMATE BUSINESS AT WORKSITE, INCLUDING VIOLENT ACTS BY PERSON WHO ENTERS WORKPLACE OR APPROACHES EMPLOYEES WITH THE INTENT TO COMMIT A CRIME
- ☐ VIOLENCE DIRECTED AT EMPLOYEES BY CUSTOMERS, CLIENTS, PATIENTS, STUDENTS, INMATES OR VISITORS
- ☐ VIOLENCE AGAINST AN EMPLOYEE BY A CURRENT OR FORMER CITY EMPLOYEE, SUPERVISOR OR MANAGER
- ☐ VIOLENCE COMMITTED IN THE WORKPLACE BY A PERSON WHO DOES NOT WORK AT/FOR THE CITY BUT HAS OR IS KNOWN TO HAVE HAD A PERSONAL RELATIONSHIP WITH A CITY EMPLOYEE
- ☐ THREAT OF VIOLENCE

DESCRIPTION OF VIOLENCE/THREAT OF VIOLENCE CONCERN

Location/Building Incident Occurred: _____

Date Incident Occurred: _____

Approximate Time Incident Occurred: _____

(1) Provide a detailed description of the incident and any additional information relevant to the violent incident type or perceived threat of violence.

(2) Who was the workplace violence committed by?

(3) Describe the circumstances at the time of the incident (What was happening at time of incident, were employees engaged job duties, describe the work environment, including lighting, staffing levels, working in a new position etc.).

(4) Describe where the incident occurred.

Send completed form to City Manager for review.

If this is an anonymous report place in a repurposed “Suggestion Box” located at City Hall next to the employee bathrooms, Community Services Building inside of the employee break/clock room, Senior Center inside of the employee break room, the Public Works Maintenance Yard outside the employee break room and the Public Safety Office at the front lobby area.

**To be completed by City Manager or designee.
WVPP Implementation Official Action**

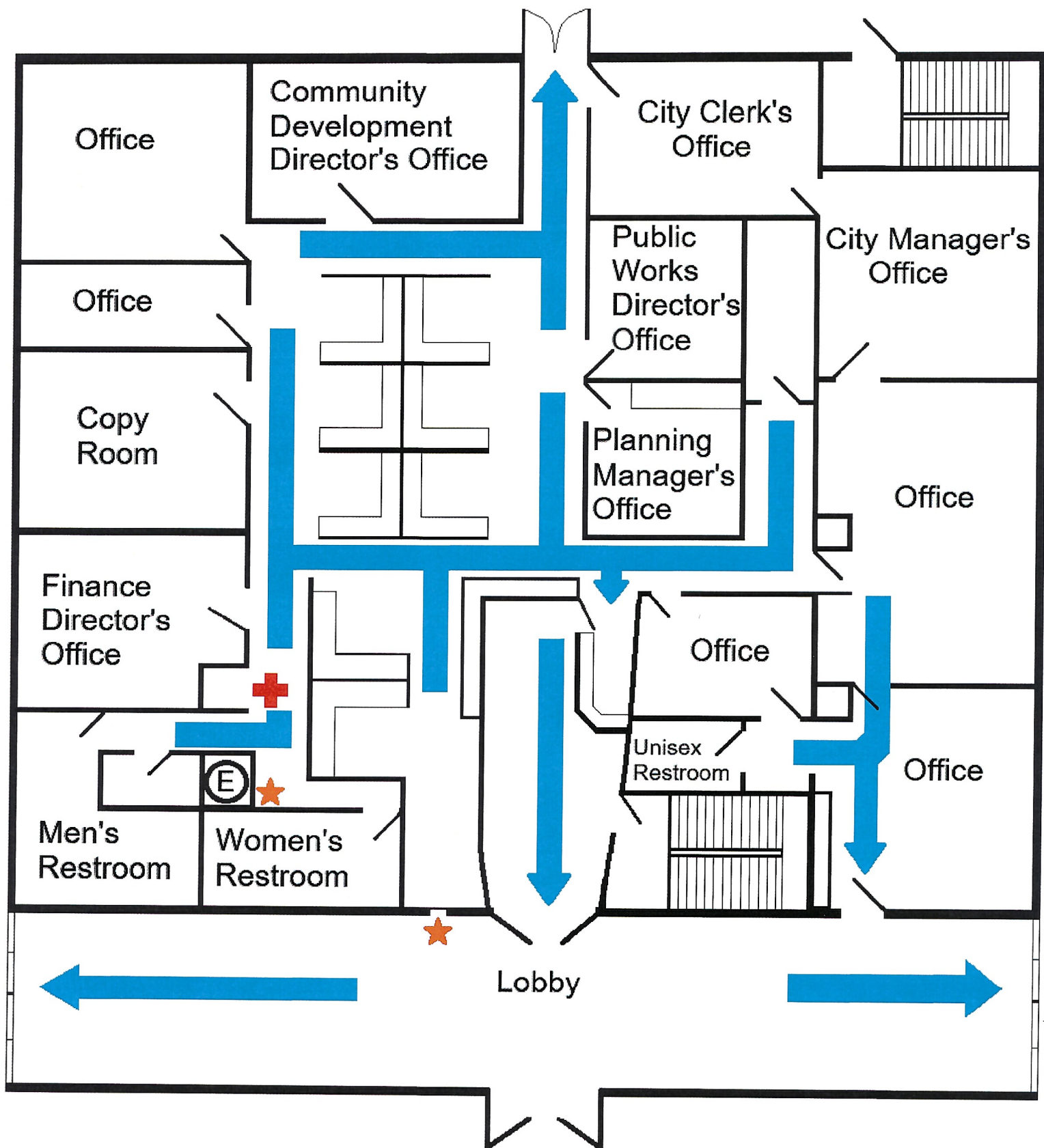
Date Reviewed: _____ **Assigned to (Name):** _____

Resolution:

RESOLUTION COMPLETE _____
Signature Date

Reporter Advised of Resolution (If Anonymous Report, No Advise ment Necessary) :

ATTACHMENT C – CITY EVACUATION PLANS, EMERGENCY EXITS AND SHELTER-IN-PLACE PROCEDURES



First Floor Plan

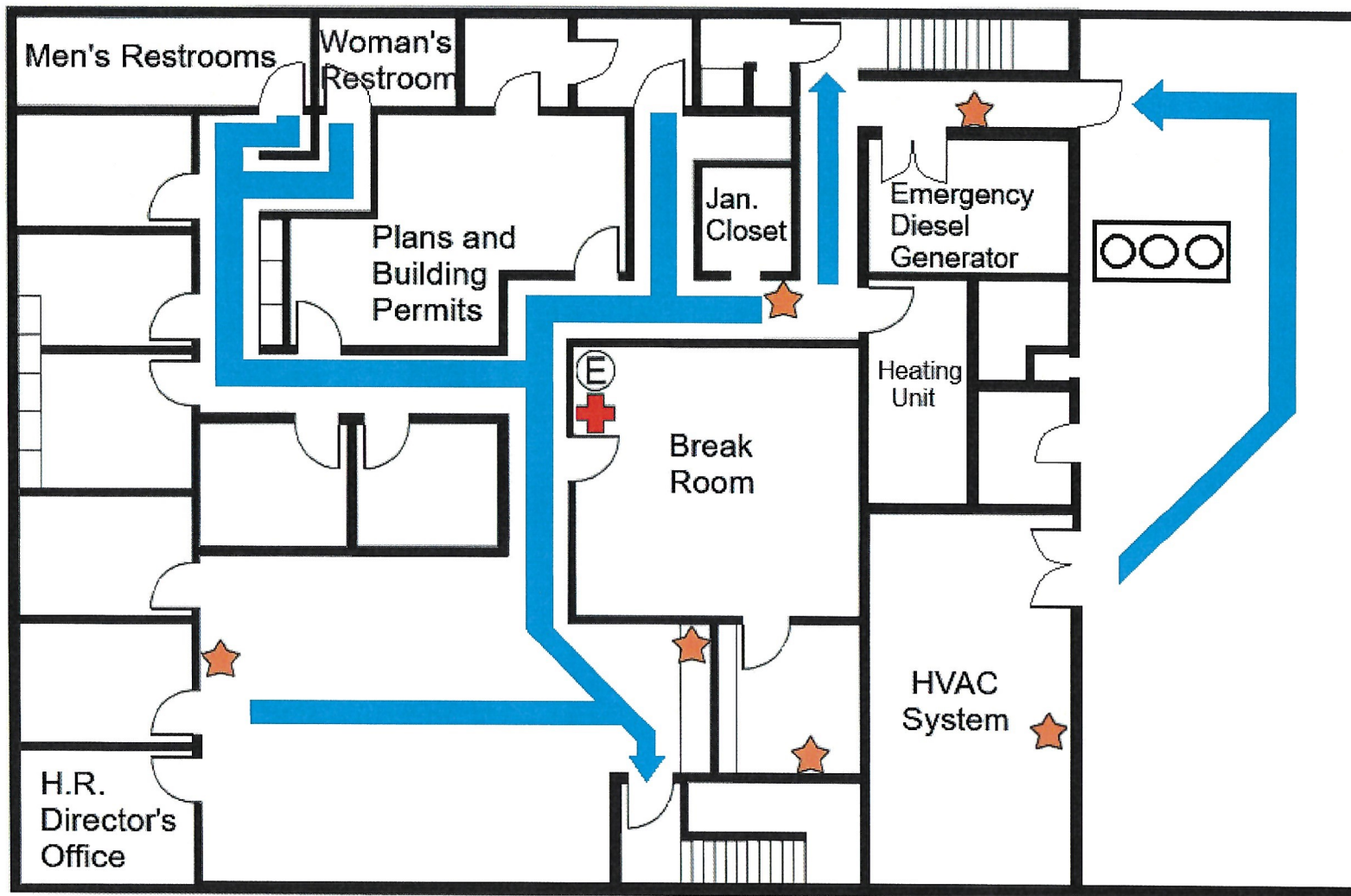
 Emergency Exits

 First Aid

 Fire Extinguisher

 Emergency Equipment





BASEMENT FLOOR



EMERGENCY
EXITS



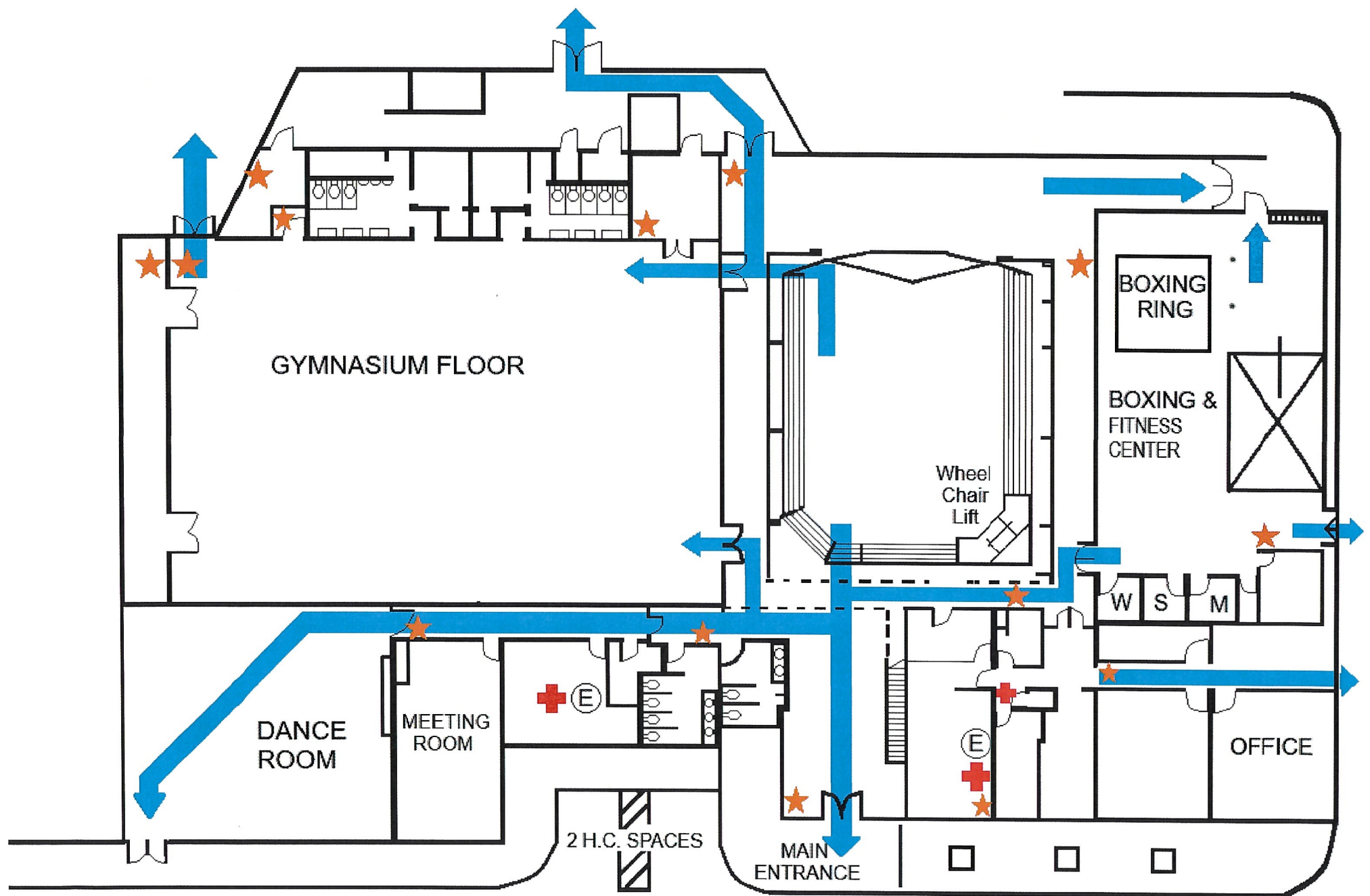
FIRST
AID



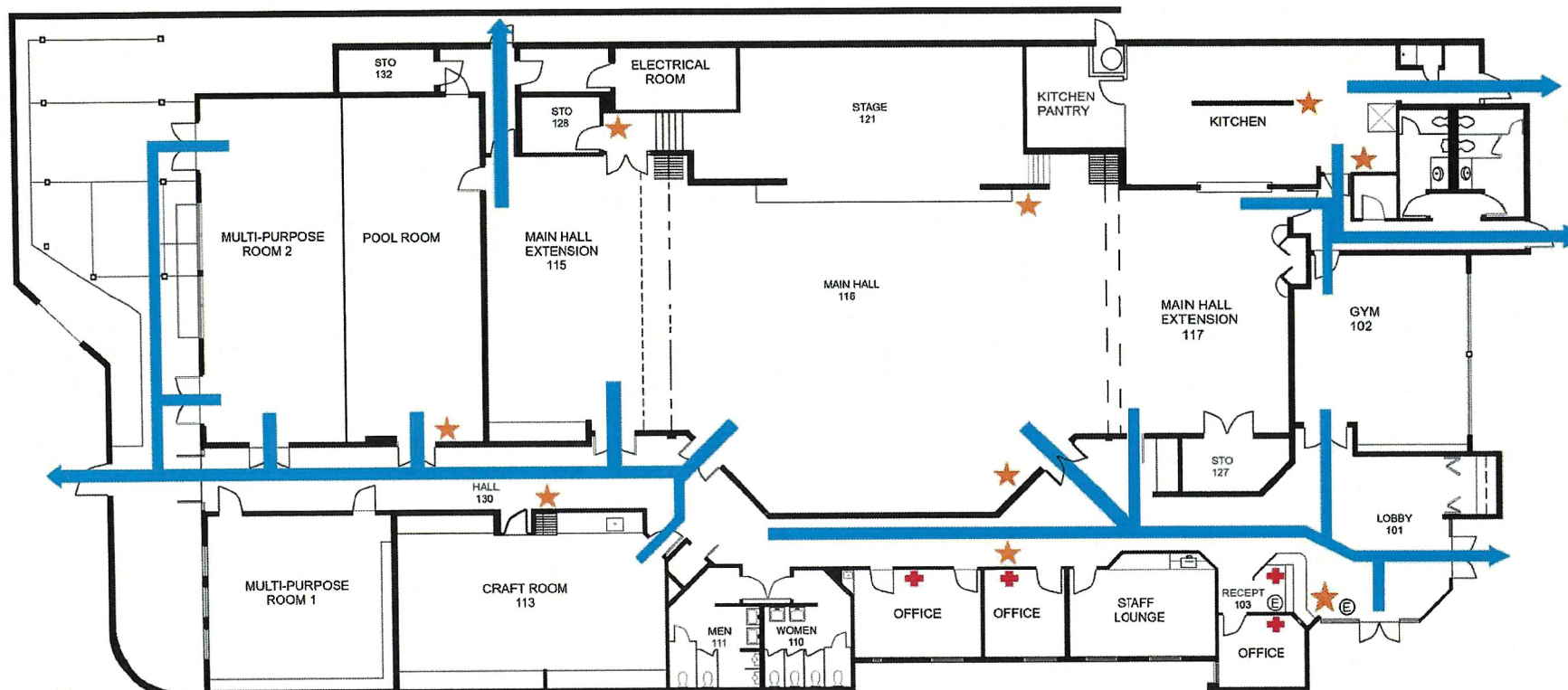
FIRE
EXTINGUISHER



EMERGENCY
EQUIPMENT

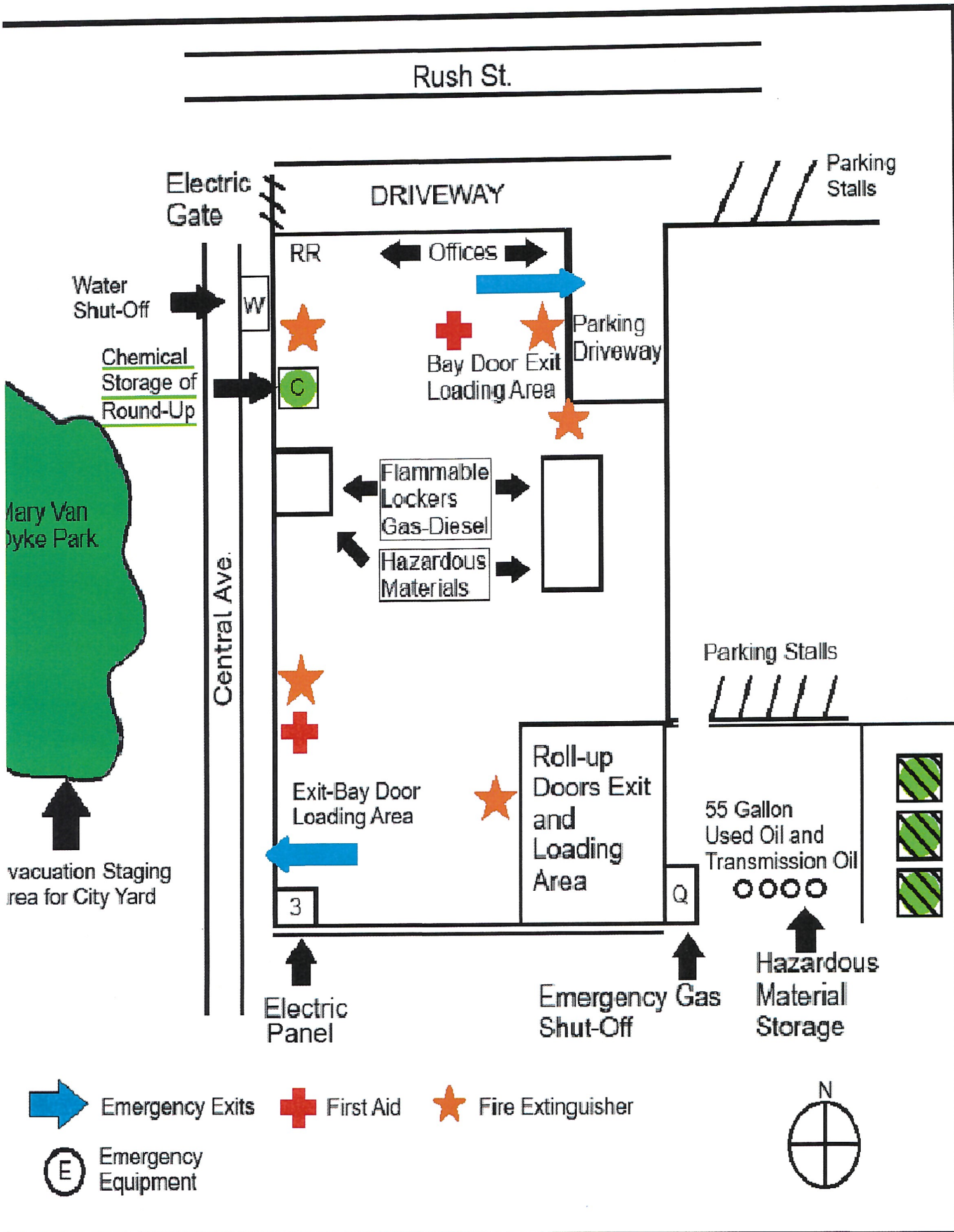


 Emergency Exits
  First Aid
  Fire Extinguisher
  Emergency Equipment

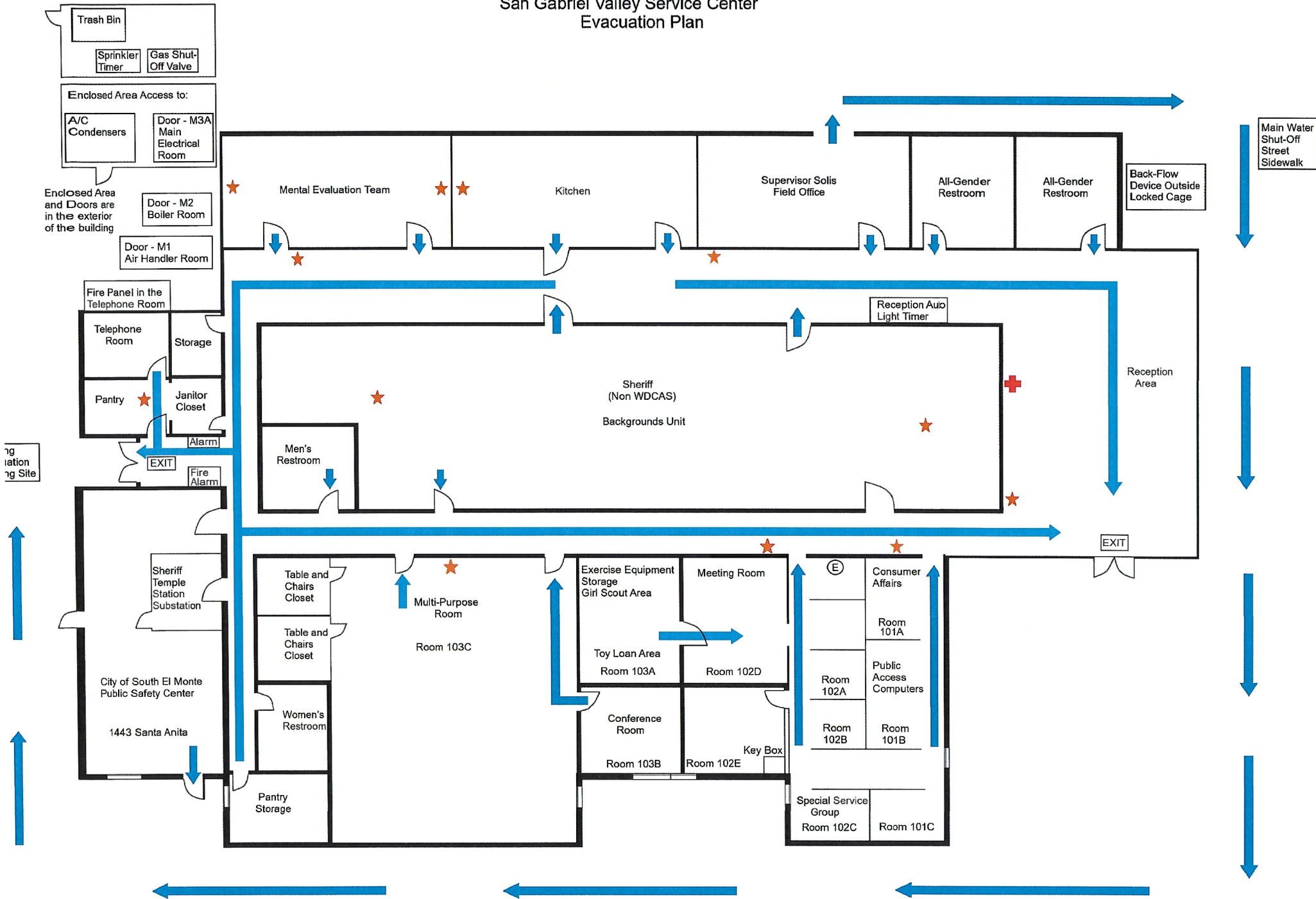


 Emergency Exits
  First Aid
  Fire Extinguisher
  Emergency Equipment

SENIOR CENTER



San Gabriel Valley Service Center Evacuation Plan



Emergency Exits



First Aid

Page 326 of 367



Fire Extinguisher



Emergency Equipment



ATTACHMENT D – INJURY AND ILLNESS PREVENTION PROGRAM

CITY OF SOUTH EL MONTE



INJURY AND ILLNESS PREVENTION PROGRAM

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Introduction

The City of South El Monte (“City”) has established this Injury and Illness Prevention Program (“IIPP” or “Plan”) in accordance with California Code of Regulations, Title 8, Chapter 4, Section 3203 of the General Industry Safety Orders and Section 1509 of the Construction Safety Orders. This document encompasses the City’s IIPP.

The maintenance of a safe and healthy work environment is imperative for the successful operation of the City’s business. For this reason, safety requirements are considered fundamental to the design and construction of City facilities and worksites. To achieve our objectives, all City employees are trained and are expected to comply with all applicable health and safety policies and practices.

Responsibility

The HR Director or designee has the authority and the responsibility for implementing and maintaining this Plan on behalf of the City. Managers and supervisors are responsible for implementing and maintaining the Plan within their designated work areas and for answering employee questions about the Plan. Copies of this Plan will be readily available for employees upon request to a Department Head.

Compliance

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices including, but not limited to, adhering to all City implemented directives, policies and procedures aimed at maintaining a safe work environment. To reinforce compliance with the City’s health and safety practices, the City shall:

- Inform all employees, including temporary workers, of the provisions of its Plan and supporting policies and procedures.
- Evaluate the safety performance of all workers.
- Recognize employees verbally and on written performance evaluations who perform safe and healthful work practices.
- Provide training to employees whose safety performance is deficient.
- Discipline employees for failure to comply with safe and healthful work practices and/or for failure to comply with City policies, procedures and guidelines.

Employees who observe or are aware of unsafe behavior and conduct within the workplace are expected to report the observed behavior to their supervisor, manager or anonymously by using a Hazard Report form, Attached herein as Attachment A.

Communication

Management, including the HR Director, will ensure that Occupational Safety and Health Administration (“OSHA”) compliance training is provided to all employees in a format readily understandable to its employees. The City’s communication system encourages all employees to inform their managers and/or supervisors about workplace hazards without fear of reprisal. The City has a strict no-retaliation policy and instances of retaliation are to be promptly reported to a member of the City’s Human Resources Department.

The City’s communication system includes the following:

- New employee orientation including, but not limited to, a discussion of safety and health policies and procedures.
- Review of the IIPP.
- Regularly scheduled safety meetings.
- Quarterly scheduled staff meetings.
- Posted or distributed safety information.
- A system for employees to anonymously inform management about workplace hazards.
- Job performance feedback.
- Training programs.

Hazard Assessment

The HR Director or designee will conduct periodic inspections to identify and evaluate workplace hazards.

Periodic inspections are performed according to the following schedule:

- When the IIPP is first established.
- When the IIPP is substantively revised.
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.

Accident/Exposure Investigations

The HR Director or designee is responsible for investigating workplace accidents and hazardous substance exposures. Employees shall promptly report all incidents, accidents and near misses to their supervisor.

Procedures for investigating workplace accidents and hazardous substance exposures include the following:

- Visiting the accident or exposure scene as soon as safe and practicable.
- Interviewing injured workers and witnesses, including local law enforcement and security personnel as appropriate.
- Examining the workplace for factors associated with the accident/exposure.
- Wherever practicable, determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and corrective actions taken on the appropriate forms.

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based upon the severity of the hazards. All corrective actions taken and the dates in which the action is completed shall be documented. Hazards shall be corrected according to the following procedures:

- When observed and or discovered.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, the City will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection, e.g., personal protective equipment (“PPE”) and training.

Training and Instruction

All employees, including managers and supervisors, shall be provided training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIPP is first established and when substantive changes are made.
- To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA.

- To all workers given new job assignments for which training was not previously provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard.
- Whenever the City is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.

The City's general workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIPP and general measures for reporting unsafe conditions, work practices and injuries or illnesses.
- Emergency action and fire prevention plans.
- Provisions for medical services and first aid including, but not limited to, emergency procedures.
- Prevention of musculoskeletal disorders, including, but not limited to, proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and/or electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.
- Use of appropriate clothing, including, but not limited to, gloves, footwear and PPE.
- City's Workplace Violence Prevention Plan ("WVPP") and AB 1234 Ethics Code of Compliance.

Recordkeeping

The City has taken the following steps to implement and maintain its IIPP:

We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

HISTORY

Adopted:

Rene Salas
City Manager

Enclosures:

Attachment A – Hazard Report Form
Attachment B – Hazard Assessment and Correction Record
Attachment C – Accident/Exposure Investigation Report
Attachment D – Employee Training and Instruction Record

ATTACHMENT A – HAZARD REPORT FORM

HAZARD REPORT FORM

Reporting Employee (Do not include name or position/title if you anonymously reporting):

Employee Name: _____

Position/Title: _____

Date: _____

TYPE OF HAZARD/SAFETY CONCERN

Check all that apply.

- ☐ GENERAL HEALTH & SAFETY
- ☐ SECURITY
- ☐ FIRE CODE

- ☐ ENVIRONMENTAL
- ☐ OTHER

DESCRIPTION OF HAZARD/SAFETY CONCERN

Location/Building of Concern: _____

Date of Hazard/Concern: _____

Approximate Time of Hazard/Concern: _____

(1) Please describe the unsafe condition or unsafe action you observed, the date and time you observed it and any action(s) you have taken to address it:

(2) Please *describe any suggestions* regarding how a process or duty you perform in your work environment can be performed more safely.

Send completed form to Human Resources Director for review.

To be completed by Human Resources Director or designee.
IIPP Implementation Official Action

Resolution:

Reporter Advised of Resolution (If Anonymous Report, No Advisement Necessary) :

ATTACHMENT B - HAZARD ASSESSMENT AND CORRECTION RECORD

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of
Inspection: _____

Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of
Inspection: _____

Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of
Inspection: _____

Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

ATTACHMENT C - ACCIDENT/EXPOSURE INVESTIGATION REPORT

ACCIDENT/EXPOSURE INVESTIGATION REPORT

Date & Time of Accident:
Location:
Accident Description:
Workers Involved:
Preventive Action Recommendations:
Corrective Actions Taken:

--

Manager Responsible:

Date Completed

ATTACHMENT D - EMPLOYEE TRAINING AND INSTRUCTION RECORD

EMPLOYEE TRAINING AND INSTRUCTION RECORD

[illegible]



City Council Agenda Report

Agenda Item No. 11.a.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Ariana De La Cruz, Director of Community Services

SUBJECT: LETTER FROM THE MONTEBELLO BREWERS CORPORATION REQUESTING A FACILITY FEE WAIVER FOR THE USE OF DEAN L. SHIVELY PARK FIELD AND NEW TEMPLE PARK FIELDS AND CONSIDERATION TO HOST TWO BASEBALL TOURNAMENTS IN 2025

SUMMARY: The Montebello Brewers Baseball Corporation ("Brewers") is requesting a facility fee waiver for the use of Dean L. Shively Park ("Shively") field and New Temple Park ("New Temple") fields to host their 2025 season's practices and games. In addition, the Brewers are requesting approval to host two (2) baseball tournaments.

RECOMMENDED ACTION: Staff recommends City Council discuss and consider:

1. The facility fee waiver request for the use of Shively Park and New Temple Park fields for the estimated amount of \$35,425.00; and
2. Approval to host two baseball tournaments.

FISCAL/FINANCIAL IMPACT: If approved in accordance with the Facility Reservation Regulations and Fee Schedule, the City will waive the facility rental fees in the estimated amount of \$35,425.00 and the Brewers are responsible for all remaining costs associated with the reservation, including but not limited to, light fees, insurance coverage, and refundable damage deposits.

This amount may change based on modifications to the reservation. However, any increases in the requested fee waiver amounts will require City Council approval and must be submitted in a timely manner by the Brewers in writing.

Please reference Attachment A - Cost Details, summarizing the cost details associated with the fee waiver request.

DISCUSSION: The Brewers are a certified non-profit organization that invites boys between the ages of eight to sixteen (8 -16) to try out for their competitive travel baseball

program. In recent years, the City has sponsored the program by waiving the facility use fees for the fields at Shively Park and New Temple Park.

The Brewers are requesting a fee waiver for the use of the fields at Shively and New Temple Park to host their 2025 season's practices, games, and tournaments. The fee waiver includes the rental of the five (5) fields at New Temple Park and one (1) field at Shively Park for the estimated amount of \$35,425.00. The Brewers requested dates are as follows:

Dates: March 3, 2025 to June 28, 2025

Park: Dean L. Shively Park

Days: Monday to Saturday

Times: Monday to Friday - 6:00 p.m. to 8:30 p.m. / Saturdays - 8:00 a.m. to 6:00 p.m.

Dates: July 7, 2025 to July 28, 2025

Park: Dean L. Shively

Days: Mondays, Fridays, and Saturday

Times: Mondays and Fridays - 6:00 p.m. to 8:30 p.m. / Saturdays - 8:00 a.m. to 6:00 p.m.

Date: August 4, 2025 to December 5, 2025

Park: New Temple Park

Days: Monday, Fridays, and Saturdays

Times: Mondays and Fridays - 6:00 p.m. to 8:30 p.m. / Saturdays - 8:00 a.m. to 6:00 p.m.

In addition, the Brewers are requesting to host two (2) baseball tournaments. The proposed Breast Cancer Awareness Tournament is scheduled from Friday, October 17, 2025, to Sunday, October 19, 2025, which will raise funds that will be donated to the City of Hope Hospital. The proposed Toys for Tots Tournament is scheduled from Saturday, December 6, 2025, to Sunday, December 7, 2025, which collects toys that will be donated to the South El Monte Christmas Wish Toy Giveaway event.

At the January 9, 2024 City Council Meeting, the City Council approved an amended Facility Reservations Regulations and Fee Policy adding additional criteria to non-profit agencies in order to qualify to request a reservation fee waiver. The criteria specifies that the non-profit agencies:

- must have a South El Monte address registered in the state of California; and
- must have "South EL Monte" in the name or title; and
- must have 25% participation of South El Monte residents.

However, the City Council approved that the amended provisions do not apply to the Brewers, making them eligible to request a reservation fee waiver.

If the Brewers request is granted, the Brewers must allow use of the fields to any South El Monte-based organization or program during their approved reservation time.

ATTACHMENT(S):

- A. Brewers Reservation Cost Details
- B. Brewers Facility Reservation Applications
- C. Brewers Fee Waiver Request Letter

ATTACHMENT A

Waived Facility Rental Fees

Fee Description	Units	Total
Shively Park Reservation Fee	\$50/hour x 382 hours	\$19,100.00
New Temple Park Reservation Fee	\$50/hour x 280 hours	\$14,000.00
New Temple Park Reservation Fee- Baseball Tournaments	\$50/hour x 46.5 hours	\$2,325.00
Total Waived Fees:		\$35,425.00

Non-Waived Fees

Light Fees Full Price	Units	Total
Shively Park Light Fee	\$30/hour x 233 hours	\$6,990.00
New Temple Park Light Fee	\$30/hour x 200 hours	\$6,000.00
New Temple Park Light Fee- Base Ball Tournament	\$50/hour x 19.5 hours	\$975.00
Total Light Fees:		\$13,965.00

Fee Description	Units	Total
New Temple Park Damage Deposit:	\$500.00	\$500.00
Shively Park Damage Deposit:	\$500.00	\$500.00
Total Damage Deposit Fees:		\$1,000.00

The logo is a circular seal. The outer ring contains the text "SOUTH EL MONTE" at the top and "CITY OF ACHIEVEMENT" at the bottom, separated by small dots. The inner circle is divided into four quadrants. The top-left quadrant features a shield with a blue field containing white stars and a red field containing white stripes. The top-right quadrant shows a large, ornate trophy cup. The bottom-left quadrant depicts a steam locomotive. The bottom-right quadrant contains the text "INCORPORATED 1970".

APPLICANT INFORMATION	
Name: Leo Briones	Organization/Business: Montebello Brewers Baseball Inc.
Address:	City: Zip Code:
Home Phone:	Work Phone:
Cell Phone:	Email:

****APPLICANT MUST BE PRESENT AT ALL TIMES DURING THE EVENT****
****ALL EVENING PERMITS CONCLUDE AT 12:00 MIDNIGHT****

RESERVATION INFORMATION

1. COMMUNITY CENTER			2. SENIOR CENTER			3. AQUATICS CENTER			4. PARKS		
___ Kitchen			___ Dining Room			___ Main Pool			Mary Van Dyke		
___ Gymnasium			___ Arts and Craft Room			___ Wading Pool			___ Community Room		
___ Amphitheater			___ Game Room I			___ Locker Rooms			___ Gazebo		
___ Dance Room			___ Game Room II						New Temple		
									_____ Field		
									Shively Park		
									_____X_____ Field		
Date of Event:		March 3, 2025 to June 28, 2025		Day(s):	Monday to Saturdays		Estimated Attendance:		___100___		
Purpose of Event/Function:		Baseball Games and Practices									
Reservation Time Mon to Fri:		6:00 pm__	to	8:30 pm					to		
Reservation Time Saturday:		_8:00 am_	to	6:00 pm__		Clean up Time:				to	
Will the event be open to the public?		Yes									
Will there be entertainment?		No				If yes, what type? _____					
Will food be served?		No				If yes, name of caterer?					

I have read, signed and agree to comply with the Facility Rules and Regulations.

Signature of Applicant: _____ Date: _____

----- **OFFICE USE ONLY** -----
☐ APPROVED ☐ DENIED Recreation Services Designee _____ Date: _____

City of South El Monte Recreation Services Department

APPLCIANT NAME: Montebello Brewers Baseball DATE OF USE: 3/3/25 to 6/28/25

FACILITY: Dean L. Shively Park Field

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

Field Rental Fee	\$ 50 Per Hour x 356 Hours	\$ 17,800.00
Light Fee	\$ 30 Per Hour x 210 Hours	\$ 6,300.00
Security Guard Fee	\$ _____ x _____ # Guard (s) x _____ Hours	\$ NA
Kitchen Fee		\$ NA
Clean Up Fee		\$ NA
Damage Deposit		\$ 500.00
Insurance Premium Certificate	Agency will provide	\$ 0.00
Liquor Premiums		\$ Na
ABC Permit	Agency will provide	\$ NA
	TOTAL:	\$ 24,600.00

of Round Tables: _____

of Rectangle Tables: _____

of Chairs _____

Table and Chair Ratio

8 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:

Full refund: Yes _____ No _____

Invoice #: _____

Account#: _____

Reservation Info:

If No, reason:

Amount refunded: \$ _____ Warrant Request Made on: _____



City of South El Monte Recreation Services Department
1530 Central Avenue, South El Monte, CA 91733
Phone: (626) 579-2043
www.ci.south-el-monte.ca.us



APPLICANT INFORMATION

Name: Leo Briones	Organization/Business: Montebello Brewers Inc.
Address:	City: Zip Code:
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		New Temple		
			☐ Field		
			☐ Picnic Area		
			Shively Park		
			☒ Field		
			☐ Picnic Area		
Date of Event:	July 7, 2025 to July 28, 2025	Day(s):	Monday, Friday, Saturday	Estimated Attendance:	100
Purpose of Event/Function:	Baseball Practices and Games				
Mondays and Fridays Time:	6:00 pm	to	8:30 pm	Set up Time:	to
Time Saturday and Sunday:	8:00 am	to	6:00 pm	Clean up Time:	to
Will the event be open to the public?	Yes				
Will there be entertainment?	No				
Will food be served?	Yes				
Portable Stage needed?	No				

I, the undersigned, on behalf of the above named organization/business, do hereby agree to indemnify and hold harmless the City of South El Monte and any of its officers, agents or employees from any liability, claim or legal action for damages resulting from or in any way arising out of this application and agreement and will agree 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 have read, signed and agree to comply with the Facility Rules and Regulations.

City of South El Monte Recreation Services Department

APPLCIANT NAME: Montebello Brewers Baseball DATE OF USE: 7/7/25 to 12/28/25

FACILITY: Shively Park Field

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

Field Rental Fee	\$ 50 Per Hour x 26 Hours	\$ 1,300.00
Lighting Fee	\$ 30 Per Hour x 23 hours	\$ 690.00
Security Guard Fee	\$ _____ x _____ # Guard (s) x _____ Hours	\$ NA
Kitchen Fee		\$ NA
Clean Up Fee		\$ NA
Damage Deposit		\$ NA
Insurance Premium Certificate	Agency will provide	\$ 0.00
Liquor Premiums		\$ NA
ABC Permit		\$ NA
	TOTAL:	\$ 1,990.00

of Round Tables: _____

of Rectangle Tables: _____

of Chairs _____

Table and Chair Ratio

8 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:

Full refund: Yes _____ No _____

Invoice #: _____

Account#: _____

Reservation Info:

If No, reason:

Amount refunded: \$ _____ Warrant Request Made on: _____



City of South El Monte Recreation Services Department
1530 Central Avenue, South El Monte, CA 91733
Phone: (626) 579-2043
www.ci.south-el-monte.ca.us



APPLICANT INFORMATION

Name: Leo Briones	Organization/Business: Montebello Brewers Baseball Inc.		
Address:	City:	Zip Code:	
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				New Temple	
						☐ X ☐ Field	
						Shively Park	
						☐ Field	
Date of Event:	August 4, 2025 to December 5, 2025	Day(s):	Monday, Friday, and Saturdays	Estimated Attendance:	_100_____		
Purpose of Event/Function:	Baseball Games and Practices						
Reservation Time Mon to Fri:	6:00 pm	to	8:30 pm		to		
Reservation Time Saturday:	9:00 pm	to	6:00 pm	Clean up Time:		to	
Will the event be open to the public?	Yes						
Will there be entertainment?	No		If yes, what type?				
Will food be served?	No		If yes, name of caterer?				

I, the undersigned, on behalf of the above named organization/business, do hereby agree to indemnify and hold harmless the City of South El Monte and any of its officers, agents or employees from any liability, claim or legal action for damages resulting from or in any way arising out of this application and agreement and will agree 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 have read, signed and agree to comply with the Facility Rules and Regulations.

Signature of Applicant: _____ Date: _____

----- **OFFICE USE ONLY** -----
☐ APPROVED ☐ DENIED Recreation Services Designee _____ Date: _____

City of South El Monte Recreation Services Department

APPLICANT NAME: Montebello Brewers Baseball DATE OF USE: 8/4/25 to 12/5/25

FACILITY: New Temple Park Fields

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

Field Rental Fee	\$ 50 Per Hour x 280 Hours	\$ 14,000.00
Lighting Fee	\$ 30 Per Hour x 200 hours	\$ 6,000.00
Security Guard Fee	\$ _____ x _____ # Guard (s) x _____ Hours	\$ NA
Kitchen Fee		\$ NA
Clean Up Fee		\$ NA
Damage Deposit		\$500.00
Insurance Premium Certificate	Agency will provide	\$ 0.00
Liquor Premiums		\$ NA
ABC Permit		\$ NA
	TOTAL:	\$20,500.00

of Round Tables: _____

of Rectangle Tables: _____

of Chairs _____

Table and Chair Ratio

8 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:

Full refund: Yes _____ No _____

Invoice #: _____

Account#: _____

Reservation Info:

If No, reason:

Amount refunded: \$ _____ Warrant Request Made on: _____



City of South El Monte Recreation Services Department
1530 Central Avenue, South El Monte, CA 91733
Phone: (626) 579-2043
www.ci.south-el-monte.ca.us



APPLICANT INFORMATION

Name: Leo Briones	Organization/Business: Montebello Brewers Baseball Inc.
Address:	City: Zip Code:
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
☐ Dance Room	☐ Game Room II		New Temple
			☒ Field
			Shively Park
			Field
Date of Event:	10/17 to 10/19/25	Day(s):	Friday, Saturday, Sunday
			Estimated Attendance: 200
Purpose of Event/Function:	Striking Out Cancer Baseball Tournament		
Reservation Time Mon to Fri:	6:00 pm	to	8:30 pm
Reservation Time Saturday:	9:00 am	to	9:00 pm
Will the event be open to the public?	Yes		
Will there be entertainment?	No		
Will food be served?	No		
	If yes, what type?		
	If yes, name of caterer?		

I, the undersigned, on behalf of the above named organization/business, do hereby agree to indemnify and hold harmless the City of South El Monte and any of its officers, agents or employees from any liability, claim or legal action for damages resulting from or in any way arising out of this application and agreement and will agree 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 have read, signed and agree to comply with the Facility Rules and Regulations.

Signature of Applicant: _____ Date: _____

----- OFFICE USE ONLY -----

☐ APPROVED ☐ DENIED Recreation Services Designee _____ Date: _____

City of South El Monte Recreation Services Department

APPLICANT NAME: Montebello Brewers Baseball DATE OF USE: 10/17/25 to 10/19/25

FACILITY: New Temple Park Fields

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

Field Rental Fee	\$ 50 Per Hour x 26.5 Hours	\$ 1,325.00
Lighting Fee	\$ 30 Per Hour x 11.5 hours	\$ 345.00
Security Guard Fee	\$ _____ x _____ # Guard (s) x _____ Hours	\$ NA
Kitchen Fee		\$ NA
Clean Up Fee		\$ NA
Damage Deposit		\$
Insurance Premium Certificate	Agency will provide	\$ 0.00
Liquor Premiums		\$ NA
ABC Permit		\$ NA
	TOTAL:	\$1,670.00

of Round Tables: _____

of Rectangle Tables: _____

of Chairs _____

Table and Chair Ratio

8 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:

Full refund: Yes _____ No _____

Invoice #: _____

Account#: _____

Reservation Info:

If No, reason:

Amount refunded: \$ _____ Warrant Request Made on: _____

City of South El Monte Recreation Services Department



1530 Central Avenue, South El Monte, CA 91733

Phone: (626) 579-2043

www.ci.south-el-monte.ca.us

APPLICANT INFORMATION

Name: Leo Briones

Organization/Business: Montebello Brewers
Baseball Inc.

Address:

City:

Zip Code:

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
☐ Dance Room	☐ Game Room II		New Temple
			☒ X ☐ Field
			Shively Park
			☐ Field
Date of Event:	12/6 to 12/7/25	Day(s):	Friday, Saturday, Sunday
			Estimated Attendance: 200
Purpose of Event/Function:	Toys for Tots Baseball Tournament		
Reservation Time Mon to Fri:	NA	to	NA
Reservation Time Saturday:	9:00 am	to	9:00 pm
Will the event be open to the public?	Yes ☐		
Will there be entertainment?	No ☐		
Will food be served?	No ☐		

I, the undersigned, on behalf of the above named organization/business, do hereby agree to indemnify and hold harmless the City of South El Monte and any of its officers, agents or employees from any liability, claim or legal action for damages resulting from or in any way arising out of this application and agreement and will agree 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 have read, signed and agree to comply with the Facility Rules and Regulations.

Signature of Applicant: _____ Date: _____

----- OFFICE USE ONLY -----
☐ APPROVED ☐ DENIED Recreation Services Designee _____ Date: _____

City of South El Monte Recreation Services Department

APPLICANT NAME: Montebello Brewers Baseball DATE OF USE: 12/6/25 to 12/7/25

FACILITY: New Temple Park Fields

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

Field Rental Fee	\$ 50 Per Hour x 20 Hours	\$ 1,000.00
Lighting Fee	\$ 30 Per Hour x 8 hours	\$ 240.00
Security Guard Fee	\$ _____ x _____ # Guard (s) x _____ Hours	\$ NA
Kitchen Fee		\$ NA
Clean Up Fee		\$ NA
Damage Deposit		\$
Insurance Premium Certificate	Agency will provide	\$ 0.00
Liquor Premiums		\$ NA
ABC Permit		\$ NA
	TOTAL:	\$1,240.00

of Round Tables: _____

of Rectangle Tables: _____

of Chairs _____

Table and Chair Ratio

8 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:

Full refund: Yes _____ No _____

Invoice #: _____

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".
7. For events involving the general public, the applicant is required to procure Special Event Liability Insurance. The applicant shall furnish to the City appropriate certificates of public liability and property damage insurance in the amount of \$1,000,000.00 naming the City as an additional insured under the policy. Such insurance shall be maintained and kept in force during all such times that the applicant uses the City Facilities. All insurance certificates required above shall provide that such certificates shall not be cancelled or materially changed without at least 30 days' prior written notice to the City.

APPLICANT RESPONSIBILITIES:

1. Applicant must be present during the entire event.
2. All activities must cease, and the facility completely vacated by 1:00 a.m. Amplified music must be terminated no later than 12:00 a.m. (midnight).
3. The group must appear within 30 minutes of time specified or permit will be cancelled and all fees forfeited.
4. Applicant cannot exceed the number attending on the application.
5. Activities for minors must be supervised by responsible adults on the ration of at least one adult for every 20 minors.
6. Applicant must secure services of at least two private security guards for supervision of teenage (ages 13-20) events. Security services will be added into total fees.
7. Groups using kitchen facilities shall furnish own dishes, silverware, cooking utensils, towels, soap, ice, serving trays, etc.
8. Applicant is responsible for facility clean-up. Facility must be left in a reasonably clean condition (as determined by the City) to receive a full deposit refund.
9. **Applicant must conduct a walkthrough of the facility with staff prior to and at the conclusion of the event to review the condition of the facility. The Facility Condition Report must be signed to receive a deposit refund.**
10. Applicant is responsible for the supervision of small children. They must remain in the reserved area.

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.

CANCELLATION, RULES AND REGULATION POLICY

I, the undersigned applicant, have read, understood, received a copy of, and agree to abide by and enforce the cancellation, rules, regulations, and policies governing this facility as set forth by the City of South El Monte. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment or grounds resulting from use of the facility. I further agree that any violation of the Facility Rules and Regulations can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.

Applicant's Signature: _____ Date: _____

ATTACHMENT C

Brewers Baseball

1912 Galax St
S El Monte, CA 91733
626-232-8464

11/5/2024

South El Monte City Council

Dear City Council,

I hope this letter finds you well. I am writing to request a fee waiver associated with Shively and New Temple Park permits.

My name is Leo, I am a proud resident of South El Monte for many years and the president of the Brewers Baseball organization over 35 years.

The Brewers have done our best to ensure the fields are kept well and we always advertise nearby local business for our families coming into the city for baseball games we host.

The Brewers Baseball organization is a non-profit organization, and we pride ourselves in supporting the South El Monte community and include the city in any donations made from any of our charity events such as our "Striking out Cancers Tournament" hosted in October (Check sent to City of hope and St Jude in Brewers and City of South El Monte's name) and "Toys for tots Tournament" hosted in Nov/Dec (Toys donated to the City of South El Monte).

The Brewer organization would greatly appreciate your consideration of this fee discount request. Our families pay for everything from equipment to the chalk used to outline the baseball diamonds.

If additional information is required to support my request, I would be happy to provide it. I appreciate your time and consideration and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

Leo Briones
President of Brewers Baseball

4. The fourth part of the document provides a detailed overview of the research methodology employed in the study. It describes the selection of participants, the design of the experiments, and the procedures used to collect and analyze the data.

5. The fifth part of the document presents the results of the study, including the data collected and the conclusions drawn from the analysis. It discusses the implications of the findings and their relevance to the field of research.

6. The sixth part of the document discusses the limitations of the study and suggests areas for future research. It acknowledges the potential weaknesses of the methodology and the need for further investigation to confirm the findings.

7. The seventh part of the document provides a summary of the key findings and conclusions of the study. It reiterates the importance of accurate record-keeping and the need for ethical data collection and analysis.

8. The eighth part of the document includes a list of references to the sources cited throughout the document. It provides a comprehensive overview of the literature related to the study.

9. The ninth part of the document contains a list of appendices, which include additional data, figures, and tables that support the findings of the study.

10. The tenth part of the document is a concluding statement that summarizes the overall purpose and significance of the research. It expresses the hope that the findings will contribute to a better understanding of the subject matter.



City Council Agenda Report

Agenda Item No. 12.a.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY:

SUBJECT: **Mayor Gloria Olmos**

1. For Southern California Edison to cruise and fix streetlights that are out.
2. Have Code Enforcement contact the owner of the Chaparrito Restaurant area to fix all burnt-out lights in the parking lot; it is extremely dark there.
3. Have Code Enforcement cruise the area and ensure all political signs are down.

RECOMMENDATION: Discussion and/or action.

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

None



City Council Agenda Report

Agenda Item No. 12.b.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY:

SUBJECT: Councilmember Larry Rodriguez

1. Consideration of establishing a Homelessness Commission.
2. Consideration of Implementing the Flags of Valor Memorial to City Events.

RECOMMENDATION: Discussion and/or action.

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

None



City Council Agenda Report

Agenda Item No. 12.c.

DATE: January 14, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY:

SUBJECT: **Councilmember Hector Delgado**

1. Discussion/Action/Direction on considering changing city council meeting days to the first and third Tuesdays of the month.
2. Consideration/Action on support for the El Monte/South El Monte Emergency Resources Association request for funding.
3. Consideration/Action on support for South El Monte Beat the Streets Wrestling Program request for funding.

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

A. ERA



EL MONTE - SOUTH EL MONTE
EMERGENCY RESOURCES ASSOCIATION

10900 Mulhall St., El Monte, California 91731
(626) 444-7269 Email: emsemera@sbcglobal.net

Monday, December 16, 2024

Dear Honorable Members of the South El Monte City Council,

I am writing to respectfully request a monetary donation of \$35,000 to support the El Monte/South El Monte Emergency Resources Association's (ERA) efforts to combat food insecurity in our community. This funding will enable us to continue to provide essential food assistance to our most vulnerable families in South El Monte during this 2024-2025 fiscal year.

Specifically, \$10,000 of the requested funds will be allocated towards our yearly Christmas Food Baskets and Toy Distribution event. This annual initiative brings joy and relief to over 500 "at-promise" families from the Valle Lindo School District, El Monte City School District, and Mountain View School District.

As we continue the legacy of our retired executive director, Mrs. Lillian Rey, our new Executive Director, Mrs. Veronica Castro, is dedicated to serving our community with kindness, empathy, and cultural sensitivity. Veronica's roots in El Monte and her experience working with local families make her an invaluable asset to our organization.

I cordially invite the South El Monte City Council members to join us in ASSEMBLING food baskets on Sunday, December 22nd (8:00 a.m.-1:00 p.m.) and DISTRIBUTING them on Monday, December 23rd (8:00 a.m. - 3:00 p.m.) at the Jeff Seymour Family Center (10900 Mulhall St., El Monte, CA 91731).

Thank you for your thoughtful consideration and support. Your contribution will bring hope and happiness to countless families in our community this holiday season.

Wishing you a joyous holiday season,

Ricardo Padilla

President of the El Monte/ South El Monte
Emergency Resources Association
(626) 222-0095 cell

ERA is a non-profit agency. All donations are tax deductible. Tax ID #95-609-7318