

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



Rene Salas, City Manager
Susie A. Altamirano, 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

November 4, 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/Meeting-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 first and third 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 <https://www.cityofsouthelmonte.org/129/Meeting-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, Bojorquez, Rodriguez, Mayor Pro Tem Delgado, and Mayor Olmos

2. PLEDGE OF ALLEGIANCE

Councilmember Rudy Bojorquez

3. INVOCATION

Parish Council President, Robert Yrigoyen, Epiphany Catholic Church

4. PRESENTATIONS

4.a. San Gabriel Valley Council of Governments (SGVCOG) President's Introduction

4.b. Sheriff's Department Report for the Month of September 2025

4.c. Code Enforcement and Public Safety Department Report for the Month of September 2025

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

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

6. PUBLIC COMMENT

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

7. CONSENT CALENDAR

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

7.a. CONSIDERATION AND APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES OF OCTOBER 7, 2025

RECOMMENDED ACTION: Staff is requesting approval of Minutes for the October 7, 2025, Regular City Council Meeting.

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

CONSENT CALENDAR (CONTINUED)

7.b. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-091, APPROVING WARRANTS FOR THE PERIOD OF OCTOBER 8, 2025, THROUGH NOVEMBER 4, 2025

Authorizing payment of City expenditures for the period of October 8, 2025, through November 4, 2025, totaling \$1,897,134.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 25-091, authorizing payment of City expenditures.

7.c. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-092, APPROVING AMENDMENT NO. 1 TO AGREEMENT ENP252608 BETWEEN THE CITY OF SOUTH EL MONTE AND COUNTY OF LOS ANGELES FOR THE ELDERLY NUTRITION PROGRAM SERVICES

Amendment No. 1 to Agreement ENP252608 ("Agreement") between the City of South El Monte ("City") and County of Los Angeles Aging and Disabilities Department ("County") will allow the City to receive additional funding from the County, through the Modernizing Older Californians Act ("MOCA"), and from the Nutrition Services Incentive Program ("NSIP") for Fiscal Year 2025-2026 ("FY 2025-26").

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 25-092, approving Amendment No. 1 to the existing Agreement between the City and County; and
2. Authorize the City Manager or designee to execute the agreement.

7.d. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-093, APPROVING AWARD OF PROFESSIONAL SERVICES AGREEMENT (PSA) TO EPD SOLUTIONS, INC. TO PROVIDE PEER REVIEW OF A MITIGATED NEGATIVE DECLARATION AND RELATED TECHNICAL STUDIES IN CONJUNCTION WITH THE DEVELOPMENT OF 1510 & 1536 PECK ROAD

EPD Solutions, Inc. was selected as the most qualified consultant based on their experience, proposal quality, project understanding, schedule, and cost effectiveness to provide a third-party independent review of a Mitigated Negative Declaration and technical reports for 1510 & 1536 Peck Road.

RECOMMENDED ACTION: Staff Recommends City Council:

1. Adopt Resolution No. 25-093 awarding PSA to EPD Solutions, Inc. for consulting services to peer-review of a Mitigated Negative Declaration and technical studies, in an amount not to exceed \$48,296; and
2. Authorize the City Manager or his designee to negotiate and execute the agreement.

Consent Calendar Items 7.e. and 7.f. next page.

CONSENT CALENDAR (CONTINUED)

7.e. CONSIDERATION AND ADOPTION OF SECOND READING OF ORDINANCE NO. 1284, AMENDING CHAPTER 2.64 OF THE SOUTH EL MONTE MUNICIPAL CODE REGARDING WORKING OUT OF CLASS

Section 2.64.090 of the South El Monte Municipal Code currently authorizes out-of-class compensation but does not address situations where greater adjustments are needed to maintain equity and operational effectiveness. The proposed amendment introduces a third calculation method, providing employees in out-of-class assignments with three alternative methods to ensure fair compensation.

RECOMMENDED ACTION: Staff recommends City Council waive full reading and adopt Ordinance No. 1284, an amendment to Municipal Code Section 2.64.090 authorizing the City Manager, at his discretion, to approve a salary increase in excess of five percent (5%) and up to a maximum of ten percent (10%) of an employee's base salary, when such adjustments are in the best interest of the City and consistent with budgetary appropriations.

7.f. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-094, APPROVING AWARD OF CONSTRUCTION CONTRACT TO BRIDGEROCK CONSTRUCTION FOR NEW TEMPLE PARK SNACK BAR REHABILITATION PROJECT

On July 6, 2025, a fire occurred at the New Temple Park Snack Bar that damaged a portion of the building and storage area. Pursuant to South El Monte Municipal Code Sections 3.18.010 and 3.18.020, staff solicited informal bids from three (3) contractors for the rehabilitation and repairs of the building for the project known as the New Temple Park Snack Bar Rehabilitation Project ("Project"). The Project involves the removal of roof material, demolition of damaged areas of the structure, hauling away of debris, removal and replacement of the interior drywall, rebuilding existing electrical service, rebuilding the roof canopy/awning, installation of wrought iron fencing/door, installation of new door and hardware, painting, and other tenant improvements. The contract was awarded to Light & Power International in the total bid amount of \$54,500. The contractor was not able to provide the appropriate documentation to initiate the job and ultimately withdrew from the job. Staff reached out to the next bidder that provided a quote and awarded the contract to Bridgerock Construction in the total bid amount of \$58,800.

Consent Calendar Items 7.f. (continued) through 7.h. next page.

CONSENT CALENDAR (CONTINUED)

Item 7.f.

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 25-094 awarding a construction contract to Bridgerock Construction in the amount of \$58,800 for the New Temple Park Snack Bar Rehabilitation Project and allocate \$58,800 from the General Fund Balance;
2. Authorize the City Manager to execute the contract; and
3. Authorize a fifteen percent (15%) project contingency allowance to be used if necessary for unforeseen conditions at the City Manager's discretion.

7.g. **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-095, APPROVING POLICIES AS RECOMMENDED BY INDEPENDENT AUDITOR**

As a result of the completion of the June 30, 2024, Single Audit Report (SAR) over City's expenditures of federal awards, it was identified by an independent auditor, Moss, Levy & Hartzheim LLP, that the City needs policy improvements in three areas: 1) loan compliance, 2) grants receivable and 3) grant reporting. Based upon the recommendations received, and with guidance from the State Department of Housing and Community Development (HCD), the City has developed policies for City Council's consideration and approval.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 25-095, approving the three proposed policies covering 1) loan compliance, 2) grants receivable and 3) grant reporting.

7.h. **CONSIDERATION AND APPROVAL OF PROFESSIONAL PLANNING MANAGER SERVICES WITH WILDAN ENGINEERING**

The City is in need of an interim Planning Manager while recruitment for a permanent Community Development Manager is being conducted. Wildan Engineering has provided a proposal to temporarily provide Planning Manager services for the city.

RECOMMENDED ACTION: Staff recommends approving the attached agreement for Planning Manager services provided by Wildan Engineering in the not-to-exceed amount of \$65,000 and for an additional three (3) months of services if needed for an aggregate not-to-exceed amount of \$130,000.

CONSENT CALENDAR (CONTINUED)

7.i. **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-096, AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT BETWEEN THE CITY OF SOUTH EL MONTE AND INTER-CON SECURITY SYSTEMS INC FOR PUBLIC SAFETY SERVICES**

On July 17, 2025, the City of South El Monte published a Request for Proposal (RFP) for Public Safety Services and received six proposals. Staff reviewed the proposals and determined that Inter-Con Security Systems Inc. (Inter-Con) provided the best overall value to meet the needs of the City.

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 25-096, approving the Professional Services Agreement with Inter-Con for Public Safety Services; and
2. Authorize the City Manager or designee to execute the documents incident to that Agreement.

7.j. **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-097 AUTHORIZING THE CITY MANAGER TO ENTER INTO A MARKETING AGREEMENT BETWEEN THE CITY OF SOUTH EL MONTE AND NATIONAL LEAGUE OF CITIES (NLC) PROGRAM OFFERED BY UTILITY SERVICE PARTNERS – A HOMESERVE COMPANY, FOR THEIR WATER AND SEWER SERVICE LINE PROGRAM**

On October 7th, 2025, National League of Cities (NLC) made a presentation to City Council regarding a water and sewer line service program for the residents of South El Monte. NLC will provide service management for the program, and will need City approval to distribute marketing materials to the community. NLC has provided a marketing agreement for approval by the City of South El Monte.

RECOMMENDED ACTION: Staff recommends the City adopt Resolution 25-097, authorizing the City to enter into a marketing agreement with NLC.

8. **PUBLIC HEARINGS - None**

9. **GENERAL BUSINESS**

9.a. **CONSIDERATION AND APPROVAL OF THE FLAGS OF VALOR FUND MANAGEMENT PLAN AND VETERAN SUPPORT APPLICATION PROCESS**

Flags of Valor is a meaningful tribute presented by the City of South El Monte to honor our nation's military heroes. This program raises vital funds to support local veterans in our community. City staff has reviewed potential options for managing the funds generated through the Flags of Valor program and is recommending that the City of South El Monte oversee the funds directly to ensure transparency, accountability, and alignment with community priorities.

General Business Items 9.a. (continued) through 9.c. next page.

GENERAL BUSINESS (CONTINUED)

Item 9.a.

RECOMMENDED ACTION: Staff recommends City Council discuss and approve the following:

1. The proposed Flags of Valor Fund Management Plan, with the City of South El Monte serving as the administrator of funds raised through the program; and
2. Approve the proposed Veteran Support Application and selection process to guide the fair and transparent distribution of funds to local veterans in need.

9.b. APPROVAL OF PROPOSED DARK CITY COUNCIL MEETING DATES AND CLOSURE OF CITY HALL FOR HOLIDAYS

Each year staff requests City Council consider “going dark” on the second Tuesday in November and December due to the Thanksgiving and Christmas holidays. Staff also requests going dark the first meeting in January on January 6, 2026.

RECOMMENDED ACTION: Staff recommends City Council:

1. Approve going dark on Tuesday, November 18, 2025, Tuesday, December 16, 2025, and Tuesday, January 6, 2026, due to the Thanksgiving, Christmas and New Year holidays; and
2. Authorize a City Hall closure during the Christmas holiday, from December 22, 2025, through January 1, 2026. City Hall reopens January 5, 2026.

9.c. LETTER FROM SOUTH EL MONTE VETERANS SENIOR BASEBALL TEAM REQUESTING A FACILITY WAIVER FOR THE USE OF THE BASEBALL FIELD AT DEAN L. SHIVELY PARK

The South El Monte Veterans Senior Baseball ("SEM Veterans") team is requesting a facility fee waiver for the use of Dean L. Shively ("Shively") Park to host their 2026 baseball season's games.

RECOMMENDED ACTION: Staff recommends City Council discuss and consider the facility waiver requested by SEM Veterans in the amount of \$6,000.00.

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

GENERAL BUSINESS (CONTINUED)

9.d. LETTER FROM SOUTH EL MONTE AVIATORS REQUESTING A FACILITY FEE WAIVER FOR THE USE OF NEW TEMPLE PARK FIELD AND SHIVELY PARK FIELD AND CONSIDERATION TO WAIVE THE LIGHT FEES AT NEW TEMPLE AND SHIVELY PARK

The South El Monte Aviators are requesting a facility fee waiver for the use of New Temple Park fields and Shively Park field to host practices. Additionally, the Aviators are requesting the City Council to consider waiving the light fees associated with the reservation at Shively and New Temple Park.

RECOMMENDED ACTION: Staff recommends City Council:

1. Discuss and consider the facility reservation fee waiver for the use of New Temple Park fields and Shively Park field in the amount of \$2,250.00; and
2. Discuss and consider the request to waive the reservation light fees in the amount of \$1,350.00.

9.e. LETTER FROM THE SOUTH EL MONTE EMPLOYEES CHRISTMAS RECOGNITION COMMITTEE REQUESTING SPONSORSHIP FOR THE EMPLOYEE CHRISTMAS RECOGNITION DINNER DATE TBD

The South El Monte Employee Associations are seeking an \$8,000 sponsorship to fund the Annual Christmas Employee Recognition Dinner. This includes the rental of the location and a dinner for all city employees, totaling approximately \$8,000. Thank you for helping us celebrate the people who keep South El Monte running strong!

RECOMMENDED ACTION: Staff recommends the City fund the Employee Christmas Recognition Dinner totaling \$8,000.

9.f. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-099 CONSENTING TO THE APPOINTMENT OF DAVID DE VRIES AS DIRECTOR OF ECONOMIC DEVELOPMENT AND APPROVAL OF THE DIRECTOR OF ECONOMIC DEVELOPMENT EMPLOYMENT AGREEMENT

Staff is asking the City Council to consent to the appointment of David De Vries as Economic Development Director and approve his employment agreement for services as Economic Development Director.

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 25-099 approving the employment agreement between the City and David De Vries for the position of Director of Economic Development; and
2. Authorize the Mayor to execute the employment agreement.

10. COMMITTEE REPORTS, INCLUDING AB 1234 REPORTS

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

11. CORRESPONDENCE - None

12. COUNCILMEMBERS' AGENDA

12.a. COUNCILMEMBER MANUEL ACOSTA

1. Travel Approval Process

Discussion/Action: Every year the city council approves a budget for travel for the city council and all city employees. The approval of the travel has certain requirements. These requirements include professional development, any city-oriented business, and potential benefit to the city and its residents. As long as these requirements are met, travel is almost certain. The current city policy distinguishes between in-state and out-of-state travel. Out-of-state travel requires city council approval, while in-state travel does not. It is unclear why there is a distinction. How does out-of-state travel differ from in-state travel? And why does the city council have to approve out-of-state travel?

2. City Council Paraphernalia

Discussion/Action: Individual canvas tarps with city council members' names were purchased with city funds. This is highly unusual and not a typical practice. For example, city council members are not allowed to appear in the city-sponsored newsletter due to it violating political campaign laws. Are city-purchased paraphernalia depicting councilmembers' names exempted? Do their purchase with city funds violate political campaign laws? Or is it simply a city policy? And if it is a city policy, should the city council be required to approve it?

12.b. MAYOR PRO TEM HECTOR DELGADO

- 1. Consideration to approve a request from the El Monte-South El Monte Emergency Resources Association (ERA) for funding of \$40,000 to support efforts in fighting food insecurity and providing essential services to families in need.**
- 2. Manage Electioneering and campaigning practices on Public Facilities.**

12.c. COUNCILMEMBER RUDY BOJORQUEZ

- 1. Discussion to direct staff to begin identifying locations in the city for arts development districts and what needs to be done to change zoning in these locations.**

Councilmembers' Agenda Item 12.d. next page.

COUNCILMEMBERS' AGENDA (CONTINUED)

12.d. COUNCILMEMBER LARRY RODRIGUEZ

1. Direct staff to investigate the possibility of setting up a phone hotline for SEM Veterans to call to receive donated emergency food assistance.
2. Discussion to direct staff to begin identifying locations in the city for arts development districts and what needs to be done to change zoning in these locations.

13. CLOSED SESSION

- 13.a. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION,**
Pursuant to California Government Code Sections 54956.9(d)(2) and 54969(e)(1): One matter.

14. ADJOURNMENT

NEXT REGULAR CITY COUNCIL MEETING:

Tuesday, December 2, 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 October 30, 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