

Gloria Olmos, Mayor/Chair
Hector Delgado, Mayor Pro Tem/ Vice Chair
Manuel Acosta, Councilmember/
Boardmember
Rudy Bojorquez, Councilmember/
Boardmember
Larry Rodriguez, Councilmember/
Boardmember



Rene Salas, City Manager/Executive
Director
Susie A. Altamirano, City Attorney/
General Counsel
Adrian Garcia, City Clerk/Secretary
Masami Higa, Director of
Finance/Treasurer

CITY OF SOUTH EL MONTE

REGULAR MEETING OF THE SOUTH EL MONTE CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE SOUTH EL MONTE IMPROVEMENT DISTRICT

AGENDA

November 18, 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. CALL TO ORDER AND ROLL CALL

Councilmembers/Boardmembers: Acosta, Bojorquez, Rodriguez, Mayor Pro Tem/Vice Chair Delgado, and Mayor/Chair Olmos

2. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Hector Delgado

3. INVOCATION

Robert Yrigoyen, Parish Council President, Epiphany Church

4. PRESENTATIONS

4.a. Presentation to the El Monte/South El Monte Jets Football teams for Participation.

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 SEPTEMBER 16, 2025

Staff is requesting approval of Minutes for the September 16, 2025, Regular City Council Meeting.

RECOMMENDED ACTION: Staff is requesting approval of Minutes for the September 16, 2025, Regular City Council Meeting.

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

CONSENT CALENDAR (CONTINUED)

7.b. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-100, APPROVING WARRANTS FOR THE PERIOD OF OCTOBER 30, 2025, THROUGH NOVEMBER 12, 2025

Authorizing payment of City expenditures for the period of October 30, 2025, through November 12, 2025, totaling \$1,375,129.71.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 25-100, authorizing payment of City expenditures.

7.c. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-101, APPROVING PROJECT ACCEPTANCE AND NOTICE OF COMPLETION FOR THE SYSTEMIC SAFETY IMPROVEMENTS AT SIGNALIZED INTERSECTIONS, HSIPL-5352(025).

On January 29, 2025, the Engineering Department solicited bids for the Systemic Safety Improvements at Signalized Intersections Project. The work involved installation of raised pavement markers, striping, pedestrian crosswalks, and traffic signal adjustments (implementation of leading pedestrian interval (LPI)) at twenty-one (21) signalized intersections citywide. On April 15, 2025, PTM General Engineering Services, Inc. ("Contractor") was awarded a construction contract for the Systemic Safety Improvements at Signalized Intersections Project. The final cost for the construction work completed by PTM General Engineering Services, Inc. is \$337,903.00.

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 25-101, accepting the completion of the Systemic Safety Improvements at Signalized Intersections Project;
2. Authorize the City Clerk to send the Notice of Completion for recordation to the Los Angeles County Recorder's Office; and
3. Release retention accordingly.

7.d. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-102 APPROVING THE BLANKET AUTHORITY TO FILE APPLICATIONS FOR GRANT FUNDS FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR MEASURE A FUNDING FOR PROJECTS AND PROGRAMS

This resolution authorizes the City of South El Monte to apply for grant funding through the Los Angeles County Regional Park and Open Space District (RPOSD) under Measure A, which supports park, open space, and recreational projects and programs.

RECOMMENDED ACTION: Staff recommends City Council approve Resolution No. 25-102 which will provide the City Manager or designee with the authority to execute all necessary documents, agreements, and amendments related to Measure A-funded projects or programs.

Consent Calendar Items 7.e. next page.

CONSENT CALENDAR (CONTINUED)

7.e. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-103 APPROVING THE FIRST AMENDMENT TO THE AGREEMENT FOR CONTRACT SERVICES WITH MNS ENGINEERS, INC. TO ADMINISTER THE CALHOME OWNER-OCCUPIED HOME REPAIR PROGRAM AND THE FIRST-TIME HOMEBUYER PROGRAM

On February 18, 2025 City Council awarded an Agreement for Contract Services to MNS Engineers, Inc. as the responsive, responsible bidder to administer and implement the CalHome Owner-Occupied Home Repair Program and the First Time Homebuyer Program.

RECOMMENDED ACTION: Staff recommends that the City Council adopts Resolution No. 25-103 First Amendment to the Agreement for Contract Service ("Agreement") with MNS Engineers, Inc. to administer and implement the CalHome programs, authorize the City Manager to execute the First Amendment to the Agreement, and approve the use of CalHome Reuse Funds to immediately fund program implementation while awaiting the new grant award. In order to be in compliance with the CalHome guidelines, staff recommends amending the Agreement.

ENVIRONMENTAL ANALYSIS: The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378. Approving and allocating funds for eligible housing projects is an administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

8. CONSENT CALENDAR - SUCCESSOR AGENCY

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 Board during "Approval of the Agenda" for individual consideration. Any items removed shall be individually considered immediately after taking action on the Consent Calendar.

8.a. CONSIDERATION AND APPROVAL OF THE REGULAR CITY COUNCIL AND SUCCESSOR AGENCY MEETING MINUTES OF SEPTEMBER 16, 2025

Staff is requesting approval of Minutes for the September 16, 2025, Regular City Council and Successor Agency Meeting.

RECOMMENDED ACTION: Staff is requesting approval of Minutes for the September 16, 2025, Regular City Council and Successor Agency Meeting.

9. PUBLIC HEARINGS – None

10. GENERAL BUSINESS

10.a. CONTINUED FROM THE JUNE 3, 2025, REGULAR CITY COUNCIL MEETING - UPDATE ON CANNABIS BUFFER ZONE MAPS

Cannabis Buffer Zone Alternatives

RECOMMENDED ACTION: Staff recommends the City Council review the provided maps and provide staff direction to maintain the current or modify the buffer zone and eligible zones for retail commercial cannabis operations within the South El Monte Municipal Code.

11. 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.

12. CORRESPONDENCE

12.a. 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

Epiphany Church is requesting a fee waiver for a Temporary Use Permit (TUP) and for City staff time dedicated to public safety support during its annual "Our Lady of Guadalupe" processions, scheduled from Tuesday, December 2, 2025, through Thursday, December 11, 2025.

RECOMMENDED ACTION: Staff recommends City Council to discuss and consider approving the fee waiver request submitted by Epiphany Catholic Church, totaling \$3,776.31.

13. COUNCILMEMBERS' AGENDA

13.a. MAYOR GLORIA OLMOS

1. Town Hall on Suicide Prevention.
2. Consideration of leveling off the hilly area by the pool due to liability issues.

13.b. MAYOR PRO TEM HECTOR DELGADO

1. Manage Electioneering and campaigning practices on Public Facilities.

13.c. COUNCILMEMBER RUDY BOJORQUEZ

1. Review Facility Reservation Forms

13.d. COUNCILMEMBER MANUEL ACOSTA

1. Safety Measures in the Lexington-Gallatin Neighborhood Adjacent to Whittier Narrows Picnic Area.
2. El Monte/South El Monte Emergency Resources Association.

14. CLOSED SESSION - None

15. ADJOURNMENT OF CITY COUNCIL AND SUCCESSOR AGENCY MEETING

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 November 13, 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: November 18, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY:

SUBJECT: Presentation to the El Monte/South El Monte Jets Football teams for Participation.

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

None



City Council Agenda Report Agenda Item No. 7.a.

DATE: November 18, 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 SEPTEMBER 16, 2025

SUMMARY: Staff is requesting approval of Minutes for the September 16, 2025, Regular City Council Meeting.

RECOMMENDED ACTION: Staff is requesting approval of Minutes for the September 16, 2025, Regular City Council Meeting.

FISCAL/FINANCIAL IMPACT: None

DISCUSSION:

ATTACHMENT(S):

A. DRAFT Reg CC and SA Minutes 09-16-25

CITY OF SOUTH EL MONTE
REGULAR CITY COUNCIL AND SUCCESSOR AGENCY MEETING MINUTES
Tuesday, September 16, 2025 - 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/Board Acosta, Rodriguez, Mayor Pro Tem/Vice
Member(s): Chair Delgado (arrived at 6:04 p.m.), and
Mayor/Chair Olmos

ABSENT: Councilmember/Board Bojorquez
Member(s):

STAFF PRESENT: Rene Salas, City Manager; Susie A. Altamirano, City Attorney; Adrian Garcia, City Clerk; Danilo Batson, Interim Director of Public Works; Gerardo Marquez, Director of Community Development and 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. PLEDGE OF ALLEGIANCE – Councilmember Rodriguez led the Pledge of Allegiance.

3. INVOCATION – Pastor Benjamin Garret, Faith Dominion Church, offered the invocation.

4. PRESENTATIONS

4.a. Deputy Cortez presented the Sheriff's Department Report for the months of July and August 2025.

At 6:04 p.m., Mayor Pro Tem Delgado arrived at the meeting.

4.b. Code Enforcement Supervisor Rodriguez presented the Code Enforcement and Public Safety Department Report for the months of July and August 2025.

4.c. Public Works Supervisor Figueroa presented the Public Works Department Quarterly Report.

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

Staff requested to continue Agenda Item 10.f. to the next meeting.

**APPROVAL OF THE AGENDA AND WAIVER OF FULL READING OF ORDINANCES
(CONTINUED)**

Motion by Councilmember Rodriguez, seconded by Mayor Pro Tem Delgado, to approve the agenda as amended. Motion passed 4-0, by the following vote:

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

6. PUBLIC COMMENT

Mayor Olmos opened Public Comment.

1. Eduardo Saucedo spoke on a public records request he submitted with the City, Measure CM, paperwork on a councilmember's campaign funds, and the Kruse building.
2. John Ventura, resident, spoke on his attendance at the Homeless Commission Meeting, his conversation with the City Manager and a commissioner, and his attendance at future City Council Meetings.

Rene Salas, City Manager, provided a brief response.

There being no further public comments, Mayor Olmos closed Public Comment.

7. CONSENT CALENDAR – CITY COUNCIL

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

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

- 7.a.** Approved the Minutes for the July 15, 2025, Regular City Council and Successor Agency Meeting.
- 7.b.** Adopted Resolution No. 25-084, authorizing payment of City expenditures for the period of September 3, 2025, through September 16, 2025, totaling \$971,699.50.
- 7.c.** Adopted Resolution No. 25-079, accepting the completion for the Purchase and Installation of Electric Vehicle Charging Stations at the City's Transportation Yard, 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 – CITY COUNCIL (CONTINUED)

7.d. Adopted Resolution No. 25-080, awarding a construction contract to Light & Power International in the amount of \$54,500 for the New Temple Park Snack Bar Rehabilitation Project and allocated \$54,500 from the General Fund Balance, authorized the City Manager to execute the contract, and authorized a fifteen percent (15%) project contingency allowance to be used if necessary for unforeseen conditions at the City Manager's discretion.

8. CONSENT CALENDAR – SUCCESSOR AGENCY

Motion by Vice Chair Delgado, seconded by Board Member Acosta, to approve the Consent Calendar. Motion passed 4-0, by the following vote:

AYES: Board Member(s): Acosta, Rodriguez, Vice Chair Delgado, and Chair Olmos
NAYS: Board Member(s): None
ABSENT: Board Member(s): Bojorquez

8.a. Approved the Minutes for the July 15, 2025, Regular City Council and Successor Agency Meeting.

9. PUBLIC HEARINGS – None

10. GENERAL BUSINESS

10.a. DISCUSSION AND PROVIDE DIRECTION REGARDING VACANCY ON THE HOMELESS COMMISSION

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

Mayor Olmos read the names of the applicants seeking appointment to the Homeless Commission.

Councilmember Acosta **nominated** Arthur Kingsbury Aceves for appointment. Vote failed 2-2:

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

Mayor Pro Tem Delgado **nominated** Shannon R.T. Thai for appointment. Vote passed 2-1-1:

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

GENERAL BUSINESS (CONTINUED)

Item 10.a.

Mayor Olmos announced that **Shannon R.T. Thai** was appointed to the Homeless Commission.

10.b. LETTER FROM ONE LOVE ALLSTARS REQUESTING FEE WAIVER FOR A TEMPORARY USE PERMIT (TUP) LOCATED AT 9852 RUSH STREET

Mayor Olmos introduced the item, and Gerardo Marquez, Director of Community Development and Public Works, provided a report.

Claudia Gutierrez-Medina, Owner and Director, One Love Allstars, requested the fee waiver to host a fundraising event to help parents offset costs.

Motion by Councilmember Acosta, seconded by Mayor Pro Tem Delgado, to approve the TUP fee waiver in the total amount of \$1,250. Motion passed 4-0, by the following vote:

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

10.c. AUTHORIZATION AND AGREEMENT TO PARTICIPATE IN THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (SGVCOG) CRISIS ASSISTANCE RESPONSE AND ENGAGEMENT PROGRAM (SGV CARE) TO CO-RESPOND TO MENTAL HEALTH CRISIS SITUATIONS

Mayor Olmos introduced the item, and Rene Salas, City Manager, introduced Kaitlin Sims, Director of Regional Programming, who provided a report.

Discussion topics included presenting at the Homeless Commission Meeting, sustainability of the program, the level of Sheriff's involvement, the CARE teams' structure, data collection, the grant funding term, and other resource teams.

Motion by Councilmember Bojorquez, seconded by Councilmember Rodriguez, to approve Resolution No. 25-081, authorizing the City's participation in SGV CARE to co-respond to mental health crisis situations. Motion passed 4-0, by the following vote:

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

10.d. CONSIDERATION OF APPROVAL OF AN UPDATED AGREEMENT WITH THE LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH

Mayor Olmos introduced the item, and Susie A. Altamirano, City Attorney, provided a presentation.

At 7:09 p.m., Councilmember Rodriguez left the chambers.

At 7:11 p.m., Councilmember Rodriguez returned to the chambers.

Motion by Councilmember Acosta, seconded by Mayor Pro Tem Delgado, to enter into the 2025 Agreement with the County for public health services, approve Resolution No. 25-082, and direct Staff as to possible adoption of new County ordinance. Motion passed 4-0, by the following vote:

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

10.e. CONSIDERATION OF RESOLUTION DETERMINING THAT THERE IS CONTINUED EMERGENCY PURSUANT TO PUBLIC CONTRACT CODE SECTION 22050(C)(1) TO CONTINUE THE EMERGENCY REPAIRS TO THE CITY HALL COUNCIL CHAMBERS

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

Motion by Councilmember Rodriguez, seconded by Mayor Pro Tem Delgado, to receive and file a report on the updates for the emergency repairs to the City Hall Council Chambers, and to adopt Resolution No. 25-083, by four-fifths vote, to determine that there is a need to continue the emergency action for the emergency repairs to the City Hall Council Chambers. Motion passed 4-0, by the following vote:

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

10.f. CONSIDERATION OF INTRODUCTION OF FIRST READING OF ORDINANCE NO. 1284, AMENDING CHAPTER 2.64 OF THE SOUTH EL MONTE MUNICIPAL CODE REGARDING WORKING OUT OF CLASS

This item was continued.

11. COMMITTEE REPORTS, INCLUDING AB 1234 REPORTS

Councilmember Acosta announced he attended the following: the September Night Market, the San Gabriel Valley Heroes in the Shadows Veteran Stand Down event, the Leader Emergency Vehicles 50th Anniversary celebration, and the California Contract Cities Association Fall Educational Summit.

Mayor Pro Tem Delgado announced he attended the following: the 9/11 Memorial Ceremony, and the Jerry Ortiz Memorial Boxing Gym's Friday Night Fights.

Councilmember Rodriguez announced he attended the following: the San Gabriel Valley Heroes in the Shadows Veteran Stand Down event.

Mayor Olmos announced she attended the following: the September Night Market, the San Gabriel Valley Heroes in the Shadows Veteran Stand Down event, the Leader Emergency Vehicles 50th Anniversary celebration, the San Gabriel Valley Council of Governments Governing Board Meeting, a Neighborhood Watch meeting, the 9/11 Memorial Ceremony, and the Senior Center Mexican Independence Luncheon.

12. CORRESPONDENCE – None

At 7:49 p.m., Mayor Pro Tem Delgado left the meeting.

13. COUNCILMEMBERS' AGENDA

13.a. COUNCILMEMBER MANUEL ACOSTA

1. Update on Limiting the Number of Stored Vehicles on City Streets.

Discussion/Action: With the advent of new housing and an increased number of ADUs, South El Monte streets are being overburdened with street parking. Many households own several cars, of which, some are being stored on the public street. Stored vehicles are vehicles that get moved once a week for street sweep, and are parked again until the next street sweep. In order to minimize the burden on the public street, the city should require that no more than two vehicles be stored on the public street

Councilmember Acosta summarized his item and requested a progress report on property development.

Gerardo Marquez, Interim Director of Community Development, provided a report on current business and property projects in the City.

Motion by Councilmember Acosta, seconded by Mayor Olmos, to have a quarterly report on the progress of commercial development in the City. Motion passed 4-1, by the following vote:

COUNCILMEMBERS' AGENDA (CONTINUED)

Item 13.a.1.

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

2. How is the City Council Agenda set?

Councilmember Acosta summarized his item and directed questions to the Mayor and City Manager on past and current practices.

This item was received and filed.

14. CLOSED SESSION – None

15. ADJOURNMENT

There being no further business coming before this body, at 7:45 p.m., Mayor Olmos adjourned the meeting to a Regular City Council Meeting on Tuesday, October 7, 2025, 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: November 18, 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. 25-100, APPROVING WARRANTS FOR THE PERIOD OF OCTOBER 30, 2025, THROUGH NOVEMBER 12, 2025

SUMMARY: Authorizing payment of City expenditures for the period of October 30, 2025, through November 12, 2025, totaling \$1,375,129.71.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 25-100, authorizing payment of City expenditures.

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

- A. Resolution No. 25-100
- B. Warrant 11.18.25

ATTACHMENT A

RESOLUTION NO. 25-100

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL ALLOWING CERTAIN CLAIMS AND DEMANDS FOR THE PERIOD OF OCTOBER 30, 2025, THROUGH NOVEMBER 12, 2025, TOTALING \$1,375,129.71.

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 25/26	Electronic Warrants	10/30/25-11/12/25	DFT0003108-3141	\$279,159.65
FY 25/26	Regular Warrants	10/8/25-11/4/25	17310-17487	\$885,378.94
Payroll	Direct Deposit	PPE 11/8/25	11636-11761	\$204,105.75
Payroll	Check	PPE 11/8/25	2285-2291	\$6,485.37

TOTAL EXPENDITURES RESOLUTION NO. 25-100 \$1,375,129.71.

PASSED, APPROVED, AND ADOPTED this 18th day of November 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. 25-100, 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 18th day of November 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

City Council Meeting 11/18/25

Payable Dates 10/30/2025 - 11/12/2025

Account Number	Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
01.0100.1030.5215	OLIVAREZ MADRUGA LAW ORGANIZATION, LLP	17456	10/29/2025	SEP'25 CITY COUNCIL SERVICES	22,958.20
01.0150.1530.5952	PARTY PRONTO	17459	10/29/2025	SCTR Halloween Luncheon table chair rental	1,033.00
68.0000.0000.2510	BRIDGEROCK CONSTRUCTION INC	17489	10/30/2025	SEP'25 CHALL RSTRM/CON RETENSION	(7,007.50)
68.0900.9000.6025	BRIDGEROCK CONSTRUCTION INC	17489	10/30/2025	SEP'25 CHALL RSTRM/CON/CNRA#252	51,060.00
68.0900.9000.6025	BRIDGEROCK CONSTRUCTION INC	17489	10/30/2025	SEP'25 CHALL RSTRM/CON/CDBG#637	89,090.00
01.0151.1543.5952	EMILIANO M. MIRANDA	17490	10/30/2025	Halloween Event DJ Performance	600.00
01.0000.0000.2245	INTERNATIONAL BROTHERHOOD OF 986 TCWH	17491	10/30/2025	Oct.- 2025 Billing Period-Misc	486.00
01.0000.0000.2245	INTERNATIONAL BROTHERHOOD OF 986 TCWH	17491	10/30/2025	Oct.- 2025 Billing Period-Admin	1,656.00
01.0151.1543.5952	Miguel A. Moran	17492	10/30/2025	HARVARD DAY SHIRTS	2,200.00
01.0000.0000.2270	STATE OF CA FRANCHISE TAX BOARD	17493	10/30/2025	R. Rodriguez -FTB ID: 111-10432-82	586.61
01.0000.0000.2240	VONS CREDIT UNION	17494	10/30/2025	#819945- Oct. 2025 Billing Period-Ass. Fees	105.00
01.0000.0000.4554	YVONNE TORRES	17495	10/30/2025	MVD CR DMG DEP FRND	50.00
01.0151.1543.5952	ZUMAYA RENTALS	17496	10/30/2025	Halloween Event Equipment Rentals	1,000.00
01.0000.0000.2270	STATE OF CA FRANCHISE TAX BOARD	17498	10/30/2025	A. Reyes #1108750875	8.15
01.0100.1040.5922	EL MONTE/SEM EMERGENCY RESOURCES ASSOC	17499	11/06/2025	CITY COUNCIL APPVD SPONSERSHIP 11.5.25	20,000.00
01.0000.0000.2224	STANDARD INSURANCE	17500	11/06/2025	Member Adjustments	(95.20)
01.0000.0000.2224	STANDARD INSURANCE	17500	11/06/2025	October -Supplemental Life and AD & D	389.06
01.0000.0000.2224	STANDARD INSURANCE	17500	11/06/2025	Outstanding October -Supplemental Life and AD&D	436.66
01.0000.0000.2225	STANDARD INSURANCE	17501	11/06/2025	Member Adjustments	74.92
01.0000.0000.2225	STANDARD INSURANCE	17501	11/06/2025	OTSNDG Oct. Insure. AD&D LTD, Short Term Dsbty	6,554.90
01.0000.0000.2225	STANDARD INSURANCE	17501	11/06/2025	Nov. Life, AD&D LTD, Short term disability	6,608.64
01.0100.1010.5406	AUROUM	17502	11/12/2025	SMART CARD COUNCIL MEM. BOJORQUEZ	55.38
01.0150.1540.5908	CRISTINA PARDO	17503	11/12/2025	STAFF DEVELOPMENT TRAINING FOOD	338.03
01.0140.1430.5406	REGISTRAR-RECORDER/COUNTY CLERK	17505	11/12/2025	RECORDING FEE FOR LIEN RELEASE - 10111 SCHMID	20.00
01.0130.1310.5280	SECTRAN SECURITY INC.	17507	11/12/2025	OCT'25 ARMORED SVCS	214.78
01.0100.1020.5910	SGV CITY MANAGERS' ASSOCIATION	17508	11/12/2025	NOV'25 SGVCSA MEETING REGISTRATION	40.00
01.0130.1330.5715	T-MOBILE USA INC	17509	11/12/2025	CREDIT ADJUSTMENTS	478.94
01.0130.1330.5715	T-MOBILE USA INC	17509	11/12/2025	9/21/25-10/20/25 CITY CELL PHONES	5,378.35
01.0170.1770.5525	ANDY TRUONG	17510	11/12/2025	#25 SRVS / BRAKES / HOSE	872.05
01.0170.1020.5515	BASE HILL, INC.	17512	11/12/2025	OCT'25 JANITORIAL SRVS	8,335.00

Account Number	Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
01.0170.1020.5515	BASE HILL, INC.	17512	11/12/2025	BOXING GYM DEEP CLEAN	550.00
01.0160.1650.5520	BRIDGEROCK CONSTRUCTION INC	17513	11/12/2025	NTP Snack Bar Fire Damage Clean Up	4,800.00
01.0140.1440.5215	BUREAU VERITAS NORTH AMERICAN INC.	17514	11/12/2025	AUG. '25 - BLDG OFFICIAL SVCS.	155.00
01.0000.0000.2510	BUREAU VERITAS NORTH AMERICAN INC.	17514	11/12/2025	SEPT. '25 - KB HOME BLDG INSPECTOR	8,820.00
01.0140.1440.5215	BUREAU VERITAS NORTH AMERICAN INC.	17514	11/12/2025	SEPT. '25 - BLDG INSPECTOR SVCS.	8,145.90
01.0151.1542.5499	COAST FITNESS	17515	11/12/2025	Boxing Gym Equipment Services	175.00
06.0300.3010.5430	DRIFTWOOD DAIRY, INC	17516	11/12/2025	Congregate Program	318.66
06.0300.3020.5430	DRIFTWOOD DAIRY, INC	17516	11/12/2025	Home Delivered Program	35.40
06.0300.3010.5430	DRIFTWOOD DAIRY, INC	17516	11/12/2025	Congregate Program	380.74
06.0300.3020.5430	DRIFTWOOD DAIRY, INC	17516	11/12/2025	Home Delivered Program	42.30
01.0160.1610.5520	ECOLAB PEST ELIM. DIVISION	17517	11/12/2025	10/29 PEST CONTROL YARD	160.43
01.0160.1610.5520	ECOLAB PEST ELIM. DIVISION	17517	11/12/2025	10/29 PEST CONTROL CCTR	79.20
01.0170.1710.5520	ECOLAB PEST ELIM. DIVISION	17517	11/12/2025	10/29 PEST CONTROL CHALL	222.56
01.0160.1620.5520	ECOLAB PEST ELIM. DIVISION	17517	11/12/2025	10/29 PEST CONTROL SCTR	341.15
36.0360.3600.5406	EL MONTE PRINTING	17518	11/12/2025	DEPT. SUPPLIES	299.03
01.0160.1650.5520	EWING IRRIGATION	17519	11/12/2025	MARKING PAINT @ NTP	76.58
37.0670.6720.5977	EWING IRRIGATION	17519	11/12/2025	IRR REPAIR DURFEE MEDIANS	103.38
01.0170.1770.5525	GM BROTHERS	17520	11/12/2025	#34 NEW TIRES	868.00
01.0140.1410.5204	GRACIE H. RETAMOZA	17521	11/12/2025	OCT. '25 - PC MEETING ATTENDANCE	150.00
01.0160.1620.5520	GRANT'S TRUE VALUE HARDWARE	17522	11/12/2025	WATER FOUNTAIN SUPP NTP	7.69
01.0170.1720.5520	GRANT'S TRUE VALUE HARDWARE	17522	11/12/2025	MNTC YARD SUPPLIES	63.10
15.0450.4510.6025	GRANT'S TRUE VALUE HARDWARE	17522	11/12/2025	WATER FOUTAIN SUPPLIES	35.34
01.0160.1620.5520	GRANT'S TRUE VALUE HARDWARE	17522	11/12/2025	NTP WATER FOUNTAIN SUPPLIES	28.70
01.0170.1720.5520	GRANT'S TRUE VALUE HARDWARE	17522	11/12/2025	INSULATION FOR RTU	58.51
37.0670.6720.5977	GRANT'S TRUE VALUE HARDWARE	17522	11/12/2025	MISC PARTS FO ST/RD MNTC	2.43
01.0160.1620.5520	GRANT'S TRUE VALUE HARDWARE	17522	11/12/2025	MISC SUPPS @ NTP	4.86
01.0160.1650.5520	GRANT'S TRUE VALUE HARDWARE	17522	11/12/2025	U BOLF FOR NTP	7.71
01.0160.1650.5520	HAJOCA CORPORATION	17523	11/12/2025	SPUDS BRASS NUTS	18.85
06.0300.3010.5215	HUNTINGTON CULINARY	17524	11/12/2025	Congregate Program	6,296.25
06.0300.3020.5215	HUNTINGTON CULINARY	17524	11/12/2025	Home Delivered Program	744.15
06.0300.3010.5215	HUNTINGTON CULINARY	17524	11/12/2025	Congregate Program	6,871.25
06.0300.3020.5215	HUNTINGTON CULINARY	17524	11/12/2025	Home Delivered Program	732.05
01.0151.1543.5430	JCL TRAFFIC SERVICES	17525	11/12/2025	CDV STREET SUPPS.	1,872.98
01.0170.1720.5406	JORGE A PULIDO ARRIERO	17527	11/12/2025	10/29 DRINKING WATER	87.38
01.0000.0000.2510	KEYSER MARSTON ASSOCIATES, INC	17529	11/12/2025	SEPT. '25 - PROFF SVCS. - 2540 ROSEMEAD BLVD.	13,572.50
01.0110.1110.5220	L.A. COUNTY SHERIFF'S DEPT.	17530	11/12/2025	OCT'25 LAW ENFORCEMENT SERVICES	496,213.37
01.0110.1110.5610	L.A. COUNTY SHERIFF'S DEPT.	17530	11/12/2025	OCT'25 LIABILITY INSURANCE	64,507.74
37.0670.6720.5977	LBC LIGHTING	17531	11/12/2025	FWY UNDER PASS LIGHTS	361.00
01.0170.1710.5520	LBC LIGHTING	17531	11/12/2025	CHALL SPOTLIGHT BULBS	33.11

Account Number	Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
01.0170.1710.6025	LBC LIGHTING	17531	11/12/2025	YARD MNNTC SUPP	156.94
01.0100.1010.5914	LEAGUE OF CALIFORNIA CITIES	17532	11/12/2025	FT'25-26 NLC DIRECT MEMBER DUES	1,805.00
01.0170.1710.5520	LIBERTY FLAG & SPECIALTY CO.	17534	11/12/2025	CHALL USA FLAG	668.60
01.0000.0000.4300	MEGAN EREDIA	17535	11/12/2025	Processing fee refund to self-mail app.	35.00
37.0670.6720.5977	MEISTER SEALCOAT & SUPPLIES, LLC	17536	11/12/2025	ASPHALT POTHOLE REPAIR	1,368.63
37.0670.6720.5977	MEISTER SEALCOAT & SUPPLIES, LLC	17536	11/12/2025	ASPHALT POTHOLE REPAIR ST/RD MNNTC	1,249.63
01.0170.1770.5525	NAPA AUTO PARTS	17537	11/12/2025	T-6 COMPRESSOR SERVICE	419.96
01.0170.1770.5525	NAPA AUTO PARTS	17537	11/12/2025	FLEET SUPPLIES	33.14
01.0151.1543.5952	PARTY PRONTO	17538	11/12/2025	Halloween Event Equipment Rentals	6,294.00
01.0160.1610.5520	POST ALARM SYSTEMS	17539	11/12/2025	DEC'25 ALARM SVCS/ CCTR	51.61
01.0160.1620.5520	POST ALARM SYSTEMS	17539	11/12/2025	DEC'25 ALARM SVCS/ SCTR	51.61
01.0160.1630.5520	POST ALARM SYSTEMS	17539	11/12/2025	DEC'25 ALARM SVCS/ MCTR	51.61
01.0160.1640.5520	POST ALARM SYSTEMS	17539	11/12/2025	DEC'25 ALARM SVCS/ POOLS	51.61
01.0160.1650.5520	POST ALARM SYSTEMS	17539	11/12/2025	DEC'25 ALARM SVCS/ NTP	107.40
01.0160.1670.5520	POST ALARM SYSTEMS	17539	11/12/2025	DEC'25 ALARM SVCS/ MVD	107.40
01.0170.1710.5520	POST ALARM SYSTEMS	17539	11/12/2025	DEC'25 ALARM SVCS/ PSO	101.58
01.0170.1710.5520	POST ALARM SYSTEMS	17539	11/12/2025	DEC'25 ALARM SVCS/ CHALL	137.76
01.0170.1720.5520	POST ALARM SYSTEMS	17539	11/12/2025	DEC'25 ALARM SVCS/ YARD	161.46
01.0170.1020.5956	RED DOT UNIFORMS	17540	11/12/2025	PW UNIFORMS	212.86
15.0450.4510.6025	SMARDAN SUPPLY	17541	11/12/2025	DRINKING FOUTAIN NTP	13,940.39
01.0120.1210.5933	SOCAL SHRED LLC	17542	11/12/2025	Shredding documents	55.00
01.0151.1543.5430	SOUTHEAST CONSTRUCTION PRODUCTS,INC	17543	11/12/2025	STEEL SPIKES -CDV	47.84
01.0100.1020.5215	TOWNSEND PUBLIC AFFAIRS	17545	11/12/2025	NOV'25 CONSULTING SERVICES	9,500.00
01.0170.1020.5956	VESTIS GROUP, INC	17546	11/12/2025	PT WORK PANTS	148.33
01.0170.1740.5435	WAXIE SANITARY SUPPLY	17547	11/12/2025	DISINFECTANT & TOWELS	1,497.81
01.0170.1750.5215	WEST COAST ARBORISTS, INC	17548	11/12/2025	10/1-10/15 ST TREE TRIMMING	16,354.50
01.0150.1530.5406	WALMART COMMUNITY/GECRB	DFT0003108	11/04/2025	WALMART CC STATEMENT	125.04
01.0100.1050.5406	AMAZON CAPITAL SERVICES, INC	DFT0003109	11/04/2025	COVID TEST KITS	698.60
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003109	11/04/2025	Table cloths & placemats for grandparents day	220.23
06.0300.3010.5430	AMAZON CAPITAL SERVICES, INC	DFT0003109	11/04/2025	NUTRITION C1 PROGRAM SUPP.	106.14
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003109	11/04/2025	COFFEE CUPS FOR PROM	103.04
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003109	11/04/2025	PROM ITEMS	13.98
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003109	11/04/2025	CITY BDAY LUNCHEON	47.35
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003109	11/04/2025	Pre wrapped Culinary for Prom	11.37
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003109	11/04/2025	Mexican Ind. Luncheon Decor	243.34
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003109	11/04/2025	City's b-day luncheon decor	26.56
01.0150.1505.5952	AMAZON CAPITAL SERVICES, INC	DFT0003109	11/04/2025	Balloons for special events @ SCTR	22.12
01.0130.1310.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	OFFICE EQUIP.	164.13
01.0170.1710.5520	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	CHAMBER KEYS	35.10

Account Number	Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Balloons for special events	15.48
01.0130.1310.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	OFFICE EQUIP.	163.92
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	MX Ind. Day Luncheon Decor	31.98
01.0150.1530.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	PING PONG NET REPLACEMENT	24.91
01.0170.1170.5956	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	WINTER GLOVES PPE	15.77
01.0150.1530.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	BILLARDS ROOM DECOR	115.27
01.0150.1540.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Department iPad Supplies	69.24
01.0130.1310.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	OFFICE SUPP.	18.81
01.0150.1530.5430	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Hispanic Heritage Social Supp.	85.42
01.0120.1210.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Passport Spllies	133.87
01.0170.1020.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	OFFICE SUPPLIES	56.91
01.0150.1505.5952	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	3 SETS OF COMP SPEAKERS	78.51
06.0300.3020.5430	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Food Insulated Carrier for Home Delivery Program	144.19
01.0170.1020.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Office Supplies	103.80
01.0120.1210.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Passport card envelopes	22.12
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Halloween Luncheon Supplies	236.15
01.0130.1330.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	IT SUPPLIES	209.32
01.0170.1710.5520	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	BUG REPELLANT	63.08
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Plastic Tablecloths for Rodeo	6.30
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Thanksgiving Luncheon Decor	337.16
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Thanksgiving Luncheon Decor	167.40
06.0300.3010.5430	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Nutrition Program Supplies	93.62
01.0120.1210.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Desk Lamp	44.29
01.0120.1210.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Folders	67.48
01.0150.1530.5430	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Dia De Los Muertos Craft Supp.	281.67
01.0100.1040.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Corazon Del Valle Event - Filming Equipment	110.73
01.0170.1020.5956	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	GLASS WIPES PPE	29.85
01.0120.1210.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Dividers	33.75
01.0150.1530.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Rec Room Clock Build. Supp.	78.59
06.0300.3010.5430	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Nutrition Program - Industrial Coffee Filters	76.38
01.0170.1020.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	SPIRAL NOTEBOOKS	30.43
01.0150.1530.5430	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Hispanic Heritage Social Supp.	11.06
01.0151.1543.5952	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Corazon Del Valle - Ofrenda Supplies	42.06
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Decor Items for Rodeo Event	240.27
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	MX IND. DAY LUNCHEON	33.99
01.0130.1330.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	IT ETHERNET SUPPS	63.10
01.0150.1530.5406	AMAZON CAPITAL SERVICES, INC	DFT0003111	11/10/2025	Billiards Room Supplies	618.46
01.0170.7020.5406	BLUETRITON BRANDS INC	DFT0003112	11/10/2025	OCT'25 WATER SVCS	9.99
01.0000.0000.2020	CALPERS RETIREMENT	DFT0003113	11/10/2025	Rate Plan 685 Misc (Classic)	9,564.31

Account Number	Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
01.0000.0000.2020	CALPERS RETIREMENT	DFT0003113	11/10/2025	Rate Plan 23047 Misc (Classic Tier 2)	2,317.48
01.0000.0000.2020	CALPERS RETIREMENT	DFT0003113	11/10/2025	Rate Plan 27216 Misc (Pepra)	21,623.67
01.0000.0000.2021	CALPERS RETIREMENT	DFT0003113	11/10/2025	Service Credit Purchase- Antonio Olivos	155.77
01.0000.0000.2020	CALPERS RETIREMENT	DFT0003114	11/10/2025	RATE PLAN 27216 MISC.	587.70
01.0000.0000.2020	CALPERS RETIREMENT	DFT0003115	11/10/2025	RATE PLAN 23047 MISC. (CLASSIC TIER 2)	2,317.48
01.0000.0000.2020	CALPERS RETIREMENT	DFT0003115	11/10/2025	RATE PLAN 685 MISC. (CLASSIC)	9,536.99
01.0000.0000.2020	CALPERS RETIREMENT	DFT0003115	11/10/2025	RATE PLAN 27216 MISC. (PEPRA)	22,779.24
01.0000.0000.2021	CALPERS RETIREMENT	DFT0003115	11/10/2025	Service Credit Purchase- Antonio Olivos	155.77
01.0130.1330.5215	CHARTER COMMUNICATIONS HOLDINGS, LLC	DFT0003116	11/10/2025	10/16-11/15/25 1415 SANTA ANITA AVE	350.13
01.0130.1330.5215	CHARTER COMMUNICATIONS HOLDINGS, LLC	DFT0003117	11/10/2025	10/9-11/8/25 1450 LIDCOMBE AVE	5.00
01.0000.0000.2205	DEPARTMENT OF THE TREASURY	DFT0003118	11/10/2025	FEDERAL PPE 10.11.25	25,109.65
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0003118	11/10/2025	MED PPE 10.11.25	7,816.88
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0003118	11/10/2025	FICA PPE 10.11.25	32,000.54
01.0000.0000.2205	DEPARTMENT OF THE TREASURY	DFT0003119	11/10/2025	FEDERAL PPE 10/2525	25,426.05
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0003119	11/10/2025	MED PPE 10/2525	7,953.23
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0003119	11/10/2025	FICA PPE 10/2525	32,506.94
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0003120	11/10/2025	UI TAX WITHOLDINGS	180.06
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0003120	11/10/2025	TNG TRAINING TAX WITHOLDING	8.99
01.0000.0000.2210	EMPLOYMENT DEVELOPMENT DEPT.	DFT0003120	11/10/2025	STATE WITHOLDINGS	9,516.85
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0003121	11/10/2025	TNG (Training Tax withhold'g)	10.61
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0003121	11/10/2025	UI Tax Withholdings	212.21
01.0000.0000.2210	EMPLOYMENT DEVELOPMENT DEPT.	DFT0003121	11/10/2025	STATE WITHOLDINGS	9,435.71
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0003122	11/10/2025	3rd QTR '2025	1.66
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0003122	11/10/2025	3rd QTR '2025	33.26
01.0130.1310.5406	EMPLOYMENT DEVELOPMENT DEPT.	DFT0003122	11/10/2025	3rd QTR '2025	0.06
01.0000.0000.2230	EMPOWER RETIREMENT, LLC	DFT0003123	11/10/2025	Employee Before Tax	2,640.00
01.0000.0000.2230	EMPOWER RETIREMENT, LLC	DFT0003123	11/10/2025	Employer Match	4,431.66
01.0000.0000.2235	EMPOWER RETIREMENT, LLC	DFT0003123	11/10/2025	Employee After Tax	1,250.00
01.0000.0000.2355	EMPOWER RETIREMENT, LLC	DFT0003123	11/10/2025	Employee Loan Repayment	1,085.17
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0003124	11/10/2025	Case 200000002163990	369.00
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0003124	11/10/2025	Case 0980438	150.00
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0003124	11/10/2025	Case 200000002135289	429.50
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003125	11/10/2025	9/17-10/15/25 2620 ROSEMEAD	152.61
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003126	11/10/2025	9/16-10/14/25 2218 ROSEMEAD	25.75
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003126	11/10/2025	9/16-10/14/25 2004 ROSEMEAD	146.73
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003127	11/10/2025	9/24-10/23 1341 ISLAND SANTA ANITA AVE	40.61
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003127	11/10/2025	9/24-10/23 1556 CENTRAL AVE	410.84
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003127	11/10/2025	9/24-10/23 1415 LIDCOMBE AVE	419.85
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003127	11/10/2025	9/24-10/23 1530 CENTRAL AVE	500.00

Account Number	Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003127	11/10/2025	9/24-10/23 1415 SANTA ANITA AVE	693.22
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003127	11/10/2025	9/24-10/23 1819 CENTRAL AVE	841.85
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003127	11/10/2025	9/24-10/23 1415 LIDCOMBE AVE	3,699.59
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003127	11/10/2025	9/24-10/23 1402 LERMA	3,749.94
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003127	11/10/2025	9/24-10/23 1500 CENTRAL AVE	1,213.41
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003128	11/10/2025	9/12-10/10/25 1450 LIDCOMBE	237.43
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003129	11/10/2025	9/17-10/15/25 2464 ROSEMEAD	346.79
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003130	11/10/2025	9/17-10/15/25 2464 ROSEMEAD	346.79
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003131	11/10/2025	9/12-10/10/25 1675 DURFEE AVE	176.15
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003132	11/10/2025	9/11-10/9/25 1926 DURFEE AVE	378.65
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003132	11/10/2025	9/11-10/9/25 2018 DURFEE AVE	302.16
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003132	11/10/2025	9/11-10/9/25 1903 DURFEE AVE	146.73
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003132	11/10/2025	9/11-10/9/25 11016 GOMEZ PALACIO DR	25.75
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 1652 TYLER AVE	187.92
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 1819 N MERCED AVE	224.12
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 1900 CENTRAL AVE	230.00
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 1824 CENTRAL AVE	984.73
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 2022 N CENTRAL AVE	182.94
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 1946 N/E MERCED SANTA ANITA	182.04
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 10452 RUSH ST	100.55
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 2000 SANTA ANITA AVE	94.67
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 MERCED N/W SANTA ANITA	64.42
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 1946 N LERMA/MILLET	266.85
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 1707 N MERCED AVE	296.43
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 1946 MERCED AVE	1,712.26
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 1530 CENTRAL AVE	325.70
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 1500 N CENTRAL AVE	449.26
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 1556 CENTRAL AVE	502.23
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 1415 SANTA ANITA	537.52
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003133	11/10/2025	9/15-10/13/25 1819 N CENTRAL AVE	302.16
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003134	11/10/2025	9/10-10/8/25 PECK ROAD	466.92
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003134	11/10/2025	9/10-10/8/25 THIENES/PARKWAY	34.14
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003134	11/10/2025	9/10-10/8/25 FARNDON-PECK	82.91
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003134	11/10/2025	9/10-10/8/25 DURFEE AVE	146.73
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003134	11/10/2025	9/10-10/8/25 PECK ROAD	237.43
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003134	11/10/2025	9/10-10/8/25 PECK ROAD	419.85
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003134	11/10/2025	9/10-10/8/25 PECK ROAD	372.77
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003134	11/10/2025	9/10-10/8/25 DURFEE AVE	308.05
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	DFT0003134	11/10/2025	9/10-10/8/25 DURFEE AVE	260.97

Account Number	Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
01.0170.1730.5705	SO CAL GAS	DFT0003135	11/10/2025	9/30-10/30/25 1415 SANTA ANITA	537.63
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0003136	11/10/2025	9/16-10/14/25 1556 CENTRAL AVE	2,836.91
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0003137	11/10/2025	8/28-9/28/25 2144 TYLER AVE PED	14.98
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0003138	11/10/2025	9/16-10/14/25 1530 CENTRAL AVE	2,771.83
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0003139	11/10/2025	9/16-10/14/25 1824 CENTRAL AVE	1,435.10
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0003140	11/10/2025	9/16-10/14/25 1415 SANTA ANITA AVE	2,524.45
02.0170.1760.5966	US BANK VOYAGER FLEET SYS	DFT0003141	11/10/2025	9/24 CODE/ PUB. SAFETY FUEL	1,264.58
37.0670.6720.5966	US BANK VOYAGER FLEET SYS	DFT0003141	11/10/2025	9/24 P.W. FUEL	5,149.90
44.0800.8010.5966	US BANK VOYAGER FLEET SYS	DFT0003141	11/10/2025	9/24 TRANSPORT FUEL	1,051.95
Grand Total					\$ 1,161,538.59

Authorization Signatures

Warrant Register

Council Meeting 11/18/25

Grand Total \$ 1,161,538.59



Rene Salas, City Manager



City Council Agenda Report

Agenda Item No. 7.c.

DATE: November 18, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Jason Espejo, Public Works Analyst

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-101, APPROVING PROJECT ACCEPTANCE AND NOTICE OF COMPLETION FOR THE SYSTEMIC SAFETY IMPROVEMENTS AT SIGNALIZED INTERSECTIONS, HSIPL-5352(025).

SUMMARY: On January 29, 2025, the Engineering Department solicited bids for the Systemic Safety Improvements at Signalized Intersections Project. The work involved installation of raised pavement markers, striping, pedestrian crosswalks, and traffic signal adjustments (implementation of leading pedestrian interval (LPI)) at twenty-one (21) signalized intersections citywide. On April 15, 2025, PTM General Engineering Services, Inc. ("Contractor") was awarded a construction contract for the Systemic Safety Improvements at Signalized Intersections Project. The final cost for the construction work completed by PTM General Engineering Services, Inc. is \$337,903.00.

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 25-101, accepting the completion of the Systemic Safety Improvements at Signalized Intersections Project;
2. Authorize the City Clerk to send the Notice of Completion for recordation to the Los Angeles County Recorder's Office; and
3. Release retention accordingly.

FISCAL/FINANCIAL IMPACT: The fiscal impact is \$337,903.00 to the HSIP Fund (40-900-9000-6025) as adopted in the Fiscal Year 2025-2026 Budget.

DISCUSSION: On January 29, 2025, staff advertised Notice Inviting Bids for the Systemic Safety Improvements at Signalized Intersections Project. On March 5, 2025, at 11:00 AM, four (4) bids were received by the City. Out of four (4) bids received, PTM General Engineering Services, Inc. was found to be the lowest responsive bidder. The bid submitted by PTM General Engineering Services, Inc. was in the amount of \$327,027.00.

On April 15, 2025, the City Council awarded the construction contract to PTM General Engineering Services, Inc. for \$327,027.00 and approved a 15% contingency for a total construction budget of \$376,081.05.

On May 19th, 2025, PTM General Engineering Services, Inc. began construction of the project with plans, specifications and bid documents per the contract with the City. The work included the installation of raised pavement markers, striping, pedestrian crosswalks, and traffic signal adjustments (implementation of leading pedestrian interval (LPI) at twenty-one (21) signalized intersections citywide. All improvements have been completed satisfactorily, and in conformance with the approved project specifications.

Staff recommends that City Council accept the project as complete, authorize filing a Notice of Completion, and release of retention payment pursuant to contract documents.

ATTACHMENT(S):

- A. Resolution No. 25-101
- B. Notice of Completion

ATTACHMENT A

RESOLUTION NO. 25-101

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL ACCEPTING THE SYSTEMIC SAFETY IMPROVEMENTS AT SIGNALIZED INTERSECTIONS, HSIPL-5352(025) AS COMPLETE AND AUTHORIZING THE CITY CLERK TO FILE THE NOTICE OF COMPLETION WITH THE LOS ANGELES COUNTY RECORDER

WHEREAS, the final cost for the construction work completed by PTM General Engineering Services, Inc. \$337,903.00, which is within the approved contract amount;

WHEREAS, the project was reviewed by City Staff and it is determined to be completed satisfactorily;

WHEREAS, it is recommended that City Council accept the project as Complete and authorize staff to file the “Notice of Completion” with the County Recorder’s Office for this project.;

THE SOUTH EL MONTE CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1: The City Council hereby adopts and approves this resolution accepting the work performed by PTM General Engineering Services, Inc. for the Systemic Safety Improvements at Signalized Intersections Project.

SECTION 2: The City council hereby authorizes the City Clerk to file a Notice of Completion with the Los Angeles County Recorder.

ADOPTED this 18th day of November 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. 25-101, was adopted by the South El Monte City Council at a duly noticed council meeting held on November 18, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Adrian Garcia, MMC, City Clerk

ATTACHMENT B

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF SOUTH EL MONTE
1415 Santa Anita Avenue
South El Monte, CA 91733

Free recording requested per Gov't Code 27383

Space above this line for Recorder's use

NOTICE OF COMPLETION

Notice, pursuant to Civil Code Section 9204, must be filed within 15 days after completion.

Notice is hereby given that:

1. The undersigned is owner and corporate officer of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is: CITY OF SOUTH EL MONTE
3. The full address of the owner is: 1415 Santa Anita Avenue, South El Monte, CA 91733
4. The nature of the title is: Fee
5. The full names and full addresses of all persons, if any, who hold this with the undersigned as joint tenants or as tenants in common are:

	NAMES	ADDRESSES
NONE		

6. The full names and full addresses of the predecessors in interest of the undersigned. IF the property was transferred subsequent to the commencement of the work or improvements herein referred to:

	NAMES	ADDRESSES
NONE		

7. A work of improvement on the property hereinafter described was completed on 8/26/2025. The work was: Systemic Safety Improvements at Signalized Intersections.

8. The name of the contractor, if any, for such work of improvement was PTM General Engineering Services, Inc. 04/15/2025
(IF NO CONTRACTOR FOR WORK OF IMPROVEMENT AS A WHOLE, INSERT 'NONE') (DATE OF CONTRACT)

9. The property on which the work of improvement was completed is in South El Monte, County of Los Angeles, State of California, and is described as follows: City owned.

10. The street address of the property is NONE
(IF NO STREET ADDRESS HAS BEEN OFFICIALY ASSIGNED, INSERT 'NONE')

Dated: _____

CITY OF SOUTH EL MONTE

By: _____

Rene Salas
City Manager

VERIFICATION

I, the undersigned, say: I am the City Manager of the City of South El Monte, the declarant of the foregoing notice of completion; I have read said notice of completion and know the content thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on: _____, at _____ (CITY) _____ (STATE)

(PERSONAL SIGNATURE OF THE INDIVIDUAL WHO IS SWEARING THAT THE CONTENTS OF THE NOTICE OF COMPLETION ARE TRUE.)

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

State of California
County of _____

Subscribed and sworn to (or affirmed) before me on this _____
day of _____, 20__, by _____,

_____ proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal)

Signature _____



City Council Agenda Report Agenda Item No. 7.d.

DATE: November 18, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Gerardo Marquez, Director of Community Development & Public Works

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-102 APPROVING THE BLANKET AUTHORITY TO FILE APPLICATIONS FOR GRANT FUNDS FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR MEASURE A FUNDING FOR PROJECTS AND PROGRAMS

SUMMARY: This resolution authorizes the City of South El Monte to apply for grant funding through the Los Angeles County Regional Park and Open Space District (RPOSD) under Measure A, which supports park, open space, and recreational projects and programs.

RECOMMENDED ACTION: Staff recommends City Council approve Resolution No. 25-102 which will provide the City Manager or designee with the authority to execute all necessary documents, agreements, and amendments related to Measure A-funded projects or programs.

FISCAL/FINANCIAL IMPACT: There is no fiscal/financial impact associated with applying for grant funding.

DISCUSSION: This resolution authorizes the City of South El Monte to apply for grant funding through the Los Angeles County Regional Park and Open Space District (RPOSD) under Measure A, which supports park, open space, and recreational projects and programs.

Key points:

- Measure A (approved by voters in 2016) provides funding for local park and open space improvements.
- The RPOSD oversees and administers Measure A grants.

- The resolution gives the City blanket, also known as general, authority to submit future grant applications to RPOSD for Measure A funds, rather than requiring separate City Council approvals for each project.
- The City certifies it will comply with all grant assurances and requirements.
- The City Manager, or designee, is authorized to execute all necessary documents, agreements, and amendments related to Measure A-funded projects or programs.

The purpose of this resolution will be to streamline the City's ability to pursue and manage Measure A grant opportunities for park and open space enhancements without repeated Council actions.

ATTACHMENT(S):

- A. Resolution No. 25-102

ATTACHMENT A

RESOLUTION NO. 25-102

A RESOLUTION OF THE CITY COUNCIL OF SOUTH EL MONTE APPROVING THE BLANKET AUTHORITY TO FILE APPLICATIONS FOR GRANT FUNDS FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR MEASURE A FUNDING FOR PROJECTS AND PROGRAMS

WHEREAS, the voters of the County of Los Angeles on November 8, 2016, approved the Safe, Clean Neighborhood Parks, Open Space Beaches, Rivers Protection, and Water Conservation Measure (Measure A); and

WHEREAS, Measure A also designated the Los Angeles County Regional Park and Open Space District (the District) to administer said funds; and

WHEREAS, the District has set forth the necessary policies and procedures governing the application for grant funds under Measure A; and

WHEREAS, the District's policies and procedures require the governing body of the City of South El Monte to approve the filing of an application before submission of said application to the District; and

WHEREAS, said application contains assurances that the City of South El Monte must comply with; and

WHEREAS, the City of South El Monte will enter into Agreement(s) with the District to provide funds for acquisition projects, development projects, and/or programs.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF SOUTH EL MONTE HEREBY:

1. Approves the blanket authority to file applications with the Los Angeles County Regional Park and Open Space District for Measure A Funds for projects or programs; and
2. Certifies that the City of South El Monte understands the assurances and will comply with the assurances in the application form; and
3. Appoints the City Manager, or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of projects or programs.

PASSED, APPROVED and ADOPTED this 18th day of November 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, do hereby certify that the foregoing Resolution, being Resolution No. 25-102 was passed and approved by the City Council of the City of South El Monte at a Regular meeting of said Council held on the 18th day of November, 2025, and that said Resolution was adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Adrian Garcia, MMC, City Clerk



City Council Agenda Report Agenda Item No. 7.e.

DATE: November 18, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: George Lopez, Community Development Analyst

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION NO. 25-103 APPROVING THE FIRST AMENDMENT TO THE AGREEMENT FOR CONTRACT SERVICES WITH MNS ENGINEERS, INC. TO ADMINISTER THE CALHOME OWNER-OCCUPIED HOME REPAIR PROGRAM AND THE FIRST-TIME HOMEBUYER PROGRAM

SUMMARY: On February 18, 2025 City Council awarded an Agreement for Contract Services to MNS Engineers, Inc. as the responsive, responsible bidder to administer and implement the CalHome Owner-Occupied Home Repair Program and the First Time Homebuyer Program.

RECOMMENDED ACTION: Staff recommends that the City Council adopts Resolution No. 25-103 First Amendment to the Agreement for Contract Service ("Agreement") with MNS Engineers, Inc. to administer and implement the CalHome programs, authorize the City Manager to execute the First Amendment to the Agreement, and approve the use of CalHome Reuse Funds to immediately fund program implementation while awaiting the new grant award. In order to be in compliance with the CalHome guidelines, staff recommends amending the Agreement.

ENVIRONMENTAL ANALYSIS: The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378. Approving and allocating funds for eligible housing projects is an administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL/FINANCIAL IMPACT: There will be no financial impact on the City. The CalHome Owner-Occupied Home Repair and First-Time Homebuyer Programs will be funded with CalHome Reuse Funds to immediately finance program implementation,

ensuring no delay in program operations. The agreement with MNS Engineers, Inc. includes a not-to-exceed (NTE) amount of 10% of the grant (\$200,000) for the Owner-Occupied Home Repair Program and 20% of the grant (\$120,000) for the First-Time Homebuyer Program, all of which will be covered by the CalHome Reuse Fund available from 2010, 2011 and 2014, based on the data from Housing and Community Development (HCD) from the CalHome Reuse Fund. The adopted Fiscal Year 2025-2026 budget includes the Reuse Fund, which has a balance of \$734,055.

The \$320,000 in administrative costs will be allocated to MNS Engineers, Inc over a three-year term. The consultant selected to administer the programs will ensure proper compliance, efficient program implementation, and streamlined processing of applications.

DISCUSSION: The City entered into an Agreement for Contract Servicers with MNS Engineering, Inc. on February 18, 2025, to administer the CalHome Owner-Occupied Home Repair and First-Time Homebuyer programs. However, it was later discovered that the Agreement contained an error, citing an incorrect funding source. The purpose of this amendment is to remove that funding source reference. MNS will continue to assist the City with the Owner Occupied Repair Assistance Program and First-Time Homebuyer Program.

This Agreement will allow the City to maximize the use of CalHome funding, ensuring low-income homeowners receive critical rehabilitation assistance and first-time homebuyers have access to mortgage assistance opportunities. By amending this Agreement with MNS Engineers, Inc., the City will be able to efficiently implement, track, and manage the CalHome Owner-Occupied Home Repair and First-Time Homebuyer Programs, providing critical financial assistance to eligible households while maintaining compliance with State and Federal funding guidelines.

ATTACHMENT(S):

- A. Resolution No. 25-103 - MNS First Amendment
- B. MNS FIRST AMENDMENT NOV-2025 CAO
- C. Existing MNS Agreement 2025-07
- D. Existing MNS Proposal For Services
- E. CalHome Reuse Fund 25-26 Budget

ATTACHMENT A

RESOLUTION NO. 25-103

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL APPROVING THE FIRST AMENDMENT TO THE AGREEMENT FOR CONTRACT SERVICES WITH MNS ENGINEERS, INC. TO ADMINISTER THE CALHOME OWNER-OCCUPIED HOME REPAIR PROGRAM AND THE FIRST-TIME HOMEBUYER PROGRAM

THE CITY COUNCIL OF THE CITY OF SOUTH EL MONTE DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, on November 14, 2024, the City of South El Monte (“City”) issued a Request for Proposals (RFP) to identify a qualified firm to administer and implement the CalHome Owner-Occupied Home Repair Program and First-Time Homebuyer Program; and

WHEREAS, upon review of the proposals received by City, MNS Engineers, Inc. was determined to be the most responsive and responsible bidder, demonstrating substantial expertise in housing assistance programs and the ability to effectively administer the CalHome programs; and

WHEREAS, the selection of MNS Engineers, Inc. will ensure efficient program implementation, maximize the use of CalHome funds, and improve access to homeownership opportunities for eligible residents; and

WHEREAS, there is no financial impact to the City, as administrative costs for program implementation will be covered through eligible CalHome grant funding; and

WHEREAS, a Professional Services Agreement between the City and MNS Engineers, Inc., was originally approved by the City Council of the City of South El Monte (“City Council”) on February 18, 2025 (“Agreement”); and

WHEREAS, the First Amendment to the Agreement is recommended given that the Agreement contained an error, citing an incorrect funding source; and

WHEREAS, under the First Amendment to the Agreement, the City agreed to pay CONSULTANT in accordance with the “Schedule of Compensation” attached as Exhibit “C” therein, but not exceeding the maximum contract amount of One Hundred and Twenty Thousand Dollars (\$120,000) or Ten Percent (10%) of the CalHome grant fund for Owner-Occupied Home Repair, and Two Hundred Thousand (\$200,000) or Twenty Percent (20%) of the CalHome grant fund for First Time Homebuyer as allowed per California Department of Housing and Community Development) guidelines (“HCD”) guidelines. (“Contract Sum”); and

WHEREAS, under the First Amendment to the Agreement, the City will be utilizing the CalHome Reuse Funds available from 2010, 2011 and 2014 in the amount of \$734,055 that was adopted in fiscal year 2025-2026.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH EL MONTE AS FOLLOWS:

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

SECTION 2. The City Council finds and determines that funds from CalHome Reuse Funds will be utilized to support the City’s Owner-Occupied Home Repair Program and the First-Time Homebuyer Program:

SECTION 3. The City Manager is further directed to take all necessary actions to effectuate the agreement and ensure compliance with State CalHome program guidelines.

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

PASSED, APPROVED AND ADOPTED this 18th day of November, 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, MMC, City Clerk of the City of South El Monte, do hereby certify that the foregoing Resolution, being Resolution No. 25-103, was passed and approved by the City Council of the City of South El Monte at a regular meeting of said Council held on the 18th day of November 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 AGREEMENT FOR CONTRACT SERVICES (Parties: City of South El Monte and MNS Engineers, Inc.)

THIS FIRST AMENDMENT (“First Amendment”) to that certain agreement entitled “Agreement for Contract Services”, Contract No. _____, dated _____, 2024 (hereinafter, the “Master Agreement”), by and between the CITY OF SOUTH EL MONTE, a municipal corporation (“CITY”) and MNS Engineers, Inc. (“CONSULTANT”), is hereby made and entered into this ____ day of _____, 2025 (the “Effective Date”). For purposes of this First Amendment, the capitalized term “Parties” shall be a collective reference to both CITY and CONSULTANT. The capitalized term “Party” may refer to either CITY or CONSULTANT, interchangeably as appropriate.

RECITALS

This FIRST AMENDMENT is made and entered into with respect to the following facts:

WHEREAS, on _____, 2024, the Parties executed and entered into the Master Agreement for CONSULTANT to provide professional consulting services for the administration and implementation of the CalHome Owner-Occupied Home Repair Program and First-Time Homebuyer Program; and

WHEREAS, the Master Agreement is attached and incorporated hereto as **Exhibit “A”**; and

WHEREAS, the Parties wish to correct an error in the Master Agreement, which cites incorrect CalHome funding sources; and

WHEREAS, under the terms of the Master Agreement, CITY agreed to pay CONSULTANT in accordance with the “Schedule of Compensation” attached as Exhibit “C” therein, but not exceeding the maximum contract amount of One Hundred and Twenty Thousand Dollars (\$120,000) or Ten Percent (10%) of the CalHome grant fund for Owner-Occupied Home Repair, and Two Hundred Thousand (\$200,000) or Twenty Percent (20%) of the CalHome grant fund for First Time Homebuyer as allowed per California Department of Housing and Community Development) guidelines (“HCD”) guidelines. (“Contract Sum”); and

WHEREAS, the City will also be utilizing the CalHome Reuse Funds available from 2010, 2011 and 2014 in the amount of \$734,055 that was adopted in the fiscal year 2025-2026.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows

SECTION 1. Section 2.1 (Contract Sum) of the Agreement is hereby amended as follows:

For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the “Schedule of Compensation” attached hereto as Exhibit “C” and incorporated herein by this reference, but not exceeding the maximum contract amount of One Hundred and Twenty Thousand Dollars (\$120,000) or Twenty Percent (20%) of the CalHome grant fund for Owner-Occupied Home Repair, and Two Hundred Thousand (\$200,000) or Ten Percent (10%) of the CalHome grant fund for First Time Homebuyer as allowed per California Department of Housing and Community Development) guidelines (“HCD”) guidelines. (“Contract Sum”).

SECTION 2. Exhibit “C” of the Master Agreement is replaced with the Exhibit “C” attached to this First Amendment.

SECTION 3. Except as otherwise set forth in this First Amendment, the Master Agreement shall remain binding, controlling, and in full force and effect. This First Amendment, together with the Master Agreement, shall constitute the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed in both documents.

SECTION 4. The provisions of this First Amendment shall be deemed a part of the Master Agreement and except, as otherwise provided under this First Amendment, the Master Agreement and all provisions contained therein shall remain binding and enforceable. In the event of any conflict or inconsistency between the provisions of this First Amendment and the provisions of the Master Agreement, the provisions of this First Amendment shall control, but only in so far as such provisions conflict with the Master Agreement and no further.

[SIGNATURES ON FOLLOWING PAGE]

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

CITY:

CITY OF SOUTH EL MONTE, a
municipal corporation

Rene Salas, City Manager

ATTEST:

Adrian Garcia, MMC, City Clerk

APPROVED AS TO FORM:
OLIVERAS MADRUGA LAW ORGANIZATION, LLP

Susie A. Altamirano, City Attorney

CONSULTANT:

MNS Engineers, Inc.

By:

Name: Peter Minegar, AICP
Title: Vice President, Planning
Address: 3580 Vine Street, Suite 110
Riverside, CA 92507

EXHIBIT “C”

SCHEDULE OF COMPENSATION

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

		RATE	TIME
A.	Owner-Occupied Home Repair	20% of available Grant Funding as allowed per HCD (California Department of Housing and Community Development) guideline	Not-to-exceed \$120,000 or 20% of grant award whichever is less
B.	First Time Homebuyer	10% of available Grant Funding as allowed by HCD (California Department of Housing and Community Development) guidelines.	Not-to-exceed \$200,000 or 10% of grant award whichever is less

ATTACHMENT C

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF SOUTH EL MONTE AND
MNS ENGINEERS, INC.**

THIS PROFESSIONAL SERVICES AGREEMENT (herein "Agreement") is made and entered into this 18th day of February, 2024, by and between the CITY OF SOUTH EL MONTE, a municipal corporation ("City") and MNS Engineers, Inc. (herein "Consultant").

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all of the terms and conditions of this Agreement, the Consultant shall perform the work or services as set forth in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by reference. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions (the "Standard of Care").

1.2 Compliance With Law. All work and services rendered hereunder shall be provided in accordance with all applicable ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State, or local governmental agency of competent jurisdiction.

1.3 California Labor Law. If the Scope of Services includes any "public work" or "maintenance work," as those terms are defined in California Labor Code section 1720 *et seq.* and California Code of Regulations, Title 8, Section 16000 *et seq.*, and if the total compensation is \$1,000 or more, Consultant shall pay prevailing wages for such work and comply with the requirements in California Labor Code section 1770 *et seq.* and 1810 *et seq.*, and all other applicable laws.

1.4 Licenses, Permits, Fees, and Assessments. Consultant shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the services required by the Agreement.

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

2. COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference, but not exceeding the maximum contract amount of One Hundred and Twenty Thousand Dollars (\$120,000) or Ten Percent (10%) of the CalHome grant fund for Owner-Occupied Home Repair and Two Hundred Thousand

(\$200,000) or Twenty Percent (20%) of the CalHome grant fund for First Time Homebuyer as allowed per California Department of Housing and Community Development) guidelines (“HCD”) guidelines. (“Contract Sum”).

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

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

2.3 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the City’s Contract Officer to the Consultant, incorporating therein any adjustment in (i) the Contract Sum for the actual cost of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation of up to ten percent (10%) of the Contract Sum but not exceeding a total contract amount of Five Thousand Dollars (\$5,000) or in the time to perform of up to ninety (90) days may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. No claim for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

3. PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement, subject to Consultant’s performance in compliance with the Standard of Care.

3.2 Schedule of Performance. Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the “Schedule of Performance” attached hereto as Exhibit “D” and incorporated herein by this reference. When requested by the Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but shall not exceed thirty (30) days cumulatively.

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

3.4 Term. Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding Three (3) years from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D"). [The City may, in its sole discretion, extend the Term for two (2) additional one-year terms.]

4. COORDINATION OF WORK

4.1 Representative of Consultant. Damien Delany, Housing Practice Lead is hereby designated as being the representative of Consultant authorized to act on its behalf with respect to the work and services specified herein and make all decisions in connection therewith. All personnel of Consultant and any authorized agents shall be under the exclusive direction of the representative of Consultant. Consultant shall utilize only competent personnel to perform services pursuant to this Agreement. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff and subcontractors, and shall keep City informed of any changes.

4.2 Contract Officer. Guillermo Arreola, Director of Community Development [or such person as may be designated by the City Manager] is hereby designated as being the representative authorized by the City to act on its behalf with respect to the work and services specified herein and to make all decisions in connection therewith ("Contract Officer").

4.3 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City. Any such prohibited assignment or transfer shall be null and void.

4.4 Independent Consultant. Neither the City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth. Consultant shall perform all services required herein as an independent contractor of City with only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City, or that it is a member of a joint

enterprise with City. Consultant represents and warrants that the personnel used to provide services to the City pursuant to this Agreement are classified by Consultant as employees and that Consultant issues or will issue a W-2 to such personnel.

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

5. INSURANCE AND INDEMNIFICATION

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

(a) General Liability Insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

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

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

(d) Workers' Compensation Insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance in the minimum amount of at least \$1,000,000.

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

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

5.2 General Insurance Requirements.

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

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

(c) Primary/Noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City’s own insurance or self-insurance shall be called upon to protect it as a named insured.

(d) City’s Rights Of Enforcement. In the event any of Consultant’s insurance policies as required under this Agreement does not comply with these specifications, or is canceled and not replaced, City has the right, but not the duty, to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold an amount sufficient to pay the insurance premium from Consultant payments. In the alternative, City may terminate this Agreement in its entirety.

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

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

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

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

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

(j) Additional Insured Status. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess or umbrella liability policies.

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

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

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

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

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

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

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

5.3 Indemnification. To the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Consultant, its officers, employees, agents, subcontractors, invitees, or any individual or entity for which Consultant is legally liable ("indemnitors"), or arising from Consultant's or indemnitors' reckless or willful misconduct, or arising from Consultant's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, except claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions. The indemnity obligation shall be binding on successors and assigns of Consultant and shall survive termination or expiration of this Agreement.

6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records. Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the City's Contract Officer to evaluate the performance of such services and shall keep such records for a period of three (3) years following completion of the services hereunder. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit, and make records and transcripts from such records.

6.2 Reports. Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement or as the Contract Officer shall require.

6.3 Confidentiality and Release of Information

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

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

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

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

(d) Consultant shall promptly notify the City should Consultant be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admission or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. The City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with the City and to provide the City with the opportunity to review any response to discovery requests provided by Consultant.

6.4 Ownership of Documents. All studies, surveys, data, notes, computer files, reports, records, drawings, specifications, maps, designs, photographs, documents and other materials (the “documents and materials”) prepared by Consultant in the performance of this Agreement shall be the property of the City and shall be delivered to the City upon request of the Contract Officer or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by the City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Moreover, Consultant with respect to any documents and materials that may qualify as “works made for hire” as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed “works made for hire” for the City.

7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law. This Agreement shall be interpreted, construed and governed both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Los Angeles, State of California.

7.2 Disputes; Default. In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default. Instead, the City may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may

be extended, if circumstances warrant. During the period of time that Consultant is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. If Consultant does not cure the default, the City may take necessary steps to terminate this Agreement under this Article.

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

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

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

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

8. MISCELLANEOUS

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

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

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

8.4 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

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

8.6 Waiver. No delay or omission in the exercise of any right or remedy by the non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.7 Attorneys' Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the

prevailing party in such action or proceeding, in addition to any other relief which any be granted, whether legal or equitable, shall be entitled to reasonable attorney’s fees, whether or not the matter proceeds to judgment.

8.8 Interpretation.

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

8.9 Counterparts.

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

8.10 Warranty & Representation of Non-Collusion. No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any state or municipal statute or regulation. The determination of “financial interest” shall be consistent with State law and shall not include interests found to be “remote” or “noninterests” pursuant to Government Code Sections 1091 or 1091.5. Consultant warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value, will render this Agreement void and of no force or effect.

Consultant’s Authorized Initials

PM

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

[Signatures On The Following Page]

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

CITY:

CITY OF SOUTH EL MONTE, a municipal corporation

DocuSigned by:
Rene Salas 2/20/2025
BE6B86B552DC490
Rene Salas, City Manager

ATTEST:

Signed by:
Adrian Garcia 2/20/2025
580F519285704EB...
Adrian Garcia, MMC, City Clerk

APPROVED AS TO FORM:
OLIVERAS MADRUGA LAW ORGANIZATION, LLP

Signed by:
Susie A. Altamirano 2/20/2025
8BC2D8609A13428...
Susie A. Altamirano, Interim City Attorney

CONSULTANT:

MNS Engineers, Inc.

DocuSigned by:
By: Peter Minegar 2/24/2025
4AF11AE8D1024B8
Name: Peter Minegar, AICP
Title: Vice President, Planning

Address: 3580 Vine Street, Suite 110
Riverside, CA 92507

EXHIBIT "A"

SCOPE OF SERVICES

I. Consultant will perform the following services:

- | | |
|---|---|
| A. Program Administration | I. Waiting List |
| B. Marketing (as needed) | J. Customer Relations |
| C. Program Guidelines (Manual) | K. Project File/Management |
| D. Bilingual Capabilities | L. Review and Approval Applications |
| E. Environmental Review (if applicable) | M. Construction/Rehabilitation |
| F. Photos – Before & After Catalog | N. Property Standards (Zoning/Bldg Codes) |
| G. Energy Efficiency | O. Lead-Based Paint (if applicable) |
| H. Final Inspection | P. Final Documentation & Reporting |

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

- A. Updated Program Guidelines (Manual)
- B. Project Files includes photos
- C. Marketing materials

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

- A. Quarterly Reports (Q1 JAN-MAR; Q2 APR-JUN; Q3 JULY-SEPT; Q4 OCT-DEC)
- B. Annual Reports (reports due June 30)

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

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

- A. Personnel selected by Consultant.

EXHIBIT "B"

SPECIAL REQUIREMENTS
(Superseding Contract Boilerplate)

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

EXHIBIT “C”

SCHEDULE OF COMPENSATION

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

		RATE	TIME
A.	Owner-Occupied Home Repair	10% of Awarded Grant Funding as allowed per HCD (California Department of Housing and Community Development) guidelines	Not-to-exceed \$120,000 or 10% of grant award whichever is less
B.	First Time Homebuyer	20% of Awarded Grant Funding as allowed per HCD (California Department of Housing and Community Development) guidelines	Not-to-exceed \$200,000 or 20% of grant award whichever is less

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

III. Within the budgeted amounts for each Task, and with the approval of the Contract Officer, funds may be shifted from one Task sub-budget to another so long as the Contract Sum is not exceeded per Section 2.1, unless Additional Services are approved per Section 2.3.

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

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

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

EXHIBIT “D”

SCHEDULE OF PERFORMANCE

- I. Consultant shall perform all services timely in accordance with the following schedule:**
 - A. All projects shall be completed as requested by the City, and shall be completed prior to May 30, 2028. Both parties agree that all services rendered shall be covered by the CalHome Grant Funds.

- II. Consultant shall deliver the following tangible work products to the City by the following dates.**
 - A. Quarterly Reports (Q1 JAN-MAR/ Ends March 30 Due: April 30; Q2 APR-JUNE/ Ends June 30, Due: July 31; Q3 JULY-SEP/ Ends: Sept 30, Due: Oct 31; Q4 OCT-DEC/ Ends: Dec 31, Due: Jan 31) These reports are due within 30 days of the quarter ending date.
 - B. Annual Reports (reports due June 30)

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



CITY OF SOUTH EL MONTE

December 16, 2024

PROPOSAL TO PROVIDE

Housing Services to Administer the
Owner-Occupied Home Repair
Program and the First Time Home
Buyer Program

CISEM.240813



City of South El Monte

Request For Proposals (RFP)

To Provide Housing Services to Administer
the Owner-Occupied Home Repair Program
and the First-Time Home Buyer Program



SOUTH EL MONTE, CA

PRIME CONSULTANT **MNS ENGINEERS, INC.**

LOCAL OFFICE 3580 Vine Street
Suite 110
Riverside, CA 92507

PROJECT CONTACT Damien Delany, Housing Practice Lead
310.408.5052 Mobile | ddelany@mnsengineers.com

December 16, 2024

December 16, 2024

Guillermo Arreola

Community Development Director
City of South El Monte
1415 Santa Anita Ave.
South El Monte, CA 91733

Subject: Request For Proposals (RFP) To Provide Housing Services to Administer the Owner-Occupied Home Repair Program and the First Time Home Buyer Program

Dear Mr. Arreola,

MNS Engineers, Inc. is pleased to submit this response to provide Housing Services to administer the Owner-Occupied Home Repair Program and the First Time Home Buyer Program for the City of South El Monte. This proposal is based on the information provided in the City's Request for Qualifications (RFQ), as well as our familiarity with applicable federal regulations and our considerable experience in administering Housing programs for cities across California.

MNS staff has extensive experience with the administration of Home Repair Programs and First Time Home Buyer Programs for multiple cities throughout California. For example, for the City of Redondo Beach, we utilize program funds that provides emergency home repairs to low-income and disabled homeowners. Our staff also continues to assist the City of Norwalk with their federally funded First Time Home Buyer program, Residential Rehabilitation Program, and updates of Policies and Procedures and as well as general grants administration. We have administered down payment and closing costs assistance to help low-income applicants purchase their first home. We partner with city staff to meet their goals of increasing affordable housing opportunities and providing households with the opportunity to become homeowners.

The proposal has been signed by the individual authorized to represent and bind MNS, and we are unaware of any conflict of interest in MNS performing the work requested by the City. This submittal is valid for 120 days. If you have any questions regarding this submittal, please contact Damien Delany at (562) 200-7177, or ddelany@mnsengineers.com.

Sincerely,

MNS Engineers, Inc.



Damien Delany
Hosing Practice Lead



Peter Minegar, AICP
Vice President - Planning

MNS DETAILS

LEGAL NAME

MNS Engineers, Inc.

FIRM OWNERSHIP TYPE

C-Corporation

YEAR FIRM ESTABLISHED

1962

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS

State of Incorporation: California
DIR No. 1000003564

CORPORATE OFFICE

201 N. Calle Cesar Chavez,
Suite 300
Santa Barbara, CA 93103
805.692.6921 Office/Fax
mnsengineers.com

LOCAL OFFICE

3580 Vine Street
Suite 110
Riverside, CA 92507

PROJECT CONTACT

Damien Delany
Housing Practice Lead
(310) 408-5052
ddelany@mnsengineers.com

AUTHORIZED SIGNATURE

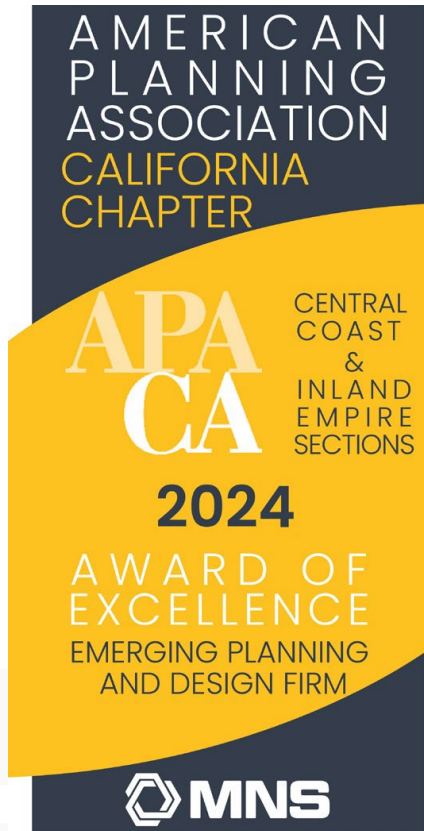
Peter Minegar, AICP
Vice President, Planning
(951) 326-8522
pminegar@mnsengineers.com

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Section 1: Approach and Scope of Work

Approach



Established in 1962, MNS Engineers, Inc. is a C-Corporation that provides professional consulting services to municipalities throughout California. Our company specializes in planning, construction management, civil engineering, and land surveying services. The MNS Planning Team provides a wide range of services including community planning, environmental compliance (CEQA/NEPA), regulatory permitting, entitlement, agency staffing services, municipal finance, and housing. MNS has staff located throughout Southern and Northern California. MNS professionals can truly be on-call to meet the City's needs on any given day.

Our Housing team is particularly skilled in grant administration, boasting of a team that has a collective 80+ years of experience, with a strong focus on Community Development Block Grant (CDBG), Community Development Block Grant Cares Act (CDBG-CV), the HOME Investment Partnerships Program (HOME), HOME investment Partnerships American Rescue Plan Program (HOME-ARP), and the Permanent Local Housing Allocation (PLHA) programs. We also have extensive experience in preparing 5-year Consolidated Plans, with associated First-Year Annual Action Plans and Analysis of Impediments to Fair Housing Choice.

Our staff are well-versed in HUD and HCD policies and procedures, providing meticulous oversight of all aspects of grant administration. Our team's experience spans every phase of HUD- and HCD-funded projects, from initial grant application to final report submission, ensuring that all financial and

performance reports are accurately completed and submitted on time.

MNS supports local public agencies with a full range of on-call planning and housing services, from current and long-range planning and grant administration, staff augmentation and project management services, to on-call CEQA compliance services and economic development. The MNS Planning and Housing Team has extensive experience providing flexible and scalable planning services to public agencies.

Client Commitment

Our mission is to make a positive difference in people's lives. We take great pride in delivering high-quality projects, knowing they will serve our clients, our communities, and future generations for years to come. Our commitment to excellence and long-lasting impact drives everything we do.

Scope of Work

Our staff are well-versed in HCD policies and procedures, providing meticulous oversight of all aspects of grant administration. This includes detailed documentation, timely submissions, seamless coordination, effective consultations, productive meetings, thorough reviews, and all necessary steps to ensure full compliance with federal requirements. Our team's experience spans every phase of federally funded projects, from initial grant application to final report submission, ensuring that all financial and performance reports are accurately completed and submitted on time.

Owner-Occupied Home Repair Program

MNS will administer the CalHome program funds to operate a local Owner-Occupied Rehabilitation Program and shall be responsible for the following activities:

1. Reviewing CalHome program required After-Rehabilitation appraisals for property eligibility under value limits established in the current published NOFA;
2. Originating, underwriting, packaging, and closing CalHome program Loans in accordance with program requirements; and the Department of Housing and Community Development CalHome Program Guidelines
3. Completion of Rehabilitation construction requirements pursuant to the Owner-occupied Rehabilitation Program Guidelines required by Section 7735(a) of the CalHome Program.

Underwriting and construction requirements.

CalHome program Recipients shall develop and employ Owner-Occupied Rehabilitation Program Guidelines submitted to and approved by the Department as addressing the following areas:

- Owner-Occupied Rehabilitation underwriting guidelines including Borrower credit requirements; and
- Rehabilitation construction requirements.

Prior to commencement of Rehabilitation work, an appraisal shall be obtained with the following requirements:

- The appraisal shall be prepared by a state licensed; residential property appraiser chosen by City staff based on recommendations from MNS;
- The appraisal shall take into consideration the estimated value of the rehabilitation work to be completed on the property and shall include the pre-rehabilitated value and the after-rehabilitated value; and
- An appraisal is not required in the case of rehabilitation work on a manufactured home not on a permanent foundation.

Any cash out of escrow to Borrowers is prohibited.

Recipients must obtain title insurance in the amount of the CalHome program Loan at close of escrow.

Fire insurance (and flood insurance where applicable) requirements are as follows:

- Recipient must require Borrowers to maintain insurance on the property in an amount at least equal to the replacement value of the improvements; and
- Recipient must be named as additional loss payee on the policy

First-Time Homebuyer Loan Program

MNS staff have created and administered several first-time homebuyer programs for multiple cities throughout

California. To qualify for the HCD (California Department of Housing and Community Development) First Time Homebuyer program, you must typically be a low-to-moderate income household, meet the county's income limits based on your family size, not have owned a home within the last three years, and intend to occupy the property as your primary residence; you may also need to meet specific property value limits set by the program depending on your location. All applicants must have incomes at or below 80% of the County's area median income (AMI), adjusted for household size, as published by HCD.

Key activities in administering the City's First Time Homebuyer program:

- a. Providing information and assistance to First-Time Homebuyers on obtaining maximum amount of first Mortgage Financing pursuant to the underwriting requirements in Section 7731;
- b. Reviewing CalHome program required appraisals for property eligibility under value limits established pursuant to Section 7731(b)(3). The appraised value shall not exceed these limits;
- c. In the case of acquisition of existing housing, the Recipient shall be responsible for inspection of properties to be purchased or a review of Uniform Residential Appraisal Reports, including the Valuation Conditions, to ensure that they conform to the requirements of State Housing Law (California HSC, Section 17910 et seq.);
- d. Ensuring completion by each assisted Household of a Homebuyer Education class that meets the requirements of Section 7722; and
- e. Originating, underwriting, packaging, and closing CalHome program Loans in accordance with program requirements.

MNS Staff have administered down payment and closing costs assistance to help low-income applicants purchase their first home. MNS will partner with city staff to meet their goals of increasing affordable housing opportunities and providing households with the opportunity to become homeowners. We also provide administration of first-time homeowner programs. We have in-house staff that can produce Notices of Funding Availability (NOFA) through customized public announcements including notices in local newspapers and through marketing material that will be included on the City's website and its various social media platforms. Our staff have created and administered First Time Homebuyer Programs for Downpayment and Closing Costs Assistance to help low-income households buy their first home. Our programs have accomplished the following goals:

- Increase homeownership in the City.
- Provide working families with the opportunity to become homeowners.
- Stimulate private and public investment in the City.
- Facilitate the resale of existing housing.
- Strengthen the real estate industry.

Downpayment Assistance

MNS staff have assisted multiple cities with programs designed to provide assistance to lower income persons in the purchase of their first home. Assistance may be provided for the down payment in the purchase of a home. The amount of assistance available depends upon the buyer's qualifications and the price of the home. In general, a buyer may only receive what they need, up to 20 % of the purchase price of the home.

MNS staff will assist the city with reviewing all income documentation to qualify and approve applicants, including any loan processing, appraisals, underwriting services, and deeds of trust. Part of the activities we have perform for down payment assistance program are assisting potential homebuyers are part of an overall applicant packet which includes:

- Purchase Contract
- 1003 Application
- Loan Approval letter with terms
- Desktop Underwriter Summary
- Copy of the Credit report
- Estimated Closing Statement
- Copy of Appraisal and Home Inspection to be provided when available
- Realtor and Title & Escrow company contact information.

In addition to the City loan approval, the property must pass an inspection for lead- based paint hazards and building/health and safety code deficiencies. If a homebuyer is eligible and their home passes inspection, MNS will notify the Homebuyer and Realtor.

Updates with the City of South El Monte

MNS proposes bi-weekly meetings with the City of South El Monte’s Community Development Analyst to keep staff updated on all related projects in this proposal. We believe that regularly scheduled meetings with clients offer full transparency during the Home Rehabilitation and First Time Homebuyer programs process. Additionally, it allows MNS to course correct and quickly identify any potential issues that may arise during the process.

Fee Proposal

MNS will provide the services described in the Scope of Services, in an amount not to exceed **\$45,750** as follows:

City of South El Monte Fee Proposal	
Task	Fee
Owner Occupied Home Repair Program	\$ 14,280
First-Time Homebuyer Program	\$ 17,460
Downpayment Assistance	\$ 14,010
Total	\$ 45,750

This total fee for this proposal is fully burdened. Requested services outside the scope of work will be billed on a time and material basis. The fee proposal will have a 5% year-over-year increase for the duration of the three-year contract.

Section 2: Schedule

CalHome Reporting

The CalHome Program Provides grants to local public agencies and nonprofit corporations for first-time homebuyer and housing rehabilitation assistance, homebuyer counseling and technical assistance activities to enable low- and very low-income households to become or remain homeowners.

The Annual Reuse Report must be submitted annually each year by **July 30** for the 20-year Monitoring Agreement term with HCD. The Annual Reuse Report reports all activities from that previous fiscal year (July 1 – June 30).

Owner-Occupied Home Repair Program

Application and Eligibility Assessment (1-2 weeks):

- Submitting application forms with necessary documentation (income verification, property ownership details).
- Initial review of eligibility based on program guidelines.

Property Inspection (1-2 weeks):

- A program representative conducts a thorough inspection of the property to identify needed repairs and estimate costs.

Project Approval (2-4 weeks):

- Review of inspection report, cost estimates, and proposed repairs by program officials.
- Potential negotiations on project scope and funding allocation.

Contractor Selection (2-4 weeks):

- Obtaining bids from qualified contractors.
- Reviewing contractor proposals and selecting the best option based on price, experience, and qualifications.

Construction Phase (Variable, depending on project size):

- Execution of construction work according to approved plans and specifications.
- Regular inspections by program staff to ensure quality and compliance.

Final Inspection (1-2 weeks):

- A final inspection to verify completion of all repairs and adherence to project specifications.

Loan Repayment (varies based on loan terms):

- Regular loan payments according to the agreed schedule.

Factors Influencing Timeline:

1. Project Complexity: Larger or more complex renovations will take significantly longer than minor repairs.
2. Weather Conditions: Adverse weather may delay construction activities.
3. Permitting Process: Obtaining necessary permits from local authorities can add time to the process.
4. Funding Availability: Waiting periods for funding approval may impact the timeline.

First-Time Homebuyer Program

The timeline for buying a house can vary from four weeks to six months or more. The time it takes depends on several factors, including:

Collection of all application paperwork and vetting

Applicants are encouraged to submit complete application packets, which may include for example the previous year's income tax filings for low-mod verification. If applicants have missing items in the application packets, it may take longer to process their application.

Market speed

If the market is moving quickly, you can close on a house more quickly if you make a strong offer right away.

Finding a place

If you have trouble finding the right place or keep getting outbid, the process can take longer.

To qualify for first-time homebuyer programs in California, you'll need to meet certain requirements, including:

- Completing a home buyer education course
- Meeting CalHFA's median income limits
- Having a minimum credit score of 660-680
- Purchasing a primary residence in California

Section 3: Project Team, Key Personnel, and Resumes.

The MNS team members in this proposal have had extensive experience working with jurisdictions throughout the United States. Several of our team members have over 30 years of experience assisting cities in administering federal, state, and local grants. Our staff is well-versed in HCD and LACDA policies and procedures, providing meticulous oversight of all aspects of grant administration. This includes detailed documentation, timely submissions, seamless coordination, effective consultations, productive meetings, thorough reviews, and all necessary steps to ensure full compliance with federal requirements. Our team's experience spans every phase of funded projects, from initial grant application to final report submission, ensuring that all financial and performance reports are accurately completed and submitted on time. MNS is well-equipped to manage all phases of state- and federally funded projects with confidence and accuracy.

Our staff regularly participates in HCD training and technical assistance modules to keep current with changes in regulations to ensure that all projects are keeping up with the most up-to-date parameters. Overseeing the team will be Damien Delany, Housing Practice Lead. The proposed team members include:

- Damien Delany: Housing Practice Lead and Project Manager
- Monika Troncoso: Housing Manager
- Estella Wells, Senior Planner
- Winnie Rebecca: Associate Planner

Resumes

Damien Delany

Housing Practice Lead



Damien Delany has over 40 years of experience in the planning field. He has served as project manager for many community development projects in Southern California. Mr. Delany has coordinated the work of technical staff and subconsultants and administered Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), Affordable Housing Programs, Economic Development Programs, CARES Act programs, and other state/federal grant-funded projects and programs. His experience includes, but is not limited to:

CDBG/HOME Services. City of Norwalk / Huntington Park. PROJECT MANAGER. Responsible for administering the City's CDBG and HOME programs with funding received from US Department of Housing and Urban Development (HUD) such as the First Time Home Buyer program, Residential Rehabilitation Program, update of Policies and Procedures and general grants administration.

CDBG Grant Administration. City of Redondo Beach. PROJECT MANAGER. Responsible for administering the City's annual CDBG grant received from US Department of Housing and Urban Development (HUD), performing labor standards compliance, monitoring subrecipients and managing CDBG-funded mobility access and home repair grant programs.

CDBG and CARES Act Program Administration. City of Union City. PROJECT MANAGER. Responsible for the administration and implementation of the City's CDBG programs, CARES Act programs, grant administration, and labor compliance monitoring. Mr. Delany also oversees the Below Market Rate (BMR) home ownership program.

Monika Troncoso

Housing Manager



Firm

- MNS Engineers, Inc.

Areas of Expertise

- State and Federal Grant Administration
- Affordable housing development
- Economic development
- Project Management
- Community development
 - Community Outreach

Years of Experience

- 34 Total
- <1 # With MNS (hire date 7/8/24)

34 Prior to MNS

Education

- BA, Business Administration and Economics, California State University, Fullerton
- MA, Public Administration, California State University, Long Beach

Professional Development

- NAHRO

Ms. Troncoso has more than three decades of experience as a former public employee and more recently, providing professional consulting services to municipalities in California. She brings a comprehensive understanding of the complexities involved in federal funding, grant administration, affordable housing financing and development, and economic development. With her comprehensive understanding of the complexities involved in these areas, Monika is well-equipped to provide valuable guidance and support to municipalities seeking to enhance their communities' overall well-being. Her experience includes:

Multiple Projects, City's of Orange; Norwalk; Huntington Park; Oxnard, CA. Senior Housing Advisor/Associate. Monika provided professional consulting services to municipalities related to federal funds and grant administration, housing authorities, affordable housing development, and economic development. (08/2020 to 07/2024) Assisted the cities of Oxnard and Norwalk with the implementation of Housing Authority agreements and policies and procedures for their administrative processes.

Multiple Projects, Troncoso Koos Enterprises, Brea, CA. Municipal Services Consultant. Monika was a professional consultant to municipalities, offering her expertise and guidance on matters related to the use of state and federal funds, affordable housing development, economic development, federal grant administration, historic preservation, and project management. (02/2011 to 02/2022) Need project details from Monika.

Multiple Projects, Urban Futures, Inc., Orange, CA. Principal. Monika provided professional consulting services to various entities, including cities, redevelopment agencies, counties, and housing authorities. One of Monika's key contributions was her ability to develop and implement tailored housing programs that effectively addressed specific community needs. Through her strategic approach, she assisted clients in creating sustainable solutions that promoted affordable housing options and supported community development. (08/2009 to 02/2011) Concentrated on business development and supervised the compliance monitoring division.

Multiple Projects, City of La Habra, CA. *Housing and Redevelopment Manager.* Monika was responsible for supervising the operations of the Redevelopment Agency and Housing Authority and its two mobile home parks, along with a Senior Single Room Occupancy facility. She successfully negotiated property acquisitions on behalf of the agency and prepared agreements accordingly. In addition, Monika prepared and monitored Housing Division budgets and monitored expenditures. She also served as a technical advisor to city staff, the agency and various city boards and commissions on housing and redevelopment matters. (09/2002 to 08/2009) Project managed the acquisition and rehabilitation of over 30 affordable housing units, two Housing Authority-owned mobile home parks, the rehabilitation of two commercial shopping centers and the conversion of a mortuary to the Federally-funded pre-school administrative offices.

Multiple Projects, City of Anaheim, CA. *Project Manager II-Community Development/Affordable Housing Development Division.* Monika coordinated various aspects of property acquisition, disposition, and development for the redevelopment agency. She successfully managed tax-exempt bond and tax credit financed affordable housing projects, ensuring their smooth execution. In addition to her coordination responsibilities, Monika also prepared and monitored regulatory agreements and other relevant documents as needed. She efficiently processed entitlement applications for agency-owned parcels, streamlining the approval process. Monika also played a key role in Community Development Block Grant administration and community outreach efforts. (01/2000 to 09/2002) Project managed the financing and development of over 670 affordable rental units.

Estella Wells

Senior Planner



- MNS Engineers, Inc.

Areas of Expertise

- Project management
- Planning
- HUD regulations

Years of Experience

20

Education

- M.A., Leadership and Organizational Studies, California Baptist University, Riverside, CA
- B.A, French, University of Alabama, Tuscaloosa, AL

Professional Affiliations(s)

- American Planning Association

Estella Wells has 20 years of housing and project management experience. Her projects consist of the monitoring of affordable housing units. Her key strength is the ability to demonstrate knowledge of HOME, Neighborhood Stabilization Program, and Tax Credit compliance monitoring including the understanding of any other Federal, State, or local programs applicable to Housing and Economic Development. She has assisted multiple municipalities meet their regulatory compliance requirements and contractual affordable housing goals. Her experience includes:

State of California, 2025-2029 Consolidated Plan and First Year Annual Action Plan. Prior to joining MNS, Estella was part of the Outreach Team on the State of California’s Consolidated Plan, 2024. Her tasks included creation of the online survey and updates to the Citizen Participation Plan.

County of Riverside. Contract staff preparing Assessment of Fair Housing report and conducting community engagement outreach.

City of Monterey. Contract staff overseeing the annual monitoring for the City’s Below-Market Rate Program for 23 rental properties.

City of Huntington Park. Contract staff overseeing the applicant qualifications of the Huntington Park Emergency Rental Assistance and Home Repair Programs.

County of San Bernardino. Contract staff overseeing the annual monitoring for the County’s Below- Market Rate Program for 23 rental properties.

City of Norwalk. Contract staff overseeing the applicant qualifications of the Huntington Park Emergency Rental Assistance and Home Repair Programs.

City of Union City. Contract staff overseeing the applicant qualifications of the Small Business Assistance Program.

City of Chowchilla. Contract staff overseeing updates to the policies and procedures of an economic development small business development grant program.

City of San Bernardino. Served as Housing Compliance Specialist monitoring, inspecting, and ensuring compliance of 34 affordable housing communities comprised of over 1,072 City funded affordable units. Implemented Division policies and procedures to ensure timely delivery of housing services and related programming compliance with federal, state, and local laws. Functioned as a liaison between Housing staff and

senior management assisting with workflow coordination.

County of San Bernardino. Served as an Economic and Community Development Analyst II monitoring the implementation of the Emergency Solutions Grant program. Prepared funding applications, Consolidated Annual Performance, and Annual Budget reports and other planning documents. Coordinated and monitored subrecipient activities to ensure compliance with funding sources. Researched, prepared, and reviewed requests for proposals, and funding applications. Performed budgetary analysis and ensured adherence to applicable regulations.

Riverside County Economic Development Agency. Monitored over 90 HOME, Redevelopment Agency ("RDA"), Community Development Block Grant ("CDBG"), Neighborhood Stabilization ("NSP"), and BOND County funded housing projects to ensure compliance with federal and state regulations and regulatory agreements. Ensured that affordable rent was being charged to tenants who were in income and rent restricted units. Conducted semiannual review of reports, insurance records, and included unit inspections. Developed and facilitated Monitoring Compliance Workshops.

Winnie Rebecca

Associate Planner



Firm

- MNS Engineers, Inc.

Areas of Expertise

- List here

Years of Experience

- 3 Total
- <1 With MNS
- 3 Prior to MNS

ensuring compliance with non-debarment requirements.

County of San Bernardino, CA. Planner. Winnie collected property inspection data and organized tenant file information, as well as prepared final reports in compliance with HUD HOME regulations.

Ms. Rebecca is an experienced housing and community development planner with a specialization in providing management and technical assistance for programs funded by US Housing and Urban Development grants. She has a proven track record of developing comprehensive plans to enhance community development and economic resilience in various municipalities. Winnie is adept in providing services to clients in community engagement, policy analysis, and ensuring compliance with federal regulation. Her experience includes:

City of Huntington Park, CA. Planner. Winnie prepared HUD reports including the HOME ARP plan, Annual Action Plan, and CAPER, as well as ensured HUD program files met regulatory standards and guaranteed sub recipient was compliant with HUD regulations. She is skilled in program administration for various initiatives, such as Rental Assistance, HOME Repair, and First Time Home Buyer programs.

City of Chowchilla, CA. Planner. Winnie specialized in facilitating loan disbursement requests and final loan forgiveness for businesses for economic loan program funded by CDBG. She was adept at preparing comprehensive files, actively engaging with businesses for documentation, and

Section 4: Qualifications



City of Norwalk – Responsible for administration of CDBG and CARES Act funds, HOME, HOME-ARP, and working with the PHA. Assist the City with their Economic Recovery Stimulus Program, which provides zero-interest loans and possible grants to small businesses affected by COVID-19. Consult on CDBG process for Economic Development and Housing. Provide presentation material, public notices, and staff reports for City Council meetings. Conduct monitoring of CDBG and HOME funded activities to ensure subrecipient organizations are meeting all HUD regulations and provide recommendations to City staff. First Time Home Buyer program, Residential Rehabilitation Program, and updates of Policies and Procedures and as well as general grants administration.



City of Huntington Park - Administration of Community Development Block Grant (CDBG), Community Development Block Grant Cares Act (CDBG-CV), the HOME Investment Partnerships Program (HOME), HOME investment Partnerships American Rescue Plan Program (HOME-ARP), and the Permanent Local Housing Allocation (PLHA). This includes preparing HUD reports including the HOME ARP Allocation Plan, Annual Action Plan, and CAPER, as well as ensuring HUD program files met regulatory standards and sub recipient files were compliant with HUD regulations. We are also preparing the City's 5-year Consolidated Plan, which includes the first-year Annual Action Plan, and the Analysis of Impediments to Fair Housing Choice.



City of Orange – CDBG and HOME program administration including the preparation of the 2025-2029 Consolidated Plan and First Year Annual Action Plan, the 2023-24 CAPER, environmental review, labor compliance, and as-needed staff support and technical assistance.



City of Redondo Beach – CDBG administration, mobility access and emergency repair (MA/ER) administration, Public Service Agency Funding program administration, and preparation of the Analysis of Impediments and 5-Year Consolidated Plan. We also provide the City with as-needed staff support and technical assistance.



City of Chowchilla - Administration for the City's Small Business Loan Program and Economic Development Program utilizing CDBG and CDBG-CV funds from the State of California. Services include grant writing, implementation, and administration (including applicant eligibility, loan underwriting, and reporting).

Section 5: References

Home Rehabilitation and First-Time Homebuyer Programs	
Name of Agency	Contact: Name/ Address/Phone/ Email
City of Norwalk	<p>Rosio Medina Senior Administrative Analyst 12700 Norwalk Blvd, Norwalk, CA 90650 (562) 929-5952 rmedina@norwalkca.gov</p>
City of Huntington Park	<p>Steve Forster Community Development Director 6550 Miles Ave., Huntington Park, CA 90255 (323) 854-6392 sforster@hpca.gov</p>
City of Orange	<p>Jessica Herrera Sr. Administrative Analyst 300 E Chapman Ave, Orange, CA 92866 (714) 744-7273 jherrera@cityoforange.org</p>
City of Redondo Beach	<p>Kelly Orta Community Services 415 Diamond Street Redondo Beach, CA 90277 (310) 697-3365 Kelly.Orta@redondo.org</p>
City of Chowchilla	<p>Mark Hamilton Director of Community & Economic Development 130 S 2nd Street, Chowchilla, CA 93610 (559) 665-8615 mhamilton@cityofchowchilla.org</p>

Section 6: City's Standard Professional Services Agreement

MNS's legal team and insurance provider has reviewed the City's Standard Professional Services Agreement and have noted the following exceptions. MNS welcomes the opportunity to discuss the Standard Professional Services Agreement with City staff, and we are confident to develop mutually agreeable contract language.

1. SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all of the terms and conditions of this Agreement, the Consultant shall perform the work or services as set forth in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by reference. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions (the "Standard of Care"). ~~Consultant warrants that it has the experience and ability to perform all work and services required hereunder and that it shall diligently perform such work and services in a professional and satisfactory manner.~~

1.2 Compliance With Law. All work and services rendered hereunder shall be provided in accordance with all applicable ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State, or local governmental agency of competent jurisdiction.

3. PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement, subject to Consultant's performance in compliance with the Standard of Care.

~~7.6 Liquidated Damages. Since the determination of actual damages for any delay in performance of this Agreement would be extremely difficult or impractical to determine, in the event of a breach of this Agreement, the Contractor and its sureties shall be liable for and shall pay to the City the sum of _____ Dollars (\$ _____) as liquidated damages for each working day of delay in the performance of any service required hereunder, as specified in the Schedule of Performance (Exhibit "D"). The City may withhold from any monies payable on account of services performed by the Contractor any accrued liquidated damages. Pursuant to Government Code Section 4215, Contractor shall not be assessed liquidated damages for delay in completion of the project when such delay was caused by the failure of the public agency or owner of the utility to provide for removal or relocation of utility facilities.~~

As MNS is providing professional services, we request liquidated damages do not apply. If this cannot be removed, MNS will need to know the potential cost of any LD's before we accept any agreements with the City of South El Monte.

Section 7: Addend Acknowledgement

We acknowledge and read Addendum 1 on December 11, 2024.

Section 8: Required Attachments

Please see the following pages for the required attachments that have been signed and notarized.

ATTACHMENT B

AFFIDAVIT OF NON-COLLUSION

I state that I am Vice President - Tanya Bilezikjian (title) MNS Engineers, Inc. (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) MNS Engineers (name of firm), its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix. I state that (name of firm) understands and acknowledges that the above representations are material and important and will be relied on by the City of South El Monte in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the City of South El Monte of the true facts relating to the submission of Offers for this contract.

Tanya Bilezikjian
(Authorized Signature)

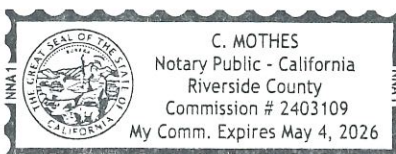
MNS Engineers, Inc / Vice President
(Name of Company/Position)

Sworn to and subscribed before me this day 10th of December, 2024

C. Mothes

Notary Public for California

My Commission Expires: May 4, 2026



ATTACHMENT C

CLAIMS HISTORY

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

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

MNS Engineers, Inc. has not had any of the following events occurring within the last 10 years.

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

ATTACHMENT E
CITY OF SOUTH EL MONTE
ANNUAL BUDGET
FISCAL YEAR 2025-2026

DIVISION:
CALHOME REUSE PROGRAM

ACCOUNT NO:
55-495-4970

EXPENDITURE DETAIL				
DESCRIPTION	Acct No.	2024-25 Budget	2024-25 Estimated Actual	2025-26 Budget
REVENUES:				
CalHome Grant	4892	734,055	22,000	734,055
Reimbursement Transfer-In	4960	0	0	0
TOTAL REVENUES		734,055	22,000	734,055
PERSONNEL				
Salaries - Full Time	5010	0	0	0
Salaries - Part Time	5020	0	0	0
Allocated Benefits	5180	0	0	0
TOTAL PERSONNEL:		0	0	0
MAINT. & OPERATIONS				
Contract Services-Professional	5215	0	0	0
Special Departmental Supplies	5406	0	0	0
Housing Rehab Loans	5994	0	0	0
First Time Buyers Program	5996	734,055	0	734,055
TOTAL M & O:		734,055	0	734,055
CAPITAL OUTLAY				
Equipment	6015	0	0	0
TOTAL CAPITAL OUTLAY:		0	0	0
TOTAL EXPENDITURES		734,055	0	734,055
NET SURPLUS (DEFICIT)		0	22,000	0

**CITY OF SOUTH EL MONTE
ANNUAL BUDGET
FISCAL YEAR 2025-2026**

**DIVISION:
CALHOME REUSE PROGRAM**

**ACCOUNT NO:
55-495-4970**

BUDGET REQUEST JUSTIFICATION

<u>Acct #</u>	<u>Description:</u>	<u>Amount:</u>
5215	Contract Services-Professional Provides funding for Consultant	0
5406	Special Departmental Supplies	0
5994	Housing Rehab Loans Rehabilitation loans for owner occupied single family homes.	0
5996	First Time Buyers Program FTHBP Loans for downpayment assistance to qualified buyers for homes in South El Monte.	734,055
		<u><u>734,055</u></u>



City Council Agenda Report Agenda Item No. 8.a.

DATE: November 18, 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 AND SUCCESSOR AGENCY MEETING MINUTES OF SEPTEMBER 16, 2025

SUMMARY: Staff is requesting approval of Minutes for the September 16, 2025, Regular City Council and Successor Agency Meeting.

RECOMMENDED ACTION: Staff is requesting approval of Minutes for the September 16, 2025, Regular City Council and Successor Agency Meeting.

FISCAL/FINANCIAL IMPACT: None

DISCUSSION:

ATTACHMENT(S):

A. DRAFT Reg CC and SA Minutes 09-16-25

CITY OF SOUTH EL MONTE
REGULAR CITY COUNCIL AND SUCCESSOR AGENCY MEETING MINUTES

Tuesday, September 16, 2025 - 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/Board Acosta, Rodriguez, Mayor Pro Tem/Vice
Member(s): Chair Delgado (arrived at 6:04 p.m.), and
Mayor/Chair Olmos

ABSENT: Councilmember/Board Bojorquez
Member(s):

STAFF PRESENT: Rene Salas, City Manager; Susie A. Altamirano, City Attorney; Adrian Garcia, City Clerk; Danilo Batson, Interim Director of Public Works; Gerardo Marquez, Director of Community Development and 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. PLEDGE OF ALLEGIANCE – Councilmember Rodriguez led the Pledge of Allegiance.

3. INVOCATION – Pastor Benjamin Garret, Faith Dominion Church, offered the invocation.

4. PRESENTATIONS

4.a. Deputy Cortez presented the Sheriff's Department Report for the months of July and August 2025.

At 6:04 p.m., Mayor Pro Tem Delgado arrived at the meeting.

4.b. Code Enforcement Supervisor Rodriguez presented the Code Enforcement and Public Safety Department Report for the months of July and August 2025.

4.c. Public Works Supervisor Figueroa presented the Public Works Department Quarterly Report.

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

Staff requested to continue Agenda Item 10.f. to the next meeting.

**APPROVAL OF THE AGENDA AND WAIVER OF FULL READING OF ORDINANCES
(CONTINUED)**

Motion by Councilmember Rodriguez, seconded by Mayor Pro Tem Delgado, to approve the agenda as amended. Motion passed 4-0, by the following vote:

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

6. PUBLIC COMMENT

Mayor Olmos opened Public Comment.

1. Eduardo Saucedo spoke on a public records request he submitted with the City, Measure CM, paperwork on a councilmember's campaign funds, and the Kruse building.
2. John Ventura, resident, spoke on his attendance at the Homeless Commission Meeting, his conversation with the City Manager and a commissioner, and his attendance at future City Council Meetings.

Rene Salas, City Manager, provided a brief response.

There being no further public comments, Mayor Olmos closed Public Comment.

7. CONSENT CALENDAR – CITY COUNCIL

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

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

- 7.a.** Approved the Minutes for the July 15, 2025, Regular City Council and Successor Agency Meeting.
- 7.b.** Adopted Resolution No. 25-084, authorizing payment of City expenditures for the period of September 3, 2025, through September 16, 2025, totaling \$971,699.50.
- 7.c.** Adopted Resolution No. 25-079, accepting the completion for the Purchase and Installation of Electric Vehicle Charging Stations at the City's Transportation Yard, 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 – CITY COUNCIL (CONTINUED)

7.d. Adopted Resolution No. 25-080, awarding a construction contract to Light & Power International in the amount of \$54,500 for the New Temple Park Snack Bar Rehabilitation Project and allocated \$54,500 from the General Fund Balance, authorized the City Manager to execute the contract, and authorized a fifteen percent (15%) project contingency allowance to be used if necessary for unforeseen conditions at the City Manager's discretion.

8. CONSENT CALENDAR – SUCCESSOR AGENCY

Motion by Vice Chair Delgado, seconded by Board Member Acosta, to approve the Consent Calendar. Motion passed 4-0, by the following vote:

AYES: Board Member(s): Acosta, Rodriguez, Vice Chair Delgado, and Chair Olmos
NAYS: Board Member(s): None
ABSENT: Board Member(s): Bojorquez

8.a. Approved the Minutes for the July 15, 2025, Regular City Council and Successor Agency Meeting.

9. PUBLIC HEARINGS – None

10. GENERAL BUSINESS

10.a. DISCUSSION AND PROVIDE DIRECTION REGARDING VACANCY ON THE HOMELESS COMMISSION

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

Mayor Olmos read the names of the applicants seeking appointment to the Homeless Commission.

Councilmember Acosta **nominated** Arthur Kingsbury Aceves for appointment. Vote failed 2-2:

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

Mayor Pro Tem Delgado **nominated** Shannon R.T. Thai for appointment. Vote passed 2-1-1:

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

GENERAL BUSINESS (CONTINUED)

Item 10.a.

Mayor Olmos announced that **Shannon R.T. Thai** was appointed to the Homeless Commission.

10.b. LETTER FROM ONE LOVE ALLSTARS REQUESTING FEE WAIVER FOR A TEMPORARY USE PERMIT (TUP) LOCATED AT 9852 RUSH STREET

Mayor Olmos introduced the item, and Gerardo Marquez, Director of Community Development and Public Works, provided a report.

Claudia Gutierrez-Medina, Owner and Director, One Love Allstars, requested the fee waiver to host a fundraising event to help parents offset costs.

Motion by Councilmember Acosta, seconded by Mayor Pro Tem Delgado, to approve the TUP fee waiver in the total amount of \$1,250. Motion passed 4-0, by the following vote:

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

10.c. AUTHORIZATION AND AGREEMENT TO PARTICIPATE IN THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (SGVCOG) CRISIS ASSISTANCE RESPONSE AND ENGAGEMENT PROGRAM (SGV CARE) TO CO-RESPOND TO MENTAL HEALTH CRISIS SITUATIONS

Mayor Olmos introduced the item, and Rene Salas, City Manager, introduced Kaitlin Sims, Director of Regional Programming, who provided a report.

Discussion topics included presenting at the Homeless Commission Meeting, sustainability of the program, the level of Sheriff's involvement, the CARE teams' structure, data collection, the grant funding term, and other resource teams.

Motion by Councilmember Bojorquez, seconded by Councilmember Rodriguez, to approve Resolution No. 25-081, authorizing the City's participation in SGV CARE to co-respond to mental health crisis situations. Motion passed 4-0, by the following vote:

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

10.d. CONSIDERATION OF APPROVAL OF AN UPDATED AGREEMENT WITH THE LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH

Mayor Olmos introduced the item, and Susie A. Altamirano, City Attorney, provided a presentation.

At 7:09 p.m., Councilmember Rodriguez left the chambers.

At 7:11 p.m., Councilmember Rodriguez returned to the chambers.

Motion by Councilmember Acosta, seconded by Mayor Pro Tem Delgado, to enter into the 2025 Agreement with the County for public health services, approve Resolution No. 25-082, and direct Staff as to possible adoption of new County ordinance. Motion passed 4-0, by the following vote:

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

10.e. CONSIDERATION OF RESOLUTION DETERMINING THAT THERE IS CONTINUED EMERGENCY PURSUANT TO PUBLIC CONTRACT CODE SECTION 22050(C)(1) TO CONTINUE THE EMERGENCY REPAIRS TO THE CITY HALL COUNCIL CHAMBERS

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

Motion by Councilmember Rodriguez, seconded by Mayor Pro Tem Delgado, to receive and file a report on the updates for the emergency repairs to the City Hall Council Chambers, and to adopt Resolution No. 25-083, by four-fifths vote, to determine that there is a need to continue the emergency action for the emergency repairs to the City Hall Council Chambers. Motion passed 4-0, by the following vote:

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

10.f. CONSIDERATION OF INTRODUCTION OF FIRST READING OF ORDINANCE NO. 1284, AMENDING CHAPTER 2.64 OF THE SOUTH EL MONTE MUNICIPAL CODE REGARDING WORKING OUT OF CLASS

This item was continued.

11. COMMITTEE REPORTS, INCLUDING AB 1234 REPORTS

Councilmember Acosta announced he attended the following: the September Night Market, the San Gabriel Valley Heroes in the Shadows Veteran Stand Down event, the Leader Emergency Vehicles 50th Anniversary celebration, and the California Contract Cities Association Fall Educational Summit.

Mayor Pro Tem Delgado announced he attended the following: the 9/11 Memorial Ceremony, and the Jerry Ortiz Memorial Boxing Gym's Friday Night Fights.

Councilmember Rodriguez announced he attended the following: the San Gabriel Valley Heroes in the Shadows Veteran Stand Down event.

Mayor Olmos announced she attended the following: the September Night Market, the San Gabriel Valley Heroes in the Shadows Veteran Stand Down event, the Leader Emergency Vehicles 50th Anniversary celebration, the San Gabriel Valley Council of Governments Governing Board Meeting, a Neighborhood Watch meeting, the 9/11 Memorial Ceremony, and the Senior Center Mexican Independence Luncheon.

12. CORRESPONDENCE – None

At 7:49 p.m., Mayor Pro Tem Delgado left the meeting.

13. COUNCILMEMBERS' AGENDA

13.a. COUNCILMEMBER MANUEL ACOSTA

1. Update on Limiting the Number of Stored Vehicles on City Streets.

Discussion/Action: With the advent of new housing and an increased number of ADUs, South El Monte streets are being overburdened with street parking. Many households own several cars, of which, some are being stored on the public street. Stored vehicles are vehicles that get moved once a week for street sweep, and are parked again until the next street sweep. In order to minimize the burden on the public street, the city should require that no more than two vehicles be stored on the public street

Councilmember Acosta summarized his item and requested a progress report on property development.

Gerardo Marquez, Interim Director of Community Development, provided a report on current business and property projects in the City.

Motion by Councilmember Acosta, seconded by Mayor Olmos, to have a quarterly report on the progress of commercial development in the City. Motion passed 4-1, by the following vote:

COUNCILMEMBERS' AGENDA (CONTINUED)

Item 13.a.1.

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

2. How is the City Council Agenda set?

Councilmember Acosta summarized his item and directed questions to the Mayor and City Manager on past and current practices.

This item was received and filed.

14. CLOSED SESSION – None

15. ADJOURNMENT

There being no further business coming before this body, at 7:45 p.m., Mayor Olmos adjourned the meeting to a Regular City Council Meeting on Tuesday, October 7, 2025, 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. 10.a.

DATE: November 18, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Gerardo Marquez, Director of Community Development & Public Works

SUBJECT: CONTINUED FROM THE JUNE 3, 2025, REGULAR CITY COUNCIL MEETING - UPDATE ON CANNABIS BUFFER ZONE MAPS

SUMMARY: Cannabis Buffer Zone Alternatives

RECOMMENDED ACTION: Staff recommends the City Council review the provided maps and provide staff direction to maintain the current or modify the buffer zone and eligible zones for retail commercial cannabis operations within the South El Monte Municipal Code.

FISCAL/FINANCIAL IMPACT: No Anticipated Fiscal Impact

DISCUSSION:

On November 8, 2022, the voters of South El Monte approved Measure CM, which led to the adoption of Ordinance No. 1260. This ordinance added Chapter 5.26 to Title 5 of the South El Monte Municipal Code to allow for the permitting and regulation of retail commercial cannabis operation within the City, allowing for the future issuance of a maximum of three retailer commercial cannabis operation permits. On September 26, 2023, City Council adopted Ordinance No. 1268, amending Chapter 5.26 to Title 5 of the South El Monte Municipal Code.

Currently, the City of South El Monte only allows for cannabis retail as a permitted use within the C (Commercial) and C-M (Commercial Manufacturing) zones, including any overlay zone districts covering the C or C-M zones. Additionally, the South El Monte Municipal Code currently includes a buffer requirement that cannabis retailers be located at least 1,000 feet from the following (“sensitive uses”):

- Other Cannabis Retail Operations
- Alcohol or Drug Treatment Facility
- Day Care Centers
- Religious Institutions

- Schools
- Youth Centers
- City Jurisdictional Boundary
- Residential Zoned Properties
- Parks

Pursuant to California Business and Professions Code Section 26054(b), state law sets 600-foot buffers from schools, daycare centers, and youth centers, but allows local jurisdictions to specify different buffer requirements.

At the March 18th City Council Meeting, staff was directed to provide different variations of the Cannabis Retailer Buffer map showing alternative buffer distances as well as the inclusion of Manufacturing Zoned lots.

The attached maps display the lots that would be eligible for cannabis retailer use if the City amends its permitted zoning for cannabis retailers to add Manufacturing under the current 1,000 buffer requirement, and potential reduced buffers of 900, 800, 700, and 600 feet. The pink lots represent the Commercial-Manufacturing zoned lots and the blue parcels represent the Manufacturing zoned lots.

Additionally, staff provided an alternative map that would maintain the current 1,000-foot buffer from all existing sensitive uses except for jurisdictional boundaries, the buffer for which would change to 350 feet. It is important to note that jurisdictional boundaries are not sensitive uses under State law, nor commonly designated as a sensitive use by other local jurisdictions. Reducing the buffer from the jurisdictional boundary while maintaining the 1,000 foot buffer from all other sensitive uses designated under Chapter 5.26 would allow for 23 possible Commercial Manufacturing Zoned sites and 82 Manufacturing Zoned sites, allowing for eligible sites along the southwestern portion of the city, where the prominent uses are manufacturing/industrial operating businesses.

The table below shows the number of parcels that could be available if Manufacturing was added as an eligible zone, broken down in each zone for each alternative buffer requirement.

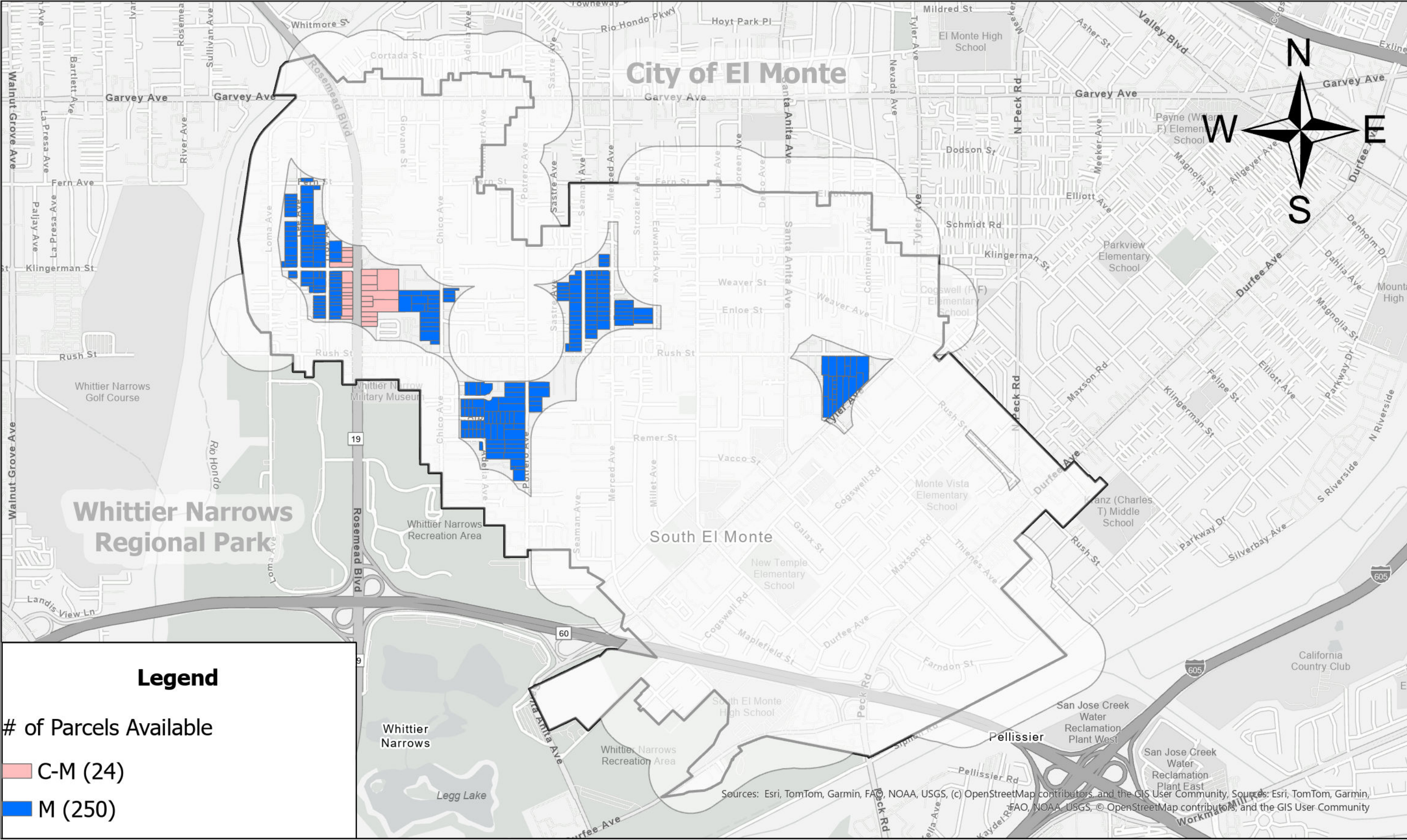
	1,000 ft. Buffer	900 ft. Buffer	800 ft. Buffer	700 ft. Buffer	600 ft. Buffer	1,000 ft. w/ 350 City Boundary
Commercial Manufacturing	4	8	14	17	24	23
Manufacturing	12	42	77	146	250	82

Only cannabis retailers issued a valid commercial cannabis operation permit, among other approvals, are allowed to operate in the City. The City has not yet issued any commercial cannabis operation permits. The City is currently working with a consultant who will assist in evaluating future cannabis applicants to ensure that the most suitable operator is chosen to do business within the City of South El Monte.

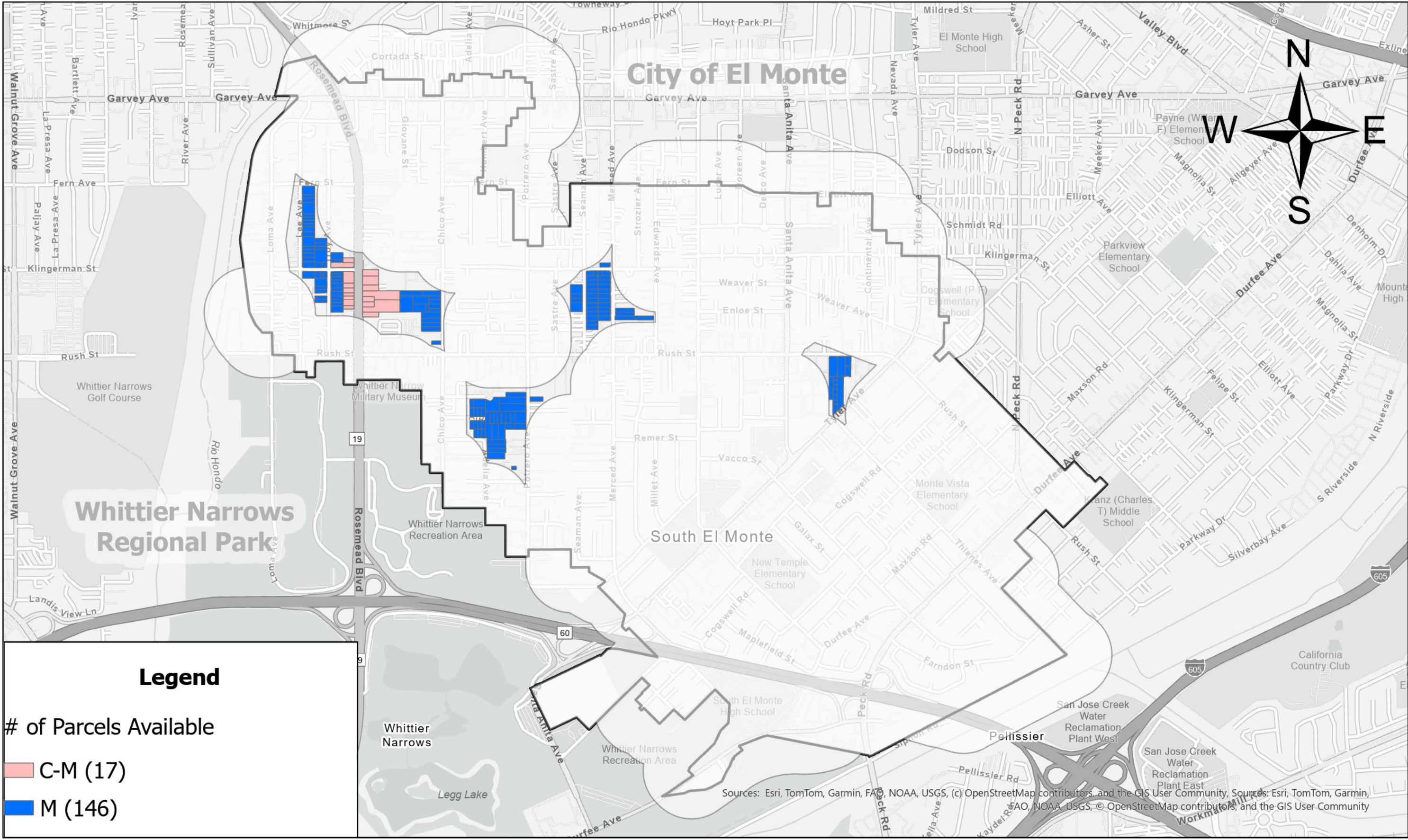
ATTACHMENT(S):

- A. 600ft Buffer
- B. 700ft Buffer
- C. 800ft Buffer
- D. 900ft Buffer
- E. 1000ft Buffer
- F. 1000ft Buffer 350ft City Bounds

Buffer of 600 Feet from SEM Boundary and 600 Feet From Sensitive Uses



Buffer of 700 Feet from SEM Boundary and 700 Feet From Sensitive Uses



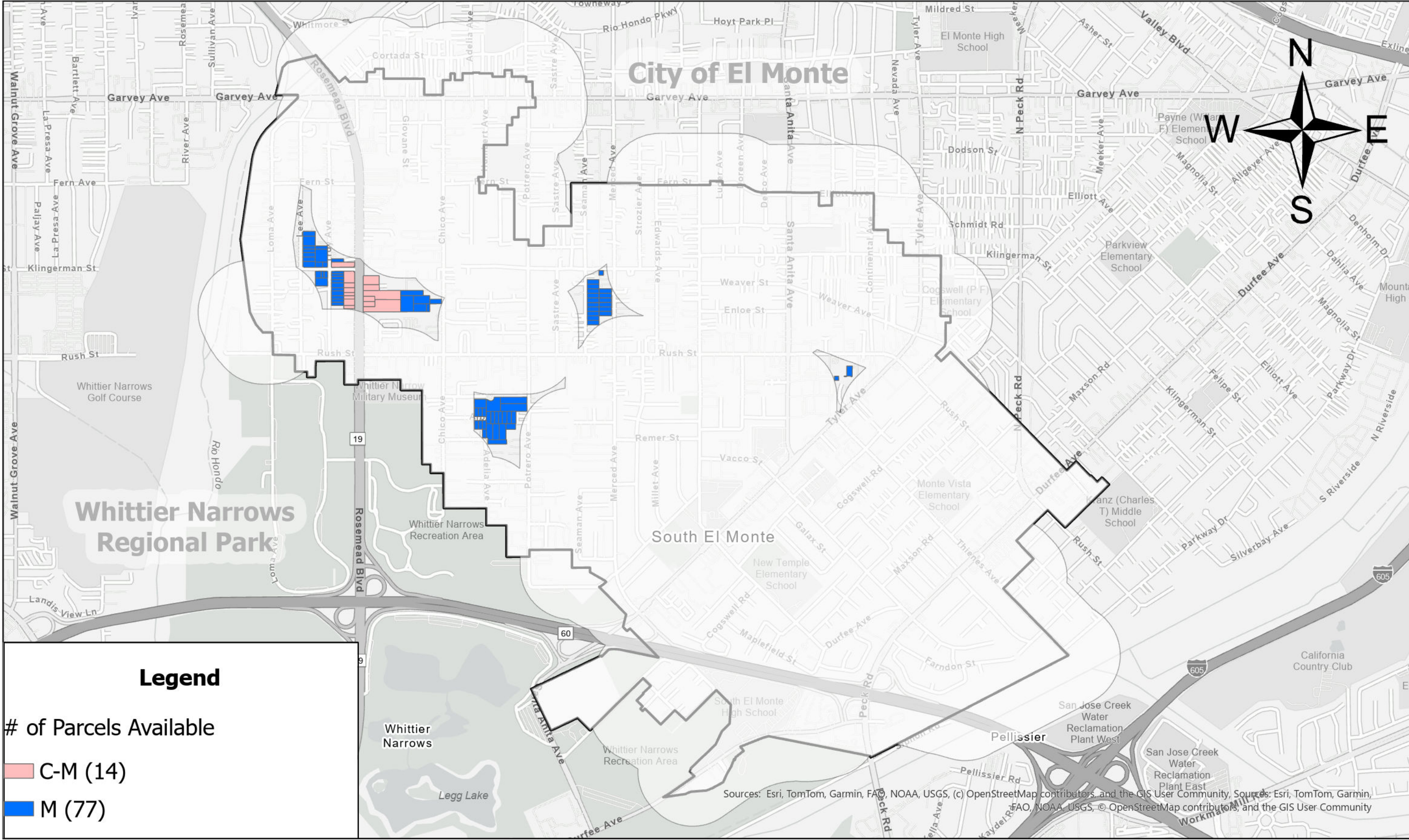
Legend

of Parcels Available

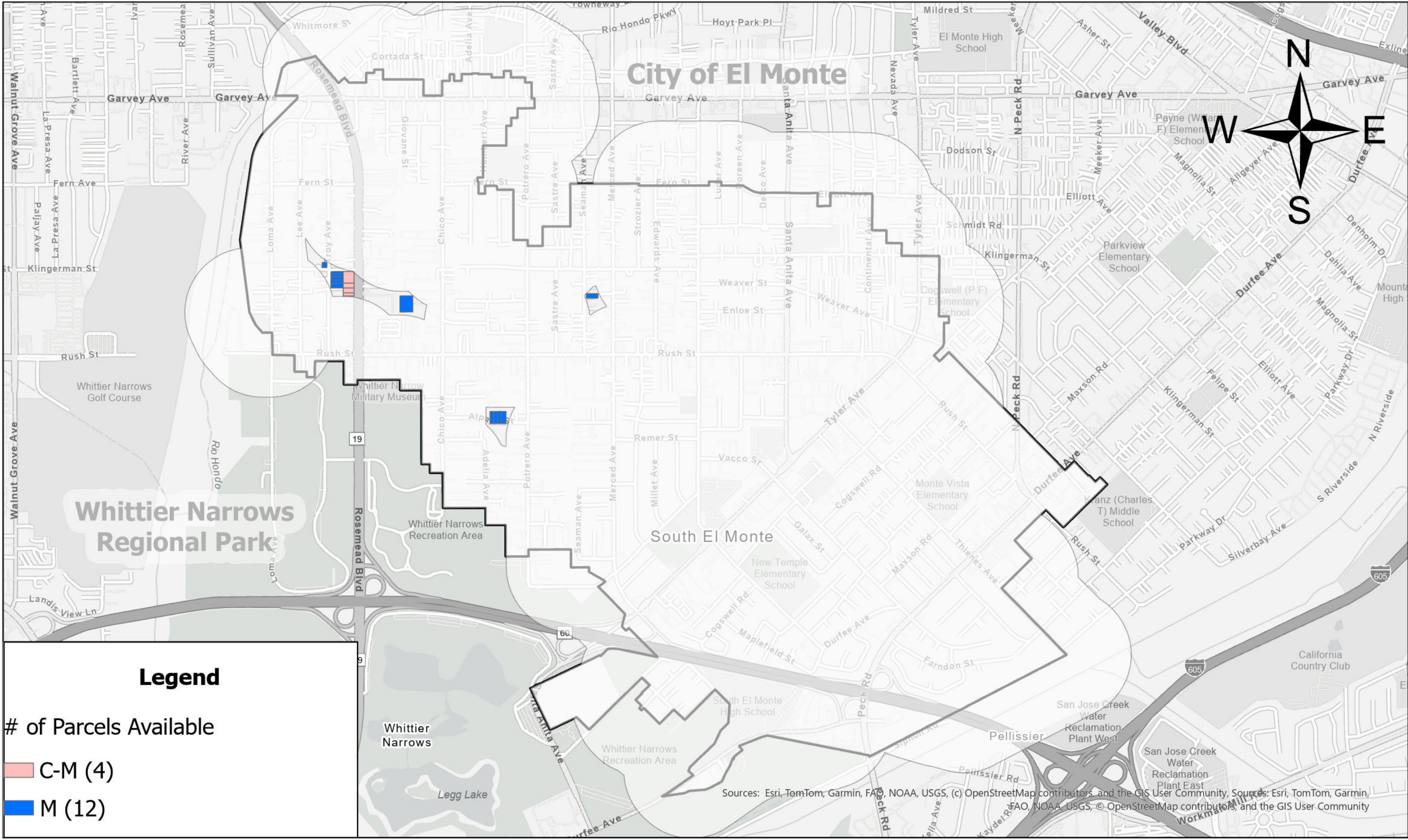
- C-M (17)
- M (146)

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community. Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community

Buffer of 800 Feet from SEM Boundary and 800 Feet From Sensitive Uses



Buffer of 1000 Feet from SEM Boundary and 1000 Feet From Sensitive Uses





City Council Agenda Report

Agenda Item No. 12.a.

DATE: November 18, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Eric Diaz, Senior Executive Assistant

SUBJECT: 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

SUMMARY: Epiphany Church is requesting a fee waiver for a Temporary Use Permit (TUP) and for City staff time dedicated to public safety support during its annual "Our Lady of Guadalupe" processions, scheduled from Tuesday, December 2, 2025, through Thursday, December 11, 2025.

RECOMMENDED ACTION: Staff recommends City Council to discuss and consider approving the fee waiver request submitted by Epiphany Catholic Church, totaling \$3,776.31.

FISCAL/FINANCIAL IMPACT: The fiscal impact of this action is a total waiver of \$3,776.31, which includes two components: \$1,250 for the Temporary Use Permit (TUP) fee and \$2,526.31 for City personnel labor costs dedicated to public safety support.

DISCUSSION: Epiphany Catholic Church will host an annual pilgrimage for parishioners in celebration of "Our Lady of Guadalupe." This year's nine-day event will take place from December 2, 2025, to December 11, 2025. The pilgrimage walk will begin each day at approximately 5:00 p.m. and conclude around 7:00 p.m., covering various streets for up to two hours. In support of these processions, Epiphany is requesting a fee waiver for the Temporary Use Permit and the public safety staff time required. The event will be supported by two to three officers for 1 to 2.5 hours each evening at a rate of \$55 per hour, resulting in a daily cost range of \$110 to \$462.

The work schedules of public safety and code enforcement officers will be adjusted to minimize overtime when feasible, in order to implement a traffic detail plan that provides a safe route and ensures participant safety. Epiphany Church has completed and submitted a Temporary Use Permit application in compliance with the City's Municipal Code, along with a certificate of liability insurance naming the City as additionally insured. The permit includes specific conditions the church must follow to remain in compliance.

Epiphany Church also worked with City staff to establish a secure route for the procession, ensuring the safety of participants, the public, and South El Monte residents.

Staff report prepared by Eric Diaz, Senior Executive Assistant

ATTACHMENT(S):

- A. Epiphany Certificate of Liability
- B. Letter from Epiphany Catholic Church
- C. Epiphany Catholic Church Lady of Guadalupe Event Staff Totals
- D. Epiphany Catholic Church Lady of Guadalupe Event Procession Route



ATTACHMENT A

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 595 Market Street Suite 2100 San Francisco CA 94105 License#: 0D69293	CONTACT NAME: Jenny Borino	
	PHONE (A/C No. Ext): 415-546-9300	FAX (A/C, No): 415-536-8499
E-MAIL ADDRESS: jenny_borino@ajg.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Safety National Casualty Corporation		15105
INSURER B: Federal Insurance Company		20281
INSURER C: Underwriters at Lloyd's, London		32727
INSURER D: Archdiocese of LA Ins Company		
INSURER E: Princeton Excess & Surplus Lines Ins Co		10786
INSURER F:		


COVERAGES **CERTIFICATE NUMBER:** 1015330263 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
E D	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			N2A3FF000001213 ALAIC-2025-0001	7/1/2025 7/1/2025	7/1/2026 7/1/2026	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ INCLUDED
	<input checked="" type="checkbox"/> LIQUOR LIABILITY						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 5,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 5,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ INCLUDED
E D	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			N2A3FF000001213 ALAIC-2025-0001	7/1/2025 7/1/2025	7/1/2026 7/1/2026	DIRECTORS & OFFICERS \$ INCLUDED
	<input checked="" type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					PROPERTY DAMAGE (Per accident) \$ INCLUDED
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					\$
	DED	RETENTION \$					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			SP4067724	1/1/2025	1/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 2,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 2,000,000
							E.L. DISEASE - POLICY LIMIT \$ 2,000,000
B C	Crime Property			81814981 B1262PW0019025	7/1/2025 7/1/2025	7/1/2026 7/1/2026	Aggregate Limit \$ 3,000,000 \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Workers' Compensation limits inclusive of \$1M retention. Crime limit inclusive of \$250K retention. Property policy deductible is \$750K. Property location deductible is \$2,500.
 Church of the Epiphany 10911 Michael Hunt Dr. South El Monte, CA 91733 as respects to OL of Guadalupe processions The parish is divided into sectors. Beginning Dec 2nd through Dec 11,

CERTIFICATE HOLDER **CANCELLATION**

City of South El Monte, its officers, employees and officials 14154 Santa Anita Avenue South El Monte CA 91733	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

City of South El Monte, its officers, employees and officials
14154 Santa Anita Avenue South
El Monte, CA 91733

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.



Epiphany Catholic Church

10911 E. Michael Hunt Dr.

South El Monte, CA 91733

Phone (626) 442-6262



October 15, 2025

Raul Rodriguez
Code Enforcement Supervisor
1415 Santa Anita Avenue
South El Monte, CA 91733

Mr. Rodriguez:

Once again, we are seeking your help in securing the safety of our parishioners. I would like to request the City of South El Monte support as we have had it from the previous years during the Our Lady of Guadalupe Processions.

From December 2nd to the 11th, our parish sectors will lead in the procession to conclude in our church in anticipation of the Our Lady of Guadalupe Feast on December 12th.

We are expecting 30 to 50 people participating each day, we estimate that each sector's walk will take 30 to 45 minutes, some of the groups will start their procession from the corner of Michael Hunt and Durfee which will take them 10 to 15 minutes.

We would like to request that the City Council waive the fees associated with the permit and whether labor cost for a soft closure that the City may deem appropriate.

We would like to thank you and all those who help and May Our Lord bless you for all your work. You may contact me at (626) 442-6262 if you have any questions.

Thank you and God Bless.

Dr. Humberto Ramos Ph.D

Parish Life Director



ATTACHMENT C

Last Name	First Name	Primary position	Step	Hourly Rate	OT Rate	OT Rate hours to be worked	Total OT	OT NS-Rate	OT NS Rate hours to be worked	Total OT NS	FY26 FICA	FY26 MED	DISABILITY & LIFE	MEDICAL	VISION	DENTAL	PERS %	PERS	Benefits Total	Total OT Fiscal Impact
Rodriguez	Raul	Code Enf. Supervisor	E	\$ 50.503776	\$ 75.755664	12.5	\$ 946.95	\$ 77.255664	0	\$ -	\$ 58.71	\$ 13.73	\$ -	\$ -	\$ -	\$ -	0.1418	\$ -	\$ 72.44	\$ 1,019.39
Pitones	Daniel	Code Enforcement	B	\$ 36.688725	\$ 55.033088	4.5	\$ 247.65	\$ 56.533088	8	\$ 452.26	\$ 43.39	\$ 10.15	\$ -	\$ -	\$ -	\$ -	0.0796	\$ -	\$ 53.54	\$ 753.46
Olivos	Antonio	Code Enforcement	B	\$ 36.688725	\$ 55.033088	4.5	\$ 247.65	\$ 56.533088	8	\$ 452.26	\$ 43.39	\$ 10.15	\$ -	\$ -	\$ -	\$ -	0.0796	\$ -	\$ 53.54	\$ 753.46

OUR LADY OF GUADALUPE 2025 PROCESSION ROUTE—EPIPHANY CATHOLIC CHURCH

DATE	SECTOR	COORDINATOR INFORMATION	TIME OF MEET	STARTING POINT	PROCESSION ROUTE	MUSIC FOR PROCESSION	CAR FLOAT
Tuesday 12/2/2025	#1 & #4	Araceli Angón (626) 201-1863 (626) 444-5900	5:45 pm	Burger Zone Parking lot 1603 Durfee Ave, South El Monte, CA	*Michael Hunt Dr.	Yes	Yes
Wednesday 12/3/2025	#2	Rosa Ramirez (626) 216-6859 Juanita Vasquez (626) 444-1437	5:20 pm	1715 Burkett Rd. South El Monte, CA	*Burkett Rd. *Thienes Ave. *Cogswell Rd. *Michael Hunt Dr.	Yes	Yes
Thursday 12/4/2025	#3	Isabel Cervantez 626-225-1967	5:00 pm	2121 Parkway Dr. El Monte, CA	*Thienes Ave. * Cogswell Rd. *Michael Hunt Dr.	Yes	Yes
Friday 12/5/2025	#5	Juvenal Juarez (626) 665-2866	5:00 pm	2603 Cogswell Rd. El Monte, CA	*Elliott St. *Mount View Rd. *Rush St. *Cogswell Rd. *Michael Hunt Dr.	Yes	Yes
Saturday 12/6/2025	#6	Felipa & Refugio Elizarraras (626) 421-5177	5:00 pm	Floradale Ave Corner of Klingerman St.	*Klingerman St. *Mountain View Rd. *Rush St *Cogswell Rd. *Michael Hunt Dr.	Yes	Yes
Sunday 12/7/2025	#7	Eulogio & Emma Cruz (626) 347-3530	5:15 pm	2445 Continental Ave. South El Monte, CA	*Weaver Ave. *Mountain View Rd. *Rush St * Cogswell Rd. *Michael Hunt Dr.	Yes	Yes

OUR LADY OF GUADALUPE 2025 PROCESSION ROUTE—EPIPHANY CATHOLIC CHURCH

Monday 12/8/2025	#8	Amalia Popoca (626) 426-7633 Adrian Ruiz	5:15 pm	Corner of Elliott Ave. and Continental Ave. El Monte	*Weaber Ave. *Mountain View Rd *Rush St. *Cogswell Rd. *Michael Hunt Dr.	Yes	Yes
Tuesday 12/9/2025	#9 & #10	Maria Piceno (626) 444-7524 (626) 353-9457	5:30 pm	Central Ave. Corner of Lidcombe Ave.	*Lidcombe Ave. *Michael Hunt Dr.	Yes	Yes
Wednesday 12/10/2025	#11	Rosa Carrillo (562) 241-5177 Maria Rodarte (323) 423-6074	5:30 pm	Shell Gas Station 1130 Peck Rd, South El Monte, CA 91733	*Peck Rd *Michael Hunt Dr.	Yes	Yes
Thursday 12/11/2025	#12	Tavi Rosales (626) 230-2473	5:15 pm	2435 Central Ave. South El Monte, CA	*Vaco St *Michael Hunt	Yes	Yes

Updated:
10/17/202



City Council Agenda Report

Agenda Item No. 13.a.

DATE: November 18, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY:

SUBJECT: **MAYOR GLORIA OLMOS**
1. Town Hall on Suicide Prevention.
2. Consideration of leveling off the hilly area by the pool due to liability issues.

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

None



City Council Agenda Report

Agenda Item No. 13.b.

DATE: November 18, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY:

SUBJECT: **MAYOR PRO TEM HECTOR DELGADO**
1. Manage Electioneering and campaigning practices on Public Facilities.

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

None



City Council Agenda Report

Agenda Item No. 13.c.

DATE: November 18, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY:

SUBJECT: **COUNCILMEMBER RUDY BOJORQUEZ**

1. Review Facility Reservation Forms

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

None



City Council Agenda Report

Agenda Item No. 13.d.

DATE: November 18, 2025

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY:

SUBJECT: **COUNCILMEMBER MANUEL ACOSTA**

1. Safety Measures in the Lexington-Gallatin Neighborhood Adjacent to Whittier Narrows Picnic Area.
2. El Monte/South El Monte Emergency Resources Association.

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION: 1) Safety Measures in the Lexington-Gallatin Neighborhood Adjacent to Whittier Narrows Picnic Area

Discussion/Action:

1. Evaluate and place stop signs at appropriate corners in the neighborhood.
2. Evaluate the placement of speed bumps to curb vehicular speeding.
3. Evaluate and place measures to control early morning traffic due to student drop-off.
4. Evaluate and clearly delineate South El Monte City and Los Angeles County jurisdiction on Lexington-Gallatin Road.
5. Place measures to reduce and prevent illegal dumping on Lexington-Gallatin Road

2) El Monte/South El Monte Emergency Resources Association

Discussion/Action: In the January 13, 2025 city council meeting, a request of \$35,000 to the El Monte/South El Monte Emergency Resources Association headquartered in El Monte, California, and was approved by the majority of the council. Another request of \$40,000 was made in the November 4, 2025 city council meeting. And after debate, the majority of the city council decided to reduce the amount to \$20,000; the reduced amount was approved by the majority of the city council without a contingency of financial disclosure. During the discussion, several points were raised. One point in particular, it

was mentioned that this organization had a food pantry on site, assumingly at 10900 Mulhal Street in El Monte, CA. After the council meeting, several residents attempted to obtain food at this site, and were sent to another site. And when they arrived at the second site, they were told that food is handed-out on a particular time and day of the week. Another point made during the discussion was there is an executive board that governs over the ERA, but their identity was unknown. Several internet searches also don't reveal or mention an executive board. And lastly, it is still unclear how the money is being spent. In the January 27, 2025 city council meeting placed financial conditions on the \$35,000 given to the ERA, setting a contingent that the money should only be used for South El Monte residents seeking emergency relief and financial assistance. Several items are still not clear, and need to be clarified.

1. When and where is food handed-out by the ERA?
2. How can residents get this information quickly? The number listed on the website (626) 444-7269 does not get answered right away.
3. Who is on the executive board of the ERA? And how are they selected/appointed?
4. Why has the financial report, disclosing how the money is spent, not been submitted to the city council?

ATTACHMENT(S):

None