**CITY COUNCIL OF MONTEREY PARK**
**THE CITY COUNCIL ACTING ON BEHALF OF THE SUCCESSOR AGENCY OF THE FORMER REDEVELOPMENT AGENCY, THE HOUSING AUTHORITY, THE MONTEREY PARK FINANCING AUTHORITY AND THE MONTEREY PARK GEOLOGIC HAZARD ABATEMENT DISTRICT**
**AGENDA**

**REGULAR CITY COUNCIL MEETING**
**MONTEREY PARK CITY HALL COUNCIL CHAMBERS**
**320 W. NEWMARK AVENUE, MONTEREY PARK, CA 91754**

**Wednesday**
**April 16, 2025**
**6:30 p.m.**

## MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent service, foster growth and opportunity, and create a joyous and collaborative environment.

## LAND ACKNOWLEDGMENT

We would like to acknowledge that the land we inhabit today was once known as Tovangaar, the home of the Gabrieleño-Tongva people. We show our respect to the Gabrieleño-Tongva people, as well as all Indigenous people, past, present, and future, and honor their labor as original caretakers of this land. We commit to uplifting the Gabrieleño-Tongva people, invite you to acknowledge the history, and join us in caring for this land.

## GENERAL INFORMATION

Documents related to an Agenda item are available to the public in the City Clerk's Office located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at www.montereypark.ca.gov/AgendaCenter/City-Council-17.

The public may watch the meeting live on the city's cable channel MPKTV (AT&T U-verse, channel 99 or Charter Communications, channel 182) or by visiting the city's website at www.montereypark.ca.gov/133/City-Council-Meeting-Videos. Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call City Hall at (626) 307-1359 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

## PUBLIC PARTICIPATION

You may speak up to 5 minutes on an/each Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Mayor and City Council may change the amount of time allowed for speakers. Written Communication will be accepted up to 24 hours before the meeting by completing an online form at www.montereypark.ca.gov/writtencomm.

While all comments are welcome, the Brown Act does not allow the City Council to take action on any item not on the agenda. The Council may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the City Council's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

**CALL TO ORDER** **Mayor**
**FLAG SALUTE** **The Monterey Park Police Explorers**
**ROLL CALL** **Henry Lo, Vinh Ngo, Jose Sanchez, Thomas Wong, Elizabeth Yang**

## AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

## PUBLIC COMMUNICATIONS

## STAFF COMMUNICATIONS:

- Library
- Police
- Recreation and Parks

## [1.] PRESENTATION

### 1-A. EDISON SCHOLAR MATTHEW WONG

## [2.] OLD BUSINESS

### 2-A. APPROVE THE ARTWORK SUBMITTED BY ARTIST VICTOR VING FOR THE GREETINGS TOUR MURAL PROJECT TO BE PLACED ON THE PROPERTY LOCATED AT 153 E. GARVEY AVENUE

It is recommended that the City Council consider:

(1) Approving the artwork submitted by Artist Victor Ving for the Greetings Tour Mural Project; and

(2) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the proposed Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. “CEQA”) and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the “CEQA Guidelines”). CEQA Guidelines §§ 15060(c)(2), 15061(b)(3), and 15378 exempt activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment, activities where there is possibility that it may have a significant effect on the environment, and activities that do not constitute a “project” as defined, respectively. This activity contemplates administrative actions including entering into an agreement and appropriating budget funds. Accordingly, this activity is exempt from further review.

## [3.] CONSENT CALENDAR ITEM NOS. 3A-3S

All items the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion. items may be removed from the Consent Calendar at the request of any member of the City Council for separate consideration.

### 3-A. MINUTES

It is recommended that the City Council consider:

(1) Approving the minutes from the regular meetings of February 5, 2025, and February 19, 2025, and March 5, 2025, and the special meetings of February 19, 2025, February 22, 2025, and March 12, 2025; and

(2) Taking such additional, related, action that may be desirable.

### 3-B. MONTHLY INVESTMENT REPORT – MARCH 2025

It is recommended that the City Council consider:

(1) Receiving and filing the monthly investment report; and

(2) Taking such additional, related, action that may be desirable.

### 3-C. NOMINATION OF COUNCILMEMBER JOSE SANCHEZ TO THE METRO SAN GABRIEL VALLEY SERVICE COUNCIL

It is recommended that the City Council consider:

(1) Approving the nomination of Councilmember Jose Sanchez to the Metro San Gabriel Valley Service Council for the term beginning July 1, 2025, and ending June 30, 2028;

(2) Authorizing the Mayor to sign a letter submitting this nomination to Metro; and

(3) Taking such additional, related, action that may be desirable.

### 3-D. ADOPTING A RESOLUTION UPDATING THE CITY'S REIMBURSEMENT POLICIES IN ACCORDANCE WITH AB1234, TO INCLUDE ADDITIONAL PRE-APPROVED CONFERENCES FOR ELECTED OFFICIALS

It is recommended that the City Council consider:

(1) Adopting a Resolution updating the City's reimbursement policies in accordance with AB1234, to include additional pre-approved conferences for Elected Officials; and

(2) Taking such additional, related, action that may be desirable.

### 3-E. WAIVE FURTHER READING AND ADOPT ZONING CODE AMENDMENT (ZCA-25-01) AND ZONE CHANGE (ZA-25-01), AN ORDINANCE IMPLEMENTING THE MONTEREY PARK GENERAL PLAN BY AMENDING TITLE 21 OF THE MONTEREY PARK MUNICIPAL CODE ("MPMC") GOVERNING ACCESSORY DWELLING UNITS, REPLACEMENT HOUSING, AND ADMINISTRATIVE USE PERMITS, AND AMENDING THE ZONING MAP BY ESTABLISHING THE RESIDENTIAL INCENTIVE ZONE.

It is recommended that the City Council consider:

(1) Waiving the second reading and adopting the proposed Ordinance; and

(2) Taking such additional, related, action that may be desirable.

## 3-F. ACCEPTANCE OF REAL PROPERTY LOCATED AT 2537-2543 LEE AVE., S. EL MONTE, CA, AS PARTIAL SATISFACTION OF DEBT OWED TO CITY, AND PAYMENT OF RELATED FEES

It is recommended that the City Council consider:

(1) Authorizing the City Manager to accept, on behalf of the City, fee simple title to real property commonly known as 2537-2543 Lee Ave., S. El Monte, CA 91733 (APN 5281012011, 5281012012), as partial satisfaction of debt owed by Center Int'l Investments, LLC ("CII"), related to the City's abatement of CII's property located at 1688 W. Garvey Ave.;

(2) Adopting a Resolution authorizing payment of $83,231.78 in trustee sales agent fees to take title of real property located at 2537-2543 Lee Ave., S. El Monte, CA 91733; and

(3) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the proposed Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). This activity is exempt from the CEQA pursuant to CEQA Guidelines § 15601(b)(3) as it contemplates only administrative actions related to the acquisition of real property and it can be seen with certainty that there is no possibility that it may have a significant effect on the environment.

## 3-G. PROFESSIONAL MUNICIPAL CLERKS WEEK RESOLUTION

It is recommended that the City Council consider:

(1) Adopting a Resolution declaring the week of May 4 – May 10, 2025 as Professional Municipal Clerks Week in Monterey Park; and

(2) Taking such additional, related, action that may be desirable.

## 3-H. NATIONAL CORRECTIONAL OFFICERS WEEK RESOLUTION

It is recommended that the City Council consider:

(1) Adopting a Resolution Declaring the week of May 4-10, 2025, to be National Correctional Officers Week in the City of Monterey Park, and;

(2) Taking such additional, related, action that may be desirable.

## 3-I. NATIONAL CRIME VICTIMS' RIGHTS WEEK RESOLUTION

It is recommended that the City Council consider:

(1) Adopting a Resolution declaring the week of April 6th – 12th, 2025 as National Crime Victims' Rights Week in the City of Monterey Park; and

(2) Taking such additional, related, action that may be desirable.

## 3-J. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING WEDNESDAY, APRIL 30, 2025, TO BE "DENIM DAY MONTEREY PARK".

It is recommended that the City Council consider:

(1) Adopting a resolution declaring Wednesday, April 30, 2025, as "Denim Day Monterey Park"; and

(2) Taking such additional, related, action that may be desirable.

## 3-K. RECEIVE AND FILE A SUMMARY OF THE WINDSTORM AND FIRESTORM LOCAL EMERGENCY

It is recommended that the City Council consider:

(1) Receiving and Filing this staff report summarizing the status of windstorm and firestorm local emergency;

(2) Adopting a Resolution to add projects to the Fiscal Year 2024-25 Capital Improvement Program; and

(3) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the extension under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). CEQA Guidelines §§ 15060(c)(2), 15061(b)(3), and 15378 exempt activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment, activities where there is possibility that it may have a significant effect on the environment, and activities that do not constitute a "project" as defined, respectively. This activity reflects administrative changes and policy making. Accordingly, this activity is exempt from further review.

## 3L. BRUGGEMEYER LIBRARY GENERATOR INSTALLATION – AWARD OF CONTRACT

It is recommended that the City Council consider:

(1) Authorizing the City Manager to execute a public works contract, in a form approved by the City Attorney, with Pacific Power Engineering Technology, Inc., in the amount of $281,300 for the Bruggemeyer Library Generator Installation Project;

(2) Authorizing the Director of Public Works to approve change orders and contingency up to $28,130 (10%) of the contract amount, for a total project cost of $309,430; and

(3) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the proposed Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). The proposed activity contemplates maintenance, repair, and operation of Bruggemeyer Library by replacing mechanical equipment which involves no expansion of the existing use.

## 3-M. APPROVAL OF FIFTH AMENDMENT TO AGREEMENT WITH WEST COAST ARBORISTS, INC.

It is recommended that the City Council consider:

(1) Authorizing the City Manager to execute a Fifth Amendment to Agreement 1284-A with West Coast Arborists, Inc., in a form approved by the City Attorney, to increase the contract's annual amount to $670,000; and

(2) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities). The Project results in minor alterations to existing public facilities involving no significant expansion of the existing use. The Project is not anticipated to have any significant impacts regarding noise, air quality, or water quality.

## 3-N. CITYWIDE SOLAR PANELS, BATTERY STORAGE AND EV CHARGING STATIONS STRATEGY

It is recommended that the City Council consider:

(1) Approving the proposed strategy for the development of citywide solar panel installation, battery storage systems and electric vehicles (EV) charging stations at various facilities;

(2) Authorizing the Director of Public Works ("Director") to negotiate a Project Development Agreement, in a form approved by the City Attorney, with a consultant; and

(3) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the proposed action pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). The proposed activity contemplates installation, maintenance, repair, and operation of solar panels, battery storage systems and EV charging stations at various facilities. The recommended action is not a project and therefore does not require environmental review at this time.

## 3-O. AMENDMENT TO AGREEMENT NO. 2466-AA WITH NICHOLS CONSULTING ENGINEERS, CHTD. DBA NCE FOR SIDEWALK ASSESSMENT SERVICES AND AWARD OF CONTRACT TO SOUTHERN CALIFORNIA PRECISION CONCRETE, INC. DBA PRECISION CONCRETE CUTTING FOR PROFESSIONAL CONCRETE CUTTING SERVICES

It is recommended that the City Council consider:

(1) Authorizing the City Manager to execute an Amendment to Agreement No. 2466-AA with Nichols Consulting Engineers, CHTD. dba NCE, in a form approved by the City Attorney, for sidewalk assessment services for $53,900;

(2) Authorizing the City Manager to execute an Agreement with Southern California Precision Concrete, Inc. dba Precision Concrete Cutting, in a form approved by the City Attorney, for professional concrete cutting services for a term of one year with the option to renew for two additional years with an annual amount not to exceed $150,000; and

(3) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the proposed Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). The proposed action contemplates entering into agreements for assessment of the public right of way, and minor alterations to existing improvements. Accordingly, this activity is exempt from further review.

## 3-P. AWARD OF PROFESSIONAL SERVICES AGREEMENT TO MARK THOMAS FOR THE PREPARATION OF PLANS, SPECIFICATIONS AND ENGINEER'S ESTIMATES ("PS&E") FOR GARVEY CAPACITY IMPROVEMENTS PROJECT

It is recommended that the City Council consider:

(1) Authorizing the City Manager to execute a Professional Services agreement with Mark Thomas, for the preparation of Plans, Specifications and Engineer's estimates (PS&E) for Garvey Capacity Improvements Project in an amount not to exceed $1,348,896; and

(2) Taking such additional, related, action that may be desirable.

### 3-Q. AWARD OF CONTRACT TO CCS FACILITY SERVICES - LOS ANGELES, INC. FOR CITYWIDE JANITORIAL SERVICES

It is recommended that the City Council consider:

(1) Authorizing the City Manager to execute an agreement with CCS Facility Services – Los Angeles, Inc., in a form approved by the City Attorney, for janitorial services and supplies at various City facilities in an amount not to exceed $482,401.56 per year. The proposed agreement would be from June 1, 2025 through June 30, 2028, with a renewal option of up to two, one-year terms;

(2) Approving an additional appropriation of $28,200 from the Building Maintenance Fund (506) for janitorial services and supplies through June 30, 2025; and

(3) Taking such additional, related, action that may be desirable.

### 3-R. SECOND AMENDMENT TO AGREEMENTS WITH EUROFINS, WECK AND CLINICAL LAB FOR LAB ANALYSES

It is recommended that the City Council consider:

(1) Authorizing the City Manager to execute the Second Amendment, in a form approved by the City Attorney, to the Agreements with Eurofins Eaton Analytica, LLC (2399-AC), Weck Analytical Environmental Services, Inc. (2273-AA), and Clinical Lab of San Bernardino, Inc. (2300-AD) to increase the not to exceed combined total from $500,000 to $600,000 for FY2024-25 costs for laboratory analysis services for the Water Division.

(2) Taking such additional, related, action that may be desirable.

### 3-S. TREE MEMORIAL PROGRAM RECOMMENDATION FOR THERESA AMADOR

It is recommended that the City Council consider:

(1) Authorizing the City Manager to take actions to honor Theresa Amador with a memorial tree and plaque; and

(2) Taking such additional, related, action that may be desirable.

## [4.] PUBLIC HEARING – None.

## [5.] NEW BUSINESS – None.

## [6.] CITY COMMUNICATIONS (CITY COUNCIL)

### 6-A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING MAY 6, 2025, THE DAY OF INCLUSION OF THE 143RD ANNIVERSARY OF THE PASSAGE OF THE CHINESE EXCLUSION ACT

It is recommended that the City Council consider:

(1) Adopting a resolution declaring May 6, 2025, the Day of Inclusion of the 143rd anniversary of the passage of the Chinese Exclusion Act; and

(2) Taking such additional, related, action that may be desirable.

**6-B. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING THE MONTH OF APRIL 2025 AS NATIONAL ARAB AMERICAN HERITAGE MONTH (AS REQUESTED BY MAYOR PRO TEM YANG)**

It is recommended that the City Council consider:

(1) Adopting a resolution declaring and recognizing the month of April 2025 as National Arab American Heritage Month; and

(2) Taking such additional, related, action that may be desirable.

**6-C. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING THE MONTH OF APRIL 2025 AS NATIONAL PICKLEBALL MONTH (AS REQUESTED BY COUNCIL MEMBER SANCHEZ)**

It is recommended that the City Council consider:

(1) Adopting a resolution declaring and recognizing the month of April 2025 as National Pickleball Month; and

(2) Taking such additional, related, action that may be desirable.

**[7.] FUTURE AGENDA ITEMS**

**[8.] CLOSED SESSION (IF REQUIRED; CITY ATTORNEY TO ANNOUNCE)**

**ADJOURN**

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Old Business - 2A

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Robert Aguirre, Director of Recreation & Community Services

**SUBJECT:** Approve the artwork submitted by Artist Victor Ving for the Greetings Tour Mural Project to be placed on the Property located at 153 E. Garvey Avenue.

**RECOMMENDATION:**

It is recommended that the City Council consider:

1. Approving the artwork submitted by Artist Victor Ving for the Greetings Tour Mural Project; and
2. Taking such additional, related action that may be desirable.

**CEQA (California Environmental Quality Act):**

The City reviewed the environmental impacts of the activity pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). The activity contemplates installing a mural on an existing building which does not involve any physical expansion of the building or installation of new structures. Accordingly, this activity is exempt from further review.

**EXECUTIVE SUMMARY:**

On September 18, 2024, the City Council authorized the City Manager to execute an agreement with the Greetings Tour and artist Victor Ving for a community mural project.

On October 22, 2024, the Community Participation Commission voted to unanimously recommend installing the Greetings Tour Mural on the east-facing wall of the property at 153 E. Garvey Avenue. Following the City Council's direction from the February 5, 2025, meeting, City staff has executed a Façade Easement Agreement with the property owners of 153 E. Garvey Avenue.

From February 17 through March 17, 2025, the City and Artist Victor Ving provided community engagement for the Greetings Tour mural project. During this period, the community had the opportunity to vote on a variety of items relevant to the city, including landmarks, history, culture, and nature, as well as submit their own suggestions. Based on the most selected items, including the Cascades Waterfall, Lunar New Year, Cinco de Mayo, Tongva Tribe, Cherry Blossom, and Garvey Ranch Park Observatory, Victor Ving developed an artwork proof for the City Council's consideration.

If the artwork (Attachment 1) is approved, the Artist, Victor Ving, will install the “Greetings from Monterey Park” mural during the month of May 2025.

**BACKGROUND:**

The Greetings Tour is a nationwide public art project led by muralist Victor Ving and photographer Lisa Beggs. The project specializes in creating postcard-style murals that reflect the unique character of each city it partners with. The Greetings Tour has successfully completed similar projects in various cities across the United States, creating a new destination and local landmark in each community.

The Greetings Tour mural project presents a unique opportunity to showcase the City’s unity and create a lasting visual legacy. Installing the mural in the downtown business district will serve as a destination for visitors and a focal point of civic pride for the community, highlighting the city's distinct character.

**FISCAL IMPACT:**

At the February 5, 205 meeting, the City Council approved $40,000 from the Development Impact Fund (“DIF”) 231.

Respectfully submitted by:

Robert Aguirre
Director of Recreation & Community Services

Approved by:

Inez Alvarez
City Manager

Reviewed by:

Justin Tamayo
Assistant City Attorney

**ATTACHMENT:**

1. Greeting Tour Mural Artwork Concept

# ATTACHMENT 1

Greetings Tour Artwork Concept


Greetings from
MONTEREY
PARK
CA.

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3A

**TO:** The Honorable Mayor and City Council

**FROM:** Maychelle Yee, City Clerk

**SUBJECT:** Minutes

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Approving the minutes from the regular meetings of February 5, 2025, and February 19, 2025, and March 5, 2025, and the special meetings of February 19, 2025, February 22, 2025, and March 12, 2025; and
2. Taking such additional, related, action that may be desirable.

## EXECUTIVE SUMMARY:

None.

## BACKGROUND:

None.

## FISCAL IMPACT:

None.

Respectfully submitted by:

Maychelle Yee
City Clerk

Prepared by:

Michelle Martinez
Office Assistant II

Approved by:

Inez Alvarez
City Manager

## ATTACHMENT(S):

1. Draft Minutes

# ATTACHMENT 1

Draft Minutes

# MINUTES
# MONTEREY PARK CITY COUNCIL
# FINANCING AUTHORITY (MPFA)
# HOUSING AUTHORITY (MPHA)
# GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD)
# SUCCESSOR AGENCY (SA)
# REGULAR MEETING
# FEBRUARY 5, 2025

The City Council, the Financing Authority (MPFA), the Housing Authority (MPHA), the Geologic Hazard Abatement District (GHAD), and the Successor Agency (SA) of the City of Monterey Park held a Regular Meeting of the Council in the Council Chamber, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, February 5, 2025 at 6:30 p.m.

**CALL TO ORDER:**
Mayor Ngo called the meeting to order at 6:33 p.m.

**FLAG SALUTE:** Mayor Ngo led the flag salute. Pledge of Allegiance presented by Civic Superstar Ness Ramirez-Zhu.

**ROLL CALL:**
City Clerk Yee called the roll:

| | |
|---|---|
| Council Members Present: | Henry Lo, Vinh Ngo, Jose Sanchez, Thomas Wong, Elizabeth Yang |
| Council Members Absent: | None |

**ALSO PRESENT:** City Manager Inez Alvarez, City Attorney Karl Berger, Assistant City Manager Diana Garcia, Fire Chief Chris Thompson, Police Chief Scott Wiese, Director of Human Resources and Risk Management Christine Tomikawa, Director of Community Development Jessica Serrano, Director of Finance Martha Garcia, City Librarian Kristin Olivarez, Director of Public Works Shawn Igoe, Director of Recreation and Community Services Robert Aguirre, Fire Marshal Jessica Estrella, Police Captain Gus Jimenez, Police Lieutenant Bob Hung, Economic Development Manager Joseph Torres, Recreation and Community Services Manager Christina Alatorre, Adult Literacy Coordinator Victor Castellano, Economic Development Specialist Janice Huang, Office Assistant II Michelle Martinez

**VIRTUALLY PRESENT:** None

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS:**
Mayor Ngo recognized Jaime Rodriguez, the newest Commissioner to the Monterey Park Environmental Commission.

**PUBLIC COMMUNICATIONS:** None.

**STAFF COMMUNICATIONS:**

- Community Development: Economic Development Specialist Huang presented a PowerPoint presentation on the upcoming Small Business Expo and Networking event and depicted details on opportunities for small businesses to thrive.

- Library: Adult Literacy Coordinator Castellano shared a PowerPoint presentation on the events occurring at the Library which include weekly activities throughout the month in celebration of Black History Month, the "Love is Respect Teen Dating Violence Awareness" workshop, the "How to WeChat" workshop series in partnership with the Asian Youth Center, English as a second language classes beginning February 10, 2025 and the Vita Clinic for free tax preparation assistance.

- Police: Police Captain Jimenez provided a PowerPoint presentation detailing Section 9.84.050 of the Monterey Park Municipal Code, which specifies the prohibition of firearms being stored in an unsafe manner; presented statistics from the month of December in relation to crime and calls for service; and provided updates from the Neighborhood Engagement Team.

- Recreation and Community Services: Recreation and Community Services Manager Alatorre detailed a PowerPoint presentation on upcoming events and activities which include free Health Workshops and Seminars, the Valentine's Day dance, Mature Driving Courses, and a Movie Matinee. She also conveyed her appreciation to the Public Works Department for renovating the restrooms in the Langley Center, the Garvey Ranch Community Facility and the Barnes Park Gymnasium, spoke about the current floor renovations in the Barnes Park Gymnasium and announced the upcoming Spring Break Day Camp, the Cherry Blossom Festival and the Spring Egg Hunt.

**1. PRESENTATION:**

The matters listed under presentation are informational content and for discussion only.

**1-A. TOWNSEND PUBLIC AFFAIRS, INC – LEGISLATIVE AND GRANT UPDATES**

Public Works Director Shawn Igoe introduced Elisa Arcidiacono, Senior Associate at Townsend Public Affairs, Inc. and Anastasia Heaton, Senior Associate at Townsend Public Affairs, Inc. to present a PowerPoint on legislative and grant updates.

Senior Associate Arcidiacono detailed an overview of the state legislative and shared Governor Newson's proposed budget for the month of January.

Senior Associate Heaton depicted the key federal issues in the state and spoke about the grants submitted on behalf of the City and upcoming grant opportunities.

**2. OLD BUSINESS**: None.

**3. CONSENT CALENDAR ITEMS NOS. 3A-3K**

All items under the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion. Specific items may be removed from the Consent Calendar at the request of any member of the City Council for separate consideration.

**Action Taken:** The City Council approved and adopted Agenda Item Nos. 3B, 3C, 3D, 3E, 3F, 3G, 3H, 3I, and 3K on Consent Calendar, excluding Agenda Item Nos. 3A and 3J which were pulled for discussion, separate motion, reading resolutions and ordinances by the title only and waiving further reading thereof. Mayor Pro Tem Yang declared a potential Conflict of Interest for Agenda Item No. 3D as her property is listed on the Weed Abatement Declaration List and did not participate on the item.

**Motion:** Moved by Council Member Wong and seconded by Council Member Sanchez, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | Yang, for Agenda Item No. 3D |

**3-A. FY 2024-2025 MID-YEAR FINANCIAL REPORT**

The City's Mid-Year Report compares the revenues and expenditures occurring during the first six months of the fiscal year against budgeted amounts to determine appropriate adjustments; provides links between the City budget, the financial records, and the independent financial audit and; compares revenues earned and expenses made during the first six months of the Fiscal Year (FY) 2024-2025 against the FY 2023-2024 figures.

**Discussion:** Director of Finance Garcia alongside Finance Manager Borjon presented a PowerPoint presentation on an overview of the City's General Fund Revenues, General Fund Expenditures, General Fund Five-Year Projection and Budget Augmentations.

**Action Taken:** The City Council (1) received and filed the FY 2024-2025 Mid-Year Financial Report; (2) authorized the increase of Committed Catastrophic Event and Working Capital by $500,000 from $8.84 million to $9.34 million; and (3) authorized an additional budget appropriation of $12,050,130 from various funds, as amended to increase an additional $2 million to the Reserve Fund.

**Motion:** Moved by Council Member Wong and seconded by Mayor Pro Tem Yang, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None |

## 3-B. MINUTES

It is recommended that the City Council consider approving the minutes from the special meeting of November 20, 2024 and the regular meeting of November 20, 2024.

**Action Taken:** The City Council approved the minutes from the special meeting of November 20, 2024 and the regular meeting of November 20, 2024, on Consent Calendar.

## 3-C. PROFESSIONAL SERVICES AMENDMENT FOR SETUP AND IMPLEMENTATION OF THE POLICE DEPARTMENT COMPUTER-AIDED DISPATCH SYSTEM

On December 21, 2022, City Council authorized the City Manager to enter into a 5-year professional services agreement from March 23, 2023 to February 29, 2028 in an amount not to exceed $2,484,674 with Knight Communications. On October 2, 2024, Council approved a first amendment adding Police Department information technology services and increase the not to exceed amount to $3,248,551.

It is recommended that Council authorize the City Manager to execute a second amendment to the Knight Communications Agreement No. 2346-AA to add IT expertise for the setup and implementation of the City's Police Department Computer-Aided Dispatch (CAD) system, for an amount of $120,000. This amounts to a total not to exceed amount of $3,368,551 for the term of the Agreement.

**Action Taken:** The City Council authorized the City Manager to execute a second amendment, to the Knight Communications Agreement No. 2346-AA, in a form approved by the City Attorney. This second amendment will provide expert implementation services for the City Police Department's new Computer-Aided Dispatch (CAD) system in the amount of $120,000 for a total not to exceed $3,368,551 for the term of the Agreement and approved an appropriation of $120,000 from the Technology Fund 502 for this service, on Consent Calendar.

## 3-D. ANNUAL WEED ABATEMENT DECLARATION LIST

The County of Los Angeles Department of Agriculture Commissioner/Weights and Measures (Weed Abatement Division) has submitted the annual Weed Abatement Declaration List to the City. (The Weed Abatement Declaration List ("Declaration List") is a list of parcels in Monterey Park which have been identified by inspection to contain, or have the potential to contain weeds, brush or other flammable materials sufficient to be considered a fire hazard.) The accompanying Resolution seeks City Council approval to declare the properties on the annual Weed Abatement Declaration List to be public nuisances which may be abated. The authority to remove properties from the Declaration List, upon request and after investigation, will be assigned to the City Manager or designee.

CEQA (California Environmental Quality Act):
The City reviewed the environmental impacts of the proposed Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). Adoption of this Resolution is exempt from the California Environmental Quality Act ("CEQA") under CEQA Guidelines § 15061(b)(3) because it can be seen with certainty that there is no possibility that the Resolution may have a significant effect on the environment.

**Action Taken:** The City Council adopted Resolution No. 2025-R4 with the Declaration List, on Consent Calendar. Mayor Pro Tem Yang declared a potential Conflict of Interest on Agenda Item No. 3D as her property is listed on the Weed Abatement Declaration List and did not participate on this item.

**Resolution No. 2025-R4**
A RESOLUTION ADOPTED PURSUANT TO GOVERNMENT CODE § 39561 DECLARING THAT WEEDS, BRUSH, RUBBISH, REFUSE AND DIRT UPON AND IN FRONT OF CERTAIN PUBLIC AND PRIVATE PROPERTY IN THE CITY ARE A PUBLIC NUISANCE, AND DECLARING ITS INTENTION TO PROVIDE FOR ABATEMENT

## 3-E. AWARD OF CONTRACT TO DIVERSIFIED ALARM SERVICE, INC. FOR ALARM MONITORING AND MAINTENANCE

Diversified Alarm Service, Inc. currently provides burglar alarm, fire alarm, and access control monitoring and maintenance for various City-Owned facilities including City Hall, El Encanto, Garvey Ranch Park, Langley Senior Center, City reservoirs, Delta Plant, and City Yard. It is recommended that City Council approve a new three-year agreement with Diversified Alarm Service, Inc. for continued burglar alarm, fire alarm, access control monitoring and maintenance services for a total contract amount of $182,160.

**Action Taken:** The City Council authorized the City Manager to execute a maintenance agreement with Diversified Alarm Service, Inc. for a three-year term, ending June 30, 2027, with an option to renew for two additional one-year terms, for continued burglar alarm, fire alarm, and access control monitoring and maintenance at various City-Owned facilities for a total contract amount of $182,160 and approved an appropriation of $39,600 to the FY 2024-25 budget from the Building Maintenance Fund (506) for the proposed alarm system upgrades with Diversified Alarm Service, Inc., on Consent Calendar.

## 3-F. AWARD OF CONTRACT TO METRON-FARNIER, LLC FOR SMART METERS

The Water Division has been installing and upgrading old water meters to new "smart" water meters since FY 2013 when City Council awarded a contract to Metron-Farnier LLC for the purchase of their proprietary smart meter equipment. In order to maintain consistency, staff will need to continue to purchase Metron-Farnier meters. Staff is requesting approval to award a contract to Metron-Farnier for meter equipment purchase not to exceed $100,000.

**Action Taken:** The City Council authorized the City Manager to execute an Agreement with Metron-Farnier, LLC to purchase smart water meters in an amount not-to-exceed $100,000, on Consent Calendar.

## 3-G. AWARD OF CONTRACT FOR PURCHASE OF PIPE PARTS AND SUPPLIES FOR THE SOUTH GARFIELD AND SOUTH ATLANTIC WATER MAIN REPLACEMENT PROJECTS

The Public Works Director (“Director”) requests that City Council award contracts to five companies: Core & Main LP, Ferguson Enterprises, LLC, Orange County Winwater Works Co., S & J Supply Co., Inc., and Western Water Works Supply Co. for the purchase of pipes and supplies for the South Garfield and South Atlantic Water Main Replacement Projects. The total cost for all five contracts is $1,293,122.

**Action Taken:** The City Council awarded contracts to five vendors: Core & Main LP; Ferguson Enterprises, LLC; Orange County Winwater Works Co.; S & J Supply Co., Inc.; and Western Water Works Supply Co. for the purchase of pipes and related parts for the South Garfield and South Atlantic Water Main Replacement Projects for a total cost of $1,293,250, including a 10% contingency, on Consent Calendar.

## 3-H. AMENDMENT TO AGREEMENT 2360-A WITH TOWNSEND PUBLIC AFFAIRS

Townsend Public Affairs, Inc. (TPA) is an experienced legislative advocacy and grant writing firm that provides local, regional, state, and federal service to public agencies. TPA has provided services to over 300 clients and operates five (5) offices in California and Washington, DC.

The City contracted with TPA in March 2023 for grant writing and legislative support. Since working with them, the City has been awarded over $5 million in grant funding including, funding for Fire Station facility improvements, purchase of electric vehicles, library facility improvements and funds to host recycling collection events. The monthly cost of $7,500 will remain the same. It is recommended that City Council approve an amendment to extend their agreement through December 31, 2026 for an amount not to exceed $90,000 per year, on Consent Calendar.

**Action Taken:** The City Council authorized the City Manager to execute Amendment No. 2 to Agreement 2360-A with Townsend Public Affairs Inc., in a form approved by the City Attorney; to provide legislative advocacy and grant writing for an amount not to exceed $90,000 per year, on Consent Calendar.

## 3-I. AMENDMENT TO AGREEMENT NO. 1792-A WITH ULTIMATE FORTUNE, INC. DBA SUCCESS PRINTING & SIGN FOR THE PRODUCTION OF THE CASCADES NEWSPAPER

Ultimate Fortune, Inc. DBA Success Printing & Sign currently provides production assistance in the creation, layout, printing and distribution of the Monterey Park Cascades Newspaper. Staff recommends an amendment to Agreement No. 1792-A to continue the uninterrupted delivery of the Cascades Newspaper to the community.

**Action Taken:** The City Council authorized the City Manager to execute an amendment to Agreement No. 1792- A with Ultimate Fortune, Inc. DBA Success Printing & Sign, in a form approved by the City Attorney, for the production of the City's Cascades Newspaper for an amount not to exceed $60,000 per year, for a term to be extended annually, on Consent Calendar.

## 3-J. ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A FAÇADE EASEMENT AGREEMENT WITH THE PROPERTY LOCATED AT 153 E. GARVEY AVENUE FOR A COMMUNITY MURAL

On September 18, 2024, the City Council authorized the City Manager to execute an agreement with the Greetings Tour and artist Victor Ving for a community mural project. The City Council authorized $40,000 toward the project from an account to be determined by the final location. The City Council also authorized City staff to coordinate with the Community Participation Commission to recommend a mural location and to work with Victor Ving on community engagement during the art development phase. Following the execution of the agreement, artist Victor Ving scouted potential locations for a mural installation and provided recommendations to staff.

On October 22, 2024, the Community Participation Commission voted to unanimously recommend installing the Greetings Tour Mural on the east-facing wall of the property at 153 E. Garvey Avenue (Attachment 1 to the staff report) City staff have contacted the property owners of153 E. Garvey Avenue. The owners have been residents for over 50 years and are enthusiastic about the opportunity to have a mural on their property. The owners have agreed to develop a façade easement agreement, allowing the City to install a mural on their property.

On January 16, 2025, City staff met with the Business Improvement District Advisory Committee (“BIDAC”) to share the plans for a mural on Garvey Avenue. The BIDAC members expressed their support for a mural at 153 E. Garvey Avenue, and the item will be on a future agenda to memorialize their support with a vote and consider a financial contribution toward the project.

If approved, the City will execute a façade easement agreement with 153 E. Garvey Avenue and begin the community engagement phase of the project shortly after.

CEQA (California Environmental Quality Act):
The City reviewed the environmental impacts of the proposed Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. “CEQA”) and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the “CEQA Guidelines”). CEQA Guidelines §§ 15060(c)(2), 15061(b)(3), and 15378 exempt activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment, activities where there is possibility that it may have a significant effect on the environment, and activities that do not constitute a “project” as defined, respectively. This activity contemplates administrative actions including entering into an agreement and appropriating budget funds. Accordingly, this activity is exempt from further review.

**Discussion:** Recreation and Community Services Manager Alatorre shared a PowerPoint presentation detailing a potential site to host the Greetings Tour Community Mural Project and spoke about the project's development timeline.

**Action Taken:** The City Council adopted Resolution No. 2025-R5 authorizing the City Manager to execute a Façade Easement agreement, in a form approved by the City Attorney, with the property owner of the real property located at 153 E. Garvey Avenue and approved an appropriation of $40,000 from Development Impact Funds (DIF) for the approved artist agreement with the Greetings Tour. Mayor Pro Tem Yang declared a potential Conflict of Interest on Agenda Item No. 3J as her business property resides within 1000 feet of the proposed project site, recused herself from the discussion, left the dais at 8:03 p.m., returned at 8:14 p.m. and did not participate on the item.

**Motion:** Moved by Council Member Sanchez and seconded by Council Member Wong, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | Yang |

**Resolution No. 2025-R5**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK AUTHORIZING THE CITY MANAGER TO EXECUTE A FAÇADE EASEMENT AGREEMENT WITH THE PROPERTY OWNERS OF 153 E. GARVEY AVENUE, MONTEREY PARK CALIFORNIA, 91754 FOR THE PURPOSE OF INSTALLING A COMMUNITY MURAL.

**3-K. OVERVIEW OF IMMIGRATION ASSISTANCE OFFERED BY THE CITY OF MONTEREY PARK**

The City of Monterey Park is committed to supporting its immigrant community through various programs and services. These include citizenship preparation classes, legal clinics, resource fairs, and partnerships with local organizations. Additionally, the City maintains a dedicated webpage to provide accessible information and updates regarding immigration assistance.

**Action Taken:** The City Council received and filed this report, on Consent Calendar.

**4. PUBLIC HEARING:** None.

**5. NEW BUSINESS:** None.

## 6. CITY COMMUNICATIONS (CITY COUNCIL)

### 6-A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING THE MONTH OF FEBRUARY 2025 AS NATIONAL BLACK HISTORY MONTH

**Action Taken:** The City Council adopted Resolution No. 2025-R6 declaring the month of February 2025 as National Black History Month.

**Motion:** Moved by Council Member Sanchez and seconded by Council Member Lo, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Sanchez, Lo, Yang, Ngo, Wong |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None |

**Resolution No. 2025-R6**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING THE MONTH OF FEBRUARY 2025 AS NATIONAL BLACK HISTORY MONTH

### 6-B. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, AFFIRMING SUPPORT FOR CALIFORNIA'S ANTI-PRICE GOUGING LAWS

**Action Taken:** The City Council adopted Resolution No. 2025-R7 Affirming Support for California's Anti-Price Gouging Laws.

**Motion:** Moved by Council Member Lo and seconded by Mayor Pro Tem Yang, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Sanchez, Lo, Yang, Ngo, Wong |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None |

**Resolution No. 2025-R7**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, AFFIRMING SUPPORT FOR CALIFORNIA'S ANTI-PRICE GOUGING LAWS

**CITY COUNCIL COMMUNICATIONS**

Mayor Ngo spoke about his attendance at the Lunar New Year festival on January 18th and 19th and announced the upcoming Lunar New Year festivals in neighboring cities. Mayor Ngo reported his and Council Member Sanchez's appearance to the ordination of Pastors Greg and Julie Baez at Monterey Park's Union Church and expressed his appreciation to Pastor Greg Baez for his participation as Volunteer Chaplain for the City's Police Department. Lastly, Mayor Ngo mentioned his attendance at the ribbon cutting of Jumpin' Lobster, a new restaurant in Monterey Park.

**7. FUTURE AGENDA ITEMS**

None.

**8. CLOSED SESSION (IF REQUIRED; CITY ATTORNEY TO ANNOUNCE)**

None.

**ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 8:21 p.m.

_____
Maychelle Yee
City Clerk

*Approved on MM DD, 2025, at the Regular City Council Meeting*

# MINUTES
# MONTEREY PARK CITY COUNCIL
# FINANCING AUTHORITY (MPFA)
# HOUSING AUTHORITY (MPHA)
# GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD)
# SUCCESSOR AGENCY (SA)
# SPECIAL MEETING
# FEBRUARY 19, 2025

The City Council, the Financing Authority (MPFA), the Housing Authority (MPHA), the Geologic Hazard Abatement District (GHAD), and the Successor Agency (SA) of the City of Monterey Park held a Special Meeting of the Council in Room 266, Second Floor of City Hall located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, February 19, 2025, at 5:30 p.m.

**CALL TO ORDER:**
Mayor Ngo called the meeting to order at 5:38 p.m.

**ROLL CALL:**
Deputy City Clerk Trang called the roll:

| | |
|---|---|
| Council Members Present: | Henry Lo, Vinh Ngo, Jose Sanchez, Thomas Wong, Elizabeth Yang |
| Council Members Absent: | None |

**ALSO PRESENT:** City Manager Inez Alvarez, City Attorney Karl Berger, Assistant City Manager Diana Garcia, Deputy City Attorney Zachary A. Lopes, Director of Human Resources and Risk Management Christine Tomikawa

**VIRTUALLY PRESENT:** Assistant City Attorney Tim Campen

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS:** None.

**PUBLIC COMMUNICATIONS:** None.

## [1.] OPEN SESSION

## 1-A. APPOINT LABOR NEGOTIATORS

**Action Taken:** The City Council appointed the City Manager, City Attorney, Deputy City Attorney Zachary A. Lopes and Human Resources and Risk Management Director Christine Tomikawa as the City's Labor Negotiators for: Confidential Employees' Association, Firefighters' Association, Mid-Management Association, Police Captains' Association, Police Officers' Association, Police Officers' Mid-Management Association, Professional Chief Officers' Association, and Service Employees International Union, Local 721.

**Motion**: Moved by Council Member Wong and seconded by Council Member Lo, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None. |

## [2.] CLOSED SESSION

The City Council adjourned to Closed Session at 5:38 p.m.

## 2-A. CONFERENCE WITH LABOR NEGOTIATORS, PURSUANT TO CALIFORNIA GOVERNMENT CODE § 54957.6

| | |
|---|---|
| City Negotiators: | Zachary A. Lopes and Christine Tomikawa |
| Employee Organizations: | Confidential Employee's Association, Firefighters Association, Mid-Management Association, Police Captains' Association, Police Officers' Association, Police Officers' Mid-Management Association, Professional Chief Officers' Association, and Service Employees International Union, Local 721 |

## 2-A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - GOVERNMENT CODE § 54956.9(d)(1)

Annabelle Rojas v. City of Monterey Park (filed on November 22, 2023) LASC Case No. 23AHCV02633.

**RECONVENE & ADJOURNMENT**

The City Council reconvened from Closed Session with all Council Members present. The meeting was adjourned at 6:30 p.m.

**Action Taken:** No reportable action taken in Closed Session.

_____

Maychelle Yee
City Clerk

*Approved on MM DD, 2025, at the Regular City Council Meeting*

# MINUTES
# MONTEREY PARK CITY COUNCIL
# FINANCING AUTHORITY (MPFA)
# HOUSING AUTHORITY (MPHA)
# GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD)
# SUCCESSOR AGENCY (SA)
# REGULAR MEETING
# FEBRUARY 19, 2025

The City Council, the Financing Authority (MPFA), the Housing Authority (MPHA), the Geologic Hazard Abatement District (GHAD), and the Successor Agency (SA) of the City of Monterey Park held a Regular Meeting of the Council in the Council Chamber, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, February 19, 2025 at 6:30 p.m.

**CALL TO ORDER:**
Mayor Ngo called the meeting to order at 6:38 p.m.

**FLAG SALUTE:** The Monterey Park Police Explorers led the flag salute.

**ROLL CALL:**
Deputy City Clerk Cindy Trang called the roll:

| | |
|---|---|
| Council Members Present: | Henry Lo, Vinh Ngo, Jose Sanchez, Thomas Wong, Elizabeth Yang |
| Council Members Absent: | None |

**ALSO PRESENT:** City Treasurer Amy Lee, City Manager Inez Alvarez, City Attorney Karl Berger, Assistant City Manager Diana Garcia, Director of Human Resources and Risk Management Christine Tomikawa, Director of Community Development Jessica Serrano, City Librarian Kristin Olivarez, Director of Public Works Shawn Igoe, Director of Recreation and Community Services Robert Aguirre, Fire Battalion Chief Ryan Weddle, Police Captain Bill Cuevas, Engineering Manager and Transtech Consultant Ziad Mazboudi, Public Works Manager Xochitl Tipan, Planning Manger Beth Chow, Police Sergeant Randy Esparza, Senior Planner Eliana Munoz, Recreation Supervisor Orlando Muro, Police Officer Kenneth Tam, Police Officer Samantha Corona, Police Officer Sadrash Gonzalez, Police Officer Angel Pena, Code Compliance Supervisor Rey Lozano Office Assistant II Michelle Martinez

**VIRTUALLY PRESENT:** Deputy City Attorney Solange Fortenbach

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS:** None.

**PUBLIC COMMUNICATIONS:**

Following Staff Communications, the City Council authorized reopening Public Communications for a late submission.

- Andrea Terraza expressed her frustrations alleging her unlawful eviction from her home and her interactions with the Monterey Park Police Department (MPPD). She conveyed her disappointment with MPPD and is seeking housing assistance.

**STAFF COMMUNICATIONS:**

- Police: Police Captain Cuevas alongside Police Officer Pena presented a PowerPoint presentation on the Monterey Park Explorers Post 300 program. Police Officer Pena outlined details about the program. Police Captain Cuevas presented certificates to the Police Explorers in attendance for their outstanding achievements and to Police Officer Tam, Police Officer Gonzalez, Police Officer Corona, and Police Officer Pena for their guidance and supervision.

- Public Works: Manager Tipan announced Monterey Park's Free Mulch and Compost Give[illegible]ay event in partnership with Ware Disposal on Saturday, March 8, 2025 from 8:00 a.m. to 12:00 p.m. at Garvey Ranch Park.

- Recreation and Community Services: Director of Recreation and Community Services Aguirre announced the official launch of the community engagement voting survey for the "Greetings from Monterey Park" mural project. He encouraged residents to vote online for various representations of our city's landmarks, historical figures, and cultural events.

1. **PRESENTATION:** None.

2. **OLD BUSINESS**: None.

3. **CONSENT CALENDAR ITEMS NOS. 3A-3M**

All items under the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion. Specific items may be removed from the Consent Calendar at the request of any member of the City Council for separate consideration.

**Action Taken:** The City Council approved and adopted Agenda Item Nos. 3A, 3B, 3C, 3D, 3E, 3F, 3G, 3H, 3I, 3I, 3J, 3K, 3L, and 3M on Consent Calendar. Mayor Ngo declared a potential Conflict of Interest on Agenda Item No. 3J as his property is within 500 feet of the proposed project site and did not participate on the item. Mayor Pro Tem Yang declared a potential Conflict of Interest on Agenda Item No. 3G as her property is within 1,000 feet of the proposed project site and did not participate on the item.

**Motion:** Moved by Council Member Wong and seconded by Council Member Sanchez, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | Yang for Agenda Item No. 3G<br>Ngo for Agenda Item No. 3J |

## 3-A. MINUTES

It is recommended that the City Council consider approving the minutes from the regular meetings of December 4, 2024, December 18, 2024 and the special meetings of December 10, 2024 and December 18, 2024.

**Action Taken:** The City Council approved the minutes from the regular meetings of December 4, 2024, December 18, 2024 and the special meetings of December 10, 2024 and December 18, 2024 as amended to correct the names of the Mayors on the December 10, 2024 and December 18, 2024 meetings, on Consent Calendar.

## 3-B. AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH CSG CONSULTANTS TO DEVELOP LAND USE REGULATIONS FOR THE SATURN PARK INNOVATION/TECHNOLOGY ZONE

On October 2, 2024, City Council directed the City Manager and City Attorney to draft proposed land use regulations to expand allowed uses within Saturn Park. These would allow mixed use developments, including residential uses, and neighborhood serving commercial uses.

The City received a proposal from CSG Consultants in the amount of $220,725 for drafting regulations, and related work, to implement the City Council's direction. This firm was determined to be the most qualified due to the thoroughness of the proposal and this firm's prior experience with similar projects.

Because CSG Consultants' proposal for the SPARC process exceeds the City Manager's signature authority, City Council authorization is requested to authorize the City Manager to execute an agreement with CSG Consultants to perform this work. Consequently, the Community Development Director requests that the City Council authorize a budget appropriation not to exceed $160,725 for CSG Consultants' services.

**Action Taken:** The City Council authorized the City Manager to execute an agreement with CSG Consultants, in a form approved by the City Attorney, for the scope of services described in Attachment 1 (to the staff report), in an amount not to exceed $220,725 and authorized a budget appropriation of $160,725 from the General Fund for the 2024-2025 fiscal year, on Consent Calendar.

## 3-C. AMENDMENT TO AGREEMENT NO. 2454-AA WITH SVT FLEET SOLUTIONS, LLC

Currently, the Fire Department has a maintenance contract with SVT Fleet Solutions, LLC for the maintenance and repairs of the Department's emergency vehicles in an amount not to exceed $58,000 for FY 2024-25. However, due to unforeseen circumstances, the Department has multiple emergency vehicles that need routine maintenance and repairs, and the Fire Chief ("Chief") is requesting an amendment to the contract to ensure the vehicles can receive service.

**Action Taken:** The City Council authorized the City Manager to execute an amendment to Agreement No. 2454-AA with SVT Fleet Solutions, in a form approved by the City Attorney, for maintenance and repair of fire engines, quint and other emergency vehicles for an amount not to exceed $125,000, on Consent Calendar.

## 3-D. PURCHASE OF A LAW ENFORCEMENT VAN FOR THE NEIGHBORHOOD ENGAGEMENT TEAM (NET)

In the spring of 2020, the Police Department launched the Neighborhood Engagement Team (NET) to provide outreach services to the City's unsheltered population. Its primary focus is on facilitating rapid rehousing navigation and delivering ongoing support services. In the summer of 2021, the City employed a housing navigator/case manager to assist individuals experiencing homelessness in accessing essential services. This support includes transportation to social service centers for obtaining state-issued identification, attending shower events, participating in medical appointments and accessing shelters.

Today, NET has transformed into a comprehensive service team comprised of specially trained officers and professional staff devoted entirely to assisting the unhoused community. A dedicated van will be exclusively utilized for outreach services to these individuals. This vehicle will be distinctly branded for NET, ensuring it does not resemble any patrol or enforcement vehicles.

**Action Taken:** The City Council waived additional bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050(2) and authorizing the City to execute a contract with National Auto Fleet Group for the purchase of a 2025 Ford Transit van, and authorized the City Manager to execute an Agreement with National Auto Fleet Group, in a form approved by the City Attorney, for the purchase of a 2025 Ford Transit van for homeless outreach transportation within the NET Team in the amount of $87,496.27 for a total not to exceed $120,000.00 from the Police Department's Permanent Local Housing Allocation Grant Year, on Consent Calendar.

**3-E. ENTER INTO A 5-YEAR RENEWED AGREEMENT WITH LENSLOCK INC. IN THE AMOUNT OF $755,446.75 FOR IN-CAR CAMERAS, BODY WORN CAMERAS, VIDEO & DATA STORAGE SERVICES.**

The FY 2024-25 budget allocates $155,000 under account #1013115-5254 for in-car cameras, bodyworn cameras, and video and data storage services. During the fiscal year budget process, staff researched available options and determined that Lenslock Inc. best met the needs of the Police Department for both in-car and body-worn camera solutions.

**Action Taken:** The City Council waived bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050 (2) and authorized the City Manager to amend a contract (Agreement # 2154-A) with Lenslock Inc. in a form approved by the City Attorney, for the purchase of in-car cameras, body-worn cameras, video & data storage services, on Consent Calendar.

**3-F. CONSIDER A REQUEST FOR ALCOHOL CONSUMPTION PERMITS AND PERMIT FEE WAIVERS ALLOWING THE ALHAMBRA EDUCATIONAL FOUNDATION TO CONDUCT ALCOHOL SALES AT THE PLAY DAYS CARNIVAL AND ELECTRIC PARK EVENTS**

The City of Monterey Park traditionally celebrates its "birthday" each May with a four-day celebration in Barnes Park, "Happy Birthday Monterey Park, Play Days." The festivities include carnival rides, games, food trucks, and live entertainment. Separately, the City also hosts the Electric Park music event, a growing annual celebration of electronic music that fosters community engagement and cultural enrichment.

Building on the success of the first Play Days beer garden in 2024 and the Electric Park beer garden, the City aims to continue this feature in 2025. Beer gardens at both events were well received by the community, providing a safe and enjoyable experience while raising valuable funds for the Alhambra Educational Foundation. Given the success of events, the Alhambra Educational Foundation has confirmed their interest in hosting the beer garden at both events in 2025. The Foundation, a 501(c)(3) nonprofit organization, is confident that this opportunity will continue to generate additional funds to support and enhance the educational programs of the Alhambra Unified School District.

**Action Taken:** The City Council (1) approved an Alcohol Consumption permit allowing the Alhambra Educational Foundation to conduct alcohol sales at the Play Days Carnival, May 8-11, 2025; (2) approved an Alcohol Consumption permit allowing the Alhambra Educational Foundation to conduct alcohol sales at the Electric Park event on October 4, 2025; and (3) approved an Alcohol Consumption permit fee waiver of $250 per event, on Consent Calendar.

## 3-G. S. ATLANTIC BLVD AND S. GARFIELD AVE PHASE VI WATER MAIN IMPROVEMENTS – AWARD OF CONTRACT

Capital Improvements Project ("CIP) No. 99032 – S. Atlantic Blvd and S. Garfield Ave Phase VI Water Main Improvements ("Project") consists of the installation of water main along S. Atlantic Blvd, S. Garfield Ave, and Harding Ave, including the construction of water service line replacement, installation of new fire hydrants and laterals, fire services lines, and appurtenances, valves, abandonment of existing water mains, tie-in to existing systems, and trench repair restoration. In addition, the project will include the installation of fiber optic conduits and related infrastructures. This task is part of the City's CIP No. 99032, Adaptive Traffic Project. However, to avoid cutting the street again after the water project is complete, staff is incorporating this work as part of the water project and trenching for the installation of the fiber optic at the same time as the water line. This will result in cost savings and efficient work, lessening the inconvenience to the public. Pursuant to Resolution No. 2024-R48, the Public Works Director ("Director") solicited bids for the S. Atlantic Blvd and S. Garfield Ave Phase VI Water Main Improvements project (Specification No. 2024-010).

The public bid opening for the S. Atlantic Blvd and S. Garfield Ave Phase VI Water Main Improvements project was held on January 14, 2025. Eight bids were received: J.A. Salazar, Big Ben Engineering, Stephen Doreck, CEM Construction, Ferreira Construction, Dominguez General Engineering, W.A. Rasic Construction, and Toro Enterprises. It is recommended that City Council authorize the City Manager to execute a Public Works contract with J.A. Salazar Construction & Supply Corp., for the Project in the amount of $3,467,275, plus a contingency amount not to exceed $173,364. Supporting services includes a contract for construction management and construction inspection, with SA Associates for $230,000 and geotechnical services with Terracon Consultants for $67,000.

CEQA (California Environmental Quality Act):
The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities). The Project results in minor alterations to existing public facilities involving no significant expansion of the existing use. The Project is not anticipated to have any significant impacts with regard to traffic, noise, air quality or water quality.

**Action Taken:** The City Council (1) authorized the City Manager to execute a public works contract, in a form approved by the City Attorney, with J.A. Salazar Construction & Supply Corp., in the amount of $3,467,275 for the S. Atlantic Blvd and S. Garfield Ave Phase VI Water Main Improvements, Specification No. 2024-010; (2) authorized the Director of Public Works to approve change orders and contingency up to $173,364 or 5% of the contract amount; (3) authorized City Manager to execute a Task Order to On-call Agreement 2452-AA, in a form approved by the City Attorney, with Terracon Consultants in the not to exceed amount of $67,000 for geotechnical services; and (4) authorized the City Manager to execute a Task Order to On-call Agreement 2455-AA, in a form approved by the City Attorney, with SA Associates., in the not to exceed amount of $230,000 for construction management and construction inspection services, on Consent Calendar. Mayor Pro Tem Yang declared a potential Conflict of Interest on Agenda Item No. 3G as her property resides 1,000 feet of the project site and did not participate on the item.

## 3-H. 2024-25 CONCRETE IMPROVEMENT PROJECT – AWARD OF PUBLIC WORKS CONTRACT TO CT&T CONCRETE PAVING, INC.

Capital Improvement Project (“CIP”) No. 96054 – 2024-25 Concrete Improvement Project includes curb ramp construction at various street intersections, sidewalk, and curb and gutter improvements. Pursuant to Resolution No. 2025-R3, the Public Works Director received a quote from CT&T Concrete Paving, Inc. for concrete related work for this project. Their prices are competitive and are lower than recently received bids for similar work. It is recommended that City Council waive the bidding requirements pursuant to Resolution No. 2025-R3 and approve an award of contract to CT&T Concrete Paving, Inc. in the amount of $230,957 for the 2024-25 Concrete Improvement Project.

CEQA (California Environmental Quality Act):
The City reviewed the environmental impacts of the proposed Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. “CEQA”) and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the “CEQA Guidelines”). CEQA Guideline § 15301(c) (Existing Facilities) exempts the operation, repair, maintenance, alteration of existing public or private structures which involve negligible or no expansion of existing or former use. The proposed work will occur entirely within an existing structure. Accordingly, no further environmental review is required.

**Action Taken:** The City Council authorized the City Manager to execute a public works contract, in a form approved by the City Attorney, with CT&T Concrete Paving, Inc. in the contract amount of $230,957 for the 2024-25 Concrete Improvement Project and authorized the Director of Public Works to approve change orders not to exceed $34,644 over the total contract amount, on Consent Calendar.

## 3-I. AMENDMENT TO AGREEMENT 2379-AA WITH WONDRIES FAMILY COLLISION CENTER

Wondries Family Collision Center is one of the City's vendors for autobody repair and painting services. Due to an increase in unanticipated incidents and costs for repairs, it is recommended that the current three-year contract be increased from $36,000 to $145,000 for actual and anticipated services through June 30, 2026.

**Action Taken:** The City Council authorized the City Manager to execute an Amendment to Agreement No. 2379-AA with Wondries Family Collision Center, in a form approved by the City Attorney, for autobody repair and painting services on City-owned vehicles for total amount of $145,000, on Consent Calendar.

## 3-J. CONSIDERATION OF FINAL MAP NO. 82607 FOR A SUBDIVISION OF 2.8 ACRES LOT INTO TWO PARCELS TO DEVELOP 63 TWO STORY TOWNHOME UNITS, LOCATED AT 126 NEW AVENUE

The proposed Final Map was reviewed by the Public Works Director for compliance with applicable law. Except for the required public improvements, it meets all legal requirements. Because the subdivider is proposing to execute a subdivision improvement agreement, the Final Map must be approved by the City Council per Monterey Park Municipal Code § 20.22.220.

CEQA (California Environmental Quality Act):
Pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"), the Project is consistent with the Mitigated Negative Declaration and Mitigation Monitoring Program adopted by City Council on July 21, 2021 per Resolution No. 12259. No additional environmental review is necessary.

**Action Taken:** The City Council adopted Resolution No. 2025-R8 approving Final Map No. 82607 and authorized the City Manager to execute a Subdivision Improvement Agreement for Final Map No. 82607 in a form approved by the City Attorney, on Consent Calendar. Mayor Ngo declared a potential Conflict of Interest on Agenda Item No. 3J as his property resides within 1,000 feet of the project site and did not participate on the item.

**Resolution No. 2025-R8**
A RESOLUTION APPROVING FINAL MAP NO. 82607 FOR A 63-TWO STORY TOWNHOME UNITS PROJECT AT 126 NORTH NEW AVENUE

**3-K. 2024-25 STREET OVERLAY AT VARIOUS LOCATIONS – AWARD OF PUBLIC WORKS CONTRACT TO ONYX PAVING COMPANY, INC.**

Capital Improvement Project ("CIP") No. 96049 – 2024-25 Street Overlay at Various Locations (the "Project") includes the application of Asphalt Rubber Hot Mix and AC Overlay. Pursuant to Resolution No. 2025-R3, the Public Works Director ("Director") obtained proposals from three different paving contractors: All American Asphalt, Onyx Paving Company, and Hardy & Harper, for the Project. It is recommended that City Council waive the bidding requirements pursuant to Resolution No. 2025-R3 declaring a local emergency, and authorize the City Manager to execute a Public Works contract with Onyx Paving Company, Inc. in the amount of $4,146,240 for the 2024-25 Street Overlay at Various Locations project and authorize the Director to approve change orders not to exceed $216,152 over the total contract amount.

CEQA (California Environmental Quality Act):
The City reviewed the environmental impacts of the proposed Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). CEQA Guideline § 15301(c) (Existing Facilities) exempts the operation, repair, maintenance, alteration of existing public or private structures which involve negligible or no expansion of existing or former use. The proposed work contemplates the maintenance of City streets. Accordingly, no further environmental review is required.

**Action Taken:** The City Council authorized the City Manager to execute a public works contract, in a form approved by the City Attorney, with Onyx Paving Company, Inc. in the contract amount of $4,146,240 for the 2024-25 Street Overlay project at Various Locations City-wide and authorized the Director of Public Works to approve change orders not to exceed $216,152 over the total contract amount, on Consent Calendar.

## 3-L. AUTHORIZING VIA TRANSPORTATION INC. TO USE OFFICIAL CITY SEAL AND LOGOS FOR IMPLEMENTATION OF ON-DEMAND TRANSIT SERVICE

On November 6, 2024 City Council approved an agreement with Nomad Transit, LLC, a wholly owned subsidiary of Via Transportation, Inc. ("Via"), for a one-year pilot program of on-demand transit services. Staff has been working with Via on the implementation of the program including the development of a smartphone application, marketing campaign, and community engagement. To successfully market the service, Via requests permission to use the City's signs, trademarks and logos through third party app providers such as the Google Play store and Apple App store.

Monterey Park Municipal Code ("MPMC") Chapter 1.12 governs the use of the City seal. MPMC § 1.12.020 provides that the seal may be used on "official documents"; it does not specify whether the seal may be used in other contexts. California law provides that the City Council generally controls the depiction of the seal (see, e.g., Government Code § 34501).

In this instance, the City seal and logos are intended to be used for a public service. Accordingly, it is recommended that City Council authorize Via to use the City's signs, trademarks, and logos, including its City seal for the implementation of the on-demand transit service.

**Action Taken:** The City Council authorized the City Manager to execute authorization form(s), in a form approved by the City Attorney, for the use of City seal, signs, trademarks and logos by Nomad Transit, LLC, a wholly owned subsidiary of Via Transportation, Inc. for the implementation of on-demand transit service, on Consent Calendar.

## 3-M. AWARD OF PUBLIC WORKS CONTRACT TO TANK SPECIALTIES, INC. DBA TANK SPECIALIST OF CALIFORNIA FOR UNDERGROUND STORAGE TANK REMOVAL AND ABOVE GROUND STORAGE TANK INSTALLATION

Capital Improvement Project ("CIP") No. 95042 - Underground Storage Tank Removal & Replacement, includes the removal of underground waste oil tanks and the installation of above ground waste oil tanks at the City Yard and Fire Station 1 facilities to upgrade the tanks to comply with State Water Resources Control Board's overfill prevention equipment (OPE) requirements. It is recommended that City Council authorize the City Manager waive the bidding requirements pursuant to Resolution No. 2025-R3 and execute a Public Works contract with Tank Specialties, Inc. dba Tank Specialists of California to upgrade the storage tanks at both facilities in the amount of $98,200, with a contingency amount of 15% of the contract amount.

CEQA (California Environmental Quality Act):
The City reviewed the environmental impacts of the proposed Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). CEQA Guideline § 15301(c) (Existing Facilities) exempts the operation, repair, maintenance, alteration of existing public or private structures which involve negligible or no expansion of existing or former use. The proposed work will occur entirely within an existing structure. Accordingly, no further environmental review is required.

**Action Taken:** The City Council authorized the City Manager to execute a public works contract, in a form approved by the City Attorney, with Tank Specialties, Inc. dba Tank Specialists of California for the removal of underground waste oil tanks and the installation of above ground waste oil tanks at the City Yard and Fire Station 1 facilities for the amount of $98,200 and authorized the Director of Public Works to approve change orders and contingency up to $14,730 (15%) of the contract amount, for a total project cost of $112,930, on Consent Calendar.

**4. PUBLIC HEARING:** None.

**5. NEW BUSINESS**

**5-A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. 2025-R9 A RESOLUTION AUTHORIZING THE RECORDING OF A NOTICE OF SPECIAL ASSESSMENT FOR NUISANCE ABATEMENT AGAINST THE OWNER OF 803 LOMA VERDE STREET (APN 5262-020-014).**

During the past several years, the property located at 803 Loma Verde, APN 5262-020-014 ("Property") has consistently been in a state of blight, among other violations of the Monterey Park Municipal Code ("MPMC") amounting to public nuisances. On June 19, 2024, City staff engaged in abatement of public nuisances on the Property, the costs for which the City is entitled to recoup.

The City Attorney accordingly recommends that the City Council adopt a Resolution authorizing the recording of a public nuisance abatement lien on the Property in order to recoup by special tax assessment the City's costs of abating violations of the BMC.

**Action Taken:** The City Council adopted Resolution No. 2025-R9 to authorize the recording of a notice of special assessment for nuisance abatement on the owner of 803 Loma Verde Street.

**Resolution No. 2025-R9**
A RESOLUTION TO RECORD A NOTICE OF SPECIAL ASSESSMENT FOR NUISANCE ABATEMENT 803 LOMA VERDE STREET (APN 5262-020-014)

**Motion:** Moved by Council Member Wong and seconded by Mayor Pro Tem Yang, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None |

## 6. CITY COMMUNICATIONS (CITY COUNCIL)

### CITY COUNCIL COMMUNICATIONS

Council Member Sanchez spoke about Mark Keppel High School taking second place at the Los Angeles County Academic Decathlon and acknowledged two former students who were in the audience for their Political Science class.

Council Member Lo discussed his attendance as a representative in last week's San Gabriel Valley Council of Governments Transportation Committee meeting and provided updates on the Los Angeles County Transit Signal Priority Program which includes the encouragement of public transportation and ensuring there is no interference with Monterey Park's own Transit Signal Priority Program.

Mayor Pro Tem Yang announced the upcoming ribbon-cutting ceremony for VCA Engineers, Inc., a new business in Monterey Park on March 13, 2025, and reminded the public to fill out the Housing and Urban Development Survey before February 28, 2025.

Mayor Ngo mentioned his attendance to the Small Business Fair at the Barnes Park Service Clubhouse and the Career Day event held at Ynez Elementary. He spoke about his collaboration with the Chinese Community in Southern California to gather $160,000 set to be divided between the Los Angeles Firemen's Relief Association and the Regional Training Group. Mayor Ngo talked about his participation in the Housing Rights Conference Seminar for landlords and tenants at Sierra Vista Park, his attendance to a few Lunar New Year Festivals and spoke in appreciation to the City Commissioners and volunteers who will be honored at the City's Volunteer Dinner on February 20, 2025.

## 7. FUTURE AGENDA ITEMS:

Council Member Wong requested an update on the property located at 795 West Garvey Avenue.

Council Member Sanchez requested a Resolution recognizing the month of March as Women's History Month and to invite Mark Keppel's Academic Decathlon team to recognize their second-place win at the Los Angeles County Academic Decathlon.

Council Member Lo requested to invite the San Gabriel Valley Council of Governments Transportation Committee to provide an update on the Transit Feasibility Study.

**8.** **CLOSED SESSION (IF REQUIRED; CITY ATTORNEY TO ANNOUNCE)**:
None.

**ADJOURNMENT**
There being no further business for consideration, the meeting was adjourned at 7:28 p.m.

_____
Maychelle Yee
City Clerk

*Approved on MM DD, 2025, at the Regular City Council Meeting*

# MINUTES
# MONTEREY PARK CITY COUNCIL
# FINANCING AUTHORITY (MPFA)
# HOUSING AUTHORITY (MPHA)
# GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD)
# SUCCESSOR AGENCY (SA)
# SPECIAL MEETING
# FEBRUARY 22, 2025

The City Council, the Financing Authority (MPFA), the Housing Authority (MPHA), the Geologic Hazard Abatement District (GHAD), and the Successor Agency (SA) of the City of Monterey Park held a Special Meeting of the Council in the 2nd Floor Boardroom of the Holiday Inn & Suites, 400 N. Atlantic Boulevard in the City of Monterey Park on Saturday, February 22, 2025 at 9:30 a.m.

**CALL TO ORDER:**
Mayor Ngo called the meeting to order at 9:36 a.m.

**ROLL CALL:**
Assistant Deputy City Clerk Helena Cho called the roll:

| | |
|---|---|
| Council Members Present: | Henry Lo, Vinh Ngo, Jose Sanchez, Thomas Wong, Elizabeth Yang |
| Council Members Absent: | None |

**ALSO PRESENT:** City Manager Inez Alvarez, City Attorney Karl Berger, Assistant City Manager Diana Garcia, City Librarian Kristin Olivarez, Public Works Director Shawn Igoe, Finance Director Martha Garcia, Fire Chief Chris Thompson, Police Chief Scott Wiese, Director of Human Resources and Risk Management Christine Tomikawa, Recreation and Community Services Director Robert Aguirre, Community Development Director Jessica Serrano, Secretary to the City Manager Diana Wong

**PUBLIC COMMUNICATIONS – None.**

## NEW BUSINESS

### 1. STRATEGIC PLANNING WORKSHOP

This is a City Council workshop to prioritize the City's legislative and project agenda. It is anticipated that the workshop will not result in the City Council taking any particular action. Instead, City Councilmembers and key staff members will be reviewing the City Council's previous strategic plan; updating it; and providing direction to the City Manager. Topics may include, without limitation, infrastructure improvements; revenue enhancement; land use challenges; sustainability efforts; redevelopment; community engagement and outreach; and municipal property needs assessment. Any direction provided by the City Council will appear on future meeting agendas. The anticipated outline of the workshop will follow this general order:

- Prouds and Sorries - Accomplishments and Opportunities for Improvement
- Know your Role
- Mutual Purpose/Common Ground
- High Road Leadership
- Interview Summary
- Future Challenges and Needs
- Current Goals/Updates
- Check the Sails – Do the 3- Year Goals need adjusting?
- Progress Indicators for the Future
- Setting SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) Objectives
- What are the resources needed to move the needle?
- Next Steps

**RECESSED AND RECONVENED**
The City Council recessed at 10:25 a.m. and reconvened with all council members present at 10:40 a.m.

**RECESSED AND RECONVENED**
The City Council recessed at 12:02 p.m. and reconvened with all council members present at 12:38 p.m.

**DISCUSSION:** City Consultants, Marie Knight, Owner, and Doll Knight, Assistant, of Knight Leadership Solutions, facilitated a strategic workshop for the City Council and executive staff including City Manager Alvarez, City Attorney Berger, Assistant City Manager Garcia and Department Directors to discuss ideas and suggestions towards the future vision of the City. The City Council ensued in discussions about the goal set in 2024 and made modifications to some of those goals:

- To enhance access to resources for mental health wellness, social services, and homelessness needs. This goal was modified to enhance access to resources and programs that serve the needs of residents.
- To maintain public safety by establishing priorities based on community and civic needs of the city, with a flexible and enhanced service model.
- To maintain, build, and modernize infrastructure and facilities to support the current and future needs of the city and community.
- To strengthen the local economy and enhance housing opportunities.
- To enhance public communication and civic engagement to reach all members of the community.
- To maintain long term stability of the city's financial resources. This goal was modified to maintain stability of the City's financial and human resources.

**Action Taken:** No reportable action taken.

**ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 4:10 p.m.

_____

Maychelle Yee
City Clerk

*Approved on MM DD, 2025, at the Regular City Council Meeting*

# MINUTES
# MONTEREY PARK CITY COUNCIL
# FINANCING AUTHORITY (MPFA)
# HOUSING AUTHORITY (MPHA)
# GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD)
# SUCCESSOR AGENCY (SA)
# REGULAR MEETING
# MARCH 5, 2025

The City Council, the Financing Authority (MPFA), the Housing Authority (MPHA), the Geologic Hazard Abatement District (GHAD), and the Successor Agency (SA) of the City of Monterey Park held a Regular Meeting of the Council in the Council Chamber, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, March 5, 2025 at 6:30 p.m.

**CALL TO ORDER:**
Mayor Ngo called the meeting to order at 6:35 p.m.

**FLAG SALUTE:** Mayor Ngo led the flag salute. Pledge of Allegiance presented by Civic Superstar Ethan Mai.

**ROLL CALL:**
Deputy City Clerk Trang called the roll:

| | |
|---|---|
| Council Members Present: | Henry Lo, Vinh Ngo, Jose Sanchez, Thomas Wong, Elizabeth Yang |
| Council Members Absent: | None. |

**ALSO PRESENT:** City Treasurer Amy Lee, City Clerk Maychelle Yee arrived at 6:53 p.m., City Manager Inez Alvarez, City Attorney Karl Berger, Assistant City Manager Diana Garcia, Fire Chief Chris Thompson, Police Chief Scott Wiese, Director of Human Resources and Risk Management Christine Tomikawa, Director of Community Development Jessica Serrano, Director of Finance Martha Garcia, City Librarian Kristin Olivarez, Director of Public Works Shawn Igoe, Director of Recreation and Community Services Robert Aguirre, Economic Development Manager Joseph Torres, Recreation and Community Services Manager Christina Alatorre, Finance Manager Laura Borjon, Planning Manager Beth Chow, Senior Planner Eliana Muñoz, Senior Children's Librarian LV Fraizer, Recreation and Community Services Supervisor Guillermo Chavez, Economic Development Specialist Janice Huang, Office Assistant II Michelle Martinez

**VIRTUALLY PRESENT:** None.

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS:**
City Manager Alvarez announced the Annual Weed Abatement Protest Public Hearing scheduled for the March 5, 2025 City Council meeting will be continued to the regularly scheduled City Council meeting of March 19, 2025. She also requested to move Agenda Item Nos. 1A and 6A to be heard after Public Communications.

**PUBLIC COMMUNICATIONS:**

This Item was heard after Presentation Item No. 1A. Council Member Lo left the dais at 6:53 p.m. and returned at 6:58 p.m.

- Mistress Transgender Queen spoke about the Monterey Park Police Department (MPPD) and her recommendation of equal hiring opportunities for bilingual applicants who speak languages aside from Spanish. She urged the city to hire more LGBTQ+ Police Officers within the MPPD and conveyed her advocacy towards the LGBTQ+ community.

- Fredrick Douglas spoke about the 2011 Supreme Court Case Synder v. Phelps, referencing the First Amendment of the United States Constitution and emphasized the right of free speech without discrimination.

- Javier Caltenco, Public Information Officer of the United States Small Business Administration (SBA), Office of Disaster Recovery and Resilience informed the public of low interest federal disaster loans and assistance to businesses/homeowners affected by the firestorm in January 2025.

- Bob Gin and Carol Sullivan from the Library Foundation expressed their appreciation to the City Council and residents who attended the Monterey Park Fall Classic Gala in October 2024. Mr. Gin talked to the City Council about the opportunity to purchase a Library Book Mobile with the money raised from the Gala and is currently accepting more donations. Mrs. Sullivan announced that the next Gala will be held in October 2025 and publicized tickets available for purchase for the City Council.

**STAFF COMMUNICATIONS:**

This Item was heard after Agenda Item 6A.

- Community Development: Economic Development Specialist Huang presented a PowerPoint presentation on the updates and events occurring in Monterey Park which includes the Meet-Up with the Mayor event and the Women in Business Workshop and Networking event. Specialist Huang reminded the public about the launch of the Love Monterey Park Shop and Dine Campaign to encourage economic growth between local small businesses and shared the extension of the of the Taste of Downtown Monterey Park promotion program.

Economic Development Manager Torres recognized 360 Labs, a natural product manufacturing company located in Monterey Park and introduced Chief Executive Officer David Kerdoon, and Chief Operating Officer Reyner Schindler. Mr. Kerdoon alongside Mr. Schindler spoke in gratitude of their time in Monterey Park and conveyed their long-term commitment to stay in the City. Mayor Ngo alongside the City Council presented a certificate of recognition to 360 Labs and expressed comments of appreciation.

City Manager Alvarez announced the departure of Community Development Director Serrano and expressed gratitude for her efforts to improve the City throughout the years.

- Library: Senior Children's Librarian Frazier provided a PowerPoint presentation on the upcoming programs held at the Library including the 2025 Volunteer Income Tax Assistance (Vita) Clinic; the Free Legal Assistance Clinic held every second Tuesday of the month; the Art Farm program for emerging authors and writers; the announcement of Woman's History Month, where books and media written by women creators will be displayed at the Library throughout the month and the "We Can Be She-Roes" program.

- Recreation and Community Services: Recreation and Community Services Supervisor Chavez announced updates which included the success of the Valentine's Day Dance and informed the public about the Free Education Nutrition Workshop and Health Screening Workshop. He reminded the residents to share their opinion on the Monterey Park Mural Project suggestion survey and shared upcoming events such as the monthly Disco Dance Party known as "Bloom and Boogie", the National Fine Arts "Art, Music and Fashion Show" presented by the Boys and Girls Club, the 25th Annual Cherry Blossom Festival and the Spring Break Day Camp. Supervisor Chavez spoke about the return of the Farmer's Market in April, open job applications for Lifeguard positions in the City and ended with the announcement of the Spring Egg Hunt at Barnes Park and a trip to the Broad Museum provided by the Langley Senior Center.

## 1. PRESENTATION:

The matters listed under presentation are informational content and for discussion only.

## 1-A. CONGRESSIONAL APP CHALLENGE FINALISTS - DREXEL NGO, ALINA RAMOS, EVAN LAU, AND ATHICHA CHANPRADUB

This Item was heard after Agenda, Additions, Deletions. Changes and Adoptions.

Drexel Ngo alongside Alina Ramos, Evan Lau and Athicha Chanpradub spoke about their free handsfree desktop application, Eyespeak. The app was created for individuals with disabilities to navigate the internet using their eyes and speech. Drexel shared the team's plan to publish their application to the public in the future.

Mayor Ngo, alongside the City Council awarded certificates to the finalists and shared words of appreciation on their accomplishment.

**2. OLD BUSINESS**: None.

**3. CONSENT CALENDAR ITEMS NOS. 3A-3H**

All items under the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion. Specific items may be removed from the Consent Calendar at the request of any member of the City Council for separate consideration.

City Clerk Yee announced public speakers for Agenda Item Nos. 3E and 3F

Public Speakers:

- Mistress Transgender Queen spoke on Agenda Item No. 3E about the Housing Element Annual Progress Report and expressed her frustrations towards the City's alleged treatment of the homeless, emphasizing respect and the necessity for affordable housing in the City of Monterey Park.

- Fredrick Douglas spoke on Agenda Item No. 3E voicing his discontent about affordable housing, claiming it to be unachievable and recommended the City of Monterey Park to act and create a plan that will combat the current homeless crisis.

- Mistress Transgender Queen articulated her opinion on Agenda Item No. 3F about neighboring cities and the lack of preparation during the wind and firestorms of January 2025 and recommended the City of Monterey Park to act and prepare for emergency events that may occur in the future.

**Action Taken:** The City Council approved and adopted Agenda Item Nos. 3A, 3B, 3D, 3F, 3G and 3H on Consent Calendar, excluding Agenda Item Nos. 3C and 3E which were pulled for discussion, separate motion, reading resolutions and ordinances by the title only and waiving further reading thereof. City Manager Alvarez declared an amendment to Resolution No. 2025-R11 in Agenda Item 3-D, reporting the effective start date of March 5, 2025 for Interim Director of Community Development Phillip Lanzafame be amended to March 17, 2025.

**Motion:** Moved by Council Member Wong and seconded by Council Member Lo, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None |

## 3-A. MINUTES

It is recommended that the City Council consider approving the minutes from the regular meeting of January 15, 2025 and the special meeting of January 21, 2025.

**Action Taken:** The City Council approved the minutes from the regular meeting of January 15, 2025 and the special meeting of January 21, 2025, on Consent Calendar.

## 3-B. MONTHLY INVESTMENT REPORT – JANUARY 2025

As of January 31, 2025, invested funds for the City of Monterey Park total $91,257,894.74.

**Action Taken:** The City Council received and filed the monthly investment report on Consent Calendar.

## 3-C. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION DECLARING UNCLAIMED MONIES AS PROPERTY OF THE CITY OF MONTEREY PARK AND ORDERING IT TRANSFERRED TO THE CITY'S GENERAL FUND PURSUANT TO GOVERNMENT CODE §§ 50050, ET SEQ.

Adopting the attached Resolution will transfer unclaimed money that has remained in the City's possession for at least three years (one year for unclaimed money in an amount that is less than $15) into the City's General Fund. Unclaimed money may be escheated to the City's General Fund pursuant to Government Code §§ 50050 to 50055, as described in the City's Administrative Policy No. 20-26 (Attachment 2, to the staff report), provided that the City first publishes notice in a newspaper of general circulation for at least two consecutive weeks.

Unless claimed or challenged by a verified complaint, the unclaimed monies become the property of the City at least 45 days, but no more than 60 days, after the initial public notice pursuant to Government Code §§ 50050 and 50051. The Finance Director ("Director") caused notice to be published in the Monterey Park Progress newspaper for two consecutive weeks on January 16, 2025, and January 23, 2025 (the "Notice"). The Director has not received any claims or complaints concerning the unclaimed monies.

**Action Taken:** The City Council adopted Resolution No. 2025-R10 declaring unclaimed monies as property of the City of Monterey Park and ordering it transferred to the City's General Fund.

**Motion:** Moved by Council Member Wong and seconded by Mayor Pro Tem Yang, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None |

**Resolution No. 2025-R10**
A RESOLUTION DECLARING UNCLAIMED MONIES AS PROPERTY OF THE CITY OF MONTEREY PARK AND TRANSFERRING IT TO THE CITY'S GENERAL FUND PURSUANT TO GOVERNMENT CODE § 50053

**3-D. ADOPTING A RESOLUTION APPOINTING AN INTERIM DIRECTOR OF COMMUNITY DEVELOPMENT PURSUANT TO GOVERNMENT CODE § 21221(H) AND EXECUTIVE ORDER NO. N-25-20**

The current Director of Community Development, Jessica Serrano, submitted her notice of resignation from the City of Monterey Park. On February 14, 2025, the City entered into an agreement with City Management Advisors, LLC (formerly known as Peckham and McKenney), to conduct the recruitment for the upcoming vacant position. Per Government Code 2122(H), the City Council may appoint a retired annuitant to an interim position for a department head vacancy as long as the following criteria are met: 1) there is an active recruitment for the vacant position, 2) the appointment is for a limited duration during the active recruitment, 3) there is a single appointment once the contract term ends, and 4) compensation cannot exceed the maximum hourly rate for the vacant position.

City staff have connected with a retired annuitant, Philip Lanzafame, who has over 25 years of experience in Community Development, Economic Development, and housing from a nearby Los Angeles County public agency. His technical knowledge and experience will provide the Community Development Department the support needed to keep projects and daily activities moving forward in a seamless manner. Staff recommends the appointment of Mr. Lanzafame to the Interim Director of Community Development position.

**Action Taken:** The City Council adopted Resolution No. 2025-R11 requesting appointment for the position of Interim Director of Community Development pursuant to Government Code § 2122(H) and Executive Order No. N-25-20 and authorized the City Manager to execute an agreement between the City of Monterey Park and the Interim Director of Community Development in a form approved by the City Attorney, as amended to revise the effective start date of March 5, 2025 for Interim Director of Community Development Phillip Lanzafame to March 17, 2025 on Consent Calendar.

**Resolution No. 2025-R11**
A RESOLUTION REQUESTING APPOINTMENT PURSUANT TO GOVERNMENT CODE § 21221(H) AND EXECUTIVE ORDER NO. N-25-20 FOR THE POSITION OF INTERIM COMMUNITY DEVELOPMENT DIRECTOR

## 3-E. 2024 MONTEREY PARK GENERAL PLAN AND HOUSING ELEMENT ANNUAL PROGRESS REPORT

This report is prepared in compliance with California Government Code section 65400(a)(2), which mandates that the city prepare an annual report on the status and implementation of its General Plan. The report must be submitted by April 1 of each year to the City Council, OPR, and HCD.

The 2024 General Plan and Housing Element Annual Progress Report summarizes the City's progress towards implementing the Monterey Park General Plan from January 1, 2024, to December 31, 2024. Throughout calendar year 2024, the City has been continuously implementing the policies and programs that help achieve goals contained within the General Plan.

**Discussion:** Director of Community Development Serrano introduced Senior Planner Muñoz to present Agenda Item No. 3E.

Senior Planner Muñoz presented a PowerPoint presentation depicting the Monterey Park General Plan and Housing Element Report covering calendar year 2024. She stated discrepancies in the Housing Element Implementation tables provided on attachment number 1 to the staff report and ensured staff's diligence to review the accuracy of the data before officially submitting the report to the state.

**Action Taken:** The City Council received and filed the 2024 General Plan and Housing Element Annual Progress Report and directed the City Manager, or designee, to forward a copy of the report to the Governor's Office of Planning and Research ("OPR") and the State Department of Housing and Community Development ("HCD") before April 1, 2025, on Consent Calendar.

**Motion:** Moved by Council Member Wong and seconded by Mayor Pro Tem Yang, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None |

## 3-F. CONSIDERATION AND POSSIBLE ACTION TO ADOPT A RESOLUTION AMENDING THE CAPITAL IMPROVEMENT PLAN AND RECEIVE AND FILE A SUMMARY OF THE WINDSTORM AND FIRESTORM LOCAL EMERGENCY

On January 21, 2025, the City Council adopted Resolution No. 2025-R3 declaring a local emergency due to windstorm and firestorm events beginning on January 7, 2025, as reflected in the Governor's Executive Order dated January 12, 2025. At its January 21, 2025 meeting, the City Council authorized the City Manager to take necessary measures to protect public health, safety, and general welfare including urgency abatement and direct negotiation of contracts pursuant to Public Contract Code §§ 20168 and 22050 for the completion of capital improvement plan ("CIP") projects.

CEQA (California Environmental Quality Act):
The City reviewed the environmental impacts of the extension under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). CEQA Guidelines §§ 15060(c)(2), 15061(b)(3), and 15378 exempt activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment, activities where there is possibility that it may have a significant effect on the environment, and activities that do not constitute a "project" as defined, respectively. This activity reflects administrative changes and policy making. Accordingly, this activity is exempt from further review.

**Action Taken:** The City Council received and filed this staff report summarizing the status of windstorm and firestorm local emergency and adopted Resolution No. 2025-R12 to add projects to the Fiscal Year 2024-25 Capital Improvement Program, on Consent Calendar.

**Resolution No. 2025-R12**
A RESOLUTION AMENDING RESOLUTION NO. 2024-R48 TO ADD THE CITY HALL PARKING LOT AND CITYWIDE SOLAR, BATTERY, AND EV CHARGING STATIONS PROJECTS TO THE CAPITAL IMPROVEMENT PLAN ("CIP") AND FINDING SUCH AMENDMENT CONFORMS WITH THE GENERAL PLAN

**3-G. RECEIVE AND FILE STAFF REPORT SUMMARIZING THE STATUS OF THE EMERGENCY REPLACEMENT OF FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS**

On December 18, 2024, City Council adopted Resolution No. 2024-R98 authorizing the City Manager to take necessary measures for the emergency replacement of self-contained breathing apparatus for the Fire Department. SCBAs are critical personal protective equipment for fire suppression staff, and the Fire Department's current inventory is no longer supported for repairs and replacement parts as of December 16, 2024. To ensure fire suppression staff are properly protected, the current inventory of SCBAs needs immediate replacement.

The Fire Chief ("Chief") obtained a quote from Bauer Compressors, Inc. for the replacement of SCBAs, which includes both the items and a comprehensive service warranty for $633,812.92.

The City ordered the replacement SCBAs from Bauer Compressors on December 19, 2024. The Department received the first shipment of SCBAs the second week of January 2025, which contained about 30% of the needed SCBAs and parts. Bauer confirmed that the remainder of the order is slated to ship out the second week of March. Once the full order has been received, the necessary training and calibration will take place before the SCBA's are deployed for use.

**Action Taken:** The City Council received and filed this staff report summarizing the status of the emergency replacement of self-contained breathing apparatus on Consent Calendar.

**3-H. CONSIDERATION AND POSSIBLE ACTION TO AUTHORIZE THE CITY MANAGER, OR DESIGNEE, TO ACCEPT CALIFORNIA LIBRARY ASSOCIATION GRANT FUNDING AND APPROPRIATE FUNDING INTO 2024-25 FISCAL YEAR BUDGET**

The Bruggemeyer Library ("Library") was notified of a $4,500 grant awarded by the California Library Association's ("CLA") Lunch at the Library Partner Project. The grant funds will be used to purchase books to distribute to families at community meal sites in the City to help build their home libraries.

**Action Taken:** The City Council authorized the City Manager, or designee, to accept $4,500 in California Library Association grant funding to purchase books and authorized the City Manager to appropriate the $4,500 grant funding into the 2024-25 Fiscal Year budget, on Consent Calendar.

## 4. PUBLIC HEARING:

### 4-A. ADOPTION OF A RESOLUTION IMPLEMENTING THE SMALL BUSINESS ASSISTANCE PROGRAM USING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND A RESOLUTION TO AWARD A MEMORANDUM OF UNDERSTANDING TO THE CHINATOWN SERVICE CENTER FOR THE IMPLEMENTATION AND ADMINISTRATION OF THE SMALL BUSINESS ASSISTANCE PROGRAM

After dissolving redevelopment agencies, the California Legislature adopted "Economic Opportunity" legislation in 2014, which allows use of public funds to promote economic development (SB 470, Wright 2013). Depending on the type of economic development a city is seeking to promote, a city may be required to make findings to demonstrate that the use of public funds towards economic development initiatives will likely create jobs, improve tax revenues, or satisfy a need for affordable housing.

The City Council's 2024-2025 Strategic Plan includes a goal to "Strengthen our local economy and enhance housing opportunities". Using elements of the Economic Opportunity legislation may help advance this goal.

The SBAP presents a valuable opportunity to leverage CDBG funding to directly support the local business community. By providing targeted financial assistance, the program can contribute to the economic recovery, growth, and long-term prosperity of Monterey Park.

CEQA (California Environmental Quality Act):
The City reviewed the environmental impacts of the draft Resolution pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). CEQA Guidelines §§ 15060(c)(2), 15061(b)(3), 15378, and 15308 exempt activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment, activities where there is possibility that it may have a significant effect on the environment, activities that do not constitute a "project" as defined, and actions to protect the environment, respectively. This activity is for general policies and procedure-making intended to promote economic development. Any subsequent construction or development will be evaluated separately under the CEQA Guidelines. Accordingly, the draft Resolution is exempt from further review.

Public Speakers:

- Mistress Transgender Queen addressed crimes that directly affect small businesses throughout the city and requested more protection from the Monterey Park Police Department.

**Discussion**: Community Development Director Serrano introduced Economic Development Manager Torres to present the PowerPoint presentation.

Economic Development Manager Torres provided Council with an amended resolution which included the following amendments: remove the verbiage "and application forms" in Section 1G and remove in its entirety Section VII.B2 in Exhibit A. He depicted an overview of the Small Business Assistance Program, emphasizing the program's goal to contribute to the economic recovery, growth, and long-term prosperity of Monterey Park.

Chinatown Service Center's Community Economic Development Manager, John Lin, along with Priscila Davila of Davila & Associates, virtually present, were available for questions.

**Action Taken:** The City Council (1) opened the public hearing at 8:21 p.m., took testimonial evidence, and closed the public hearing at 8:24 p.m.; (2) approved the implementation of the Small Business Assistance Program (SBAP) using an initial allocation of $200,000 in Community Development Block Grant (CDBG) funds, 20% of which would be allocated for program administration, to support local businesses facing economic challenges and the lingering effects of the mass shooting tragedy and COVID-19 pandemic. Subject to funding availability, the City may allocate additional funds to support the program and (3) adopted Resolution No. 2025-R13 to adopt policies and procedures for distributing CDBG funds to qualified expenses and businesses and/or property owners participating in the SBAP to ensure compliance with all applicable CDBG regulations as amended to make the following changes to the resolution:

1. Remove language in Section 1G *"and application forms.";*
2. Remove all language in Exhibit A, Section VII, Item B2 *"Matching Requirements: Loans under this program will provide a match of one-half (50%) of eligible project costs. This means that if an improvement project is estimated to cost $50,000 overall, the City will loan $25,000 to the Applicant."*; and
3. Add language to include "*and Retail Assistance*" in Exhibit A, Section VII, Item C1 in Resolution No. 2025-R13.

Mayor Ngo declared a potential Conflict of Interest as he is a member of the Board of Directors for Chinatown Service Center. He recused himself from the dais at 8:21 p.m., returned at 8:41 p.m. and did not participate on the item.

**Motion:** Moved by Council Member Wong and seconded by Council Member Lo, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Yang |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | Ngo |

**Resolution No. 2025-R13**
A RESOLUTION ADOPTING POLICIES AND PROCEDURES FOR DISTRIBUTING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR QUALIFIED EXPENSES AND BUSINESSES AND/OR BUSINESS PROPERTY OWNERS PARTICIPATING IN THE CITY OF MONTEREY PARK SMALL BUSINESS ASSISTANCE PROGRAM

**5. NEW BUSINESS:** None.

**6. CITY COMMUNICATIONS (CITY COUNCIL)**

**6-A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK RECOGNIZING MARCH 2025 AS EMPLOYEE APPRECIATION MONTH (AS REQUESTED BY MAYOR NGO)**

This Item was heard after Public Communications.

**Action Taken:** The City Council adopted Resolution No. 2025-R14 recognizing March 2025 as employee appreciation month.

**Motion:** Moved by Council Member Wong and seconded by Council Member Sanchez, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None |

**Resolution No. 2025-R14**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK RECOGNIZING MARCH 2025 AS EMPLOYEE APPRECIATION MONTH

**6-B. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING THE MONTH OF MARCH 2025 AS AMERICAN RED CROSS MONTH (AS REQUESTED BY COUNCIL MEMBER WONG)**

Public Speakers:

- Fredrick Douglas conveyed his opinion about the American Red Cross and their contributions to help Americans in time of need.

**Action Taken:** The City Council adopted Resolution No. 2025-R15 declaring and recognizing the month of March 2025 as American Red Cross Month.

**Motion:** Moved by Council Member Wong and seconded by Council Member Lo, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None |

**Resolution No. 2025-R15**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING THE MONTH OF MARCH 2025 AS AMERICAN RED CROSS MONTH

**6-C. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING MARCH 2-6, 2025, AS READ ACROSS AMERICA WEEK (AS REQUESTED BY COUNCIL MEMBER SANCHEZ)**

**Action Taken:** The City Council adopted Resolution No. 2025-R16 declaring and recognizing March 2-6, 2025, as Read Across America Week.

**Motion:** Moved by Council Member Sanchez and seconded by Mayor Pro Tem Yang, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None |

**Resolution No. 2025-R16**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING MARCH 2-6, 2025, AS READ ACROSS AMERICA WEEK

**6-D. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING THE MONTH OF MARCH 2025 AS WOMEN'S HISTORY MONTH, A NATIONAL CELEBRATION THAT HIGHLIGHTS THE CONTRIBUTIONS OF WOMEN TO EVENTS IN HISTORY AND CONTEMPORARY SOCIETY (AS REQUESTED BY COUNCIL MEMBER SANCHEZ)**

Public Speakers:

- Mistress Transgender Queen expressed her ambitions to advocate the civil rights of those in need of assistance in the LGBTQ+ community.

- Fredrick Douglas articulated his view on women and their contributions to society throughout history.

**Action Taken:** The City Council adopted Resolution No. 2025-R17 declaring and recognizing the month of March 2025 as Women's History Month, a national celebration that highlights the contributions of women to events in history and contemporary society.

**Motion:** Moved by Council Member Sanchez and seconded by Mayor Pro Tem Yang, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Wong, Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | None |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None |

**Resolution No. 2025-R17**
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING THE MONTH OF MARCH 2025 AS WOMEN'S HISTORY MONTH, A NATIONAL CELEBRATION THAT HIGHLIGHTS THE CONTRIBUTIONS OF WOMEN TO EVENTS IN HISTORY AND CONTEMPORARY SOCIETY

## CITY COUNCIL COMMUNICATIONS

Council Member Wong expressed his appreciation to outgoing Community Development Director Serrano for her years of dedication to the City and welcomed Interim Community Development Director Phillip Lanzafame. He spoke of his attendance at the ribbon cutting of the Merced Avenue Greenway Project in South El Monte and emphasized the project's opportunity to pave the way for neighboring cities to begin similar ranged projects.

Council Member Sanchez recognized Ramadan and the residents in the City that participate in the practice. He highlighted his attendance to two events which included the City's Volunteer Recognition Banquet and the American Association Dinner and congratulated the award recipients from the event.

Council Member Lo mentioned his participation in the Monterey Park Community Clean-up and recommended the opportunity to place more "No Smoking" signs throughout Monterey Park and install public ash trays in the areas where smoking is allowed. He highlighted the recent Monterey Park Police Department's (MPPD) Town Hall Meeting and conveyed his appreciation to the MPPD's efforts to lower the crime rates in the city. Lastly, Council Member Lo expressed his gratitude to his fellow Council Members for their diligence in implementing resolutions that recognize the diverse cultures in Monterey Park.

Mayor Pro Tem Yang announced her attendance to newly renovated motel, Adobe Inn's ribbon cutting ceremony and spoke about the upcoming Monterey Park Police Department Office Association's fundraiser for the Baker to Vegas 2025 Relay.

Mayor Ngo spoke about the recent City Council special meeting, emphasizing the City's strategic goals for the 2024-2025 year, and conveyed his appreciation to the City Leaders and staff for their continued efforts to ensure the City's safety. He echoed his attendance at the Monterey Park Community Clean-up event and the successful effort to keep Monterey Park clean and his attendance at the Alhambra Education Foundation Gala. Lastly, he shared comments of appreciation to outgoing Community Development Director Serrano and welcomed Interim Community Development Director Lanzafame.

**7. FUTURE AGENDA ITEMS**

None.

**8. CLOSED SESSION (IF REQUIRED; CITY ATTORNEY TO ANNOUNCE)**

None.

**ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 9:08 p.m.

_____
Maychelle Yee
City Clerk

*Approved on MM DD, 2025, at the Regular City Council Meeting*

# MINUTES
# MONTEREY PARK CITY COUNCIL
# FINANCING AUTHORITY (MPFA)
# HOUSING AUTHORITY (MPHA)
# GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD)
# SUCCESSOR AGENCY (SA)
# SPECIAL MEETING
# MARCH 12, 2025

The City Council, the Financing Authority (MPFA), the Housing Authority (MPHA), the Geologic Hazard Abatement District (GHAD), and the Successor Agency (SA) of the City of Monterey Park held a Special Meeting of the Council in Room 266, Second Floor of City Hall located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, March 12, 2025, at 4:30 p.m.

**CALL TO ORDER:**
Mayor Ngo called the meeting to order at 4:30 p.m.

**ROLL CALL:**
City Manager Inez Alvarez called the roll:

Council Members Present: Henry Lo, Vinh Ngo, Jose Sanchez, Elizabeth Yang
Council Members Absent: Thomas Wong

**ALSO PRESENT:** City Attorney Karl Berger, Assistant City Manager Diana Garcia, Director of Human Resources and Risk Management Christine Tomikawa, Deputy City Clerk Cindy Trang for Open Session only

**VIRTUALLY PRESENT:** None.

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS:** None.

**PUBLIC COMMUNICATIONS:** None.

**[1.] CLOSED SESSION**
The City Council adjourned to Closed Session at 4:30 p.m.

**1-A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**
**Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one. Facts and Circumstances: No disclosure required per Government Code section 54956.9(e)(1) (not yet known to a potential plaintiff or plaintiffs)**

**RECONVENED & ADJOURNMENT**

The City Council reconvened and adjourned from Closed Session with all Council Members present at 5:06 p.m.

**Action Taken:** No reportable action taken in Closed Session.

**OPEN SESSION**

City Attorney Berger announced the consideration of an addition of an item to the agenda. City Manager Alvarez reported the following:

"It is recommended that the City Council, upon 2/3 vote (equating to the four council members present), amend the agenda to add an item to tonight's agenda. Government Code § 54954.2 allows items to be added to the agenda if the City Council finds that the matter arose after posting of the agenda and requires decision before the next regular meeting.

The reason for amending the agenda is that at approximately 4:30 p.m., the City Council was informed that the Fire Chief position is vacant. The City is currently under a local emergency order based upon the fire events that occurred in January. This emergency – along with its consequences such as the current evacuation orders related to mudslides in other areas of Los Angeles County – require that the City act immediately to ensure continuity of command within the Monterey Park Fire Department is crucial for public health and safety and requires immediate action by the City.

Accordingly, the agenda is amended to add a new item captioned:

RECOMMENDATION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA REQUESTING APPOINTMENT PER GOVERNMENT CODE § 7522.56(F)(4) AND § 21221(H) FOR THE POSITION OF INTERIM FIRE CHIEF"

**Action Taken:** The City Council upon 2/3 vote (4 members present), added the proposed item to the agenda pursuant to Government Code § 54954.2.

**Motion**: Moved by Council Member Lo and seconded by Council Member Sanchez, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | Wong |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None |

**1-B. RECOMMENDATION TO APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA REQUESTING APPOINTMENT PER GOVERNMENT CODE § 7522.56(F)(4) AND § 21221(H) FOR THE POSITION OF INTERIM FIRE CHIEF**

**Action Taken:** The City Council adopted Resolution No. 2025-R18 requesting appointment per Government Code § 7522.56(F)(4) and § 21221(H) and authorized the City Manager to execute an agreement between the City of Monterey Park and the Interim Fire Chief in a form approved by the City Attorney.

**Motion**: Moved by Mayor Pro Tem Yang and seconded by Council Member Sanchez, motion carried by the following vote:

| | | |
|---|---|---|
| Ayes: | Council Members: | Sanchez, Lo, Yang, Ngo |
| Noes: | Council Members: | None |
| Absent: | Council Members: | Wong |
| Abstain: | Council Members: | None |
| Recusal: | Council Members: | None |

**Resolution No. 2025-R18**
A RESOLUTION REQUESTING APPOINTMENT PER GOVERNMENT CODE § 7522.56(F)(4) AND § 21221(H) FOR THE POSITION OF INTERIM FIRE CHIEF

**ADJOURNMENT**
There being no further business for consideration, the meeting was adjourned at 5:10 p.m.

Maychelle Yee
City Clerk

*Approved on MM DD, 2025, at the Regular City Council Meeting*

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3B

**TO:** The Honorable Mayor and City Council

**FROM:** Amy Lee, City Treasurer

**SUBJECT:** Monthly Investment Report – March 2025

**RECOMMENDATION:**

It is recommended that the City Council consider:

1. Receiving and filing the monthly investment report; and
2. Taking such additional, related, action that may be desirable.

**EXECUTIVE SUMMARY:**

As of March 31, 2025, invested funds for the City of Monterey Park total $91,894,161.22.

**BACKGROUND:**

In accordance with the City's Investment Policy, a monthly investment report is presented to the City Council showing the types of investments, dates and maturities, amounts of deposits, rates of interest, and the current market values for securities with maturity more than 12 months. The attached monthly investment report includes a portfolio summary from Chandler Asset Management.

Respectfully submitted by:

Amy Lee
City Treasurer

Prepared by:

Martha Garcia
Finance Director

Approved by:

Inez Alvarez
City Manager

**ATTACHMENT:**

1. Monthly Investment Report

# ATTACHMENT 1
Monthly Investment Report

**CITY OF MONTEREY PARK**
**INVESTMENT REPORT**
**MARCH 31, 2025**

**INVESTMENTS PORTFOLIO PROFILE:**

| | | |
|---|---|---|
| **TOTAL BALANCE AT 3/31/2025** | | **$ 91,894,161.22** |

**INVESTMENT COMPOSITION**

| | | | | |
|---|---|---|---|---|
| (1) | **LA COUNTY POOLED INVESTMENT FUND** | ON DEMAND | 3.69% | $ 26,220,349.96 |
| (2) | **LOCAL AGENCY INVESTMENT FUND** | ON DEMAND | 4.333% | $ 32,045,604.29 |
| (3) | **CHANDLER ASSET MANAGEMENT** | | 4.72% | $ 26,006,206.97 |

| | (4) **CERTIFICATES OF DEPOSIT** | Purchase Date | Maturity Date | Interest Rate | |
|---|---|---|---|---|---|
| 1 | COMENITY CAPITAL BANK | 04/14/22 | 04/14/25 | 2.55% | 245,000 |
| 2 | AMERICU CREDIT UNION | 04/21/22 | 04/21/25 | 2.30% | 245,000 |
| 3 | BALBOA THRIFT & LOAN | 04/29/22 | 04/29/25 | 2.00% | 245,000 |
| 4 | UFIRST FEDERAL CREDIT UNION | 02/24/23 | 08/25/25 | 4.85% | 245,000 |
| 5 | WESTERN ALLIANCE BANK | 05/05/23 | 05/05/25 | 4.85% | 245,000 |
| 6 | GLOBAL CREDIT UNION | 05/12/23 | 05/12/25 | 4.85% | 245,000 |
| 7 | BANK OF AMERICA | 07/24/24 | 07/24/25 | 4.85% | 245,000 |
| 8 | FLASTAR BANK NA | 07/25/24 | 01/26/26 | 4.85% | 245,000 |
| 9 | CONNEX CU | 08/06/24 | 08/06/25 | 4.95% | 245,000 |
| 10 | TRUSTONE FINANCIAL FCU | 08/15/24 | 08/15/25 | 4.45% | 245,000 |
| 11 | PREFERRED BANK | 09/03/24 | 09/03/25 | 4.41% | 100,000 |
| 12 | PREFERRED BANK | 09/08/24 | 09/08/25 | 4.41% | 150,000 |
| 13 | FINANCIAL PARTNERS CREDIT UNION | 09/13/24 | 09/12/25 | 4.35% | 245,000 |
| 14 | BARCLAYS BANK | 09/18/24 | 09/18/25 | 4.30% | 239,000 |
| 15 | ROCKLAND FEDERAL CREDIT UNION | 09/25/24 | 09/25/25 | 4.50% | 245,000 |
| 16 | KEYPOINT CREDIT UNION | 10/30/24 | 10/30/25 | 4.35% | 245,000 |
| 17 | RIZE FED CREDIT UNION | 12/13/24 | 12/14/26 | 4.25% | 245,000 |
| 18 | FIRST SEACOAST BANK | 01/27/25 | 01/27/27 | 4.15% | 247,000 |
| 19 | GOLDMAN SACHES BANK | 01/28/25 | 01/28/27 | 4.15% | 244,000 |
| 20 | FIRST BUSINESS BANK | 01/30/25 | 01/29/27 | 4.15% | 244,000 |
| 21 | FIRST KY BANK | 01/30/25 | 02/01/27 | 4.15% | 249,000 |
| 22 | AUSTIN TELCO FED CREDIT UNION | 01/31/25 | 02/01/27 | 4.25% | 249,000 |
| 23 | SOUND CREDIT UNION | 01/31/25 | 02/01/27 | 4.20% | 249,000 |
| 24 | MORGAN STANLEY BANK | 02/12/25 | 02/12/27 | 4.30% | 244,000 |
| 25 | MORGAN STANLEY PRIVATE BANK | 02/12/25 | 02/12/27 | 4.30% | 244,000 |
| 26 | OREGON COMMUNITY CREDIT UNION | 02/24/25 | 02/24/27 | 4.30% | 249,000 |
| 27 | MERRICK BANK | 02/28/25 | 02/26/27 | 4.30% | 249,000 |
| 28 | FIRST WESTERN TRUST BANK | 03/06/25 | 03/06/26 | 4.25% | 249,000 |
| 29 | SOUTHERN STATES BANK | 03/21/25 | 03/22/27 | 4.15% | 249,000 |
| 30 | CORPORATE AMERICA FAMILY CREDIT UI | 03/27/25 | 03/27/26 | 4.25% | 249,000 |
| 31 | PARKWAY BANK & TRUST | 03/27/25 | 03/27/26 | 4.20% | 239,000 |
| 32 | INSBANK | 03/31/25 | 03/30/26 | 4.20% | 249,000 |
| | *Total CDs (32)* | | | 4.199% | ***$ 7,622,000.00*** |

**OTHER INFORMATION:**

| | |
|---|---|
| **BANK BALANCE:** [1] | $25,115,470.24 |
| AVERAGE MATURITY DAYS | 221 |
| AVERAGE INTEREST RATE FOR THE MONTH | 4.242% |

***THE CITY'S INVESTMENT HAS SUFFICIENT LIQUIDITY TO MEET THE CITY'S EXPENDITURE REQUIREMENTS FOR THE NEXT 180 DAYS. THE 180-DAY LIQUIDITY DISCLOSURE IS REQUIRED PER GOVERNMENT CODE 53646.***

***THERE HAVE BEEN NO VARIANCES TO THE INVESTMENT POLICY.***

*(1) Bank balance is maintained to cover outstanding warrants, payroll checks and on-going operating costs.*

# PORTFOLIO SUMMARY

City of Monterey Park | Account #11189 | As of March 31, 2025

## Portfolio Characteristics

| | |
|---|---|
| Average Modified Duration | 1.87 |
| Average Coupon | 4.31% |
| Average Purchase YTM | 4.72% |
| Average Market YTM | 4.18% |
| Average Credit Quality* | AA+ |
| Average Final Maturity | 2.26 |
| Average Life | 1.92 |

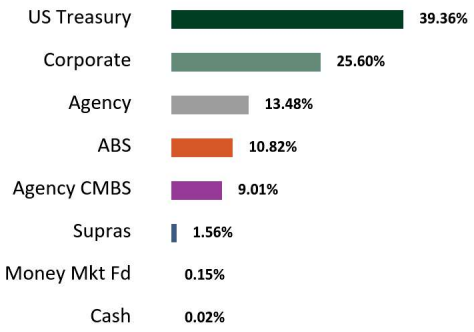
## Account Summary

| | End Values as of 02/28/2025 | End Values as of 03/31/2025 |
|---|---|---|
| Market Value | 26,124,989.62 | 26,242,076.11 |
| Accrued Interest | 224,765.59 | 224,192.43 |
| **Total Market Value** | **26,349,755.21** | **26,466,268.55** |
| Income Earned | 99,408.08 | 101,079.75 |
| Cont/WD | 0.00 | 0.00 |
| Par | 26,100,146.45 | 26,190,311.37 |
| Book Value | 25,904,103.40 | 26,006,206.97 |
| Cost Value | 25,819,725.70 | 25,916,521.91 |

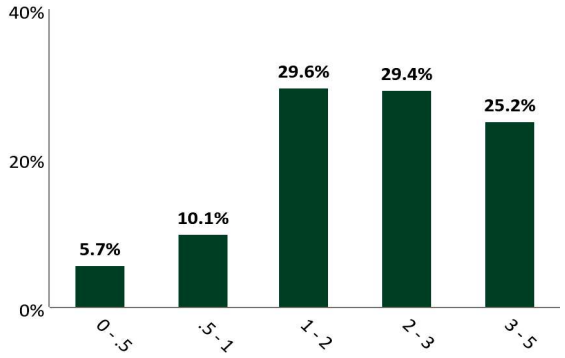
## Top Issuers

| | |
|---|---|
| Government of The United States | 39.36% |
| FHLMC | 9.01% |
| Farm Credit System | 6.93% |
| Federal Home Loan Banks | 6.56% |
| International Bank for Recon and Dev | 1.56% |
| Bank of America Credit Card Trust | 1.45% |
| John Deere Owner Trust | 1.44% |
| Hyundai Auto Receivables Trust | 1.35% |

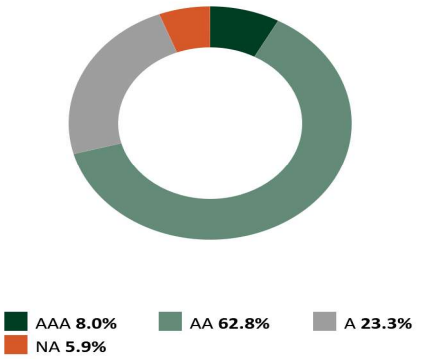
## Sector Allocation




## Maturity Distribution




## Credit Quality (S&P)




## Performance Review

| Total Rate of Return** | 1M | 3M | YTD | 1YR | 2YRS | 3YRS | 5YRS | 10YRS | Since Inception (03/12/24) |
|---|---|---|---|---|---|---|---|---|---|
| City of Monterey Park | 0.45% | 1.70% | 1.70% | 5.93% | -- | -- | -- | -- | 5.87% |
| Benchmark Return | 0.47% | 1.59% | 1.59% | 5.43% | -- | -- | -- | -- | 5.16% |

*The average credit quality is a weighted average calculation of the highest of S&P, Moody's and Fitch.
**Periods over 1 year are annualized.
Benchmark: ICE BofA 1-3 Year US Treasury & Agency Index Secondary Benchmark:

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3C

**TO:** The Honorable Mayor and City Council

**FROM:** Diana Garcia, Assistant City Manager

**SUBJECT:** Nomination of Councilmember Jose Sanchez to the Metro San Gabriel Valley Service Council

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Approving the nomination of Councilmember Jose Sanchez to the Metro San Gabriel Valley Service Council for the term beginning July 1, 2025, and ending June 30, 2028;
2. Authorizing the Mayor to sign a letter submitting this nomination to Metro; and
3. Taking such additional, related, action that may be desirable.

## EXECUTIVE SUMMARY:

The Los Angeles County Metropolitan Transportation Authority (Metro) has requested that the cities of Monterey Park, Montebello, and Rosemead submit a nomination for a representative to serve on the Metro San Gabriel Valley Service Council. The current appointee, Montebello Councilmember Salvador Melendez, has indicated that he will conclude his term on June 30, 2025.

Councilmember Jose Sanchez has expressed interest in serving in this role to represent the City's interests in public transit planning and service improvements and the cities of Montebello and Rosemead approve of his nomination. If approved, the City will submit a nomination letter to Metro by the May 9, 2025, deadline. Metro's Board of Directors will review nominations and make appointments at their June 26, 2025, meeting.

## BACKGROUND:

Metro's San Gabriel Valley Service Council oversees decisions related to bus routes, schedules, and other transit matters within the region. The Council meets monthly to provide input and recommendations on transit service planning and operations. Nominees must either live, work, or represent the region and should have a general understanding of public transit needs.

## 2024-25 STRATEGIC PLAN GOAL:

This item helps meet the Strategic Plan goal to maintain, build and modernize infrastructure and facilities to support the current and future needs of our City and community.

**FISCAL IMPACT:**
There is no immediate fiscal impact associated with the nomination or appointment of Councilmember Sanchez.

Respectfully submitted by:

Diana Garcia
Assistant City Manager

Approved by:

Inez Alvarez
City Manager

Reviewed by:

Karl H. Berger
City Attorney

**ATTACHMENTS:**
1. Draft Nomination Letter to Metro
2. Request for Nominations from Metropolitan Transit Authority

# ATTACHMENT 1
Draft Nomination Letter to Metro

# CITY OF MONTEREY PARK

*320 West Newmark Avenue • Monterey Park • California 91754-2896*
www.montereypark.ca.gov
*Pride in the Past • Faith in the Future*



**City Council**
Henry Lo
Vinh Ngo
Jose Sanchez
Thomas Wong
Elizabeth Yang

**City Clerk**
Maychelle Yee

**City Treasurer**
Amy Lee


April 17, 2025

Dolores Ramos
Senior Manager, Metro Service Councils
Los Angeles County Metropolitan Transportation Authority (Metro)
One Gateway Plaza
Los Angeles, CA 90012
Email: ramosd@metro.net

Subject: Nomination of Councilmember Jose Sanchez to the Metro San Gabriel Valley Service Council

Dear Ms. Ramos,

On behalf of the City of Monterey Park, I am pleased to submit the nomination of Councilmember Jose Sanchez to serve as the San Gabriel Valley Cities appointee to the Metro San Gabriel Valley Service Council for the term beginning July 1, 2025, and ending June 30, 2028.

Councilmember Sanchez is committed to improving public transportation and ensuring that transit services in our region meet the needs of all residents. The City of Monterey Park and our partners in Montebello and Rosemead have agreed to the nomination of Council Member Sanchez and we are confident his knowledge and experience will serve the San Gabriel Valley Service Council well. As a dedicated public servant, he is well-positioned to contribute meaningfully to the Service Council's mission.

We appreciate your consideration of this nomination and look forward to hearing back following the Metro Board of Directors meeting on June 26, 2025, when all nominations will be reviewed for appointment. Please do not hesitate to contact us if any additional information is needed.

Sincerely,

Mayor Vinh Ngo
City of Monterey Park

Cc:

Inez Alvarez
City Manager, City of Monterey Park
320 W Newmark Ave.
Monterey Park, CA 91754

The Honorable Salvador Melendez
Mayor, City of Montebello
1600 W Beverly Blvd
Montebello, CA 90640

Raul Alvarez
City Manager, City of Montebello
1600 W Beverly Blvd
Montebello, CA 90640

The Honorable Margaret Clark
Mayor, City of Rosemead
8838 E. Valley Blvd.
Rosemead, CA 91770

Ben Kim
City Manager, City of Rosemead
8838 E. Valley Blvd.
Rosemead, CA 91770

# ATTACHMENT 2

Request for Nominations from Metropolitan Transit Authority

Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012-2952
213.922.2000 Tel
metro.net

SENT VIA EMAIL

January 31, 2025

The Honorable Vin T. Ngo
Mayor, City of Monterey Park
320 W Newmark Ave.
Monterey Park, CA 91754

Inez Alvarez
City Manager, City of Monterey Park
320 W Newmark Ave.
Monterey Park, CA 91754

The Honorable Salvador Melendez
Mayor, City of Montebello
1600 W Beverly Blvd
Montebello, CA 90640

Raul Alvarez
City Manager, City of Montebello
1600 W Beverly Blvd
Montebello, CA 90640

The Honorable Margaret Clark
Mayor, City of Rosemead
8838 E. Valley Blvd.
Rosemead, CA 91770

Ben Kim
City Manager, City of Rosemead
8838 E. Valley Blvd.
Rosemead, CA 91770

Re: Nomination to Metro San Gabriel Service Council

Honorable Mayors Ngo, Melendez, and Clark, and Ms. Alvarez, Mr. Alvarez, and Mr. Kim:

The term of San Gabriel Valley (SGV) Cities appointee Montebello Councilmember Salvador Melendez will expire on June 30, 2025. Councilmember Melendez has held this seat since September 2022. Prior to his appointment, the seat was filled as follows:

- Peter Chan (Monterey Park City Council, served July 2019-June 2022)
- Steven Ly (Rosemead City Council, served April 2010-March 2019)
- Kathy Salazar (Montebello City Council, served July 2009- February 2010), and
- Sharon Martinez (Monterey Park City Council, served April 2003- June 2009)

**Councilmember Melendez has expressed that he would like to conclude his term and provide the opportunity for someone else to be appointed.** Metro respectfully requests that the Cities of Monterey Park, Montebello, and Rosemead submit a letter nominating a replacement nominee for the July 1, 2025 - June 30, 2028 term to ensure that a fully appointed Service Council is maintained. The nomination should be submitted to ramosd@metro.net by **Friday, May 9, 2025.**

Metro's Service Councils make decisions about bus routes and schedules for Metro bus lines operating in their region. Service Council Bylaws require that nominees live in, work in, or represent the region; **the seat is not required to be filled by an elected official**. All Council representatives should have a basic understanding of the public transit network/service and passenger transit needs within their region, and ride public transit at least on a monthly basis.

Metro Board Members, employees, and consultants working directly on projects or initiatives in their region related to bus service or that may impact bus service are not eligible to serve. Service Council Members may serve more than one three-year term. The San Gabriel Valley Service Council usually meets on the second Monday of each month at 5 p.m. in Metro's Division 9 Building at El Monte Station; meetings generally have a duration of 1-2 hours.

In alignment with Metro's Equity Platform, Metro strives to appoint Service Council members that would help each Council to achieve **gender parity and diversity** reflective of the region represented and its ridership. The 2023 American Community Survey and 2023 Metro Ridership Survey demographics for the SGV Service Council region are compared to the current membership:

| SGV Demographics | Hispanic | White | Asian | Pac Isl | Black | Native Amer | Other |
|---|---|---|---|---|---|---|---|
| SGV Resident Demographics | 49.4% | 15.9% | 28.5% | 0.2% | 3.2% | 0.2% | 2.9% |
| SGV Ridership Demographics | 78% | 5% | 9% | 1% | 6% | 0% | 0% |
| SGV Membership | 55.5%/5 | 22.2%/2 | 22%/2 | 0 | 0 | 0 | 0 |

Metro's 2019 Understanding How Women Travel report found that 54% of all bus riders are women, and 51% of Metro rail riders are women. **Note the term of one of the two women currently serving on the Service Council expires on June 30.** The current gender makeup of the WSC Service Council is as follows:

| SGV Sex/Gender | Male/Man | Female/ Woman | Non-binary/ Non-conforming | Prefer to self-describe |
|---|---|---|---|---|
| Los Angeles County | 49.6% | 50.4% | * | * |
| SGV Ridership | 50% | 47% | 3% | 1% |
| SGV Current Membership/No | 77%/7 | **22%/2** | 0%/0 | 0%/0 |

**Note: Census data includes a question that intends to capture current sex; there are no questions about gender, sexual orientation, or sex at birth.*

All nominations will be submitted to the Metro Board of Directors June 26, 2025 meeting for appointment. Please note that the Metro Board adopted revised Service Council Bylaws at their October 2024 meeting. A copy is attached for your reference. Should you or your staff have any questions, please contact me at ramosd@metro.net or 213.598.9715.

Sincerely,

Dolores Ramos
Senior Manager
Metro Service Councils

Attachment: Revised Service Council Bylaws adopted October 31, 2024

cc: Nicole Englund, Chief of Staff, Metro
Elba Higueros, Deputy Chief of Staff, Metro

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3D

**TO:** The Honorable Mayor and City Council

**FROM:** Diana Garcia, Assistant City Manager

**SUBJECT:** Adopting a Resolution updating the City's reimbursement policies in accordance with AB1234, to include additional pre-approved conferences for Elected Officials

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a Resolution updating the City's reimbursement policies in accordance with AB1234, to include additional pre-approved conferences for Elected Officials; and
2. Taking such additional, related, action that may be desirable.

## EXECUTIVE SUMMARY:

On February 5, 2014, the City Council adopted Resolution No. 11629, which updated the City's AB1234 policies for reimbursement of authorized expenses from 2011. Per Council request, the list of pre-approved events that the Council may participate in has been updated to include the Asian American Pacific Islanders Leadership Elected and Appointed ("AAPI LEAD") Conference and the National Association of Latino Elected and Appointed Officials ("NALEO") Conference.

## BACKGROUND:

Assembly Bill 1234 (2005) ("AB 1234") became effective January 1, 2006. AB 1234 required cities to adopt a written policy for reimbursement of "actual and necessary" expenses incurred by City Council members and members of bodies created by the City Council that are subject to the Brown Act. On February 5, 2014, the City Council adopted Resolution No. 11629, updating the policy to ensure it was current and encompassed relevant conferences for elected officials.

City Council requested that the policy be updated to include two additional conferences: the Asian American Pacific Islanders Leadership Elected and Appointed ("AAPI LEAD") Conference and the National Association of Latino Elected and Appointed Officials ("NALEO") Conference. These organizations celebrate the diversity in government leadership and provide an opportunity for leaders at the local, state and federal level to convene and collaborate on issues facing their constituencies.

**FISCAL IMPACT:**
Costs associated with these added conferences will be included as part of the Fiscal Year 2025-26 budget process.

Respectfully submitted by:

Diana Garcia
Assistant City Manager

Prepared by:

Rebecca Bojorquez
Principal Management Analyst

Approved by:

Inez Alvarez
City Manager

Reviewed by:

Justin A. Tamayo
Assistant City Attorney

**ATTACHMENT:**
1. Resolution

# ATTACHMENT 1
## Draft Resolution

**RESOLUTION NO.**

**A RESOLUTION AMENDING THE CITY'S REIMBURSEMENT POLICIES IN ACCORDANCE WITH GOVERNMENT CODE §§ 53232.2 AND 53232.3.**

BE IT RESOLVED by the Council of the City of Monterey Park as follows:

SECTION 1: The City Council finds and declares as follows:

A. Elected and appointed City Officials are responsible for promoting and protecting public health, safety, and welfare. Among other things, these duties may require City Officials to:

1. Discuss the City's concerns with state and federal officials;

2. Participate in regional, state and national organizations that affect the City's interests;

3. Attend educational seminars designed to improve City Officials' skills and provide information;

4. Promote public service and morale;

5. Attend meetings, ceremonial events and other activities sponsored by constituents, neighborhood groups, business organizations and similar groups;

6. Promote economic development; and

7. Meet with constituents, business owners and others with an interest in the City.

B. It is in the public interest to reimburse City Officials' expenses incurred in connection with these activities consistent with the provisions of this Resolution.

SECTION 2: *Declaration of Policy.* This Resolution supersedes Resolution No. 11629 in its entirety and is adopted in accordance with Government Code §§ 53232.2 and 53232.3 so that the City of Monterey Park may reimburse appropriate expenses incurred by elected and appointed City officials while on authorized travel or otherwise engaged in the conduct of City business. Absent City Council approval, and only in extraordinary circumstances, the City will not reimburse City Officials an amount greater than allowed by this Resolution for expenses incurred during the course of conducting City business.

SECTION 3: *Definitions.* Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this Resolution:

A. "City Officials" means members of the elected and appointed officials;

B. "Reimbursement" means all forms of payment for expenses incurred by City Officials in the course of their official duties whether paid directly by the City (including, without limitation, with a City-issued credit card) or advanced by City Officials with personal funds and later reimbursed from City funds.

SECTION 4: *City Business – Authorized Activities:*

A. Expenses incurred while engaging in the following City business activities are generally authorized expenses if all requirements of this Resolution are fulfilled:

    1. Communicating with representatives of regional, state and national government on City adopted policy positions;

    2. Attending educational seminars designed to improve City Officials' skill and information levels. A list of recognized meetings is attached as Exhibit "A," and incorporated by reference;

    3. Participating in regional, state and national organizations whose activities affect the City's interests;

    4. Recognizing service to the City (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);

    5. Attending City events; and

    6. Attending meetings with constituents, neighborhood groups, business organizations, and attending conferences for the City-approved purpose of attracting or retaining businesses to the City.

B. Expenditures incurred in connection with activities or events not listed in Paragraph A above require prior approval by the City Council.

SECTION 5: *Unauthorized Expenses:* The City will not reimburse City Officials for expenses incurred outside the scope of the City Official's duties including, for example and not limited, the following:

A. The personal portion of any trip. For example, if a City Official elects to travel to an event in advance or stay longer on personal business, the City need only

reimburse the City Official for roundtrip travel costs and costs incurred during the event's duration;

B. Political or charitable contributions or events;

C. Family expenses, including partner's expenses when accompanying a City Official on City-related business, as well as children- or pet-related expenses;

D. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or ither cultural events;

E. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and

F. Personal losses incurred while on City business.

G. Expenses for which City Officials receive reimbursement from another agency are not reimbursable.

H. Any questions regarding the propriety of a particular type of expense should be resolved by the City Council before the expense is incurred.

SECTION 6: *Transportation.*

A. Generally. City Officials must use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route. Government and group rates must be used when available.

B. Airfare. Airfares that are equal or less than those available through the Enhanced California Department of General Services ("DGS") Statewide Travel Program Government Airfare Program offered through the California State Association of Counties (https://www.counties.org/node/2079) are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.

C. Automobile

1. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

2. Only travel for City business outside of Los Angeles County is authorized for reimbursement.

3. A City Official may leave from his/her home for City business. However, the City will not reimburse mileage that exceeds mileage from City Hall to the destination point,

D. Car Rental. Rental rates that are equal to or less than those available through the State of California's Department of General Services website (https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Car-Rental) are considered the most economical and reasonable for purposes of reimbursement under this policy.

E. Taxis/Shuttles. Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

F. Airport Parking. Long-term parking must be used for travel exceeding 24-hours.

G. Other. Checked baggage handling fees as charged by the airline.

SECTION 7: *Lodging*

A. Lodging expenses will be reimbursed only at the single occupancy rate for rooms.

B. Lodging expenses will be reimbursed when travel on official City business reasonably requires an overnight stay.

C. Conferences/Meetings. If lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.

D. Other lodging. Travelers must request government rates, when available. A listing of hotels offering government rates in different areas is available at https://www.dgs.ca.gov/OFAM/Travel/Resources/Page-Content/Resources-List-Folder/Lodging. Lodging rates that are equal or less to government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the IRS per diem rates for a given area are presumed reasonable and hence reimbursable.

SECTION 8: *Meals and Incidental Expenses.*

A. For meals associated with City business within Los Angeles County, a City Official may claim a per diem in accordance with the meals and incidental expenses (M&IE) rates established by United States General Services Administration (GSA).

B. For meals associated with City business outside of Los Angeles County where an overnight stay is required, a City Official may claim a per diem in accordance with the meals and incidental expenses (M&IE) rates established by United States General Services Administration (GSA).

    1. The time calculations for per diem starts when the City Official begins travel. For each 24-hour period thereafter, the City Official can claim the full per diem amount.

    2. Receipts are not required to claim per diem.

    3. Any reimbursement claim for expenses that exceed the per diem rate may constitute additional income for tax purposes.

C. The City does not pay for alcohol/personal bar expenses.

SECTION 9: *Telephone/Fax/Cellular.* City Officials will be reimbursed for actual telephone and fax expenses incurred on City business. Telephone bills should identify which calls were made on City business. For cellular calls when the City Official has a particular number of minutes included in the City Official's plan, the City Official can identify the percentage of calls made on public business.

SECTION 10: *Cash Advance Policy*

A. From time to time, it may be necessary for a City Official to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such a request for an advance should be submitted to the City Manager fourteen (14) days before the need for the advance with the following information:

    1. The purpose of the expenditure(s);

    2. The benefits of such expenditure to the residents of the City;

    3. The anticipated amount of the expenditure(s) (for example: hotel rates, meal costs, and transportation expenses); and

    4. The date of the expenditure(s).

B. Any unused allowance must be returned to the City's Finance Department within two business days of the City Official's return, along with an expense report and

receipts documenting how the advance was used in compliance with this Resolution.

SECTION 11: *Credit Card Use Policy.*

A. City does not issue credit cards to individual City Officials but does have a credit card for selected City expenses. City Officials may use the City's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the City credit card and compliance with this policy must be submitted within five business days of use.

B. City credit cards may not be used for personal expenses, even if the City Official subsequently reimburses the City.

SECTION 12: *Expense Report Consent and Submission Deadline.*

A. All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the City.

B. Expense reports must document that the expense in question met the requirements of this policy. For example, if a meeting is with a legislator, the City Official should explain whose meals were purchased, what issues were discussed and how those relate to the City's adopted legislative positions and priorities.

C. City Officials must submit their expense reports within thirty (30) days after an expense is incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

D. Inability to provide such documentation in a timely fashion may result in the expense being borne by the City Official.

E. All expenses are subject to verification that they comply with this policy.

SECTION 13: *Reports to City Council.* At the City Council meeting following an activity, each City Official must briefly report on meetings attended at City expense. If multiple City Officials attended, a joint report may be made.

SECTION 14: *Compliance With Laws.* Some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the California Public Records Act.

SUBJECT 15: *Violation of this Policy.* Use of public resources or falsifying expense reports in violation of this Resolution may result in any or all of the following:

A. Loss of reimbursement privileges;

B. A demand for restitution to the City;

C. The City's reporting the expenses as income to the City Official to state and federal tax authorities;

D. Civil penalties of up to $1,000 per day and three times the value of the resources used; and

E. Prosecution for misuse of public resources.

SECTION 16: *Limitations.* The City Council's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the City Council's lack of knowledge of future events. In all instances, best efforts were made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 17: *Summaries of Information.* All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 18: *Construction*. This Resolution must be broadly construed to achieve the purposes stated in this Resolution. It is the City Council's intent that the provisions of this Resolution be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Resolution.

SECTION 19: *Severability.* If any part of this Resolution of its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

SECTION 20: *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 21: *Recordation.* The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 22: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 16th day of April, 2025.

_____
Vinh T. Ngo, Mayor

ATTEST:

_____
Maychelle Yee, City Clerk

APPROVED AS TO FORM:
Karl H. Berger, City Attorney

By: _____
Justin A. Tamayo, Assistant City Attorney

**EXHIBIT A**

**Name of Conference**

- Any conference or travel approved in advance by the City Council.
- League of California Cities Annual Conference
- Annual Meeting of the Employee Relations Inst. League of California Cities
- Annual League of California Cities Conference for Planning Commissioners
- Annual Legislative Conference League of California Cities
- National Conference of the International City/County Managers Association
- Mayors and Council Members Institute League of California Cities
- California Joint Powers Authority Annual Meeting
- Annual Meeting of the California Chapter of the American Planning Association (APA)
- National Conference of American Planning Association (APA)
- League of California Cities Mayors and Council Members Department
- **Asian American Pacific Islanders Leadership Elected and AppointeD Annual Conference**
- Independent Cities Association Summer Conference
- Independent Cities Association Winter Conference
- California Contract Cities Spring Conference
- California Contract Cities Fall Conference
- California Contract Cities Sacramento Conference
- California JPIA Risk Management Conference
- International Conference of Shopping Centers: National Conference
- International Conference of Shopping Centers: Southern California Conference
- Southern California Association of Governments: Annual Planning Session
- **National Association of Latino Elected and Appointed Officials Annual Conference**
- National League of Cities: Annual Congressional City Conference
- National League of Cities: Annual Congress of Cities an Exposition
- U.S. Conference of Mayors Winter Meeting
- U.S. Conference of Mayors Annual Meeting

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3E

**TO:** The Honorable Mayor and City Council

**FROM:** Philip Lanzafame, Interim Director of Community Development

**SUBJECT:** Waive further reading and adopt Zoning Code Amendment (ZCA-25-01) and Zone Change (ZA-25-01), an Ordinance implementing the Monterey Park General Plan by amending Title 21 of the Monterey Park Municipal Code ("MPMC") governing accessory dwelling units, replacement housing, and administrative use permits, and amending the Zoning Map by establishing the Residential Incentive Zone.

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Waiving the second reading and adopting the proposed Ordinance; and
2. Taking such additional, related, action that may be desirable.

## EXECUTIVE SUMMARY:

The Ordinance was introduced and received first reading at the March 19, 2025 City Council meeting. The original staff report (from March 19, 2025) is attached for reference. Second reading and adoption of this Ordinance is recommended. If adopted, the ordinance will take effect in 30 days.

Respectfully submitted by:

Philip Lanzafame
Interim Director of
Community Development

Prepared by:

Eliana Muñoz
Senior Planner

Approved by:

Inez Alvarez
City Manager

Reviewed by:

Justin A. Tamayo
Assistant City Attorney

**ATTACHMENTS:**

1. Ordinance No. _____ amending the Monterey Park Municipal Code and Zoning Map
2. City Council Staff Report, dated March 19, 2025 (without attachments)

# ATTACHMENT 1

Ordinance ____ Amending the Monterey Park Municipal Code and Zoning Map

**ORDINANCE NO.**

**AN ORDINANCE IMPLEMENTING THE MONTEREY PARK GENERAL PLAN BY AMENDING TITLE 21 OF THE MONTEREY PARK MUNICIPAL CODE ("MPMC") CONCERNING ACCESSORY DWELLING UNITS, REPLACEMENT HOUSING, AND ADMINISTRATIVE USE PERMITS (ZCA-25-01), AND AMENDING THE ZONING MAP BY ESTABLISHING THE RESIDENTIAL INCENTIVE ZONE (ZA-25-01)**

The City Council of the City of Monterey Park does ordain as follows:

**SECTION 1:** The City Council finds and declares that:

A. On November 3, 2020, City voters approved Measure JJ which adopted the Revised Monterey Park 2040 Land Use Element ("LUE"). Pursuant to Ordinance No. 2198, the City Council is authorized to take all appropriate action to implement the LUE.

B. On January 19, 2022, the City Council adopted Resolution No. 2022-R3, approving the City's 6th cycle (2021-2029) Housing Element ("HE"). Subsequently, on November 16, 2022, the City Council adopted Resolution No. 2022-R90 retroactively amending the HE. The HE was certified by the California Department of Housing and Community Development ("HCD") on March 30, 2023. The HE requires the City Council to consider various amendments to the Monterey Park Municipal Code ("MPMC") to implement the HE.

C. The City initiated the proposed amendments to the MPMC and zone changes pursuant to MPMC § 21.38.020 and § 21.42.020(G) ("ZCA-25-01" and "ZA-25-01," respectively).

D. This Ordinance was reviewed by the City Planner for, in part, consistency with the General Plan, and conformity with the MPMC.

E. Pursuant to MPMC §2.56.020(a) and (c), the City Council acts as the City's planning agency for all projects requiring a land use consideration, a zone change and zone map amendment.

F. The City reviewed this Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA"), the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, *et seq.*, the "CEQA Guidelines"); CEQA, CEQA Guidelines and Monterey Park Guidelines collectively referred to as "CEQA Regulations");

G. The City Planner completed review and scheduled a public hearing regarding this Ordinance before the City Council for March 19, 2025.

H. Notice of the Public Hearing before the City Council was duly given and published in the time, form, and manner as required by law.

I. On March 19, 2025, the City Council held a public hearing to receive public testimony and other evidence regarding the proposed Ordinance including, without limitation, information provided to the City Council by the City Planner and public testimony; and

J. The findings in this Ordinance are made based on the entire administrative record including testimony and evidence presented the City Council at its March 19, 2025, public hearing including, without limitation, the staff report submitted by the City Planner.

**SECTION 2:** *Zone Text Amendment and Zone Change Findings.* Pursuant to Government Code § 65860, and MPMC §§ 21.38.050 and 21.42.010, the City Council finds as follows:

A. The proposed amendments are consistent with the goals, policies, and objectives of the General Plan. The proposed changes were contemplated and approved by the adoption of the LUE and HE, and this Ordinance merely administers the various goals, policies, and implementation measures in the LUE and HE, including, without limitation:

1. LUE Program 1 amending the zoning regulations and zoning map to reflect GPLU policy and design standards including, without limitation, providing flexibility to accommodate emerging uses and business practices, and ensuring compliance with applicable law;

2. LUE Program 2 updating accessory dwelling unit requirements and regulations to comply with applicable law;

3. HE Program 7 requiring the City permit owner-occupied and rental multifamily uses “by-right” for developments in which 20 percent or more of the units are affordable to lower-income households;

4. HE Program 12 requiring the City to annually monitor provisions made to ADU legislation and amend the MPMC as necessary to ensure compliance with California law; and

5. HE Program 13 for the City to have a policy in place requiring the replacement of units affordable to the same or lower income level as a condition of development on a nonvacant site consistent with those requirements set forth in the Density Bonus Law. Additionally, this Ordinance is consistent with Policy 2.1 of the Land Use and Urban Design Element (“LUE”) which aims to provide flexible and clear development standards to allow businesses to expand and thrive economically.

B. The proposed amendment will not adversely affect surrounding properties. The LUE and HE are the City's governing land use policy documents that guide the future development and reuse of property within the City. The LUE and HE were adopted by the City Council and the City's voters after years of public comments and technical studies evaluating the impacts and long-range goals for the physical development of the community, both, in terms of land use and intensity. The proposed amendments implement the stated objectives and measures of the LUE and HE, which will ensure the cohesive and orderly development of land within the City, consistent with the City's long-term goals. Accordingly, this Ordinance will not adversely affect surrounding properties.

C. The proposed amendments promote public health, safety, and general welfare and serves the goals and purposes of the MPMC. This Ordinance harmonizes the MPMC with the LUE and HE by, including, without limitation, aligning the MPMC with applicable law and implementing the City's LUE and HE. Among other things, the amendments will reduce barriers to the development of housing to address the statewide housing shortage by providing a residential incentives zone, aligning the City's accessory dwelling unit development standards with dynamic State mandates, and requiring replacement housing when existing units are demolished in conjunction with new development. Additionally, the Ordinance will streamline the application and review process for accessory use of on-site and off-site alcohol sales by requiring an Administrative Use Permit ("AUP") instead of a Conditional Use Permit ("CUP").

**SECTION 3:** *Environmental Review.* Pursuant to CEQA Guidelines §15062, the City Council finds:

A. On December 5, 2019, the City Council adopted Resolution No. 12124 certifying the Monterey Park Focused General Plan Update Final Environmental Impact Report (the "FEIR") (State Clearing House (SCH) No. 2001-01-1074) (Exhibit A), which is incorporated by reference and found at: https://www.montereypark.ca.gov/DocumentCenter/View/16507/Reso-12124---attachments-included.

B. On January 19, 2022, the City Council adopted Resolution No. 2022-R2 adopting an addendum to the FEIR analyzing the impacts of the City's 2021-2029 Housing Element update ("FEIR Addendum"), which is incorporated by reference and found at: https://www.montereypark.ca.gov/DocumentCenter/View/16506/2022-R2---Addendum-to-the-Final-Environmental-Impact-Report.

C. The amendments proposed by this Ordinance are an activity

contemplated by the FEIR and FEIR Addendum.

D. This activity does not contemplate any changes which will require major revisions to FEIR or FEIR Addendum nor are there any substantial changes with respect to the circumstances under which FEIR and FEIR Addendum were undertaken.

E. There is no new information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time FEIR and FEIR Addendum were approved.

**SECTION 4:** *Amendment*. MPMC Table 21.08(B) is amended by removing "Accessory dwelling unit" as an accessory use.

**SECTION 5:** *Amendment.* MPMC section 21.08.040(A) is deleted in its entirety.

**SECTION 6:** *Amendment.* MPMC Chapter 21.50 is amended in its entirety as follows:

**"Chapter 21.50**

**ACCESSORY DWELLING UNITS**

**§21.50.010 Definitions.**

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this Chapter. Undefined words and phrases and have the same meaning as set forth in this Code or in applicable law.

"Primary dwelling" means a residential structure on a single parcel with provisions for living, sleeping, eating, a single kitchen for cooking, and sanitation facilities. Where more than one residential structure exists on a lot, the "primary dwelling" will either be the residential structure that was first issued a valid certificate of occupancy, or, when applicable, the largest residential structure on the lot.

"Tandem parking" means two or more automobiles parked in a line, one behind the other.

**§21.50.020 Certificate of Occupancy.**

(A) The Building Official will not issue a final certificate of occupancy for an ADU or JADU before the Building Official issues a final certificate of occupancy is issued for the primary dwelling(s). Before the Building Official issues any final certificate of occupancy for an ADU and/or JADU, the property owner must record with the County Recorder a covenant running with the land stating that the:

(1) ADU may not be used in violation of this code, and any rental of the ADU must be for a term of 30 days or longer; and/or

(2) JADU may not be sold separately; has size and attribute restrictions required by this code; and the property owner must occupy either the single-family residence in which the JADU is permitted, or the newly created JADU, unless the property owner is another government agency, land trust or housing organization. The JADU cannot be rented for any period less than 30 days.

(B) The covenants required by this Section must be approved as to form by the City Attorney.

**§21.50.030 Application for Address Number**

Any ADU or JADU that includes a separate entrance from the main entrance of the primary dwelling, or will be improved with a new or separate utility connection directly between the unit and the utility, must submit an application for an address number. Address numbers will be issued pursuant to the procedures outlined in this code. Address numbers must be placed over the entrance to the ADU or JADU or on some other place where the number can be visible from the street. When required by the Fire Chief, or designee, address identification must be provided in additional approved locations to facilitate emergency response.

**§21.50.040 Fees**

(A) Except as provided in California law, all ADUs are subject to development impact fees proportional to the square footage of the primary dwelling unit in accordance with this code.

(B) Except as provided by California law, each ADU must install a separate utility connection directly between the ADU and the utility, which is subject to a connection fee or capacity charge, that is proportionate to the burden of the proposed ADU on the water or sewer system based on its square footage or drainage fixture units. The fee or charge may not exceed the reasonable cost of providing the services.

(C) The City may charge reasonable inspection and construction fees for inspections and for all required permits. The fees will be established by City Council resolution and be assessed on the property owner.

(D) An ADU will not be considered a new residential use for purposes of calculating connection fees or capacity charges for utilities, unless the ADU is constructed simultaneously with a new primary single-family dwelling."

**SECTION 7:** *Amendment.* MPMC is amended by adding a new Section titled "21.02.260

Replacement Housing" as follows:

> "§ 21.02.260 **Replacement Housing**
> New development proposed on a site that includes a parcel or parcels on which rental dwelling units are located, or were vacated or demolished within the last five years, have been subject to a recorded instrument restricting occupancy to affordable households, or occupied by lower or very low-income households must replace those units consistent with the replacement requirements established by State Density Bonus law."

**SECTION 8:** *Amendment*. MPMC is amended by establishing Chapter 21.17 titled "OVERLAY ZONES – RESIDENTIAL INCENTIVE ZONE ("RIZ")" as follows:

**"Chapter 21.17**

**OVERLAY ZONES - RESIDENTIAL INCENTIVE ZONE ("RIZ")**

**§ 21.17.010 Purpose and Intent**

The purpose of this Chapter is to address the City's unique needs related to the Regional Housing Needs Assessment ("RHNA") and implement applicable law.

**§ 21.17.020 Definitions**

Unless the contrary is stated or clearly appears from the context, the words and phrases used in this Chapter have the same meaning as used in Government Code § 65583.2, or as set forth in this Code.

**§ 21.17.030 Created—Designated—Procedure**

(A) The Residential Incentive Zone ("RIZ") can be applied only to real property identified in the City's site inventory which were identified in more than one planning period as being used to accommodate the City's RHNA allocation.

(B) The RIZ can only be approved in the same manner as rezoned property.

(C) When the RIZ is approved, it will be identified on the City's zoning map as an overlay zone by adding the parenthetically enclosed letters "RIZ."

**§ 21.17.040 Permitted Uses**

In addition to the uses permitted and conditionally permitted in the underlying zone, housing development projects are permitted provided they satisfy the requirements of this code.

**§ 21.17.050 Development Standards**

Except as provided in this Chapter, housing development projects must satisfy the objective development standards in the underlying zone. Regulations that govern the primary zoning apply to the development. In the event of any conflict with the underlying zone, the regulations in the chapter prevail.

(A) **Affordable Units**. Housing development projects must include not less than 20% of their residential units as affordable to lower-income households.

(1) The developer must execute a covenant, in a form approved by the City Attorney, restricting the use of the affordable units as lower-income for not less than 55 years.

(2) A housing development project proposed on a site that includes a parcel or parcels on which rental dwelling units are located, or were vacated or demolished within the last five years, have been subject to a recorded instrument restricting occupancy to affordable households, or occupied by lower or very low-income households must replace those units consistent with the replacement requirements established under State Density Bonus law.

(B) **Amenities**. Each housing development project must include:

(1) Not less than one on-site community amenity, such as aquatics, gymnasium, pet relief parklet, or community room.

(2) Laundry connections in each unit.

(3) Central heating, ventilation, and cooling in each unit.

(C) **Design standards.**

(1) **Paint**. Each housing development project must include not less than one color for the main wall and another color for architectural trim pieces. The paint treatment must be applied on all wall façades on all elevations. Rust-inhibitive paint must be used for all exterior metal building surfaces.

(2) **Elevation Materials**. A minimum of two different materials must be used on all building elevations.

(3) **Eaves**. All buildings must provide eaves of not less than 12 inches and not greater than 36 inches and must not encroach into any required setback area.

(4) **Variation**. Unbroken wall planes greater than 30 feet in length are prohibited. Wall planes may be broken up by windows or recesses. Recesses are to measure a minimum of 12 inches in depth and length."

**SECTION 9:** *Amendment.* MPMC Section 21.10.040(B) is amended as follows:

"(B) Alcohol sales, on-site and off-site sale, are permitted as an accessory use to a restaurant and subject to the approval of an administrative use permit and standards set forth in this code."

**SECTION 10:** *Amendment.* MPMC Section 21.10.230 is amended in its entirety as set forth:

**"Section 21.10.230**

**ALCOHOL SALES AND USE**

**§ 21.10.230 Alcohol Sales and Use**

The regulations and criteria for the consideration an administrative use permit ("AUP") for on-sale and off-sale alcoholic beverage use are set out in this section.

(A) In addition to other findings needed to obtain an AUP for alcohol licenses which will function as a notice of public convenience and necessity, the City Planner, or designee, must find as follows:

(1) The proposed use will not present adverse secondary impacts, including, without limitation, unlawful use of public property, obstruction of pedestrian traffic, vehicular traffic, parking, crime, interference with children on their way to school, interference with shoppers using streets, defacement and damage to structures.

(2) The proposed use is consistent with any nearby commercially-zoned properties for commercial use.

(3) The use does not adversely affect the welfare of area residents or result in undue concentration in the neighborhood of establishments dispensing alcoholic beverages including beer and wine. Consideration must be given regarding whether the proposed use will detrimentally affect nearby residentially-zoned communities, considering distances to residential buildings, religious institutions or other places of worship, schools, hospitals, public playgrounds and other establishments dispensing

alcoholic beverages. All distance requirements, as set forth in subsection F of this section, must be adhered to.

(4) The Applicant bears the burden of proving that the proposed use will not adversely affect the welfare of nearby residents, result in undue concentration of alcoholic beverage outlets, or detrimentally affect nearby residentially zoned communities.

(B) Requirements for On-Sale Uses. All on-sale uses must maintain the following standards:

(1) A copy of the conditions of approval for the AUP must be kept on the premises of the establishment and presented to any authorized City official upon request.

(2) Exterior lighting of the parking area must be kept at an intensity of between one and two foot-candles so as to provide adequate lighting for patrons while not disturbing surrounding residential or commercial areas.

(3) Food must be served at all hours that the establishment is open for business.

(4) Special security measures, such as security guards and burglar alarm systems, may be required as determined by the Chief of Police.

(5) Hours of operation may be limited by the City Planner.

(6) Seating capacity may be established separately for eating and drinking areas.

(7) The quarterly gross sales of alcoholic beverages must not exceed the gross sales of food during the same period.

(8) There cannot be exterior advertising of any type, including advertising directed to the exterior from within, promoting or indicating the availability of alcoholic beverages.

(C) Requirements for On-Sale Uses—Wine Tasting. Wine tasting is permitted only in conjunction with an approved off-sale license (general or beer and wine license) and subject to the same requirements as an on-sale uses.

(D) Requirements for Off-Sale Uses. In addition to other requirements of this section, off-sale uses must maintain the following standards:

(1) Signs must be posted inside the establishment stating that drinking on the premises is prohibited. Wine tasting is exempted from this requirement,

subject to approval of an on-sale permit for wine tasting and appropriate license from the Department of Alcoholic Beverage Control.

(2) Litter and trash receptacles must be located at convenient locations inside and outside of establishments and operators of such establishments must remove trash and debris on a daily basis.

(3) Paper or plastic cups cannot be sold in quantities less than their usual customary packaging.

(4) Sale of beer may be required to be sold only by the six-pack or larger quantity and the sale of wine coolers by four-pack or larger quantity.

(E) Requirements for Off-Sale Uses—Service Station. In addition to other requirements of this section, all service stations operating with an off-sale use must maintain the following standards:

(1) No beer or wine may be displayed within ten feet of the cash register or the front door unless it is in a permanently affixed cooler.

(2) No advertisement of alcoholic beverages may be displayed at motor fuel islands, buildings or windows.

(3) No sale of alcoholic beverages may be made from a drive-in window.

(4) No display or sale of beer or wine may be made from an ice tub.

(F) Distance Requirements. All on and off-sale uses must maintain the following distance standards:

(1) No on-sale alcoholic beverage establishment, except for on-sale wine tasting that is not in conjunction with a restaurant use, may be located less than 500 feet from any other such establishment, schools (public and private), religious institutions or other places of worship, hospitals, convalescent homes, public parks, or playground nor may the front entrance of such establishment be within 50 feet of any residential use, as measured from the nearest property line.

(2) No off-sale alcoholic beverage establishment may be maintained within 500 feet of any other establishment where alcoholic beverages are sold for either off-site or on-site consumption, schools (public and private), established religious institutions or other places of worship, hospitals, convalescent homes, public parks and playgrounds and/or other similar sensitive uses, nor may the front entrance of such establishment be within 50 feet of any residential use, as measured from the nearest property line.

(G) Existing Establishments. Any legal nonconforming use that was licensed by the State for the retail sale of alcoholic beverages for on-site or off-site consumption must obtain an AUP when:

(1) The establishment changes its type of liquor license or license classification to a more intensive license or classification; or

(2) There is a substantial change in the mode or character of operation. For purposes of this section, substantial change of mode or character of operation includes structural changes which include an addition of square footage or cessation of business on the premises for at least 90 days as determined by records from either City business license records or the California Department of Alcoholic Beverage Control."

**SECTION 11:** *Renumbering*. All provisions of the MPMC affected by this Ordinance are appropriately renumbered.

**SECTION 12**: *Electronic Signatures*. This Ordinance may be executed with electronic signatures in accordance with Government Code § 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

**SECTION 13:** *Construction*. This Ordinance must be broadly construed to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

**SECTION 14:** *Summaries of Information*. All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

**SECTION 15:** *Reliance On Record*. Each and every one of the findings and determination in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

**SECTION 16:** *Severability*. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

**SECTION 17:** *Preservation*. This Resolution does not affect any penalty, forfeiture, or liability incurred before, or prelude prosecution and imposition of penalties for any violation occurring before, this Resolution's effective date. Any such amended part will

remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Resolution.

**SECTION 18:** *Limitations.* The City Council's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the City Council's lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the city's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

**SECTION 19:** *Recordation*. The City Clerk, or designee, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Monterey Park's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, and cause it to be published or posted in accordance with California law.

**SECTION 20:** *Effective Date*. This Ordinance will become effective 30 days after second reading and adoption.

PASSED AND ADOPTED this ____ day of _____, 2025.

_____
Vinh T. Ngo, Mayor

ATTEST:

_____
Maychelle Yee, City Clerk

APPROVED AS TO FORM:
Karl H. Berger, City Attorney

By:_____
Justin A. Tamayo, Assistant City Attorney

Exhibit A – FEIR (SCH No. 2001-01-1074)
Exhibit B - Properties rezoned to Residential Incentive Zone ("RIZ") Overlay
Exhibit C – Existing and Proposed Zoning Maps

# EXHIBIT A

FEIR (SCH No. 2001-01-1074

# EXHIBIT B
## Properties rezoned to Residential Incentive Zone (“RIZ”) Overlay

## EXHIBIT B

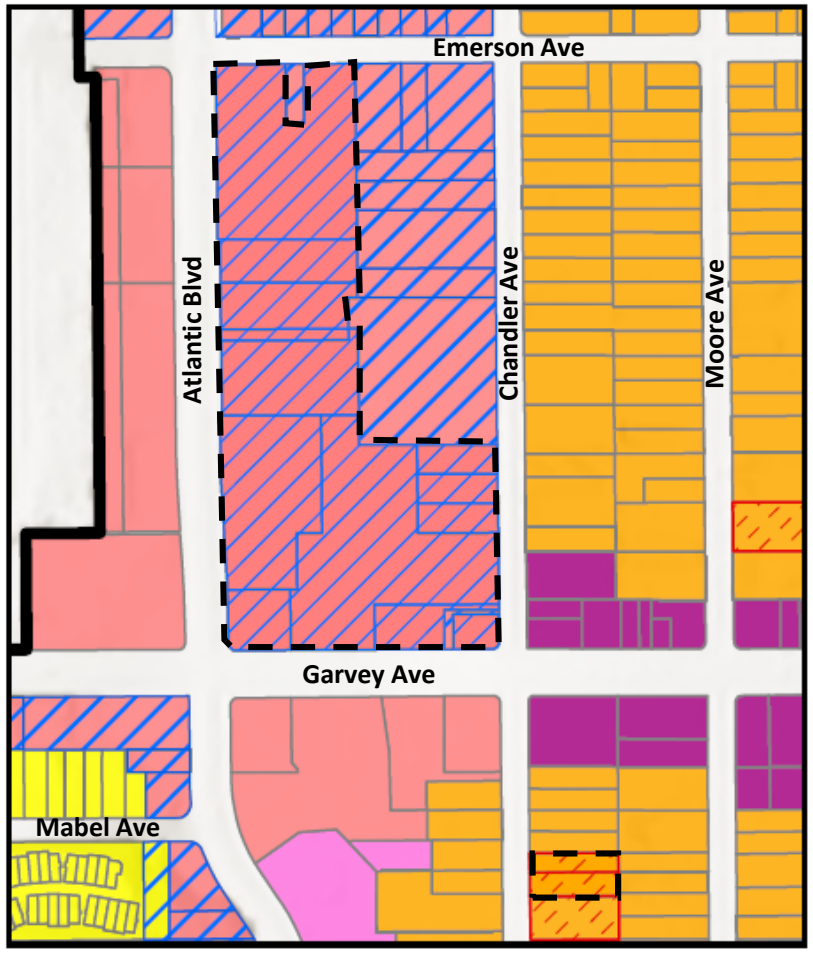
## PROPERTIES RE-ZONED TO RESIDENTIAL INCENTIVE ZONE ("RIZ") OVERLAY

| | Assessor's Parcel Number(s) | Address | Existing General Plan Land Use | Existing Zoning Designation |
|---|---|---|---|---|
| 1 | 5257-004-019 | 130 S. Chandler Ave. | High Density Residential | R-3 |
| 2 | 5257-004-020 | 202 S. Chandler Ave. | High Density Residential | R-3 |
| 3 | 5256-003-027 | 201 N. Chandler Ave. | Mixed Use | R-S |
| 4 | 5256-003-025 | 330 N. Atlantic Blvd | Mixed Use | R-S |
| 5 | 5256-003-028 | 129 N. Chandler Ave. | Mixed Use | R-S |
| 6 | 5256-003-029 | 125 N. Chandler Ave. | Mixed Use | R-S |
| 7 | 5256-003-030 | 725 W. Garvey Ave. | Mixed Use | R-S |
| 8 | 5256-003-031 | 701 W. Garvey Ave. | Mixed Use | R-S |
| 9 | 5256-003-033 | 715 W. Garvey Ave. | Mixed Use | R-S |
| 10 | 5256-003-035 | 771 W. Garvey Ave. | Mixed Use | R-S |
| 11 | 5256-003-049 | 220 N. Atlantic Blvd. | Mixed Use | R-S |
| 12 | 5256-003-043 | Atlantic Blvd. | Mixed Use | R-S |
| 13 | 5256-003-042 | 300 S. Atlantic Blvd. | Mixed Use | R-S |
| 14 | 5256-003-041 | Atlantic Blvd. | Mixed Use | R-S |
| 15 | 5257-014-007 | 168 W. Garvey Ave. | Mixed Use | C-B |
| 16 | 5257-014-006 | 160 W. Garvey Ave. | Mixed Use | C-B |
| 17 | 5257-014-003 | 116 W. Garvey Ave. | Mixed Use | C-B |
| 18 | 5257-014-002 | 100 W. Garvey Ave. | Mixed Use | C-B |
| 19 | 5257-014-024 | 125 S. Garfield Ave. | Mixed Use | C-B |
| 20 | 5257-014-023 | 127 S. Garfield Ave. | Mixed Use | C-B |
| 21 | 5257-014-022 | 115 W. Roselyn Place | Mixed Use | C-B |
| 22 | 5255-008-006 | 123 N. Lincoln Ave. | Mixed Use | C-B |
| 23 | 5255-008-015 | 120 N. Garfield Ave. | Mixed Use | C-B |
| 24 | 5255-008-900 | Garfield Ave. | Mixed Use | C-B |
| 25 | 5255-008-902 | 109 N. Lincoln Ave. | Mixed Use | C-B |
| 26 | 5255-008-017 | 101 E. Garvey Ave. | Mixed Use | C-B |
| 27 | 5255-008-016 | 127 E. Garvey Ave. | Mixed Use | C-B |
| 28 | 5255-008-010 | 145 E. Garvey Ave. | Mixed Use | C-B |
| 29 | 5255-008-009 | 153 E. Garvey Ave. | Mixed use | C-B |
| 30 | 5255-007-004 | Garvey Ave. | Mixed Use | C-B |
| 31 | 5255-007-024 | 127 N. Garfield Ave. | Mixed Use | C-B |
| 32 | 5255-007-009 | 199 W. Garvey Ave. | Mixed Use | C-B |
| 33 | 5255-007-008 | 153 W. Garvey Ave. | Mixed Use | C-B |
| 34 | 5255-007-007 | 151 W. Garvey Ave. | Mixed Use | C-B |
| 35 | 5255-007-006 | 143 W. Garvey Ave. | Mixed Use | C-B |
| 36 | 5255-007-005 | 133 W. Garvey Ave. | Mixed Use | C-B |
| 37 | 5255-007-002 | 117 W. Garvey Ave. | Mixed Use | C-B |
| 38 | 5255-007-044 | 101 W. Garvey Ave. | Mixed Use | C-B |
| 39 | 5255-007-045 | 113 N. Garfield Ave. | Mixed Use | C-B |
| 40 | 5255-018-009 | 114 N. Nicholson Ave. | Mixed Use | C-B |
| 41 | 5259-018-028 | 930 E. Garvey Ave. | Mixed Use | C-S |
| 42 | 5259-010-023 | 320 E. Garvey Ave. | Mixed Use | C-B |
| 43 | 5256-003-034 | 795 W. Garvey Ave. | Mixed Use | R-S |

# EXHIBIT C
Existing and Proposed
Zoning Maps

**EXHIBIT C**
**Existing and Proposed Zoning Maps**

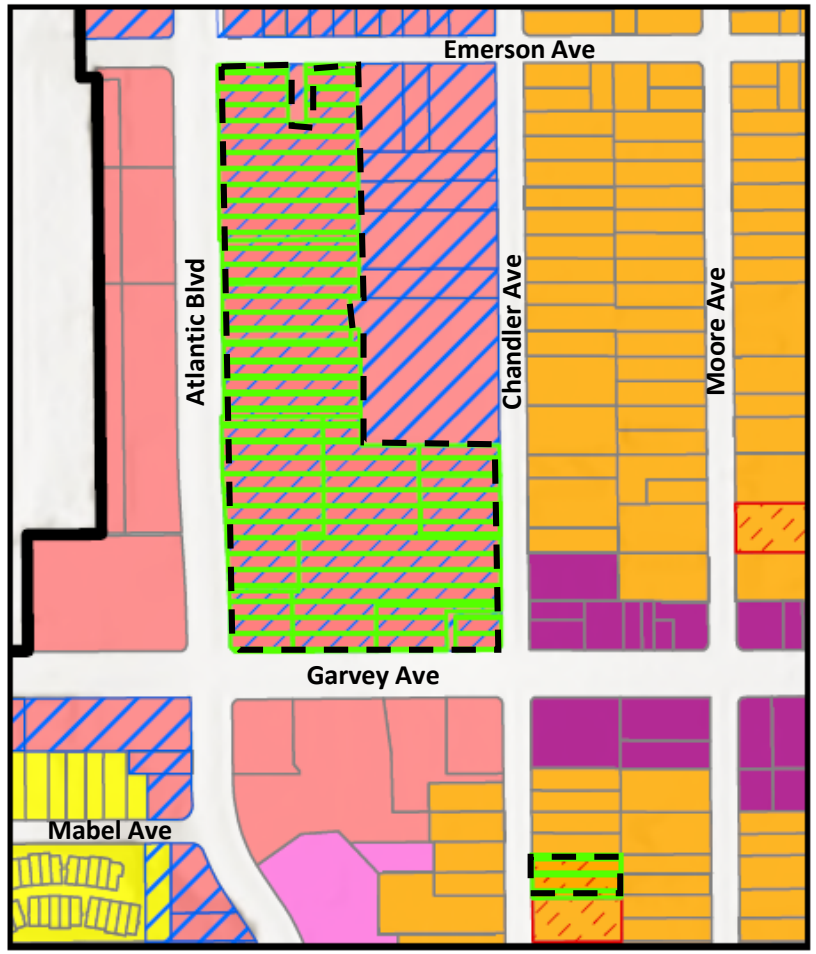
## Current Zoning – R-S (P-D)




## Affected Properties in Project Area 1

| Assessor's Parcel Number | Address |
|---|---|
| 5256-003-025 | 330 Atlantic Blvd. |
| 5256-003-027 | 201 Chandler Ave. |
| 5256-003-028 | 129 Chandler Ave. |
| 5256-003-029 | 125 Chandler Ave. |
| 5256-003-030 | 725 Garvey Ave. |
| 5256-003-031 | 701 Garvey Ave. |
| 5256-003-033 | 715 Garvey Ave. |
| 5256-003-034 | 795 Garvey Ave. |
| 5256-003-035 | 771 Garvey Ave. |
| 5256-003-041 | Atlantic Blvd. |
| 5256-003-042 | 300 Atlantic Blvd. |
| 5256-003-043 | Atlantic Blvd. |
| 5256-003-049 | 220 Atlantic Blvd. |
| 5257-004-019 | 130 Chandler Ave. |
| 5257-004-020 | 202 Chandler Ave. |

## Proposed Overlay Zone – Residential Incentive Zone ("RIZ")




### Zoning

- Single-Family Residential (R-1)
- Medium-Multiple Residential (R-2)
- High-Density Residential (R-3)
- Neighborhood Shopping (N-S)
- Shopping Center (S-C)
- Central Business Commercial (C-B)
- Regional Specialty Center (R-S)
- Commercial Services (C-S)

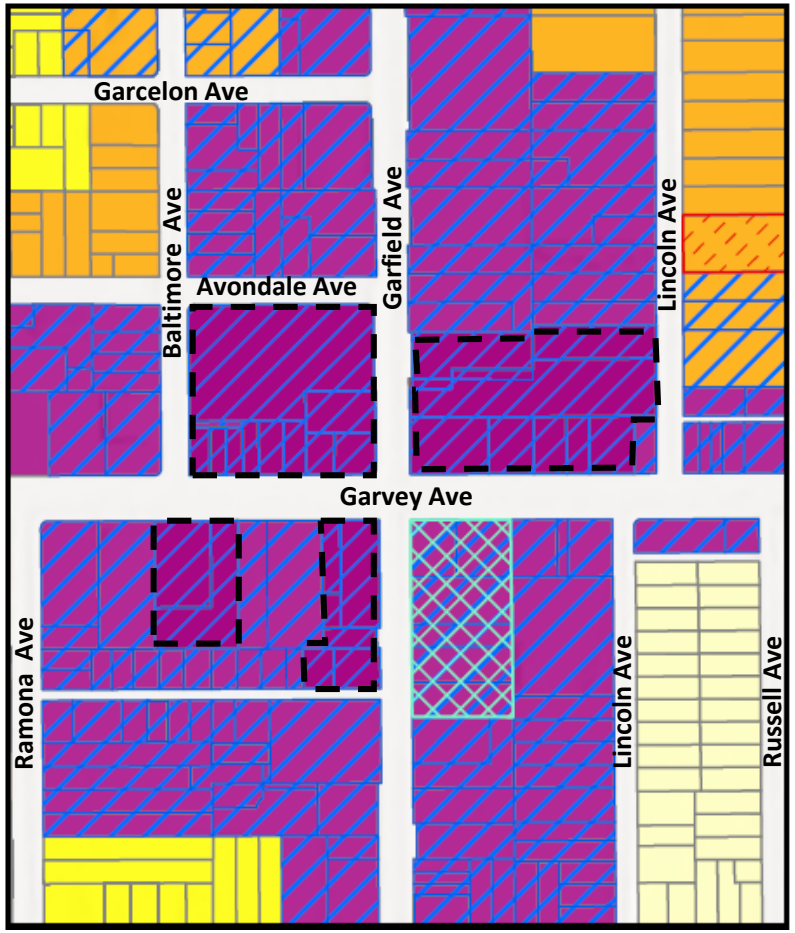
### Overlay

- Planned Development (P-D)
- Senior Citizens Housing (S-C-H)
- Business Recovery Development Agreement Zone (BRDZ)
- RIZ Overlay
- City Boundary
- Affected Properties

N

**EXHIBIT C**
**Existing and Proposed Zoning Maps**

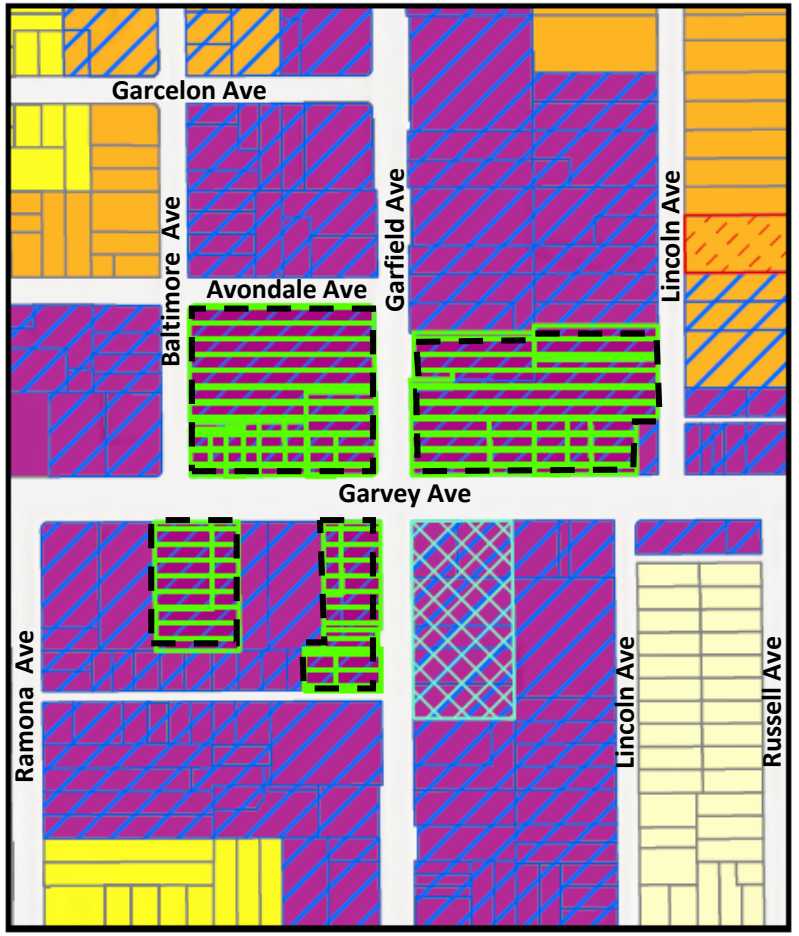
## Current Zoning – C-B (P-D)




## Affected Properties in Project Area 2

| Assessor's Parcel Number | Address |
|---|---|
| 5255-007-002 | 117 Garvey Ave. |
| 5255-007-004 | Garvey Ave. |
| 5255-007-005 | 133 Garvey Ave. |
| 5255-007-006 | 143 Garvey Ave. |
| 5255-007-007 | 151 Garvey Ave. |
| 5255-007-008 | 153 Garvey Ave. |
| 5255-007-009 | 199 Garvey Ave. |
| 5255-007-024 | 127 Garvey Ave. |
| 5255-007-044 | 101 Garvey Ave. |
| 5255-007-045 | 113 Garfield Ave. |
| 5255-008-006 | 123 Lincoln Ave. |
| 5255-008-009 | 153 Garvey Ave. |
| 5255-008-010 | 145 Garvey Ave. |
| 5255-008-015 | 120 Garfield Ave. |
| 5255-008-016 | 127 Garvey Ave. |
| 5255-008-017 | 101 Garvey Ave. |
| 5255-008-900 | Garfield Ave. |
| 5255-008-902 | 109 Lincoln Ave. |
| 5257-014-002 | 100 Garvey Ave. |
| 5257-014-003 | 116 Garvey Ave. |
| 5257-014-006 | 160 Garvey Ave. |
| 5257-014-007 | 168 Garvey Ave. |
| 5257-014-022 | 115 Roselyn Place |
| 5257-014-023 | 127 Garfield Ave. |
| 5257-014-024 | 125 Garfield Ave. |

## Proposed Overlay Zone – Residential Incentive Zone ("RIZ")




### Zoning

- Single-Family Residential (R-1)
- Medium-Multiple Residential (R-2)
- High-Density Residential (R-3)
- Neighborhood Shopping (N-S)
- Shopping Center (S-C)
- Central Business Commercial (C-B)
- Regional Specialty Center (R-S)
- Commercial Services (C-S)

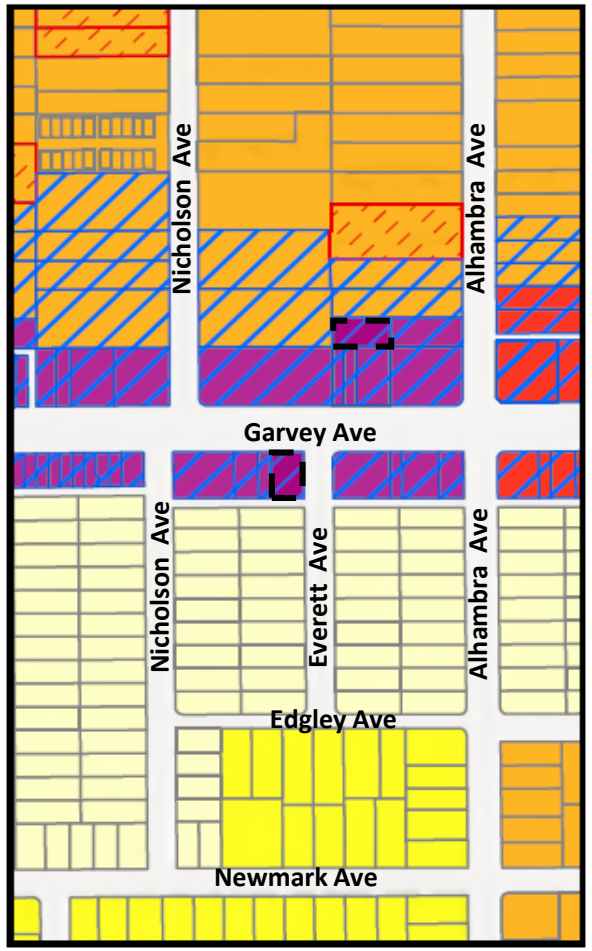
### Overlay

- Planned Development (P-D)
- Senior Citizens Housing (S-C-H)
- Business Recovery Development Agreement Zone (BRDZ)
- RIZ Overlay
- City Boundary
- **Affected Properties**

N

**EXHIBIT C**
**Existing and Proposed Zoning Maps**

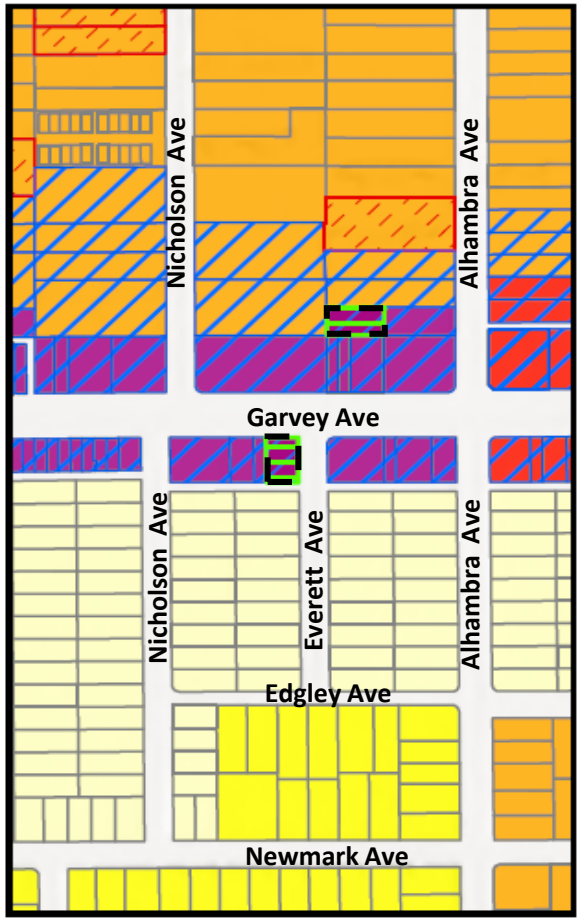
## Current Zoning – C-B (P-D)




## Affected Properties in Project Area 3

| Assessor's Parcel Number | Address |
|---|---|
| 5255-018-009 | 114 Nicholson Ave. |
| 5259-010-023 | 320 Garvey Ave. |

## Proposed Overlay Zone – Residential Incentive Zone ("RIZ")




### Zoning

- Single-Family Residential (R-1)
- Medium-Multiple Residential (R-2)
- High-Density Residential (R-3)
- Neighborhood Shopping (N-S)
- Shopping Center (S-C)
- Central Business Commercial (C-B)
- Regional Specialty Center (R-S)
- Commercial Services (C-S)

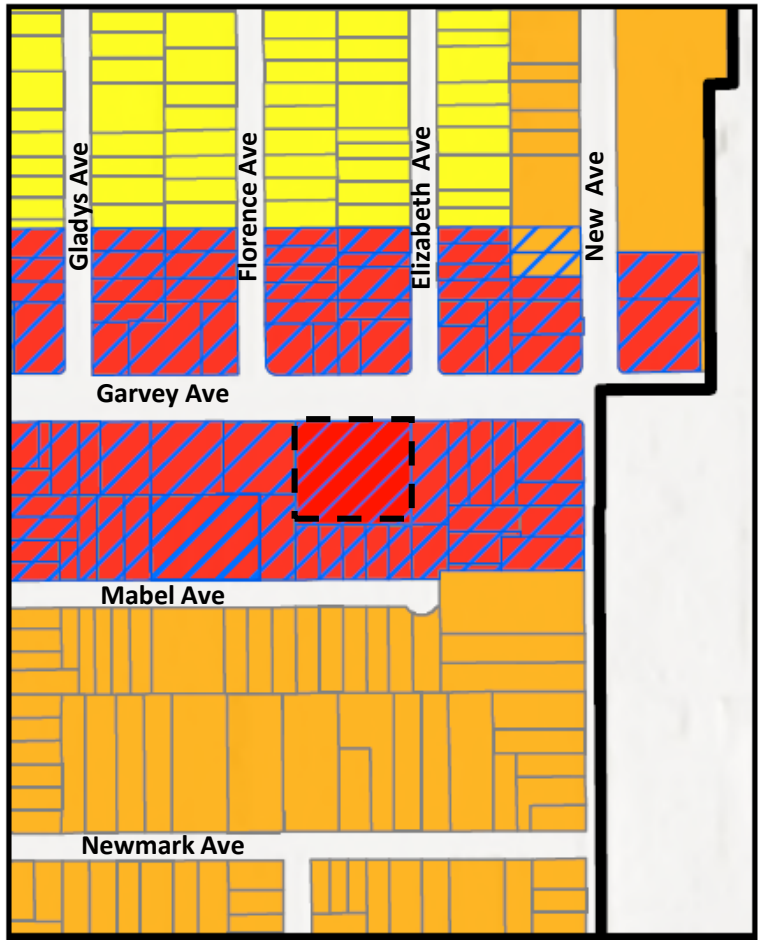
### Overlay

- Planned Development (P-D)
- Senior Citizens Housing (S-C-H)
- Business Recovery Development Agreement Zone (BRDZ)
- RIZ Overlay
- City Boundary
- **Affected Properties**

N

**EXHIBIT C**
**Existing and Proposed Zoning Maps**

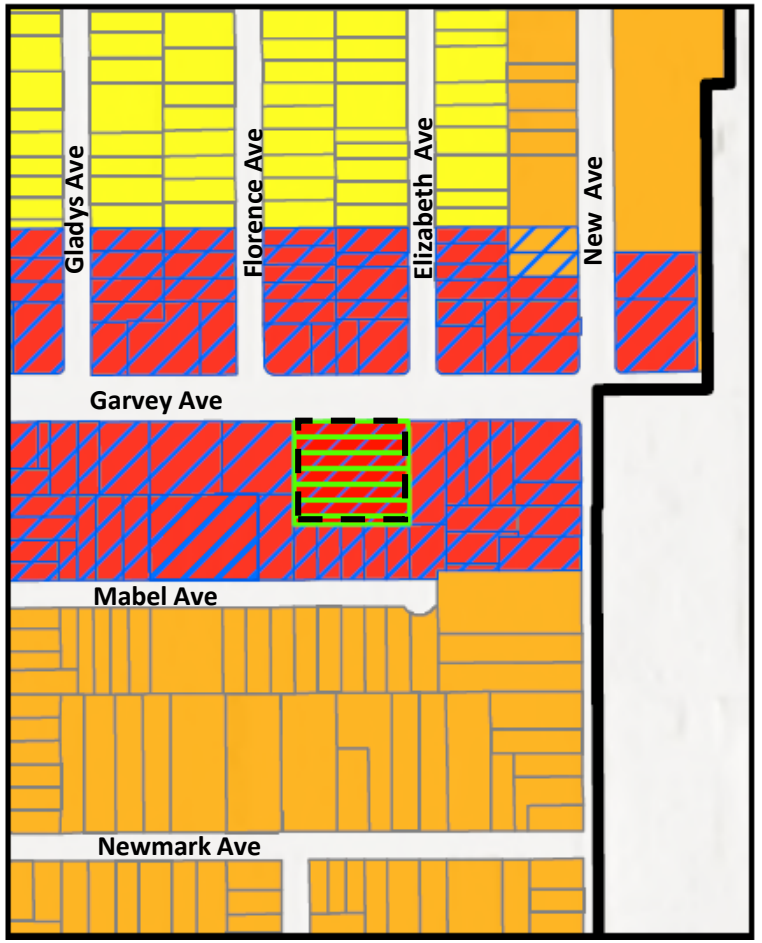
## Current Zoning – C-S (P-D)




## Affected Properties in Project Area 4

| Assessor's Parcel Number | Address |
|---|---|
| 5259-018-028 | 930 Garvey Ave. |

## Proposed Overlay Zone – Residential Incentive Zone ("RIZ")




### Zoning

- Single-Family Residential (R-1)
- Medium-Multiple Residential (R-2)
- High-Density Residential (R-3)
- Neighborhood Shopping (N-S)
- Shopping Center (S-C)
- Central Business Commercial (C-B)
- Regional Specialty Center (R-S)
- Commercial Services (C-S)

### Overlay

- Planned Development (P-D)
- Senior Citizens Housing (S-C-H)
- Business Recovery Development Agreement Zone (BRDZ)
- RIZ Overlay
- City Boundary
- **Affected Properties**

N

# ATTACHMENT 2

City Council Staff Report,
dated March 19, 2025
(without attachments)

# City Council Staff Report

**DATE:** March 19, 2025

**AGENDA ITEM NO:** Public Hearing - 4C

**TO:** The Honorable Mayor and City Council

**FROM:** Jessica Serrano, Director of Community Development

**SUBJECT:** A public hearing to consider introduction and first reading of an Ordinance implementing the Monterey Park General Plan by amending Title 21 of the Monterey Park Municipal Code ("MPMC") governing accessory dwelling units, replacement housing, and administrative use permits (ZCA 25-02), and amending the Zoning Map by establishing the Residential Incentive Zone (ZA-25-01)

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Opening a public hearing and taking testimonial and documentary evidence;
2. After closing the public hearing and considering the evidence submitted during that public hearing, introducing and waiving first reading of Ordinance No. _____ implementing the Monterey Park General Plan by amending Title 21 of the MPMC (ZCA 25-02), and amending the Zoning Map (ZA-25-01); and
3. Taking such additional, related, action that may be desirable.

## CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the proposed Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq*. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, *et seq*., the "CEQA Guidelines"). Pursuant to CEQA Guidelines §15062, the City Council finds and determines that this Ordinance is not subject to further review under CEQA because the previous CEQA documents adopted by the City Council (*see*, Resolution Nos. 12124 and 2022-R2) adequately analyze the changes contemplated by this Ordinance.

## TYPE OF ACTION (LEGISLATIVE; QUASI-JUDICIAL; OR ADVISORY):

In considering the Zoning Code Amendment and Zone Change, the City Council acts in its discretionary legislative capacity. The City Council must make the following findings pursuant to MPMC § 21.38.050:

- That the proposed amendment is consistent with the goals, policies, and objectives of the General Plan;
- That the proposed amendment will not adversely affect surrounding properties; and
- That the proposed amendment promotes public health, safety, and general welfare and serves the goals and purposes of the Zoning Code

These findings are included in the attached Ordinance.

**EXECUTIVE SUMMARY:**

The City's 6th cycle (2021-2029) Housing Element ("HE") and Revised Monterey Park 2040 Land Use Element ("LUE") establish a vision and long-term goals for development, housing, and redevelopment within the City. The attached Ordinance implements the LUE and HE by: (1) requiring replacement housing for development projects that displace existing units; (2) resolving inconsistencies in the administrative use permit approval requirements for alcohol related uses; (3) aligning the MPMC with volatile State accessory dwelling unit laws; and (4) establishing the residential incentive zone allowing certain housing developments without any discretionary approvals.

**BACKGROUND:**

On November 3, 2020, City voters approved Measure JJ which adopted the Revised Monterey Park 2040 Land Use Element ("LUE"). Pursuant to Ordinance No. 2198, the City Council is authorized to take all appropriate action to implement the LUE.

In March of 2023, the California State Department of Housing and Community Development (HCD), certified the City's HE. Government Code § 65583(c) requires that cities include programs which set forth a schedule of actions the local government is undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the HE. Included in the HE were several programs which proposed consistency between the General Plan and MPMC to help encourage the production of a variety of housing types and at various affordability levels. The attached ordinance implements several of these programs (further described below) and continues the City's efforts of harmonizing the LUE, HE, and MPMC.

- Accessory Dwelling Units ("ADUs")

HE Program 12 and LUE Implementation Program 2 require MPMC amendments to implement State ADU and junior accessory dwelling unit ("JADU") mandates. Since the City's adoption of the current ADU and JADU provisions in the MPMC in 2018 and 2020, State ADU and JADUs laws have changed each year to further encourage new construction. The attached ordinance will amend the MPMC to implement the State mandate and ensure consistency among all ADU and JADU provisions in the MPMC.

- Replacement Housing

HE Program 13 requires that the City amend the MPMC to require the replacement of units affordable to the same or lower income level as a condition of development on a nonvacant site. The attached Ordinance establishes a new section within the MPMC (section 21.02.260) implementing the aforementioned requirement, consistent with the requirements set forth in Density Bonus law.

- Residential Incentive Zone ("RIZ")

California Housing Element law requires cities and counties to identify specific land and properties that are suitable for residential development in order to accommodate the jurisdiction's Regional Housing Need Allocation ("RHNA"), commonly known as a sites inventory. The sites inventory, contained in the Housing Element must include sufficient sites and demonstrate that these sites can accommodate housing at various income levels. Sites in the City's inventory includes both vacant and non-vacant properties. Government Code § 65583 and HE Program 10 require the City to approve certain qualifying housing development projects ministerially when the site on which its proposed is a non-vacant site included in one previous housing element inventory or a vacant site included in two previous housing element inventories. The attached ordinance will implement HE Program 10 by establishing the RIZ and changing the zoning designation for those specific properties included in the current sites inventory of the HE that were also listed in prior HE cycles to accommodate housing to RIZ.

Maps of the affected properties including their existing zoning designations are included as part of the Ordinance (Attachment 1). Any existing overlay zones, such as Planned Development Overlays or Senior Citizen Housing Overlays that exist on the affected properties will remain in place.

The RIZ zone is an opportunity to allow developers who propose residential projects under certain conditions to be approved ministerially. However, such developments must:

- Have 20% of residential units that are affordable to low-income households;
- Restrict affordable units for a term of not less than 55 years;
- Replace affordable units lost in the construction of a new project;
- Feature specified amenities; and
- Meet objective design standards.

- Alcohol Sales and Use

To address inconsistencies in the MPMC and streamline alcohol sales for businesses, the City Council authorized accessory use of on-site and off-site alcohol sales subject to an Administrative Use Permit ("AUP") as part of the Business Recovery Program (Ordinance No. 2203). The attached ordinance will amend the MPMC to eliminate conflicting provisions throughout the MPMC.

**2024-25 STRATEGIC PLAN GOAL:**

The attached ordinance satisfies the 2024-25 Strategic Plan Goal to "Strengthen our local economy and enhance housing opportunities" by achieving the goals and programs set forth in the HE, reducing barriers to encourage housing development, and supporting economic growth in the City.

**LEGAL NOTIFICATION:**
The legal notice of this hearing was posted at City Hall, Monterey Park Bruggemeyer Library, and Langley Center and published in Monterey Park Press on February 27, 2025, with affidavits of posting on file. Additionally, 534 notices were mailed to affected property owners.

**FISCAL IMPACT:**
There are no identifiable fiscal impacts associated with adopting the Ordinance itself (other than costs associated with codifying the Ordinance).

Respectfully submitted by:

Jessica Serrano
Director of Community Development

Prepared by:

Eliana Muñoz
Senior Planner

Approved by:

Inez Alvarez
City Manager

Reviewed by:

Karl H. Berger
City Attorney

**ATTACHMENT(S):**

1. Ordinance No. _____ amending the Monterey Park Municipal Code and Zoning Map
2. Notice of Determination

# City Council Staff Report

**DATE:** April 16, 2025
**AGENDA ITEM NO:** Consent Calendar - 3F

**TO:** The Honorable Mayor and City Council

**FROM:** Timothy E. Campen, Assistant City Attorney

**SUBJECT:** Acceptance of Real Property located at 2537-2543 Lee Ave., S. El Monte, CA, as partial satisfaction of debt owed to City, and payment of related fees.

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to accept, on behalf of the City, fee simple title to real property commonly known as 2537-2543 Lee Ave., S. El Monte, CA 91733 (APN 5281012011, 5281012012), as partial satisfaction of debt owed by Center Int'l Investments, LLC ("CII"), related to the City's abatement of CII's property located at 1688 W. Garvey Ave.;
2. Adopting a Resolution authorizing payment of $83,231.78 in trustee sales agent fees to take title of real property located at 2537-2543 Lee Ave., S. El Monte, CA 91733; and
3. Taking such additional, related action that may be desirable.

## CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the proposed Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). This activity is exempt from the CEQA pursuant to CEQA Guidelines § 15601(b)(3) as it contemplates only administrative actions related to the acquisition of real property and it can be seen with certainty that there is no possibility that it may have a significant effect on the environment.

## EXECUTIVE SUMMARY

The City expended nearly $16 million to stabilize an unstable hillside on CII's property located at to 1688 W. Garvey that presented an imminent threat to public safety, after CII failed to abate this public nuisance pursuant to a settlement agreement between the parties. As part of that settlement agreement, CII put up commercial property located at 2537-2543 Lee Ave., S. El Monte, CA 91733 (APN 5281012011, 5281012012) (the "Property") as a performance deed of trust to compensate the City in the event it had to directly abate the Property. Upon CII's failure to reimburse the City for the cost of abatement, the City initiated sale of the Property by a trustee foreclosure auction. Because the Property did not sell at the auction, title to the Property is transferred to the City.

S.B.S. Trust Deed Network served as the City's agent handling all aspects of foreclosure on the Property. Its fees and costs, totaling $83,231.78 (approximately 3.5% of the appraised value of the Property), must be paid for title of the Property to be transferred to the City.

**BACKGROUND**

1688 W. Garvey Ave. is a large, undeveloped parcel in the City of Monterey Park that has a long history of slope failure presenting a threat to pubic safety. The City initiated what was considered to be temporary measure to secure the hillside following a significant land slide in the 1980's. CII purchased 1688 W. Garvey Ave. in 2009, with City initiating code enforcement efforts in 2013 regarding property maintenance. CII's failure to remediate their property resulted in the City Attorney, on behalf of the People of the State of California, filing a civil abatement lawsuit against CII in 2015, which resolved with a settlement agreement in 2017 wherein CII was obligated to construct more permanent measures to stabilize the slope. That settlement agreement was later amended in 2019 to include, among other things, CII putting up commercial property located at 2537-2543 Lee Ave., in S. El Monte, (the "Property") as a performance deed of trust to compensate the City in the event it had to directly abate the Property.

In 2021, the City Council adopted Resolution No. 12255 issuing an emergency declaration authorizing abatement to address an imminent threat to public health and safety due to the unstable hillside. The City Council further provided CII with a deadline to demonstrate good faith progress towards abatement. After CII failed to follow through with initiating abatement in a timely manner, the City Council authorized direct abatement the unstable hillside at CII's expense pursuant to the terms of the settlement agreement, which commenced in early 2022. Extensive retaining wall systems and other measures were completed in 2023 at a cost of approximately $15,884,090.79.

In 2023, the City Attorney's Office initiated a non-judicial foreclosure sale of the Property to recoup a portion of the costs of abatement, as provided by the settlement agreement. The sale was paused by order of the court pending the outcome of litigation by CII against the City related to the City's abatement efforts. That case was dismissed in late November 2024, resulting in the City re-initiating foreclosure sale of the Property.

A trustee foreclosure auction was held on April 2, 2025. The Property was appraised at $2,350,000 in 2022, so the City listed the Property at auction with a reserve of $2 million, plus the trustee sales agent's fees of approximately $83,000. However, the Property did not sell. By operation of law, title to the Property now transfers to the City free and clear of any encumbrances.

The Property is located in S. El Monte's Commercial Manufacturing Zone and currently has two commercial tenants: Tasty Factory (seller of various packaged food products) and Mainland Enterprise Trading (wholesale grocer). The lease terms and rent amounts are unknown at this time. Upon taking title, City staff will analyze the state of the Property and its lease agreements, and then report back to the City Council.

S.B.S. Trust Deed Network acted as the City's trustee sales agent, and accumulated fees and costs handling the specialized procedures for foreclosure sale in the amount of

$83,231.78. This represents approximately 3.5% of the appraised value of the Property. This sum must be paid before title to the Property is transferred to the City.

Further, pursuant to Government Code § 27281, the City must formally consent to receipt of the Property. A copy of S.B.S. Trust Deed Network's invoice is attached as Exhibit A.

**FISCAL IMPACT:**

There will be an initial expenditure of $83,231.78 for the trustee sales agent's fees and costs. Then the City will take title of the Property, which was appraised in 2022 as having a value of approximately $2,350,000.

Respectfully submitted & prepared by:

Timothy E. Campen
Assistant City Attorney

**ATTACHMENTS**

1. Draft Resolution
2. Exhibit A - S.B.S. Trust Deed Network invoice for fees and costs.

# ATTACHMENT 1
# Draft Resolution

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING THE PAYMENT OF $83,231.78 TO ACQUIRE TITLE TO REAL PROPERTY COMMONLY KNOWN AS 2537-2543 LEE AVE., S. EL MONTE, CA 91733 AND DIRECTING THE CITY MANAGER, OR DESIGNEE, TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE TRANSFER OF TITLE**

BE IT RESOLVED by the City Council of the City of Monterey Park as follows:

SECTION 1: The City Council finds and declares as follows:

A. An undeveloped parcel located at 1688 W. Garvey Avenue in the City of Monterey Park ("1688 W. Garvey") has a long history of slope failure presenting a threat to public health and safety. The City initiated enforcement efforts against the property owner, Center Int'l Investments, LLC ("CII"), to address these issues in 2013, which culminated in the City Attorney, on behalf of the People of the State of California, filing a civil abatement lawsuit against CII in 2015. That matter resolved in 2017 when the City and CII entered into a settlement agreement that required, among other things, CII to construct long-term slope stabilization measures (the "Settlement").

B. The Settlement was amended in 2019 to include, among other things, CII agreeing to execute a deed of trust to convey title to real property commonly known as 2537-2543 Lee Ave., S. El Monte, CA 91733 (APN 5281012011, 5281012012) (the "Property") for the purpose of the City recouping costs of direct abatement the unstable slope at 1688 W. Garvey in the event CII failed to perform under the terms of the Settlement.

C. On June 16, 2021, the City Council adopted Resolution No. 12255 issuing an emergency declaration authorizing abatement to address an imminent threat to public health and safety due to the unstable hillside at 1688 W. Garvey. CII breached the Settlement by not timely stabilizing the slope at 1688 W. Garvey, and the City Council authorized direct abatement at CII's expense pursuant to the terms of the Settlement. The City's abatement efforts commenced in early 2022. Extensive retaining wall systems and other measures were completed in 2023 at a cost of approximately $15,884,090.79.

D. In 2023, pursuant to the terms of the amended Settlement, the City Attorney's Office initiated a non-judicial foreclosure sale of the Property to recoup a portion of the City's abatement costs. The sale was postponed by court order pending the outcome of litigation by CII against the City related to the City's abatement efforts. That case was dismissed in late November 2024, resulting in the City re-initiating foreclosure sale of the Property.

E. On April 2, 2025, a trustee foreclosure auction was held for the sale of the Property, which was appraised at $2,350,000 in 2022. The City listed the Property at auction with a reserve of $2 million, plus the trustee sales agent's fee, but the Property did not sell. By operation of law, title to the Property now transfers to the City free and clear of any encumbrances.

F. S.B.S. Trust Deed Network acted as the City's trustee sales agent, and accumulated fees and costs handling the specialized procedures for foreclosure sale in the amount of $83,231.78. This represents approximately 3.5% of the appraised value of the Property. This sum must be paid before title to the Property is transferred to the City.

G. The City Council finds that it is in the interest of the City to accept title of the Property in furtherance recouping the City's costs of abating the unstable hillside at 1688 W. Garvey Ave.

H. This Resolution is adopted based upon the entirety of the administrative record including, without limitation, the staff report submitted by the Assistant City Attorney.

SECTION 2: *Action*. The City Council authorizes the City Manager, or designee:

1. To issue payment in the amount of $83,231.78 to S.B.S. Trust Deed Network in satisfaction of trustee sales agent services provided regarding foreclosure of the Property; and

2. Take all action necessary to effectuate the conveyance of legal title to the real property commonly known as 2537-2543 Lee Avenue, S. El Monte, CA 91733 and legally described below, including executing a certificate of acceptance pursuant to Government Code section 27281 on the City's behalf.

**LEGAL DESCRIPTION**

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

LOT 29 OF TRACT NO. 10231, IN THE CITY OF SOUTH EL MONTE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 175, PAGES 30 TO 32 INCLUSIVE OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY. EXCEPT THEREFROM THE SOUTH 50 FEET OF SAID LOT.

APN: 5281-012-011, 5281-012-012

SECTION 3: *Limitations.* The City Council's analysis and evaluation of acceptance of the Property is based on the best information currently available. It is inevitable that in evaluating this action that absolute and perfect knowledge of all possible aspects of the acceptance of the Property will not exist. One of the major limitations on analysis of this action is the City Council's lack of knowledge of certain aspects of the Property than cannot be known until after the City takes legal possession of it. In all instances, best efforts were made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 4: *Summaries of Information.* All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 5: *Construction*. This Resolution must be broadly construed to achieve the purposes stated in this Resolution. It is the City Council's intent that the provisions of this Resolution be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Resolution.

SECTION 6: *Severability*. If any part of this Resolution or its Application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

SECTION 7: *Electronic Signatures*. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature

SECTION 8: *Recordation*. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 9: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded. .

PASSED AND ADOPTED this 16th day of April, 2024.

Vinh T. Ngo, Mayor

ATTEST:

Maychelle Yee, City Clerk

APPROVED AS TO FORM:
KARL H. BERGER, CITY ATTORNEY

By: 
Timothy E. Campen, Assistant City Attorney

# ATTACHMENT 2
# Exhibit A - S.B.S. Trust Deed Network invoice for fees and costs

S.B.S. TRUST DEED NETWORK
SIMPLY BETTER SERVICE

# FINAL INVOICE

Date: April 2, 2025

CITY OF MONTEREY PARK
Attn**: RON BOW**
320 W. NEWMARK AVENUE
MONTEREY PARK, CA 91754

Tax ID #: **95-3783564**
T.S. No**: 2022-1812**
Loan No: **LEE AVE**

Borrower: **JUNFAN ZHANG AND HSIAO CHI HSU**
Property Address: **2537 & 2543 LEE AVENUE**
**SOUTH EL MONTE, CA 91733**
Invoice No.: **30063**

| Date | Description of Fees and Costs | Amount |
|---|---|---|
| 09/08/2022 | Additional Mail Cost (F) | $30.00 |
| 09/08/2022 | Record Notice of Default | $35.00 |
| 09/08/2022 | Record Notice of Default (Surcharge Gov Code 27388.1) | $75.00 |
| 09/08/2022 | Record Notice of Rescission | $35.00 |
| 09/08/2022 | Record Notice of Rescission (Surcharge Gov Code 27388.1) | $75.00 |
| 09/08/2022 | Record Substitution of Trustee | $23.00 |
| 09/08/2022 | Record Substitution of Trustee (Surcharge Gov Code 27388.1) | $75.00 |
| 09/08/2022 | T.S.G. Cost | $5,126.00 |
| 09/08/2022 | Trustee's Fees | $10,287.29 |
| 09/23/2022 | Posting of Notice of Default | $75.00 |
| 09/23/2022 | Posting of Notice of Default (Additional Posting) | $40.00 |
| 09/26/2022 | Mailings (10 Day) | $157.50 |
| 02/24/2025 | Additional Mail Cost (F) | $30.00 |
| 02/24/2025 | Posting of Notice of Sale | $125.00 |
| 02/24/2025 | Posting of Notice of Sale (Addtional posting) | $40.00 |
| 02/24/2025 | Publication of Notice of Sale | $2,814.98 |
| 02/24/2025 | Record Notice of Sale | $32.00 |
| 02/24/2025 | Record Notice of Sale (Surcharge Gov Code 27388.1) | $75.00 |
| 02/24/2025 | Trustee's Fees | $10,097.29 |
| 02/24/2025 | Typesetting | $185.00 |
| 03/03/2025 | Mailings (Notice of Sale) | $165.00 |
| 04/01/2025 | Additional Mail Cost (F) | $30.00 |
| 04/01/2025 | Record Notice of Rescission | - $110.00 |
| 04/01/2025 | Trustee's Fees | $53,513.72 |
| 04/02/2025 | Record Trustee's Deed Upon Sale | $50.00 |
| 04/02/2025 | Record Trustee's Deed Upon Sale (Surcharge Gov Code 27388.1) | $75.00 |
| 04/02/2025 | Sale Appearance Fee | $75.00 |
| **Subtotal** | | **$83,231.78** |
| 05/24/2023 | Deposit | - $16,033.79 |
| **Total Due** | | **$67,197.99** |

THE AMOUNT SHOWN IS DUE AND PAYABLE UPON RECEIPT.
PLEASE REMIT PAYMENT TO **S.B.S. Trust Deed Network**. YOU ARE A VALUED CUSTOMER AND WE APPRECIATE YOUR CONTINUED PATRONAGE.

31194 La Baya Drive, Suite 106, Westlake Village, CA 91362
818.991.4600 Fax 818.874.9500 e-mail: info@sbstrustdeed.com
http://www.sbstrustdeed.com
S.B.S. is a debt collector attempting to collect a debt and any information will be used for that purpose

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3G

**TO:** The Honorable Mayor and City Council

**FROM:** Maychelle Yee, City Clerk

**SUBJECT:** Professional Municipal Clerks Week Resolution

**RECOMMENDATION:**

It is recommended that the City Council consider:

1. Adopting a Resolution declaring the week of May 4 – May 10, 2025 as Professional Municipal Clerks Week in Monterey Park; and
2. Taking such additional, related, action that may be desirable.

**EXECUTIVE SUMMARY:**

The Office of the City Clerk is celebrating the week of May 4 – May 10, 2025 as Professional Municipal Clerks Week. This week, sponsored by the International Institute of Municipal Clerk's (IIMC) and celebrated annually, honors and recognizes the Municipal Clerk profession as a vital part of local government celebrated throughout the world including the United States, Canada and 15 other countries. We are enlisting your support in the form of a resolution to honor Professional Municipal Clerks for providing supports to the Council, departmental staff, other agencies, and residents of Monterey Park.

**BACKGROUND:**

Historically, the Office of the City Clerk recognizes and celebrates the hard work, commitment and devotion Professional Municipal Clerks provide to ensure the integrity and democracy process of Monterey Park residents.

Respectfully submitted by:

Maychelle Yee
City Clerk

Prepared by:

Cindy H. Trang
Deputy City Clerk

Reviewed by:

Inez Alvarez
City Manager

**ATTACHMENT:**

1. Draft Resolution

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING MAY 4 THROUGH MAY 10, 2025 AS PROFESSIONAL MUNICIPAL CLERKS WEEK IN MONTEREY PARK**

BE IT RESOLVED by the Council of the City of Monterey Park as follows:

SECTION 1: The City Council finds as follows:

A. The Monterey Park Office of the City Clerk is celebrating the week of May 4 through May 10, 2025 as Professional Municipal Clerks Week. This week, sponsored by the International Institute of Municipal Clerks (IIMC), honors and recognizes the Municipal Clerk profession as a vital part of local government celebrated throughout the world including the United States, Canada and 15 other countries.

B. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Professional Municipal Clerks Week the first full week of May and recognizing the essential role Professional Municipal Clerks play in local government.

C. Although it is one of the oldest positions in local government, few people realize the vital services Professional Municipal Clerks perform for their community. Primarily, they act as the cornerstone of their council. They also prepare the council agendas, record and index minutes and maintain the ordinances and resolutions files. Other responsibilities include keeping the official records of the city and conducting local elections.

D. The Office of the City Clerk provides professional links between the residents, the local governing bodies and agencies of government at other levels. Professional Municipal Clerks serve as the information center on functions of local government and community acting as the contact office for general information, public records requests, receipt of claims and subpoenas.

E. Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all and continually strive to improve the administration of the affairs of the Office of the City Clerk.

G. The City of Monterey Park recognizes and celebrates the hard work of these dedicated professionals and declares May 4 through May 10, 2025 as Professional Municipal Clerk Week in Monterey Park, honoring and recognizing the essential role Professional Municipal Clerks play in local government.

SECTION 2: *Electronic Signatures*. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 3: *Recordation*. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 4: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 16th day of April, 2025.

_____
Vinh Ngo, Mayor

Attest:

_____
Maychelle Yee, City Clerk

State of California )
County of Los Angeles ) §
City of Monterey Park )

I, Maychelle Yee, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. was duly and regularly adopted by the City Council of the City of Monterey Park at a regular meeting held on the 16th day of April, 2025, by the following vote:

| | |
|---|---|
| Ayes: | Council Members: |
| Noes: | Council Members: |
| Absent: | Council Members: |
| Abstain: | Council Members: |
| Recusal: | Council Members: |

Dated this 16th day of April, 2025.

_____
Maychelle Yee, City Clerk
Monterey Park, California

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3H

**TO:** The Honorable Mayor and City Council

**FROM:** Scott Wiese, Chief of Police

**SUBJECT:** National Correctional Officers Week Resolution

**RECOMMENDATION:**

It is recommended that the City Council consider:

1. Adopting a Resolution Declaring the week of May 4-10, 2025, to be National Correctional Officers Week in the City of Monterey Park, and;
2. Taking such additional, related, action that may be desirable.

**EXECUTIVE SUMMARY:**

The Monterey Park Police Department is celebrating the week of May 4-10, 2025, as National Correctional Officers Week. In 1984, President Ronald Regan announced the first week in May as National Correctional Officers Week, and it has been celebrated annually ever since. It honors the thousands of men and women responsible for managing those brought into custody by law enforcement and awaiting trial. These individuals face difficult and often dangerous work environments and play a vital role in the criminal justice system. We are enlisting your support in the form of a resolution to honor these men and women in our area for their work every day to protect the residents of Monterey Park.

**BACKGROUND:**

Historically, the Police Department recognizes and celebrates the hard work of these dedicated professionals. We are confident you will stand behind the commitment and devotion these men and women provide to ensure the safety of Monterey Park residents.

Respectfully submitted by:

Scott Wiese
Chief of Police

Prepared by:

Lt. Arlene Chaidez

Arlene Chaidez
Lieutenant

Approved by:

Inez Alvarez
City Manager

**ATTACHMENT:**

1. Draft Resolution

# ATTACHMENT 1
## Resolution for National Correctional Officers Appreciation Week

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING MAY 4-10, 2025, NATIONAL CORRECTIONAL OFFICERS WEEK IN MONTEREY PARK**

BE IT RESOLVED by the Council of the City of Monterey Park as follows:

SECTION 1: The City Council finds as follows:

A. The Monterey Park Police Department is celebrating the week of May 4-10, 2025, as National Correctional Officers Week. In 1984, President Ronald Regan announced the first week in May as National Correctional Officers Week.

B. It has been celebrated annually and honors the thousands of men and women responsible for managing those brought into custody by law enforcement. These individuals are responsible for the custody, safety, and well-being of inmates awaiting trial.

C. Law enforcement agencies throughout the State depend upon Correctional Officers and Jailers to provide them with vital services.

D. These individuals face difficult and often dangerous work environments and play a vital role in the criminal justice system.

E. The City of Monterey Park recognizes and celebrates the hard work of these dedicated professionals and declares May 4-10, 2025, as National Correctional Officers Week in Monterey Park. We stand behind the commitment and devotion these men and women provide to ensure the safety of Monterey Park residents.

SECTION 2: *Electronic Signatures*. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 3: *Recordation*. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park, and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 4: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 16th day of April 2025.

_____
Vinh T. Ngo, Mayor
Monterey Park, California

Attest:

_____
Maychelle Yee, City Clerk
Monterey Park, California

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3I

**TO:** The Honorable Mayor and City Council

**FROM:** Scott Wiese, Chief of Police

**SUBJECT:** National Crime Victims' Rights Week Resolution

**RECOMMENDATION:**

It is recommended that the City Council consider:

1. Adopting a Resolution declaring the week of April 6th – 12th, 2025 as National Crime Victims' Rights Week in the City of Monterey Park; and
2. Taking such additional, related, action that may be desirable.

**EXECUTIVE SUMMARY:**

Every April, The Office for Victims of Crime leads communities throughout the country in their annual observances of National Crime Victims' Rights Week. This year National Crime Victims' Rights week is observed between April 6th – April 12th. We are enlisting Council's support in the form of a resolution to honor all victims of crime.

**BACKGROUND:**

In 1981, the President's Task Force on Victims of Crime was established to help those who had experienced crime and their families. This was an important step toward the protection of and support for victims' rights. Over the years, crime victims' rights have evolved. Dedicated professionals have worked to develop support and services for survivors that are more holistic, trauma-informed, and effective at overcoming systemic barriers that certain communities face in prosecuting offenders and obtaining justice. During National Crime Victims' Rights week, our nation renews our commitment to providing survivors of crime the support they need to heal.

Respectfully submitted by:

Scott Wiese
Chief of Police

Prepared by:

Sgt. Rudy Contreras

Rudy Contreras
Sergeant

Approved by:

Inez Alvarez
City Manager

**ATTACHMENT:**

1. Draft Resolution

# ATTACHMENT 1
National Crime Victims' Rights Week

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING APRIL 6-12, 2025, NATIONAL CRIME VICTIMS' RIGHTS WEEK IN MONTEREY PARK**

BE IT RESOLVED by the Council of the City of Monterey Park as follows:

SECTION 1: The City Council finds as follows:

A. Every April, The Office for Victims of Crime leads communities throughout the country in their annual observances of National Crime Victims' Rights Week. This year National Crime Victims' Rights week is observed between April 6- 12, 2025. We are enlisting your support in the form of a resolution to honor all victims of crime.

B. Delivering true justice requires that we provide all victims with the support they need. Persistent barriers still prevent many survivors from receiving the services they need and the justice they deserve.

C. Victims of crime face many challenges well after the occurrence of the crime. Some of those challenges being faced are physical, emotional, mental and at times economical.

D. It takes enormous courage and extraordinary strength to emerge from life's most painful moments. With ongoing support and advocacy, these challenges faced by victims' and their families can be mitigated.

E. The City of Monterey Park recognizes and honors all victims of crime and their families, by declaring April 6-12, 2025 as National Crime Victims' Rights Week in Monterey Park. We stand behind the commitment and devotion of those that work hard in bringing justice and support to victims of crime and their families.

SECTION 2: *Electronic Signatures*. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 3: *Recordation*. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 4: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 16th day of April 2025.

_____
Vinh T. Ngo, Mayor
Monterey Park, California

Attest:

_____
Maychelle Yee, City Clerk
Monterey Park, California

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3J

**TO:** The Honorable Mayor and City Council

**FROM:** Scott Wiese, Chief of Police

**SUBJECT:** A resolution of the City Council of the City of Monterey Park, California, declaring Wednesday, April 30, 2025, to be "Denim Day Monterey Park".

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a resolution declaring Wednesday, April 30, 2025, as "Denim Day Monterey Park"; and
2. Taking such additional, related action that may be desirable.

## EXECUTIVE SUMMARY:

"Denim Day" was established by Peace Over Violence in honor of Sexual Violence Awareness Month. "Denim Day" has become a day of solidarity and a symbol of protest against erroneous and destructive attitudes about sexual assault.

## BACKGROUND:

In 1999, The United States Government declared April as "Sexual Assault Awareness Month." As part of "Sexual Assault Awareness Month," Peace Over Violence, a Los Angeles County-based Sexual Assault and Domestic Violence Victim Advocacy Organization, established "Denim Day" in April in Los Angeles County and the USA.

That same year, the California Legislature's Women's Caucus learned of a protest of a court decision in Italy. The Italian Supreme Court overturned a rape conviction. In overturning the conviction, the Chief Judge stated that because the victim wore tight jeans, she had to have helped the perpetrator remove them, no longer making it rape but consensual sex.

Enraged by the verdict and the judge's statement, within hours, the women of the Italian Parliament launched into immediate action and protested by wearing jeans to work. This call to action motivated the California legislators to do the same. Peace Over Violence, followed by establishing the first "Denim Day-L.A." in April of 1999. "Denim Day" is now recognized throughout the United States.

The Monterey Park City Council first recognized "Denim Day" in 2011. On "Denim Day", City Employees are encouraged to wear jeans to work as a show of support for Sexual

Assault victims and as a sign that Sexual Assault will not be tolerated in our society. Businesses throughout the City are encouraged to participate as well.

Respectfully submitted by:

Scott Wiese
Chief of Police

Prepared by:

Lt. Brenda Iglesias

Brenda Iglesias
Lieutenant

Approved by:

Inez Alvarez
City Manager

**ATTACHMENT:**

1. Draft Resolution

# ATTACHMENT 1
## Draft Resolution

**RESOLUTION NO.**

**A RESOLUTION Declaring April 30, 2025, to be "Denim Day Monterey Park," supporting sexual abuse awareness and the belief that there is no excuse and never an invitation to rape**

BE IT RESOLVED by the Council of the City of Monterey Park as follows:

SECTION 1: The City Council finds as follows:

A. The United States Government has declared April as "Sexual Assault Awareness Month," and Peace Over Violence, a Los Angeles County-based Sexual Assault and Domestic Violence Victim Advocacy Organization, has declared April 30, 2025, as "Denim Day" in Los Angeles County and the USA.

B. "Denim Day" is intended to draw attention to the fact that rape and sexual assault remain serious issues in our society.

C. Harmful attitudes about rape and sexual assault allow these crimes to persist and allow victims and survivors to be re-victimized.

D. "Denim Day" was instituted to call attention to misconceptions and misinformation about rape and sexual assault and the problem that many in society remain disturbingly uninformed concerning issues of sexual assault and rape.

E. With proper education on the matter, there is compelling evidence that we can be successful in reducing incidents of this physically and psychologically damaging crime.

F. The members of the Monterey Park City Council strongly support the efforts of Peace Over Violence to educate people in our community about the true impact of rape and sexual assault in Southern California.

G. In future years, members of the Monterey Park City Council and City Staff will be encouraged to wear jeans on the day of the City Council meeting when "Denim Day" resolutions are on the agenda for approval to raise awareness of the upcoming "Denim Day" observance.

H. April 30, 2025, is "Denim Day" in the City of Monterey Park. That City Employees, along with residents, businesspersons, students, and visitors to the City are urged to wear jeans April 30, 2025 to help communicate the message that there is "no excuse and never an invitation to rape."

SECTION 2: *Electronic Signatures*. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 3: *Recordation*. The Mayor, or presiding officer, is authorized to sign this Resolution, signifying its adoption by the City Council of the City of Monterey Park. The City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 4: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 16th day of April 2025.

_____
Vinh T. Ngo, Mayor

Attest:

_____
Maychelle Yee, City Clerk

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3K

**TO:** The Honorable Mayor and City Council

**FROM:** Shawn Igoe, Director of Public Works

**Subject:** Receive and file a summary of The Windstorm and Firestorm Local Emergency

**RECOMMENDATION:**

It is recommended that the City Council consider:

1. Receiving and Filing this staff report summarizing the status of windstorm and firestorm local emergency;
2. Adopting a Resolution to add projects to the Fiscal Year 2024-25 Capital Improvement Program; and
3. Taking such additional, related, action that may be desirable.

**CEQA (California Environmental Quality Act):**

The City reviewed the environmental impacts of the extension under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). CEQA Guidelines §§ 15060(c)(2), 15061(b)(3), and 15378 exempt activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment, activities where there is possibility that it may have a significant effect on the environment, and activities that do not constitute a "project" as defined, respectively. This activity reflects administrative changes and policy making. Accordingly, this activity is exempt from further review.

**BACKGROUND:**

On January 21, 2025, the City Council adopted Resolution No. 2025-R3 declaring a local emergency due to windstorm and firestorm events beginning on January 7, 2025, as reflected in the Governor's Executive Order dated January 12, 2025. At its January 21, 2025, meeting, the City Council authorized the City Manager to take necessary measures to protect public health, safety, and general welfare including urgency abatement and direct negotiation of contracts pursuant to Public Contract Code §§ 20168 and 22050 for the completion of capital improvement plan ("CIP") projects. The conditions resulting for the need to declare a local emergency continue to exist. This includes , without limitation, the following:

- Recovery efforts to address the widespread structure destruction and damage from the windstorm and firestorm events are ongoing. This will continue to result

in increased prices for construction products and contractor services. Additionally, recently implemented tariffs on construction material further increase prices for services and products. Expediting the City's ability to secure contracts for capital improvement projects is in the public interest. Many of the approved public works projects are intended to improve vital infrastructure such as roads, water, stormwater, and wastewater facilities.

- The Governor's Executive Order dated January 12, 2025, directs state agencies to streamline building approvals. This order is still in effect. It is in the public interest for the City to jumpstart that process to assist developers seeking to build within the City's jurisdiction.

Fire prevention is always critical. The current emergency, however, starkly emphasized the immediate need to exercise the City's police powers to protect public health and safety. This, among other things, includes undergrounding power lines to the greatest extent practicable. The City Attorney's Office is working with SCE to move undergrounding forward as expeditiously as possible.

- 

- The City expended public resources (personnel, equipment, gas, etc.) while assisting neighboring jurisdictions during this emergency. It is in the public interest for the City to seek reimbursement from federal and state agencies for these costs.

Since the adoption of Resolution 2025-R3 the City awarded the following public works contracts:

| CIP No. | Project | City Council Approval | Contractor | Contract Amount |
|---|---|---|---|---|
| 96054 | 2024-25 Concrete Improvement Project | 2/19/2025 | CT&T Concrete Paving, Inc. | $230,957 |
| 96049 | 2024-25 Street Overlay at Various Locations | 2/19/2025 | Onyx Paing Company, Inc. | $4,146,240 |
| 95042 | Underground Storage Tank Removal & Replacement | 2/19/2025 | Tank Specialties, Inc. dba Tank Specialists of California | $98,200 |
| 96052 | Garvey Capacity Improvements Project | 4/16/2025 | Mark Thomas | $1,348,896 |
|  | Sidewalk Assessment & Repairs | 4/16/2025 | Nichols Consulting Engineers, CHTD. dba NCE<br><br>Southern California Precision | $53,900<br><br>$150,000 |

| | | | | |
|---|---|---|---|---|
| | | | Concrete, Inc. dba Precision Concrete Cutting | |
| 95038 | Bruggemeyer Library Generator | 4/16/2025 | Pacific Power Engineering Technology, Inc | $281,300 |

While the CIP is prepared and adopted during the annual budget process, new or updated projects may arise during the year that may need to formally be added to the CIP. At this time, it is recommended that two additional projects be added to the CIP. This includes the Garvey Ranch Park Gazebos and the Sidewalk Assessment and Repairs projects.

The scope of work for the Garvey Ranch Park Gazebo includes the design and installation of three gazebo shade structures. The previous structures became damaged and were consequently removed. This area is highly frequented by park visitors and the project will result in shade coverage for this area. The total budget for this project is $50,000.

The scope of work for the Sidewalk Assessment project includes a citywide assessment of all sidewalk conditions to identify maintenance needs. Following the assessment, the City would work with the contractor, Precision Concrete Cutting, to address repairs and maintenance. The total budget for this project is $203,900.

**2024-25 STRATEGIC PLAN GOAL:**

Resolution No. 2025-R3 meets the City's goal to maintain, build and modernize infrastructure and facilities to support the current and future needs of our city and community.

**FISCAL IMPACT:**

The costs for awarded contracts are budgeted within the City's FY 2024-25 CIP. The costs for the proposed Sidewalk Assessment and Repairs project is $203,900. The costs for the proposed Garvey Ranch Park Gazebo replacement project is $50,000.

Respectfully submitted by:

Shawn Igoe
Director of Public Works

Reviewed by:

Martha Garcia
Director of Finance

Approved by:

Inez Alvarez
City Manager

Reviewed by:

Justin A. Tamayo
Assistant City Attorney

**ATTACHMENT:**
1. Resolution

# ATTACHMENT 1
Resolution

**RESOLUTION NO.**

**A RESOLUTION AMENDING RESOLUTION NO. 2024-R48 TO ADD THE GARVEY RANCH PARK GAZEBOS AND SIDEWALK ASSESSMENT AND REPAIRS PROJECTS TO THE CAPITAL IMPROVEMENT PLAN ("CIP") AND FINDING SUCH AMENDMENT CONFORMS WITH THE GENERAL PLAN.**

BE IT RESOLVED by the City Council of the city of Monterey Park as follows:

SECTION 1: The City Council finds and declares as follows:

A. This Resolution amends Resolution 2024-R48 by adding both the Garvey Ranch Park Gazebos and Sidewalk Assessment and Repairs projects to the FY 2024-25 Capital Improvements Program ("CIP") (the "Project").

B. The Projects were not previously included within the CIP, as approved by Resolution No. 2022-R48 on June 18, 2024.

C. Pursuant to Monterey Park Municipal Code ("MPMC") § 2.56.020(B), the City Council is the Monterey Park Planning Agency for purposes of this Resolution.

D. Annual review of the CIP will occur on a future date, and any revisions proposed at the annual CIP review will be duly noticed pursuant to applicable law.

E. The City reviewed this Resolution's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., "CEQA"), the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, et set., the "CEQA" Guidelines"), and the City's Environmental Guidelines.

F. This Resolution is adopted based upon the entirety of the administrative record including, without limitation, the staff report submitted by the Director of Public Works ("Director").

SECTION 2: *Findings.* Pursuant to Government Code § 65401, the City Council finds that the CIP, as amended by adding Projects, is consistent with the Monterey Park General Plan. Among other things the CIP meets the following goals in the General Plan:

- Goal 2.0 of the Circulation Element: Provide a local street system that accommodates current and future traffic volumes;

- Goal 5.0 of the Circulation Element: Create and maintain a connected system of bicycle routes and pedestrian facilities that meets the need of City residents;

- Goal 6.0 of the Circulation Element: Ensure that all development projects

provide well-designed parking facilities that are safe, convenient, and attractive;

SECTION 3: *Action*. The City Council adopts this Resolution amending Resolution 2024-R48 by adding the Garvey Ranch Park Gazebos and Sidewalk Assessment and Repairs projects to the FY 2024-25 CIP as set forth in the attached Exhibit "A" which is incorporated by reference. To the extent that Resolution 2024-R48 conflicts with this Resolution, it is superseded.

SECTION 4: *Design Immunity; City Engineer*. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 regarding the plans and construction of the Projects. Accordingly, in addition to the other projects in the CIP, the City Council authorizes the City Engineer to exercise discretionary approval for plans or designs for the Projects in advance of the construction or improvement as set forth in Resolution No. 2024-R48.

SECTION 5: *Environmental Assessment*. The City reviewed the environmental impacts of the extension under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). CEQA Guidelines §§ 15060(c)(2), 15061(b)(3), and 15378 exempt activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment, activities where there is possibility that it may have a significant effect on the environment, and activities that do not constitute a "project" as defined, respectively. This activity reflects administrative changes and policy making. Accordingly, this activity is exempt from further review.

SECTION 6: *Notice of Exemption*. The Director of Public Works, or designee, is directed to file a Notice of Exemption in accordance with CEQA §§ 15062, and any other applicable law.

SECTION 7: *Limitations.* The City Council's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the City Council's lack of knowledge of future events. In all instances, best efforts were made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 8: *Summaries of Information.* All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 9: *Construction*. This Resolution must be broadly construed to achieve the purposes stated in this Resolution. It is the City Council's intent that the provisions of this

Resolution be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Resolution.

SECTION 10: *Severability*. If any part of this Resolution or its Application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

SECTION 11: *Electronic Signatures*. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 12: *Recordation*. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 13: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 16th day of April, 2025.

_____
Vinyl Ngo, Mayor

ATTEST:

_____
Maychelle Yee, City Clerk

APPROVED AS TO FORM:
Karl H. Berger, City Attorney

By: _____
Justin A. Tamayo, Assistant City Attorney

# City Council Staff Report

**DATE:** April 16, 2025
**AGENDA ITEM NO:** Consent Calendar - 3L

**TO:** The Honorable Mayor and City Council
**FROM:** Shawn Igoe, Director of Public Works
**SUBJECT:** Bruggemeyer Library Generator Installation – Award of Contract

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a public works contract, in a form approved by the City Attorney, with Pacific Power Engineering Technology, Inc., in the amount of $281,300 for the Bruggemeyer Library Generator Installation Project;
2. Authorizing the Director of Public Works to approve change orders and contingency up to $28,130 (10%) of the contract amount, for a total project cost of $309,430; and
3. Taking such additional, related action that may be desirable.

## CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the proposed Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). The proposed activity contemplates maintenance, repair, and operation of Bruggemeyer Library by replacing mechanical equipment which involves no expansion of the existing use.

## EXECUTIVE SUMMARY

Capital Improvement Project ("CIP") No. 95038 – Bruggemeyer Library Generator Installation project includes the installation of a new Generac Generator and all related conduits at the Bruggemeyer Library (the "Project"). Their price is competitive and lower than other received bids for the Project. It is recommended that City Council waive the bidding requirements pursuant to Resolution No. 2025-R3 declaring a local emergency, and authorize the City Manager to execute a Public Works contract with Pacific Power Engineering Technology, Inc. in the amount of $281,300 for the Bruggemeyer Library Generator Installation project and authorize the Director to approve change orders not to exceed $28,130 over the total contract amount.

## BACKGROUND

On January 30, 2025, the Director requested Project proposals from PC Inc., Pacific Power Engineering Technology Inc., and Quinn Power, with a due date of February 19,

2025 at 5:00PM. All three contractors have previously worked in the City and completed great work. The following costs were received:

| RANK | BIDDER | BASE BID AMOUNT |
|---|---|---|
| 1 | Pacific Power Engineering Technology Inc. | $ 281,300 |
| 2 | PC Inc. | $ 400,253 |
| 3 | Quinn Power | Not Interested |

The bid submitted by Pacific Power Engineering Technology, Inc. is the lowest proposal received out of the three contractors. Pacific Power Engineering Technology, Inc.'s contractor's license was verified with the California State Contractor's License Board to be current, active and in good standing. Registration with the California Department of Industrial Relations ("DIR") was verified. The Director is familiar with Pacific Power Engineering Technology, Inc. work as it provided services for the previous generator project, and there is good feedback from City staff.

It is recommended that the City Council waive bidding requirements pursuant to Resolution No. 2025-R3 awards the project to Pacific Power Engineering Technology, Inc. for a total of $281,300 with a contingency not to exceed $28,130.

## 2024-25 STRATEGIC PLAN GOAL:

This Project meets the City's goal to maintain, build and modernize infrastructure and facilities to support the current and future needs of our City and community as it aims to improve conditions of Bruggemeyer Library and bring the structure up to current standards.

## FISCAL IMPACT

The Project is budgeted in the 2024-2025 fiscal year Capital Improvement Program under CIP No. 95038 funded by Fund 360 – Building Forward Grant. The total estimated project cost for this project is $319,430 including the contract amount, contingency, and construction management and inspection.

| CIP 95038 – Bruggemeyer Library HVAC Improvements | |
|---|---|
| Generator Installation Project (Construction) | $281,300 |
| Contingency (10%) | $28,130 |
| Project/Construction Management/Inspection | $10,000 |
| Total Estimated Project Cost | $319,430 |

Respectfully submitted & prepared by:

Shawn Igoe
Director of Public Works

Reviewed by:

Martha Garcia
Director of Finance

Approved by:

Inez Alvarez
City Manager

Reviewed by:

Justin A. Tamayo
Assistant City Attorney

**ATTACHMENT:**

1. Pacific Power Engineering Technology, Inc. Bid Proposal

# ATTACHMENT 1

Pacific Power Engineering Technology, Inc. Bid Proposal

**BID SCHEDULE**
Bruggemeyer Library Installation Specification No. 2024-012

| No. | Bid Item Description | Quantity | Unit | Unit Bid | Total Bid |
|---|---|---|---|---|---|
| 1 | Install new Generac Generator Model SD200 as per Section E. Technical Specifications (equipment purchased by City) Including installation of sub base fuel tank, crane and traffic control. | 1 | LS | $3,700 | $ 3,700 |
| 2 | Installation of Automatic Transfer Switch 2,000A as per Section E. Technical Specifications. | 1 | LS | $ 2,800 | $ 2,800 |
| 3 | Installation of all required pipes and electrical wiring and set up as per Section E. Technical Specifications and Appendix 4. Material Information, and per approved Electrical and fire department permit. | 1 | LS | $164,500 | $164,500 |
| 4 | Plan preparation and obtaining Fire Department, and Building and Safety Department approval. | 1 | LS | $ 28,000 | $ 28,000 |
| 5 | Construction of generator 10’ block wall enclosure, slab and gate. | 1 | LS | $56,000 | 56,000 |
| 6 | Installation of Manual Transfer Switch with Camlocks 2,000A as per Section E. Technical Specifications | 1 | LS | $2,800 | $ 2,800 |
| 7 | Construct generator enclosure matching Bruggemeyer Library outside colors, texture and finish. | 1 | LS | $8,500 | $ 8,500 |
| 8 | Mobilization | 1 | LS | $15,000 | $15,000 |
| **TOTAL BASE BID AMOUNT IN NUMBERS** | | | | | $281,300 |

**TOTAL BASE BID AMOUNT IN WORDS:**
Two Hundred eighty-one thousand three hundred dollars.

# SECTION E. TECHNICAL SPECIFICATIONS

## A. GENERAL

1. Mobilizing shall include all activities and associated costs for transportation of contractor's personnel, equipment, and operating supplies to the site, establishment of offices, buildings, and other necessary general facilities for the contractor's operations at the site.
2. Demobilization shall include all activities and costs for transportation of personnel, equipment, and supplies not required or included in the contract from the site, including disassembly, removal, and site cleanup of offices, buildings, and other facilities assembled on site specifically for this contract.
3. Provide a detailed project schedule with continuous updates, and executive summary of project status to be submitted with each monthly invoice.
4. Maintain continuous awareness of the status of each task as it proceed and make provisions to expedite and resolve any difficulties that may impede progress.

## B. INSTALLATION OF NEW 200KW EMERGENCY GENERATOR (TURNKEY PROJECT) AND ENCLOSURE.

1. Plan preparation and permit submittal for Fire Department and Building and Safety Department for all work requiring a permit, including generator, electrical work and enclosure, for review and approval. Contractor shall construct generator enclosure including double sided gates at the location identified by the City and on plan. Enclosure walls shall be 10 feet high. Gate shall be lockable with a shielded cover (padlock guard) to prevent break-in. Gate shall be double sided and clear the generator by 6" on each side. Gates shall be 6' (ft) high. Gates shall match the City's EOC generator enclosure in material and type. (Contractor shall check existing gates as part of the pre-bid walk). Gate shall be primed and painted. Color to be submitted and approved by City staff. Enclosure shall be constructed with CMU blocks, finish, texture and color shall match existing library texture and color. Contractor shall provide a conduit, wiring and outdoor double electrical outlets with cover inside the enclosure. Generator slab shall be designed by the structural engineer. Calculation to be submitted to the building and safety department as part of the building and safety plan check submittal, and meet the required generator specifications for installation. The generator set must be securely mounted and anchored onto a concrete pad. For unit dimensions, weight, conduit stub up locations and fuel connection locations refer to the detailed installation drawing for the specific unit being installed. (See Appendix 4). The concrete pad should be a minimum of 12" longer and wider than the generator mounting skid or sub-base fuel tank to provide at least a 6" apron around the unit. Design shall include isolators as required. Contractor shall mount and wire new generator (Provided by City) inside the enclosure. Contractor shall coordinate with manufacturer for delivery of generator and all parts.

2. Contractor shall furnish and install wiring for emergency generator emergency stop.
3. Contractor shall furnish and install light remote annunciator panel (See Exhibit 4, page 14) (to be located in the front counter area/circulation desk wall. Precise location to be identified by City staff.
4. Contractor shall run low voltage wire for new Automatic transfer switch signal.
5. Contractor shall use crane to offload and rig generator. Contractor is responsible for all related costs, including any transportation permit and traffic control.
6. Contractor shall install TX Series Transfer Switch TXC-100 as per Appendix 4, (Provided by City)
7. Contractor shall update single line drawings/electrical as-built plans upon completion of the project.
8. Contractor shall run all necessary control wiring for generator per approved electrical plans.
9. Contractor shall install Manual Transfer Switch with Camlocks (Provided by City) to connect to mobile generator as per Appendix 4.
10. Contractor shall remove all old UPS batteries from electrical room and old server UPS, and rewire as necessary to connect to electric panel and generator.

**C.** No guarantee is made for the quantities estimated under the bid items. The City reserves the right to reduce, increase the quantity or omit an item of work.

--END OF SECTION--

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3M

**TO:** The Honorable Mayor and City Council

**FROM:** Shawn Igoe, Director of Public Works

**SUBJECT:** Approval of Fifth Amendment to Agreement with West Coast Arborists, Inc.

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a Fifth Amendment to Agreement 1284-A with West Coast Arborists, Inc., in a form approved by the City Attorney, to increase the contract's annual amount to $670,000; and
2. Taking such additional, related, action that may be desirable.

## CEQA (California Environmental Quality Act):

The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities). The Project results in minor alterations to existing public facilities involving no significant expansion of the existing use. The Project is not anticipated to have any significant impacts regarding noise, air quality, or water quality.

## EXECUTIVE SUMMARY:

West Coast Arborists, Inc. provides the City with tree maintenance and management services at various City locations. Staff recommends an amendment to the current contract with West Coast Arborists, Inc. for an additional $230,000, for a new annual amount of $670,000, to support the City's increase in tree maintenance and management needs and expand West Coast Arborists services to include removal and planting of trees for sidewalk improvements and Capital Improvement Projects involving sidewalk repairs.

## BACKGROUND:

The City has contracted West Coast Arborists for over 20 years, providing the City with tree maintenance and management services at its city parks, parkways, tree wells, water facilities, and reservoirs. The City's tree maintenance needs have grown over the last several years as a result of an increase in GoMPK service requests for tree trimming, tree issues, and emergency tree services due to extreme weather causing tree damage and downed trees in the public right of way. The City has also seen a rise in GoMPK service requests and maintenance needs involving sidewalk repair due to tree roots. West Coast Arborists' expertise in recommending, removing, and planting tree species is essential to further mitigate root damage, ensure safety, and limit the City's liability exposure.

Additionally, the City continues to move forward with various Capital Improvement Projects involving sidewalk repairs to increase walkability in the community, improve sidewalk conditions, and provide compliance with the American with Disabilities Act (ADA). Many of the sidewalk improvements identified through these projects are located in high density foot traffic areas, with locations in need of repair due to mature trees causing infrastructure damage. The City relies on West Coast Arborists to work with select concrete contractors to remove trees prior to concrete work and plant trees that are less intrusive, sustainable, and best suited pursuant to the City's Urban Forest Management Plan (UFMP).

Over the last several years, West Coast Arborists has been able to meet the City's needs beyond those of tree maintenance by supporting the City through consulting services for various projects, including development of the City's UFMP. West Coast Arborists continues to be a model tree care company through their professional practices and standards and is supportive of the City's sustainability goals. Staff recommends an amendment to the current contract with West Coast Arborists, Inc., for a total of $670,000 annually to continue to support the City's tree maintenance and sidewalk repair and project needs.

**2024-25 STRATEGIC PLAN GOAL:**

This project supports the City's goal to maintain, build and modernize infrastructure and facilities to support the current and future needs of our City and community. Tree maintenance services are essential to ensure the health and safety of our urban tree population and the community.

**FISCAL IMPACT:**

The cost to amend the current agreement with West Coast Arborists is $670,000 annually. Funds for tree management services and sidewalk repairs will be budgeted as part of the annual budget process through Fund 101, Fund 220, and the Capital Improvement Program. Inclusively, costs incurred by windstorm damage caused by extreme weather events may be reimbursable through state and federal agencies as part of disaster related funds.

Respectfully submitted by:

Shawn Igoe
Director of Public Works

Reviewed by:

Martha Garcia
Director of Finance

Approved by:

Inez Alvarez,
City Manager

Reviewed by:

Solange Z. Fortenbach
Deputy City Attorney

**ATTACHMENT:**
None

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3N

**TO:** The Honorable Mayor and City Council

**FROM:** Shawn Igoe, Director of Public Works

**SUBJECT:** Citywide Solar Panels, Battery Storage and EV Charging Stations Strategy

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Approving the proposed strategy for the development of citywide solar panel installation, battery storage systems and electric vehicles (EV) charging stations at various facilities;
2. Authorizing the Director of Public Works ("Director") to negotiate a Project Development Agreement, in a form approved by the City Attorney, with a consultant; and
3. Taking such additional, related action that may be desirable.

## CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the proposed action pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). The proposed activity contemplates installation, maintenance, repair, and operation of solar panels, battery storage systems and EV charging stations at various facilities. The recommended action is not a project and therefore does not require environmental review at this time.

## EXECUTIVE SUMMARY

The City's FY 2024-25 Capital Improvement Plan ("CIP") includes Solar Panels, Battery Storage Systems and EV Charging Stations Project as Project No. 95052. The Director been evaluating the feasibility of installing solar panels, battery storage systems, and EV charging stations at various City facilities as part of the City's Sustainability Plan and to help meet greenhouse gas reduction goals. Through this assessment, the Director identified multiple locations where such installations could be both viable and financially sustainable. Additionally, the Director has engaged in discussions with the owners of the existing solar panels at the Bruggemeyer Library and the Langley Senior Center regarding a potential buyout to reduce costs.

At this time, the Director seeks approval from the City Council on proceeding with negotiations with the relevant parties. Upon further progress, the Director will return with a comprehensive implementation plan for Council review and approval.

**BACKGROUND**

As a result of state and federal initiatives to transition to electric vehicle ("EV") fleets, in addition to the City's efforts to implement its Sustainability Plan, the Director began evaluating the feasibility and potential benefits of developing a comprehensive strategy for the implementation of solar panels, battery storage systems, and EV charging stations across various City facilities. This initiative is designed to:

- Reduce the City's energy demand and associated costs;
- Enhance energy resilience and offset peak energy consumption through battery storage;
- Expand EV charging infrastructure to meet growing demand and improve accessibility for residents;
- Support the City's sustainability goals by significantly reducing greenhouse gas emissions; and
- Evaluate the potential buyout of existing solar panel systems at the Bruggemeyer Library and Langley Senior Center, currently under Power Purchase Agreements (PPAs).

The installation of solar panels and battery storage systems is projected to generate substantial long-term cost savings. The estimated capital investment recovery period is approximately ten to fifteen years, factoring in replacement costs for EV charging stations and battery storage systems, along with ongoing maintenance expenses.

An analysis of the current EV charging infrastructure at City Hall indicates that the existing station is consistently occupied, underscoring the increasing demand for additional charging stations. Moreover, the proposed plan aligns with the City's sustainability goals by reducing reliance on fossil fuels and lowering greenhouse gas emissions. The consultant's proposed concept, along with the final plan, will quantify the anticipated greenhouse gas reductions associated with the project.

In addition, the Director has reviewed the existing Power Purchase Agreements (PPAs) for solar panels installed at the Bruggemeyer Library and Langley Senior Center. Current energy cost increase projections indicate that the City is incurring higher costs than originally anticipated under these agreements. Including the buyout of these systems within the overall proposed project could present an opportunity for substantial long-term cost savings.

The Director has undertaken an evaluation of City facilities where solar panels, battery storage systems, and EV charging stations may be installed. Preliminary research and analysis identified potential installation sites, including City Hall, Bruggemeyer Library, Langley Senior Center, Delta Water Plant, City Yard and several City parks.

As part of this process, a Request for Proposal ("RFP") was issued to solicit vendor proposals for this project. However, only one consultant submitted a comprehensive proposal and concept.

The City also engaged Southern California Edison (SCE) for potential funding opportunities. SCE initially identified funding programs to support the infrastructure for EV charging stations but recently informed the City that these funds are no longer available. Staff will need to explore alternative grant funding opportunities to offset the related costs. If no external funding sources are secured, the associated costs will be incorporated into the overall project budget.

*Proposed Plan of Action*

To advance this initiative, the Director seeks City Council approval to evaluate a Project Development Agreement ("PDA") with the sole consultant who responded to the RFP. This agreement would facilitate the development of a detailed project concept, including:

- Technical specifications;
- Financial projections;
- Implementation timelines;
- Quantifiable greenhouse gas reduction estimates; and
- Cost-benefit analysis of the potential solar panel system buyouts.

*Next Steps*

1. City Council Review and Approval of the PDA
    - The proposed PDA will be presented at a future City Council meeting for review and approval.
2. Consultant-Led Site Assessments and Cost Proposal Development
    - Upon PDA approval, the consultant will conduct on-site field measurements and develop an accurate cost proposal, including:
        - Detailed project implementation costs
        - Comprehensive environmental impact analysis
        - Financial implications of the solar panel system buyouts
3. Independent Third-Party Review
    - The cost proposal and environmental impact analysis, including the solar panel buyout analysis, will undergo independent review by an expert specializing in similar projects to ensure accuracy and validity.

*Future City Council Review*

Should the City Council direct staff to proceed, a follow-up report will be presented, including:

- A comprehensive project scope and options
- Detailed financial projections and cost-benefit analysis, including an evaluation of the solar panel system buyouts
- Information on potential funding sources

Results of the independent third-party review of the consultant's cost proposal and environmental impact analysis

- A section detailing how the project aligns with the City's adopted sustainability plan, including quantifiable greenhouse gas reduction estimates
- A specific cost-benefit analysis of the solar panel system buyouts at the Bruggemeyer Library and Langley Senior Center

The Director seeks direction from the City Council on proceeding with the evaluation of a PDA. If desired by City Council, the Director will collaborate with the consultant to refine the project details and return with a formalized implementation plan for further review and action.

**2024-25 STRATEGIC PLAN GOAL:**

This Project meets the City's goal to maintain, build and modernize infrastructure and facilities to support the current and future needs of our city and community as it aims to meet the City's adopted Sustainability Plan, reduce energy demand and provide the community with the needed EV charging stations.

**FISCAL IMPACT:**

The costs associated with the PDA and subsequent project implementation, including the potential solar panel buyouts, will be detailed in future reports.

Respectfully submitted & prepared by:

Shawn Igoe
Director of Public Works

Reviewed by

Martha Garcia
Director of Finance

Approved by:

Inez Alvarez
City Manager

Reviewed by:

Solange Z. Fortenbach
Deputy City Attorney

**ATTACHMENTS**

None

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3O

**TO:** The Honorable Mayor and City Council

**FROM:** Shawn Igoe, Director of Public Works

**SUBJECT:** Amendment to Agreement No. 2466-AA with Nichols Consulting Engineers, CHTD. dba NCE for Sidewalk Assessment Services and Award of Contract to Southern California Precision Concrete, Inc. dba Precision Concrete Cutting for professional concrete cutting services

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute an Amendment to Agreement No. 2466-AA with Nichols Consulting Engineers, CHTD. dba NCE, in a form approved by the City Attorney, for sidewalk assessment services for $53,900;
2. Authorizing the City Manager to execute an Agreement with Southern California Precision Concrete, Inc. dba Precision Concrete Cutting, in a form approved by the City Attorney, for professional concrete cutting services for a term of one year with the option to renew for two additional years with an annual amount not to exceed $150,000; and
3. Taking such additional, related, action that may be desirable.

## CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the proposed Ordinance pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). The proposed action contemplates entering into agreements for assessment of the public right of way, and minor alterations to existing improvements. Accordingly, this activity is exempt from further review.

## EXECUTIVE SUMMARY:

The Public Works Department is responsible for the maintenance of the City's 238 miles of sidewalk for safe pedestrian access. The recommended actions will assist in the removal of potential tripping hazards at various locations throughout the City.

To better understand and plan sidewalk maintenance needs, the Director of Public Works ("Director") proposes amending Agreement No. 2466-AA with Nichols Consulting Engineers, CHTD. dba NCE ("NCE"), in an amount not to exceed $53,900, for the preparation of a City-wide sidewalk assessment and maintenance program, which will identify areas with damaged or lifted sidewalks for timely repair and/or replacement.

Additionally, the Director recommends that City Council waive the bidding requirements pursuant to Resolution No. 2025-R3 and award a contract to Southern California Precision Concrete Inc. dba Precision Concrete Cutting ("Precision") for concrete cutting services for minor deficiencies (lifts from one-quarter inch to two inches).

**BACKGROUND:**

The Public Works Department is responsible for the safe movement of pedestrian traffic, including maintenance of City sidewalks. Through proactive efforts or in response to service requests, the Public Works Department will inspect sidewalks that may obstruct or impede pedestrian travel and schedule those for repair and/or replacement. Altered sidewalks have been addressed in a variety of ways, including asphalt ramping, concrete shaving/grinding, and complete removal and replacement. While the City has done grinding and removal & replacement of sidewalk panels through recent Capital Improvement Projects, a comprehensive inspection and evaluation program will assist in providing safe movement of pedestrian traffic throughout the City. Therefore, the Director sought proposals to conduct a City-wide assessment of all City sidewalks. NCE, who the City is currently under contract with to update its Pavement Management Plan, provided a proposal for a City-wide sidewalk assessment to identify areas with maintenance needs. The cost for the assessment is $53,900.

If approved, the City-wide assessment will identify maintenance needs and will serve as a foundation for the City's sidewalk maintenance program and capital improvement planning. To remediate some of these maintenance needs in a timely manner, the Director is proposing to enter into an agreement with Precision for sidewalk maintenance services. Precision uses a saw-cutting method, which horizontally slices the identified area, and matches the sidewalks at the control joint. This is an efficient method which preserves the existing infrastructure by eliminating the need for removal/replacement of sidewalk panels. Additionally, this method helps to avoid micro-cracks and or weakening of the sidewalk concrete panel.

It is recommended that City Council waive the bidding requirements pursuant to Resolution No. 2025-R3 and award a contract to Precision for an annual amount not to exceed $150,000. Precision currently has a Master Service Agreement for sidewalk assessment and maintenance services with Public Risk Innovations, Solutions, and Management ("PRISM"), a risk sharing pool of California public agencies. The City is a PRISM member and has access to Precision's professional sidewalk inspection and maintenance services at the established contract rates. The Agreement is valid through January 31, 2028.

**2024-25STRATEGIC PLAN GOAL:**

The proposed amendment with NCE and agreement with Precision supports the City's goal to maintain, build and modernize infrastructure and facilities to support the current and future needs of our city and community. Additionally, safe, pedestrian-friendly sidewalks contribute to the walkability and aesthetic image of the City.

**FISCAL IMPACT:**
The proposed Amendment to Agreement 2466-AA with NCE is for a total of $53,900. The proposed Agreement with Precision is for an annual amount of $150,000. There are sufficient funds in the FY 24-25 budget for the City-wide assessment by NCE and one year of sidewalk repairs from Precision. Future costs for annual sidewalk repairs would be budgeted as part of the annual budget process.

Respectfully submitted by:

Shawn Igoe
Director of Public Works

Prepared by:

Xochitl Tipan
Public Works Manager

Reviewed by:

Martha Garcia
Director of Finance

Approved by:

Inez Alvarez
City Manager

Reviewed by:

Justin A. Tamayo
Assistant City Attorney

**ATTACHMENTS:**
1. NCE Proposal
2. Precision Master Contract & First Amendment with PRISM

# ATTACHMENT 1
NCE Proposal

March 14, 2025 (rev. March 27, 2025)

Mr. Ziad Mazboudi, PE
CIP Manager
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754

**RE: Sidewalk Assessment Services**

Dear Ziad,

NCE is pleased to present this proposal to provide sidewalk assessment services for the City of Monterey Park. Our team has extensive experience in municipal infrastructure evaluation, GIS mapping, and developing actionable maintenance recommendations for public agencies throughout California.

**PROJECT UNDERSTANDING**

The City of Monterey Park requires an assessment of its sidewalk network to identify areas with significant displacement and/or distresses that may present safety concerns and maintenance needs. This assessment will serve as a foundation for the City's sidewalk maintenance program and capital improvement planning. Please note our scope of work is limited to identifying areas with only significant displacement (type of distresses are noted in Task 2), no other distresses other than those notes in Task 2 will be identified as part of this project.

Please note, we anticipate capturing 90% of the locations with significant displacement as part of this project. Additionally, please note that this scope of work and condition surveys do not address issues including, but are not limited to traffic, safety and road hazards, geometric issues, road shoulders, sidewalks, curb and gutters, drainage issues or short-term maintenance that should be performed.

**SCOPE OF SERVICES**

NCE proposes the following scope of services:

## Task 1: Project Initiation and Field Calibration

- Conduct a kickoff meeting with City staff to review project goals, timeline, and communication protocols
- Perform a half-day field calibration with City staff to establish and document repair criteria standards
- Develop and refine data collection methodology based on City feedback
- Establish quality control procedures for field data collection

Please note, our cost assumes using the sidewalk inventory developed as part of the current PMP project. Thus, it is recommended to initiate this project once the sidewalk inventory is completed.

## Task 2: Sidewalk Survey

- Survey the entire City's sidewalk (~238 miles) network to identify locations with the following distresses and displacement

| Distress | Displacement |
|---|---|
| Faulting (Raised or Depressed) | 1/4-3/4 in., 3/4-2 in., and Greater than 2 in. |
| Longitudinal/Transverse Cracking with Faulting | |
| Sidewalk Over Curb (Path of Travel Only) | |
| Slab Replacement | NA |
| Temporary AC Ramp | NA |

- Document each identified location with:
    - High-resolution digital photographs
    - GIS coordinates (within 5 ft.)
    - Measurement of displacement
- City staff are welcome to accompany NCE field teams during the survey process

## Task 3: Data Processing and Analysis

- Compile and organize all field data in a comprehensive database
- Process GIS data to create detailed spatial mapping of identified locations
- Link collected images to corresponding location data
- Prepare draft deliverables for City review

## Task 4: Draft Submittal and Field Verification

- Submit draft findings to City staff for initial review
- Conduct a site walk with City staff to verify selected locations and address questions
- Collect feedback and note any required revisions to the assessment

## Task 5: Final Deliverables

NCE will provide the following final deliverables:

1. Comprehensive technical memorandum detailing:
    - Assessment methodology
    - Summary of findings
    - Prioritization recommendations based on severity and location

2. GIS Shapefile containing:
    - All identified sidewalk uplift locations
    - Associated attribute data for each location
    - Compatible with City's existing GIS system
3. Excel spreadsheet with:
    - Tabulation of all identified locations
    - Hyperlinks to corresponding photographs
    - Location details (coordinates)
4. Digital image library organized by location ID

## FEE ESTIMATE

NCE can do the above scope of work for $53,900 on a time and material basis.

| Task Description | Hourly Breakdown by Personnel | | | Reimbursable | Total Cost |
|---|---|---|---|---|---|
| | Project Manager | Analyst/ Staff Eng | Technician | | |
| **Rate Per Hour** | **$ 220** | **$ 130** | **$ 90** | | |
| **Citywide (Est 238 Miles)** | | | | | |
| 1) Development of sidewalk inventory | Done as Part of PMP Update | | | | |
| 2) Project Set-up for data Collection | 1 | 16 | 0 | $ - | $ 2,300 |
| 3) Field Meeting with City Staff (Optional) | 0 | 8 | 0 | $ 100 | $ 1,140 |
| 4) Sidewalk Distress data collection - field | 0 | 0 | 427 | $ 3,810 | $ 42,240 |
| 5) Quality Control | 1 | 16 | 24 | $ 150 | $ 4,610 |
| 6)Deliverables and Mapping | 2 | 24 | 0 | $ 50 | $ 3,610 |
| **Sub total for Citywide Pavement Condition Inspections** | **4** | **64** | **451** | **$ 4,110** | **$ 53,900** |
| ***Does not include Sidewalk Management Program Report or 5-Year Plan** | | | | | |

## CONCLUSION

NCE appreciates the opportunity to submit this proposal for the City of Monterey Park's Sidewalk Assessment project. We are confident that our experience, technical expertise, and collaborative approach make us the ideal partner for this important infrastructure assessment.

Should you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

**NCE**



Vivek Jha, PE
Principal and Southern California Regional Manager
Cell: (909) 362-7936; Email: VJha@NCEnet.com

**FIRST ADDENDUM TO AGREEMENT BY PRECISION CONCRETE CUTTING AND PUBLIC RISK INNOVATION, SOLUTIONS, AND MANAGEMENT**

THIS FIRST ADDENDUM is made and entered into on December 17th, 2024 by and between Precision Concrete Cutting ("Precision") and Public Risk Innovation, Solutions, and Management ("PRISM") to amend the Master Service Agreement between PRISM and Precision, effective February 1st, 2024 ("Agreement"). The parties agree to modify the first paragraph of the agreement as set forth below:

The section titled "EXHIBIT A, Scope of Work and Fee Schedule" is hereby amended to add the following:

**After Hours and Holiday Service Cost**

All sidewalk repairs performed outside of normal business hours (8:00 AM – 5:00 PM, Monday – Friday) and on holidays will be billed at the following rates:

Sidewalk Assessment Fee Schedule

| Cost Per Sidewalk Mile | Total Sidewalk Miles | Estimated Cost per Day | Estimated Man Days | Total Estimate Assessment Cost |
|---|---|---|---|---|
| $682.50 | TBD | $1,000 | TBD | $ TBD |

Trip Hazard Removal

| Hazard Class | Small 3/8" to 1/2" | Medium >1/2" to 1" | Large >1" | Lineal Foot per Location | Square Foot per Location |
|---|---|---|---|---|---|
| Price per Hazard | $54.00 | $109.50 | $220.50 | 5 lin. Feet | 25 sq. ft. |

**Additional Repair Services**

All other sidewalk repairs performed outside of the scope of services defined in the Agreement will be billed at **$60 per inch foot**.

The additional repair services are billed in "inch feet". An inch foot is calculated by measuring the average height of the sidewalk off-set and multiplying this average by the length of the cut. For example, a 4-ft wide sidewalk that consists of a .75" inch rise on one side, and tapers down to a zero rise on the other, is calculated as follows:

$$\frac{0.75" + 0"}{2} \times 4ft = 1.5 \text{ inch-feet}$$

This example repair of 1.5 inch-feet would be billed at $90.

For Public Risk Innovations, Solutions, and Management (“PRISM”)

Charles Williams

Name: Charles Williams

Title: Director of Risk Control

Date: 12/17/24

For Precision Concrete Cutting (“Precision”)

Joseph Ortega

Name: Joseph Ortega

Title: Vice President of Business Development

Date: 12/17/24

# ATTACHMENT 2

Precision Master Contract & First Amendment with PRISM

## Master Service Agreement for Sidewalk Assessment and Maintenance Services

This PRISM Agreement (the "Agreement") is by and between Precision Concrete Cutting ("Precision"), four California franchises outlined in Exhibit C, and the undersigned client Public Risk Innovations, Solutions, and Management ("PRISM"), a risk sharing pool of California public agencies, and governs the purchase and ongoing use of the services described in this Agreement (the "Services"). This Agreement shall be effective beginning **February 1, 2023,** and shall expire **January 31, 2028.** The Agreement may be renewed thereafter on such terms as mutually agreed upon by the aforementioned parties.

1. Services. Precision shall provide the following:

1.1. Access. This Agreement is created for the sole purpose of establishing an agreed-upon set of services and related costs in order to allow PRISM Members access to professional sidewalk inspection and maintenance services. The term "PRISM Members" as used in this Agreement includes PRISM and all members of PRISM whether they be direct members to PRISM or pools that are a member of PRISM.

a. Risk Pools. Precision Services will be available to California-based risk pool groups that are members of PRISM and purchase services directly from PRISM pursuant to the "Access" paragraph, above.

b. Competition. Any PRISM Member that is a client of Precision prior to becoming a PRISM Member may choose to continue to utilize or purchase services directly from Precision or may elect to obtain services under the "Access" paragraph of this agreement upon expiration of the PRISM Member's contract with Precision. Precision may contract directly to provide similar services to any current or former PRISM Member that has received services under this Agreement or any prior or subsequent agreement between Precision and PRISM. During the term of this agreement, Precision agrees to encourage PRISM Member utilization under this agreement.

c. Obligation. This Agreement creates no obligation or expectation that any work will result from this agreement. Precision's specific services are defined in Exhibit A, and are available to PRISM Members on as as-needed basis; the exact terms and conditions of such services are to be arranged between Precision and PRISM Members. PRISM Members are responsible for initiating and requesting any work of Precision.

1.2. Precision will appoint an Account Manager to support and assist PRISM Members. Representatives from Precision and PRISM will meet quarterly to discuss Member support items, service utilization and any other necessary items related to providing the Service.

1.3. Independent Contractor. It is agreed that Precision is an independent contractor and any Precision employee working with PRISM shall not be deemed an agent or employee of PRISM.

1.4. Precision is a licensed contractor in the State of California, and is licensed to provide the services as required by Exhibit A of this Agreement. Precision must maintain all licenses as required by the State of California for the duration of this contract.

2. Future Service Offerings.

PRISM agrees it is only entitled to the services listed in Exhibit A of this Agreement. Any updates and/or enhancements to services outlined in Exhibit A and offered broadly to other Precision customers at no additional charge will be included at no additional charge to PRISM and PRISM members.

3. Fees and Payments.

3.1. Payments. PRISM Members will be financially responsible and billed directly for services ordered. Precision will bill the Member for service(s) rendered on a monthly basis and in accordance with the fee schedule in Exhibit A attached to this Agreement. Payments will be due within thirty (30) days of receipt of an invoice from Precision.

3.2. Prevailing Wage. Precision shall adhere to all California prevailing wage requirements for all workers employed on public works projects. Workers must be paid the current prevailing wage determined by the Director of the Department of Industrial Relations, according to the type of work and location of the project.

4. Intellectual Property Rights.

4.1. PRISM acknowledges that Precision alone (and its licensors, where applicable) shall own all rights, title and interest in and to Precision's technology and the Services provided by Precision, as well as any and all suggestions, ideas, enhancement requests, feedback, recommendations or other information provided by PRISM, and this Agreement does not convey to PRISM any rights of ownership to the same. The Precision name and logo are trademarks of Precision, and no right or license is granted to PRISM to use them unless given expressly by Precision.

4.2. PRISM hereby authorizes Precision to use PRISM's name, trademarks, or logos in promotional materials, press releases, advertising, or in other publications or websites, whether oral or written. Notwithstanding the foregoing, Precision acknowledges that PRISM alone shall own all rights, title and interest in and to PRISM's name, trademarks, or logos, and this Agreement does not convey to Precision any rights of ownership to the same.

4.3. PRISM or PRISM Members shall be the owner of all assessment data collected for all services owned by Precision, whether or not performance under this Agreement is completed or terminated prior to completion. Precision shall not release any materials under this section except after prior approval of PRISM or as required by this agreement or by law.

4.4. Precision and its Third Party Vendor(s) agree that they will use the information/data exclusively to support PRISM and participating PRISM Members and that the information/data will not be used for any other purposes, including, but not limited to, merging the information/data with that of any other entity, or merging the information/data into any other database except as disclosed.

4.5. Disclosure of Information. Precision and its Third Party Vendor(s) shall not disclose or appropriate for its own use, or for the use of any third party, at any time during or subsequent to the term of this Agreement, any secret or confidential information, whether or not developed by Precision, including, but not limited to information pertaining to customer lists, services, methods, processes, prices, profits, contract terms or operating procedures, except as required in connection with Precision's performance of this Agreement, or as required by a government authority. Should any employees, officers or principles of Precision or its Third Party Vendor(s) disclose any confidential information, Precision will immediately notify PRISM of the nature and extent of any such disclosure.

5. Termination.

Cancellation with Cause. This Agreement may be terminated by either party (the "Terminating Party") with fifteen (15) days prior written notice in the event that the other party (the "Breaching Party") breaches any material term or condition of the Agreement; provided, however, that such notice must have first identified the nature and scope of the claimed breach, affording an opportunity to the Breaching Party to cure the breach, and the Breaching Party must have failed to cure the breach within ten (10) days of receiving such notice.

Cancellation without Cause. This Agreement may be terminated by either party, in advance of expiration, for no reason or for any reason, other than for material breach of its terms or conditions, (collectively, "without cause"), by the Terminating Party giving the other party at least sixty (60) days written notice prior to the effective date of cancellation. If PRISM cancels without cause, Precision will cease rendering any included services on the effective date of cancellation. If Precision cancels without cause, Precision will continue, if PRISM desires, to perform included services for all assignments remaining open up to the effective date of cancellation.

Upon termination of this Agreement and upon request, Precision shall provide all historical related data and records it has stored as part of the Services to PRISM Members in a mutually agreed upon format within thirty (30) days of the request.

6. Mutual Warranties and Disclaimer.

6.1. Mutual Representations & Warranties. Each party represents and warrants that it has full authority to enter into this Agreement and to fully perform its obligations hereunder.

6.2. Disclaimer. EXCEPT AS EXPRESSLY PROVIDED HEREIN, NEITHER PARTY MAKES ANY WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

7. Miscellaneous.

7.1. Indemnification. To the extent permitted by California law, Precision shall hold harmless, defend and indemnify PRISM and its officers, officials, Members, employees, agents and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation, attorneys' fees and costs and fees of litigation) of every nature based upon the negligence, gross negligence or intentional wrongdoing by Precision during its performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of PRISM.

7.2. No Assignment & Amendments. Neither party may assign or delegate, all or part of its rights or obligations pursuant to this Agreement without the prior written consent of the other party, provided that such consent shall not be unreasonably withheld. Notwithstanding the foregoing, Precision may not freely assign or transfer any or all of its rights without PRISM consent to an affiliate, or in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets.

7.3. Governing Law. This Agreement shall be governed by and enforced in accordance with, the laws of the state of California. Any civil action or legal proceeding arising out of or relating to this Agreement or its provisions shall be filed in the County of Sacramento, if in State Court, or in the Eastern District of California, if in Federal Court.

7.4. Arbitration. If a dispute arises out of or relates to this Agreement, or the breach thereof, the parties endeavor to resolve the dispute by cooperative mutual agreement. If there is a dispute, the disputing party shall notify the other party within sixty (60) days of the dispute. The parties shall agree on a date, time and location to attempt to resolve the dispute. Should the dispute not be resolved to the satisfaction of the parties they shall, within sixty (60) days thereafter notify JAMS/Endispute ("JAMS") and proceed to arbitrate the dispute. Any controversy, claim or dispute arising out of or relating to this Agreement, that cannot be resolved by the parties shall be settled solely and exclusively by binding arbitration in Sacramento, California. Such arbitration shall be conducted in accordance with the then prevailing commercial arbitration rules of JAMS, with the following exceptions if in conflict: (a) one arbitrator shall be chosen by JAMS; (b) each party to the arbitration will equally share the expenses and fees of the arbitrator, together with other expenses of the arbitration incurred or approved by the arbitrator; and (c) arbitration may proceed in the absence of any party if written notice (pursuant to the JAMS' rules and regulations) of the proceedings has been given to such party. Each party shall bear its own attorney's fees and expenses. The parties agree to abide by all decisions and awards rendered in such proceedings. Such decisions and awards rendered by the arbitrator shall be final and conclusive. All such controversies, claims or disputes shall be settled in this manner in lieu of any action at law or equity. The arbitrator shall not have the right to award punitive damages or speculative damages to either party and shall not have the power to amend this Agreement. The arbitrator shall be required to follow applicable law.

IF FOR ANY REASON THIS ARBITRATION CLAUSE IS DETERMINED TO BE INNAPLICABLE, THEN EACH PARTY MAY PURSUE REMEDIES TO THE FULLEST EXTENT PERMITTED BY LAW, INCLUDING ALL RIGHTS TO TRIAL BY JURY AS TO ANY ISSUE RELATING TO THIS AGREEMENT IN ANY ACTION, PROCEEDING OR CLAIM OR ANY OTHER MATTER INVOLVING THE PARTIES HERETO in accordance with Paragraph 7.3 of this Agreement.

7.5. Force Majeure. Precision shall have no liability for any failure or delay in performing any of its obligations pursuant to this Agreement due to, or arising out of, any act not within its control, including, without limitation, acts of God, strikes, lockouts, war, riots, lightning, fire, storm, flood, explosion, interruption or delay in power supply, computer virus, governmental laws, regulations or other restraints.

7.6. No Waiver. No waiver, amendment or modification of this Agreement shall be effective unless in writing and signed by both parties.

7.6. Severability. If any provision of this Agreement is found to be contrary to law by a court of competent jurisdiction, such provision shall be of no force or effect; but the remainder of this Agreement shall continue in full force and effect.

7.8. Entire Agreement. This Agreement and its exhibits represent the entire understanding and agreement between Precision and PRISM, and supersede all other negotiations, proposals, understandings and representations (written or oral) made by and between Precision and PRISM.

7.9. Conflict of Interest. Precision agrees that Precision presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful considerations.

7.10. Periodic Reporting. Precision shall provide or make available to PRISM statistics, in a format acceptable to PRISM, that represent the agency name of each PRISM Member utilizing the service. This information shall be provided on a monthly basis and at any other time requested by PRISM within five (5) business days of the request.

7.11. Authorization. Precision shall inspect and report only those sidewalk conditions and trip hazards as specified in the performance in this Agreement, and therefore makes no representation that other trip hazards outside the scope of work have been identified. Precision shall not be responsible for conditions outside the control of Precision that have changed after completion of the inspections due to tree roots, water, settling, and other causes, and shall not be liable for any claims, losses, or damages arising from known or unknown trip hazards that the parties agree are outside the scope of work. Additionally, Precision shall carry out authorized remediation and repair work as specified in the performance of this Agreement, and based on locations either identified through their inspection process or identified separately from Precision's inspection process. Precision shall be responsible for removal of all trip hazards that have been identified and authorized through the performance of this Agreement. Precision shall not be responsible for trip hazards that arise after completion of the remediation and repair work as specified in the performance of this Agreement due to conditions outside the control of the Precision, such as tree roots, water, settling, and other causes.

7.12. Notices. Any notice required to be given to Precision shall be deemed to be duly and properly given if mailed to Precision, postage prepaid, and sent to the address below or personally delivered to Precision at such address or at such other addresses as Precision may designate in writing to PRISM; or via email to such addresses as Precision may designate below:

Precision Concrete Cutting
335 Beach Road
Burlingame, CA 94010
Attn: Joseph Ortega, Vice President of Business Development
Email: jortega@pccnorcal.com

Any notice required to be given PRISM shall be deemed to be duly and properly given if mailed to PRISM, postage prepaid, and sent to the address below or personally delivered to PRISM at such address or at such other addresses as PRISM may designate in writing to Precision; or via email to such addresses as PRISM may designate below:

Public Risk Innovations, Solutions, and Management
75 Iron Point Circle, Suite 200
Folsom, CA 95630
Attn: Charles Williams, Director of Risk Control
Email: cwilliams@prismrisk.gov

7.13. Service Providers' Bill of Rights. PRISM hereby agrees to abide by the Pool Service Providers' Bill of Rights as approved by the PRISM Board of Directors on June 1, 2007, and attached hereto as Exhibit B.

8.0 Insurance Requirements

Precision shall procure the following required insurance coverage at its sole cost and expense. Certificate(s) of insurance shall be furnished to PRISM prior to this Agreement becoming effective. Such insurance coverage, in the minimum limits as specified below, shall be maintained during the term of this Agreement and, except for the Professional Liability Insurance, shall name PRISM as an additional named insured. Failure to comply with the insurance requirements shall place Precision in default. Upon request by PRISM, Precision shall provide copies of any insurance policies to PRISM within ten (10) working days. PRISM may periodically review the minimum limits of Precision's policies for the required insurance coverage. In the event of a change in the minimum limits, Precision shall inform PRISM of such change by giving written notice to PRISM no less than sixty (60) days prior to the effective date of such change. All said policy or policies shall provide that PRISM shall be given thirty (30) days written notice prior to cancellation or expiration of the policy or material change or reduction in coverage.

a. Workers' Compensation Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.

b. Commercial General Liability. Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than $2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

c. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Precision has no owned autos, covering hired (Code 8), and non-owned autos (Code 9), with limits no less than $1,000,000 per accident for bodily injury and property damage. This insurance coverage is required unless Precision does not drive a vehicle in conjunction with any part of the performance of this Agreement and Precision certifies to this fact by initialing here _____.

If Precision maintains broader coverage and/or higher limits than the minimums shown above, PRISM requires and shall be entitled to the broader coverage and/or higher limits maintained by Precision. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to PRISM.

8.1. Primary Coverage. For any claims related to this contract, Precision's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects PRISM, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by PRISM, its officers, officials, employees, agents or volunteers shall be excess of Precision's insurance and shall not contribute with it.

8.2. Additional Insured Status. PRISM, its officers, officials, employees, PRISM Members, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of Precision including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Precision's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

8.3. Notice of Cancellation. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to PRISM.

8.4. Waiver of Subrogation. Precision hereby grants to PRISM a waiver of any right to subrogation which any insurer Precision may acquire against PRISM by virtue of the payment of any loss under such insurance. Precision agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not PRISM has received a waiver of subrogation endorsement from the insurer.

8.5. Self-Insured Retentions. Self-insured retentions, if any, must be declared to and approved by PRISM. PRISM may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or PRISM.

8.6. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to PRISM.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth above.

For Public Risk Innovations, Solutions, and Management ("PRISM")

Name: Charles Williams
Title: Director of Risk Control
Date: 2/1/23

For Precision Concrete Cutting ("Precision")

Name: Joseph Ortega
Title: Vice President of Business Development
Date: 2/1/23

**Exhibit A**

**Scope of Work and Fee Schedule**

**Professional Sidewalk Inspection and Maintenance Services**

Service Option 1

**SIDEWALK ASSESSMENT SERVICES**

CONTRACTOR will inspect sidewalks and provide a written inspection report in the format approved by the MEMBER (optional curbs and gutters can be included in the scope of work). The inspection reports shall include the identification, location, and description of each problem and recommended action to be taken. The format and information required may be changed at the request of MEMBER with the agreement of both parties.

- Assessment data will include an inventory of all utility boxes that will include the name of the utility, condition of the asset and location.

**Sidewalk Assessment Fee Schedule**

| Cost Per Sidewalk Mile | Total Sidewalk Miles | Estimated Cost per Day | Estimated Man Days | Total Estimate Assessment Cost |
|---|---|---|---|---|
| $455 | TBD | $1,000 | TBD | $ TBD |

**Sample Services and Responsibilities**

1. MEMBER shall provide maps of specified areas to CONTRACTOR.
2. CONTRACTOR shall inspect public right-of-ways designated on the maps.
3. CONTRACTOR shall use current ADA standards and Member standards in determining tripping hazards. These hazards shall include, but not be limited to:
   a) Differential displacement between sidewalk sections 3/8" inch or greater
   b) Spall surfaces, holes in surfaces, and cracks above 1 inch wide or greater
   c) Deteriorated joints that have an eroded condition and are 1/2" wide or greater
4. CONTRACTOR shall record location of damaged sections in a GPS device.

5. Data entered into the GPS device shall be provided in writing to the MEMBER.
6. CONTRACTOR shall provide written inspection report that shall include, but not be limited to:
   a. Identification and description of each problem condition
   b. Physical address and location including GPS location data
   c. Size of the hazards in height, length, and square foot
   d. Probable cause of the hazard, if evident
   e. Pictures of damaged areas
   f. Priority for repair; high, medium, low
   g. Recommended action to be taken.
7. CONTRACTOR shall report to the MEMBER the results of the inspection upon completion.

Service Option 2
**Sidewalk Assessment and Trip Hazard Removal**

| Hazard Class | Small 3/8" to 1/2" | Medium >1/2" to 1" | Large >1" | Lineal Foot per Location | Square Foot per Location |
|---|---|---|---|---|---|
| **Price per Hazard** | **$36.00** | **$73.00** | **$147.00** | **5 lin. Feet** | **25 sq. ft.** |

See sample services and responsibilities under respective sections in Service Option 1 and Service Option 2.

Service Option 3
**FIVE-YEAR MAINTENANCE PROGRAM**

| Hazard Class | Small 3/8" to 1/2" | Medium >1/2" to 1" | Large >1" | Lineal Foot per Location | Square Foot per Location |
|---|---|---|---|---|---|
| **Price per Hazard** | **$36.00** | **$73.00** | **$147.00** | **5 lin. Feet** | **25 sq. ft.** |

**Sample Sidewalk Survey Services and Responsibilities**

1. CONTRACTOR shall perform annual, semi-annual, or quarterly sidewalk inspection as determined by the scope of services to be defined by terms mutually set between the MEMBER and CONTRACTOR.
2. CONTRACTOR shall specify problems and recommend action to be taken.
3. CONTRACTOR shall prioritize the areas and problems to be resolved.
4. CONTRACTOR shall identify repairs to be accomplished by saw cutting.

5. CONTRACTOR shall identify spall surfaces, holes in surfaces, and cracks above 1" wide or greater.
6. CONTRACTOR shall recommend areas to be demolished and replaced.
7. CONTRACTOR shall provide written inspection report that shall include, but not be limited to:
    a. Identification and description of each problem condition
    b. Physical address and location including GPS location data
    c. Size of the hazards in height, length, and square foot
    d. Probable cause of the hazard, if evident
    e. Pictures of damaged areas
    f. Priority for repair; high, medium, low
    g. Recommended action to be taken.
    h. CONTRACTOR shall report to the MEMBER the results of the inspection upon completion.

**Sample Sidewalk Trip Hazard Removal Services and Responsibilities**

1. CONTRACTOR shall make repairs and recommendations to achieve the lowest overall cost to the MEMBER.
2. CONTRACTOR shall remove the existing trip hazards by saw cutting changes in elevation between adjacent panels from above ¼ inch up to 2 1/2 inches in height as specified in the scope of work defined by mutually set terms between the MEMBER and CONTRACTOR.
3. The MEMBER shall set a fixed budget "not to exceed" per month, per quarter, or per year.
4. CONTRACTOR shall provide in-depth report, audit-able for maintenance and risk management

**Sample Remove/Replacement Survey Reporting Services and Responsibilities**

1. CONTRACTOR shall survey and report all areas not recommended for saw cutting.
2. CONTRACTOR shall identify remove and replacement locations to maximize the repair of locations that truly need to be replaced.
3. CONTRACTOR shall provide a written report that identifies the location, length, width, and square foot measurement of the effected panels to be replaced.
4. CONTRACTOR shall provide GPS locations, maps and photographs of areas recommended for removal and replacement.
5. CONTRACTOR shall provide monthly an in-depth report, audit-able for maintenance

and risk management.

**BONDING REQUIREMENTS**

Direct cost associated with any specific bonding requirements beyond the required Contractors License Bond including the cost of Performance Bond, Payment Bond, or any other additional bonding requirements are not included in the fee schedule listed above and will be added to the cost of the project.

**CPI Escalation**.

The fees charged by Precision Concrete Cutting which are expressed as stated dollar amounts in this schedule shall be increased annually commencing on the one-year anniversary date of the Effective Date. Any increase must include written justification such as CPI figures and is subject to approval if it exceeds the annual 3% allowable increase.

**Exhibit B**

POOL SERVICE PROVIDERS' BILL OF RIGHTS

Public Risk Innovations, Solutions, and Management (PRISM) recognizes its place as one of the premier organizations in the public entity pooling industry. We are constantly striving to achieve the goals of excellence in governance and management by conducting our official business with social responsibility that will encourage public trust.

PRISM has established standards that our business partners – pool service providers (PSP's) – should expect in serving PRISM and its members. The basic rights that PSP's should expect while providing services to PRISM, include the following:

1. PSP's should expect to be treated consistently with dignity, respect, and professionalism.

2. PSP's should not be expected to provide gifts, perks or other benefits to members of the Board of Directors or Committees, or staff members (or any person or organization associated with them) as a condition of doing business with the pool.

3. PSP's should expect fair and equitable treatment in the procurement process. Every competitive bidding process should be open, well defined and transparent. PRISM recognizes that there is a direct cost to the PSP in preparing every service proposal.

4. PSP's should expect to have a written service agreement with PRISM specifying all terms and conditions of the contractual relationship.

5. PSP's should only be expected to provide services contained within the scope of the service agreement.

6. PSP's should be paid in a timely manner for services rendered in accordance with the provisions of the service agreement.

## Exhibit C

There are 4 Precision Concrete Cutting (PCC) Franchises in the State of California. Who are all listed below:

**Norther California:**

Joseph Ortega

jortega@pccnorcal.com

650-576-4303

**Los Angeles and Imperial Valley Areas:**

Gary Beneduci
garyb@safesidewalks.com

(858) 699-1089

**Temecula / San Diego**

Kevin Stengel
kevins@pcctriphazardremoval.com,

(760)-889-2593

**Long Beach Area**

Ron Durna
Socalpcc@safesidewalks.com

(909) 539-7740




If you do not have a contact at PCC you can contact Joseph Ortega who will direct you to the appropriate representative.

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3P

**TO:** The Honorable Mayor and City Council

**FROM:** Shawn Igoe, Director of Public Works

**SUBJECT:** Award of Professional Services Agreement to Mark Thomas for the preparation of Plans, Specifications and Engineer's estimates ("PS&E") for Garvey Capacity Improvements Project

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a Professional Services agreement with Mark Thomas, for the preparation of Plans, Specifications and Engineer's estimates (PS&E) for Garvey Capacity Improvements Project in an amount not to exceed $1,348,896; and
2. Taking such additional, related, action that may be desirable.

## EXECUTIVE SUMMARY:

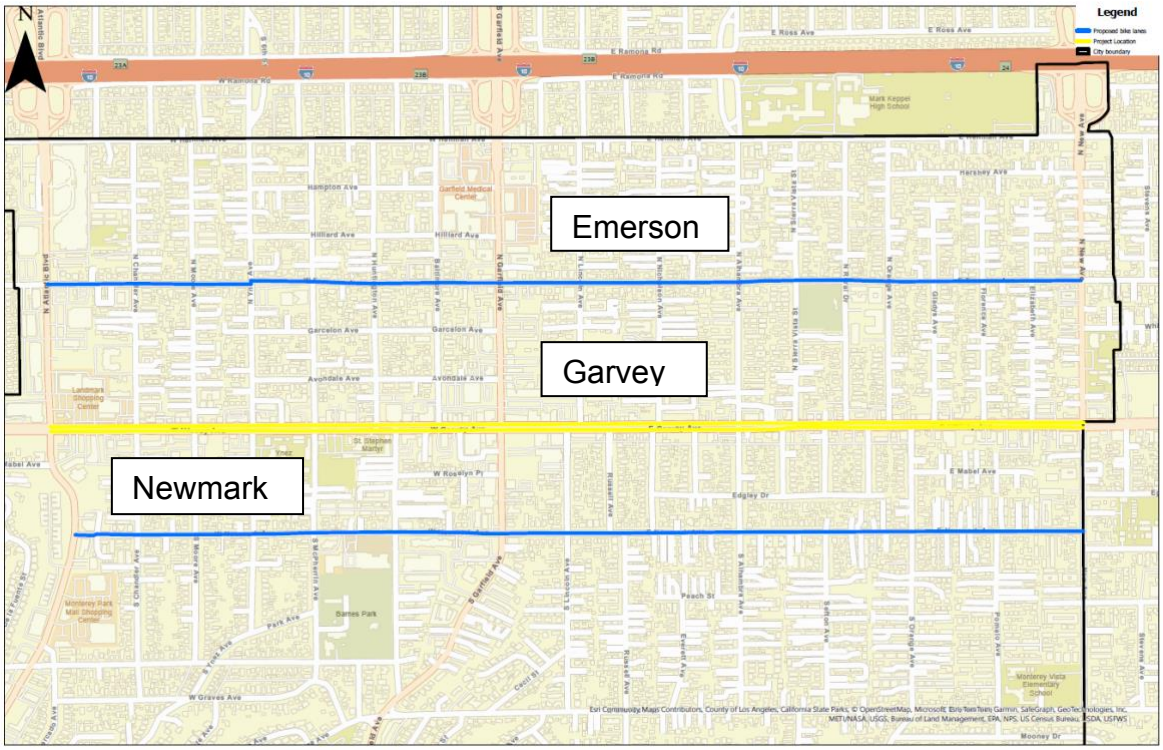
The City was awarded funding through the Los Angeles County Metropolitan Transportation Authority ("LACMTA") Project ID# MR2.1.1.21 and FTIP #LA9918883. The City released a Request for Proposals ("RFP") and received four proposals for the preparation of PS&E for Monterey Pass Road Complete Street Project. Following an extensive selection process that included interviews of four firms, the Public Works Director ("Director") selected Kimley-Horn and Associates, Inc. as the most qualified consultant for this work. The Garvey Capacity Improvements Project necessitates qualifications closely aligned with those required for the Monterey Pass Complete Street Project. To facilitate the timely completion of the Garvey Capacity Improvements Project's design, the Director has determined that Mark Thomas is the most suitable candidate for the City's award. The Director requested a proposal from Mark Thomas for the proposed work on Garvey Avenue, and a cost proposal was negotiated. The Director requests City Council approval to enter into an agreement with Mark Thomas in an amount not to exceed $1,348,896, for the preparation of PS&E for Garvey Capacity Improvements Project (the "Contract").

## BACKGROUND:

The City received funding from LACMTA to fund the development and construction of the Garvey Avenue Capacity Improvements project, from West Atlantic Boulevard to New Avenue. The Project is approximately 1.7 miles in length.

The Project location is depicted below.

Project Location Map




The Project is an eligible SR-710 North Corridor Mobility Improvement approved by the Metro Board of Directors on April 4, 2024, and contributes to mobility and operational benefits in the SR-710 corridor, between 1-10 and I-210, consistent with the purpose and need of the 710 Gap Closure project.

The Project is anticipated to:

- Improve public transit/bus flow
- Improve pedestrian mobility and safety
- Improve/promote bicycle use by evaluating routes and usage on adjacent streets and in the surrounding area.
- Improve traffic flow, reduce congestion, thus reduce emission of green-house gases. (Traffic congestion on roads not only increases the fuel consumption but consequently leads to increase in carbon dioxide emissions, outdoor air pollution as well as increase in the exposure time of the passengers.)
- Promote electric vehicle use by providing EV charges for public use, thus reducing emission of green-house gases.

The City released a Request for Proposals (“RFP”) and received four proposals for the preparation of PS&E for Monterey Pass Road Complete Street Project.

The City received proposals from the following consultants:

- Kimley Horn and Associates, Inc.
- NCE
- Mark Thomas
- CR Associates

Following an extensive evaluation process that included interviews and presentation of all firms, the Director selected Kimley-Horn and Associates, Inc. as the most qualified consultant for this work. Mark Thomas was ranked a close second in the evaluation process.

The Garvey Capacity Improvements Project necessitates qualifications closely aligned with those required for the Monterey Pass Complete Street Project. Pursuant to Resolution No. 2025-R3 declaring a local emergency, the City Council authorized the City Manager to by-pass the standard procurement policies. As a result, to facilitate the timely completion of the Garvey Capacity Improvements Project's design, the Director has determined that Mark Thomas is the most suitable candidate for the City's award. The Director requested a proposal from Mark Thomas for the proposed work on Garvey Avenue, and a cost proposal was negotiated.

It is recommended that City Council authorize the City Manager to execute an agreement with Mark Thomas in an amount not to exceed $1,348,896, for the preparation of PS&E for Garvey Capacity Improvements Project.

**2024-25 STRATEGIC PLAN GOAL:**

This Project meets the City's goal to maintain, build and modernize infrastructure and facilities to support the current and future needs of our city and community as it aims to improve public transportation, pedestrian and bicyclist mobility and safety, improve traffic flow and reduce greenhouse gas emissions.

**FISCAL IMPACT:**

The Contract cost will not exceed $1,348,896. The Contract funds are budgeted as part of Capital Improvement Project ("CIP") No. 96052, and will be funded through SR 710 grant funding.

Respectfully submitted by:

Shawn Igoe
Director of Public Works

Reviewed by:

Martha Garcia
Director of Finance

Approved by:

Inez Alvarez
City Manager

Reviewed by:

Justin A. Tamayo
Assistant City Attorney

**ATTACHMENTS:**

1. Mark Thomas Technical Proposal
2. Mark Thomas Cost proposal
3. Mark Thomas Schedule

# ATTACHMENT 1
## Mark Thomas Technical Proposal

# PROPOSAL




PROJECT

REVISED MARCH 3, 2025

## GARVEY AVENUE CAPACITY IMPROVEMENTS (ATLANTIC TO NEW)

SUBMISSION DATE

**FEBRUARY 27, 2025**

PREPARED FOR

City of Monterey Park

MARK THOMAS

# SCOPE OF WORK

## TASK 1 TOPOGRAPHIC SURVEY, UTILITY RESEARCH AND PROJECT DATA COLLECTION

### TASK 1.1 PRELIMINARY SITE INVESTIGATION/ PRELIMINARY PROJECT DESCRIPTION

*TASK 1.1.1 PRELIMINARY SITE INVESTIGATION*

Meet with City staff to define and clarify the work plan and project elements.

Mark Thomas will field walk site and inventory visible utility, topography, drainage, and other notable features to consider in preliminary engineering. Additionally, Mark Thomas will generate field notes, a 360-degree photograph log with GIS mapping link, and video recordings of the field walk. Our team will conduct a field review of existing curbside/parking conditions along the entire Garvey Avenue corridor (Atlantic Avenue to New Avenue) that consists of, but not limited to, existing parking, loading areas, restriction areas, trash pickup, and no parking areas.

We will meet with City staff to inventory PCC concrete and asphalt concrete repair areas and existing dead or dying street trees/landscaping areas to be replaced with project improvements.

*TASK 1.1.2 PRELIMINARY PROJECT DESCRIPTION*

Upon completion of the preliminary field investigations Mark Thomas will prepare and submit a preliminary project description which will define the design parameters, typical sections, and potential conflicts.

*TASK 1.1.3 RESEARCH AND SECURE PERTINENT RECORD MAPS AND AS-BUILTS*

Mark Thomas will obtain available as-built record plans from the City of Monterey Park and County of Los Angeles, as necessary, for the length of the corridor. This information will be compiled and organized into a records package when complete with research efforts. This also includes review of the Citywide master plans to incorporate pertinent data into project alternatives.

*TASK 1.1.4 PERMITS*

Mark Thomas will obtain City encroachment permits necessary to completesurvey and geotechnical field work.

**ASSUMPTIONS**

- We have included up to $2,000 as another direct cost to cover fees associated with securing maps/as-builts record drawings.
- It is assumed all encroachment permits will be done as no fee. No rights of entry will be required for either geotechnical work as all borings will be performed within public right of way maintained by the City or land surveying as California law allows access to properties for surveying and boundary retracement purposes.

**DELIVERABLES**

- Field Notes
- 360 Degree Photograph Log
- Video Recording
- Preliminary Project Description
- Compiled As-Builts

### TASK 1.2 TOPOGRAPHIC SURVEY/ RIGHT OF WAY BASE MAPPING

*TASK 1.2.1 RESEARCH & MOBILIZATION*

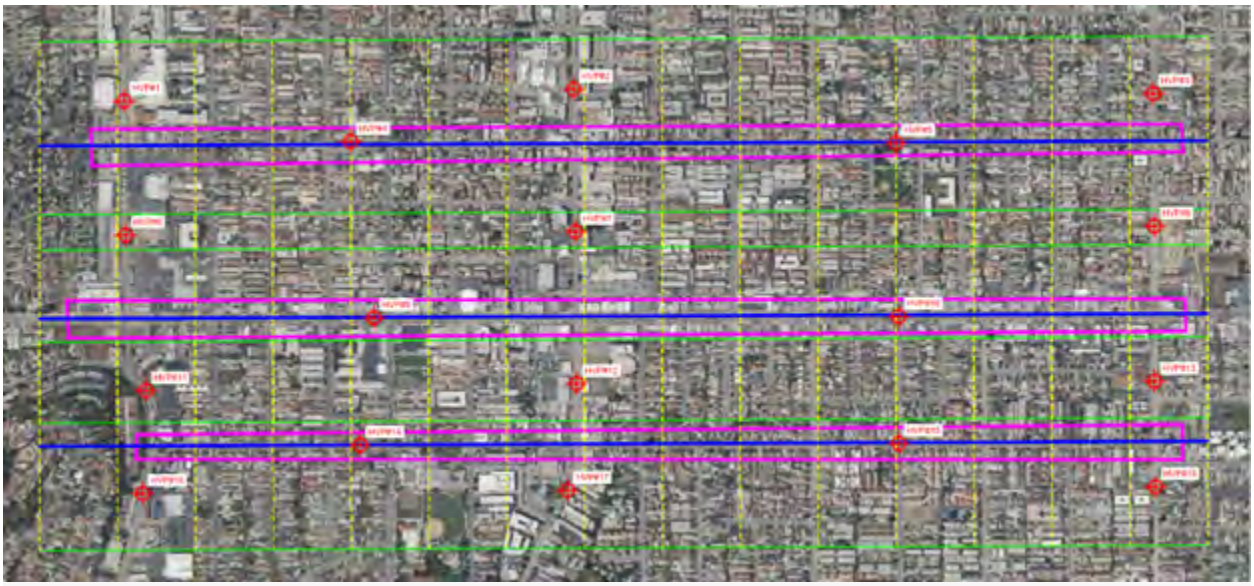
Mark Thomas will field walk site and inventory visible utility, topography, drainage, and other notable features. Prior to commencing any surveying/boundary retracement activities, Mark Thomas will secure available research from the City, County of Los Angeles and any project information supplied by the city. The following is included as part of this scope of services:

1. Secure available Parcel Map/Tract Map/Records of Survey/Corner Records and other record mapping information from the Los Angeles County Surveyor.
2. Request from the City and County of Los Angeles any available documentation showing centerline monument ties, benchmarks, roadway vacation documents, as-built improvement plans, and building and safety related permits/land covenants.

*TASK 1.2.2 RESEARCH, ESTABLISH CONTROL, AERIAL TARGETS (UP TO 18)*

*SURVEY CONTROL*

Mark Thomas will establish horizontal control based on CCS83, Zone V, and vertical control will be based on NAVD88 Vertical Datum, tied to a local City/County benchmark or to be established from ellipsoid heights via GPS ties to closest CGPS Stations to the site. Mark Thomas to set temporary control points for future design and construction survey within the project limits.



*Limits of aerial imagery and topographic data/mapping*

### *AERIAL MAPPING*

Once the project control is established, Mark Thomas will establish supplemental horizontal and vertical control necessary for orienting photogrammetric survey. Mark Thomas will acquire new color stereo image data covering the above-mentioned project area that will be suitable in resolution, scale and image quality for developing key topographic break lines and improvements. Mark Thomas will collect data during the primary data acquisition mission using conventional flight methods. Aerial imagery will be obtained when the ground is not obscured by smog, haze, fog or dust, and when cloud or cloud shadow coverage will not appear in any image. Refer to Figure below illustrating the general footprint of the topographic data/aerial imagery to be captured and processed. Magenta areas will include aerial imagery and topographic data/mapping limits.

Mark Thomas will map planimetric feature data in three dimensions to generate an Aerial Topographic Survey Base Map with aerial imagery background at 1" = 40' scale. Mapped features will generally include roof outlines of buildings and other major structures, tops/toes of channels, edge of pavement for all paved surfaces, manholes, drop inlets, parking areas, curbs/gutters, sidewalks, fences, walls, signs, utility poles, light poles, above ground utility service facilities, storm drain facilities, ditches, streams, trees/tree outlines, dense brush, bulkheads, and other visible improvements at the surface elevation. Mass points and break lines will be collected along all mapped improvements listed above to create continuous contours with a 1-foot interval (5-foot index) and a Digital Terrain Model (DTM).

### *TASK 1.2.3 CENTERLINE AND RIGHT-OF-WAY ESTABLISHMENT (LANDNET)*

Mark Thomas will also locate pertinent survey monuments/ cadaster along Garvey Avenue, Emerson Avenue and Newmark Avenue within the project limits, as needed. Utilizing the record information gathered in Task 1.2.1, Mark Thomas will review and analyze the centerline & right of way information obtained and existing survey monuments located within the Project limits. Mark Thomas will create a LandNet base map in AutoCAD DWG format that includes street centerline and existing rights-of-way based on existing record maps, This effort does not constitute a full and complete boundary survey of adjoining land parcels.

The LandNet base map will be used as the basis of existing center lines, rights of way, and record easements for the Project.

### *TASK 1.2.4 TOPOGRAPHIC DESIGN SURVEY – GARVEY AVENUE*

Mark Thomas will perform a topographic survey to document existing site topography of the Garvey Avenue project site as shown on the RFP, from Atlantic Boulevard to New Avenue. CONSULTANT to conduct cross-sections at 50' intervals. Topographic survey will extend approximately 500' north and south of the project limits, approximately 100' beyond the BCR/ECR at street intersections, and to approximate right-of-way (back-of-walk to back-of-walk), where accessible. Surface-visible utilities or major features located within 1 foot of back of walk will also be located. A combination of conventional survey and mobile/ terrestrial laser scanning, if needed, will be conducted on the site area to locate the above ground features. Existing condition features to be collected include but are not

limited to: faces/corners of buildings, curb and gutter, top of curb & flowline, sidewalk, surface-visible utilities such as pull boxes, hydrants, vaults, etc., trees greater than 6" trunk diameter, grade breaks, crown line, driveways, curb ramps, walls/fences and landscape areas.

Mark Thomas will utilize this information to update existing base mapping and create the final Topographic Survey base map in AutoCAD DWG format and update the DTM to be used as the basis of existing improvements for the Project design.

### ASSUMPTIONS

- No Title Reports are included in this scope.
- Up to six (6) primary control stations will be located
- Up to eighteen (18) aerial ground control targets will be established
- There will be no Caltrans "ABC" submittal for this project
- No Pre or Post-Construction Record of Survey is included in this scope of services.
- Traffic Control Plans will not be provided for this task and typical MUTCD exhibits shall be sufficient if necessary for encroachment permits.

### DELIVERABLES

- Record maps, record documents and Deeds acquired in PDF format
- Project Control, Report and Control Diagram (PDF)
- Aerial topographic mapping in AutoCAD C3D format (topo and planimetrics)
- Surface DTM in AutoCAD C3D format
- Color orthophoto imagery at 0.15' GSD in TIFF format
- Monument PNEZD Summary Table of found cadastral and Mark Thomas control information in PDF format
- Land Net base map in AutoCAD Civil3D and PDF
- Final Topographic base map in AutoCAD Civil3D and PDF formats. 1"=40', 1' Contour Intervals.

## TASK 1.3 UTILITY RESEARCH AND COORDINATION

*TASK 1.3.1 UTILITY A LETTERS AND UTILITY BASE MAP/UTILITY MAPPING*

Mark Thomas will verify all utility owners and contacts within the Project limits using Underground Search Alert. Mark Thomas will generate Introductory Letters/Records Requests (Utility letter A) on City letterhead and request utility facility mapping or plans. Follow-ups with each utility owners will occur to verify the existence of any utilities and to secure available records and as-built information. A utility matrix will be developed to document all correspondence and track conflicts. Utility mapping will be prepared in CAD based upon the utility information received.

Mark Thomas will prepare and send Utility B and C letters to utility owners. Utility B letter will be the Relocation Claim Letter with Utility Conflict Sheets after the 60% submittal. Utility C letter will be the Notice to Owners Letters after the 90% submittal to appropriate utility owners. Coordination will include preparation of a Utility Matrix that will capture pertinent utility owner contact information and document correspondence/communication with utility owners throughout issuances of the Introductory A Letters through the Notice to Owner to relocate facilities.

### ASSUMPTIONS

- After issuance of the C Letters to Utility Owners, the City will coordinate relocation efforts directly with the Utility Owners.
- Potholing services are excluded from this project

### DELIVERABLES

- Utility Introductory Letters
- Utility As-Builts/Records Requests for Utility Base Mapping
- Preliminary Utility Management Matrix
- Utility Base Map
- Utility B & C Letters

# TASK 2 PRELIMINARY DESIGN

## TASK 2.1 PROJECT ADMINISTRATION/ MEETINGS

*TASK 2.1.1 PROJECT ADMINISTRATION*

Mark Thomas will perform project administration. The tasks will include documentation, meeting management, budget tracking, scheduling, project task tracking, etc to help the project stay on track.

*TASK 2.1.2 MEETINGS*

Upon the notice to proceed, a kickoff meeting and coordination meeting will be held with the appropriate team members to establish the key contacts, design directives protocol, discuss issues, confirm objectives and schedule of deliverables. Follow-up meetings after the kickoff will be workshops (up to 2) with key City staff members focused on presenting initial alternatives, results from survey and public input, and planning on final outreach / presentation efforts. Lastly, our team will conduct bi-monthly (every two weeks) virtual coordination/ check-in meetings with City staff after kickoff meeting throughout the Preliminary Design Phase.

### ASSUMPTIONS

- Assumes up to 3 months of bi-monthly coordination meetings with the City to complete the Preliminary Design Phase

**DELIVERABLES**

» Progress Reporting
» Meeting Agendas, Exhibits and Minutes

## TASK 2.2 TRAFFIC OPERATIONS ANALYSIS

Under the direction of Mark Thomas, ADVANTEC will prepare a Traffic Flow and Capacity Improvements Analysis Study using our current Garvey Avenue traffic model that we prepared (in Synchro) from the Citywide ITS/Adaptive-Responsive Traffic Control Improvements project.

This consist of analyzing 11 signalized intersections under the following scenarios:

1. **Existing Conditions:** Level-of-service (LOS) analysis and queueing analysis (95th percentile) without improvements
   - To determine adequate left-turn and/or right-turn pocket lengths
   - Other geometric improvements
   - Other traffic signal timing and operations
2. **Road Diet:** LOS analysis and queueing analysis (95th percentile) improvements
   - This will be based on the road diet alternative and lane configuration/intersection geometry that we will obtain from Mark Thomas.
3. **Future Conditions:** LOS and queuing analysis (with improvements) based on City's preferred lane configuration

In addition, we will conduct left-turn phasing analysis for up to 5 intersections.

A technical memorandum or report will be prepared with an introduction, description of the study area intersection, analysis methodologies, description of existing conditions, data collection, LOS analysis and queuing analysis for existing, road diet, and future conditions for one alternative, and recommendations. This will include a left-turn phasing analysis for up to 5 intersections.

We anticipate three submittals (draft, draft-final and final) for the City's review and approval.

**DELIVERABLES**

» Traffic flow and capacity improvements analysis study for 11 signalized intersections, left-turn phasing analysis for up to 5 intersections (Draft, draft-final and final submittals).

## TASK 2.3 PRELIMINARY CONCEPTS

*INITIAL CONCEPTS/INSPIRATION BOARDS*

Mark Thomas will develop up to four (4) inspiration boards and meet with City staff to screen potential architectural, hardscape, landscape, lighting, site amenities, and potential historical/cultural elements to build into the project prior to developing initial alternatives. These inspiration boards will be used to screen initial elements while survey, existing street and parking conditions, traffic operations, and initial public surveys are being conducted. We will utilize this information to develop two alternatives and develop draft typical sections (up to three per each alternative) of various versions of each alternative. Concepts will consist of 1" = 20' scale Geometric Approval Drawings (GADs) for both alternatives that include the following:

» Existing topographic/rights of way/centerline alignments.
» Geometric improvements including roadway, raised median, sidewalks, striping, curb ramps, driveways, curb extensions.
» Preliminary location of landscaping/irrigation improvements.
» Recommendations on intersection improvements based upon the Traffic Corridor Study recommendations.
» Typical cross sections between main intersections.
» Architectural, site amenities, hardscape, wayfinding, and other decorative features to enhance Garvey Avenue.
» Preliminary Pedestrian and Street Light Concepts
» Preliminary Electric Vehicle (EV) Charging Station Conceptual Plans (up to 1 EV charging stations on-street and 1 off-street

Mark Thomas will also develop Preliminary Engineer's Estimates of Probable Costs for each of the two alternatives.

It is assumed up to one (1) draft submittal will be provided to the City for review, and Mark Thomas will update based upon City comments and provide one (1) final submittal prior any public outreach. After completion of initial public outreach survey results and the community forum, Mark Thomas will update both GADs and Preliminary Engineer's Estimate of Probable Costs for each alternative as one final draft for the City prior to the selection of the preferred alternative.

**DELIVERABLES**

» Inspiration Boards – 30"x42" (Up to 4) (One Submittal)
» Geometric Approval Drawings (GADs) – Up to two (2) alternatives (Draft, Final Draft, and Final)
» Preliminary Engineer's Estimate of Probable Costs – Up to two (2) alternatives (Draft, Final Draft, and Final)

## TASK 2.4 ENVIRONMENTAL DOCUMENTATION

Under direction of Mark Thomas, WEBB will prepare a Notice of Exemption (NOE) with the Initial Study (IS) Checklist as backup in compliance with the requirements of the 2025 California Environmental Quality Act (CEQA), California Public Resources Code Sections 21000 et seq., CEQA guidelines, Title 14, California Code of Regulations 15000 et seq., and the City's CEQA procedures.

WEBB will submit the NOE and IS to the City for two (2) rounds of administrative review and revisions. No hard copies are included. It is assumed the City will file the NOE with the County Clerk and State Clearinghouse once the City approves the Project.

### ASSUMPTIONS

» Based on the nature of the project improvements (i.e. no capacity enhancements and the consistency with recently adopted City General Plan information), no technical studies are included for this project and its expected a Notice of Exemption (NOE) will be the appropriate CEQA document to clear this project.

### DELIVERABLES

» NOE with Initial Study or IS/MND, MMRO and NOD

## TASK 2.5 PUBLIC OUTREACH

*COLLATERAL MATERIALS*

Under the direction of Mark Thomas, Arellano and Associates will develop high-quality, accessible multilingual collateral materials designed to ensure clear communication and inclusivity for all community members. These materials will provide essential project information, answer common inquiries, and facilitate meaningful public participation. Collateral materials include:

» **Project Fact Sheet:** A visually engaging, easy-to-understand document summarizing the project's purpose, objectives, timeline, key considerations, and opportunities for public involvement, including a project map highlighting the proposed improvement locations.

All outreach materials will be professionally designed and made available in English, Mandarin and Spanish, and up to two additional languages if needed, to ensure accessibility and equitable communication with diverse community members. Collateral materials will also include a short link and QR code to the project website for easy access to additional information and updates.

*WEBSITE*

Our team will design, develop, and maintain a user-friendly, accessible project website and StoryMap to serve as a central hub for public information and engagement. The website will provide key project details, timelines, outreach materials, and updates, ensuring transparency and easy access to information for all stakeholders. It will be optimized for desktop and mobile use, and will be available in English, Mandarin, and Spanish to enhance accessibility.

*POP-UP EVENTS*

Our team will conduct up to four (4) pop-up events, including at least one before the virtual community meeting, to maximize outreach and ensure broad community participation. These events will be held at high-traffic locations nearby the project corridor such as transit hubs, farmers' markets, community centers, and local events to engage residents in informal, accessible settings. Pop-up events will serve as an opportunity to raise awareness about the study, gather preliminary input, and invite community members to upcoming public meetings. Our team will utilize interactive engagement tools, such as surveys, comment boards, and visual displays, to encourage participation and capture diverse perspectives.

*VIRTUAL COMMUNITY MEETING*

Our team, in close collaboration with the project team and the City, one (1) virtual community meeting to gather stakeholder feedback on the proposed improvements for the project area. To ensure successful execution, our team will coordinate and implement key tasks, including planning, outreach, facilitation, and post-meeting analysis.

*VIRTUAL LOGISTICS*

Our team will manage all logistical aspects of the virtual community meeting, including platform selection, technical setup, multilingual accessibility, attendee registration, moderation, and live facilitation, while also offering live interpretation in Spanish and Mandarin, live polling and digital engagement tools to enhance participant interaction and feedback collection.

*NOTIFICATIONS*

To ensure broad awareness and maximize community participation, Our team will implement a comprehensive, multi-channel notification strategy. This approach will combine traditional outreach methods with digital engagement tools to effectively reach stakeholders, businesses, and residents in the project area, including:

» **Mailed Notices:** Postcard notifications will be sent to occupants and parcel owners within a ¼-mile radius of the project corridor.

- **Door-to-Door Canvassing:** Outreach teams will visit businesses and residences along the corridor and on side streets up to 1,000 feet from the alignment to distribute meeting information and answer questions.
- **Extended Outreach Toolkit**: AA will develop a copy-paste-ready outreach toolkit with project graphics, making it easy for stakeholder organizations to share meeting details and raise awareness.
- **Social Media Content Calendar:** A structured content calendar will be created for the City to promote community meetings across social media platforms.
- **Email Blasts:** Up to four targeted e-blasts will be sent to the project's stakeholder list to reinforce meeting awareness and encourage participation.

*MATERIALS*

Our team will collaborate with the City to develop comprehensive meeting materials that effectively communicate project details and facilitate stakeholder engagement. These materials will include a meeting agenda, PowerPoint presentation, sign-in sheets, up to 5 exhibit boards, and comment cards for stakeholders to provide feedback to the technical team. All event materials will be translated into Spanish, Mandarin, and up to two additional languages if needed to ensure accessibility and inclusivity.

*SUMMARY REPORT*

Following the community meeting, our team will prepare a comprehensive summary report detailing attendance metrics, stakeholder feedback, key discussion points, and recommendations for enhancing outreach strategies in future project phases. This report will serve as a valuable reference for refining engagement efforts and ensuring community input is effectively integrated into project development.

*ONLINE PUBLIC SURVEYS*

Our team, with support from the City, will create two (2) online public surveys. AA will administer the surveys, integrating them into digital notifications, social media, and in-person outreach, with multilingual translations in Spanish, Mandarin, and up to two additional languages to ensure broad accessibility. Each survey will remain open for at least 30 days, targeting 500 responses, with results analyzed and documented in the final project report to guide decision-making.

- The first survey will be distributed before the virtual community meeting to assess community sentiment, thoughts, and opinions on potential improvements.
- The second survey will be released after the virtual community meeting to gather public input on ranking the proposed project alternatives. The survey results will be analyzed and included in the final project documentation report to help guide decision-making.

*PUBLIC PRESENTATIONS*

Mark Thomas will support the City in the development of power point presentation material (at the direction of the City) and attend up to one (1) public presentation to City Council or Planning Commission to present final screened alternatives. If necessary, Mark Thomas can help the City co-lead the presentation.

**DELIVERABLES**

- Project Fact Sheet and FAQs in English, Mandarin and Spanish, and up to 2 additional languages as needed.
- Development and maintenance of a user-friendly, accessible project website with StoryMap.
- A summary report of each pop-up event, including key findings and community feedback.
- A well-coordinated, accessible, and inclusive virtual community meeting.
- A comprehensive community outreach campaign, including mailed notices, door-to-door canvassing, an extended outreach toolkit, a social media content calendar, and targeted email blasts to maximize awareness and participation in the community meetings.
- Comprehensive, multilingual meeting materials, including an agenda, PowerPoint presentation.
- Comprehensive community summary report.
- Preparation of Presentation Materials in PowerPoint format and Attendance of up to one (1) public presentation meeting at the direction of the City.

# TASK 3 FINAL DESIGN – PREPARATION OF PS&E (PLANS, SPECIFICATIONS & ESTIMATE)

## TASK 3.1 PROJECT ADMINISTRATION/ MEETINGS

*TASK 3.1.1 PROJECT ADMINISTRATION*

Mark Thomas will perform project administration. The tasks will include documentation, meeting management, budget, scheduling, project task tracking, etc to help the project stay on track.

*TASK 3.1.2 MEETINGS*

Upon the approval of the preliminary design, 60% design, 90% design, and final design comment review meetings, will be held with the appropriate team members to review city/agency comments, discuss design issues, and develop the project's PS&E. Lastly, our team will conduct bi-monthly (every two weeks) virtual coordination/check-in meetings with City staff after completion of the Preliminary Design Phase throughout the Final Design Phase.

*TASK 3.1.3 ADDITIONAL PRESENTATION MATERIALS*

Prepare additional exhibits/maps in support of staff, City Council or outreach meetings (up to one presentation).

### ASSUMPTIONS

» Assumes up to 8 months of bi-monthly coordination meetings with the City to complete the Final Design Phase.

### DELIVERABLES

» Progress Reports
» Meeting Agendas, Exhibits and Minutes
» Presentation Materials

## TASK 3.2 60% DESIGN PLANS

Mark Thomas will develop the following improvement plans for the 60% Submittal based on comments provided by the City from the 30% submittal:

» Title Sheet (1 sheet)
» Construction Notes (1 sheet)
» Survey Control Plan (1 sheet)
» Typical Sections (2 sheets)
» Layout Sheets (7 sheets), 1"=20' (double stacked)
» Curb Ramp/Curb Extensions (9 Sheets), 1"=1'' (54 locations)
» Driveway Details (5 Sheets), 1"=10' (36 locations)
» Construction Details (4 sheets), 1"=10'
» Drainage Plans/BMP Details (3 sheets), 1"=20'
» Signing and Striping Plan (10 sheets), 1"=40' (double stacked)
» Traffic Signal Improvement Plans (3 intersections and 4 sheets), 1"=20'
» Landscaping and Irrigation Detail (6 sheets)
» Landscaping Plans (9 sheets), 1"=20'
» Irrigation Plans (10 sheets), 1"=20'

### ASSUMPTIONS

» It is generally assumed that only striping plans for new class III bikeways and signage will be needed for Emerson Avenue and Newmark Avenue. Layouts, curb ramp/ curb extension/driveway details, drainage improvements, signals, and landscaping/irrigation are assumed only to apply to Garvey Avenue improvements.
» Based upon results of the City's Pavement Management Plan, it was assumed geotechnical investigations are not needed for the project as they are generally rated excellent along Garvey Avenue and that asphalt concrete improvements will be limited to either slurry seal repair, grind and overlay for a surface course treatment, or slot cut / full depth base course repair when installing new curb and gutter or other improvements adjacent to the existing roadway.
» The 60% Plans will be based upon final comments and directions after the City has selected the preferred alternative.
» The Final Design of planting and irrigation will include design of planting and irrigation within the street medians, and site design construction details of site improvements such as placemaking features, outdooring dining, streetscape furnishings, bus stops, planting palette, wayfinding, and monumentations, etc. Planting and irrigation on both sides of Garvey Avenue are assumed to be protected in place and not included in this base scope.
» Draft planting schedule and planting plans, showing plant locations with hatch patterns only, and
» Draft irrigation schedule and irrigation plan showing water point of connection, mainline layout, conduits and valve manifold locations.
» Schematic level details of amenities and site features at this submittal.
» We have included up to $1,000 for testing of nutrients in existing soils over approximately 3 locations as an Other Direct Cost.

### DELIVERABLES

» 60% Design Plan Submittal

## TASK 3.3 90% DESIGN PLANS

Mark Thomas will develop/update the following improvement plans for the 90% Submittal based on comments provided by the City from the 60% submittal:

» Title Sheet (1 sheet)
» Construction Notes (1 sheet)
» Survey Control Plan (1 sheet)
» Typical Sections (2 sheets)
» Layout Sheets (7 sheets), 1" = 20' (double stacked)
» Curb Ramp/Curb Extensions (9 Sheets), 1"=10' (54 locations)
» Driveway Details (5 Sheets), 1"=10' (36 locations)
» Construction Details (4 sheets), 1"=10'
» Drainage Plans/BMP Details (3 sheets), 1"=20'
» Signing and Striping Plan (10 sheets), 1"=40': (double stacked)
» Traffic Signal Improvement Plans (3 intersections & 4 sheets), 1"=20'
» Landscaping and Irrigation Detail (6 sheets)
» Landscaping Plans (9 sheets), 1"=20'
» Irrigation Plans (10 sheets), 1"=20'

### DELIVERABLES

» 90% Design Plan Submittal and Response to Comments

## TASK 3.4 100% DESIGN PLANS

Mark Thomas will update the 90% improvement plans based upon the comments provided from the City based upon review of the 90% submittal. No new plans are anticipated for this submittal.

### ASSUMPTIONS

» It is assumed no other jurisdictional approvals or permits (i.e. County, Flood Control, etc.) are needed for this project and were excluded.

### DELIVERABLES

» 100% Design Plan Submittal and Response to Comments

## TASK 3.5 SPECIFICATIONS

We will prepare specifications packages using the latest APWA Standard Specifications for Public Works Construction (Greenbook) 2024 and consistent with the current City format. We anticipate the City will provide the boilerplate contract documents to be included in the specifications package. We will work with the City on assembling the entire contract document package. Specifications will be provided starting at the 60% submittal, and with the 90% and 100% submittals that include a response to comments from subsequent submittals.

### ASSUMPTIONS

» Specifications submitted with the 60% will be an outline of technical specifications, special provisions, and bid items only. Detailed specifications will be submitted starting at the 90% submittal.

### DELIVERABLES

» Project Special Provisions/Technical Specifications (60%, 90%, 100%)

## TASK 3.6 ESTIMATE OF PROBABLE COSTS

A cost estimate will be prepared to inform the City of the upcoming financial obligation and to provide an engineer's estimate as a basis for the design. The estimate will show quantities and unit prices for each work item along with appropriate mobilization and contingency costs. We will research the latest unit prices available and consult with the City on specific prices and use our own information from other recent bids as available to ensure the unit prices are current. We will also coordinate and conduct value engineering study/analysis for any proposed improvements during the design. Estimate of Probable Costs will be provided starting at the 65% submittal, and with the 90% and 100% submittals that include a response to comments from subsequent submittals.

### DELIVERABLES

» Estimate of Probable Costs (60%, 90%, 100%)

## TASK 3.7 UTILITY POTHOLES (10)

Mark Thomas has included up to $15,000 in other direct costs to conduct utility potholing at approximately 10 locations along Garvey Road (primarily were signal pole foundations may exist). Prior to conducting any utility potholing, Mark Thomas will develop a Utility Pothole Plan in 24" x 36" layout format illustrating location, surface elevations, utility types and owners for the proposed pothole location for City review and concurrence. Mark Thomas will update location of potholes after City's review of the draft Utility Pothole Plan and coordination with a utility pothole company to pothole up to ten (10) locations. Upon receiving the Utility Pothole Summary Report, Mark Thomas will update the Utility Pothole Plan and include as an exhibit to the Project Specifications as an attachment.

### ASSUMPTIONS

» Site-specific traffic control plans are not required; WATCHBOOK will be used for traffic control plans.

» It is assumed no hot patch repair will be necessary to repair conditions.

» This work will occur under a no fee encroachment permit, no permit or any other fees were included in this task.

### DELIVERABLES

» Utility Pothole Plans (Draft and Final Submittals), Utility Pothole Report and up to ten (10) Utility Potholes.

## TASK 3.8 PEDESTRIAN AND STREET LIGHTING DESIGN PS&E (90% AND 100%)

*STREET LIGHTING DESIGN PLANS (6 SHEETS)*

Under Mark Thomas's direction, ADVANTEC will prepare pedestrian and lighting plans along Garvey Avenue between Atlantic Boulevard and New Avenue (approximately 1.5 miles) within the sidewalk and median based on the approved lighting analysis.

The plans will include as-built information, utilities, existing/proposed base mapping, and all existing and proposed pedestrian and street lighting poles, luminaires, pull boxes, conduit, service cabinets, and service point locations. The plans will include pedestrian and street lighting pole

schedules, conductor schedules, wiring diagrams, construction notes, and any details necessary to facilitate the installation and construction of the street lighting improvements and as required by the City. Voltage drop calculation will also be conducted in order to determine the proper conductor sizes.

The street lighting plans will include the specified border, title block, signature block and will be prepared in AutoCAD at 1"=40' scale with blow-ups at 1"=20' scale and in accordance with standards set forth by the City. Based on our assessment of the proposed improvements, we have determined this will require approximately 6 plan sheets.

In addition, our team will show up to 19 electrical connections in the median for lighting for holidays/events. These electrical connections will be incorporated into pedestrian and street lighting plans. The electrical connections will be designed as a separate system (i.e. circuit) from the pedestrian and street lighting, but we will use the same conduits and pull boxes as needed to facilitate the cable routing. Our team will provide voltage drop calculations, line diagrams, and separate circuit breakers for this improvement.

### *STREET LIGHTING DETAIL SHEETS PLANS (3 SHEETS)*

Under Mark Thomas's direction, ADVANTEC will prepare pedestrian and streeting lighting details sheets that include the type of pedestrian and street lighting fixtures, mounting details, foundation details, luminaires, service enclosure and circuit breaker details, and voltage drop and load calculations. We have determined this will require approximately 3 plan sheets.

### *STREET LIGHTING TECHNICAL SPECIFICATIONS*

Under Mark Thomas's direction, ADVANTEC will prepare the project Technical Specifications and Bid Documents for the proposed pedestrian and street lighting improvements based on the City and SCE requirements; Caltrans Standard Plans and Specifications and/or the GREENBOOK. The technical specifications will include a project description, preparation of bid schedules, bid item descriptions, payment methods, technical specifications, and any specification detail sheets or standard plans.

### *STREET LIGHTING CONSTRUCTION QUANTITIES AND ENGINEERING ESTIMATES*

Under Mark Thomas's direction, ADVANTEC will prepare construction quantity take-offs and construction cost estimates for the proposed pedestrian and street lighting improvements. The unit costs will be based on current cost data and historical cost data associated with the identified bid items. Preliminary and final quantities and construction cost estimates will be provided.

### *SOUTHERN CALIFORNIA EDISON (SCE) COORDINATION FOR STREET LIGHTING*

Under Mark Thomas's direction, ADVANTEC will coordinate with SCE for design and installation of new street lighting poles, luminaires, conduit, conductors, pull boxes, and service cabinets along the locations shown below.

| SHEET | DESCRIPTION | SEGMENTS | | DISTANCE (MI) | SCE SERVICE POINTS |
|---|---|---|---|---|---|
| | | FROM | TO | | |
| Garvey Avenue | Street Lighting Plan with Wiring Diagrams | Atlantic Blvd | Ramona Ave | 0.5 | 1 |
| | Street Lighting Plan with Wiring Diagrams | Ramona Ave | Alhambra Ave | 0.5 | 1 |
| | Street Lighting Plans with Wiring Diagrams | Alhambra Ave | New Avenue | 0.5 | 1 |
| | | | **Total** | **1.5** | **3** |

Under Mark Thomas's direction, ADVANTEC will coordinate with SCE to determine the service point location and feed to new street lighting service cabinet/enclosure. This typically requires filling out a SCE costumer service request form and coordinating design requirements including potential design from SCE (conductors, conduit, pull boxes, etc.). Due to the lengths and locations of the roadway segments, it is assumed that this project will require up to 3 different service points. To help expedite the process, this requires early coordination with SCE staff, and will be one of our first orders of work. Our coordination efforts under this task will minimize delays during construction.

**DELIVERABLES**

» Pedestrian and Street Lighting Improvement Plans (9 Sheets), Technical Specifications, and Construction Quantity Take-offs and Construction Cost Estimates. Submittals will be provided at 90%, and 100%. Final submittals will include electronic files (AutoCAD, Word, Excel, PDF).

» SCE Coordination for up to 3 service points.

## TASK 3.9 ELECTRIC VEHICLE (EV) CHARGING STATION PS&E (90% AND 100%)

*ELECTRIC VEHICLE (EV) CHARGING STATION DESIGN PLANS (6 SHEETS)*

Under Mark Thomas's direction, ADVANTEC will prepare Electric Vehicle Charging Station Design plans for up to 4 EV charging stations at a location per the City's approval. It is assumed that Mark Thomas will prepare any site civil demolition and improvement plans.

After approval of the preliminary site improvement plans, our team will prepare the design plans and details at 90%, 100%, and final design package submittals. The project plans will conform to the City's requirements and will be prepared in AutoCAD on 24"x36" City's title block, at 1"=20' scale with blow-up details at 1"=10' scale as needed. The PS&E will be in conformance with the latest editions of Caltrans Standard Specifications and Standard Plans; Standard Specifications for Public Works Construction (Greenbook); California Manual on Uniform Traffic Control Devices (CAMUTCD) and applicable design standards. All plans will be prepared by a registered Civil Engineer in the State of California.

Based on our assessment of the proposed improvements and associated details, we have determined this will require approximately 8 plan sheets. The table below provides a breakdown of the number of sheets, the types of plans, scale per plan, and work or information associated with each plan.

The following summarizes the layout for each plan type and details associated with each sheet:

| DESCRIPTION | SCALE | # OF SHEETS |
|---|---|---|
| EV Charging Station Construction Notes and Legend | NA | 1 |
| Site Electrical Power Plan | 1"=20' | 1 |
| Electrical Detail Plan | NA | 1 |
| **Other Electrical Details** | | |
| **Electrical Details:** Charger Stand Detail, Charger Post Anchor Detail, Bollard Detail, and Trench Backfill Detail | NA | 1 |
| **Electrical Details:** Equipment Pad Construction Detail, Stanchion Mounted Panel Detail, and Stanchion Mounted Post Detail | NA | 1 |
| **Electrical Details:** Utility Transformer Pad Detail, Utility Transformer Pad Grounding Detail, and Switchboard Service Detail | NA | 1 |
| **Electrical Details:** One-line Diagram, Voltage Drop Calculations - Feeder and Branch Circuits, and NEC Load Calculations | NA | 1 |
| **Electrical Details:** Panelboard Schedule, and Conduit/Conductor Schedule | NA | 1 |
| | **Total** | **8** |

### *EV CHARGING STATION CONSTRUCTION NOTES AND LEGEND*

Under Mark Thomas's direction, ADVANTEC will prepare a construction notes and legend sheet. This sheet will include construction notes and legend associated with the project improvements and symbols shown on the sheets.

### *SITE ELECTRICAL POWER PLAN*

Under Mark Thomas's direction, ADVANTEC will prepare Site Electrical Power Plan for the EV charging stations including, but not limited to the transformers, switchgear cabinets, EV charging stations, power and load schedules, and connectivity diagrams, legend, and construction notes as needed.

### *ELECTRICAL DETAILS*

Under Mark Thomas's direction, ADVANTEC will prepare an electrical detail cover sheet including electrical detail sheets for the work related to the project improvements:

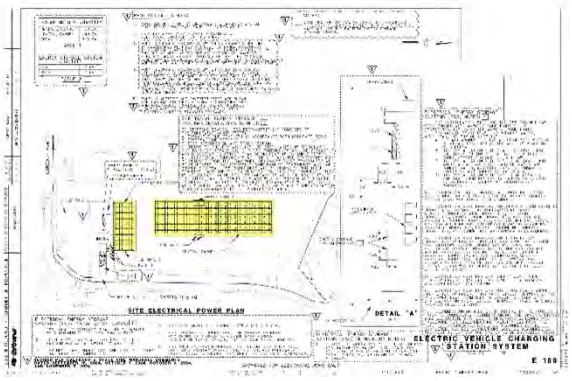
- Detail Sheet: Charger Stand Detail, Charger Post Anchor Detail, Bollard Detail, and Trench Backfill Detail
- Detail Sheet: Equipment Pad Construction Detail, Stanchion Mounted Panel Detail, and Stanchion Mounted Post Detail
- Detail Sheet: Utility Transformer Pad Detail, Utility Transformer Pad Grounding Detail, and Switchboard Service Detail
- Detail Sheet: One-line Diagram, Voltage Drop Calculations - Feeder and Branch Circuits, and NEC Load Calculations
- Detail Sheet: Panelboard Schedule, and Conduit/ Conductor Schedule

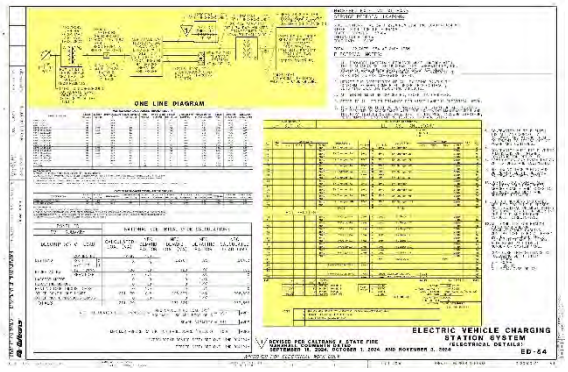
### *EV CHARGING STATION(S) TECHNICAL SPECIFICATIONS*

Under Mark Thomas's direction, ADVANTEC will develop technical specifications that include a project description, preparation of bid schedules, bid item descriptions, payment methods, special provisions, technical specifications, and any specification detail sheets or standard plans based on latest Caltrans Standard Specifications. ADVANTEC will include specifications for all electrical components, as well as requirements, defining the contractor commissioning and decommissioning of the system. These specifications will address NEC requirements related to EV charging stations.

### *EV CHARGING STATION(S) CONSTRUCTION QUANTITIES AND ENGINEERING ESTIMATES*

Under Mark Thomas's direction, ADVANTEC will prepare construction quantity take-offs and construction cost estimates for the proposed pedestrian and street lighting improvements. The unit costs will be based on current cost




data and historical cost data associated with the identified bid items. Preliminary and final quantities and construction cost estimates will be provided.

### *SCE SERVICE POINT COORDINATION, RULE 29 APPLICATION, AND PROCESSING*

Under Mark Thomas's direction, ADVANTEC will coordinate with SCE to determine the service point location for the switchgear cabinets and EV Charging Stations. This includes preparation of SCE for Rule 29 application, completion of the Customer Project Information Sheet (CPIS), submitting other required documentation and forms, and providing design file submittals for SCE's design. The following summarizes the steps required steps per SCE:

Step 1. Field Verification Review (FVR) and completion of the Customer Project Information Sheet (CPIS)
Step 2. Preliminary Engineering Study
Step 3. Preliminary Design Phase
Step 4. Final Design Phase
Step 5. Requirements Phase
Step 6. SCE Civil Construction
Step 7. Final Applicant Requirements
Step 8. SCE Electrical Construction
Step 9. Applicant Confirmation

To help expedite the process, this requires early coordination with SCE staff, and will be one of our first orders of work. Our coordination efforts under this task will minimize delays during construction.

### ASSUMPTIONS

» Our proposal does not include any SCE application processing, SCE design, and associated fees.

### DELIVERABLES

» Electric Vehicle (EV) Charging Station Plans (8 Sheets), Technical Specifications, and Construction Quantity Take-offs and Construction Cost Estimates. Submittals will be provided at 90%, and 100%. Final submittals will include electronic files (AutoCAD, Word, Excel, PDF).

» SCE Coordination and preparation of SCE for Rule 29 application, completion of the Customer Project Information Sheet (CPIS), submitting other required documentation and forms, and providing design file submittals.

## TASK 4 BIDDING PHASE SERVICES

### TASK 4.1 ATTEND PRE-BID MEETING

Mark Thomas will attend pre-bid meeting during bidding. 1 (one) meeting is anticipated.

### TASK 4.2 RESPOND TO BID QUESTIONS

Mark Thomas will provide assistance, as required, to the City during bidding of the project. The work includes answering questions from prospective bidders (up to 10 RFIs)

### TASK 4.3 BID COSTS REVIEW

Mark Thomas will support the City in reviewing bid costs/ schedule of values of 3 low bidders and informing City if the costs are in line with estimates.

### ASSUMPTIONS

» Design services during construction (i.e. review of submittals, RFIs, requests for clarification, meetings with the Contractor, etc.) will be provided as a future amendment and are excluded from this scope of services

### DELIVERABLES

» Attend Pre-Bid Meeting (up to 1))

» Responses to RFIs (up to 10)

» Bid Costs Review

## COST PROPOSAL FOR PROJECT SCOPE: Monterey Park - Garvey Avenue Capacity Improvements (Atlantic to New)

| | | Sr. Project Manager $300 | Technical Lead $240 | Project Engineer $170 | Design Engineer II $155 | Design Engineer I $125 | Survey Division Manager $350 | Survey Manager II $270 | Project Surveyor II $210 | Lead Survey Technician $150 | *2-Person Crew (OE 12) $395 | LAUD Division Manager $285 | LAUD Project Manager $220 | Landscape Designer II $135 | Landscape Designer I $110 | Project Accountant $145 | Sr. Project Coordinator $170 | Sr. Graphic Designer $185 | Total Hours | Total MT Cost | Webb | ARELLANO | Advantec | TOTAL COST |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **1.0** | **TOPOGRAPHIC SURVEY, UTILITY RESEARCH AND PROJECT DATA COLLECTION** | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | Preliminary Site Investigation / Preliminary Project Description | 6 | 12 | 44 | | 144 | | | | | | | 16 | 16 | | | | | 238 | $35,840 | - | - | - | $35,840 |
| 1.2 | Topographic Survey/ Right of Way Mapping | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2.1 | Research, Establish Control, Aerial Targets (Up to 18) | | | | | | 2 | 4 | 8 | 16 | 24 | | | | | | | | 54 | $15,340 | - | - | - | $15,340 |
| 1.2.2 | Establish Centerline and Record ROW Lines (LandNet) | | | | | | 2 | 4 | 24 | 24 | 72 | | | | | | | | 126 | $38,860 | - | - | - | $38,860 |
| 1.2.3 | Topographic Design Survey - Garvey Avenue | | | 4 | | 16 | 4 | 10 | 40 | 110 | 120 | | | | | | | | 304 | $79,080 | - | - | - | $79,080 |
| 1.3 | Utility Research and Coordination | | 4 | 38 | | 152 | | | | | | | | | | | | | 194 | $26,420 | - | - | - | $26,420 |
| | **Subtotal Phase 1** | **6** | **16** | **86** | **0** | **312** | **8** | **18** | **72** | **150** | **216** | **0** | **16** | **16** | **0** | **0** | **0** | **0** | **916** | **$195,540** | **$0** | **$0** | **$0** | **$195,540** |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| **2.0** | **PRELIMINARY DESIGN** | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | Project Administration / Meetings | 8 | 24 | 40 | | | | | | | | | 4 | | | 8 | 8 | | 92 | $18,360 | - | - | $12,180 | $30,540 |
| 2.2 | Traffic Operation Analysis | | | 4 | | 20 | | | | | | | | | | | | | 24 | $3,180 | | - | $64,840 | $68,020 |
| 2.3 | Preliminary Concepts | | | 40 | | 160 | | | | | | 8 | 52 | 140 | 240 | | | | 640 | $85,820 | - | - | $28,990 | $114,810 |
| 2.4 | Environmental Documentation | | | 8 | | 12 | | | | | | | | | | | | | 20 | $2,860 | $48,300 | - | - | $51,160 |
| 2.5 | Public Outreach | 8 | 16 | 16 | | 24 | | | | | | | 8 | 8 | | | | 20 | | $18,500 | | $68,500 | - | $87,000 |
| | **Subtotal Phase 2** | **16** | **40** | **108** | **0** | **216** | **0** | **0** | **0** | **0** | **0** | **8** | **64** | **148** | **240** | **8** | **8** | **20** | **776** | **$128,720** | **$48,300** | **$68,500** | **$106,010** | **$351,530** |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| **3.0** | **FINAL DESIGN** | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | Project Administration / Meetings | 36 | 40 | 80 | | | | | | | | | 4 | | | 16 | 16 | | 192 | $39,920 | - | - | - | $39,920 |
| 3.2 | 60% Design Plans | 16 | 60 | 294 | 336 | 860 | | | | | | 4 | 20 | 80 | 140 | | | | 1810 | $260,500 | - | - | $9,820 | $270,320 |
| 3.3 | 90% Design Plans | 12 | 40 | 80 | 80 | 420 | | | | | | 4 | 24 | 100 | 200 | | | | 960 | $133,620 | - | - | $3,700 | $137,320 |
| 3.4 | 100% Design Plans | 4 | 8 | 44 | | 120 | | | | | | 4 | 16 | 60 | 120 | | | | 376 | $51,560 | - | - | $3,700 | $55,260 |
| 3.5 | Specifications | 8 | 12 | 72 | | | | | | | | | 4 | 18 | | | | | 114 | $20,830 | - | - | $4,680 | $25,510 |
| 3.6 | Estimate of Probable Costs | 4 | 24 | 40 | | 120 | | | | | | | 6 | 24 | | | | | 218 | $33,320 | - | - | $2,280 | $35,600 |
| 3.7 | Utility Potholes (Up to 10) | | 4 | 8 | | 24 | 2 | 4 | 12 | 20 | 8 | | | | | 2 | 2 | | 86 | $16,410 | - | - | | $16,410 |
| 3.8 | Pedestrian and Street Lighting Design PS&E (9 sheets) | | | 8 | | 20 | | | | | | | | | | 2 | 2 | | 32 | $4,490 | - | - | $40,740 | $45,230 |
| 3.9 | Electric Vehicle (EV) Charging Station PS&E (8 Sheets) | | | 8 | | 20 | | | | | | | | | | 2 | 2 | | 32 | $4,490 | - | - | $48,440 | $52,930 |
| | **Subtotal Phase 3** | **80** | **188** | **634** | **416** | **1584** | **2** | **4** | **12** | **20** | **8** | **12** | **74** | **282** | **460** | **22** | **22** | **0** | **3820** | **$565,140** | **$0** | **$0** | **$131,636** | **$696,776** |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| **4.0** | **BIDDING PHASE SERVICES** | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 | Attend Pre-bid Meeting | 2 | | 4 | | | | | | | | | 4 | | | | | | 10 | $2,160 | - | - | - | $2,160 |
| 4.2 | Respond to Bid Questions (10) | 2 | | 16 | | | | | | | | | 10 | | | | | | 28 | $5,520 | - | - | $2,580 | $8,100 |
| 4.3 | Bid Costs Review | 2 | | 20 | | | | | | | | | 6 | | | | | | 28 | $5,320 | - | - | - | $5,320 |
| | **Subtotal Phase 4** | **6** | **0** | **40** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **20** | **0** | **0** | **0** | **0** | **0** | **66** | **$13,000** | **$0** | **$0** | **$2,580** | **$15,580** |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| **TOTAL HOURS** | | **108** | **244** | **868** | **416** | **2112** | **10** | **22** | **84** | **170** | **224** | **20** | **174** | **446** | **700** | **30** | **30** | **20** | **5578** | | | | | |
| **OTHER DIRECT COSTS** | | | | | | | | | | | | | | | | | | | | **$56,100** | **$3,000** | **$13,000** | **$17,370** | **$89,470** |
| **TOTAL COST** | | **$32,400** | **$58,560** | **$147,560** | **$64,480** | **$264,000** | **$3,500** | **$5,940** | **$17,640** | **$25,500** | **$88,480** | **$5,700** | **$38,280** | **$60,210** | **$77,000** | **$4,350** | **$5,100** | **$3,700** | | **$958,500** | **$51,300** | **$81,500** | **$257,596** | **$1,348,896** |

# MARK THOMAS & COMPANY, INC. RATE SCHEDULE

EXPIRES JUNE 30, 2025

| Engineering & Planning | |
|---|---|
| Intern | $80 |
| Technician | $110 |
| Design Engineer I | $125 |
| Design Engineer II | $155 |
| Sr. Technician | $175 |
| Civil Engineering Designer | $190 |
| Project Engineer | $170 |
| Sr. Project Engineer | $225 |
| Sr. Technical Engineer | $205 |
| Project Manager | $240 |
| Technical Lead | $240 |
| Sr. Project Manager | $300 |
| Sr. Technical Lead | $285 |
| Engineering Manager | $355 |
| Design Manager | $350 |
| Sr. Engineering Manager | $410 |
| Principal | $480 |

| Construction Management | |
|---|---|
| Office Engineer | $205 |
| * Asst. Resident Engineer | $225 |
| * Inspector - CM | $220 |
| Resident Engineer | $300 |
| Project Manager - CM | $300 |
| Sr. Resident Engineer | $335 |
| Division Manager - CM | $400 |
| Area Manager - CM | $290 |

| Planning | |
|---|---|
| Planner I | $120 |
| Planner II | $155 |
| Sr. Planner | $190 |

| Grant Writing | |
|---|---|
| Funding Specialist | $175 |
| Sr. Funding Specialist | $230 |
| Funding Manager | $335 |

| District Management | |
|---|---|
| * Inspector - Apprentice | $90 |
| * Inspector | $110 |
| * Sr. Inspector | $140 |
| Assistant Sanitary Engineer | $145 |
| Associate Sanitary Engineer | $180 |
| Sanitary Project Engineer | $190 |
| Sr. Sanitary Project Engineer | $225 |
| Operations Manager | $240 |
| Deputy District Manager | $310 |
| District Manager-Engineer | $350 |

| Project Support/Coordination | |
|---|---|
| Project Assistant | $90 |
| Technical Writer | $120 |
| Sr. Project Assistant | $145 |
| Project Coordinator | $140 |
| Graphic Designer | $135 |
| Sr. Technical Writer | $130 |
| Project Accountant | $145 |
| Sr. Project Coordinator | $170 |
| Sr. Graphic Designer | $185 |
| Sr. Graphic Manager | $220 |
| Project Accountant Manager | $220 |

| Landscape Architecture/Urban Design | |
|---|---|
| Landscape Intern | $85 |
| Landscape Designer I | $110 |
| Landscape Designer II | $135 |
| Landscape Architect | $155 |
| Sr. Landscape Architect | $180 |
| LAUD Project Manager | $220 |
| Sr. LAUD Project Manager | $270 |
| LAUD Division Manager | $285 |

| Special Services | |
|---|---|
| Expert Witness | $520 |
| Strategic Consulting | $520 |

| Surveying | |
|---|---|
| Survey Division Manager | $350 |
| Survey Manager II | $270 |
| Survey Manager I | $240 |
| Project Surveyor III | $250 |
| Project Surveyor II | $210 |
| Project Surveyor I | $205 |
| Asst Surveyor III | $175 |
| Asst Surveyor II | $150 |
| Asst Surveyor I | $140 |
| Survey Specialist III | $210 |
| Survey Specialist II | $170 |
| Survey Specialist | $150 |
| Lead Survey Technician | $150 |
| Survey Technician III | $155 |
| Survey Technician II | $150 |
| Survey Technician I | $90 |
| SUE Program Manager | $285 |
| * Chief of Party (OE3) | $220 |
| * Instrumentperson (OE3) | $220 |
| * Chainperson (OE3) | $215 |
| * Apprentice (OE3) | $145 |
| * 2-Person Crew (OE3) | $375 |
| * 3-Person Crew (OE3) | $565 |
| * Utility Locator (North) | $190 |
| * Chief of Party (OE12) | $240 |
| * Instrumentperson (OE12) | $220 |
| * Chainperson (OE12) | $205 |
| * Apprentice (OE12) | $175 |
| * 2-Person Crew (OE12) | $395 |
| * 3-Person Crew (OE12) | $645 |
| * Utility Locator (South) | $240 |

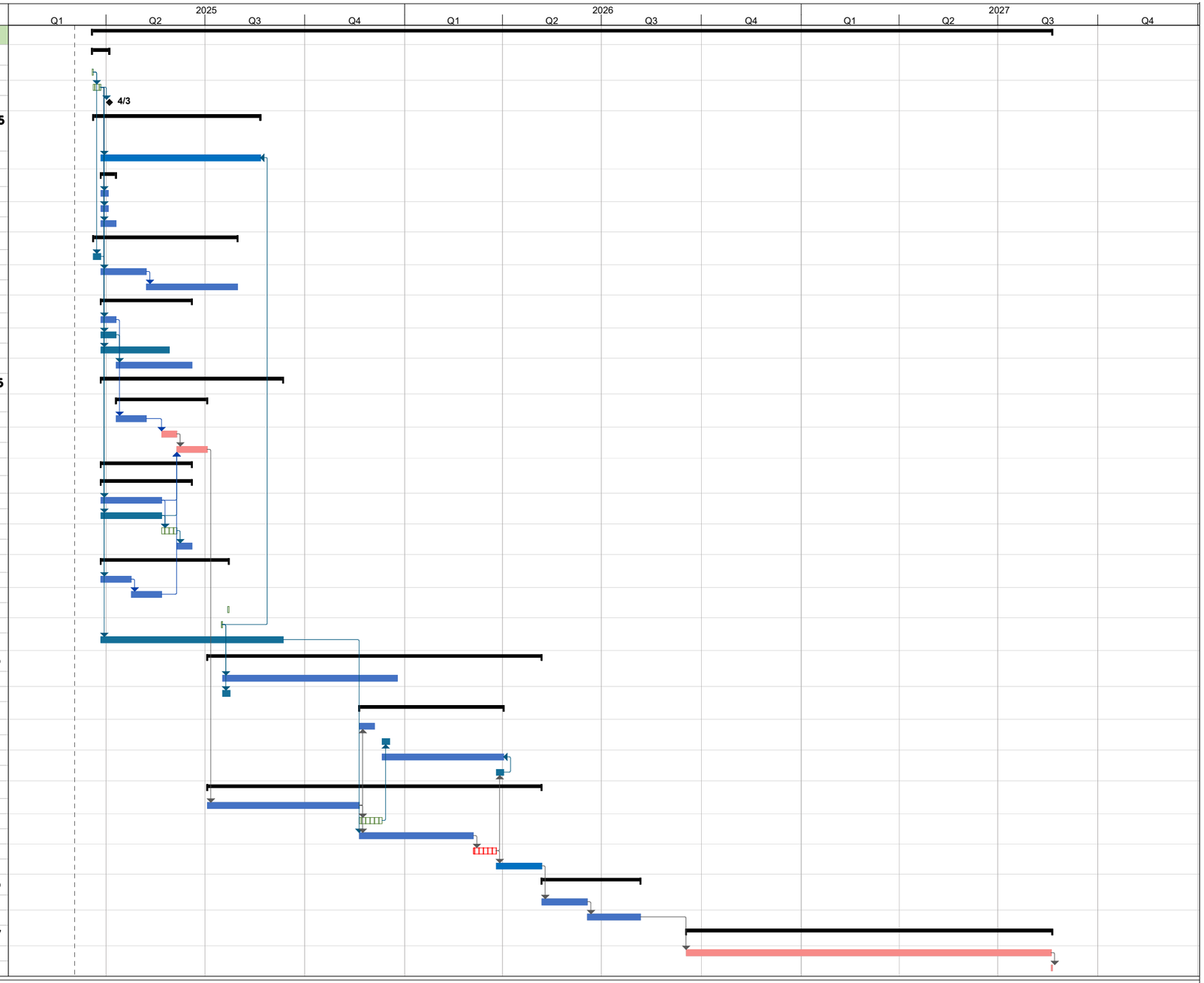
**Reimbursables** including, but not limited to; reproductions, delivery and filing fees; outside consultant fees; and survey field expenses will be billed at *Cost Plus 5%* . **Mileage** will be billed per *current IRS Rate* .

*This rate schedule expires June 30, 2025; rates are subject to escalation with new hourly rate schedule as of July 1, 2025.*

** These charge rates are subject to Prevailing Wage laws and Union contract.*

The City's desired schedule for completion of design phase services is within 13 months of NTP, **see the schedule below on how Mark Thomas will accomplish this with the City**

| ID | Task Name | Duration | Start | Finish |
|---|---|---|---|---|
| 1 | **Garvey Avenue Capacity Improvements** | **632 days** | **Wed 3/19/25** | **Thu 8/19/27** |
| 2 | **Administration / Contracts** | **12 days** | **Wed 3/19/25** | **Thu 4/3/25** |
| 3 | City Council Award | 1 day | Wed 3/19/25 | Wed 3/19/25 |
| 4 | Notice to Proceed | 5 days | Thu 3/20/25 | Wed 3/26/25 |
| 5 | Kick-Off Meeting | 1 day | Thu 4/3/25 | Thu 4/3/25 |
| 6 | **Task 1- Topographic Survey, Utility Research and Project Data Collection** | **110 days** | **Thu 3/20/25** | **Wed 8/20/25** |
| 7 | **Project Management/Admin/Meetings** | **105 days** | **Thu 3/27/25** | **Wed 8/20/25** |
| 8 | **Research & Investigation** | **10 days** | **Thu 3/27/25** | **Wed 4/9/25** |
| 9 | Preliminary Site Investigation | 5 days | Thu 3/27/25 | Wed 4/2/25 |
| 10 | Project Walk | 5 days | Thu 3/27/25 | Wed 4/2/25 |
| 11 | As-Built/Record Map Search | 10 days | Thu 3/27/25 | Wed 4/9/25 |
| 12 | **Utility Coordination** | **95 days** | **Thu 3/20/25** | **Wed 7/30/25** |
| 13 | Prepare Utility Notice A | 5 days | Thu 3/20/25 | Wed 3/26/25 |
| 14 | Receive Information | 30 days | Thu 3/27/25 | Wed 5/7/25 |
| 15 | Map Existing Utilities on plans | 60 days | Thu 5/8/25 | Wed 7/30/25 |
| 16 | **Survey & Mapping** | **60 days** | **Thu 3/27/25** | **Wed 6/18/25** |
| 17 | Establish Project Control | 10 days | Thu 3/27/25 | Wed 4/9/25 |
| 18 | Establish Alignment / Boundary Retracement | 10 days | Thu 3/27/25 | Wed 4/9/25 |
| 19 | Aerial Photogrammetric Survey | 45 days | Thu 3/27/25 | Wed 5/28/25 |
| 20 | Topographic Survey | 50 days | Thu 4/10/25 | Wed 6/18/25 |
| 21 | **Task 2 - Preliminary Design** | **120 days** | **Thu 3/27/25** | **Wed 9/10/25** |
| 22 | **Concept Development** | **60 days** | **Thu 4/10/25** | **Wed 7/2/25** |
| 23 | Develop Draft Concepts | 20 days | Thu 4/10/25 | Wed 5/7/25 |
| 24 | *City Review/Direction/Workshop* | *10 days* | *Thu 5/22/25* | *Wed 6/4/25* |
| 25 | Finalize Concept / Select Preferred Alternative | 20 days | Thu 6/5/25 | Wed 7/2/25 |
| 26 | **Engineering Studies** | **60 days** | **Thu 3/27/25** | **Wed 6/18/25** |
| 27 | **Traffic Corridor Study** | **60 days** | **Thu 3/27/25** | **Wed 6/18/25** |
| 28 | Traffic Counts/Analysis/Draft Report | 40 days | Thu 3/27/25 | Wed 5/21/25 |
| 29 | Parking / Curbside Inventory | 40 days | Thu 3/27/25 | Wed 5/21/25 |
| 30 | City Review/Direction/Workshop | 10 days | Thu 5/22/25 | Wed 6/4/25 |
| 31 | Final Reports | 10 days | Thu 6/5/25 | Wed 6/18/25 |
| 32 | **Public Outreach** | **84 days** | **Thu 3/27/25** | **Tue 7/22/25** |
| 33 | Surveys & Canvassing the Public | 20 days | Thu 3/27/25 | Wed 4/23/25 |
| 34 | Public Meeting (Preparation and Attendance) | 20 days | Thu 4/24/25 | Wed 5/21/25 |
| 35 | As Necessary Commission Meetings | 1 day | Tue 7/22/25 | Tue 7/22/25 |
| 36 | As Necessary Council Presentation | 1 day | Wed 7/16/25 | Wed 7/16/25 |
| 37 | **Environmental Documentation** | **6 mons** | **Thu 3/27/25** | **Wed 9/10/25** |
| 38 | **Task 3 – Design Development Phase** | **220 days** | **Thu 7/3/25** | **Wed 5/6/26** |
| 39 | Project Management/Admin/Meetings | 115 days | Thu 7/17/25 | Wed 12/24/25 |
| 40 | Project Walk | 5 days | Thu 7/17/25 | Wed 7/23/25 |
| 41 | **Utility Coordination** | **95 days** | **Thu 11/20/25** | **Wed 4/1/26** |
| 42 | Identify Conflicts/Update Matrix | 10 days | Thu 11/20/25 | Wed 12/3/25 |
| 43 | Issue Utility Letter B | 5 days | Thu 12/11/25 | Wed 12/17/25 |
| 44 | Ongoing Utility Coordination | 80 days | Thu 12/11/25 | Wed 4/1/26 |
| 45 | Issue Utility Letter C | 5 days | Thu 3/26/26 | Wed 4/1/26 |
| 46 | **PS&E Preparation** | **220 days** | **Thu 7/3/25** | **Wed 5/6/26** |
| 47 | Prepare & Submit 60% PS&E and Draft Technical Studies | 100 days | Thu 7/3/25 | Wed 11/19/25 |
| 48 | City Staff 60% Design Review | 15 days | Thu 11/20/25 | Wed 12/10/25 |
| 49 | Prepare & Submit 90%  PS&E and Final Technical Studies | 75 days | Thu 11/20/25 | Wed 3/4/26 |
| 50 | City Staff 90% PS&E Design Review | 15 days | Thu 3/5/26 | Wed 3/25/26 |
| 51 | Prepare & Submit 100% PS&E | 30 days | Thu 3/26/26 | Wed 5/6/26 |
| 52 | **Task 4 – Bidding Phase Services** | **65 days** | **Thu 5/7/26** | **Wed 8/5/26** |
| 53 | Bid Support (RFI/Addenda/Revisions) | 30 days | Thu 5/7/26 | Wed 6/17/26 |
| 54 | Contract Award | 35 days | Thu 6/18/26 | Wed 8/5/26 |
| 55 | **Task 5 - Construction Phase Services** | **241 days** | **Thu 9/17/26** | **Thu 8/19/27** |
| 56 | Construction Support (RFI/Shop Drawing) | 12 mons | Thu 9/17/26 | Wed 8/18/27 |
| 57 | Construction Complete | 1 day | Thu 8/19/27 | Thu 8/19/27 |




Task, Progress, Rolled Up Critical Task, External Tasks, Inactive Summary, Manual Summary, Deadline
Critical Task, Milestone, Rolled Up Milestone, Project Summary, Manual Task, Start-only, Manual Progress
Critical, Summary, Rolled Up Progress, Inactive Task, Duration-only, Finish-only, Agency Activity
Critical Split, Rolled Up Task, Split, Inactive Milestone, Manual Summary Rollup, Group By Summary, Agency Activity (Critical)

SCHEDULE

Move Forward



MARK THOMAS


**LOS ANGELES**

515 S. Flower Street, 18th Floor
Los Angeles, CA 90071 • (213) 592-1570


San José • Carmel • Cupertino • Fresno • Inland Empire • Irvine
Lakewood • Oakland • Roseville • Sacramento • San Carlos • Walnut Creek

markthomas.com

# ATTACHMENT 2
Mark Thomas Cost Proposal

## COST PROPOSAL FOR PROJECT SCOPE: Monterey Park - Garvey Avenue Capacity Improvements (Atlantic to New)

| | | Sr. Project Manager $300 | Technical Lead $240 | Project Engineer $170 | Design Engineer II $155 | Design Engineer I $125 | Survey Division Manager $350 | Survey Manager II $270 | Project Surveyor II $210 | Lead Survey Technician $150 | *2-Person Crew (OE 12) $395 | LAUD Division Manager $285 | LAUD Project Manager $220 | Landscape Designer II $135 | Landscape Designer I $110 | Project Accountant $145 | Sr. Project Coordinator $170 | Sr. Graphic Designer $185 | Total Hours | Total MT Cost | Webb | ARELLANO | Advantec | TOTAL COST |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **1.0** | **TOPOGRAPHIC SURVEY, UTILITY RESEARCH AND PROJECT DATA COLLECTION** | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | Preliminary Site Investigation / Preliminary Project Description | 6 | 12 | 44 | | 144 | | | | | | | 16 | 16 | | | | | 238 | $35,840 | - | - | - | $35,840 |
| 1.2 | Topographic Survey/ Right of Way Mapping | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2.1 | Research, Establish Control, Aerial Targets (Up to 18) | | | | | | 2 | 4 | 8 | 16 | 24 | | | | | | | | 54 | $15,340 | - | - | - | $15,340 |
| 1.2.2 | Establish Centerline and Record ROW Lines (LandNet) | | | | | | 2 | 4 | 24 | 24 | 72 | | | | | | | | 126 | $38,860 | - | - | - | $38,860 |
| 1.2.3 | Topographic Design Survey - Garvey Avenue | | | 4 | | 16 | 4 | 10 | 40 | 110 | 120 | | | | | | | | 304 | $79,080 | - | - | - | $79,080 |
| 1.3 | Utility Research and Coordination | | 4 | 38 | | 152 | | | | | | | | | | | | | 194 | $26,420 | - | - | - | $26,420 |
| | **Subtotal Phase 1** | **6** | **16** | **86** | **0** | **312** | **8** | **18** | **72** | **150** | **216** | **0** | **16** | **16** | **0** | **0** | **0** | **0** | **916** | **$195,540** | **$0** | **$0** | **$0** | **$195,540** |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| **2.0** | **PRELIMINARY DESIGN** | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | Project Administration / Meetings | 8 | 24 | 40 | | | | | | | | | 4 | | | 8 | 8 | | 92 | $18,360 | - | - | $12,180 | $30,540 |
| 2.2 | Traffic Operation Analysis | | | 4 | | 20 | | | | | | | | | | | | | 24 | $3,180 | | - | $64,840 | $68,020 |
| 2.3 | Preliminary Concepts | | | 40 | | 160 | | | | | | 8 | 52 | 140 | 240 | | | | 640 | $85,820 | - | - | $28,990 | $114,810 |
| 2.4 | Environmental Documentation | | | 8 | | 12 | | | | | | | | | | | | | 20 | $2,860 | $48,300 | - | - | $51,160 |
| 2.5 | Public Outreach | 8 | 16 | 16 | | 24 | | | | | | | 8 | 8 | | | | 20 | | $18,500 | | $68,500 | - | $87,000 |
| | **Subtotal Phase 2** | **16** | **40** | **108** | **0** | **216** | **0** | **0** | **0** | **0** | **0** | **8** | **64** | **148** | **240** | **8** | **8** | **20** | **776** | **$128,720** | **$48,300** | **$68,500** | **$106,010** | **$351,530** |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| **3.0** | **FINAL DESIGN** | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | Project Administration / Meetings | 36 | 40 | 80 | | | | | | | | | 4 | | | 16 | 16 | | 192 | $39,920 | - | - | - | $39,920 |
| 3.2 | 60% Design Plans | 16 | 60 | 294 | 336 | 860 | | | | | | 4 | 20 | 80 | 140 | | | | 1810 | $260,500 | - | - | $9,820 | $270,320 |
| 3.3 | 90% Design Plans | 12 | 40 | 80 | 80 | 420 | | | | | | 4 | 24 | 100 | 200 | | | | 960 | $133,620 | - | - | $3,700 | $137,320 |
| 3.4 | 100% Design Plans | 4 | 8 | 44 | | 120 | | | | | | 4 | 16 | 60 | 120 | | | | 376 | $51,560 | - | - | $3,700 | $55,260 |
| 3.5 | Specifications | 8 | 12 | 72 | | | | | | | | | 4 | 18 | | | | | 114 | $20,830 | - | - | $4,680 | $25,510 |
| 3.6 | Estimate of Probable Costs | 4 | 24 | 40 | | 120 | | | | | | | 6 | 24 | | | | | 218 | $33,320 | - | - | $2,280 | $35,600 |
| 3.7 | Utility Potholes (Up to 10) | | 4 | 8 | | 24 | 2 | 4 | 12 | 20 | 8 | | | | | 2 | 2 | | 86 | $16,410 | - | - | | $16,410 |
| 3.8 | Pedestrian and Street Lighting Design PS&E (9 sheets) | | | 8 | | 20 | | | | | | | | | | 2 | 2 | | 32 | $4,490 | - | - | $40,740 | $45,230 |
| 3.9 | Electric Vehicle (EV) Charging Station PS&E (8 Sheets) | | | 8 | | 20 | | | | | | | | | | 2 | 2 | | 32 | $4,490 | - | - | $48,440 | $52,930 |
| | **Subtotal Phase 3** | **80** | **188** | **634** | **416** | **1584** | **2** | **4** | **12** | **20** | **8** | **12** | **74** | **282** | **460** | **22** | **22** | **0** | **3820** | **$565,140** | **$0** | **$0** | **$131,636** | **$696,776** |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| **4.0** | **BIDDING PHASE SERVICES** | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 | Attend Pre-bid Meeting | 2 | | 4 | | | | | | | | | 4 | | | | | | 10 | $2,160 | - | - | - | $2,160 |
| 4.2 | Respond to Bid Questions (10) | 2 | | 16 | | | | | | | | | 10 | | | | | | 28 | $5,520 | - | - | $2,580 | $8,100 |
| 4.3 | Bid Costs Review | 2 | | 20 | | | | | | | | | 6 | | | | | | 28 | $5,320 | - | - | - | $5,320 |
| | **Subtotal Phase 4** | **6** | **0** | **40** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **20** | **0** | **0** | **0** | **0** | **0** | **66** | **$13,000** | **$0** | **$0** | **$2,580** | **$15,580** |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| **TOTAL HOURS** | | **108** | **244** | **868** | **416** | **2112** | **10** | **22** | **84** | **170** | **224** | **20** | **174** | **446** | **700** | **30** | **30** | **20** | **5578** | | | | | |
| **OTHER DIRECT COSTS** | | | | | | | | | | | | | | | | | | | | **$56,100** | **$3,000** | **$13,000** | **$17,370** | **$89,470** |
| **TOTAL COST** | | **$32,400** | **$58,560** | **$147,560** | **$64,480** | **$264,000** | **$3,500** | **$5,940** | **$17,640** | **$25,500** | **$88,480** | **$5,700** | **$38,280** | **$60,210** | **$77,000** | **$4,350** | **$5,100** | **$3,700** | | **$958,500** | **$51,300** | **$81,500** | **$257,596** | **$1,348,896** |

# MARK THOMAS & COMPANY, INC. RATE SCHEDULE

EXPIRES JUNE 30, 2025

| Engineering & Planning | |
|---|---|
| Intern | $80 |
| Technician | $110 |
| Design Engineer I | $125 |
| Design Engineer II | $155 |
| Sr. Technician | $175 |
| Civil Engineering Designer | $190 |
| Project Engineer | $170 |
| Sr. Project Engineer | $225 |
| Sr. Technical Engineer | $205 |
| Project Manager | $240 |
| Technical Lead | $240 |
| Sr. Project Manager | $300 |
| Sr. Technical Lead | $285 |
| Engineering Manager | $355 |
| Design Manager | $350 |
| Sr. Engineering Manager | $410 |
| Principal | $480 |

| Construction Management | |
|---|---|
| Office Engineer | $205 |
| * Asst. Resident Engineer | $225 |
| * Inspector - CM | $220 |
| Resident Engineer | $300 |
| Project Manager - CM | $300 |
| Sr. Resident Engineer | $335 |
| Division Manager - CM | $400 |
| Area Manager - CM | $290 |

| Planning | |
|---|---|
| Planner I | $120 |
| Planner II | $155 |
| Sr. Planner | $190 |

| Grant Writing | |
|---|---|
| Funding Specialist | $175 |
| Sr. Funding Specialist | $230 |
| Funding Manager | $335 |

| District Management | |
|---|---|
| * Inspector - Apprentice | $90 |
| * Inspector | $110 |
| * Sr. Inspector | $140 |
| Assistant Sanitary Engineer | $145 |
| Associate Sanitary Engineer | $180 |
| Sanitary Project Engineer | $190 |
| Sr. Sanitary Project Engineer | $225 |
| Operations Manager | $240 |
| Deputy District Manager | $310 |
| District Manager-Engineer | $350 |

| Project Support/Coordination | |
|---|---|
| Project Assistant | $90 |
| Technical Writer | $120 |
| Sr. Project Assistant | $145 |
| Project Coordinator | $140 |
| Graphic Designer | $135 |
| Sr. Technical Writer | $130 |
| Project Accountant | $145 |
| Sr. Project Coordinator | $170 |
| Sr. Graphic Designer | $185 |
| Sr. Graphic Manager | $220 |
| Project Accountant Manager | $220 |

| Landscape Architecture/Urban Design | |
|---|---|
| Landscape Intern | $85 |
| Landscape Designer I | $110 |
| Landscape Designer II | $135 |
| Landscape Architect | $155 |
| Sr. Landscape Architect | $180 |
| LAUD Project Manager | $220 |
| Sr. LAUD Project Manager | $270 |
| LAUD Division Manager | $285 |

| Special Services | |
|---|---|
| Expert Witness | $520 |
| Strategic Consulting | $520 |

| Surveying | |
|---|---|
| Survey Division Manager | $350 |
| Survey Manager II | $270 |
| Survey Manager I | $240 |
| Project Surveyor III | $250 |
| Project Surveyor II | $210 |
| Project Surveyor I | $205 |
| Asst Surveyor III | $175 |
| Asst Surveyor II | $150 |
| Asst Surveyor I | $140 |
| Survey Specialist III | $210 |
| Survey Specialist II | $170 |
| Survey Specialist | $150 |
| Lead Survey Technician | $150 |
| Survey Technician III | $155 |
| Survey Technician II | $150 |
| Survey Technician I | $90 |
| SUE Program Manager | $285 |
| * Chief of Party (OE3) | $220 |
| * Instrumentperson (OE3) | $220 |
| * Chainperson (OE3) | $215 |
| * Apprentice (OE3) | $145 |
| * 2-Person Crew (OE3) | $375 |
| * 3-Person Crew (OE3) | $565 |
| * Utility Locator (North) | $190 |
| * Chief of Party (OE12) | $240 |
| * Instrumentperson (OE12) | $220 |
| * Chainperson (OE12) | $205 |
| * Apprentice (OE12) | $175 |
| * 2-Person Crew (OE12) | $395 |
| * 3-Person Crew (OE12) | $645 |
| * Utility Locator (South) | $240 |

**Reimbursables** including, but not limited to; reproductions, delivery and filing fees; outside consultant fees; and survey field expenses will be billed at *Cost Plus 5%* . **Mileage** will be billed per *current IRS Rate* .

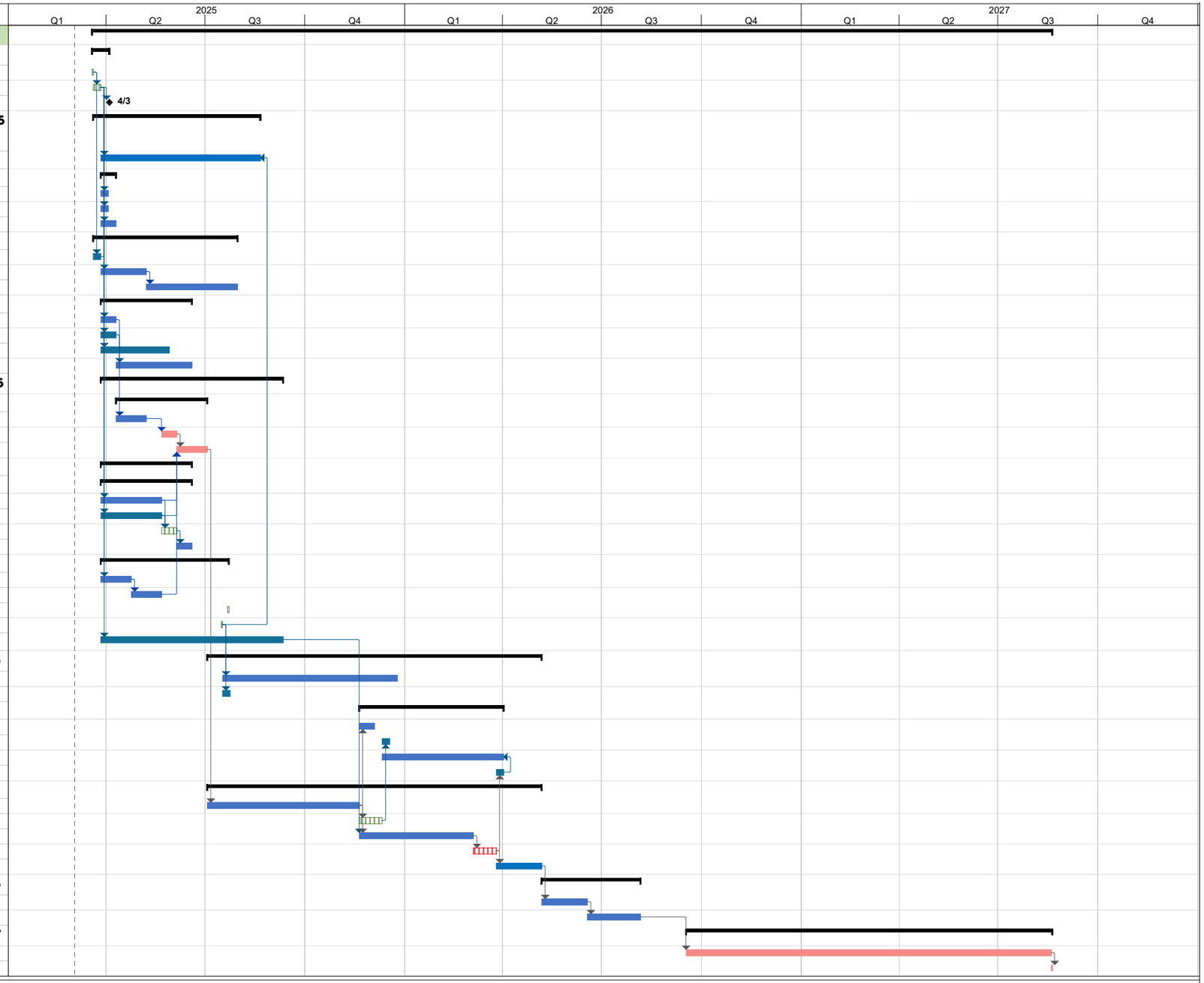
*This rate schedule expires June 30, 2025; rates are subject to escalation with new hourly rate schedule as of July 1, 2025.*

** These charge rates are subject to Prevailing Wage laws and Union contract.*

# ATTACHMENT 3
## Mark Thomas Cost Schedule

The City's desired schedule for completion of design phase services is within 13 months of NTP, **see the schedule below on how Mark Thomas will accomplish this with the City**

| ID | Task Name | Duration | Start | Finish |
|---|---|---|---|---|
| 1 | **Garvey Avenue Capacity Improvements** | **632 days** | **Wed 3/19/25** | **Thu 8/19/27** |
| 2 | **Administration / Contracts** | **12 days** | **Wed 3/19/25** | **Thu 4/3/25** |
| 3 | City Council Award | 1 day | Wed 3/19/25 | Wed 3/19/25 |
| 4 | Notice to Proceed | 5 days | Thu 3/20/25 | Wed 3/26/25 |
| 5 | Kick-Off Meeting | 1 day | Thu 4/3/25 | Thu 4/3/25 |
| 6 | **Task 1- Topographic Survey, Utility Research and Project Data Collection** | **110 days** | **Thu 3/20/25** | **Wed 8/20/25** |
| 7 | **Project Management/Admin/Meetings** | **105 days** | **Thu 3/27/25** | **Wed 8/20/25** |
| 8 | **Research & Investigation** | **10 days** | **Thu 3/27/25** | **Wed 4/9/25** |
| 9 | Preliminary Site Investigation | 5 days | Thu 3/27/25 | Wed 4/2/25 |
| 10 | Project Walk | 5 days | Thu 3/27/25 | Wed 4/2/25 |
| 11 | As-Built/Record Map Search | 10 days | Thu 3/27/25 | Wed 4/9/25 |
| 12 | **Utility Coordination** | **95 days** | **Thu 3/20/25** | **Wed 7/30/25** |
| 13 | Prepare Utility Notice A | 5 days | Thu 3/20/25 | Wed 3/26/25 |
| 14 | Receive Information | 30 days | Thu 3/27/25 | Wed 5/7/25 |
| 15 | Map Existing Utilities on plans | 60 days | Thu 5/8/25 | Wed 7/30/25 |
| 16 | **Survey & Mapping** | **60 days** | **Thu 3/27/25** | **Wed 6/18/25** |
| 17 | Establish Project Control | 10 days | Thu 3/27/25 | Wed 4/9/25 |
| 18 | Establish Alignment / Boundary Retracement | 10 days | Thu 3/27/25 | Wed 4/9/25 |
| 19 | Aerial Photogrammetric Survey | 45 days | Thu 3/27/25 | Wed 5/28/25 |
| 20 | Topographic Survey | 50 days | Thu 4/10/25 | Wed 6/18/25 |
| 21 | **Task 2 - Preliminary Design** | **120 days** | **Thu 3/27/25** | **Wed 9/10/25** |
| 22 | **Concept Development** | **60 days** | **Thu 4/10/25** | **Wed 7/2/25** |
| 23 | Develop Draft Concepts | 20 days | Thu 4/10/25 | Wed 5/7/25 |
| 24 | *City Review/Direction/Workshop* | *10 days* | *Thu 5/22/25* | *Wed 6/4/25* |
| 25 | Finalize Concept / Select Preferred Alternative | 20 days | Thu 6/5/25 | Wed 7/2/25 |
| 26 | **Engineering Studies** | **60 days** | **Thu 3/27/25** | **Wed 6/18/25** |
| 27 | **Traffic Corridor Study** | **60 days** | **Thu 3/27/25** | **Wed 6/18/25** |
| 28 | Traffic Counts/Analysis/Draft Report | 40 days | Thu 3/27/25 | Wed 5/21/25 |
| 29 | Parking / Curbside Inventory | 40 days | Thu 3/27/25 | Wed 5/21/25 |
| 30 | City Review/Direction/Workshop | 10 days | Thu 5/22/25 | Wed 6/4/25 |
| 31 | Final Reports | 10 days | Thu 6/5/25 | Wed 6/18/25 |
| 32 | **Public Outreach** | **84 days** | **Thu 3/27/25** | **Tue 7/22/25** |
| 33 | Surveys & Canvassing the Public | 20 days | Thu 3/27/25 | Wed 4/23/25 |
| 34 | Public Meeting (Preparation and Attendance) | 20 days | Thu 4/24/25 | Wed 5/21/25 |
| 35 | As Necessary Commission Meetings | 1 day | Tue 7/22/25 | Tue 7/22/25 |
| 36 | As Necessary Council Presentation | 1 day | Wed 7/16/25 | Wed 7/16/25 |
| 37 | **Environmental Documentation** | **6 mons** | **Thu 3/27/25** | **Wed 9/10/25** |
| 38 | **Task 3 – Design Development Phase** | **220 days** | **Thu 7/3/25** | **Wed 5/6/26** |
| 39 | Project Management/Admin/Meetings | 115 days | Thu 7/17/25 | Wed 12/24/25 |
| 40 | Project Walk | 5 days | Thu 7/17/25 | Wed 7/23/25 |
| 41 | **Utility Coordination** | **95 days** | **Thu 11/20/25** | **Wed 4/1/26** |
| 42 | Identify Conflicts/Update Matrix | 10 days | Thu 11/20/25 | Wed 12/3/25 |
| 43 | Issue Utility Letter B | 5 days | Thu 12/11/25 | Wed 12/17/25 |
| 44 | Ongoing Utility Coordination | 80 days | Thu 12/11/25 | Wed 4/1/26 |
| 45 | Issue Utility Letter C | 5 days | Thu 3/26/26 | Wed 4/1/26 |
| 46 | **PS&E Preparation** | **220 days** | **Thu 7/3/25** | **Wed 5/6/26** |
| 47 | Prepare & Submit 60% PS&E and Draft Technical Studies | 100 days | Thu 7/3/25 | Wed 11/19/25 |
| 48 | City Staff 60% Design Review | 15 days | Thu 11/20/25 | Wed 12/10/25 |
| 49 | Prepare & Submit 90%  PS&E and Final Technical Studies | 75 days | Thu 11/20/25 | Wed 3/4/26 |
| 50 | City Staff 90% PS&E Design Review | 15 days | Thu 3/5/26 | Wed 3/25/26 |
| 51 | Prepare & Submit 100% PS&E | 30 days | Thu 3/26/26 | Wed 5/6/26 |
| 52 | **Task 4 – Bidding Phase Services** | **65 days** | **Thu 5/7/26** | **Wed 8/5/26** |
| 53 | Bid Support (RFI/Addenda/Revisions) | 30 days | Thu 5/7/26 | Wed 6/17/26 |
| 54 | Contract Award | 35 days | Thu 6/18/26 | Wed 8/5/26 |
| 55 | **Task 5 - Construction Phase Services** | **241 days** | **Thu 9/17/26** | **Thu 8/19/27** |
| 56 | Construction Support (RFI/Shop Drawing) | 12 mons | Thu 9/17/26 | Wed 8/18/27 |
| 57 | Construction Complete | 1 day | Thu 8/19/27 | Thu 8/19/27 |




Task, Progress, Rolled Up Critical Task, External Tasks, Inactive Summary, Manual Summary, Deadline
Critical Task, Milestone, Rolled Up Milestone, Project Summary, Manual Task, Start-only, Manual Progress
Critical, Summary, Rolled Up Progress, Inactive Task, Duration-only, Finish-only, Agency Activity
Critical Split, Rolled Up Task, Split, Inactive Milestone, Manual Summary Rollup, Group By Summary, Agency Activity (Critical)

SCHEDULE

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3Q

**TO:** The Honorable Mayor and City Council

**FROM:** Shawn Igoe, Director of Public Works

**SUBJECT:** Award of Contract to CCS Facility Services - Los Angeles, Inc. for Citywide Janitorial Services

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute an agreement with CCS Facility Services – Los Angeles, Inc., in a form approved by the City Attorney, for janitorial services and supplies at various City facilities in an amount not to exceed $482,401.56 per year. The proposed agreement would be from June 1, 2025 through June 30, 2028, with a renewal option of up to two, one-year terms;
2. Approving an additional appropriation of $28,200 from the Building Maintenance Fund (506) for janitorial services and supplies through June 30, 2025; and
3. Taking such additional, related, action that may be desirable.

## EXECUTIVE SUMMARY:

On January 13, 2025, the City issued a Request for Proposal ("RFP") for janitorial services and supplies for City-owned facilities, including the City's Business Improvement District (BID) area, and City parks. Six bids were received by the proposal submittal deadline of February 20, 2025. Upon evaluation and review of all proposal submittals, the Public Works Director ("Director") is recommending the award of contract to CCS Facility Services – Los Angeles, Inc., for a term commencing on June 1, 2025 through June 30, 2028, with a renewal option of up to two, one-year terms, for a total cost of $482,401.56 per year.

## BACKGROUND:

The City has contracted with Valley Maintenance Corporation for its janitorial service needs since 2017. On July 17, 2024, City Council approved a Fourth Amendment to the current janitorial services contract with Valley Maintenance Corporation to extend the agreement through June 30, 2025, allowing the Director to prepare an RFP for a new janitorial contract. On January 13, 2025, the Director cause the issuance of an RFP for janitorial services and supplies from qualified, licensed, and insured firm(s) to service 297,822 square feet of City-owned facilities, including City Hall, Bruggemeyer Library, Barnes Community Center, Langley Center, City Yard, Delta Plant, El Encanto, the City's

Business Improvement District ("BID") area, and City parks. Representatives from seven companies attended the pre-proposal meeting and site visits

On January 23, 2025. Six proposals were received by the proposal submittal deadline of February 20, 2025. On March 10, 2025, the Director reviewed and evaluated proposals from six companies and determined two of the six proposals received did not meet the RFP requirements, resulting in disqualification from the selection process. The remaining four proposals received are listed below:

| Contractor | Proposal Annual Amount |
|---|---|
| CCS Facility Services | $482,401.56 |
| Platinum Maintenance | $585,780.00 |
| JSD Cleaning Services, Inc. | $658,059.21 |
| U.S. Metro | $673,226.64 |

The Director caused the proposals' review and determined that CCS Facility Services is the most qualified and also has lowest cost for providing janitorial services to the City. CCS Facility Services proposed annual amount is at an increase of 17% more than the City's current contract for janitorial services with Valley Maintenance Corporation, with the increase in cost partially due to CCS Facility Services providing janitorial consumables for all City facilities. The Director caused reference check and received positive feedback from CCS Facility Services. References include the performance of similar janitorial duties for City of Chino, City of Fullerton, and the City of Rancho Cucamonga. With over 30 years of experience in professional cleaning and maintenance, CCS Facility Services brings a track record of quality service in large-scale municipal janitorial contracts, ensuing cleanliness, sanitation, and operational efficiency while maintaining a strong commitment to sustainability and compliance.

It is recommended that City Council approve the proposed agreement for janitorial services and supplies with CCS Facility Services – Los Angeles, Inc. from June 1, 2025 through June 30, 2028, with a renewal option of up to two, one-year terms, for an annual contract amount of $482,401.56.

**2024-25 STRATEGIC PLAN GOAL:**

The proposed agreement supports the City's goal of maintaining infrastructure and facilities to support the current and future needs of the community. Janitorial services are essential to maintaining clean and welcoming facilities for residents, staff, and visitors.

**FISCAL IMPACT:**

The budgeted amount for the City's janitorial maintenance account is $375,000 for FY 24-25. The cost for Valley Maintenance Corporation's services and janitorial supplies through May 31, 2025, is $363,000, leaving an available balance of $17,000 for janitorial maintenance services and supplies for the remainder of FY 24-25. The cost to contract with CCS Facility Services for the first year of janitorial services, beginning June 1, 2025 is $482,401.56. It is recommended that City Council approve an additional appropriation

of $28,200 to the Building Maintenance Fund (506) for janitorial services and supplies through June 30, 2025.

Respectfully submitted by:

Shawn Igoe
Director of Public Works

Reviewed by:

Martha Garcia
Director of Finance

Approved by:

Inez Alvarez,
City Manager

Reviewed by:

Justin A. Tamayo
Assistant City Attorney

**ATTACHMENTS:**

1. CCS Facility Services – Los Angeles, Inc. Technical Proposal
2. CCS Facility Services – Los Angeles, Inc. Cost Proposal

# ATTACHMENT 1

CCS Facility Services - Los Angeles, Inc. Technical Proposal

# Proposal For Janitorial Services

CCS FACILITY SERVICES



Custom Solutions for

CITY OF MONTEREY PARK CALIFORNIA

February 20, 2025

Beverly Garcia
Management Analyst
City of Monterey Park, CA

Dear Beverly,

CCS Facility Services is pleased to submit our proposal in response to the City of Monterey Park's Request for Proposals #2025-M01 for janitorial services. As an industry leader with over 30 years of experience in professional cleaning and facility maintenance, we are confident in our ability to provide exceptional service to the City's facilities, parks, and Business Improvement District.

Our team brings a track record of excellence in large-scale municipal janitorial contracts, ensuring cleanliness, sanitation, and operational efficiency while maintaining a strong commitment to sustainability and compliance. We understand the importance of maintaining high-traffic public spaces and city offices to the highest standards, and we are equipped with trained personnel, state-of-the-art cleaning technologies, and environmentally friendly cleaning solutions to meet your needs.

CCS Facility Services' proposal demonstrates:

- **A Comprehensive Cleaning Program** tailored to Monterey Park's diverse facility needs, including government buildings, community centers, fire stations, and public spaces.
- **A Highly Skilled Workforce** with rigorous training in safety protocols, infection control, and industry best practices.
- **Advanced Quality Assurance Measures** ensuring consistency through scheduled inspections, real-time reporting, and responsive customer service.
- **Sustainability and Compliance** in alignment with Monterey Park's recycling, waste management, and environmental initiatives.

We look forward to the opportunity to collaborate with the City of Monterey Park and contribute to maintaining a clean and welcoming environment for residents, employees, and visitors. Our proposal package, including the required documentation and bid forms, is enclosed for your review.

Ryan Bunn

**RYAN BUNN**
VICE PRESIDENT OF BUSINESS DEVELOPMENT

# Table of Contents


Cover Letter.....Page 2

Introduction (Section 1).....Page 5

Project Analysis (Section 2).....Page 6

Objective, Scope, Nature of Proposed Program (Section 3).....Page 7

Work Program (Section 4).....Page 12

Methodology (Section 5).....Page 17

Project Management (Section 6).....Page 30

Assigned Personnel (Section 7).....Page 32

Schedule (Section 8).....Page 36

Program Monitoring (Section 9).....Page 37

City Resources (Section 10).....Page 44

Subcontractors (Section 11).....Page 45

Contractor Capability and References (Section 12).....Page 46

Conflict of Interest (Section 14).....Page 47

Additional Information and References.....Page 48

# Custom Custodial Solutions For City of Monterey Park, CA

# Executive Summary

In 1988, CCS Facility Services was founded as Commercial Cleaning Systems with a small footprint in Denver, Colorado. Over the next three decades, with the sole mission of "being the best," CCS became the largest provider of janitorial services in the state of Colorado and has since expanded to multiple states. Our focus on delivering a high level of customer service along with superior cleaning has been the key element for success.

Our niche position in the integrated facility services market means that we are large enough to enjoy economies of scale that we pass onto our customers and right-sized to deliver the detailed attention each facility deserves. However, our path to "big" has been the result of a careful commitment to think "small" – through a focus on every customer, every property, every detail, every day. **"Big" is not nearly as important as "best."**

What does CCS' size and strength mean to the City of Monterey Park? **It means that our team has the capacity to respond to client needs quickly and effectively.** Our geographic market density, built over decades, provides a distinct advantage to our customers. Our robust operational structure ensures that our daytime managers are inside their properties checking on performance and touching base with customers on a regular basis, and our nighttime managers are checking quality and working with their teams in each building **every single night.** It means that our building engineers are on the job and ready to go, keeping your facilities up and running to the highest standards in the industry.

**We've got you covered – 24/7.** With significant personnel and equipment resources ready to work for the City of Monterey Park, CCS is structured to deliver excellence day in and day out consistently. Should special needs arise, whether planned or unplanned, we are well prepared to respond quickly, reliably, and effectively. Between our emergency response capabilities, our team of floaters ready to deploy, an extensive fleet, and long-standing supplier relationships, CCS' deep bench of resources represents an unmatched infrastructure that can expertly serve the City of Monterey Park's portfolio.

Additionally, we continue to grow our service offerings for customers. From ISSA's GBAC STAR Service and CIMS-GB programs to LEED, WELL, Fitwel expertise and more, we invest in knowledge, accreditations, and certifications to make ourselves a better partner to you.

**In short, CCS Facility Services is uniquely qualified to effectively start and serve the City of Monterey Park right away.**

Our goal in this RFP is to grow our partnership with the City of Monterey Park by demonstrating that we are your best option for both service and value.

We are a company built to serve.

# Project Analysis

**Workforce and Management Requirements**

- The contractor must provide trained and supervised staff who meet the required performance standards.
- Substitution of project managers or lead personnel requires prior approval, ensuring consistency in service quality

**Compliance and Quality Control**

- Contractors must adhere to strict quality control measures, following detailed cleaning specifications for each site .
- Compliance with city regulations and industry standards is mandatory, necessitating regular inspections and documentation.

**Sustainability and Waste Management**

- The city enforces a strict recycling and waste disposal policy, requiring contractors to provide designated waste bins and ensure proper sorting .
- Contractors must also supply eco-friendly cleaning products and adhere to evolving sustainability practices.



# Project Analysis

**Workforce Management & Quality Control**

- Deploy a **trained and supervised janitorial staff**, ensuring employees meet professional and ethical standards.
- Assign **on-site supervisors** to monitor performance and address any deficiencies promptly.
- Implement **quality assurance measures**, including weekly inspections and a structured reporting system for non-compliance.

**Logistical Coordination & Flexibility**

- Adapt service schedules to **minimize disruption** to city operations and public access.
- Ensure after-hours cleaning for high-traffic facilities such as City Hall, recreation centers, and police department offices.
- Provide **emergency response cleaning services** as needed.

**Systematic Cleaning & Maintenance Plan**

- Implement a **scheduled cleaning program** that adheres to the specified frequency (daily, weekly, monthly, and quarterly) for each facility.
- Utilize **standardized cleaning protocols** to ensure uniform service delivery across all locations.

By implementing a **structured, compliant, and efficient janitorial service model**, CCS Facility Services can successfully meet the city's expectations while ensuring a clean and safe environment for residents, employees, and visitors.



# Oversight & Inspections

In addition to daily oversight via Building Leads, Day Service Managers, and Night Area Managers, your facilities will be inspected regularly by your CCS Facility Services Account Managers.

Account Managers will validate that the tasks within the scope of work are regularly being performed to the level of quality required. Our quality inspections use a pass or fail rating system, which allows CCS Facility Services to identify any discrepancies with the level of cleaning service and operationalize the issue not happening again in the future. If a maintenance issue is found during the inspection process, we will promptly notify the property manager and any other designated staff via your preferred communication method.

Inspections are fundamental to our quality control protocol. Below is CCS Facility Services' process for inspections and corresponding action items that may result from inspections:

## Informal Inspections

Inspections are the first line of quality control and measure work performance relative to documented job plans and standards. Inspections facilitate prompt identification and correction of substandard services and/or personnel performance. Account Managers, Day Service Managers, and Night Area Managers conduct scheduled (formal) and unscheduled (informal) inspections. The results and all inspection reports are reviewed, and issues are promptly addressed. With multiple sets of eyes, needs are caught and fixed quickly.

## Scheduled Inspections

We will work with your team to conduct in-depth formal, scheduled inspections according to your preferences.

## Service Issue Escalation and Procedure

Service excellence is our top priority. Should a customer manager or building tenant have a work request or other special need, we will engage immediately to address it. This is most often accomplished through our dedicated Account Management team. Work tickets are entered to record the details of the request, and corresponding work assignments are completed by our trained staff. Our Day and Night Communications Managers verify completion – often with photo record – working 24 hours a day to keep up-to-date records to keep you and your team fully informed. Reliable execution and clear communication are cornerstones of our commitment and service to you.

# Hardwired for Success: Communication Around the Clock

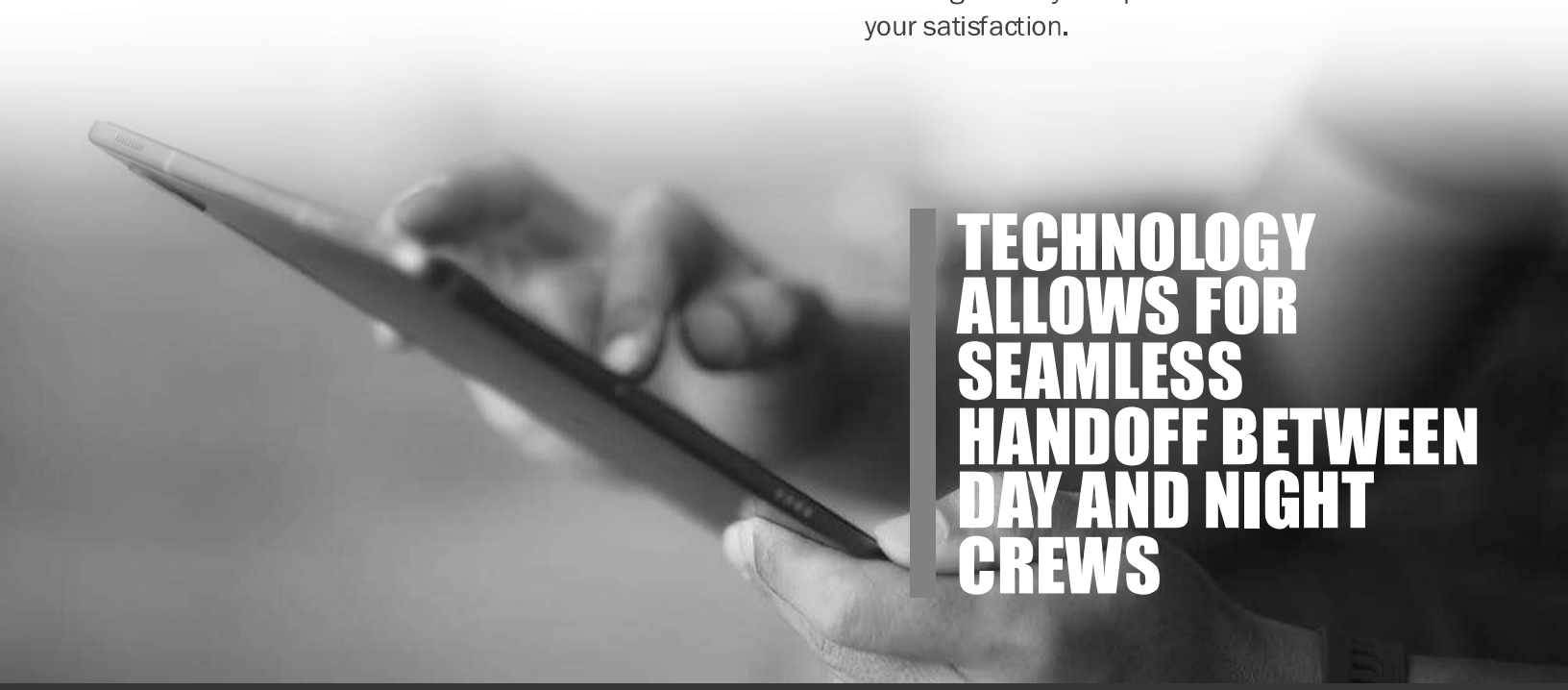
CCS Facility Services knows that communication is critical to service excellence. Communication between all stakeholders, from your employees, customers, vendors, and community to everyone on your CCS team, is what sets us apart from the rest.

**Our focus groups with key decision-makers reaffirmed that clear and timely communication is essential** for reliably addressing special needs or requests. Our software-based communication system ensures that our nightly managers are always informed of requests and building needs, enabling us to respond quickly and effectively.

Our communications strategy is **both an art and a science**: we have a robust communications protocol with built-in, manager-directed redundancy to ensure nothing falls through the cracks as well as multiple technological tools to keep track of people and jobs.

**Here's how it works:**

- Building Leads, supervisors, and managers keep close tabs on work performance.
- This includes staying close with our customers to understand and address concerns and needs.
- Deficiencies are immediately corrected where possible. Where this is not possible, they are formally reported.
- Mobile communications for all managers facilitate speed and accuracy in reporting.
- All reported work items are entered into our work ticket system, overseen by our Communications Managers.
- These managers verify work completion 24/7 and generate reports for our Account Managers.
- Our Account Managers report back to you every morning to verify completion and ensure your satisfaction.

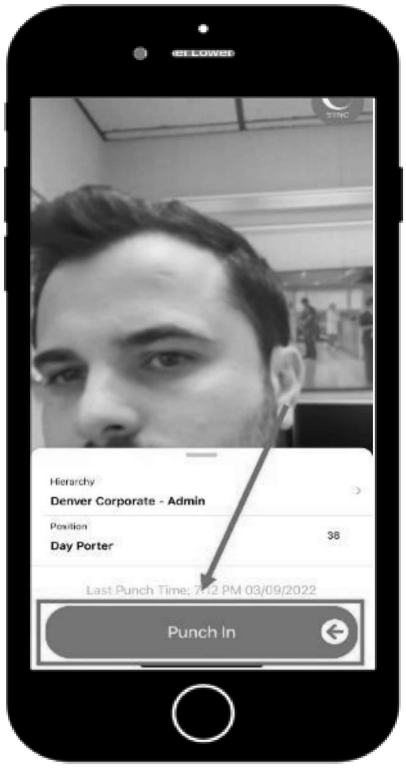


**TECHNOLOGY ALLOWS FOR SEAMLESS HANDOFF BETWEEN DAY AND NIGHT CREWS**

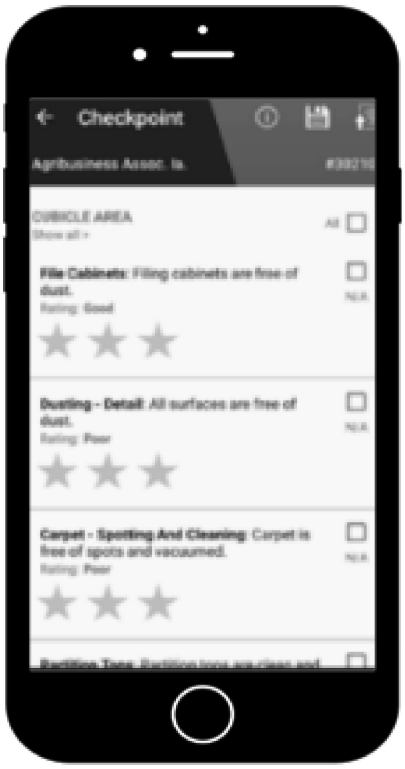
# Accountability Through Technology & Process

Our investment in technology helps us get the job done **to give you peace of mind**:

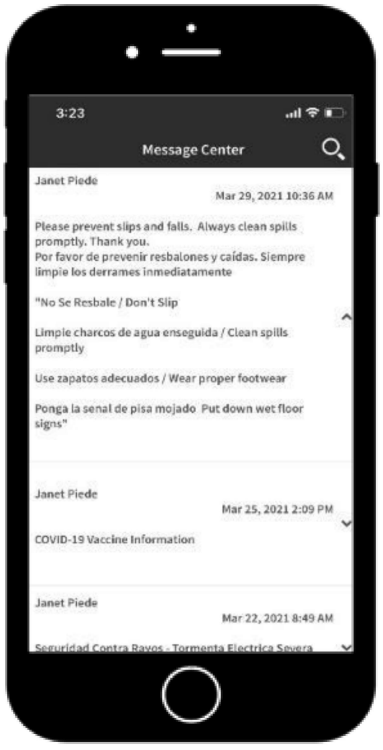
1. **Production software**: aligns and builds all scheduling, training and site-required needs
2. **Electronic timekeeping**: tracks staff clock in/clock out in real-time and course correct if needed
3. **Software-based work ticketing system**: ensures real-time ticket processing and status
4. **Mobile communications for all managers**: provides instant access to schedules, proposals, checklists, photos, and more
5. **Digital supply inventory management**: proprietary CCS app that ensures both your team and ours can track supplies in real-time
6. **Cloud-based system**: Office 365 allows CCS to pull up contracts, photos, and other customer *needs on-the-spot*




Electronic, Geo-targeted Timekeeping




Work Ticketing System




Employee Portal




# Seamless Transitions

# Project Analysis

**Daily/Nightly Cleaning Tasks** *(Performed after operational hours)*

**General Areas (Offices, Lobbies, Hallways, and Meeting Rooms)**

- Sanitize all high-touch surfaces (door handles, handrails, elevator buttons).
- Vacuum carpets and rugs; spot clean stains.
- Sweep, mop, and dust all hard floors.
- Empty waste containers and replace liners for trash, recycling, and organics.
- Dust and spot-clean desks, furniture, and counters.
- Wipe down glass doors, mirrors, and display cases.
- Clean and sanitize water fountains.
- Ensure all furniture is returned to its original position.

**Restrooms, Breakrooms, and Kitchen Areas**

- Disinfect and clean toilets, urinals, and sinks.
- Refill soap dispensers, toilet paper, paper towels, and seat covers.
- Remove hard water deposits and soap scum from sinks and tiles.
- Mop and disinfect floors.
- Wipe down kitchen appliances and cabinets.

**Outdoor Areas (Business Improvement District & Parks)**

- Sweep sidewalks and entryways.
- Empty and wipe down trash receptacles.
- Remove trash, cigarette butts, and debris from tree wells and landscaped areas.
- Wipe down benches and outdoor furniture.
- Remove unauthorized flyers and graffiti.



# Project Analysis

**Weekly Tasks**

- Clean walls, doors, door frames, and light switches.
- Dust office equipment, filing cabinets, and open shelves.
- Power wash restroom floors.
- Scrub hard water deposits around sinks and faucets.
- Organize janitorial storage areas.
- Sweep and clean exterior patios and entryways.

**Monthly Tasks**

- Dust all window blinds and walls.
- High-dust vents, picture frames, and door frames.
- Vacuum upholstered furniture.
- Professionally clean and refinish all tile and hard floors.
- Power wash main entryways.

**Quarterly Tasks**

- Deep clean plastic and leather furniture.
- Defrost and clean refrigerators.
- Clean all carpets (excluding Police Dispatch and IT rooms).
- Strip, clean, and wax tile floors in storage rooms.

**Semi-Annual Tasks**

- Strip and wax tile floors in the Fleet division.

**Annual Tasks**

- Wash all walls in offices, hallways, and storage areas.
- Deep clean and wax all tile floors.

By implementing a structured **cleaning schedule**, maintaining **strict quality controls**, and ensuring **compliance with environmental and safety regulations**, CCS Facility Services will provide **efficient and effective janitorial services** across all designated city facilities.



# CCS Facility Services
# Team Supporting
# City of Monterey Park's Portfolio

CCS Facility Services' customer service program embodies a **team approach**. Between robust local infrastructure in each market to our technology tools for communicating your team's needs to our assigned team members, **we ensure everyone is on the same page to get the job done**. These positions coordinate and execute work as an integrated unit, using a communication and work ticket system that leads the industry. An overview of this is provided throughout this proposal.

| TITLE | ROLE DESCRIPTION |
|---|---|
| General Manager / Senior Vice President | Responsible for branch operations. Supports Account Managers, Day Service Managers, and Night Area Managers to ensure effective coordination and execution of service delivery, including escalation. Also active in quality assurance and customer satisfaction |
| Senior Account Managers / Account Managers | Primary point of contact between CCS Facility Services and the customer for all communications, including emergency situations |
| Senior Day Service Managers / Day Service Managers | Oversee Day Porter staff as well as primary trainers for all day staff and day cleaning services |
| Senior Night Area Managers | Oversee and manage a set of Night Area Managers to support work with nighttime staff |
| Night Area Managers | Seasoned managers who inspect each building nightly to ensure contract compliance, execution of special tasks, etc. |
| Nighttime Leads / Supervisors | Oversees nighttime general cleaners, assists in ensuring proper completion of all duties and work tickets |
| Lead Day Porters | Oversees day porters as a working leader; assists with training and quality control |
| Building Supervisors | Dedicated person per facility who actively manage CCS building staff |
| Building Staff | Team of frontline staff dedicated to the property who perform routine day and/or nighttime operations |
| Daytime Communications Manager | Daytime communications hub for day service team to enter and execute work tickets; communicates overnight tickets identified during the day to incoming nightshift |
| Nighttime Communications Manager | Nighttime communications hub for night service team to execute and verify completion of work tickets. Generates reports for the Account Managers to communicate and close the loop with customers |
| Branch Support Staff | Off-site employees who perform administrative support for frontline staff, including HR and Recruitment |
| Carpet & Hard Floor Specialists | Specially trained and equipped personnel who will perform all non-routine, interim, and restorative carpet and hard floor care |
| Backup Staff / Floaters | In times of labor shortage or emergency needs, dedicated pool of "floater" employees who can fill in on short notice to ensure uninterrupted service |

# Detailed Transition Plan

| | Initial Checklist Assignment |
|---|---|
| JOB NAME: | |
| ACCOUNT MANAGER: | |
| NIGHT MANAGER: | |
| DAY MANAGER: | |
| JOB #: | |
| START DATE: | |

| TASK | ASSIGNED PERSON: | DATE OF COMPLETION: | NOTES: |
|---|---|---|---|
| Schedule internal meeting with transition team to review plan and assign duties/tasks | | | |
| Review rent roll / square footage report for work plan purposes | | | |
| Develop & customize consumable supply order sheet with correct products and established par levels | | | |
| Meet with distributor (Waxie) to discuss logistics of the start up: delivery instructions, supply/equipment order, consumable supplies | | | |
| Create tenant diary / hot button list based on information collected during building walk through | | | |
| Assign account manager, day porter manager, nighttime manager and senior night manager | | | |
| Develop day porter schedules | | | |
| Develop work plan | | | |
| Layout key ring / access card set ups for each worker | | | |
| Determine nightly budget | | | |
| Confirm which nighttime and daytime workers will be staying from their current company | | | |
| Confirm how many additional nighttime and daytime staff we need to recruit | | | |
| Finalize staffing and assignment/team | | | |
| Finalize worker, supervisor and day porter shift days and times | | | |
| Review special hiring requirements - background, drug test, physical, etc. | | | |
| Set up communication for Team Time - land lines, cell phone | | | |
| Obtain building access cards, keys to janitorial office | | | |
| Develop customized hard tile floor care sheet with type of flooring, location and size from information obtained on building walk-through | | | |
| Update daily snapshot report | | | |
| Obtain current day porter uniform sizes & order uniforms | | | |
| Confirm date and time that supplies/equipment can be delivered to the building | | | |
| New employee files and applications | | | |
| Order equipment/supplies/vehicles/cell phones | | | |
| Coordinate OJT for day staff and night staff | | | |
| Delivery and distribution of supplies and equipment to the building. | | | |
| Schedule day porter interviews | | | |

# Detailed Transition Plan

| | |
|---|---|
| CCS FACILITY SERVICES | Building Walkthrough Checklist |
| NIGHT MANAGER: | |
| DAY MANAGER: | |
| JOB #: | |
| START DATE: | |

| TASK: | NOTES: |
|---|---|
| Special Requirements for tenants | |
| Special Dispensers in Restrooms | |
| Do we stock consumables in tenant spaces? | |
| Specific Day Porter duties identified | |
| Confirm schedule for recurring walk-thrus | |
| Identify landline for Team Time | |
| Request building access - keys, fobs, etc. | |
| Obtain hard flooring info | |
| Who collects money from feminine hygine machines? | |
| Protocol for almost empty toilet paper rolls | |
| Protocol for changing waterless urinal catridges | |
| Process for key issuance to janitorial staff | |
| Recyle program specifications | |
| Who restocks air fresheners? | |
| Specs for cleaning gyms, locker rooms, showers | |
| Identify do not clean areas | |
| Identify elevator finishes and how to clean | |
| Alarm system codes, red dot doors, all security requirements | |
| Hours of security | |
| Any 24-hour tenants? | |
| Review building emergency procedures | |
| Review building security guidelines | |

# Project Analysis

### Process Excellence: Ensuring High-Quality and Efficient Operations

- ✓ **Standardized Cleaning Protocols**: Utilize **industry best practices** and **OSHA-compliant** procedures for all cleaning activities.
- ✓ **Task-Based Scheduling**: Implement a **customized cleaning schedule** based on facility usage and operational needs.
- ✓ **Real-Time Quality Control Checks**: Supervisors will conduct **weekly facility inspections** to ensure adherence to service standards.
- ✓ **Technology Integration**: Use **digital tracking systems** to monitor task completion, employee check-ins, and supply levels.

### Techniques Used:

- ✓ **Electrostatic Disinfection Spraying** – Ensures deep sanitization of high-touch areas.
- ✓ **Microfiber Cleaning System** – Captures more dirt and bacteria, improving cleanliness.
- ✓ **Color-Coded Cleaning** – Prevents cross-contamination by using designated tools for restrooms, offices, and common areas.
- ✓ **Employee Development: Skilled and Trained Workforce**
- ✓ **Comprehensive Training**: Staff will undergo **CCS Facility Services' best-practice training** covering safety, cleaning techniques, and customer service.
- ✓ **Employee Accountability Program**: Staff will use **digital checklists** and supervisors will verify performance through **on-site evaluations**.
- ✓ **Workforce Optimization**: Employees will be **strategically scheduled** to maximize efficiency while minimizing disruption to city operations.

### Techniques Used:

- ✓ **Onboarding and Ongoing Education** – Continuous training in **OSHA, CDC, and EPA guidelines**.
- ✓ **Performance-Based Incentives** – Encouraging excellence through **employee recognition programs**.
- ✓ **Emergency Response Preparedness** – Teams trained in handling **urgent clean-ups and biohazard situations**.

### Sustainability: Environmentally Responsible Cleaning Practices

- ✓ **Eco-Friendly Products**: Use **Green Seal-certified** or **EPA Safer Choice** cleaning agents.
- ✓ **Waste Reduction Initiative**: Implement **strict recycling and waste segregation** practices in line with the City's sustainability policies.
- ✓ **Water and Energy Conservation**: Utilize **low-moisture carpet cleaning methods** and **energy-efficient equipment**.

### Techniques Used:

- ✓ **HEPA-Filtered Vacuums** – Reduces airborne dust and allergens.
- ✓ **Cold Water Cleaning Solutions** – Saves energy while maintaining high sanitation standards.
- ✓ **Drought-Conscious Floor Cleaning** – Water-efficient mopping and pressure washing techniques.

### Customer-Centric Service: Adapting to City Needs

- ✓ **Flexible Scheduling**: Cleaning teams will adjust to facility usage patterns to **minimize disruptions**.
- ✓ **Rapid Response Team**: Dedicated staff will handle **urgent cleaning needs**, such as spills, restrooms, or special event preparations.
- ✓ **Feedback Loop**: Regular meetings with **City of Monterey Park representatives** to review service quality and make necessary adjustments.

### Techniques Used:

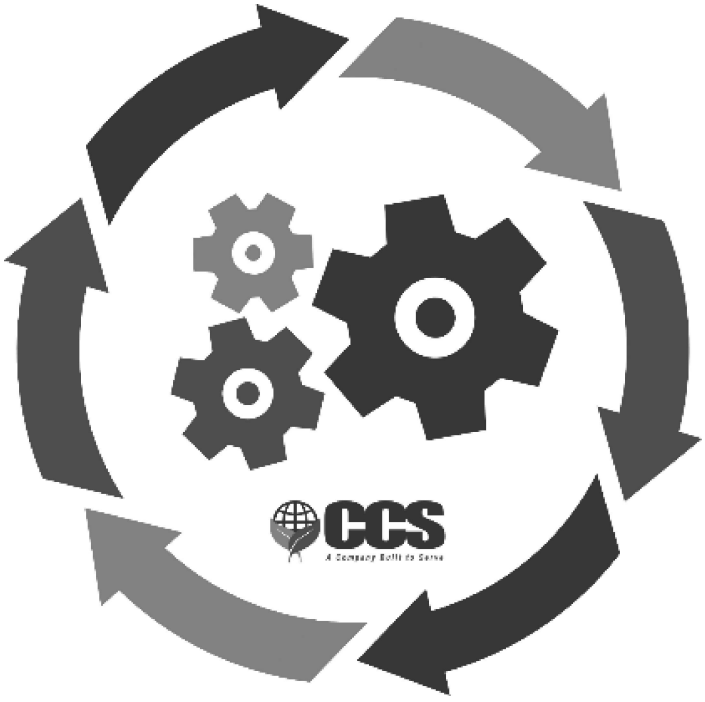
- ✓ **24/7 Support Hotline** – Immediate response for service requests.
- ✓ **Customer Satisfaction Surveys** – Regular feedback collection for continuous improvement.
- ✓ **Dynamic Scheduling System** – Adjusts cleaning frequencies based on traffic and usage.

# The CCS Facility Services Communication Engine

### How do we know the job gets done, both day and night?

At CCS Facility Services, **our commitment to reliability** is backed by a robust communication system dedicated to job-specific communication 24/7. This ensures all facility needs are met and work ticket statuses are continuously documented, keeping Account Managers informed. We call it an “engine” because it has multiple moving parts, all designed to ensure the job gets done.

Additionally, our **locally-based** nighttime communication manager, a role unique to CCS Facility Services, maintains a nightly *Work Ticket Status Report* so that Account Managers and branch leaders know what occurred overnight. Every day of the week, critical information related to your facility's scope of work is shared seamlessly between multiple stakeholders, and work items are closed out with both electronic records and photographic confirmation. In short—our engine is at work so you don’t have to worry that the job is getting done.




**OUR COMMUNICATIONS ENGINE AT WORK**
**TO ENSURE WE GET THE JOB DONE FOR YOU**

# Supporting Our People

**Our retention strategy is to recognize, invest, promote from within, and always show that we care.**

The majority of our frontline supervisors and Account Managers came from the field, so they know what customers value and what staff need to be supported. From *Employee of the Month* to *On The Spot* impromptu recognition, CCS Facility Services honors our incredible staff on a regular basis – and we love when our clients join us in the celebrations!









## Commitment to recognizing & appreciating our employees





**93%**

## Of CCS employees would recommend CCS as a great place to work

*CCS Facility Services Employee Satisfaction Survey 2024*

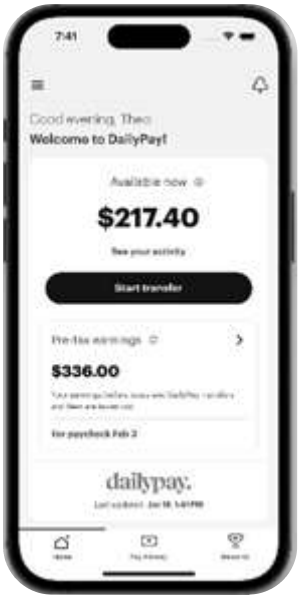
**Click** to watch some of our employees being recognized and sharing what CCS Facility Services means to them.

#GratitudeTuesday

# Investing in Our People

At CCS Facility Services, we understand the importance of offering comprehensive benefits to our employees. Our benefits packages, including health insurance, retirement plans, and continuous professional development, not only enhance job satisfaction and loyalty but also drive higher productivity and a positive work environment. By investing in our employees' well-being, we ensure a motivated and dedicated workforce committed to delivering exceptional service. We are proud to offer the following benefits:

- **Medical Insurance**
- **Dental Insurance***
- **Vision Insurance***
- **Life Insurance***
- **Employee Assistance Program**
- **Opportunities for Advancement**
- **Long-Term Disability***
- **401K Retirement***




dailypay.

Helping our teammates thrive is part of our promise to them. We provide a service called DailyPay, which gives employees **access to earned wages the very next day**, instant transfers for times of need, and tools for saving and financial wellness.

*For eligible employees

# Equal Employment Opportunity Policy

CCS Facility Services is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender identity and expression, sexual orientation, national origin, ancestry, citizenship status, uniform service membership or veteran status, marital status, age, medical condition, genetic information, disability, or any other status protected under federal, state, and local laws.

This policy extends to all aspects of our employment practices, including but not limited to recruitment, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.



# Making the Transition

**Changing contractors can be hard,** but CCS Facility Services makes it easy on you. We commit the time, effort and resources needed to understand your needs and orchestrate a seamless transition.

We prepare for the worst to accomplish the best: always planning for the possibility of incumbent employees leaving – always assigning additional supervision to offset unfamiliarity – always positioning reserve staff to address the unexpected. This is driven by our commitment to service and made possible by our unique depth of local resources.

## DEDICATED TRANSITION TEAM

### Review Administrative Details
- Finalize pricing
- Contract preparation
- Certificate of insurance requirements
- Billing information
- Emergency contact information

### Facility Walkthrough
- Documents needs & develop workplan:
  - Special tenant requirements
  - Areas not to clean
  - Secured areas
  - Alarm systems
- Orders needed supplies
- Assembles job-site team

### Finalize Transition Detail
- Transition team meets with operations team
- Overall staffing and shifts, schedules
- Transition plan
- Key/access card setup
- Delivery instructions to the facility

### Welcome the Team
- Day Service Manager greets Day Porters & Night Area Manager greets nighttime staff
- Go over facility, day/night procedure, equipment, and supplies
- Validate that equipment stored/stocked in right places
- Additional equipment/supply delivery if needed

# Safety & Security Is Our Priority

**A safe facility is a strong facility.**

Each facility has safety and security needs specific to the building and it is the responsibility of everyone working within the space to follow safety procedures to reinforce safety procedures. From locking doors to maintaining safety around exits and entrances, and more, we will learn your safety protocols and train our team when they onboard for your facility.

We also have a responsibility to **keep our staff safe**. The jobs performed by janitorial and building engineering professionals can have safety concerns associated. Taking great care of our employees means a commitment to **monthly, bilingual safety trainings delivered to every field staff member** – and an affirmation that they've received the training.

**MONTHLY STAFF SAFETY TRAINING**

**CCS Facility Services Safety in Action:**

- In-depth safety training during onboarding
- Daily written and verbal safety messages delivered through CCS employee digital portal
- Custodial closet posters for site-specific safety
- Employee badges worn 100% of the time
- Quality assurance by supervisors
- Custom safety videos accessed through mobile employee portal to reinforce best practices



# Safety & Risk Management Program

Consistent with CCS Facility Services' culture of dignity and respect and the company's unwavering commitment to achieving best practices we have implemented its **industry-leading safety program**. The CCS Facility Services safety programs are unrivaled as to their effectiveness in promoting safe work environments and in preventing accidents.

CCS Facility Services is committed to consistent improvement & modification in the deployment of its Injury and Illness Prevention Safety Program. All major elements of the Safety Program are updated as needed for refinements and improvements. At a minimum, a formal evaluation of the Safety Program is performed annually to keep pace with changes in the workplace.

CCS Facility Services provides an extensive in-house training curriculum for all employees to broaden their knowledge of safety standards and best practices. Each session is presented in English and Spanish to ensure a clear technical understanding of the material being covered.

The commercial janitorial services platform demands that all work is performed in a manner that provides maximum safety to the general public as well as our employees. Our teams are instructed to follow the safety standards and practices that meet OSHA Requirements as well as other regulatory bodies. The training to support the CCS Safety Program is focused on the supervisors who in turn train field work crews and conduct new hire orientation training and outlined in this proposal.

CCS Facility Services has implemented an Action Review Board that looks at what causes accidents and how to prevent them from happening again. This program allows us to educate the employee on accident avoidance and it also provides feedback for refinement of best practices.

Incentives are provided to all participants in the form of an Employee Safety Rewards Program. This program rewards the employee who follows the safety standards and best practices set forth in our Injury and Illness Prevention Safety Program.



# Background Checks

CCS Facility Services utilizes GHRR in order to ensure proper screening and vetting of employees. We know the importance of finding the best candidates and how that contributes to our success at customer sites. These background checks include, but are not limited to, social security verification, criminal record checks, drug testing, employment history, and motor vehicle records. The tests required are subject to change and are dependent upon the needs of the customer and the contract requirements.

In addition, CCS Facility Services fully complies with federal law via participation in the I-9 program. We employ a third-party administrator to oversee this work, including electronic processing, to ensure that our I-9s are accurate, complete, and fully compliant with program requirements. This is accompanied by careful candidate interviews, background checks (customized to customer requirements), and reference checks. We are not presently subscribed to the optional federal E-Verify program.

## We Take the Safety of Your Building Very Seriously



# Injury & Illness Prevention Program

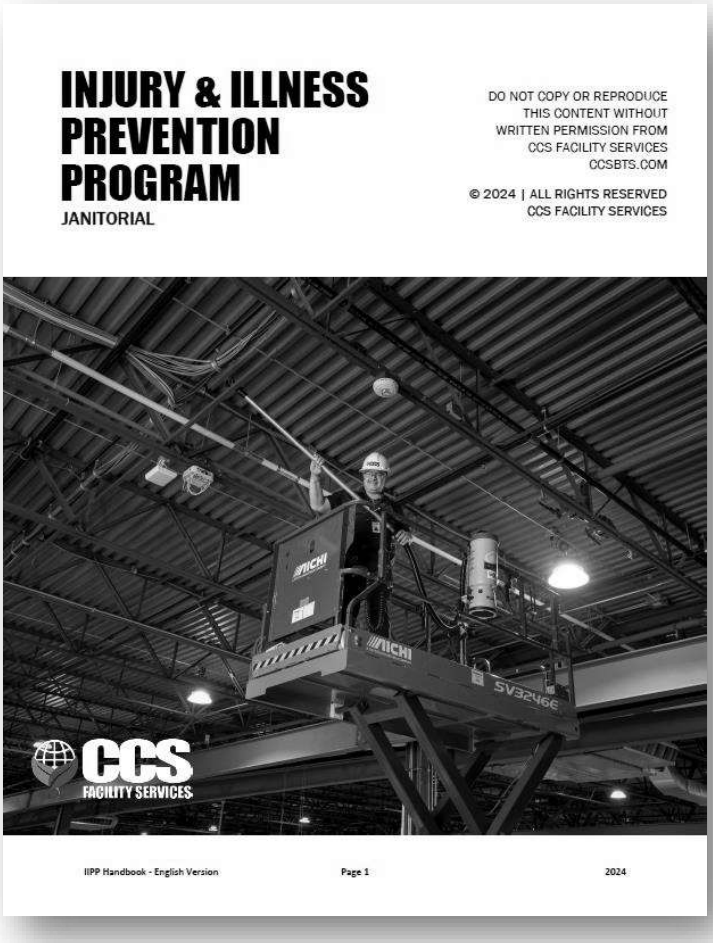
CCS Facility Services is committed to creating a workplace that is safe, healthy and injury-free. Our employees are our most valuable assets, and their safety and health is our first priority. Safety is essential to all business functions and is never compromised under any circumstance. Every employee has a responsibility to maintain a safe work environment by reporting hazards and working towards the prevention of accidents.

Every employee is crucial to the success of CCS. Safety is not a campaign or slogan - it is how we do business.

CCS makes all reasonable efforts to ensure the workplace is free of conditions which could lead to an accident or injury. We provide in-depth training, review our procedures, thoroughly investigate accidents and maintain the personal protective equipment.

Every CCS Facility Services employee can contribute to the collective safe work environment for everyone.

CCS provides the support and resources to all of our employees to reach our common goal of an injury- free workplace.



INJURY & ILLNESS PREVENTION PROGRAM

JANITORIAL

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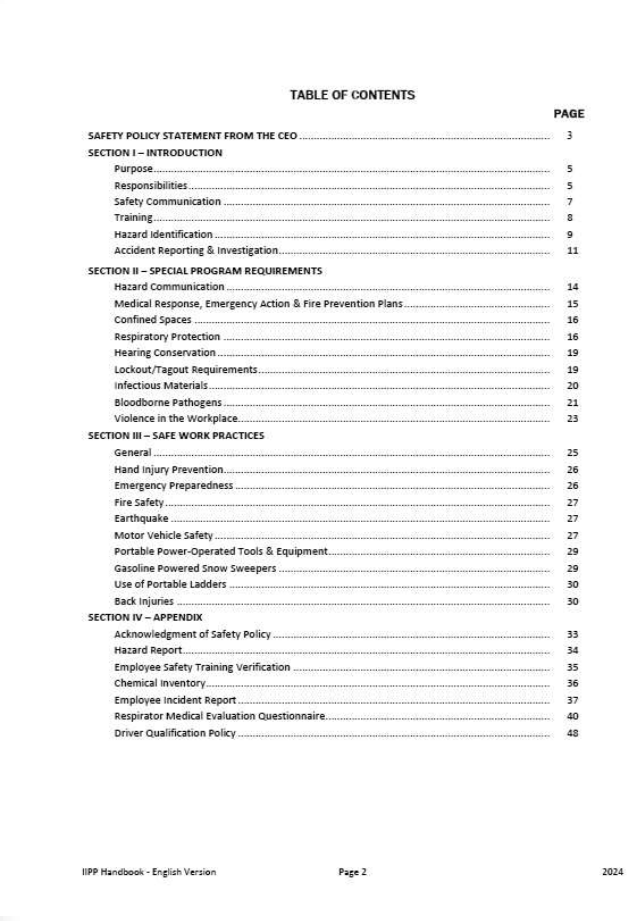


TABLE OF CONTENTS


| | PAGE |
|---|---|
| SAFETY POLICY STATEMENT FROM THE CEO | 3 |
| SECTION I – INTRODUCTION | |
| Purpose | 5 |
| Responsibilities | 5 |
| Safety Communication | 7 |
| Training | 8 |
| Hazard Identification | 9 |
| Accident Reporting & Investigation | 11 |
| SECTION II – SPECIAL PROGRAM REQUIREMENTS | |
| Hazard Communication | 14 |
| Medical Response, Emergency Action & Fire Prevention Plans | 15 |
| Confined Spaces | 16 |
| Respiratory Protection | 16 |
| Hearing Conservation | 19 |
| Lockout/Tagout Requirements | 19 |
| Infectious Materials | 20 |
| Bloodborne Pathogens | 21 |
| Violence in the Workplace | 23 |
| SECTION III – SAFE WORK PRACTICES | |
| General | 25 |
| Hand Injury Prevention | 26 |
| Emergency Preparedness | 26 |
| Fire Safety | 27 |
| Earthquake | 27 |
| Motor Vehicle Safety | 27 |
| Portable Power-Operated Tools & Equipment | 29 |
| Gasoline Powered Snow Sweepers | 29 |
| Use of Portable Ladders | 30 |
| Back Injuries | 30 |
| SECTION IV – APPENDIX | |
| Acknowledgment of Safety Policy | 33 |
| Hazard Report | 34 |
| Employee Safety Training Verification | 35 |
| Chemical Inventory | 36 |
| Employee Incident Report | 37 |
| Respirator Medical Evaluation Questionnaire | 40 |
| Driver Qualification Policy | 48 |

# Professionalism in Your Workplace

**Our team is a reflection of your facility, and we take that very seriously.**

CCS Facility Services understands that a consistent dress code is important for security, allowing staff to quickly recognize legitimate personnel. Our employees are trained on dress code standards and we work with clients on specific uniform requests. Examples of dress code standards include:

## Day Staff

- Work shirt with CCS Facility Services logo
- Work pants
- Work jacket

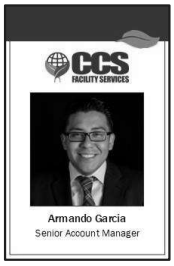
## Night Staff

- Apron/smock with CCS Facility Services logo
- Work pants

## Appearance

- Non-slip, closed-toed shoes
- Minimal jewelry
- Tidy hair and facial hair






**Employee ID Badges**

- Provided by CCS Facility Services
- Always worn on duty with facility-specific security badges if needed



**Poster Reinforcing Appearance Displayed in Custodial Closets**

# Ensuring Compliance

Our organization strictly adheres to all local, state, and federal labor laws. We ensure that all our practices, from hiring and compensation to working conditions and termination, are in compliance with these laws. We respect the rights of our employees and prioritize their safety and well-being.

In addition, we also follow the guidelines and best practices recommended by the Society for Human Resource Management (SHRM). We believe in fostering a work environment that is fair, ethical, and respectful. We regularly review and update our policies and procedures to ensure they align with the latest labor laws and SHRM standards.

Our People & Culture team is well-trained and knowledgeable in these areas, and they are always available to address any concerns or questions from our employees. We also conduct regular audits and training sessions to ensure ongoing compliance and awareness among all staff members.

## CCS Facility Services has never had an OSHA violation across thousands of customer sites

Safety is our highest priority for our teammates. In all aspects of their jobs, they need the tools, training, and time to perform their jobs safely.

Our detailed OSHA compliance programs involves several aspects, including but not limited to:

- Providing a workplace free from serious recognized hazards and complying with standards, rules and regulations issued under the OSHA Act
- Examining workplace conditions to make sure they conform to applicable OSHA standards
- Making sure employees have and use safe tools and equipment and properly maintain this equipment
- Using color codes, posters, labels or signs to warn employees of potential hazards
- Establishing or updating operating procedures and communicating them so that employees follow safety and health requirements
- Providing safety training in a language and vocabulary workers can understand

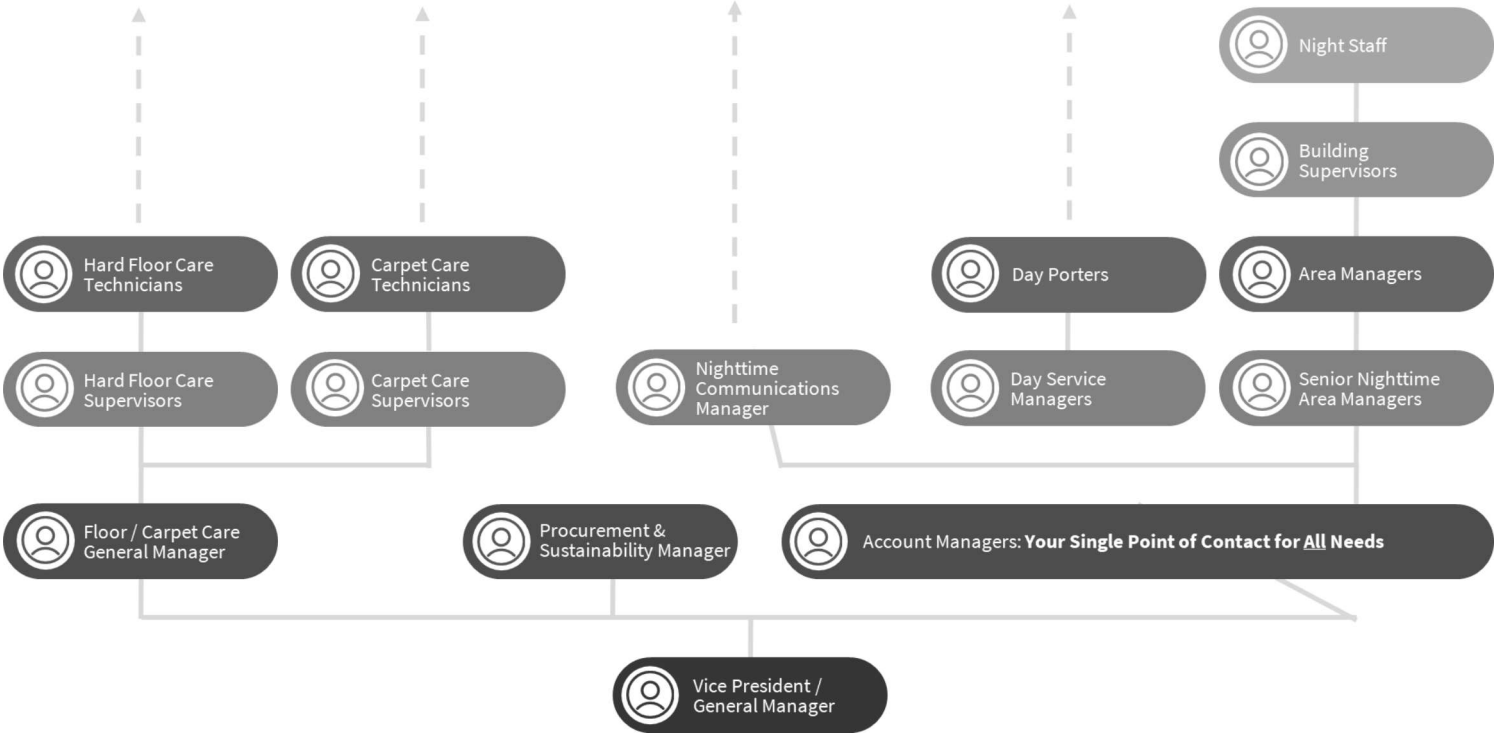
# Unique Branch Infrastructure Designed for Responsiveness

The CCS Facility Services branch infrastructure is designed to support the field that supports our customers. **That's why the customer is at the top.** All company roles are charged with ensuring that our customers' full scopes of service are met with excellence.

When it's time to work, our team is **on-the-job and ready to go.** Our supervisors are in the field during all shifts, providing quality assurance and job-specific feedback. In fact, our hardwired QA protocol includes:

- Creating scope of work checklists, from space-specific protocols to preparing for VIP visitors
- Define quality standards for each item
- Document needs through work ticketing system
- Report back as needs are addressed
- See results instantly and resolve deficiencies

**ACCOUNTABILITY IS A CCS CORE VALUE**



# CCS Facility Services
## Leadership

## Corporate Leadership



**TROY COKER**
Chief Executive Officer & President



**TODD VANOPDORP**
Chief Operating Officer



**BILL KING**
Chief Operating Officer



**ROB CARLSON**
Chief Financial Officer



**JULIE HOGAN**
Executive Vice President, Marketing & Sales Enablement



**DANA HOLLADAY**
Executive Vice President, Client Experience & Integration



**MIKE DALEY**
Senior Vice President, Business Development

## Specialty Services, Corporate



**JANET KIEFER**
Corporate Controller



**SEVEN ELDER**
Vice President, Shared Services



**DANIEL LOWERY**
Vice President, Corporate Services



**KATERI NELSON**
Vice President, People & Culture



**RYAN BUNN**
Vice President, Business Development, West Coast Region



**DON BUFFONI**
Director, Corporate Workplace Safety, Wellness & Innovation



**EUGENIA ZUHLKE**
Director, Human Resources



**MATT URQUHART**
Director, Engineering Operations

## Regional Leadership



**VICTOR BECERRA**
Regional Vice President, Southwest Region



**JESUS GUERRERO**
Senior Vice President, Rocky Mountain Region



**CAMERON HALL**
Regional Vice President, Western Region

## Branch Leadership



**KARLA ALVAREZ**
Phoenix, AZ



**BRIDA CASTRO**
Las Vegas, NV



**ERIK COKRLIC**
San Diego, CA



**CANDY CONTRERAS**
Albuquerque, NM



**SEAN ESENBERG**
Milwaukee, WI



**ALEX GARCIA**
Colorado Springs, CO



**TONY RAMIREZ**
Los Angeles, CA



**JAIME JACOBO**
Northern CA



**SEBASTIAN PEDREIRA**
Orange County, CA



**CONSUELO PEREZ**
Denver, CO



**ALEJANDRO RAMIREZ**
Denver, CO



**MERCY VILLAFANA**
Seattle, WA

# Our Team Approach

## The CCS Facility Services Support Team for the City of Monterey Park, CA

> CCS Facility Services team members are excellent: prompt to answer any questions I may have and very accommodating to all types of requests, including last minute and VIP needs.
>
> CCS Los Angeles Customer



### Cameron Hall

**Regional Vice President, West Coast Region**

As Regional Vice President, West Coast Region, Cameron oversees strategic and operational leadership throughout California and Washington state. She previously served as Vice President of CCS' Orange County/Inland Empire region, driving overarching growth and a passion for incredible service for both customers and employees. Prior to joining CCS in 2013, Cameron spent five years in commercial real estate where she oversaw 750,000-plus square feet of commercial and industrial properties. Cameron earned a Bachelor's degree in Business Administration from Chapman University and earned her JD from Western State College of Law.



### Ryan Bunn

**Vice President, Business Development**

Ryan Bunn, Vice President of Business Development for the West Coast Region, is a seasoned professional with extensive experience in strategic leadership and creative sales. He has a proven track record of driving sustainable growth and his focus on creating collaborative environments makes him a perfect fit for the CCS Facility Services culture. He attended the Georgia Institute of Technology where he concentrated on mechanical engineering and finance.



### Tony Ramirez

**General Manager**

Tony is responsible for the management and supervision of all daytime and nighttime operations including strategic and operational leadership, developing and maintaining customer relations, quality assurance, and the training and development of account managers. Tony has dedicated his entire 26-year career serving in operational and management positions within the commercial janitorial industry. Before joining CCS, Tony served as a Senior Operations Manager for a commercial janitorial provider in the Los Angeles market.

# Key Support Resume




## TONY RAMIREZ

General Manager, Los Angeles Branch
tramirez@ccsbts.com | 949.554.8838


## Overview

Highly effective General Manager with more than a decade of experience specializing in building relationships, partnership building, retaining top accounts, and growing profit channels. Self-motivated leadership professional with expertise on territory development and revealing customer needs to deliver solutions.

## Experience

**CCS FACILITY SERVICES** 2018 – present

**General Manager**

- Gain long term service commitments from over 150 accounts
- Manage all day and night operations including strategic and operational leadership
- Ownership of P&L and all related expense/revenue categories for business unit
- Develop highly empathetic client relationships and earned reputation for delivering exceptional customer service
- Resolve customer problems and complaints by clarifying the issue, explaining the best solution, and following up with the clients
- Build trust in company by responding efficiently and helpfully to customer needs
- Analyze customer satisfaction levels and define customer specific plans to ensure satisfaction of all current and prospect customers
- Spearheaded the implementation of electronic timekeeping system, company-wide
- Manage procurement of supplies, chemicals, and equipment to ensure service excellence
- Empower and train frontline employees to grow into supervisory roles

**PREVIOUS EMPLOYMENT**

- Prior to joining CCS in 2018, Tony was a Senior Project Manager for Marsden West, and a Senior Operations Manager for Haynes.

## Skills

- Janitorial Operations and Processes
- Building and Facility Inspections
- Safety and Security
- Controlled Access Facilities
- Business Development
- Customer Service
- Leadership and Training
- Performance Standards

# Key Support Resume



## CAMERON HALL

Regional Vice President, West Coast
chall@ccsbts.com | 714.559.2283

## Overview

Cameron Hall is a Regional Vice President, West Coast, at CCS Facility Services with primarily responsibility for the strategic and operational leadership throughout the entirety of the West region. Cameron takes the lead in maximizing company profitability, sales, and maintains strong customer relationships and has a strong focus on maintaining quality assurance within the company's operational standards and procedures.

## Experience

**CCS FACILITY SERVICES** 2013 – current

**Senior Vice President**

- Work with Market Leaders across the West region of CCS Facility Services to ensure compliance and adherence to CCS standards for operations, customer service, and all business functions
- Guide emerging markets by providing ongoing supervision, support, and coaching
- Oversee all levels of operations across the West region
- Active member in numerous commercial real estate industry associations
- Conduct customer service training for all levels of the company
- Cameron began with CCS Facility Services as a Senior Account Manager and was promoted numerous times due to her strong work ethic, attention to detail, and deep understanding of the business

**PREVIOUS EMPLOYMENT**

- Prior to joining CCS Facility Services in 2013, Cameron worked in commercial real estate where she oversaw 750,000-plus square feet of commercial and industrial properties. Cameron earned a Bachelor's degree in Business Administration from Chapman University and earned her JD from Western State College of Law.

## Skills

- Business Development and Operations
- Attorney - State Bar of California (2011)
- OSHA 300 Certification
- GBAC Trained Technician
- Fitwell Ambassador

# CCS Facility Services,
## Los Angeles Branch

**Providing Janitorial and Facility Engineering Services to the Greater Los Angeles Metropolitan Region**

**Address**: 840 Apollo Street, #307, El Segundo, CA 90245

### Janitorial and Flooring Services Offered:

- Carpet Cleaning
- Cleanroom Services
- Construction Cleanup
- Day & Night Janitorial
- Emergency Water Restoration
- Exterior Power Washing
- Hard Floor Maintenance
- Pressure Washing
- Special Event Set Up & Cleaning
- Upholstery Cleaning
- Window Cleaning

### Facility Engineering Services Offered:

- Budgeting / Capital Expense Planning
- CMMS Programming and Management
- Construction Project Management
- Energy Benchmarking
- Equipment Records Data
- HVAC Maintenance & Optimization
- Local & Federal Compliance
- Machinery Repair
- Plumbing
- Preventative Maintenance
- Tenant Services
- Utilities End User Management

### Local Professional Affiliations

BOMA Greater Los Angeles






# CCS Facility Services:
# A Company Built to Serve

# Schedule

### Weekly Services:

| Facility/Area | Service Frequency | Activities |
|---|---|---|
| Police Parking Lot, Entryways, Stairways | **Twice per Week** | Sweeping, entryway cleaning |
| Office Equipment Cleaning | **Once per Week** | Dusting office equipment, desks, filing cabinets, etc. |
| Floor Buffing in Public Areas | **Once per Week** | Buffing tile/composition floors |
| City Park Restroom Cleaning | **Once per Week** | Deep cleaning restrooms, trash removal |

### Bi-Monthly & Monthly Services:

| Facility/Area | Service Frequency | Activities |
|---|---|---|
| City Manager & Council Offices Cleaning | **1st & 3rd Sunday each month** | Deep cleaning |
| Strip, Clean, Wax Tile Floors (Police) | **Bi-Monthly** | Floor maintenance |
| Window Blinds & Wall Dusting | **Monthly** | Dusting walls, high-touch surfaces |
| Carpet Cleaning (except Police Dispatch) | **Quarterly** | Carpet steam cleaning |
| Power Washing Outside Entrances | **Monthly** | Power washing cement areas |

### Annual & Semi-Annual Services:

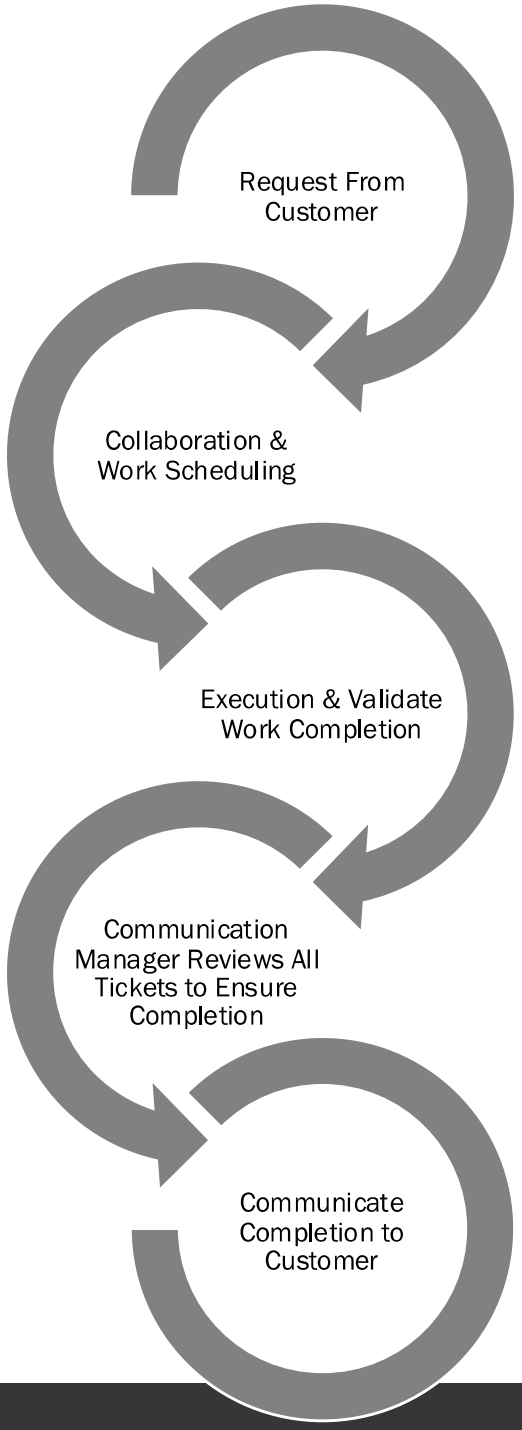
| Facility/Area | Service Frequency | Activities |
|---|---|---|
| Strip, Clean, Wax Tile Floors (Fire Dept) | **Annual** | Deep floor cleaning |
| Full Interior Wall Cleaning | **Annual** | Walls, classrooms, offices |
| Restroom Deep Cleaning | **Semi-Annual** | Power wash all fixtures & floors |
| Business Improvement District (Sidewalk Pressure Wash) | **Quarterly** | Deep sidewalk cleaning |

## Special Events & Emergency Labor

- **Porter services** for City Special Events (Additional labor may be required).
- **Emergency Response Cleaning**: Additional janitorial support available **on-call** for unexpected situations.

# Service You Can Count On:
# CCS Facility Services QC Cycle

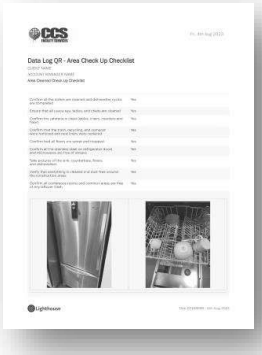
When customer needs arise, CCS Facility Services has hardwired processes in place to ensure we get the job done, from the daily scope of work to unique requests from customers. Our Quality Control Cycle has multiple eyes on customer needs and a closed-loop system to ensure requests are addressed efficiently and in a timely manner:




Contact your Account Manager in your preferred method – email, phone, or text. Let us know what needs to be addressed and any other context around the request.

Work tickets are routed to the appropriate shift manager. The Day Service Manager or Night Area Manager meet daily with each shift manager to review incoming requests and make a plan to address each. The shift manager communicates the work that needs to be completed to supervisors at each building, often including photos uploaded into our work ticket system for clarity on the request.

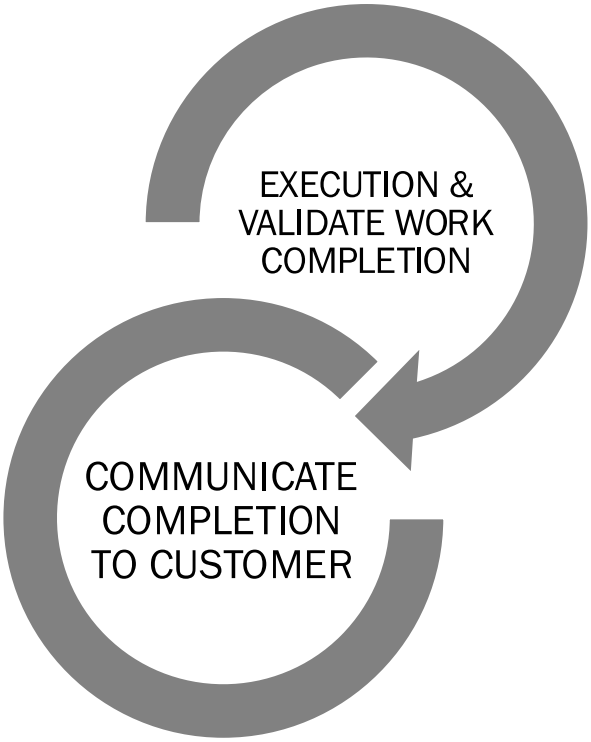
Supervisors are encouraged to visit the building in person to inspect proper completion. Depending on the task, a report documenting needed service is produced with photo proof of delivery. Supervisors send completion notes to communication manager to log in Lighthouse and close the ticket.



The Communication Manager reviews all completion notes from that shift to validate all requests were addressed and closed out and compiles an electronic communication log, which is distributed to all supervisors, account managers, and branch leadership.

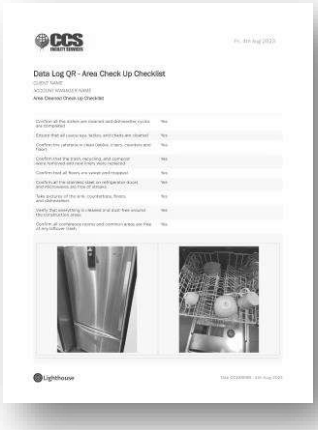
Your Account Manager will share completion notes, including photos if applicable, to your designated team at the start of the workday.

# Approach & Methodology:
# Work Ticket System




## VALIDATE WORK IS COMPLETE & CLOSE TICKET

Supervisors are encouraged to visit the building in person to inspect proper completion. Depending on the task, a report documenting needed service is produced with photo proof of delivery. Supervisor sends completion notes to the communication manager to log in Lighthouse and close the ticket. The Communication Manager reviews all completion notes from that shift to validate all requests were addressed and closed out and compiles an electronic communication log, which is distributed to all supervisors, account managers, and branch leadership.


Data Log QR - Area Check Up Checklist



## COMMUNICATE COMPLETION TO CUSTOMER

Your Account Manager will share completion notes, including photos if applicable, to your designated team at the start of the workday. Additional notes or observations will be shared as well to keep you apprised of all aspects of your facility.

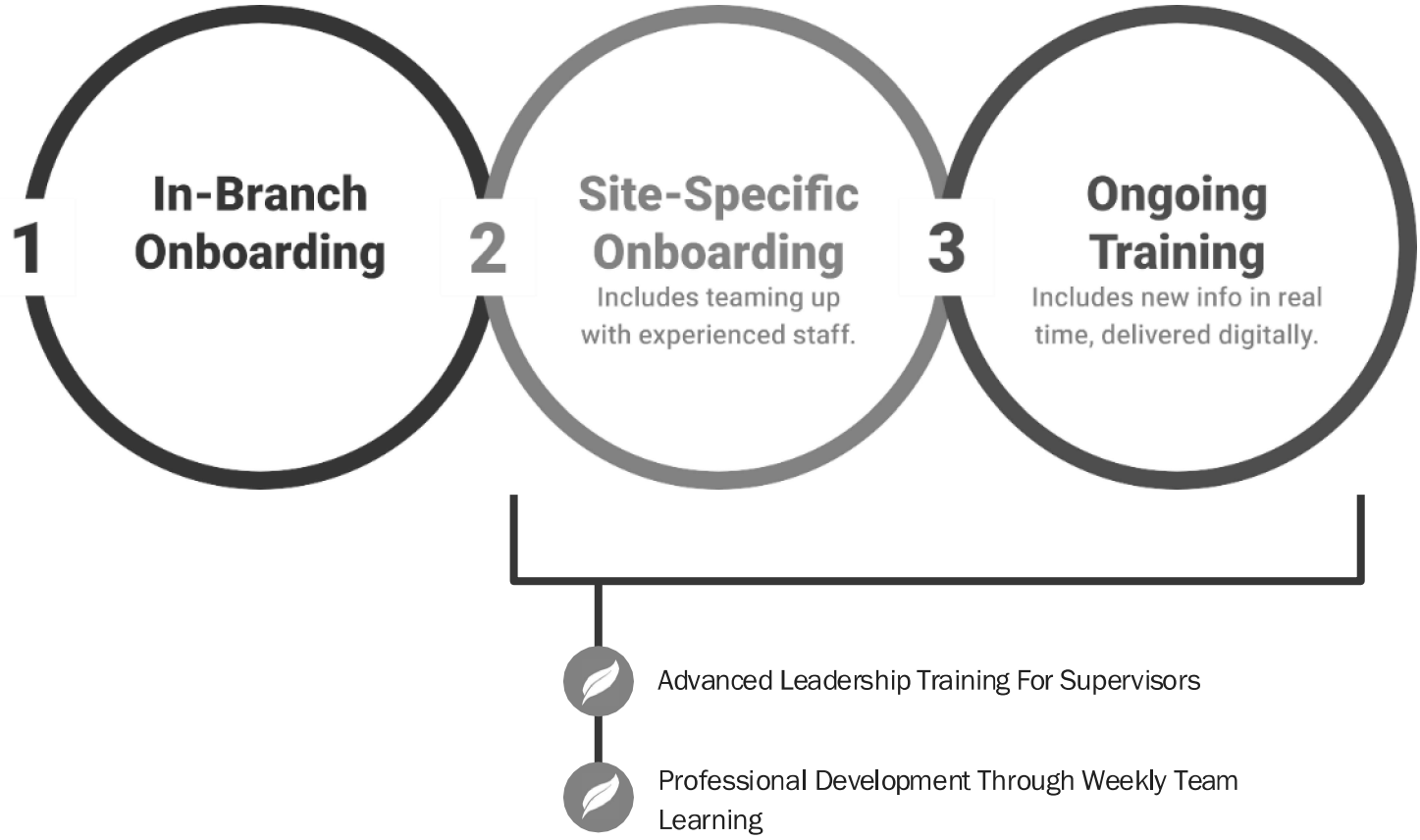

Notes from Friday night 8.04

Consuelo Perez

# Consistent Staffing:
# Right People, Right Preparation

## Hiring is critical, and retaining top talent is paramount.

CCS Facility Services carefully identifies and vets candidates and conducts thorough employment history checks, criminal background and additional checks per the requirements of the contract prior to placing an employee at a facility. Once on board, the training starts and then it never stops. Our core value of Continuous Improvement is reflected in our multi-step staff training program:



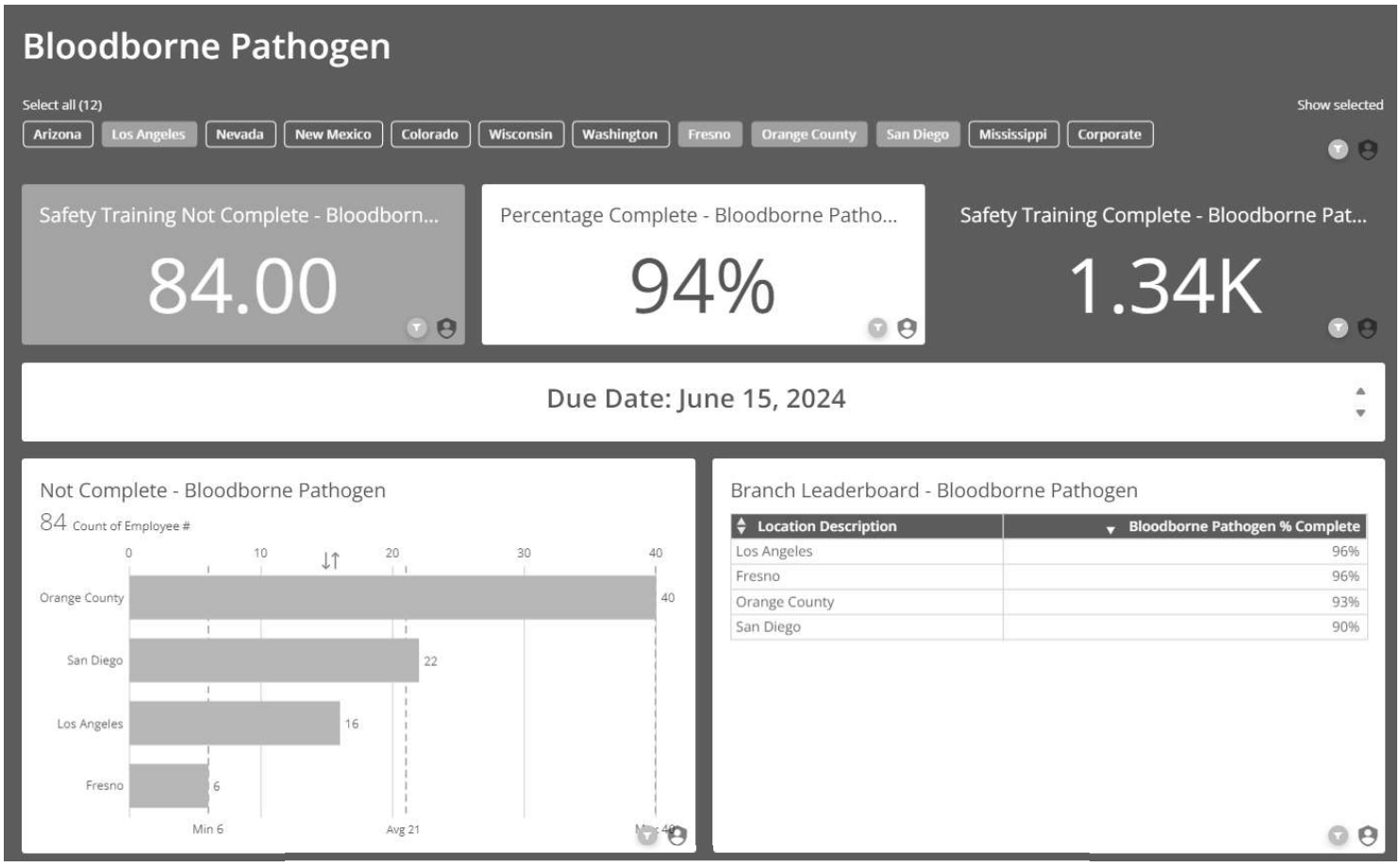

**CCS Facility Services' Staff are All Employed: No Sub-Contractors!**

**We solve problems.** And we're ready to get to work for you.

# Monitoring Safety Training Delivery & Compliance

Keeping our people safe is a must, and that means ensuring that we deploy topical and regular safety training. With our frontline teams scattered across the nation, mostly working at night, we are reliant on technology and the "ground game" of local managers to ensure that critical safety training is delivered as widely as possible:

- Each month is a new safety topic.
- Employees validate that they've been given the training.
- That validation is featured on a DOMO dashboard visible to all managers.
- Information can be drilled down to the branch, job site, or supervisor level.
- We review the Safety Training dashboard on every team and leadership call multiple times each week.
- The regular discussion and data visibility around safety training ensures transparency and accountability.




CONFIDENTIAL

# Monthly Safety Training Schedule

In order to maintain consistency in safety protocols and practices, CCS Facility Services has established the monthly safety training schedule:

**January**: Slip, Trip, and Fall Prevention

**February**: Personal Protective Equipment (PPE)

**March**: Bloodborne Pathogens (BBP)

**April**: Electrical Safety

**May**: Hazard Communication

**June**: Emergency Action Plan

**July**: Lockout/Tagout

**August**: Back Injury Prevention

**September**: Accident Investigation/Worker's Compensation

**October**: Handling Trash in Bags

**November**: Workplace Violence

**December**: Branch Selection



# Management Oversight:
## Supervise & Support

**CCS Facility Services believes that the true difference in the janitorial industry is in the management and supervision of the people involved in the work process—from training to safety to security.** Our unique approach emphasizes supervision and support, setting us apart in the industry.

We heavily reinvest in our night operations to ensure we have the **resources to handle the scope of work**, special floor care needs, emergency responses, carpet maintenance, and special cleaning requests. All work performance is carefully documented to ensure full compliance with the scope of work.

Our management team is dedicated to job quality and customer satisfaction. **Communication is a cornerstone of our service**: within your CCS Facility Services team to address your needs and with your stakeholders.

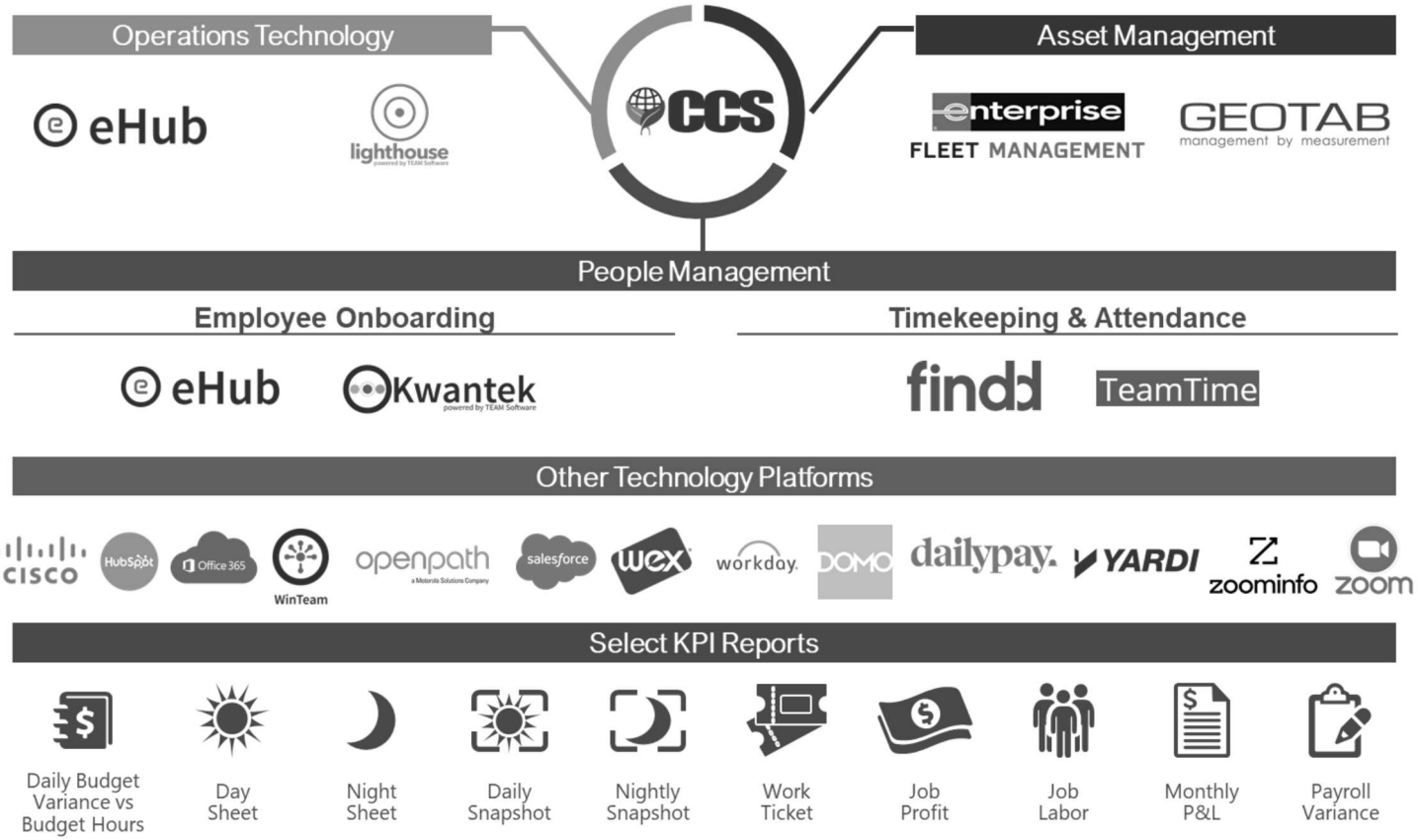
Our cleaning teams are never alone; supervisors are on-site to ensure the team understands daily and nightly needs, maintaining regular communication with branch resources to validate job completion. **Effective communication** is key to handling special needs and requests promptly.

We pride ourselves on the quick completion of all requests. Our software-based communication log system ensures nightly managers are informed of special requests and building issues. These are checked daily by our management team, validated upon completion, and followed up by your Account Manager to ensure your satisfaction.



# Robust Technical Solutions Enable Superior Execution

**CCS Facility Services engages in technology solutions** and partnerships that will deliver added value to our customers and help us deliver services more efficiently. From Lighthouse for inspections to eHub, our employee portal, to findd, our geo-targeted clock in system, our programs work together to create a seamless experience for our staff and branch operators – **all in service of delivering an exemplary customer experience.**



# Project Analysis

**Based on the RFP, the City of Monterey Park will provide certain services and staff resources to supplement CCS Facility Services in achieving the identified objectives. These may include:**

**Project Oversight and Coordination:**
- City staff will oversee CCS Facility Services' work to ensure compliance with project requirements, timelines, and quality standards

**Permitting and Regulatory Assistance:**
- The City may facilitate necessary permits and regulatory approvals to avoid delays in project execution

**Public Engagement and Communication:**
- City staff may assist in community outreach, including public meetings, notifications, and stakeholder coordination

**Access to City Facilities and Infrastructure:**
- If needed, the City may provide access to municipal infrastructure, records, or other essential resources

**Inspection and Compliance Monitoring:**
- City inspectors may conduct site visits and evaluations to ensure adherence to safety, environmental, and contractual guidelines



# Robust Recruitment Effort

CCS Facility Services plans and works to maintain a quality, stable workforce at each of our facilities. This starts with careful recruiting to identify candidates who are **suited for the job** and likely to **stay on the job**.

Recruiting is a challenging endeavor in today's market. It requires a high level of professionalism, intentionality, and local market knowledge and engagement to succeed. Our large, trained, and dedicated recruiting team does an exceptional job bringing quality candidates to the hiring process for evaluation.

Facilitated by our hiring offices, mobile hiring capabilities, and trained recruitment team, CCS uses multiple methods to identify and draw quality employment candidates for interview. These include:

- Employee referrals
- Social media
- CCS Facility Services website (ccsbts.com)
- Community bulletin boards
- Extended hiring office hours – evenings and weekends
- "On the street" campaigns

**All Our Team:**
**We do not subcontract**
**All our staff are W-2 employees & are managed by our personnel**









# Project Analysis

CCS Facility Services is a leading provider of facility maintenance and janitorial services with a strong track record of delivering high-quality solutions to municipalities, government agencies, and commercial clients. With over 35 years of industry experience, CCS Facility Services has established itself as a trusted partner known for reliability, operational excellence, and a commitment to sustainability. CCS Facility Services successfully provides facility maintenance and janitorial services to several municipalities and government entities, including the City of Rancho Cucamonga, CA, where we deliver comprehensive janitorial and maintenance services to ensure clean and well-maintained public spaces that enhance community well-being; the City of Chino, CA, where it managed large-scale cleaning operations for municipal buildings, demonstrating expertise in high-traffic government facilities; the City of Westminster, CA, where we provide cost-effective and sustainable facility management solutions, incorporating green cleaning practices; Fresno County, CA, where we execute a county-wide janitorial program addressing the unique needs of diverse government offices and public spaces; and the City of Fullerton, CA, where it implemented customized maintenance plans, optimizing resources while ensuring superior service quality.

The experience gained from servicing these municipalities directly aligns with the requirements of this RFP.

| Name | Vertical | Scope of Work | Years Serviced | Reference Contact |
|---|---|---|---|---|
| City of Rancho Cucamonga, CA | Government | Full scope Janitorial for all city owned buildings | 12 | Andy Miller, (909) 477-2700 |
| City of Chino, CA | Government | Day & Night Janitorial on all city owned buildings | 6 | Martin A. Soto, (909) 536-8769 |
| City of Westminster | Government | Full scope Janitorial for all city owned buildings | 6 | Adolfo Andrade, AAndrade@Westminster-CA.gov |
| City of Fullerton | Government | Day & Night Janitorial on all city owned buildings | 11 | Bill Roseberry, (714) 738-6373 |
| Fresno County | Government | Day & Night Janitorial on all city owned buildings | 4 | John Velasco, (559) 600-6200 |

# Conflict of Interest

**To address potential conflicts of interest with other clients while performing janitorial services for the City of Monterey Park, CCS Facility Services can implement the following measures based on the themes of professionalism, transparency, and integrity:**

1. **Disclosure & Transparency** –
    a) CCS Facility Services will proactively disclose any existing contracts with entities that may have interests conflicting with the City of Monterey Park. This ensures full transparency and allows the City to evaluate the nature and extent of any potential conflicts.
2. **Segregation of Work Teams** –
    a) To maintain impartiality, CCS can assign dedicated teams to service the City, ensuring that personnel handling Monterey Park's facilities do not overlap with those servicing clients with potentially conflicting interests.
3. **Confidentiality Assurance** –
    a) CCS Facility Services will enforce strict confidentiality agreements to protect sensitive information obtained while working for the City. These agreements will be backed by internal policies preventing data sharing across different client accounts.
4. **Compliance with City Guidelines** –
    a) The firm will adhere to any additional conflict of interest policies outlined by the City of Monterey Park, including reporting structures that mitigate concerns about divided loyalties.
5. **Ethical Business Practices** –
    a) CCS will implement best practices in corporate ethics, ensuring that its employees follow a code of conduct that prioritizes the City's interests while maintaining fairness in its broader client engagements.

**By integrating these principles, CCS Facility Services will uphold its reputation for integrity and trust while effectively managing potential conflicts of interest.**





# Additional Information & References

# Sample Certificate of Liability

CCS Facility Services invests in comprehensive coverage via trusted and respected underwriters. We will always provide proof of that coverage to our customers.

**ACORD®** **CERTIFICATE OF LIABILITY INSURANCE** 10/1/2024 — DATE (MM/DD/YYYY) 12/14/2023

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 Lockton Companies

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURED 1345173 CCS Facility Services

| INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|---|
| INSURER A : Zurich American Insurance Company | 16535 |
| INSURER B : American Zurich Insurance Company | 40142 |
| INSURER C : XL Specialty Insurance Company | 37885 |
| INSURER D : American Guarantee and Liab. Ins. Co. | 26247 |
| INSURER E : Travelers Property Casualty Company of America | 25674 |
| INSURER F : | |

**COVERAGES** **CERTIFICATE NUMBER:** 11473442 **REVISION NUMBER:** XXXXXXX

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 | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE X OCCUR<br>X $250K SIR Included<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>X POLICY PRO-JECT LOC<br>OTHER: | Y | N | 9984166-01 | 10/1/2023 | 10/1/2024 | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG | $ 2,000,000<br>$ 2,000,000<br>$ 10,000<br>$ 2,000,000<br>$ 4,000,000<br>$ 4,000,000 |
| A | AUTOMOBILE LIABILITY<br>X ANY AUTO<br>OWNED AUTOS ONLY<br>HIRED AUTOS ONLY<br>SCHEDULED AUTOS<br>NON-OWNED AUTOS ONLY | N | N | 9984167-01 | 10/1/2023 | 10/1/2024 | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident) | $ 2,000,000<br>$ XXXXXXX<br>$ XXXXXXX<br>$ XXXXXXX |
| D | X UMBRELLA LIAB X OCCUR<br>EXCESS LIAB CLAIMS-MADE<br>DED X RETENTION $ $0 | N | N | SXS 3320833-01 | 10/1/2023 | 10/1/2024 | EACH OCCURRENCE<br>AGGREGATE | $ 10,000,000<br>$ 10,000,000 |
| A<br>B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N<br>If yes, describe under DESCRIPTION OF OPERATIONS below | N/A | N | WC 9984164-01 (AOS)<br>WC 9984165-01 (WI Only) | 10/1/2023<br>10/1/2023 | 10/1/2024<br>10/1/2024 | X PER STATUTE OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | $ XXXXXXX<br>$ 1,000,000<br>$ 1,000,000<br>$ 1,000,000 |
| C<br>E | Employee Theft inc<br>Theft Client Prop<br>IM/ConEqp | N | N | ELU192557-23<br>QT-660-9W029512-TIL-23 | 10/1/2023<br>6/9/2023 | 10/1/2024<br>10/1/2024 | $1,000,000 Per Occ. Limit<br>$25,000 Deductible<br>$100K pr Occ/ $1k Ded. | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.

**CERTIFICATE HOLDER**

SAMPLE ONLY

**CANCELLATION** See Attachments

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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# Addendum

## Addendum Acknowledgement

Addendum No. 1 issues the proposal's Addenda Acknowledgement. Proposers shall complete and submit the Addenda Acknowledgement below as part of their proposal to be considered responsive:

Proposer: CCS Facility Services – Los Angeles Inc.

Reviewed by: Ellen Tafoya, Government Services Capture Manager
(Name and Title)

Date: 2/12/2025

For further Information please email Beverly Garcia at bgarcia@montereypark.ca.gov

**Ellen Tafoya**
etafoya@ccsbts.com
720-955-5421



CCS
FACILITY SERVICES

ARIZONA | ARKANSAS | CALIFORNIA | COLORADO | MISSISSIPPI
NEVADA | NEW MEXICO | TEXAS | WASHINGTON | WISCONSIN

# ATTACHMENT 2
CCS Facility Services - Los Angeles, Inc.
Cost Proposal

Exhibit A

# JANITORIAL SERVICES
# COST FORM

| LOCATION | SQUARE FOOTAGE | FREQUENCY PER WEEK | MONTHLY COST | ANNUAL COST |
|---|---|---|---|---|
| CIVIC CENTER AND NON-JAIL POLICE AREAS | 67,350 | 7 | $6,497.17 | $77,966.04 |
| POLICE LOCKERS, SHOWERS, RESTROOMS, AND POLICE PARKING LOT AREAS | N/A | Refer to RFP | $2,859.42 | $34,313.04 |
| BRUGGEMEYER LIBRARY | 61,868 | 6 | $8,509.83 | $102,117.96 |
| RECREATION FACILITIES - Garvey Ranch House, Sierra Vista Community Center, Barnes Park Community Center, Barnes Day Care, Barnes Park Pool House, Barnes Park Gymnasium, George Elder Community Center, George Elder Pool House, George Elder Gymnasium, Barnes Service Club, Barnes Park Amphitheater, and Brightwood Auditorium | 101,898 | 7 | $6,687.66 | $80,251.92 |
| RECREATION FACILITIES – Langley | 22,500 | Refer to RFP | $3,370.42 | $40,445.04 |
| CORPORATE YARD OFFICES - Water, Street/Parks Maintenance, Administrative Offices, and Delta Plant | 14,030 | Refer to RFP | $2,264.69 | $27,176.28 |
| ECONOMIC DEVELOPMENT – El Encanto | 1,751 | 3 | $509.98 | $6,119.76 |
| ECONOMIC DEVELOPMENT – Downtown Improvement District (B.I.D.) & Lincoln/Garvey Parking Lot | 9,920 | 4 | $1,728 | $20,736 |
| FIRE DEPARTMENT - Fire Station #61, #62, and #63 (annual service only) | 18,505 | Refer to RFP | $593.73 | $7,124.76 |
| CITY PARKS - Highlands Park, Sunnyslope Park, Sequoia Park, Barnes Park, Sierra Vista Park, Garvey Ranch Park, La Loma Park, Edison Trails Park, George Elder Park, and Bella Vista Park | N/A | 5 | $7,179.23 | $86,150.76 |
| GRAND TOTAL: | 297,822 sqft | 32 | $40,200.13 | $482,401.56 |

The City has approximately (62) 3-container centralized waste collection systems (trash, recycling, and organics) at all City Facilities and is currently evaluating the use of desk waste baskets, in conformance with trash and recycling requirements. Provide individual cost information for each of the waste collection methods below.

| | MONTHLY COST | ANNUAL COST |
|---|---|---|
| Centralized Waste Collection System (3-container) | $1,183.20 | $14,198.40 |
| Desk Waste Baskets | $1,392 | $16,704 |
| GRAND TOTAL: | $2,575.20 | $30,902.40 |

OPTIONAL:

1.The City has approximately (70) floor mats at all City Facilities. Provide cost information for weekly replacement of soiled floor mats for clean mats for all locations.

| | MONTHLY COST | ANNUAL COST |
|---|---|---|
| Weekly floor mat service | $1,311 | $15,732 |
| GRAND TOTAL: | $1,311 | $15,732 |

Extra labor in case of emergency coverage or additional services that may be required:
(Provide additional position titles as required)

| Position | Regular Hourly Rate | Overtime Hourly Rate |
|---|---|---|
| Janitor | $37.50 | $56.25 |
| Lead Janitor | $40.00 | $60.00 |
| Janitorial Supervisor | $45.00 | $67.50 |
| Porter services (for City special events) | $45.00 | $67.50 |

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3R

**TO:** The Honorable Mayor and City Council

**FROM:** Shawn Igoe, Director of Public Works

**SUBJECT:** Second Amendment to Agreements with Eurofins, Weck and Clinical Lab for Lab Analyses

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute the Second Amendment, in a form approved by the City Attorney, to the Agreements with Eurofins Eaton Analytica, LLC (2399-AC), Weck Analytical Environmental Services, Inc. (2273-AA), and Clinical Lab of San Bernardino, Inc. (2300-AD) to increase the not to exceed combined total from $500,000 to $600,000 for FY2024-25 costs for laboratory analysis services for the Water Division.
2. Taking such additional, related, action that may be desirable.

## EXECUTIVE SUMMARY:

The Water Division is requesting approval of the Second Amendment to the Professional Services Agreements with three laboratory firms – Eurofins, Weck, and Clinical Lab – for water analyses services. The amendment will increase the combined not to exceed total from $500,000 to $600,000 for FY2024-25. The annual budget for subsequent years will remain $500,000.

## BACKGROUND:

On November 20, 2024, City Council approved the First Amendment to the agreements to three labs - Eurofins Eaton Analytica, LLC, Weck Analytical Environmental Services, Inc. and Clinical Lab of San Bernardino, Inc. – for water analyses services for an increase to the annual budget from $400,000 to $500,000. The First Amendment also extended the term of agreements to June 30, 2028.

The projected additional cost at that time was $100K, however the actual additional costs for services through June 30, 2025, will be $200K. The increase in costs is due to additional sampling requirements that resulted in duplicated sampling for several months required by the State Water Resources Control Board – Division of Drinking Water. The only lab available to perform the duplicate sampling was located in Northern California which incurred higher transportation costs. The issues with contamination and duplicate

sampling have since been resolved and future annual lab costs are anticipated to be $500K as originally projected.

**FISCAL IMPACT:**
The Water Division's FY2024-25 annual budget includes sufficient funds for the additional laboratory analysis costs.

Lab analyses costs related to water treatment/CGTS are reimbursable by the California Department of Toxic Substances Control (DTSC) via the Water Quality Authority (WQA).

Respectfully submitted by:

Shawn Igoe
Director of Public Works

Prepared by:

Frank M. Heldman

Frank Heldman
Water Utility Manager

Approved by:

Inez Alvarez
City Manager

Reviewed by:

Justin A. Tamayo
Assistant City Attorney

**ATTACHMENT:**
None

# City Council Staff Report

**DATE:** April 16, 2025

**AGENDA ITEM NO:** Consent Calendar - 3S

**TO:** The Honorable Mayor and City Council

**FROM:** Robert Aguirre, Director of Recreation & Community Services

**SUBJECT:** Tree Memorial Program Recommendation for Theresa Amador

## RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to take actions to honor Theresa Amador with a memorial tree and plaque; and
2. Taking such additional, related action that may be desirable.

## EXECUTIVE SUMMARY:

Nominations for the Tree Memorial Recognition Program were advertised and accepted in February 2025. The Recreation and Community Services Department received three nomination applications.

Subsequently, the Tree Memorial Program Ad-hoc Committee, consisting of three Community Participation Commissioners and two Recreation and Parks Commissioners, met to review the nominations and discuss their consideration for a Tree Memorial based on the criteria established in Resolution Nos—10485 and 11484 (Attachment 1).

The Committee reviewed all the nomination applications and associated documents. After reviewing the information provided in the nomination application for Theresa Amador (Attachment 2), the committee voted unanimously to recommend that the City Council approve honoring Theresa Amador with a Tree Memorial for her service and years of volunteerism in the Monterey Park Community. The other submissions were reviewed, and the committee voted not to provide a recommendation to honor the nominees with a Tree Memorial at this time.

If approved by the City Council, Theresa Amador will be honored with a Tree Memorial for her service and positive impact on the Monterey Park community.

## BACKGROUND:

Theresa Amador has served the Monterey Park community for over 58 years. Theresa served as the City Clerk from 1978-1982. Theresa and her late husband Richard Amador raised their children in the city and played a vital role in the city's success through their contributions to the community.

Theresa has served on a number of Monterey Park Commissions, including Arts and Culture, Community Budget Task Force, Centennial, Economic Development Advisory,

and Planning. Theresa has served Monterey Park youth as a past PTA President at Ynez Elementary School and President of the Alhambra Council of PTAs. Her civic engagement with non-profits includes service as President of the Friends of the Monterey Park Library, Monterey Park Lions Club member and officer, and Monterey Park Woman's Club officer and President. In addition to her service to the Monterey Park community, Theresa was appointed by Governor George Deukmejian on the State Department of Education and is a founding member of the Hispanic Banker's Association.

Theresa has received many accolades including Woman of Achievement by Senator Ed Hernandez in 2017, Monterey Park Citizen of the Year for Civic Engagement in 2019, and Monterey Park Library Foundation Honoree in 2024.

Theresa's contributions, leadership, and civic engagement have left a lasting legacy of community service to the Monterey Park community.

**FISCAL IMPACT:**

The Tree Memorial plaque and ceremony cost approximately $600, and funding is included in the FY 24-25 adopted budget in the Community Participation Division fund, account no. 1016508-5242.

Respectfully submitted by:

Robert Aguirre
Director of Recreation & Community Services

Prepared by:

Christina Alatorre
Recreation Manager

Approved by:

Inez Alvarez
City Manager

Reviewed by:

Justin A. Tamayo
Assistant City Attorney

**ATTACHMENTS:**

1. Resolutions 10485 and 11484
2. Nomination Form for Theresa Amador

# ATTACHMENT 1
Resolutions 10485 and 11484

RESOLUTION NO. 10485

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA TO ESTABLISH A TREE MEMORIAL NOMINATION AND AWARD

WHEREAS, the City of Monterey Park would like to acknowledge important and distinguished members of the City, by recognizing them with the dedication of a tree in their honor; and,

WHEREAS, on August 18, 1999 the City Council of Monterey Park directed staff to form a Committee, consisting of 2 members of the Recreation and Parks Commission and 2 members from the Historical Heritage Commission, to establish guidelines regarding an individual being considered for a Tree Memorial; and,

WHEREAS, members of the above mentioned Commissions have met and have submitted their recommendations to the City; and,

WHEREAS, City has incorporated these recommendations into a nomination process and award to honor such individuals; and,

WHEREAS, each February a committee of 3 members of the Historical Heritage Commission and 2 members of the Recreation and Parks Commission will be assembled as a Nomination Committee to accept applications for nominations; and,

WHEREAS, the Nomination Committee, will review nominations for an honor based on the submission of proper documentation and requirements, and, follow guidelines as set forth by the Tree Memorial Committee, and subsequent alternatives as recommended by staff; and,

WHEREAS, the Nomination Committee will make their recommendations to the City Council in April, with a dedication ceremony to be held in May, close to the anniversary of the City's Incorporation.

NOW, THEREFORE, BE IT RESOLVED that the City of Monterey Park hereby adopts the establishment of the Tree Memorial Nomination and Award, and designates staff to authorize a nomination committee as specified above to accept, review and nominate distinguished individuals as indicated in the following sections.

SECTION 1

MEMORIAL PLAQUE / TREE

Plaques to be consistent with plaques that are existing in front of City Hall. Trees that are to be purchased will be of similar type as existing. Cost for the plaques will be charged to the person or group who nominates the individual ($500.00) City Council may waive fees at its discretion.

SECTION II

QUALIFICATIONS

The consideration for selection must include a substantial history of Community Service. For Example:

A. Individual should have been a long term resident (10 years or more) in the City of Monterey Park, and should have provided a service benefit to the entire Community, in one or more of the following ways:

1. Served on a City elected or appointed position for at least two terms or 5 years, whichever is greater;

2. Voluntarily served the City as an officer, or board member of, one or more City recognized Service Clubs, volunteer community based organizations or other City service and charitable service organizations, which provide a direct service to Monterey Park residents;

3. A long term community business leader who has served the Community through his/her financial or voluntary efforts to one or more service and charitable service organization or non profit organization in the City of Monterey Park for a period of no less than 10 years.

4. An individual, resident or non resident, who has made a significant or cumulative and positive impact on the Community.

B. The term "served" means that the individual must demonstrate an active role in providing a benefit to the Monterey Park Community, in addition to service to City service and charitable service organizations.

C. Special consideration without regard to the above mentioned qualifications, should be given to an individual, resident or non resident, who has deceased while performing service to our community.

SECTION III

NOMINATION PROCESS

A. Nominations to be submitted, accepted and considered only one time per year. No limit as to the number of years nominated. No limits imposed on the nomination committee as to how many individuals are recommended each year.

B. Interested parties will be required to fill out an application which will require detailed justification for consideration, provide a picture and other suitable materials deemed necessary. In order to further determine merit, and to add significance to the prestige of the memorial, any individual whose name is put forth should be supported by at least three letters of reference by community members indicating the contribution made and significance, in their opinion.

C. A nomination committee consisting of 5 members from the two Commissions, 3 Historical Heritage and 2 Recreation and Parks, shall be assigned to review the application and consider the qualifications.

D. The time period for nominations are in February, with a selection and ceremony to be held in May, close to the anniversary of the City's incorporation.

PASSED AND APPROVED AND ADOPTED this 15th day of March, 2000.

Rita Valenzuela, Mayor
City of Monterey Park
California

ATTEST:

David M. Barron, City Clerk
City of Monterey Park,
California

State of California )
County of Los Angeles ) ss.
City of Monterey Park )

I, David Barron, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No.10485Was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the15 day of March , 2000, by the following vote:

| | | |
|---|---|---|
| AYES: | COUNCILMEMBERS: | CHU, BALDERRAMA, ALONSO, VENTI, VALENZUELA |
| NAES: | COUNCILMEMBERS: | NONE |
| ABSENT: | COUNCILMEMBERS: | NONE |
| ABSTAIN: | COUNCILMEMBERS: | NONE |

Dated this 15th day of March , 2000.

David M. Barron, City Clerk
City of Monterey Park
California

**RESOLUTION NO. 11484**

**A RESOLUTION AMENDING RESOLUTION NO. 10485 REGULATING THE PROCEDURES FOR NOMINATIONS AND ERECTING TREE MEMORIALS.**

BE IT RESOLVED by the Council of the City of Monterey Park as follows:

SECTION 1: The City Council finds as follows:

A. In 2000, the Monterey Park City Council adopted a resolution to honor community members whose contributions have made a significant impact on the City of Monterey Park by establishing a Tree Memorial Program, and

B. The City Council believes the display of the these trees and plaques enhances City facilities and inspires citizens to contribute to their community; and

C. It is in the public interest for persons recognized with a Tree Memorial to be so honored without the need for paying a fee.

SECTION 2: *Amendments*. Resolution No. 10485 is amended as follows:

A. Section 1 is amended in its entirety to read as follows: "Plaques to be consistent with plaques that are existing in front of City Hall. Similar existing trees at Garvey Ranch Park will be used."

B. Subsection A of Section 3 is amended in its entirety to read as follows: "Nominations may be submitted, accepted, and considered only once per year. There is no limit to the number of years in which a person may be nominated. Only three nominations will be recommended to the City Council per year. A person may only receive this honor once."

SECTION 3: *City Manager Authorization*. The city manager is authorized to promulgate administrative policies and procedures to implement and facilitate the directives set forth in this Resolution.

SECTION 4: This Resolution will become effective immediately upon adoption and will remain effective unless superseded or repealed.

PASSED AND ADOPTED this 2nd day of May, 2012.

David Lau, Mayor
Monterey Park, California

ATTEST:

David Barron, CMC, City Clerk
Monterey Park, California

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: _____
Karl H. Berger,
Deputy City Attorney

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES ) SS
CITY OF MONTEREY PARK )

I, DAVID M. BARRON, CMC, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No.11484 was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 2nd day of May, 2012, by the following vote:

| | |
|---|---|
| Ayes: | Council Members: Chu, Wong, Real Sebastian, Ing, Lau |
| Naes: | Council Members: None |
| Absent: | Council Members: None |
| Abstain: | Council Members: None |

Dated this 2nd day of May 2012.

David Barron, CMC, City Clerk
Monterey Park, California

# ATTACHMENT 2
Nomination Form for Theresa Amador

Recreation and Community Services
320 West Newmark Avenue
Monterey Park, CA 91754
Telephone: (626) 307-1388
Website: http://www.montereypark.ca.gov

# APPLICATION FOR TREE MEMORIAL 2024

NAME OF INDIVIDUAL NOMINATED: Theresa G Amador LIVING? y (Y/N)

ADDRESS: [redacted]

NAME OF NOMINATING GROUP OR ORGANIZATION: Monterey Park City Council

CONTACT PERSON: Vinh Ngo

ADDRESS: [redacted] : [redacted] ZIP [redacted]

PHONE: [redacted] EMAIL: [redacted]

## Nomination Process:

Please attach all materials, photos, documentation and letters to this application. The City will make every effort to return materials to the nominating authority listed, however, the City will not guarantee this or the condition of which the materials are returned. Please do not send original documents. Copies of these materials will be sufficient.

Deadline for submission of application and all materials is **Thursday, February 29, 2024 by 5:30pm**. Submit to the Recreation and Community Services Department via mail or email: 320 W Newmark Ave. Monterey Park, CA 91754 or Recreation@montereypark.ca.gov. A committee of Commissioners will meet to review applications and make recommendations to City Council. Ceremony to be scheduled after City Council approval. All Committee review meetings are posted and open to the public. Nominating groups or individuals may speak and bring other pertinent materials to the meeting.

Committee reserves the right to accept, reject, approve or deny any and all of the applications it receives based on review of the materials submitted. The burden of proof as to the worthiness of a particular individual must be demonstrated by the information submitted by the applicant. Common knowledge or prestige of an individual is not enough to qualify for this recognition award.

The City shall determine the location for the tree memorial. Groups or individuals will not be allowed to request a particular site. The decision to plant a new tree versus using existing trees is at the sole discretion of the City. Wording on the plaque will be consistent with existing memorial plaques.

The intent of the program is to have the memorial remain undisturbed forever, however, the City must reserve the right to move, remove or change the existing tree or plaque as it deems necessary.

Please provide at least one picture and other suitable materials deemed necessary. In order to further determine merit, and to add significance to the prestige of the memorial, any individual whose name is put forth should be supported by at least three letters of reference by community members indicating the contribution made and significance, in their opinion.

# QUALIFICATIONS

(Monterey Park Resolution No. 10485 & 11484)

Individual should have been a long term resident (10 years or more) of the City of Monterey Park, and has provided a service benefit to the entire Community, in one or more of the following ways (check items that apply):

Yes_____ Served on a City elected or appointed position for at least two terms or 5 years, whichever is greater;

Yes_____ Voluntarily served the City as an officer, or board member of, one or more City recognized Service Clubs, Volunteer community based organizations or other City service and charitable service organization, which provide a direct service to Monterey Park residents;

Yes_____ A long term community business leader who has served the Community through his/her financial or voluntary efforts to one or more service and charitable service organization or non profit organization in the City of Monterey Park for a period of no less than 10 years.

Yes_____ An individual, resident or non resident, who has made a significant or cumulative and positive impact on the Community.

The term "served" means that the individual must demonstrate an active role in providing a benefit to the Monterey Park Community, in addition to service to the City and charitable service organizations.

Special consideration without regard to the above mentioned qualifications, should be given to an individual , resident or non resident, who has deceased while performing service to our community.

***Nominations may be submitted, accepted, and considered only once per year. There is no limit to the number of years in which a person may be nominated. Only three nominations will be recommended to the City Council per year. A person may only receive this honor once.***

***Complete resolutions available at:***
***https://grmservices.grmims.com/CityofMonterey/(S(mnoqvplvaun42o01n5f3jkce))/orc.aspx***

***Vinh T. Ngo***
[redacted]

October 26, 2024

Re: Theresa Amador – [redacted]
Letter of Recommendation for Monterey Park Memorial Tree

To: City of Monterey Park – Tree Memorial Committee:

It is my honor to write this letter of recommendation in support of Theresa Amador for nomination of the Monterey Park Tree Memorial as recognition for her 50+ years of outstanding services to our City.

Theresa and her family moved into Monterey Park in 1966 and has demonstrated a commitment of over 58 years of voluntary services here. Theresa and her late husband, Richard Amador raised their now adult children in Monterey Park and were involved PTA parents. A devoted mom and spouse, she not only managed her home, but also contributed to the success of many Monterey Park non-profit groups such as the Alhambra Council PTAs, MPK City Commissions, Lion's Club, Women's Club, and even served on an official capacity having been elected as Monterey Park City Clerk (1978-1982).

Theresa's 58 years of dedication to Monterey Park is extraordinary. Below is just a sample of her wide range of voluntary work, all to the benefit and success of Monterey Park.

- These are the Commissions/Committees she has served on: a) Arts and Culture Committee, b) Planning, c) Community Budget Task Force, d) Economic Development Advisory, e) Centennial, and f) Planning.
- PTA President at Ynez School, then President of Alhambra Council of PTAs
- President of the Friends of the MP Library,
- Monterey Park Lion's Club member and officer
- Monterey Park Woman's Club, President and various Officer roles

Outside of the City of Monterey Park, Theresa also volunteered and served for the community at large: Appointed by Governor Deukmejian on the State Department of Education, California Superintendent's Advisory Council; Founding Member of the Hispanic Banker's Association; Pasadena League of Women's Voters; and Professional Business Women's Association. This list highlights her personal passions that contribute to the success of the various organizations she is involved with, excluding her numerous professional accomplishments following her retirement as an executive in the banking industry. Her extensive volunteerism has garnered many praises: National Hispanic Family of the Year in 1990, Woman of Achievement by Senator Ed Hernandez in 2017, Monterey Park Citizen of the Year for Civic Engagement in 2019, Monterey Park Woman's Club Kindness Award & Citizen of the Year in 2024, and MP Library Foundation Honoree in 2024.

***It is only fitting to recognize Theresa Amador for her legacy of community services and dedication to our City.*** I recommend Theresa Amador to be recognized by a Monterey Park Tree Memorial for her legacy of leadership, strong civic engagement and outstanding citizenship.

Sincerely,

Vinh T. Ngo
Resident of Monterey Park
Monterey Park Mayor Protem

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING MAY 6, 2025, THE DAY OF INCLUSION OF THE 143RD ANNIVERSARY OF THE PASSAGE OF THE CHINESE EXCLUSION ACT**

BE IT RESOLVED by the Council of the City of Monterey Park as follows:

SECTION 1: The City Council finds as follows:

A. On May 6, 1882, President Chester A. Arthur signed the Chinese Exclusion Act, the nation's first law to prohibit immigration solely based on ethnicity and national origin. The Act, renewed in 1892 and 1902, and made permanent in 1904, prevented Chinese laborers from entering the United States and denied Chinese individuals a pathway to citizenship for more than 60 years.

B. In 1943, Congress repealed the Chinese Exclusion Act, which was then followed by laws that led to an immigration system that better reflects our current values as a nation of immigrants.

C. In 2011 (Senate Resolution 201) and 2012 (House Resolution 683), the U.S. Senate and House of Representatives unanimously condemned the Chinese Exclusion Act and affirmed a commitment to preserving civil rights and constitutional protections for all people.

D. The Chinese community has endured and overcome hardship and heartache through the Chinese Exclusion Act. Despite the darkness of this Act, the Chinese community has persevered, providing for their families and creating many opportunities for their children.

E. America is a more prosperous nation because we practice inclusion, embracing everyone regardless of race, color, national origin, religion, or gender. As a resilient community, we must safeguard the rights of immigrants, refugees, and all communities suffering from dangerous rhetoric and policies to ensure history does not repeat itself.

F. The City Council of Monterey Park declares May 6, 2025, the Day of Inclusion on the 143rd anniversary of the passage of the Chinese Exclusion Act. We recognize the ramifications of the Chinese Exclusion Act, which caused racially discriminatory immigration measures, and honor the contributions of all Chinese Americans who have enriched our communities.

SECTION 2: *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 3: *Recordation*. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park, and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 4: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 16th day of April 2025.

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Vinh T. Ngo, Mayor

Attest:

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Maychelle Yee, City Clerk

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING THE MONTH OF APRIL 2025 AS NATIONAL ARAB AMERICAN HERITAGE MONTH**

BE IT RESOLVED by the Council of the City of Monterey Park as follows:

SECTION 1: The City Council finds as follows:

A. The Arab America Foundation launched the National Arab American Heritage Month initiative in 2017 in order to highlight the history of Arab migration to America, promote geographic understanding of the Arab world, Arab American diversity in faith and language, interesting customs and traditions, issues affecting communities, and the many achievements of Arab Americans in business, politics, education, and more.

B. For over a century, Arab Americans have made contributions to virtually every aspect of American society: medicine, law, business, education, technology, government, military service, and culture.

C. Since migrating to America, men and women of Arab descent have shared their rich culture and traditions with neighbors and friends while setting fine examples of model citizens and public servants.

D. Arab Americans have also enriched our society by sharing the entrepreneurial American spirit that makes our nation free and prosperous.

E. The celebration of Arab American heritage and cultural ancestry educates Americans and counters harmful stereotypes and misconceptions about ethnic groups.

F. Arab Americans join all Americans in the desire to see a peaceful and diverse society in where every individual is treated equally and feels safe.

G. The incredible contributions and heritage of Arab Americans have helped us build a better nation.

H. The Monterey Park City Council celebrates the contributions Arab Americans have made to society and hereby proclaims the month of April 2025 as National Arab American Heritage Month. We encourage our citizens to join us in this special observance.

SECTION 2: *Electronic Signatures*. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 3: *Recordation*. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 4: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 16th day of April 2025.

_____
Vinh T. Ngo, Mayor

Attest:

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Maychelle Yee, City Clerk

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING THE MONTH OF APRIL 2025 AS NATIONAL PICKLEBALL MONTH**

BE IT RESOLVED by the Council of the City of Monterey Park as follows:

SECTION 1: The City Council finds as follows:

A. Pickleball, introduced as a recreational game in 1965, is a lively, active paddle sport combining the elements of tennis, badminton, and ping-pong. Its creation stems from several families from Washington State who used their badminton court and random sporting equipment to entertain their children during summer vacations.

B. The name pickleball was inspired by the term "pickle boat" in rowing, referring to boats with mismatched crews, which resonated with the game's eclectic mix of sports elements.

C. Pickleball promotes physical and mental well-being, social interaction, and community engagement, fostering friendships and a sense of camaraderie among players.

D. Key pickleball statistics from The Sports & Fitness Industry Association (SFIA) Topline Participation Report 2025 estimate pickleball players in the United States to be 19.8 million in 2024, a 45.8% increase from 2023. The largest age group of pickleball players is 25-34, and over 1 million children started playing the sport. Pickleball's average growth rate over the last 3 years is 311%, and there are 16,289 places in the United States to play pickleball. In 2023, $1.5 billion was generated in the pickleball market, and it is forecasted to have a compound annual growth rate of 11.3% through 2028.

E. Pickleball continues its incredible rise after being named the fastest-growing sport in the United States for the fourth consecutive year. It is a global phenomenon, with millions of players worldwide.

F. The sport continues to expand in Monterey Park, with 14 dedicated courts at various city locations: Barnes Park, Barnes Park Gymnasium, Bella Vista Park, and Sierra Vista Park. The City offers leagues and recreational programs encouraging residents to live healthy, active lifestyles.

G. National Pickleball Month, observed annually in April, is an opportunity to raise awareness about the sport's benefits, encourage new participants, and celebrate the players, coaches, and everyone contributing to its growth.

H. The City Council of Monterey Park recognizes the importance of providing recreational opportunities that enhance the quality of life for residents and visitors alike.

I. The Monterey Park City Council hereby proclaims April as National Pickleball Month in Monterey Park and encourages all residents to learn, play, and support this exciting and inclusive sport.

SECTION 2: *Electronic Signatures*. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 3: *Recordation*. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 4: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 16th day of April 2025.

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Vinh T. Ngo, Mayor

Attest:

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Maychelle Yee, City Clerk