



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 Meeting
Monterey Park City Hall Council Chambers
320 West Newmark Avenue, Monterey Park, CA 91754

Wednesday, October 1, 2025
6:30 PM

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 at www.montereypark.ca.gov/agendas.

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 <http://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 and 5 minutes total for Consent Calendar. 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.

Live Translation:

Meetings will be translated (transcribed or audio) to the language you select. Instructions are provided below.

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1



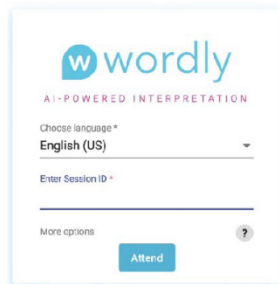
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1. Call to Order

Mayor

2. Flag Salute

The Monterey Park Fire Explorers

3. Roll Call

Henry Lo, Vinh Ngo, Jose Sanchez, Thomas Wong, Elizabeth Yang

4. Agenda Revisions and Additions

5. Public Communications

6. Staff Communications

6.A. Library

6.B. Recreation and Community Services

6.C. Fire Department

6.D. Police Department

6.E. Public Works

7. Presentation

8. Old Business

9. Consent Calendar

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.

9.A. Approval of Minutes

It is recommended that the City Council consider:

1. Approving the minutes from the special meeting of September 3, 2025 and the regular meeting of September 3, 2025; and
2. Taking such additional, related, action that may be desirable.

9.B. Monthly Investment Report

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.

9.C. Consideration of Sending Letter of Support on Behalf of the City's Application for the Metro Open Streets Grant Program

It is recommended that the City Council consider:

1. If desirable, sending a letter of support on behalf of the City's application for the Metro Open Streets Grant Program;
2. Taking such additional, related, action that may be desirable.

9.D. California State Library Zip Books Grant Fiscal Year 25-26

It is recommended that the City Council consider:

1. Authorizing the City Manager, or designee, to accept \$5,130 in California State Library grant funding to purchase books and an Amazon Prime membership;
2. Authorizing the City Manager, or designee, to appropriate the \$5,130 in grant funding into the 2025-2026 Fiscal Year budget; and
3. Taking such additional, related, action that may be desirable.

9.E. Police Department FY25/26 OTS STEP Grant

It is recommended that the City Council consider:

1. Accepting grant funds and authorizing the City Manager, or designee, to execute an agreement, in a form approved by the City Attorney, with the Office of Traffic Safety (OTS) in the amount of \$200,000 for the Selective Traffic Enforcement Program (STEP);
2. Adopting a Resolution authorizing the City Manager, or designee, to receive and appropriate grant funds in fiscal year 2025-26, and execute an agreement, in a form approved by the City Attorney, with the OTS in the amount of \$200,000 for the STEP; and
3. Taking such additional, related action that may be desirable.

9.F. Police Department FY 25/26 OTS Pedestrian Bike Grant

It is recommended that the City Council consider:

1. Accepting grant funds and authorizing the City Manager, or designee, to execute an agreement, in a form approved by the City Attorney, with the Office of Traffic Safety (OTS) in the amount of \$35,862 for the Pedestrian and Bicycle Safety Program;
2. Adopting a Resolution authorizing the City Manager, or designee, to receive and appropriate grant funds in fiscal year 2025-26, and execute an agreement, in a form approved by the City Attorney, with the OTS in the amount of \$35,862 for the Pedestrian and Bicycle Safety Program; and
3. Take such additional, related, action that may be desirable.

9.G. Receive and file an update of projects and programs supported in the Parks System Master Plan, scheduled for implementation in Fiscal Year 2025-26

It is recommended that the City Council consider:

1. Receiving and filing a report on the Parks System Master Plan, outlining projects and programs scheduled for implementation in Fiscal Year 2025-26, and including a preliminary outlook on potential short-term projects and programs;
2. Taking such additional, related, action that may be desirable.

9.H. Adopt a Resolution authorizing the City Manager, or designee, to apply for, receive and approve grant funds for the Los Angeles County Regional Park and Open Space

District Measure A Grants

It is recommended that the City Council consider:

1. Adopting a Resolution authorizing the City Manager, or designee, to apply for, receive and approve grant funds for the Los Angeles County Regional Park and Open Space District Measure A Grants
2. Taking such additional, related, action that may be desirable.

9.I. Award of Contract to Waterline Technologies, Inc. to provide pool chemicals to George Elder Pool and Cascades Waterfall

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute an agreement, in a form approved by the City Attorney, for a three-year contract (with an option to extend for an additional two years) with Waterline Technologies, Inc. in the amount of \$64,124 per year to provide chemicals for George Elder Pool and the Cascades Park Waterfall; 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 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 proposed activity contemplates administrative actions of awarding a contract for the purchase of chemicals needed to maintain George Elder Pool and Cascades Waterfall, and does not contemplate any changes to the physical environment. Accordingly, no further environmental review is required.

9.J. S. Atlantic Blvd and E. Emerson Ave Overlay and Slurry Seal Project – 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 Onyx Paving Company, Inc., in the amount of \$898,000 for the Atlantic Blvd and Emerson Ave Overlay and slurry seal Project;
2. Authorizing the Director of Public Works to approve change orders and contingency up to \$89,800 (10%) of the contract amount, for a total project cost of \$987,800; 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 work is for the overlay of an existing City road. Accordingly, no further environmental review is required.

9.K. Domestic Violence Awareness Month Resolution (As Requested by Council Member Sanchez and Mayor Pro Tem Lo)

It is recommended that the City Council consider:

1. Approving the attached resolution; and
2. Taking such additional, related, action that may be desirable.

9.L. National Walk and Roll to School Day Resolution (As Requested by Council Member Sanchez)

It is recommended that the City Council consider:

1. Approving the attached resolution; and
2. Taking such additional, related, action that may be desirable.

9.M. Latina Equal Pay Resolution (As Requested by Council Member Sanchez)

It is recommended that the City Council consider:

1. Approving the attached resolution;
2. Taking such additional, related, action that may be desirable.

9.N. Code Enforcement Officer Appreciation Week

It is recommended that the City Council consider:

1. Adopting a Resolution declaring the week of October 5 – October 11, 2025, as Code Enforcement Officer Appreciation Week in Monterey Park; and
2. Taking such additional, related, action that may be desirable.

9.O. Adopt a Resolution Declaring October 19-25, 2025 as LA vs. Hate United Against Hate Week

It is recommended that the City Council consider:

1. Adopting a resolution declaring October 19-25, 2025 as LA vs. Hate United Against Hate Week
2. Taking such additional, related, action that may be desirable.

9.P. 2025 Banned Books Week

It is recommended that the City Council consider:

1. Adopting a resolution declaring the week of October 5–11, 2025 as Banned Books Week in Monterey Park,

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

10. Public Hearing

10.A. Public hearing to review and approve the Fiscal Year (FY) 2024-25 Consolidated Annual Performance and Evaluation Report ("CAPER") for submittal to the U.S. Department of Housing and Urban Development ("HUD")

It is recommended that the City Council consider:

1. Opening the continued public hearing to receive testimonial and documentary evidence;
2. Approving the draft FY 2024-2025 Consolidated Annual Performance and Evaluation Report ("CAPER") for the Community Development Block Grant ("CDBG"), and HOME Investment Partnerships ("HOME") Programs;
3. Directing the City Manager, or designee, to prepare and transmit the final documents to the U.S. Department of Housing and Urban Development ("HUD");
4. Authorizing the City Manager, or her designee, to take all actions necessary or desirable to complete and submit the CAPER; and
5. Taking such additional, related, action that may be desirable.

11. New Business

12. City Communications (City Council) / Future Agenda Items

13. Closed Session (if Required; City Attorney to Announce)

14. Adjourn



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.A.

To: The Honorable Mayor and City Council
From: Maychelle Yee , City Clerk
Subject: Approval of Minutes

Recommendation:

It is recommended that the City Council consider:

1. Approving the minutes from the special meeting of September 3, 2025 and the regular meeting of September 3, 2025; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The minutes are a record of the official actions taken at the City Council meeting.

Background:

It is recommended that the City Council consider approving the minutes from the special meeting of September 3, 2025 and the regular meeting of September 3, 2025.

Strategic Plan Goal:

N/A

Fiscal Impact:

N/A

Attachments:

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)
Special Meeting
September 3, 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, September 3, 2025, at 5:30 p.m.

1. Call to Order

Mayor Ngo called the meeting to order at 5:30 p.m.

2. Roll Call

City Manager Alvarez called the roll:

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

Council Members Absent: None.

Also present:

City Attorney Karl Berger

Assistant City Manager Diana Garcia

Director of Finance Martha Garcia

Director of Human Resources and Risk Management Christine Tomikawa

Director of Community Development Timothy Hou

Senior Planner Eliana Muñoz

Virtually present: None.

3. Public Communications

None.

4. Closed Session

The City Council adjourned to Closed Session at 5:30 p.m.

4.A. Conference with Labor Negotiators (Government Code § 54957.6)

City Negotiators: City Attorney, City Manager, Daphne Anneet, and Director Christine Tomikawa

Employee Organization: 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.

4.B. Conference with Legal Counsel—Anticipated Litigation
Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): one matter.

Facts and Circumstances: No disclosure required per Government Code section 54956.9(e)(1).

5. Adjournment

The City Council reconvened and adjourned from Closed Session with all Council Members present at 6:16 p.m.

There being no further business for consideration, the meeting was adjourned at 6:16 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
September 3, 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, September 3, 2025, at 6:30 p.m.

1. Call to Order

Mayor Ngo called the meeting to order at 6:36 p.m.

2. Flag Salute

The Monterey Park Fire Explorers led the flag salute.

3. Roll Call

City Clerk Maychelle Yee 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 Finance Martha Garcia

Director of Human Resources and Risk Management Christine Tomikawa

Director of Community Development Timothy Hou

Director of Recreation and Community Services Robert Aguirre

Acting City Librarian LV Frazier

Director of Public Works Shawn Igoe

Police Chief Scott Wiese

Interim Fire Chief Scott Haberle

Police Lieutenant Bob Hung

Planning Manager Beth Chow

IT Manager Martin Dinh

Recreation and Community Services Manager Christina Alatorre

Recreation and Community Services Supervisor Guillermo Chavez

Senior Adult and Teen Services Librarian Leonie Jordan

Senior Planner Eliana Muñoz

Principal Management Analyst Rebecca Bojorquez

Office Assistant II Michelle Martinez

Virtually present: None.

4. Agenda Revisions and Additions

City Manager Alvarez reported a typographical error in Agenda Item No. 9.H.'s staff report, regarding the mention of pickleball court resurfacing, as it was not on the September 3, 2025 meeting Agenda.

5. Public Communications

- Communist Dictator spoke about the amount of time given to speakers during Public Communications, claiming a decreased amount of time would prevent sufficient communication to the City Council regarding issues around the City. Communist Dictator talked about the City Attorney's obligation to support the needs of the residents.
- City Clerk Yee read, received and filed into the record a written communication from Anna Duran. Anna relayed her concerns regarding the trash franchise fee increase, insisting there is a lack of understanding with the City Council about the wants and needs of the residents.

6. Staff Communications

6.A. Library

Senior Adult and Teen Services Librarian Jordan exhibited a PowerPoint presentation about the upcoming events occurring in the Library, which includes: the National Library Card Sign-up Month Scavenger Hunt; celebrating Hispanic Heritage Month with featured books for all ages; Spanish Bilingual Story Time; a Arepa Making Teens Workshop; Science Squad, where kids experience hands-on science experiments; Detective Academy Party with games and crafts; a Lantern Making Workshop; the Martial Arts Movie Fest; a Housing Rights Legal Clinic on September 8, 2025; an opportunity to meet Author C.B. Lee and learn how to publish books; the Teen Entrepreneurs with Gradient Colours event and the Volunteer Literacy Tutor Orientation on September 20, 2025.

6.B. Recreation & Community Services

Recreation and Community Services Supervisor Chavez shared a PowerPoint presentation thanking the residents that attended the San Gabriel Valley Symphony, the Monterey Park Night at Dodger Stadium and the Cyndi Lauper concert at the Hollywood Bowl. He announced upcoming events and programming, which includes events celebrating National Hispanic Heritage Month; Ping-Pong Open Play at Sierra Vista Park; the Patriot Day Ceremony; a Health Screening Clinic at the Langley Center; a Tamale Making Workshop; Date Night Dinner at the Langley Center; a Movie Day event featuring the Karate Kid, and the Senior Luau Dance Party.

6.C. Public Works

Director of Public Works Igoe displayed a PowerPoint presentation announcing the dates and locations of the Monthly Compost Giveaway for the rest of the year and advertised the Garvey Avenue Capacity Improvements Project Questionnaire and in-person meetings, encouraging the community to participate.

6.D. City Manager's Office

Assistant City Manager Garcia displayed a PowerPoint presentation highlighting upcoming events for the community. She invited the community to attend the Monterey Park Council Reorganization on September 26, 2025 and the Special Community Conversation Meeting on September 20, 2025, where residents can engage in an open forum conversation with the City Council. City Manager Alvarez announced the departure of Interim Fire Chief Haberle and thanked him for serving the City.

7. Presentation

None.

8. Old Business

None.

9. Consent Calendar

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.

Public Speakers:

- Communist Dictator raised concerns regarding Agenda Item No. 9.F. and 9.G., elaborated on the requirement to provide accessible body camera footage to the public, questioned the qualifications to use the Dial-a-Ride services and requested more shaded and cooling areas at bus stops.
- Margaret Leung spoke about Agenda Item No. 9.I. on behalf of the San Gabriel Valley Power Up Beacon and promoted the organization's fundraiser event to help save the Barnes Park pool. She announced Mayor Ngo's pledge of one thousand dollars towards the fundraiser and encouraged the community to attend the event.

Action Taken: The City Council approved and adopted Agenda Item No. 9.A., 9.B., 9.C., 9.D., 9.E., 9.F., 9.G., 9.H., 9.I. and 9.J.

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

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

Noes: Council Members: None

Absent: Council Members: None

Abstain: Council Members: None

Recusal: Council Members: None

9.A. Approval of Minutes

The minutes are a record of the official actions taken at the City Council meeting.

Recommendation:

It is recommended that the City Council consider:

1. Approving the minutes from the special meeting of August 6, 2025 and the regular meeting of August 6, 2025; and
2. Taking such additional, related, action that may be desirable.

Action Taken: The City Council approved the recommendation, on Consent Calendar.

9.B. Monthly Investment Report

As of July 31, 2025, invested funds for the City of Monterey Park total \$98,609,055.81.

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.

Action Taken: The City Council received and filed the Monthly Investment Report, on Consent Calendar.

9.C. 2024-2025 Annual Investment Report

The City's Investment Policy requires an annual investment report and a statement of investment policy to be submitted to the City Council for review annually. The attached annual report shows that all investment activities during 2024-25 were conducted according to the City's Fiscal Year 2024-25 Investment Policy.

Recommendation:

It is recommended that the City Council consider:

1. Receiving and filing the 2024-25 Annual Investment Report;
2. Adopting a resolution authorizing the Treasurer to implement the City's Investment Policy for FY 2025-26; and
3. Taking such additional, related, action that may be desirable.

Action Taken: The City Council received and filed the 2024-25 Annual Investment Report and adopted Resolution No. 2025-R75 / SA-193 / MPFA-7 / MPHA-5 / MPK GHAD-6, on Consent Calendar.

Resolution No. 2025-R75 / SA-193 / MPFA-7 / MPHA-5 / MPK GHAD-6

A joint resolution of the City of Monterey Park; the Successor Agency to the Monterey Park Redevelopment Agency; the Monterey Park Financing Authority; the Monterey Park Housing Authority; and the Geologic Hazard Abatement District adopting an Investment Policy and authorizing the Treasurer and City Manager to implement the policy

9.D. Adopting a Resolution updating the City's reimbursement policies in accordance with AB 1234, to include an additional pre-approved conference for Elected Officials

On May 21, Council adopted Resolution No. 2025-R47 which updated the City's reimbursement policies in accordance with government codes §§ 53232.2 and 53232.3 and expanded the list of pre-approved events that the Council may attend to include the California LGBTQ+ Leadership Summit. Per Council request, the resolution attached supersedes Resolution No. 2025-R47 and updates the list of pre-approved events to include the International LGBTQ+ Leaders Conference organized by the LGBTQ+ Victory Institute.

Recommendation:

It is recommended that the City Council consider:

1. Adopting a Resolution updating the City's reimbursement policies in accordance with AB 1234, to include an additional pre-approved conference for Elected Officials; and
2. Taking such additional, related, action that may be desirable.

Action Taken: The City Council adopted Resolution No. 2025-R76, on Consent Calendar.

Resolution No. 2025-R76

A resolution amending the City's Reimbursement Policies in accordance with Government Code §§ 53232.2 and 53232.3

9.E. Resolution Approving Salary Rates and Benefits for City of Monterey Park Executive Management Employees and At-Will Mid-Management Employees

The City of Monterey Park representatives ("City") discussed the salary and benefits resolution with the unrepresented Executive Management employees and At-will Mid-Management employees. The unrepresented Executive Management employees and At-will Mid-Management employees have agreed to the salary and benefit items reflected in the resolution to be approved by the City Council.

Recommendation:

It is recommended that the City Council consider:

1. Adopting a Resolution approving salary rates and benefits for Executive Management Employees and At-will Mid-Management Employees; and
2. Taking such additional, related, action that may be desirable.

Action Taken: The City Council adopted Resolution No. 2025-R77, on Consent Calendar.

Resolution No. 2025-R77

A resolution fixing the salary rates and benefits for Executive Management employees

9.F. Police Department Body Worn Camera and Digital Evidence Storage Agreement with Axon Enterprise, Inc.

The Chief of Police ("Chief") recommends entering into a five-year agreement with Axon Enterprise, Inc. ("Axon") for the deployment of a comprehensive, next-generation digital video and evidence solution. The proposed system includes Axon Body 4 cameras, Axon Fleet 3 in-dash systems, and a cloud platform for managing digital evidence that is Criminal Justice Information System ("CJIS") compliant.

The new system offers greater functionality, access to proprietary Axon software, improved integration with existing platforms, artificial intelligence ("AI") powered digital evidence software, and secure digital evidence management, which provides the Police Department ("Department") with greater support to meet increasing public safety demands. Pricing for this new system is secured from Sourcewell Cooperative Purchasing. (Attachment 1 to the staff report)

Recommendation:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute an agreement with Axon Enterprises Inc., in a form approved by the City Attorney, to purchase and implement the Axon Body-Worn and In-Dash Camera System, in the amount of \$842,000.23; and
2. Taking such additional, related, action that may be desirable.

Action Taken: The City Council approved the recommendation, on Consent Calendar.

9.G. Authorize the City Manager to Amend Agreement 1868-A with Fiesta Taxi Cooperative, Inc. to provide Dial-A-Ride Supplemental Service

Dial-A-Taxi offers a low-cost supplemental transportation service for Dial-A-Ride members. This service allows members to shop, dine and visit any location in the city or to adjacent communities for medical appointments within 5 miles, 24 hours a day, 7 days per week. These services are essential to the continued delivery of these specialized recreational programs, which serve diverse populations within the community. The Director of Recreation and Community Services ("Director") recommends extending the current agreement by three years with an option to extend for an additional two years for an amount not to exceed \$225,000.

Recommendation:

It is recommended that the City Council consider:

1. Authorizing the City Manager to amend agreement 1868-A for a three-year term with an option to extend for an additional two years in the amount not to exceed \$225,000 total, in a form approved by the City Attorney, with Fiesta Taxi Cooperative, Inc. to provide Dial-A-Ride Supplement Service.
2. Taking such additional, related, action that may be desirable.

Action Taken: The City Council approved the recommendation, on Consent Calendar.

9.H. 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. The conditions resulting for the need to declare a local emergency continue to exist.

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.

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; and
2. Taking such additional, related, action that may be desirable.

Action Taken: During Agenda Revisions and Additions, City Manager Alvarez reported a typographical error in Agenda Item No. 9.H.'s staff report, regarding the mention of pickleball court resurfacing, as it was not on the September 3, 2025 meeting Agenda. The City Council received and filed the staff report summarizing the status of windstorm and firestorm local emergency, on Consent Calendar.

9.I. Authorize Letters Requesting Support and Funding for Barnes Park Pool Replacement Project to be sent to Elected Representatives

The Director of Recreation and Community Services ("Director") requests that the City Council authorize the City Manager to send letters (Attachment 1) to Elected Representatives for support and funding for the Barnes Park Pool Replacement Project.

On August 5, 2025, the City Council adopted a resolution approving the Parks System Master Plan. This strategic plan is designed to support Monterey Park's elected officials, staff, and stakeholders in making informed decisions to enhance and sustain the City's parks, facilities, programs, and projects over the next ten years. The plan identifies Barnes Park pool as a priority project requiring substantial funding.

Recommendation:

It is recommended that the City Council consider:

1. Authorizing the City Manager to send letters to Elected Representatives for support and funding for the Barnes Park Pool Replacement Project; and
2. Taking such additional, related, action that may be desirable.

Action Taken: The City Council approved the recommendation, on Consent Calendar.

9.J. Hispanic Heritage Month Resolution (As Requested by Council Member Sanchez)

The attached resolution is being brought forth to the Council for consideration at the request of Council Member Sanchez.

Recommendation:

It is recommended that the City Council consider:

1. Approving the attached resolution; and,
2. Taking such additional, related, action that may be desirable.

Action Taken: The City Council adopted Resolution No. 2025-R78, on Consent Calendar.

Resolution No. 2025-R78

A resolution of the City Council of Monterey Park, California, declaring and proclaiming September 15 through October 15, 2025 as National Hispanic Heritage Month

10. Public Hearing

10.A. Public hearing to consider adopting zoning regulations for the Saturn Park Innovation/Technology Zone (ZCA 25-04)

Type of Action: Legislative

Decision-Making Body: Pursuant to MPMC § 2.56.020(c), the City Council is the City's Planning Agency for this matter. In considering the recommended actions, the City Council acts in its discretionary legislative capacity (formulating rules that apply to all future cases). For the proposed ZCA, the City Council must make 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 regulations within the MPMC.

These findings are included in the attached Ordinance (Attachment 1 to the staff report). Accordingly, a Notice of Determination has been prepared for the proposed Ordinance (Attachment 2 to the staff report).

On October 2, 2024, the City Council considered the Saturn Park Advisory Review Committee's ("SPARC") recommendations regarding potential future land uses within the Saturn Park Innovation/Technology Zone ("SPITZ") [11](#) and directed the City Manager and City Attorney to draft zoning regulations to expand allowable uses in the area. Updating the MPMC to include these additional land uses serves the public interest and implements Measure JJ (which ratified the General Plan's Land Use and Urban Design Element), SPARC's recommendations, and City Council direction. This Ordinance would implement the SPITZ.

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 § 15168(c)(2) states that if a project is proposed which has been the subject of a prior certified EIR, and "[i]f the [City] finds that pursuant to Section 15162, no new effects could occur or new mitigation measures would be required, the agency can approve the activity as being within the scope of the project covered by the ... EIR, and no new environmental document would be required."

- 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).

- The amendments proposed by this Ordinance are within the scope of the FEIR, and the circumstances, impacts, and mitigation requirements identified in the FEIR remain applicable to the proposed Project.
- This Ordinance will not facilitate the creation of any development beyond that anticipated and accounted for by the FEIR, does not contemplate any changes which will require major revisions to FEIR, and there are no substantial changes with respect to the circumstances under which FEIR was undertaken.
- 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 was approved.
- Approval of this Ordinance will not result in any new or increased environmental effects, and no new mitigation measures are required.
- Pursuant to CEQA Guidelines § 15168(c)(2), no new environmental documentation is required.

Recommendation:

It is recommended that the City Council consider:

1. Opening the public hearing and taking testimonial and documentary evidence;
2. After closing the public hearing and considering the submitted evidence, introducing and waiving first reading of Ordinance No. _____ amending the Monterey Park Municipal Code ("MPMC") regulating certain land uses in the Saturn Park Innovation/Technology Zone; and
3. Taking such additional, related, action that may be desirable.

Public Speakers:

- Charles Stapleton talked about his past attendance at the Saturn Park Advisory Committee (SPARC) meetings and encouraged the City Council to move forward with development while also being respectful towards the residents in the neighborhood.
- Maychelle Yee, speaking as a resident, spoke about the Saturn Park Innovation/Technology Zone's process and provided her opinion on how the process was allegedly comparable to the current state of politics in the United States.
- Cindy Yee mentioned her appearances at previous SPARC meetings and proposed her idea to the City Council about developing a stadium to host sports such as Pickle Ball.
- City Clerk Yee received, read and filed into the record a written communication from Andy Tsang. Andy relayed his concerns regarding the potential negative impact the proposed Ordinance will bring to the surrounding neighborhood near Saturn Park.

- City Clerk Yee received, read and filed into the record a written communication from Bryan Marsh. Bryan detailed his support of the proposed Ordinance as he believed it would contribute to the economic development of the City.
- City Clerk Yee received, read and filed into the record a written communication from Debra Shibuyama Simone. Debra detailed her experience attending the past SPARC meetings and elaborated on the idea of implementing more residential development, specifically affordable housing.

Discussion: Senior Planner Muñoz alongside Community Development Director Hou depicted a PowerPoint presentation detailing a draft Ordinance to ensure the Monterey Park Municipal Code (MPMC) is aligned with the City's General Plan and to update zoning regulations to reflect the City's long-term planning goals. She emphasized the proposed Ordinance does not approve any new development or construction.

Action Taken: The City Council opened the public hearing at 7:30 p.m.; took testimonial and documentary evidence; closed the public hearing at 8:17 p.m.; considered the submitted evidence and introduced and waived the first reading of an Ordinance amending the Monterey Park Municipal Code ("MPMC") regulating certain land uses in the Saturn Park Innovation/Technology Zone as amended to keep Section 21.14.090 regarding building/structure height limits and the addition of the language "or site development plan" at the end of Section 21.14.090 of the proposed Ordinance.

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

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

Noes: Council Members: None

Absent: Council Members: None

Abstain: Council Members: None

Recusal: Council Members: None

Ordinance 1st reading

An Ordinance implementing Measure JJ by amending the Monterey Park Municipal Code ("MPMC") governing permissible land uses in the Saturn Park Innovation/Technology Zone.

11. New Business

None.

12. City Communications (City Council) / Future Agenda Items

Council Member Wong reported his attendance at the Equality California LGBTQ Plus Leader Summit in Sacramento.

Council Member Sanchez mentioned his appearance at the ribbon-cutting ceremony of Einstein Bro's Bagels, the State of the City Address, a recognition ceremony for Alhambra Unified School District's Board Member Kenneth Tang, and the Monterey Park (MPK) Night at the Dodger Stadium.

Council Member Lo echoed his participation in the many events attended by his fellow Council Members and provided words of appreciation to Mayor Ngo as his term as Mayor is coming to an end.

Mayor Pro Tem Yang discussed her attendance at the Nachikatsuura Sister City meeting, the Monterey Park Police Department Promotional Ceremony, the Chinese American Citizens Alliance Barbecue and the MPK Night at the Dodger Stadium. She verbalized her appreciation for Mayor Ngo and his service to the City as Mayor.

Mayor Ngo reported his appearance at the MPK Police Department Promotional Ceremony and the San Gabriel Valley Symphony. He talked about his presentation from the State of the City Address where he announced the winners of the Monterey Park Community Choice Awards and his attendance at the MPK Night at the Dodger Stadium.

13. Closed Session (if Required; City Attorney to Announce)

None.

14. Adjournment

There being no further business for consideration, the meeting was adjourned at 8:25 p.m.

Maychelle Yee
City Clerk

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



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.B.

To: The Honorable Mayor and City Council
From: Amy Lee, City Treasurer
Subject: Monthly Investment Report

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 August 31, 2025, invested funds for the City of Monterey Park total \$98,796,138.75.

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.

Strategic Plan Goal:

This report meets strategic plan goal number 2, "Maintain Stability of our City's Fiscal and Human Resources," by providing transparency on the City's funds.

Fiscal Impact:

There is no fiscal impact with receiving and filing this report.

Attachments:

1. Monthly Investment Report - August 2025

ATTACHMENT 1

Monthly Investment Report

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

INVESTMENTS PORTFOLIO PROFILE:
TOTAL BALANCE AT 8/31/2025

\$ 98,796,138.75

INVESTMENT COMPOSITION

(1) <u>LA COUNTY POOLED INVESTMENT FUND</u>	ON DEMAND	3.56%	<u>\$ 26,636,700.05</u>
(2) <u>LOCAL AGENCY INVESTMENT FUND</u>	ON DEMAND	4.251%	<u>\$ 37,795,311.81</u>
(3) <u>CHANDLER ASSET MANAGEMENT</u>		4.64%	<u>\$ 26,483,126.89</u>

(4) <u>CERTIFICATES OF DEPOSIT</u>	Purchase Date	Maturity Date	Interest Rate	
1 FLASTAR BANK NA	07/25/24	01/26/26	4.85%	245,000
2 PREFERRED BANK	09/03/24	09/03/25	4.41%	100,000
3 PREFERRED BANK	09/08/24	09/08/25	4.41%	150,000
4 FINANCIAL PARTNERS CREDIT UNION	09/13/24	09/12/25	4.35%	245,000
5 BARCLAYS BANK	09/18/24	09/18/25	4.30%	239,000
6 ROCKLAND FEDERAL CREDIT UNION	09/25/24	09/25/25	4.50%	245,000
7 KEYPOINT CREDIT UNION	10/30/24	10/30/25	4.35%	245,000
8 RIZE FED CREDIT UNION	12/13/24	12/14/26	4.25%	245,000
9 FIRST SEACOAST BANK	01/27/25	01/27/27	4.15%	247,000
10 GOLDMAN SACHS BANK	01/28/25	01/28/27	4.15%	244,000
11 FIRST BUSINESS BANK	01/30/25	01/29/27	4.15%	244,000
12 FIRST KY BANK	01/30/25	02/01/27	4.15%	249,000
13 AUSTIN TELCO FED CREDIT UNION	01/31/25	02/01/27	4.25%	249,000
14 SOUND CREDIT UNION	01/31/25	02/01/27	4.20%	249,000
15 MORGAN STANLEY BANK	02/12/25	02/12/27	4.30%	244,000
16 MORGAN STANLEY PRIVATE BANK	02/12/25	02/12/27	4.30%	244,000
17 OREGON COMMUNITY CREDIT UNION	02/24/25	02/24/27	4.30%	249,000
18 MERRICK BANK	02/28/25	02/26/27	4.30%	249,000
19 FIRST WESTERN TRUST BANK	03/06/25	03/06/26	4.25%	249,000
20 SOUTHERN STATES BANK	03/21/25	03/22/27	4.15%	249,000
21 CORPORATE AMERICA FAMILY CREDIT UI	03/27/25	03/27/26	4.25%	249,000
22 PARKWAY BANK & TRUST	03/27/25	03/27/26	4.20%	239,000
23 INSBANK	03/31/25	03/30/26	4.20%	249,000
24 TOYOTA FINANCIAL SAVINGS BANK	04/10/25	04/12/27	4.00%	245,000
25 UBS BANK	04/23/25	04/23/27	3.95%	249,000
26 AMERICAN EXPRESS NATIONAL BANK	04/30/25	04/30/27	4.05%	245,000
27 STATE BANK INDIA	05/05/25	05/05/27	4.10%	244,000
28 TRANSPORTATION ALLIANCE BANK	05/12/25	05/12/27	4.00%	249,000
29 FINWISE BANK	05/21/25	05/21/27	4.00%	249,000
30 CONNEXUS CREDIT UNION	07/23/25	07/23/27	4.10%	245,000
31 HARBORSTONE CREDIT UNION	08/06/25	08/06/26	4.25%	249,000
32 HOPE FEDERAL CREDIT UNION	08/21/25	08/21/26	4.10%	240,000
33 CIVIC FEDERAL CREDIT UNION	08/29/25	08/28/26	4.15%	249,000
<i>Total CDs (33)</i>			4.225%	<u>\$ 7,881,000.00</u>

OTHER INFORMATION:

BANK BALANCE: ⁽¹⁾	<u>\$7,464,233.62</u>
AVERAGE MATURITY DAYS	171
AVERAGE INTEREST RATE FOR THE MONTH	4.145%

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 August 31, 2025

Portfolio Characteristics

Average Modified Duration	1.80
Average Coupon	4.28%
Average Purchase YTM	4.64%
Average Market YTM	3.93%
Average Credit Quality*	AA
Average Final Maturity	2.22
Average Life	1.85

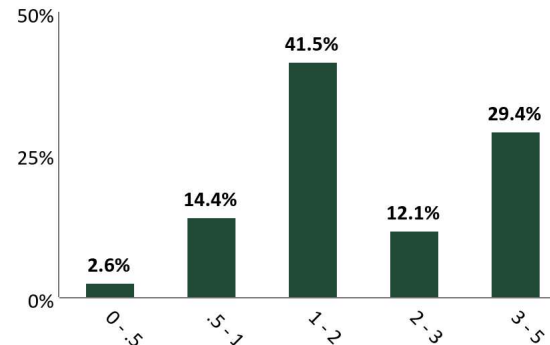
Sector Allocation

US Treasury	38.03%
Corporate	27.31%
Agency	13.22%
ABS	10.82%
Agency CMBS	8.89%
Supras	1.55%
Money Mkt Fd	0.11%
Cash	0.07%

Account Summary

	End Values as of 07/31/2025	End Values as of 08/31/2025
Market Value	26,573,649.53	26,795,031.21
Accrued Interest	245,160.38	248,456.18
Total Market Value	26,818,809.91	27,043,487.38
Income Earned	102,602.57	85,273.55
Cont/WD	0.00	0.00
Par	26,551,386.13	26,638,682.73
Book Value	26,386,080.27	26,483,126.89
Cost Value	26,280,905.49	26,375,472.41

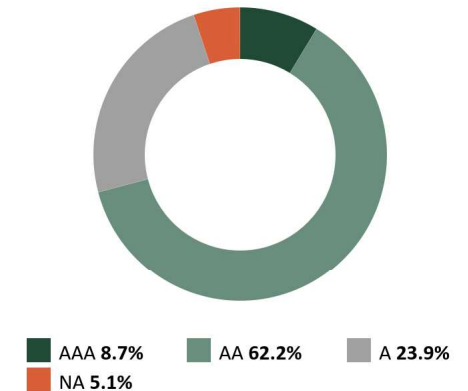
Maturity Distribution



Top Issuers

Government of The United States	38.03%
FHLMC	8.89%
Farm Credit System	6.78%
Federal Home Loan Banks	6.44%
International Bank for Recon and Dev	1.55%
Bank of America Credit Card Trust	1.42%
John Deere Owner Trust	1.41%
Apple Inc.	1.29%

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	0.85%	1.54%	3.96%	4.74%	--	--	--	--	5.73%
Benchmark Return	0.86%	1.41%	3.61%	4.39%	--	--	--	--	5.07%

*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: October 1, 2025
Agenda Item Number: 9.C.

To: The Honorable Mayor and City Council
From: Diana Garcia, Assistant City Manager
Subject: Consideration of Sending Letter of Support on Behalf of the City's Application for the Metro Open Streets Grant Program

Recommendation:

It is recommended that the City Council consider:

1. If desirable, sending a letter of support on behalf of the City's application for the Metro Open Streets Grant Program;
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The City of Monterey Park plans to apply for grant funding from Cycle 6 and 7 of Metro's Open & Slow Streets Competitive Grant Program. Staff are proposing an Open Street program in conjunction with the 2028 Lunar New Year Festival which would extend the street closure, encourage additional non-motorized transportation, promote the Olympic Games by involving event participation from the LA 28 organization, and uplift arts and culture in the city.

A requirement of the grant is a letter of support from the City Council for the project. Staff recommend that the City Council authorizes sending a letter of support on behalf of the City's application for the Metro Open Streets Grant Program. A draft letter is attached to this staff report.

Background:

Metro's Open Streets initiatives temporarily close streets to automobile traffic and open them to cyclists, pedestrians, and other modes of non-motorized transportation. Open Streets have become an innovative advancement in the movement toward livable cities. They are an increasingly common strategy in regions seeking innovative ways to encourage mode shift to sustainable modes of transportation, reduce traffic congestion, and improve economic and public health.

The combined cycles 6 and 7 of the Open & Slow Streets Grant Program provides \$10 million for open and slow streets events in Los Angeles County with a special focus on the 2026 FIFA

World Cup and 2028 Olympics and Paralympic Games major events. Metro's Open and Slow Streets goals include helping people experience public transportation, walking, and biking potentially for the first time, encouraging the adoption of sustainable transportation modes, and promoting community engagement to develop policies and infrastructure for multiple modes of transportation with an emphasis on advancing equity. In addition to these goals, this cycle also focuses on uplifting arts, culture, and recreation during the upcoming major events and spreading the spirit of these events to communities across LA County.

Strategic Plan Goal:

This grant would support the City Council's Strategic Plan Goal 5 to, "Expand Access to Community Resources and Services".

Fiscal Impact:

There is no direct fiscal impact associated with authorizing a letter of support. The City is applying for \$250,000 to support the project. If the City is awarded the grant, staff will return to City Council for authorization to accept and appropriate grant funds.

Attachments:

1. Draft Letter of Support for Metro Open Streets Grant Application

Staff Report
October 1, 2025

ATTACHMENT 1

Draft Letter of Support for Metro Open Streets Grant Application

October 1, 2025

Los Angeles County Metropolitan Transportation Authority
Board of Directors
One Gateway Plaza
Los Angeles, CA 90012

RE: Letter of Support – City of Monterey Park Application to the Metro Open Streets Grant Program

Dear Chair and Members of the Board:

On behalf of the Monterey Park City Council, I am pleased to express our strong support for the City's application to the Los Angeles Metro Open Streets Grant Program to host our 2028 Lunar New Year Festival in downtown Monterey Park.

The Lunar New Year Festival is an important cultural event, drawing an anticipated 100,000 attendees from across Southern California and Los Angeles County over two days in January. For decades, the City has closed a segment of Garvey Avenue – from Garfield Avenue to Alhambra Avenue – to create a vibrant, walkable community space filled with cultural performances, family activities, and small business engagement. In 2028, we propose to expand this closure westward to New Avenue, resulting in a 0.8-mile route through the City's downtown corridor.

The 2028 Festival will hold special significance as it will align with the Los Angeles 2028 Olympic and Paralympic Games. We anticipate participation from LA28 through outreach booths that will highlight fan zones, promote watch parties, and provide information about public transit options that will connect residents and visitors to Olympic events. The Festival will therefore serve as a launch point to educate attendees about multimodal transportation, sustainability, and the celebration of diverse cultures leading into the Games.

The City will provide essential in-kind support including public works traffic control, police and fire services, road closures, and detours. We also plan to expand shuttle services from local schools, the Spirit Bus system, and regional transit connections such as the Cal State LA/Metro rail line, to encourage sustainable travel. In addition to traditional Lunar New Year celebrations, the event will offer diverse performances, including mariachi and other cultural groups, reflecting Monterey Park's unique multicultural community.

With a budget request of \$250,000, this project meets the Open Streets Program's goals of fostering active transportation, highlighting multimodal connections, and supporting equitable access to major cultural events. Importantly, Monterey Park's proven track record of delivering safe, large-scale events demonstrates our readiness to expand the Festival in 2028 in alignment with Metro's priorities.

We respectfully urge your support for this application. The 2028 Lunar New Year Festival will not only honor our community's heritage but will also serve as a critical bridge to the excitement of the LA28 Games by bringing residents, businesses, and visitors together in celebration of culture, mobility, and shared civic pride.

Thank you for your consideration.

Sincerely,

Elizabeth Yang
Mayor, City of Monterey Park
On behalf of the Monterey Park City Council



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.D.

To: The Honorable Mayor and City Council
From: LV Frazier, Senior Librarian
Subject: California State Library Zip Books Grant Fiscal Year 25-26

Recommendation:

It is recommended that the City Council consider:

1. Authorizing the City Manager, or designee, to accept \$5,130 in California State Library grant funding to purchase books and an Amazon Prime membership;
2. Authorizing the City Manager, or designee, to appropriate the \$5,130 in grant funding into the 2025-2026 Fiscal Year budget; and
3. Taking such additional, related, action that may be desirable.

Executive Summary:

The City Librarian ("Librarian") was notified of a \$5,130 grant award from the California State Library. The grant funds will be utilized to continue to offer the Zip Books program, which allows library cardholders to request books that are not already owned by the Library and have them delivered directly to their home via Amazon Prime.

Background:

This is the fourth year the Library has received the Zip Books grant. The Zip Books program was implemented in Fiscal Year 2022-23 with a goal of providing library patrons with quick and convenient access to books that are not already available in the Library's collection. Requested books are shipped directly to the patron via Amazon Prime, then added to the Library's collection when they are returned to the library so that others may check them out.

In 2024-25, 184 unique library patrons utilized the Zip Books program and 386 books were added to the library collection through the program. The grant funds will be used to continue to offer the Zip Books program to library patrons.

Strategic Plan Goal:

The Zip Books grant aligns with the City of Monterey Park's Strategic Plan goal:

5. Expand Access to Community Resources and Services

The Monterey Park Bruggemeyer Library will use Zip Books grant funds to purchase books requested by library patrons, which ensures that the Library's collection reflects the unique needs of the community.

Fiscal Impact:

This is a single year grant and no matching funds are required for this grant. This item asks City Council to authorize the appropriation of \$5,130 to the FY 2025-26 budget. The grant period ends August 31, 2026.

Attachments:

1. California State Library Zip Books Grant 25-26 Award Letter

ATTACHMENT 1
California State Library Zip Books Grant 25-26
Award Letter



8/15/2025

Ms. Kristin Olivarez, City Librarian
MONTEREY PARK BRUGGEMEYER LIBRARY
318 S Ramona Ave
Monterey Park, CA, 91754

Subject: Zip Books Project ZIP 25-49

Dear Ms. Kristin Olivarez:

The California State Library is pleased to approve the grant application for the Zip Book Project for a total of \$5,130 in California Library Services Act funds.

Read the enclosed award packet thoroughly and contact your grant support team if you have any questions. Hard copies of this correspondence will not follow. Keep the entirety of the correspondence for your files and consider these award materials your original documents.

This grant is governed by the attached Grant Agreement and Certification of Compliance, which includes the project period, reporting requirements, and payment schedule as well as the proposal outlining the project plan and budget. Please sign the claim and certification forms at the back of your award packet using the DocuSign system. Please understand that it can take from six to eight weeks from receipt of a fully executed claim form with no errors before grant funds are delivered. If you have not received your payment after eight weeks, please contact your grant monitor.

Requirements Specific to Your Project

The following are requirements that are specific to your project. Please contact your project support team if you have any questions about or require support in fulfilling these requirements.

- It is an expectation for this project that the project manager or other project staff will attend four (4) community of practice sessions (schedule to be determined) over the course of the grant period.
- It is an expectation of this project that at least 85 percent of the materials purchased as part of this project will be added to the libraries collection. (The 85 percent number may include items shipped to other libraries to add to their collection).

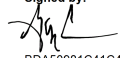
Project Support Team

Awardees are provided support throughout the project period by a project support team comprised of a grant monitor and Library Programs Consultant from the State Library. The project support team is available throughout the project period to assist you.

- The Grant Monitor is available to assist you with compliance and reporting matters. The Grant Monitor assigned to your project is Monica Rivas and can be reached via email at monica.rivas@library.ca.gov.
- The LPC is available to assist you with programming questions. The Library Programs Consultant assigned to your project is Chris Durr and can be reached via email at chris.durr@library.ca.gov.

Best wishes for a successful project.

Respectfully yours,

Signed by:

BDA50981C41C416...

Greg Lucas
California State Librarian

CC: Monica Rivas, monica.rivas@library.ca.gov
Annly Roman, annly.roman@library.ca.gov
Yesenia Udarbe, yesenia.udarbe@library.ca.gov
Michael Le, mle@montereypark.ca.gov



STATE FUNDED GRANTS
**AWARD AGREEMENT AND
CERTIFICATE OF COMPLIANCE**

In Process



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PROJECT SUMMARY

AWARD AGREEMENT BETWEEN THE STATE LIBRARY and MONTEREY PARK BRUGGEMEYER LIBRARY for the Zip Books project. AWARD AGREEMENT NUMBER ZIP 25-49

This Award Agreement ("Agreement") is entered into on 07/01/2025 by and between the California State Library ("State Library") and MONTEREY PARK BRUGGEMEYER LIBRARY, ("Grantee").

This Award Agreement pertains to Grantee's State-funded Zip Books project.

The Library Development Services Bureau ("LDS") of the State Library administers state and federal funds in the form of awards.

The Grantee was selected by the State Library to receive state grant funds in the amount of \$5130 through the process adopted by the State Library in administering such grants.

The State Library and the Grantee, for the consideration and under the conditions hereinafter set forth in the Grant Agreement, agree as follows:



PROCEDURES and REQUIREMENTS

A. Term of the Agreement

The Grant term begins on the date of execution of the Agreement by both parties, until 08/31/2026. If completion of the project occurs prior to the end of the grant period, this will be the end date of the term of this agreement. Grant eligible program expenditures may begin no earlier than the start date. The project period ends on 08/31/2026 and all eligible program costs must be incurred by this date.

B. Scope of Work

1. Grantee agrees to perform all activities specifically identified in the Grantee's application and submitted to the State Library in response to the 2025-26 Zip Books Project.
2. The following activities and deliverables to be performed by the Grantee include, but are not limited to the following:
 - Maintain and keep records of expenditures related to the grant that are consistent with Generally Acceptable Accounting Practices (GAAP).
 - Make financial records available to the State Library upon request.
 - Work with the State Library staff to assure that funds are disbursed in compliance with the purpose of the grant.
 - Prepare and submit required narrative and financial reports.
 - Procure equipment and other supplies as needed for the project.
 - Issue contracts for services, personnel, and consultants as needed for the project.
 - If applicable, make payments for services, including for hours worked and travel reimbursements, to consultants and contractors.
 - Oversee the implementation of project activities.

C. Budget Detail

The State Library shall provide the Grantee funding for the expenses incurred in performing the Scope of Work and activities specified in the Grantee's application. The Grantee shall request the distribution of grant funding consistent with its proposal and the budget worksheet that was included with the application. Under no circumstances shall payments exceed the total grant amount identified in this Agreement.

D. Narrative and Financial Reports

1. The Grantee shall be responsible for the submission of interim and final **narrative and financial** reports on the progress and activities of the project, to the California State Library, using the sample report documents provided by the California State Library.
2. All the reports must be current, include all required sections and documents, and must be approved by the Grant Monitor before any payment request can be processed. Failure to comply with the specified reporting requirements may be considered a breach of this Agreement and result in the termination of the Agreement or rejection of the payment request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for grant funding. Any problems or delays must be reported immediately to the Grant Monitor. The financial reports shall reflect the expenditures made by the Grantee under the Agreement and may be incorporated into the same reporting structure as the narrative reports.
3. The reports shall be submitted by the following dates:

Reporting Period	Report	Due Date
July 01, 2025 - December 31, 2025	1 st Financial and Mid Project Program Narrative Report Due	January 31, 2026
January 01, 2026- April 30, 2026	2 nd Financial Program Report Due	May 31, 2026
May 01, 2026 – Project End August 31, 2026	Final Financial Report, Expenditure Detail Report and Final Program Narrative Report Due	September 30, 2026

4. Failure to submit timely reports with the appropriate documentation by the due date may result in rejection of the payment request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for grant funding.
5. The Grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant, subject to possible audit for a minimum of five (5) years after final payment date or grant term end date, whichever is later. Please refer to Exhibit A, Terms and Conditions for more information.

E. Claim Form and Payment

1. The California State Library shall provide the Grantee payment as outlined in the payment schedule only if all requirements for claiming the funds as outline in this document have been met, and only for those activities and costs specified in the approved award application.
2. The Grantee shall complete, sign, and submit Certification of Compliance form (Exhibit B) and the Financial Claim form (included in your award packet), to the California State Library within 14 days of receiving this award packet. These forms will be issued, signed, and submitted using the online signature and agreement platform, DocuSign, unless DocuSign is unallowable or inconsistent with practices and policies of the local jurisdiction. If the use of DocuSign is not acceptable to your organization, please contact your grant monitor regarding alternate options.
3. Any of the sums appearing under the categories in the approved budget may be adjusted with prior authorization from the California State Library Grant Monitor. This would be to increase the allotment with the understanding that there will be corresponding decreases in the other allotments so that the total amount paid by the California State Library to the Grantee under this Agreement shall not exceed the awarded amount, which shall be expended/encumbered during the grant period.
4. If the payment amount made by the California State Library exceeds the actual expenses incurred during the term of this Agreement, as reflected in the financial reports to be filed by the Grantee, the Grantee shall immediately refund the excess payment amount to the California State Library.

5. The Award payments will only be made to the Grantee. It is the Grantee's responsibility to pay all contractors and subcontractors for purchased goods and services.
6. The Final Payment of 10% (if applicable) will be withheld and retained by the California State Library until all conditions agreed upon in this Agreement, including submission and grant monitor approval of the interim and final narrative and financial reports, have been satisfied.

7. Prompt Payment Clause

The California State Library will make payments to the Grantee in accordance with the Prompt Payment Clause under Government Code, section 927, *et. seq.* The Grantee may typically expect payment within 45 days from the date a grant payment request is properly submitted and approved by the Grant Monitor.

8. Budget Contingency Clause

- a. It is mutually agreed that if the Budget Act of the current fiscal year or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall no longer be in full force and effect. In this event, the California State Library shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other considerations under this Agreement and the Grantee shall not be obligated to perform any provisions of this Agreement.
- b. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this Program, the California State Library shall have the option to either cancel this Agreement with no liability occurring to itself or offer an Agreement amendment to the Grantee to reflect the reduced amount.



EXHIBIT A: TERMS and CONDITIONS

1. Accessibility: The State is responsible for ensuring that public websites are accessible to both the general public and state employees, including persons with disabilities. Grantee shall assist the State in meeting its responsibility. Therefore, all project materials generated by state funded programs must meet the California Accessibility Standards. Additionally, all project materials designed, developed, and maintained shall be in compliance with the California Government Code, sections 7405 and 11135, and the Web Content Accessibility Guidelines 2.0, or a subsequent version, as published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success criteria.

However, if for some reason project material is not generated to be in compliance to meet these standards, please still submit it to the State Library. When submitting the material make sure to note that the material is not accessible by including "NOT ACCESSIBLE" in the file name.

The California State Library reserves the right to post project materials to its website that are in compliance with these standards.

2. Acknowledgment: The State of California and the California State Library shall be acknowledged in all promotional materials and publications related to the 2025-2026 Zip Books.
 - a. Grant award recipients must ensure that the State of California receives full credit as the source of funds and that the California State Library, likewise, is acknowledged as the administrator.
 - b. Publications and information releases about the project must credit the State of California. An appropriate statement for a publication or project press release is:

"This [publication/project] was supported in whole or in part by funding provided by the State of California, administered by the California State Library."

Grantees must include the above statement in any publications, vehicle wraps, and promotional materials, including websites. If space is limited the State Library logo and the following shortened acknowledgement statement is acceptable:

"Funding provided by the State of California."

- c. This credit line on products of a project, such as materials, is important to foster support from the public, and state funding sources.
 - d. California State Library Logo: Use of the California State Library logo, which can be downloaded on the [California State Library website](#), is required on any publication, vehicle wrap, or promotional material along with the above statement(s).
 - e. Photo Documentation: Digital photos are a great way to document the happenings of your project. It is recommended that you use a photo release form when taking photos of the public. You may use your library's photo release form or contact your grant monitor for the State Library's form.
3. Agency: In the performance of this Agreement the Grantee and its agents and employees shall act in an independent capacity and not as officers, employees, or agents of the California State Library. The Grantee is solely responsible for all activities supported by the grant. Nothing in this Agreement creates a partnership, agency, joint venture, employment, or any other type of relationship between the parties. The Grantee shall not represent itself as an agent of the California State Library for any purpose and has no authority to bind the State Library in any manner whatsoever.
 4. Amendment: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated into this Agreement is binding on any of the parties. This Agreement may be amended, modified, or augmented by mutual consent of the parties, subject to the requirements and restrictions of this paragraph.
 5. Applicable law: The laws of the State of California shall govern all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties hereunder. The parties hereby waive any right to any other venue. The place where the Agreement is entered into and place where the obligation is incurred is Sacramento County, California.
 6. Assignment, Successors, and Assigns: The Grantee may not assign this Agreement or delegate its performance to any third-party person or entity, either in whole or in part, without the California State Library's prior written consent. The provisions of this Agreement shall be binding upon

and inure to the benefit of the California State Library, the Grantee, and their respective successors and assigns.

7. Audit and Records Access: The Grantee agrees that the California State Library, the Department of General Services, the State Auditor, or their designated representatives shall have the right to review, audit, inspect and copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of five (5) years after the final payment, or grant term end date, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later. The Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement.

Examples of audit documentation may include, but not limited to, competitive bids, grant amendments, if any, relating to the budget or work plan, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, personnel expenditure summary form, travel expense log, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices and/or cancelled checks.

8. Authorized Representative: Grantee and the California State Library mutually represent that their authorized representatives have the requisite legal authority to sign on their organization's behalf.
9. Communication: All communications from either party, including an interim check-in at any time during the grant term, shall be directed to the respective grant manager or representative of the California State Library or Grantee. For this purpose, the following contact information is provided below:

**MONTEREY PARK BRUGGEMEYER
LIBRARY****Ms.Kristin Olivarez****318 S Ramona Ave****Monterey Park, CA , 91754****626-307-1412****kolivarez@montereypark.ca.gov****California State Library****Monica Rivas****900 N Street****Sacramento, CA 95814****916-603-7159****Monica.rivas@library.ca.gov**

1. Confidentiality: Grantee will maintain as confidential any material it receives or produces that is marked **Confidential** or is inherently confidential or is protected by privilege. Grantee agrees to alert the State Library to this status in advance, and the State Library agrees to maintain this status in conformity with the Public Records Act.
2. Contractor and Subcontractors: Nothing contained in this Grant Agreement or otherwise shall create any contractual relation between the State and any contractor or subcontractors, and no contract or subcontract shall relieve the Grantee of his or her responsibilities and obligations hereunder. The Grantee agrees to be fully responsible to the State for the acts and omissions of its contractors, subcontractors, volunteers, student interns and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its contractors and subcontractors is an independent obligation from the State's obligation to make payments to the Grantee. As a result, the State shall have no obligation to pay or to enforce the payment of any monies to any contractor or subcontractor.
3. Copyright: Grantee owns and retains titles to any copyrights or copyrightable material from any original works that it creates within the scope of this Agreement in accordance with the federal Copyright Act. (17 U.S.C. 101, et seq.) Grantee is responsible for obtaining any necessary licenses, permissions, releases or authorizations to use text, images, or other materials owned, copyrighted, or trademarked by third parties and for extending such licenses, permissions, releases, or authorizations to the California State Library pursuant to this section. Also, the California State Library may upload, post or transmit copyrighted material produced or

purchased with grant funds on a California State Library website for public access and viewing.

4. Discharge of Grant Obligations: The Grantee's obligations under this Agreement shall be deemed discharged only upon acceptance of the final report by California State Library. If the Grantee is a non-profit entity, the Grantee's Board of Directors shall accept and certify as accurate the final report prior to its submission to California State Library.
5. Dispute Resolution: In the event of a dispute, the Grantee will discuss the problem informally with the Grant Monitor. If unresolved, the Grantee shall file a written "Notice of Dispute" with the State Library Grant Monitor within ten (10) days of discovery of the problem. Within ten (10) days of receipt, the Grant Monitor shall meet with the Grantee for purposes of resolving the dispute. Any dispute arising under the terms of this Agreement which is not disposed of within a reasonable period of time, the Grantee may bring it to the attention of the State Librarian or the designated representative. The decision of the State Librarian or designated representative shall be final. Unless otherwise instructed by the Grant Monitor, the Grantee shall continue with its responsibilities under this Agreement during any dispute.
6. Drug-free Workplace: The Grantee certifies under penalty of perjury under the laws of California, that the Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code, § 8350 et. seq.) and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about all of the following:
 - 1) The dangers of drug abuse in the workplace.
 - 2) The Grantee's policy of maintaining a drug-free workplace.
 - 3) Any available counseling, rehabilitation and employee assistance programs.
 - 4) Penalties that may be imposed upon employees for drug abuse violations.
 - c. Require that every employee who works on the Agreement will:

- 1) Receive a copy of the Grantee's drug-free workplace policy statement.
- 2) Agrees to abide by the terms of the Grantee's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and grantee may be ineligible for award of any future state agreements if the California State Library determines that the grantee has made a false certification or violated the certification by failing to carry out the requirements as noted above.

7. Effectiveness of Agreement: This Agreement is of no force or effect until signed by both parties.
8. Entire Agreement: This Agreement supersedes all prior agreements, oral or written, made with respect to the subject hereof and, together with all attachments hereto, contains the entire agreement of the parties.
9. Exclusive Agreement: This is the entire Agreement between the California State Library and Grantee.
10. Executive Order N-6-22-Russia Sanctions: The Grantee shall comply with Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate grant agreements with, and to refrain from entering any new grant agreements with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Grantee is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Grantee advance written notice of such termination, allowing Grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.
11. Extension: The State Librarian or designee may extend the final deadline for good cause. The Grantee's request for an extension of the grant period must be made in writing and received by the California State Library at least 30 days prior to the final deadline.

12. Failure to Perform: The grant being utilized by the Grantee is to benefit the Zip Books Program. If the Grant Monitor determines the Grantee has not complied with this Agreement, the Grantee may forfeit the right to reimbursement of any grant funds not already paid by the California State Library, including, but not limited to, the ten percent (10%) withhold.

13. Federal and State Taxes: The State Library shall not:

- a. Withhold Federal Insurance Contributions Act (FICA) payments from Grantee's payments or make FICA payments on the Grantee's behalf; or
- b. Make Federal or State unemployment insurance contributions on Grantee's behalf; or
- c. Withhold Federal or State income taxes from Grantee's payments

Grantee shall pay all taxes required on payments made under this Agreement including applicable income taxes and FICA.

14. Force Majeure: Neither the California State Library nor the Grantee, its contractors, vendors, or subcontractors, if any, shall be responsible hereunder for any delay, default, or nonperformance of this Agreement, to the extent that such delay, default, or nonperformance is caused by an act of God, weather, accident, labor strike, fire, explosion, riot, war, rebellion, sabotage, flood, or other contingencies unforeseen by the California State Library or the Grantee, its contractors, vendors, or subcontractors, and beyond the reasonable control of such party.

15. Forfeit of Grant Funds and Repayment of Funds Improperly Expended: If grant funds are not expended, or have not been expended, in accordance with this Agreement, the State Librarian or designee, at his or her sole discretion, may take appropriate action under this Agreement, at law or in equity, including requiring the Grantee to forfeit the unexpended portion of the grant funds, including, but not limited to, the ten percent (10%) withhold, and/or to repay to the California State Library any funds improperly expended.

16. Fringe Benefit Ineligibility: Grantee agrees that neither the Grantee nor its employees and contract personnel are eligible to participate in any employee pension, health benefit, vacation pay, sick pay or other fringe benefit plan of the State of California or the State Library.

17. Generally Accepted Accounting Principles: The Grantee is required to use Generally Accepted Accounting Principles in documenting all grant expenditures.
18. Grant Monitor: The Grant Monitor's responsibilities include monitoring grant progress, and reviewing and approving Grant Payment Requests and other documents delivered to the California State Library pursuant to this Agreement. The Grant Monitor may monitor Grantee performance to ensure Grantee expends grant funds appropriately and, in a manner, consistent with the terms and conditions contained herein. The Grant Monitor does not have the authority to approve any deviation from or revision to the Terms and Conditions (Exhibit A) or the Procedures and Requirements unless such authority is expressly stated in the Procedures and Requirements.
19. Grantee: the government or legal entity to which a grant is awarded, and which is accountable to the California State Library for the use of the funds provided.
- a. The grantee will make reports to the State Librarian in such form and containing such information as may be required to ensure the proper use of funds consistent with the grantee's application and award agreement. The grantee will keep such records and afford such access as the California State Library may find necessary to assure the correctness and verification of such reports.
20. Grantee Accountability: The Grantee is ultimately responsible and accountable for the manner in which the grant funds are utilized and accounted for and the way the grant is administered, even if the Grantee has contracted with another organization, public or private, to administer or operate its grant program. In the event an audit should determine that grant funds are owed to the California State Library, the Grantee is responsible for repayment of the funds to the California State Library.
21. Grantee Funds: It is mutually agreed that the Grantee is responsible for furnishing funds beyond the grant award that may be necessary to complete the project.
22. Independent Action: Grantee reserves the right to fulfill its obligations under this Agreement in an independent manner, at any location and at any time within the agreed-upon timeline. Grantee's employees or contract personnel shall perform all services required by this Agreement,

but their time need not be devoted solely to fulfilling obligations under this Agreement. Grantee shall furnish all equipment and materials used to meet its obligations and complete the Project. The State Library shall not provide any personnel or other resources beyond the grant award and is not required to provide training in connection with this Agreement.

23. Indemnification: Grantee agrees to indemnify, defend and save harmless the State of California, the California State Library and its officers, employees, and agents, from any and all claims, losses, and liabilities accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of this Agreement.

24. License to Use: The California State Library reserves a fully paid-up, royalty-free, nonexclusive, sub-licensable and irrevocable license to reproduce, publish, prepare derivative works, distribute or otherwise use, and to authorize third parties to use, any material received or maintained by Grantee in connection with this Agreement. This includes intellectual property, with or without third-party rights. All such usages will be for public library and State governmental purposes:

- a. The copyright in any work developed under this grant, sub-grant, or contract under this grant or sub-grant; and
- b. Any rights of copyright to which a Grantee, sub-grantee, or a contractor purchases ownership with grant support.

25. Limitation of Expenditure: Expenditure for all projects must conform to the grantee's approved budget and with applicable State laws and regulations. The total amount paid by the California State Library to the Grantee under this agreement shall not exceed \$5130 and shall be expended/encumbered in the designated award period.

During the award period, the grantee may find that the awarded budget may need to be modified. Budget changes, requests for additional funds, or requests for reductions in award funding must be discussed with the assigned State Library Grant Monitor and a Grant Award Modification may be required to be submitted according to the instructions. Approval is by the State Librarian or their

designee. Adjustments should be reported on the next financial report. Any adjustments in approved budgets must be documented and documentation retained in project accounts.

26. Lobbying: Grantee confirms that the grant funds will not be used for the purposes of lobbying or otherwise attempting to influence legislation, as those purposes are defined by the U.S. Internal Revenue Code of 1986.
27. Non-Discrimination Clause: During this grant period, the Grantee and the Grantee's contractors, and subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, sexual orientation, or military and veteran status. Grantee shall insure that the evaluation and treatment of contractors, employees and applicants for employment are free from such discrimination and harassment.

Additionally, Grantee, contractors, and subcontractors, if applicable, shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code § 12900 *et seq.*), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 11000 *et seq.*), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§ 11135-11139.5), and the regulations or standards adopted by the California State Library to implement such article.

Grantee shall permit access by representatives of the Department of Civil Rights and the California State Library upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or the California State Library shall require ascertaining compliance with this clause. Grantee, and its contractors, and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, § 11105.) Grantee shall include the non-discrimination and compliance provisions of this clause in all contracts and subcontracts to perform work under the Agreement.

28. Notices: All notices and other communications in connection with this Agreement shall be in writing, and shall be considered delivered as follows:

- a. **Electronic Mail (E-mail)**: When sent by e-mail to the last e-mail address of the recipient known to the party giving notice. Notice is effective upon transmission.
- b. **DocuSign (e-signature platform)**: When sent via DocuSign a notification will be sent to the last e-mail address of the recipient known to the party giving notice. Notice is effective upon transmission.
- c. **Grants Management System**: When sent via / uploaded to the California State Library's Grants Management System a notification will be sent to the last e-mail address of the recipient known to the party giving notice. Notice is effective upon transmission.
- d. **Personally**: When delivered personally to the recipient's physical address as stated in this Agreement.
- e. **U.S. Mail**: Five days after being deposited in the U.S. Mail, postage prepaid and addressed to recipient's address as stated in this Agreement.

29. Order of Precedence: The performance of this Agreement shall be conducted in accordance with the Terms and Conditions, Procedures and Requirements, Certificate of Compliance, Project Summary, Activities Timeline, and Budget, of this Agreement, or other combination of exhibits specified on the Grant Agreement Coversheet attached hereto (collectively referred to as "Terms"). Grantee's California State Library-approved Application (Grantee's Application) is hereby incorporated herein by this reference. In the event of conflict or inconsistency between the articles, exhibits, attachments, specifications or provisions that constitute this Agreement, the following order of precedence shall apply:

- a. Grant Agreement Coversheet and any Amendments thereto
- b. Terms and Conditions
- c. Procedures and Requirements
- d. Certificate of Compliance
- e. Project Summary
- f. Grantee's Application (including Budget and Activities Timeline)

- g. All other attachments hereto, including any that are incorporated by reference.

30. Payment:

- a. The approved Budget, if applicable, is attached hereto and incorporated herein by this reference and states the maximum amount of allowable costs for each of the tasks identified in the Project Summary and Activity Timeline included in the project application. The California State Library shall provide funding to the Grantee for only the work and tasks specified in the Grantee's Application at only those costs specified in the Budget and incurred in the term of the Agreement.
- b. The Grantee shall carry out the work described in the Work Plan or in the Grantee's Application in accordance with the approved Budget and shall obtain the Grant Monitor's written approval of any changes or modifications to the Work Plan, approved project as described in the Grantee's Application, or the approved Budget prior to performing the changed work or incurring the changed cost. If the Grantee fails to obtain such prior written approval, the State Librarian or designee, at his or her sole discretion, may refuse to provide funds to pay for such work or costs.
- c. The Grantee shall request funds in accordance with the funding schedule included in this agreement.
- d. Ten percent (10%) will be withheld from the Payment Request (if applicable) and paid at the end of the grant term, when all reports and conditions stipulated in this Agreement have been satisfactorily completed. Failure by the grantee to satisfactorily complete all reports and conditions stipulated in this Agreement may result in forfeiture of any such funds withheld.
- e. Lodgings, Meals and Incidentals: Grantee's eligible costs are limited to the amounts authorized in the [California State Administrative Manual](#) (see Exhibit C or contact the Grant Monitor for more information).
- f. Payment will be made only to the Grantee.

g. Reimbursable expenses shall not be incurred unless and until the grantee receives a Notice to Proceed as described in the Procedures and Requirements.

31. Personal Jurisdiction: The Grantee consents to personal jurisdiction in the State of California for all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties. Native American Tribal grantees expressly waive tribal sovereign immunity as a defense to any and all proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties.
32. Personnel Costs: Any personnel expenditures to be paid for with grant funds must be computed based on actual time spent on grant-related activities and on the actual salary or equivalent hourly wage the employee is paid for their regular job duties, including a proportionate share of any benefits to which the employee is entitled.
33. Pledge: This Agreement shall not be interpreted to create any pledge or any commitment by the State Library to make any other or further grants or contributions to Grantee, or any other person or entity in connection with the Project. It is mutually agreed that Grantee is responsible for furnishing funds beyond the grant award that may be necessary to complete outcomes or deliverables.
34. Privacy Protection: Both parties agree to protect the confidentiality of any non-public, personal information that may be contained in materials received or produced in connection with this Agreement, as required by Civil Code, section 1798, *et. seq.*
35. Prohibited Use: The expenditure under this program shall not be used to supplant Grantee efforts in other grant programs provided by the California State Library.
36. Public Records Act: Material maintained or used by the California State Library is considered "public record" under the Public Records Act (PRA) at Government Code, sections 6250, *et. seq.* This includes the Interim and Final reports, and any other written communications between the parties. Grantee agrees to ensure that all content contained in its written reports are appropriate for publication. Said material, along with all other reports,

documentation and data collected during the term of the Agreement, will be subject to disclosure unless it qualifies for exemption under the PRA in whole or in part. Grantee agrees to alert the State Library as to a basis for exemption, if any exists.

37. Publicity Obligations: Grantee will notify the State Library of any promotional materials or publications resulting from the grant no later than five (5) days in advance of distribution, whether they are print, film, electronic, or in any other format or medium. Copies of all promotional materials will be provided to the State Library. Grantee will acknowledge the State Library's support as noted above. Grantee agrees that the State Library may include information about this grant and its outcomes in its own annual reports, with specific reference to Grantee, and may distribute such information to third parties.
38. Records: Communications, grant related documents, data, original receipts, and invoices must be maintained by Grantee and shall be made available to the State Library upon request. Grantee agrees to maintain adequate grant program records and adequate financial records consistent with generally accepted accounting practices, and to retain all records for at least five (5) years after the end-of-term. The State Library may monitor or conduct an onsite evaluation of Grantee's operation to ensure compliance with this Agreement, with reasonable advance notice.
39. Reduction of Waste: In the performance of this Agreement, Grantee shall take all reasonable steps to ensure that materials purchased or utilized in the course of the project are not wasted. Steps should include but not be limited to: the use of used, reusable, or recyclable products; discretion in the amount of materials used; alternatives to disposal of materials consumed; and the practice of other waste reduction measures where feasible and appropriate.
40. Reimbursement Limitations: Under no circumstances shall the Grantee seek reimbursement pursuant to this Agreement for a cost or activity that has been or will be paid for through another funding source. The Grantee shall not seek reimbursement for any costs used to meet cost sharing or matching requirements of any other California State Library funded program.

41. Reports and Claims: It is the responsibility of the grantee make the required reports and claims to the California State Library.

- a. The grantee shall be responsible for submitting to the State Library Narrative Reports detailing progress and activities. The reports are due on the dates specified in the reporting schedule detailed in the Procedures and Requirements section.
- b. The grantee shall be responsible for submitting to the State Library Financial Reports reflecting grantee expenditure activity. The reports are due on the dates specified in the reporting schedule detailed in the Procedures and Requirements section.
- c. To obtain payment hereunder the grantee shall submit authorized claims provided by the State Library for that purpose, on each of the following mentioned dates for payment, and the California State Library agrees to reimburse the library as soon thereafter as State fiscal procedures will permit.
- d. The final 10% of the grant award (if applicable) is payable only upon approval of all final reports and receipt of claim form. Failure to provide timely reports is a serious breach of an award recipient's administrative duty under the award.
- e. Payment will be provided to cover the expenditures incurred by the grantee for the project in the following manner:
 - o \$ 5130 upon execution of the agreement and submission of claim by the grantee organization.

42. Self-Dealing and Arm's Length Transactions: All expenditures for which reimbursement pursuant to this Agreement is sought shall be the result of arm's-length transactions and not the result of, or motivated by, self-dealing on the part of the Grantee or any employee or agent of the Grantee. For purposes of this provision, "arm's-length transactions" are those in which both parties are on equal footing and fair market forces are at play, such as when multiple vendors are invited to compete for an entity's business and the entity chooses the lowest of the resulting bids. "Self-dealing" is involved where an individual or entity is obligated to act as a trustee or fiduciary, as when handling public funds, and chooses to act in a manner that will benefit the individual or entity, directly or

indirectly, to the detriment of, and in conflict with, the public purpose for which all grant monies are to be expended.

43. Severability: If any part of this Agreement is found to be unlawful or unenforceable, such provisions will be voided and severed from this Agreement, but the remainder of the provisions in the Agreement will remain in full force and effect.
44. Site Visits: The Grantee shall allow the California State Library to access and conduct site visits, with reasonable notice, at which grant funds are expended and related work being performed at any time during the performance of the work and for up to ninety (90) days after completion of the work, or until all issues related to the grant project have been resolved. A site visit may include, but not be limited to, monitoring the use of grant funds, provide technical assistance when needed, and to visit the State funded project.
45. Termination: The Agreement shall be subject to termination by the State Librarian or designee upon notice to the Grantee at least thirty (30) days prior to the effective date of termination. In the event this agreement is terminated, the Grantee shall deliver to the State Librarian copies of all reports, accounting, data, and materials prepared up to the date of termination. The State Librarian shall determine and pay the Grantee for necessary and appropriate expenditures and obligations up to the date of termination which have not been covered by prior installments previously paid to the Grantee. Upon such termination, the unused portion of the grant award must be returned to the California State Library within 45 days. If funding has been advanced to the Grantee, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 45 days of the notice of termination.
46. Timeline: Time is of the essence to this Agreement. It is mutually agreed between the parties that the grant application and the timeline included therein are part of the Agreement.
47. Unused Funds: At the end-of-term Grantee agrees to return any unexpended or unaccounted for funds to the State Library, or to submit a written request for an extension of the grant period. Funds will be

considered unexpended or unaccounted if they were: (1) not used for their intended purpose, or (2) used inconsistent with the terms of this Agreement.

Funds will also be considered unaccounted for, and must be returned, if the proposal outcomes or deliverables are materially incomplete by the end-of-term or earlier termination, as determined by the State Library in its sole discretion.

48. Waiver of Rights: California State Library shall not be deemed to have waived any rights under this Agreement unless such waiver is given in writing and signed by California State Library. No delay or omission on the part of California State Library in exercising any rights shall operate as a waiver of such right or any other right. A waiver by the California State Library of a provision of this Agreement shall not prejudice or constitute a waiver of California State Library's right otherwise to demand strict compliance with that provision or any other provision of this Agreement. No prior waiver by the California State Library, nor any course of dealing between California State Library and Grantee, shall constitute a waiver of any of California State Library's rights or of any of grantee's obligations as to any future transactions. Whenever the consent of California State Library is required under this Agreement, the granting of such consent by California State Library in any instance shall not constitute continuing consent to subsequent instances where such consent is required and in all cases such consent may be granted or withheld in the sole discretion of California State Library.

49. Work Products: Grantee shall provide California State Library with copies of all final products identified in the Work Plan and Application. Grantee shall also provide the State Library with copies of all public education and advertising material produced pursuant to this Agreement.

50. Worker's Compensation: The State of California will not provide Workers' Compensation insurance for Grantee or Grantee's employees or contract personnel. If Grantee hires employees to perform services required by this Agreement, Grantee shall provide Workers' Compensation insurance for them. The Grantee is aware of Labor Code Section 3700, which requires every employer to be insured against liability for Workers' Compensation

or to undertake self-insurance in accordance with the Labor Code, and the Grantee agrees to comply with such provisions before commencing the performance of the work of this Agreement.

In Process



EXHIBIT B: CERTIFICATION of COMPLIANCE FORM

1. **AUTHORIZED REPRESENTATIVE:** I certify that the authorized representative named below is the legally designated representative of the Grantee for this Grant Agreement and project and is authorized to receive and expend funds in order to administer this grant program.
2. I certify that all information provided to the California State Library for review in association with this award is correct and complete to the best of my knowledge, and as the authorized representative of the Grantee, I commit to the conditions of this award, and I have the legal authority to do so.
3. I certify that any or all other participants or contractors in the grant program have agreed to the terms of the application/grant award and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended in the application by the California State Librarian.
4. The authorized representative, on behalf of the Grantee, certifies that the Grantee will comply with all applicable requirements of State and Federal laws, regulations, and policies governing this program, to include the requirements listed below in this Certification of Compliance Form.
5. The authorized representative, on behalf of the Grantee, hereby certifies to the California State Library, for an award of funds in the amount \$ 5130. This award will provide library services as set forth in the Project Application as approved and/or as amended by the California State Librarian.
6. **STATEMENT OF COMPLIANCE:** Grantee has, unless exempted, complied with the non-discrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102).

- 7. DRUG-FREE WORKPLACE REQUIREMENTS:** Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
 - c. Every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Grantee may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Grantee has made false certification or violated the certification by failing to carry out the requirements as noted above. (Gov. Code § 8350 et. seq.)

- 8. CONFLICT OF INTEREST:** Grantee needs to be aware of the following provisions regarding current or former state employees. If Grantee has any questions on the status of any person rendering services or involved with the Agreement, the California State Library must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code § 10410):

- a. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest, and which is sponsored or

funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

- b. No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code § 10411):

- a. For the two-year period from the date, he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- b. For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Grantee violates any provisions of above paragraphs, such action by Grantee shall render this Agreement void. (Pub. Contract Code § 10420). Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code § 10430 (e)).

9. **LABOR CODE/WORKERS' COMPENSATION:** Grantee needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Grantee affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code § 3700).

10. **AMERICANS WITH DISABILITIES ACT:** Grantee assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et. seq.)

11. **RESOLUTION:** For awards totaling \$350,000 or more, a county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which

by law has authority to enter into an agreement, authorizing execution of the agreement.

12. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all Grantees that are not another state agency or other governmental entity.

13. DRUG FREE WORKPLACE:

- a. Continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).
- b. This includes but is not limited to making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace.

14. ACCESSIBILITY: The organization receiving this award, as listed in the certification section below, and all program staff, will ensure all project materials will meet California accessibility standards.

15. NON-DISCRIMINATION: The organization receiving this award, as listed in the certification section below, and all program staff agree to comply with all California non-discrimination laws.

16. ACKNOWLEDGEMENT: The organization receiving this award, as listed in the certification section below, and all program staff agree to comply with California State Library acknowledgement requirements.

Certification

ORGANIZATION	
Name: Monterey Park Bruggemeyer Library	Address <i>(official and complete)</i> : 318 S. Ramona Ave Monterey Park, CA 91754
PROJECT COORDINATOR	
Name: Michael Le	
Email: mle@montereypark.ca.gov	Phone: 6263071366
GRANTEE AUTHORIZED REPRESENTATIVE	
Name: Kristin Olivarez	Title: City Librarian
Email: kolivarez@MontereyPark.ca.gov	Phone: 6263071412
Signature:  Signed by: A7044E7B83F84F0...	Date: 9/4/2025



Authorized Representative Signature

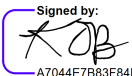
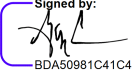
ORGANIZATION	
Name: Monterey Park Bruggemeyer Library	Address (official and complete): 318 S. Ramona Ave. Monterey Park, CA 91754
AUTHORIZED REPRESENTATIVE	
Signature:  Signed by: A7044E7B83F84F0...	Date: 9/4/2025
Printed Name of Person Signing: Kristin Olivarez	Title: City Librarian
STATE OF CALIFORNIA	
Agency Name: California State Library	Address: 900 N Street, Sacramento, CA 95814
Signature:  Signed by: BDA50981C41C416...	Date: 9/3/2025
Printed Name of Person Signing: Greg Lucas	Title: California State Librarian



EXHIBIT C: STATE REIMBURSABLE TRAVEL EXPENSES

Rates are subject to change per State of California, Department of Human Resources

Please Check State of California, Department of Human Resources Website for updated expenses:

<http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

Mileage: Rate subject to change	\$0.585 per mile – approved business/travel expense
Meals: Receipts are required	\$7.00 – Breakfast \$11.00 – Lunch \$23.00 – Dinner \$5.00 – Incidentals

Meals Note: Lunch can only be claimed if travel is more than 24 hours. Incidental charge may be claimed once for every 24-hour period and should cover incidental expenses, such as but not limited to, tip, baggage handling, etc.

Hotel: Receipts are required and MUST have a zero balance.	\$ 90.00 plus tax for all counties/cities not listed below \$ 95.00 plus tax for Napa, Riverside, and Sacramento Counties \$ 110.00 plus tax for Marin County \$ 120.00 plus tax for Los Angeles, Orange, Ventura Counties, and Edwards AFB. Excluding the city of Santa Monica \$ 125.00 plus tax for Monterey and San Diego Counties \$ 140.00 plus tax for Alameda, San Mateo and Santa Clara Counties \$ 150.00 plus tax for the City of Santa Monica \$ 250.00 plus tax for San Francisco County Out of State: Prior authorization must be obtained, as well as three print-out hotel quotes. Actual receipt must be included with authorization and additional quotes.
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Hotel Note: If the above approved reimbursable hotel rates cannot be secured, please contact your grant monitor to obtain an excess lodging form. This form must be approved prior to actual travel.

AIRLINE TICKETS: Itinerary and receipts are required	Actual reasonable fees pertaining to airline travel will be reimbursed. Business, First Class, or Early Bird Check-in fee is not an approved reimbursable expense.
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April 25, 2022

RE: Contractor and Grantee Compliance with Economic Sanctions Imposed in Response to Russia's Actions in Ukraine

Dear Grantee,

You are receiving this notification because you currently have an active grant through the California State Library.

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (EO) regarding sanctions in response to Russian aggression in Ukraine. The EO is located at <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>.

The EO directs all agencies and departments that are subject to the Governor's authority to take certain immediate steps, including notifying all contractors and grantees of their obligations to comply with existing economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law.

This correspondence serves as a notice under the EO that as a contractor or grantee, compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of contracts or grants, as applicable.

Please note that for any agreements or grants valued at \$5 million or more, a separate notification will be sent outlining additional requirements specified under the EO.

Anny Roman
California State Library
900 N Street
Sacramento, CA 95814

Library – Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
csl-adm@library.ca.gov
www.library.ca.gov



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.E.

To: The Honorable Mayor and City Council
From: Scott Wiese, Police Chief
Subject: Police Department FY25/26 OTS STEP Grant

Recommendation:

It is recommended that the City Council consider:

1. Accepting grant funds and authorizing the City Manager, or designee, to execute an agreement, in a form approved by the City Attorney, with the Office of Traffic Safety (OTS) in the amount of \$200,000 for the Selective Traffic Enforcement Program (STEP);
2. Adopting a Resolution authorizing the City Manager, or designee, to receive and appropriate grant funds in fiscal year 2025-26, and execute an agreement, in a form approved by the City Attorney, with the OTS in the amount of \$200,000 for the STEP; and
3. Taking such additional, related action that may be desirable.

Executive Summary:

The City of Monterey Park Police Department was notified of an award of \$200,000 from the Office of Traffic Safety (OTS) for the Selective Traffic Enforcement Program (STEP) for Fiscal Year 2025/2026. The Police Department will utilize the grant funding to continue its education and enforcement of traffic-related laws to reduce injury and fatal traffic collisions.

Background:

The Office of Traffic Safety distributes federal funding apportioned to California under the National Highway Traffic Safety Administration (NHTSA). The California Office of Traffic Safety's mission is to effectively and efficiently administer traffic safety grant funds to reduce traffic deaths, injuries, and economic losses. Grants are used to mitigate traffic safety deficiencies, expand ongoing activity, or develop innovative programs.

In 2024, the City of Monterey Park experienced a total of 548 traffic collisions and four fatalities. The STEP grant supports the Police Department's efforts to reduce DUI related traffic collisions and enhances enforcement efforts that concentrate on factors contributing to traffic collisions, such as alcohol, speed, red light violations and unsafe turning movements.

The Monterey Park Police Department's STEP grant total conditional grant allocation is \$200,000.

Strategic Plan Goal:

The OTS STEP Grant aligns with the City of Monterey Park's Strategic Plan goal:

1. Ensure Public Safety with a Modernized and Community-Oriented Approach

The Monterey Park Police Department will use the OTS STEP grant to implement strategic traffic outreach initiatives and enhance public engagement through community programs focused on traffic safety through education and enforcement.

Fiscal Impact:

Staff requests approval for the Finance Director to appropriate \$200,000 in grant funding for the Fiscal Year 25-26 budget. There is no fiscal impact on the general fund.

Attachments:

1. Police Department FY25/26 OTS STEP Grant Award Letter
2. Office of Traffic Safety Selective (OTS) Traffic Enforcement Program (STEP) Grant Funding for Fiscal Year 2025/2026 Resolution

STAFF REPORT

October 1, 2025

ATTACHMENT 1

Police Department FY25/26 OTS STEP Grant
Award Letter

Silverman, Jay

From: OTS Email <contact@ots.ca.gov>
Sent: Wednesday, June 4, 2025 2:43 PM
To: Silverman, Jay
Subject: OTS Tentatively Approved Your Application 26-006665

[EXTERNAL EMAIL]

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Congratulations! Through a competitive process, the Office of Traffic Safety (OTS) has tentatively approved your application 26-006665 in the amount of \$200,000 with the proposal titled "Selective Traffic Enforcement Program (STEP)." This tentative award is contingent on approval from the National Highway Traffic Safety Administration. Please do not publicly announce this tentative award until the grant agreement is fully negotiated and signed by the OTS.

Your OTS Coordinator will contact you to discuss your proposal and explain the grant development process. It is our goal to have grants start the first of October. Costs incurred and accrued prior to the grant start date are not reimbursable. Please notify your coordinator if approval from a City Council or the Board of Supervisors is required. You should begin that process now to avoid a delay in executing your grant. If you have questions, please contact Ruby Leung, Grant Coordinator at ruby.leung@ots.ca.gov.

Thank you for your commitment to traffic safety so that everyone traveling on California roadways can go safely.

Sincerely,
Stephanie Dougherty
Director

ATTACHMENT 2

Resolution

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO RECEIVE AND APPROPRIATE GRANT FUNDS FOR THE OFFICE OF TRAFFIC SAFETY SELECTIVE (OTS) TRAFFIC ENFORCEMENT PROGRAM (STEP) GRANT

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

SECTION 1: The City Council finds as follows:

- A. The City applied for the Office of Traffic Safety Selective (OTS) Traffic Enforcement Program (STEP) Grant Funding for Fiscal Year 2025/2026 .
- B. The Monterey Park Police Department will utilize the grant funding to reduce and mitigate the impacts of impaired driving in our community.
- C. The City will receive \$200,000.00 from the Office of Traffic Safety Selective (OTS) for the STEP Grant Fund.

SECTION 2: The City Manager, or designee, is authorized to receive grant funds from the Office of Traffic Safety Selective (OTS) Traffic Enforcement Program (STEP) to be used to reduce and mitigate the impacts of impaired driving.

SECTION 3: The City Manager, or designee, is authorized to execute any required documents and agreements to receive the grant for purposes identified herein.

SECTION 4: *Severability.* Suppose any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction. In that case, the City Council intends that such invalidity will not affect the effectiveness of the remaining provision or application and, to this end, the provisions of this Resolution are severable.

SECTION 5: *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 6: *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 his duly appointed deputy, may attest thereto.

SECTION 7: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

Elizabeth Yang, Mayor

Attest:

Maychelle Yee, City Clerk

Approved as to Form:

Karl H. Berger, City Attorney

By: _____

Solange Z. Fortenbach, Deputy
City Attorney



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.F.

To: The Honorable Mayor and City Council
From: Scott Wiese, Police Chief
Subject: Police Department FY 25/26 OTS Pedestrian Bike Grant

Recommendation:

It is recommended that the City Council consider:

1. Accepting grant funds and authorizing the City Manager, or designee, to execute an agreement, in a form approved by the City Attorney, with the Office of Traffic Safety (OTS) in the amount of \$35,862 for the Pedestrian and Bicycle Safety Program;
2. Adopting a Resolution authorizing the City Manager, or designee, to receive and appropriate grant funds in fiscal year 2025-26, and execute an agreement, in a form approved by the City Attorney, with the OTS in the amount of \$35,862 for the Pedestrian and Bicycle Safety Program; and
3. Take such additional, related, action that may be desirable.

Executive Summary:

The City of Monterey Park Police Department was notified of an approval of \$35,862 from the Office of Traffic Safety (OTS) for the Pedestrian and Bicycle Safety Program for Fiscal Year 2025/2026. The police department will utilize the grant funding to continue its education of the community on pedestrian and bicycle safety to reduce injury and fatal traffic collisions.

Background:

The Office of Traffic Safety distributes federal funding apportioned to California under the National Highway Traffic Safety Administration (NHTSA). The California Office of Traffic Safety's mission is to effectively and efficiently administer traffic safety grant funds to reduce traffic deaths, injuries, and economic losses. Grants are used to mitigate traffic safety deficiencies, expand ongoing activity, or develop innovative programs.

In 2024, the City of Monterey Park experienced a total of 548 traffic collisions and four fatalities. The Pedestrian and Bicycle Safety Program supports the Monterey Park Police Department's efforts to educate the community on pedestrian traffic safety, bicycle safety, and traffic laws. The Monterey Park Police Department's Pedestrian and Bicycle Safety Program grant total approved allocation is \$35,862.

Strategic Plan Goal:

The OTS Pedestrian Bike Grant aligns with the City of Monterey Park's Strategic Plan goal:

1. Ensure Public Safety with a Modernized and Community-Oriented Approach

The Monterey Park Police Department will use the OTS Pedestrian Bike grant to implement strategic traffic outreach initiatives and enhance public engagement through community programs focused on pedestrian bike education related to traffic safety.

Fiscal Impact:

Staff requests approval for the Finance Director to appropriate \$35,862 in grant funding for the Fiscal Year 25-26 budget. There is no fiscal impact on the general fund.

Attachments:

1. Police Department FY 25/26 OTS Pedestrian Bike Grant Award Letter
2. Office of Traffic Safety (OTS) Pedestrian and Bicycle Safety Program Grant Funding for Fiscal Year 2025/2026 Resolution

STAFF REPORT

October 1, 2025

ATTACHMENT 1

Police Department FY 25/26 OTS Pedestrian Bike Grant
Award Letter

Silverman, Jay

From: OTS Email <contact@ots.ca.gov>
Sent: Wednesday, June 4, 2025 2:43 PM
To: Silverman, Jay
Subject: OTS Tentatively Approved Your Application 26-006666

[EXTERNAL EMAIL]

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Congratulations! Through a competitive process, the Office of Traffic Safety (OTS) has tentatively approved your application 26-006666 in the amount of \$35,862 with the proposal titled "Pedestrian and Bicycle Safety Program." This tentative award is contingent on approval from the National Highway Traffic Safety Administration. Please do not publicly announce this tentative award until the grant agreement is fully negotiated and signed by the OTS.

Your OTS Coordinator will contact you to discuss your proposal and explain the grant development process. It is our goal to have grants start the first of October. Costs incurred and accrued prior to the grant start date are not reimbursable. Please notify your coordinator if approval from a City Council or the Board of Supervisors is required. You should begin that process now to avoid a delay in executing your grant. If you have questions, please contact Ruby Leung, Grant Coordinator at ruby.leung@ots.ca.gov.

Thank you for your commitment to traffic safety so that everyone traveling on California roadways can go safely.

Sincerely,
Stephanie Dougherty
Director

ATTACHMENT 2

Resolution

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO RECEIVE AND APPROPRIATE GRANT FUNDS FOR THE OFFICE OF TRAFFIC SAFETY SELECTIVE (OTS) PEDESTRIAN & BICYCLE SAFETY PROGRAM GRANT

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

SECTION 1: The City Council finds as follows:

- A. The City applied for the Office of Traffic Safety Selective (OTS) Pedestrian and Bicycle Safety Program Grant Funding for Fiscal Year 2025/2026.
- B. The Monterey Park Police Department will utilize the grant funding to reduce and mitigate the impacts of traffic-related pedestrian and bicycle safety in our community.
- C. The City will receive \$35,862.00 from the Office of Traffic Safety Selective Pedestrian and Bicycle Safety Program Grant Fund.

SECTION 2: The City Manager, or designee, is authorized to receive grant funds from the Office of Traffic Safety Selective (OTS) Pedestrian and Bicycle Safety to be used to reduce and mitigate the impacts of traffic-related pedestrian and bicycle safety.

SECTION 3: The City Manager, or designee, is authorized to execute any required documents and agreements to receive the grant for purposes identified herein.

SECTION 4: *Severability.* Suppose any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction. In that case, the City Council intends that such invalidity will not affect the effectiveness of the remaining provision or application and, to this end, the provisions of this Resolution are severable.

SECTION 5: *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 6: *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 his duly appointed deputy, may attest thereto.

SECTION 7: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

Elizabeth Yang, Mayor

Attest:

Maychelle Yee, City Clerk

Approved as to Form:

Karl H. Berger, City Attorney

By:_____

Solange Z. Fortenbach, Deputy
City Attorney



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.G.

To: The Honorable Mayor and City Council
From: Robert Aguirre, Director of Recreation & Community Services
Subject: Receive and file an update of projects and programs supported in the Parks System Master Plan, scheduled for implementation in Fiscal Year 2025-26

Recommendation:

It is recommended that the City Council consider:

1. Receiving and filing a report on the Parks System Master Plan, outlining projects and programs scheduled for implementation in Fiscal Year 2025-26, and including a preliminary outlook on potential short-term projects and programs;
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The City of Monterey Park's Recreation & Community Services Department provides essential programs and services that significantly contribute to the health, happiness, and overall well-being of the community. By promoting physical activity and creating meaningful opportunities for social connection, the Department plays a key role in enhancing residents' quality of life. In recognition of these benefits, the City prioritized the creation of a Parks Master Plan to guide the future of its parks and recreation system.

The attached report outlines key projects and programs identified for implementation in Fiscal Year 2025-26 and gives a preliminary look at anticipated potential plans for projects and programs in upcoming fiscal years. Staff will continue to pursue grant opportunities, community partnerships, and sustainable funding to advance these priorities.

Background:

On August 6, 2025, the City Council adopted the Monterey Park [Parks System Master Plan](#). This strategic plan is designed to support Monterey Park's elected officials, staff, and stakeholders in making informed decisions to enhance and sustain the City's parks, facilities, programs, and projects over the next ten years. The Plan reflects extensive community engagement and input, prioritizing equity, sustainability, and accessibility in the delivery of parks and recreational services and amenities.

Strategic Plan Goal:

This item meets the City's strategic goal to "Maintain, build and modernize infrastructure and facilities to support the current and future needs of our city and community," by outlining projects and programs scheduled for implementation in Fiscal Year 2025-26

Fiscal Impact:

The costs for projects and programs in Fiscal Year 2025-26 are funded through the 2025-26 Recreation & Community Services Department and CIP budgets. Implementation of additional projects and programs will be planned and budgeted for in future budgets.

Attachments:

1. Fiscal Year 2025-26 Projects/Programs and Short-term Anticipated Potential/Projects Programs

ATTACHMENT 1

Fiscal Year 2025-26 Projects/Programs and Short-term Anticipated Potential Projects/Programs

FISCAL YEAR 2025-2026 – PROJECTS AND PROGRAMS

Based on guidance from the [Parks System Master Plan](#), the following improvement projects and programs will be initiated or advanced during FY 2025-26.

***Note – This list of projects and programs is subject to change based on available funds and grant opportunities.**

Projects

- **Barnes Park Pool Project (Design Phase)** – Initiating community engagement and design phases for future pool engineering and reconstruction, including applying for applicable grants. (pg. 234)
- **George Elder Park Pool Maintenance** – Essential repairs and maintenance to sustain pool operations. (pg. 25)
- **George Elder Community Room Improvements** – Interior upgrades to improve community use and accessibility. (pg. 25)
- **Garvey Ranch Park Picnic Shelter Repairs** – Structural and cosmetic upgrades to improve usability and aesthetics. (pg. 27)
- **Langley Center Billiards Room Improvements** – Aesthetic improvements to enhance usage. (pg. 21)
- **Park Restroom Upgrades** – Renovations to improve cleanliness and functionality across multiple park restrooms. (pg. 224)
- **Sierra Vista Park Playground Replacement** – Installation of new, themed playground equipment and safety surfacing. (pg. 226)
- **Sequoia Park Basketball Court Improvements** – Court resurfacing and enhancements to improve playability. (pg. 39)
- **Tennis and Pickleball Court Resurfacing** – Rehabilitation of court surfaces to support increased demand and safe play. (pg. 224)

Recreation Programs

- **MPK Campout** – A community-building outdoor event fostering engagement with nature and family recreation. (pg. 242)
- **Park Bench Sponsorship Program** – A new initiative allowing residents and businesses to support the parks system through donor-sponsored benches. (pg. 264)

Policy

- **Update Joint Use Agreements** – reevaluate Joint Use Agreements with local school districts to assess responsibilities, maintenance, and shared use of parks and facilities. (pg. 262)

SHORT-TERM POTENTIAL PROJECTS AND PROGRAMS

Projects

- **ADA Access Improvements** – Installation of automatic doors at Sierra Vista and the Service Club to enhance accessibility. (pg. 224)
- **Barnes Park Pool Project (Continued)** – Seek funding opportunities to develop construction design toward a shovel-ready project packet. Continue to apply for applicable grants and explore funding options and strategies. (pg. 234)
- **Langley Center Backup Generator Feasibility** – Exploring funding opportunities for an emergency power backup system to support “Cooling center” operations. (pg. 228)
- **Nature & Trail Enhancements** – Development of nature-based programming and exploring trail access. (pg. 232)
- **Outdoor Fitness Options** – Evaluating and implementing free-to-use fitness equipment and exercise areas in parks. (pg. 226)
- **Pet Waste Bag Dispenser Expansion** – Installing additional stations to promote clean and responsible park use. (pg. 226)
- **Tree Planting in Parks** – Continued greening initiatives to support environmental and aesthetic improvements. (pg. 264)

Recreation Programs

- **Community Outings** – Increasing community participation through trips and sports event offerings. (pg. 246)
- **Youth Sports Expansion** – Increasing offerings and access to organized youth athletics. (pg. 244)



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.H.

To: The Honorable Mayor and City Council

From: Christina Alatorre, Recreation Manager
Robert Aguirre, Director of Recreation & Community Services

Subject: Adopt a Resolution authorizing the City Manager, or designee, to apply for, receive and approve grant funds for the Los Angeles County Regional Park and Open Space District Measure A Grants

Recommendation:

It is recommended that the City Council consider:

1. Adopting a Resolution authorizing the City Manager, or designee, to apply for, receive and approve grant funds for the Los Angeles County Regional Park and Open Space District Measure A Grants
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The Parks System Master Plan, adopted by City Council on August 6, 2025, identified the Barnes Park Aquatic Center Redevelopment as a priority project and Trail Networks as a potential project. The Barnes Park Pool has remained closed since 2021 due to its deteriorating condition and inadequate recirculation system. Additionally, the facility no longer meets current accessibility requirements pursuant to the Americans with Disabilities Act ("ADA"). Trail Networks provide an enhanced fitness experience and increased exposure to health and wellness, both beneficial to mental and physical health.

The Los Angeles County Regional Park and Open Space District ("RPOSD") Measure A Competitive Grants provide an opportunity for eligible government agencies to apply for funding for parks and recreational projects. The City of Monterey Park is eligible to apply for the RPOSD Planning and Design; and the Regional Recreation, Multi-Use Trails & Accessibility grants. A resolution authorizing an application is a requirement for both RPOSD grants. Therefore, the Director recommends the adoption of the attached resolution.

Background:

Administered by RPOSD and distributed through grants, LA County Measure A is a voter-approved 2016 ballot measure that dedicated local funding for parks, open spaces, and

beaches through a special parcel tax on taxable real property in Los Angeles County. The RPOSD Measure A grants are highly competitive and are evaluated based on several criteria, including multi-benefit projects, level of need, and public input. The City is pursuing two competitive grants open to eligible government agencies: Planning and Design; and Regional Recreation, Multi-Use Trails & Accessibility.

Planning and Design Grant

The Planning and Design competitive grant program has \$18 million available, with a minimum request of \$100,000 and a maximum of \$500,000. This grant program supports pre-construction efforts that lead to shovel-ready projects. The City is submitting applications for two projects:

1. The Barnes Park Aquatic Center Redevelopment project would include the development of construction and engineering, helping the project get closer to being shovel-ready, increasing the project's competitiveness in future grant cycles.
2. The Garvey Ranch Trail System project would include project scoping, development of construction and bid documents, and cost estimates for a trail system and native plants.

Regional Recreation, Multi-Use Trails & Accessibility Grant

The Regional Recreation, Multi-Use Trails & Accessibility competitive grant program has \$16 million available, with a minimum request of \$500,000 and a maximum of \$4 million. This grant supports regional-scale recreation projects that improve access to nature, increase countywide connectivity, and serve broad populations. The City is submitting an application for one project:

1. The Barnes Park Aquatic Center Redevelopment project would include construction of a new pool or pools, including a recirculation system, a new mechanical room and concrete deck, lighting, shade structures for viewing areas, and a new administrative facility with ADA-compliant locker rooms.

Strategic Plan Goal:

This item meets the City's strategic goal to "Maintain, build and modernize infrastructure and facilities to support the current and future needs of our city and community," by providing funding to help redevelop the Barnes Park Aquatic Center, and for the planning and design of a trail system at Garvey Ranch Park.

Fiscal Impact:

The fiscal impact will depend on the amount of grant funding awarded per project. There is no match required for these grants.

Attachments:

1. Measure A Resolution

Staff Report
October 1, 2025

ATTACHMENT 1

Resolution

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO FILE APPLICATIONS FOR GRANT FUNDS FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR MEASURE A FUNDING FOR PROJECTS AND PROGRAMS

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

SECTION 1: The City Council finds as follows:

- A. On November 8, 2016, Los Angeles County voters approved the Safe, Clean Neighborhood Parks, Open Space Beaches, Rivers Protection, and Water Conservation Measure (“Measure A”).
- B. Measure A also designated the Los Angeles County Regional Park and Open Space District (the “District”) to administer said funds.
- C. The District set forth the necessary policies and procedures governing the application for grant funds under Measure A.
- D. The District’s policies and procedures require the City Council to approve of the filing of an application before submission of said application to the District; and said application contains assurances that the City will comply with; and City will enter into Agreement(s) with the District to provide funds for acquisition projects, development projects, and/or programs.

SECTION 2: *Environmental Assessment.* 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 for general policies and procedure- making intended to promote environmental sustainability and protect the environment. Any subsequent construction or development will be evaluated separately under the CEQA Guidelines. Accordingly, this Resolution is exempt from further review.

SECTION 3: *Action.* The City Council:

- A. Approves the blanket authority to file applications with the Los Angeles County Regional Park and Open Space District for Measure A Funds for projects or programs; and
- B. Certifies that it understands the assurances and will comply with the assurances in the application form; and

- C. Appoints the City Manager, or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of projects or programs.

SECTION 4: *Reliance on Record.* Each and every one of the findings and determinations in this resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record. 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 5: *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 6: *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 7: This Resolution does not affect any penalty, forfeiture, or liability incurred before, or preclude 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 8: *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 9: *Effective Date.* This Resolution becomes effective immediately upon adoption and will remain effective until repealed or superseded.

SECTION 10: *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 11: The Mayor, or presiding officer, is authorized to affix its signature to this Resolution signifying its adoption by the City Council of the City of Monterey Park, and the City Clerk, or its duly appointed deputy, is directed to attest.

(Mayor signature and attestation must be on the same page.)

PASSED AND ADOPTED this ____ day of _____, 2025.

Elizabeth Yang, 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: October 1, 2025

Agenda Item Number: 9.I.

To: The Honorable Mayor and City Council

From: Robert Aguirre, Director of Recreation & Community Services
Orlando Muro, Recreation Supervisor

Subject: Award of Contract to Waterline Technologies, Inc. to provide pool chemicals to George Elder Pool and Cascades Waterfall

Recommendation:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute an agreement, in a form approved by the City Attorney, for a three-year contract (with an option to extend for an additional two years) with Waterline Technologies, Inc. in the amount of \$64,124 per year to provide chemicals for George Elder Pool and the Cascades Park Waterfall; 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 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 proposed activity contemplates administrative actions of awarding a contract for the purchase of chemicals needed to maintain George Elder Pool and Cascades Waterfall, and does not contemplate any changes to the physical environment. Accordingly, no further environmental review is required.

Executive Summary:

In September 2025, the Director of Recreation & Community Services ("Director") requested bids from pool chemical supply companies to provide and deliver pool chemicals to George Elder Park Pool and the Cascades Park Waterfall.

Waterline Technologies submitted the lowest bid, both with and without the inclusion of CO₂.

Company	With CO ₂	Without CO ₂
Waterline Technologies	\$64,124	\$51,124
Recreonics	No Response	\$51,171
Fuller Engineering, Inc.	No Response	\$54,636

Pool Corp	No Response	\$65,582
HASA, Inc	No Response	No Response

The annual cost is an estimate based on average use of chemicals. The timely delivery of pool chemicals is essential to keeping the pool and waterfall clean and operating safely.

The Director reviewed the bids and references and determined that Waterline Technologies remains the most cost-effective and reliable provider for the City. Waterline Technologies has provided pool chemicals to the City since 2020, and based on its service history, bid competitiveness, and ability to provide CO₂ delivery, the Director recommends awarding the contract to Waterline Technologies.

Background:

The George Elder Park Pool and the Cascades Park Waterfall require regular chemical maintenance. Waterline Technologies has reliably provided pool chemicals to the City since 2020.

Strategic Plan Goal:

This contract 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 maintain safe water quality at our aquatic facilities.

Fiscal Impact:

The annual expense of \$64,124 is included in the FY 2025-2026 Aquatics Division budget, Account 101-6503-5326.

Attachments:

1. Bid Submission Forms

ATTACHMENT 1

Bid Submission Forms

CITY OF MONTEREY PARK

BID SUBMISSION FORM

POOL CHEMICALS FOR ELDER PARK POOL

1950 Wilcox Ave. Monterey Park, CA 91754

The undersigned declares that he/she has carefully examined the Invitation to Bid, General Terms and Conditions, and Specifications, is thoroughly familiar with the contents, and proposes to deliver F.O.B. Monterey Park and complete all labor and installation as bid below:

BID SUBMITTED BY: WATERLINE TECHNOLOGIES INC.

QUANTITY	ITEM	UNIT COST	BID TOTAL
12,000 gallons (Avg per year)	Liquid Chlorine 300 gal (Bulk per week)	\$2.89	\$34,680.00
2,000 gallons (Avg per year)	Muriatic Acid 200 gal (Bulk per week)	\$3.05	\$6,100.00
200 gallons	Liquid Chlorine (Per Cases)	\$33.70	\$1,685.00
200 gallons	Muriatic Acid (Per Cases)	\$51.30	\$2,565.00
20,000 pounds (Avg per year)	CO2 750 pounds (Per Week)	\$0.65	\$13,000.00

Sub Total: ____\$58,030.00____ Sales Tax (10.5%):
____\$6,093.15____

TOTAL: ____\$64,123.15____

RETURN QUOTES BY 5:00 PM – September 5, 2025

City of Monterey Park
Attn: Orlando Muro, Recreation Supervisor
Recreation and Community Services Department
320 West Newmark Avenue
Monterey Park, CA 91754

Quotes may be submitted by mail to the address above or by email to:
omuro@montereypark.ca.gov

Please respond to the following questions:

1. What method is used to verify and measure the delivery of chemicals?

Our trucks calculate the gallons by a weight
scale. _____

2. Is there a minimum amount required for delivery? If so, what is the minimum required?

100 Gallons of both product or
\$200.00 _____

3. Is there a separate charge for deliveries not meeting the minimum amount? If so, what is the cost?

We have a 100 gallon minimum

4. Are there special requirements for emergency deliveries? If so, what are they?

No, we just need 24 hours
notice _____

5. Does your company provide cleanup services in case of emergencies?

Yes, we have our own services for clean
up. _____

CONTRACTOR RULES & REQUIREMENTS

1. Insurance

- General Liability: **\$2,000,000 per occurrence.**

- Auto Liability: **\$500,000–\$1,000,000 per occurrence.**
- Workers’ Comp: Required by law (waived if self-employed, with signed statement).
- Professional Liability (if applicable): **\$500,000–\$2,000,000.**
- Must list “**City of Monterey Park, its elected and non-elected officials, employees, and agents**” as additional insureds; coverage is primary.

2. Business License & Permits

- Contractor must hold a **current City business license.**
- Obtain all necessary permits before work begins.

CITY OF MONTEREY PARK

BID SUBMISSION FORM

POOL CHEMICALS FOR ELDER PARK POOL

1950 Wilcox Ave. Monterey Park, CA 91754

The undersigned declares that he/she has carefully examined the Invitation to Bid, General Terms and Conditions, and Specifications, is thoroughly familiar with the contents, and proposes to deliver F.O.B. Monterey Park and complete all labor and installation as bid below:

BID SUBMITTED BY: RECREONICS

QUANTITY	ITEM	UNIT COST	BID TOTAL
12,000 gallons (Avg per year)	Liquid Chlorine 300 gal (Bulk per week)	\$2.98	\$35,760.00
2,000 gallons (Avg per year)	Muriatic Acid 200 gal (Bulk per week)	\$4.15	\$8,300
200 gallons	Liquid Chlorine (Per Cases)	\$24.04	\$1,202.00
200 gallons	Muriatic Acid (Per Cases)	\$20.93	\$1,046.50
20,000 pounds (Avg per year)	CO2 750 pounds (Per Week)	NO BID	

Sub Total: \$46,308.50 _____ Sales Tax (10.5%): _____ \$4,862.41 _____

TOTAL: _____ \$51,170.91 _____

RETURN QUOTES BY 5:00 PM – September 5, 2025

City of Monterey Park
Attn: Orlando Muro, Recreation Supervisor
Recreation and Community Services Department
320 West Newmark Avenue
Monterey Park, CA 91754

Quotes may be submitted by mail to the address above or by email to:
omuro@montereypark.ca.gov

Please respond to the following questions:

1. What method is used to verify and measure the delivery of chemicals?

_____TANKER TRUCK GAUGES_____

2. Is there a minimum amount required for delivery? If so, what is the minimum required?

_____100 GALLON MIN_____

3. Is there a separate charge for deliveries not meeting the minimum amount? If so, what is the cost?

4. Are there special requirements for emergency deliveries? If so, what are they?

\$300 FEE IS POSSIBLE

5. Does your company provide cleanup services in case of emergencies?

__NO_____

CONTRACTOR RULES & REQUIREMENTS

1. Insurance

- General Liability: **\$2,000,000 per occurrence.**
- Auto Liability: **\$500,000–\$1,000,000 per occurrence.**
- Workers' Comp: Required by law (waived if self-employed, with signed statement).
- Professional Liability (if applicable): **\$500,000–\$2,000,000.**
- Must list **"City of Monterey Park, its elected and non-elected officials, employees, and agents"** as additional insureds; coverage is primary.

2. Business License & Permits

- Contractor must hold a **current City business license**.
- Obtain all necessary permits before work begins.

CITY OF MONTEREY PARK

BID SUBMISSION FORM

BID SUBMITTED BY: **Fuller Engineering**

POOL CHEMICALS FOR ELDER PARK POOL

1950 Wilcox Ave. Monterey Park, CA 91754

The undersigned declares that he/she has carefully examined the Invitation to Bid, General Terms and Conditions, and Specifications, is thoroughly familiar with the contents, and proposes to deliver F.O.B. Monterey Park and complete all labor and installation as bid below:

QUANTITY	ITEM	UNIT COST	BID TOTAL
12,000 gallons (Avg per year)	Liquid Chlorine 300 gal (Bulk per week)	\$336	\$40,320.00
2,000 gallons (Avg per year)	Muriatic Acid 200 gal (Bulk per week)	\$304	\$6,080.00
200 gallons 50 cases	50% (diluted 2a) Liquid Chlorine (Per Cases)	\$26.22	\$1,316.00
200 gallons 50 cases	* Returnable Cases Muriatic Acid (Per Cases)	\$34.68	\$1,734.00
20,000 pounds (Avg per year)	CO2 750 pounds (Per Week)	No Bid	No Bid

* Returnable Cases are subject to a refundable \$10.00 deposit per case

Sub Total: \$49,445.00 Sales Tax (10.5%): 5,196.73

TOTAL: \$54,636.73

RETURN QUOTES BY 5:00 PM – September 5, 2025

City of Monterey Park
Attn: Orlando Muro, Recreation Supervisor
Recreation and Community Services Department
320 West Newmark Avenue
Monterey Park, CA 91754

Quotes may be submitted by mail to the address above or by email to: omuro@montereypark.ca.gov

Please respond to the following questions:

1. What method is used to verify and measure the delivery of chemicals?

The amount delivered is measured directly from the tank markings on our trucks.

2. Is there a minimum amount required for delivery? If so, what is the minimum required?

Yes, 100 gallons

3. Is there a separate charge for deliveries not meeting the minimum amount? If so, what is the cost?

The delivery will be billed for 100 gallons

4. Are there special requirements for emergency deliveries? If so, what are they?

Emergency deliveries will be charged a \$100 fee

5. Does your company provide cleanup services in case of emergencies?

All trucks carry spill kits to be used in case of emergency

CONTRACTOR RULES & REQUIREMENTS

1. Insurance

- General Liability: **\$2,000,000 per occurrence.**
- Auto Liability: **\$500,000–\$1,000,000 per occurrence.**
- Workers' Comp: Required by law (waived if self-employed, with signed statement).
- Professional Liability (if applicable): **\$500,000–\$2,000,000.**
- Must list **"City of Monterey Park, its elected and non-elected officials, employees, and agents"** as additional insureds; coverage is primary.

2. Business License & Permits

- Contractor must hold a **current City business license.**
- Obtain all necessary permits before work begins.

CITY OF MONTEREY PARK

BID SUBMISSION FORM

POOL CHEMICALS FOR ELDER PARK POOL

1950 Wilcox Ave. Monterey Park, CA 91754

The undersigned declares that he/she has carefully examined the Invitation to Bid, General Terms and Conditions, and Specifications, is thoroughly familiar with the contents, and proposes to deliver F.O.B. Monterey Park and complete all labor and installation as bid below:

BID SUBMITTED BY: POOLCORP COMMERCIAL AQUATICS

QUANTITY	ITEM	UNIT COST	BID TOTAL
12,000 gallons (Avg per year)	Liquid Chlorine 300 gal (Bulk per week)	3.50/GAL	42,000
2,000 gallons (Avg per year)	Muriatic Acid 200 gal (Bulk per week)	5.00/GAL	10,000
200 gallons	Liquid Chlorine (Per Cases)	23.20/CASE	1,160
200 gallons	Muriatic Acid (Per Cases)	30.95/CASE	6,190
20,000 pounds (Avg per year)	CO2 750 pounds (Per Week)	NO BID	

Sub Total: _____ \$59,350 _____ Sales Tax (10.5%):
_____ 6231.75 _____

TOTAL: _____ 65,581.75 _____

RETURN QUOTES BY 5:00 PM – September 5, 2025

City of Monterey Park
Attn: Orlando Muro, Recreation Supervisor
Recreation and Community Services Department
320 West Newmark Avenue
Monterey Park, CA 91754

Quotes may be submitted by mail to the address above or by email to:
omuro@montereypark.ca.gov

Please respond to the following questions:

1. What method is used to verify and measure the delivery of chemicals?

____ Delivery truck has measuring
tools _____

—

2. Is there a minimum amount required for delivery? If so, what is the minimum required?

_____ 100
gallons _____

3. Is there a separate charge for deliveries not meeting the minimum amount? If so, what is the cost?

_____ They will not pump less than 100
gal _____

4. Are there special requirements for emergency deliveries? If so, what are they?

_____ Vendor does not offer emergency services. We have local
branches in the vicinity to assist with cases and
drums. _____

5. Does your company provide cleanup services in case of emergencies?

_____ We assume no liability for deliveries, but vendor
does. _____

CONTRACTOR RULES & REQUIREMENTS

1. Insurance

- General Liability: **\$2,000,000 per occurrence.**
- Auto Liability: **\$500,000–\$1,000,000 per occurrence.**

- Workers' Comp: Required by law (waived if self-employed, with signed statement).
- Professional Liability (if applicable): **\$500,000–\$2,000,000**.
- Must list “**City of Monterey Park, its elected and non-elected officials, employees, and agents**” as additional insureds; coverage is primary.

2. Business License & Permits

- Contractor must hold a **current City business license**.
- Obtain all necessary permits before work begins.



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.J.

To: The Honorable Mayor and City Council
From: Shawn Igoe, Public Works Director
Subject: S. Atlantic Blvd and E. Emerson Ave Overlay and Slurry Seal Project – 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 Onyx Paving Company, Inc., in the amount of \$898,000 for the Atlantic Blvd and Emerson Ave Overlay and slurry seal Project;
2. Authorizing the Director of Public Works to approve change orders and contingency up to \$89,800 (10%) of the contract amount, for a total project cost of \$987,800; 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 work is for the overlay of an existing City road. Accordingly, no further environmental review is required.

Executive Summary:

Capital Improvement Project ("CIP") No. 96057 – Pavement Improvements is for the application of asphalt rubber hot mix and AC overlay on S. Atlantic Avenue from Harding to Newmark, Harding Avenue from S. Atlantic to De La Fuente Street and E. Emerson Avenue from N. Alhambra Avenue to N. Orange Avenue, and from Elizabeth Avenue to New Avenue; slurry seal on E. Emerson Avenue from N. Orange to Elizabeth Avenue; and all related concrete work.

Background:

As part of the City's ongoing maintenance and upkeep of City infrastructure, S. Atlantic Boulevard, Harding Avenue and E. Emerson Boulevard are in need of overlay work and slurry seal due to ongoing sewer and water projects occurring at these locations.

The Director requested a proposal from Onyx Paving Company, All American Asphalt and J.A.

Salazar for the proposed improvements. The bid submitted by Onyx Paving Company, Inc. was the lowest bid and aligns with current bid prices used in the past couple of years for this type of work and is under the Engineer's estimate. Onyx Paving Company 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 Onyx Paving Company's work, with acceptable work performance.

It is recommended that the City Council waive bidding requirements pursuant to Resolution No. 2025-R3 awards the project to Onyx Paving Company, Inc. for a total of \$898,000 with a contingency not to exceed \$89,800.

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 road conditions along E. Emerson Avenue, Harding Avenue and S. Atlantic Boulevard.

Fiscal Impact:

The Project is budgeted in the 2025-2026 fiscal year Capital Improvement Program under CIP No. 96057 funded by SB1/Measure M/ Gas Tax. The total estimated project cost for this project is \$997,800 including the contract amount, contingency, and construction management and inspection.

CIP 96057 - Pavement Improvements

Pavement Improvements (Construction)	\$898,000
Contingency (10%)	\$89,800
Construction Management	\$10,000
Total Estimated Project Cost	\$997,8000

Attachments:

1. Onyx Paving Company, Inc. Bid Proposal

ATTACHMENT 1

Onyx Paving Company, Inc. Proposal



ONYX PAVING COMPANY, INC
 22707 E. LA PALMA AVE, YORBA LINDA CA 92887
 Office: (714) 632-6699 Fax: (714) 632-1883
 LIC. No. 630360

Attn: Anthony Bendezu
 Agency: City of Monterey Park
 Address: 320 W. Newmark Ave, Monterey Park, CA 91754

Bid Schedule For Emerson Avenue & Atlantic Boulevard Overlay Project					
No.	Bid Item Description	Quantity	Unit	Unit Bid	Total Bid
1	Mobilization	1	LS	\$ 39,265.55	\$39,265.55
2	Cold Mill Existing Asphalt Pavement, 2" deep. (Atlantic Blvd & Harding Ave)	120,750	SF	\$ 0.42	\$50,715.00
3	Furnish and install 2" thick (ARHM) asphalt rubberized hot mix complete and in place. (Atlantic Blvd & Harding Ave)	1,491	TON	\$ 137.00	\$204,267.00
4	Cold Mill Existing Asphalt Pavement, 1.5" deep. (Emerson Ave)	69,347	SF	\$ 0.59	\$40,914.73
5	Furnish and install 1.5" thick (ARHM) asphalt rubberized hot mix complete and in place. (Emerson Ave)	642	TON	\$ 137.00	\$87,954.00
6	Furnish and install 1.5" thick asphalt concrete AC Type B level Course including tapering from 0" at gutter edge to 1.5" at 5' from gutter edge (Emerson Ave)	558	TON	\$ 150.00	\$83,700.00
7	Construct Quick Set Emulsion Aggregate Slurry Type II (Cationic) with 2 1/2 percent Latex Additive. (Emerson Ave)	47,800	SF	\$ 0.50	\$23,900.00
8	Remove existing and construct PCC ADA Ramp per SPPWC Standard Plan No. 111-5.	16	EA	\$ 7,700.00	\$123,200.00
9	Remove existing and construct new PCC curb and gutter per SPPWC, Std. Plan No: 120-3, A2-8, complete and in place.	867	LF	\$ 120.00	\$104,040.00
10	Adjust manhole covers to grade, complete and in place.	39	EA	\$ 1,555.00	\$60,645.00
11	Adjust water valves to grade, complete and in place.	40	EA	\$ 888.00	\$35,520.00
12	Install STOP Pavement Marking per Caltrans Standard Plan No. A24D.	15	EA	\$ 333.00	\$4,995.00
13	Install Limit Line/Stop Bar per Caltrans Standard Plan A24E.	15	EA	\$ 69.00	\$1,035.00
14	Install Double Yellow No Passing Zone per Caltrans Standard Plan A20A Detail 22 including Type D RPMs.	3,198	LF	\$ 2.20	\$7,035.60
15	Install Yellow/White Center Line/Skip Line per Caltrans Standard. A20A Detail 2.	3,816	LF	\$ 0.82	\$3,129.12
16	Install Channelizing Line per Caltrans Standard Plan A20D Detail 38A.	389	LF	\$ 2.00	\$778.00
17	Install Thermoplastic High Visibility Yellow/White Basic Crosswalk (Std. A24F)	8	EA	\$ 727.00	\$5,816.00
18	Install STOP AHEAD Pavement Marking (Std. A24D, SPPWC Std. 172-O)	6	EA	\$ 555.00	\$3,330.00
19	Furnish and install Traffic Loop Detection, complete and in place	32	EA	\$ 555.00	\$17,760.00
PROJECT TOTAL					\$898,000


 Jay Kirschner
 Onyx Paving Company, Inc.
 Vice President



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.K.

To: The Honorable Mayor and City Council
From: Diana Garcia, Assistant City Manager
Subject: Domestic Violence Awareness Month Resolution (As Requested by Council Member Sanchez and Mayor Pro Tem Lo)

Recommendation:

It is recommended that the City Council consider:

1. Approving the attached resolution; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The attached resolution is being brought forth to the Council for consideration at the request of Council Member Sanchez and Vice Mayor Lo.

Background:

N/A

Strategic Plan Goal:

N/A

Fiscal Impact:

There is no expected fiscal impact associated with adopting this resolution.

Attachments:

1. Domestic Violence Awareness Month Resolution

ATTACHMENT 1

Domestic Violence Awareness Month Resolution

RESOLUTION NO.

**A RESOLUTION RECOGNIZING THE MONTH OF OCTOBER 2025, AS
DOMESTIC VIOLENCE AWARENESS MONTH IN THE CITY OF
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 month of October is designated as “National Domestic Violence Awareness Month” through a Proclamation issued on October 2, 1995, by President William Jefferson Clinton.
- B. The 2025 Domestic Violence Awareness Month theme is “With Survivors Always.”
- C. Domestic violence disrupts communities throughout the nation causing harm to thousands of men, women, and children, destroying relationships, and disrupting social order.
- D. National Domestic Violence Awareness Month supports public awareness efforts to educate each citizen about the detrimental effects of domestic violence and the need to focus on prevention, intervention, and treatment to strengthen our families and teach alternatives to violent behavior.
- E. In October, battered victims will advocate nationwide and unite with government officials, corporations, unions, health care providers, legal services, and religious groups to organize events and activities that focus public attention on the negative impacts of domestic violence and the availability of services for victims.
- F. To end domestic violence, we must address the problem at the societal, community, relationship, and individual levels.
- G. The City Council hereby recognizes October 2025 as Domestic Violence Awareness Month in the City of Monterey Park. We encourage all citizens to promote efforts to reduce domestic violence and support domestic violence victims 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 1st day of October, 2025.

Elizabeth Yang, Mayor

Attest:

Maychelle Yee, City Clerk



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.L.

To: The Honorable Mayor and City Council
From: Diana Garcia, Assistant City Manager
Subject: National Walk and Roll to School Day Resolution (As Requested by Council Member Sanchez)

Recommendation:

It is recommended that the City Council consider:

1. Approving the attached resolution; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The attached resolution is being brought forth to the Council for consideration at the request of Council Member Sanchez.

Background:

N/A

Strategic Plan Goal:

N/A

Fiscal Impact:

There is no expected fiscal impact associated with adopting this resolution.

Attachments:

1. National Walk & Roll to School Day Resolution

ATTACHMENT 1

National Walk & Roll to School Day Resolution

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING OCTOBER 8, 2025, AS NATIONAL WALK & ROLL TO SCHOOL DAY

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

SECTION 1: The City Council finds as follows:

- A. National Walk & Roll to School Day is on October 8, 2025, and is an annual event that involves communities from across the country walking and rolling to school on the same day.
- B. Celebrating its 29th year, National Walk & Roll to School Day is an impactful event that raises awareness on making walking and biking safer for children and youth and supporting Vision Zero initiatives. Vision Zero aims to eliminate traffic fatalities and severe injuries among all road users while increasing safe, healthy, and equitable mobility.
- C. According to the National Highway and Traffic Safety Administration (NHTSA), 171 child pedestrians were killed in traffic crashes in 2023 and there was an estimated number of 7,081 child pedestrians injured in traffic crashes. Many of these tragedies could have been prevented by taking proactive and preventative approaches to prioritize traffic safety as a public health issue.
- D. National Walk & Roll to School Day encourages more than just safety for children and youth. National Walk & Roll to School Day promotes healthier habits, active lifestyles, and a cleaner environment.
- E. Active trips to school enable children to incorporate the regular physical activity they need each day while also forming healthy habits that can last a lifetime. In addition, by walking or biking to school, individuals and families can reduce the amount of air pollutants emitted by automobiles.
- F. The City of Monterey Park is home to the Alhambra, Garvey, Los Angeles, and Montebello school districts. Fifteen (15) schools are within Monterey Park city limits and there are more than 8,300 students enrolled in preschool through grade 12.
- G. The City of Monterey Park encourages all families, children, and youth to partake in a National Walk & Roll to School Day event by safely walking, biking, or rolling to school on October 8, 2025. Additional resources, pedestrian safety tips, and information can be found on the

National Center for Safe Routes to School website at <https://www.walkbiketoschool.org/>

- H. In early October, the Monterey Park Police Department's Traffic Bureau will coordinate with select schools to provide a safe route to school and provide a briefing to all participating students, parents, and staff with the goal of establishing safe walk or bike to school practices the students and parents will use year-round.
- I. The City of Monterey Park supports pedestrian safety and reminds everyone to always use sidewalks when available and watch for cars coming from side streets and driveways. The City of Monterey Park would also like to remind drivers to be fully aware of children on the streets around school arrival and dismissal times.
- J. The Monterey Park City Council hereby declares and recognizes October 8, 2025, as National Walk & Roll to School Day.

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 1st day of October, 2025.

Elizabeth Yang, Mayor

Attest:

Maychelle Yee, City Clerk



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.M.

To: The Honorable Mayor and City Council
From: Diana Garcia, Assistant City Manager
Subject: Latina Equal Pay Resolution (As Requested by Council Member Sanchez)

Recommendation:

It is recommended that the City Council consider:

1. Approving the attached resolution;
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The attached resolution is being brought forth to the Council for consideration at the request of Council Member Sanchez.

Background:

N/A

Strategic Plan Goal:

N/A

Fiscal Impact:

There is no expected fiscal impact associated with adopting this resolution.

Attachments:

1. Latina Equal Pay Day Resolution

ATTACHMENT 1

Latina Equal Pay Day Resolution

RESOLUTION NO.

A RESOLUTION RECOGNIZING OCTOBER 8, 2025, AS LATINA EQUAL PAY DAY IN THE CITY OF 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. October 8, 2025 is Latina Equal Pay Day, and this year is the 10th anniversary of the Latina Equal Pay campaign. We recognize the wage gap that Latina women face as part of a broader set of disparities that Latina women encounter in homeownership, unemployment, poverty, access to childcare, and the ability to accumulate wealth.
- B. In 1963, President John F. Kennedy signed the Equal Pay Act, which prohibits pay discrimination based on gender. A year later, in 1964, President Lyndon B. Johnson signed the Civil Rights Act, which prohibits discrimination based on race, color, religion, national origin, or sex. These two pieces of legislation are the precedence for Latina Equal Pay Day.
- C. Latinas are one of the fastest-growing, most influential groups in the United States. Latinas excel in every sector and industry in our country.
- D. One in five people in the State of California is Latina.
- E. According to the United States Census Bureau, Latinas continue to face the pay gap that is, on average, 58 cents to every dollar paid to white, non-Hispanic men. The wage disparity reflects the economic hurdles Latinas continue to encounter.
- F. Similarly, according to the United States Bureau, Latinos make up 27% of the population in Monterey Park, and women make up 52% of the population in the city.
- G. More than thirteen million Latinas account for 19% of the female labor force, a figure that is projected to grow dramatically, according to the Bureau of Labor Statistics.
- H. Nearly 4 in 10 mothers are primary breadwinners in their households, and nearly two-thirds of mothers are the primary or significant earners, making pay equity critical to the economic security of their families.
- I. A lifetime of lower pay means women have less income to save for retirement and less income counted in a Social Security or pension benefit formula.

- J. Due to the wage gap, Latinas in California would have to work until 116 years of age to earn what a White non-Hispanic male earns by 60 years of age.
- K. The wage gap is a disadvantage for Latinas, their families, and the economy, and fair pay in California would strengthen the security of individuals and families today, regardless of education or socioeconomic status, while enhancing our statewide economy.
- L. Until the women who perform some of the most essential jobs can achieve economic security, our economy and communities will not be as strong as they possibly can be.
- M. The City Council hereby proclaims October 8, 2025, as Latina Equal Pay Day in recognition of the need to eliminate the gender gap in earnings by women and to promote policies to ensure equal pay for all.

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 1st day of October, 2025.

Elizabeth Yang, Mayor

Attest:

Maychelle Yee, City Clerk



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.N.

To: The Honorable Mayor and City Council
From: Jason Hing, Fire Chief
Subject: Code Enforcement Officer Appreciation Week

Recommendation:

It is recommended that the City Council consider:

1. Adopting a Resolution declaring the week of October 5 – October 11, 2025, as Code Enforcement Officer Appreciation Week in Monterey Park; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The Monterey Park Division of Code Enforcement is celebrating Code Enforcement Officer Appreciation Week during the week of October 5 through October 11, 2025. This week, promoted statewide by the California Association of Code Enforcement Officers (CACEO), honors and recognizes the Code Enforcement profession as an integral part of local government and is celebrated throughout the state. Staff requests City Council support in the form of a resolution recognizing Code Enforcement Officer Appreciation Week and acknowledging the division's service to the Council, departmental staff, partner agencies, and the residents of Monterey Park.

Background:

The California State Legislature adopted Assembly Concurrent Resolution (ACR) 283, filed with the Secretary of State on September 7, 2018, which annually designates the second week of October as Code Enforcement Officer Appreciation Week. Monterey Park's Code Enforcement professionals play a vital, community facing role that supports safe, healthy, and welcoming neighborhoods. Each day, officers partner with residents, businesses, and City departments to enhance the quality of life through education and the fair application of local, state, and federal laws related to public safety, health, building, zoning, housing, and the environment, carried out with dignity and respect.

Strategic Plan Goal:

The adoption of Code Enforcement Officer Appreciation Week aligns with the City's strategic plan goals by strengthening workforce recruitment and retention through recognition of

frontline staff who partner with the community daily. Public acknowledgment of Code Enforcement Officers builds stronger relationships between residents, businesses, and the City, while reinforcing the City's commitment to safe, healthy, and welcoming neighborhoods.

Fiscal Impact:

There is no fiscal impact associated with adopting this resolution.

Attachments:

1. Code Enforcement Officer Appreciation Week Resolution

ATTACHMENT 1

Resolution

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEREY PARK DECLARING OCTOBER 5 THROUGH
OCTOBER 11, 2025, AS "CODE ENFORCEMENT
OFFICER APPRECIATION WEEK"**

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 Division of Code Enforcement is celebrating the week of October 5 through October 11, 2025, as Code Enforcement Officer Appreciation Week.
- B. The California State Legislature adopted Assembly Concurrent Resolution (ACR) 283, filed with the Secretary of State on September 7, 2018, which annually designates the second week of October as Code Enforcement Officer Appreciation Week.
- C. This observance is promoted statewide by the California Association of Code Enforcement Officers (CACEO) and recognizes the Code Enforcement profession as an integral part of local government throughout California.
- D. Code Enforcement professionals support safe, healthy, and welcoming neighborhoods by partnering with residents, businesses, and City departments to enhance quality of life through education first, voluntary compliance, and the fair application of local, state, and federal laws related to public safety, health, building, zoning, housing, and the environment, carried out with dignity and respect.
- E. Code Enforcement Officers serve in visible, community facing roles and regularly engage the public and local officials with professionalism, collaboration, and a commitment to service.
- F. The City of Monterey Park recognizes and celebrates the essential contributions of Code Enforcement professionals and hereby declares October 5 through October 11, 2025, as Code Enforcement Officer Appreciation Week in Monterey Park.

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 1st day of October, 2025.

Elizabeth Yang, 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 1st day of October, 2025, by the following vote:

Ayes:	Council Members:
Noes:	Council Members:
Absent:	Council Members:
Abstain:	Council Members:

Dated this 1ST day of October, 2025.

Maychelle Yee, City Clerk
Monterey Park, California



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.O.

To: The Honorable Mayor and City Council
From: Robert Aguirre, Director of Recreation & Community Services
Christina Alatorre, Recreation Manager
Subject: Adopt a Resolution Declaring October 19-25, 2025 as LA vs. Hate United Against Hate Week

Recommendation:

It is recommended that the City Council consider:

1. Adopting a resolution declaring October 19-25, 2025 as LA vs. Hate United Against Hate Week
2. Taking such additional, related, action that may be desirable.

Executive Summary:

United Against Hate is an initiative to stop and prevent hate, implicit bias and discrimination, which are a threat to safety and civility in neighborhoods, towns and cities. The initiative provides education, community outreach and a reporting system (through 211) to support victims and strengthen community safety. The initiative also aims to embrace diversity and supports building inclusive and equitable communities.

Background:

United Against Hate began as a grassroots movement in 2017 that encourages communities to speak out and act against hate. The initiative has expanded into a nationally recognized campaign that promotes inclusivity and unity. Over 200 communities participate throughout California and communities across the United States.

Strategic Plan Goal:

This item meets the City's strategic goal to expand access to community resources and services by promoting LA County's 211 hotline to support victims of discrimination and strengthen community safety.

Fiscal Impact:

There is no fiscal impact associated with adopting this resolution.

Attachments:

1. Draft Resolution - LA VS. Hate United Against Hate Week

ATTACHMENT 1

Draft Resolution - LA VS. Hate United Against Hate Week

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING OCTOBER 19 THROUGH OCTOBER 25, 2025 AS LA VS. HATE UNITED AGAINST HATE WEEK

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

SECTION 1: The City Council finds as follows:

- A. The City of Monterey Park (the "City") stands for diversity, inclusivity, and respect for all, irrespective of race, ethnicity, religion, gender, sexual orientation, disability or any characteristic.
- B. The City rejects hate, discrimination, and violence, aiming for a prejudice-free community.
- C. The City collectively promotes acceptance, respect, tolerance, and unity, enabling residents to live, work and thrive without fear.
- D. The "United Against Hate Week" campaign embodies the City's collective commitment to foster an environment where every resident can live, work and flourish without fear of hatred.
- E. The City endorses the "California vs. Hate" coalition's mission to combat hate, prejudice, and intolerance such as xenophobia, anti-Semitism, sexism, homophobia, transphobia, anti-Muslim hatred, and other bigoted views by emboldened hate groups and individuals and intolerance from our communities and encourage communities to report hate incidents to the California vs. Hate hotline.
- F. By joining with fellow California cities, the City send a resounding message that we are united in our resolve to combat hate and promote acceptance.
- G. The City calls upon all residents, businesses, schools, and organizations to unite against hate, join events, and champion inclusivity, tolerance and unity.
- H. During this week, we reaffirm our commitment to the following principles:
 - a. We denounce hate, discrimination and violence in all forms.
 - b. We pledge to stand up against hate and support victims of hate incidents.
 - c. We encourage open dialogue and respectful conversations to bridge divides and promote understanding.

- d. We celebrate the richness of our diverse community and the strength it brings to our city.
- e. We commit to working together, in partnership with other California cities, to create a safe and welcoming environment for all.
- I. The City urges our community members to report hate incidents to California vs Hate hotline at 833-8-NO-HATE or online at CAVsHate.org, to combat hate effectively and promote a safer environment.
- J. The City enthusiastically supports the United Against Hate Week, in solidarity with the "California vs. Hate" coalition and partners, in Los Angeles on October 19-25, 2025 and every day beyond.

SECTION 2: Action. The City Council declares October 19, 2025, through October 25, 2025, as LA vs. Hate United Against Hate Week.

SECTION 3: 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 4: 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 5: Effective Date. This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this ____ day of ____, 2025.

Elizabeth Yang, Mayor

Attest:

Maychelle Yee, City Clerk

Approved as to Form:
Karl H. Berger, City Attorney

Resolution No.
Page 4 of 4

By: _____
Justin A. Tamayo, Assistant City Attorney



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 9.P.

To: The Honorable Mayor and City Council
From: LV Frazier, Senior Librarian
Subject: 2025 Banned Books Week

Recommendation:

It is recommended that the City Council consider:

1. Adopting a resolution declaring the week of October 5–11, 2025 as Banned Books Week in Monterey Park,
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The Monterey Park Bruggemeyer Library is observing the week of October 5–11, 2025 as Banned Books Week. Launched in 1982 as a response to a surge in book challenges, Banned Books Week is an annual event that spotlights the value of open access to information and the right to read freely.

The theme for Banned Books Week 2025 is “Censorship is So 1984, Read for Your Rights.” Efforts from organized movements to ban books and censor information in schools, libraries and bookstores mirror the oppression of the fictional regime in George Orwell’s 1984. This year’s theme reminds readers to defend their right to read and emphasizes that censorship and book bans have no place in today’s society.

Background:

N/A

Strategic Plan Goal:

The adoption of a Banned Books Week resolution addresses the City’s strategic plan goal to expand access to community resources and services by reaffirming the City’s dedication to freedom of information access and rejection of censorship. The observation of Banned Books Week in the City and through Library programs demonstrates the City’s commitment to provide library services and resources to all members of the community and preserve equity of access for all.

Fiscal Impact:

None.

Attachments:

1. Banned Books Week Resolution

RESOLUTION NO.

A RESOLUTION DECLARING OCTOBER 5-11, 2025 AS BANNED BOOKS WEEK

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

SECTION 1: The City Council finds as follows:

- A. Banned Books Week is celebrated annually to celebrate the freedom to read, highlight the value of free and open access to information and spotlight current and historical attempts to censor books in libraries and schools.
- B. Since 2021, libraries across the country are facing an unprecedented number of attempts to ban books.
- C. Data from 2024 indicates that a majority of book censorship attempts are originating from organized movements, with 72% of demands to censor books in school and public libraries coming from pressure groups and government entities.
- D. Reading is a foundational skill, critical to future learning and to exercising our democratic freedoms.
- E. Libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status.
- F. Libraries strive to develop and maintain programs and collections that are as diverse as the populations they service and ensure equity of access for all.
- G. Libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all.
- H. Banned Books Week celebrates the freedom to choose or the freedom to express one's opinion and stresses the importance of ensuring the availability of all viewpoints to all who wish to read them;
- I. Be it resolved that the City Council officially proclaims October 5-11, 2025 as Banned Books Week in the City of Monterey Park.

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 1st day of October, 2025.

Elizabeth Yang, Mayor

Attest:

Maychelle Yee, City Clerk



City Council Staff Report

Date: October 1, 2025
Agenda Item Number: 10.A.

To: The Honorable Mayor and City Council
From: Martha Garcia, Director of Finance
Subject: Public hearing to review and approve the Fiscal Year (FY) 2024-25 Consolidated Annual Performance and Evaluation Report ("CAPER") for submittal to the U.S. Department of Housing and Urban Development ("HUD")

Recommendation:

It is recommended that the City Council consider:

1. Opening the continued public hearing to receive testimonial and documentary evidence;
2. Approving the draft FY 2024-2025 Consolidated Annual Performance and Evaluation Report ("CAPER") for the Community Development Block Grant ("CDBG"), and HOME Investment Partnerships ("HOME") Programs;
3. Directing the City Manager, or designee, to prepare and transmit the final documents to the U.S. Department of Housing and Urban Development ("HUD");
4. Authorizing the City Manager, or her designee, to take all actions necessary or desirable to complete and submit the CAPER; and
5. Taking such additional, related, action that may be desirable.

Executive Summary:

The City of Monterey Park's Housing Division has completed its Consolidated Annual Performance Evaluation Report ("CAPER") for the period July 1, 2024, through June 30, 2025. The CAPER describes the overall use of federal Community Development Block Grant ("CDBG"), and HOME Investment Partnerships ("HOME") funds received from the US Department of Housing and Urban Development ("HUD") in relationship to the needs of the community as outlined in its Fiscal Year (FY) 2024-25 Annual Action Plan. The City's overall objective in the CDBG and HOME programs is the development of viable communities by providing decent housing, a suitable living environment, and expansion of economic opportunities primarily for low-to-moderate income persons. It is recommended that the City Council conduct a public hearing to receive community feedback on FY 2024-25 CAPER and approve its submission to HUD.

A copy of the draft CAPER was made available for public review on September 17, 2025,

through October 02, 2025. Copies of the draft 2024-25 CAPER were available on the City's website and at Monterey Park City Hall. All comments will be incorporated into the final CAPER.

Background:

The City submits a CAPER to the HUD annually as one of the conditions of receiving federal funds under the CDBG and HOME programs. The CAPER outlines progress made in achieving goals established in the City's Five-Year Consolidated Plan and Annual Action Plan, including 1) funds invested in projects and activities; 2) households and persons assisted; 3) actions taken to affirmatively further fair housing; and 4) other information relevant to grant-funded projects administered by the City that affect local housing and community development needs. The CAPER is an effective tool that is designed to ensure the City stays on track with its Five-Year Consolidated Plan and the Annual Action Plan. The CAPER is also designed to provide a maximum amount of useful information to policymakers and residents. A copy of the CAPER is attached to this staff report as Attachment 1.

During FY 2024-25, the City spent \$242,855.57 in CDBG funds, \$14,319.73 in HOME funds, \$320,289.50 in CDBG-CV funds, and \$863,069.40 in HOME-ARP funds on a variety of community development projects. Table 1, below, provides a detailed summary of programmatic expenditures for FY 2024-25 by funding category.

Table 1: Summary of FY 2024-25 Program Expenditures

No.	Programs	FY 2024-2025 Funding	Carryover Funds	Expended Amount
<u>CDBG</u>				
1	CDBG Planning & Administration	\$106,795.00	\$0	\$97,335.93
2	Fair Housing Program	\$22,000.00	\$0	\$20,000.00
3	Business Improvement Program	\$200,000.00	\$0	\$0
4	ADA Sidewalk Improvement Project	\$250,000.00	\$0	\$202,735.05
5	Langley Restrooms Upgrade (2022)	\$0	\$457,340.98	\$440,209.75
6	Barnes Park Restrooms Improvement (2023)	\$0	\$445,461.00	\$445,461.00
The remaining funds have been reprogrammed into projects for FY 2025-26.		\$576,795.00	\$902,801.98	\$1,205,741.73
<u>HOME</u>				
7	HOME Planning & Administration	\$27,823.00	\$0	\$25,445.98
8	Owner-Occupied Rehabilitation Loan Program	\$208,676.33	\$138,471.15	\$138,471.15
9	CHDO	\$41,736.00	\$0	\$0

The remaining funds have been reprogrammed into projects for FY 2025-26.		\$278,235.33	\$138,471.15	\$163,917.13
<u>CDBG-CV</u>				
10	Planning & Administration	\$0	\$187,151.00	\$102,560.75
11	Homeless Services and Prevention Activities	\$0	\$220,000.00	\$220,000.00
		\$0	\$407,151.00	\$322,560.75
<u>HOME-ARP</u>				
12	Planning & Administration	\$0	\$176,255.00	\$2,501.25
13	Supportive Services	\$0	\$998,784.00	\$861,919.40
		\$0	\$1,175,039.00	\$864,420.65

Table 2, below, provides a summary list of the accomplishments achieved during Program Year (PY) 2024-25. The Finance Director ("Director" will continue to monitor these programs and make adjustments or recommendations to the City Council for improvement. In addition, the level of performance will increase as staff continue exploring innovative opportunities to improve the quality of life for low- and moderate-income residents.

Table 2: Summary of FY 2024-25 Program Accomplishments

No.	Programs	Goal	Actual
<u>CDBG</u>			
1	CDBG Planning & Administration	N/A	N/A
2	Fair Housing Program	100 People	139 People
3	Business Improvement Program	1 project	0 project
4	ADA Sidewalk Improvement Project	1 project	1 project
<u>HOME</u>			
5	HOME Planning & Administration	N/A	N/A
6	Owner-Occupied Rehabilitation Loan Program	3 Housing Units	0 Housing Unit
7	CHDO	1 Project	0 Projects
<u>CDBG-CV</u>			
8	Planning & Administration	N/A	N/A
9	Homeless Services and Prevention Program	60 people	194 people
<u>HOME-ARP</u>			
10	Planning & Administration	N/A	N/A

11	Supportive Services	500 People	1,402 People
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The public hearing is an opportunity for the City Council and Monterey Park community to review the accomplishments of the various program areas in the FY 2024-25 CAPER. Upon conclusion of the public hearing, it is recommended that the City Council approve the submission of the CAPER to the HUD to satisfy the reporting requirements for the year.

Strategic Plan Goal:

The CAPER report outlines progress made in achieving Goal number 3 “Strengthen our Local Economy and Enhance Housing Opportunities” by the development of viable communities by providing decent housing, a suitable living environment, and expansion of economic opportunities primarily for low-to-moderate income persons.

Fiscal Impact:

There is no fiscal impact to the General Fund for conducting a Public Hearing and submitting the CAPER to HUD.

Attachments:

1. FY 2024-25 Draft Consolidated Annual Performance and Evaluation Report (CAPER)

ATTACHMENT 1
FY 2024-25 Draft Consolidated Annual
Performance and Evaluation Report (CAPER)

FY 2024-2025

Consolidated Annual Performance Evaluation Report

(CAPER)



City of Monterey Park

320 West Newmark Avenue

Monterey Park, CA 91754

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

An overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Monterey Park has prepared the FY 2024-25 Consolidated Annual Performance and Evaluation Report (CAPER), as required by the U.S. Department of Housing and Urban Development (HUD), which describes the use of federal Community Development Block Grant (CDBG) and HOME Investment Partnership funds during the last program year of the 2020-2024 Consolidated Plan period, covering July 1, 2024 to June 30, 2025.

The City receives CDBG and HOME funds from HUD on a formula basis each year, and in turn, implements projects and awards grants to nonprofit, for-profit or public organizations for projects in furtherance of the adopted Consolidated Plan. The CDBG program generally provides for a range of eligible activities for the benefit of low- and moderate-income Monterey Park residents.

The City's CDBG mission statement, as outlined in the Five-Year Consolidated Plan, is to enhance the quality of life for all residents by maximizing the use of available resources in order to assure the availability of safe, decent and affordable housing. The City continues to face significant problems as the number of low-income Monterey Park residents increase and the costs of providing affordable housing skyrocket. The housing stock is aging and many residents continue to pay more than 50% of their income towards housing expenses. Yet, in spite of these obstacles, the City strives to develop a viable community principally for low- and moderate-income residents by preserving and rehabilitating existing housing stock, promoting affordable housing and expanding affordable housing stock.

The CDBG and HOME Programs made significant progress in meeting the annual goals. This report will demonstrate how the City achieved its housing non-housing priorities of fair housing was met.

In evaluating the effectiveness of serving low- and moderate-income residents, the City is pleased to report that CDBG funds were expended on eligible activities benefiting low- and moderate-income residents. All HOME funding beneficiaries were persons of low and – moderate-income residents.

The City is proud of its achievements during FY 2024-25 and looks forward to serving its residents in FY 2025-26. We remain confident that we will increase our level of performance as we continue exploring innovative opportunities to improve the quality of life of our low- and

moderate- income citizens.

Under the 2020 federal stimulus plan - CARES Act, the City received \$938,435 in CDBG-CV funds to be used for activities that prevent, prepare for, or respond to the impacts of COVID-19. The City Council allocated those funds to an economic development program to assist small businesses suffering from hardship due to COVID- 19; and to assist low- and moderate - income persons in preventing, preparing for, and responding to COVID- 19 through housing instability services, homeless services and prevention activities, and health crisis outreach.

In 2021, the American Rescue Plan Act was enacted by Congress. The American Rescue Plan (ARP) provides funds to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations, by providing housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability across the country. These grant funds will be administered through HUD's HOME Investment Partnerships Program (HOME-ARP). Since the City of Monterey Park is an Entitlement City, the City received \$1,175,039 in HOME-ARP funds. The City plans on using these funds next program year.

Table 1 provides a summary of the five-year and one-year accomplishments for the period ending June 30, 2025, arranged by each of the Strategic Plan Goals included in the 2020-2024 Strategic Plan of the Consolidated Plan.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	2024-2025 Amount	Indicator	Unit of Measure	5-Year Strategic Plan			2024-2025 Program Year No. 5		
					Expected	Actual	Percent Complete	Expected	Actual	Percent Complete
Housing Strategy Goal #1	Affordable Housing	HOME: \$0	Tenant-based rental assistance/Rapid Rehousing	Households Assisted	18	18	100%	0	0	0%
Housing Strategy Goal #2	Affordable Housing	HOME:\$208,676.33	Homeowner housing Rehabilitated	Household Housing Units	15	12	80%	2	0	0%
Housing Strategy Goal #3	Affordable Housing	HOME: \$41,736.00	CHDO Other Utility Assistance Program	Households Assisted	0	0	0%	0	0	0%
Homeless Strategy	Homeless	CDBG-CV: \$220,000.00	Overnight Shelter Homelessness Prevention	Persons Assisted	60	194	323%	0	0	0%
Special Needs Strategy	Non-Homeless Special Needs	\$0	Special Needs	Persons Assisted	0	0	0%	0	0	0%
Fair Housing Strategy	Affordable Housing	CDBG:\$22,000.00	Other	Persons	500	604	120%	100	139	139%
Community Development Strategy Goal #1	Non-Housing Community Development	\$250,000.00	Public Infrastructure Activities other than Low/Moderate Income Housing Benefit	Projects	1	1	100%	1	1	100%

Community Development Strategy Goal #2 (Barnes Park Restrooms will begin in PY23-24)	Non-Housing Community Development	CDBG: \$0	Public Facilities Activities other than Low/Moderate Income Housing Benefit	Projects	2	2	100%	0	0	0%
Community Development Strategy Goal #3	Non-Housing Community Development	CDBG-CV: \$220,000.00 HOME-ARP: \$998,784.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	1,402	280%	150	162	108%
Community Development Strategy Goal #4	Economic Development	CDBG: \$200,000.00	Expand the City's economic base and promote greater employment opportunities.	Repayment of Section 108	2	2	100%	0	0	100%
				SBAP	65	41	63%	25	2	8%
Program Administration	Planning and Administration	CDBG: \$113,075.00 HOME: \$27,823.00 CDBG-CV: \$187,151.00 HOME-ARP: \$176,255.00	This program provides payment of reasonable administrative costs and carrying charges related to the planning and execution of the CDBG, HOME, CDBG-CV, and HOME-ARP programs.	Other	5	5	100%	1	1	100%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The following narratives report the effectiveness of the City during the FY 2024-25 reporting period in achieving its five-year strategy objectives and priorities. The City will continue to address the needs of its underserved populations by promoting its housing and continuing to work with community service programs. The Priority Needs Summary Table contained in the Consolidated Plan, prioritizes activities to assist renters, homeowners and other persons with special needs who are in the very low-income to moderate-income categories.

During FY 2024-25, the City made progress toward accomplishing the goals of developing a viable community by providing affordable decent housing, a suitable living environment and expanding economic opportunity for low income persons as described in pertinent Consolidated Plan documents.

The highest priorities listed in the City's Five Year Consolidated Plan cover the following goals:

- Improve, Maintain, and Expand Affordable Housing
- Promote Equal Housing Opportunity
- Support Economic Development Opportunities
- Planning and Administration

Summary of FY 2024-25 Program Expenditures

No.	Programs	FY 2024-2025 Funding	Carryover Funds	Expended Amount
<u>CDBG</u>				
1	CDBG Planning & Administration	\$106,795.00	\$0	\$97,335.93
2	Fair Housing Program	\$22,000.00	\$0	\$20,000.00
3	Business Improvement Program	\$200,000.00	\$0	\$0
4	ADA Sidewalk Improvement Project	\$250,000.00	\$0	\$202,735.05
5	Langley Restrooms Upgrade (2022)	\$0	\$457,340.98	\$440,209.75
6	Barnes Park Restrooms Improvement (2023)	\$0	\$445,461.00	\$445,461.00
The remaining funds have been reprogrammed into projects for FY 2025-26.		\$576,795.00	\$902,801.98	\$1,205,741.73
<u>HOME</u>				
7	HOME Planning & Administration	\$27,823.00	\$0	\$25,445.98
8	Owner-Occupied Rehabilitation Loan Program	\$208,676.33	\$138,471.15	\$138,471.15
9	CHDO	\$41,736.00	\$0	\$0
The remaining funds have been reprogrammed into projects for FY 2025-26.		\$278,235.33	\$138,471.15	\$163,917.13
<u>CDBG-CV</u>				
10	Planning & Administration	\$0	\$187,151.00	\$102,560.75
11	Homeless Services and Prevention Activities	\$0	\$220,000.00	\$220,000.00
		\$0	\$407,151.00	\$322,560.75
<u>HOME-ARP</u>				
12	Planning & Administration	\$0	\$176,255.00	\$2,501.25
13	Supportive Services	\$0	\$998,784.00	\$861,919.40
		\$0	\$1,175,039.00	\$864,420.65

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME-ARP
White	11	35
American Indian/Alaskan Native	0	0
Asian	26	66
Black/African American	1	13
Multi-Racial	101	48
Asian and White	0	0
Native Hawaiian or Other Pacific Islander	0	0
Other	0	0
Total	139	162
Hispanic	61	72
Not Hispanic	78	90

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

CDBG assisted 139 persons and HOME assisted 162 households during the reporting period. The chart above reflect the racial and ethnic status of families assisted.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Resources Made Available	Amount Expended During Program Year
CDBG	\$576,795.00	\$320,070.95
HOME	\$278,235.33	\$151,805.22
CDBG-CV	\$938,435.00	\$622,579.17
HOME-ARP	\$1,175,039.00	\$864,420.65

Table 3 - Resources Made Available

Narrative

For FY 2024-25, the City received \$576,795 in Community Development Block Grant (CDBG), and \$278,235.33 in HOME Investment Partnership funds.

On April 2, 2020, the City received a notification of federal CARES Act funding from the U.S. Department of Housing and Urban Development (HUD). The City received \$938,435 in CDBG-CV funds. These funds were submitted as amendments to the 2019-20 One-Year Annual Action Plan and approved by the City Council on May 18, 2021.

In 2021, the American Rescue Plan Act was enacted by Congress. The American Rescue Plan (ARP) provides funds to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations, by providing housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability across the country. These grant funds will be administered through HUD's HOME Investment Partnerships Program (HOME-ARP). Since the City of Monterey Park is an Entitlement City, the City received \$1,175,039 in HOME-ARP funds.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	100%	100%	Citywide Area

Table 4 – Identify the geographic distribution and location of investments

Narrative

The geographic area established for all proposed activities is the incorporated limits of the City of Monterey Park. All housing rehabilitation programs are administered City-wide.

The City will not establish geographic priorities for investment for special needs populations. CDBG funded supportive services will be designed to meet the national objective of benefiting low and moderate-income persons. The following groups of persons are currently presumed by HUD to be made up principally of low and moderate-income persons: elderly persons, homeless

persons, severely disabled persons, victims of domestic violence and persons living with AIDS.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Monterey Park and HUD share a mutual interest in leveraging HUD resources to the maximum extent possible in order to deliver high-quality affordable housing, neighborhood improvement programs, supportive services, and economic development.

Entitlement Funds - Leverage, in the context of CDBG funding, means bringing other local, state, and federal financial resources to maximize the reach and impact of the City's U.S. HUD funded programs. HUD, like many other federal agencies, encourages the recipients of federal monies to demonstrate that efforts are being made to strategically leverage additional funds in order to achieve greater results. Leverage is also a way to increase project efficiencies and benefit from economies of scale that often come with combining sources of funding for similar or expanded scopes. Funds will be leveraged if financial commitments toward the costs of a project from a source other than the originating HUD program are documented.

Other Federal Grant Programs - In addition to the entitlement dollars listed above, the federal government has several other funding programs for community development and affordable housing activities. These include: the Section 8 Housing Choice Voucher Program, Section 202, the Affordable Housing Program (AHP) through the Federal Home Loan Bank, and others.

It should be noted that in most cases the City would not be the applicant for these funding sources as many of these programs offer assistance to affordable housing developers rather than local jurisdictions.

State Housing and Community Development Sources - In California, the Department of Housing and Community Development (HCD) and the California Housing Finance Agency (CalHFA) administer a variety of statewide public affordable housing programs that offer assistance to nonprofit affordable housing developers. Examples of HCD's programs include the Multifamily Housing Program (MHP), Affordable Housing Innovation Fund (AHIF), Building Equity and Growth in Neighborhoods Program (BEGIN), and CalHome. Many HCD programs have historically been funded by one-time State bond issuances and, as such, are subject to limited availability of funding. CalHFA offers multiple mortgage loan programs, down payment assistance programs, and funding for the construction, acquisition, and rehabilitation of affordable ownership units. The State also administers the federal Low Income Housing Tax

Credit (LIHTC) program, a widely used financing source for affordable housing projects. As with the other federal and state grant programs discussed above, the City would either have to competitively apply or affordable housing developers could apply for funding through these programs for particular developments in the City.

County and Local Housing and Community Development Sources - There are a variety of countywide and local resources that support housing and community development programs. Some of these programs offer assistance to local affordable housing developers and community organizations while others provide assistance directly to individuals. The Mortgage Credit Certificates (MCC) Program provides assistance to first-time homebuyers by allowing an eligible purchaser to take 20 percent of their annual mortgage interest payment as a tax credit against federal income taxes. The County administers the MCC Program on behalf of the jurisdictions, including Monterey Park.

The City does not own land or property located within the jurisdiction that may be used to address the needs identified in the plan.

**Is there a description of how HOME and ESG matching requirements were satisfied?
(91.520(a))**

HOME: During FY 2024-25, the City expended \$163,917.13. The disbursements requiring match is \$126,359.24. The City's met its match liability of \$31,589.81 by using its excess match from prior Federal fiscal years.

ESG: The City does not receive any ESG funds; therefore, it has no match liability.

Do the dates the match was contributed fall within the correct Federal Fiscal Year for this reporting period (Column 2)? No dates provided?

During FY 2024, the City expended \$163,917.13 in HOME funds. The disbursements requiring match is \$126,359.24. The City's met its match liability of \$31,589.81 by using its excess match from prior Federal fiscal years. This amount covers July 1, 2024 through June 30, 2025.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$2,358,078.80
2. Match contributed during current Federal fiscal year	\$31,589.81
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$2,389,668.61
4. Match liability for current Federal fiscal year	\$31,589.81
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$2,358,078.80

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
N/A								

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
\$0	\$0	\$0	\$0	\$0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	\$0	0	0	0	\$0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	\$0	0	\$0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			

Dollar Amount	0	0	0
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Table 8 – Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0	0			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		0	0			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	2	0
Number of households supported through Acquisition of Existing Units	0	0
Total	2	0

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

During the reporting period, two homeowners have qualified for assistance and construction is scheduled to start in late 2025 under the City's Residential Rehabilitation Program. The City is in the process of reevaluating the program to ensure that policies, procedures, and delivery methods are aligned with community housing needs and HUD requirements. This review is intended to strengthen program design and administration so that resources can be deployed more effectively in future program years. The City anticipates resuming homeowner rehabilitation activities once the program evaluation is complete.

Discuss how these outcomes will impact future annual action plans.

The City is reevaluating the Residential Rehabilitation Program to strengthen program guidelines, delivery methods, and funding priorities. As a result, future Annual Action Plans will

incorporate revised program objectives and more accurate accomplishment projections. These adjustments will allow the City to better align resources with community needs, improve compliance with HUD requirements, and increase the number of households assisted in future program years.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	102	139
Low-income	24	23
Moderate-income	6	0
Above Low-income	7	0
Total	139	162

Table 13 – Number of Persons Served

Narrative Information

Does the number of owner and renter households assisted meet the Section 215 definition of affordable housing included?

The City has qualified two homeowners under the Residential Rehabilitation Program during this program year, and no rental units were directly assisted. As such, no new units were created or preserved that would fall under the Section 215 definition of affordable housing during this period.

The City conducts periodic site inspections to ensure the ongoing compliance of HOME-assisted affordable housing projects. However, no on-site inspections were completed during this program year. The City is currently compiling a comprehensive list of all HOME projects still within the affordability period that require inspection. Once the list is finalized, inspections will be conducted to verify compliance with affordability and other program requirements. Following this, the City will establish a regular inspection schedule to ensure ongoing adherence to HOME regulations.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City is located within the Los Angeles Homeless Services Authority (LAHSA) Continuum. The continuum provides oversight of federal homeless assistance dollars and collaborates with local communities to provide the best service to our residents who are homeless. The Los Angeles Continuum conducts quarterly community meetings and the public is invited. The City is using a portion of its CDBG-CV funds to assist with the needs of the homeless.

In 2025, LAHSA reported that sixty-six (66) unsheltered individuals are located in the City of Monterey Park. Fifty-one (51) were living on the street, ten (10) in their cars/vans, one (1) in a tent, and four (4) in makeshift shelters. The City will continue its efforts in the prevention and reduction of homelessness by supporting the LAHSA and its outreach programs, and providing referrals to public assistance programs offered by the County. If additional CDBG funds become available the City will reconsider funding public service agencies that assist in the prevention and reduction of homelessness.

The City allocated the CDBG-CV funds to the Police Department's Homeless Services and Prevention Program to assist homeless individuals impacted by COVID-19. In previous years, the Homeless services and Prevention Program has assisted residents with rental assistance programs, food assistance programs, street outreach to respond to increased homelessness, and mitigate encampment locations, while providing linkages to available resources.

In 2021, the American Rescue Plan Act was enacted by Congress. The American Rescue Plan (ARP) provides funds to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations, by providing housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability across the country. These grant funds will be administered through HUD's HOME Investment Partnerships Program (HOME-ARP). Since the City of Monterey Park is an Entitlement City, the City received \$1,175,039 in HOME-ARP funds.

The ever-worsening homeless crisis has impacted the quality of life and public health of the Monterey Park community. The City of Monterey Park and Monterey Park Police Department (MPPD) leadership are committed to combating homelessness but continue to face challenges which include lack of bed availability and resources in the San Gabriel Valley along with lack of funding allocated to address the needs of the multicultural unsheltered Monterey Park population and those on the verge of becoming homeless.

The City of Monterey Park and the MPPD have a need and desire to serve the most vulnerable in our community and increase ideas, resources and programs to be a part of a solution to this end. The HOME-ARP will provide funding for homeless engagement, with the objective to reduce homelessness and increase housing stability among individuals and families who are experiencing homelessness or on the verge of experiencing homelessness through support from a homeless service system that work in collaboration with the broader Continuum of Care (CoC) system in Los Angeles County. Interim housing in a motel/hotel setting with case management and supportive activities would assist the qualifying population with appropriate services to their specific situation to find a long-term solution.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City will continue its efforts in addressing the emergency shelter and transitional housing needs of the homeless by collaborating with agencies that provide shelter for the homeless. If additional CDBG funds become available the City will consider funding public service agencies that assist in the emergency shelter and transitional housing needs of homeless persons.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City will continue its efforts in helping low-income individuals and families avoid becoming homeless. The City will also provide referrals to public assistance programs offered by other agencies in the County.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City will continue its efforts in helping homeless persons make the transition to permanent housing and independent living by collaborating with agencies that provide shelter for the homeless. The City will also provide referrals to public assistance programs offered by other agencies to aid in preventing the recently homeless from becoming homeless again.

The number of homeless persons served?

During FY 2024-25, the Homeless Services and Prevention Program assisted 162 homeless individuals. The HOME-ARP grant has helped us become successful through our outreach efforts with those people impacted by COVID and experiencing homelessness. We assisted 162 people with access to shelters, interim housing, substance programs, and transition housing.

The City will continue its efforts in addressing the emergency shelter and transitional housing needs of the homeless by collaborating with agencies that provide shelter for the homeless. If additional CDBG funds become available, the City will consider funding public service agencies that assist in the emergency shelter and transitional housing needs of homeless persons.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

There are no public housing units in the City of Monterey Park; therefore, this section does not apply.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

There are no public housing units in the City of Monterey Park; therefore, this section does not apply.

Actions taken to provide assistance to troubled PHAs

There is no public housing authority in the City of Monterey Park. The City relies on the the County of Los Angeles Housing Authority, to address public housing needs and OCHA is not designated as troubled.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

In the Housing Element Update, the City has established barrier removal goals, policies and programs. The following goals will be implemented:

- Remove or reduce governmental constraints on affordable housing development.
- Continue efforts to streamline administrative procedures for granting approvals and permits. Review residential development standards, regulations, ordinances, review procedures and permitting fees related to the development of housing. Adjust, as appropriate, those that are determined to be a constraint to the development of housing.
- Encourage the use of density bonuses and provide other regulatory concessions to facilitate affordable housing development.
- Provide appropriate definitions and zoning designations in the Zoning Ordinance to allow and facilitate the development of housing for extremely low-income and special needs persons.
- Streamline the development process, particularly for affordable housing projects, which reduces the costs associated with holding on to land until it can be developed.

The City offers three different density bonus options to encourage the development of affordable housing, senior housing, and mixed-use projects.

As part of the Governmental Constraints analysis for the Housing Element update, revisions to the Monterey Park Zoning Ordinance were identified as appropriate to better facilitate the provision of a variety of housing types such as: emergency shelters, transitional housing, supportive housing, and single-room occupancy (SRO) units.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Efforts to address obstacles to meeting underserved needs included:

- The City obtained data from the Housing Authority of the County of Los Angeles on the number of Section 8 households assisted by race, ethnicity, age and disability status. The City will compare who is being served to the demographics characteristics of the community. In this way, the City is able to estimate more precisely underserved populations.

- The City encouraged and supported the efforts of the Housing Authority of the County of Los Angeles to seek additional Section 8 Housing Choice Vouchers.
- The City encouraged and supported the efforts of non-profit housing development corporations to seek funding from federal, state and local sources for special needs housing.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Lead-based paint abatement is encouraged through the use of HOME and CDBG funds. Staff has incorporated procedures in their rehabilitation program which ensure that the potential for lead-based paint hazards will be identified and addressed. Once properties have been deemed eligible for rehabilitation, staff selects a lead-based paint consultant to conduct a Lead-based Paint Evaluation Report prior to the bidding phase of the rehabilitation project. Once the Evaluation Report has been provided by the consultant, copies of the report are included in the bid package to bidding contractors. Based on the results of the tests, contractors include in their bid a work description and cost estimate for abatement either through their own company or an abatement sub-contractor. In addition, the City will continue to work with the County's Childhood Lead Poisoning Prevention Program to provide information to City residents on lead hazards, lead poisoning prevention, and lead-based paint abatement.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

While the City has no control over the majority of the factors affecting poverty, it may be able to assist those living below the poverty line. The City supports other governmental, private, and non-profit agencies involved in providing services to low- and moderate-income residents and coordinates efforts with these groups where possible to allow for more efficient delivery of services.

During the Consolidated Plan period, the City will continue to implement its strategy to help impoverished families achieve economic independence and self-sufficiency. The City's anti-poverty strategy utilizes existing County job training and social service programs to increase employment marketability, household income, and housing options. As funds become available, the City will consider allocating CDBG funds to public service agencies that offer supportive services in the fight against poverty.

Improved employment opportunities are important in reducing the number of people living in poverty. The City addresses this issue by increasing resident's employability through training, and increasing the number of higher paying local jobs by coordinating with Chinatown Service Center. This agency provide job search services such as workshops, computer classes, phones, fax, computers with internet access, job leads, newspapers, and a resource library for job seekers

aged 18 and above.

During the Consolidated Plan period, the City's Finance Department will foster economic growth by encouraging economic development opportunities that result in:

1. A jobs/housing balance established through quality employment opportunities for residents;
2. An invigorated economic base through increased sales tax generation; and
3. Economic wealth by attracting external monies to the local economy.

As funding availability permits, the City will consider assistance to public agencies and nonprofit organizations providing neighborhood housing services, supportive services to the homeless, older adults with physical or mental impairment, the mentally ill, victims of domestic violence, and households with abused children, in addition to other services. The City will also continue coordinating with public agencies providing job training, life skills training, lead poisoning prevention and remediation, and other community education programs.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City's Finance Department is the key department involved in the 5 year Consolidated Plan and Annual Action Plan process. The Finance Department is responsible for administration of the CDBG and HOME programs, including the Annual Action Plan, CAPER and program monitoring.

Additionally, the City focuses on:

- Strengthening the working relationship with the Housing Authority of the County of Los Angeles by providing input to and coordinating with that organization. Efforts to strengthen the institutional structure involves reviewing the five-year and annual plans of the Housing Authority of the County of Los Angeles, encouraging the Authority to conduct outreach to local landlords, providing information to the Authority on the location of housing suitable for disabled persons, and other similar considerations.

- Developing a working alliance with private institutions such as local lenders and associations of Realtors. Local lenders may be a source of referrals for applicants to the Residential Rehabilitation Program. Local associations of realtors may help the City to develop ways of increasing homeownership among all populations.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City has developed an inventory of public and private housing, health and social services agencies. The City regularly updates the inventory and maintains a point of contact for each agency. Additionally, the City obtains the agency-specific 5-Year Consolidated and 1-Year Annual Action Plans and maintains these plans in a resource binder to facilitate coordination in future program years.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City completed its Analysis of Impediments in May 2020 which covers the period of 2020–2024. It is important to note that carrying out this analysis alone is not considered sufficient to constitute fair housing action in and of itself. The City works with the Housing Rights Center to address the impediments identified in the report.

One of the most common impediments to Fair Housing choice is discrimination towards race and familial status. The HRC uses a diverse pool of skilled testers to investigate complaints. When an investigation is complete, each client is advised of the findings and available legal options. Referrals are made to the U.S. Department of Housing and Urban Development (HUD) for complaints regarding lending discrimination, to the Department of Justice (DOJ) for class action cases, to the State Department of Fair Employment and Housing (DFEH), Small Claims Court and to private attorneys for other matters as appropriate. HRC follows the desired legal path selected by the Complainant and mediates the situation if requested to do so. Legal training seminars are available to property owners as a means to educate them on Fair Housing regulations and requirements.

The City of Monterey Park’s goal is to ensure that all available avenues are maximized to make sure there are fair housing opportunities for all residents within the City.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

This part describes the City's compliance with the five monitoring requirements that are contained in 91.230. These requirements include topics such as standards and procedures and ensuring compliance with City housing codes.

1. Standards and Procedures - The City monitors each funded activity to ensure compliance with the CDBG and HOME regulations, national objectives, and subrecipient agreement. The City requires any sub-recipients to execute an agreement with specific performance measures prior to the release of funds. In addition, all records must be maintained for a five-year period. Pursuant to the CDBG contract, progress reports are required to be submitted quarterly and one annual report. Staff conducts periodic site visits to ensure program records are in order and services are being provided in compliance with the sub-recipient agreements. The City further ensures compliance with the Strategic Plan and Action Plan by placing guidelines or conditions in its contracts with consultants that ensure implementation of the annual monitoring goals. All CDBG and HOME funds are disbursed on a reimbursement basis. Invoices must be submitted for payment and must include a description of activities being reimbursed. Audit reports are further required at the close of the year.

2. Monitoring of City's Performance - The previously described Performance Measurement System will be used to monitor the City's performance in meeting its goals and objectives as set forth in the Strategic Plan and Action Plan.

3. Ensuring Compliance with Planning and Monitoring Requirements - The City makes every effort to comply with all CDBG, HOME and Consolidated Plan regulations. The Citizen Participation Plan ensures input from the community prior to action to approve or amend the Consolidated Plan or Action Plan. Housing rehabilitation, construction and professional services agreements are prepared to guarantee compliance with applicable CDBG and HOME program regulations. CDBG subrecipient agreements also contain language consistent with the program regulations. Additionally, the City continues on-site monitoring of CDBG recipients and housing units assisted by HOME funds and subject to affordability covenants.

4. Compliance with Housing Codes and On-Site Inspections - The City has established program guidelines requiring all rental units must meet the City's Housing Code, Building Code, and Zoning Code.

In order to verify compliance with property standards and the information submitted by owners on tenant's incomes, rents and other requirements during a project's period of affordability, the

City conducts on-site inspections of HOME properties according to the total number of units in a project as follows:

1-4 units	every 3 years
5-25 units	every 2 years
25 or more units	annually

5. Monitoring of Subrecipients - As previously described, the City requires sub-recipients to execute an agreement with specific performance measures prior to the release of funds. In addition, all records must be maintained for a five-year period. Progress reports are required to be submitted quarterly and one annual report. Staff conducts periodic site visits to ensure program records are in order and services are being provided in compliance with the sub-recipient agreements.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City makes every effort to comply with all CDBG, HOME and Consolidated Plan regulations. The Citizen Participation Plan ensures input from the community prior to action to approve or amend the Consolidated Plan or Action Plan.

The City has made every effort to involve the community in this and every aspect of the CDBG and HOME programs. Public Participation has been encouraged in compliance with the City of Monterey Park Citizen Participation Plan. The CAPER was available to citizens, community groups, and other interested parties for public review and comment for a period of fifteen (15) days. A copy of the notice can be found in Appendix A. INSERT COMMENTS were received during the public review/comment period.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City did not amend its FY 2024-25 Annual Action Plan.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?	No
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[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Not applicable.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

The City did not conduct the HOME on-site inspections. Currently, the City is creating a list of all HOME projects that are still under the affordability period and are therefore required to be inspected. Once the list is created, all properties will be inspected for compliance. Thereafter, a schedule will be created to ensure the inspections are conducted according to HOME regulations.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.
92.351(b)**

The City maintains an affirmative marketing approach that consists of steps to provide information and attract eligible persons to available housing without regard to race, color, national origin, sex, religion, family status or disability. The City also uses marketing procedures that inform potential program participants about Federal fair housing laws and equal housing opportunities. Additionally, the City uses special public outreach programs that include its network of community-based organizations, real estate organizations, public service groups and employment centers to solicit applications and inform the public about eligible programs and available assistance.

For all HOME funded rental projects, the City has obtained, reviewed and approved Marketing Plans and Tenant Leases for compliance with HOME Program regulations.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

Please review IDIS reports regarding this information.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing).
91.320(j)**

Monterey Park's annual CDBG and HOME entitlement allocations are limited. The City's HOME rehabilitation program assist with fostering and maintaining affordable housing to low- and moderate-income individuals and families with their housing needs. Another important

element in the City's approach to decent housing is the use of Section 8 Rental Vouchers administered through the County of Los Angeles Housing Authority.

Is there a summary of the efforts to address “worst case needs”, and progress in meeting the needs of persons with disabilities? Worst-case housing needs are defined as low-income renter households who pay more than half of their income for rent, live in seriously substandard housing, which includes homeless people, or have been involuntarily displaced. The needs of persons with disability do not include beds in nursing homes or other service-centered facilities.

Efforts to Address Worst Case Needs - Households with worst-case needs are defined as unassisted renters with incomes below 50 percent of the local median who pay more than half of their income for rent or live in severely substandard housing. The City did not address “worst-case housing” needs during the program year. However, the City referred people to the Los Angeles Housing Authority which provides rental assistance to lower income households in the community.

The Needs of Persons with Disabilities - During 2024-25, the City did not award CDBG funds for the needs of persons with disabilities.

A list of projects that should have been inspected on- site this program year based upon the schedule in §92.504(d)?

The City did not conduct the HOME on-site inspections. Currently, the City is creating a list of all HOME projects that are still under the affordability period and are therefore required to be inspected. Once the list is created, all properties will be inspected for compliance. Thereafter, a schedule will be created to ensure the inspections are conducted according to HOME regulations.

Appendix A - Proof of Public Notice

To Be Included on Final CAPER

Appendix B - Summary of Citizen Participation Comments

To Be Included on Final CAPER

**Appendix C – IDIS Reports
(PR01, PR03, PR06, PR23, PR26, PR27, PR33)**

To Be Included on Final CAPER