



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, April 15, 2026
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 email City Hall at mpclerk@montereypark.ca.gov or call (626) 307-1359 for reasonable accommodation at least 48 hours before a meeting. Council Chambers are wheelchair accessible.

Public Comment for Matters Not on the Agenda

Pursuant to Rule 5 of Resolution No. 12226 (adopted February 17, 2021), speakers are limited to a total of five minutes for Public Comment and a total of five minutes on all other items on the Agenda.

Exception - See Public Hearing Procedures under Rule 7, Resolution No. 12226. If desirable, the Mayor and City Council may change the amount of time allowed for speakers.

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 speak to any matter that is not on the Agenda but within the City Council's subject-matter jurisdiction at this time. Comments regarding an Agenda item, including the Consent

Calendar, will be heard when that matter is called. Written Communication is accepted up to 24 hours before the meeting by completing an online form at www.montereypark.ca.gov/writtencomm. Written communications are provided to the City Council.

Live Translation:

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

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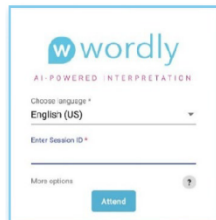
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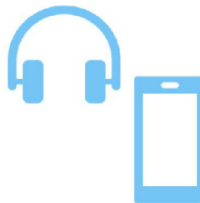


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1. Call to Order

Mayor

2. Flag Salute

The Monterey Park Police Explorers

3. Roll Call

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

4. Telecommunications Announcement, if requested

5. Agenda Revisions and Additions

6. Public Communications

7. Staff Communications

7.A. City Manager's Office

7.B. Recreation and Community Services Department

8. Presentation

8.A. Los Angeles Astronomical Society's 100th Anniversary Recognition

8.B. Mark Keppel High School Academic Decathlon Team

8.C. Garfield High School Academic Decathlon Team

9. Old Business

10. 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.

10.A. Minutes

It is recommended that the City Council consider:

1. Approving the minutes from the special meeting of February 18, 2026, the regular meeting of February 18, 2026 and the special community meeting of February 24, 2026; and
2. Taking such additional, related, action that may be desirable.

10.B. Professional Services Master Agreement for Sales Tax, Business License Tax, and Transient Occupancy Tax (TOT) Auditing Services and Utility User's Tax Administration

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a Professional Services Master Agreement in a form approved by City Attorney with Hinderliter De Llamas and Associates/Hinderliter Software, LLC (HDL), to approve task-based orders for the listed professional services for a term of five years, June 1, 2026 – May 31, 2031, in an amount not to exceed \$500,000:
 - Sales and Tax transaction sales,
 - Business license tax operations and compliance,
 - Transient occupancy tax (TOT) consulting, and
 - Utility user's tax administration services; and
2. Taking such additional, related, action that may be desirable.

10.C. Authorize Second Amendment to Agreement No. 2244-AA with E-Plan, Inc./e-PlanSoft for Electronic Plan Review Software

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a Second Amendment to Agreement No. 2244-AA with E-Plan, Inc./e-PlanSoft, in a form approved by the City Attorney, to extend the term for three years through June 14, 2029, and add two additional licenses for digital plan check review software, for an amount not to exceed

- \$113,228.63; and
2. Taking such additional, related, action that may be desirable.

10.D. Data Center Ordinance - Notice of Public Hearing Date

It is recommended that the City Council consider:

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

10.E. Award of Contract for Street Sweeping Services

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute an agreement with CMAX Commercial Services, Inc., in a form approved by the City Attorney, for street sweeping and catch basin maintenance services in the annual amount of \$1,098,458 plus annual CPI increases, for an initial 5-year term beginning July 1, 2026 through June 30, 2031; and
2. Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

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

10.F. Professional Municipal Clerk's Week Resolution

It is recommended that the City Council consider:

1. Adopting a Resolution declaring the week of May 3 – May 9, 2026 as Professional Municipal Clerks Week in Monterey Park; and
2. Taking such additional, related, action that may be desirable.

10.G. National Library Week Resolution

It is recommended that the City Council consider:

1. Adopting a resolution declaring the week of April 19-25, 2026 to be National Library Week in Monterey Park; and
2. Taking such additional, related, action that may be desirable.

10.H. California Cities Week 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.

11. Public Hearing

12. New Business

12.A. Amendment to City Council Protocols pursuant to Senate Bill 707 (SB 707)

It is recommended that the City Council consider:

1. Adopting a Resolution revising the Rules of Procedure governing all meetings held by legislative bodies within the City of Monterey Park, including the City Council, to implement SB 707 and modernize existing procedures;
2. Providing guidance on public participation guidelines;
3. Authorizing the City Manager to execute a Fourth Amendment with CivicPlus, LLC, in an amount not to exceed \$20,000 plus an annual cost adjustment not to exceed 5% year over year, in a form approved by the City Attorney, and appropriate \$30,000 for expenses related to Council Chambers audiovisual upgrades, agenda translation, outreach and website enhancements, and additional personnel costs associated with SB 707 compliance; and
4. Taking such additional, related, action that may be desirable.

12.B. Consideration and possible action to authorize the Mayor to execute the First Amendment to the City Manager's Employment Agreement for a three-year term (with options for one to two year extensions) with Ms. Inez Alvarez. Fiscal Impacts include, without limitation, a (1) base compensation for a total of \$315,731.60 beginning the first full pay period after July 1, 2026; (2) vehicle allowance of \$600 per month; and (3) medical, disability, an other fringe benefits included, without limitation, CalPERS retirement benefits substantially the same as other department directors. The total compensation package is approximately \$1,040,838.70 for the initial three year term. An increase in base salary would occur upon the anniversary date based upon the percentage increase granted by the City Council to executive management employees.

It is recommended that the City Council consider:

1. Authorizing the Mayor to execute an amendment to the employment agreement with Ms. Inez Alvarez, in a form approved by the City Attorney; and
2. Taking such additional, related, action that may be desirable.

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

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

15. Adjournment



City Council Staff Report

Date: April 15, 2026

Agenda Item Number: 10.A.

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

Recommendation:

It is recommended that the City Council consider:

1. Approving the minutes from the special meeting of February 18, 2026, the regular meeting of February 18, 2026 and the special community meeting of February 24, 2026; 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 February 18, 2026, the regular meeting of February 18, 2026 and the special community meeting of February 24, 2026.

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
February 18, 2026**

The City Council, the Financing Authority (MPFA), the Housing Authority (MPHA), the Geologic Hazard Abatement District (GHAD), and the Successor Agency (SA) of the City of Monterey Park held a Special Meeting of the Council in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, February 18, 2026, at 5:30 p.m.

1. Call to Order

Mayor Yang called the meeting to order at 5:34 p.m.

2. Roll Call

City Manager Inez Alvarez called the roll:

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

Also present:

City Attorney Karl Berger
Assistant City Manager Diana Garcia
Director of Human Resources and Risk Management Christine Tomikawa
Director of Finance Martha Garcia
Director of Community Development Timothy Hou

Virtually present:

Assistant City Attorney Tim Campen

3. Telecommunications Announcement, if requested

None.

4. Public Communications

None.

5. Closed Session

Upon conclusion of Closed Session, the Mayor and/or City Attorney will announce any reportable actions in accordance with the Brown Act.

The City Council adjourned to Closed Session at 5:34 p.m.

Mission Statement

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

5.A. Conference With Legal Counsel—Anticipated Litigation (Threat of litigation pursuant to Government Code § 54956.9(d)(2)): One matter.

Facts and Circumstances: See attached letters dated February 4, 2026 and February 10, 2026.

5.B. Conference with Legal Counsel, Initiation of Litigation (Government Code § 54956.9(d)(4)). Number of Potential Cases: One.

Name of potential defendant (voluntarily disclosed): HMC Stratcap 1977 Saturn, LLC

5.C. Conference with Legal Counsel - Existing Litigation - Government Code § 54956.9(d)(1)

Gladys Segovia v. City of Monterey Park (filed March 22, 2024) LASC Case No. 24NNCV00428

6. Adjournment

The City Council reconvened from Closed Session at 6:38 p.m. with all Council Members present.

There being no further business for consideration, the meeting was adjourned at 6:38 p.m.

Action Taken: No reportable action taken in Closed Session.

Maychelle Yee
City Clerk

Approved on MM DD, 2026 at the Regular City Council meeting

**Minutes
Monterey Park City Council
Financing Authority (MPFA)
Housing Authority (MPHA)
Geologic Hazard Abatement District (GHAD)
Successor Agency (SA)
Regular Meeting
February 18, 2026**

The City Council, the Financing Authority (MPFA), the Housing Authority (MPHA), the Geologic Hazard Abatement District (GHAD), and the Successor Agency (SA) of the City of Monterey Park held a Special Meeting of the Council in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, February 18, 2026, at 6:30 p.m.

1. Call to Order

Mayor Yang called the meeting to order at 6:43 p.m.

2. Flag Salute

The Monterey Park Police Explorers led the Flag Salute.

3. Roll Call

City Clerk Maychelle Yee called the roll:

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

Also Present:

City Treasurer Amy Lee
City Manager Inez Alvarez
City Attorney Karl Berger
Assistant City Manager Diana Garcia
Finance Director 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
Director of Public Works Shawn Igoe
City Librarian Kristin Olivarez
Police Chief Scott Wiese
Fire Chief Jason Hing
Finance Manager Laura Borjon
Recreation and Community Services Manager Christina Alatorre
Engineering Manager/Transtech Consultant Ziad Mazboudi
IT Manager Martin Dinh
Principal Management Analyst Rebecca Bojorquez
Principal Management Analyst Michelle Marquez
Office Assistant Michelle Martinez

Virtually Present:

None.

Mission Statement

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4. Telecommunications Announcement, if requested
None.

5. Agenda Revisions and Additions
None.

6. Public Communications

- Dave Jones talked about the topic of data centers, the alleged dishonesty from the Applicant and elaborated on the potential increase of electricity rates based off areas that have data centers. He voiced his opinion on the actions the Applicant took during the previous February 4, 2026 regular City Council meeting.
- Mayor Yang reported the submissions of two written communications received and filed from the City Clerk's office from Fan Wang and Nathan Chen.

7. Staff Communications
None.

8. Presentation

8.A. Recognition of Jason and Jestin Jimenez

City Manager Alvarez invited Fire Chief Hing to speak. Fire Chief Hing provided context about the fateful evening and the brave deeds of Jestin and Justin. The City Council congratulated Jestin and Justin with certificates recognizing the heroic efforts of Jestin and Jason.

9. Old Business

9.A. Discussion of Potential Legal Challenges to Inclusionary Housing Ordinances Statewide

This report provides a status report regarding the effectiveness of Inclusionary Housing Ordinances (IHO). Recent events, including a California Supreme Court ruling and litigation settlement involving the City of East Palo Alto, suggest that enforcing IHO requirements may face significant legal hurdles. The City Council should consider providing direction regarding whether the City should continue suspension of the Monterey Park inclusionary housing regulations.

Recommendations:

It is recommended that the City Council consider:

1. Receiving and filing the report and presentation;
2. Providing direction to staff; and
3. Taking such additional, related, action that may be desirable.

Public Speaker:

- The City Clerk's office received and filed a written communication from Nathan Chen.

Discussion: Community Development Director Hou shared a PowerPoint presentation about an update to the IHO and provided the City Council with options for consideration, which include amending the IHO to align with recent legal development and incorporate exemptions or continuing the pause on IHO requirements pending further analysis and public law developments.

Action Taken: The City Council received and filed the report and presentation and directed staff to continue the IHO pause, perform an analysis and return with their findings at a future meeting for the City Council's consideration.

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

Ayes: Council Members: Vinh Ngo, Jose Sanchez, Thomas Wong, Elizabeth Yang
Noes: Council Members: None
Absent: Council Members: Henry Lo
Abstain: Council Members: None
Recusal: Council Members: None

10. 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.

Action Taken: The City Council approved Agenda Item Nos. 10.C., 10.D., 10.E., 10.G. and 10.H., excluding for Agenda Item Nos. 10.A., 10.B., and 10.F. which were pulled for discussion, separate motion, reading resolutions and ordinances by the title only and waiving further reading thereof.

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

Ayes: Council Members: Vinh Ngo, Jose Sanchez, Thomas Wong, Elizabeth Yang
Noes: Council Members: None
Absent: Council Members: Henry Lo
Abstain: Council Members: None
Recusal: Council Members: None

10.A. FY 2025-2026 Mid-Year Financial Report

The City's Mid-Year Report compares the revenues and expenditures occurring during the first six months of the fiscal year against budgeted amounts to determine appropriate adjustments; provides links between the City budget, the financial records, and the independent financial audit; and compares revenues earned and expenses made during the first six months of the Fiscal Year (FY) 2025-2026 against the FY 2024–2025 figures.

Recommendations:

It is recommended that the City Council consider:

1. Receiving and filing the FY 2025-2026 Mid-Year Financial Report;
2. Authorizing the increase of Committed Catastrophic Event and Working Capital by \$150,000 from \$11.84 million to \$11.99 million;
3. Authorizing an additional budget appropriation of \$4,774,145 from various funds; and
4. Taking such additional, related, action that may be desirable.

Discussion: Finance Manager Laura Borjon presented a PowerPoint presentation depicting the Mid-Year Financial Report. She elaborated on the general fund revenue, general fund expenditures, general fund five-year projection and the budget augments for the 2025 to 2026 fiscal year.

Public Speaker:

- Deb Simone suggested including preventable options against the United States Immigration and Customs Enforcement to unite the community.

Action Taken: The City Council approved the recommendations and directed staff to research assigning monies for both the catastrophic working reserves and grant matching funds for the Barnes Park Pool.

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

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

Noes: Council Members: None

Absent: Council Members: Henry Lo

Abstain: Council Members: None

Recusal: Council Members: None

10.B. Adoption of Updated City Seal and Brand Standards

The Assistant City Manager recommends City Council approval of an updated, simplified City seal/logo and accompanying brand standards, including official colors, fonts and a style guide. This effort is the result of several months of collaborative work by staff across multiple City departments, with input from City Council and City Commissioners. This updated logo will be used in various print and digital media, while maintaining the existing City seal as registered with the State of California for official uses. The updated branding preserves the City's heritage while providing updated tools that function effectively across digital and print platforms.

Recommendations:

It is recommended that the City Council consider:

1. Approving the updated simplified City seal/logo, motto, official color palette, fonts and comprehensive style guide;
2. Authorizing the City Manager, or designee, to implement the adopted branding elements across City departments and communications; and
3. Taking such additional, related, action that may be desirable.

Discussion: Assistant City Manager Garcia presented a PowerPoint presentation on the updated City Seal, logo and brand standards.

Action Taken: The City Council approved the recommendations.

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

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

Noes: Council Members: None

Absent: Council Members: Henry Lo

Abstain: Council Members: None

Recusal: Council Members: None

10.C. Receive and File Annual Military Equipment Report Per Assembly Bill No. 481

On May 18, 2022, the Monterey Park City Council adopted Ordinance No. 2222 approving a military equipment use policy (Monterey Park Police Department – Policy 709) pursuant to Assembly Bill No. 481 (“AB 481”). In accordance with AB 481 and Policy 709, a military equipment report must be submitted to the City Council annually for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use. In compliance with AB 481, outlined below is the 2025 MPPD Annual Military Equipment Report.

It is recommended the City Council receive and file the Annual Military Equipment Report per Assembly Bill No. 481.

Recommendations:

It is recommended that the City Council consider:

1. Receiving and filing the Annual Military Equipment Report per Assembly Bill No. 481; and
2. Taking such additional, related, action that may be desirable.

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

10.D. Authorize the City Manager to execute a license agreement with the Friends of the Monterey Park Library to utilize space within the Bruggemeyer Library to sell used books

The Friends of the Monterey Park Library is a California public benefit corporation that operates a volunteer-run bookstore within the Bruggemeyer Library. Through the sale of used book donations, the Friends of the Monterey Park Library raises funds to support the activities of the Monterey Park Bruggemeyer Library, such as children's performers, reading program incentives, and library branded giveaways for distribution at outreach events.

The City would like to execute a license agreement with the Friends of the Monterey Park Library to formalize usage of the space. As part of the license agreement, the City will continue to provide a space for the Friends of the Monterey Park Library to sell book donations. The Friends of the Monterey Park Library will continue to be responsible for maintaining active status and good standing as a non-profit organization; managing the operations of the Friends Bookstore; and using all proceeds generated by the bookstore to support Library programs and services.

Recommendation:

It is recommended that the City Council consider:

1. Authorizing the City Manager, or designee, to execute a license agreement, in a form approved by the City Attorney, with the Friends of the Monterey Park Library to utilize space within the Bruggemeyer Library to sell used books; and
2. Taking such additional, related, action that may be desirable.

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

10.E. Approval of Alcohol Consumption Permits and Permit Fee Waivers Allowing the Alhambra Educational Foundation to Conduct Alcohol Sales at the Play Days Carnival and Electric Park Event

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

Building on the success of the past Play Days Beer Garden and the Electric Park Beer Garden, the City aims to continue this feature in 2026. Beer gardens at both events were well received by the community, providing a safe and enjoyable experience while raising valuable funds for the Alhambra Educational Foundation. Given the success of last year's events, City staff has engaged the Alhambra Educational Foundation once again, and they have confirmed their interest in hosting the Beer Garden at both events. The Foundation, a 501(c)(3) nonprofit organization, is confident that this opportunity will continue to generate additional funds to support and enhance the educational programs of the Alhambra Unified School District.

Recommendations:

It is recommended that the City Council consider:

1. Approving an Alcohol Consumption permit allowing the Alhambra Educational Foundation to conduct alcohol sales at the Play Days Carnival, May 7-10, 2026;
2. Approving an Alcohol Consumption permit allowing the Alhambra Educational Foundation to conduct alcohol sales at the Electric Park event on October 3, 2026;
3. Approving an Alcohol Consumption permit fee waiver of \$255.75 per event;
4. Taking such additional, related, action that may be desirable.

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

10.F. Consideration of a request for an overnight camping permit, allowing the Recreation and Community Services Department to conduct an “MPK Campout” event in Barnes Park

The Monterey Park City Council adopted the Parks System Master Plan on August 6, 2025. The plan identified community events as the most important/desired park program. Fiscal Year 2025/2026 approved budget included the Recreation and Community Services Department’s goal of implementing a camp in the park family event. Recreation staff is planning an overnight camping event, “MPK Campout,” in Barnes Park from Friday, June 12, 2026 to Saturday, June 13, 2026.

The “MPK Campout” is intended to expand community events and opportunities, activate park space after hours, build stewardship of City parks, and provide a family-friendly outdoor experience in the Barnes Park outfield. This family-friendly event features arts and crafts, movie in the park, games, and entertainment. Registration is required, with each participant wearing an event wristband to be easily identified by staff. A check-in and check-out process is required with assigned camping spaces designated for each registered participant. All registered participants are required to provide their own tents, sleeping bags, and overnight camping amenities.

Recommendations:

It is recommended that the City Council consider:

1. Approving an overnight camping permit allowing the Recreation and Community Services Department to conduct an “MPK Campout” event for registered participants in Barnes Park from June 12, 2026 to June 13, 2026; and
2. Taking such additional, related, action that may be desirable.

Discussion: Recreation and Community Services Manager Alatorre provided a staff report about the proposed permit to allow an overnight camping event for the community.

Action Taken: The City Council approved the recommendation.

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

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

Noes: Council Members: None

Absent: Council Members: Henry Lo

Abstain: Council Members: None

Recusal: Council Members: None

10.G. Approval of Third Amendment to Agreement 2370-AB with Harold's Key Shop, Inc.

Harold's Key Shop, Inc. provides commercial locksmith, maintenance services for all City-owned facilities. It is recommended that City Council approve a Third Amendment with Harold's Key Shop, Inc. for Capital Improvement Project ("CIP") 95053-Citywide Rekeying Project and continued locksmith services for a total contract amount of \$153,600.

Recommendations:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a Third Amendment to Agreement 2370-AB with Harold's Key Shop, Inc., in a form approved by the City Attorney, for a total contract amount of \$153,600 for CIP 95053 - Citywide Rekeying Project and continued commercial locksmith services for City-owned facilities through June 30, 2027; and
2. Taking such additional, related, action that may be desirable.

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

10.H. Award of Contract for Sierra Vista Playground Project

The Recreation and Community Services and Public Works Directors have been working with ZOOM Recreation representatives to develop the theme play structure design for the Sierra Vista Park. Sierra Vista Park is the next park scheduled to receive a themed playground following the installation of Bella Vista, Garvey Ranch, Highland and Sequoia Parks.

City staff decided to design a theme that honors the San Gabriel Band of Mission Indians, Gabrielino Tongva tribe by having a theme that incorporates a Native American theme. The Recreation and Community Services Director has been working with the San Gabriel Band of Mission Indians, Gabrielino Tongva tribal members, and received a formal Letter of support from Chief Anthony Morales for the proposed design and features.

After working with the playground provider on the theme, staff presented the concept at the February Recreation and Parks Commission meeting to gain input and feedback from the Commissioners. The Commissioners provided support to the proposed concept provided by Zoom Recreation/Superior Recreational Products.

Zoom Recreation is Superior Recreational Products' California playground dealer. City staff identified Buyboard as a company that has an agreement with Superior Recreational Products for procurement of its playground equipment. The Buyboard agreement will allow staff to purchase playground equipment at the lowest price available, including all custom parts.

Recommendations:

It is recommended that the City Council consider:

1. Approving the design for the playground to be located at Sierra Vista Park; and
2. Approving the purchase order for Superior Recreation Products to procure playground equipment and shade structures (including design) in the amount of \$254,146; and
3. Taking such additional, related, action that may be desirable.

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

11. Public Hearing

None.

12. New Business

None.

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

Council Member Ngo reported his and Mayor Yang's attendance at three temple gatherings across the San Gabriel Valley in celebration of Lunar New Year, the ribbon-cutting ceremony for Thai House, the Langley Senior Center Ping-Pong tournament, and the Monterey Park Chamber of Commerce's Lunar New Year dinner at NBC Seafood Restaurant.

Council Member Wong wished the community a happy Lunar New Year and encouraged the residents to attend the neighboring celebrations occurring throughout the weeks.

Council Member Sanchez spoke about African American Heritage month, the recent passing of Reverend Jesse Jackson and his impact on racial equality, shared his condolences to the passing of Mayor Pro Tem Lo's mother and reported his attendance at the Los Angeles International Airport Roundtable meeting.

Mayor Yang announced the upcoming Meet-up with the Mayor event on February 24, 2026 and the ribbon-cutting of the Asayoru Maid Cafe. She wished the community a happy Lunar New Year and announced the next City Council meeting on March 4, 2026.

City Manager Alvarez reported the upcoming Police Department community meeting on February 24, 2026.

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

None.

15. Adjournment

There being no further business for consideration, the meeting was adjourned at 8:17 p.m. in memory of Mayor Pro Tem Lo's mother.

Maychelle Yee
City Clerk

Approved on MM DD, YYYY, at the Regular City Council meeting

**Minutes
Monterey Park City Council
Special Community Meeting
February 24, 2026**

The City Council of the City of Monterey Park held a Special Community Meeting of the Council at La Diosa De Los Moles located at 1965 Potrero Grande Dr. #A, Monterey Park, CA, 91755 on Tuesday, February 24, 2026 at 5:00 p.m.

1. Call to Order

City Manager Alvarez called the meeting to order at 5:00 p.m.

2. Roll Call

City Manager Alvarez called the roll:

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

Also Present:

Assistant City Manager Diana Garcia
Director of Recreation and Community Services Robert Aguirre
City Librarian Kristen Olivarez
Fire Chief Jason Hing
Police Chief Scott Wiese
Economic Development Manager Joseph Torres
Public Works Manager Xochitl Tipan
Library Manager Linda Vera
Fire Engineer Johnathan Chang
Economic Development Specialist Janice Huang

Meet Up with The Mayor

- I. Welcome: The meeting was called to order at 5:00 p.m.
- II. Community members are invited for casual conversations and to learn more about the City with the Mayor of Monterey Park
- III. Adjournment at 6:00 p.m.

Maychelle Yee
City Clerk

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

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.



City Council Staff Report

Date: April 15, 2026

Agenda Item Number: 10.B.

To: The Honorable Mayor and City Council
From: Martha Garcia, Director of Finance
Subject: Professional Services Master Agreement for Sales Tax, Business License Tax, and Transient Occupancy Tax (TOT) Auditing Services and Utility User's Tax Administration

Recommendation:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a Professional Services Master Agreement in a form approved by City Attorney with Hinderliter De Llamas and Associates/Hinderliter Software, LLC (HDL), to approve task-based orders for the listed professional services for a term of five years, June 1, 2026 – May 31, 2031, in an amount not to exceed \$500,000:
 - Sales and Tax transaction sales,
 - Business license tax operations and compliance,
 - Transient occupancy tax (TOT) consulting, and
 - Utility user's tax administration services; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The City has two existing agreements with Hinderliter De Llamas and Associates/Hinderliter Software, LLC (HDL) for the sales and transaction tax consulting, business license tax operations, transient occupancy tax (TOT) and auditing services. The proposed master agreement will consolidate the two agreements and will add the utility user's tax administration services.

The two existing HDL agreements, No. 1704-AA and No. 2040-A, will terminate with the execution of the proposed HDL master agreement.

Background:

Sales, use and transactions tax, business license tax and TOT revenues are a vital component of the City's finances, requiring effective management and detailed analysis. HdL's comprehensive approach to revenue management has maximized revenue sources while providing staff with relevant and timely information. HdL has been the City's sales tax and TOT consultant since September 25, 2015 and has been providing business license operations since September 26, 2020. Services provided to the City include sales tax and economic analysis services, sales tax allocation audit and recovery services, business license tax operation and compliance, and TOT operations management and audit services. HDL will add utility user's tax administration services in the proposed master agreement.

Strategic Plan Goal:

This item meets the Strategic Plan goal of maintaining fiscal stability of the City's financial resources by fulfilling the objective of reviewing and revising City revenue sources.

Fiscal Impact:

Funds for the current year of Master Agreement have been budgeted in the Finance Department FY 2025-2026 budget. Total cost for the proposed Master Agreement is \$500,000 for the term of the Agreement..

Attachments:

None



City Council Staff Report

Date: April 15, 2026

Agenda Item Number: 10.C.

To: The Honorable Mayor and City Council
From: Timothy Hou, Director of Community Development
Subject: Authorize Second Amendment to Agreement No. 2244-AA with E-Plan, Inc./e-PlanSoft for Electronic Plan Review Software

Recommendation:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a Second Amendment to Agreement No. 2244-AA with E-Plan, Inc./e-PlanSoft, in a form approved by the City Attorney, to extend the term for three years through June 14, 2029, and add two additional licenses for digital plan check review software, for an amount not to exceed \$113,228.63; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

In 2021, the City entered into Agreement No. 2244-AA with E-Plan, Inc./e-PlanSoft ("Agreement") for electronic building plan check review software, PlanREVIEW. The agreement's initial five-year term is set to expire on June 15, 2026. It is recommended that the City Council authorizes the City Manager to execute a Second Amendment to the Agreement to continue the software subscription through June 14, 2029 and add two additional licenses, for a total of 14 licenses, for an amount not to exceed \$113,228.63 for the term of the Agreement.

Background:

The Community Development Department facilitates the City's growth and development while ensuring public health and safety through enforcement of building codes for all construction projects. Accordingly, all building plan check applications undergo a plan check review. During the COVID-19 pandemic, the City transitioned to fully digital plan check reviews. Initially, this process relied on emails, which was inefficient, requiring manual tracking by multiple divisions and departments, taking substantial computer storage, and frequent back-and-forth emails.

On June 15, 2021, the City entered into the Agreement with E-Plan, Inc./e-PlanSoft for electronic building plan check review software. On September 23, 2024, the City entered into a First Amendment to the Agreement to reflect the latest Software as a Service (Saas) Service Level Agreement, which enhanced provisions for online client self-support resources, and incident handling mechanisms.

E-Plan, Inc./e-PlanSoft provides a web-based electronic plan check review software platform named e-PlanREVIEW that streamlines this process. The platform allows multiple reviewers to simultaneously markup plans, send comments directly to the applicants, compare revisions through version overlay, and utilize standardized comments. It also improves coordination through tracking tools and review timelines, resulting in more efficient plan review for customers.

Two additional software licenses are required to efficiently process projects and maintain timely plan review. Since implementing electronic plan check review in 2021, the City has filled some staffing vacancies which previously existed, resulting in a need for two additional licenses for the number of staff using e-PlanREVIEW.

The City requests the City Council authorize a Second Amendment to the Agreement to extend the software subscription services for an additional 3 years, from June 15, 2026 to June 14, 2029, for an amount not to exceed \$113,228.63. This amount accounts for the actual cost adjustment which will be based on the Consumer Price Index (CPI-U) plus 3 percent per the Estimated 3-Year Fee Schedule included as part of the Agreement.

Strategic Plan Goal:

The proposed amendment supports the City's strategic goal of ensuring public safety with a modernized and community-oriented approach by facilitating standardized plan reviews and ensuring compliance of health and safety through building codes. It also meets the City's goal to maintain, build and modernize infrastructure to support the current and future needs of our City and community by transitioning from a paper-based process into modernized efficient system for our digital infrastructure.

Fiscal Impact:

Funds for future fiscal years will be budgeted during the annual budget process. The cost for the proposed amendment is \$113,228.63 for a total Agreement amount of \$171,428.63. Funds for FY 2025-26 have been budgeted.

Attachments:

None



City Council Staff Report

Date: April 15, 2026

Agenda Item Number: 10.D.

To: The Honorable Mayor and City Council
From: Timothy Hou, Director of Community Development
Subject: Data Center Ordinance - Notice of Public Hearing Date

Recommendation:

It is recommended that the City Council consider:

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

Executive Summary:

The City Council previously directed staff to prepare an ordinance prohibiting data centers within the City of Monterey Park. Staff has prepared the ordinance and scheduled the required public hearing for City Council consideration.

The public hearing for the ordinance was originally anticipated to be scheduled for April 15. Due to noticing considerations, the public hearing has now been scheduled for April 20 at 7:00 p.m. in the City Council Chambers. This has been communicated via press release, website and social media. Notice of the public hearing was posted at City Hall, Langley Center, and Bruggemeyer Library, and published in a local newspaper on Monday, March 30. Public notices were also given by mail to owners of property within a radius of 500 feet from the Saturn Park Innovation/Technology Zone and the Market Place Planned Development area. Staff has also added this brief report to the agenda so that the public is aware of the scheduled hearing date.

Background:

N/A

Strategic Plan Goal:

N/A

Fiscal Impact:

N/A

Attachments:

None



City Council Staff Report

Date: April 15, 2026

Agenda Item Number: 10.E.

To: The Honorable Mayor and City Council
From: Shawn Igoe, Public Works Director
Subject: Award of Contract for Street Sweeping Services

Recommendation:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute an agreement with CMAX Commercial Services, Inc., in a form approved by the City Attorney, for street sweeping and catch basin maintenance services in the annual amount of \$1,098,458 plus annual CPI increases, for an initial 5-year term beginning July 1, 2026 through June 30, 2031; and
2. Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

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

Executive Summary:

On May 12, 2025, the Public Works Director ("Director") solicited bids for street sweeping services under Proposal No. 2025-M02. On August 6, 2025, City Council approved a rejection of all bids due to significant cost increases for service and authorized the City Manager to directly negotiate with a contractor for month-to-month services allowing staff additional time to explore cost-effective options for the City. On January 29, 2026, the Director issued bid No. 2026-M01 for street sweeping services and optional bid items. Three bids were received by the bid submittal deadline of February 19, 2026. Based on the evaluation and review of the bids received, the Director recommends an award of contract to the lowest bidder, CMAX Commercial Services, Inc., in the amount of \$1,098,458 annually, with annual CPI increases after the first year of the agreement, for a 5-year term beginning July 1, 2026 through June 30, 3031.

Background:

On January 29, 2026, the City issued bid No. 2026-M01 for recurring street sweeping services covering all dedicated streets, alleys, median island curbs, intersections, street centerlines, paved medians, and municipal parking facilities within the City, including optional bid items for the sweeping of bike lanes, operation of an ALPR vehicle ticketing system, catch basin maintenance, and bus shelter maintenance. Three bids were received by the bid submittal deadline of February 19, 2026 by the companies listed below:

Contractor	Base Bid Annual Amount
CMAX Commercial Services, Inc.	\$1,020,000
SCA of CA, LLC	\$1,135,355
Nationwide Environmental Services	\$1,561,600

On March 11, 2026, the Director reviewed and evaluated the bids and determined CMAX Commercial Services, Inc. met all bid proposal criteria and submitted the lowest bid for street sweeping services to the City. The City currently contracts with CMAX Commercial Services, Inc. for street sweeping services on an interim, month-to-month basis and is satisfied with their performance.

In addition to providing the lowest cost for the sweeping services, CMAX also submitted costs for optional bid items including catch basin maintenance and sweeping of bike lanes. The City currently contracts with United Stormwater, Inc. for routine inspections and cleaning of City-owned and county-owned catch basins at an annual cost of \$76,241. The cost for catch basin maintenance services as part of the optional bid items in bid No. 2026-M01 through CMAX is \$56,992 annually. Procuring catch basin maintenance services through CMAX provides the City with an estimated annual savings of \$19,249.

Street sweeping is essential for preventing pollutants from entering our storm drains, as required by the City's [National Pollutant Discharge Elimination System](#) (NPDES) permit, and maintaining the City's aesthetic appeal. CMAX has demonstrated a high level of reliability and competence in their work, meets equipment and compliance regulations, and notes experience for similar type of work with the Cities of Ontario, Colton, and Loma Linda. An award of contract to CMAX will secure a fixed low rate and provide consistent service delivery for street sweeping services and catch basin maintenance for the next 5 years. The Director recommends an award of contract with CMAX Commercial Services, Inc. for street sweeping and catch basin maintenance services in the annual amount of \$1,098,458 plus annual CPI increases after the first year of the agreement. The proposed agreement is for an initial 5-year term beginning July 1, 2026 through June 30, 3031, with the option to extend the proposed agreement for an additional 3-year term, followed by a second optional extension for an additional 2-year term.

Strategic Plan Goal:

The proposed agreement supports the City's strategic goal of maintaining, building, and modernizing infrastructure and facilities to support the current and future needs of our City and community. An award of contract for street sweeping and catch basin maintenance services ensures consistent removal of debris and harmful pollutants from our roadways and storm drains.

Fiscal Impact:

The proposed agreement with CMAX includes street sweeping services (base bid) at \$1,020,000 per year plus Optional bid items A and C. Optional Bid Item A includes bimonthly sweeping of existing and planned bike lanes at \$21,466 per year. Optional Bid Item B includes catch basin maintenance at \$56,992 per year. In total, the annual cost for services would be \$1,098,458 plus annual CPI increases starting in year two. Street sweeping and catch basin services are funded by State Gas Tax Fund (242) and Measure W Fund (248). Sufficient funds have been budgeted for the first year of street sweeping and catch basin maintenance services through the FY 2026-2027 budget process.

Attachments:

1. CMAX Commercial Services, Inc. Proposal 2026-M02

ATTACHMENT 1
CMAX Commercial Services, Inc.
Proposal 2026-M02



PROPOSAL FOR STREET SWEEPING SERVICES

PRESENTED TO:

**City of Monterey Park,
California USA**

SPECIFICATION NO.2026-M01

PRESENTED BY:

**CMAX COMMERCIAL MAINTENANCE INC.
Ontario, California**



City of Monterey Park
Attn: City Clerk
320 W. Newmark Avenue
Monterey Park, CA 91754

February 26, 2026

Dear Evaluation Committee,

On behalf of CMAX Commercial Maintenance, Inc., it is with great enthusiasm that we submit our proposal to provide comprehensive, reliable, and environmentally compliant street sweeping services for the City of Monterey Park.

CMAX is a California-based, minority-owned enterprise with over a decade of specialized experience serving municipalities throughout Southern California. We are deeply familiar with the operational, environmental, and community engagement standards that cities like Monterey Park expect from their contractors. We stand ready to bring not just compliance, but a commitment to excellence and partnership that exceeds expectations.

Our proposal includes all required documentation, certifications, and pricing. We acknowledge and accept all terms, conditions, and specifications outlined in the City's Request for Proposal, all applicable addenda, and the draft maintenance agreement. Our pricing is transparent, inclusive, and reflects our understanding of the City's specific curb mile, park, alleyway, and specialty area needs.

We appreciate the opportunity to serve your community and contribute to Monterey Park's legacy of clean, safe, and well-maintained public rights-of-way.

Respectfully,

Frank Gutierrez
President
CMAX Commercial Maintenance, Inc.
frank@cmaxcorp.com | (909) 268-7944

Contractor History

CMAX Commercial Maintenance, Inc. was founded in 2012 in Southern California and remains a family-owned, minority-certified business. From humble beginnings with a single sweeper and a vision to professionalize the power sweeping industry, we have grown into one of the region's premier municipal sweeping service providers. Today, we operate:

- Over 49 state-of-the-art sweepers
- A workforce of 81 trained personnel
- Services across Los Angeles, San Bernardino, and Riverside Counties
- Annual contract volume exceeding \$20 million

Our clients include major public agencies such as Caltrans, Foothill Transit, and over a dozen cities including Upland, Rancho Cucamonga, Rialto, and San Bernardino. Each contract has refined our operational discipline, fleet readiness, and community-centered responsiveness.



Contractor Experience and Qualifications

CMAX brings an extensive background of direct municipal experience and a management team with over 50 combined years in public works operations and contract administration. Key personnel for Monterey Park include:

Christopher Gutierrez, Vice President – Municipal Services

With over 30 years in municipal maintenance and contract oversight, Chris serves as your primary liaison, overseeing compliance, customer service, and emergency response coordination.

Jesus Villareal, Operations Manager

With 20+ years in the field, Jesus ensures route consistency, operator efficiency, and field-level training in AQMD and NPDES protocols.

Joshua Lorenzano & Marcus Karl, Lead Operators

Both are NAPSA-certified, AQMD-compliant professionals with decades of combined experience in urban sweeping environments.

We proudly meet all municipal insurance, fleet redundancy (5:1), and technical certifications required for full-scale sweeping deployment.

Fee Schedule and Service Scope

See attached Section C. Bidder's Proposal for street Sweeping Services Cost Proposal Forms.

Conclusion and Commitment

CMAX Commercial Maintenance, Inc. is honored to be considered for this critical public works role in the City of Monterey Park. We bring an unmatched combination of experience, accountability, and reliability to every contract. Should you have any questions or require further documentation, our team is available 24/7. We look forward to partnering with the City in support of cleaner streets and stronger communities.

SECTION C. BIDDER'S PROPOSAL
FOR
STREET SWEEPING SERVICES
Cost Proposal Form

The following:

Company Name: <u>CMAX COMMERCIAL MAINTENANCE INC.</u>	Contractor's Lic No.: <u>970295</u> DIR No.: <u>1000061234</u>
Address: <u>316 N CORONA AVENUE, ONTARIO CA 91764</u>	

Submits its Price Quote for Project Name: STREET SWEEPING SERVICES
in compliance with the attached requirements as follows:

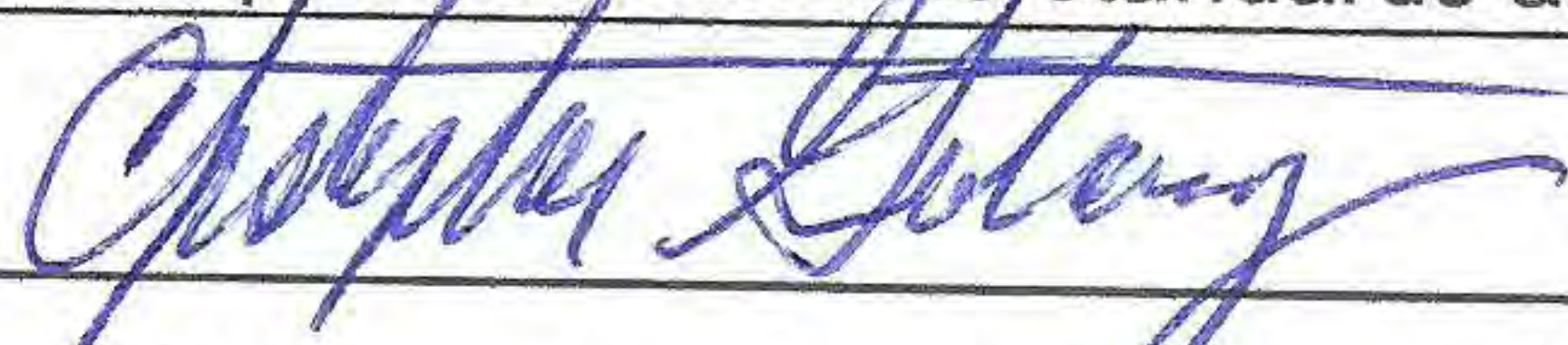
Item	Description – Base Bid Items	Unit Type	Unit Price	Monthly Price	Annual Price
1	Sweeping of all streets and areas as scheduled in Section 5. Schedule for Commercial Streets, Alleys, and Parking Lots	Monthly	N/A	\$ 84,500.	\$ 1,014,000.-
2	Specialty Restaurant Site	Monthly	N/A	\$ 500.00	\$ 6,000.00
				Base Bid Amount:	1,020,000.-

Item	Description – Additional Work/Other	Unit Type	Unit Price	Monthly Price	Annual Price
3	Addition or Elimination of Streets	Cost Per Curb Mile	\$ 57.00	N/A	N/A
4	Additional Work	Cost Per Curb Mile	\$ 57.00	N/A	N/A

Item	Description – Optional Bid Items	Unit Type	Unit Price	Monthly Price	Annual Price
A	Optional: Sweeping of Bike Lanes	Cost Per Curb Mile	\$ 275.00	\$ 3577.02	\$ 42,931.44
B	Optional: ALPR System	Monthly	\$ N/A	\$ N/A	\$ N/A
C	Optional: Catch Basin Maintenance	Per-Basin	\$ 137.00	\$ 4749.33	\$ 56,992.7
D	Optional: Bus Shelter Maintenance	Per-Bus Shelter	\$ 235.00	\$ 18,565.00	\$ 222,780.-

The prices must include any and all costs, including labor, materials, appurtenant expenses, taxes, royalties and any and all other incidental costs to complete the project, in compliance with this Bid and all applicable law and standards. All other work items not specifically listed in the above items and/or not shown on the Bid, but are necessary to complete the work per all applicable law and standards are assumed to be included in the bid prices.

Authorized Signature: _____



Name and Title: _____

CHRISTOPHER GUTIERREZ

Phone: (909) 942-9188

E-mail: CHRIS@CMAXCORP.COM

Date: _____

2/26/26

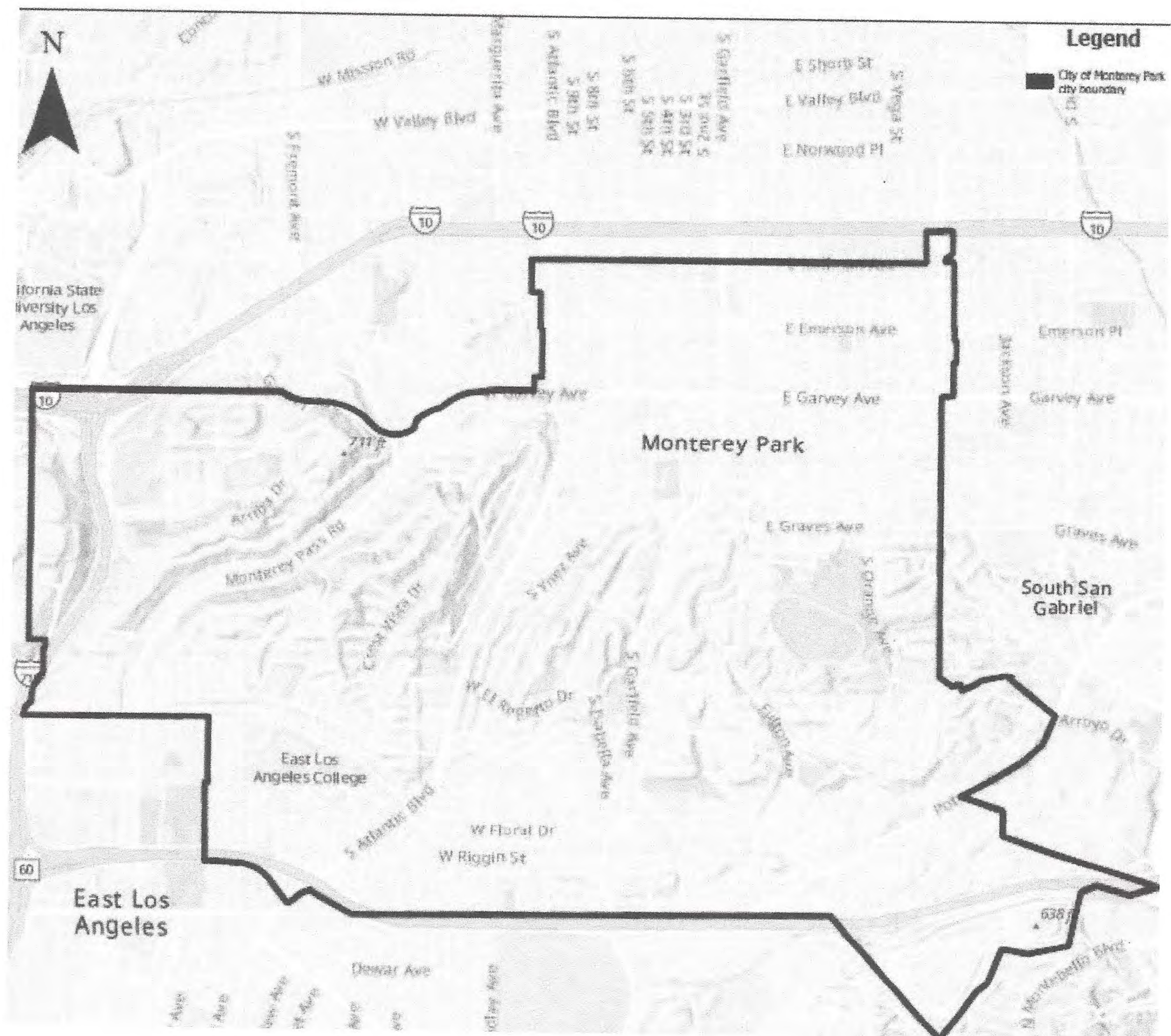
SCOPE OF WORK

Project site is located at:

All dedicated streets, alleys, median island curbs, intersections, street centerlines, paved medians, and municipal parking facilities within the City of Monterey Park.

See the aerial below.

City of Monterey Park



The scope of work in general includes the following:

The proposal received from perspective vendors shall include once a week sweeping of the City’s streets, median island curbs, intersections, alleys, street centerlines, paved medians, and municipal facility parking lots, as specified. Services shall include furnishing all labor, equipment, tools, fuel, material, insurance, supervision, waste disposal and all other items incidental to performing municipal street sweeping services.

The bid provides maps, route information, and street sweeping frequencies. The number of annual curb miles swept and number of residential and commercial curb miles are estimates only. The scope of work in the bid will remain the same, regardless of the calculations presented by the proposer.

See Appendix 2, Technical Specifications for detailed work description.

The work must be completed per the following schedule:

TASK	DATE
BID REQUEST DATE	JANUARY 29, 2026
DEADLINE FOR RECEIPT OF QUESTIONS	FEBRUARY 5, 2026
ADDENDUM (IF NECESSARY) TO RESPOND TO QUESTIONS	FEBRUARY 12, 2026
BID SUBMITTAL DATE	MARCH 5, 2026
ANTICIPATED APPROVAL OF THE PRICE QUOTE AND SELECTED CONTRACTOR	MARCH 2026
CONTRACT START DATE	JULY 1, 2026

A pre-bid meeting will not be held for this proposal.

OPTIONAL SCOPE ITEMS

General descriptions of the optional scope items are listed below:

Item A. Optional: Sweeping of Bike Lanes

The Contractor shall be responsible for the sweeping of all bicycle lanes located within the City. Sweeping of bicycle lanes will consist of the cleaning of all adjacent, protected, and unprotected bicycle lanes within the designated service area. The City has or plans to have approximately 3 miles of protected bicycle lanes located on Monterey Pass Road (from Floral Drive to Newmark Avenue) and Potrero Grande Drive (from Markland Drive to Arroyo Drive). A map of protected bicycle lanes may be accessed by clicking [here](#). This service shall be performed weekly, on the same schedule as the adjacent main thoroughfare sweeping. After sweeping, bicycle lanes must be left in a clean condition. A clean condition is defined as the absence of residue in the bicycle lanes and gutters upon the completion of the sweeping operation. The sweeping must include as many passes as are necessary to leave the bicycle lanes in a clean condition.

Item B. Optional: ALPR System

The Contractor shall obtain, install, operate, and maintain all necessary ALPR software and hardware in each designated street sweeping vehicle for the purposes of capturing high-quality license plate images in varying weather and lighting conditions during all sweeping shifts. The ALPR system should automatically capture images of vehicles and their license plates and submit data to the City's existing citation processing service company, Data Ticket, Inc. The ALPR system shall integrate with the existing GPS devices on the sweepers to log the location, date, and time of each plate read. If bidding on Optional Item B, contractor will submit references for any other contracts where they currently or previously provided this service within the last 5 years.

Item C. Optional: Catch Basin Maintenance

The Contractor shall be responsible for the cleaning of approximately 208 catch basins located within the City, with one cleaning per catch basin during the dry season (May or September), and one cleaning per catch basin per month during the storm season (October - March). Catch basin cleaning will comply with Los Angeles County standards to include removal of all debris, sediment, and refuse found in front of the curb opening or side opening of each catch basin, and on top or between the metal grates of grated catch basins. This includes removal of all vegetation growing across and/or blocking the basin. The Contractor shall utilize vacuum, hydro-jetting, or approved alternative methods capable of achieving this standard. The Contractor shall transport and dispose of all materials collected at the trash pad located on the second

level of the City Yard. In addition, the Contractor shall inspect all catch basin inlets for stenciling. Where missing, faded, or damaged, the Contractor shall apply 'No Dumping – Drains to Ocean' (or equivalent) stencils to the curb or grate. All stenciling must be done using pre-formed, durable thermoplastic or paint approved by the City. Contractor shall submit a report for maintenance performed for each catch basin with invoice. Reports must include the date, location, amount of debris removed, and condition of each catch basin. A copy of the Los Angeles County standards and a sample catch basin maintenance report can be accessed by clicking [here](#).

Item D. Optional: Bus Shelter Maintenance

The Contractor shall provide bus shelter cleaning services for approximately 79 bus shelter locations within the City once per week. High-traffic areas are to be serviced twice per week. This includes the replacement of trash liners from trash receptacles and cleaning of bus shelters and immediate surrounding concrete areas, ensuring removal of all stains, graffiti, and litter during the street sweeping shift. Graffiti is to be removed from designated bus stop amenities including shelters, signs, poles, and benches within the service area with the use of approved chemical removers and or pressure washing tailored to surface materials such as glass, metal, or plastic. The Contractor shall pressure wash and deep clean designated shelter structures, including benches, trash receptacles, and surrounding sidewalks/curbs to remove all stains, graffiti, debris, and litter once per quarter. Services are to be performed on the same schedule as the adjacent main thoroughfare sweeping to minimize disruption.

STREET SWEEPERS

The undersigned certifies that the following STREET SWEEPERS are available at the submittal and these sweepers are AQMD approved:

Please specify Sweepers Model, Year Built, License Plate, Vehicle Number, and Fuel type:

DESCRIPTION	YEAR	LICENCE PLATE	VIN#	FUEL TYPE
Tymco 600	2023	CF75G56	1FVAC4FT9PHN	CNG
Tymco 600	2024	9JMN396	1FVAC4FT5RHUR5903	CNG
Tymco 600	2021	8VDZ186	1FVAC4FT1MHMM8988	CNG
Tymco XBR00M	2024	CF51M96	1FVAC4FT321	ENG

I hereby certify that the statements contained within the submitted bid application are true and correct to the best of my knowledge under penalty of perjury. I fully understand and acknowledge that submission of false and/or misleading information will automatically disqualify the submitted.

Date: 2-26-26

Signature: [Handwritten Signature]

BIDDER’S STATEMENT OF PAST CONTRACT DISQUALIFICATIONS

Please state all instances of being disqualified, removed, or otherwise prevented from bidding on, or completing, a federal, state, or local government project due to a violation of a law or safety regulation.

1. Have you ever been disqualified from any government contract?

Yes ☐

No ☒

2. If yes, explain the circumstances:

N/A


Bidder's Signature

INSURANCE REQUIREMENTS
[MUST BE SUBMITTED WITH PROJECT PROPOSAL]

To be awarded this contract, the successful bidder must procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$5,000,000
Business automobile liability	\$1,000,000
Workers compensation	Statutory requirement.

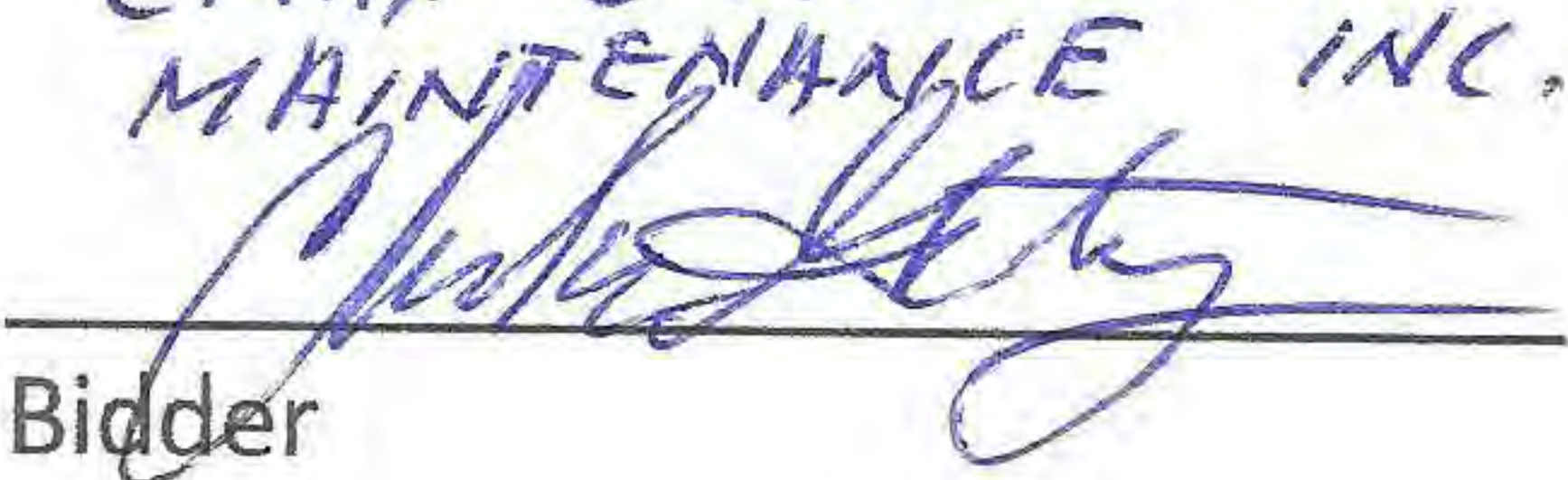
Commercial general liability insurance must meet or exceed the requirements of ISO-CGL Form No. CG 00 01 11 85 or 88. The amount of insurance set forth above must be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies must be endorsed to name the City, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by the City will be excess thereto. Such endorsement must be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. Such insurance must be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to the City.

Automobile coverage must be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).

The Contractor must furnish to the City duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement, endorsements as required herein, and such other evidence of insurance or copies of policies as may be reasonably required by the City from time to time. Insurance must be placed with admitted insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII." Certificate(s) must reflect that the insurer will provide thirty (30) day notice of any cancellation of coverage. The Contractor will require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

By signing this form, the bidder certifies that it has read, understands, and will comply with these insurance requirements if it is selected as the City's Contractor. Failure to provide this insurance will render the bidder's proposal "nonresponsive."

2/26/26
Date

CMAX COMMERCIAL
MAINTENANCE INC.

Bidder



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/04/2026

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

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

PRODUCER Marron Insurance Svcs 0E63455/Global Risk LLC 0L60361 1891 N. Gaffey Street, Suite 203 San Pedro, CA 90731 License #: 0E63455/0L60361	CONTACT NAME: Margie Mora #0A46436 PHONE (A/C, No, Ext): (310)514-8425 E-MAIL ADDRESS: margie@marronins.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE <table><tr><td>INSURER A: West American Insurance Company</td><td>NAIC # 44393</td></tr><tr><td>INSURER B: Nationwide Mutual Insurance Company</td><td>23787</td></tr><tr><td>INSURER C: James River Insurance Company</td><td>12203</td></tr><tr><td>INSURER D: Oak River Insurance Co.</td><td>34630</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER A: West American Insurance Company	NAIC # 44393	INSURER B: Nationwide Mutual Insurance Company	23787	INSURER C: James River Insurance Company	12203	INSURER D: Oak River Insurance Co.	34630	INSURER E:		INSURER F:	
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INSURER C: James River Insurance Company	12203												
INSURER D: Oak River Insurance Co.	34630												
INSURER E:													
INSURER F:													
INSURED CMAX Commercial Maintenance, Inc. 316 North Corona Avenue Ontario, CA 91764													

COVERAGES

CERTIFICATE NUMBER: 00000272-0

REVISION NUMBER: 673

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y		BLW(26)67918885	07/12/2025	07/12/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 500,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 15,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP (Any one person)	\$ 15,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
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MED EXP (Any one person)	\$ 15,000																				
PERSONAL & ADV INJURY	\$ 1,000,000																				
GENERAL AGGREGATE	\$ 2,000,000																				
PRODUCTS - COMP/OP AGG	\$ 2,000,000																				
	\$																				
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			ACP BA013059831159	07/12/2025	07/12/2026	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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PROPERTY DAMAGE (Per accident)	\$																				
	\$																				
C	☐ UMBRELLA LIAB ☒ EXCESS LIAB ☒ OCCUR ☐ CLAIMS-MADE DED ☐ RETENTION \$ 0			00145724-2	07/12/2025	07/12/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$ 5,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 5,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 5,000,000	AGGREGATE	\$ 5,000,000		\$								
EACH OCCURRENCE	\$ 5,000,000																				
AGGREGATE	\$ 5,000,000																				
	\$																				
D	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ Y	N/A	CMWC667678	06/06/2025	06/06/2026	<table><tr><td>☒ PER STATUTE ☐ OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr></table>	☒ PER STATUTE ☐ OTH-ER		E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000						
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E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000																				
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Monterey Park, its officials and employees are included as Additional Insured per attached forms, when required by written contract, but only as respects to the insureds operations, as covered by this policy. Policy is primary and non-contributory. 30 days prior written cancellation notice to the City if bid is awarded.

CERTIFICATE HOLDER

City of Monterey Park
320 West Newmark Ave.
Monterey Park, CA 91754

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Maria Mora

(MMM)

REFERENCES

Provide 3 references regarding your company's past performance in similar type of work.

Reference Contact Information	Reference Project Name and services provided	Contract Value	Date Completed
Client Name: City of Ontario	citywide sweeping	\$18,510,002	Current
Contact Name and Title: TIM MASOT			
Phone: 909 909.241.5666			
E-mail: TMASOT@ONTARIOCA.GOV			
Reference Contact Information	Reference Project Name	Contract Value	Date Completed
Client Name: Burrtec WASTE IND.	citywide street sweeping of 9 cities	\$11,000,000	Current
Contact Name and Title: MIKE ARREGUIN			
Phone: 909-641-6535			
E-mail: MIKE A @ Burrtec.com			
Reference Contact Information	Reference Project Name	Contract Value	Date Completed
Client Name: FOOTHILL TRANSIT	PARKING LOT Sweeping	\$96,000	Current
Contact Name and Title: DALIA ORTIZ			
Phone: 626-931-7267			
E-mail: DORTIZ@FOOTHILLTRANSIT.ORG			

ADDENDA ACKNOWLEDGMENT

The Bidder acknowledges receipt of the following Addenda and has included their provisions in this Proposal:

Addendum No. 1

Dated 2/12/26

Addendum No. _____

Dated: _____

Addendum No. _____

Dated: _____

DESIGNATION OF SUBCONTRACTORS

BIDDER proposes to subcontract certain portions of the work which are in excess of one-half of one percent of the bid and to procure materials and equipment from suppliers and vendors as follows:

<u>Subcontractor Information</u>		<u>Work to be Performed</u>	<u>Dollar Amount</u>
Name:	N/A	N/A	N/A
Address:			\$ _____
Phone/Email:			
Name:			
Address:			\$ _____
Phone/Email:			
Name:			
Address:			\$ _____
Phone/Email:			
Total Subcontract Amount (cannot exceed 49% of Total Bid Amount)			\$ _____

QUESTIONS

For questions regarding this project, please contact via e-mail only:
Beverly Garcia, Management Analyst;
bgarcia@montereypark.ca.gov.

PUBLIC CONTRACT CODE SECTION 7106

Noncollusion Declaration by Bidder

The undersigned declares:

I am the VICE PRESIDENT OF MUNI SERVICES of CMAX COMMERCIAL MAINTENANCE, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Bidder's Name: CMAX COMMERCIAL MAINTENANCE INC.
Authorized Signature: 
Name and Title: CHRISTOPHER GUTIERREZ
Date: 2/26/26

PROPOSAL GUARANTEE
BID BOND

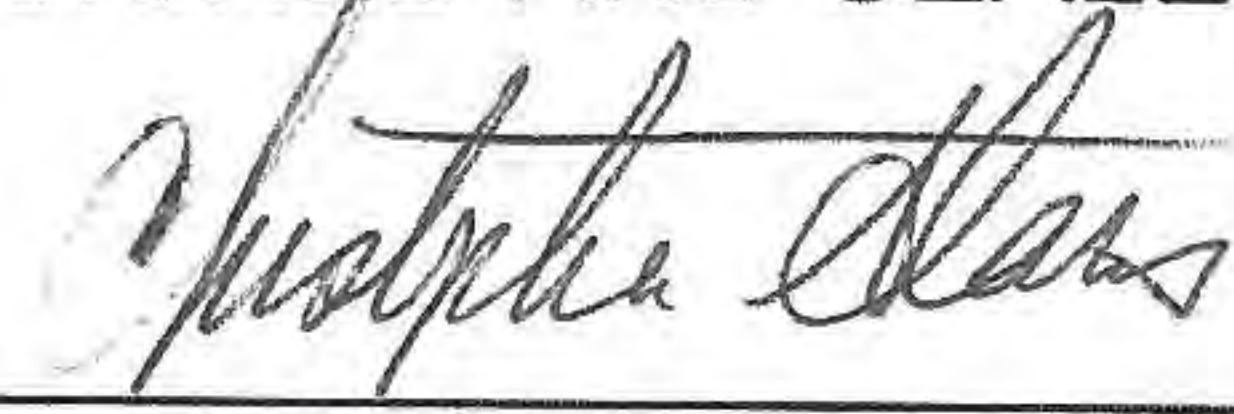
Bond No.: CIC1948852B

KNOW ALL MEN BY THESE PRESENTS that CMAX Commercial Maintenance, Inc., as BIDDER, AND Capitol Indemnity Corporation, as SURETY, are held and firmly bound unto the City of Monterey Park, in the penal sum of One Hundred and Two Thousand (\$ \$102,000) dollars, lawful money of the United States, which is 10 percent of the total amount bid by BIDDER to the City of Monterey Park for the **STREET SWEEPING PROPOSAL # 2026-M01** ("Public Project"), for the payment of which sum, BIDDER and SURETY agree to be bound, jointly and severally, firm by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas BIDDER is about to submit a bid to the City of Monterey Park for the above stated project, if said bid is rejected, or if said bid is accepted and a contract is awarded and entered into by BIDDER in the manner and time specified, then this obligation shall be null and void, otherwise it shall remain in full force and effect in favor of the City of Monterey Park.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this 12th day of February, 2026.

SIGNED AND SEALED this 12th day of February, 2026.



PRINCIPAL


Darian Cook, Attorney-In-Fact
SURETY

PRINCIPAL's MAILING ADDRESS:

316 N. Corona Avenue
Ontario, CA 91764

SURETY's MAILING ADDRESS:

1600 Aspen Commons, Suite 300
Middleton, WI 53562

NOTE: All signatures shall be acknowledged by a notary public.

SEE
ATTACHED

**CAPITOL INDEMNITY CORPORATION
POWER OF ATTORNEY**

CIC1948852B

Bond Number

KNOW ALL MEN BY THESE PRESENTS, That the **CAPITOL INDEMNITY CORPORATION**, a corporation of the State of Wisconsin, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint

-----DARIAN COOK-----

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

-----ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED: \$20,000,000.00-----

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of **CAPITOL INDEMNITY CORPORATION** at a meeting duly called and held on the 15th day of May, 2002.

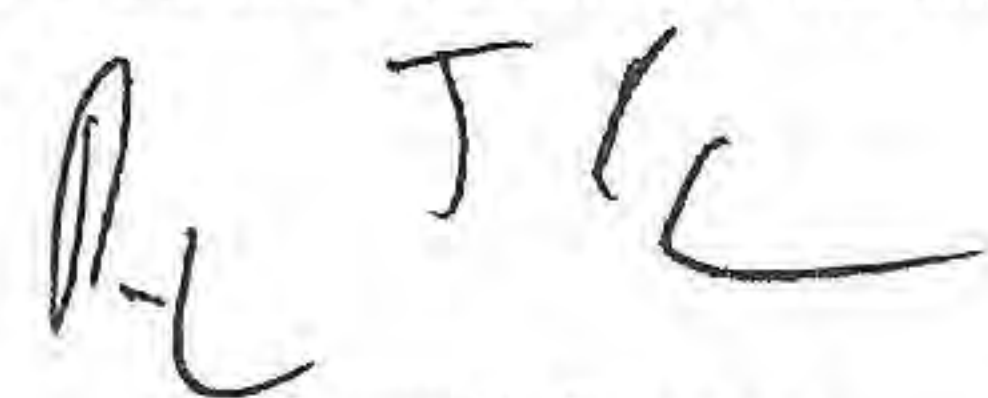
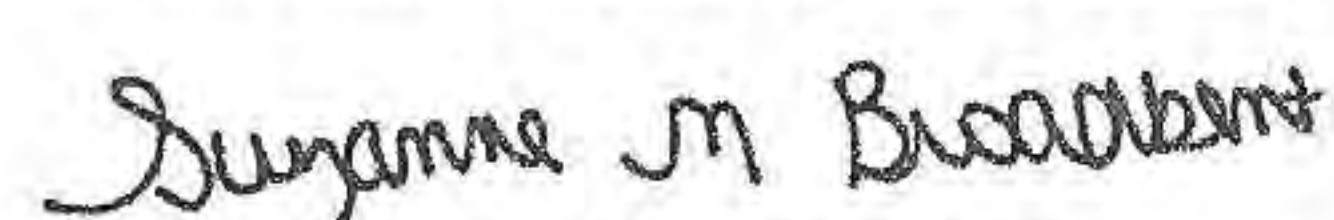
“**RESOLVED**, that the President, Executive Vice President, Vice President, Secretary or Treasurer, acting individually or otherwise, be and they hereby are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings, and other writings obligatory in the nature thereof, one or more resident vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointee to have the powers and duties usual to such offices to the business of this company; the signature of such officers and seal of the Company may be affixed to any such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time.”

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner – Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

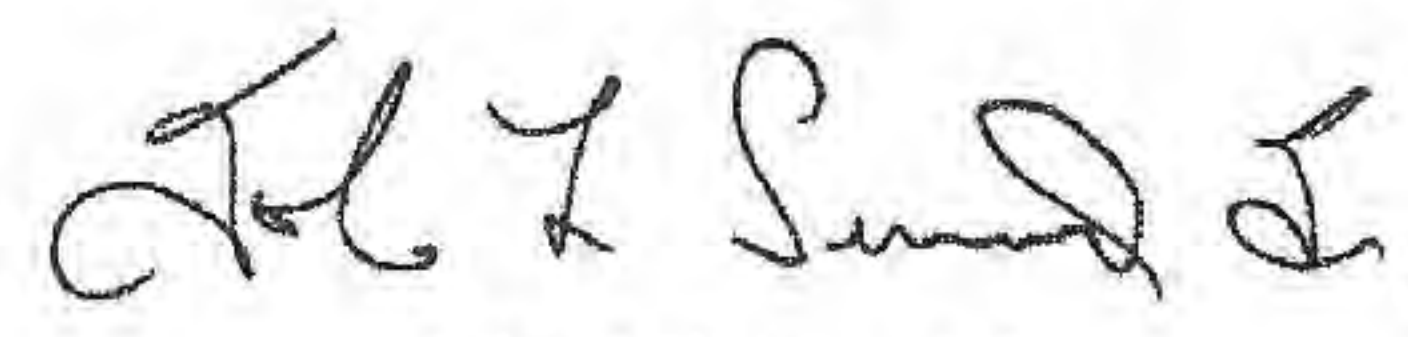
IN WITNESS WHEREOF, the **CAPITOL INDEMNITY CORPORATION** has caused these presents to be signed by its officer undersigned and its corporate seal to be hereto affixed duly attested, this 1st day of January, 2020.

Attest:


Ryan J. Byrnes
Senior Vice President,
Chief Financial Officer and Treasurer

Suzanne M. Broadbent
Assistant Secretary

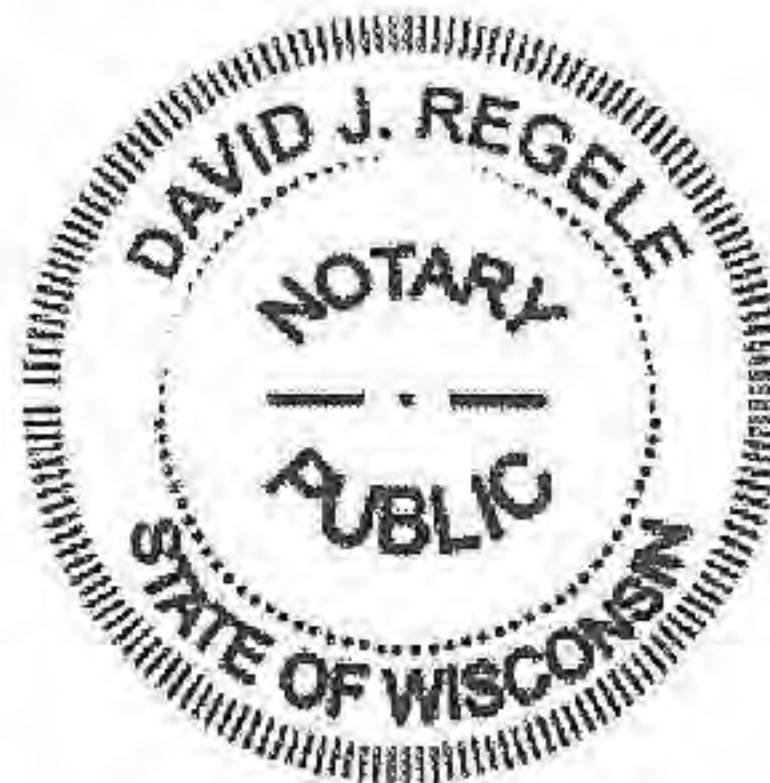


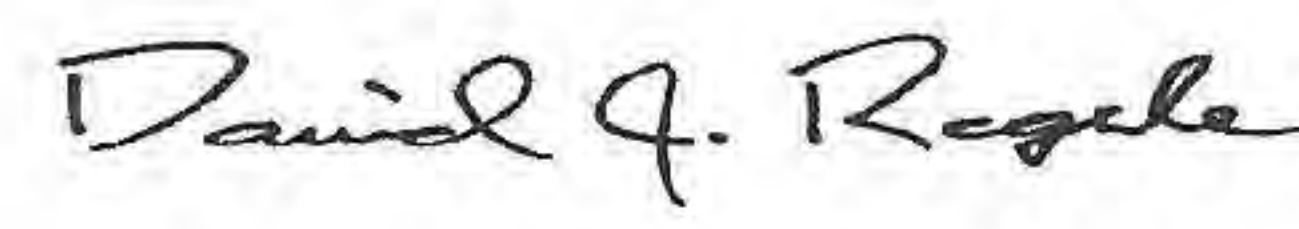
CAPITOL INDEMNITY CORPORATION


John L. Sennott, Jr.
Chief Executive Officer and President

STATE OF WISCONSIN }
COUNTY OF DANE } S.S.:

On the 1st day of January, 2020 before me personally came John L. Sennott, Jr., to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is Chief Executive Officer and President of **CAPITOL INDEMNITY CORPORATION**, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.




David J. Regele
Notary Public, Dane Co., WI
My Commission Is Permanent

STATE OF WISCONSIN }
COUNTY OF DANE } S.S.:

I, the undersigned, duly elected to the office stated below, now the incumbent in **CAPITOL INDEMNITY CORPORATION**, a Wisconsin Corporation, authorized to make this certificate, **DO HEREBY CERTIFY** that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at the City of Middleton, State of Wisconsin this 12th day of February, 2026




Andrew B. Diaz-Matos
Senior Vice President, General Counsel and Secretary

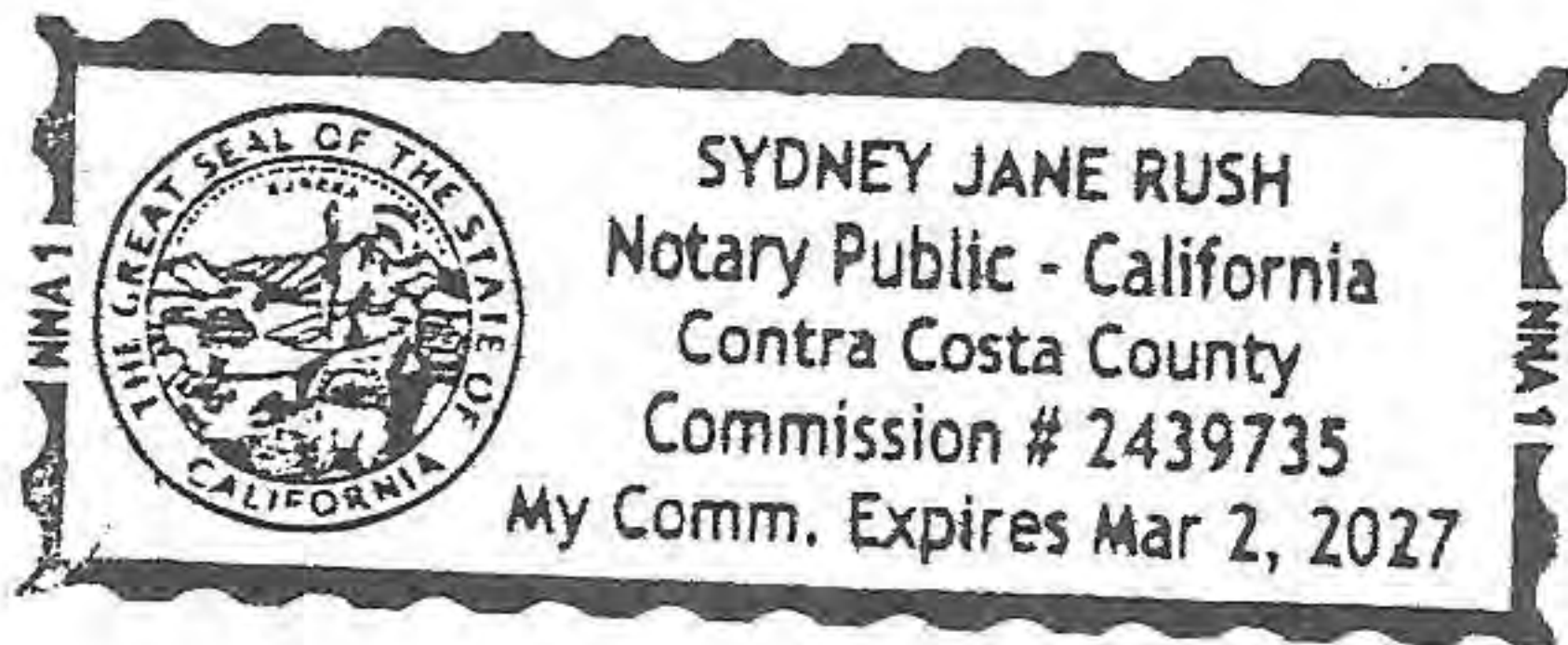
CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

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

State of California }
County of Contra Costa }
On 2/12/2026 before me, Sydney Jane Rush, notary public
Date Here Insert Name and Title of the Officer
personally appeared Darian Cook
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.
WITNESS my hand and official seal.

Signature Sydney Jane Rush
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____
Document Date: _____ Number of Pages: _____
Signer(s) Other Than Named Above: _____

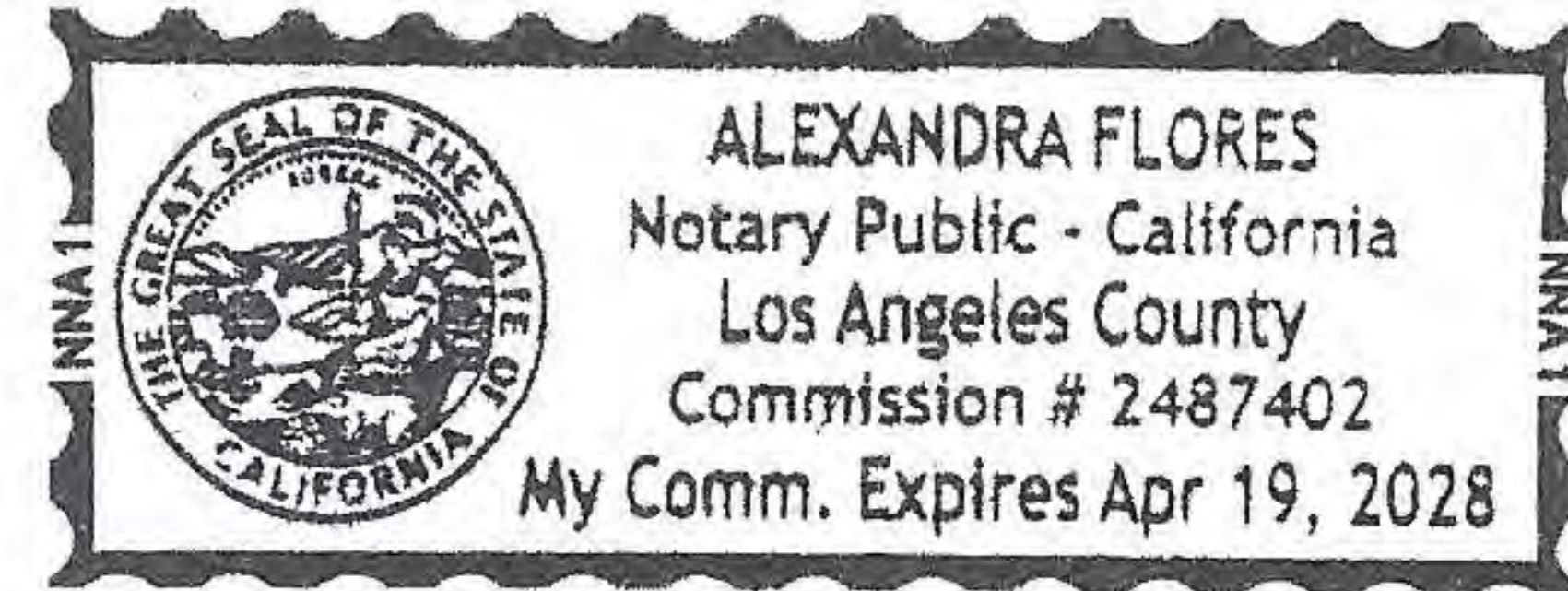
Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
☐ Corporate Officer – Title(s): _____	☐ Corporate Officer – Title(s): _____
☐ Partner – ☐ Limited ☐ General	☐ Partner – ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other: _____	☐ Other: _____
Signer is Representing: _____	Signer is Representing: _____

Instrument

Notary and/or ENACTED BY ENACTED under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Alexandra Flores (Seal)



CITY OF MONTEREY PARK
CALIFORNIA

ADDENDUM NO. 1

2026-M01
10045254)

STREET SWEEPING SERVICES

STREET SWEEPING SERVICES
PROPOSAL NO. 2026-M01

PROPOSAL NO.
(QUEST CDN#

at the end of this document.
Addenda Acknowledgment as
part of their proposal to be considered responsive

An Addenda Acknowledgment is listed
Proposers are to sign and submit the
part of their proposal to be considered responsive

This Addendum changes the bid due date:

No. 2026-M01
the City of
West Newmark

1. Bids for Street Sweeping Services Specification
(QuestCDN # 10045254) must be received by the
Monterey Park City Clerk's Office located at 320
Avenue, Monterey Park, CA 91754 **before 3:00 PM on**
Thursday, March 5, 2026.

This Addendum addresses the following changes to the bid:

1. Section A. Notice Inviting Sealed Bids, Page A.4, Optional Scope
Items section, now reads: Bidders are invited to include pricing
for the optional scope items for sweeping of bike lanes, operation
of an ALPR system, catch basin
maintenance, and bus shelter
include or exclude these optional
on or results of the bid.
2. The Cost Proposal Form, located on page C.1 of Section C.
Bidder's Proposal, has been updated to define the contract Lump
Sum Base Bid amount.

7. Appendix 2. Technical Specifications, Section G. Sweeping Practices, Subsection 2. now reads:

2. For approved broom sweepers, set main broom in level position to assure debris pick-up. Apply appropriate broom pressure for sweeping conditions to obtain a minimum-strike pattern of five (5) inches.

8. Appendix 2. Technical Specifications, Section G. Sweeping Practices, Subsection 4. now reads:

4. For approved broom sweepers, center dirt reflector and main drag shoes shall be properly maintained and adjusted, or any other device designed to direct debris or dirt into the path of the rear broom

This Addendum also provides responses to the questions received. Please see the responses below for all questions submitted.

Q.01 Can the City confirm that all sweepings are to be dumped at the second level of the City Yard, and that the City is responsible for all hauling, disposal, and tipping costs, with no cost to the Contractor?

A.01 Refer to Appendix 2: Section 8D. Disposal of Sweepings. The selected contractor will take all refuse from street sweepings and dump it in the trash pad located on the second level of the City Yard. City will be responsible of disposal at no extra cost to the Contractor.

Q.02 Why is the City requiring broom sweepers, when they do not meet AQMD standards and are not considered the most appropriate equipment for municipal street sweeping compared to regenerative vacuum sweepers?

A.02 See updated language to Appendix 2. Technical Specifications, Section C. Contractor's Employees/Equipment, Subsection 4. Click [here](#) to access a list of street sweeping equipment certified for SCAQMD Rule 1186.

Q.03 Would the City consider removing the performance bond requirement, as it adds cost to the proposal and is typically reserved for construction projects, not municipal sweeping services?

A.03 Any changes or alternatives must be set forth in a letter

potential value of all subsequent and extension periods (four remaining years of five-year base term, plus three years, and two year extensions).

Additionally, please clarify whether a new or adjusted performance bond would be required upon execution of any contract extension(s).

A.07 Refer to A.06. Bonds need to be for 10% of the Lump Sum Base Bid. Bonds will be required for all contract extensions approved by the City.

Addendum Acknowledgement

Addendum No. 1 issues the proposal's Addenda Acknowledgement. Proposers shall complete and submit the Addenda Acknowledgement below as part of their proposal to be considered responsive:

Proposer: CMAX COMMERCIAL MAINTENANCE INC.

Reviewed by: Christopher Duffy
(Name and Title)

Date: 2/26/26

For further information please email Beverly Garcia @
bgarcia@montereypark.ca.gov



City Council Staff Report

Date: April 15, 2026

Agenda Item Number: 10.F.

To: The Honorable Mayor and City Council
From: Maychelle Yee , City Clerk
Subject: Professional Municipal Clerk's Week Resolution

Recommendation:

It is recommended that the City Council consider:

1. Adopting a Resolution declaring the week of May 3 – May 9, 2026 as Professional Municipal Clerks Week in Monterey Park; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The Office of the City Clerk is celebrating the week of May 3 – May 9, 2026 as Professional Municipal Clerks Week. This week, sponsored by the International Institute of Municipal Clerk's (IIMC) and celebrated annually, honors and recognizes the Municipal Clerk profession as a vital part of local government celebrated throughout the world including the United States, Canada and 15 other countries. We are enlisting your support in the form of a resolution to honor Professional Municipal Clerks for providing supports to the Council, departmental staff, other agencies, and residents of Monterey Park.

Background:

Historically, the Office of the City Clerk recognizes and celebrates the hard work, commitment and devotion Professional Municipal Clerks provide to ensure the integrity and democracy process of Monterey Park residents.

Strategic Plan Goal:

N/A

Fiscal Impact:

None

Attachments:

1. Municipal Clerk Resolution

ATTACHMENT 1

Draft Resolution

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEREY PARK DECLARING MAY 3 THROUGH MAY 9, 2026
AS PROFESSIONAL MUNICIPAL CLERKS WEEK IN MONTEREY
PARK**

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

SECTION 1: The City Council finds as follows:

- A. The Monterey Park Office of the City Clerk is celebrating the week of May 3 through May 9, 2026 as Professional Municipal Clerks Week. This week, sponsored by the International Institute of Municipal Clerks (IIMC), honors and recognizes the Municipal Clerk profession as a vital part of local government celebrated throughout the world including the United States, Canada and 15 other countries.
- B. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Professional Municipal Clerks Week the first full week of May and recognizing the essential role Professional Municipal Clerks play in local government.
- C. Although it is one of the oldest positions in local government, few people realize the vital services Professional Municipal Clerks perform for their community. Primarily, they act as the cornerstone of their council. They also prepare the council agendas, record and index minutes and maintain the ordinances and resolutions files. Other responsibilities include keeping the official records of the city and conducting local elections.
- D. The Office of the City Clerk provides professional links between the residents, the local governing bodies and agencies of government at other levels. Professional Municipal Clerks serve as the information center on functions of local government and community acting as the contact office for general information, public records requests, receipt of claims and subpoenas.

- E. Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all and continually strive to improve the administration of the affairs of the Office of the City Clerk.
- G. The City of Monterey Park recognizes and celebrates the hard work of these dedicated professionals and declares May 3 through May 9, 2026 as Professional Municipal Clerk Week in Monterey Park, honoring and recognizing the essential role Professional Municipal Clerks play in local government.

SECTION 2: *Electronic Signatures*. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 3: *Recordation*. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

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

PASSED AND ADOPTED this 15th day of April, 2026.

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 15th day of April, 2026, by the following vote:

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

Dated this 15th day of April, 2026.

Maychelle Yee, City Clerk
Monterey Park, California



City Council Staff Report

Date: April 15, 2026

Agenda Item Number: 10.G.

To: The Honorable Mayor and City Council

From: Kristin Olivarez, City Librarian

Subject: National Library Week Resolution

Recommendation:

It is recommended that the City Council consider:

1. Adopting a resolution declaring the week of April 19-25, 2026 to be National Library Week in Monterey Park; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

The Monterey Park Bruggemeyer Library is celebrating the week of April 19-25, 2026 as National Library Week. National Library Week is celebrated nationwide annually in April to highlight the valuable role libraries, librarians, and library workers play in transforming lives and strengthening our communities. Libraries serve as hubs for learning, creativity, and connection, helping people of all ages and backgrounds explore new ideas and opportunities.

Background:

N/A

Strategic Plan Goal:

N/A

Fiscal Impact:

None.

Attachments:

1. National Library Week 2026 Resolution

ATTACHMENT 1

Draft Resolution

RESOLUTION NO.

**A RESOLUTION DECLARING APRIL 19 – APRIL 25, 2026 AS
NATIONAL LIBRARY WEEK.**

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

SECTION 1: The City Council finds as follows:

- A. National Library week is celebrated annually in April to highlight the valuable role libraries, librarians, and library workers play in transforming lives and strengthening our communities.
- B. Libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can find joy through exploration and discovery.
- C. Libraries are vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and cultural enrichment.
- D. Libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and thrive.
- E. Libraries partner with schools, businesses, and organizations, connecting the dots to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community.
- F. 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.
- G. Library workers strive to provide welcoming spaces that inspire discovery, collaboration and creativity for all.
- H. Libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success.
- I. Libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression.
- J. Libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week under the theme “Find Your Joy”;

K. Be it resolved that the City of Monterey Park officially proclaims National Library Week, April 19-25, 2026.

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 ____ day of _____, 2026.

Elizabeth Yang, Mayor

Attest:

Maychelle Yee, City Clerk



City Council Staff Report

Date: April 15, 2026

Agenda Item Number: 10.H.

To: The Honorable Mayor and City Council
From: Diana Garcia, Assistant City Manager
Rebecca Bojorquez, Principal Management Analyst
Subject: California Cities Week 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. California Cities Week Resolution

ATTACHMENT 1

Draft Resolution

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY
PARK RECOGNIZING APRIL 19-25, 2026 AS CALIFORNIA CITIES
WEEK**

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

SECTION 1: The City Council finds as follows:

- A. Cities first arose in California when eight municipalities incorporated in 1850 to provide essential safety and health services to a rapidly growing population following the Gold Rush, and subsequent periods of economic growth and immigration.
- B. Today, California's 483 cities and towns vary in size and scope and serve diverse communities throughout the state, from small rural neighborhoods to large urban regions.
- C. More than 80 percent of California's population resides within cities and towns, and relies on municipal services provided by local governments.
- D. The California Constitution grants cities important powers, including the authority to promote and regulate public safety, raise revenue for public purposes, and operate public works to furnish residents with light, water, power, heat, transportation, and communication.
- E. Cities in California provide millions of Californians with essential services, including but not limited to public libraries, fire protection, law enforcement, emergency medical and disaster response, parks and recreation, childcare, community and human services, solid waste and recycling management, water and sewer services, utilities, land use planning, housing, economic development, transportation planning, street and road maintenance, and telecommunications.
- F. While cities across California may differ in matters of population, geography, and economy, they share essential beliefs and values.
- G. California cities remain transparent and accountable to the communities they serve and continue to earn the trust placed in them by local residents through responsive, accessible, and locally driven governance.
- H. Incorporated in 1916, the City of Monterey Park is truly a diverse city that incorporates over a century of history and tradition, with a modern approach to business, neighborhoods, people and community.

- I. The City of Monterey Park is home to 61,000 residents and is comprised of 11 City Departments with over 400 staff, dedicated to ensuring Monterey Park is a safe place to work, live and play.
- J. California Cities Week is an opportunity to recognize the vital roles cities play in the daily lives of residents and to encourage civic engagement, education and participation in local government.
- K. The Monterey Park City Council hereby declares the week of April 19 through April 25, 2026 as California Cities Week.

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 her 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.

PASSED AND ADOPTED this 15th day of April, 2026.

Elizabeth Yang, Mayor

Attest:

Maychelle Yee, City Clerk



City Council Staff Report

Date: April 15, 2026

Agenda Item Number: 12.A.

To: The Honorable Mayor and City Council

From: Cindy Trang, Deputy City Clerk
Diana Garcia, Assistant City Manager

Subject: Amendment to City Council Protocols pursuant to Senate Bill 707 (SB 707)

Recommendation:

It is recommended that the City Council consider:

1. Adopting a Resolution revising the Rules of Procedure governing all meetings held by legislative bodies within the City of Monterey Park, including the City Council, to implement SB 707 and modernize existing procedures;
2. Providing guidance on public participation guidelines;
3. Authorizing the City Manager to execute a Fourth Amendment with CivicPlus, LLC, in an amount not to exceed \$20,000 plus an annual cost adjustment not to exceed 5% year over year, in a form approved by the City Attorney, and appropriate \$30,000 for expenses related to Council Chambers audiovisual upgrades, agenda translation, outreach and website enhancements, and additional personnel costs associated with SB 707 compliance; and
4. Taking such additional, related, action that may be desirable.

Executive Summary:

Updating the Rules of Procedure for conducting all meetings of the legislative bodies within the City, including the implementation of SB 707 requirements.

Background:

2013 City Council Policies and Procedures

In 2013, the City Council comprehensively revised its City Council Policies and Procedures for the third time since their original adoption by Resolution No. 9421 on May 30, 1990, with prior revisions on July 17, 2002, and June 2, 2004. Those policies established detailed standards for City Council proceedings, including rules for decorum, order of business, public communications, electronic communications, and meeting curfews. Among other changes, the

2013 revisions addressed the use of electronic communications during meetings, required forwarding certain electronic communications to the City Clerk, and updated practices regarding presentations and public communication on the agenda.

2021 Adoption of Rules of Procedure (Resolution No. 12226)

On February 17, 2021, the City Council adopted Resolution No. 12226, establishing Rules of Procedure for conducting City Council meetings. This Resolution:

- Transitioned the City's parliamentary authority from Robert's Rules of Order to Rosenberg's Rules of Order, which better aligned with the practical needs of a five-member city council.
- Codified general rules for meetings, quorum, voting, public comment, decorum, and public hearings.
- Applied the Rules of Procedure to subordinate boards and commissions unless they adopted separate rules, and incorporated temporary technology protocols adopted during the COVID-19 pandemic by reference.

The City's "legislative bodies" are those subordinate commissions, committees and boards established in accordance with the Monterey Park Municipal Code or by City Council resolution. Currently, these consist of the Planning Commission, Commission on Aging, Committee Participation Commission, Economic and Business Development Commission, Environmental Commission, Library Board, Personnel Board, Recreation and Parks Commission, and the Traffic Commission. The City Council is separately identified as an "eligible legislative body" under SB 707.

Updates in State Law

Since 2021, the Legislature has significantly amended the Ralph M. Brown Act, including through Senate Bill 707 (Durazo), which creates new obligations for remote public participation, accessibility, and disruption policies in phases beginning January 1 and July 1, 2026. In addition, staff's experience under Resolution No. 12226, and the evolution of technology since the City's temporary pandemic protocols, demonstrate the need to consolidate and modernize meeting rules into a single, current framework.

The proposed 2026 Rules of Procedure (Resolution No. 26-xx) implement SB 707, integrate and update prior provisions from the 2013 Policies and 2021 Rules, and add a new Rule 5.3 to address disruptions to telephonic and internet services, as required by SB 707.

SB 707 and Required Changes

SB 707 amends the Brown Act and applies to the City's legislative bodies in two phases:

- **Phase 1 Requirements – All Legislative Bodies (Effective January 1, 2026):**
 - **ADA teleconferencing for members:** Members with recognized disabilities may participate via teleconference as a reasonable accommodation and count toward a physical quorum.
 - **Public recording:** The public may record meetings using any device, provided the recording does not actually disrupt proceedings.
 - **Removal of disruptive remote participants:** Presiding officers may remove remote participants after a warning when their conduct actually disrupts the

- meeting, while ensuring that removal is not based solely on offensive speech.
 - **Optional “just cause” teleconferencing:** Government Code § 54953.8.3 allows, but does not require, remote participation by members for “just cause” (e.g., illness, childcare, emergency circumstances), conditioned on full two-way remote public participation and other Brown Act requirements. The draft Resolution does not include this option.
 - **ADA accommodations:** Agendas must explain how to request reasonable accommodations, and such requests must be addressed promptly.
- **Phase 2 Requirements – City Council as an Eligible Legislative Body (Effective July 1, 2026):**
 - **Agenda translation:** Agendas must be translated and posted in applicable languages; based on census data, Chinese is required, and the City will continue to provide Spanish translations. Automated translation tools are permitted.
 - **Mandatory remote public access:** The City Council must offer a two-way audiovisual and telephone platform, or two-way telephonic service only, with equal speaking time for in-person and remote participants and auto-captioning enabled for audiovisual platforms.
 - **Disruption policy** – The City Council must adopt a policy addressing disruptions to telephonic or internet services, including good-faith restoration efforts and specific roll-call findings if the Council proceeds without restoring remote access.
 - **Meeting translation support and outreach:** The City must reasonably assist members of the public in obtaining interpretation (e.g., space for interpreters, extra time) and must document reasonable outreach efforts to encourage participation from underrepresented groups.

Meetings not subject to the Brown Act, such as ad hoc committees, administrative hearings, trainings, interviews, and similar meetings, are not affected by SB 707, though ADA obligations still apply under federal law.

Proposed 2026 Rules of Procedure and SB 707 Implementation

The proposed 2026 Rules of Procedure (Resolution No. 26-xx) builds upon and updates Resolution No. 12226 and the 2013 Council Policies as follows:

- **Authority and purpose:** Like Resolution No. 12226, the new Rules establish authority, purpose, and governing law and explicitly extend to all City legislative bodies, while clarifying that procedural defects do not invalidate actions that otherwise comply with law.
- **Parliamentary rules:** The 2021 shift from Robert’s Rules to Rosenberg’s Rules for parliamentary guidance is preserved by embedding Rosenberg-style concepts (e.g., order of motions, reconsideration, majority vs. supermajority) throughout the 2026 Rules.
- **Decorum and order:** Provisions from the 2013 Policies and 2021 Rules regarding decorum for Council, staff, and public are updated and consolidated into a single decorum and disruption section applicable to in-person and remote participants.
- **Agenda structure and consent calendar:** The 2026 Rules retain the core agenda

framework, consent calendar practices, and limits on actions to posted items, while simplifying the description of “Future Agenda Items” and City Communications.

- **Remote access and technology procedures (Section 5):** The new Rules codify the City’s virtual meeting practices and update them for post-pandemic SB 707 requirements, including recording practices, recognition of speakers on remote platforms, and handling anonymous participants.
- **Public participation (Sections 4 and 7):** The Rules specify how remote public comment may be submitted (written, online platform, telephone), how it will be integrated into meetings, and how public hearing procedures accommodate both in-person and remote testimony.
- **Disruption of telephonic or internet service (New Rule 5.4 / Rule 5.3 policy):** If remote access is disrupted such that the public cannot observe or attend through the City’s authorized two-way platform, the City Council must recess open session for at least one hour and make good-faith efforts to restore service. During the recess, the Council may meet in closed session to the extent permitted by law. If remote access cannot be restored, the Council may reconvene open session only after making specified roll-call findings that good-faith restoration efforts were made and that the public interest in continuing the meeting outweighs the public interest in remote access. This is a new requirement not present in Resolution No. 12226 or the 2013 Policies and represents a significant SB 707-driven change to the City’s rules of procedure.

Significant Substantive Changes from Existing Rules

The following table highlights key substantive differences between the 2013 Policies, 2021 Rules (Resolution No. 12226), and the proposed 2026 Rules, with emphasis on SB 707:

Topic	2013 Council Policies	2021 Rules of Procedure (Res. 12226)	Proposed 2026 Rules (Res. 26-xx)
Parliamentary authority	References Robert’s Rules; failure to follow does not invalidate actions.	Replaces Robert’s with Rosenberg’s Rules; explicitly procedural only.	Retains Rosenberg-based approach, integrated into Rules text; explicitly procedural only.
Applicability to bodies	Focused on City Council policies and procedures.	Applies to City Council; extends to boards/commissions unless they adopt separate rules.	Expressly governs all “legislative bodies” of the City; Mayor duties apply to other presiding officers as appropriate.
Electronic/remote participation – public	2013: Addresses electronic communications by Council; no formal remote public participation framework.	2021: Adopts temporary Technology Protocols for virtual meetings during COVID-19; not SB 707-driven.	Establishes permanent remote access and technology procedures, including methods of remote public comment, platform controls, and decorum, consistent with SB 707.
Remote access	None.	None; virtual access	Requires two-way

mandate (City Council)		governed by temporary Technology Protocols.	audiovisual and telephone platform, or two-way telephone service, with equal speaking time and auto-captioning for audiovisual platforms, effective July 1, 2026.
Agenda translation	Not required by statute; policies do not mandate translated agendas.	No translation requirement in resolution.	Requires agenda translation into applicable languages (Chinese, with continued Spanish) using permissible automated tools.
Disruption policy – technology failures	2013: General decorum and removal provisions; no technology disruption policy.	2021: Provides general decorum and removal rules; temporary Technology Protocols for virtual meetings but no SB 707 policy.	New Rule 5.4/5.3 establishes a Brown Act-compliant policy for disruptions of telephonic or internet service, including required recess and roll-call findings if remote access cannot be restored.
ADA teleconferencing for members	Not expressly addressed.	Provides general teleconferencing framework; no SB 707 ADA teleconferencing rule.	Recognizes members' participation via teleconference as a reasonable ADA accommodation that may count toward a physical quorum, consistent with SB 707.
“Just cause” teleconferencing	Not applicable.	Not addressed; no express adoption.	Confirms that optional “just cause” teleconferencing will not be used, based on cost and compliance concerns, unless later directed by Council.
Public comment time limits	2013: Five minutes per speaker, with limited time-sharing provisions.	2021: Five minutes for public comment and a total of five minutes on all other agenda items, with separate public hearing rules.	Allows Council to revise time limits for efficiency and to manage multiple participation modes; specific option to be selected by Council as part of adopting the

			Rules.
Evidence and public hearing procedures	Detailed hearing procedures and decorum, but pre-SB 707.	Establishes structured public hearing process, including testimony order and admissible evidence standards.	Updates hearing procedures to explicitly integrate remote testimony, evidence submission, and record-keeping, while retaining core 2021 framework.

Teleconferencing and “Just Cause” Participation

Government Code § 54953.8.3 allows – but does not require – legislative bodies to use a “just cause” (non-traditional) teleconferencing option for members in limited circumstances. If used, the City must provide full two-way remote public participation for all bodies, include access information in every agenda for any person that might use this option, and manage increased administrative and technological burdens.

Because these optional provisions would substantially increase costs, logistical complexity, and Brown Act compliance risk, staff recommends that the City Council not adopt the optional “just cause” teleconferencing provisions at this time and instead limit remote participation by members to traditional teleconferencing and ADA reasonable accommodations. The 2026 Rules therefore:

- Retain the 2021 description of traditional teleconferencing requirements (posting, accessibility, roll-call voting, quorum within jurisdiction).
- Incorporate SB 707’s mandatory ADA teleconferencing accommodation for members with recognized disabilities.
- Omit “just cause” teleconferencing as a standing option in the Rules, consistent with the City Manager’s recommendation.

Public Participation Guidelines

As part of the proposed updates, the City Council should consider the standard time limit for public comment. Currently, speakers may speak a total of five minutes for general public comment and a total of five minutes on all other items on the Agenda. Separately, an individual has five minutes to speak during a Public Hearing. In surveying the surrounding cities (attached Attachment 3), most cities generally allow three minutes or a combination thereof, and written comments are received and made part of the records but not read aloud at the meeting.

The most efficient means to effectively monitor speakers through different methods (e.g., in-person, virtual and telephonic), providing for public comment on all matters for the agenda at the beginning of the meeting is desirable. Public hearing items would allow for public comment during those agenda items.

Staff is seeking Council direction on the public participation guidelines and time limits in the resolution.

Strategic Plan Goal:

This action enhances public communication and civic engagement to better reach all members of our community.

Fiscal Impact:

SB 707 constitutes an unfunded legislative mandate that requires cities to incur additional costs to provide mandatory remote participation, agenda translation, outreach, and related services. Staff estimates that an allocation of \$20,000 is needed to purchase additional CivicPlus software to support meeting management and remote participation. An additional \$30,000 is anticipated for Council Chambers audio-visual modifications, translation of agendas, outreach and website materials, and recurring staff time necessary to ensure compliance with SB 707 and the revised Rules of Procedure.

Attachments:

1. Draft Resolution
2. Rules of Procedures
3. Public Comments Speaker Time Survey

Attachment 1

Draft Resolution

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING PROCEDURAL RULES FOR CONDUCTING
LEGISLATIVE MEETINGS WITHIN THE CITY OF MONTEREY PARK**

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

SECTION 1: Adoption of Rules. The City Council adopts the attached Rules of Procedure, which are incorporated by reference, for conducting meetings of all legislative bodies within the City of Monterey Park. These Rules become effective upon adoption and remain effective unless amended, repealed, or superseded. These Rules are intended to comply with the Ralph M. Brown Act, Government Code §§ 54950 through 54963, and other applicable law. To the extent of any conflict, applicable law controls.

SECTION 2: Supersession. This Resolution supersedes all previous resolutions, policies, exhibits, protocols, and procedural rules addressing the conduct of City Council meetings to the extent they conflict with or duplicate these Rules. Any prior provisions inconsistent with these Rules are repealed and of no further force or effect.

SECTION 3: Severability. If any part of this Resolution or its application is held invalid, the remainder will remain in full force and effect.

SECTION 4: Electronic Signatures and Recordation. This Resolution may be executed with electronic signatures consistent with Government Code section 16.5. The Mayor, or presiding officer, is authorized to sign this Resolution, and the City Clerk, or duly authorized deputy, may attest to it.

SECTION 5: 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 6: Effective Date. This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this ____ day of _____, 2026.

Elizabeth Yang, Mayor

Attest:

Maychelle Yee, City Clerk

Approved as to Form:

Karl H. Berger, City Attorney

Attachment 2

Rules of Procedure



Monterey Park

MEETING RULES OF PROCEDURE

(Resolution No. 26-xx, adopted April 15, 2026)

1. Authority and Purpose

1.1 Authority

These Rules govern the conduct of all meetings of legislative bodies within the City of Monterey Park. For subordinate legislative bodies, the duties assigned to the Mayor and Vice-Mayor by these Rules apply to the presiding officer.

1.2 Purpose

These Rules are adopted to facilitate orderly, efficient, fair, and legally compliant meetings, to preserve public participation, and to provide clear procedures for the conduct of City Council business.

1.3 Governing Law

All meetings will be conducted in accordance with applicable provisions of the Government Code (i.e., the Brown Act), the Monterey Park Municipal Code, and these Rules. Any procedural issue not expressly addressed in these Rules may be determined by the Mayor, subject to appeal to the City Council and applicable law.

1.4 Procedural Nature of Rules

These Rules are procedural only. Failure to strictly follow a procedural provision does not invalidate an action that otherwise complies with applicable law.

2. Meetings

2.1 Public Meetings

All meetings of the City Council, except closed sessions authorized by law, are open to the public.

2.2 Quorum

Three members of the City Council constitute a quorum. If less than a quorum is present, the City Clerk will record the members in attendance in the meeting minutes.



Monterey Park

and the meeting may be adjourned to a later time. If no members are present, the City Clerk may adjourn the meeting pursuant to Government Code § 54955.

2.3 Presiding Officer

The Mayor presides at all meetings when present. In the Mayor's absence, the Vice Mayor presides. In the absence of both, the Councilmembers present may select a temporary presiding officer by majority vote.

2.4 Call to Order

The Mayor or Vice Mayor will call the meeting to order at the time stated in the notice and agenda. If both are absent, the City Clerk will call the meeting to order for the purpose of selecting a temporary presiding officer.

2.5 Attendance of Officers

The City Manager, City Attorney, and City Clerk, or their designees when authorized, should attend all meetings. The City Manager may participate in discussion but may not vote. The City Attorney may provide legal advice and serve as parliamentarian. The City Clerk maintains the official record.

2.6 Minutes

The City Clerk will record the public proceedings of the City Council in the official minutes, which become public record after Council approval. Unless a majority of the quorum requests otherwise, minutes may be approved without being read aloud.

3. Agenda and Order of Business

3.1 Agenda Preparation

The agenda will be prepared in accordance with procedures directed by the City Manager and applicable law.

3.2 Action Limited to Posted Agenda

The City Council may act only on items appearing on the posted agenda except as otherwise permitted by Government Code § 54954.2 or other applicable law.

3.3 Consent Calendar



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Consent Calendar items are routine matters that the City Manager believes generally do not require separate discussion. Any Councilmember may remove an item for separate consideration, and an item may also be removed upon receipt of a written request for public comment on that item.

3.4 City Communications

Items of interest not listed elsewhere on the agenda, including conference or meeting reports, may be discussed under City Communications, but no action may be taken other than to receive the information or refer the matter to staff.

3.5 Future Agenda Items

The agenda may include a "Future Agenda Items" section during which a Councilmember may make a non-debatable motion to place an item on a future agenda. Placement requires a majority vote. The City Manager retains discretion regarding scheduling unless otherwise directed by the City Council.

3.6 Document Preparation

Unless otherwise directed by the City Council or City Manager, documents to be placed on the agenda should be approved as to form and legality by the City Attorney or designee before presentation to the City Council.

4. Public Participation and Decorum

4.1 Public Right to Address the Council

Any person may address the City Council during public comment, during a public hearing, or with the consent of a majority of the quorum, subject to these Rules and applicable law.

4.2 Scope of Comment

For regular meetings, members of the public may address the City Council on matters within the Council's subject-matter jurisdiction during the public comment portion of the agenda. For special meetings, public comment may be limited to matters listed on the agenda as permitted by Government Code § 54954.3(a). Written comments must be received by the City Clerk at least 24 hours before a scheduled meeting to be considered by the City Council.

4.3 Speaker Procedures



Monterey Park

Persons addressing the City Council must provide any information reasonably requested by the City Clerk for the record, speak from the podium or approved remote platform, and state their name and address for the record unless not required by law. Remarks must be directed to the City Council as a body, not to individual Councilmembers or staff. No question may be asked of Councilmembers or City staff except through the presiding officer.

4.4 Time Limits

Unless otherwise provided for public hearings or adjusted by the presiding officer consistent with law, each speaker is limited to [REDACTED] minutes during public comment and a total of [REDACTED] minutes on other agenda items. To avoid unnecessary repetition, the presiding officer may request that a group select a spokesperson and may reasonably limit repetitive presentations.

4.5 Decorum and Disruption

All participants must conduct themselves in a manner that permits the orderly transaction of business. Disruptive conduct, including conduct that disturbs, disrupts, or impedes the meeting, is prohibited. A person who engages in disruptive conduct may be removed from the meeting and excluded for the remainder of that meeting unless the City Council permits continued participation by majority vote.

4.6 Recognition to Speak

Councilmembers wishing to speak must first be recognized by the presiding officer and, except during City Communications or as otherwise permitted, should limit remarks to the item under consideration.

4.7 Rules of Debate and Courtesy

Debate should address the pending matter and not personalities. The presiding officer may enforce decorum, maintain order, and ensure that speakers stay on topic, while preserving fair opportunity for Council and public participation.

4.7.1 Interruptions for Privilege or Order

As a limited exception to the general rule against interrupting a speaker, a Councilmember may raise a point of privilege, point of order, or appeal the ruling of the chair when necessary to protect the orderly conduct of the meeting. The presiding officer will rule on the point or process the appeal under Section 9.1.



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4.7.2 Public Information During Proceedings

To support meaningful participation, the presiding officer should, when practicable, tell the public what the Council will be doing, keep the public informed while the Council is doing it, and announce what action the Council has taken after the vote or other disposition of the item.

5. Remote Access and Technology Procedures

5.1 Recording and Virtual Meeting Notice

When meetings are conducted with remote public access, the meeting may be recorded, including public comment. Audience screen names or displayed telephone numbers may be visible as part of the recording. Unless a person is called to provide public comment, participant audio may be muted and video may be disabled. Closed sessions, if any, will not be recorded.

5.2 Methods of Remote Public Comment

When remote participation is offered, public comment may be submitted in writing before the meeting in the manner designated by the City Clerk, through the platform's recognition feature during the meeting, or by telephone using the access procedures identified on the agenda or meeting notice. To the extent practicable, the City Clerk may also accept written communications during the meeting before the close of public comment to the extent feasible under the procedures stated on the agenda.

5.3 Remote Meeting Decorum

Anonymous attendance may be permitted for audience members, but anonymous participants need not be recognized for public comment. Participants using names that violate community standards, attempting to rename themselves contrary to host controls, or attempting to bypass host controls may be denied entry to, removed from, or blocked from the meeting platform.

5.4 Disruption of Telephonic or Internet Service

If telephonic or internet service is disrupted so that the public cannot observe or attend through the authorized two-way telephonic or audiovisual platform, the City Council will recess open session for at least one hour and make a good faith effort to restore service. During the recess, the City Council may meet in closed session as permitted by law. The City Council will not reconvene open session until at least one hour has passed or service has been restored, whichever occurs first. If service has not been restored when



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open session reconvenes, the City Council may continue only after adopting, by roll call vote, findings that good faith efforts were made to restore service and that the public interest in continuing the meeting outweighs the public interest in remote access.

6. Motions, Debate, and Voting

6.1 Making Motions

Council action is ordinarily taken by motion. A Councilmember must be recognized before making a motion. The presiding officer will state the motion before a vote and announce the result. A roll call vote must be taken upon request of any Councilmember.

6.2 Seconding Motions

A motion may be debated after it is made. During debate, any Councilmember may call for a second. If no second is forthcoming, the motion fails for lack of a second.

6.3 Debate on Motions

After a motion is made and seconded, Councilmembers may debate the motion subject to the direction of the presiding officer and these Rules. The Mayor retains the rights of a Councilmember and may move, second, and debate while serving as presiding officer.

6.3.1 Agenda Item Discussion Sequence

Unless a different sequence is required by law, the presiding officer may conduct each agenda item in the following order: announcement of the item; staff or presenter report and recommendation; Council clarifying questions; public comment or public hearing testimony as applicable; motion and second; Council debate; vote; and announcement of the result. The presiding officer may vary this sequence for good cause, for efficiency, or to comply with applicable law.

6.3.2 Chair's Participation in Debate

To promote orderly and impartial meeting management, the presiding officer should ordinarily speak after other Councilmembers have had an opportunity to address the pending matter and should avoid making or seconding motions unless necessary to facilitate Council action. This provision is directory only and does not limit the full participatory rights of the Mayor or other presiding officer recognized elsewhere in these Rules.

6.3.3 Amendments and Substitute Motions



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A pending main motion may be modified by a motion to amend. A substitute motion may be used to propose a different disposition of the matter. The presiding officer will determine whether a proposed motion is properly treated as an amendment or a substitute motion, subject to appeal under Section 9.1.

6.3.4 Priority of Motions

When multiple motions are pending, the Council should ordinarily consider the most recently made motion first, including a substitute motion before an amendment and an amendment before the main motion, unless applicable law or these Rules require otherwise. No more than three motions should be pending at the same time unless the presiding officer determines additional procedural flexibility is necessary and no Councilmember objects.

6.3.5 Motions Not Ordinarily Debatable

The following motions are not ordinarily debatable and will be put to a vote promptly after a second, subject to applicable law and any controlling provision of these Rules: motion to adjourn; motion to recess; motion to fix the time to adjourn; motion to table; and motion to limit debate.

6.3.6 Supermajority Motions

A two-thirds vote is required for a motion to limit debate, a motion to object to consideration of an item, and a motion to suspend the rules, unless these Rules or applicable law prescribe a different standard. Nothing in this section alters any lower or higher vote threshold expressly established elsewhere in these Rules for substantive City action.

6.3.7 Withdrawal of Motion

Before voting begins, the maker of a motion may request to withdraw it. If the motion has not yet been seconded, the withdrawal is effective upon request. If the motion has been seconded or has become the subject of Council debate, the presiding officer may recognize the seconder or another Councilmember to renew the motion or may allow withdrawal unless a Councilmember objects.

6.3.8 Orders of the Day

A Councilmember may call for the orders of the day to require return to the posted agenda or the pending agenda item. If the presiding officer determines that the meeting has deviated from the agenda or pending item, the presiding



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officer will direct the body back to the proper order of business, subject to appeal under Section 9.1.

6.4 Order of Voting and Result

Unless a different vote is required by law, a majority of a quorum is required to transact business. The presiding officer will announce whether the motion passed or failed. Tie votes are governed by Section 6.8 and other applicable provisions of these Rules.

6.5 Votes Required for Certain Substantive Matters

Except where two Councilmembers are recused because of a legal conflict, three affirmative votes of the Council are required to approve General Plan amendments, amendments to the MPMC, zone changes, variances, conditional use permits, rezoning for annexations, subdivision maps, and parcel maps. If approval of such a substantive matter fails because three affirmative votes are not obtained, the matter will automatically be continued to the next regular City Council meeting. If the matter is neither approved nor denied at that next regular meeting, it is deemed denied unless the applicant requests an additional vote at the next regular meeting. No appeal fee will be charged for an appeal required because of a tie vote or the lack of sufficient affirmative votes where the matter is not subsequently denied.

6.6 Failure to Vote and Abstentions

A Councilmember should vote unless disqualified by a legal conflict of interest. A Councilmember abstaining due to a legal conflict of interest is not counted as part of the quorum and is not deemed to vote. A Councilmember abstaining for reasons other than a legal conflict remains counted for purposes of quorum.

6.7 Silence During Voice Vote

During a collective vote of ayes and nays, silence of any Councilmember denotes an affirmative vote unless a different voting method is used or a Councilmember states an abstention or disqualification.

6.8 Tie Votes

If a tie vote occurs when a Councilmember is absent, the item will be automatically continued once to the next regular meeting. If a tie vote results from a Councilmember's abstention, the motion is lost, except that a tie vote on an appeal is deemed to deny the appeal.



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6.9 Changing a Vote

A Councilmember may change a vote only immediately after the vote is announced and before the next agenda item is called.

6.10 Reconsideration

A motion to reconsider may be made before adjournment of the meeting at which the original action was taken. It may be made by a Councilmember on the prevailing side or, in the case of a lost motion, by any Councilmember; it may be seconded by any Councilmember. The motion is debatable and takes precedence over a pending motion. If the action to be reconsidered involves a public hearing item, the item must be re-noticed if reconsideration passes unless it is clearly established that all interested members of the public are still present.

7. Public Hearing Procedures

7.1 Opening the Hearing

For a public hearing, the Mayor announces the subject, confirms with the City Clerk that notice was properly given, opens the hearing, and calls for disclosure of conflicts and ex parte contacts if applicable.

7.2 Staff and Written Materials

The staff report and other written materials in the agenda packet are received and filed. Additional written materials may also be received and filed. Staff may present an oral report and respond to Councilmember questions.

7.3 Public Testimony

The purpose of public testimony is to provide an opportunity for interested persons to support or oppose the matter under consideration. The presiding officer may instruct speakers regarding required speaker forms, use of the podium or remote access tools, identification for the record, applicable time limits, and avoidance of repetition. The applicant or representative normally speaks first and may be allotted up to ten minutes, including rebuttal time.

7.4 Council Deliberation

After public testimony concludes, the City Council may ask clarifying questions, deliberate, and consider motions.



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7.5 Action on Public Hearing Items

The City Council may continue an open public hearing, vote on the item, adopt amendments, allow further public comment when appropriate, or close the hearing and continue the matter for later decision. Continuing an open public hearing to a specific date does not require additional notice.

8. Evidence and Record

8.1 Documentary and Oral Evidence

Documentary evidence, exhibits, written communications, and staff reports relied upon by the City Council must be made part of the record. Oral evidence may be taken under oath or affirmation if requested by the City Council. The Mayor or City Clerk may administer the oath.

8.2 Communications and Petitions

Communications and petitions may be read aloud in full or in summary, and a full reading must be provided if requested by a majority of the Council. Such materials may be received into evidence at the Council's discretion.

8.3 Displays and Maps

Large maps and displays used at a hearing should be displayed in full view of the Council and, when practicable, included in the record or reduced to an authentic smaller format for the record.

8.4 Admissibility

A public hearing need not follow formal rules of evidence. Relevant evidence of a type on which reasonable persons rely may be accepted, while irrelevant or unduly repetitious evidence may be excluded.

9. Appeals, Privilege, and Continuances

9.1 Appeals of Rulings

Any ruling of the presiding officer may be appealed by a Councilmember. The presiding officer must call for a roll call vote on whether the ruling will be upheld.

9.2 Personal Privilege and Protest



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A Councilmember may address the Council on a question of personal privilege when the Councilmember's integrity, character, motives, or the welfare of the Council is at issue, but may not interrupt a speaker until recognized. Any Councilmember may enter into the public record reasons for dissent or protest against a motion carried by the majority.

9.3 Continuances

Upon request of a Councilmember and by majority vote, an item not subject to a deadline may be continued to an agreed meeting date. Any interested person may also request a continuance, which the City Council may grant by majority vote.

10. Adjournment, Amendment, and Ceremonial Items

10.1 Adjournment Time

At 11:00 p.m., if the business of the meeting has not concluded, the Mayor will poll the Councilmembers. Upon majority vote, the meeting may be extended for up to one additional hour, and thereafter may be extended in one-hour increments by majority vote.

10.2 Amendment or Suspension of Rules

The City Council may amend or suspend these Rules at any time by majority vote, subject to applicable law. Failure to comply with these Rules does not affect any action taken by the City Council in accordance with applicable law.

10.3 Certificates and Proclamations

Presentation of certificates and proclamations remains honorary and ceremonial. The Mayor or presiding officer conducts presentations concerning City-sponsored events and proclamations. Certificates and proclamations presented at regular meetings should include the signatures required by Council policy, and requests should be submitted sufficiently in advance to permit preparation.

Attachment 3

Public Comments Speaker Time Survey

Public Comments Speaker Time Survey

Arcadia	• 5 speakers or less – 5 minutes each; • 6 and 20 speakers – 3 minutes each; • 21 and 50 speakers – 2 minutes each; • 50+ speakers – 1 minute each. • written comments not read at meeting
Alhambra	• 3 minutes – public comment, 30 minutes total remaining speakers taken at the end of the meeting - 5 minutes • consent calendar - 1 item/5 minutes, 2+/10 minutes
Baldwin Park	• 3 minutes - public comment & all agenda items • written comments not read at meeting
Downey	• 3 minutes - public comment & all agenda items, 30 minutes total • 3 minutes - public hearing • 6 minutes - interpreter
Duarte	• 3 minutes per category • no speaker cards accepted after start of meeting
El Monte	• 3 minutes - public comment & all agendized items • 3 minutes for public hearing
Glendale	• 3 minutes - Community Event Announcement • 3 minutes - public comments & all agenda items, 30 minutes total • 5 minutes - non-agendize items • written comments not read at meeting
Glendora	• 3 minutes for public comment & all agendized items
Monrovia	• 3 minutes – public comment, 45 minutes total remaining speakers taken at the end of the meeting • agendizes items – as determined by of the city • 5 minutes - public hearing • written comments not read at meeting
Montebello	• 3 minutes – public comment, 30 minutes total remainder speakers taken at the end • 3 minutes per item
Pico Rivera	• 3 minutes - public comment & all agendized items • 3 minutes - public hearing • no speaker cards accepted after start of meeting
Rosemead	• 3 minutes - public comment & all agendized items • no speaker cards accepted after start of meeting
San Gabriel	• 3 minutes per item, 6 minutes interpreter • written comments not read at meeting
San Marino	• 3 minutes per item • written communication period at the end
South Gate	• 3 minutes per item, 45 minutes total remaining speakers taken at the end of the meeting
South Pasadena	• 3 minutes per item, 30 minutes total remaining speakers taken at the end of the meeting • written comments not read at meeting
Temple City	• 3 minutes per item, 30 minutes total • written comments not read at meeting
West Covina	• 3 minutes – public comment & all agendized items • 3 minutes - public hearing • written comments not read at meeting



City Council Staff Report

Date: April 15, 2026

Agenda Item Number: 12.B.

To: The Honorable Mayor and City Council

From: Karl Berger , City Attorney

Subject: Consideration and possible action to authorize the Mayor to execute the First Amendment to the City Manager's Employment Agreement for a three-year term (with options for one to two year extensions) with Ms. Inez Alvarez. Fiscal Impacts include, without limitation, a (1) base compensation for a total of \$315,731.60 beginning the first full pay period after July 1, 2026; (2) vehicle allowance of \$600 per month; and (3) medical, disability, an other fringe benefits included, without limitation, CalPERS retirement benefits substantially the same as other department directors. The total compensation package is approximately \$1,040,838.70 for the initial three year term. An increase in base salary would occur upon the anniversary date based upon the percentage increase granted by the City Council to executive management employees.

Recommendation:

It is recommended that the City Council consider:

1. Authorizing the Mayor to execute an amendment to the employment agreement with Ms. Inez Alvarez, in a form approved by the City Attorney; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:

Upon direction from the City Council, the City Attorney negotiated an amendment to the existing employment agreement with Ms. Inez Alvarez to serve as City Manager. This amendment includes a three-year initial term beginning July 1, 2026. Ms. Alvarez was appointed City Manager on November 15, 2023.

A summary of the Agreement (see Attachment 1) includes:

- A base salary of \$315,731.60 beginning the first full pay period after July 1, 2026;
- \$600 a month car allowance; and
- Substantially similar benefits (health, leave times, etc.) as other executive management

employees.

Background:

The First Amendment modifies the City Manager Employment Agreement entered into on January 17, 2024, which was retroactively effective November 15, 2023. The original agreement provided a three-year term with one-year extension, base salary of \$256,000 beginning November 15, 2023, a \$600 monthly vehicle allowance, and benefits substantially similar to executive management employees. In January 2025, the City Manager received a 12% increase in accordance with the terms of the existing agreement, increasing her base salary from \$265,000 to \$297,860. All other benefits remained the same. Here are the key amendments for the proposed contract extension:

1. **Term Structure and Expiration Date - Fiscal-Year Alignment** Effective July 1, 2026, the agreement term is amended to run on a fiscal-year basis, with the expiration date set to June 30 of the applicable contract year. The agreement continues for an initial three-year term through June 30, 2029, unless otherwise terminated in accordance with the agreement. **Impacts:** Aligns contract administration, budgeting, and performance cycles with the City's fiscal calendar.
2. **Automatic Renewal/Extension and Month-to-Month Continuation.** The City Council may extend the agreement for successive one- or two-year terms upon written notice delivered at least 60 days before the then-current expiration date. Absent written notice for extension, the agreement will renew on a month-to-month basis beginning upon the anniversary date. **Impact:** Provides flexible extension pathways and continuity of service without lapses.
3. **Salary Adjustments.** For the period through July 1, 2026, the Employee will not receive an increase in base salary and agrees not to take any retroactive 1% increase for the current year. Effective the first full pay period after July 1, 2026, the annual base salary will increase by 6%, payable in equal installments with standard withholding.

Beginning on the first full pay period after July 1, 2027, and on each first full pay period after July 1 thereafter during the term, base salary will automatically adjust based upon the percentage adjustment of the Executive Management Team as determined by the City Council, with Council retaining discretion for additional adjustments by minute action or written amendment. **Impact:** Establishes a predictable fiscal-year salary framework, with automatic annual adjustments tied to executive team adjustments.

4. **Severance Provisions.** If terminated without cause and upon timely execution (and non-revocation) of a City-approved separation and release (that is already part of the existing agreement), the Employee will receive severance equal to 12 months of base salary, subject to withholdings, in lieu of any lesser severance otherwise provided. **Impact:** Clarifies severance and conditions, aligning with best practices for executive transitions.
5. **Performance Reviews.** The City Council will conduct an annual performance review on a schedule aligned to the fiscal-year cycle, generally completed on or before September 30 following the close of the preceding fiscal year. **Impact:** Synchronizes evaluation

timing with fiscal planning and goal setting.

6. Alignment of Benefits. Effective July 1, 2026, compensation and fringe benefits will be aligned with those generally provided to department directors/executive team, as established by the City Council from time to time. Impact: Clarifies alignment while maintaining the agreement's independence from other bargaining frameworks.

Strategic Plan Goal:

This action supports the City Council's Strategic Plan Goal of maintaining stability of the City's Human Resources.

Fiscal Impact:

Cost for the first fiscal year of this contract (FY 26-27) is \$337,631.60 and if approved will be budgeted in the FY 26-27 budget. Total estimated cost for the First Amendment over three years is \$1,040,838.70.

Attachments:

1. Draft First Amendment

ATTACHMENT 1

Draft First Amendment

**FIRST AMENDMENT TO CITY MANAGER EMPLOYMENT
AGREEMENT BETWEEN THE CITY OF MONTEREY PARK
AND
INEZ ALVAREZ**

THIS FIRST AMENDMENT (“Amendment”) is made and entered into as of April 15, 2026, by and between the CITY OF MONTEREY PARK, a municipal corporation and general law city (“CITY”), and INEZ ALVAREZ, an individual (“EMPLOYEE”). The Parties agree as follows:

1. **PURPOSE.** This Amendment modifies the City Manager Employment Agreement entered into on January 17, 2024, between CITY and EMPLOYEE and became retroactively effective on November 15, 2023 (“Agreement”).

2. TERM; FISCAL-YEAR ALIGNMENT.

- A. Alignment and Initial Term. The current Agreement term runs to November 14, 2026, with an automatic one-year renewal to November 14, 2027, absent timely action. Notwithstanding the foregoing, and for fiscal-year alignment, the Parties agree that, effective July 1, 2026, the Agreement’s term will be amended to run on a fiscal-year basis. Accordingly, the Agreement’s expiration date is amended to be June 30 of the applicable contract year.
- B. New Term. Effective July 1, 2026, the Agreement is restated to continue for an initial three-year term, through June 30, 2029, unless otherwise terminated in accordance with the Agreement, as amended. The Parties further agree that CITY may, in its sole discretion, extend the Agreement for successive one-year or two-year terms upon written notice delivered at least 60 days before the then-current expiration date. In the absence of a written notice for extension, the Agreement will renew on a month-to-month basis beginning upon the anniversary date. The Mayor may extend the Agreement as contemplated by this Amendment.

3. COMPENSATION.

- A. Current Year. For the period through July 1, 2026, EMPLOYEE will not receive an increase in base salary and agrees not to take any retroactive 1% increase for the current year.
- B. Fiscal-Year Adjustment. Effective the first full pay period after July 1, 2026, EMPLOYEE’s annual base salary will be increased by 6%, payable in equal installments at the same time as other CITY employees are paid, subject to applicable withholdings. The increase is timed to the fiscal-year start on July 1, 2026-27.
- C. Automatic Annual Adjustments. Beginning July 1, 2027, and on each first full

pay period after July 1 thereafter during the term, EMPLOYEE's base salary will be automatically adjusted based upon the percentage adjustment of Executive Management Team as determined by the City Council. The City Council retains discretion to make additional adjustments by minute action or written amendment.

- D. Relationship to Existing Salary Provisions. Section 7 of the Agreement sets EMPLOYEE's base salary beginning November 15, 2023, and provides for adjustments following evaluation or by written amendment. The provisions of this Section 3 supersede any inconsistent terms in Section 7 as of their effective dates.

4. BENEFITS ALIGNMENT.

- A. Alignment with Executive Team. Effective July 1, 2026, compensation and fringe benefits for EMPLOYEE will be aligned with those generally provided to department directors/executive team, as such benefits may be established by the City Council from time to time.
- B. Maintenance of Formal Decoupling. The Agreement provides that EMPLOYEE's fringe benefits are separate from the Executive Management Team identified in Resolution No. 12236 and are not linked to amendments to that or any subsequent resolution. The Parties affirm this separation. Any alignment is a policy benchmark only and does not incorporate by reference any memorandum of understanding, resolution, or amendment applicable to other employee groups unless expressly approved by the City Council for EMPLOYEE.

5. **SEVERANCE.** If EMPLOYEE is terminated without cause and timely executes and does not revoke a City-approved separation and release agreement, EMPLOYEE will be paid severance in an amount equal to 12 months of base salary, subject to applicable withholdings, in lieu of any lesser severance otherwise provided. Any inconsistent severance provisions in Section 4 of the Agreement are amended solely to reflect the twelve-month severance described herein; all other provisions of Section 4 remain in full force and effect, including, without limitation, severance inapplicability upon termination for cause, required releases, compliance with applicable law, vacation/sick payouts, and the 120-day election/non-termination limitation.

6. **PERFORMANCE REVIEW.** The City Council will conduct an annual performance review of EMPLOYEE on a schedule aligned to the fiscal-year cycle, with each review to generally be completed on or before September 30 following the close of the preceding fiscal year.

7. **ELECTRONIC SIGNATURES; COUNTERPARTS.** This Amendment may be executed with electronic signatures and such signatures will be treated in all respects as having the same effect as an original signature. This Amendment may be executed in any number of counterparts, each of which will be an original, but all of which together constitute one instrument executed on the same date.

8. **NO OTHER CHANGES; CONFLICTS.** Except as expressly amended by this Amendment, all terms and conditions of the Agreement remain unchanged and in full force and effect. In the event of a conflict between the Agreement and this Amendment, this Amendment controls.

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF MONTEREY PARK

EMPLOYEE

Elizabeth Yang,
Mayor

Inez Alvarez

APPROVED AS TO FORM:

Karl H. Berger, City Attorney