



**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 - Amended to add revised resolution for Item No. 11B**  
**Monterey Park City Hall Council Chambers**  
**320 West Newmark Avenue, Monterey Park, CA 91754**

**Wednesday, June 3, 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.

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**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](http://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](mailto: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](http://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.

### 即時翻譯：

會議將被翻譯（筆譯或音譯）至您選擇的語言。操作說明如下

### Traducción en vivo:

Las reuniones se traducirán (por escrito o por audio) al idioma que seleccione. Las instrucciones se encuentran a continuación.

1



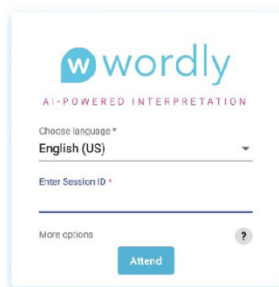
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<https://attend.wordly.ai/join/ERPR-7201>

2



Choose Language, Click "Attend"

選擇語言  
點擊"Attend"(出席)

Seleccione el idioma y  
haga clic en "Attend"

3



Read Captions on Device  
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在設備上閱讀筆譯使用耳  
機收聽口譯

Lea los subtítulos en su  
dispositivo y use audífonos para  
el audio

### 1. Call to Order

Mayor

### 2. Flag Salute

The Monterey Park Fire Explorers

### 3. Roll Call

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

### 4. Telecommunications Announcement, if requested

### 5. Agenda Revisions and Additions

**6. Presentation**

**7. Public Comments**

**8. Staff Communications**

**8.A. City Manager's Department**

**8.B. Bruggemeyer Library**

**8.C. Fire Department**

**8.D. Recreation and Community Services Department**

**8.E. Public Works Department**

**8.F. Community Development and Finance Department**

**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. Monthly Investment Report**

It is recommended that the City Council consider:

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

**10.B. Consideration and possible action to direct the City Clerk to perform the biennial review of the City's Conflict of Interest Code**

It is recommended that the City Council consider:

1. Directing the City Clerk to perform the biennial review of the City's Conflict of Interest Code and return with any recommended amendments, as appropriate; and
2. Taking such additional, related, action that may be desirable.

**10.C. Authorization of Public Works Annual Contracts**

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute amendments to various Public Works agreements for Fiscal Year 2026-27, in a form approved by the City Attorney; and
2. Taking such additional, related, action that may be desirable.

**10.D. Adoption of Resolution for SB1 Road Repair and Maintenance**

It is recommended that the City Council consider:

1. Adopting a resolution identifying a street maintenance project to be included in the FY 2026-27 budget and funded with Road Maintenance and Rehabilitation Account funds, in a form approved by the City Attorney; and
2. Taking such additional, related, action that may be desirable.

#### **10.E. Rejection of all Bids for Adaptive Traffic/Traffic Responsive Control System Project**

It is recommended that the City Council consider:

1. Rejecting all bids for the Adaptive Traffic/Traffic Responsive Control System Project (CIP) No. 96026; and
2. Taking such additional, related, action that may be desirable.

#### **10.F. Approval of Second Amendment to Agreement 1905-AA with Express Services, Inc. For Temporary Staffing Services**

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a Second Amendment to Agreement 1905-AA with Express Services, Inc., in a form approved by the City Attorney, to extend the term for continued on-call staff augmentation services through June 30, 2029; and
2. Taking such additional, related, action that may be desirable.

#### **10.G. Recommendation for Purchase and Installation of 11 Verkada Cameras for Bruggemeyer Library**

It is recommended that the City Council consider:

1. Waiving bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050(4) and authorizing the Finance Department to purchase from Verkada using the California Multiple Award Schedules (CMAS) procurement program;
2. Authorizing the City Manager to execute an agreement with West Coast Cable Technologies Group, in a form approved by the City Attorney, to purchase and install eleven Verkada cameras at the City Library for \$102,886.53; and
3. Taking such additional, related action that may be desirable.

#### **10.H. Third Amendment to Agreement with HDL Coren & Cone for Property Tax Consultation Services**

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a third amendment to HDL Coren & Cone Agreement No. 1975-A, pursuant to Monterey Park Municipal Code § 3.20.090, in a form approved by the City Attorney to continue providing property tax consultation services from July 1, 2026, through June 30, 2031, for an additional amount of \$130,000, increasing the total contract amount to a not-to-exceed amount of \$356,250 for the full Agreement term; and

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

#### **10.I. LGBTQ+ Pride Month Resolution (As Requested by Mayor Pro Tem Lo)**

It is recommended that the City Council consider:

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

#### **10.J. National Gun Violence Awareness Day and Wear Orange Weekend 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**

#### **11.A. Public Hearing to Consider Approving Assessments for the Citywide Maintenance District No. 93-1 for Fiscal Year 2026-27 Pursuant to Streets and Highways Code §§ 22500, et seq.**

It is recommended that the City Council consider:

1. Opening the public hearing and receiving documentary and testimonial evidence;
2. Closing the public hearing and adopting a Resolution authorizing the Levy and Collection of Assessments for Fiscal Year 2026-27 for Citywide Maintenance District No. 93-1 pursuant to Streets and Highways Code § 22587; and
3. Taking such additional, related, action that may be desirable.

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

The City reviewed the environmental impacts of the extension under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). The proposed action is exempt from additional environmental review pursuant to CEQA Guidelines § 15273(a) because it involves the establishment and collection of rates and charges to meet operating expenses and maintain existing services within existing service areas.

#### **11.B. FY 2026-27 Capital Improvement Plan Resolution**

It is recommended that the City Council consider:

1. Opening a public hearing to receive documentary and testimonial evidence;
2. After closing the public hearing and considering the evidence, adopting a Resolution finding the FY 2026-27 Capital Improvement Plan ("CIP") conforms with the General Plan, authorizing the City Engineer to approve plans and specifications for capital improvement projects, and authorizing the Public Works Director to solicit bids for capital improvement projects identified in the CIP; and

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

**12. New Business**

**12.A. Resolutions for November 3, 2026 General Municipal Election**

It is recommended that the City Council consider:

1. Adopting a resolution calling for a general municipal election on November 3, 2026 pursuant to Elections Code § 1301;
2. Adopting a resolution requesting the County of Los Angeles to consolidate the City of Monterey Park's general municipal election to be held on November 3, 2026, with the statewide general election on the date pursuant to Elections Code §1301;
3. Adopting a resolution establishing requirements for candidate statements filed with the City Clerk to be included with voter information for an election on November 3, 2026; and
4. 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:** June 3, 2026

**Agenda Item Number:** 10.A.

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

**From:** Amy Lee, City Treasurer

**Subject:** Monthly Investment Report

**Recommendation:**

It is recommended that the City Council consider:

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

**Executive Summary:**

As of April 30, 2026, invested funds for the City of Monterey Park total \$81,216,061.37.

**Background:**

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

**Strategic Plan Goal:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

1. Investment Report

# **ATTACHMENT 1**

## Monthly Investment Report

**CITY OF MONTEREY PARK  
INVESTMENT REPORT  
APRIL 30, 2026**

**INVESTMENTS PORTFOLIO PROFILE:**

**TOTAL BALANCE AT 4/30/2026**

**\$ 81,216,061.37**

**INVESTMENT COMPOSITION**

(1)	<b><u>LA COUNTY POOLED INVESTMENT FUND</u></b>	ON DEMAND	3.06%	<b><u>\$ 27,222,314.64</u></b>
(2)	<b><u>LOCAL AGENCY INVESTMENT FUND</u></b>	ON DEMAND	3.811%	<b><u>\$ 18,646,420.01</u></b>
(3)	<b><u>CHANDLER ASSET MANAGEMENT</u></b>		4.40%	<b><u>\$ 27,336,293.31</u></b>

(4)	<b><u>CERTIFICATES OF DEPOSIT</u></b>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	
1	RIZE FED CREDIT UNION	12/13/24	12/14/26	4.25%	245,000
2	FIRST SEACOAST BANK	01/27/25	01/27/27	4.15%	247,000
3	GOLDMAN SACHES BANK	01/28/25	01/28/27	4.15%	244,000
4	FIRST BUSINESS BANK	01/30/25	01/29/27	4.15%	244,000
5	FIRST KY BANK	01/30/25	02/01/27	4.15%	249,000
6	AUSTIN TELCO FED CREDIT UNION	01/31/25	02/01/27	4.25%	249,000
7	SOUND CREDIT UNION	01/31/25	02/01/27	4.20%	249,000
8	MORGAN STANLEY BANK	02/12/25	02/12/27	4.30%	244,000
9	MORGAN STANLEY PRIVATE BANK	02/12/25	02/12/27	4.30%	244,000
10	OREGON COMMUNITY CREDIT UNION	02/24/25	02/24/27	4.30%	249,000
11	MERRICK BANK	02/28/25	02/26/27	4.30%	249,000
12	SOUTHERN STATES BANK	03/21/25	03/22/27	4.15%	249,000
13	TOYOTA FINANCIAL SAVINGS BANK	04/10/25	04/12/27	4.00%	245,000
14	UBS BANK	04/23/25	04/23/27	3.95%	249,000
15	AMERICAN EXPRESS NATIONAL BANK	04/30/25	04/30/27	4.05%	245,000
16	STATE BANK INDIA	05/05/25	05/05/27	4.10%	244,000
17	TRANSPORTATION ALLIANCE BANK	05/12/25	05/12/27	4.00%	249,000
18	FINWISE BANK	05/21/25	05/21/27	4.00%	249,000
19	CONNEXUS CREDIT UNION	07/23/25	07/23/27	4.10%	245,000
20	HARBORSTONE CREDIT UNION	08/06/25	08/06/26	4.25%	249,000
21	HOPE FEDERAL CREDIT UNION	08/21/25	08/21/26	4.10%	240,000
22	CIVIC FEDERAL CREDIT UNION	08/29/25	08/28/26	4.15%	249,000
23	PREFERRED BANK	09/03/25	09/03/26	3.93%	113,033
24	OPTUM BANK	09/15/25	09/15/27	3.70%	245,000
25	FIRST BANK	09/19/25	03/19/27	3.70%	245,000
26	UNIVERSITY OF ILLINOIS CREDIT UNION	09/24/25	09/24/27	3.65%	249,000
27	DORT FINANCIAL CREDIT UNION	10/10/25	10/12/27	3.75%	247,000
28	ALLIANT CREDIT UNION	10/30/25	10/30/26	4.00%	249,000
29	DART BANK	01/30/26	02/01/28	3.65%	245,000
30	CELTIC BANK	03/10/26	03/10/28	3.65%	249,000
31	WELLS FARGO	03/30/26	03/30/28	3.90%	249,000
32	FIRST UTAH BANK	03/31/26	03/31/28	3.80%	249,000
33	EAGLEMARK SAVINGS BANK	04/01/26	03/31/28	3.90%	245,000
	<i>Total CDs (33)</i>			4.030%	<b><u>\$ 8,011,033.41</u></b>

**OTHER INFORMATION:**

**BANK BALANCE: <sup>(1)</sup>**

**\$24,946,457.18**

AVERAGE MATURITY DAYS

130

AVERAGE INTEREST RATE FOR THE MONTH

3.779%

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

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

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

# PORTFOLIO SUMMARY



City of Monterey Park | Account #11189 | As of April 30, 2026

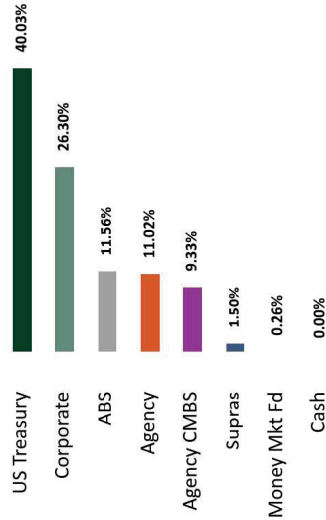
## Portfolio Characteristics

Average Modified Duration	1.81
Average Coupon	4.12%
Average Purchase YTM	4.40%
Average Market YTM	4.00%
Average Credit Quality*	AA+
Average Final Maturity	2.21
Average Life	1.98

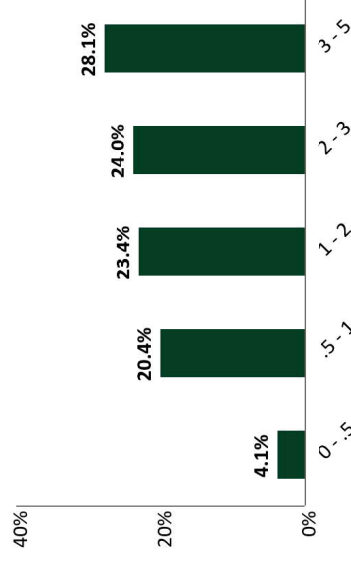
## Account Summary

	End Values as of 03/31/2026	End Values as of 04/30/2026
Market Value	27,312,530.63	27,411,332.27
Accrued Interest	229,033.67	197,272.94
<b>Total Market Value</b>	<b>27,541,564.30</b>	<b>27,608,605.21</b>
Income Earned	115,730.96	99,359.47
Cont/WD	0.00	0.00
Par	27,320,736.68	27,444,022.41
Book Value	27,207,665.23	27,336,293.31
Cost Value	27,090,955.71	27,215,225.47

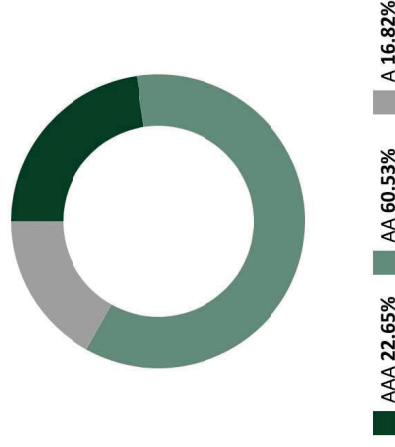
## Sector Allocation



## Maturity Distribution



## Credit Quality\*



## Top Issuers

United States	40.03%
Federal Home Loan Mortgage Corp	9.33%
Federal Home Loan Banks	6.25%
Farm Credit System	4.77%
International Bank for Recon and Dev	1.50%
Deere & Company	1.48%
Hyundai Auto Receivables Trust	1.45%
Bank of America Credit Card Trust	1.38%

## Performance Review

Total Rate of Return**	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	Since Inception (03/12/24)
City of Monterey Park	0.25%	0.42%	0.68%	3.65%	5.22%	--	--	--	4.96%
Benchmark Return	0.21%	0.29%	0.50%	3.16%	4.86%	--	--	--	4.40%

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



## City Council Staff Report

**Date:** June 3, 2026

**Agenda Item Number:** 10.B.

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

**From:** Maychelle Yee , City Clerk  
Cindy Trang, Deputy City Clerk

**Subject:** Consideration and possible action to direct the City Clerk to perform the biennial review of the City's Conflict of Interest Code

### **Recommendation:**

It is recommended that the City Council consider:

1. Directing the City Clerk to perform the biennial review of the City's Conflict of Interest Code and return with any recommended amendments, as appropriate; and
2. Taking such additional, related, action that may be desirable.

### **Executive Summary:**

Pursuant to the Political Reform Act, Government Code § 81000, et seq., every local agency is required to review its Conflict of Interest Code (COI) disclosure biennially to determine if the Code is accurate or in need of amendment. If positions or titles changed in the local agency's organization, amendments to the COI may be identified as part of the biennial review process and brought forward for Council consideration, as appropriate.

### **Background:**

Every two years, local governments must review their COI to determine if changes must be made to reflect the government's organizational structure. The COI must accurately designate all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The COI includes all other requirements of Government Code § 87302.

The City's current COI is attached for reference. Under California law, the City is required to conduct a biennial review of its COI. Staff will review the COI and, if changes are identified,

return with any recommended amendments. If no amendments are identified, the agency head may submit a no-change response to the code reviewing body by October 1, 2026, pursuant to Government Code § 87306.5.

**Strategic Plan Goal:**

N/A

**Fiscal Impact:**

The fiscal impact includes administrative costs associated with staff review and recommendations to the City Council.

**Attachments:**

1. 2024-R74 Conflict of Interest Updates

**ATTACHMENT 1**  
Resolution No. 2024-R74

## RESOLUTION NO. 2024-R74

### A RESOLUTION ADOPTING THE 2024 CONFLICT OF INTEREST CODE FOR THE CITY OF MONTEREY PARK IN ACCORDANCE WITH THE POLITICAL REFORM ACT.

The City Council of the City of Monterey Park (“City”) does resolve as follows:

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

- A. The Political Reform Act (Government Code §§ 81000, *et seq.*; the “PRA”) and regulations adopted pursuant to the PRA (2 Cal. Code of Regs. §§ 18700, *et seq.*; “FPPC Regs.”) require local government to adopt conflict of interest codes (“COI”).
- B. The Fair Political Practices Commission promulgated FPPC Regs. § 18730, which contains the terms of a standard conflict of interest code that can be incorporated by reference as the City’s COI.
- C. The City Council directed the City Clerk’s office to review the COI on June 5, 2024 pursuant to the PRA (Government Code § 87306.5).
- D. The City Clerk finished that review and made recommendations which the City Council incorporated into this Resolution.
- E. To fulfill its obligations under the PRA and FPPC Regs., the City Council adopts this 2024 Monterey Park COI as set forth in this Resolution.

**SECTION 2:** *2024 Monterey Park COI – Generally.* FPPC Regs. § 18730 is adopted by reference as the City of Monterey Park’s 2024 COI. Except as modified in this Resolution, all requirements of FPPC Regs. § 18730 apply as if fully set forth in this Resolution.

**SECTION 3:** *Monterey Park 2024 COI - Changes.* The 2024 Monterey Park COI includes the following changes:

- A. The term “investment” applies to financial interests in non-profit organizations as well as business entities;
- B. The term “Appendix” refers to Section 4 of this Resolution.

**SECTION 4:** *Designated Officials, Employees and Consultants.* For purposes of FPPC Regs. § 18730, designated employees and consultants are set forth below:

**A. Designated Officials and Employees:**

The positions listed below are designated positions. Officers and employees holding those positions are designated employees and are deemed to make or participate in making decisions which may foreseeably have a material effect on a financial interest. Disclosure includes specific types of investments, business positions, interests in real property, and sources of income which may foreseeably be materially affected by any decision made or participated in by the designated employee. Such disclosures must be made at the times and circumstances described by the City's Conflict of Interest Code.

Designated employees must disclose all interests as required by the Political Reform Act and regulations promulgated thereto. When a new position classification is created for City Council approval, the City Manager's Office will recommend that the City Council decide whether the new position will be required to file a Statement of Economic Interest and be included as a designated position in the Conflict of Interest Code.

When the City Council establishes a Commission, Committee, or Board, the City Council will decide whether the members of the Commission, Committee or Boards be included as a designated position in the Conflict of Interest Code and the members of the Commission, Committee or Board so designated by the City Council, will be required to file a Statement of Economic Interest.

COUNCIL, COMMISSIONS, COMMITTEES & BOARDS:

- \* Members of the City Council
- \* Members of the Planning Commission
- Members of the Business Improvement District Advisory Committee
- Members of the Board of Library Trustees
- Members of the Successor Agency to the Former Monterey Park Redevelopment Agency

OFFICE OF THE CITY MANAGER:

- \* City Manager
- Assistant City Manager
- Deputy City Clerk
- Media Supervisor

OFFICE OF THE CITY ATTORNEY:

- \* City Attorney
- Assistant City Attorney
- Deputy City Attorney

OFFICE OF THE CITY CLERK:

City Clerk

OFFICE OF THE CITY TREASURER:

\* City Treasurer

COMMUNITY DEVELOPMENT DEPARTMENT:

Director of Community Development Department  
Planning Manager  
Economic Development Manager  
Economic Development Specialist  
Senior Planner  
Assistant Planner  
Building Official  
Building Inspector  
Plan Checker

FIRE DEPARTMENT:

Fire Chief  
Battalion Chief  
Captain  
Fire Marshal  
Fire Safety Specialist  
Senior Code Compliance Officer  
Code Compliance Officer

HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT:

Director of Human Resources and Risk Management  
Human Resources and Risk Management Manager  
Senior Management Analyst  
Principal Human Resources Analyst  
Human Resource Analyst

LIBRARY:

City Librarian  
Senior Librarian  
Literacy Coordinator

FINANCE DEPARTMENT:

Director of Finance  
Finance Manager  
Information Technology Manager  
Information Systems Specialist

Senior Accountant

POLICE DEPARTMENT:

Police Chief  
Police Captain  
Police Lieutenant  
Range Master  
Technical Services Manager  
Community Engagement Bureau Sergeant  
Neighborhood Engagement Team Sergeant  
Traffic Bureau Sergeant

PUBLIC WORKS DEPARTMENT:

Director of Public Works  
City Engineer  
Administrative Manager  
Public Works Manager  
Water Utility Manager  
Assistant Water Utility Manager  
Civil Engineering Associate  
Civil Engineer Assistant  
Civil Engineer Technician

RECREATION & COMMUNITY SERVICES DEPARTMENT

Director of Recreation and Community Services  
Recreation Manager  
Recreation Supervisor

\* Listed in the code for information purposes only. These positions file under Government Code Section 87200 with the Fair Political Practices Commission.

**B. Consultants:**

The City Manager may determine in writing that a particular consultant is hired to perform a range of duties that requires the consultant to fully comply with the disclosure requirements described in this section. Such written determination must include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager determination is a public record and must be retained for public inspection in the same manner and location as this conflict of interest code."

**SECTION 5:** *Statement of Economic Interests: Place of Filing.*

Designated employees must file Statements of Economic Interests with the City of Monterey Park, on forms created by the Fair Political Practices Commission, in conformance with the individual disclosure categories and state guidelines, when requested by the City Clerk. The City Clerk will retain custody of the Statements and make them available for public inspection and reproduction. Designated employees listed in the Code with an asterisk (\*) must either file their Statements directly with the Fair Political Practices Commission in conformance with state guidelines, or file one original copy of their Statement of Economic Interest with the City Clerk, who must make and retain a copy and forward the original to the California Fair Political Practices Commission. All other designated employees must file one original copy of their Statement of Economic Interest with the City Clerk.

**SECTION 6:** *Disclosure and Disqualification:*

- A. Interest and Positions in Non-Profit Organizations.** Whenever a disclosure category requires disclosure of specific financial interests or positions in business entities, disclosure of equivalent financial interests or positions in non-profit organizations is required. Disqualification must be required as to a disclosed interest or position in a non-profit organization whenever disqualification would have been required as a result of an equivalent financial interest or position in a business entity.
  
- B. Proximity of Officials – Financial Interest Presumed.** It is the responsibility of the City Clerk, or designee, to prepare and maintain conflict maps for each elected and appointed public official serving on the City Council, boards, commissions, or committees. Such conflict maps must graphically depict radii lines measuring (1) 500 feet from an official's interests in real property; and (2) 1,000 feet from an official's interests in real property. Such radial lines must be measured from the parcel lines in accordance with FPPC Regs. Before each meeting, the City Clerk's designee must inform public officials regarding potential conflicts based upon real property interests based upon such conflict maps.

**SECTION 7:** *Travel Payments, Advances and Reimbursements.* If a payment, including an advance or reimbursement, for travel is required to be reported pursuant to Government Code § 87207, it may be reported on a separate travel reimbursement schedule which shall be included in the filer's statement of economic interests. A filer who chooses not to use the travel schedule shall disclose payments for travel as a gift, unless it is clear from all surrounding circumstances that the services provided were equal to or greater in value than the payments for the travel, in which case the travel may be reported as income.

**SECTION 8:** Resolution No. 2022-R77 (adopted October 5, 2022) and any other resolution or policy purporting to establish a conflict of interest code, are superseded by this Resolution.

**SECTION 9:** Repeal of any provision of any resolution or policy herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Resolution's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Resolution.

**SECTION 10:** A late fine of \$10 per day up to a maximum of \$100 will be assessed, commencing on the day after the form is due to the City Clerk's office. In addition, if a matter is referred to the FPPC's Enforcement Division for failure to file or failure to include all required economic interests, the fine may be substantially higher. If an individual does not pay a fine, the matter may be referred to the Finance Tax Board for collection.

**SECTION 11:** This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

**SECTION 12:** The City Clerk will certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

**SECTION 13:** This Resolution will become effective immediately upon adoption.

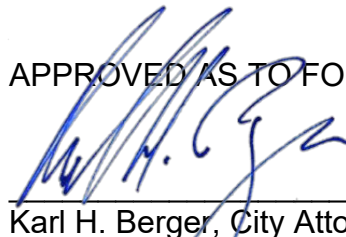
PASSED AND ADOPTED this 18<sup>th</sup> day of September, 2024.

  
Thomas Wong, Mayor

ATTEST:

  
\_\_\_\_\_  
Maychelle Yee, City Clerk

APPROVED AS TO FORM:


  
\_\_\_\_\_  
Karl H. Berger, City Attorney

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. 2024-R74 was duly adopted and passed at a regular meeting of the Monterey Park City Council on the 18<sup>th</sup> day of September, 2024 by the following vote:

Ayes:            Council Members: Sanchez, Lo, Yiu, Ngo, Wong  
Noes:            Council Members: None  
Abstain:        Council Members: None  
Absent:         Council Members: None  
Recusal         Council Members: None

Dated this 18<sup>th</sup> day of September, 2024.

  
\_\_\_\_\_  
Maychelle Yee, City Clerk  
Monterey Park, California



## City Council Staff Report

**Date:** June 3, 2026

**Agenda Item Number:** 10.C.

**To:** The Honorable Mayor and City Council  
**From:** Shawn Igoe, Public Works Director  
**Subject:** Authorization of Public Works Annual Contracts

### **Recommendation:**

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute amendments to various Public Works agreements for Fiscal Year 2026-27, in a form approved by the City Attorney; and
2. Taking such additional, related, action that may be desirable.

### **Executive Summary:**

The Public Works Department is responsible for providing and maintaining the City's infrastructure to ensure the health, safety, and welfare of the City's residents and visitors. To address the Department's various needs, the City may seek contracted services with vendors for Public Works related services. It is recommended that City Council consider approving annual extensions for City agreements with vendors who are currently providing services to the City. This would ensure continuity of services for Fiscal Year 2026-27.

### **Background:**

The Public Works Department is composed of several divisions including Parks, Engineering, Streets, Facilities, Fleet, and Water. Staff within these divisions perform a majority of the City's maintenance operations. However, some services may not be performed in-house by City employees due to limited staffing resources, expertise, and/or costs. To supplement employee efforts, the City may seek contracted services with various vendors for Public Works related services. Contracted services must be procured through the City's purchasing policies and Monterey Park Municipal Code ("MPMC") Chapter 3.20. Pursuant to MPMC 3.20.070, contracts with a value of \$60,000 or more require City Council approval. In compliance with this requirement, the Public Works Director recommends City Council consider agreement extensions with vendors listed in Attachment 1 for Public Works related services. The total contract amount for the proposed extensions exceeds \$60,000 and therefore requires Council

approval.

The proposed action is presented as an efficient administrative process for annual extensions for City agreements with vendors who are currently providing satisfactory services to the City. Rather than submitting them individually on future agendas, they are included in this report for approval.

The following is a brief explanation of each agreement for Public Works related services. Additional information, including annual costs, and total contract amounts are included in Attachment 1.

**Angel's Auto Repair** (Agreement No. 2496-AA) – Angel's Auto Repair provides specialized auto repair services for the City's fleet.

**Barberio Enterprises, Inc. DBA West Service Co.** (Agreement No. 2443-A) - Westco Service Co. provides maintenance services on the City's Heating Ventilation and Cooling ("HVAC") systems at various City-owned facilities.

**Best Contracting Services** (Agreement No. 2522-AB) Best Contracting Services provides on-call roofing maintenance services for various City-owned facilities.

**CCS Facility Services – Los Angeles** (Agreement No. 2473-AD) CCS Facility services provides janitorial services at various City-owned facilities and parks.

**Ford of Montebello** (Agreement No. 2368-AB) - Ford of Montebello provides auto parts and performs sublet work for the City's fleet.

**Golden Bell Products, Inc.** (Agreement No. 2431-AC) - Golden Bell Products, Inc. provides City-wide application of Insecta pesticide for sewer roach control in sanitary manholes.

**Haaker Equipment Company** (Agreement No. 2519-AA). Haaker Equipment Company provides repairs and maintenance for the City's sewer/water specialty vehicles.

**Mariposa Landscape, Inc.** (Agreement No. 2136-A) - Mariposa Landscape, Inc. provides the City with median maintenance, weed abatement at water facilities, and weekend litter control services at City parks.

**Maven Roofing** (Agreement No. 2344-AA) - Maven Roofing provides the City with roof maintenance services at various City-owned facilities.

**Priority Landscape Services, LLC** (Agreement No. 2368-AA) - Priority Landscape Services, LLC provides the City with landscaping services for the common landscape areas located north of the Luminarias Restaurant and the slope located on the far east side of the MPK Golf Course.

**Quinn Power Systems** (Agreement No. 2468-A) - Quinn Power Systems provides the City with heavy equipment maintenance for the Fleet Division and routine inspections and servicing of generators for the Facilities Division.

**R.M. Body Shop** (Agreement No. 2367-AB) R.M. Body Shop provides auto body repairs for traffic collisions for the City's fleet.

**Rentokil North American, Inc. DBA Western Exterminators** (Agreement No. 2367-AB) Western Exterminator provides routine and on-call pest control services at various City-owned facilities.

**Stetson Engineering Services** (Agreement No. 2315-A) - Stetson provides professional engineering services to the Water Division to comply with National Pollution Discharge Elimination System ("NPDES") permits, Annual Water Assessment Reporting, Water Quality Reporting and other Division of Drinking Water (DDW) reports.

**Tank Specialties DBA Tank Specialists of Southern California** (Agreement No. 1983-AB) - Tank Specialists provides a full range of maintenance services, including, without limitation, regular inspection, testing, and monitoring of the City's waste oil tanks and fuel system and the City Yard and Fire Station 61 locations.

**Trojan Technologies Corp.** (Agreement No. 2502-AB) - Trojan Technologies provides specialized preventive maintenance and technical support services for the City's TrojanUV PHOX system at the Central Groundwater Treatment System ("CGTS").

**Unify Staffing, Inc.** (Agreement No. 2373-AA) - Unify Staffing provides the City with staff augmentation services for maintenance division, as needed. Temporary staff augmentation services are needed as the City continues to recruit for vacant positions within Public Works.

**Ware Disposal, Inc.** (Agreement No. 2435-AA) - Ware Disposal provides trash collection services for all City facilities and public right of ways. Ware Disposal is an approved franchisee for commercial solid waste services. The proposed Amendment extends services for one additional year.

**Wondries Family Collision Center** (Agreement 2379-AA) - Wondries Family Collision Center provides auto body repairs for traffic collisions for the City's fleet.

The listed vendors have provided satisfactory services to the City at low and/or fixed-term costs. The City will be completing the formal bidding process for some services, as listed in Attachment 1, for FY 26-27 agreements.

**Strategic Plan Goal:**

The proposed contract amendments meet the City's goal to maintain fiscal stability of our city's financial resources as the proposed extensions allow for various services to continue at low competitive costs. Additionally, they meet the goal to maintain, build and modernize infrastructure and facilities to support the current and future needs of our city and community as the services provided are for Public Works related services related to the maintenance operations for water, street, sewer, parks, fleet, and facilities.

**Fiscal Impact:**

The costs for services provided by each respective vendor are included in the FY 2026-27 preliminary budget and are funded by various funding sources.

**Attachments:**

1. List of Proposed Agreements

# **ATTACHMENT 1**

## List of Proposed Agreements

Vendor/Contractor	Service Provided	Term	FY 26-27 Annual Amount (Not-to-exceed)	Total Contract Amount (>\$60,000)
Angel's Auto Repair	Angel's Auto Repair provides specialized auto repair services for the City's fleet. The proposed First Amendment extends services for one additional year through June 30, 2027, and increases the total contract amount to \$80,000. A budget of \$40,000 for the specialized auto repair work is included in the FY2026-2027 preliminary budget.	July 1, 2026 - June 30, 2027	\$ 40,000.00	\$ 80,000.00
Barberio Enterprises, Inc. DBA West Service Co.	Westco Service Co. provides on-call maintenance services on the City's Heating Ventilation and Cooling ("HVAC") systems at various City-owned facilities. The proposed Second Amendment extends services for one additional year through June 30, 2027, and increases the total contract amount to \$195,000. A budget of \$75,000 for HVAC repairs and on-call maintenance services is included in the FY2026-2027 preliminary budget.	July 1, 2026 - June 30, 2027	\$ 75,000.00	\$ 195,000.00
Best Contracting Services	Best Contracting Services provides on-call roofing services for various City-owned facilities. The proposed First Amendment extends services for one additional year through June 30, 2027, and increases the total contract amount to \$150,000. A budget of \$50,000 for on-call roofing services is included in the FY2026-2027 preliminary budget.	July 1, 2026 - June 30, 2027	\$ 50,000.00	\$ 150,000.00
CCS Facility Services - Los Angeles, Inc.	CCS Facilities provides janitorial services at various City-owned facilities. The proposed First Amendment augments their services to add porter services at all City park locations and funds requests for additional services in high-traffic areas through the contract term. The amendment increases the contract amount by \$146,918 for a total contract amount of \$1,634,322.81. A budget of \$75,309 for the added services is included in the FY2026-2027 preliminary budget. The remainder of \$71,609 for the added services will be budgeted through the FY2027-2028 annual budget process.	No change to term, expires 6/30/28	\$ 146,918.00	\$ 1,634,322.81
Daniels Tire Service, Inc.	Daniels Tire Service, Inc. provides tires for the City's fleet. The proposed Third Amendment extends services for one additional year through June 30, 2027.	July 1, 2026 - June 30, 2027	\$ 10,000.00	\$ 80,000.00
Ford of Montebello	Ford of Montebello provides auto parts and performs sublet work for the City's fleet. The proposed Third Amendment extends services for one additional year through June 30, 2027, and increases the total contract amount to \$126,000. A budget of \$70,000 for the purchase of auto parts and sublet work is included in the FY2026-2027 preliminary budget.	July 1, 2026 - June 30, 2027	\$ 70,000.00	\$ 126,000.00
Golden Bell Products, Inc.	Golden Bell Products, Inc. provides City-wide application of pesticide for sewer roach control in sanitary manholes. Manholes were treated bi-annually in previous years. The service is now scheduled annually. The proposed First Amendment extends services for one additional year through June 30, 2027 and increases the total contract amount to \$62,250. A budget of \$31,350 for the services is included in the FY2026-2027 preliminary budget.	July 1, 2026 - June 30, 2027	\$ 31,350.00	\$ 62,250.00
Haaker Equipment Company	Haaker Equipment Company provides repairs and maintenance for the City's vectors. The proposed First Amendment increases the total contract amount to \$90,000. A budget of \$40,000 for work related to vector repair and maintenance is included in the FY2026-2027 preliminary budget.	July 1, 2026 - June 30, 2027	\$ 40,000.00	\$ 90,000.00

Mariposa Landscape, Inc.	Mariposa Landscape, Inc. provides the City with median maintenance, weed abatement at water facilities, and weekend litter control services at City parks. The proposed Seventh Amendment extends services for one additional year through June 30, 2027 and increases the total contract amount to \$1,771,134. The contract amount for FY26-27 includes a proposed annual rate adjustment of 3% for CPI effective July 1, 2026. A budget of \$366,000 for the services is included in the FY2026-2027 preliminary budget. The City intends going out to bid for landscaping services in FY 2026-27.	July 1, 2026 - June 30, 2027	\$ 366,000.00	\$ 1,771,134.00
Priority Landscape Services, LLC	Priority Landscape Services, LLC provides the City with landscaping services for the common landscape areas located North of the Luminarias Restaurant and the slope located on the far East side of the MPK Golf Course. The proposed Fourth Amendment extends services for one additional year through June 30, 2027 and increases the total contract amount to \$320,354. A budget of \$98,500 for the services is included in the FY2026-2027 preliminary budget. The City intends going out to bid for landscaping services in FY 2026-27.	July 1, 2026 - June 30, 2027	\$ 98,500.00	\$ 320,354.00
Quinn Power Systems	Quinn Power Systems provides the City with heavy equipment repair for the Fleet Division and routine inspections and servicing of generators for the Facilities Division. The proposed Second Amendment extends services for one additional year through June 30, 2027 and increases the total contract amount to \$185,000. A budget of \$85,000 for heavy equipment and generator maintenance is included in the FY2026-2027 preliminary budget.	July 1, 2026 - June 30, 2027	\$ 85,000.00	\$ 185,000.00
R.M. Body Shop	R.M. Body Shop provides auto body repairs for traffic collisions for the City's fleet. The proposed Second Amendment extends services for one additional year through June 30, 2027, and increases the total contract amount to \$110,000. A budget of \$50,000 for auto body repair work related to traffic collisions is included in the FY2026-2027 preliminary budget.	July 1, 2026 - June 30, 2027	\$ 50,000.00	\$ 110,000.00
Rentokil North America, Inc. DBA Western Exterminator	Western Exterminator provides routine and on-call pest control services at various City-owned facilities. The proposed Second Amendment extends services for one additional year through June 30, 2027, and increases the total contract amount to \$174,036.15. A budget of \$90,000 for pest control services is included in the FY2026-2027 preliminary budget.	July 1, 2026 - June 30, 2027	\$ 90,000.00	\$ 174,036.15
Stetson Engineering Services	Stetson Engineering Services provide specialized professional engineering and regulatory compliance support services to the Water Division, including assistance with National Pollutant Discharge Elimination System (NPDES) permits, annual water assessment reporting, water quality reporting and other Department of Drinking Water regulatory requirements. The proposed second amendment extends the agreement one additional year through June 30, 2027, and increases the contract amount by \$100,000 to allow for the continuation of these essential services.	July 1, 2026 - June 30, 2027	\$ 100,000.00	\$ 420,000.00

Tank Specialties DBA Tank Specialists of Southern California	Tank Specialists provides a full range of maintenance services, including, without limitation, regular inspection, testing, and monitoring of the City's waste oil tanks and fuel system and the City Yard and Fire Station 61 locations. The proposed Fifth Amendment extends services for one additional year through June 30, 2027 and increases the total contract amount to \$146,000. A budget of \$15,000 for the services is included in the FY2026-2027 preliminary budget. City staff will be re-evaluating the departments storage tank and fuel system needs after the completion of the installation of new waste oil storage tanks and fuel management system and fuel delivery system upgrades.	July 1, 2026 - June 30, 2027	\$ 15,000.00	\$ 146,000.00
Trojan Technologies Corp	Trojan Technologies provides specialized preventive maintenance and technical support services for the City's TrojanUV PHOX system at the Central Groundwater Treatment System ("CGTS"). These services are essential to maintaining the performance and reliability of the City's UV treatment system, reducing the risk of equipment failures and unplanned downtime, extending equipment life, and ensuring the continued delivery of safe, high-quality drinking water to the community. The proposed first amendment is necessary to continue preventive maintenance and technical support services for the City's TrojanUV treatment system. Costs associated with the CGTS are eligible for reimbursement under the South El Monte Operable Unit (SEMOU) program. The city will seek reimbursement for Trojan Technologies maintenance services through the SEMOU/DTSC reimbursement process.	September 30, 2026 - September 30, 2027	\$ 315,000.00	\$ 630,000.00
Unify Staffing, Inc.	Unify Staffing provides the City with staff augmentation services for maintenance divisions. Temporary staff augmentation services are needed as the City continues to recruit for vacant positions. The proposed Fourth Amendment increases the total contract amount to \$336,080. The City will use salary savings from existing vacancies to cover the costs of the Amendment, as needed.	No change to term, expires 6/30/28	\$ 150,000.00	\$ 336,080.00
Ware Disposal Inc.	Ware Disposal provides trash collection services for all City facilities and public right of ways. Ware Disposal is an approved franchisee for commercial solid waste services. The proposed Amendment extends services for one additional year through August 31, 2027. It also increases the annual amount due to an increase in service level and collection needs and annual rate adjustments effective September 1, 2026.	September 1, 2026 - August 31, 2027	\$ 434,463.60	\$ 628,463.60
Wondries Family Collision Center	Wondries Family Collision Center provides auto body repairs for traffic collisions for the City's fleet. The proposed Second Amendment extends services for one additional year through June 30, 2027, and increases the total contract amount to \$220,000. A budget of \$75,000 for auto body repair work related to traffic collisions is included in the FY2026-2027 preliminary budget.	July 1, 2026 - June 30, 2027	\$ 75,000.00	\$ 220,000.00



## City Council Staff Report

**Date:** June 3, 2026

**Agenda Item Number:** 10.D.

**To:** The Honorable Mayor and City Council  
**From:** Shawn Igoe, Public Works Director  
**Subject:** Adoption of Resolution for SB1 Road Repair and Maintenance

### **Recommendation:**

It is recommended that the City Council consider:

1. Adopting a resolution identifying a street maintenance project to be included in the FY 2026-27 budget and funded with Road Maintenance and Rehabilitation Account funds, in a form approved by the City Attorney; and
2. Taking such additional, related, action that may be desirable.

### **Executive Summary:**

Senate Bill 1 (2017) ("SB1"), the Road Repair and Accountability Act of 2017, addresses the significant multi-modal transportation funding shortfall statewide. As of November 2017, portions of SB1 revenues are deposited into a Road Maintenance and Rehabilitation Account ("RMRA") and made available to eligible cities and counties, which must comply with RMRA funding requirements determined by the California Transportation Commission ("CTC").

RMRA funds made available for the Local Streets and Roads Funding Program are prioritized for expenditure on basic road maintenance and rehabilitation projects, and on critical safety projects. The CTC provided a number of example projects and uses for RMRA funding that include, without limitation: road maintenance and rehabilitation, safety projects, railroad grade separations, complete streets components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project), and traffic control devices.

### **Background:**

Pursuant to the most recent State estimates for FY 2026-27, the City could receive \$1,716,013 in RMRA funds for its project list. In order to be eligible to receive these funds, agencies are required to submit a proposed project list to the CTC by July 1, 2026, along with budget

support documentation including the meeting minutes and/or resolution of the City Council committing to the project list. This year, project lists are due July 1, 2026.

The proposed resolution and project list includes the resurfacing and rehabilitation of various local streets as identified in the City's Pavement Management Study. The Public Works Director ("Director") reviewed the study and selected those street segments that would most benefit from a rehabilitation project based on their current conditions. If adopted by the Council and timely submitted to CTC, the Director may begin designing the improvements which are anticipated to be completed by Spring 2027. The proposed rehabilitation work consists primarily of grinding and overlay of the roadway surface with asphalt concrete and asphalt rubber hot mix.

**Strategic Plan Goal:**

This proposed resolution meets the City's goal to maintain, build, and modernize infrastructure and facilities to support the current and future needs of our city and community.

**Fiscal Impact:**

The City's FY 2026-27 Preliminary Budget includes Capital Improvement Project (CIP) No. 96057 – Pavement Improvements partially funded by \$1,716,013 in RMRA Funds.

**Attachments:**

1. Resolution

**ATTACHMENT 1**  
Resolution

**RESOLUTION NO.**

**A RESOLUTION IDENTIFYING A STREET MAINTENANCE PROJECT LIST TO BE INCLUDED IN THE FY 2026-27 BUDGET AND FUNDED BY SENATE BILL 1: ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1: The City Council finds as follows:

- A. The Road Repair and Accountability Act of 2017 (the “Act”) was adopted to address the significant multi-modal transportation funding shortfalls statewide.
- B. The Act includes accountability and transparency provisions that will ensure the residents of the City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year.
- C. The City must adopt, by resolution, a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (“RMRA”), created by the Act, which must include a description and the location of each proposed project, a proposed schedule for the project’s completion, and the estimated useful life of the improvement.
- D. The City will receive an estimated \$1,716,013 in RMRA funding in Fiscal Year 2026-27.
- E. This is the ninth year in which the City is receiving such funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without the Act.
- F. The City used a Pavement Management Program to help develop the RMRA project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community’s priorities for transportation investment.
- G. The funding from the Act will help the City maintain and rehabilitate its streets throughout the City this year and several similar projects into the future. This revenue will help the City increase the overall quality of our road system over the next decade.
- H. Cities and counties own and operate more than 81% of streets and roads in California, and from the moment we open our front door to drive to

- a. work, bike to school, or walk to the bus station, people are dependent upon a safe, reliable local transportation network.
- l. The project list and overall investment in the City's local streets and roads infrastructure with a focus on basic maintenance and safety and investing in complete streets infrastructure will have significant positive co-benefits statewide.

**SECTION 2:** The Adopted Budget for fiscal year 2026-2027 will incorporate the following project proposed to be funded with Road Maintenance and Rehabilitation Account revenues:

**Project:** Pavement Improvements

**Description:** Cold mill asphalt concrete pavement and construct conventional and rubberized asphalt concrete overlay on various local streets. Work includes but is not limited to asphalt grind and overlay, and striping.

**Location:** Fulton Avenue – Markland Drive to Kempton Avenue  
Clover Drive – Heather Drive to Iris Way  
Iris Way – Fulton Avenue to End of Street  
Agate Way – Bloom Drive to End of Street  
Bloom Drive – East Coral View Street to West Coral View Street  
Mancha Way – Coral View Street to South End of Street  
Lupine Avenue – Coral View Street to South End of Street  
Coral View Street – South Garfield Avenue to Fulton Avenue

**Estimated Useful Life:** 15-20 years

**Est. Year of Construction/  
Completion:** Fiscal Year 2026-2027

**SECTION 3. Severability.** If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

**SECTION 4. Reliance On Record.** Each and every one of the findings and determinations in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

**SECTION 5.** *Limitations.* The City Council's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the City Council's lack of knowledge of future events. In all instances, best efforts were made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

**SECTION 6.** *Summaries of Information.* All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

**SECTION 7.** *Construction.* This Resolution must be broadly construed in order to achieve the purposes stated in this Resolution. It is the City Council's intent that the provisions of this Resolution be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Resolution.

**SECTION 8.** *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 9.** The Public Works Director, or designee, is authorized to submit the adopted project list and supporting documentation to the California Transportation Commission.

**SECTION 10.** The City Clerk is directed to certify the adoption of this Resolution.

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

**SECTION 12.** This Resolution takes effect immediately upon its adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Elizabeth Yang, Mayor

Attest:

\_\_\_\_\_  
Maychelle Yee, City Clerk

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

By: \_\_\_\_\_  
Joaquin Vazquez, Assistant City Attorney



## City Council Staff Report

**Date:** June 3, 2026

**Agenda Item Number:** 10.E.

**To:** The Honorable Mayor and City Council  
**From:** Shawn Igoe, Public Works Director  
**Subject:** Rejection of all Bids for Adaptive Traffic/Traffic Responsive Control System Project

### **Recommendation:**

It is recommended that the City Council consider:

1. Rejecting all bids for the Adaptive Traffic/Traffic Responsive Control System Project (CIP) No. 96026; and
2. Taking such additional, related, action that may be desirable.

### **Executive Summary:**

Per Resolution No. 2023-R52, the Public Works Director solicited bids for CIP 96026 – Adaptive Traffic/Traffic Responsive Control System Project. The bid opening was held on March 31, 2026. The City received four bids from California contractors. The Public Works Director recommends rejection of all bids due to the lowest bidder withdrawing their bid and cost proposals exceeding the City's budget for this project. Public Contract Code § 20166 authorizes the City Council to reject all bids.

### **Background:**

On March 4, 2026, staff advertised the bid for Adaptive Traffic/Traffic Responsive Control System Project (CIP) No. 96026. The bid opening was held on March 31, 2026, by the City Clerk's Office and Public Works staff and four bids were received from California contractors.

The project includes upgrading controllers, signal equipment, traffic signal cabinets, Hub cabinets, electrical, communication equipment, fiber optic cables, conduit, pull boxes, splice vaults, fiber distribution units (FDU), fiber patch panels, splice enclosures, Ethernet switches, aggregate Ethernet switches, core Ethernet switch, video detection systems, CCTV cameras, communications and workstation improvements at City Hall, video management system at City Hall, traffic management system upgrades and adaptive traffic control system at LA County

Traffic Management Center (TMC), and all other incidental work in the specification document.

		Rank			
		1	2	3	4
	Bid Items	Elecnor Belco Electric	California Professional Engineers	Crosstown Electrical & Data	International Line Builders
Base Bid	1-52	\$ 5,208,194	\$ 6,033,590	\$6,897,306	\$ 8,019,428
	53-69	\$ 856,769	\$ 956,310	\$ 895,410	\$ 1,422,838
	70-71	\$ 83,414	\$ 14,000	\$ 12,000	\$ 72,177
	72-74	\$ 101,687	\$ 304,000	\$ 276,000	\$ 200,316
Total Base Bid		<b>\$ 6,250,064</b>	<b>\$ 7,307,900</b>	<b>\$8,080,716</b>	<b>\$ 9,714,759</b>
Alternatives		\$ 1,538,356	\$ 1,591,922	\$1,505,670	\$ 1,444,077
<b>Total</b>		<b>\$ 7,788,420</b>	<b>\$ 8,899,822</b>	<b>\$9,586,386</b>	<b>\$11,158,836</b>

The apparent lowest bidder, Elecnor Belco Electric, Inc., submitted a base bid for \$6,250,064. Following the bid opening, on April 2, 2026, Elecnor Belco Electric, Inc. submitted to the City a bid withdrawal request for the project based on an alleged inadvertent clerical error in its bid proposal. The contractor asserted that certain bid item prices were incorrectly entered, resulting in a materially different bid than intended. The second lowest bidder was \$1,057,836 higher than the lowest bidder. The second lowest bidder exceeded the City’s budget for the project.

Therefore, the Public Works Director recommends that the City Council reject all bids. Staff will be re-advertising the project and contacting all contractors to make it a more competitive project. The rejection of bids will postpone the project start date for approximately two months. This action will not impact any deadlines.

**Strategic Plan Goal:**

This project meets the City’s goal to maintain, build and modernize infrastructure and facilities to support the current and future needs of our city and community as it continues the resurfacing of a major city roadway. Additionally, re-advertisement of the project supports the City’s goal to maintain fiscal stability of the City’s financial resources by seeking competitive bids that meet the project’s budget.

**Fiscal Impact:**

There is no fiscal impact associated with the rejection of all submitted bids other than the staff time required to repost and review additional bids.

**Attachments:**

1. Bid Withdrawal Letter

**ATTACHMENT 1**  
Elecnor Belco Electric, Inc. Bid Withdrawal Letter



April 2, 2026

**City of Monterey Park**  
**Public Works Department**  
320 West Newmark Ave  
Monterey Park, CA 91754

Attention: Mr. Ziad Mazboudi, Interim City Engineer Manager

Reference: TRAFFIC/TRAFFIC RESPONSIVE CONTROL SYSTEM PROJECT  
Specification No. 2026-001  
Bid Date: March 31, 2026

Subject: Request to Withdraw Bid Proposal

Dear Mr. Mazboudi:

Please consider this as Elecnor Belco Electric's Request to Withdraw Bid Proposal for the above referenced project as a result of an inadvertent clerical error in our bid proposal. The error has subjected our bid proposal to be materially different than what our firm intended it to be. The error made in completing our bid proposal is not due to error in judgement or carelessness in inspecting the work site or in reading the plans or specifications.

An internal review of our bid estimate discovered an error that occurred which resulted in a bid amount that our firm would not be able to support. During our review, it was discovered that our Bid Item Nos. 4 and 5, were incorrectly entered. Bid Item No. 4 (Furnish and Install 2" HDPE Conduit) was entered as \$34 per Linear Foot and Bid Item No. 5 (Furnish and Install 2" PVC Conduit) was entered as \$54 per linear foot; these items should have been \$74 per Linear Foot for Bid Item No. 4, and \$84 per Linear Foot for Bid Item No. 5, respectively. Therefore, our total base bid should have been \$5,783,244.00 instead of the \$5,208,194.00 base bid submitted in our proposal, bringing our total to \$8,363,470.00, including all alternatives.

To move forward with our submitted bid will subject our firm in performing the work at additional costs not considered in our bid. Elecnor Belco Electric respectfully requests that our bid proposal be withdrawn from any consideration. Please accept our sincere apologies for any inconvenience this may have caused and appreciate your understanding in this important matter.



We think about a better world  
[www.elecnorbelco.com](http://www.elecnorbelco.com)

14320 Albers Way  
Chino, CA 91710  
(909) 993-5470 Office  
(909) 993-5476 Fax  
CA License 738518



Should you have any questions or concerns, please do not hesitate to contact me at (909) 993-5470 ext. 254 or via email at [jwong@elecnor.com](mailto:jwong@elecnor.com).

Respectfully submitted by,  
ElecNor Belco Electric, Inc.

A handwritten signature in blue ink that reads "John L. Wong". The signature is fluid and cursive, with the first name "John" and last name "Wong" clearly legible.

John L. Wong  
Executive Vice President



We think about a better world  
[www.elecnorbelco.com](http://www.elecnorbelco.com)

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14320 Albers Way  
Chino, CA 91710  
(909) 993-5470 Office  
(909) 993-5476 Fax  
CA License 738518



## City Council Staff Report

**Date:** June 3, 2026

**Agenda Item Number:** 10.F.

**To:** The Honorable Mayor and City Council  
**From:** Shawn Igoe, Public Works Director  
**Subject:** Approval of Second Amendment to Agreement 1905-AA with Express Services, Inc. For Temporary Staffing Services

### **Recommendation:**

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a Second Amendment to Agreement 1905-AA with Express Services, Inc., in a form approved by the City Attorney, to extend the term for continued on-call staff augmentation services through June 30, 2029; and
2. Taking such additional, related, action that may be desirable.

### **Executive Summary:**

The City contracts with Express Services, Inc. to provide temporary staffing solutions for a variety of areas including, without limitation, fleet, maintenance, and clerical services. The Public Works Director ("Director") recommends an amendment to the current agreement with Express Services, Inc. for continued staff augmentation services. The proposed Amendment increases the contract amount to \$150,000 and allows for the use of task orders for on call services with a not to exceed amount of \$60,000 per task order.

### **Background:**

The City relies on staffing agencies to support its various responsibilities as it continues to recruit for vacant positions within the City. The flexibility to contract with Express Services on an as-needed basis provides support for daily maintenance operations and clerical service needs. While the City is actively working on recruiting and filling vacancies, the Public Works Department ("Department") continues to experience challenges in recruiting qualified staff to fill vacancies within its fleet and park maintenance divisions.

Express Services is qualified and experienced to meet the City's various needs. Amending the current agreement provides access to temporary staff and ensures the continuity of services. It

is recommended that City Council approve a Second Amendment to Agreement 1905-AA with Express Services, Inc. for on-call staff augmentation services through June 30, 2029. Services would be provided on an as-needed basis until positions are filled. The proposed Amendment increases the contract amount to \$150,000 and allows for the use of task orders for on-call services with a not to exceed amount of \$60,000 per task order. Multiple task orders may be issued as needed to maintain routine operations to better serve the community.

**Strategic Plan Goal:**

This project supports the City's goal to maintain, build and modernize infrastructure and facilities to support the current and future needs of the City and community as qualified are necessary to provide city services.

**Fiscal Impact:**

The proposed Amendment increases the contract amount to \$150,000. Individual task orders issued for each assignment are not to exceed \$60,000, however multiple task orders may be issued. The City will use salary savings from full-time vacancies to cover the costs of the Amendment.

**Attachments:**

None



## City Council Staff Report

**Date:** June 3, 2026

**Agenda Item Number:** 10.G.

**To:** The Honorable Mayor and City Council  
**From:** Martin Dinh, IT Manager  
**Subject:** Recommendation for Purchase and Installation of 11 Verkada Cameras for Bruggemeyer Library

### **Recommendation:**

It is recommended that the City Council consider:

1. Waiving bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050(4) and authorizing the Finance Department to purchase from Verkada using the California Multiple Award Schedules (CMAS) procurement program;
2. Authorizing the City Manager to execute an agreement with West Coast Cable Technologies Group, in a form approved by the City Attorney, to purchase and install eleven Verkada cameras at the City Library for \$102,886.53; and
3. Taking such additional, related action that may be desirable.

### **Executive Summary:**

The City Library currently operates a video surveillance system that has reached the end of its useful life. The system is outdated and unsupported and operates separately from the City's security camera system. Additionally, it is built on a closed proprietary platform and does not provide the Police Department with access to camera footage. These deficiencies collectively create public safety risks, operational inefficiencies, and potential liability for the City.

The Information Technology (IT) Division recommends City Council authorize the procurement and deployment of a Verkada cloud-based video security system to replace all exterior cameras at the City Library. In 2020, the City updated all its security cameras to Verkada, with the exception of those at the Library. This update would ensure supported integration with the City's current camera system, improve interoperability between departments, and allow continued use of the City's existing security camera platform.

### **Background:**

The City Library's video surveillance system has reached the end of its useful life. It was originally installed in 2007 and has not received manufacturer support or routine maintenance since that time. In 2021, a partial upgrade was completed to replace exterior cameras with high-definition (HD) cameras, which included a one-year manufacturer support agreement. That support agreement has since expired and no active maintenance contract is currently in place for any portion of the Library's camera infrastructure. As a result, both the original 2007 interior cameras and the 2021 exterior HD cameras are operating without vendor support, leaving the City exposed to hardware failures, cybersecurity vulnerabilities, and an inability to receive technical assistance.

An assessment conducted by the IT Division identified three areas of concern:

**End-of-Life Hardware** - Most of the City Library's interior cameras were purchased and installed in 2007. These units predate modern surveillance technology and no longer meet current standards for image resolution, reliability, or cybersecurity. While the 2021 partial upgrade replaced exterior cameras with HD units, those cameras represent only a portion of the overall system, and the interior cameras remain on the original 2007 hardware. The age and condition of these units significantly increase the risk of unexpected failures that could leave critical areas of the Library without surveillance coverage, creating gaps in patron and staff safety.

**Lack of Manufacturer Support** - The original 2007 camera system has never had an active maintenance or support contract, meaning the City has operated this equipment without vendor assistance, firmware updates, or security patches for its entire lifespan. The 2021 exterior HD camera upgrade included a one-year manufacturer support agreement, which has since expired. As of today, no active maintenance contract exists for any camera at the City Library. The City currently has no recourse through any vendor for hardware failures, software defects, or cybersecurity vulnerabilities, presenting both an operational and liability risk to the City.

**Proprietary Closed System** - The Library's camera system is built on legacy coaxial (coax) cabling technology, which is fundamentally different from the modern Internet Protocol (IP)-based architecture used in contemporary surveillance systems. Coax-based systems are increasingly difficult and costly to maintain, require specialized technicians, and cannot leverage the advances in camera technology, network integration, or cloud connectivity that IP systems provide. Beyond the physical infrastructure, the software platform itself is proprietary and closed, meaning it cannot communicate with or share data with other City systems. Access to the system is restricted solely to Library staff, with no pathway to extend access to the Police Department, City administration, or IT staff without being physically present at the Library. This siloed and closed architecture is incompatible with the City's direction toward integrated, IP-based infrastructure and limits any future scalability or interoperability.

The proposed procurement will use the CMAS cooperative purchasing program, which allows local agencies to procure approved goods and services from competitively solicited state contracts. Monterey Park Municipal Code § 3.20.050(4) authorizes the City to participate in cooperative purchasing programs and utilize competitively bid contracts awarded by other governmental agencies in lieu of conducting a separate City bidding process.

**Strategic Plan Goal:**

This proposed project leverages technology for enhanced safety and continues public facility improvements, meeting Goals 1 and 4 of the City Council's 2026-27 Strategic Plan.

**Fiscal Impact:**

The total cost of the project is \$102,886.53. Funds have been budgeted in account number 502-1404-5519.

**Attachments:**

1. WCC Technologies Group Quote

# **ATTACHMENT 1**

## WCC Technologies Group Quote



## **your backbone for IT**

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Project Name

**City of Monterey Park – Library Cameras**

**Attn: Martin Dinh**

**CMAS Agreement Number: 3-26-01-1007, 3-25-11-1023**

**Martin Phan**

Technology Consultant

[martin.phan@wcctechgroup.com](mailto:martin.phan@wcctechgroup.com)

408.367.9452

## **SCOPE OF WORK**

Date: May 7, 2026

Quote: 26-0537

*Provide labor and material to install Verkada cameras within customers Monterey Park facility.*

### **Verkada Camera Installation:**

Provide labor and materials to install (11) Verkada cameras at customer specified locations.

- Install (2) Verkada CH53 multisensor cameras at customer specified locations.
- Install (5) Verkada CY53 peanut cameras at customer specified locations.
- Install (2) Verkada CF83 fisheye cameras at customer specified locations.
- Install (2) Verkada CD43 dome cameras at customer specified locations.
  - Install (1ea) category 6 network cable to each of the (11) Verkada camera locations.
  - Provide and install all necessary mounts/accessories for each camera.
  - WCC to adjust field of view with customer.

### **Conduit Pathway Installation:**

Provide labor and materials to install conduit as cable pathways.

- Install (20ft) of ¾” liquid tight as cable pathway.
- Install (30ft) of ¾” EMT as cable pathway.
  - Install all necessary couplers, connectors, and supports per NEC code.

### **Lift:**

- Provide (1) 19ft scissor lift for (1) week.

## Our Background and Company Story

### WCC Technologies Group

WCC Technologies Group is a full-service technology integrator specializing in **network infrastructure, physical security, collaboration systems, and IT solutions**. Founded in 2003, we've built our reputation on delivering clean, reliable technology tailored to each client's environment, budget, and timeline.

Headquartered in Southern California, we serve school districts, public agencies, and enterprise organizations that require dependable execution and responsive support. Our team holds active **C7 (Low Voltage), C10 (Electrical), and C28 (Lock & Security Equipment)** contractor licenses, enabling us to deliver fully integrated solutions with in-house expertise across critical systems.

From structured cabling and wireless networks to surveillance, access control, and fire-rated backbone infrastructure, WCC Technologies Group manages every project with precision, safety, and long-term value in mind.

We recently changed our name from **West Coast Cable** to **WCC Technologies Group** to reflect our growth beyond cabling into complete end-to-end technology services. While our name has evolved, our commitment to reliability, accountability, and client partnership remains unchanged.

### What Sets Us Apart

- Turnkey technology solutions from cabling to IT systems
- 20+ years of experience across education, enterprise, and government
- Licensed C7, C10, and C28 contractor for complete in-house execution
- Clean, professional installations built for long-term performance
- Responsive, communicative project management
- Ongoing investment in people, training, and innovation

At WCC Technologies Group, we combine technical expertise with a strong service culture. We're building the go-to partner for organizations that value quality, consistency, and forward-thinking technology integration.



**CMAS Break-out Pricing:**

- CMAS# 3-26-01-1007 ..... \$ 83,299.94
- CMAS# 3-25-11-1023..... \$ 13,200.00

*Tax* ..... \$ 6,386.59

**Combined Total ..... \$ 102,886.53**

**Bill of Materials – CMAS# 3-26-01-1007:**

Description	Model Number	Qty	Unit Price	Extended Price	
<b>HARDWARE</b>					
CH53-E Outdoor Four-Camera Multisensor Camera, 8TB, 365 Days Max	CH53-8TBE-HW	2	\$9,374.25	\$18,748.50	
CY53-E Outdoor Two-Camera Multisensor Camera, 4TB, 365 Days Max	CY53-4TBE-HW	5	\$5,399.25	\$26,996.25	
CF83-E Outdoor Fisheye Camera, 512GB, 30 Days Max	CF83-512E-HW	2	\$1,349.25	\$2,698.50	
CD43-E Outdoor Dome Camera, 2TB, 365 Days Max	CD43-2TBE-HW	2	\$2,774.25	\$5,548.50	
Four-Camera Multisensor Pendant Cap Mount	ACC-MNT-HPEND-1	2	\$104.25	\$208.50	
Two-Camera Multisensor Pendant Cap	ACC-MNT-YPEND-1	5	\$81.75	\$408.75	
Arm Mount	ACC-MNT-ARM-1	11	\$74.25	\$816.75	
Corner Mount	ACC-MNT-CORNER-1	7	\$149.25	\$1,044.75	
<b>SOFTWARE</b>					
5-Year Four-Camera Multisensor License, Capacity Increase	LIC-CAM-MLT4-5Y-CAP	2	\$2,249.25	\$4,498.50	
5-Year Two-Camera Multisensor License, Capacity Increase	LIC-CAM-MLT2-5Y-CAP	5	\$1,349.25	\$6,746.25	
5-Year Cloud Storage License - 30 Day, Capacity Increase	LIC-CLD-30-5Y-CAP	22	\$374.25	\$8,233.50	
5-Year Camera License, Capacity Increase	LIC-CAM-5Y-CAP	4	\$749.25	\$2,997.00	
				Hardware	\$56,470.50
				Software	\$22,475.25
				Sales Tax	\$5,929.40
				Shipping	\$0.00
<b>Total Project Price</b>				<b>\$84,875.15</b>	



Ancillary Materials (NSP)

Description	Model Number	Qty	Unit Price	Extended Price
<b>NETWORK CABLING</b>				
Category 6 Gamechanger		2,000	\$1.06	\$2,112.00
Commscope Category 6 CMP	UN874049914/10	2,000	\$0.38	\$752.40
Category 6 Jacks	760257310	22	\$9.11	\$200.42
Faceplates/SMB		11	\$5.28	\$58.08
Patch Cords		22	\$5.28	\$116.16
Ceiling wire for j-hooks		28	\$1.19	\$32.73
J-Hook supports		28	\$7.44	\$204.60
<b>LIFT</b>				
19ft scissor lift for (1) week		1	\$633.60	\$633.60
<b>ELECTRICAL</b>				
3/4" Seal Tight		20	\$4.62	\$92.40
bell box		2	\$6.60	\$13.20
3/4" EMT		30	\$4.62	\$138.60

Material \$4,354.19

Sales Tax \$457.19

**Total Project Price \$4,811.38**

**Bill of Materials – CMAS# 3-25-11-1023:**

Labor Break-Out

Labor (120 hrs x \$110/hr)	\$13,200.00
<b>Total Project Price</b>	<b>\$13,200.00</b>

## **MASTER SERVICES AGREEMENT (MSA)**

### **WCC Technologies Group**

#### **1. Scope of Work**

WCC Technologies Group agrees to perform services as detailed in one or more project-specific Statements of Work (SOWs). Each SOW will include a description of services, deliverables, pricing, timeline, and payment terms. Either party may serve as service provider or recipient under individual SOWs. All provisions of this Agreement apply equally regardless of which party issues the SOW.

Customer is responsible for all costs associated with permits, easements, and/or rights-of-way.

#### **2. Term**

This Agreement shall begin on the Effective Date and shall remain in effect until terminated in writing by either party with 30 days' notice.

#### **3. Payment Terms**

Client agrees to pay WCC Technologies Group according to the following project milestones, unless otherwise specified in the applicable Statement of Work (SOW):

- 50% due upon signing contract
- 40% due on delivery of equipment
- 10% due at completion of project

Invoices are due Net 30 from the date of invoice.

**A 2% discount will be applied to invoices paid within 15 calendar days of the invoice date.**

Late payments may incur a fee of 1.5% per month or the maximum allowed by law. Client agrees to reimburse WCC Technologies Group for all reasonable costs incurred in the collection of unpaid balances.

#### **4. Schedule and Working Hours**

All work will be performed Monday through Friday, excluding holidays, during normal working hours (typically 8:00 AM to 5:00 PM local time), unless otherwise stated in the SOW. After-hours or weekend work may be subject to additional charges.

## **5. Change Orders**

All changes to the scope of work must be made through a written and signed Change Order.

## **6. Warranties**

WCC Technologies Group warrants that services will be performed in a professional and workmanlike manner. No other warranties, express or implied, are provided.

## **7. Limitation of Liability**

WCC Technologies Group's total liability for any claim shall not exceed the total fees paid by Client under the applicable SOW. Neither party shall be liable for incidental, special, or consequential damages. Claims must be brought within 6 months of the event giving rise to the claim.

## **8. Confidentiality**

Both parties agree to maintain the confidentiality of proprietary or confidential information disclosed during the course of this Agreement. This includes preliminary materials (e.g., draft SOWs, designs, budgets, technical concepts) provided for internal evaluation. Such materials may not be shared or reused without written consent. This duty survives termination of the Agreement.

## **9. Non-Solicitation**

Neither party may solicit or hire the other party's employees or subcontractors during the term of this Agreement and for 12 months thereafter.

## **10. Force Majeure**

Neither party shall be liable for delays or failure to perform due to causes beyond their reasonable control, including but not limited to natural disasters, strikes, shortages, supplier issues, or governmental actions.

## **11. Termination**

Either party may terminate this Agreement or any SOW upon 30 days' written notice. Client agrees to pay for all services rendered and authorized expenses incurred prior to termination.

## **12. Intellectual Property**

Unless otherwise specified in the SOW, WCC Technologies Group retains all rights to pre-existing intellectual property and tools used in the performance of services.



### 13. Governing Law and Dispute Resolution

This Agreement shall be governed by the laws of the State of California. Disputes exceeding \$5,000 shall be resolved by binding arbitration in Los Angeles County, California, under the rules of the American Arbitration Association. Either party may seek injunctive relief in court if needed.

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Signature

WCC Technologies Group

By: \_\_\_\_\_

Name: Johnny Haygood

Title: President

Date: \_\_\_\_\_

Client

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## City Council Staff Report

**Date:** June 3, 2026

**Agenda Item Number:** 10.H.

**To:** The Honorable Mayor and City Council  
**From:** Martha Garcia, Director of Finance  
**Subject:** Third Amendment to Agreement with HDL Coren & Cone for Property Tax Consultation Services

### **Recommendation:**

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a third amendment to HDL Coren & Cone Agreement No. 1975-A, pursuant to Monterey Park Municipal Code § 3.20.090, in a form approved by the City Attorney to continue providing property tax consultation services from July 1, 2026, through June 30, 2031, for an additional amount of \$130,000, increasing the total contract amount to a not-to-exceed amount of \$356,250 for the full Agreement term; and
2. Taking such additional, related, action that may be desirable.

### **Executive Summary:**

On July 1, 2016, the City entered into a five-year Services Agreement with HDL Coren & Cone for property tax consulting services for the period of July 1, 2016, through June 30, 2021, in an amount not to exceed \$91,250. On November 2, 2016, the City executed a First Amendment to the Agreement to add services and increase compensation by \$10,000, resulting in a revised total not-to-exceed amount of \$101,250 for the same five-year term. On June 16, 2021, the City Council approved a Second Amendment extending the Agreement for an additional five years through June 30, 2026, and increasing the contract amount by \$125,000, for a total not-to-exceed amount of \$226,250.

It is recommended that the City Council authorize the City Manager to execute a Third Amendment to Agreement No. 1975-A with HDL Coren & Cone for continued property tax consulting services for the period of July 1, 2026, through June 30, 2031, in an additional amount of \$130,000, increasing the total contract amount to an amount not to exceed \$356,250.

**Background:**

Property tax revenues are a vital component of the City's finances, requiring effective management and detailed analysis. HDL Coren & Cone's comprehensive approach to revenue management has maximized revenue sources while providing staff with relevant and timely information.

HDL Coren & Cone has been the City's property tax consultant since July 1, 2016. HDL Coren & Cone's familiarity with the City's property tax allocation and reporting structure provides operational continuity and ongoing analytical support to staff. Services provided to the City include reports and management analyses, successor agency services, monthly reporting, and auditing services.

Staff recommends extending the agreement with HDL Coren & Cone through June 30, 2031 based on the firm's institutional knowledge of the City's property tax allocation structure, historical reporting data, and ongoing revenue analysis needs.

**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:**

The cost of the proposed Third Amendment is \$130,000 for the five-year term of the Agreement, representing an increase of \$5,000 over the previous five-year amendment, or approximately \$1,000 more per year over the next five years.

With the proposed amendment, the total Agreement amount will increase to an amount not to exceed \$356,250. Sufficient funds have been budgeted in the Finance Department budget.

**Attachments:**

None



## City Council Staff Report

**Date:** June 3, 2026

**Agenda Item Number:** 10.I.

**To:** The Honorable Mayor and City Council  
**From:** Diana Garcia, Assistant City Manager  
Rebecca Bojorquez, Principal Management Analyst  
**Subject:** LGBTQ+ Pride Month Resolution (As Requested by Mayor Pro Tem Lo)

### **Recommendation:**

It is recommended that the City Council consider:

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

### **Executive Summary:**

The attached resolution is being brought forth to the Council for consideration at the request of Mayor Pro Tem Lo.

### **Background:**

N/A

### **Strategic Plan Goal:**

N/A

### **Fiscal Impact:**

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

### **Attachments:**

1. LGBTQ+ Pride Month Resolution

# **ATTACHMENT 1**

## Resolution

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY  
PARK RECOGNIZING THE MONTH OF JUNE 2026 AS LGBTQ+ PRIDE  
MONTH**

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

SECTION 1: The City Council finds as follows:

- A. Lesbian, gay, bisexual, transgender, and questioning people are our family, friends, neighbors, and co-workers who contribute meaningfully to our community.
- B. The fight for dignity, equality, and inclusion for lesbian, gay, bisexual, transgender, and questioning people has been hard-fought in the streets and the courts of this country.
- C. These fights for inclusion have made much progress toward changing the hearts and minds of people in many parts of the world.
- D. The rainbow flag is an iconic symbol of the LGBTQ+ community and aims to celebrate inclusivity, diversity, and unity.
- E. All are welcome in Monterey Park to live, work, play, and every family, in any shape, deserves a place to call home where they are safe, happy, and supported by friends and neighbors.
- F. Our community, regardless of sexual orientation, gender identity, and expression, must feel valued, safe, empowered, and supported by their peers and community leaders.
- G. The City of Monterey Park denounces prejudice and unfair discrimination based on age, gender identity, gender expression, race, color, religion, marital status, national origin, sexual orientation, or physical attributes as an affront to our fundamental principles.
- H. The City Council of the City of Monterey Park encourages all to observe the month of June as LGBTQ+ Pride Month and urges residents and the community to recognize the contributions made by the LGBTQ+ community and to actively promote the principles of equality, liberty, and justice.

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 3<sup>rd</sup> day of June, 2026.

\_\_\_\_\_  
Elizabeth Yang, Mayor

Attest:

\_\_\_\_\_  
Maychelle Yee, City Clerk



## City Council Staff Report

**Date:** June 3, 2026

**Agenda Item Number:** 10.J.

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

**From:** Diana Garcia, Assistant City Manager  
Rebecca Bojorquez, Principal Management Analyst

**Subject:** National Gun Violence Awareness Day and Wear Orange Weekend Resolution  
(As Requested by Council Member Sanchez)

**Recommendation:**

It is recommended that the City Council consider:

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

**Executive Summary:**

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

**Background:**

N/A

**Strategic Plan Goal:**

N/A

**Fiscal Impact:**

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

**Attachments:**

1. National Gun Violence Awareness and Wear Orange Weekend Resolution

# **ATTACHMENT 1**

## Resolution

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING JUNE 5, 2026, NATIONAL GUN VIOLENCE AWARENESS DAY AND JUNE 6-7, 2026, AS WEAR ORANGE WEEKEND IN MONTEREY PARK**

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

SECTION 1: The City Council finds as follows:

- A. Every day in the United States, more than 130 people are killed as a result of gun violence. Every year in the United States, over 48,000 people are killed with guns and approximately 85,000 are shot and wounded.
- B. The gun homicide rate in the United States is 26 times higher than that of other developed countries, but research shows that common sense and public safety laws can regulate gun violence.
- C. The first Friday in June marks the beginning of a three-day movement honoring the victims and survivors of gun violence and calling for an end to the epidemic. In 2026, National Gun Violence Awareness Day is observed on June 5 and Wear Orange Weekend is observed on June 6-7.
- D. National Gun Violence Awareness Day began on June 2, 2015, in honor of what would have been Hadiya Pendleton's 18<sup>th</sup> birthday. Hadiya was a 15-year-old girl who was tragically shot and killed in Chicago on January 29, 2013.
- E. In response to this tragedy, Hadiya's friends wore orange to honor her and encouraged others to also do so to raise awareness and to advocate for a future that is free from gun violence.
- F. Wear Orange Weekend follows National Gun Violence Awareness Day and honors the thousands of people in the United States whose lives are taken or forever changed by gun violence each year. Orange was chosen because it represents the color hunters wear to protect themselves from gunfire.
- G. The Monterey Park City Council has advocated for gun safety and gun violence prevention. In light of the January 21, 2023, mass shooting incident, the Monterey Park City Council adopted firearm safety ordinances and added new chapters to the Monterey Park Municipal Code to protect the community from violence resulting from firearms.
- H. The City of Monterey Park calls on its residents to practice and promote greater awareness of gun violence and gun safety and give heightened attention to gun

violence awareness during the summer months when there is a prominent increase in gun violence. More information regarding firearm safety, rules, and other resources can be found on the City of Monterey Park's website at <https://www.montereypark.ca.gov/1592/Firearms>.

- I. The City of Monterey Park encourages residents to wear orange on Wear Orange Weekend to show that they are not targets and do not have to live in fear that gunfire can ring out at any moment. Community members and leaders are also encouraged to collaboratively work together towards finding ways to make Monterey Park a safer community.
- J. The City of Monterey Park memorializes the victims of the Star Ballroom shooting, as well as all the victims who have been killed or injured due to gun violence, in declaring June 5, 2026, as National Gun Violence Awareness Day and June 6-7, 2026, as Wear Orange Weekend in the City of Monterey Park.

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

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

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

PASSED AND ADOPTED this 3<sup>rd</sup> day of June, 2026.

\_\_\_\_\_  
Elizabeth Yang, Mayor

Attest:

\_\_\_\_\_  
Maychelle Yee, City Clerk



## City Council Staff Report

**Date:** June 3, 2026

**Agenda Item Number:** 11.A.

**To:** The Honorable Mayor and City Council  
**From:** Laura Borjon, Finance Manager  
**Subject:** Public Hearing to Consider Approving Assessments for the Citywide Maintenance District No. 93-1 for Fiscal Year 2026-27 Pursuant to Streets and Highways Code §§ 22500, et seq.

### **Recommendation:**

It is recommended that the City Council consider:

1. Opening the public hearing and receiving documentary and testimonial evidence;
2. Closing the public hearing and adopting a Resolution authorizing the Levy and Collection of Assessments for Fiscal Year 2026-27 for Citywide Maintenance District No. 93-1 pursuant to Streets and Highways Code § 22587; and
3. Taking such additional, related, action that may be desirable.

### CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the extension under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). The proposed action is exempt from additional environmental review pursuant to CEQA Guidelines § 15273(a) because it involves the establishment and collection of rates and charges to meet operating expenses and maintain existing services within existing service areas.

### **Executive Summary:**

In 1993, the City formed Citywide Maintenance District No. 93-1 (the "District") to finance the operation and maintenance of public street lighting and landscaping. The District was renewed each of the past 33 years and must be annually renewed in order for the City to continue levying and collecting assessments for Fiscal Year 2026-27. The City started the process to renew its District for Fiscal Year 2026-27 at its May 6, 2026, City Council meeting. At that time, the City Council approved the Engineer's Report; adopted the Resolution of Intention (Resolution No. 2026-R24) and scheduled the required public hearing for June 3, 2026.

Following the June 3rd public hearing, the City Council may adopt the attached Resolution renewing the District for Fiscal Year 2026-27.

**Background:**

In 1993, the State implemented Education Revenue Augmentation (“ERAF”) transfer that shifts property tax revenues from local governments to schools. The City’s loss from ERAF was \$1.2 million. In 1993, after considering various options to balance the budget, the City formed the District pursuant to the Landscaping and Lighting Act of 1972 (Streets & Highways Code §§ 22500, et seq.). The assessment revenues are used to pay for the costs of maintaining public street lighting and landscaping. The funds freed up by the assessment revenues are used to maintain essential City services such as police, fire, public works, recreation, and library.

The assessments must be renewed annually in order for the City to continue levying and collecting the assessments. Revenue generated by the District is estimated to be \$1,019,854 for Fiscal Year 2026-27. The City has renewed the District every year for the past 33 years. During this time, the assessment rate has only been increased once, in 1996 (from \$39.97 to \$40.97). Since 1996, the assessment rates have not been adjusted and the City continues using General Fund monies to supplement significant shortfalls that result from increased operating costs.

At its May 6, 2026 meeting, the City Council adopted a Resolution of Intention (Resolution No. 2026-R24) which, among other things, proposes an assessment per single-family home of \$40.97 for Fiscal Year 2026-27. The cost for the operation and maintenance of the City’s landscaping and lighting is approximately \$2.4 million. The District will fund \$1,019,854 of the cost and the City’s General Fund will cover the remaining \$1,363,406.

The Resolution of Intention, which includes the public hearing date and protest procedures, was published in the Monterey Park Press on May 18, 2026. To-date, no majority protest has been received against the proposed District renewal for Fiscal Year 2026-27.

**Strategic Plan Goal:**

This action meets Goal 2 of the City Council's 2026-2027 Strategic Plan: To Maintain Stability of our City’s Fiscal Resources.

**Fiscal Impact:**

The proposed assessment rate for Fiscal Year 2026-27 is the same as Fiscal Year 2025-26. The total projected assessment revenue is \$1,019,854. If the City does not renew the District, it must reduce expenditures or seek new revenues by \$1,019,854 to balance the budget.

**Attachments:**

1. Resolution

# **ATTACHMENT 1**

## Resolution

**RESOLUTION NO. 2026-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2026-27 IN CITYWIDE MAINTENANCE DISTRICT NO. 93-1 PURSUANT TO STREETS AND HIGHWAYS CODE § 22587.**

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

SECTION 1: The City Council finds as follows:

- A. The City Council seeks to levy assessments for Fiscal Year 2026-27 pursuant to Streets and Highways Code §§ 22500, et seq. for Citywide Maintenance District No. 93-1 ("District").
- B. The District is exempt from the procedures and approval process of California Constitution Article XIII D, § 4 pursuant to California Constitution, Article XIII D, § 5(a) because the assessment was previously imposed prior to the effective date of Proposition 218 and has not been increased beyond the amount previously approved except as otherwise permitted by law.
- C. An Engineer's Report ("Report") was prepared pursuant to Streets and Highways Code § 22566 for Fiscal Year 2026-27. While the Report is too voluminous to be reprinted with this Resolution, it is available for public inspection with the City Clerk and incorporated by this reference as if fully set forth.
- D. Following a public hearing, the City Council did not receive a majority protest from the property owners affected by the proposed assessment before the close of the public hearing on June 3, 2026.

SECTION 2: In accordance with Streets and Highways Code §§ 22500, et seq., the City Council adopts an annual assessment of \$40.97 for each Equivalent Dwelling Unit ("EDU") within the District during Fiscal Year 2026-27. The assessments levied and collected must be used for maintaining certain landscaping and street lighting improvements, as set forth in the Report.

SECTION 3: All monies collected for such assessments must be deposited in a special fund known as "Special Fund City of Monterey Park Citywide Maintenance District No. 93-1." Payment may be made out of said fund only for the purpose provided for in this Resolution.

SECTION 4: *Authorization.* The City Manager, or designee, is directed to take such actions that are needed to place this assessment on the property tax rolls including, without limitation, forwarding this Resolution to the Los Angeles County Assessor's Office.

SECTION 5: Any public property included within boundaries of the District are exempt from assessment.

SECTION 6: *Severability.* If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provision or application and, to this end, the provisions of this Resolution are severable.

SECTION 7: *Reliance On Record.* Each and every one of the findings and determinations in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 8: *Limitations.* The City Council's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the City Council's lack of knowledge of future events. In all instances, best efforts were made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 9: *Summaries of Information.* All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 10: *Construction.* This Resolution must be broadly construed in order to achieve the purposes stated in this Resolution. It is the City Council's intent that the provisions of this Resolution be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Resolution.

SECTION 11: *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 12: *Recordation.* The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 13: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 3<sup>rd</sup> day of June, 2026

\_\_\_\_\_  
Elizabeth Yang, Mayor

ATTEST:

\_\_\_\_\_  
Maychelle Yee, City Clerk

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

By: \_\_\_\_\_  
Joaquin Vazquez, Assistant City Attorney

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. 2026-\_\_\_\_\_ was duly adopted and passed at a regular meeting of the Monterey Park City Council on the 3<sup>rd</sup> day of June, 2026 by the following vote:

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

Dated this 3<sup>rd</sup> day of June, 2026.

\_\_\_\_\_  
Maychelle Yee, City Clerk  
Monterey Park, California



## City Council Staff Report

**Date:** June 3, 2026

**Agenda Item Number:** 11.B.

**To:** The Honorable Mayor and City Council  
**From:** Shawn Igoe, Public Works Director  
**Subject:** FY 2026-27 Capital Improvement Plan Resolution

### **Recommendation:**

It is recommended that the City Council consider:

1. Opening a public hearing to receive documentary and testimonial evidence;
2. After closing the public hearing and considering the evidence, adopting a Resolution finding the FY 2026-27 Capital Improvement Plan ("CIP") conforms with the General Plan, authorizing the City Engineer to approve plans and specifications for capital improvement projects, and authorizing the Public Works Director to solicit bids for capital improvement projects identified in the CIP; and
3. Taking such additional, related, action that may be desirable.

### **Executive Summary:**

The City's FY 2026-27 proposed budget includes an updated Capital Improvement Plan ("CIP") outlining the City's capital investments over a five-year period. Staff asks that City Council adopt a Resolution to approve the proposed CIP, grant authorization for the City Engineer to approve plans specifications for Capital Improvement Projects and authorize for the Director of Public Works to advertise projects for construction bids when required or needed

### **Background:**

The CIP generally identifies which capital improvement projects will be built during a five-year period; it is updated annually and approved by the City Council. Pursuant to Government Code §§ 65401 and 65103(c), the City's Planning Agency must annually review the CIP for consistency with the General Plan. Under MPMC section 2.56.020(B), the City Council acts as the Planning Agency for purposes of this review.

The CIP includes major enhancements and repairs to critical public assets, including parks,

City-owned facilities, streets, traffic signals, storm drains, sidewalks, bus stops, transportation, water and sewer facilities. Completion of CIP projects helps to enhance the overall quality of life in the City by improving the physical structures, systems, and facilities that provide services to the community. The Public Works Department is responsible for implementing the City's CIP. Each year, Public Works, in conjunction with other Departments, reviews the City's capital needs and prioritizes projects through the annual budget process.

It is recommended that the City Council adopt a resolution finding the proposed FY 2026-27 CIP conforms with the General Plan and approving the proposed FY 2026-27 CIP list of projects. If the proposed Resolution is adopted, the CIP will be approved; the City Engineer will be authorized to approve plans/specifications (for design immunity purposes); and the Public Works Director will be authorized to solicit bids for CIP projects.

**Strategic Plan Goal:**

This action meets Goal 4: To Maintain, Build and Modernize Infrastructure and Facilities to Support the Current and Future Needs of Our City and Community.

**Fiscal Impact:**

The FY 2026-27 proposed budget includes a list of projects with estimated costs and funding sources. Any Capital Improvement Project fiscal impact will be provided before contract award.

**Attachments:**

1. Revised Resolution

**ATTACHMENT 1**  
FY 2026-27 CIP Plan Resolution

## RESOLUTION NO.

### **A RESOLUTION FINDING THE FY 2026-27 CAPITAL IMPROVEMENT PLAN (“CIP”) CONFORMS WITH THE GENERAL PLAN; AUTHORIZING THE CITY ENGINEER TO APPROVE PLANS AND SPECIFICATIONS FOR CAPITAL IMPROVEMENT PROJECTS; AND AUTHORIZING THE PUBLIC WORKS DIRECTOR TO SOLICIT BIDS FOR CAPITAL IMPROVEMENT PROJECTS IDENTIFIED IN THE CIP**

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

SECTION 1: *Planning Agency.* Pursuant to Monterey Park Municipal Code (“MPMC”) § 2.56.020(B), the City Council is the Monterey Park Planning Agency for purposes of this Resolution. In accordance with Government Code § 65401, the Public Works Director prepared and submitted the annual capital improvement plan (“CIP”) to the Planning Agency as set forth in attached Exhibit “A,” which is incorporated by reference. Government Code § 65103(c) requires the Planning Agency to annually review the City’s CIP to determine whether the CIP is consistent with the Monterey Park General Plan. The City Council finds that the CIP is consistent with the Monterey Park General Plan. Among other things, the CIP meets the following goals in the General Plan:

- Goal 2.0 of the Circulation Element: Provide a local street system that accommodates current and future traffic volumes;
- Goal 5.0 of the Circulation Element: Create and maintain a connected system of bicycle routes and pedestrian facilities that meets the need of City residents;
- Goal 6.0 of the Circulation Element: Ensure that all development projects provide well-designed parking facilities that are safe, convenient, and attractive;
- Goal 3.0 of the Safety and Community Services Element: Protect public and private properties from geologic hazards associated with steep slopes, unstable hillsides, and liquefaction-prone areas;
- Goal 13.0 of the Safety and Community Services Element: Provide adequate sewer, water, and drainage systems to meet the needs of City residents and businesses; and
- Goal 4.0 of the Resources Element: Conserve and protect groundwater supply and water resources.

SECTION 2: *Design Immunity; City Engineer.* The City Council wishes to obtain the immunities set forth in Government Code § 830.6 regarding the plans and construction of the CIP projects. Accordingly, the City Council authorizes the City Engineer to exercise discretionary approval for plans or designs for each project identified in the CIP in advance of the construction or improvement. Such approval must conform with the following:

- A. The City Engineer must determine that design and plans for the CIP projects are consistent with the City's standards, guidelines, practices, or otherwise comply with applicable law and engineering standards, guidelines, or practices.
- B. Approval must be in writing and be stamped by the City Engineer while exercising his or her discretion in accordance with California law.
- C. The design approval must occur before a solicitation of bids is issued in accordance with this Resolution and before actual construction work commences.
- D. The City Engineer is authorized to act on the City's behalf in approving any alterations or modifications of approved design and plans.

SECTION 3: *Solicitation of Bids*; Public Works Director. For CIP projects exceeding the threshold in MPMC § 3.100.040 for informal bidding (at the time this Resolution was adopted, the threshold is \$200,000 or more), the Public Works Director is authorized to solicit bids for projects identified in the CIP and in the current Budget Resolution without additional City Council authorization. Such solicitation for bids must comply with applicable California law including, without limitation, the Public Contract Code. The Public Works Director is required to bring all recommendations for award to the City Council.

SECTION 4: *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 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.

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

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Elizabeth Yang, Mayor

Attest:

\_\_\_\_\_  
Maychelle Yee, City Clerk

Approved as to Form:

\_\_\_\_\_  
Joaquin Vazquez, Assistant City Attorney

Five Year Capital Improvement Program  
FY 2026-27 Preliminary Budget

Project	Fund	Project Description	Appropriation Amount	Year To Date Estimated Expenditures	FY 2025-2026 Carryover Balance	New Funding Request FY 2026-2027	Planned FY 2027-2028	Planned FY 2028-2029	Planned FY 2029-2030	Planned FY 2030-2031	Planned FY 2031-2032	Total Project Needs
<b>Enterprise Capital Projects</b>												
86005	411	SEWER MASTER PLAN	\$424,733.00	\$0.00	\$424,733.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$424,733.00
86005	419	SEWER MASTER PLAN	\$23,275.00	\$0.00	\$23,275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,275.00
99021	411	PIPELINE REPLACEMENT - CIPRIANO AND EL PORTAL	\$300,966.00	\$5,000.00	\$295,966.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300,966.00
99026	411	SEWER MANHOLE REHABILITATION	\$706,739.00	\$0.00	\$706,739.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$0.00	\$2,206,739.00
99027	411	SEWER REPAIRS AT VARIOUS LOCATIONS	\$4,499,808.00	\$1,875,053.00	\$2,624,755.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$0.00	\$11,999,808.00
NEW	411	SEWER LINES VIDEO ASSESSMENT	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00
<b>Sewer Sub-total</b>			\$5,955,521.00	\$1,880,053.00	\$4,075,468.00	\$2,800,000.00	\$1,800,000.00	\$1,800,000.00	\$1,800,000.00	\$1,800,000.00	\$0.00	\$15,955,521.00
99024	408	WATER METER REPLACEMENTS	\$9,795,215.00	\$9,795,215.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,795,215.00
99029	408	WATER MAIN REPLACEMENT - EMERSON (GARFIELD TO ALHAMBRA)	\$0.00	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00
99030	408	WATER MAIN REPLACEMENT - NORTHEAST (GARFIELD/GARVEY)	\$21,350.50	\$21,350.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,350.50
99031	409	S. GARFIELD & S. ATLANTIC WATER MAIN REPLACEMENT	\$1,000,000.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00
99031	408	S. GARFIELD & S. ATLANTIC WATER MAIN REPLACEMENT	\$2,348,507.59	\$2,016,660.36	\$331,847.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,348,507.59
99032	408	S. ATLANTIC WATER MAIN REPLACEMENT (NEWMARK TO HARDING)	\$187,945.66	\$187,945.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$187,945.66
99033	408	E GARVEY - GARFIELD TO NEW - WATER MAIN REPLACEMENT	\$4,567,900.00	\$0.00	\$4,567,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,567,900.00
99033	409	E GARVEY - GARFIELD TO NEW - WATER MAIN REPLACEMENT	\$600,000.00	\$0.00	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600,000.00
NEW	408	N. GARFIELD - GARVEY TO HELLMAN - WATER MAIN REPLACEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NEW	408	WATER LOCKER AND RESTROOM IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
NEW	408	WATER OFFICE SPACE RESTRUCTURE	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
NEW	408	WATER MAIN REPLACEMENT - ALLEY S. OF GARVEY	\$0.00	\$0.00	\$0.00	\$0.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750,000.00
96001	408	N. ATLANTIC WATER IMPROVEMENT	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$1,500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,507,500.00
99022	409	PLC UPGRADE	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00
99006	408	MPK GOLF COURSE WATER MAIN EXTENSION	\$0.00	\$0.00	\$0.00	\$0.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750,000.00
NEW	408	EMERGENCY GENERATOR FOR WATER FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$12,612,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,612,600.00
99005	408	MIRA VALLE WATER PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650,000.00	\$0.00	\$0.00	\$0.00	\$650,000.00
NEW	408	DE LA FUENTE ST MAINLINE REPLACEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000,000.00	\$0.00	\$0.00	\$0.00	\$6,000,000.00
NEW	408	MONTECHICO DR MAINLINE REPLACEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300,000.00	\$0.00	\$0.00	\$0.00	\$1,300,000.00
NEW	408	RUSSELL BOOSTER STATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,800,000.00	\$0.00	\$0.00	\$0.00	\$2,800,000.00
NEW	408	RUSSELL RESERVOIR REHABILITATION (PHASE 2)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,700,000.00	\$0.00	\$0.00	\$0.00	\$1,700,000.00
NEW	408	BROCKWELL AVE MAINLINE REPLACEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,500,000.00	\$0.00	\$0.00	\$0.00	\$5,500,000.00
NEW	408	REPLACE DELTA SETTLING TANKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,700,000.00	\$0.00	\$0.00	\$0.00	\$2,700,000.00
NEW	408	EAST GRAVES AVE MAINLINE REPLACEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$670,000.00	\$0.00	\$0.00	\$670,000.00
NEW	408	BRIGHTWOOD BOOSTER STATION REHAB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$1,900,000.00
NEW	408	GRAYLOCK AVE MAINLINE REPLACEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00	\$0.00	\$0.00	\$3,000,000.00
NEW	408	PIPELINE SEISMIC UPGRADE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00
NEW	408	DELTA BOOSTER STATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100,000.00	\$0.00	\$1,100,000.00
NEW	408	DONCREST ST MAINLINE REPLACEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$578,000.00	\$0.00	\$578,000.00
NEW	408	HIGHLAND SCHOOL WATERLINE LOOP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Water Sub-total</b>			\$18,528,418.75	\$13,028,671.52	\$5,499,747.23	\$500,000.00	\$17,612,600.00	\$20,650,000.00	\$5,770,000.00	\$1,678,000.00	\$0.00	\$64,739,018.75
<b>Enterprise Capital Projects Subtotal</b>			\$24,483,939.75	\$14,908,724.52	\$9,575,215.23	\$3,300,000.00	\$19,412,600.00	\$22,450,000.00	\$7,570,000.00	\$3,478,000.00	\$0.00	\$80,694,539.75

**EXHIBIT A**  
**Five Year Capital Improvement Program**  
**FY 2026-27 Preliminary Budget**

Project	Fund	Project Description	Appropriation Amount	Year To Date Estimated Expenditures	FY 2025-2026 Carryover Balance	New Funding Request FY 2026-2027	Planned FY 2027-2028	Planned FY 2028-2029	Planned FY 2029-2030	Planned FY 2030-2031	Planned FY 2031-2032	Total Project Needs
<b>Street Construction Capital Projects</b>												
96012	101	POTRERO GRANDE RENOVATION	\$2,732,045.32	\$328,744.50	\$2,403,300.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,732,045.32
96023	239	GARFIELD AVENUE CAPACITY IMPROVEMENT	\$675,061.00	\$0.00	\$675,061.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$675,061.00
96024	239	ATLANTIC AVENUE CAPACITY IMPROVEMENT	\$1,897,913.50	\$0.00	\$1,897,913.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,897,913.50
96025	239	RAMONA ROAD CAPACITY IMPROVEMENT	\$2,397,836.25	\$0.00	\$2,397,836.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,397,836.25
96026	239	ADAPTIVE TRAFFIC/TRAFFIC RESPONSIVE CONTROL SYSTEM	\$8,188,715.75	\$697,167.16	\$7,491,548.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,188,715.75
96055	239	GARVEY PARKING STRUCTURE	\$47,258,000.00	\$0.00	\$47,258,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,258,000.00
96052	239	GARVEY ROAD CAPACITY IMPROVEMENT	\$18,191,312.66	\$1,396,280.66	\$16,795,032.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,191,312.66
96047	239	MONTEREY PASS COMPLETE STREETS PROJECT	\$20,454,188.34	\$1,273,452.34	\$19,180,736.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,454,188.34
96035	239	CESAR CHAVEZ AVE. PAVING PROJECT	\$53,670.00	\$0.00	\$53,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,670.00
96038	240	MAT CYCLE 1- POTRERO GRANDE REGIONAL PROJECT	\$8,014,452.57	\$7,957,186.47	\$57,266.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,014,452.57
96005	241	TRAFFIC SIGNAL UPGRADES	\$311,149.00	\$0.00	\$311,149.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$0.00	\$1,311,149.00
96044	218	SAFE STREETS FPR ALL (SS4A)	\$984,000.00	\$967,140.00	\$16,860.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$984,000.00
96044	239	SAFE STREETS FPR ALL (SS4A)	\$244,040.00	\$20,250.00	\$223,790.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$244,040.00
96045	241	BUS STOP IMPROVEMENTS	\$600,000.00	\$0.00	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600,000.00
96041	101	SLURRY SEAL	\$500,000.00	\$284,761.00	\$215,239.00	\$0.00	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$0.00	\$2,500,000.00
96048	362	ADA IMPROVEMENTS	\$262,468.45	\$192,234.98	\$70,233.47	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$250,000.00	\$0.00	\$1,512,468.45
96048	236	ADA IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$97,243.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$97,243.00
96056	101	ALLEYS REHABILITATION	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$0.00	\$4,000,000.00
96057	601	PAVEMENT IMPROVEMENTS	\$425,000.00	\$425,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00
96057	101	PAVEMENT IMPROVEMENTS	\$1,406,937.61	\$13,000.00	\$1,393,937.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,406,937.61
96057	204	PAVEMENT IMPROVEMENTS	\$800,000.00	\$800,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800,000.00
96057	237	PAVEMENT IMPROVEMENTS	\$1,602,727.00	\$1,602,727.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,602,727.00
96057	240	PAVEMENT IMPROVEMENTS	\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00
96057	241	PAVEMENT IMPROVEMENTS	\$181,512.00	\$181,512.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$181,512.00
96057	242	PAVEMENT IMPROVEMENTS	\$1,000,000.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00
95061	101	SIDEWALK ASSESSMENT & REPAIRS	\$203,900.00	\$196,309.21	\$7,590.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$203,900.00
NEW	237	PAVEMENT IMPROVEMENTS 26-27	\$0.00	\$0.00	\$0.00	\$1,716,013.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,716,013.00
NEW	240	PAVEMENT IMPROVEMENTS 26-27	\$0.00	\$0.00	\$0.00	\$1,500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500,000.00
NEW	241	PAVEMENT IMPROVEMENTS 26-27	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00
NEW	240	CONCRETE IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00
NEW	240	SIDEWALK REPAIRS (PRECISION)	\$0.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00
<b>Street Sub-total</b>			<b>\$118,884,929.45</b>	<b>\$17,835,765.32</b>	<b>\$101,049,164.13</b>	<b>\$5,263,256.00</b>	<b>\$1,950,000.00</b>	<b>\$1,950,000.00</b>	<b>\$1,950,000.00</b>	<b>\$1,950,000.00</b>	<b>\$0.00</b>	<b>\$131,948,185.45</b>
96040	248	STORM DRAIN MASTER PLAN/TMDL STUDY	\$64,000.00	\$0.00	\$64,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,000.00
96051	248	STORMWATER INFILTRATION TRENCHES/DEMONSTRATION GARDEN	\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350,000.00
NEW	248	STORM DRAIN LINING ON BRADSHAWE RESERVOIR TO GRANDRIDGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Drainage Sub-total</b>			<b>\$414,000.00</b>	<b>\$0.00</b>	<b>\$414,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$414,000.00</b>
<b>Street Construction Capital Projects Subtotal</b>			<b>\$119,298,929.45</b>	<b>\$17,835,765.32</b>	<b>\$101,463,164.13</b>	<b>\$5,263,256.00</b>	<b>\$1,950,000.00</b>	<b>\$1,950,000.00</b>	<b>\$1,950,000.00</b>	<b>\$1,950,000.00</b>	<b>\$0.00</b>	<b>\$132,362,185.45</b>
<b>Community Capital Improvement Projects</b>												
81401	502	IT EMERGENCY / MASTER PLAN	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00

**EXHIBIT A**  
**Five Year Capital Improvement Program**  
**FY 2026-27 Preliminary Budget**

Project	Fund	Project Description	Appropriation Amount	Year To Date Estimated Expenditures	FY 2025-2026 Carryover Balance	New Funding Request FY 2026-2027	Planned FY 2027-2028	Planned FY 2028-2029	Planned FY 2029-2030	Planned FY 2030-2031	Planned FY 2031-2032	Total Project Needs
91401	502	NETWORK EQUIPMENT (ERP)	\$217,498.89	\$0.00	\$217,498.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$217,498.89
91402	502	NETWORK EQUIPMENT (ERP) PSA	\$154,535.61	\$0.00	\$154,535.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$154,535.61
96018	101	DOWNTOWN PARKING LOT IMPROVEMENTS	\$567,153.00	\$0.00	\$567,153.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$567,153.00
EFD03	501	PUBLIC SAFETY	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00
EPW02	501	PUBLIC WORKS VEHICLE	\$2,228.41	\$0.00	\$2,228.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,228.41
E0001	501	PUBLIC WORKS VEHICLE	\$492,000.00	\$492,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$492,000.00
###	408	PUBLIC WORKS VEHICLE (WATER)	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00
EFD01	101	AMBULANCE	\$815,275.64	\$808,882.88	\$6,392.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$815,275.64
EPD01	101	POLICE VEHICLE	\$744,933.48	\$509,397.70	\$235,535.78	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$944,933.48
95031	362	FACILITIES RESTROOM IMPROVEMENTS	\$215,203.50	\$14,259.00	\$200,944.50	\$0.00	\$400,000.00	\$400,000.00	\$400,000.00	\$400,000.00	\$0.00	\$1,815,203.50
95035	101	CITY ROOF REPAIRS	\$2,128,874.45	\$334,666.57	\$1,794,207.88	\$520,000.00	\$1,209,000.00	\$800,000.00	\$0.00	\$0.00	\$0.00	\$4,657,874.45
95038	101	LIBRARY GRANT - NEW PROJECT	\$350,093.00	\$10,464.00	\$339,629.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350,093.00
95038	360	LIBRARY GRANT - NEW PROJECT	\$423,843.00	\$329,910.80	\$93,932.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$423,843.00
95046	101	LA LOMA PARK ADA RESTROOM & UTILITIES	\$345,902.00	\$5,000.00	\$340,902.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$345,902.00
95048	101	FIRE STATION #61	\$6,149.25	\$4,606.25	\$1,543.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,006,149.25
95048	381	FIRE STATION #61	\$1,500,000.00	\$5,000.00	\$1,495,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500,000.00
95049	101	FIRE STATION #63	\$3,999,520.00	\$3,299,506.50	\$700,013.50	\$0.00	\$12,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,999,520.00
95049	381	FIRE STATION #63	\$2,000,000.00	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00
95050	101	CITY HALL PARKING LOT IMPROVEMENT	\$890,384.00	\$12,500.00	\$877,884.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$890,384.00
95051	101	CITYWIDE VEHICLES	\$750,000.00	\$0.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750,000.00
95052		SOLAR/EV CHARGING PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
95065	101	COUNCIL CHAMBERS RENOVATION	\$492,000.00	\$144,300.00	\$347,700.00	\$850,000.00	\$2,200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,542,000.00
95065	506	COUNCIL CHAMBERS RENOVATION	\$0.00	\$0.00	\$0.00	\$850,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$850,000.00
NEW	114	TECHNOLOGY UPGRADES - CHAMBERS	\$0.00	\$0.00	\$0.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750,000.00
NEW	502	TECHNOLOGY UPGRADES - SERVERS	\$0.00	\$0.00	\$0.00	\$620,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$620,000.00
95053	101	CITYWIDE REKEYING PROJECT	\$125,000.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00
95057	231	SIERRA VISTA PARK PLAYGROUND	\$255,000.00	\$2,000.00	\$253,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$255,000.00
95060	231	LIBRARY INTERIOR REDESIGN	\$150,000.00	\$101,285.00	\$48,715.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
95062	101	GARVEY RANCH GAZEBO REPLACEMENT	\$47,540.00	\$6,276.50	\$41,263.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,540.00
95062	231	GARVEY RANCH GAZEBO REPLACEMENT	\$150,000.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
95063	501	CITY FUEL PUMP IMPROVEMENTS	\$233,289.00	\$143,597.36	\$89,691.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$233,289.00
BOA01	501	FIRE ENGINE	\$1,542,006.01	\$1,302,970.00	\$239,036.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,542,006.01
BOA02	501	DUMP TRUCK	\$136,085.73	\$117,294.18	\$18,791.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$136,085.73
BOA03	501	HVAC	\$1,183,457.11	\$0.00	\$1,183,457.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,183,457.11
BOA03	101	AIR CONDITIONING UNIT REPLACEMENT - PHASE 2	\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00
95064	101	PARKS MASTER PLAN	\$250,000.00	\$43,396.00	\$206,604.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00
95069	362	SERVICE CLUB AND SIERRA VISTA DOORS	\$26,012.57	\$0.00	\$26,012.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,012.57
95069	231	SERVICE CLUB AND SIERRA VISTA DOORS	\$19,150.00	\$0.00	\$19,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,150.00
NEW	247	EV INFRASTRUCTURE AND EQUIPMENT	\$0.00	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
NEW	101	CONCRETE BARRIER WALL AT EOC	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
NEW	101	BARNES PARK SERVICE CLUB RENOVATION & ADA UPGRADES	\$0.00	\$0.00	\$0.00	\$600,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600,000.00
NEW	232	Barnes Park Pool design (Measure A grant)	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00
NEW	232	Garvey Ranch Trail Design (Measure A grant)	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00
NEW	101	Langley Friendship Room/CH Community Room	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
NEW	231	Replacement of Switchgear at George Elder - PRIORITY 1-	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00

**EXHIBIT A**  
**Five Year Capital Improvement Program**  
**FY 2026-27 Preliminary Budget**

Project	Fund	Project Description	Appropriation Amount	Year To Date Estimated Expenditures	FY 2025-2026 Carryover Balance	New Funding Request FY 2026-2027	Planned FY 2027-2028	Planned FY 2028-2029	Planned FY 2029-2030	Planned FY 2030-2031	Planned FY 2031-2032	Total Project Needs
NEW	231	Replacement of Switchgear at Garvey Ranch Park - PRIORITY 2	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00
NEW	231	Replacement of Switchgear at La Loma Park- PRIORITY 3- UNFUNDED	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00
NEW	231	Replacement of Switchgear at Sequoia Park - PRIORITY 4 - UNFUNDED	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00
NEW	231	Replacement of Switchgear at City Hall - PRIORITY 5 - UNFUNDED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
NEW	231	FACILITIES FIRE ALARM UPGRADES - LANGLEY, LA LOMA,	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
NEW	101	Library Remodel	\$0.00	\$0.00	\$0.00	\$0.00	\$400,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400,000.00
NEW	101	Library Internal painting	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00
NEW	231	George Elder Toddler pool	\$0.00	\$0.00	\$0.00	\$0.00	\$56,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,000.00
NEW	231	George Elder Bleachers replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00
			<b>\$20,893,134.65</b>	<b>\$9,687,312.74</b>	<b>\$11,205,821.91</b>	<b>\$7,470,000.00</b>	<b>\$17,765,000.00</b>	<b>\$1,400,000.00</b>	<b>\$400,000.00</b>	<b>\$400,000.00</b>	<b>\$0.00</b>	<b>\$48,328,134.65</b>
<b>ALL FUNDS</b>												
	101	GENERAL FUND	\$16,855,707.75	\$6,001,811.11	\$10,853,896.64	\$3,000,000.00	\$17,809,000.00	\$2,300,000.00	\$1,500,000.00	\$1,500,000.00	\$0.00	\$42,964,707.75
	114	VIDEO SERVICE FRANCHISE	\$0.00	\$0.00	\$0.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750,000.00
	204	CIRCULATION SYSTEM DIF FUND	\$800,000.00	\$800,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800,000.00
	218	SS4A	\$984,000.00	\$967,140.00	\$16,860.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$984,000.00
	231	PUBLIC/PARKS/LIBRARY DIF	\$574,150.00	\$103,285.00	\$470,865.00	\$1,100,000.00	\$1,056,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$2,930,150.00
	232	MEASURE A - PARKS	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00
	236	TRANSPORTATION DEVELOPMENT ACT 3	\$0.00	\$0.00	\$0.00	\$97,243.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$97,243.00
	237	SB1	\$1,602,727.00	\$1,602,727.00	\$0.00	\$1,716,013.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,318,740.00
	238	PROP A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	239	MEASURE R	\$99,360,737.50	\$3,387,150.16	\$95,973,587.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$99,360,737.50
	240	MEASURE M	\$8,514,452.57	\$8,457,186.47	\$57,266.10	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,514,452.57
	241	PROP C	\$1,092,661.00	\$181,512.00	\$911,149.00	\$1,200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$0.00	\$3,092,661.00
	242	GAS TAX	\$1,000,000.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00
	246	HIGHWAY SAFETY IMPROV PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	247	AQMD	\$0.00	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00
	248	MEASURE W	\$414,000.00	\$0.00	\$414,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$414,000.00
	281	ATP CYCLE 4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	360	LIBRARY GRANTS	\$423,843.00	\$329,910.80	\$93,932.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$423,843.00
	362	CDBG	\$503,684.52	\$206,493.98	\$297,190.54	\$250,000.00	\$650,000.00	\$650,000.00	\$650,000.00	\$650,000.00	\$0.00	\$3,353,684.52
	379	MTA MONTEREY PASS BIKE GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	381	PUBLIC WORKS GRANT	\$3,500,000.00	\$2,005,000.00	\$1,495,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500,000.00
	387	PER CAPITA 68 GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	401	WATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	402	WATER TREATMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	403	WATER TREATMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	408	WATER REVENUE BONDS	\$16,998,418.75	\$12,028,671.52	\$4,969,747.23	\$500,000.00	\$15,612,600.00	\$20,650,000.00	\$5,770,000.00	\$1,678,000.00	\$0.00	\$61,209,018.75
	409	WATER - DIF	\$1,600,000.00	\$1,000,000.00	\$600,000.00	\$0.00	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,600,000.00
	411	SEWER	\$5,932,246.00	\$1,880,053.00	\$4,052,193.00	\$2,800,000.00	\$1,800,000.00	\$1,800,000.00	\$1,800,000.00	\$1,800,000.00	\$0.00	\$15,932,246.00
	419	SEWER - DIF	\$23,275.00	\$0.00	\$23,275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,275.00
	501	SHOP	\$3,649,066.26	\$2,055,861.54	\$1,593,204.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,649,066.26
	502	TECHNOLOGY	\$422,034.50	\$0.00	\$422,034.50	\$620,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,042,034.50
	506	FACILITIES	\$0.00	\$0.00	\$0.00	\$850,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$850,000.00
	601	STREET BONDS	\$425,000.00	\$425,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00

**EXHIBIT A**  
**Five Year Capital Improvement Program**  
**FY 2026-27 Preliminary Budget**

Project	Fund	Project Description	Appropriation Amount	Year To Date Estimated Expenditures	FY 2025-2026 Carryover Balance	New Funding Request FY 2026-2027	Planned FY 2027-2028	Planned FY 2028-2029	Planned FY 2029-2030	Planned FY 2030-2031	Planned FY 2031-2032	Total Project Needs
	621	SALES TAX BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	GRANT	GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL ALL FUNDS</b>			<b>\$164,676,003.85</b>	<b>\$42,431,802.58</b>	<b>\$122,244,201.27</b>	<b>\$16,033,256.00</b>	<b>\$39,127,600.00</b>	<b>\$25,800,000.00</b>	<b>\$9,920,000.00</b>	<b>\$5,828,000.00</b>	<b>\$0.00</b>	<b>\$261,384,859.85</b>



## City Council Staff Report

**Date:** June 3, 2026

**Agenda Item Number:** 12.A.

**To:** The Honorable Mayor and City Council  
**From:** Maychelle Yee , City Clerk  
Cindy Trang, Deputy City Clerk  
**Subject:** Resolutions for November 3, 2026 General Municipal Election

### **Recommendation:**

It is recommended that the City Council consider:

1. Adopting a resolution calling for a general municipal election on November 3, 2026 pursuant to Elections Code § 1301;
2. Adopting a resolution requesting the County of Los Angeles to consolidate the City of Monterey Park's general municipal election to be held on November 3, 2026, with the statewide general election on the date pursuant to Elections Code §1301;
3. Adopting a resolution establishing requirements for candidate statements filed with the City Clerk to be included with voter information for an election on November 3, 2026; and
4. Taking such additional, related, action that may be desirable.

### **Executive Summary:**

The general municipal election is scheduled for Tuesday, November 3, 2026 for the purpose of electing members of the City Council for District Nos. 1 and 5, a City Clerk position and a City Treasurer position, for terms of four years each. The election will be consolidated with the Statewide general election conducted by the Los Angeles County Registrar Recorder's Office. The Fiscal Year 2026-2027 budget is expected to include \$275,000 for expenditures associated with the November 3, 2026 general municipal election.

### **Background:**

City Council Members will be elected by-district for Council District Nos. 1 and 5 for a term of four years each. Candidates must reside in the district in which they are running. The City Clerk and City Treasurer will be elected at-large for a term of four years each. The election will be consolidated with the Statewide general election conducted by the Los Angeles County

Registrar Recorder's Office (RRCC). A resolution requesting the Los Angeles Board of Supervises to provide election services for November 3, 2026 is required. The nomination period will begin July 13, 2026 and conclude on August 7, 2026, or extended to August 12, 2026 if an incumbent does not file. The candidate filing process and inquiries will be conducted by the City Clerk's office. Candidates, however, may purchase maps and voter files directly from RRCC.

Candidates may submit an optional statement of not more than 200 words for inclusion in the Official Sample Ballot Booklet for an additional cost. RRCC prints its main Official Sample Ballot Booklet in English with the option for candidates to print their candidate statement in English and Spanish side-by-side. A deposit of \$500 is required for English only or \$1,000 for English and Spanish. Candidates will be refunded by the City for any overpayment and charged for the balance incurred for underpayment within 30 days after the election. The attached resolution provides for requirements for candidate statements in accordance with Election Codes § 13307-13312.

RRCC will be canvassing the elections results at the Los Angeles County Ballot Processing Center located at 13401 Crossroads Pkwy. North, City of Industry and the public observation schedule will be made available by RRCC. The semi-final results will be released from RRCC headquarters located at 12400 Imperial Highway, Norwalk, CA 90650 and continuously updated and displayed on the County's website at [www.lavote.gov](http://www.lavote.gov) throughout Election Night and during the Official Canvass.

On December 7, 2026, RRCC is tentatively scheduled to certify election results. On December 15, 2026, the Board of Supervisors is tentatively scheduled to declare the election officially concluded. An official certificate will be provided to the City Clerk and the final declaration of the results by the City Council and the Oath of Office is tentatively scheduled for Wednesday, December 16, 2026.

The City Clerk's Office will conduct voter outreach as required by the Federal Voting Rights Act.

**Strategic Plan Goal:**

N/A

**Fiscal Impact:**

\$275,000 is budgeted from the General Fund in the Fiscal Year 2026-2027 budget for expenditures associated with the November 3, 2026 general municipal election.

**Attachments:**

1. Election Resolutions - Nov. 3 2026
2. LA County Nov. 3, 2026 Municipal Information Booklet

# **ATTACHMENT 1**

## Draft Resolutions for the November 3, 2026 Election

**RESOLUTION NO.**

**A RESOLUTION CALLING A GENERAL MUNICIPAL ELECTION ON NOVEMBER 3, 2026 PURSUANT TO ELECTIONS CODE § 1301 FOR CITY COUNCIL DISTRICT NOS. 1 AND 5; CITY CLERK; AND CITY TREASURER.**

The City Council of the city of Monterey Park resolves as follows:

SECTION 1: Pursuant to Elections Code § 1301, the City Council calls for a general municipal election to be held in the City of Monterey Park on Tuesday, November 3, 2026, for the purpose of electing two members of the City Council (Council District Nos. 1 and 5) for a full term of four years; a City Clerk for a full term of four years; and a City Treasurer for a full term of four years.

SECTION 2: The exact form of the question to be voted on at the election for City Council for each District as it should appear on the ballot is as follows:

**"FOR MEMBER OF THE CITY COUNCIL – Vote for one"**

SECTION 3: The exact form of the question to be voted on at the election for City Clerk as it should appear on the ballot is as follows:

**"FOR CITY CLERK - Vote for one"**

SECTION 4: The exact form of the question to be voted on at the election for City Treasurer as it should appear on the ballot is as follows:

**"FOR CITY TREASURER - Vote for one"**

SECTION 5: Pursuant to Elections Code § 320, the City Clerk is the Elections Official and is authorized to take all legal actions to administer the election.

SECTION 6: The City Council authorizes the City Clerk to administer said election and the City will pay all reasonable and actual election expenses upon presentation of a properly submitted invoice.

SECTION 7: The polls for the election will open at seven o'clock a.m. on the day of the election and continuously remain open from that time until eight o'clock p.m. of the same day when the polls will close pursuant to Elections Code § 14212, except as provided in Elections Code § 14401.

SECTION 8: Notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 9: In all particulars not specifically recited in this Resolution, the election will be held and conducted as provided by law for holding municipal elections.

SECTION 10: If the Los Angeles County Board of Supervisors permits the General Municipal Election to be consolidated with the Statewide General Election on November 3, 2026, then, notwithstanding anything to the contrary in Sections 7, 8, or 9, above, within the City the precincts, polling places, and election officers of the two elections will be the same, and the Registrar-Recorder/County Clerk of the County of Los Angeles will canvass the returns of the general municipal election and the election will be held in all respects as if there were only one election, pursuant to Elections Code §§ 10411 and 10418.

SECTION 11: This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 12: The City Clerk is directed to certify the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 13: This Resolution will become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Elizabeth Yang, Mayor

ATTEST:

\_\_\_\_\_  
Maychelle Yee, City Clerk

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

\_\_\_\_\_  
Joaquin Vazquez, Assistant City Attorney

**CITY OF MONTEREY PARK**

**RESOLUTION NO.**

**A RESOLUTION REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE THE CITY OF MONTEREY PARK'S GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2026 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO ELECTIONS CODE § 10400 ET SEQ.**

**THE CITY COUNCIL RESOLVES, DECLARES, DETERMINES, AND ORDERS AS FOLLOWS:**

**SECTION 1.** Pursuant to the requirements of Elections Code §§ 10400 et seq., the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to conduct specified election services for the consolidation of the City of Monterey Park's general municipal election with a Statewide election that will be held on Tuesday, November 3, 2026, for the purpose of electing two members of the City Council (Council District Nos. 1 and 5 ) for a full term of four years; a City Clerk for a full term of four years; and a City Treasurer for a full term of four years. The City Council requests that the County of Los Angeles take all necessary steps to hold a consolidated election.

**SECTION 2.** The City Council requests the Board of Supervisors to direct the Registrar-Recorder/County Clerk to administer, manage, and oversee all facets of the City of Monterey Park's November 3, 2026, general municipal election and further direct the Registrar-Recorder/County Clerk to perform all necessary functions, services, and tasks related to the complete and successful conduct of the election; the provision of all election materials and equipment; the hiring, training, and supervision of poll workers and other election personnel; the printing and distribution of ballot materials; the translation of ballot materials; the collection of submitted ballots; the tallying of votes; canvassing and certification of election results. The County election department is authorized to canvass the returns of the general municipal election. The election will be held in all respects as if there were only one election and only one form of ballot will be used. The election will be held and conducted in accordance with the provisions of law regulating the Statewide Election.

**SECTION 3.** The City of Monterey Park recognizes that all necessary expenses incurred by the County in performing these services will be paid by the City of Monterey Park.

**SECTION 4.** The County's services will not include the final declaration of the results by the City Council pursuant to Elections Code §§ 10262 through 10265.

**SECTION 5.** The candidate filing process will be conducted by the City Clerk with the support of the County Registrar between the dates of July 13 and August 7, 2026 (or August 12, 2026, if an incumbent does not file nomination papers), pursuant to Elections Code §§ 10220 through 10230.

**SECTION 6.** The City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the County election department of the County of Los Angeles.

**SECTION 7.** If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

**SECTION 8.** To the extent that any other resolution pertaining to the request to the Board of Supervisors of the County of Los Angeles to direct the Registrar-Recorder/County Clerk to administer, manage, and oversee the City of Monterey Park's general municipal election to be held on Tuesday, November 3, 2026 and request for consolidation with any statewide election to be held on November 3, 2026, is incorporated into this Resolution, it is superseded in its entirety. In all other particulars not specifically provided in this Resolution, the Election will be held and conducted as provided by law.

**SECTION 9.** The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of Monterey Park, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

**SECTION 10.** This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

**SECTION 11.** This Resolution will become effective immediately upon adoption.

**PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE  
CITY OF MONTEREY PARK ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.**

\_\_\_\_\_  
Elizabeth Yang, Mayor

ATTEST:

\_\_\_\_\_  
Maychelle Yee, City Clerk

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

\_\_\_\_\_  
Joaquin Vazquez, Assistant City Attorney

## RESOLUTION NO.

### **A RESOLUTION ESTABLISHING REQUIREMENTS FOR CANDIDATE STATEMENTS FILED WITH THE CITY CLERK TO BE INCLUDED WITH VOTER INFORMATION FOR AN ELECTION ON NOVEMBER 3, 2026.**

The City Council of the city of Monterey Park resolves as follows:

SECTION 1: Pursuant to Elections Code § 13307, candidates seeking election to office on November 3, 2026 may prepare a candidate's statement on forms provided by the City Clerk.

SECTION 2: Statements filed in accordance with this Resolution may include the following:

- A. The candidate's name, age, and occupation; and
- B. A statement consisting of not more than two hundred (200) words outlining the candidate's education and qualifications for office.

SECTION 3: The candidate's statement must conform with the following:

- A. It cannot identify the candidate's membership in any political party or activity in a partisan political organization;
- B. It must be uniform in type and size;
- C. It must be typewritten using at least a 12-point font, provided on a printed draft and on a portable media (USB/CD), or other method approved by the City Clerk, in Microsoft Word format;
- D. It must be filed in the City Clerk's office with a candidate's nomination papers;
- E. Although it may be withdrawn during the time for filing nomination papers and until 5:00 p.m. the next working day after the close of the nomination period, the statement may not be changed.

SECTION 4: Candidates filing a statement must pay to the City the following:

- A. A fee equal to a candidate's pro rata share of the total actual cost for

printing, handling, translating, and mailing candidate statements.

- B. A deposit equal to the anticipated cost of translating and printing of not less than \$500 for English only, and \$1,000 for English and Spanish. The City Clerk must estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements.

The City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expenses or refund any excess paid depending on the final actual cost. In the event of underpayment, the Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk will prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

- C. A candidate may apply for a waiver of the deposit by submitting with his or her candidate statement (1) a statement of financial worth on a form furnished by the City Clerk; and (2) a release of the candidate's most recent income tax report. The City Clerk will make a determination whether or not the candidate is indigent and notify the candidate. If determined not to be indigent, the candidate must within three (3) working days of notification either withdraw the statement or pay the deposit. The City Clerk will bill the candidate his or her actual pro rata share of the cost after the election.

SECTION 5: Candidates may not include any additional materials in the sample ballot package.

SECTION 6: The City Clerk is directed to provide a copy of this Resolution to each candidate, or a candidate's representative, at the time nominating petitions are issued.

SECTION 7: This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 8: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 9: This Resolution will become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Elizabeth Yang, Mayor

ATTEST:

\_\_\_\_\_  
Maychelle Yee, City Clerk

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

\_\_\_\_\_  
Joaquin Vazquez, Assistant City Attorney

## **ATTACHMENT 2**

Los Angeles County  
November 3, 2026 Municipal Information Booklet



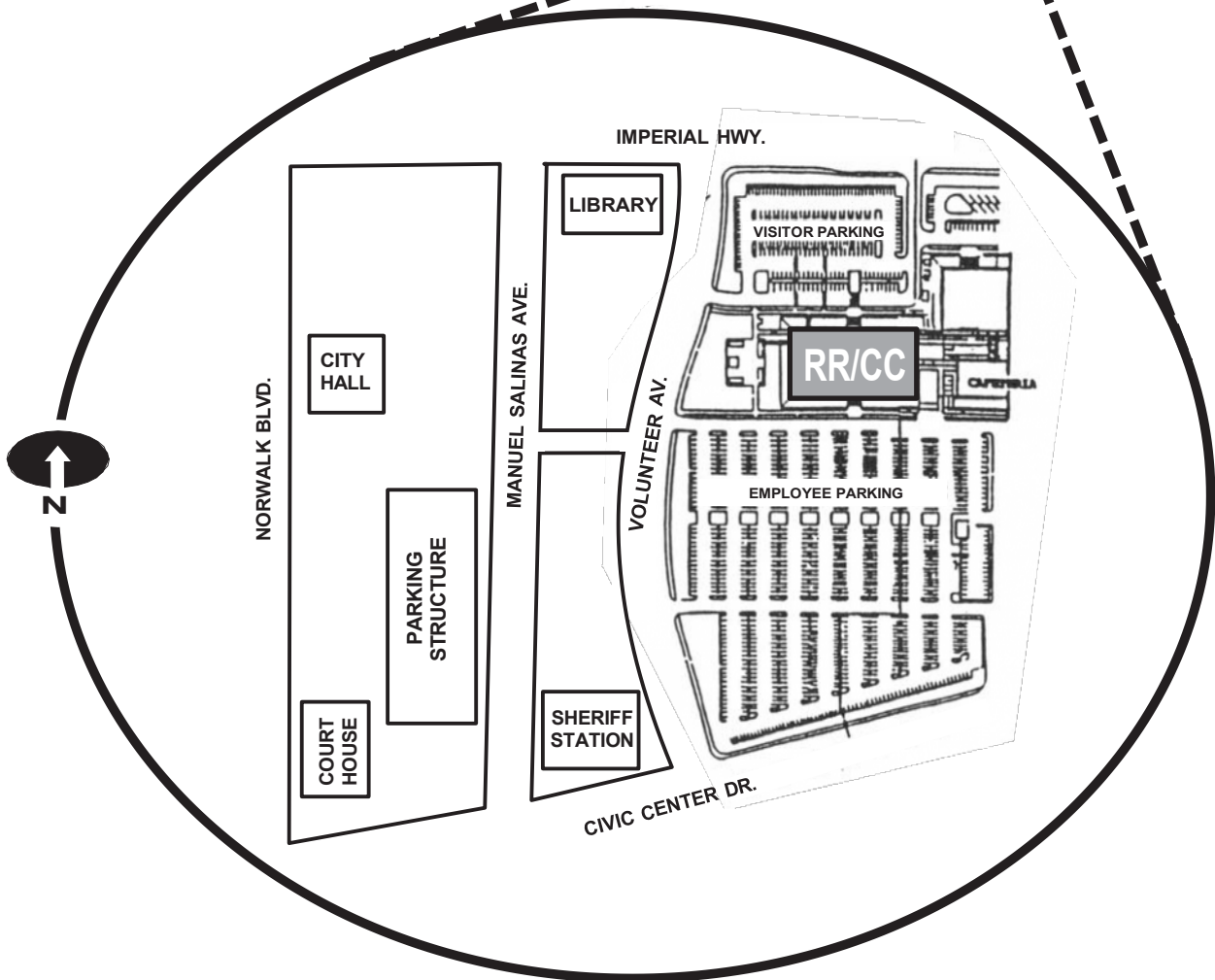
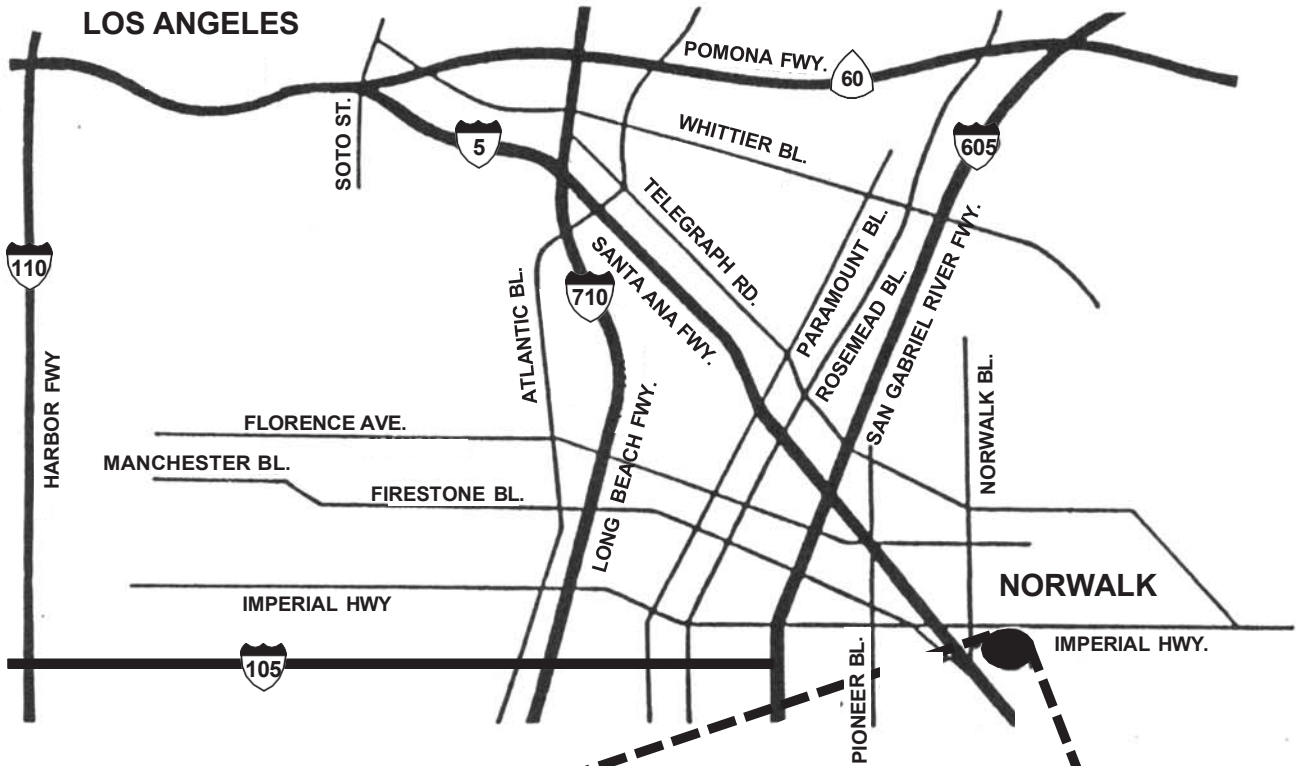
**Los Angeles County  
Registrar-Recorder/County Clerk**

**MUNICIPAL  
INFORMATION BOOKLET  
GENERAL ELECTION  
NOVEMBER 3, 2026**

Prepared by  
The Election Coordination Unit

[LAVOTE.GOV](https://www.lavote.gov)

COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**  
12400 IMPERIAL HWY., NORWALK, CA 90650



## NOTICE

This Municipal Information Booklet has been prepared to assist City Clerks in filing documents relating to the election. It includes a Calendar of Events, general information, and filing requirements with samples of forms. It is not intended to provide legal advice and is for general guidance only.

Please note that it is not within the purview of the Registrar-Recorder/County Clerk's Office to determine whether a candidate meets the requirements for holding office. City Clerks with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

City Clerks and others using this Municipal Information Booklet must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained herein.



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# GENERAL INFORMATION



## CITY AND RR/CC RESPONSIBILITIES



## CITY RESPONSIBILITIES (continued)

- Election resolutions should be addressed to **Edward Yen, Executive Officer, Board of Supervisors** and be mailed to:

**Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 383  
Los Angeles, California 90012**

- Additionally, election resolutions and the letter designation for measures form (see Exhibit) should be addressed to **Mr. Dean C. Logan, Registrar-Recorder/County Clerk** and be faxed/mailed or e-mailed to:

**Election Coordination Unit  
12400 Imperial Highway, 2<sup>nd</sup> Floor, Room 2013A  
Norwalk, California 90650  
Phone: (562) 462-2912      FAX: (562) 406-2149  
Email: [ecu@rrcc.lacounty.gov](mailto:ecu@rrcc.lacounty.gov)**

- Ballot enclosure materials, including arguments and rebuttals, impartial analyses, candidate statements and certified lists of qualified candidates must be accompanied by a transmittal letter and **DELIVERED** by the applicable dates and times indicated in the Calendar of Events to:

**Election Planning Section  
12400 Imperial Highway, 2<sup>nd</sup> Floor, Room 2015  
Norwalk, California 90650  
Phone: (562) 462-2317      FAX: (562) 466-6025  
Email: [electionplanning@rrcc.lacounty.gov](mailto:electionplanning@rrcc.lacounty.gov)**

- A “Resolution Calling for an Election” should include purpose of election, word limitation for candidate statements (**200 or 400 words**), advance payment requirement for candidates, Ballot Measure Text (**not to exceed 75 words including title**) and the vote requirement for measure passage (**i.e., majority of votes cast; 2/3 votes cast; 55% votes cast**). The resolution must state that **the City will reimburse the County for costs incurred**.
- All legal notices should be published (Notice of Election, Notice of List of Nominees etc.), **excluding Notice of Polling Places (Vote Centers) and Notice of Tally Center Location**.
- All candidate nomination documents, including Campaign Finance disclosure forms, should be issued, received and certified. Also, ballot designations and word counts on all candidate statements and enclosures should be verified.
- Signatures on nomination papers should be verified unless the Registrar-Recorder/County Clerk (RR/CC) is requested in writing to perform this service. If you plan on having this office verify signatures, please contact the Data Entry and Signature Verification Section at (562) 462-2371 directly for any inquiries regarding this process.

## CITY RESPONSIBILITIES (continued)

- All ballot material should be photocopied including candidate names, ballot designations, candidate statements, measure arguments, rebuttals, impartial analyses, and other ballot measure enclosures and made available for public examination for the period designated in the Calendar of Events, **Chapter 1 of this booklet**.
- **It is the responsibility of the City Clerk to qualify all candidates** and to provide a complete and accurate **final list of qualified candidate names** and **ballot designations**, including addresses and telephone numbers, to be published, to the RR/CC by **E-81**. Also, the City Clerk should notify the RR/CC of any qualified write-in candidates by **E-12**.
- **Legible copies** of candidate statements should be provided by **E-81** and **legible copies** of arguments, impartial analyses and other related ballot materials by **E-78** which are to be printed and included in the Official Sample Ballot Booklet. Legible copies of rebuttal arguments must be submitted by **E-70**. If you are unable to meet these deadlines, please contact us and we may recommend that you contact your election supplier to make arrangements to print and mail a supplemental voter booklet.
- **A resolution** should be filed with the RR/CC by **E-83** to **amend** a measure for an election or **withdraw** a measure for a cancelled election.

**NOTE: IF THE CITY IS PLACING MORE THAN ONE MEASURE ON THE BALLOT, THE CITY MUST ADVISE THIS OFFICE OF THE DESIRED BALLOT SEQUENCING FOR MULTIPLE MEASURES.**

- The RR/CC should be notified no later than **August 20, 2026 (E-75)** if an election is being **CANCELLED** due to an insufficient number of candidates filing for offices.
- The RR/CC will send the official ballot, candidate statements, and argumentation for measure text proofs to the city clerk for approval. These documents are based on the certified materials provided by your office. Therefore, unless an error was made by the RR/CC, no modifications will be accepted. Additionally, due to our automated ballot layout system, cosmetic change requests cannot be accommodated. To ensure timely delivery of official ballots and sample ballot booklets to voters, all proofs must be approved by the designated deadline.
- The City should determine if it has to translate material separately from the RR/CC. Please see Chapter 6 for more information.
- **Certificates** of election to elected candidates should be issued.
- Staff in the **Election Planning Section and the Election Coordination Unit are available through the telephone numbers listed on the previous pages** should you need additional assistance or have further questions after reviewing the Information Booklet.

**Requests for Special Cost Estimates** – If you are a local jurisdiction that is responsible for conducting and administering elections (e.g., city, school district, general district) that is in need of a cost estimate for a potential election:

- that would not be consolidated with the statewide primary election in March or June or the statewide general election in November
- or that must adhere to a special timeline such as a recall election or an election due to termination of a provisional appointment
- or that would be conducted pursuant to Elections Code sections 1000(b), 1000(c), or 4000; Education Code 5091; or Government Code 1780 or 36512

Please submit correspondence, on your jurisdiction’s letterhead, that describes:

- 1) the date that you are targeting or that is legally required
- 2) the statutory or legal authority that allows for said date
- 3) your request for a cost estimate.

Please ensure that your correspondence is signed by the appropriate official and address it to:

**Monica Flores**  
**Assistant Registrar-Recorder/County**  
**Clerk 12400 Imperial Highway, Suite 7001**  
**Norwalk, California 90650**

Please email it to: Monica Flores ([mflores@rrcc.lacounty.gov](mailto:mflores@rrcc.lacounty.gov))  
Alex Olvera ([aolvera@rrcc.lacounty.gov](mailto:aolvera@rrcc.lacounty.gov))  
Financial Services Section ([electionbilling@rrcc.lacounty.gov](mailto:electionbilling@rrcc.lacounty.gov))

**Legal Retention following Special/Stand-Alone Elections** – In accordance with California Elections Code section 17302, it is mandated that Elections Officials preserve election data. We have implemented a schedule to reach out to cities where special/stand-alone elections have been conducted. The purpose is to inquire and confirm whether there is any current or pending litigation associated with the election event that would prevent us from disposing of election material. Your cooperation allows us to maintain the necessary records while ensuring compliance with legal obligations. If you have any questions or concerns regarding the preservation schedule or disposal of election material, please contact Adrian Avelar at the Executive office (562) 345-8372.

## REGISTRAR-RECORDER/COUNTY CLERK RESPONSIBILITIES

- The RR/CC receives signed copies of city resolutions “Requesting Consolidation and Services” and will automatically send the requesting cities an information booklet along with the appropriate forms such as candidate statement forms, transliteration forms, estimated costs of candidate statement, etc. **If a city has a measure on the ballot, our office will provide argument/rebuttal forms.**
- The RR/CC verifies signatures on Nomination Petitions upon written request from a city. Rates vary depending on the system used to verify signatures. For more information, see Chapter 8 or contact the **Data Entry and Signature Verification Section at (562) 462-2371.**
- The RR/CC recruits voter centers and election workers, and publishes the **Notice of Tally Center Location.** If you have specific vote center or election worker requests, contact the **Election Worker Services Section at (562) 466-1373.**
- The RR/CC assigns letter designations for each measure on the ballot. Letter designations are assigned in alphabetical order commencing with County measures and then other local measures (city, school, special district) in alphabetical sequence. Cities may request a specific letter designation in writing by completing a letter designation form (Exhibit) and submitting to the Election Coordination Unit by **August 12, 2026 (E-83).** The email address is [ecu@rrcc.lacounty.gov](mailto:ecu@rrcc.lacounty.gov). An alternate choice should also be submitted in case the requested letter designation has already been assigned to another jurisdiction.
- The RR/CC prints official ballots. An English Official Sample Ballot Booklet will be printed and mailed. The RR/CC will include the City's material (English or English and Spanish candidate statements and measure information) in the same booklet depending on the volume of voting material. In some cases, the City Clerk will be required to prepare and mail a supplemental voter booklet.
- The RR/CC prepares and mails multilingual ballot material in accordance with the Voting Rights Act (VRA).

The RR/CC also:

- Issues Vote By Mail ballots and material and processes returned VBM ballots.
- Provides precinct supplies and trains election workers.
- Staffs check-in-centers and the tally center location.
- Conducts election tally and releases semi-official election results.
- Canvasses election returns and certifies official election results to the City.

# Chapter 1

## *Calendar of*







DEAN C. LOGAN  
Registrar-Recorder/County Clerk



**LOS ANGELES COUNTY  
REGISTRAR-RECORDER/COUNTY CLERK**

**CALENDAR OF EVENTS  
GENERAL ELECTION  
NOVEMBER 3, 2026**

**MAY 7 (Th)** E-180

**ADJUSTED JURISDICTION MAP**

Last day for jurisdictions to deliver a map delineating district and/or division boundary adjustment due to topography, geography, cohesiveness, contiguity, integrity, compactness of territory, community of interest, or other factors as applicable (E. C. §22000)

**MAY 14 (Th) Thru JULY 8 (W)** E-173 Thru E-118

**SIGNATURE IN LIEU OF FORMS – SUPREME AND APPELLATE COURT**

Between these dates, any Justice of the Supreme or Appellate Court may obtain forms for circulating petitions and securing signatures in lieu of all or part of the filing fee.  
(Calif. Const. Art. VI, § 16 (d) and E. C. § 8106)

**JUNE 8 (M)** E-148

**GOVERNOR'S PROCLAMATION**

Not later than this date, the Governor shall issue the General Election proclamation.  
(E. C. § 12000)

**JUNE 25 (Th)** E-131

**STATEWIDE MEASURE – QUALIFICATION FOR BALLOT PLACEMENT**

Last day for an initiative or legislative measure to qualify for the General Election ballot.  
(Calif. Const. Art. II, § 8(c) and E. C. §§ 9016 and 9040)

**JULY 1 (W)** E-125

**NOTICE OF ELECTION AND MAP OF DISTRICT – HEALTH CARE, MUNICIPAL WATER, AND RECREATION AND PARK DISTRICTS**

Not later than this date, the District Secretary shall deliver a notice containing: 1) elective offices, 2) candidate statement word limitation (**200 or 400 words**), 3) designated party responsible for statement cost (candidate or district), and 4) requirement to pay in advance, if cost is payable by candidate.

**JULY 13 (M)** **E-113**

**NOTICE OF ELECTION — PUBLICATION**  
On or before this date, the City Clerk shall publish a notice of election to fill offices.  
(E. C. § 12101 and Govt. Code § 6061)

**AUG. 6 (Th)** **E-89**

**DATE FIXED TO SUBMIT ARGUMENTS — PUBLICATION**  
Not later than this date, a notice may be published once in a newspaper of general circulation setting forth the date fixed to submit direct arguments.  
(Govt. Code § 6061)

**NOTE:** It is recommended that this notification be combined with the Notice of Election that cities publish pursuant to E.C. § 12101.

**AUG. 7 (F)** **E-88**

**NOMINATION DOCUMENTS – DEADLINE DATE**  
Last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224, and 10407)

**CANDIDATE WITHDRAWAL**  
A candidate may withdraw nomination documents for any office--**other than a statewide office**--for which the candidate submitted a filing with the county elections official. If the extended filing period applies for a particular office, the candidate has until 5 p.m. on the 83rd day before the primary election to withdraw those documents. E.C. §§ 8800 and 8020.5.

**CONSOLIDATION OF ELECTIONS**  
Last day, City Clerks can file a resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk requesting consolidation with the election. A resolution placing a measure on the ballot shall contain the ballot wording, which cannot exceed **75 words**.  
(E. C. §§ 10402 and 13247)

**AUG. 8★ (Sa) Thru AUG. 12 (W) 5:00 P.M.** **E-87★ Thru E-83**

**NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE)**  
If nomination documents for an incumbent are not filed by **5:00 p.m.** on **August 8, 2026**, the nomination period shall be extended until **August 12, 2026**, at **5:00 p.m.**, for persons other than the incumbent.  
(E. C. § 10225)

**NOTE:** The extension does not apply where there is no incumbent eligible to be elected.

★ On August 8, 15, and 22 (Saturday), the office will be open. August 9 and 23 (Sundays)- The RRCC office will be closed.

<b>AUG. 8 ★(Sa) Thru AUG. 17 (M)</b>	<b>E-87★ Thru E-78</b>
<b>PUBLIC EXAMINATION PERIOD</b>	
<p><b>Recommended</b> period for the City Clerk to make available candidate statements, candidate names, and ballot designations for public examination. A fee may be charged to any person obtaining a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (E. C. § 13313). For candidate names and ballot designations, a writ of mandate may be filed pursuant to E.C. § 13314.</p> <p><b>NOTE:</b> If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to <b>August 12 through August 23*</b>. Last day for the Secretary of State, with the advice and consent of the Attorney General, to determine which parties, if any, are disqualified from participating in the Primary Election. (E. C. § 5102 and 5200)</p>	

<b>AUG. 10 (M)</b>	<b>E-85</b>
<b>CERTIFIED LIST OF CANDIDATES (INCLUDING THEIR CANDIDATE STATEMENT) – RECOMMENDED DATE TO SUBMIT TO COUNTY</b>	
<p><b>Recommended</b> FINAL date for City to submit Certified List of Candidates to the County Election’s Official. If nomination documents for incumbents have been filed by 5:00 p.m. on <b>August 7, 2026</b> (E-88), the extension period will not take effect (E.C. § 10225).</p> <p><b>NOTE:</b> The earlier the County receives the Certified List, the earlier the County can provide ballot proofs to the City for review and approval for printing and mailing of the Official Sample Ballot (voter guide) to voters.</p>	

<b>AUG. 12 (W)</b>	<b>E-83</b>
<b>AMENDMENT OR WITHDRAWAL OF MEASURE – DEADLINE</b>	
<p>Last day for county elections official to receive a resolution from a legislative body requesting to withdraw or amend any measure previously submitted for placement on the ballot. (E. C. § 9605)</p>	
<b>MEASURE LETTER DESIGNATION</b>	
<p>Last day for a City Clerk to request a specific letter designation in writing for a measure appearing on the ballot. An alternate choice should be submitted in case the requested designation has already been assigned.</p>	

<b>AUG. 13 (Th) 11:00 A.M.</b>	<b>E- 82</b>
<b>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE</b>	
<p>The Secretary of State shall hold a public drawing to determine the order of candidate names to appear on the ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)</p>	
<b>RANDOMIZED ALPHABET DRAWING BY REGISTRAR-RECORDER/COUNTY CLERK</b>	
<p>A public drawing shall be held to determine the order of candidate names on the ballot for state legislative districts that encompass more than one county by randomly drawing each letter of the alphabet. (E. C. § 13111(i))</p>	

★ On August 8, 15, and 22 (Saturdays), the office will be open. On August 9 and 23 (Sundays), the RRCC office will be closed.

<b>AUG. 14 (F)</b>	<b>E-81</b>
<p><b>LIST OF CANDIDATES — COPY OF CANDIDATE STATEMENTS</b>            No later than this date, the City Clerk shall deliver to the county elections official a certified list of qualified candidate names, ballot designations, and residence addresses.            (E. C. §§ 10402 and 10403)</p> <p>A legible copy of each candidate statement to be included in the Official Sample Ballot Booklet shall be delivered to the county elections official by this date.</p> <p><b>NOTE:</b> The name on the candidate statement <b>MUST</b> match the name on the certified list of qualified candidates.</p> <p><b>MEASURES — LETTER DESIGNATION</b>            Scheduled date for the county elections official to notify the City Clerk of letter assigned to ballot measure(s).</p>	

<b>AUG. 14 (F)</b>	<b>E-81</b>
<p><b>IMPARTIAL ANALYSIS — LAST DAY TO SUBMIT TO CITY CLERK</b>  <b>Recommended</b> last day for the City Attorney to transmit impartial analysis of measure to the City Clerk.            (E. C. § 9280)</p> <p><b>ARGUMENTS — LAST DAY TO SUBMIT TO CITY CLERK</b>  <b>Recommended</b> last day to submit arguments “FOR” or “AGAINST” any city measure to the City Clerk. Arguments may not exceed <b>300 words</b> in length.            (E. C. §§ 9282 and 9286)</p> <p><b>NOTE:</b> The deadline to submit direct arguments may vary due to a City’s municipal code or charter, standard business hours, etc.</p>	

<b>AUG. 15 ★ (Sa) Thru AUG. 24 (M)</b>	<b>E-80 Thru E-71</b>
<p><b>PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS</b>  <b>Recommended</b> period for the City Clerk to make available for public examination a copy of ballot measure text, impartial analysis, and arguments for a measure. A fee may be charged to any candidate or person obtaining a copy of the materials. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E. C. § 9295)</p> <p><b>MEASURE ENCLOSURES</b>            No later than <b>August 29, 2026</b>, the City Clerk shall deliver a copy of each argument, ordinance text, analysis, and any other ballot data/material to the county elections official for inclusion in the Official Sample Ballot Booklet.</p>	

★August 15 (Saturday) and August 16 (Sunday) - The RR/CC office will be closed.

<b>AUG. 20 (Th)</b>	<b>E- 75</b>
<b>CANCELLED ELECTION DUE TO INSUFFICIENT NUMBER OF CANDIDATES</b>	
Last day for City Clerk to make appointment(s) in lieu of election when an insufficient number of candidates file for the office. If an appointment(s) is not made, the election shall be held. (E. C. § 10229)	
<b>NOTE:</b> It is <b>imperative</b> that the City Clerk notify the county elections official immediately of cancelled elections.	

<b>AUG. 24 (Tu)</b>	<b>E- 71</b>
<b>REBUTTALS — LAST DAY TO SUBMIT TO CITY CLERK</b>	
Recommended last day for authors of arguments “ <b>FOR</b> ” and “ <b>AGAINST</b> ” any city measure to submit rebuttals (if permitted) to the City Clerk. A rebuttal may not exceed 250 words. (E. C. § 9285)	

<b>AUG. 25 (Tu)</b>	<b>E-70</b>
<b>REBUTTALS — LAST DAY TO SUBMIT TO COUNTY</b>	
<b>Recommended</b> last day for the City Clerk to submit rebuttals to the county elections official for inclusion in the Official Sample Ballot Booklet.	

<b>AUG. 25 (Tu) Thru Sept. 3 (Th)</b>	<b>E-70 Thru E-61</b>
<b>PUBLIC EXAMINATION PERIOD FOR REBUTTALS</b>	
<b>Recommended</b> period for the City Clerk to make available rebuttals for public examination. A fee may be charged to any candidate/person obtaining a copy of the data/material. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E. C. § 9295)	

<b>SEPT. 3 (Th) Thru SEPT. 9 (W)</b>	<b>E-61 Thru E-55</b>
<b>BALLOT PROOFS</b>	
<b>Recommended</b> period for the county elections official to deliver copies of official ballot proofs to the City Clerk for approval.	
<b>NOTE:</b> Corrections to any ballot material must be submitted to the county elections official within 24 hours of receipt.	

<b>SEPT. 7 (M) Thru OCT. 20 (Tu)</b>	<b>E-57 Thru E-14</b>
<b>STATEMENT OF WRITE-IN CANDIDACY</b>	
A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-In Candidacy and sponsor signatures stating that they are a write-in candidate for the election. (E. C. §§ 8600, 8601, and 10103)	

<b>OCT. 5 (M)</b>	<b>E- 29</b>
<p><b>VOTE CENTER STAFF — APPOINTMENT</b>  Last day to appoint staff and designate vote centers. A notice of appointment shall be mailed to all staff.  (E. C. §§ 12286, 12307, and 12319)</p> <p><b>MAILING OF VOTE-BY-MAIL BALLOTS</b>  No later than 29 days before the day of the election, the county elections official shall begin mailing the materials required by Section 3010.  (E. C. § 3001 and 3010)</p> <p><b>PROCESSING OF VOTE BY MAIL BALLOTS</b>  The processing of vote-by-mail ballots may commence on the 29th business day before the election, but the results of the tally shall not be released until after the vote centers close.  (E. C. § 15101(b))</p>	

<b>OCT. 5 (M) Thru OCT. 27 (Tu)</b>	<b>E-29 Thru E-7</b>
<p><b>VOTE BY MAIL — FIRST AND LAST DAY TO APPLY</b>  Applications may be filed between these dates (both dates inclusive). Applications received prior to the 29th day preceding the election will be kept and processed during this period.  (E. C. § 3001)</p>	

<b>OCT.5 (M) Thru NOV. 3 (Tu)</b>	<b>E-29 Thru Election Day</b>
<p><b>EMERGENCY VOTE BY MAIL</b>  Between these dates, any voter may request a Vote By Mail ballot if they are unable to go to a Vote Center because of confinement due to an illness. The voter may designate an authorized representative to pick-up and return the ballot.  (E. C. § 3021)</p>	

<b>OCT. 9 (F)</b>	<b>E- 25</b>
<p><b>COPIES OF STREET INDEX</b>  <b>Suggested</b> last day for the City Clerk to request the number of street index copies required (not to exceed four (4)).  (E. C. § 2183)</p>	

<b>Oct. 13 (Tu)</b>	<b>E-21</b>
<p><b>LAST DAY TO MAIL OFFICIAL SAMPLE BALLOT BOOKLETS</b> (Historically commencing at E-40)  An Official Sample Ballot Booklet shall be mailed to each voter in the jurisdiction no later than 10 days before the election.  (E. C. § 13300 (c))</p>	

<b>OCT. 19 (M)</b>	<b>E-15</b>
<b>CLOSE OF REGISTRATION</b>	
Last day to transfer or register to vote in the election. (E. C. § 2102)	

<b>OCT. 20 (Tu) Thru NOV. 3 (Tu)</b>	<b>E-14 Thru E-0</b>
<b>NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE</b>	
A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen.	

<b>OCT. 20 (Tu)</b>	<b>E- 14</b>
<b>STATEMENT OF WRITE-IN CANDIDACY DEADLINE:</b> Last day for a candidate to file with the City Clerk sponsor signatures and a declaration stating that they are a write-in candidate in the election. (E. C. §§ 8600 and 8601)	
<b>BILINGUAL VOTE CENTER STAFF</b>	
Last day to prepare list of appointed bilingual staff. (E.C. § 12303)	

<b>OCT.22 (Th)</b>	<b>E- 12</b>
<b>WRITE-IN CANDIDATES — SUBMIT TO COUNTY</b>	
<b>Recommended</b> last day for the City Clerk to deliver the list of qualified write-in candidates to county elections official.	

<b>OCT.24 ★(Sa)</b>	<b>E- 10</b>
<b>TALLY CENTER LOCATION — PUBLICATION</b>	
On or before this date, a notice specifying the public place to be used as the central tally location for counting the ballots shall be published once in a newspaper of general circulation within the jurisdiction. (E. C. § 12109)	
<b>VOTE CENTERS — FIRST DAY</b>	
Vote Centers open 10 days prior to Election Day. A Voter Center election may be conducted pursuant to E.C. § 4007.	

<b>OCT 27 (Tu)</b>	<b>E-7</b>
<b>NOTICE OF LIST OF NOMINEES — PUBLICATION</b>	
On or before this date, the City Clerk shall publish a list of nominees once in a newspaper of general circulation within the city. (E. C. § 12110 and Govt. Code § 6061)	

★October 24 (Saturday) and October 25 (Sunday) - RR/CC office will be closed.

**NOV.3 (Tu) ELECTION DAY 8:00 P.M.** **E-0**

**ELECTION DAY**

Vote Centers open 7:00 a.m., close 8:00 p.m.  
(E. C. §§ 1200 and 14212)

**VOTE BY MAIL BALLOTS RETURNED — 8:00 P.M.**

Last day for Vote By Mail ballots to be received or turned in personally by the voter at any vote center in the jurisdiction. An authorized representative may return the voted ballot under specified conditions.  
(E. C. §§ 3017 and 3020)

Any Vote By Mail ballot cast under this division shall be timely cast if it is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than seven days after election day in addition to the provisions set forth in E. C. 3020, Sections 1 and 2.  
(E. C. § 3020(b) Section 1 and 2)

**NOV.5 (Th)** **E + 2**

**OFFICIAL CANVASS**

The canvass of election returns shall commence no later than the first Thursday following the election.  
(E. C. §§ 10262 and 15301)

**DEC. 3 (Th)** **E + 30**

**COMPLETION OF OFFICIAL CANVASS**

The county elections official shall prepare a certified statement of the results of the election and submit it to each jurisdiction within 30 days of the election.  
(E. C. § 15372)

**NOTE:** On **December 7, 2026**, the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On **December 15, 2026**, the Board of Supervisors is tentatively scheduled to declare the election officially concluded.

# Chapter 2



## Certified List of Qualified Candidates, Name to Appear on the Ballot and Ballot Designations



## CERTIFIED LIST OF QUALIFIED CANDIDATES

Below is the sample format the City Clerk should follow in submitting candidate names that will appear on the ballot. The additional information will be used for publication.

CERTIFIED LIST OF QUALIFIED CANDIDATES GENERAL/SPECIAL MUNICIPAL ELECTION CONSOLIDATED WITH COUNTY ELECTIONS										
CITY OF:										
NAME	ADDRESS	TELEPHONE NUMBER	BALLOT DESIGNATION	OFFICE TITLE	CANDIDATE STATEMENT <small>(Check one)</small>			GENDER		
TO APPEAR ON BALLOT MUST MATCH NAME ON CANDIDATE STATEMENT (First, Middle/Nickname, Last)	WILL BE PUBLISHED TO MEDIA AND THE PUBLIC	WILL BE PUBLISHED TO THE MEDIA AND THE PUBLIC	TO APPEAR ON BALLOT (IF NONE REQUESTED, INDICATE "NONE")	EXAMPLE: MAYOR, CITY COUNCIL, ETC.	English-Only Print & Online (See estimated cost list)	Print in English and Spanish, and available online in English (see estimated cost list).	English Only (\$279.60)	MALE OR FEMALE		
SAMPLE										
Michael	Mike Wilson	12400 Imperial Highway Norwalk, CA 90650	562-462-5555	Incumbent	Mayor				M	
QUALIFIED CANDIDATES										
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact Person:		Title:								
Telephone No.:		Cell Phone No.:		Available Hours:		E-mail:				
This Certified List is approved by:										
(Print Name of Election Official): _____				(Signature of Election Official): _____				Date: _____		
Rev. 08/07/25 <span style="float: right;">Page: ____ of ____</span>										

## NAME TO APPEAR ON THE BALLOT

The **ballot name** may be designated as follows:

- First, middle and last names
- Initials only and last name
- A nickname (must be in parentheses ( ) or quotation marks “”)
- A short version of the first name, such as “Bill” for William, “Dick” for Richard or “Kathy” for Kathleen

Please note:

- **Titles or degrees** are not allowed in the ballot name. (E.C. § 13106)
- Within one year of any election, a **change in legal name** shall not appear on the ballot unless the change was made by marriage or by decree of court. (E.C. § 13104)

**ORDER OF CANDIDATE NAMES** — The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet on **E-82**. Official vote recorder ballot positions for candidate names will not be available until approximately **40** days before the election date.

## BALLOT DESIGNATION PROVISIONS

The ballot designation describes the current profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name.

### BALLOT DESIGNATIONS:

- Can be no more than **three (3)** words
- Must appear on the Declaration of Candidacy/Affidavit of Nominee at the time it is filed
- Become public record once the information is filed on the Declaration of Candidacy/Affidavit of Nominee
- **Cannot be changed after the final date to file nomination documents (E-88)**

Ballot designations which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to Section 13107 (i) of the Elections Code.

The listing of a designation on the ballot is **OPTIONAL**. Only one of the following categories is allowed:

**ELECTIVE OFFICE TITLE** — Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

- **Example A:** Governing Board Member
- **Example B:** Boardmember, XYZ School District
- **Example C:** Councilmember, City of Los Angeles

**INCUMBENT** — The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

**APPOINTED INCUMBENT** — The words **Appointed Incumbent** must be used **IF** the candidate was appointed to the office and is **now** seeking election to that office. The word **Appointed** may also be used with the office title.

- **Example A:** Appointed Incumbent
- **Example B:** Appointed Boardmember, XYZ School District

**EXCEPTION:** Candidates appointed to office in lieu of an election **do not** have to use the word appointed.

## **BALLOT DESIGNATION PROVISIONS** (continued)

**PRINCIPAL OCCUPATION** — No more than **three words** may be used to either describe the current principal profession, vocation, or occupation of the candidate or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

- **Example A:** High School Teacher
- **Example B:** Attorney/Educator/Businessowner
- **Example C:** CEO/Councilmember

**COMMUNITY VOLUNTEER** — A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

- A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation
- A candidate may not use the designation of "Community Volunteer" in combination with any other principal profession, vocation or occupation
- A candidate is not engaged concurrently in another principal profession, vocation or occupation

**NO BALLOT DESIGNATION DESIRED** — A ballot designation is optional. If the candidate does not request a ballot designation, the City Clerk must indicate NONE on the certified list of qualified candidates.

**BALLOT DESIGNATION WORKSHEET** — A ballot designation worksheet that supports the use of that ballot designation is required to be filed with the Registrar-Recorder/County Clerk at the same time a Declaration of Candidacy is filed. If a candidate fails to file a ballot designation worksheet, no designation will appear on the ballot. (E.C. § 13107.3)

**REJECTION OF BALLOT DESIGNATION** — If the designation is in violation of any of the restrictions set forth in the California Elections Code, the candidate will be notified by certified mail return receipt request, addressed to the mailing address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. (E.C. § 13107(f))

**UNACCEPTABLE DESIGNATIONS** — Pursuant to Elections Code § 13107(e), the Elections Official shall not accept a ballot designation if:

- a) It would mislead the voter.
- b) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous or eminent.
- c) It abbreviates the word "retired" or places it following any word(s) that it modifies.
- d) It includes a word or prefix, such as "former" or "ex", which means a prior status. The only exception is the use of the word "retired".
- e) It includes the name of any political party, whether or not it has qualified for the ballot.
- f) It includes a word(s) referring to a racial, religious, or ethnic group.
- g) It refers to any activity that is prohibited by law .

# SECRETARY OF STATE BALLOT DESIGNATION REGULATIONS

## Chapter 7. Ballot Designations

### § 20710. General Provisions.

(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.

(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.

(c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.

(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.

(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.

(f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

### § 20711. Ballot Designation Worksheet.

(a) In order to facilitate review of a candidate’s proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate may submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

## BALLOT DESIGNATION REGULATIONS (continued)

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

- (1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) At the option of the candidate, the candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
  - (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
  - (B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
  - (C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate should indicate:

## BALLOT DESIGNATION REGULATIONS (continued)

- (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
  - (ii) The dates during which the candidate held such position;
  - (iii) A description of the work he or she performs in the position;
  - (iv) The name of the candidate's business or employer;
  - (v) The name and telephone number of a person or persons who could verify such information; and
  - (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
- (D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate should indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
- (d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

### **§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(1).**

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:

- (a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
- (b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
- (c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

## BALLOT DESIGNATION REGULATIONS (continued)

(d) Proposed ballot designations indicating a position of legislative leadership, such as “Majority Leader of the California Senate,” “Minority Leader of the California State Assembly,” “Speaker of the California State Assembly,” “President Pro Tempore of the California State Senate,” and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, be considered under the provisions of § 13107(a)(3).

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

### **§ 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(2).**

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited “incumbent,” as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term “incumbent” must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation “Incumbent.”

(c) The word “incumbent” is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

### **§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).**

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms “profession,” “vocation,” or “occupation,” as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

## BALLOT DESIGNATION REGULATIONS (continued)

(1) "Profession" means a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline of learning or science. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

(2) "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

(3) "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) "Principal," as that term is used in Elections Code § 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

(1) If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or her nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if (i) the candidate's licensure status is "inactive" at the time the candidate

## BALLOT DESIGNATION REGULATIONS (continued)

files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code § 13107 and the regulations included in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code § 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

(f) Pursuant to Elections Code § 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

## BALLOT DESIGNATION REGULATIONS (continued)

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not “geographical names,” as the term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of “City of . . . ,” “County of . . . ,” or “City and County of . . .” Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento.

(4) An acronym shall be counted as one word.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

### **§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(4).**

(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase “appointed incumbent” if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”

(b) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word “appointed” in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word “appointed.”

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(4).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

### **§ 20716. Unacceptable Ballot Designations.**

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with, or is otherwise inappropriate pursuant, to

## BALLOT DESIGNATION REGULATIONS (continued)

Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code § 13107, subdivision (a)(3):

(1) **Avocations:** An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work, and matters pursued as an amateur.

(2) **Pro Forma Professions, Vocations and Occupations:** Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, volunteer firefighter, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) **Statuses:** A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, tradename, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget<sup>®</sup> Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

## BALLOT DESIGNATION REGULATIONS (continued)

(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

- (1) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
- (2) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
- (3) The candidate has reached at least the age of 55 years;
- (4) The candidate voluntarily left his or her last professional, vocational or occupational position;
- (5) If the candidate is requesting a ballot designation indicating that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;

## BALLOT DESIGNATION REGULATIONS (continued)

(6) The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,

(7) The candidate's retirement benefits are providing him or her with a principal source of income.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

### **§ 20717. Requests for Supporting Documentation.**

In addition to the Ballot Designation Worksheet requested to be filed with the Secretary of State pursuant to § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials and the rendering of a summary, final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate.

## **BALLOT DESIGNATION REGULATIONS (continued)**

When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

### **§ 20718. Communication of Decisions Regarding Ballot Designations.**

(a) An official copy of the decision of the Secretary of State regarding a candidate's ballot designation will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit an unofficial copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission sent to the facsimile number listed on the candidate's Ballot Designation Worksheet. When the candidate does not have reasonable access to a facsimile machine, the Secretary of State will transmit to the candidate, at the candidate's request, an unofficial copy of the decision by means of overnight express delivery to the address listed on the candidate's Ballot Designation Worksheet provided. If the candidate has not submitted a Ballot Designation Worksheet, the Secretary of State will transmit an official copy to the facsimile number provided by the candidate or, if the candidate does not have reasonable access to a facsimile machine, by overnight express mail to the address provided by the candidate.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

## **BALLOT DESIGNATION REGULATIONS (continued)**

### **§ 20719. Service of Legal Process Regarding Ballot Designations.**

(a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, Legal Affairs Unit, Executive Office of the Secretary, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State in the Legal Affairs Unit to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code



# Chapter 3



## Candidate Statements



## CANDIDATE STATEMENTS

### CANDIDATES SHOULD REVIEW THE FOLLOWING INFORMATION CAREFULLY BEFORE PURCHASING A CANDIDATE STATEMENT.

The Registrar-Recorder/County Clerk makes every effort to mail Sample Ballots/Candidate Statements as early as possible during the voting period and before the voters' receipt of their Vote By mail ballots. However, this is not always feasible because of the volume of material and the complexity of coordinating mail distribution. For mailing timelines and additional information, please refer to Chapters 1 and 3 of this Handbook.

The estimated cost is determined before all information is available; therefore, it approximates the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates who are filing statements.

**GENERAL INFORMATION:** Filing of a statement is optional and applies to local nonpartisan offices. The elections official sends to each registered voter an Official Sample Ballot Booklet, which contains the candidate statements prepared and submitted.

**FILING PERIOD:** Statement must be filed no later than the close of business hours on the last day of the candidate nomination period.

**WITHDRAWAL:** A candidate statement cannot be changed or revised once it is filed. A candidate statement may be withdrawn by 5 p.m. of the next business day after the last day to file the statement.

**CONTENTS:** Statement may include the candidate's age and occupation, and a 200-word description of the candidate's education and qualifications. Some jurisdictions increase the word limit to 400 words.

**RESTRICTIONS:** The candidate statement shall not include the party affiliation of the candidate nor reference any membership or activity in political organizations.

### ONLINE CANDIDATE STATEMENTS

**Now available for Judicial, County, City, School, and Special District Candidates only**

If you are interested in submitting an **Online Candidate Statement Only**, the cost is **\$279.60**. These statements will appear exclusively on our website at:

<https://apps.lavote.gov/candidate-statements/>

**CANDIDATE STATEMENT FORM (Sample below)** — The Candidate Statement Form is provided for candidate use in submitting statements to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the packet each candidate receives when filing nomination documents.

**FRONT**

**CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES**  
(Elections Code Sections 13307, 13308, 13311, and 13313)  
**READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT**

STATEMENT OF:  
CANDIDATE FOR:

ELECTION DATE:  
AGE:  
OCCUPATION:  
**[BEGIN STATEMENT HERE (1 COLUMN)]**

**FORMATTING INSTRUCTIONS:**  
Please type your statement in the first column using upper- and lower-case letters. The statement text will be typeset using font style Times New Roman, size 11-point or a comparable size and style determined by system requirements. We recommend you use Times New Roman, 11-point font when submitting your statement even though it will later be formatted to fit the system requirements.

Candidate statements that are within the word limit but do not fit in the allowed column space provided will be charged double or more, depending on how many columns are used to print the statement, or the second column space will be populated with the next candidate statement by another Candidate in the Official Sample Ballot Booklet.

The format and style of the candidate statement are in a column width (forepage) style, and the estimated cost of the candidate statement is derived from per column use.

**NOTE:** Spanish may be longer than the English version, so the statement may continue over into the second column for an estimated cost of two (2) columns. For more information, please contact the Election Planning Section at electionplanning@rcrc.lacounty.gov.

**PLEASE CONSIDER THIS INFORMATION BEFORE PURCHASING A CANDIDATE STATEMENT**

The Registrar/Recorder/County Clerk makes every effort to mail Sample Ballot/Candidate Statements as early as possible during the voting period and prior to the opening of Early Vote by Mail ballots. However, this is not always possible due to the volume of material and the complexity of coordinating mail distribution. For mailing timelines and more information, refer to Section 1, Chapter 3 of the Candidate Handbook and Resource Guide.

**BACK**

**CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES**  
(Elections Code Sections 13307, 13308, 13311, and 13313)  
**READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT**

**ESTIMATED COST**  
The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on number of voter registration, the length and/or format of the statement submitted, printing cost, and if it is published online only. Accordingly, the election official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expenses to or refund any excess paid depending on the final actual cost. In the event of overpayment, the election official may require the candidate pay to the balance of the cost incurred. In the event of overpayment, the election official shall prorate the excess amount among the candidates and refund the excess amount paid.

Pursuant to California law, the local agency has authorized a word maximum of  200 or  400, and requires that the estimated cost be paid by one of the following:

In advance, by all candidates,  District will pay for all candidate statements,  
 District will bill candidate after the election,

The estimated cost of your printed English statement is \_\_\_\_\_  
The estimated cost of your printed English & Spanish statement is \_\_\_\_\_  
The estimated cost of an English Online Only Candidate Statement is **\$279.00** (Please be aware that your candidate statement will only appear when selected in the Official Sample Ballot Booklet. For more information, refer to the Candidate Handbook and Resource Guide.)  
**NOTE:** Cost is estimated on a per column basis for the printing of the Official Sample Ballot Booklet and by a standard fee for English Online Only Candidate Statements. The estimated cost may double, triple, or quadruple depending on your language selection(s) and/or statement formatting.

**I have read, understood, and accepted the provisions contained on this form that includes all pages, and read the Candidate Handbook and Resource Guide (see Chapter 3), and request that my statement be printed as indicated:**

A. Please mark (X) one box:  English  English & Spanish  
B. Please mark (x) one box:  Print & Online  Online Only (English)

Signature of Candidate \_\_\_\_\_ Date \_\_\_\_\_  
Phone Number (Daytime) \_\_\_\_\_ Phone Number (Evening) \_\_\_\_\_ Email Address \_\_\_\_\_

**DO NOT PRINT THIS STATEMENT IN THE EVENT**  
There is no opposition to this contest on the ballot.  No other candidate for this contest files a statement.

**OFFICE USE ONLY**

Verified Ring of Declaration of Candidacy and/or Nomination Paper

Project No. \_\_\_\_\_ Candidate No. \_\_\_\_\_  
Total No. of Words: \_\_\_\_\_ Total No. of Characters: \_\_\_\_\_  
By Election Official: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate statements that are within the word limit but do not fit in the allowed column space provided will be charged double or more, depending on how many columns are used to print the statement, or the second column space will be populated with the next candidate statement by another Candidate in the Official Sample Ballot Booklet. These are samples of Candidate Statement formats:

**Candidate Statements & Measures**

STATEMENT OF [CANDIDATE NAME]  
CANDIDATE FOR [OFFICE TITLE],  
[TERRITORY/DIVISION No.]  
(CITY/SCHOOL DISTRICT)

**FORMAT/CONTENT:** This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are in a separate section of the information Booklet.

**ENHANCED WORDS:** It is acceptable for some words or phrases to be bold, underlined, or CAPITALIZED. Hyphens/dashes are allowed. The beginning of each paragraph may also be highlighted as shown in this example.

**PARAGRAPHS:** The candidate statement is printed in "block" paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space just appears between, shown in this example.

1 Column (1 Statement)

**Candidate Statements & Measures**

STATEMENT OF [CANDIDATE NAME]  
CANDIDATE FOR [OFFICE TITLE],  
[TERRITORY/DIVISION No.]  
(CITY/SCHOOL DISTRICT)

Age:  Occupation:   
State/Mexico/Other:   
- **STOP/NO** Maltreat, Larceny, Sexacts  
- **STOP/NO** any party, body, school or service, taught in our schools, community activities  
- **STOP/NO** UCL, LARU  
- **STOP/NO** Renter, Homeowner, Teacher, Entrepreneur  
- **STOP/NO** State/Mexico Commission since 2003  
- **STOP/NO** Past President, California Board  
- **STOP/NO** 2013 Commissioner of the Year, Chair, Facination & Parks Commission

**Working For Families:**  
- **STOP/NO** Meet, Block on Your Block  
- **STOP/NO** Collaborator, SIM Member  
- **STOP/NO** Co-Chair, Historic San Vicente Coalition  
- **STOP/NO** Smart Group  
- **STOP/NO** Summit Award President  
- **STOP/NO** Historical Commission Governor  
- **STOP/NO** SIMBA Trustee/Councilor of the Year  
- **STOP/NO** Suburban Army Ambassador Regional Governor of the Year  
- **STOP/NO** Civic Achievement Awarding Group  
- **STOP/NO** Boys & Girls Club Councilor

**I will fight for you!**  
- **STOP/NO** Public Safety/Railroad Crime NOW!  
- **STOP/NO** Common Sense City Government  
- **STOP/NO** Overdevelopment!  
- **STOP/NO** Working on our dollars!  
- **STOP/NO** Traffic gridlock  
- **STOP/NO** overwatering!

- **STOP/NO** e-scoter laws!  
- **STOP/NO** building height limits!  
- **STOP/NO** rules that mean to use only high rise!  
- **STOP/NO** Indigestion change that preserves character  
- **STOP/NO** Sustainability adapt buildings  
- **STOP/NO** Value YOUTH and SENIORS!  
- **STOP/NO** Champion RENT CONTROL affecting FAMILIES!  
- **STOP/NO** Find REAL homelessness solutions  
- **STOP/NO** Transparent government LISTEN to residents  
- **STOP/NO** Racial Justice light!  
- **STOP/NO** Pass public transportation for residents  
- **STOP/NO** Pass citywide high speed internet  
- **STOP/NO** Reduce the number of people who are homeless  
- **STOP/NO** Increase the wages by increasing our pay!  
- **STOP/NO** I will take action where incumbents have failed!  
- **STOP/NO** Because the need of our city!

2 Columns (1 Statement)

**FORMAT AND STYLE INFORMATION (Sample below)** — Statements must be neatly typed. Statement will be typed in the Official Sample Ballot Booklet using Times New Roman font in 11-point size. Please note, if using any standard font less than Times New Roman in 11-point size, the printed candidate statement may extend to two **(2)** columns once formatted. Each page contains two **(2)**; columns, additional columns used will increase the estimated cost.

Statements will be printed in uniform type, style and spacing, using block paragraphs and single space format. Text submitted indented or centered will be typed on block paragraph form. Entire statements in all capital letters, bold and italics (or any combination of enhancements) are not acceptable. Indentations cannot be accommodated. Enhanced words that are printed in boldface type, underscored and/or CAPITALIZED are to be clearly indicated. The pronoun “I” is not counted as an enhanced word. **Refer to page 43 for the Word Counting Guidelines.**

All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line.

**STATE LAW** — Statements may not include references to other candidates. See **Notice to Persons Submitting Candidate Statements on page 29** for restrictions.

**No changes are allowed after the statement has been filed.**

Statements are confidential until after the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten **(10)** calendar day period. During this period, a voter may seek a writ of mandate or an injunction requiring any or all data/material to be amended or deleted.

A candidate may request that the statement also be printed in Spanish and included in the Official Sample Ballot Booklet mailed to all voters in the election area. An additional fee is required to print a Spanish candidate statement. **In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements to be included in the Official Sample Ballot Booklet for candidates who wish to have one, at the candidate’s own expense.**

Translations of candidate statements for Voter Information Booklets may be provided in Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Indonesian, Japanese, Korean, Mongolian, Russian, Spanish, Tagalog/Filipino, Telugu, Thai and Vietnamese for qualifying jurisdictions in accordance with Federal Voting Rights Act provisions and Department of Justice specifications. These materials when printed are sent only to voters who have requested them.

**ESTIMATED COST** — The candidate statement form (page 25) issued with the nomination documents contains word limitations and estimated costs.

If the candidate statement word limitation is **400 words**, and a candidate statement of **200 words** or less is submitted, the entire amount of the estimated cost must be deposited. The estimated cost is based on column price, not by-word count.

If a candidate statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc., the printed candidate statement may extend to two (2) columns. If a candidate statement is printed in another language, the translated candidate statement may extend to two (2) or more columns. In these cases, the actual cost for the candidate statement may double or triple and an additional cost may be billed to the City after the election. Please note, costs are calculated by column regardless of how much or how little text there is on each page. Costs are **NOT** calculated according to word count.

The estimated cost is determined prior to all information being available; therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates who are filing statements.

**INDIGENT CANDIDATES** — If a candidate alleges to be indigent and **unable to pay the advanced** candidate statement fee, then the candidate shall submit to the City Clerk an **Affidavit of Financial Worth (sample below)** to be used in determining the candidate's eligibility to defer the candidate statement fee to a later time determined by the city.

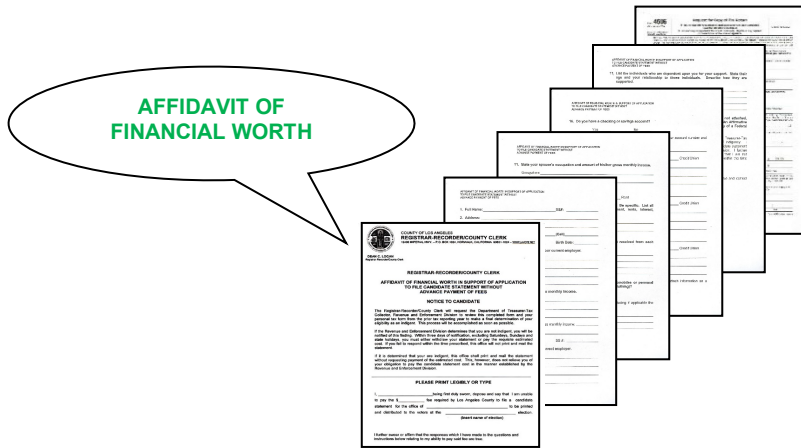
The candidate will have to **disclose** the necessary data requested which includes the candidate's employer, real estate holdings, tangible personal property and the **IRS Form 4506 "Request for Copy of Tax Return."**

**AFFIDAVIT OF FINANCIAL WORTH** — The candidate shall certify the content of the affidavit as to its truth and correctness **under penalty of perjury**. The affidavit shall be submitted by the candidate together with their candidate statement in accordance with the specified election deadline.

A determination shall be made whether or not the candidate is indigent. The City Clerk will notify the candidate of its findings. If it is determined that the candidate is not indigent, the candidate shall **within three (3) days** of notification, excluding Saturdays, Sundays and state holidays, withdraw their candidate statement or pay the requisite fee.

If the City Clerk makes the determination that the candidate is indigent, the elections official shall print and mail the candidate statement in the Official Sample Ballot Booklet.

Nothing prohibits the City Clerk from billing the candidate their actual pro rata share of the cost following the election.



**PUBLIC EXAMINATION PERIOD** — The period between August 9\*\* (E-87) and August 18 (E-78) is the **recommended** timeframe for the City Clerk to make candidate statements, candidate names, and ballot designations available for public examination. A fee may be charged to any person obtaining a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (E.C. §13313)

**INCUMBENTS/LIST OF QUALIFIED CANDIDATES** — A Final List of Candidates **to Appear** on the Ballot and **Not to Appear** on the Ballot should be available for distribution by the **end of August**. Additionally, these listings will be posted on the RR/CC website [www.lavote.gov](http://www.lavote.gov).

**CANDIDATE STATEMENTS MUST BE FILED NO LATER THAN 5:00 P.M. ON THE LAST DAY OF THE NOMINATION PERIOD.**

\*\*August 9, 16, and 23 (Saturdays) and August 10 and 17 (Sundays) RRCC office will be closed.

## NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

### CANDIDATE STATEMENTS ARE LIMITED TO THE CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

The California Elections Code and case law prohibit **CANDIDATES** from making any reference to another candidate or to another candidate's qualification, character or activities. If the **CITY ELECTIONS OFFICIAL** discovers improper content in a candidate statement, the **CITY ELECTIONS OFFICIAL** will notify the candidate and give the individual an opportunity to correct the improper language in the candidate statement. If the candidate refuses to correct the improper language, the **CITY ELECTIONS OFFICIAL**, as well as any other voter, may bring legal action against the candidate to correct the statement. The prevailing party may also be entitled to obtain attorney's fees for bringing the action.

All prospective candidates may want to refer to California Elections Code Sections 13307, 13308, 13311, 13313, and 13314, as well as the California Court of Appeal ruling in *Dean v. Superior Court*, (1998 4<sup>th</sup> Dist.) 62 Cal. App. 4<sup>th</sup> 638. However, this list is not exhaustive and candidates are solely responsible for preparation and submittal of candidate's statements that are in conformance with the law. A copy of the above described Elections Code sections and the *Dean* decision are available from our office at no cost.

# CHAPTER 4



## BALLOT MEASURES



# BALLOT MEASURES

**RESOLUTION FOR BALLOT MEASURE TEXT (Sample below)** — To ensure that the Registrar-Recorder/County Clerk (RR/CC) uses the precise Ballot Measure Text the City wants printed in the Official Sample Ballot Booklet, the City must include the Ballot Measure Text, with title, **(not to exceed 75 words)** in the body of the “**Resolution Calling for an Election.**” Ballot Measure Text should be clearly labeled and identified. Please note that text in all CAPITAL LETTERS is not acceptable. (See Sample’s Below)

1 following the effective date of this Charter Amendment, and as necessary  
 2 thereafter. Any such local preference shall not be applicable unless payment is  
 3 made solely from funds and revenues of the City, exclusive of funds and revenues  
 4 from other governmental sources.”

EXHIBIT A  
 BALLOT MEASURE AMENDING THE CHARTER OF  
 THE CITY OF \_\_\_\_\_

The People of the City of Inglewood do hereby ordain as follows:

1. Section 1g) is hereby added to Section 2 of Article XXXIII of the City Charter of the City of \_\_\_\_\_ to read as follows:

“g) A local preference, as provided herein, for businesses that hold a business license from the City and maintain a place of business in the \_\_\_\_\_ of the City Charter of the City of \_\_\_\_\_, shall be made and contracts shall be to the lowest responsible party for professional services identified in the ordinance and provided such exemptions from Article \_\_\_\_\_ of the City Charter of the City of \_\_\_\_\_ as the City may apply a local preference from the City and maintain the cost and amount of the local ordinance, following a duly noticed public hearing, not less than sixty (60) calendar days before the effective date of this Charter Amendment, and as necessary thereafter. Any such local preference shall not be applicable unless payment is made solely from funds and revenues of the City, exclusive of funds and revenues from other governmental sources.”

EXHIBIT A  
 BALLOT MEASURE AMENDING THE CHARTER OF  
 THE CITY OF \_\_\_\_\_

The City of Inglewood do hereby ordain as follows:

1g) is hereby added to Section 2 of Article XXXIII of the City Charter of the City of \_\_\_\_\_, to read as follows:

Section, as provided herein, for businesses that hold a license from the City and maintain a place of business in the \_\_\_\_\_ of \_\_\_\_\_ to read as follows:

1g) is hereby added to Section 3 of Article XXXIII of the City Charter of the City of \_\_\_\_\_, as provided herein, for businesses that hold a license from the City and maintain a place of business in the \_\_\_\_\_ of \_\_\_\_\_ to read as follows:

Section 1 of Article XXXIII of the City Charter of the City of \_\_\_\_\_, as provided herein, all purchases made and contracts for non-professional services, the City may apply a local preference that hold a business license from the City and maintain within the City limits. The nature and amount of the local ordinance shall be to the lowest responsible party for professional services identified in the ordinance and provided such exemptions from Article \_\_\_\_\_ of the City Charter of the City of \_\_\_\_\_ as the City may apply a local preference from the City and maintain the cost and amount of the local ordinance, following a duly noticed public hearing, not less than sixty (60) calendar days before the effective date of this Charter Amendment, and as necessary thereafter. Any such local preference shall not be applicable unless payment is made solely from funds and revenues of the City, exclusive of funds and revenues from other governmental sources.”

RESOLUTION NO. 06-17  
 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_ CALLING A SPECIAL MUNICIPAL ELECTION TO BE HELD ON JUNE 6, 2006 AND ORDERING THAT A MEASURE TO AMEND THE CITY CHARTER BE SUBMITTED TO THE VOTERS OF THE CITY

WHEREAS, over the last twelve (12) month period the City of \_\_\_\_\_ the “City” has contracted for the procurement of approximately \$100 Million in goods and services; and

WHEREAS, the City is desirous of assisting local businesses in participating in the provision of goods and services to the City by providing a pricing preference; and

WHEREAS, it is necessary to amend the City Charter to provide such preferences;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_ DOES RESOLVE AND ORDER AS FOLLOWS:

Section 1. Pursuant to its right, power and authority under the laws of the State of California and the \_\_\_\_\_ City Charter, the City Council hereby calls and gives notice of a Special Municipal Election to be held in the City on June 6, 2006.

Section 2. The City Council does hereby order submitted to the voters at such Regular Municipal Election the following measure:

Measure 06-B:

Shall the \_\_\_\_\_ City Charter be amended to permit \_\_\_\_\_ the City of \_\_\_\_\_ to apply a preference to assist local businesses in the City's purchasing and contracting processes, in an amount to be established by the City Council following a noticed public hearing? YES \_\_\_\_\_ NO \_\_\_\_\_

<b>ACCEPTABLE</b>	<b>NOT ACCEPTABLE</b>
<p>To improve local high schools, upgrade vocational classrooms/ labs/ technology for skilled trades, science, engineering, math, aerospace education, practical career skills; fix deteriorating gas/ sewer lines, leaky roofs, ensure safe drinking water; upgrade student/ school safety; attract/retain quality teachers; shall XXXXXXXXXXXX High School District's measure authorizing \$000,000,000 in bonds at legal rates, levying 2 cents per \$100 assessed value, raising \$00,000,000 annually while bonds are outstanding, be adopted, with citizen oversight, spending disclosure, local control?</p>	<p>To preserve funding for various School services like:</p> <ul style="list-style-type: none"> <li>• Upgrade vocational classrooms</li> <li>• Practical Career Skills</li> <li>• Vocational classrooms</li> <li>• Technology for skilled trades</li> <li>• Fix deteriorating gas/sewer lines, leaky roofs,</li> <li>• Ensure safe drinking water</li> </ul> <p>Shall XXXXXXXXXXXX School District's measure authorize \$000,000,000 in bonds?</p>

**GENERAL INFORMATION** — Cities placing a measure on the County ballot may select one of the following three options:

1. Print a 75 word **abbreviated** Ballot Measure Text (prescribed by law) only.
2. Print a 75 word **abbreviated** Ballot Measure Text and **include Official Sample Ballot Notice** advising voters to call the City Clerk’s Office and request a free copy of the ballot measure enclosure (OR) that the city will be sending voters a supplemental mailing.
3. Print a 75 word **abbreviated** Ballot Measure Text and include **Full Ballot Measure Enclosure Text** in the Official Sample Ballot Booklet.

**BALLOT MEASURE TEXT** — The samples pictured below display how the ballot measure text with **Title Headings** will appear in the Official Ballot and Sample Ballot Booklet:

<b>Z</b>	<p><b>XXXXXXXXXXXX UNIFIED SCHOOL DISTRICT SPECIAL ELECTION - MEASURE Z</b></p> <p>Vote <b>YES</b> or <b>NO</b></p>
<p>XXXXXXXXXXXX UNIFIED SCHOOL DISTRICT CLASSROOM REPAIR, SAFETY MEASURE. To upgrade classrooms, labs, vocational/career technical education spaces; repair leaky roofs, deteriorated restrooms, plumbing, gas/electrical/ sewer systems; provide safe drinking water, remove asbestos, mold, lead paint; improve school safety/security; shall Pomona Unified School District's measure authorizing \$385,000,000 in bonds, at legal rates, levying \$60 per \$100,000 of assessed valuation, raising \$22,500,000 annually while bonds are outstanding, be adopted; requiring citizens' oversight, annual audits, spending disclosure, all funds for Pomona Unified schools? <b>Supporters:</b> Sen. Susan Rubio; Mayor Tim Sandoval; Diamond Bar CCMbr Steve Tye; PUSD Bd Pres Arturo Jiminez; PUSD Bd Mbr Roberta Pearlman <b>Opponents:</b> None submitted.</p>	<p><input type="radio"/> <b>YES on Measure Z</b></p> <p><input type="radio"/> <b>NO on Measure Z</b></p>

<b>P</b>	<p><b>XXXXXXXXXXXX UNIFIED SCHOOL DISTRICT SPECIAL ELECTION - MEASURE P</b></p> <p>Vote <b>YES</b> or <b>NO</b></p>
<p>To permanently transfer certain territory from the XXXXXX Unified School District to the ZZZZZZZZZ Unified School District, shall approximately 000 parcels of the XXXXXX Unified School District be permanently transferred to the ZZZZZZZZ Unified School District? <b>Supporters:</b> ZZZZZZZ Unified School District, City of ZZZZZZZ, Nick Karapetian and Nalini Lasiewicz <b>Opponents:</b> None submitted.</p>	<p><input type="radio"/> <b>YES on Measure P</b></p> <p><input type="radio"/> <b>NO on Measure P</b></p>

The 75-word count of the measure text **excludes** the supporters' and/or opponents' word count.

## BALLOT MEASURES (continued)

**SUPPORTERS AND OPPONENTS** — A ballot measure text (label) of a county, city, district, or school measure on a county ballot shall end with the following:

After the text “Supporters and Opponents:”, a listing of associations, nonprofit organizations, businesses, or individuals taken from the signers or the text of the arguments of the measure printed in the voter information guide. The list of supporters or opponents shall not exceed 125 characters in length. Spaces, commas, semicolons, and other characters count toward the 125-character limit. Each supporter or opponent shall be separated by a semicolon. An association, nonprofit organization, business, or individual shall not be listed unless they support or oppose the measure. The supporters and opponents of the measure shall provide the list of supporters and opponents to the elections official when submitting the arguments opposing the measure. (E.C. § 9295).

For every supporter or opponent listed that is an individual, the supporters or opponents shall include a signed statement by the individual that includes the individual’s name and address and attests that the supporter or opponent opposes the measure.

A district measure or school measure on a county ballot shall not include a list of supporters or opponents if the same district or school measure appears on the ballot of another county that does not include a list of supporters or opponents for the measure.

A supporter or opponent shall not be listed unless it is one of the following:


- (A) An association, nonprofit organization, or business that was not originally created as a committee described in Section 82013 of the Government Code and that has been in existence for at least four years.
- (B) A current or former elected official, who may be listed with the official’s title (e.g., “State Senator Mary Smith,” “Assembly Member Carlos Garcia,” or “former Eureka City Council Member Amy Lee”). These titles may be shortened (e.g. “Senator” or “Sen.” for “State Senator” or “Asm.” for “Assembly Member”).
- (C) An individual who is not a current or former elected official may be listed only with the individual’s first and last name and an honorific (e.g., “Dr.,” “M.D.,” “Ph.D.,” or “Esquire”), with no other title or designation, unless it is a title representing an association, nonprofit organization, or business that meets the requirements of subparagraph (A) or (B) and that is eligible to be listed under paragraph (1) if the individual supports the measure or under paragraph (2) if the individual opposes the measure.

## SUPPORTERS AND OPPONENTS (CONT.)

### WITHDRAWAL AND/OR AMENDMENTS —

Schools or special districts should file a resolution with the RR/CC by **E-83** to amend a measure or if an election is being canceled because a measure has been withdrawn. (E. C. § 9605).

**REQUEST FOR LETTER DESIGNATION —** Cities may request a specific letter designation in writing by **E-83** using the letter designation form. An alternate choice should also be submitted, in case the requested letter designation has already been assigned to another jurisdiction. Specific letter designation requests are **processed in the order received**. The RR/CC will notify the City by **E-81** if the requested letter designation is available or if another letter assignment has been made.



**LOS ANGELES COUNTY**  
**REGISTRAR-RECORDER/COUNTY CLERK**

### LETTER DESIGNATION FORM

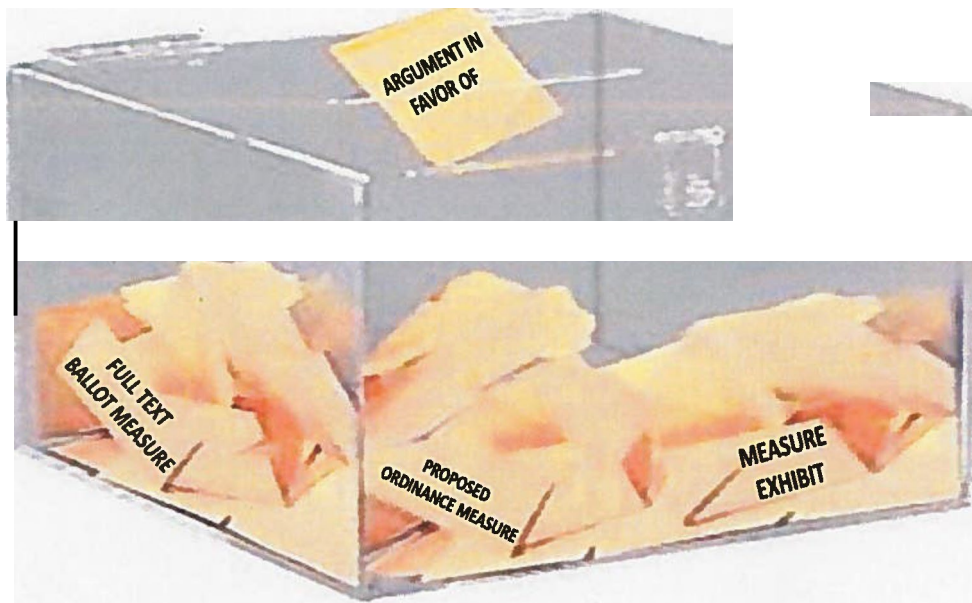
ELECTION NAME AND DATE: \_\_\_\_\_

JURISDICTION NAME: \_\_\_\_\_

MEASURE NAME: \_\_\_\_\_

County of LA Official Use Only:	Date Received	Time Received
<p><b>LETTER DESIGNATION FORM</b></p> <p>Please complete this form in order to select your first, second, and third letter designation choice for your jurisdiction's measure to appear on the ballot. In the event your 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice is unavailable, then please select the letter(s) designations that the jurisdiction DOES NOT want selected for its measure. The 3<sup>rd</sup> option for letter designations would be to create a unique letter designation that is not identified below using less than three letters of the alphabet. For example: County of Los Angeles USD Facilities Improvement measure could use unique letter designations such as CL, LA, LU, UC, LS.</p>		
<p>Select your first, second, and third letter designation choice by <b>checking / off</b> and listing the designated letters below:</p> <p style="text-align: center;">                     A   B   C   D   E   F   G   H   I   J   K   L   M                      N   O   P   Q   R   S   T   U   V   W   X   Y   Z                      AA   BB   CC   DD   EE   FF   GG   HH   II   JJ   KK   LL   MM                      NN   OO   PP   QQ   RR   SS   TT   UU   VV   WW   XX   YY   ZZ                 </p>		
<p><b>CHOICES</b></p> <p>1<sup>ST</sup> _____ 2<sup>ND</sup> _____ 3<sup>RD</sup> _____</p>		
<p>Select the letters that your jurisdiction <b>DOES NOT</b> want assigned to its measure by marking the letter with an X:</p> <p style="text-align: center;">                     A   B   C   D   E   F   G   H   I   J   K   L   M                      N   O   P   Q   R   S   T   U   V   W   X   Y   Z                      AA   BB   CC   DD   EE   FF   GG   HH   II   JJ   KK   LL   MM                      NN   OO   PP   QQ   RR   SS   TT   UU   VV   WW   XX   YY   ZZ                 </p>		
<p>List the Letters here: _____</p>		
<p>In the event that your jurisdiction's measure letter designation is not available, then you can select a unique letter designation not shown above:</p>		
<p><b>UNIQUE CHOICE</b></p> <p>1<sup>ST</sup> _____ 2<sup>ND</sup> _____ 3<sup>RD</sup> _____</p>		
<p>The <b>last day</b> jurisdictions may request in writing specific letter designations for its measure is <b>e-83</b>. The letter designation selections will be approved and communicated to the jurisdictions by e-81. Letter designations are on a first come first serve basis in the order received by the Registrar-Recorder County Clerk Department, Election Coordination Unit, 12400 Imperial Highway, Second Floor, Suite 2013A, Norwalk, California 90650.</p>		
<p><b>NOTE: PLEASE USE ONE (1) FORM PER MEASURE</b></p>		

# Chapter 5



## Ballot Enclosures



## BALLOT ENCLOSURES

**TEXT AND TITLES** — Ballot enclosures for impartial analyses, arguments, rebuttals, etc. are printed in the voter information portion of the Official Sample Ballot Booklet immediately behind candidate and measure contest pages. Copies of ballot enclosures to be printed in the Official Sample Ballot Booklet should be submitted as attachments to the “Resolution Calling for an Election” or as a separate mailing. Submitted attachments should be clearly identified by appropriate **ballot enclosure titles** (refer to the chart on [page 36](#)).

**FORMAT AND STYLE** — Please type enclosure text in upper and lower case letters. Hyphens/dashes (-) are allowed. Enclosures will be typed in the Official Sample Ballot Booklet using a standard font and size determined by the County. However, enclosures may be submitted using any standard font. Title headings are shown in the samples on [page 35](#).

**BALLOT ENCLOSURES** — Ballot enclosures, including impartial analyses, argument and/or rebuttal text, are printed in “block” paragraphs, which means each paragraph will start on the left, and the right margin will be justified. A double space will appear between paragraphs.

The **argument/rebuttal** samples below show how the layout will appear in the Official Sample Ballot Booklet. **(A) Argument In Favor, (B) Rebuttal To Argument In Favor, (C) Argument Against and (D) Rebuttal To Argument Against.**

<p><b>A</b></p> <p style="text-align: center;"><b>ARGUMENT IN FAVOR OF MEASURE J</b></p> <p><u>Election Districts</u></p> <p>Our City of _____ is 102 square miles in size and would be divided into four equally populated districts. All council candidates would have to reside in one of these districts to be elected to our city council. All voters would vote for every city council member elected. Our mayor could live in any district they choose and would also be elected by all of the voters.</p> <p>District elections will promote a better defined improvement plan, that is more specific to our neighborhood needs and give our residents a point of contact that would live in their geographic part of the City. Any expenditure of funds would have to be approved by the entire city council.</p> <p>_____ would be better served if all parts of our city had _____ our development and decision making on our city council. _____ in size and much more diverse than our present _____.</p> <p>JAMES Mayor</p>	<p><b>B</b></p> <p style="text-align: center;"><b>REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE J</b></p> <p>This measure does NOT create district representation. If these were truly district elections, only the people of that district would be allowed to vote for their candidate.</p> <p>In addition, under this measure:</p> <ul style="list-style-type: none"> <li>- <b>Proposed districts are not equal!</b></li> <li>- This measure will <b>divide</b> the city into eastside vs. westside</li> <li>- One district may <b>outvote</b> the other districts and elect certain candidates</li> <li>- Political maneuvering will divide the city into neighborhoods</li> </ul> <p>_____ are the most qualified leaders _____ city may live in one district, but _____ our _____ With a districting plan, they may do _____ will require candidates to live in a given neighborhood _____.</p> <p>_____ of districting feel that _____ at 102 square miles, is not large enough in population to slice and divide into competing neighborhoods. Political maneuvering will occur. We all see the problems districting has brought to the City of Los Angeles – the inefficiency, the power struggles. <b>Do we want that for</b></p> <p>VOTE NO ON DISTRICTS VOTE NO ON MEASURE J</p> <p>RICHARD H. City Councilmember</p>
<p><b>C</b></p> <p style="text-align: center;"><b>ARGUMENT AGAINST MEASURE J</b></p> <p><u>DISTRICTS</u></p> <p>The proposal to split the City into districts is a sham. The efforts of the new Council over the last two years have been to heal not divide, provide new services not polarize our community. This proposal divides and splits the City. Cities of 500,000 or more require district representation. _____ a population of 125,000, does not need to be divided and quartered.</p> <p>This sham proposal does not create real districts in which a Councilmember is elected by and represents that district. This proposal merely requires a candidate to reside in the district. Others would determine the representation of that district. For example, a district could support a candidate yet the voters from another district could still prevent his election. The only real proposal would be one in which their districts alone elect Councilmembers. This would do nothing to diversify representation on the Council.</p> <p>"Turf" would be created by "deals made" with other district Councilmembers who decide which district gets their improvements first. A Councilperson out of favor with the Council Majority will be forced to negotiate from a position of weakness in order to gain the Council's attention to address the needs of their district. People could move from district to district to increase their chances of election. They would be no more representative of the district expert than anyone else.</p> <p>This proposal creates one district of 35,000 and three of 25,000 when less than 15% of the voters cast their ballot in every election. Which district controls? Individuals from the Eastside could be overwhelmingly defeated by Westside voters or vice versa.</p> <p>The current system, which allows a Councilmember to act on behalf of and be held accountable to <u>ALL</u> the citizens of Palmdale, is the best system.</p> <p>PLEASE VOTE <u>NO</u> ON SPLITTING PLEASE VOTE <u>NO</u> ON <u>DISTRICTS!</u></p> <p>RICHARD City Councilmember</p>	<p><b>D</b></p> <p style="text-align: center;"><b>REBUTTAL TO ARGUMENT AGAINST MEASURE J</b></p> <p>Do you believe in smaller government, that which is closest to the people? Do you believe that our city would be best served if councilmembers resided in different parts of our city not just one exclusive neighborhood?</p> <p>Then I ask for your YES VOTE FOR DISTRICTING.</p> <p>In recent history, 60%-80% of the members of our _____ City Council have resided in far westside neighborhoods. Our city has grown in those years to become one of the largest cities in California at 102 square miles. We have become a progressive city with vision. Many cities like _____ already have districting in place because they realize that different neighborhoods have different needs.</p> <p>If we are to truly represent the needs of all our residents, we must have COUNCILMEMBERS WHO KNOW THOSE NEEDS AND CONCERNS FIRST HAND, who live and breathe them everyday.</p> <p>There are naysayers who will say that districting will divide our city, but I submit to you that DISTRICTING WILL UNITE OUR GREAT CITY because all of our residents will know that they have a voice at the table where decisions are made.</p> <p>Vote YES ON DISTRICTING to provide balanced representation on our city council.</p> <p>JAMES Mayor</p>

**BALLOT ENCLOSURE TITLES AND WORD LIMITATION CHART** — Use this chart in submitting correct titles and word counts for ballot argument enclosures. **For Word Counting Guidelines refer to page 43.**

<b>TITLE TYPES</b>	<b>WORD LIMITATION</b>	<b>DEADLINE TO SUBMIT ENCLOSURES</b>	<b>PUBLIC EXAMINATION PERIOD ⇨</b>
Proposed Ordinance - Measure ___	No Limit	E-88	Between E-87 and E-78
Full Text of Ballot Measure	No Limit	E-88	Between E-87 and E-78
Proposed Charter Amendment – measure ____	No Limit	E-88	Between E-87 and E-78
Impartial Analysis of Measure ____	500	E-81	Between E-80 and E-71
Argument in Favor of Measure ____	300	E-81	Between E-80 and E-71
Rebuttal to Argument in Favor of Measure ____	250	E-71	Between E-70 and E-61
Argument Against Measure ____	300	E-81	Between E-80 and E-71
Rebuttal to Argument Against Measure ____	250	E-71	Between E-70 and E-61
Measure Exhibit	No Limit	E-88	Between E-87 and E-78
Tax Rate Statement – Measure ____	No Limit	E-88	Between E-87 and E-78
_____ City Special Municipal Election – Measure ____	No Limit	E-88	Between E-87 and E-78



# LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

## BALLOT LABEL/ARGUMENTS AND REBUTTALS FORM

ELECTION DATE: \_\_\_\_\_ MEASURE I.D. or letter (If any): \_\_\_\_\_

JURISDICTION/MEASURE NAME: \_\_\_\_\_

(Please mark (X) in the appropriate box)

<input type="checkbox"/> Direct Argument in Favor (Supporters) <b>(Word Limit Max: 300)</b>	<input type="checkbox"/> Direct Argument Against (Opponents) <b>(Word Limit Max: 300)</b>
<input type="checkbox"/> Rebuttal to Argument in Favor ( <b>Word Limit Max: 250</b> ) (This does not apply to the official ballot measure label.)	<input type="checkbox"/> Rebuttal to Argument Against ( <b>Word Limit Max:250</b> ) (This does not apply to the official ballot measure label.)

Statements will be printed in uniform type, style and spacing according to the County's system requirements. When preparing your statement, please use block paragraphs and single space format. **Entire statements in all capital letters, bold and italics (or any combination of enhancements) are not acceptable. Indentations cannot be accommodated.** Words to be printed in **boldface type, underscored** and/or CAPITALIZED are to be clearly indicated. All statements should be checked by the authors for spelling and punctuation as the elections official is not permitted to edit any material contained therein. **NOTE:** Rebuttal arguments are **NOT** direct arguments. For example, a rebuttal to a direct argument in favor of a measure is NOT a direct argument against a measure. Please also note that rebuttal arguments are allowed only when both a direct argument for AND against a measure are filed.

**OFFICIAL BALLOT MEASURE LABEL (DO NOT LEAVE THIS AREA BLANK).**

Please provide a list of names to appear on the ballot label as Supporters or Opponents (not to exceed 125 Characters). Pursuant to Elections Code section 9170 (a)(7) if **NO** list of supporters or opponents is provided by the proponents or opponents or there are none that meet the requirements of this section, then "Supporters:" and "Opponents:" shall be followed by **"None submitted."** Write **"None submitted"** if you are not submitting a list of supporters or opponents.

**Please use this space to type your statement.** If you need additional space, please attach a typed statement to this form. Statement will be typeset in the Official Sample Ballot Booklet using a standard font and size determined by the County.

**ALL AUTHORS MUST SIGN ON THE REVERSE SIDE**

<b>Election's Official Use Only:</b>				<b>Time Stamp</b>
<b>Number of Words</b>	<b>Number of Characters</b>	<b>Project Code Number</b>	<b>Election Deputy</b>	
<b>Comments:</b>				

**DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS**

All arguments concerning measures filed pursuant to Division 9, Section 9600 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Official Sample Ballot Booklet. The Author(s) may also be listed as Supporter(s) or Opponent(s) on the Official Ballot Measure Label, if they are listed on this form under the "Official Ballot Measure Label" on page 1. Supporter(s)/Opponent(s) **MUST** be a signer/author listed below of a direct argument For or Against a measure.

**The undersigned signer(s)/author(s) of the:**

<input type="checkbox"/> Direct Argument in Favor (Supporters)	<input type="checkbox"/> Direct Argument Against (Opponents)
<input type="checkbox"/> Rebuttal to Argument in Favor	<input type="checkbox"/> Rebuttal to Argument Against

of ballot measure (Name and/or letter): \_\_\_\_\_  
 Jurisdiction Name & Title of Election: \_\_\_\_\_  
 to be held on (Date of the Election): \_\_\_\_\_

hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.

List by Priority	<input type="checkbox"/> NON-PROFIT ORGANIZATION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE	SIGNATURE	DATE
1	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> ATTESTATION ATTACHED?				
2	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> ATTESTATION ATTACHED?				
3	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> ATTESTATION ATTACHED?				
4	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> ATTESTATION ATTACHED?				
5	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	<input type="checkbox"/> ATTESTATION ATTACHED?				

**CONTACT INFORMATION**

**IMPORTANT FILING INFORMATION:** I, \_\_\_\_\_ am the designated filer of the above titled argument/rebuttal. Please contact me using the information below, if there are any questions pertaining to this filing.

Mailing Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ (Daytime Phone) \_\_\_\_\_ (Evening Phone) \_\_\_\_\_ (Fax)

**OFFICIAL BALLOT MEASURE LABEL**  
**Supporters/Opponents Guidelines**

Pursuant to Assembly Bill No. 1416, dated September 29, 2022, amended Sections 303, 9050, 9051, 9053, 13282, and added 9107. Jurisdictions for Local and Statewide Measures if applicable, shall provide Election Officials with a list of Supporters and or Opponents (*i.e., nonprofit organizations, businesses, or individuals*) taken from the list of Supporters and or Opponents as part of the ballot label. The criteria for the ballot label are as follows:

- Listing is limited to 125 characters (**Spaces, Commas, Semicolons, and other characters are included in the count**).
- Listing is limited to five (5) Supporters and or Opponents.
- To be within the limit of 125 characters, names may be shortened, and acronyms may be used (**Please note if the list provided is over the limit, the Election Official may shorten or remove name(s) from the list to meet criteria**).
- The list provided must be in ranking order from 1 to 5 (**This will ensure names with high ranking are not removed by the Election Officials if adjustments are required to meet the 125-character criteria**).
- Measures that share Counties shall not include a list of supporters or Opponents if the other County with the same measure does not include a list of supporters or opponents.
- If a listing is not provided or none meet the requirements, **“None Submitted”** will be listed in place of names.

The sample below shows how the ballot text (label), supporters, and opponents will appear on both the official and sample ballots. The word count displayed by the software Word is also included.

**G COUNTY MEASURE G**  
Vote **YES** or **NO**

**PROPOSED COUNTY CHARTER AMENDMENT.** LOS ANGELES COUNTY GOVERNMENT STRUCTURE, ETHICS AND ACCOUNTABILITY CHARTER AMENDMENT. Shall the measure amending the Los Angeles County Charter to create an elected County Executive; create an independent Ethics Commission to increase restrictions on lobbying and investigate misconduct; establish a nonpartisan Legislative Analyst to review proposed County policies; increase the Board of Supervisors from five to nine elected members; require County departments to present annual budgets in public meetings; using existing funding sources with no additional taxes to implement, as detailed in the charter amendment ordinance, be adopted?

**Supporters:** None submitted. **Opponents:** LA County Firefighters & Sheriffs; Community Coalition; LA County Supervisors Kathryn Barger & Holly J. Mitchell

**YES on Measure G**

---

**NO on Measure G**

Word Count ? X

Statistics:

Pages	1
Words	20
Characters (no spaces)	106
Characters (with spaces)	125
Paragraphs	0
Lines	2

Include textboxes, footnotes and endnotes

[Close](#)

**Supporters:** None submitted.  
**Opponents:** LA County Firefighters & Sheriffs; Community Coalition; LA County Supervisors Kathryn Barger & Holly J. Mitchell



DEAN C. LOGAN  
Registrar-Recorder/County Clerk














HOW TO COMPLETE THE ARGUMENTS AND REBUTTALS FORM  
INCLUDING THE OFFICIAL BALLOT MEASURE LABEL

INSTRUCTIONS FOR COMPLETING THIS FORM

ARGUMENTS, REBUTTALS, AND BALLOT LABEL FORM STEPS:	
<input type="checkbox"/> <b>1</b>	<p><b>Election Date:</b></p> <p>This is the date the election will be held for the measure.</p>
<input type="checkbox"/> <b>2</b>	<p><b>Measure I.D. (if any):</b></p> <p>The measure I.D. is the measure letter assigned to the measure. This letter may not yet be available at the time of the filing of your Arguments/Rebuttals form submission. The letter can be added after the filing or the County may provide you with a temporary I.D. to identify the measure.</p>
<input type="checkbox"/> <b>3</b>	<p><b>Jurisdiction:</b></p> <p>The name of the school district, special district, county office, or authority that has placed the measure on the ballot.</p>
<input type="checkbox"/> <b>4</b>	<p><b>Please mark (X) in the appropriate box; there are four (4) purposes for using this form:</b></p> <p><input type="checkbox"/> Direct Argument in Favor (Supporters): Select this option if you are an “Author” filing an argument to support the measure.</p> <p><input type="checkbox"/> Direct Argument Against (Opponents): Select this option if you are an “Author” filing an argument against the measure.</p> <p><input type="checkbox"/> Rebuttal to Argument in Favor: Select this option, if your Direct Argument Against <u>a</u> measure was <b>selected</b> to appear on the ballot. If your direct argument against was selected, then you may file a rebuttal to the Direct Argument in Favor.</p> <p><input type="checkbox"/> Rebuttal to Argument Against: Select this option, if your Direct Argument in Favor was <b>selected</b> to appear on the ballot. If your argument in favor was selected, then you may file a rebuttal to the “Direct Argument Against.”</p>
<input type="checkbox"/> <b>5</b>	<p><b>OFFICIAL BALLOT MEASURE LABEL:</b></p> <p>This area of the form is <b>MANDATORY</b> to complete if you want to <b>ADD</b> the names of organizations, associations, non-profits, and/or businesses, including names and titles of individuals who are representing organizations, associations, non-profits, and/or businesses within <b>125 CHARACTERS</b> to the <b>FACE</b> of the ballot directly under the 75-word measure question. Individuals without any associations <b>cannot</b> include their titles, names only. Please see additional requirements on the following page for Election Code section 9170. If you do not want to add a list of supporters or opponents to the “Official Ballot Measure Label” then “None submitted” will have to be added pursuant to Election Code section 9170. For the purposes of accurately displaying the ballot measure label as identified by the “Authors” of the Direct Argument in Favor and the Direct Argument Against, the “Authors” must write the words “NONE SUBMITTED” in this area of the form if they do not want to provide a “LIST OF SUPPORTERS”. The LIST OF SUPPORTERS can only be the Authors of the Direct Argument in Favor or Direct Argument Against. If you are over the 125 character limit, the elections official will allow you to make changes up until the deadline for filing of the direct argument for or against the measure. If the measure is shared between counties, the counties shall not include the ballot label unless both counties have authorized to this option.</p>
<input type="checkbox"/> <b>6</b>	<p><b>Please use this space to type your statement.:</b></p> <p>This is the space where you can complete your statement of arguments in favor, arguments against, and rebuttal arguments within the required word limit.</p>

**DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS INCLUDING THE OFFICIAL BALLOT LABEL SUPPORTERS/OPPONENTS**

<input type="checkbox"/> 	<p><b>The undersigned author(s) of the:</b></p> <p><input type="checkbox"/> Direct Argument in Favor (Supporters): Select this option if you are filing an argument to support the measure.</p> <p><input type="checkbox"/> Direct Argument Against (Opponents): Select this option if you are filing an argument against the measure.</p> <p><input type="checkbox"/> Rebuttal to Argument in Favor: Select this option, if your argument against the measure was selected to appear on the ballot. If your argument against was selected, then you may file a rebuttal to the Argument in Favor.</p> <p><input type="checkbox"/> Rebuttal to Argument Against: Select this option, if your Direct Argument in Favor was selected to appear on the ballot. If your argument in favor was selected, then you may file a rebuttal to the Argument Against.</p>
<input type="checkbox"/> 	<p><b>Of ballot measure:</b></p> <p>The name of the ballot measure found on the Measures to Appear on the Ballot under the authority that placed the ballot measure on the ballot. If the measure letter is available at the time of filing, that can be included in this area.</p>
<input type="checkbox"/> 	<p><b>Jurisdiction Name and Title of Election:</b></p> <p>Include the name of the city, school, special district, or county that has placed the measure on the ballot. Also, include the title of the election, Primary, General, Special Municipal, etc.</p>
<input type="checkbox"/> 	<p><b>To be held on (Date of Election):</b></p> <p>The date of the election when the measure will appear on the ballot.</p>
<input type="checkbox"/> 	<p><b>Hereby state that such argument or rebuttal written on page one (1) is true and correct to the best of his/her/their knowledge and belief by my (our) signatures below:</b></p> <p>This sentence is to state that the authors who sign below acknowledge the arguments for or against, rebuttals, or supporters and opponents are true and correct. The signatures below and next to the authors information certify this statement being true and correct.</p>
<input type="checkbox"/> 	<p><b>List by Priority and Association, Business, Non-Profit Organization, &amp; Individual Only:</b></p> <p><b>1)</b> List the names of the authors by priority to appear in the sample ballot starting with number one (1). <b>2)</b> Mark the box which describes who is filing the argument for/against/rebuttal/supporter of the measure/opponent of the measure. <b>3)</b> Complete the section labeled Individual Name with the author who is representing an association, business, non-profit organization or an individual who is <b>NOT</b> representing an organization or business. <b>4)</b> If the individual is representing an organization, business, association, then complete the <b>Individual Title</b> area. <b>5)</b> Individuals with no association cannot include a title, so they would leave this blank. <b>6)</b> Associations, Businesses, organizations, and Individuals with associations must include the name of the Association/Business/Organization in the <b>Business/Association Name</b> area. <b>7)</b> For the authors who opted to include a <b>Ballot Label</b> to the face of the ballot, complete the <b>Ballot Label Name/Title</b> area. <b>8)</b> This area assists the county with identifying the author to the ballot label name, which can be abbreviated (please see election code section 9170 for additional requirements and restrictions). <b>9)</b> Include your <b>address</b> in the address field.</p>

<input type="checkbox"/> 	<p><b>CONTACT INFORMATION:</b></p> <p>Complete this area with the designated filer's name, mailing address, email address, contact phone numbers for day and night, and you may include a fax number if it's available. The designated filer should be able to answer any questions regarding the submission of the filing and its contents.</p>
<input type="checkbox"/> 	<p><b>BALLOT LABEL-SUPPORTERS AND OPPONENTS ATTESTATION FORM:</b></p> <p>This form is in lieu of your organization, business, or association having to create a letter attesting to the support or opposition of a measure and to attest that an individual in your organization, business, or association can list their name and title as a supporter or opponent on the ballot label because they represent your organization, business, or association. 1) complete the “Name of Representative” who is authorized to be an author on the measure and therefore be a supporter or opponent listed under the 75-word question the face of the ballot. 2) Complete the “Title of the Representative”. This would be their official title as an employee of your organization, business, association. 3) Complete the “Association/ Business/Organization name 4) Select how you are filing your “Direct Argument”. Only authors of the “Direct Argument” can be listed as a supporter or opponent. 5) Section B: Select all that apply to your filing 6) Complete the “Attestation of Authors” and select all that apply to your filing.</p>
<input type="checkbox"/> 	<p><b>CHECKLIST FOR ARGUMENTS FOR/AGAINST AND OFFICIAL BALLOT LABEL:</b></p> <p>This area provides more details regarding the requirements and restrictions of the official ballot measure label and arguments for and against measures pursuant to Elections Code section 9170.</p>
<input type="checkbox"/> 	<p><b>SAMPLE of the SAMPLE BALLOT and the BALLOT LABEL FACE:</b></p> <p>This area provides more details regarding the requirements and restrictions of the official ballot measure label and arguments for and against measures pursuant to Elections Code section 9170.</p>
<input type="checkbox"/> 	<p><b>INSTRUCTIONS TO COMPLETE THIS FORM.</b></p>

Continue on next page.

## CHECKLIST FOR OFFICIAL BALLOT LABEL

- The **proponents** [Signers/Authors/Supporters] of the measure and the **opponents** [Signers/Authors] of the measure shall provide the list of supporters described in paragraph (1) of subdivision (a) of Elections Code section 9170, to the elections official when submitting arguments (by the prescribed deadline of the elections official) **supporting** the measure or list of opponents described in paragraph (1) of subdivision (b) to the elections official when submitting the arguments (by the prescribed deadline of the elections official) **opposing** the measure.
  - If **NO** list of supporters is provided by the proponents or there are none that meet the requirements of this section, then “Supporters:” shall be followed by **“None submitted.”** If **NO** list of opponents is provided by the opponents or there are none that meet the requirements of this section, then “Opponents:” shall be followed by **“None submitted.”**
  - After the text “Supporters:” AND after the text “Opponents:”, a listing of associations, nonprofit organizations, businesses, or individuals taken from the **SIGNERS** or the text of the **Argument in Favor** of the measure or **Argument Against** the measure printed in the voter information guide [Sample Ballot Booklet] can be used for the list of Supporters and the list of Opponents provided by the proponents and opponents to the elections official. (Please see the instructions on where to provide your list on the Argument for and Against form).
  - An association, nonprofit organization, business, or individual shall not be listed [as a supporter on the ballot label] unless they support the measure and an association, nonprofit organization, business, or individual shall not be listed [as an opponent on the ballot label] unless they oppose the measure. (Please see the attestation form provided for additional instructions).
  - The list of supporters shall not exceed **125 characters** in length AND the list of opponents shall not exceed **125 characters** in length.
  - Spaces, commas, semicolons, and other characters count towards the **125-character limit** in paragraphs (1) and (2) pursuant to E.C. 9170 (5). Each supporter shall be separated by a semicolon and each opponent shall be separated by a semicolon.
  - The name of an association, nonprofit organization, or business included in the list of supporters and opponents as required by this section may be shortened by the proponents or opponents who submit it using acronyms, abbreviations, or by leaving out words in their name, as long as doing so would not confuse voters with another well-known organization or business that did not take the same position on the ballot measure (e.g., “Hot Air Balloon Flyers of Montana Education Fund” may be shortened to “Hot Air Balloons Montana”). (E.C. 9170 (6))
- PROHIBITIONS AND ATTESTATIONS**
- A supporter or opponent shall not be listed pursuant to paragraph (1) or (2) of e.c. 9170, unless it IS one of the following:**
  - An association, nonprofit organization, or business that was **NOT** originally created as a committee described in Section 82013 of the Government Code and that has been in existence for at least four years.
  - A current or former elected official, who may be listed with the official’s title (e.g., “State Senator Mary Smith,” “Assembly Member Carlos Garcia,” or “former Eureka City Council Member Amy Lee”). These titles may be shortened (e.g. “Senator” or “Sen.” for “State Senator” or “Asm.” for “Assembly Member”).
  - An individual who is **NOT** a current or former elected official may be listed **ONLY** with the **individual’s first and last name** and an honorific (e.g., “Dr.,” “M.D.,” “Ph.D.,” or “Esquire”), with **NO other title or designation**, unless it is a title representing an association, nonprofit organization, or business that meets the requirements of subparagraph (A) or (B) and that is eligible to be listed under paragraph (1) if the individual supports the measure or under paragraph (2) if the individual opposes the measure. [Please see the attestation form.]
  - A supporter or opponent shall not be listed pursuant to paragraph (1) or (2) if the supporter or opponent is a political party or is representing a political party.

# DECLARATION BY AUTHOR(S) OF ARGUMENTS / REBUTTALS (Sample below) —

This form is to be completed by proponents or opponents for ballot measures.

This form includes a statement (to be signed by each proponent/author) declaring that the submitted argument and/or rebuttal is true and correct to the best of their knowledge and belief.

Fill in the appropriate fields and provide information as indicated on the form.

No more than five author signatures shall appear on any argument and/or rebuttal.

**DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS**

All arguments concerning measures filed pursuant to Division 9, Section 9600 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Official Sample Ballot Booklet. The Author(s) may also be listed as Supporter(s) or Opponent(s) on the Official Ballot Measure Label, if they are listed on this form under the "Official Ballot Measure Label" on page 1. Supporter(s)/Opponent(s) **MUST** be a signer/author listed below of a direct argument For or Against a measure.

The undersigned signer(s)/author(s) of the:

<input type="checkbox"/> Direct Argument in Favor (Supporters)	<input type="checkbox"/> Direct Argument Against (Opponents)
<input type="checkbox"/> Rebuttal to Argument in Favor	<input type="checkbox"/> Rebuttal to Argument Against

of ballot measure (Name and/or letter): \_\_\_\_\_

Jurisdiction Name & Title of Election: \_\_\_\_\_

to be held on (Date of the Election): \_\_\_\_\_

**hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.**

List by Priority	<input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE	SIGNATURE	DATE
1	<input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE		
	NAME (PRINT): _____			
	TITLE (PRINT): _____			
	BALLOT LABEL _____			
	ABBREVIATED NAME/TITLE: _____			
	ADDRESS: _____			
	<input type="checkbox"/> ATTESTATION ATTACHED?			
2	<input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE		
	NAME (PRINT): _____			
	TITLE (PRINT): _____			
	BALLOT LABEL _____			
	ABBREVIATED NAME/TITLE: _____			
	ADDRESS: _____			
	<input type="checkbox"/> ATTESTATION ATTACHED?			
3	<input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE		
	NAME (PRINT): _____			
	TITLE (PRINT): _____			
	BALLOT LABEL _____			
	ABBREVIATED NAME/TITLE: _____			
	ADDRESS: _____			
	<input type="checkbox"/> ATTESTATION ATTACHED?			
4	<input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE		
	NAME (PRINT): _____			
	TITLE (PRINT): _____			
	BALLOT LABEL _____			
	ABBREVIATED NAME/TITLE: _____			
	ADDRESS: _____			
	<input type="checkbox"/> ATTESTATION ATTACHED?			
5	<input type="checkbox"/> NON-PROFIT ORGANIZATION <input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE		
	NAME (PRINT): _____			
	TITLE (PRINT): _____			
	BALLOT LABEL _____			
	ABBREVIATED NAME/TITLE: _____			
	ADDRESS: _____			
	<input type="checkbox"/> ATTESTATION ATTACHED?			

**CONTACT INFORMATION**

IMPORTANT FILING INFORMATION: I, \_\_\_\_\_ am the designated filer of the above titled argument/rebuttal. Please contact me using the information below, if there are any questions pertaining to this filing.

Mailing Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ (Daytime Phone) \_\_\_\_\_ (Evening Phone) \_\_\_\_\_ (Fax)

Page 2 of 3



**AVAILABLE FORMS** — Copies of forms for submitting ballot measure arguments and rebuttals, referenced in this chapter may be obtained by calling the Election Planning Section at (562) 462-2317 or accessing the RR/CC website at [www.lavote.gov](http://www.lavote.gov).

**WITHDRAWAL OF ARGUMENTS** — Ballot arguments “FOR” or “AGAINST” any measure may be withdrawn by proponents at any time prior to and including the final date fixed for filing arguments.

**PUBLIC EXAMINATION** — A public examination period is allowed for reviewing submitted arguments and rebuttal arguments during the **ten (10) calendar day period** immediately following the filing deadline for such documents. Throughout this period, any person may seek a writ of mandate or an injunction to require any or all of the material to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the ten (10) calendar day public examination period.

**ORIGINAL FORMS/SIGNATURES** — Electronic or faxed copies of arguments and/or rebuttals may be sent to the Registrar-Recorder/County Clerk’s office; however, forms with **original signatures must be received by the RR/CC office within 48 hours of the fax transmission**.

**RESTRICTIONS** — If the city plans to include **maps and/or graphics**, the Registrar-Recorder/County Clerk’s office must be notified prior to the resolution adoption to ensure there are no space limitation problems and ascertain if the City request will require special arrangements and possibly result in additional cost.

**LITIGATION** —The Registrar-Recorder/County Clerk must be notified of any pending litigation involving ballot enclosures. This includes action taken by the court if amendments or deletions are required on any ballot enclosures. This could potentially cause a delay in meeting established deadlines and/or printing of Official Sample Ballot Booklets.

**ORDINANCE/CHARTER AMENDMENTS** — Pursuant to Elections Code Sections 9223 and 9280, the City may print a notice in the Official Sample Ballot Booklet advising voters of the availability of a free copy of the Ordinance/Charter Amendment Text. Information on the process of obtaining a copy of ballot enclosures or accessing Ballot Measure Text may be posted on both RR/CC and City websites and may also be printed in a Voter Advisory Notice immediately below the impartial analysis. The City should provide the desired notice text to the RR/CC by **E-78**.

# VOTER NOTICES

**NOTICES PRINTED WITH IMPARTIAL ANALYSIS** — Below are samples of three (3) choices of notices that can be printed in the Official Sample Ballot Booklet below the impartial analysis **advising voters of the availability of additional ballot information.**

The above statement is an impartial analysis of Measure XX, the Business License Tax Measure. If you desire a copy of the Ordinance, please call the City Clerk's office at (XXX) XXX-XXXX and a copy will be mailed at no cost to you.

The above statement is an impartial analysis. Copies of the charter amendment are available at the library and on the city home page at [www.xxxxxx.com](http://www.xxxxxx.com). If you have any questions, please contact the City Clerk's office at (XXX) XXX-XXXX.

The above statement is an impartial analysis of Measure XX, the Business License Tax Measure. If you desire a copy of the Measure, please contact the City Clerk's office at (XXX) XXX-XXX and a copy will be mailed at no cost to you.

**Candidate Statements & Measures**

**CITY ATTORNEY'S IMPARTIAL ANALYSIS OF MEASURE PD**

Measure PD was placed on the ballot by the City Council of the City of XXXXXXXXXXXX(City) to ask the voters whether to increase the business license tax rates, and solid waste processing fees imposed on material recovery facilities operating within the City. A type of a material recovery facility includes a solid waste transfer facility. A solid waste transfer facility has a designated receiving area where waste collection vehicles discharge their loads. Currently, five transfer stations operate within the City, and they generally receive ordinary non-hazardous household waste and construction related demolition and debris. Waste from a transfer facility is compacted, then loaded into larger vehicles for shipment offsite. No long-term storage of waste occurs at a transfer station.

The City has imposed a business license tax since 1923. The City has imposed solid waste transfer facility processing fees since 2005. The general business license tax rates have not increased since 2005, while the solid waste transfer facility processing fees have not been adjusted since 2012.

Measure PD also seeks to adjust the business license tax rates imposed on businesses operating in the City. Measure PD proposes to adjust the general business tax rates once every three (3) years using an index commonly referred to as the Consumer Price Index applicable to the area covered by the City's boundaries. The solid waste transfer facility processing fee would be adjusted annually by the same index.

If Measure PD is approved, the City would adjust the general business license tax rates in 2024, and, starting in 2023, increase the processing fee for waste deposited at a solid waste transfer facility operating within the City. The business license tax, and processing fee, would be used to provide for general municipal services such as public safety, street repairs, park programs, park maintenance, and services for seniors.

A "YES" vote on Measure PD would support the adjustment of business license tax rates once every three (3) calendar years and increased solid waste transfer facility processing fees. A "NO" vote would oppose the adjustment of business license tax rates once every three (3) calendar years, and increased solid waste transfer facility processing fees.

RAUL F. SALINAS  
City Attorney, City of South Gate

The above statement is an impartial analysis of Measure PD, the Business License Tax Measure. If you desire a copy of the Ordinance, please call the City Clerk's office at (322)563-9519 and a copy will be mailed at no cost to you.

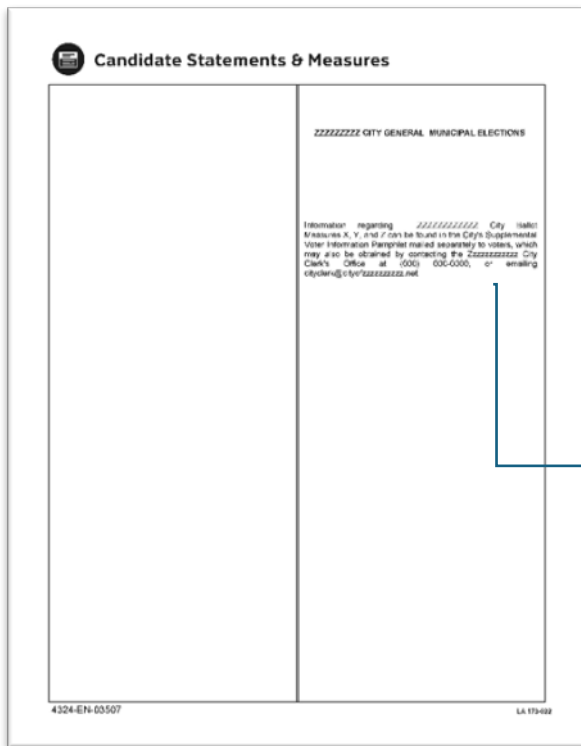
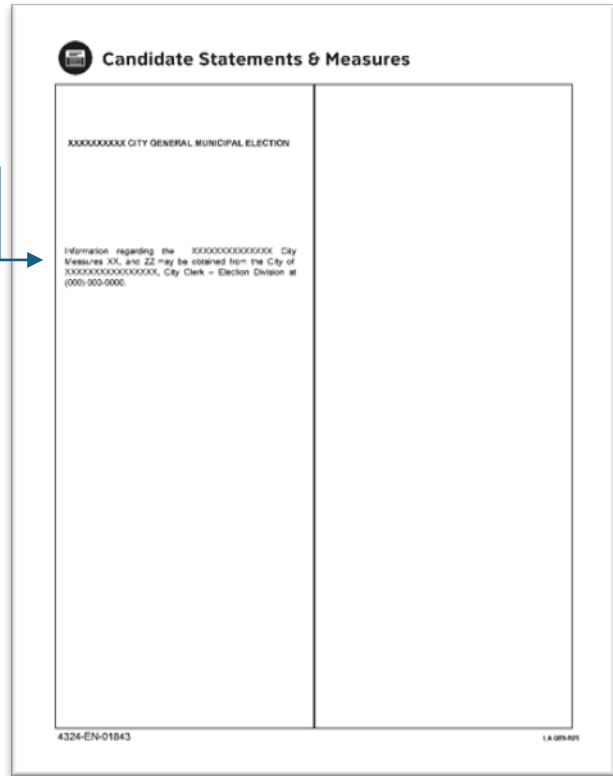
4300-EN-18439 LA 800-034

If a City cannot meet the established deadlines or if the total of ballot enclosures will **exceed** the RR/CC's **30-page print limit**, the City should make arrangements with an election supplier to process a supplemental mailing of material for voters. Upon mutual agreement between the RR/CC and the City, the RR/CC will print a **voter notice** in the Official Sample Ballot Booklet advising voters of the supplemental mailings.

# VOTER NOTICES

**NOTICES PRINTED IN VOTER INFORMATION** — Below are samples of two (2) choices of notices that can be printed in the voter information portion of the Official Sample Ballot Booklet advising voters that a supplemental mailing will be sent by the city.

Information regarding the XXXXXXXXXXXX City Measures XX, and ZZ may be obtained from the City of XXXXXXXXXXXXXXXX, City Clerk – Election Division at (000) 000-0000.



Information regarding ZZZZZZZZZZZZ City Ballot Measures X, Y, and Z can be found in the City's Supplemental Voter Information Pamphlet mailed separately to voters, which may also be obtained by contacting the ZZZZZZZZZZZZ City Clerk's Office at (000) 000-0000, or emailing cityclerk@cityofzzzzzzzz.net.

## WORD COUNTING GUIDELINES FOR

(Elections Code Chapter 1. General Provisions, § 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified 200 or 400 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.
3. **PROPER NOUNS**, such as geographical names, and names of persons or things, as one (1) word.

**EXAMPLE:** "Gus Enwright" = 1 word  
"City of Los Angeles" = 1 word  
"Dalai Lama" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

**EXAMPLE:** UCLA, PTA, USMC, LAPD, U.S.M.C.

5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.

**EXAMPLE:** Attorney-at-law

6. **DATES...** are counted as one (1) word.

**EXAMPLE:** July 21, 1983      18 June, 1987      3/18      7/21/89

7. **NUMERIC COMBINATIONS** are counted as one (1) word.

**EXAMPLE:** 1973      13 1/2      1971-73      5%      8/3/73      #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

**EXAMPLE:** \$1,000.00

**MONETARY AMOUNTS** consisting of a combination of words and digits are counted as two (2) words.

**EXAMPLE:** \$4 million

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

**EXAMPLE:** 1-800-815-2666      1-562-462-2317

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

**EXAMPLE:** <http://www.co.la.ca.us>      [www.lavote.gov](http://www.lavote.gov)      <http://www.lacounty.info>

# Chapter 6



# Multilingual Services



**GENERAL INFORMATION** — The 1992 provisions of the Voting Rights Act require that for elections conducted in Los Angeles County voting materials must be available in five languages other than English (**Chinese, Japanese, Spanish, Tagalog/Filipino, and Vietnamese**). In 1998, the Los Angeles County Board of Supervisors instructed this office to include the **Korean** language in the translation of voting materials. Following the 2010 U.S. census, we provide translation services in **Cambodian/Khmer, Hindi, and Thai** languages. In 2018, the California Secretary of State instructed this office to include **Armenian and Farsi languages**. In 2020, the California Elections Code 14201 added **Bengali, Burmese, Gujarati, Mongolian, Indonesian, and Telugu** languages to the required languages for Los Angeles County. In 2021, the California Elections Code added the **Russian** language.

Currently, Los Angeles County is required to provide the following language assistance to voters:

Armenian, Bengali, Burmese, Chinese (Cantonese and Mandarin), Farsi, Gujarati, Hindi, Indonesian, Japanese, Khmer, Korean, Mandarin, Mongolian, Russian, Spanish, Tagalog, Telugu, Thai, and Vietnamese.

This office has met with community organizations to determine the most effective way to implement multilingual provisions. A mutual agreement was reached as to what materials would be translated and how multilingual voters would be targeted for election mailings, thereby reducing printing requirements.

This office will continue working with community groups to determine multilingual service requirements for future County elections.

**MULTILINGUAL SERVICES (RR/CC)** — The county performs the following functions:

1. Translation of Official Sample Ballot Booklet information and related voting materials.
2. Transliteration of candidate names in languages that do not use Roman characters is provided, as instructed by the Department of Justice. These languages include Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu and Thai.
3. Mailing of multilingual ballot information booklets to voters requesting such material.
4. Billing to the City, and if applicable, its pro rata shares of the cost of translating, printing, and mailing language materials.

**Note:** In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements in the English language version of the Official Sample Ballot Booklet (for candidates who wish to have one) at the candidate's own expense.

**RR/CC MULTILINGUAL MATERIALS**

**ALL-AMERICAN POLLING PLACE VIDEO** — This is a ten minute video focusing on multilingual issues and procedures. Contact the Training Section at (562) 462-2620 for a copy.

**NEW TARGETING SYSTEM** — Lists the precincts in your city that are targeted by our office to have bilingual poll workers. Contact the Pollworker Services Division Manager at (562) 462-2877 or Network and Voter Systems at (562) 462-2445. (May no longer be available.)

**TRANSLITERATION OF CANDIDATE NAMES** — Candidates may request that their names be transliterated in those languages that do not use Roman Characters as instructed by the Department of Justice. These languages include Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu and Thai. If applicable, candidates must complete a **Transliteration Form (Sample below)** and file it with their nomination documents by the specified deadline (**88 days** prior to the election). Candidates may review the transliteration of names and submit changes to the Registrar-Recorder/County Clerk (RR/CC) no later than the last day of the review period, which is normally **60 days** prior to the election, but subject to change. Candidates may schedule a review of transliterated names by calling the RR/CC Translation Services Unit at (562) 462-2730 or (562) 462-2676.

**FRONT**

**BACK**

**REVIEW OF TRANSLITERATION NAMES** — Candidates may review the transliteration of names and submit changes to the Registrar-Recorder/County Clerk (RR/CC) no later than the last day of the review period, which is usually **60 days** before the election, but subject to change. Candidates may schedule a review of transliterated names by calling the RR/CC Translation Services Unit at (562) 462-2730 or (562) 462-2676.

**TRANSLATION OF ADDITIONAL INFORMATION (CITY)** — The City is responsible for translating and printing additional voter information specific to the City that is not included in the County's Official Sample Ballot Booklet.

**MULTILINGUAL SERVICES (CITY)** — It is the responsibility of the City to translate and print additional voter information that is not included in the County's Official Sample Ballot Booklet.



DEAN C. LOGAN  
Registrar-Recorder/County Clerk

## TRANSLITERATION FORM FOR LOCAL JURISDICTIONS (Cities, School Districts, Water Districts, etc.)

I, \_\_\_\_\_, candidate for nomination to the \_\_\_\_\_ office of

agree as indicated below:

CHECK ONE:

I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk in Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu, and Thai.

OR

I am submitting an attachment of the transliteration(s) for the language(s) below. I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk for any language not submitted.

<u>Languages</u>	<u>Name Transliteration</u>	<u>Languages</u>	<u>Name Transliteration</u>
<input type="checkbox"/> Armenian:		<input type="checkbox"/> Japanese:	
<input type="checkbox"/> Bengali:		<input type="checkbox"/> Korean:	
<input type="checkbox"/> Burmese:		<input type="checkbox"/> Mongolian:	
<input type="checkbox"/> Cambodian/Khmer:		<input type="checkbox"/> Russian:	
<input type="checkbox"/> Chinese:		<input type="checkbox"/> Telugu:	
<input type="checkbox"/> Farsi:		<input type="checkbox"/> Thai:	
<input type="checkbox"/> Gujarati:			
<input type="checkbox"/> Hindi:			

### GENDER IDENTIFICATION:

Male       Female       Non-Binary

I am aware of the deadline to submit transliterations and review period. I understand that I may request changes to transliterations during the review period and that transliterations are considered final upon expiration of the deadline. I further understand that there will not be an extension of the review period.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate Filing #:

LOS ANGELES COUNTY  
REGISTRAR-RECORDER/COUNTY CLERK

NEW SERVICE FOR LIMITED-ENGLISH VOTERS:

TRANSLITERATION OF  
CANDIDATE NAMES

BACKGROUND:

Public Law 109-246 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English, Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese speaking voters. In January 2000, the Department of Justice further directed this office to transliterate the names of candidates in those languages that do not use Roman Characters. (Transliteration is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.) At that time, these languages included Chinese, Japanese and Korean.

After the 2010 Census, the following languages were included: Cambodian/Khmer, Hindi, and Thai.

In 2018 two languages were added: Armenian and Farsi.

In 2020 six languages were added: Bengali, Burmese, Gujarati, Indonesian, Mongolian, Telugu.

In 2021 one language was added: Russian.

PROCESS:

This department will transliterate your name in Armenian, Bengali, Burmese, Cambodian / Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu, and Thai. Candidates will also be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the deadline set to print translated Official Sample Ballot Booklets. Various minority community groups and news media assist this office by reviewing submitted transliterations to insure uniform name recognition within the community. Once transliterations are considered final, no further changes or submissions of transliterations are considered final, no further changes or submissions of transliteration requests will be accepted after the review period. **There will be no exceptions.**

TRANSLITERATION FORM:

All candidates will be required to file this document together with their nomination documents but no later than the last day to file these documents.

# Chapter 7



## Telephone Guide, Available Reports and Materials



## TELEPHONE GUIDE

You may obtain information about specific election services by calling toll-free and selecting the option number shown for the service requested.

### **(800) 815-2666**

**Option 1** Vote Center Information

**Option 2** Voter Registration Status

Request an Official Sample Ballot Booklet

Provisional Ballot Status

Request a Replacement Vote by Mail ballot

**Option 3** Multilingual Services

Sample Ballot Booklet translations **(800) 481-8683**

**Option 4** Election Information (To learn more about elections)

**Option 5** Voter fraud/report illegal activity (Available 24-hours)

**Option 7** To Become an Election Worker

Campaign Finance Disclosure **(562) 462-2339**  
Campaign finance statement filing  
requirements for candidates, committees,  
and office holders

Candidate Nomination Procedures **(562) 462-2317**  
(To inquire about election dates, offices  
to be filled, qualifications for office,  
nomination filing dates, and procedures)

TDD (Hearing Impaired) **(562) 462-2259**

Election Coordination **(562) 462-2912**  
(To inquire about Questionnaires,  
Recalls, and/or Ballot Label Letter  
Designations) [ecu@rrcc.lacounty.gov](mailto:ecu@rrcc.lacounty.gov)

## AVAILABLE REPORTS AND MATERIALS

**PRECINCT CONSOLIDATION REPORT** — Within the ballot group number, this report is in election precinct sequence. It displays the overall number of voters as well as the precinct numbers. It is updated every week and is accessible around seventy **(70) days** before the election.

**ELECTION WORKERS BY VOTE CENTER LOCATION** — This report provides information about vote center locations and the assigned election workers. It also indicates whether each vote center is accessible to individuals with disabilities and elderly voters. The report becomes available approximately seven **(7) days** before the election.

**STREET INDEX** — This report is generated for each election precinct and organized in alphabetical order by street address. The final list is made available fifteen **(15) days** before the election.

**TELEPHONE ANSWERING GUIDE** — This guide is designed to assist telephone operators in responding to inquiries about various types of election-related issues. It becomes available approximately seven **(7) days** before the election.

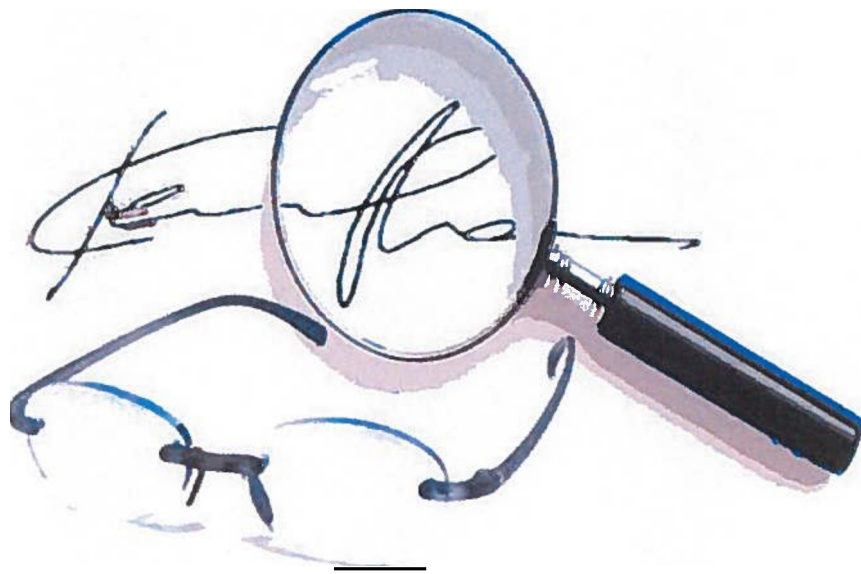
**MEDIA KIT** — Election-related information, including election night activities at the central tally location, is supplied in a media kit approximately seven **(7) days** before the election.

**VOTE CENTER MAPS** — All of the vote centers will immediately get these maps, which indicate their locations.

### COPIES OF REPORTS

- 1. Copies of these reports and guides are available to assist City Clerks with any questions, they may have regarding their municipal election.**
- 2. Please inform the executive office, the main contact for City Clerks, either in writing or by calling (562) 345-8372.**
- 3. If you would like to receive any of the above materials, please specify whether you prefer the documents to be mailed or if you'll arrange to pick them up.**

# Chapter 8



## Signature Verification Services



## SIGNATURE VERIFICATION SERVICES

To verify signatures on **petitions, candidate nomination papers, Vote-By-Mail ballot applications, and returned voted ballots**, cities can choose to contract with the Department of Registrar-Recorder/County Clerk (RR/CC) or send city staff to the:

**Registrar-Recorder/County Clerk  
Data Entry and Signature Verification Section, Room 4007  
12400 Imperial Highway  
Norwalk, California 90650**

The RR/CC will offer workspace, computer station access, and microfilm readers to view voter signatures.

1. **MICROFILM READERS** — The use of microfilm technology for signature verification by city employees is **free of charge**. If RR/CC monitoring is necessary, the city will be billed for devoted labor at the supervisor(s)' hourly rate.
2. **COMPUTER EQUIPMENT** — Cities can use our Voter Information Management System (VIMS) to have their employees validate signatures at **no cost**. If RR/CC monitoring is necessary, the city will be billed for devoted labor at the supervisor(s)' hourly rate.
3. **RESERVATIONS**—A restricted number of computer stations might be accessible to verify signatures. Cities can utilize these computers on a "first come, first served" basis. Please get in touch with the Data Entry and Signature Verification Section **at (562) 462-2371** for information regarding the availability of equipment and to make reservations.
4. **COST** — As of **July 1, 2010**, the Registrar-Recorder/County Clerk's staff have applied the following fee for signature verification services:

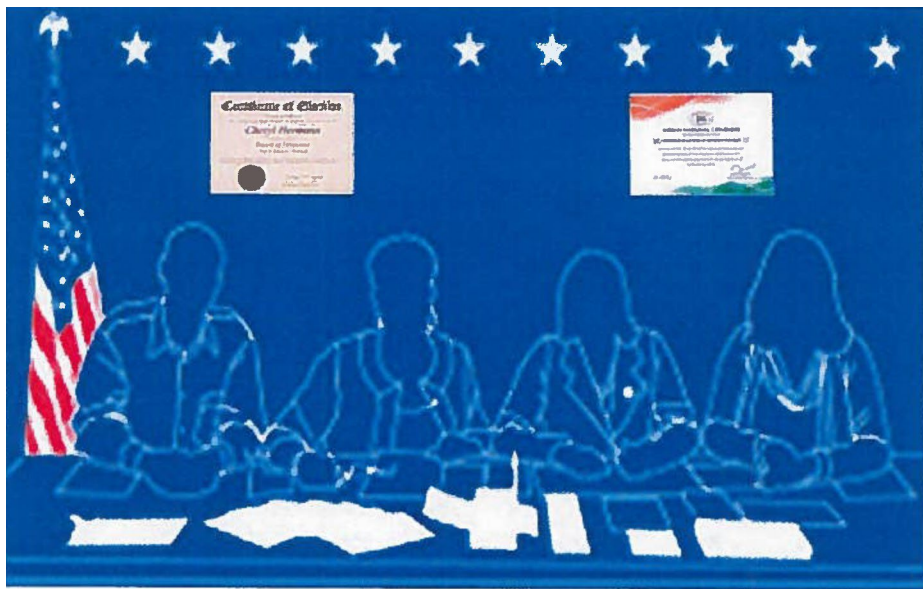
A fee of **\$0.97 per signature** applies to those available in the Voter Information Management System (VIMS), which accounts for approximately 95% of all registered voters, and

A fee of **\$2.45 per signature** applies to those not available in the Voter Information Management System (VIMS)—i.e., signatures on microfilm—which require a more labor-intensive search and represent approximately 5% of registered voters.

These costs could change at **any time without prior notice**. If you have any inquiries about the pricing, you can reach the Data Entry and Signature Verification Section at (562) 462-2371.



# Chapter 9



## Election Night Semi-Final Official Results and Certification



## **ELECTION NIGHT SEMI-FINAL OFFICIAL RESULTS AND CERTIFICATION**

**SEMI-FINAL OFFICIAL RESULTS** — The week before the election, you will receive notification of the phone numbers assigned to city clerks, candidates, and the public for contacting and obtaining semi-final election results.

All semi-final results will be released from the:

**Registrar-Recorder/County Clerk  
Ballot Processing Center  
13401 Crossroads Parkway North  
City of Industry, CA 91746**

**Semi-final results will be continuously updated and published on the Department's official website ([www.lavote.gov](http://www.lavote.gov)) throughout Election Night and the Official Canvass period.**

Vote-by-mail ballot semi-final results will be available by about 8:15 p.m. on Election Night. Precinct semi-final results will be released as ballots are processed. Bulletins are updated and results are provided approximately **every 30 minutes**, or more frequently, until the final **semi-final official results** are tallied on Election Night or early the following morning.

Precinct-level results will be available on Wednesday afternoon following the election, at the:

**Registrar-Recorder/County Clerk  
Election Information Section Counter  
2nd Floor, Room 2013**

**CERTIFICATION OF OFFICIAL RESULTS** — The Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results on **December 1, 2026**. Subsequently, the Board of Supervisors is tentatively scheduled to officially declare the election's conclusion on **December 15, 2026**.

Certificates will be mailed to City Clerks unless alternative arrangements are made. City Clerks wishing to coordinate the pickup, faxing, or mailing of their certification should contact the Election Planning Section at (562) 462-2317 to make the necessary arrangements.



# Exhibits







**LOS ANGELES COUNTY  
REGISTRAR-RECORDER/COUNTY CLERK**

**LETTER DESIGNATION FORM**

ELECTION NAME AND DATE: \_\_\_\_\_

JURISDICTION NAME: \_\_\_\_\_

MEASURE NAME: \_\_\_\_\_

County of LA Official Use Only: _____	Date Received _____	Time Received _____
---------------------------------------	---------------------	---------------------

**LETTER DESIGNATION FORM**

Please complete this form in order to select your first, second, and third letter designation choice for your jurisdiction's measure to appear on the ballot. In the event your 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice is unavailable, then please select the letter(s) designations that the jurisdiction DOES NOT want selected for its measure. The 3<sup>rd</sup> option for letter designations would be to create a unique letter designation that is not identified below using less than three letters of the alphabet. For example: County of Los Angeles USD Facilities Improvement measure could use unique letter designations such as CL, LA, LU, UC, LS.

Select your first, second, and third letter designation choice by **checking**  off and listing the designated letters below:

- |    |    |    |    |    |    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|----|----|----|----|----|
| A  | B  | C  | D  | E  | F  | G  | H  | I  | J  | K  | L  | M  |
| N  | O  | P  | Q  | R  | S  | T  | U  | V  | W  | X  | Y  | Z  |
| AA | BB | CC | DD | EE | FF | GG | HH | II | JJ | KK | LL | MM |
| NN | OO | PP | QQ | RR | SS | TT | UU | VV | WW | XX | YY | ZZ |

**CHOICES**

1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_

Select the letters that your jurisdiction **DOES NOT** want assigned to its measure by marking the letter with an X:

- |    |    |    |    |    |    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|----|----|----|----|----|
| A  | B  | C  | D  | E  | F  | G  | H  | I  | J  | K  | L  | M  |
| N  | O  | P  | Q  | R  | S  | T  | U  | V  | W  | X  | Y  | Z  |
| AA | BB | CC | DD | EE | FF | GG | HH | II | JJ | KK | LL | MM |
| NN | OO | PP | QQ | RR | SS | TT | UU | VV | WW | XX | YY | ZZ |

List the Letters here: \_\_\_\_\_  
\_\_\_\_\_

In the event that your jurisdiction's measure letter designation is not available, then you can select a unique letter designation not shown above:

**UNIQUE CHOICE**

1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_

The **last day** jurisdictions may request in writing specific letter designations for its measure is **e-83**. The letter designation selections will be approved and communicated to the jurisdictions by e-81. Letter designations are on a first come first serve basis in the order received by the Registrar-Recorder County Clerk Department, Election Coordination Unit, 12400 Imperial Highway, Second Floor, Suite 2013A, Norwalk, California 90650.

**NOTE: PLEASE USE ONE (1) FORM PER MEASURE**



**LOS ANGELES COUNTY  
REGISTRAR-RECORDER/COUNTY CLERK**

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

**BALLOT LABEL/ARGUMENTS AND REBUTTALS FORM**

ELECTION DATE: \_\_\_\_\_ MEASURE I.D. or letter (If any): \_\_\_\_\_

JURISDICTION/MEASURE NAME: \_\_\_\_\_

(Please mark (X) in the appropriate box)

<input type="checkbox"/> Direct Argument in Favor (Supporters) <b>(Word Limit Max: 300)</b>	<input type="checkbox"/> Direct Argument Against (Opponents) <b>(Word Limit Max: 300)</b>
<input type="checkbox"/> Rebuttal to Argument in Favor <b>(Word Limit Max: 250)</b> (This does not apply to the official ballot measure label.)	<input type="checkbox"/> Rebuttal to Argument Against <b>(Word Limit Max: 250)</b> (This does not apply to the official ballot measure label.)

Statements will be printed in uniform type, style and spacing according to the County's system requirements. When preparing your statement, please use block paragraphs and single space format. **Entire statements in all capital letters, bold and italics (or any combination of enhancements) are not acceptable. Indentations cannot be accommodated.** Words to be printed in **boldface type, underscored** and/or CAPITALIZED are to be clearly indicated. All statements should be checked by the authors for spelling and punctuation as the elections official is not permitted to edit any material contained therein. **NOTE:** Rebuttal arguments are **NOT** direct arguments. For example, a rebuttal to a direct argument in favor of a measure is NOT a direct argument against a measure. Please also note that rebuttal arguments are allowed only when both a direct argument for AND against a measure are filed.

**OFFICIAL BALLOT MEASURE LABEL (DO NOT LEAVE THIS AREA BLANK).**

Please provide a list of names to appear on the ballot label as Supporters or Opponents (not to exceed 125 Characters). Pursuant to Elections Code section 9170 (a)(7) if **NO** list of supporters or opponents is provided by the proponents or opponents or there are none that meet the requirements of this section, then "Supporters:" and "Opponents:" shall be followed by **"None submitted."** *Write "None submitted" if you are not submitting a list of supporters or opponents.*

**Please use this space to type your statement.** If you need additional space, please attach a typed statement to this form. Statement will be typeset in the Official Sample Ballot Booklet using a standard font and size determined by the County.

**ALL AUTHORS MUST SIGN ON THE REVERSE SIDE**

Election's Official Use Only:				Time Stamp
Number of Words	Number of Characters	Project Code Number	Election Deputy	
<b>Comments:</b>				

**Exhibit B cont'd**

**DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS**

All arguments concerning measures filed pursuant to Division 9, Section 9600 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Official Sample Ballot Booklet. The Author(s) may also be listed as Supporter(s) or Opponent(s) on the Official Ballot Measure Label, if they are listed on this form under the "Official Ballot Measure Label" on page 1. Supporter(s)/Opponent(s) **MUST** be a signer/author listed below of a direct argument For or Against a measure.

The undersigned signer(s)/author(s) of the:

<input type="checkbox"/> Direct Argument in Favor (Supporters)	<input type="checkbox"/> Direct Argument Against (Opponents)
<input type="checkbox"/> Rebuttal to Argument in Favor	<input type="checkbox"/> Rebuttal to Argument Against

of ballot measure (Name and/or letter): \_\_\_\_\_

Jurisdiction Name & Title of Election: \_\_\_\_\_

to be held on (Date of the Election): \_\_\_\_\_

hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.

List by Priority	<input type="checkbox"/> NON-PROFIT ORGANIZATION	<input type="checkbox"/> BUSINESS <input type="checkbox"/> ASSOCIATION	<input type="checkbox"/> INDIVIDUAL W/TITLE <input type="checkbox"/> INDIVIDUAL NO TITLE	SIGNATURE	DATE
1	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				
2	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				
3	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				
4	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				
5	NAME (PRINT):				
	TITLE (PRINT):				
	BALLOT LABEL ABBREVIATED NAME/TITLE:				
	ADDRESS:				
	ATTESTATION ATTACHED?				

**CONTACT INFORMATION**

**IMPORTANT FILING INFORMATION:** I, \_\_\_\_\_ am the designated filer of the above titled argument/rebuttal. Please contact me using the information below, if there are any questions pertaining to this filing.

Mailing Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ (Daytime Phone) \_\_\_\_\_ (Evening Phone) \_\_\_\_\_ (Fax)

Exhibit C

**OFFICIAL BALLOT MEASURE LABEL**  
**Supporters/Opponents Guidelines**

Pursuant to Assembly Bill No. 1416, dated September 29, 2022, amended Sections 303, 9050, 9051, 9053, 13282, and added 9107. Jurisdictions for Local and Statewide Measures if applicable, shall provide Election Officials with a list of Supporters and or Opponents (*i.e., nonprofit organizations, businesses, or individuals*) taken from the list of Supporters and or Opponents as part of the ballot label. The criteria for the ballot label are as follows:

- Listing is limited to 125 characters (**Spaces, Commas, Semicolons, and other characters are included in the count**).
- Listing is limited to five (5) Supporters and or Opponents.
- To be within the limit of 125 characters, names may be shortened, and acronyms may be used (**Please note if the list provided is over the limit, the Election Official may shorten or remove name(s) from the list to meet criteria**).
- The list provided must be in ranking order from 1 to 5 (**This will ensure names with high ranking are not removed by the Election Officials if adjustments are required to meet the 125-character criteria**).
- Measures that share Counties shall not include a list of supporters or Opponents if the other County with the same measure does not include a list of supporters or opponents.
- If a listing is not provided or none meet the requirements, **“None Submitted”** will be listed in place of names.

The sample below shows how the ballot text (label), supporters, and opponents will appear on both the official and sample ballots. The word count displayed by the software Word is also included.

**G COUNTY MEASURE G**  
Vote **YES** or **NO**

**PROPOSED COUNTY CHARTER AMENDMENT.** LOS ANGELES COUNTY GOVERNMENT STRUCTURE, ETHICS AND ACCOUNTABILITY CHARTER AMENDMENT. Shall the measure amending the Los Angeles County Charter to create an elected County Executive; create an independent Ethics Commission to increase restrictions on lobbying and investigate misconduct; establish a nonpartisan Legislative Analyst to review proposed County policies; increase the Board of Supervisors from five to nine elected members; require County departments to present annual budgets in public meetings; using existing funding sources with no additional taxes to implement, as detailed in the charter amendment ordinance, be adopted?

**Supporters:** None submitted. **Opponents:** LA County Firefighters & Sheriffs; Community Coalition; LA County Supervisors Kathryn Barger & Holly J. Mitchell

**YES on Measure G**

---

**NO on Measure G**

Statistics:	
Pages	1
Words	20
Characters (no spaces)	106
Characters (with spaces)	125
Paragraphs	0
Lines	2
<input checked="" type="checkbox"/> Include textboxes, footnotes and endnotes	
Close	

**Supporters:** None submitted.  
**Opponents:** LA County Firefighters & Sheriffs; Community Coalition; LA County Supervisors Kathryn Barger & Holly J. Mitchell

## Exhibit D

### HOW TO COMPLETE THE ARGUMENTS AND REBUTTALS FORM INCLUDING THE OFFICIAL BALLOT MEASURE LABEL

### INSTRUCTIONS FOR COMPLETING THIS FORM



DEAN C. LOGAN  
Registrar-Recorder/County Clerk



#### ARGUMENTS, REBUTTALS, AND BALLOT LABEL FORM STEPS:

<input type="checkbox"/>  <span style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; width: 30px; height: 30px; text-align: center; line-height: 30px;">1</span>	<p><b>Election Date:</b></p> <p>This is the date the election will be held for the measure.</p>
<input type="checkbox"/>  <span style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; width: 30px; height: 30px; text-align: center; line-height: 30px;">2</span>	<p><b>Measure I.D. (if any):</b></p> <p>The measure I.D. is the measure letter assigned to the measure. This letter may not yet be available at the time of the filing of your Arguments/Rebuttals form submission. The letter can be added after the filing or the County may provide you with a temporary I.D. to identify the measure.</p>
<input type="checkbox"/>  <span style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; width: 30px; height: 30px; text-align: center; line-height: 30px;">3</span>	<p><b>Jurisdiction:</b></p> <p>The name of the school district, special district, county office, or authority that has placed the measure on the ballot.</p>
<input type="checkbox"/>  <span style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; width: 30px; height: 30px; text-align: center; line-height: 30px;">4</span>	<p><b>Please mark (X) in the appropriate box; there are four (4) purposes for using this form:</b></p> <p><input type="checkbox"/> Direct Argument in Favor (Supporters): Select this option if you are an “Author” filing an argument to support the measure.</p> <p><input type="checkbox"/> Direct Argument Against (Opponents): Select this option if you are an “Author” filing an argument against the measure.</p> <p><input type="checkbox"/> Rebuttal to Argument in Favor: Select this option, if your Direct Argument Against <u>a</u> measure was <b>selected</b> to appear on the ballot. If your direct argument against was selected, then you may file a rebuttal to the Direct Argument in Favor.</p> <p><input type="checkbox"/> Rebuttal to Argument Against: Select this option, if your Direct Argument in Favor was <b>selected</b> to appear on the ballot. If your argument in favor was selected, then you may file a rebuttal to the “Direct Argument Against.”</p>
<input type="checkbox"/>  <span style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; width: 30px; height: 30px; text-align: center; line-height: 30px;">5</span>	<p><b>OFFICIAL BALLOT MEASURE LABEL:</b></p> <p>This area of the form is <b>MANDATORY</b> to complete if you want to <b>ADD</b> the names of organizations, associations, non-profits, and/or businesses, including names and titles of individuals who are representing organizations, associations, non-profits, and/or businesses within <b>125 CHARACTERS</b> to the <b>FACE</b> of the ballot directly under the 75-word measure question. Individuals without any associations <b>cannot</b> include their titles, names only. Please see additional requirements on the following page for Election Code section 9170. If you do not want to add a list of supporters or opponents to the “Official Ballot Measure Label” then “None submitted” will have to be added pursuant to Election Code section 9170. For the purposes of accurately displaying the ballot measure label as identified by the “Authors” of the Direct Argument in Favor and the Direct Argument Against, the “Authors” must write the words “NONE SUBMITTED” in this area of the form if they do not want to provide a “LIST OF SUPPORTERS”. The LIST OF SUPPORTERS can only be the Authors of the Direct Argument in Favor or Direct Argument Against. If you are over the 125 character limit, the elections official will allow you to make changes up until the deadline for filing of the direct argument for or against the measure. If the measure is shared between counties, the counties shall not include the ballot label unless both counties have authorized to this option.</p>
<input type="checkbox"/>  <span style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block; width: 30px; height: 30px; text-align: center; line-height: 30px;">6</span>	<p><b>Please use this space to type your statement.:</b></p> <p>This is the space where you can complete your statement of arguments in favor, arguments against, and rebuttal arguments within the required word limit.</p>






## Exhibit D cont'd

Continue on next page

### DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS INCLUDING THE OFFICIAL BALLOT LABEL SUPPORTERS/ OPPONENTS

<input type="checkbox"/>  <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">7</div>	<p><b>The undersigned author(s) of the:</b></p> <p><input type="checkbox"/> Direct Argument in Favor (Supporters): Select this option if you are filing an argument to support the measure.</p> <p><input type="checkbox"/> Direct Argument Against (Opponents): Select this option if you are filing an argument against the measure.</p> <p><input type="checkbox"/> Rebuttal to Argument in Favor: Select this option, if your argument against the measure was selected to appear on the ballot. If your argument against was selected, then you may file a rebuttal to the Argument in Favor.</p> <p><input type="checkbox"/> Rebuttal to Argument Against: Select this option, if your Direct Argument in Favor was selected to appear on the ballot. If your argument in favor was selected, then you may file a rebuttal to the Argument Against.</p>
<input type="checkbox"/>  <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">8</div>	<p><b>Of ballot measure:</b></p> <p>The name of the ballot measure found on the Measures to Appear on the Ballot under the authority that placed the ballot measure on the ballot. If the measure letter is available at the time of filing, that can be included in this area.</p>
<input type="checkbox"/>  <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">9</div>	<p><b>Jurisdiction Name and Title of Election:</b></p> <p>Include the name of the city, school, special district, or county that has placed the measure on the ballot. Also, include the title of the election, Primary, General, Special Municipal, etc.</p>
<input type="checkbox"/>  <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">10</div>	<p><b>To be held on (Date of Election):</b></p> <p>The date of the election when the measure will appear on the ballot.</p>
<input type="checkbox"/>  <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">11</div>	<p><b>Hereby state that such argument or rebuttal written on page one (1) is true and correct to the best of his/her/their knowledge and belief by my (our) signatures below:</b></p> <p>This sentence is to state that the authors who sign below acknowledge the arguments for or against, rebuttals, or supporters and opponents are true and correct. The signatures below and next to the authors information certify this statement being true and correct.</p>
<input type="checkbox"/>  <div style="border: 2px solid orange; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">12</div>	<p><b>List by Priority and Association, Business, Non-Profit Organization, &amp; Individual Only:</b></p> <p><b>1)</b> List the names of the authors by priority to appear in the sample ballot starting with number one (1). <b>2)</b> Mark the box which describes who is filing the argument for/against/rebuttal/supporter of the measure/opponent of the measure. <b>3)</b> Complete the section labeled Individual Name with the author who is representing an association, business, non-profit organization or an individual who is <b>NOT</b> representing an organization or business. <b>4)</b> If the individual is representing an organization, business, association, then complete the <b>Individual Title</b> area. <b>5)</b> Individuals with no association cannot include a title, so they would leave this blank. <b>6)</b> Associations, Businesses, organizations, and Individuals with associations must include the name of the Association/Business/Organization in the <b>Business/Association Name</b> area. <b>7)</b> For the authors who opted to include a <b>Ballot Label</b> to the face of the ballot, complete the <b>Ballot Label Name/Title</b> area. <b>8)</b> This area assists the county with identifying the author to the ballot label name, which can be abbreviated (please see election field code section 9170 for additional requirements and restrictions). <b>9)</b> Include your <b>address</b> in the address field.</p>

## Exhibit D cont'd

<input type="checkbox"/>  13	<p><b>CONTACT INFORMATION:</b></p> <p>Complete this area with the designated filer's name, mailing address, email address, contact phone numbers for day and night, and you may include a fax number if it's available. The designated filer should be able to answer any questions regarding the submission of the filing and its contents.</p>
<input type="checkbox"/>  14	<p><b>BALLOT LABEL-SUPPORTERS AND OPPONENTS ATTESTATION FORM:</b></p> <p>This form is in lieu of your organization, business, or association having to create a letter attesting to the support or opposition of a measure and to attest that an individual in your organization, business, or association can list their name and title as a supporter or opponent on the ballot label because they represent your organization, business, or association. 1) complete the "Name of Representative" who is authorized to be an author on the measure and therefore be a supporter or opponent listed under the 75-word question the face of the ballot. 2) Complete the "Title of the Representative". This would be their official title as an employee of your organization, business, association. 3) Complete the "Association/ Business/Organization name 4) Select how you are filing your "Direct Argument". Only authors of the "Direct Argument" can be listed as a supporter or opponent. 5) Section B: Select all that apply to your filing 6) Complete the "Attestation of Authors" and select all that apply to your filing.</p>
<input type="checkbox"/>  15	<p><b>CHECKLIST FOR ARGUMENTS FOR/AGAINST AND OFFICIAL BALLOT LABEL:</b></p> <p>This area provides more details regarding the requirements and restrictions of the official ballot measure label and arguments for and against measures pursuant to Elections Code section 9170.</p>
<input type="checkbox"/>  16	<p><b>SAMPLE of the SAMPLE BALLOT and the BALLOT LABEL FACE:</b></p> <p>This area provides more details regarding the requirements and restrictions of the official ballot measure label and arguments for and against measures pursuant to Elections Code section 9170.</p>
<input type="checkbox"/>  17	<p><b>INSTRUCTIONS TO COMPLETE THIS FORM.</b></p>

Continue on next page.

## Exhibit E

### CHECKLIST FOR OFFICIAL BALLOT LABEL

The **proponents** [Signers/Authors/Supporters] of the measure and the **opponents** [Signers/Authors] of the measure shall provide the list of supporters described in paragraph (1) of subdivision (a) of Elections Code section 9170, to the elections official when submitting arguments (by the prescribed deadline of the elections official) **supporting** the measure or list of opponents described in paragraph (1) of subdivision (b) to the elections official when submitting the arguments (by the prescribed deadline of the elections official) **opposing** the measure.

If **NO** list of supporters is provided by the proponents or there are none that meet the requirements of this section, then "Supporters:" shall be followed by "**None submitted.**" If **NO** list of opponents is provided by the opponents or there are none that meet the requirements of this section, then "Opponents:" shall be followed by "**None submitted.**"

After the text "Supporters:" AND after the text "Opponents:", a listing of associations, nonprofit organizations, businesses, or individuals taken from the **SIGNERS** or the text of the **Argument in Favor** of the measure or **Argument Against** the measure printed in the voter information guide [Sample Ballot Booklet] can be used for the list of Supporters and the list of Opponents provided by the proponents and opponents to the elections official. (Please see the instructions on where to provide your list on the Argument for and Against form).

An association, nonprofit organization, business, or individual shall not be listed [as a supporter on the ballot label] unless they support the measure and an association, nonprofit organization, business, or individual shall not be listed [as an opponent on the ballot label] unless they oppose the measure. (Please see the attestation form provided for additional instructions).

The list of supporters shall not exceed **125 characters** in length AND the list of opponents shall not exceed **125 characters** in length.

Spaces, commas, semicolons, and other characters count towards the **125-character limit** in paragraphs (1) and (2) pursuant to E.C. 9170 (5). Each supporter shall be separated by a semicolon and each opponent shall be separated by a semicolon.

The name of an association, nonprofit organization, or business included in the list of supporters and opponents as required by this section may be shortened by the proponents or opponents who submit it using acronyms, abbreviations, or by leaving out words in their name, as long as doing so would not confuse voters with another well-known organization or business that did not take the same position on the ballot measure (e.g., "Hot Air Balloon Flyers of Montana Education Fund" may be shortened to "Hot Air Balloons Montana"). (E.C. 9170 (6))

#### **PROHIBITIONS AND ATTESTATIONS**

**A supporter or opponent shall not be listed pursuant to paragraph (1) or (2) of e.c. 9170, unless it IS one of the following:**

An association, nonprofit organization, or business that was **NOT** originally created as a committee described in Section 82013 of the Government Code and that has been in existence for at least four years.

A current or former elected official, who may be listed with the official's title (e.g., "State Senator Mary Smith," "Assembly Member Carlos Garcia," or "former Eureka City Council Member Amy Lee"). These titles may be shortened (e.g. "Senator" or "Sen." for "State Senator" or "Asm." for "Assembly Member").

An individual who is **NOT** a current or former elected official may be listed **ONLY** with the **individual's first and last name** and an honorific (e.g., "Dr.," "M.D.," "Ph.D.," or "Esquire"), with **NO other title or designation**, unless it is a title representing an association, nonprofit organization, or business that meets the requirements of subparagraph (A) or (B) and that is eligible to be listed under paragraph (1) if the individual supports the measure or under paragraph (2) if the individual opposes the measure. [Please see the attestation form.]

A supporter or opponent shall not be listed pursuant to paragraph (1) or (2) if the supporter or opponent is a political party or is representing a political party.

Exhibit F



**LOS ANGELES COUNTY  
REGISTRAR-RECORDER/COUNTY CLERK**

**AUTHORIZATION FOR ANOTHER PERSON TO SIGN  
REBUTTAL ARGUMENT**

(Elections Code Sections 9167, 9317 & 9504)

I, \_\_\_\_\_ authorize the person listed below to  
(Print name of **AUTHOR** of the Argument)

sign the rebuttal to the argument       in favor       against      Measure \_\_\_\_\_  
(Check one)      (Letter)

for the \_\_\_\_\_ election to be  
(Jurisdiction)

held on \_\_\_\_\_  
(Date)

Any Author of the Argument may be replaced with another author to sign the Rebuttal.

\_\_\_\_\_  
(Print name of Rebuttal Author)

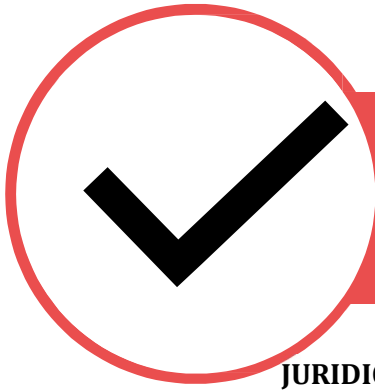
\_\_\_\_\_  
(Signature of Rebuttal Author)

\_\_\_\_\_  
(Title to appear on Rebuttal)

Signature of Argument Author: \_\_\_\_\_

Date: \_\_\_\_\_

**Attach this form to the "Declaration by Authors Form" submitted with the Rebuttal Argument.**



# MEASURE RESOLUTION CHECKLIST

STEPS FOR PLACING A MEASURE ON THE BALLOT

JURISDICTION NAME: \_\_\_\_\_ DATE OF ELECTION: \_\_\_\_\_

NUMBER OF PROPOSED MEASURES: \_\_\_\_\_

- Return Roster of Officeholders for Local Jurisdictions sent from RRCC
- Hold governing board meeting for adoption of Resolution proposing a measure: \_\_\_\_\_ (DATE)
  - Call the election (see page 1)
  - Request consolidation and services with other elections (see page 1)
  - Include abbreviated measure text (must match all parts of the resolution where mentioned)
    - Text is 75 words or less
    - Body is **not** entirely boldface/uppercase/italicized
  - List the vote passage requirement for the measure (2/3, 55%, majority, etc.)
  - Include full text of the measure
  - Include language specifying reimbursement to the county for all incurred election expenses
  - Include Tax Rate Statement (if Bond Measure)
  - Indicate boundary changes (if applicable, provide map)
    - Map provided to RRCC: \_\_\_\_\_ (DATE)
  - Execute Resolution (affix appropriate signatures)
- Advise RRCC on desired ballot sequence for multiple measures (if applicable)
- Submit original Resolutions to the Board of Supervisors no later than 88 days before the election: \_\_\_\_\_ (DATE)
- Submit Resolution copies to the RRCC no later than 88 days before the election: \_\_\_\_\_ (DATE)
- Submit Letter Designation form to RRCC no later than 83 days before the election: \_\_\_\_\_ (DATE)
- Submit Arguments (if any) no later than 81 days before the election: \_\_\_\_\_ (DATE)
- Submit Rebuttals (if any) no later than 71 days before the election: \_\_\_\_\_ (DATE)



# 2026

## JANUARY

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## FEBRUARY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## MARCH

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## APRIL

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MAY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JUNE

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## JULY

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## AUGUST

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## SEPTEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## OCTOBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## NOVEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## DECEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		