

CITY OF MONTEREY PARK, AND
THE CITY COUNCIL ACTING ON BEHALF OF THE SUCCESSOR
AGENCY OF THE FORMER REDEVELOPMENT AGENCY
AGENDA

REGULAR MEETING
Monterey Park City Hall Council Chambers
320 West Newmark Avenue, Monterey Park, Ca 91754

WEDNESDAY
June 19, 2013
7:00 PM

MISSION STATEMENT

**The mission of the City of Monterey Park is to provide excellent services
to enhance the quality of life for our entire community.**

Staff reports, writings, or other materials related to an item on this Agenda, which are distributed to the City Council/Agency Board less than 72 hours before this scheduled meeting shall be available for public inspection in the City Clerk's Office located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours. Such staff reports, writings, or other materials are also on the City's website subject to staff's ability to post the materials before the meeting. The City's website is located at <http://ci.monterey-park.ca.us/home/index.asp>. Copies of staff reports and/or written documents pertaining to any item on the Agenda are on file in the Office of the City Clerk and are available for public inspection during regular business hours.

PUBLIC COMMENTS ON AGENDA ITEMS

Any member of the public wishing to address the City Council regarding any item on this Agenda will need to fill out a speaker card and then please return it to the City Clerk prior to the announcement of the Agenda Item.

Speakers are afforded five (5) minutes per individual on each published agenda item. The Public will be allowed consolidation with another speaker's time not to exceed two (2) minutes for each speaker wishing to forego his or her opportunity. However in the interest of ensuring that all members of the Public have an equal opportunity to participate, a single speaker cannot speak for more than ten (10) minutes on the individual Agenda item. In the event that there are a large number of speakers on a particular agenda item, the Council may in the interest of being able to timely conduct business reduce the amount of time allotted to each speaker and/or limit the total amount time allowed for speakers to address the agenda item. At the conclusion of that period of time, the speaker will be asked to please conclude their remarks so that the next speaker may begin their comments.

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call City Hall, (626) 307-1359. Please notify the City Clerk's Office twenty-four hours prior to the meeting so that reasonable arrangements can be made to ensure availability of audio equipment for the hearing impaired. Council Chambers are wheelchair accessible.

PLEASE NOTE that this Agenda includes items considered by the City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency, and the Successor Housing Agency which dissolved February 1, 2012. Successor Agency matters will include the notation of "SA" next to the Agenda Item Number. Housing Successor Agency will include the notation of "HSA" next to the Agenda Item Number.

CALL TO ORDER Mayor
FLAG SALUTE The Monterey Park Police Explorers
ROLL CALL Peter Chan, Mitchell Ing, Hans Liang, Teresa Real Sebastian, and Anthony Wong

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

Any individual wishing to address the Council under Oral and Written Communications needs to complete a Speaker Card provided by the City Clerk and then please return it to the City Clerk prior to the City Council taking up this item.

The City Clerk will call members of the public that have submitted speaker cards. The City Clerk will call the public in the same order that the speaker cards are received except that the Clerk may group and present the speaker cards by first calling all persons in favor of an issue and all persons opposed, and finally those with neutral comments.

Items on the Consent Calendar are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Council Member/Agency Member or citizen so requests, in which event the item is removed from the Consent Calendar and considered separately. Individuals wishing to address the City Council/Agency on any item must first complete a speaker card provided by the City Clerk and must return it to the City Clerk prior to the Council's/Agency's consideration of the Consent Calendar. The City Clerk will not accept cards after the item has been taken up. Time limit for individual comments is five minutes.

Consent Calendar – Approval By Minute Motion

SUCCESSOR AGENCY CONSENT CALENDAR ITEMS 1-3

1. SUCCESSOR AGENCY RESOLUTIONS, DEMANDS, PROGRESS PAYMENTS AND INTERFUND TRANSFERS

It is required that the City Council (acting on behalf of the Successor Agency) approve all disbursements.

Recommendations: It is recommended that the City Council (acting on behalf of the Successor Agency)

- (1) approve payment of warrants and adopt Resolution No. _____ of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated **June 19, 2013 totaling \$5,992.40** and specifying the funds out of which the same are to be paid; and
- (2) take such additional, related, action that may be desirable.

2. SUCCESSOR AGENCY INVESTMENT REPORT AS OF MAY 2013

In accordance with the City's Investment Policy, a monthly investment report is presented to the City Council disclosing types of investments, dates of maturities, amounts of deposits, rates of interest, and for securities with a maturity of more than 12 months, current market values.

Recommendations: It is recommended that the City Council

- (1) Receive and file the investment report as of May 2013; and
- (2) take such additional, related, action that may be desirable.

3. SUCCESSOR AGENCY MINUTES

Approval of Minutes from the regular meetings of May 1, 2013 and May 15, 2013 of the Successor Agency to the former Monterey Park Redevelopment Agency.

Recommendations: It is recommended that the City Council (acting on behalf of the Successor Agency)

- (1) approve the minutes from the Successor Agency to the former Monterey Park Redevelopment Agency regular meetings of May 1, 2013 and May 15, 2013; and
- (2) take such additional, related, action that may be desirable.

PRESENTATION: STRATEGIC PLANNING UPDATE

ORAL AND WRITTEN COMMUNICATIONS

Any individual wishing to address the Council under Oral and Written Communications needs to complete a Speaker Card provided by the City Clerk and then please return it the City Clerk prior to the City Council taking up this item.

The City Clerk will call members of the public that have submitted speaker cards. The City Clerk will call the public in the same order that the speaker cards are received except that the Clerk may group and present the speaker cards by first calling all persons in favor of an issue and all persons opposed, and finally those with neutral comments.

CITY OF MONTEREY PARK CONSENT CALENDAR ITEMS 4-17

4. RESOLUTIONS, DEMANDS, PROGRESS PAYMENTS AND INTERFUND TRANSFERS

It is required that the City Council approve all disbursements.

Recommendations: It is recommended that the City Council

- (1) Approve payment of warrants and adopt Resolution No. _____ allowing certain claims and demands per Warrant Register dated **June 19, 2013 Totaling \$1,542,546.95** and specifying the funds out of which the same are to be paid; and
- (2) take such additional, related, action that may be desirable.

5. INVESTMENT REPORT AS OF MAY 2013

In accordance with the City's Investment Policy, a monthly investment report is presented to the City Council disclosing types of investments, dates of maturities, amounts of deposits, rates of interest, and for securities with a maturity of more than 12 months, current market values.

Recommendations: It is recommended that the City Council

- (1) Receive and file the investment report as of May 2013; and
- (2) take such additional, related, action that may be desirable.

6. MINUTES

Approval of Minutes from the regular meetings of May 1, 2013 and May 15, 2013 and the special meeting of May 7, 2013.

Recommendations: It is recommended that the City Council:

- (1) approve the minutes from the regular meetings of May 1, 2013 and May 15, 2013 and the special meeting of May 7, 2013; and
- (2) take such additional, related, action that may be desirable.

7. FIRE STATION 61 APPARATUS FLOOR RESURFACING

The project involves removal of the worn out surface coating, repairs to underlying cracks in the concrete floor, and application of a self-leveling polyurethane-cement project on the main apparatus floor, three adjoining utility rooms, and an adjoining garage at Fire Station No. 61.

Recommendations: It is recommended that the City Council consider

- (1) Award the contract for the Fire Station 61 Apparatus Floor Resurfacing to the lowest bidder, Lennova of Cerritos, in the amount of \$46,187.05;
- (2) Authorize the Public Works Director to approve construction change orders up to \$4,619 (up to ten percent of construction contract amount) for this project, and
- (3) Authorize the City Manager, or his designee, to execute the contract on behalf of the City; and
- (4) take such additional, related, action that may be desirable.

8. BARNES POOL FILTERS REPLACEMENT

The project involves the removal and replacement of seven filters at Barnes Park Swimming Pool which are over 15 years old and can no longer be repaired. The new filters should last another 15 years.

Recommendations: It is recommended that the City Council:

- (1) Adopt Resolution No. ____ authorizing staff to advertise the Barnes Pool Filters Replacement for bids; and
- (2) take such additional, related, action that may be desirable.

9. CARBON CHANGE OUT OF WELLS 5 VOC TREATMENT PLANT

The Water Utility Division currently treats its water to remove Volatile Organic Compounds (VOC's) for Wells 1, 3, 5, 9, 10, 12, 15 and Fern. These compounds are removed by using granular activated carbon contained in the vessel trains, through which the water passes. Recently, the VOC Tetrachloroethylene was detected at the effluent of the Well 5 Treatment Plant which indicated that a change out will be required shortly.

Recommendations: It is recommended that the City Council:

- (1) Authorize the City Manager to execute an agreement, in a form approved by the City Attorney, to purchase 40,000 pounds of GAC from the Carbon Activated Corporation in an amount not to exceed \$45,634.40, which includes a ten percent contingency; and
- (2) take such additional, related, action that may be desirable.

10. 2013 SIDEWALK REPAIRS

The project involves the removal and replacement of concrete sidewalk at approximately 130 locations city wide to repair damaged sidewalk sections uplifted by street trees and infilling missing sidewalk sections.

Recommendations: It is recommended that the City Council:

- (1) Award the contract for the 2013 Sidewalk Repairs to the lowest bidder, FS Construction of Sylmar, in the amount of \$61,830.00;
- (2) Authorize the Public Works Director to approve construction change orders up to \$6,183 (up to ten percent of construction contract amount) for this project;
- (3) Authorize the City Manager, or designee, to execute the contract on behalf of the City. In addition, authorize the City Manager to execute any amendments, in a form approved by the City Attorney, to the contract with FS Construction of Sylmar to include additional locations up to a total contract amount of \$150,000; and
- (4) take such additional, related, action that may be desirable.

11. PROFESSIONAL SERVICES AGREEMENT WITH PHOENIX CIVIL ENGINEERING, INC. TO UPDATE THE WASTEWATER MASTER PLAN

This project consists of thoroughly compiling information on the existing and future sewer system and continue with successful operations of the wastewater collection system and provide a current master plan for rate justification.

Recommendations: It is recommended that the City Council:

- (1) Authorize the City Manager to execute an agreement with Phoenix Civil Engineering, Inc. in a form approved by the City Attorney, for an amount not to exceed \$37,070; and
- (2) take such additional, related, action that may be desirable.

12. PARCEL MAP NO. 70872 (309 W. HAMPTON AVENUE)

The final map for Parcel Map No. 70872 has been prepared and reviewed for conformance with all pertinent requirements. Staff is recommending approval of the final map.

Recommendations: It is recommended that the City Council:

- (1) Approve the final map and authorize the necessary signatures; and
- (2) take such additional, related, action that may be desirable.

13. NOTICE OF COMPLETION -- SIDEWALK RECONSTRUCTION ON COLLEGIAN AVENUE

The project involved the removal and reconstruction of the sidewalk and curb and gutter on the east side of Collegian Avenue between Cesar Chavez Avenue and Floral Drive. The work included the removal and replanting of street trees; construction of new driveway approaches, ADA curb ramps, tree wells; and adjusting utility boxes to grade. The project also included a rubberized asphalt pavement overlay of the eastern side of the roadway, joining the off-site street improvements completed by East Los Angeles College.

Recommendations: It is recommended that the City Council:

- (1) Accept the Sidewalk Improvements on Collegian Avenue completed by EC Construction;
- (2) Authorize staff to file a Notice of Completion with the Los Angeles County Recorder's Office and pay the final retention 35 days thereafter;
- (3) Authorize the allocation of an additional \$29,000 in Measure R funds to cover the final cost of the project; and
- (4) take such additional, related, action that may be desirable.

14. FIRST AMENDMENT TO THE ORIGINAL AGREEMENT OF CONTRACTING CUSTODIAL SERVICES FOR BUSINESS IMPROVEMENT DISTRICT NO. 1 (BID)

Chrysalis has been providing services to the downtown for one year with basic maintenance five times a week such as sweeping all sidewalks; cleaning trash receptacles; removing trash, cigarette butts and debris from tree wells and other landscape areas; disposing of all trash from area (excluding trash receptacles) into city dumpster; wiping down benches and furniture as needed; and removing graffiti as needed from the public area.

Recommendations: It is recommended that the City Council:

- (1) Authorize the City Manager to execute an amendment to the existing agreement with Chrysalis Enterprises, in a form approved by the City Attorney, to extend the term for an additional year for the amount of \$58,992; and
- (2) take such additional, related, action that may be desirable.

15. SECOND AMENDMENT TO THE CONTRACT FOR CDBG/HOME (COMMUNITY DEVELOPMENT BLOCK GRANT/HOME INVESTMENT PARTNERSHIP PROGRAM) WITH JWA URBAN CONSULTANTS

Each year the City receives Community Development Block Grant and HOME funds from the United States Department of Housing and Urban Development. Under this federal program, the City is obligated to spend HOME Investment Partnership Program Funds exclusively to create affordable housing for low-income households.

Recommendations: It is recommended that the City Council:

- (1) Authorize the City Manager to execute the Second Amendment to the agreement on behalf of the City, in a form approved by the City Attorney, with JWA Urban Consultants, Inc., in the amount not to exceed \$79,000 for professional services to be performed in Fiscal Year 2013-14; and
- (2) take such additional, related, action that may be desirable.

16. AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH TRANSTECH ENGINEERS, INC.

At the City Council Meeting of December 5, 2012, the Council authorized the City Manager to award a contract to Transtech Engineers, Inc. to provide interim staff for various positions in Public Works and Community Development. Continued services are required during the recruitment process.

Recommendations: It is recommended that the City Council:

- (1) Authorize the City Manager to execute an amendment to the agreement, not to exceed \$750,000 with Transtech Engineers, Inc. in a form approved by the City Attorney; and
- (2) take such additional, related, action that may be desirable.

17. WEB-BASED LAND MANAGEMENT SYSTEM HOSTED SOFTWARE SUBSCRIPTION WITH ACCELA, INC.

The software will streamline the planning and development process and ensure that existing and proposed land use complies with zoning designations, building codes and other laws; track and manage entitlements, historical and environmental issues; plan and departmental reviews from planning through certificate of occupancy and simplify the permit process; and manage the City's entire permitting process including application check-in, plan reviews, fee calculation and collection, inspections, sign-offs, task lists, and more.

Recommendations: It is recommended that the City Council:

- (1) Award the permitting software contract to Accela, Inc. for \$407,454.00 over the next five years;
- (2) Authorize the City Manager to execute an agreement with Accela, Inc. in a form approved by the City Attorney; and
- (3) take such additional, related, action that may be desirable.

PUBLIC HEARING

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

18. SECOND AMENDMENT TO EMPLOYMENT AGREEMENT (NO. 1683A) BETWEEN THE CITY OF MONTEREY PARK AND PAUL L. TALBOT

On May 29, 2013, the City Council met in closed session to negotiate potential changes to the City Manager's contract. The City Manager's current contract expires at the end of November 2013. The Council directed that the City Attorney prepare a staff report for the June 19, 2013, City Council Meeting that would allow the Council to consider providing the City Manager with a three year contract extension commencing on July 1, 2013 and also increase his annual salary to \$190,000.

Recommendations: It is recommended that the City Council

- (1) Approve an amendment to the City Manager's Contract, in a form approved by the City Attorney, to be executed by the Mayor which shall extend the term of the City Manager's contract through July 31, 2016 and increase his salary to \$190,000 per year; and
- (2) take such addition, related, action that may be desirable.

19. FISCAL YEAR 2013-2014 ANNUAL BUDGET

With a balanced General Fund budget, City staff will implement various programs and projects that significantly improve services to the citizens and the community. These efforts are consistent with the City Mission Statement and the City Council's priorities and policy direction.

Recommendations: It is recommended that the City Council

- (1) Adopt Resolution No. ____ of the City Council and the City Council Acting on behalf of the Successor Agency, adopting the Fiscal Year 2013-2014 Final Operating Budget for the City of Monterey Park and the City Council and the Successor Agency adopting the Fiscal Year 2013-2014 Capital Improvement Budget and;
- (2) take such addition, related, action that may be desirable.

COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

20. COMMISSIONS, BOARDS AND COMMITTEES (Requested by Council Member Chan)

At the June 5, 2013 regular meeting, the City Council considered introducing an ordinance and resolution affecting the City's various commissions, boards, and committees. The City Council did not take action regarding that matter; Council member Chan was absent at that time. Council Member Chan asked that the matter be reconsidered by the City Council.

Recommendations: It is recommended that the City Council:

- (1) introduce and waive first reading of Ordinance No. _____amending Monterey Park Municipal Code Chapter 2.82 in its entirety regulating general requirements for City Commissions, Boards and Committees; amending regulations affecting the Design Review Board; and repealing Monterey Park Municipal Code sections relating to certain City Commissions, Boards, and Committees;
- (2) Adopt Resolution No. _____ establishing various Boards and Commissions in accordance with Chapter 2.82 of the Monterey Park Municipal Code; and
- (3) take such additional, related, action that may be desirable.

Council communications and committee reports from Council Representatives of specific organizations

CLOSED SESSION

None.

ADJOURN

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

Staff Report City of Monterey Park

June 19, 2013

To: Paul Talbot, City Manager

From: Annie Yaung, CPFO, Controller

Subject: Warrant Register for Successor Agency to the Former Community
Redevelopment Agency of June 19, 2013

The claims and demands on the attached warrant register have been duly audited. I certify that the said claims and demands are accurate, are proper charges against the City of Monterey Park, Acting as the Successor Agency to the Former Community Redevelopment Agency (SA). I also certify that there are monies available for the payments thereof. Please note that amounts being paid by the SA funds in this warrant register represented expenditures incurred, which are pending for approval by the Oversight Board.

Disbursements will be made from the funds referenced in the attached Resolution in Warrants numbered 166-171 (SA).

Fiscal Impact

Disbursements from all SA funds total \$5,992.40.

Recommendation

Adopt SA Resolutions approving payment of warrants.

By: _____

Annie Yaung, CPFO
Controller

Approval: _____

Paul Talbot
City Manager

RESOLUTION NO. SA-_____

A RESOLUTION OF THE
SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA)
ALLOWING CERTAIN CLAIMS AND DEMANDS
PER WARRANT REGISTER DATED 19TH DAY OF JUNE 2013
TOTALING \$5,922.40 AND SPECIFYING THE FUNDS OUT
OF WHICH THE SAME ARE TO BE PAID

THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY
DOSE RESOLVE AS FOLLOWS:

SECTION 1. That the following claims and demands have been audited and that the same
are hereby allowed from various funds in the following amounts:

Atlantic/Garvey Projects	\$. 2,007.34
Merged Project Projects	3,915.06
Total	<u>\$ 5,922.40</u>

PASSED, APPROVED AND ADOPTED THE 19TH DAY OF JUNE 2013.

Teresa Real Sebastian, Mayor
City of Monterey Park, California

ATTEST:

Vincent D. Chang, City Clerk
City of Monterey Park, California

Resolution No SA-
Page 2

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY)
OF CITY OF MONTEREY PARK)

I hereby certify that this resolution was duly adopted by the
Successor Agency to the Former Community Redevelopment Agency,
at a regular meeting held on the 19th day of June 2013 by the following vote.

AYES:
NOES:
ABSTAIN:
ABSENT:

Vincent D. Chang, City Clerk
City of Monterey Park, California

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 06/19/2013

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
BANKCARD CENTER	0860-801-1203-39400	1,000.00	5/13 STMT-CRA MEMBERSHIP		166	1,000.00
TOTAL FOR PREPAID WARRANTS						1,000.00

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 06/19/2013

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
DELL MARKETING LP	0860-801-1203-21350	336.14	COMPUTER/SUPPLIES	70616	167	
	0860-801-1203-21350	16.95	COMPUTER/SUPPLIES		167	
						353.09
JENKINS & HOGIN, LLP	0860-801-1203-31600	112.50	LEGAL-ATLANTIC TIMES SQUARE		168	
	0870-801-1203-31600	112.50	LEGAL-ATLANTIC TIMES SQUARE		168	
						225.00
KNIGHT COMMUNICATIONS INC	0860-801-1203-38400	541.75	SYSTEM MANAGEMENT SERVICE		169	
	0870-801-1203-38400	541.74	SYSTEM MANAGEMENT SERVICE		169	
						1,083.49
LA CORP CENTER OWNERS ASSO	0870-801-1203-31100	2,565.00	CORPORATE CENTER ASSO. DUES	70314	170	
						2,565.00
PAUL, PLEVIN, SULLIVAN & CONNAUGHTON	0870-801-1203-31600	695.82	ATS LITIGATION CHARGES		171	
						695.82
						4,922.40
TOTAL FOR PRINTED WARRANTS						

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 06/19/2013

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TOTAL FOR PREPAID WARRANTS	1,000.00
TOTAL FOR PRINTED WARRANTS	4,922.40
TOTAL WARRANTS	5,922.40
TOTAL VOID CHECKS	0
TOTAL PREPAID CHECKS	1
TOTAL CHECKS PRINTED	5
TOTAL CHECKS ISSUED	6

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 06/19/2013
FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0860	ATLANTIC/GARVEY CAP PROJECTS	1,000.00	1,007.34	2,007.34
0870	MERGED CAPITAL PROJECTS	0.00	3,915.06	3,915.06
	TOTAL	1,000.00	4,922.40	5,922.40

Staff Report City of Monterey Park

Consent Calendar
Agenda Item 2 (SA)

DATE: June 19, 2013

TO: Paul Talbot, City Manager

FROM: Annie Young, CPFO, Controller

SUBJECT: Successor Agency Monthly Investment Report – May 2013

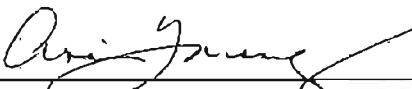
DISCUSSION

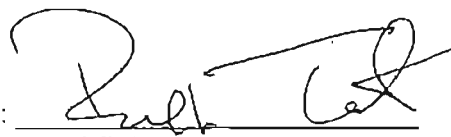
As of May 31, 2013 invested funds for the City of Monterey Park is as follows:

• Successor Agency (SA) Savings	\$ 5,600,219.89
• Successor Agency (SA) Checking	59,089.69
• Successor Agency (SA) RORF	<u>88,914.40</u>
Total	<u>\$ 5,748,223.98</u>

RECOMMENDATION

Receive and file the monthly investment report.

By: 
Annie Young, CPFO
Controller

Approved: 
Paul Talbot
City Manager

Staff Report City of Monterey Park

Consent Calendar
Agenda Item 3 (SA)

DATE: June 19, 2013

TO: Paul Talbot, City Manager
FROM: Vincent D. Chang, City Clerk
SUBJECT: Successor Agency (SA) Minutes

Attached are minutes for approval by City Council for the following meetings:

- May 1, 2013 (Regular)
- May 15, 2013 (Regular)

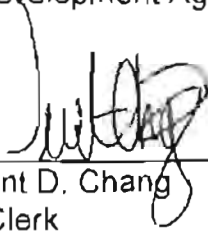
FISCAL IMPACT:

None

RECOMMENDATION:

It is recommended that the City Council acting on behalf Successor Agency to the former Redevelopment Agency approved the minutes.

By:



Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
MAY 1, 2013**

The City Council of the City of Monterey Park held a Regular Meeting of the Council in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, May 1, 2013 at 7:00 p.m.

The minutes include items considered by the City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency, which dissolved February 1, 2012. Successor Agency matters will include the notation of "SA" next to the Agenda Item Number.

CALL TO ORDER:

Mayor Real Sebastian called the meeting to order at 7:00 p.m.

FLAG SALUTE:

The Monterey Park Fire Explorers led the flag salute.

ROLL CALL:

City Clerk Chang called the roll:

Council Members Present: Chan, Liang, Wong, Real Sebastian, Ing

Council Members Absent: None

ALSO PRESENT: City Manager Talbot, City Attorney Hensley, City Treasurer Leon, Fire Chief Birrell, Police Chief Smith, Human Resources Director Cody, Recreation and Community Services Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Quintero, Controller Yaung, Support Services Manager Shay, Special Projects Coordinator Funk

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

Discussion: City Manager Talbot informed the council Agenda Item No. 12 will be continued to the June 5, 2013 Regular Council Meeting.

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

None.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NO. 1

Matters listed under consent calendar are considered to be routine, ongoing business and are enacted by one motion unless specified.

Action Taken: The City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency approved and adopted Item No. 1 and reading resolutions and ordinances by title only and waiving further reading thereof.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

1. SUCCESSOR AGENCY RESOLUTIONS, DEMANDS, PROGRESS PAYMENTS AND INTERFUND TRANSFERS

It is required that the City Council (acting on behalf of the Successor Agency) approve all disbursements.

Action Taken: The City Council approved the payment of warrants and adopted **Resolution No. SA – 39** of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated **May 1, 2013 totaling \$1,104.13** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. SA – 39, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **May 1, 2013 totaling \$1,104.13** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

This is the end of Successor Agency (SA) items.

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
MAY 15, 2013**

The City Council of the City of Monterey Park held a Regular Meeting of the Council in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, May 15, 2013 at 7:00 p.m.

The minutes include items considered by the City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency, which dissolved February 1, 2012. Successor Agency matters will include the notation of "SA" next to the Agenda Item Number.

CALL TO ORDER:

Mayor Real Sebastian called the meeting to order at 7:00 p.m.

FLAG SALUTE:

The Monterey Park Police Explorers led the flag salute.

ROLL CALL:

City Clerk Chang called the roll:

Council Members Present: Chan, Liang, Wong, Real Sebastian, Ing

Council Members Absent: None

ALSO PRESENT: City Manager Talbot, City Attorney Hensley, City Treasurer Leon, Fire Chief Birrell, Police Chief Smith, Human Resources Director Cody, Recreation and Community Services Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Quintero, Controller Yaung, Support Services Manager Shay, Special Projects Coordinator Funk

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

Discussion: City Manager Talbot reported that there was a correction on Page 2 for Item No. 10.

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

None.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NO. 1 - 3

Matters listed under consent calendar are considered to be routine, ongoing business and are enacted by one motion unless specified.

Action Taken: The City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency approved and adopted Item Nos. 1 - 3 and reading resolutions and ordinances by title only and waiving further reading thereof.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

1. SUCCESSOR AGENCY RESOLUTIONS, DEMANDS, PROGRESS PAYMENTS AND INTERFUND TRANSFERS

It is required that the City Council (acting on behalf of the Successor Agency) approve all disbursements.

Action Taken: The City Council approved the payment of warrants and adopted **Resolution No. SA – 40** of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated **May 15, 2013 totaling \$6,844.03** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. SA – 40, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **15TH DAY OF MAY 2013 TOTALING \$6,844.03** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

2. SUCCESSOR AGENCY INVESTMENT REPORT AS OF APRIL 2013

In accordance with the City's Investment Policy, a monthly investment report is presented to the City Council disclosing types of investments, dates of maturities, amounts of deposits, rates of interest, and for securities with a maturity of more than 12 months, current market values.

Action Taken: Received and filed the investment report as of April 2013 on Consent Calendar.

3. SUCCESSOR AGENCY MINUTES

Approval of Minutes from the regular meeting of April 3, 2013 of the Successor Agency to the former Monterey Park Redevelopment Agency.

Action Taken: The City Council (acting on behalf of the Successor Agency) approved the minutes from the Successor Agency to the former Monterey Park Redevelopment Agency regular meeting of April 3, 2013 on Consent Calendar.

This is the end of Successor Agency (SA) items.

C I T Y O F M O N T E R E Y P A R K
SIX-MONTH STRATEGIC OBJECTIVES

April 16, 2013 - October 15, 2013

Next Strategic Planning Sessions is October 29 and 30, 2013

**A. THREE-YEAR GOAL: IMPROVE ORGANIZATIONAL EFFECTIVENESS AND EFFICIENCY,
INCLUDING ATTRACTING AND RETAINING QUALITY EMPLOYEES**

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Revised	
1. Weekly	City Manager	Call or have a face-to-face meeting with each City Council member.		X		
2. May 1, 2013	Interim Dir. of Community Development – lead, interim Public Works Dir., Fire Chief	Implement a process for improving the permit process.		X		Contract is on the Agenda for approval this evening.
3. June 15, 2013	Interim Public Works Dir.	Develop and present to the City Council for review draft City Hall signage in three languages (English, Spanish, Chinese)		X		Getting quotes from contractors.
4. June 15, 2013	City Manager HR Director	Present to City Council a plan to fill the vacant Finance Dir. position.			X	Pending Council Direction.
5. July 15, 2013	HR Director - lead, Police Chief, Library Director	Develop a 360-degree employee/City Council evaluation system and present to the City Council for review.	X			Evaluation Form has been sent to all employees.
6. July 15, 2013	Recreation and Community Services Director and Deputy City Clerk	Will present to City Council a variety of site selections for future Communitywide Council Meetings		X		
7. Aug. 15, 2013	Police Chief - lead, Recreation and Community Services Dir., Support Services Mgr.	Develop a Customer Service Plan, including a customer survey and strategies to remove bureaucratic barriers and help us become more user-/customer-friendly and present to the City Council for action.		X		
8. Sept. 15, 2013	HR Dir. and Dep. City Clerk	Determine the feasibility of digitizing all city records, including the cost, and make a recommendation to the City Council for action.		X		City Clerk's Office is working on quotes and procedures.
9. Oct. 15, 2013	Recreation and Community Services Dir., working with the Deputy City Clerk and the Civic Plus consultant	Revamp and upgrade the city's website that will help attract new businesses, attract visitors, assist in staff recruitment; to include the city's organizational structure and history; to include a comprehensive city calendar, a photo of each department head and a list of new businesses as well as possibly include, if feasible, a list of vacant business spaces.		X		
10. Oct. 15, 2013	HR Director and Recreation and Community Services Dir.	Schedule, plan and hold an employee recognition event and a volunteer recognition event for FY 2013-2014.		X		
11. Oct. 15, 2013	Dep. City Clerk and Support Services Mgr., working with a Knight Communications consultant	Investigate the feasibility of having a touch screen directory in English, Spanish and Chinese at City Hall, including cost, and present a recommendation to the City Council for action.		X		Staff is researching a variety of vendors.
12. Oct. 15, 2013	City Manager and HR Director	Fill the Public Works and Development Services/Economic Development Directors positions.		X		Recruitment process has begun and flyers have been circulated.

June 19, 2013 A

B. THREE-YEAR GOAL: **ACHIEVE FINANCIAL STABILITY**

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Revised	
1. At the August 7, 2013 City Council meeting	Support Services Mgr. – lead, Financial Services Mgr., working with the financial rate consultant	Present to the City Council for action a Financial Rate Study and an implementation date.			X	Staff is developing more detailed explanations on changes.
2. Aug. 15, 2013	Interim Public Works Dir.	Study the feasibility of replacing streetlights and lighting in city facilities with energy efficient lights to reduce city costs and make a recommendation to the City Council for action.		X		Staff is working on an audit.
3. Oct. 15, 2013	HR Dir. – lead, Financial Services Mgr., City Manager	Retiree Lifetime Medical Benefits (AKA: "OPEB" other post-employment benefits)		X		
4. Oct. 15, 2013	Interim Public Works Dir.	Complete the 218 Water, Sewer and Trash Rate process and present a recommendation to the City Council for action.		X		Sewer Master Plan Contract on tonight's agenda.
5. FUTURE OBJECTIVE	Fire Chief and City Manager	Research and present to the City Council for direction alternative means of fire protection and EMS service delivery to reduce costs.			X	Pending outcome of July 2nd Election.

**C. THREE-YEAR GOAL: *IMPROVE COMMUNITY-WIDE BEAUTIFICATION
AND PARTICIPATION***

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Revised	
1. On May 18, 2013	Recreation and Community Services Dir. - lead, Mayor Teresa Real Sebastian and Mayor pro tem Anthony Wong	Hold an expanded Play Day event with increased community participation.	X			
2. June 1, 2013	Interim Community Development Dir.	Complete renovation of housing on Chandler Street.		X		
3. June 15, 2013	Recreation and Community Services Dir.	Present to the City Council for action a citywide CIP (Capital Improvement Project) for all city parks.	X			On tonight's Budget.
4. July 15, 2013	Police Chief	Make recommendations to the City Council for input and direction regarding a plan to address parking of large commercial and recreational vehicles on city streets.		X		
5. July 15, 2013	Interim Dir. of Community Development - lead, Police Chief, City Attorney	Recommend a strategy(ies) to the City Council for action to prevent stray shopping carts throughout the community.		X		
6. Aug. 1, 2013	Interim Public Works Dir. and Interim Community Development Dir.	Complete painting and necessary cosmetic and infrastructure improvements to the City Hall building.		X		Contract awarded on interior completion.
7. Oct. 15, 2013	Mayor Teresa Real Sebastian – lead, and Recreation and Community Services Dir.	Implement two quarterly Volunteer Clean-Up Program days.		X		1st date was scheduled for June 15th at Sierra Vista Park.
8. Oct. 15, 2013	Interim Public Works Dir. and the Recreation and Community Services Dir.	Complete ADA improvements and install the new monument signs at all city parks.		X		Signs have been delivered, awaiting contractor work to begin in the parks.
9. Oct 15, 2013	Interim Dir. of Community Development – lead, Police Chief, Fire Chief, with community input	Recommend to the City Council for direction names for various commercial and residential districts in the city.		X		
10. FUTURE OBJECTIVE	Interim Public Works Dir. – lead, Police Chief, Recreation and Community Services Dir.	Develop the plans for a citywide bike route, community garden and dog park and present to the City Council for action.	X			

D. THREE-YEAR GOAL: *ENHANCE ECONOMIC DEVELOPMENT, INCLUDING COMPLETION OF TOWNE CENTRE AND MARKET PLACE*

WHEN	WHO	WHAT	STATUS			COMMENTS
			Done	On Target	Revised	
1. On April 23, 2013	Interim Community Development Dir. - lead, City Manager, Police Chief, Fire Chief	Seek input from business owners in the South Garfield Commercial District on how to improve their businesses and to get feedback on how the city can improve its service to businesses.		X		
2. At the April 23, 2013 City Council meeting	Interim Community Development Dir.	Present several housing proposals for City Council for consideration.		X		
3. By July 1, 2013 and By Oct. 1, 2013	Interim Community Development Dir.	Provide the City Manager and City Council updates on the performance and construction schedule for Towne Centre and Market Place.		X		
4. June 15, 2013	Interim Community Development Dir. and Interim Public Works Dir.	Present to the City Council for direction a conceptual plan to improve the appearance of the Monterey Pass Road Commercial-Industrial District.		X		Conceptual Plan is be prepared.
5. July 15, 2013	City Manager, working with the HR Dir. and Interim Community Development Dir. and the economic development consultant	Develop and present to the City Council for action a plan to rebuild the city's Economic Development Program.		X		Department Head Position is being recruited.
6. Aug. 15, 2013	Interim Community Development Dir., working with the economic development consultant	Complete a citywide Hotel Feasibility Study and present the results to the City Manager.		X		PKF has completed their analysis.
7. By Aug. 15, 2013	Interim Public Works Dir.	Hold a Transportation Forum to discuss 710 Freeway completion, SR 60 Gold Line Extension and other transportation issues.	X			Held at Elder Park on June 1st
8. Sept. 15, 2013	Interim Community Development Dir.	Recommend to the City Council for action the hiring of a consultant for modification of the South Garfield Specific Plan.		X		
9. Sept. 15, 2013	Police Chief	Recommend to the City Council for action the streamlining of the Tourist Bus Ordinance.		X		
10. Oct. 1, 2013	Interim Community Development Dir., working with a design consultant	Explore the feasibility of creating a Specific Sign Program for North Atlantic to attract more tourists and make a recommendation to the City Council for direction.		X		Getting quotes on a Conceptual Plan
11. Oct. 15, 2013	Interim Public Works Dir./City Engineer	Present to the City Council for action the final map for Market Place, which shall include all easements.		X		
12. Oct. 15, 2013	Interim Community Development Dir. and the economic development consultant	Present to the CC a plan for use of the \$1.8M set aside from the sale of the parking lot at Towne Centre to be used for economic development.		X		
13. Oct. 15, 2013	Interim Community Development Dir. and the economic development consultant	Develop a Business Façade Improvement Loan Program and present to the City Council for action.		X		
14. FUTURE OBJECTIVE	City Manager and Interim Community Development Dir.	Hold a City Council workshop to review the city's existing Specific Plans and identify potential enhancements and discuss a new Specific Plan for Monterey Pass Road.		X		

ORAL AND WRITTEN COMMUNICATIONS

Staff Report City of Monterey Park

June 19, 2013

To: Paul Talbot, City Manager
From: Annie Young, CPFO, Controller
Subject: Warrant Register for the City of Monterey Park of June 19, 2013

The claims and demands on the attached warrant register have been duly audited. I certify that the said claims and demands are accurate, are proper charges against the City of Monterey Park. I also certify that there are monies available for the payments thereof.

Disbursements will be made from the funds referenced in the attached Resolution in Warrants numbered 293306-293552.

Fiscal Impact

Disbursements from all funds total \$1,542,546.95.

Recommendation

Adopt City Resolutions approving payment of warrants.

By: _____

Annie Young, CPFO
Controller

Approval: _____

Paul Talbot
City Manager

RESOLUTION NO.
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS
PER WARRANT REGISTER DATED 19TH DAY OF JUNE 2013
TOTALING \$1,542,546.95 AND SPECIFYING THE FUNDS OUT
OF WHICH THE SAME ARE TO BE PAID

THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DOES RESOLVE:

SECTION 1. That the following claims and demands have been audited and that the same are hereby allowed from various funds in the following amounts:

General Fund	\$ 326,714.14
State Gas Tax Fund	27,438.35
Sewer Fund	40.94
Refuse Fund	421,452.19
City Shop Fund	35,940.09
General Liability Fund	22,642.49
Technology Internal Service Fund	350.02
Payroll Clearing Account	540.00
Public Safety Impact Fee	11,813.05
Special Deposits Fund	122,724.42
Business Improvement Area #1	107.06
Water Fund	96,386.00
Water Treatment Fund	17,946.48
OPA Proposition A	3,653.36
Measure R Fund	55,161.34
Library Tax Fund	10,799.87
POST	3,871.29
EI Civic Education Grant	2,160.00
Home Housing Program	162.83
Recreation Fund	422.50
Asset Forfeiture	35,295.36
Construction Agency Fund	440.00
Cal Library Literacy Svc Grant	1,787.92
Air Quality Improvement Fund	60.00
CDBG Fund	6,700.00
Maintenance District 93-1	19,524.00
Prop A - Per Parcel Grant	1,212.00
Used Oil Recycling Block Grant	1,550.00
Urban Area Initiative-2011	9,235.57
SAFETEA-LU Grant	30,334.56
Recreation Grant (075)	7,730.00
ELAC Contributions	7,583.64
ELAC Instructional Serv Prog	10,710.60
Fed Cops Technology Grant	250,000.00
City/Housing Successor Agency	56.88
 TOTAL	 <u>\$ 1,542,546.95</u>

PASSED, APPROVED AND ADOPTED THE 19TH DAY OF JUNE 2013.

Teresa Real Sebastian, Mayor
City of Monterey Park, California

ATTEST

Vincent D. Chang, City Clerk
City of Monterey Park, California

RESOLUTION NO.

Page 2

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY COUNCIL OF THE)
CITY OF MONTEREY PARK)

I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Monterey Park at a regular meeting held on the 19th day of June 2013 by the following vote of the Council:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSTAINED:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:

Vincent D. Chang, City Clerk
City of Monterey Park, California

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 06/19/2013

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ACCOUNTTEMPS	0010-801-1403-31950	600.00	TEMPORARY STAFFING SERVICES		293306	600.00
	0010-801-1403-31950	600.00	TEMPORARY STAFFING SERVICES		293318	600.00
AT & T	0092-801-4222-32050	112.72	PHONE SERVICE		293307	
	0022-801-4206-32050	604.95	PHONE SERVICE		293307	717.67
ATLANTIC TIMES SQUARE II LLC	0075-450-0075-08850	46,811.31	REFUND DEVELOPER DEPOSIT		293319	46,811.31
BANKCARD CENTER	0010-701-0010-03940	12.72	5/13 STMT-CCCA		293320	
	0010-801-1101-22670	105.00	5/13 STMT-LCC MEETING		293320	
	0010-801-1101-39400	5,258.13	5/13 STMT-ICSC		293320	
	0010-801-1110-39300	50.00	5/13 STMT-ICSC MEMBERSHIP		293320	
	0010-801-1201-39400	289.00	5/13 STMT-ICSC MEMBERSHIP		293320	
	0010-801-1801-34100	100.00	5/13 STMT-JOB POSTING		293320	
	0010-801-3101-22670	748.42	5/13 STMT-POLICE TRAINING		293320	
	0010-801-3101-39300	1,200.00	5/13 STMT-POLICE MEMBERSHIP		293320	
	0010-801-3113-22600	783.20	5/13 STMT-JAIL WASHING MACHINE		293320	
	0010-801-3205-39700	139.85	5/13 STMT-FIRE SUPPLIES		293320	
	0010-801-3210-39400	927.73	5/13 STMT-FIRE GREASE PUMP		293320	
	0010-801-3210-39400	107.99	5/13 STMT-EOC SUPPLIES		293320	
	0071-801-3201-39460	4,602.61	5/13 STMT-EOC AV SUPPLIES		293320	
	0075-450-0075-08420	414.66	5/13 STMT-SUPPLIES (TRUST)		293320	
	0092-801-1201-21250	46.91	5/13 STMT-SUPPLIES		293320	
	0160-801-3101-39400	275.00	5/13 STMT-POLICE TRAINING		293320	
	0349-801-3201-39400	5,846.08	5/13 STMT-EOC AV SUPPLIES		293320	20,907.30
CALIFORNIA WATER SERVICE CO.	0092-801-4222-36300	276.37	WATER SERVICE		293308	276.37

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 06/19/2013

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CHARTER COMMUNICATIONS	0075-450-0075-08550	68.30	INTERNET/CABLE SERVICE (TRUST)		293309	68.30
	0010-801-3201-32050	429.93	INTERNET/CABLE SERVICE		293322	429.93
	0010-801-6502-32050	100.37	INTERNET/CABLE SERVICE		293323	100.37
	0010-801-6502-32050	22.41	INTERNET/CABLE SERVICE	70227	293310	
	0010-801-6502-32050	27.86	INTERNET/CABLE SERVICE		293310	
	0010-801-6502-32050	49.43	INTERNET/CABLE SERVICE	70228	293310	99.70
	0010-801-6003-38400	476.80	INTERNET/CABLE SERVICE		293321	476.80
CPFIT	0065-464	540.00	FIRE LTD INSURANCE		293324	540.00
DEPARTMENT OF MOTOR VEHICLES	0060-801-4211-31950	20.00-	VOID CHECK		292655	20.00-
DIVERSIFIED RISK INSURANCE	0075-450-0075-08350	731.84	SPECIAL EVENT INSURANCE (TRUST)		293325	
	0075-450-0075-08350	107.40	SPECIAL EVENT INSURANCE (TRUST)		293325	839.24
DOUBLETREE HOTEL-DEL MAR	0136-801-3101-33250	1,238.50	POST POST TRAINING		293326	1,238.50
E C CONSTRUCTION CO.	0346-801-5003-91750	7,583.64	ELAC TRANSIT CENTER	70388	293327	
	0342-801-5003-91750	8,793.97	ELAC TRANSIT CENTER	70388	293327	
	0342-801-5003-91750	21,540.59	ELAC TRANSIT CENTER	70335	293327	
	0110-801-5003-89340	54,082.87	COLLEGIAN AVE. SIDEWALK	70407	293327	92,001.07
FEATURED CHICKEN FILMS, INC	0075-450-0075-09010	200.00	CHERRY BLOSSOM PERFORMER-TRUST		293311	200.00

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 06/19/2013

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
FIRE SERVICE SPECIFICATION & SUPPLY	0259-801-3201-54250	9,235.57	FIRE EQUIPMENTS	70593	293312	9,235.57
DIANA GARCIA	0163-801-6005-31950	531.80	LIBRARY REIMBURSE TRAINING		293328	531.80
INDEPENDENT CITIES ASSOCIATION	0010-801-1101-33200	2,600.00	ICA CONFERENCE		293313	2,600.00
	0010-801-1101-33200	650.00	ICA CONFERENCE		293329	650.00
GUSTAVO JIMENEZ JR	0136-801-3101-33250	500.00	POLICE POST TRAINING		293330	500.00
JOBS AVAILABLE INC.	0092-801-1801-34100	504.00	EMPLOYMENT ANNOUNCEMENT		293314	504.00
LOS ANGELES COUNTY POLICE	0160-801-3101-39400	200.00	POLICE TRAINING		293331	200.00
MERLINDA ARROYO	0092-701-0092-07510	149.12	REFUND WATER PAYMENT		293332	149.12
MONTEREY PARK PETTY CASH	0109-801-4201-22750	49.05	PETTY CASH-REFRESHMENT		293333	
	0022-801-4202-24100	98.00	PETTY CASH-REFRESHMENT		293333	
	0075-450-0075-08610	67.50	PETTY CASH-PLAY DAYS (TRUST)		293333	
	0043-801-4208-33200	10.00	PETTY CASH-REFRESHMENT		293333	
	0010-801-1201-33200	20.00	PETTY CASH-CONFERENCE		293333	
	0010-801-1406-22750	20.10	PETTY CASH-REFRESHMENT		293333	
	0165-801-4201-11700	60.00	PETTY CASH-PARKING		293333	
	0010-801-3120-39700	50.99	PETTY CASH-REFRESHMENT		293333	
	0152-801-2206-38650	58.00	PETTY CASH-FILING FEE		293333	
	0010-801-3210-24300	23.75	PETTY CASH-SUPPLIES		293333	
						456.39
NAVARRO'S TOWING	0071-801-5004-99720	1,000.00	TOWING SERVICES		293315	1,000.00

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 06/19/2013

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
NEXTEL COMMUNICATIONS	0010-801-1408-32050	187.33	4/12-5/11/12 WIRELESS DATA		293334	
	0010-801-1408-32050	13.33-	4/12-5/11/12 WIRELESS DATA CR.		293334	
	0010-801-1701-32050	47.90	4/12-5/11/12 WIRELESS DATA		293334	
	0010-801-1702-32050	118.90	4/12-5/11/12 WIRELESS DATA		293334	
	0010-801-1703-32050	35.35	4/12-5/11/12 WIRELESS DATA		293334	
	0010-801-1801-32050	53.53	4/12-5/11/12 WIRELESS DATA		293334	
	0010-801-3112-32050	1,441.08	4/12-5/11/12 WIRELESS DATA		293334	
	0010-801-3205-32050	71.14	4/12-5/11/12 WIRELESS DATA		293334	
	0010-801-4209-32050	409.65	4/12-5/11/12 WIRELESS DATA		293334	
	0010-801-4212-32050	340.85	4/12-5/11/12 WIRELESS DATA		293334	
	0010-801-6001-32050	53.94	4/12-5/11/12 WIRELESS DATA		293334	
	0010-801-6502-32050	144.06	4/12-5/11/12 WIRELESS DATA		293334	
	0010-801-6517-32050	198.65	4/12-5/11/12 WIRELESS DATA		293334	
	0060-801-4211-38400	16.52	4/12-5/11/12 WIRELESS DATA		293334	
	0092-801-4221-32050	86.00	4/12-5/11/12 WIRELESS DATA		293334	
	0092-801-4222-32050	144.86	4/12-5/11/12 WIRELESS DATA		293334	
	0092-801-4223-32050	215.52	4/12-5/11/12 WIRELESS DATA		293334	
	0109-801-6511-31180	153.31	4/12-5/11/12 WIRELESS DATA		293334	3,705.26
NORA GONZALEZ	0075-450-0075-08630	150.00	REFUND SECURITY DEPOSIT (TRUST)		293316	150.00
PEARSON EDUCATION	0163-801-6005-40000	1,171.95	BOOK(S) 50		293335	1,171.95
THE PHONE GUY	0075-450-0075-08550	7,053.11	VOICE/DATA CABLING (TRUST)	70602	293336	7,053.11
PYRO SPECTACULARS, INC.	0075-450-0075-08600	6,750.00	JULY 4TH DISPLAY (TRUST)		293337	6,750.00
RIVERSIDE COUNTY SHERIFFS DEPT	0136-801-3101-33250	1,694.00	POLICE POST TRAINING		293338	1,694.00

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 06/19/2013

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
SOUTHERN CALIFORNIA EDISON CO.	0152-701-0152-05451	37.64	ELECTRICITY 325HM POMONA		293339	
	0880-701-0880-05451	55.31	ELECTRICITY 325HM POMONA		293339	
	0152-701-0152-05453	42.64	ELECTRICITY 341WR POMONA		293339	
	0152-701-0152-05452	24.55	ELECTRICITY 371HM POMONA		293339	
	0880-701-0880-05452	1.57	ELECTRICITY 371HM POMONA		293339	
						161.71
URS CORPORATION	0161-450-4212-05910	440.00	GEOTECH PLAN REVIEW		293317	
						440.00
VERIZON WIRELESS	0092-801-4222-32050	152.04	WIRELESS DATA SERVICE		293340	
	0160-801-3115-38400	38.01	WIRELESS DATA SERVICE		293340	
						190.05
BEN YOUNG	0062-801-5101-35650	16,456.97	SEWER CLAIM 1886 S. GARFIELD		293341	
						16,456.97
	TOTAL FOR PREPAID WARRANTS					219,486.49

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 06/19/2013

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ACE INDUSTRIAL SUPPLY, INC	0092-801-4222-22750	629.53	WATER SUPPLIES		293342	629.53
ADMINISTRATIVE SOFTWARE	0142-801-6005-22750	2,160.00	LAMP LITERACY SOFTWARE LICENSE		293343	2,160.00
ADVANCE PEST TERMITE CONTROL	0010-801-6517-38100	44.00	PEST CONTROL	70223	293344	
	0010-801-6505-38250	50.00	PEST CONTROL	70223	293344	
	0010-801-6502-38250	39.00	PEST CONTROL	70223	293344	
	0010-801-6505-38250	35.00	PEST CONTROL	70223	293344	
	0010-801-6502-38250	39.00	PEST CONTROL	70223	293344	
	0010-801-6505-38250	28.00	PEST CONTROL	70223	293344	
	0010-801-3104-38400	30.00	PEST CONTROL		293344	
	0010-801-3113-38100	39.00	PEST CONTROL	70202	293344	304.00
ADVANCED ACCESS SYSTEMS, INC	0071-801-5002-96041	4,942.00	GATE OPENER	70595	293345	4,942.00
AFFILIATED SYSTEMS, INC.	0010-801-1801-31900	745.00	DMV/DOT PHYSICAL		293346	745.00
ROBERTO A AGUIRRE	0075-450-0075-08610	330.12	PLAY DAYS SUPPLIES (TRUST)		293347	330.12
AMERICAN COUNCIL OF ENGINEERING COM	0010-801-1701-39350	100.00	COMM DEV PUBLICATIONS		293348	
	0010-801-1701-33200	62.55	COMM DEV PUBLICATIONS		293348	
	0010-801-4212-39250	58.25	COMM DEV PUBLICATIONS		293348	
	0092-801-4220-39350	26.90	COMM DEV PUBLICATIONS		293348	247.70
AMTECH ELEVATOR SERVICES	0010-801-6001-36200	665.34	MAINTENANCE SERVICE		293349	665.34
ARC IMAGING RESOURCE - CALIFORNIA	0092-801-4212-37500	492.95	ENGINEERING PRINTER	70321	293350	
	0092-001-4212-37500	249.81	ENGINEERING PRINTER	70321	293350	742.76

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ARTE FLAMENCO DANCE THEATER	0159-801-6507-31940	72.25	INSTRUCTOR-RECREATION CLASS		293351	72.25
NORMA A ARVIZU	0075-450-0075-08250	100.00	REIMBURSE MEMBERSHIP (TRUST)		293352	100.00
ASIA BEAUTY SALON	0010-701-0010-02010	75.00	REFUND BUSINESS LICENSE FEE		293353	
	0077-701-0077-02110	11.57	REFUND BUSINESS LICENSE FEE		293353	86.57
ASSOCIATION OF ENVIRONMENTAL PROFE	0010-801-1701-39300	150.00	COMM DEV-MEMBERSHIP		293354	150.00
ATHENS SERVICES	0022-801-4205-41200	25,750.00	STREET SWEEPING	70079	293355	25,750.00
	0043-801-4208-41200	405,485.36	REFUSE COLLECTION		293356	405,485.36
B W GRAPHICS	0010-801-3205-21250	244.16	RETURN ENVELOPES		293357	
	0010-801-1403-21250	28.34	BUSINESS CARDS-A.YAUNG		293357	
	0010-801-3120-39250	81.75	BUSINESS CARDS-B.GLANVILLE		293357	
	0010-801-3104-39250	34.88	BUSINESS CARDS-F.DUKE		293357	
	0010-801-3104-39250	37.06	BUSINESS CARDS-G.JIMENEZ		293357	
	0010-801-3104-39250	37.06	BUSINESS CARDS-S.GIOVANAZZI		293357	
	0010-801-1703-39250	28.34	BUSINESS CARDS-L.WANG		293357	
	0010-801-1703-39250	41.42	BUSINESS CARDS-J.SMITH		293357	
	0010-801-1702-39250	41.42	BUSINESS CARDS-W.STECYK		293357	574.43
BAKER & TAYLOR INC	0010-801-6002-40000	16.91	BOOK(S) 1		293358	
	0163-801-6005-40000	24.70	BOOK(S) 1		293358	
	0163-801-6005-40000	49.60	BOOK(S) 3		293358	
	0163-801-6005-40000	4.60	BOOK(S) 1		293358	
	0163-801-6005-40000	5.27	BOOK(S) 1		293358	101.08

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
BRADY,VORWERCK,RYDER & CASPINO	0062-801-5101-31600	2,686.11	CLAIM SERVICE-J.BARRAGAN		293359	2,686.11
BRAVO BUSINESS RESOURCES	0075-450-0075-08550	420.00	TRANSLATION SERVICE (TRUST)		293360	
	0092-801-6509-31880	680.00	TRANSLATION SERVICE		293360	1,100.00
BRODART COMPANY	0010-801-6003-22450	73.31	FLEX CATALOGING SUPPLIES		293361	73.31
C.E.G. INVESTIGATIONS	0010-801-3102-31950	137.10	POLICE HEARINGS		293362	
	0010-801-3102-21200	48.96	POLICE HEARINGS		293362	186.06
CALIFORNIA UTILITY EQUIPMENT	0092-801-4223-38400	658.05	WATER LINE LOCATER		293363	
	0092-801-4223-38400	620.00	WATER LINE LOCATER		293363	1,278.05
CALOX, INC	0010-801-3210-22750	140.00	FIRE MEDICAL SUPPLIES	70169	293364	
	0010-801-3210-22750	12.00	FIRE MEDICAL SUPPLIES	70169	293364	
	0010-801-3210-22750	29.75	FIRE MEDICAL SUPPLIES	70169	293364	
	0010-801-3210-22750	21.25	FIRE MEDICAL SUPPLIES	70169	293364	203.00
CAMINO REAL CHEVROLET	0060-801-4211-38400	2,000.00	FLEET REPAIR UNIT 994		293365	2,000.00
CANON FINANCIAL SERVICES, INC.	0092-801-4220-37500	729.50	COPIER MACHINE RENTAL		293366	729.50
CANON SOLUTIONS AMERICA, INC	0010-801-1201-38400	630.04	COPIER MAINTENANCE		293367	630.04
CCS PRESENTATION SYSTEMS, INC.	0349-801-3201-39400	4,616.76	FIRE PROJECTOR SCREEN	70592	293368	4,616.76
VINCENT CHANG	0010-801-1301-21350	119.89	REIMBURSE OFFICE SUPPLIES		293369	119.89

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CHRISTIANA JOY CHAVEZ	0010-801-1801-39400	592.24	TUITION REIMBURSEMENT		293370	592.24
CINTAS CORPORATION	0010-801-6001-38400	90.93	LIBRARY GRAY MATS		293371	
	0092-801-4221-22310	53.05	WATER UNIFORMS		293371	
	0092-801-4222-22310	93.81	WATER UNIFORMS		293371	
	0092-801-4223-22310	99.08	WATER UNIFORMS		293371	336.87
COBRA FIRE PROTECTION	0075-450-0075-08610	203.30	PLAY DAYS EXTINGUISHERS (TRUST)		293372	
	0060-801-4211-38400	122.12	FIRE SYS/EXTINGUISHERS SERVICE	70016	293372	
	0060-801-4211-38400	227.77	FIRE SYS/EXTINGUISHERS SERVICE		293372	553.19
COIT SERVICES, INC	0010-801-6506-22750	131.22	CARPET CLEANING		293373	
	0010-801-6506-22300	43.78	CARPET CLEANING		293373	175.00
COME LAND MAINTENANCE COMPANY	0075-450-0075-08895	880.00	JANITORIAL SERVICE (TRUST)		293374	
	0010-801-6517-38250	75.00	JANITORIAL SERVICE	70287	293374	
	0092-801-4210-38250	1,661.00	JANITORIAL SERVICE	70514	293374	
	0010-801-3114-38250	755.00	JANITORIAL SERVICE	70514	293374	
	0092-801-4222-38250	411.00	JANITORIAL SERVICE	70514	293374	
	0092-801-4210-38250	625.00	JANITORIAL SERVICE	70482	293374	
	0010-801-3114-38250	280.00	JANITORIAL SERVICE	70482	293374	
	0092-801-4222-38250	180.00	JANITORIAL SERVICE	70482	293374	
	0010-801-3113-38250	1,958.33	JANITORIAL SERVICE	70205	293374	
	0178-801-6502-38250	373.00	JANITORIAL SERVICE	70296	293374	
	0010-801-6505-38250	3,351.00	JANITORIAL SERVICE	70285	293374	
	0178-801-6505-38250	839.00	JANITORIAL SERVICE	70285	293374	
	0010-801-6507-31160	648.50	JANITORIAL SERVICE	70226	293374	
	0092-801-4210-38250	257.00	JANITORIAL SERVICE	70481	293374	
	0010-801-3114-38250	132.00	JANITORIAL SERVICE	70481	293374	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
COME LAND MAINTENANCE COMPANY	0092-801-4222-38250	72.00	JANITORIAL SERVICE	70481	293374	12,497.83
CPC ENT INC (DBA) ULV GRAPHICS	0010-801-3114-39250	254.45	POLICE-FORM PRINTING		293375	254.45
PAUL CUBAK	0349-801-3201-39400	150.00	FIRE TRAINING		293376	150.00
DACTEK INTERNATIONAL CORPORATION	0010-801-3113-22600	110.19	POLICE SUPPLIES		293377	110.19
DAILY JOURNAL CORPORATION	0010-801-1301-31750	218.40	LEGAL NOTICE	70069	293378	877.80
	0043-801-1301-34050	466.20	LEGAL NOTICE	70069	293378	
	0043-801-1301-34050	193.20	LEGAL NOTICE	70069	293378	
DAVE BANG ASSOC., INC.	0010-801-6517-38100	216.00	PARKS SUPPLIES		293379	401.05
	0010-801-6517-24100	185.05	PARKS SUPPLIES		293379	
DELL MARKETING LP	0010-801-3115-38400	1,171.66	COMPUTER/SUPPLIES		293381	2,859.06
	0010-801-4212-24150	370.77	COMPUTER/SUPPLIES	70522	293381	
	0092-801-4220-21350	700.00	COMPUTER/SUPPLIES	70522	293381	
	0092-801-4221-24150	591.31	COMPUTER/SUPPLIES	70522	293381	
	0063-850-5002-99055	25.32	COMPUTER/SUPPLIES		293381	
	0010-801-6001-38400	8,505.19	COMPUTER/SUPPLIES	70571	293380	22,090.07
	0010-801-6001-38400	10,359.26	COMPUTER/SUPPLIES	70571	293380	
	0010-801-6001-38400	2,319.61	COMPUTER/SUPPLIES	70604	293380	
	0010-801-1403-22750	610.89	COMPUTER/SUPPLIES		293380	
	0010-801-1404-22750	295.12	COMPUTER/SUPPLIES		293380	
	0043-801-1404-38400	1,512.64	COMPUTER/SUPPLIES	70616	293382	
	0092-801-1404-38400	119.21	COMPUTER/SUPPLIES	70616	293382	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
DELL MARKETING LP	0092-801-1404-38400	1,337.86	COMPUTER/SUPPLIES	70616	293382	
	0092-801-1404-38400	55.57	COMPUTER/SUPPLIES	70616	293382	3,025.28
DEMCO INC,	0010-801-6003-22450	2,376.15	LIBRARY SUPPLIES		293383	2,376.15
DEPARTMENT OF JUSTICE	0010-701-0010-03710	32.00	FINGERPRINT PROCESSING	70260	293384	
	0010-801-1801-39550	51.00	FINGERPRINT PROCESSING		293384	
	0010-701-0010-03710	853.00	FINGERPRINT PROCESSING		293384	936.00
DEPT OF TRANSPORTATION	0010-801-4206-41100	1,450.60	TRAFFIC SIGNALS & LIGHTING	70345	293385	
	0010-801-4206-41100	60.95	TRAFFIC SIGNALS & LIGHTING		293385	1,511.55
DOORS & SPECIALTIES CO. (DBA)	0343-801-5002-91524	6,401.00	REPLACE DOORS AT BARNES PARK	70554	293386	
	0010-801-4210-38100	1,583.60	REPAIR DOORS AT CITY HALL	70576	293386	7,984.60
DOUBLE TREE HOTEL SACRAMENTO	0136-801-3101-33250	288.79	POLICE POST TRAINING		293387	288.79
DREAM QUEST (DBA)	0010-801-6006-22450	335.01	LIBRARY SUPPLIES		293388	335.01
EBSCO SUBSCRIPTION SERVICES	0131-801-6002-40500	2,625.00	LIBRARY-SUBSCRIPTION	70591	293389	
	0131-801-6002-40500	2,625.00	LIBRARY-SUBSCRIPTION	70591	293389	
	0131-801-6002-40500	894.50	LIBRARY-SUBSCRIPTION		293389	
	0131-801-6002-40500	1,715.92	LIBRARY-SUBSCRIPTION		293389	
	0131-801-6002-40500	832.80	LIBRARY-SUBSCRIPTION		293389	
	0131-801-6002-40500	187.93	LIBRARY-SUBSCRIPTION		293389	
	0131-801-6002-40500	737.36	LIBRARY-SUBSCRIPTION		293389	9,618.51
EMPIRE CLEANING SUPPLY	0010-801-6001-22150	327.64	JANITORIAL SUPPLIES		293390	
	0010-801-6001-22150	291.86	JANITORIAL SUPPLIES		293390	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
EMPIRE CLEANING SUPPLY	0010-801-6001-22150	39.24	JANITORIAL SUPPLIES		293390	
	0010-801-6001-22150	101.84	JANITORIAL SUPPLIES		293390	
	0010-801-4210-22150	26.66	JANITORIAL SUPPLIES	70104	293390	
	0010-801-3210-22150	496.09	JANITORIAL SUPPLIES		293390	
	0010-801-3210-22150	261.55	JANITORIAL SUPPLIES		293390	
	0010-801-3210-22150	39.04-	JANITORIAL SUPPLIES-CREDIT		293390	
	0010-801-6502-22150	103.39	JANITORIAL SUPPLIES	70231	293390	
	0010-801-6503-22150	1,363.32	JANITORIAL SUPPLIES	70231	293390	
	0010-801-6502-22150	36.87	JANITORIAL SUPPLIES	70231	293390	
	0010-801-6505-22150	209.88	JANITORIAL SUPPLIES		293390	
	0010-801-6505-22150	408.73	JANITORIAL SUPPLIES		293390	
	0010-801-6505-22150	439.39	JANITORIAL SUPPLIES		293390	
	0010-801-6505-39250	837.20	JANITORIAL SUPPLIES		293390	
						5,104.62
ENVIRONMENTAL SOLUTIONS (DBA)	0060-801-4211-38410	1,188.34	FLEET PARTS	70033	293391	
	0060-801-4211-38410	1,460.00	FLEET PARTS		293391	
						2,648.34
FEDERAL EXPRESS CORP	0010-801-1801-32200	31.36	DELIVERY SERVICE		293392	
	0010-801-4212-31500	26.66	DELIVERY SERVICE		293392	
						58.02
FENSCO SERVICES INC	0343-801-5002-91524	1,329.00	FENCE REPAIR		293393	
						1,329.00
FILEKEEPERS, LLC	0010-801-1802-31950	189.76	STORAGE SERVICE		293394	
						189.76
FLEITAS INTERTAMENT	0075-450-0075-09010	950.00	CHERRY BLOSSOM PERFORMER-TRUST		293395	
	0075-450-0075-08520	550.00	CINCO DE MAYO PERFORMER-TRUST		293395	
						1,500.00
FORD OF MONTEBELLO	0060-801-4211-38400	377.89	FLEET REPAIR UNIT 011	70019	293396	
	0060-801-4211-38400	50.91	FLEET REPAIR UNIT 011		293396	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
FORD OF MONTEBELLO	0060-801-4211-38400	602.49	FLEET REPAIR UNIT 008	70019	293396	
	0060-801-4211-23500	149.72	FLEET PARTS UNIT 981	70019	293396	
						1,181.01
FRANKIE DOMINGUEZ	0092-801-4220-39300	231.98	WATER TRAINING		293397	
						231.98
KIRIT GALA	0010-701-0010-06120	179.20	REFUND BUILDING INSPECTION FEE		293398	
	0010-701-0010-06370	50.00	REFUND FIRE INSPECTION FEE		293398	
						229.20
THE GALE GROUP	0131-801-6002-40500	431.77	BOOK(S) 2		293399	
						431.77
DIANA GARCIA	0092-801-1801-39400	1,302.70	REIMBURSE TUITION		293400	
						1,302.70
GARFIELD MEDICAL CENTER	0010-801-3113-22600	24.00	PHYSICAL		293401	
						24.00
GAYLORD BROS. INC.	0010-801-6003-22450	222.79	LIBRARY SUPPLIES		293402	
						222.79
GIN GOEI	0010-701-0010-02010	247.50	REFUND BUSINESS LICENCE FEE		293403	
						247.50
GOLDEN STATE WATER COMPANY	0092-801-4222-36300	62.35	WATER SERVICE		293404	
						62.35
GOVCONNECTION INC	0075-450-0075-08640	2,259.26	VIDEO SUPPLIES (TRUST)		293405	
	0075-450-0075-08640	846.76	VIDEO SUPPLIES (TRUST)-CREDIT		293405	
	0075-450-0075-08640	12.34	VIDEO SUPPLIES (TRUST)-CREDITS		293405	
	0063-850-5002-99055	56.07	NETWORK EQUIPMENT UPGRADE		293405	
	0063-850-5002-99055	173.59	NETWORK EQUIPMENT UPGRADE		293405	
	0063-850-5002-99055	8.67	NETWORK EQUIPMENT UPGRADE		293405	
	0063-850-5002-99055	30.47	NETWORK EQUIPMENT UPGRADE		293405	
	0063-850-5002-99055	55.90	NETWORK EQUIPMENT UPGRADE		293405	
						1,724.86

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GRAINGER	0010-801-4210-23400	53.96	ELECTRICAL SUPPLIES		293406	
	0092-801-4222-23700	34.19	ELECTRICAL SUPPLIES	70129	293406	
	0092-801-4222-23700	10.00	ELECTRICAL SUPPLIES	70129	293406	
	0092-801-5002-96040	409.30	ELECTRICAL SUPPLIES		293406	
	0092-801-4222-23700	511.43	ELECTRICAL SUPPLIES	70129	293406	
	0092-801-4222-23700	81.11	ELECTRICAL SUPPLIES	70129	293406	
	0092-801-4222-23700	105.16	ELECTRICAL SUPPLIES	70129	293406	
	0092-801-4222-23700	82.69	ELECTRICAL SUPPLIES	70129	293406	
	0010-801-1703-24100	116.59	ELECTRICAL SUPPLIES		293406	
						1,404.43
GRAND PRIX TIRE & AUTO CENTER	0060-801-4211-23500	501.40	FLEET TIRE	70022	293407	
						501.40
GRAYBAR ELECTRIC COMPANY INC.	0071-801-3201-39460	23.54	EOC SUPPLIES		293408	
	0071-801-3201-39460	46.97	EOC SUPPLIES		293408	
	0071-801-3201-39460	881.28	EOC SUPPLIES		293408	
						951.79
GUOYU GUO	0010-701-0010-07430	19.72	REFUND BOOK		293409	
						19.72
H & H AUTO PARTS WHOLESALE	0060-801-4211-23500	289.28	FLEET PARTS	70023	293410	
	0060-801-4211-23500	199.51	FLEET PARTS UNIT 981	70023	293410	
	0060-801-4211-23500	239.04	FLEET PARTS	70023	293410	
	0060-801-4211-23500	23.44	FLEET PARTS UNIT 986	70023	293410	
	0060-801-4211-23500	92.61	FLEET PARTS	70023	293410	
	0060-801-4211-23500	42.15	FLEET PARTS	70023	293410	
	0060-801-4211-23500	94.19	FLEET PARTS UNIT 992	70023	293410	
	0060-801-4211-23500	95.14	FLEET PARTS	70023	293410	
	0060-801-4211-23500	71.05	FLEET PARTS	70023	293410	
	0060-801-4211-23500	135.42	FLEET PARTS UNIT 033	70023	293410	
	0060-801-4211-23500	37.41	FLEET PARTS	70023	293410	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
H & H AUTO PARTS WHOLESALE	0060-801-4211-23500	17.99-	FLEET PARTS-CREDIT	70023	293410	1,301.25
HAAKER EQUIPMENT COMPANY	0022-801-4206-23900	327.00	STREET TOOLS		293411	327.00
HANA CELL USA INC	0010-701-0010-02010	90.00	REFUND BUSINESS LICENCE FEE		293412	90.00
HAROLD'S KEY SHOP, INC.	0010-801-6509-22750	73.36	KEY/LOCK SERVICES		293413	
	0010-801-6508-39250	111.94	KEY/LOCK SERVICES		293413	
	0092-801-4210-23050	117.45	KEY/LOCK SERVICES		293413	
	0092-801-4210-23050	105.00	KEY/LOCK SERVICES		293413	
	0092-801-4210-23050	213.10	KEY/LOCK SERVICES		293413	620.85
HARRINGTON INDUSTRIAL PLASTICS	0092-801-4222-23700	40.38	PLUMBING SUPPLIES		293414	
	0092-801-4222-23700	245.58	PLUMBING SUPPLIES	70137	293414	285.96
HEALTHFIRST MEDICAL GROUP	0010-801-3210-31900	955.00	PRE-EMPLOYMENT PHYSICALS		293415	955.00
HERITAGE OPERATING LP (DBA) PROFLAM	0060-801-4211-22250	107.46	FLEET PROPANE		293416	
	0060-801-4211-22250	30.50	FLEET PROPANE		293416	137.96
HIGHSMITH LLC	0010-801-6004-22450	45.61	NATIONAL LIBRARY WEEK GIVEAWAY		293417	
	0010-801-6006-22450	63.35	NATIONAL LIBRARY WEEK GIVEAWAY		293417	108.96
HOME DEPOT CREDIT SERVICES	0010-801-6517-23050	102.85	HARDWARE SUPPLIES	70251	293418	
	0092-801-5002-96040	63.71	HARDWARE SUPPLIES		293418	
	0010-801-4210-23400	141.23	HARDWARE SUPPLIES		293418	
	0092-801-4210-23050	83.68	HARDWARE SUPPLIES		293418	
	0010-801-4210-24100	155.49	HARDWARE SUPPLIES		293418	
	0010-801-4210-23400	314.07	HARDWARE SUPPLIES		293418	

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HOME DEPOT CREDIT SERVICES	0010-801-4202-23950	174.67	HARDWARE SUPPLIES		293418	
	0010-801-3210-38400	470.44	HARDWARE SUPPLIES	70176	293418	
	0010-801-3210-38400	122.75	HARDWARE SUPPLIES	70176	293418	
	0010-801-4210-23400	34.70	HARDWARE SUPPLIES		293418	
	0092-801-4210-23050	103.95	HARDWARE SUPPLIES		293418	
	0092-801-4210-23050	10.57	HARDWARE SUPPLIES		293418	
	0110-801-4202-23600	71.00	HARDWARE SUPPLIES		293418	
	0092-801-4210-23050	71.54	HARDWARE SUPPLIES		293418	
						1,920.65
INDEPENDENT CITIES ASSOCIATION	0043-801-1110-39300	2,731.00	ICA MEMBERSHIP		293419	
						2,731.00
INDUSTRIAL SAFETY SHOE CO.	0010-801-4209-22300	180.94	SAFETY BOOTS-M.CARMONA	70086	293420	
						180.94
INFOTEL DISTRIBUTORS (DBA)	0010-801-6003-38400	179.26	LIBRARY SUPPLIES		293421	
	0010-801-6003-38400	19.14	LIBRARY SUPPLIES		293421	
						198.40
INNOVATIVE INTERFACES, INC.	0075-450-0075-08320	2,625.00	LIBRARY SERVER UPGRADE (TRUST)	70582	293422	
						2,625.00
INTER VALLEY POOL SUPPLY	0010-801-6503-23050	562.66	POOL CHEMICAL		293423	
	0010-801-6503-23050	461.07	POOL CHEMICAL		293423	
	0010-801-6503-23050	554.97	POOL CHEMICAL		293423	
	0010-801-6503-23050	442.63	POOL CHEMICAL		293423	
	0010-801-6503-23050	365.78	POOL CHEMICAL		293423	
						2,387.11
INTERNATIONAL CODE COUNCIL, INC	0010-801-3205-39350	648.24	FIRE CODE BOOKS		293424	
	0010-801-3205-22750	33.19	FIRE CODE BOOKS		293424	
						681.43
JCL BARRICADE COMPANY	0022-801-4202-23800	283.40	TRAFFIC SIGNS		293425	
						283.40

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JENKINS & HOGIN, LLP	0010-801-1601-31600	15,000.00	LEGAL-GENERAL SERVICES		293426	
	0010-801-1601-31600	10,205.25	LEGAL-GENERAL LITIGATION		293426	
	0010-801-1601-31600	425.00	LEGAL-DEVELOPERS SERVICES		293426	
	0010-801-1601-31600	10,068.50	LEGAL-VILLA GARFIELD		293426	
	0075-450-0075-09201	225.00	LEGAL-TOWNE CENTER (TRUST)		293426	
	0093-801-4226-31600	15.72	LEGAL-SEMOU		293426	
	0093-801-4227-31600	15.72	LEGAL-SEMOU		293426	
	0093-801-4228-31600	15.72	LEGAL-SEMOU		293426	
	0093-801-4229-31600	15.71	LEGAL-SEMOU		293426	
	0093-801-4230-31600	15.71	LEGAL-SEMOU		293426	
	0093-801-4231-31600	15.71	LEGAL-SEMOU		293426	
	0093-801-4232-31600	15.71	LEGAL-SEMOU		293426	
						36,033.75
JODI CORP	0075-450-0075-08610	700.00	PLAY DAYS RENTAL (TRUST)		293427	
						700.00
JOHN L. HUNTER & ASSOC., INC.	0043-801-4203-31950	1,148.75	NPDES SERVICES	70426	293428	
	0184-801-4208-31950	1,550.00	USED OIL PROGRAM	70331	293428	
						2,698.75
JWA URBAN CONSULTANTS INC	0169-801-2201-31850	6,700.00	CONSULTING SERVICES	70487	293429	
						6,700.00
KELLEY BLUE BOOK	0010-801-3114-39350	76.30	POLICE SUBSCRIPTION		293430	
						76.30
KIRBY BUILT PRODUCTS INC	0075-450-0075-08550	302.24	RECREATION BIKE RACK (TRUST)		293431	
						302.24
KNIGHT COMMUNICATIONS INC	0010-801-1301-38400	401.75	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0010-801-1404-38400	31.09	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0043-801-1404-38400	34.58	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0092-801-1404-38400	31.09	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0010-801-1701-38400	333.37	SYSTEM MANAGEMENT SERVICE	70000	293432	

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KNIGHT COMMUNICATIONS INC	0010-801-1702-38400	333.37	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0010-801-1703-38400	333.37	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0010-801-1801-38400	625.00	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0010-801-3115-38400	1,083.33	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0010-801-3201-38400	750.00	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0022-801-4202-38400	375.00	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0092-801-4210-38400	294.58	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0060-801-4211-38400	1,666.63	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0043-801-4212-38400	375.00	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0092-801-4220-38400	1,500.00	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0131-801-6001-38400	666.63	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0010-801-6502-38400	916.63	SYSTEM MANAGEMENT SERVICE	70000	293432	
	0160-801-3115-31700	10,250.00	SYSTEM MANAGEMENT SERVICE	70216	293432	
						20,001.42
KNORR SYSTEMS, INC	0010-801-6503-31150	67.57	POOL SUPPLIES		293433	
						67.57
KNOWLES-MCNIFF	0010-801-1404-31700	845.87	FINANCE SOFTWARE MAINTENANCE	70001	293434	
	0043-801-1404-31700	4,222.13	FINANCE SOFTWARE MAINTENANCE	70001	293434	
	0092-801-1404-31700	4,520.87	FINANCE SOFTWARE MAINTENANCE	70001	293434	
	0010-801-3115-31700	716.63	FINANCE SOFTWARE MAINTENANCE	70001	293434	
	0010-801-3220-31700	250.00	FINANCE SOFTWARE MAINTENANCE	70001	293434	
	0092-801-4221-31700	1,184.13	FINANCE SOFTWARE MAINTENANCE	70001	293434	
	0093-801-4226-31700	253.75	FINANCE SOFTWARE MAINTENANCE	70001	293434	
	0093-801-4227-31700	296.12	FINANCE SOFTWARE MAINTENANCE	70001	293434	
	0093-801-4228-31700	253.75	FINANCE SOFTWARE MAINTENANCE	70001	293434	
	0093-801-4229-31700	236.87	FINANCE SOFTWARE MAINTENANCE	70001	293434	
	0093-801-4231-31700	304.50	FINANCE SOFTWARE MAINTENANCE	70001	293434	
	0093-801-4232-31700	253.75	FINANCE SOFTWARE MAINTENANCE	70001	293434	
	0010-801-6001-31700	961.63	FINANCE SOFTWARE MAINTENANCE	70001	293434	

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						14,300.00
KUMAR & GERCHICK	0093-801-4226-31600	117.85	SEMOU-LEGAL SERVICES		293435	
	0093-801-4227-31600	117.85	SEMOU-LEGAL SERVICES		293435	
	0093-801-4228-31600	117.86	SEMOU-LEGAL SERVICES		293435	
	0093-801-4229-31600	117.86	SEMOU-LEGAL SERVICES		293435	
	0093-801-4230-31600	117.86	SEMOU-LEGAL SERVICES		293435	
	0093-801-4231-31600	117.86	SEMOU-LEGAL SERVICES		293435	
	0093-801-4232-31600	117.86	SEMOU-LEGAL SERVICES		293435	
						825.00
L N CURTIS & SONS	0010-801-3210-38400	150.69	FIRE SAFETY SUPPLIES	70181	293436	
						150.69
L.A.COUNTY DEPT. PUBLIC WORKS	0092-801-4222-41100	1,172.00	WATER-ANNUAL PERMIT FEES		293437	
						1,172.00
L.A.U.S.D. PERSONNEL	0010-801-1801-39400	170.00	BILINGUAL TEST		293438	
						170.00
L.B.I. ATR, INC.	0060-801-3210-38400	1,168.39	FIRE-REPAIRS TRUCK 61		293439	
						1,168.39
LAWN MOWER CORNER/KNG POWER EQUIPM	0060-801-4211-23500	53.31	FLEET SUPPLIES	70029	293440	
	0092-801-4211-54920	1,411.55	FLEET SUPPLIES		293440	
						1,464.86
LEXIPOL LLC	0160-801-3101-39400	300.00	FIRE POLICY MANUALS		293441	
						300.00
HANS J LIANG	0010-801-1101-33200	294.93	ICSC RECON CONVENTION		293442	
						294.93
LIFE SAFETY CONSULTING & ENGINEERING	0010-701-0010-06330	562.50	FIRE PLAN CHECK		293443	
	0010-701-0010-06330	900.00	FIRE PLAN CHECK		293443	
						1,462.50
LIFE STAR RESCUE, INC	0060-801-4211-54050	1,109.60	FLEET LIGHTS		293444	

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						1,109.60
LIFE-ASSIST INC	0010-801-3220-24200	403.19	FIRE MEDICAL SUPPLIES	70197	293445	
	0010-801-3220-24200	827.75	FIRE MEDICAL SUPPLIES	70197	293445	
	0010-801-3220-24200	272.30	FIRE MEDICAL SUPPLIES	70197	293445	
	0010-801-3220-22350	483.80	FIRE MEDICAL SUPPLIES	70197	293445	
	0010-801-3220-24200	412.80	FIRE MEDICAL SUPPLIES	70197	293445	
	0010-801-3220-22350	107.80	FIRE MEDICAL SUPPLIES	70197	293445	
	0010-801-3220-24200	264.45	FIRE MEDICAL SUPPLIES	70197	293445	
	0010-801-3220-22350	135.55	FIRE MEDICAL SUPPLIES	70197	293445	
						2,907.64
THE LIGHTHOUSE INC (DBA)	0060-801-4211-23500	213.99	FLEET PARTS	70052	293446	
						213.99
LINE-X OF PASADENA (DBA)	0092-801-4211-54100	472.82	FLEET CONVERSION UNIT 088		293447	
						472.82
LOGAN SUPPLY CO., INC.	0092-801-4223-23900	212.11	WATER SUPPLIES	70120	293448	
						212.11
LONG BEACH BMW MOTORCYCLES (DBA)	0060-801-4211-23500	201.55	FLEET PARTS	70030	293449	
	0060-801-4211-23500	386.00	FLEET PARTS		293449	
						587.55
LOOMIS ARMORED US, INC.	0010-701-0010-03700	508.28	ARMORED CARRIER SERVICE		293450	
						508.28
LOS ANGELES COUNTY DEPT. OF	0010-801-4206-41100	835.13	TRAFFIC SIGNAL MAINTENANCE	70320	293451	
	0010-701-0010-06850	1,818.80	INDUSTRIAL WASTE INSPECTION		293451	
	0010-701-0010-06850	1,403.80	INDUSTRIAL WASTE PERMIT		293451	
						4,057.73
MANAGED HEALTH NETWORK INC	0010-801-1801-31950	840.84	EAP PREMIUM		293452	
						840.84
MANNING & KASS, ELLROD, RAMIREZ, T	0062-801-5101-31600	2,386.21	LEGAL SERVICES-S.RODRIGUEZ		293453	
						2,386.21

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MARCIVE, INC	0010-801-6003-38400	1,350.00	LIBRARY SUBSCRIPTION		293454	1,350.00
MARIPOSA LANDSCAPES, INC	0092-801-4222-38500	2,451.56	LANDSCAPING MAINTENANCE		293455	
	0092-801-4222-38500	2,000.00	LANDSCAPING MAINTENANCE	70121	293455	
	0092-801-4222-38500	130.00	LANDSCAPING MAINTENANCE	70121	293455	4,581.56
MARTIN AND CHAPMAN COMPANY	0010-801-1301-31750	105,646.42	CANDIDATES STATEMENTS	70070	293456	105,646.42
JOHN MARTINDALE	0136-801-3101-33250	150.00	POLICE POST TRAINING		293457	150.00
MATCO TOOLS (DBA)	0060-801-4211-24100	79.68	FLEET TOOLS		293458	79.68
MCMaster-CARR SUPPLY CO.	0092-801-4222-23700	145.79	WATER SUPPLIES	70122	293459	
	0092-801-4222-23700	121.50	WATER SUPPLIES	70122	293459	
	0092-801-4222-23700	188.09	WATER SUPPLIES	70122	293459	
	0092-801-4222-22750	302.29	WATER SUPPLIES	70122	293459	
	0092-801-4222-22750	209.65	WATER SUPPLIES	70122	293459	
	0092-801-4222-22750	308.79	WATER SUPPLIES	70122	293459	
	0092-801-4222-23700	20.54	WATER SUPPLIES-CREDIT	70122	293459	
	0092-801-4222-23700	49.80	WATER SUPPLIES	70122	293459	1,305.37
MCNEILL SOUND & SECURITY	0075-450-0075-08320	1,595.00	LIBRARY SECURITY SYSTEM(TRUST)		293460	
	0092-801-4222-38400	920.00	DELTA PLANT SECURITY SYS	70613	293460	
	0092-801-4222-38420	575.00	RUSSELL RESERVOIR SECURITY SYS	70613	293460	3,090.00
JORGE MEDINA	0092-801-4220-39300	231.98	WATER REIMBURSE CERTIFICATE		293461	231.98
METRON-FARNIER, LLC	0092-801-4224-81070	46,916.20	WATER METER PARTS	70384	293462	
	0092-801-4223-23350	1,301.81	WATER METER PARTS		293462	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						48,218.01
METROPOLITAN TRANSPORTATION	0109-900-6511-41200	3,452.00	LANGLEY TAP CARD SALES		293463	3,452.00
MIDWEST TAPE	0131-801-6002-40500	22.99	DVD 1		293464	
	0131-801-6002-40500	15.99	DVD 1		293464	
	0131-801-6002-40500	43.98	DVD 2		293464	82.96
MIG	0010-450-1701-02530	1,513.90	HOUSING ELEMENT SERVICES	70575	293465	1,513.90
MISSION SUPER HARDWARE	0060-801-4211-23500	47.93	HARDWARE SUPPLIES	70035	293466	
	0010-801-3210-38400	27.24	HARDWARE SUPPLIES	70196	293466	
	0010-801-3210-38400	34.78	HARDWARE SUPPLIES	70196	293466	
	0010-801-3210-38400	56.85	HARDWARE SUPPLIES	70196	293466	
	0010-801-3210-38400	32.91	HARDWARE SUPPLIES	70196	293466	
	0010-801-3210-38400	35.81	HARDWARE SUPPLIES	70196	293466	
	0010-801-3210-38400	56.66	HARDWARE SUPPLIES	70196	293466	292.18
MOBILE MINI LLC	0075-450-0075-08915	115.26	FARMERS MKT STORAGE (TRUST)		293467	115.26
MONJARAS & WISMEYER GROUP INC	0010-801-1801-31950	87.50	PROFESSIONAL SERVICES		293468	87.50
MONTEREY CAR WASH INC	0060-801-4211-38400	463.00	CAR WASHES	70006	293469	
	0060-801-4211-38400	183.00	CAR WASHES		293469	646.00
MIKE MONTOYA	0060-801-4211-39400	98.00	FLEET-CERTIFICATION		293470	98.00
GREGORY D MOSS	0010-701-0010-02700	18.40	REFUND BUILDING PERMIT		293471	18.40
MOTOROLA SOLUTIONS C/O ADVANCED ELI	0400-801-5002-99319	250,000.00	POLICE DISPATCH CENTER	70329	293472	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MOTOROLA SOLUTIONS C/O ADVANCED ELF	0160-801-5002-99319	19,985.40	POLICE DISPATCH CENTER	70329	293472	269,985.40
MR. ROOTER PLUMBING (DBA)	0010-801-4210-38100	977.56	PLUMBING SERVICES		293473	
	0010-801-4210-38100	389.00	PLUMBING SERVICES		293473	1,366.56
ERNEST T. NAGAMATSU	0075-450-0075-08200	20,471.00	REFUND GRADING BOND (TRUST)		293474	20,471.00
NAVARRO'S TOWING	0060-801-3210-38400	225.00	TOWING SERVICES		293475	
	0060-801-4211-54050	75.00	TOWING SERVICES		293475	
	0060-801-4211-54050	75.00	TOWING SERVICES		293475	
	0060-801-4211-54050	250.00	TOWING SERVICES		293475	625.00
NORMAN SCHALL & ASSOCIATES	0062-801-5101-35650	1,113.20	CLAIM EXPENSE		293476	1,113.20
NORMAN'S NURSERY INC	0071-801-3201-39460	278.50	EOC PLANTS		293477	
	0071-801-3201-39460	38.15	EOC PLANTS		293477	316.65
OCLC, INC	0010-801-6003-31700	1,357.42	LIBRARY CATALOGING SERVICE		293478	
	0010-801-6003-31700	927.12	LIBRARY CATALOGING SERVICE		293478	2,284.54
OFFICE DEPOT INC	0010-801-1701-21300	39.37	OFFICE SUPPLIES	70062	293479	
	0010-801-1702-21350	39.37	OFFICE SUPPLIES	70062	293479	
	0010-801-1703-21300	39.37	OFFICE SUPPLIES		293479	
	0010-801-3205-39250	39.37	OFFICE SUPPLIES		293479	
	0010-801-3201-21250	38.55	OFFICE SUPPLIES		293479	
	0010-801-3201-21200	242.89	OFFICE SUPPLIES		293479	
	0010-801-3201-21200	4.00	OFFICE SUPPLIES		293479	
	0092-801-5004-96032	116.66	OFFICE SUPPLIES		293479	
	0060-801-4211-21350	136.67	OFFICE SUPPLIES	70042	293479	

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OFFICE DEPOT INC.	0060-801-4211-21350	74.77	OFFICE SUPPLIES		293479	
	0042-801-4204-22750	40.94	OFFICE SUPPLIES		293479	
	0010-801-3114-21250	349.76	OFFICE SUPPLIES		293479	
	0010-801-3114-21350	76.29	OFFICE SUPPLIES	70214	293479	
	0010-801-6517-21350	118.67	OFFICE SUPPLIES		293479	
	0010-801-6517-21350	3.05	OFFICE SUPPLIES		293479	
	0010-801-1701-21350	31.17	OFFICE SUPPLIES	70062	293479	
	0010-801-1703-21350	106.47	OFFICE SUPPLIES	70062	293479	
	0010-801-1703-39250	42.90	OFFICE SUPPLIES	70062	293479	
	0010-801-1703-24100	97.71	OFFICE SUPPLIES	70062	293479	
	0010-801-6505-39250	27.57	OFFICE SUPPLIES		293479	
	0010-801-6505-39250	304.09	OFFICE SUPPLIES		293479	
	0010-801-6505-39250	32.70	OFFICE SUPPLIES		293479	
	0010-801-6505-39250	51.69	OFFICE SUPPLIES		293479	
	0010-801-6505-39250	69.33	OFFICE SUPPLIES		293479	
	0010-801-6505-39250	7.62	OFFICE SUPPLIES		293479	
	0010-801-6505-39250	42.28	OFFICE SUPPLIES		293479	
	0010-801-6505-39250	167.54	OFFICE SUPPLIES		293479	
	0010-801-6505-39250	183.08	OFFICE SUPPLIES		293479	
	0010-801-6505-39250	65.38	OFFICE SUPPLIES		293479	
	0010-801-6505-39250	51.69-	OFFICE SUPPLIES-CREDIT		293479	
	0010-801-1406-22750	19.07	OFFICE SUPPLIES		293479	
	0010-801-6505-21350	19.07	OFFICE SUPPLIES		293479	
	0010-801-1801-21350	19.07	OFFICE SUPPLIES		293479	
	0010-801-1406-22750	52.50	OFFICE SUPPLIES		293479	
	0010-801-6505-21350	52.49	OFFICE SUPPLIES		293479	
	0010-801-1801-21350	52.49	OFFICE SUPPLIES		293479	
	0010-801-1101-21250	49.49	OFFICE SUPPLIES		293479	
	0010-801-1101-21250	56.98	OFFICE SUPPLIES		293479	

2,858.73

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
OFFICE SOLUTIONS	0010-801-1403-22750	244.69	OFFICE SUPPLIES	70002	293480	
	0010-801-1403-22750	21.73	OFFICE SUPPLIES-CREDIT	70002	293480	
	0010-801-1403-22750	118.90	OFFICE SUPPLIES	70002	293480	
	0010-801-1403-22750	37.53	OFFICE SUPPLIES	70002	293480	
	0010-801-1701-21250	44.29	OFFICE SUPPLIES		293480	
	0010-801-1702-21250	44.29	OFFICE SUPPLIES		293480	
	0010-801-1703-21300	44.29	OFFICE SUPPLIES		293480	
	0010-801-3205-39250	44.28	OFFICE SUPPLIES		293480	
						556.54
JARINPORN OONPANYO	0010-701-0010-06850	424.05	REFUND INDUSTRIAL WASTE PERMIT		293481	
						424.05
PACIFIC SYSTEMS ELECTRIC INC	0060-801-4211-31950	243.75	FLEET GAS BOY SYS REPAIR		293482	
						243.75
PARKHOUSE TIRE, INC.	0060-801-4211-23500	951.75	FLEET TIRES	70044	293483	
	0060-801-4211-23500	1,233.18	FLEET TIRES	70044	293483	
						2,184.93
PBS ENGINEERS, INC.	0010-701-0010-06100	90.00	PLAN CHECK SERVICE		293484	
						90.00
PENINSULA LIBRARY SYSTEM	0075-450-0075-08250	75.00	LIBRARY TRAINING (TRUST)		293485	
	0075-450-0075-08250	75.00	LIBRARY TRAINING (TRUST)		293485	
	0075-450-0075-08250	75.00	LIBRARY TRAINING (TRUST)		293485	
						225.00
PHENIX ENTERPRISES INC	0092-801-4211-54100	1,368.82	FLEET CONVERSION UNIT 088		293486	
						1,368.82
PREFERRED ALLIANCE INC	0010-801-1801-31900	78.00	DRIVER TESTING		293487	
						78.00
PRINT SPOT	0075-450-0075-08520	343.35	CINCO DE MAYO BOOKLET (TRUST)		293488	
						343.35
PRUDENTIAL OVERALL SUPPLY	0060-801-4211-22300	28.65	FLEET UNIFORMS	70047	293489	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PRUDENTIAL OVERALL SUPPLY	0060-801-4211-22300	28.65	FLEET UNIFORMS	70047	293489	
	0060-801-4211-22300	28.65	FLEET UNIFORMS	70047	293489	
	0060-801-4211-22150	26.64	FLEET SHOP RAGS	70047	293489	
	0010-801-3210-22150	18.64	FLEET SHOP RAGS	70047	293489	
	0060-801-4211-22150	26.64	FLEET SHOP RAGS	70047	293489	
	0010-801-3210-22150	18.64	FLEET SHOP RAGS	70047	293489	
	0060-801-4211-22150	26.64	FLEET SHOP RAGS	70047	293489	
	0010-801-3210-22150	18.64	FLEET SHOP RAGS	70047	293489	
						221.79
PYRO SPECTACULARS, INC.	0075-450-0075-08600	6,750.00	JULY 4TH DISPLAY (TRUST)		293490	6,750.00
QUILL CORPORATION	0010-801-3205-21350	18.92	OFFICE SUPPLIES		293491	
	0010-801-3205-21350	173.68	OFFICE SUPPLIES		293491	
						192.60
R C FOSTER CORPORATION	0093-801-4227-23300	2,022.68	WATER TANK REPAIR		293492	2,022.68
R S D REFRIGERATION	0010-801-4210-23700	170.70	AIR CONDITIONING PARTS		293493	
	0010-801-4210-23700	25.76	AIR CONDITIONING PARTS		293493	
	0010-801-4210-23700	114.75	AIR CONDITIONING PARTS		293493	
	0010-801-4210-23700	292.47	AIR CONDITIONING PARTS		293493	
						603.68
R. M. BODY SHOP	0060-801-4211-38450	794.47	FLEET REPAIR UNIT 050	70048	293494	
	0060-801-4211-38450	1,595.70	FLEET REPAIR UNIT 882	70048	293494	
						2,390.17
RED WING SHOE STORES	0010-801-4209-22300	230.00	SAFETY BOOTS-F.MARTINEZ	70087	293495	230.00
SHANE REILLY	0075-450-0075-08360	2,500.00	EE COMPUTER PROGRAM (TRUST)		293496	2,500.00
REYES ATHLETICS	0010-801-6502-31150	676.89	RECREATION SUPPLIES		293497	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						676.89
RI-TEC INDUSTRIAL PRODUCTS	0010-801-6517-24100	420.00	PARKS SUPPLIES		293498	420.00
EVERARDO ROMO	0010-801-3103-22310	157.60	POLICE UNIFORM		293499	157.60
ROYAL WHOLESALE ELECTRIC	0093-801-4231-23300	2,636.27	WATER MODULE ANALOG	70346	293500	2,636.27
ROYCHEM CHEMICAL SPECIALITIES	0010-801-6517-22150	680.02	PARKS CLEANING SUPPLIES	70292	293501	680.02
S & S PORTABLE SERVICES, INC	0075-450-0075-09010	125.00	CHERRY BLOSSOM PORTABLE (TRUST)		293502	125.00
S C FUELS (DBA)	0060-801-4211-22250	14,773.90	FUEL 5/13	70050	293503	14,773.90
SAIGON DIGITAL PRINTING & COPY	0010-801-3205-21250	229.66	FIRE INSPECTION NOTICE		293504	
	0010-801-3205-21250	195.44	FIRE RECEIPTS		293504	425.10
SAN GABRIEL VALLEY WATER CO.	0092-801-4222-22900	106.88	WATER SERVICE		293505	106.88
SEA CLEAR POOLS INC	0010-801-6503-23050	490.31	POOL SERVICE		293506	
	0010-801-6503-22300	5.60	POOL SERVICE		293506	
	0010-801-6503-23050	84.50	POOL SERVICE		293506	
	0010-801-6503-38200	139.92	POOL SERVICE		293506	
	0010-801-6502-38250	411.53	POOL SERVICE		293506	
	0010-801-6503-23050	9.69	POOL SERVICE		293506	
	0010-801-6503-22300	252.81	POOL SERVICE		293506	
	0075-450-0075-08895	3,650.00	POOL SERVICE (TRUST)	70505	293506	
	0010-801-6502-38400	467.36	POOL SERVICE		293506	
	0010-801-6502-31150	598.72	POOL SERVICE		293506	6,110.44

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TERESA REAL SEBASTIAN	0010-801-1101-11100	80.00	MAYOR'S EXPENSES		293507	
	0092-801-1101-11100	60.00	MAYOR'S EXPENSES		293507	
	0043-801-1101-11100	60.00	MAYOR'S EXPENSES		293507	200.00
SECURE DETENTION PRODUCTS (DBA)	0010-801-4210-23300	223.99	PLUMBING SUPPLY		293508	223.99
FENG SHI	0010-701-0010-03630	53.00	REFUND PARKING CITATION		293509	53.00
SNAP-ON INDUSTRIAL, A DIVISION OF I	0060-801-4211-38400	56.70	FLEET TOOLS	70051	293510	
	0060-801-4211-38400	14.13	FLEET TOOLS		293510	
	0060-801-4211-38400	145.63	FLEET TOOLS		293510	216.46
SOUTHERN CALIFORNIA BRONZE CO., INC	0010-801-6508-22670	397.85	PLAQUE		293511	397.85
SPORT SUPPLY GROUP INC	0075-450-0075-08895	1,379.70	RECREATION SUPPLIES (TRUST)		293512	1,379.70
STAPLES BUSINESS ADVANTAGE	0349-801-3201-39400	97.76	OFFICE SUPPLIES		293513	97.76
STATUS ONE MEDICAL INC	0010-801-1802-22750	45.40	FIRST AID SUPPLIES		293514	45.40
STRATUS TECHNOLOGIES IRELAND, LTD	0010-801-3115-38400	3,276.00	POLICE CAD/RMS SERVER	70617	293515	3,276.00
STROMSOE ELECTRIC	0075-450-0075-08915	3,997.50	FARMERS MKT ELEC (TRUST)	70543	293516	3,997.50
SUCCESS PRINTING GRAPHICS INC	0010-801-6502-31150	261.60	AQUATIC FORM PRINTING		293517	261.60
SUPREME TROPHIES & GIFTS CO.	0010-801-6508-22670	431.64	CRYSTAL YOUTH AWARD		293518	431.64

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TERRILL PUBLICATIONS	0092-801-6509-31880	1,500.50	CASCADES PRINTING		293519	
	0010-801-6509-31880	768.50	CASCADES PRINTING	70380	293519	
	0092-801-6509-31880	930.00	CASCADES PRINTING	70380	293519	
	0159-801-6509-31880	350.25	CASCADES PRINTING	70380	293519	3,549.25
TEX SHOEMAKER & SON LLC	0160-801-5002-88550	4,246.95	POLICE-DIGITAL RECORDER	70561	293520	4,246.95
THE WISEGUYS BIG BAND	0075-450-0075-08610	1,000.00	PLAY DAYS PERFORMER (TRUST)		293521	1,000.00
TITO AUTO TRIM (DBA)	0060-801-4211-38400	260.00	FLEET PARTS UNIT 948	70053	293522	260.00
TOM'S CLOTHING & UNIFORMS INC	0010-801-4209-22310	77.06	UNIFORMS-S SHERMAN	70088	293523	
	0010-801-3205-22310	217.44	UNIFORMS-U MOU	70186	293523	
	0010-801-3210-22310	21.80	UNIFORMS-M KHAIL	70185	293523	
	0010-801-3210-22310	594.40	UNIFORMS-S FILES	70185	293523	
	0010-801-3210-22310	665.09	UNIFORMS-R WEDDLE	70185	293523	
	0010-801-3210-22310	245.44	UNIFORM-S MELTON	70185	293523	
	0010-801-3210-22310	277.23	UNIFORM-M KHAIL	70185	293523	
	0010-801-3112-22310	147.15	UNIFORM-K BERTSCH	70218	293523	
	0010-801-3112-22310	300.00	UNIFORM-J WALTERS	70218	293523	
	0010-801-3103-22310	188.48	UNIFORM-A PORTER	70218	293523	
	0010-801-3104-22310	274.68	UNIFORM-F DUKE	70218	293523	
	0010-801-3103-22310	166.57	UNIFORM-B HUNG	70218	293523	
	0010-801-3103-22310	112.00	UNIFORM-G SIMS	70218	293523	
	0010-801-3205-22310	150.00	UNIFORM-U MOU	70186	293523	
	0010-801-3112-22310	300.00	UNIFORM-J RUBLE	70218	293523	3,737.34
TRANSTECH	0010-801-4212-31500	900.00	ENGINEER TECHNICIAN		293524	
	0010-801-1701-31950	5,050.75	SPECIAL PROJECTS COORDINATOR	70467	293524	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TRANSTECH	0010-801-1701-31950	5,050.75	SPECIAL PROJECTS COORDINATOR	70467	293524	
	0010-801-1703-31950	3,705.00	BUILDING INSPECTOR	70464	293524	
	0010-801-1701-31950	1,840.00	INTERIM DIRECTOR	70468	293524	
	0010-801-1702-31950	1,840.00	INTERIM DIRECTOR	70468	293524	
	0010-801-1703-31950	1,840.00	INTERIM DIRECTOR	70468	293524	
	0043-801-4208-31950	5,213.33	INTERIM DIRECTOR	70468	293524	
	0092-801-4220-31950	5,213.33	INTERIM DIRECTOR	70468	293524	
	0093-801-4226-31950	2,453.34	INTERIM DIRECTOR	70468	293524	
	0010-801-4212-31500	1,955.00	CITY ENGINEER		293524	
	0010-801-4212-31500	750.00	INTERIM DEVELOPMENT DIR		293524	
	0010-801-4212-31500	750.00	ENGINEER TECHNICIAN		293524	
	0010-801-4212-31500	1,000.00	ENGINEER TECHNICIAN		293524	
	0010-801-4212-31500	1,250.00	ENGINEER TECHNICIAN		293524	
	0010-801-4212-31500	4,132.50	ENGINEER TECHNICIAN		293524	
	0010-801-4212-31500	8,847.00	ENGINEER TECHNICIAN		293524	
	0010-801-4212-31500	900.00	ENGINEER TECHNICIAN		293524	
						52,691.00
LESLIE GAO TSOU	0010-701-0010-07430	7.15	REFUND BOOK		293525	
						7.15
RICHARD TULLIUS	0010-801-5002-88560	375.38	FIRE SUPPLIES		293526	
						375.38
TURNOUT MAINTENANCE COMPANY LLC	0010-801-3210-38400	430.57	FIRE UNIFORM CLEANING/REPAIR		293527	
						430.57
UNITED SITE SERVICES OF CA INC	0075-450-0075-08610	637.45	PLAY DAYS RESTROOM (TRUST)		293528	
						637.45
UNIVAR USA INC (CORP. HEADQUARTERS)	0093-801-4227-23300	8,300.45	WATER CHEMICAL	70625	293529	
						8,300.45
USA MOBILITY WIRELESS, INC	0010-801-3112-32050	119.66	PAGING SERVICES	70264	293530	
	0092-801-4220-32050	4.74	PAGING SERVICES	70264	293530	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						124.40
MARICELA VASQUEZ	0010-801-6506-22750	300.00	DAY CARE SUPPLIES		293531	300.00
VIDEOTAPE PRODUCTS, INC.	0075-450-0075-08640	7,889.42	VIDEO EQUIPMENT (TRUST)	70579	293532	
	0075-450-0075-08640	1,005.80	VIDEO EQUIPMENT (TRUST)	70579	293532	8,895.22
VULCAN MATERIAL CO	0110-801-4202-23600	335.33	ASPHALT		293533	
	0110-801-4202-23600	373.13	ASPHALT		293533	
	0110-801-4202-23600	299.01	ASPHALT		293533	1,007.47
WALTERS WHOLESALE ELECTRIC CO	0010-801-4210-23400	1,749.50	ELECTRICAL SUPPLIES	70568	293534	
	0010-801-4210-23400	22.53	ELECTRICAL SUPPLIES	70568	293534	
	0010-801-4210-23400	158.35	ELECTRICAL SUPPLIES	70568	293534	
	0010-801-4210-23400	613.24	ELECTRICAL SUPPLIES	70568	293534	
	0010-801-4210-23400	160.66	ELECTRICAL SUPPLIES	70568	293534	
	0010-801-4210-23400	35.62	ELECTRICAL SUPPLIES	70568	293534	
	0010-801-4210-23400	256.51	ELECTRICAL SUPPLIES-CREDIT	70568	293534	
	0010-801-4210-23400	296.18	ELECTRICAL SUPPLIES	70568	293534	2,779.57
WALZ GROUP (DBA)	0010-801-1408-21250	707.46	OFFICE SUPPLIES		293535	707.46
ZHENGHONG WANG	0010-701-0010-07430	14.38	REFUND BOOK		293536	14.38
WARREN DISTRIBUTING, INC.	0060-801-4211-23500	52.82	FLEET PARTS	70054	293537	
	0060-801-4211-23500	92.84	FLEET PARTS UNIT 033	70054	293537	
	0060-801-4211-23500	11.03	FLEET PARTS UNIT 983	70054	293537	
	0060-801-4211-23500	43.38	FLEET PARTS	70054	293537	
	0060-801-4211-23500	75.92	FLEET PARTS	70054	293537	
	0060-801-4211-23500	104.12	FLEET PARTS	70054	293537	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
WARREN DISTRIBUTING, INC	0060-801-4211-23500	97.45	FLEET PARTS	70054	293537	
	0060-801-4211-23500	104.12	FLEET PARTS	70054	293537	
	0060-801-4211-23500	141.97	FLEET PARTS	70054	293537	
	0060-801-4211-23500	15.26-	FLEET PARTS-CREDIT	70054	293537	
	0060-801-4211-23500	71.53-	FLEET PARTS-CREDIT	70054	293537	
	0060-801-4211-23500	16.35-	FLEET PARTS-CREDIT	70054	293537	
						620.51
WEST COAST ARBORISTS, INC.	0176-801-6516-31190	11,728.00	TREE MAINTENANCE SERVICES		293538	
	0176-801-6516-31190	7,796.00	TREE MAINTENANCE SERVICES		293538	
						19,524.00
WEST COAST AUTO LIFT	0010-801-4210-38100	5,376.85	BUILDING MAINT-AIR COMPRESSOR	70621	293539	
						5,376.85
WEST PACIFIC MEDICAL LABORATORY	0010-801-3210-31900	1,897.81	FIRE PHYSICALS		293540	
						1,897.81
WESTCO SERVICE COMPANY	0010-801-4210-38150	1,213.39	AIR CONDITIONING REPAIR		293541	
	0010-801-4210-38150	630.26	AIR CONDITIONING REPAIR		293541	
						1,843.65
WESTERN PROPANE GAS ASSOCIATION	0060-801-4211-39400	50.00	FLEET TRAINING		293542	
	0060-801-4211-39400	50.00	FLEET TRAINING		293542	
						100.00
WESTERN WATER WORKS SUPPLY CO.	0092-801-4223-23350	1,033.32	WATER SUPPLIES		293543	
	0092-801-4223-23350	1,360.87	WATER SUPPLIES		293543	
	0092-801-4223-23350	1,338.20	WATER SUPPLIES		293543	
	0092-801-4222-23700	147.21	WATER SUPPLIES	70127	293543	
						3,879.60
WITTMAN ENTERPRISES	0010-801-3220-31400	3,506.00	AMBULANCE BILLING SVC.	70190	293544	
	0010-801-3220-31400	718.00	AMBULANCE BILLING SVC.		293544	
						4,224.00
ANTHONY WONG	0010-801-1101-33200	132.35	CA CONTRACT CITIES 2013		293545	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ANTHONY WONG	0010-801-1101-33200	292.91	ICSC RECON		293545	425.26
MERILEE WONG	0092-701-0092-07520	658.36	REFUND WATER METER		293546	658.36
WURTH USA INC	0060-801-4211-23500	360.61	FLEET SUPPLIES	70058	293547	360.61
XEROX CORPORATION	0010-801-1407-37500	404.90	COPIER RENTAL	70266	293548	3,766.31
	0010-801-1408-38400	1,191.72	COPIER RENTAL	70266	293548	
	0010-801-1408-38400	2,169.69	COPIER RENTAL	70267	293548	
YONG HONG XIE	0010-701-0010-07430	4.59	REFUND BOOK		293549	4.59
CHUNG JEN YEH	0010-701-0010-02010	82.50	REFUND-BUSINESS LICENCE FEE		293550	177.99
	0077-701-0077-02110	95.49	REFUND-BID FEE		293550	
ZOLL MEDICAL CORPORATION	0010-801-3220-22350	1,111.80	FIRE MEDICAL SUPPLIES		293551	1,111.80
ZUMAR INDUSTRIES, INC.	0010-801-4206-23800	130.80	TRAFFIC SIGNS	70578	293552	3,858.60
	0010-801-4206-23800	32.70	TRAFFIC SIGNS	70578	293552	
	0010-801-4206-23800	1,177.20	TRAFFIC SIGNS	70578	293552	
	0010-801-4206-23800	179.85	TRAFFIC SIGNS	70578	293552	
	0010-801-4206-23800	675.80	TRAFFIC SIGNS	70578	293552	
	0010-801-4206-23800	572.25	TRAFFIC SIGNS	70578	293552	
	0010-801-4206-23800	327.00	TRAFFIC SIGNS	70578	293552	
	0010-801-4206-23800	81.75	TRAFFIC SIGNS		293552	
	0010-801-4206-23800	681.25	TRAFFIC SIGNS		293552	
TOTAL FOR PRINTED WARRANTS						1,323,060.46

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TOTAL FOR PREPAID WARRANTS	219,486.49
TOTAL FOR PRINTED WARRANTS	1,323,060.46
TOTAL WARRANTS	1,542,546.95
TOTAL VOID CHECKS	1
TOTAL PREPAID CHECKS	36
TOTAL CHECKS PRINTED	211
TOTAL CHECKS ISSUED	247

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FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0010	GENERAL FUND	18,482.73	308,231.41	326,714.14
0022	STATE GAS TAX FUND	702.95	26,735.40	27,438.35
0042	SEWER FUND	0.00	40.94	40.94
0043	REFUSE FUND	10.00	421,442.19	421,452.19
0060	CITY SHOP FUND	3.48-	35,943.57	35,940.09
0062	GENERAL LIABILITY FUND	16,456.97	6,185.52	22,642.49
0063	TECHNOLOGY INTERNAL SERV FUND	0.00	350.02	350.02
0065	PAYROLL CLEARING ACCOUNT	540.00	0.00	540.00
0071	PUBLIC SAFETY IMPACT FEE FUND	5,602.61	6,210.44	11,813.05
0075	SPECIAL DEPOSITS FUND	62,354.12	60,370.30	122,724.42
0077	BUSINESS IMPROVEMENT AREA #1	0.00	107.06	107.06
0092	WATER FUND	1,687.54	94,698.46	96,386.00
0093	WATER TREATMENT FUND	0.00	17,946.48	17,946.48
0109	GPA PROPOSITION A	201.36	3,452.00	3,653.36
0110	MEASURE R FUND	54,082.87	1,078.47	55,161.34
0131	LIBRARY TAX FUND	0.00	10,799.87	10,799.87
0136	POST	3,432.50	438.79	3,871.29
0142	EL CIVIC EDUCATION GRANT	0.00	2,160.00	2,160.00
0152	HOME HOUSING PROGRAM	162.83	0.00	162.83
0159	RECREATION FUND	0.00	422.50	422.50
0160	ASSET FORFEITURE	513.01	34,782.35	35,295.36
0161	CONSTRUCTION AGENCY FUND	440.00	0.00	440.00
0163	CAL LIBRARY LITERACY SVC GRANT	1,703.75	84.17	1,787.92
0165	AIR QUALITY IMPROVEMENT FUND	60.00	0.00	60.00
0169	CDBG FUND	0.00	6,700.00	6,700.00
0176	MAINTENANCE DISTRICT 93-1	0.00	19,524.00	19,524.00
0178	PROP A - PER PARCEL GRANT	0.00	1,212.00	1,212.00
0184	USED OIL RECYCLING BLOCK GRANT	0.00	1,550.00	1,550.00

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 06/19/2013
FUND SUMMARY

39

FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0259	URBAN AREA INITIATIVE 2011	9,235.57	0.00	9,235.57
0342	SAFETEA-LU GRANT	30,334.56	0.00	30,334.56
0343	RECREATION GRANT (075)	0.00	7,730.00	7,730.00
0346	ELAC CONTRIBUTIONS	7,583.64	0.00	7,583.64
0349	ELAC INSTRUCTIONAL SERV PROG	5,846.08	4,864.52	10,710.60
0400	FED COPS TECHNOLOGY GRANT	0.00	250,000.00	250,000.00
0880	CITY/HOUSING SUCCESSOR AGENCY	56.88	0.00	56.88
	TOTAL	219,486.49	1,323,060.46	1,542,546.95

Staff Report City of Monterey Park

DATE: June 19, 2013

TO: Paul Talbot, City Manager

FROM: Joseph Leon, City Treasurer

SUBJECT: Monthly Investment Report - May 2013

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

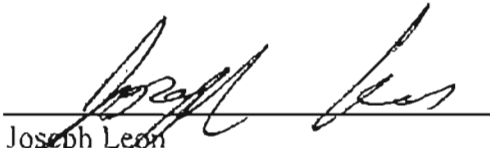
DISCUSSION

As of May 31, 2013 invested funds for the City of Monterey Park is \$77,965,401.17.

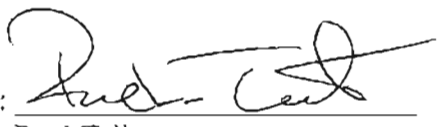
RECOMMENDATION

Receive and file the monthly investment report.

By:


Joseph Leon
City Treasurer

Approved:


Paul Talbot
City Manager

**CITY OF MONTEREY PARK
INVESTMENT REPORT
AS OF MAY 31, 2013**

INSTITUTION NAME	PURCHASE DATE	MATURITY DATE	INTEREST RATE	% OF PORTFOLIO	AMOUNT
INVESTMENTS:					
CERTIFICATES OF DEPOSIT ⁽²⁾					
AMERICAN PLUS BANK	01/11/13	01/11/14	0.55%		99,000.00
ASIAN PACIFIC NATIONAL BANK	03/04/13	03/04/14	0.60%		200,000.00
CATHAY BANK	08/14/12	08/14/13	0.80%		100,000.00
CATHAY BANK	10/07/12	10/07/13	0.80%		150,000.00
EAST WEST BANK	11/10/12	11/10/13	1.14%		250,000.00
EVERTRUST BANK	11/09/12	11/09/13	0.60%		100,000.00
EVERTRUST BANK	10/05/12	10/04/13	0.60%		150,000.00
FIRST CHOICE BANK	08/06/12	08/07/13	1.09%		240,000.00
FIRST GENERAL BANK	08/04/12	08/04/13	0.70%		200,000.00
PREFERRED BANK	06/06/12	06/06/13	0.90%		100,000.00
PREFERRED BANK	03/03/13	03/03/14	0.80%		140,000.00
TOMATO BANK, N.A.	03/04/13	03/04/14	0.80%		100,000.00
TOMATO BANK, N.A.	02/04/13	02/04/14	0.80%		140,000.00
U.S. BANK	05/10/12	12/10/13	0.85%		200,000.00
AMERICAN EXP CENTURION BANK	12/01/11	06/10/13	0.95%		240,000.00
BARCLAYS BANK	12/01/11	12/09/13	0.90%		240,000.00
BANK OF CHINA	12/01/11	06/07/13	0.80%		240,000.00
CIT BANK	12/01/11	12/16/13	1.05%		240,000.00
GE CAPITAL RETAIL BANK	12/01/11	09/09/13	1.00%		240,000.00
GOLDMAN SACHS BANK USA	12/01/11	06/07/13	0.85%		240,000.00
SAFRA NATIONAL BANK	12/08/11	12/16/13	0.80%		240,000.00
SALLIE MAE BANK	12/08/11	12/16/13	0.90%		240,000.00
EVERBANK	01/16/13	01/16/15	0.70%		240,000.00
DISCOVER BANK	04/10/13	04/10/15	0.55%		240,000.00
GOLDMAN SACHS BANK USA	04/10/13	10/13/15	0.65%		240,000.00
TOTAL CDs (25)				6.16%	<u>4,809,000.00</u>
BANK OF THE WEST SAVINGS ACCOUNT		ON DEMAND	0.340%	12.83%	<u>10,000,000.00</u>
LOCAL AGENCY INVESTMENT FUND:					
LAIF - CITY		ON DEMAND	0.240%		37,901,652.03
LAIF - PUBLIC FINANCING AUTHORITY		ON DEMAND	0.240%		<u>25,254,749.14</u>
TOTAL LAIF				81.01%	<u>63,156,401.17</u>
TOTAL INVESTMENTS				100.00%	<u>\$ 77,865,401.17</u>
BANK BALANCE:					<u>\$ 1,479,178.55</u>
AVERAGE MATURITY DAYS					14
AVERAGE INTEREST RATE FOR THE MONTH					0.289%

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.

THE FDIC INSURANCE COVERAGE LIMIT WAS PERMANENTLY RAISED TO \$250,000 ON JULY 21, 2010.

THERE HAVE BEEN NO VARIANCES TO THE INVESTMENT POLICY.

City of Monterey Park
Investment By Funds Cash Basis

<u>FUND</u>	<u>DESCRIPTION</u>	<u>5/31/2013</u>
0010	GENERAL FUND	\$ 20,757,953.62
0012	RETIREMENT FUND	892,424.20
0022	STATE GAS TAX FUND	1,239,719.52
0023	BIKE ROUTE FUND	0.00
0028	PROP 18-STREET IMPRVMT FUND	30,811.77
0042	SEWER FUND	770,801.94
0043	REFUSE FUND	2,144,575.69
0060	CITY SHOP FUND	1,759,589.14
0061	SEPARATION BENEFITS FUND	3,398,969.44
0062	GENERAL LIABILITY FUND	1,455,783.09
0063	TECHNOLOGY INTERNAL SERV FUND	1,040,935.26
0064	OPEB INTERNAL SERV FUND	1,000,000.00
0065	PAYROLL CLEARING ACCOUNT	227,885.03
0070	PARK FACILITIES FUND	5,882.26
0071	PUBLIC SAFETY IMPACT FEE FUND	73,823.55
0075	SPECIAL DEPOSITS FUND	1,952,826.51
0077	BUSINESS IMPROVEMENT AREA #1	249,714.46
0080	WORKERS COMP FUND	2,662,590.87
0085	PENSION LIABILITY FUND	7,842,427.00
0092	WATER FUND	14,685,922.30
0093	WATER TREATMENT FUND	8,803,472.90
0109	OPA PROPOSITION A	1,723,065.53
0110	MEASURE R FUND	1,409,851.33
0115	CFF CALIF FOUNDATION FUNDS	20,780.46
0131	LIBRARY TAX FUND	203,806.74
0132	STC STANDARDS/TRAINING/CORREC	1,642.85
0136	POST	0.00
0142	EL CIVIC EDUCATION GRANT	0.00
0150	RENTAL REHABILITATION INCOME	9,466.44
0152	HOME HOUSING PROGRAM	0.00
0154	FEMA DISASTER FUND	153,550.02
0159	RECREATION FUND	0.00
0160	ASSET FORFEITURE	701,026.92
0161	CONSTRUCTION AGENCY FUND	54,780.33
0163	CAL LIBRARY LITERACY SVC GRANT	16,602.30
0165	AIR QUALITY IMPROVEMENT FUND	144,730.56
0166	PROPOSITION C	689,139.75
0169	CDBG FUND	0.00
0176	MAINTENANCE DISTRICT 93-1	237,731.80
0178	PROP A - PER PARCEL GRANT	0.00

City of Monterey Park
Investment By Funds Cash Basis

<u>FUND</u>	<u>DESCRIPTION</u>	<u>5/31/2013</u>
0182	PUBLIC SAFETY AUGMENTATION FND	0.00
0184	USED OIL RECYCLING BLOCK GRANT	21,470.61
0192	STATE LAW ENFORCE SVC (COPS)	160,237.50
0194	MED LIFE TRAFFIC SIGNALS FUND	64,575.27
0201	LOS ANGELES COUNTY GRANT	8,544.87
0203	CERCLA LIABILITY FUND	805,148.86
0211	ECO DEVELOP. INITIATIVE (EDI)	579,260.56
0214	BEVERAGE CONTAINER RECYCLING	25,276.36
0217	JUSTICE ASSISTANCE GRANT (JAG)	0.00
0229	BULLETPROOF VEST POLICE GRANT	243.98
0233	AIR QUALITY INVEST PROG GRANT	55,200.10
0258	URBAN AREA INITIATIVE 2010	0.00
0342	SAFETEA-LU GRANT	0.00
0343	RECREATION GRANT (075)	71,066.32
0344	MAINTENANCE GRANT (075)	113,333.38
0346	ELAC CONTRIBUTIONS	0.00
0349	ELAC INSTRUCTIONAL SERV PROG	64,979.62
0351	CHARTER COMM TRUST GRANT	10,372.47
0352	GENERAL PLAN REVIEW TRUST	73,960.88
0354	MTA CALL FOR PROJECT GRANT	0.00
0356	LACMTA FUNDS	2,305.32
0415	PASSPORT TRUST GRANT	13,105.53
0420	EEC BLOCK GRANT	0.00
0421	ASPHALT/CONCRETE INCENTIVE	160,525.64
0422	LIBRARY AUTOMATION TRUST GRANT	3,078.38
0423	TARGET GRANT (2010)	0.58
0424	LOCAL HISTORY DIGITAL RESOURCE	34.22
0427	TRANSFORMING LIVES AFTER 50	6.12
0428	CA COUNCIL FOR THE HUMANITIES	2.38
0431	ASSISTANCE TO FIREFIGHTER-CITY	9,490.77
0435	EMERGENCY OPERATIONS CENTER	0.00
0436	DISASTER MANAGEMENT AREA C	2,500.00
0440	SUSTAINABLE COMM PLANNING	0.00
0442	RECORDS MANAGEMENT FEE TRUST	2,345.32
0445	LITERACY TRUST GRANT	5,984.94
0880	CITY/HOUSING	703,589.24
	OUTSTANDING CHECKS FLOW	(890,371.03)
	TOTAL INVESTMENTS	<u><u>\$ 78,428,551.77</u></u>

Staff Report City of Monterey Park

Consent Calendar
Agenda Item 6

DATE: June 19, 2013

TO: Paul Talbot, City Manager
FROM: Vincent D. Chang, City Clerk
SUBJECT: City Council Minutes

Attached are minutes for approval by City Council for the following meetings:

- May 1, 2013 (Regular)
- May 7, 2013 (Special)
- May 15, 2013 (Regular)

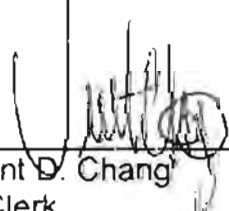
FISCAL IMPACT:

None

RECOMMENDATION:

It is recommended that the City Council approved the minutes.

By:



Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
MAY 1, 2013**

The City Council of the City of Monterey Park held a Regular Meeting of the Council in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, May 1, 2013 at 7:00 p.m.

The minutes include items considered by the City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency, which dissolved February 1, 2012. Successor Agency matters will include the notation of "SA" next to the Agenda Item Number.

CALL TO ORDER:

Mayor Real Sebastian called the meeting to order at 7:00 p.m.

FLAG SALUTE:

The Monterey Park Fire Explorers led the flag salute.

ROLL CALL:

City Clerk Chang called the roll:

Council Members Present: Chan, Liang, Wong, Real Sebastian, Ing

Council Members Absent: None

ALSO PRESENT: City Manager Talbot, City Attorney Hensley, City Treasurer Leon, Fire Chief Birrell, Police Chief Smith, Human Resources Director Cody, Recreation and Community Services Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Quintero, Controller Yaung, Support Services Manager Shay, Special Projects Coordinator Funk

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

Discussion: City Manager Talbot informed the council Agenda Item No. 12 will be continued to the June 5, 2013 Regular Council Meeting.

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

None.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NO. 1

1. SUCCESSOR AGENCY RESOLUTIONS, DEMANDS, PROGRESS PAYMENTS AND INTERFUND TRANSFERS

It is required that the City Council (acting on behalf of the Successor Agency) approve all disbursements.

See Successor Agency minutes.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

This is the end of Successor Agency (SA) items.

PRESENTATIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

- Jazmine Jimenez addressed the council as a student at Macy Intermediate School and expressed her concerns regarding the students safety and traffic hazards.
- Maria Jimenez spoke as a concerned parent requesting the council address the traffic hazards and student safety at Jack F. Macy Intermediate School.
- Robert Flores spoke as the President of the Monterey Park Homeowners and Renters Association stating his concerns regarding building permits, code enforcement regulations, city zoning regulations and amending the city's personnel board and commission applications.
- Jose Sanchez spoke on behalf of the Veteran's Basketball League requesting the city's assistance concerning the facility fee schedule at Elder Park Gym.
- Doris Lau spoke on behalf of the Cinco de Mayo Committee inviting the council and residents to attend the City of Monterey Park's Annual Cinco de Mayo celebration on Sunday, May 5, 2013 from 1:00 - 6:00 p.m. at the Barnes Park Amphitheater.

CITY OF MONTEREY PARK CONSENT CALENDAR CONSISTS OF ITEMS 2 - 10

Matters listed under consent calendar are considered to be routine, ongoing business and are enacted by one motion unless specified.

Action Taken: Council Members approved and adopted Item Nos. 2 - 10, except for Item Nos. 3, 6, 8, and 9 which was pulled and reading resolutions and ordinances by title only and waiving further reading thereof.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

2. RESOLUTIONS, DEMANDS, PROGRESS PAYMENTS AND INTERFUND TRANSFERS

It is required that the City Council approve all disbursements.

Action Taken: The City Council approved payment of warrants and adopted **Resolution No. 11573** allowing certain claims and demands per Warrant Register

dated **May 1, 2013 Totaling \$1,059,230.29** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. 11573, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **May 1, 2013 Totaling \$1,059,230.29** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

3. AMENDMENTS TO MONTEREY PARK MUNICIPAL CODE, TITLE 21, REGARDING ZONING REGULATIONS AFFECTING ALL ZONES WITHIN THE CITY OF MONTEREY PARK (CA-13-01)

The proposed amendments to Title 21 of the Monterey Park Municipal Code, which implements the City's zoning regulations, was brought before the Planning Commission on March 13, 2013 and March 26, 2013. The proposed Ordinance, if adopted, would amend Title 21 in its entirety to update the Monterey Park Municipal Code following changes to California law; amend the Monterey Park Municipal Code in light of voter approved amendments to the General Plan; and clarify the Monterey Park Municipal Code for purposes of transparency and ease of use. The City Council held a Public Hearing and had the first reading of the Ordinance at its April 17, 2013 Council Meeting.

This item was pulled for separate discussion.

Public Speakers:

- Nancy Arcuri expressed her concerns and recommended that the amended English language be required for all city business signs and establishments.

- Elizabeth Tu spoke as a resident introducing speaker Steven Sidlovsky who addressed the council and residents to amend the City's zoning regulations to allow citizen overlay zones.

Action Taken: The City Council waived the second reading and adopted **Ordinance No. 2097** amending Title 21 of the Monterey Park Municipal Code (CA-13-01).

Ordinance No. 2097, entitled:

AN ORDINANCE AMENDING TITLE 21 OF THE MONTEREY PARK MUNICIPAL CODE IN ITS ENTIRETY REGULATING ZONING

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

4. APPOINTING ELECTED OFFICIAL REPRESENTATIVES TO SPECIFIC ORGANIZATIONS

There are ten associations/organizations requiring a City representative. Routinely Council reviews the Resolution assigning Council to the various organizations in July of each year but with the March 5, 2013 City Election, the City now has two new Council Members that need to receive representative assignments.

Action Taken: The City Council adopted **Resolution No. 11574** appointing Elected Official representatives to specific organizations on Consent Calendar.

Resolution No. 11574, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA APPOINTING ELECTED OFFICIAL REPRESENTATIVES TO SPECIFIC ORGANIZATIONS

5. APPROVAL OF FIREWORKS CONTRACT FOR JULY 4TH CELEBRATION

The Recreation and Community Services Department requested proposals from three qualified pyrotechnic companies for the traditional fireworks display for the City's 4th of July Celebration. Pyro Spectaculars submitted three proposals and the 4th of July Committee and staff selected the lower price package at \$13,500.

Action Taken: The City Council authorized the City Manager to execute an agreement, in a form approved by the City Attorney, between the City and Pyro Spectaculars for the 2013 Fourth of July Firework Display on Consent Calendar.

6. WELL 12 AIR STRIPPER PAINTING

The tower and blower of the air stripper for Well 12 is need of repainting. This maintenance project includes pressure washing, sanding and preparing the tower, blower enclosure and hydrochloric acid tank for two gel coats of paint. This painting will prevent sunlight from penetrating the treatment plant and minimize the possibility of biogrowth fouling the media or any portion of the treatment process. The City solicited bids from three qualified contractors; Core-Rosion Products, RC Foster and MMP. Core-Rosion Products was the only company to respond with a bid of \$58,587.50.

This item was pulled for separate discussion.

Action Taken: The City Council (1) awarded a contract to Core-Rosion Products for painting services in an amount not to exceed \$64,446.25 to repaint the Well 12 Treatment Plan and (2) authorized the City Manager to execute an agreement with Core-Rosion Products in a form approved by the City Attorney.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

7. FIRE STATION 61 APPARATUS FLOOR RESURFACING

The project involves removal of the deteriorated surface coating, repairs to underlying cracks in the concrete floor, and application of a self-leveling polyurethane-cement product on the main apparatus floor, three adjoining utility rooms and an adjoining garage.

Action Taken: The City Council adopted **Resolution No. 11575** authorizing staff to advertise the Fire Station No. 61 Apparatus Floor Resurfacing for bids on Consent Calendar.

Resolution No. 11575, entitled:

A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE FIRE STATION 61 APPARATUS FLOOR RESURFACING PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT

8. SEQUOIA PARK AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) IMPROVEMENTS

The project involved the construction of concrete walkways in and around the restroom building, baseball diamond, play area, and shade shelter to comply with ADA access requirements. The project included a change order for removal and replacement of uplifted sidewalk sections in the median island adjacent to the parking lot; construction of additional concrete and flagstone walkways to tie in the existing picnic areas; construction of additional concrete curbs and handrails and installation a new ADA drinking fountain and concrete pad for bleacher seating adjacent to the baseball diamond.

This item was pulled for separate discussion.

Action Taken: The City Council (1) accepted the Sequoia Park ADA improvement works performed by CT&T; (2) authorized staff to file a Notice of Completion with the Los Angeles County Recorder's Office and pay the final retention 35 days thereafter; and (3) authorized the allocation of an additional \$16,000 in General Funds to cover the final cost of the project.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

9. EMERGENCY OPERATIONS CENTER CONSTRUCTION

The project work at 329 West Newmark Avenue consisted of excavation and grading, construction of a reinforced concrete building foundations, installation of a prefabricated building, connection of all utilities, construction of concrete pavement, walkways, masonry block perimeter wall, covered entryway, sidewalk, curb and gutter, and installation of landscaping and irrigation.

This item was pulled for separate discussion.

Action Taken: The City Council (1) accepted the Emergency Operations Center work performed by Accelerated Modular Concepts Inc.; (2) authorized staff to file a Notice of Completion with the Los Angeles County Recorder's Office; and (3) authorized staff to pay the final retention 35 days thereafter.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

10. CITY HALL AND PARKING STRUCTURE PAINTING PROJECT

The project involves the repair and painting of exterior walls, roof panels and fixtures of City Hall and the abutting parking structure.

Action Taken: The City Council adopted **Resolution No. 11576** authorizing staff to advertise for bids for City Hall and Parking Structure painting project on Consent Calendar.

Resolution No. 11576, entitled:

A RESOLUTION APPROVING THE BIDDING DOCUMENTS AND SPECIFICATIONS FOR THE MONTEREY PARK CITY HALL AND PARKING STRUCTURE PAINT JOB PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT

PUBLIC HEARING

Mayor Real Sebastian opened the public hearing at 9:06 p.m. and closed the public hearing at 9:08 p.m. with no public speakers.

11.COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIP PROGRAM CONSOLIDATED PLAN

Local governments receiving Community Development Block Grant and HOME Investment Partnership program funds must prepare a Consolidated Plan every three to five years. This Plan identifies needs and resources to achieve federal legislative for decent housing, creating suitable living environments, and expanding economic opportunities for every resident, particularly those with low-incomes. The first Public Hearing was conducted on April 17, 2013.

Action Taken: The City Council adopted the One-Year Action Plan for Fiscal Year 2013-14.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

12.COMPREHENSIVE MASTER FEE STUDY

The purpose of this study is to ensure that the fees currently in place are fair and reasonable and effectively recover the cost for the services provided. The total cost for each fee included in this study is based on the full cost of providing the services, including staff salaries, benefits, departmental costs, as well as indirect costs from central service support.

Recommendations: It is recommended that the City Council

- (1) Open public hearing, hear staff, hear audience, close public hearing;
- (2) Adopt Resolution No. _____ a new fee schedule for recovering costs incurred from providing various public services; and
- (3) take such additional, related, action that may be desirable.

Action Taken: None. This item was continued to the June 5, 2013 Regular Council Meeting.

UNFINISHED BUSINESS

None.

NEW BUSINESS

13.PERSONNEL MATTERS AS REVIEWED BY THE CITY COUNCIL DURING CLOSED SESSION ON APRIL 17, 2013

- **Reinstate Merit Increases for Part-Time Employees.**
In July 2009, the City Council directed staff to place a freeze on all part-time employee merit increases. Restoration of merit increases would recognize the many long-term part-time employees that have served the City.
- **Authorize recruitments for Director of Community/Economic Development, and Director of Management Services/Assistant City Manager and Director of Public Works.**
Due to the elimination of the Redevelopment Agency, the City has been operating the Economic Development with only contract staff and a long-term temporary appointment. Staff is proposing to combine the functions of the Economic Development and Community Services Departments. The City has been without a Community Services Director since December 2012.
- **Reclassify the Financial Services Manager Position to the Classification of Controller.**
This reclassification would recognize the level of quality contributions and additional duties the Financial Services Manager has performed since the Director of Management Services vacancy.
- **Restore 60 hours of Administrative Leave to the Non-Contract Executive Classified Employees.**
There will be no cash value assigned to the administrative leave and it will not be allowed to rollover into a new fiscal year and accumulate.

Action Taken Recommendation No. 1: The City Council adopted **Resolution No. 11577** approving the restoration of part-time merit increases for part-time employees.

Resolution No. 11577, entitled:

A RESOLUTION APPROVING RESTORATION OF PART-TIME MERIT INCREASES AND ADMINISTRATIVE LEAVE FOR NON-CONTRACT EXECUTIVE STAFF; COMBINE THE ECONOMIC DEVELOPMENT AND COMMUNITY DEVELOPMENT DEPARTMENTS AND RECLASSIFY THE DIRECTOR OF MANAGEMENT SERVICES AND FINANCIAL SERVICES MANAGER; OPEN RECRUITMENTS FOR DIRECTOR OF PUBLIC WORKS, DIRECTOR OF MANAGEMENT SERVICES/ASSISTANT CITY MANAGER AND THE DIRECTOR OF COMMUNITY/ECONOMIC DEVELOPMENT

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

Ayes: Council Members: Chan, Liang, Wong, Real Sebastian, Ing
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Action Taken Recommendation No. 2: The City Council approved restoring 60 hours of administrative leave for non-contract executive classified employees.

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

Ayes: Council Members: Chan, Liang, Wong, Real Sebastian, Ing
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Action Taken Recommendation No. 3: The City Council reclassified the Financial Services Manager Position to the Classification of Controller as amended by the council members comments that the Controller report to the City Manager and will continue as a member of the city's investment committee.

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

Ayes: Council Members: Chan, Liang, Wong, Real Sebastian, Ing
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Action Taken Recommendation No. 4: The City Council combined the Economic Development and Community Development Departments and authorized the recruitment for a Director of Community/Economic Development.

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

Ayes: Council Members: Chan, Liang, Wong
Noes: Council Members: Ing, Real Sebastian
Absent: Council Members: None
Abstain: Council Members: None

Proposed Action Recommendation No. 5: The City Council authorized the recruitment for a Director of Management Services/Assistant City Manager.

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

Ayes: Council Members: Liang, Wong
Noes: Council Members: Chan, Ing, Real Sebastian
Absent: Council Members: None
Abstain: Council Members: None

Action Taken Recommendation No. 6: The City Council authorized the recruitment for a Director of Public Works.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Council Communications and committee reports from Council Representatives of specific organizations (Non Action Item)

Council Member Chan thanked the council, staff, and residents for their attendance to the Bruggemeyer Library's Foundation Dinner and Dance on Friday, April 26, 2013 at Quiet Canyon in Montebello in successfully raising funds to purchase new e-books. Council Member Ing informed the council of his attendance at. Council Member Liang informed the residents of his attendance with the council to the city's family bike ride and Cherry Blossom festival. Mayor Real Sebastian invited the residents to attend the city's Cinco de Mayo festival on Sunday, May 5, 2013 at Barnes Park from 1:00 p.m. - 5:00 p.m.

CLOSED SESSION

None.

ADJOURNMENT

City Clerk Chang adjourned the meeting at 10:30 p.m.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
MAY 7, 2013**

The City Council of the City of Monterey Park held a Regular Meeting of the Council in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Tuesday, May 7, 2013 at 6:00 p.m.

CALL TO ORDER:

Mayor Real Sebastian called the meeting to order at 6:03 p.m.

ROLL CALL:

Deputy City Clerk Trang called the roll:

Council Members Present: Ing, Chan, Liang, Wong, Real Sebastian

Council Members Absent: None

ALSO PRESENT: City Manager Talbot, Human Resources Director Cody, City Librarian Arvizu

NEW BUSINESS

1. LIBRARY BOARD OF TRUSTEES INTERVIEW

Council will hold applicant interviews to fill three vacancies as a Board of Trustee Member on the Monterey Park Library Board for a three-year term. There are two current Board Members that would like to be considered to serve an additional term per Bruggemeyer Monterey Park Library Board of Trustees By-Laws Article 4, Section 6.

Action Taken: The City Council interviewed the following Library Board candidates; Kathryn Foster, Kin Fung, Yukio Kawaratani, Mary E. (Betty) Morin, Lisa Yang, Billy Vee, and Janet Yu.

Action Taken: The City Council reappointed Kathryn Foster to the Library Board, Seat 4.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian

Noes: Council Members: None

Absent: Council Members: None

Abstain: Council Members: None

Action Taken: The City Council appointed Yukio Kawaratani to the Library Board, Seat 3.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Action Taken: The City Council appointed Mary Morin to the Library Board, Seat 2.

Motion: Moved by Mayor Real Sebastian and seconded by Council Member Ing, motion carried by the following vote:

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

RECESSED - The City Council recessed at 7:03 p.m.

RECONVENED – The City Council reconvened with all council members present at 7:11 p.m.

2. PERSONNEL BOARD INTERVIEWS

Council will hold applicant interviews to fill three vacancies as a Board Member on the Monterey Park Personnel Board for a four-year term. One current Board Member would like to be considered to serve an additional term.

Action Taken: The City Council interviewed the following Personnel Board candidates; Herbert Callahan, Yoko Igawa, and Pauline Lemire.

Action Taken: The City Council appointed Yoko Igawa, Seat 2, and Herbert Callahan, Seat 5 to the Personnel Board, Community at Large.

Motion: Moved by Mayor Real Sebastian and seconded by Council Member Ing, motion carried by the following vote:

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

CLOSED SESSION

None.

ADJOURNMENT

Deputy City Clerk Trang adjourned the meeting at 7:33 p.m.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
MAY 15, 2013**

The City Council of the City of Monterey Park held a Regular Meeting of the Council in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, May 15, 2013 at 7:00 p.m.

The minutes include items considered by the City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency, which dissolved February 1, 2012. Successor Agency matters will include the notation of "SA" next to the Agenda Item Number.

CALL TO ORDER:

Mayor Real Sebastian called the meeting to order at 7:00 p.m.

FLAG SALUTE:

The Monterey Park Police Explorers led the flag salute.

ROLL CALL:

City Clerk Chang called the roll;

Council Members Present: Chan, Liang, Wong, Real Sebastian, Ing

Council Members Absent: None

ALSO PRESENT: City Manager Talbot, City Attorney Hensley, City Treasurer Leon, Fire Chief Birrell, Police Chief Smith, Human Resources Director Cody, Recreation and Community Services Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Quintero, Controller Yaung, Support Services Manager Shay, Special Projects Coordinator Funk

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

Discussion: City Manager Talbot reported that there was a correction on Page 2 for Item No. 10.

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

None.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NO. 1 - 3

1. SUCCESSOR AGENCY RESOLUTIONS, DEMANDS, PROGRESS PAYMENTS AND INTERFUND TRANSFERS

It is required that the City Council (acting on behalf of the Successor Agency) approve all disbursements.

See Successor Agency minutes.

MISSION STATEMENT

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community.

2. SUCCESSOR AGENCY INVESTMENT REPORT AS OF APRIL 2013

In accordance with the City's Investment Policy, a monthly investment report is presented to the City Council disclosing types of investments, dates of maturities, amounts of deposits, rates of interest, and for securities with a maturity of more than 12 months, current market values.

See Successor Agency minutes.

3. SUCCESSOR AGENCY MINUTES

Approval of Minutes from the regular meeting of April 3, 2013 of the Successor Agency to the former Monterey Park Redevelopment Agency.

See Successor Agency minutes.

This is the end of Successor Agency (SA) items.

PRESENTATIONS:

This item was heard after Oral and Written Communications.

(1) EMERGENCY PREPAREDNESS CLINIC - Captain Matt Hallock

Captain Matthew Hallock presented an update to the council and residents on the city's Emergency Preparedness Clinic. He invited residents to attend the next clinic to be held on Saturday, June 1, 2013 from 9:00 a.m. – 1:00 p.m. at Macy Elementary School. Topics will focus on "Be Prepared and Not Scared" and educate residents on sidewalk CPR, understanding utilities, fire extinguisher training, and neighborhood watch awareness.

(2) STRATEGIC PLANNING UPDATE

City Manager Talbot presented the city's six-month strategic plan summarizing to the council the city's strategic objectives and goal stating that (1) the city will be streamlining and implementing a new permit process; (2) digitizing the city's records; (3) staff will present recommendations to the council on the city's Water, Sewer and Trash Rate process; (4) Police Chief Smith will present recommendations to the council next month addressing oversized vehicles on city streets; (5) city hall improvements and painting will be completed over the summer; (6) capital improvement projects for all city parks will be presented to the council and lastly (7) the city will continue to enhance its economic development with the completion of the Towne Center and Marketplace project.

Action Taken: Received and Filed.

ORAL AND WRITTEN COMMUNICATIONS

This item was heard after Successor Agency Consent Calendar.

- Nancy Arcuri spoke of her concerns regarding Measure FF and campaign electioneering.

- Timothy Tin addressed the council as the President of the Monterey Park Kiwanis Club and thanked their Sisters City Association for their book donation to the Bruggemeyer Library.
- Jesika Go spoke on behalf of the American Cancer Society inviting the residents to attend the 2nd Annual Making Strides Against Breast Cancer Walk on Sunday, June 9, 2013 beginning at 9:00 a.m. at the East Los Angeles College.
- Victor Chan invited the council and residents to the Monterey Park Lion's Club 66th Annual Ham and Eggs Breakfast on Sunday, June 2, 2013 from 7:00 a.m. - 2:00 p.m. at the Barnes Park Pavilion to support the Lion's Club free vision program for local elementary students.
- Larry Sullivan addressed the council and residents to express his appreciation to the local business sponsors and team members for their fundraising support to the upcoming Making Strides Against Breast Cancer Walk and the Monterey Park Lion's Club Breakfast.
- Thomas Wong spoke on behalf of the Environmental Commission to thank the council and staff for their support at the city's Earth Day festival and Bike Ride. He also expressed his appreciation to the many business sponsors. He also announced that the Environmental and Traffic Commissions will be hosting a Transportation Summit on Saturday, June 1, 2013 from 9:00 a.m. - 11:00 a.m. at George Elder Park.
- Song Park invited the council and residents to the Monterey Park Lion's Club Ham and Eggs breakfast on Sunday, June 2, 2013.
- City Attorney Hensley advised the Council and members of the public that the Brown Act prohibits any political agenda comments during oral and written communications and that speakers are not permitted to speak on matters not of city business.
- Rita Miller recommended that the city's Sprit Bus include transportation services for residents along Portrero Grande Drive.

CITY OF MONTEREY PARK CONSENT CALENDAR CONSISTS OF ITEMS 4 - 11

Matters listed under consent calendar are considered to be routine, ongoing business and are enacted by one motion unless specified.

Action Taken: Council Members approved and adopted Item Nos. 4 - 11, except for Item Nos. 6, 7, 8, 9, and 10 which was pulled and reading resolutions and ordinances by title only and waiving further reading thereof.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

4. RESOLUTIONS, DEMANDS, PROGRESS PAYMENTS AND INTERFUND TRANSFERS

It is required that the City Council approve all disbursements.

Action Taken: The City Council approved payment of warrants and adopted **Resolution No. 11578** allowing certain claims and demands per Warrant Register dated **May 15, 2013 Totaling \$1,869,402.04** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. 11578, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **May 15, 2013 Totaling \$1,869,402.04** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

5. SUPPORT SENATE BILL 135 EARTHQUAKE EARLY WARNING SYSTEM

There is in state government, pursuant to the Governor's Reorganization Plan No. 2, operative July 1, 2013, the Office of Emergency Services. Existing law requires the office to develop and distribute an educational pamphlet for use by kindergarten, any of grades 1 to 12, inclusive, and community college personnel to identify and mitigate the risks posed by nonstructural earthquake hazards. This bill would require the office, in collaboration with various entities, including the United States Geological Survey, to develop a comprehensive statewide earthquake early warning system in California.

Action Taken: The City Council adopted **Resolution No. 11579** in support of Senate Bill 135 Earthquake Early Warning System on Consent Calendar.

6. INVESTMENT REPORT AS OF APRIL 2013

In accordance with the City's Investment Policy, a monthly investment report is presented to the City Council disclosing types of investments, dates of maturities, amounts of deposits, rates of interest, and for securities with a maturity of more than 12 months, current market values.

This item was pulled for separate discussion.

Action Taken: City Treasurer Leon made a brief report. The City Council received and filed the investment report as of April 2013.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

7. MINUTES

Approval of Minutes from the regular meeting of April 3, 2013 and the special meetings of April 3, 2013, April 10, 2013, April 17, 2013, April 23, 2013, and April 25, 2013.

This item was pulled for separate discussion.

Action Taken: The City Council approved the minutes from the regular meeting of April 3, 2013 and the special meetings of April 3, 2013, April 10, 2013, April 17, 2013, April 23, 2013 and April 25, 2013 as amended to include spelling corrections on the special meeting of April 10, 2013 and Mayor Real Sebastian's corrections that "Former Mayor Rita Valenzuela presented Mayor Real Sebastian the business cards and Former Mayor Pat Reichenberger presented Mayor Real Sebastian the name badge."

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

8. AFFORDABILITY COVENANT FOR THE SIX UNIT RESIDENTIAL FACILITY LOCATED AT 525 N. CHANDLER AVENUE

Pursuant to Government Code § 27281, the City Manager is authorized to execute the affordability covenant affecting real property that is conveyed to the City by MERCI (Mentally and Educationally Retarded Citizens, Inc.) for a six unit residential facility located at 525 N. Chandler Avenue.

This item was pulled for separate discussion.

Action Taken: The City Council (1) adopted **Resolution No. 11580** authorizing the City Manager to execute the Affordability Covenant with MERCI and (2) authorized staff to file the covenant with the Los Angeles County Recorder.

Resolution No. 11580, entitled:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT INTERESTS IN REAL PROPERTY PURSUANT TO GOVERNMENT CODE § 27281

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

9. 2013 LOCALIZED PAVEMENT REPAIRS

The project involves the removal and replacement of asphalt concrete pavement at approximately 180 locations city wide to repair old water utility cuts and local pavement failures.

This item was pulled for separate discussion.

Action Taken: The City Council (1) awarded the contract for the 2013 Localized Pavement Repairs to the lowest bidder, Paveco Construction Inc. of Baldwin Park, in the amount of \$130,000; (2) authorized the Public Works Director to approve construction change orders up to \$13,000 (up to ten percent of construction contract amount) for this project; and (3) authorized the City Manager, or designee, to execute a standard public works contract, in a form approved by the City Attorney.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

10. 2013 SLURRY SEAL OF VARIOUS STREETS

The project involves the application of an asphalt emulsion slurry seal on various residential streets, and restoration of the existing traffic striping and pavement markings. This is an annual street maintenance project, which extends the life of local streets and delays costly repairs. This year's slurry seal project will cover the area generally bounded by Atlantic Boulevard, El Repetto Drive, Garfield Avenue, and Riggins Street.

This item was pulled for separate discussion.

Action Taken: The City Council (1) appropriated an additional \$57,300 in Measure R Funds to complete the 2013 Slurry Seal of Various Streets; (2) awarded the contract for the 2013 Slurry Seal of Various Streets to the lowest bidder, Roy Allan Slurry Seal Inc. of Santa Fe Springs, in the amount of \$286,681.30; (3) authorized the Public Works Director to approve construction change orders up to \$28,668.13 (up to 10% of construction contract amount) for this project; and (4) authorized the City Manager, or her designee, to execute the contract, in a form approved by the City Attorney.

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

Ayes: Council Members: Ing, Chan, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

11. CITY HALL GRAND LOBBY AND EXTERIOR CORRIDOR ENTRIES PAINT WORK

The project involves the repair and painting of wall, ceiling and floor surfaces of the Grand Lobby of City Hall, including two bathrooms and the east and west corridor entries to the Grand Lobby.

Action Taken: The City Council (1) awarded the contract for the City Hall Grand Lobby and Exterior Corridor Entries Paint Work to the lowest bidder, CTG Construction Inc. of Wilmington, in the amount of \$29,700.00 and (2) authorized the Public Works Director to approve construction change orders up to \$2,970 (up to 10% of construction contract amount) for this project on Consent Calendar.

PUBLIC HEARING

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

12. CONSTRUCTION OF AFFORDABLE HOUSING LOCATED AT 236 RAMONA AVENUE

LINC Housing Corporation proposes to develop six new affordable apartments, onsite amenities and replacement parking at the City-owned property located at 236 Ramona Avenue.

Public Speakers:

- Nancy Arcuri spoke against the proposed project stating parking and traffic concerns to the city and residents.

Action Taken: The City Council (1) identified 236 S. Ramona Avenue as the site for a six unit affordable housing development and authorized staff to negotiate a Community Housing Development Organization (CHDO) HOME Agreement with LINC Housing and return to City Council for consideration prior to July 31, 2013 AND (2) directed staff to provide a financial history and analysis regarding the transfer of the identified property including all appraisals of City CHDO properties, identify alternative site locations and property management recommendations, and present alternative options for the use of the parking lot located at 236 S. Ramona Avenue prior to the regular council meeting on July 3, 2013.

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

Ayes: Council Members: Chan, Liang, Wong, Real Sebastian
Noes: Council Members: Ing
Absent: Council Members: None
Abstain: Council Members: None

COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Council Member Peter Chan will be absent for the June 5, 2013 Council Meeting.

Discussion: Council Member Chan informed the residents he will be absent for the June 5, 2013 council meeting to attend a seminar in Harrisburg, Philadelphia.

Council Communications and committee reports from Council Representatives of specific organizations (Non Action Item)

Council Member Ing invited the residents to celebrate the City of Monterey Park's 7th Birthday at the Play Days Parade and Festival on Saturday, May 19, 2013 starting at 11:00 a.m. Council Member Liang informed the residents of his attendance at the LA County Asian-Pacific American Heritage celebration at Kenneth Hall on May 10, 2013. Mayor Pro Tem Wong informed the residents of his attendance at the Mothers Day Luncheon at Langley Senior Center on May 9, 2013 and invited the residents to attend the 66th Annual Lions Club Pancake Breakfast on June 2, 2013 to support the Lion's Eyesight for Kids Program. Mayor Real Sebastian encouraged residents to attend the City's Play Days parade and festival.

CLOSED SESSION

None.

ADJOURNMENT

City Clerk Chang adjourned the meeting at 9:55 p.m.

Vincent D. Chang
City Clerk

STAFF REPORT

City of Monterey Park

DATE: June 19, 2013

TO: PAUL TALBOT, CITY MANAGER

**FROM: ROBERT QUINTERO, INTERIM DIRECTOR OF PUBLIC WORKS /
COMMUNITY DEVELOPMENT**

**SUBJECT: FIRE STATION 61 APPARATUS FLOOR RESURFACING – AWARD
OF CONTRACT**

The Engineering Division prepared bid specifications for the Fire Station 61 Apparatus Floor Resurfacing. Staff has completed the bidding process and is recommending the award of contract to Lennova in the amount of \$46,187.05.

DISCUSSION:

The project involves removal of the worn out surface coating, repairs to underlying cracks in the concrete floor, and application of a self-leveling polyurethane-cement product on the main apparatus floor, three adjoining utility rooms, and an adjoining garage at Fire Station No. 61.

On June 6, 2013, staff received a total of four bids. A summary of the bids is as follows:

RANK	BIDDER	BID AMOUNT
1	LENNOVA	\$46,187.05
2	STONHARD	\$47,330.00
3	SUNBELT FLOORING	\$63,000.00
4	WESTERN INDUSTRIAL TECHNOLOGY	\$70,890.00

The bid submitted by Lennova is the lowest responsive bid from a responsible bidder. The contractor's license was verified with the California State Contractor's License Board to be current, active and in good standing. Staff also checked the contractor's references and received positive feedback. Lennova has performed similar floor resurfacing for a number of transit agencies including the Victor Valley Transit Authority and Gardena Transit.

CEQA (California Environmental Quality Act):

As a minor alteration to an existing public facility, this project is a Class 1 Categorical Exempt project pursuant to the California Environmental Quality Act (CEQA).

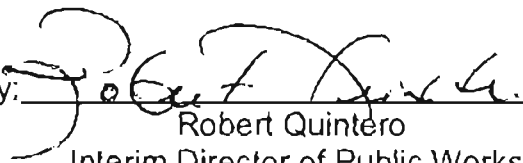
FISCAL IMPACT:

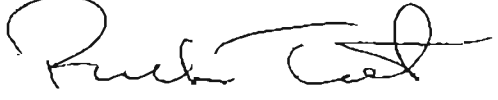
This project is funded with Public Safety Impact Fee (Account No. 0071-801-5002-99721) funds. Adding a 10% contingency for any unforeseen changes, the estimated total project cost is \$50,806.

RECOMMENDATION:

It is recommended that the City Council:

1. Award the contract for the Fire Station 61 Apparatus Floor Resurfacing to the lowest bidder, Lennova of Cerritos, in the amount of \$46,187.05;
2. Authorize the Public Works Director to approve construction change orders up to \$4,619 (up to 10% of construction contract amount) for this project; and, Authorize the City Manager, or his designee, to execute a standard public works agreement in a form approved by the City Attorney.

By: 
Robert Quintero
Interim Director of Public Works /
Community Development

Approved: 
Paul Talbot
City Manager

ATTACHMENTS: Low Bidder Results

SECTION C. BIDDERS PROPOSAL
(Entire section C shall be submitted with the bid)

BIDDER'S NAME: GENARD, INC., dba LENNOVA

In accordance with the City's Notice Inviting Sealed Bids, the undersigned BIDDER, hereby proposes to furnish all materials, equipment, tools, labor, and incidentals required for the above stated project as set forth in the Plans, Specifications, and contract documents therefore, and to perform all work in the manner and time prescribed therein.

BIDDER declares that this proposal is based upon careful examination of the work site, Plans, Specifications, Instructions to Bidders, and all other contract documents. If this proposal is accepted for award, BIDDER understands that failure to enter into a contract in the manner and time prescribed will result in forfeiture to the City of Monterey Park of the guarantee accompanying this proposal.

BIDDER understands that a bid is required for the entire work. The contract will be awarded on the prices shown on the bid schedule. It is agreed that the unit and/or lump sum prices bid include all appurtenant expenses, taxes, royalties and fees. In the case of discrepancies in the amounts of bid, unit prices shall govern over extended amount, and words shall govern over figures.

If awarded the Contract, the undersigned further agrees that in the event of the BIDDER'S default in executing the required contract and filing the necessary bonds and insurance certificates within ten working days after the date of the City's notice of award of contract to the BIDDER, the proceeds of the guarantee accompanying this bid shall become the property of the City and this bid and the acceptance hereof may, at the City's option, be considered null and void.

BID SCHEDULE

To the Monterey Park's City Council, herein called the "Council".

Pursuant to and in compliance with your Notice Inviting Bids and the other documents relating thereto, the undersigned bidder, having familiarized himself with the work, and with the terms of the contract, the local conditions affecting the performance of the contract, and the cost of the work at the place where the work is done, and with the drawings and specifications and other contract documents, hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools, expendable equipment, and all applicable taxes, utility and transportation services necessary to perform the contract and complete in a workmanlike manner, all in strict conformity with the Contract Documents on file at the office of the City Clerk of said City, per the following bid schedule:

- Contractor will submit all documents required to the Public Works Department within 10 calendar days of award of bid.

- The Contract Time will commence when the City issues a Notice to Proceed. The Work will start on the date specified in the Notice to Proceed and within a maximum of fifteen (15) calendar days after the date of the Notice to Proceed, and be diligently prosecuted to completion with the time provided in the Specifications.
- Contractor shall complete work within twenty (20) calendar days after the date specified in the Notice to Proceed.

TOTAL LUMP SUM BID AMOUNT:

\$ 46,187.05 FOR FIRE STATION 61 APPARATUS FLOOR RESURFACING, Specification No. 818;

And

In Writing: Forty-six thousand one (Five)
hundred eight- seven Dollars 05 Cents FOR
FIRE STATION 61 APPARATUS FLOOR RESURFACING, Specification
No. 818.

- The bid prices shall include any and all costs, including labor, materials, appurtenant expenses, taxes, royalties and any and all other incidental costs to complete the project, in compliance with the Bid and Contract Documents and all applicable codes and standards.
- All other work items not specifically listed in the bid schedule, but necessary to complete the work per bid and contract documents and all applicable codes and standards are assumed to be included in the bid prices.



PROPOSAL

Fire Station 61 Appartus Floor Resurfacing Specification No. 818

City of Monterey Park
350 West Newmark Ave.
Monterey Park, CA 91754
Attn: Randy Harper

Date: 6/5/2013

Re: Remove existing coating and install new urethane cement flooring system base on approximately 4,180 sq. ft.

Remove existing coating and Install 1/4" urethane cement flooring in Engine truck bays.

- * Mechanically shotblast concrete floors to remove existing coating and to clean and prepare substrate.
- * Mechanically grind concrete floors to remove residual coating and re-blast as needed.
- * Hand grind edges and areas inaccessible to shotblasting to remove existing coating and to clean and prepare.
- * Sweep and vacuum to remove fine dust.
- * Clean out and fill all control joints, cracks and voids with a urethane cement mortar.
- * Trowel install Flowcrete's Flowfresh MF and broadcast silica sand to refusal to achieve a nominal thickness of 1/4".
- * Sweep and vacuum to remove spent silica.
- * Install a seal coat of Flowcrete's ProTop 1000 gray 100% solids epoxy floor coating.
- * Powersand and reclean floors to improve bond and finish of top coat.
- * Apply a top coat of Flowcrete's Flowseal UV Gray chemical resistant and UV stable gray urethane floor coating with a high gloss, non-slip finish.
- * Bid price includes prevailing wages and will be completed over two (2) phases.
- * Bid price does not include plans, permits, concrete replacement, slope to drain, after hours work, or anything not specifically mentioned above.

Material and Labor (@ \$9.41 per square foot) \$39,333.80

Install Walk Ways in a different color based on approximately 1,200 square feet of walk ways.

- * Tape off and install walways in a different color to separate walk ways from parking areas.
- * Install 3" separation between walkways and parking areas.

Material and Labor (@ \$2.84 per square foot) \$4,408.00

Logo

- * Install a 6 foot wide epoxy logo, up to 3 colors.
- * Logo will have to be in a "TIF" file format, cost does not include cost to create a TIF file.

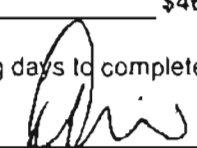
Material and Labor \$1,100.00

Bonding

100% Performance and Payment Bond. \$1,345.25

Lump Sum \$46,187.05

- * Bid is based on completing project in one move in and will take twelve (12) working days to complete.


David Genova

Conditions: Area to be turned over to Lennova cleaned, dry and free from all traffic. Lights, power, water, concrete surface temperature at a minimum of 65 degrees and all waste disposal to be provided by others.

A late charge of 1.5% per month (18% annum) is charged on all past due balances. Collection expense or attorney's fees will be added if an attorney is employed.

CA. Lic# 788437 10612 Midway Avenue, Cerritos, CA 90703-1522 (562) 860-3213 FAX (562) 860-6913 www.lennova.net

STAFF REPORT

City of Monterey Park

DATE: June 19, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: ROBERT QUINTERO, INTERIM DIRECTOR OF PUBLIC WORKS

SUBJECT: BARNES POOL FILTERS REPLACEMENT – AUTHORIZATION TO ADVERTISE

The Engineering Division has prepared bid specifications for the Barnes Pool Filters Replacement and is requesting City Council's authorization to advertise the project for bids.

DISCUSSION:

The project involves the removal and replacement of seven filters at Barnes Park Swimming Pool which are over 15 years old and can no longer be repaired. The new filters should last another 15 years.

The anticipated bid opening date for the project is July 24, 2013, and the work is expected to be completed in late August 2013.

CEQA (California Environmental Quality Act):

Since the proposed work is a minor alteration to an existing public facility, this project is Class 1 Categorically Exempt pursuant to the California Environmental Quality Act (CEQA).

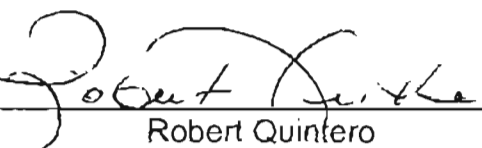
FISCAL IMPACT:

The engineer's estimate for the project is \$72,000. The project has been approved in the 2012-2013 Capital Improvement Budget.

RECOMMENDATION:

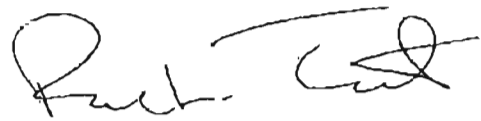
It is recommended that the City Council adopt a resolution authorizing staff to advertise the Barnes Pool Filters Replacement for bids.

By:



Robert Quintero
Interim Director of Public Works

Approved:



Paul Talbot
City Manager

RESOLUTION NO. ____

A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE BARNES POOL FILTERS REPLACEMENT PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.

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

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

- A. City staff has prepared bid specifications for the Barnes Pool Filters Replacement ("Project");
- B. The City Engineer reviewed the completed design and plans for the Project and agrees with staff that the plans are complete and the Project may be constructed;
- C. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: *Environmental Assessment.* The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities). The project results in minor alterations to existing public facilities involving no significant expansion of the existing use. The project is not anticipated to have any significant impacts with regard to traffic, noise, air quality, or water quality. There are adequate utilities and public services to serve the project.

SECTION 3: *Design Immunity; Authorization.*

- A. The design and plans for the Project are determined to be consistent with the City's standards and are approved.
- B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.
- C. The approval granted by this Resolution conforms with the City's General Plan.
- D. The City Engineer, or designee, is authorized to act on the City's behalf in approving any alterations or modifications of the design and plans approved by this Resolution.
- E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.
- F. The City Manager, or designee, may solicit bids for the Project in

accordance with applicable law.

SECTION 4: *Project Payment Account.* For purposes of the Contract Documents administering the Project, the City Council directs the City Manager, or designee, to establish an account allocating General funds from the current fiscal year budget to pay for the Project ("Project Payment Account"). The Project Payment Account is the sole source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

SECTION 5: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 6: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this ____ day of _____, 20____.

Teresa Real Sebastian, Mayor

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:
Mark D. Hensley, City Attorney

By: _____
Karl H. Berger, Deputy City Attorney

Staff Report City of Monterey Park

DATE: June 19, 2013

TO: PAUL TALBOT, CITY MANAGER
FROM: ROBERT QUINTERO, INTERIM DIRECTOR OF PUBLIC WORKS/
COMMUNITY DEVELOPMENT
SUBJECT: CARBON CHANGE OUT OF WELLS 5 VOC TREATMENT PLANT

BACKGROUND:

The Public Works Department, Water Utility Division, is seeking authorization to perform a maintenance carbon change at the Wells 5 VOC Treatment Plant pursuant to Chapter 3.100 of the Monterey Park Municipal Code (MPMC).

DISCUSSION:

The Water Utility Division currently treats its water to remove Volatile Organic Compounds (VOC's) for Well 1,3,5,9,10,12,15 and Fern. The VOC's are removed by using granular activated carbon (GAC) contained in vessel trains, through which the water passes and the VOC's are removed. The frequency to change out the carbon is dictated by the amount of VOCs in the water and the volume of water that passes through the vessels themselves.

The Well 5 VOC Treatment Plant is connected into two groupings containing a total of 4 vessels. Each grouping, or train, consists of a lead and a lag vessel and each vessel holds 20,000 pounds of GAC. Under Monterey Park's operational permit, the water is drawn from the ground, run through the first line of vessels and then into the second set to ensure redundancy of protection. The water leaving the final vessel must have zero detection of contaminants in order for the City to serve its water to its customers. Our CDPH permits require us to change out the carbon in the lead vessels in-line once we detect VOCs at the 50% sampling port on the lag vessels or beyond. Detection at the lag vessel indicates that the GAC in the lead vessel is no longer removing contaminants efficiently enough and is due to be replaced.

Recently, the VOC known as Tetrachloroethylene (PCE) was detected at the effluent of the Well 5 Treatment Plant. This positive "hit," indicates that a change out will be required shortly. It is with this in mind that staff sought bids for a carbon change out.

The City bid this matter in accordance with Chapter 3.100 of the MPMC. As a maintenance project, the City utilized the informal bidding process adopted by the City

Council. The City mailed notices soliciting bids to three qualified contractors in accordance with MPMC § 3.100.600. Upon bid opening, the results were as follows:

Carbon Activated	\$ 41,494
Prominent Systems	\$ 47,150
Calgon Carbon	\$ 54,885

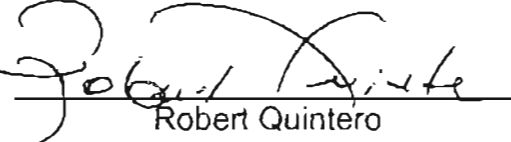
The City has a history with Carbon Activated and experience has shown that its is well-qualified and familiar with the City's equipment and operations. It is the lowest responsible bidder for this matter.

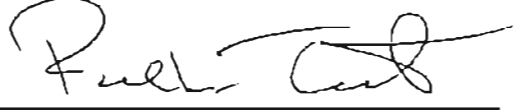
FISCAL IMPACT:

The total estimated cost for a two vessel change outs for Well 5 is \$45,634.40 and includes a 10% contingency for disinfection, minor adjustments and/or tasks that may become necessary to complete the work. These funds will be paid from the Water Treatment Fund (Well 5 VOC 0093-801-4226-23300) and are authorized in the FY 12-13 Budget. These funds are eligible for reimbursement.

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to execute an agreement, in a form approved by the City Attorney, to purchase 40,000 pounds of GAC from the Carbon Activated Corporation in an amount not to exceed \$45,634.40, which includes a 10% contingency.

By: 
Robert Quintero
Interim Director of Public
Works/Community Development

Approved: 
Paul Talbot
City Manager

Attached Bids

ACTIVATED CARBON SERVICE RFP

4.0 SITE CLEANUP AND RESTORATION

After completing field operations, the Seller shall promptly remove all equipment and material from the site, and make a reasonable effort to restore the area to its original condition. This task will include such activities as removing trash and debris, etc. Site cleanup and restoration will be accomplished to the satisfaction of the Buyer's Site Manager prior to demobilization.

BID FORM

Item Number	Item Description	Est. Qty.	Unit	Unit Price	Extended Price
1	GAC Profile	1	LS	0.00	\$ 0.00
2	Perform GAC replacement with zero discharge system to process generated water into existing GAC system influent; GAC must meet specifications outlined in this SOW	40,000	lbs	\$1,972.6	\$ 38,904.16
3	Caustic Wash Procedure (If required)	1	LS	\$ 0.00	\$ 0.00
4	Applicable Local Taxes	1	9%		\$ 2,589.84
5	Applicable Surcharges	1			\$ 0.00
				TOTAL	\$ 41,494

Company Name: Carbon Activated Corp.

Authorized Signature: _____

Printed Name/Title: Dale Kerr Operations/Sales

Address: 250 E. Manville Street

Compton, CA 90220

Phone: 310 885-4555

Fax: (310) 885-4558

E-mail: dalek@activatedcarbon.com

Taxpayer Identification Number: 95-4577883

Date: May 03-2013

ACTIVATED CARBON SERVICE RFP

4.0 SITE CLEANUP AND RESTORATION

After completing field operations, the Seller shall promptly remove all equipment and material from the site, and make a reasonable effort to restore the area to its original condition. This task will include such activities as removing trash and debris, etc. Site cleanup and restoration will be accomplished to the satisfaction of the Buyer's Site Manager prior to demobilization.

BID FORM

Item Number	Item Description	Est. Qty.	Unit	Unit Price	Extended Price
1	GAC Profile	1	LS		
2	Perform GAC replacement with zero discharge system to process generated water into existing GAC system influent; GAC must meet specifications outlined in this SOW	40,000	lbs	\$ 1.10/lb	\$ 44,000.00
3	Caustic Wash Procedure (If required)	1	LS	\$ 2,500.00	
4	Applicable Local Taxes	1	%		\$ 3,150.00
5	Applicable Surcharges	1			\$ —
				TOTAL	\$ 47,150.00

Company Name: Prominent Systems, Inc.
 Authorized Signature: [Signature]
 Printed Name/Title: Dan Indrasena / Manager
 Address: 130915 E. Temple Avenue
City of Industry, CA 91746
 Phone: 626-858-1888 Fax: 626-628-3716
 E-mail: dan@prominentinc.com Taxpayer Identification Number: 100004324
 Date: 5/1/13

ACTIVATED CARBON SERVICE RFP

4.0 SITE CLEANUP AND RESTORATION

After completing field operations, the Seller shall promptly remove all equipment and material from the site, and make a reasonable effort to restore the area to its original condition. This task will include such activities as removing trash and debris, etc. Site cleanup and restoration will be accomplished to the satisfaction of the Buyer's Site Manager prior to demobilization.

BID FORM

Item Number	Item Description	Est. Qty.	Unit	Unit Price	Extended Price
1	GAC Profile	1	LS		
2	Perform GAC replacement with zero discharge system to process generated water into existing GAC system influent; GAC must meet specifications outlined in this SOW	40,000	lbs	\$1.165/lb	\$46,600.
3	Caustic Wash Procedure (If required)	1	LS	\$4,485.	4,485.
4	Applicable Local Taxes	1	9 %	\$0.095/lb	\$ 3,800.
5	Applicable Surcharges	1			\$
				TOTAL	\$54,885.

Company Name: Calgon Carbon Corporation

Authorized Signature: Robert A. McLaughlin

Printed Name/Title: Robert A. McLaughlin/Director Municipal Business Unit

Address: 500 Calgon Carbon Drive
Pittsburgh, PA 15205

Phone: 412-787-6810 Fax: 412-787-6682

E-mail: rsullivan@calgoncarbon-us.com Taxpayer Identification Number: 25-0530110

Date: April 30, 2013

STAFF REPORT

City of Monterey Park

DATE: June 19, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: ROBERT QUINTERO, INTERIM DIRECTOR OF PUBLIC WORKS

SUBJECT: 2013 SIDEWALK REPAIRS – AWARD OF CONTRACT

The Engineering Division prepared bid specifications for the 2013 Sidewalk Repairs. Staff has completed the bidding process and is recommending the award of contract to FS Construction in the amount of \$61,830.00.

DISCUSSION:

The project involves the removal and replacement of concrete sidewalk at approximately 130 locations city wide to repair damaged sidewalk sections uplifted by street trees, and infilling missing sidewalk sections.

On June 6, 2013, staff received a total of six bids. A summary of the bids is as follows:

RANK	BIDDER	BID AMOUNT
1	FS CONSTRUCTION	\$61,830.00
2	MORA EQUIPMENT	\$109,265.20
3	UNIQUE PERFORMANCE	\$109,818.00
4	CT&T	\$123,277.90
5	PTM GENERAL ENGINEERING	\$123,321.90
6	EC CONSTRUCTION	\$144,309.00

The bid submitted by FS Construction is the lowest responsive bid from a responsible bidder. The contractor's license was verified with the California State Contractor's License Board to be current, active and in good standing. Staff also checked the contractor's references and received positive feedback. FS Construction has performed sidewalk and concrete repairs for numerous cities including West Hollywood, Rancho Cucamonga, Pasadena, and Norwalk. FS Construction also recently completed sidewalk improvements on Potrero Grande Drive in Monterey Park and did an excellent job.

CEQA (California Environmental Quality Act):

As a minor alteration to an existing public facility, this project is a Class 1 Categorical

Exempt project pursuant to the California Environmental Quality Act (CEQA).

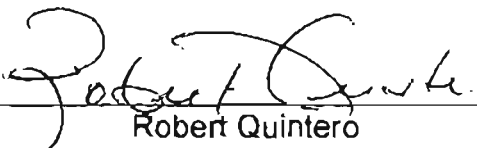
FISCAL IMPACT:

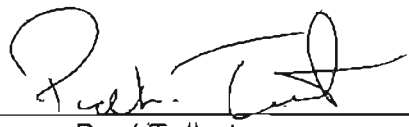
This project is funded with SB-821 (Account No. 0023-801-5001-89340) and Measure R (Account No. 0110-801-5001-89340) funds. It should be noted that the 2012-13 Capital Improvement Program (CIP) budget includes a total of \$150,000 in SB-821 and Measure R funds for this project. Due to the favorable bid results, staff is requesting the Council's authorization to negotiate the completion of additional sidewalk repair locations with the contractor, in order to expend the full budgeted amount.

RECOMMENDATION:

It is recommended that the City Council:

1. Award the contract for the 2013 Sidewalk Repairs to the lowest bidder, FS Construction of Sylmar, in the amount of \$61,830.00;
2. Authorize the Public Works Director to approve construction change orders up to \$6,183 (up to ten percent of construction contract amount) for this project;
3. Authorize the City Manager, or designee, to execute the contract on behalf of the City. In addition, authorize the City Manager to execute any amendments, in a form approved by the City Attorney, to the contract with FS Construction of Sylmar to include additional locations up to a total contract amount of \$150,000; and
4. take such additional, related, action that may be desirable.

By: 
Robert Quintero
Interim Director of Public Works

Approved: 
Paul Talbot
City Manager

ATTACHMENTS: Sidewalk Repair Locations & Low Bidder Results

SIDEWALK REPAIR LOCATIONS

No.	Street No.	Street Name	Sidewalk Area (SF)	Curb and Gutter Area (LF)
1	491	Ackley NW	40	
2		Atlas @ Potrero		23
3	1329	Avion	60	
5	693	Barnum	100	
6	508	Brightwood	30	
7	127	Casuda Canyon SW (60' W of Casuda Cyn on Barranca)	60	
8	1920	Cezar Chavez	64	
9	1136	Crest Vista	96	
10	730	De La Fuente	128	
11	373	E Andrix	160	
12	205	E Arlight	32	
13	336	E Arlight	32	
14	145	E Floral	64	
15	356	E Floral	48	
16	324	E Graves	50	
17	115	E Newmark	45	
18	330	E Newmark	120	
19	338	E Newmark	45	
20	348	E Newmark	460	
21	324	E Riggin	96	
22	1706	E Whitehurst	36	
23	1948	Fernbank	150	
24	1980	Fulton NE	48	
25	314	Garcelon	105	
26		Garfield @ Hillard	150	
27		Garvey Ranch @ Tennis Courts	25	
28	654	Harrison	205	
29	2045	Heather	32	
30	2073-2077	Heather	48	
31	941	Hillvale	96	
32	803	Kempton SW	25	
33	1688	Lupine	430	
34		Mancha Wy @ Coral Vw 100' North	275	
35	415	N Alhambra	50	
36	429	N Alhambra	75	

SIDEWALK REPAIR LOCATIONS				
No.	Street No.	Street Name	Sidewalk Area (SF)	Curb and Gutter Area (LF)
37	316	N Elizabeth	48	
38	420	N Elizabeth	100	
39	504	N Elizabeth	45	
40	460	N Florence	40	
41	232	N Gladys	60	
42	406	N McPherrin	60	
43	416	N McPherrin	60	
44	113	N Moore	100	
45	205	N Moore	54	
46	1859	Potrero	60	
47	1767	S Ash	60	
48	1600	S Atlantic	75	
49	1670	S Atlantic	40	
50	1850	S Atlantic	150	
51	1860	S Atlantic	96	
52	1944	S Atlantic	250	
53	1907	S Bradshawe	48	
54	1926	S Bradshawe	48	
55	2000	S Bradshawe	112	
56	2200	S Bradshawe	64	
57	2304	S Ferdinand	125	
58	2308	S Ferdinand	100	
59	2400	S Ferdinand	150	
60	1575	S Grandridge	48	
61	2116	S Grandridge	64	
62	2100	S Hendricks	80	
63	2124	S Hendricks	32	
64	2136	S Hendricks	30	
65	2212	S Hendricks	64	
66	2229	S Hendricks	320	
67	2320	S Hendricks	64	
68	2319	S Hillview	48	
69	2327	S Hillview	75	
70	2331	S Hillview	75	
71	520	S Huntington	180	

SIDEWALK REPAIR LOCATIONS

No.	Street No.	Street Name	Sidewalk Area (SF)	Curb and Gutter Area (LF)
72	308	S Moore	75	
73	227	S New	30	
74	336	S Orange	48	
75		S Ramona and E Barnes Park	400	
76		Sierra Vista & Garvey SE corner	55	
77	1602	Vagabond	45	
78	2331	Vancouver	30	
79	2362	Vancouver	30	
80	2366	Vancouver	90	
81	445	W Almora	64	
82	503	W Almora	16	
83	512	W Almora	64	
84	513	W Almora	144	
85	524	W Almora	48	
86	525	W Almora	32	
87	528	W Almora	32	
88	529	W Almora	112	
89	532	W Almora	64	
90	533	W Almora	112	
91	400	W Almora between Findlay and Hendricks	96	
92	505	W Andrix	112	
93	508	W Andrix	80	
94	516	W Andrix	64	
95	520	W Andrix	32	
96	521	W Andrix	32	
97	524	W Andrix	48	
98	528	W Andrix	80	
99	368	W El Repetto	16	
100	700	W El Repetto between Ynez and Loma Verde	96	
101	796	W Fernfield	50	
102	811	W Fernfield	48	
103	812	W Fernfield	90	
104	251	W Floral	80	
105	329	W Floral	48	
106	416	W Floral	80	

SIDEWALK REPAIR LOCATIONS				
No.	Street No.	Street Name	Sidewalk Area (SF)	Curb and Gutter Area (LF)
107	612	W Floral	96	
108	624	W Floral	96	
109	400	W Floral between Hendricks and Findlay	128	
110	362	W Garvey	64	
111	701	W Garvey	50	
112	1701	W Garvey	150	
113	500	W Gleason	144	
114	620	W Gleason	48	
115	621	W Gleason	32	
116	633	W Gleason	112	
117	641	W Gleason	180	
118	200	W Hammel	45	
119	204	W Hammel	105	
120	215	W Hammel	90	
121	222	W Hammel	105	
122	245	W Hammel	80	
123	250	W Hammel	250	
124	255	W Hammel	48	
125	402	W Hellman	30	
126	935	W Mabel	25	
127	1226	W Mabel	45	
128	417	W Markland	125	
129	429	W Markland	140	
130	612	W Markland	32	
131	792	W Riffin	50	
132	657	W Sherwood	64	

SECTION C. BIDDERS PROPOSAL
(Entire section C shall be submitted with the bid)

BIDDER'S NAME: FS Construction

In accordance with the City's Notice Inviting Sealed Bids, the undersigned BIDDER, hereby proposes to furnish all materials, equipment, tools, labor, and incidentals required for the above stated project as set forth in the Plans, Specifications, and contract documents therefore, and to perform all work in the manner and time prescribed therein.

BIDDER declares that this proposal is based upon careful examination of the work site, Plans, Specifications, Instructions to Bidders, and all other contract documents. If this proposal is accepted for award, BIDDER understands that failure to enter into a contract in the manner and time prescribed will result in forfeiture to the City of Monterey Park of the guarantee accompanying this proposal.

BIDDER understands that a bid is required for the entire work. The contract will be awarded on the prices shown on the bid schedule. It is agreed that the unit and/or lump sum prices bid include all appurtenant expenses, taxes, royalties and fees. In the case of discrepancies in the amounts of bid, unit prices shall govern over extended amount, and words shall govern over figures.

If awarded the Contract, the undersigned further agrees that in the event of the BIDDER'S default in executing the required contract and filing the necessary bonds and insurance certificates within ten working days after the date of the City's notice of award of contract to the BIDDER, the proceeds of the guarantee accompanying this bid shall become the property of the City and this bid and the acceptance hereof may, at the City's option, be considered null and void.

BID SCHEDULE

To the Monterey Park's City Council, herein called the "Council".

Pursuant to and in compliance with your Notice Inviting Bids and the other documents relating thereto, the undersigned bidder, having familiarized himself with the work, and with the terms of the contract, the local conditions affecting the performance of the contract, and the cost of the work at the place where the work is done, and with the drawings and specifications and other contract documents, hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools, expendable equipment, and all applicable taxes, utility and transportation services necessary to perform the contract and complete in a workmanlike manner, all in strict conformity with the Contract Documents on file at the office of the City Clerk of said City, per the following bid schedule:

BID SCHEDULE					
2013 Sidewalk Repairs, Specification No. 817					
No	Bid Item Description	Quantity	Unit	Unit Bid	Total Bid
1	Remove and reconstruct CONCRETE SIDEWALK IN PARKWAY (approximately 130 locations)	11,382	SF	\$ 5 -	\$ 56,910-
2	Remove and reconstruct CURB AND GUTTER	23	LF	\$ 40 -	\$ 920 -
3	Construct CURB RAMP at Atlantic Blvd./Newmark Ave. per detail, including pipe railing and detectable warning panel	1	LS	4,000	4,000
TOTAL BID AMOUNT IN NUMBERS					\$61,830-

- The bid prices shall include any and all costs, including labor, materials, appurtenant expenses, taxes, royalties and any and all other incidental costs to complete the project, in compliance with the Bid and Contract Documents and all applicable codes and standards.
- All other work items not specifically listed in the bid schedule, but necessary to complete the work per bid and contract documents and all applicable codes and standards are assumed to be included in the bid prices.
- The City reserves the right to add, delete, increase or decrease the amount of any quantity shown and to delete any item from the contract and pay the contractor at the bid unit prices so long as the total amount of change does not exceed 25% (plus or minus) of the total bid amount for the entire project. If the change exceeds 25%, a change order may be negotiated to adjust unit bid prices.
- A bid is required for the entire work. The quantities set forth in the Bid Schedule will be used to calculate total bid amount. The final compensation under the contract will be based upon the actual quantities of work satisfactorily completed.

Staff Report City of Monterey Park

DATE: June 19, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: ROBERT QUINTERO, INTERIM DIRECTOR OF PUBLIC WORKS/
COMMUNITY DEVELOPMENT

SUBJECT: CONSENT ITEM: REQUEST TO APPROVE A PROFESSIONAL
SERVICES AGREEMENT BETWEEN THE CITY OF MONTEREY
PARK AND PHOENIX CIVIL ENGINEERING, INC. TO UPDATE THE
WASTEWATER MASTER PLAN.

BACKGROUND:

The City had a wastewater master plan prepared by ASL Consulting Engineers in 1996. The analysis of the master plan was from 1996 to 2015 (20 year period). At this time, the recommended improvements listed in the master plan have not been implemented. In addition, development estimates may not be as predicted in 1996. Therefore, the City is interested in updating the 1996 wastewater master plan to ensure that the forecasted development is consistent with the City's current General Plan, incorporate the previously identified capital projects as well as any capital projects that may have been identified during the past 17 years of system operations as well as updating the capital improvement project costs and a priority implementation schedule for the projected improvements.

DISCUSSION:

The goal of the master planning effort is to thoroughly compile information on the existing and future sewer system as well as prepare a path forward to continued successful operations of the wastewater collection system and provide a current master plan that a potential rate study could justify. As such, the City of Monterey Park is in the process of initiating a sewer rate increase process to financially implement the needed capital improvements to the City's wastewater collection system.

Existing Sewer System:

- Dates back to 1920s
- 125 miles of pipe (665,000 feet) 6" - 15" in diameter
- 2,498 manholes
- Maintained daily by City staff
- Some of the City areas drain to Los Angeles County Sanitation District (LACSD) trunk sewers
- A small area drains northerly across the I-10 Freeway to the City of Alhambra system

Periodically, it is prudent to re-evaluate a master plan because on-going improvements, development and redevelopment. The wastewater master plan will help the City

manage, maintain, and establish budgets for the sewer system facilities and operations. Additionally, the updated plan will identify and make recommendations for system deficiencies. The City's sewer system requires substantial resources to operate and maintain. A periodic review and evaluation of the sewer system is required to maintain system efficiency, capacity and reliability.

Phoenix Civil Engineering, Inc. will develop and update the wastewater master plan and the scope of work for their services is attached to the contract included herein.

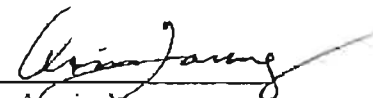
FISCAL IMPACT:

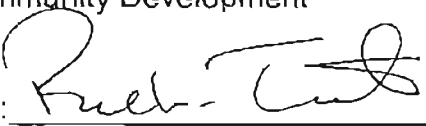
Phoenix Civil Engineering, Inc. cost proposal for engineering services for update the wastewater master plan is \$37,070, funds available in the sewer fund account number 0042-801-4204-31950.

RECOMMENDATION:

Authorize the City Manager to execute an agreement with Phoenix Civil Engineering, Inc. in a form approved by the City Attorney for an amount not to exceed \$37,070.

By: 
Robert Quintero
Interim Director of Public Works/
Community Development

Approved: 
Annie Young
Controller

Approved: 
Paul Talbot
City Manager

Attachment: Proposal for Engineering Services



Phoenix Civil Engineering, Inc.

4532 Telephone Road, Ste. 113 Ventura, Ca 93003 805.658.6800
info@phoenixcivil.com www.phoenixcivil.com

Mr. Robert Quintero
Interim Director of Public Works/Community Development
City of Monterey Park
Public Works Department
320 West Newmark Avenue
Monterey Park, CA 91754

May 18, 2013

City of Monterey Park – Wastewater Master Plan Update – Proposal for Engineering Services

Dear Mr. Quintero-

I am pleased to provide you with this proposal for engineering services associated with the update of your Wastewater Master Plan. It is my understanding that the City of Monterey Park is in the process of initiating a rate increase process to financially implement the needed capital improvements in the City's wastewater collection system. The City had a wastewater master plan prepared by ASL Consulting Engineers in 1996. The analysis of that master plan was from 1996 to a future year of 2015 (20 year period). At this time, the recommended improvements listed in the master plan have not been implemented. In addition, development estimates may not be as predicted in 1996. Therefore, the City is interested in updating the 1996 wastewater master plan to ensure that the forecasted development is consistent with the current City General Plan, incorporate the previously identified capital projects as well as any capital projects that may have been identified during the past 17 years of system operation as well as updating the capital improvement project costs and an implementation schedule (prioritization) for the projected improvements. Based on this understanding, I have prepared my proposal for updating the wastewater master plan to include the following tasks:

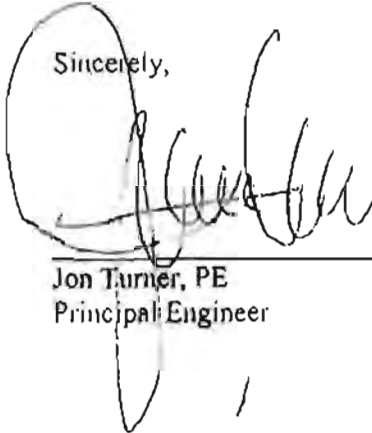
- Task 1: Data Collection/Review of Previous Studies
- Task 2: Site Visits/System Tour
- Task 3: Initial Existing System Investigation/Analysis
- Task 4: Review of Future Development/Improvement Plans
- Task 5: Existing and Future System Analysis/Modeling
- Task 6: Identify Capital Improvement Projects
- Task 7: Compilation of Updated Draft Master Plan
- Task 8: Final Master Plan Document
- Task 9: Meetings

The goal of the master planning effort is to thoroughly compile information on the existing and future systems as well as prepare a path forward to continued successful operation of the wastewater collection system and provide a current master plan that a potential rate study could rely upon.

I have attached a scope of work and our professional services rate sheet.

Please let me know if you have any questions or would like to discuss my proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Turner", is written over a horizontal line. The signature is stylized with a large initial "J" and a long, sweeping underline.

Jon Turner, PE
Principal Engineer

Scope of Services

Background/Project Understanding

The City of Monterey Park is in the process of initiating a rate increase process to financially implement the needed capital improvements in the City's wastewater collection system. The City had a wastewater master plan prepared by ASL Consulting Engineers in 1996. According to the document, the City's wastewater collection system consists of the following:

- Seven square mile service area
- 1996 population of 63,000; 2015 population of 80,000; 2010 Census 60,269
- Eleven subsystems each discharging into the Los Angeles County Sanitation District facilities
- Mostly 8-, 10- and 12-inch diameter pipelines

The analysis of that master plan was from 1996 to a future year of 2015 (20 year period). At this time, the recommended improvements listed in the master plan have not been implemented. In addition, development estimates may not be as predicted in 1996. Therefore, the City is interested in updating the 1996 wastewater master plan to ensure that the forecasted development is consistent with the current City General Plan, incorporate the previously identified capital projects as well as any capital projects that may have been identified during the past 17 years of system operation as well as updating the capital improvement project costs and an implementation schedule (prioritization) for the projected improvements. Based on this understanding, I have prepared my proposal for updating the wastewater master plan to include the following tasks:

Task 1: Data Collection/Review of Previous Studies

This task will review the existing documentation that the City has pertaining to the wastewater collection system. The documentation can include sanitary sewer overflow reports, studies, maps, capital improvement projects, historical flow and operational data (hotspots), etc. The existing documentation will be beneficial in assessing the existing system as well as any known areas where past maintenance issues exist.

The following efforts are included in this task:

- Review of existing documentation provided by the City pertaining to the wastewater collection system.

Deliverable: No deliverable is associated with this task. Information collected as part of this task will be summarized and utilized in Task 5.

Task 2: Site Visits/System Tour

It will be necessary to visit the City above ground wastewater collection system components (manholes, sewer sheds, and areas identified as part of Task 1 as potential issues). The suggested areas to be covered as part of the site visit will be coordinated with City staff prior to the field visit to ensure that the visit is beneficial and the allotted time is maximized.

The following efforts are included in this task:

- Field review of representative components of the wastewater collection system.
- Compilation of representative photographs of the visited sites.

- Meeting with the City Wastewater Operational Staff Supervisor

Deliverable: No deliverable is associated with this task. Information collected as part of this task will be summarized and utilized in Task 5.

Task 3: Initial Existing System Investigation/Analysis

In discussions with City staff, it was stated that no current closed circuit television (CCTV) program exists or is being performed on the existing wastewater system. This task will prepare a schedule and recommended cleaning and CCTV program for the City to retain a Contractor to perform. This program will be multi-year and will obtain critical information for the refinement/update of the Task 5 work product. For the initial CCTV work, it is recommended that areas of historical maintenance or sanitary sewer overflows be investigated first as well as any trunk lines or large diameter pipelines. Future tasks (not part of this proposal) will review the CCTV logs and videos performed during the previous period of time and continue the compilation of the proposed capital improvement program.

The following efforts are included in this task:

- Preparation of a CCTV program and schedule for City staff to utilize to obtain the services of a pipeline cleaning and video company.
- Assist with the contract document preparation, advertising and securing efforts on behalf of City.

Deliverable: Plans, technical specifications and draft contract documents will be prepared for the CCTV and pipe cleaning work. One electronic copy (.pdf) and paper copy will be delivered to the City for inclusion into the City front end documents or contract to be utilized by City and the prospective Contractor.

Task 4: Review of Future Developments/Improvement Plans

The master planning effort will need to review the existing system components and operations as well as any future development horizons, impacts and required improvements to the existing system so that the additional demand can be accommodated. This task will review the City known development projects that are to occur in a future timeframe as listed in the City's current General Plan. The cumulative impacts to the existing wastewater system will be noted for use in Task 5.

The following efforts are included in this task:

- Review of future development projects as identified in the City General Plan.

Deliverable: No deliverable is associated with this task. Information collected as part of this task will be summarized and utilized in Task 5.

Task 5: Existing and Future System Analysis/Modeling

It is my understanding that the City wastewater system is comprised primarily of 8-, 10- and 12-inch diameter pipelines and an existing model of the system operation is not current or utilized. As part of this proposal, the collection system will be modeled. The 1996 Master Plan used a hydraulic modeling program for their analysis. Based on the review of the existing City collection system, the model of the City system should not require a complicated modeling program. An MS Excel spreadsheet will be used to provide a "snap shot" view of the system. If the City prefers to utilize a proprietary modeling program, selection of the modeling software can be by City staff with recommendations from Phoenix Civil Engineering. Efforts associated with modeling the wastewater collection system using a proprietary software program are not included in this proposal.

The following efforts are included in this task:

- Development of a collection system model using MS Excel (spreadsheets) that will provide an analysis of the existing and future wastewater collection system.

Deliverable: The model information will be provided electronically to the City Project Manager for review to ensure that the findings in the model are correct based on their field observations.

Task 6: Identify Capital Improvement Projects

The information from Tasks 1 through 5 will be used to expand the existing capital improvement project list to incorporate any CCTV work findings as well as the proposed future development improvement projects. The project list will include budgetary opinions of probable construction cost for each. The costs for design of the improvements as well as the Construction Management fees will be included as separate line items. The completed list will be prioritized based on input from City staff as well as engineering judgment.

The following efforts are included in this task:

- Development of the updated capital improvement project list.

Deliverable: The list of recommended capital improvement projects will be provided to City staff in electronic (.pdf) and paper format. One copy of each will be provided to the City Project Manager for their review at the draft and final deliverable stages.

Task 7: Compilation of Updated Draft Master Plan

This task will prepare the draft master plan incorporating the information collected to date as part of the previous tasks (1 through 6). The results will be compiled chapters are anticipated to be:

- Executive Summary/Introduction
- Existing System Overview
- Existing System Deficiencies
- Planned Future Development
- Recommended Capital Improvements
- Budgets and Schedules of Implementation

The following efforts are included in this task:

- Development of the draft wastewater master plan document

Deliverable: The draft documents will be provided to the City Project Manager for their review in electronic (.pdf) and paper copy format. Three copies of the paper version and one copy of the electronic and will be provided.

Task 8: Final Master Plan Document

Once the draft document reviewers have provided their input, their comments will be incorporated and the document will be finalized for submittal to the City Project Manager.

The following efforts are included in this task:

- Incorporation of City review comments and finalization of the wastewater master plan.

Deliverable: The final document will be electronically transmitted as a .pdf and MS Word document.

Task 9: Meetings

This task will cover the project meetings that will occur during the project. To keep project costs down, it is anticipated that many meetings may be able to occur via conference call; however, review meetings with City staff will occur in person.

The following efforts are included in this task:

- In person review meeting to present the draft wastewater master plan in Task 7.
- Conference call meeting to obtain comments on the draft master plan and the final master plan in Task 8.
- Attendance at the City of Monterey Park Council meeting for discussion and adoption of the final wastewater master plan.

Deliverable: Meeting agendas will be provided to the meeting attendees prior to any scheduled meetings. Meeting summaries will be provided to the team at the conclusion of the meeting outlining discussions and decisions from the meeting. The agendas and summaries will be provided electronically in MS Word format.

Schedule

The work associated with the updating of the Wastewater Master Plan will be made a top priority.

Fees

Work associated with this proposal is estimated to cost \$37,070. A breakdown of the level of effort is listed below:

Task 1:	Data Collection/Review of Previous Studies	\$1,200
Task 2:	Site Visits/System Tour	\$1,800
Task 3:	Initial Existing System Investigation/Analysis	\$3,000
Task 2:	Review of Future Developments/Improvement Plans	\$990
Task 3:	Existing and Future System Analysis/Modeling	\$6,300
Task 4:	Identify Capital Improvement Projects	\$4,420
Task 7:	Compilation of Draft Master Plan	\$12,580
Task 8:	Final Master Plan Document	\$2,720
Task 9:	Meetings	\$4,060

Exhibit A



Professional Services Rate Sheet

Principal Engineer	\$185/hour
Resident Engineer	\$145/hour
Professional Engineer	\$150/hour
Staff Engineer	\$135/hour
Senior Designer	\$125/hour
Construction Observer	\$105/hour
Designer	\$105/hour
Administrative Assistant	\$45/hour
Special Consultant	\$150/hour

Costs associated with printing and computer time are calculated in the rates. Large quantities of printing (multiple sets of specifications, reports, etc.) will be billed at an agreed upon rate. Mileage will be billed at the current IRS approved mileage reimbursement rate. Subconsultant costs will be marked up 10%.

STAFF REPORT

City of Monterey Park

DATE: June 19, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: ROBERT QUINTERO, INTERIM DIRECTOR OF PUBLIC WORKS /
COMMUNITY DEVELOPMENT

SUBJECT: PARCEL MAP NO. 70872 (309 W HAMPTON AVENUE) –
FINAL MAP APPROVAL

The final map for Parcel Map No. 70872 has been prepared and reviewed for conformance with all pertinent requirements. Staff is recommending approval of the final map.

DISCUSSION:

The subject development is located at 309 W. Hampton Avenue, on the north side of Hampton Avenue between Huntington Avenue and McPherrin Avenue. Hampton Avenue is 60 feet wide from property line to property line.

The site is a relatively level 53.82-feet-wide by 190.11-feet-deep lot that currently contains one single family unit. The property is bounded by residential area on all sides. The development is a two-unit condominium complex.

At the February 14, 2012 Planning Commission meeting, the tentative parcel map was approved by Planning Resolution No. 01-12. The developer is Mr. Su Zing Zhen, and the project engineer is Mr. Kevin Lai of Cali Land Engineering, Inc.

The final map was checked by the City's consultant land surveyor and certified for mathematical accuracy, proper survey ties, completeness of title information, and compliance with the Subdivision Map Act, Conditions of Approval and applicable Municipal Code provisions.

The developer has constructed curb, gutter, sidewalk, and drive aprons along the frontage of the property as required in the street right-of-way. All utility services have been placed underground and new trees, parkway landscaping and an irrigation system were installed.

Since the required public works improvements have been constructed, subdivision bonds and agreements will not be necessary.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The Planning Commission, at its February 14, 2012 meeting, determined this project to be a Class 15 Categorical Exemption pursuant to the California Environmental Quality Act of 1970, as amended; and also determined that the subdivision is consistent with the City's General Plan.

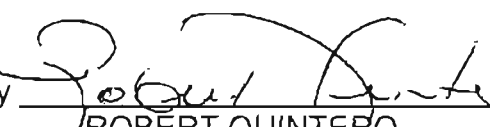
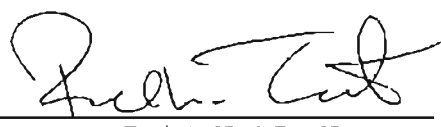
FISCAL IMPACT:

The approval of this map has no fiscal impact on the City beyond the additional property tax and sales tax this development will generate.

RECOMMENDATION:

It is recommended that the City Council:

1. Find, determine and declare that the final map is in substantial compliance with the previously approved tentative map, and
2. Approve the final map and authorize the necessary signatures.

By  Approved 
ROBERT QUINTERO PAUL TALBOT
Interim Director of Public Works/ City Manager
Community Development

1 PARCEL
10,249 S.F.
SCALE: 1"=30'

PARCEL MAP NO. 70872

SHEET 1 of 1 SHEET

IN THE CITY OF MONTEREY PARK
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA.
BEING A SUBDIVISION OF A PORTION OF LOT 170 OF MAP OF RAMONA
ACRES, PLAT NO. 2, AS PER MAP RECORDED IN BOOK 11, PAGE 50 OF
MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.
FOR CONDOMINIUM PURPOSES

SUBDIVIDER'S STATEMENT

WE HEREBY STATE THAT WE ARE THE SUBDIVIDERS OF THE LANDS INCLUDED WITHIN THE
SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES, AND WE CONSENT TO
THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION.

Shawn Chen
SHAWN CHEN (SUBDIVIDER)

Su Zing Chen
SU ZING CHEN (SUBDIVIDER)

RECORD OWNER NOTE

RECORD OWNERS ARE SHAWN CHEN AND SU ZING CHEN

NOTARY ACKNOWLEDGEMENT

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

ON DEC. 23, 2012, BEFORE ME, MEN ZHANG, A NOTARY PUBLIC,
PERSONALLY APPEARED SHAWN CHEN AND SU ZING CHEN
WHO PROMISED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE
PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY
EXECUTED THE SAME IN THEIR AUTHORIZED CAPACITY, AND THAT BY THEIR SIGNATURES ON THE INSTRUMENT, THEY
CERTIFY OR THE ENTITY UPON BEHALF OF WHICH THE PERSONS ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA
THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND

SIGNATURE:

PRINTED NAME: MEN ZHANG
MY PRINCIPAL PLACE OF BUSINESS IS IN LOS ANGELES COUNTY
MY COMMISSION NUMBER: 145248
MY COMMISSION EXPIRES: 04-08-2015

CITY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE JURISDICTION OF THE
CITY OF MONTEREY PARK TO WHICH THE LAND INCLUDED IN THE WITHIN SUBDIVISION OR ANY
PART THEREOF IS SUBJECT, AND WHICH MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

DATE _____ CITY TREASURER, CITY OF MONTEREY PARK

CITY CLERK'S CERTIFICATE

I, _____ CITY CLERK OF THE CITY OF MONTEREY PARK, DO HEREBY
CERTIFY THAT THIS MAP WAS PRESENTED FOR APPROVAL TO THE COUNCIL AT A REGULAR
MEETING THEREOF, HELD ON THE _____ DAY OF _____, 2012, AND THAT THEREUPON
SAID COUNCIL DID, BY AN ORDER DULY PASSED AND ENTERED, APPROVE SAID MAP.

DATE _____ CITY CLERK, CITY OF MONTEREY PARK

PLANNING DIRECTOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS MAP SUBSTANTIALLY CONFORMS TO THE APPROVED TENTATIVE
MAP AS APPROVED BY THE CITY OF MONTEREY PARK PLANNING COMMISSION ON NOVEMBER
23, 2011 AND ALL CONDITIONS OF APPROVAL HAVE BEEN MET.

DATE _____ PLANNING DIRECTOR, CITY OF MONTEREY PARK

CITY SURVEYOR'S CERTIFICATE

GEORGE G. BOCHOUSSAN & ASSOCIATES, INC.
I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP; THAT IT
CONFORMS TO ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND
THAT IT IS TECHNICALLY CORRECT.

1-2-13 *Paul R. Charlton*
DATE _____ PAUL R. CHARLTON - CONTRACT CITY SURVEYOR



P.C.E. NO. 27739
LIC. EXP. 12-31-2011

I HEREBY CERTIFY THAT ALL CERTIFICATES HAVE BEEN FILED AND
DEPOSITS HAVE BEEN MADE THAT ARE REQUIRED UNDER THE
PROVISIONS OF SECTIONS 86492 AND 86493 OF THE SUBDIVISION
MAP ACT.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF
THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY _____ DATE _____
DEPUTY

I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF
\$ _____ WAS BEEN FILED WITH THE
EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE
COUNTY OF LOS ANGELES AS SECURITY FOR THE PAYMENT
OF TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES
ON THE LAND SHOWN ON MAP OF PARCEL MAP NO. 70872
AS REQUIRED BY LAW.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF
THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY _____ DATE _____
DEPUTY

CONDOMINIUM NOTE:

THIS SUBDIVISION IS APPROVED AS A CONDOMINIUM PROJECT FOR 2 UNITS, WHEREBY THE
OWNERS OF THE UNITS OF AIR SPACE WILL HOLD AN UNDIVIDED INTEREST IN THE COMMON
AREAS WHICH WILL, IN TURN, PROVIDE THE NECESSARY ACCESS AND UTILITY EASEMENTS
FOR THE UNITS.

LEGEND

INDICATES THE BOUNDARY OF THE LAND
BEING SUBDIVIDED BY THIS MAP

① MAP OF RAMONA ACRES PLAT NO. 2, U.B. 11-50.

② WEST LINE OF INSTRUMENT NO. 20110108127,
REC. 01/20/2011, ESTAB. PER SAID DEED.

③ EAST LINE OF INSTRUMENT NO. 20110108127,
REC. 01/20/2011, ESTAB. PER SAID DEED.

④ N'LY LINE OF LOTS 170 & 191. ⑤ ESTAB. BY
PROPRATION PER SAID MAP

⑥ W'LY LINE OF LOTS 169 & 170. ⑦ ESTAB. BY
PROPRATION PER SAID MAP

SURVEYOR'S STATEMENT:

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED
UPON A TRUE AND COMPLETE FIELD SURVEY PERFORMED BY ME OR
UNDER MY DIRECTION IN MARCH 15, 2012, IN CONFORMANCE WITH THE
REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT
THE REQUEST OF SHAWN CHEN AND SU ZING CHEN ON MARCH 10, 2012.
I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO
THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY;
THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE
POSITIONS INDICATED; AND THAT SAID MONUMENTS WILL BE SUFFICIENT TO
ENABLE THE SURVEY TO BE RETRACED; AND THAT THE NOTES TO ALL
CENTERLINE DE MONUMENTS SHOWN AS "SD" ARE ON FILE IN THE
OFFICE OF THE CITY ENGINEER FROM THE FILING DATE SHOWN HEREON.

Yoon Lai
YOON LAI
P.L.S. 8886

DATE: DEC 28, 12



BASIS OF BEARINGS

THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING N89°58'00"W OF THE SIDELINE OF
HAMPTON AVENUE AS SHOWN ON MAP OF RAMONA ACRES PLAT NO. 2, RECORDED IN BOOK 11,
PAGE 50 OF MAPS, RECORDS OF LOS ANGELES COUNTY.

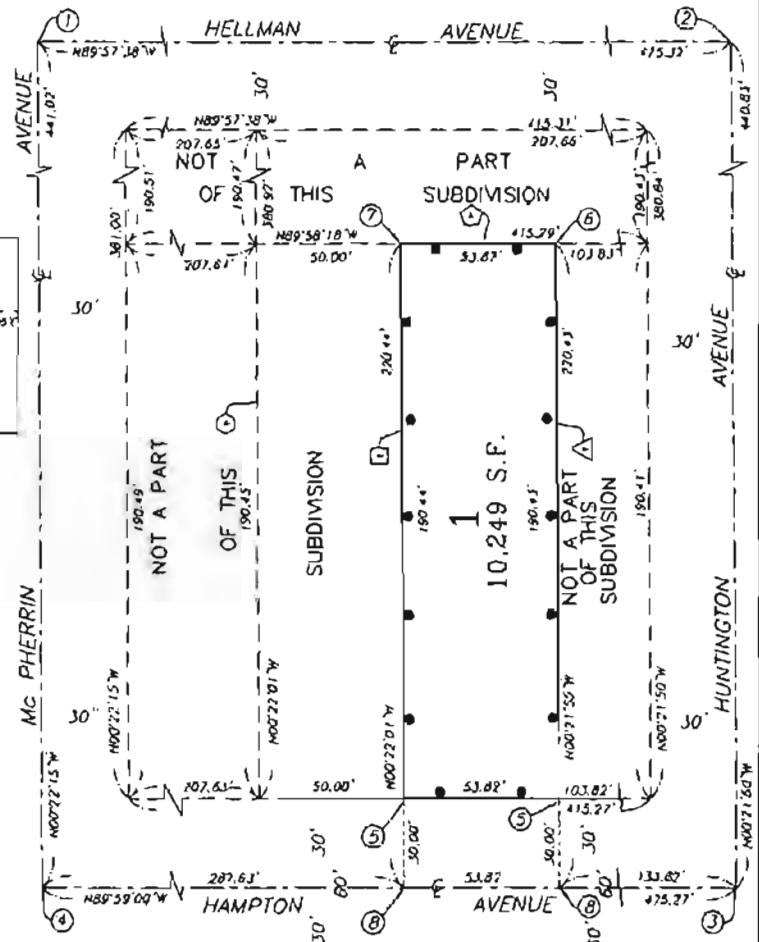
CITY ENGINEER'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP; THAT IT
CONFORMS SUBSTANTIALLY TO THE TENTATIVE MAP AND ALL APPROVED
ALTERATIONS THEREOF; THAT ALL PROVISIONS OF LOCAL SUBDIVISION
ORDINANCES OF THE CITY OF MONTEREY PARK APPLICABLE AT THE
TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED
WITH; AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY
CORRECT WITH RESPECT TO CITY RECORDS.

DATE _____ CITY ENGINEER - CITY OF MONTEREY PARK R.C.E. No. _____

MONUMENT NOTES

- ① FD. L&T, FTS DES PER CITY F.B. 70-70.
- ② FD. L&T, FTS DES PER CITY F.B. 70-71.
- ③ SEARCHED & FD. NOTHING. ESTABLISHED BY FTS PER CITY F.B. 94B-29
- ④ SEARCHED & FD. NOTHING. ESTABLISHED BY FTS PER CITY F.B. 94B-24
- ⑤ SET L&T, PLS 8886 ON CONC. SIDEWALK AT 1' O/S FROM PROPERTY CORNER ALONG PROPERTY LINE PROG.
- ⑥ SET L&T, PLS 8886 ON TOP OF 6" HIGH WALK PER DETAIL 'A' HEREON.
- ⑦ SET L&T, PLS 8886 ON TOP OF 6" HIGH WALL AT 1' 00" SDO 22° 01'E FROM PROPERTY CORNER.
- ⑧ SET S&W, PLS 8886 ON AC PAVEMENT, FLUSHED.



STAFF REPORT

City of Monterey Park

DATE: June 19, 2013

TO: PAUL TALBOT, CITY MANAGER

**FROM: ROBERT QUINTERO, INTERIM DIRECTOR OF PUBLIC WORKS /
COMMUNITY DEVELOPMENT**

**SUBJECT: SIDEWALK RECONSTRUCTION ON COLLEGIAN AVENUE –
ACCEPTANCE OF WORK AND FINAL PAYMENT**

DISCUSSION:

On October 3, 2013, the City Council awarded a contract to E.C. Construction in the amount of \$154,045.50 for the Sidewalk Reconstruction on Collegian Avenue. The project involved the removal and reconstruction of the sidewalk and curb & gutter on the east side of Collegian Avenue between Cesar Chavez Avenue and Floral Drive. The work also included the removal and replanting of street trees; construction of new driveway approaches, ADA curb ramps, tree wells; and adjusting utility boxes to grade. The project also included a rubberized asphalt pavement overlay of the eastern side of the roadway, joining the off-site street improvements completed by East Los Angeles College. The completed work has been inspected and approved by the Public Works Department.

The final cost of the project was \$198,038.53, which included \$9,816.03 in change order work and \$34,177.00 in quantity adjustments. The change order work was for additional items of work not included in the construction plans and specifications, while the construction quantity adjustments were attributed to field conditions necessitating additional quantities of material placed. The change orders and quantity adjustments are summarized as follows:

CHANGES IN CONTRACT AMOUNT

CHANGE ORDER WORK		
Item No.	Description	Amount
1	Install root barriers & watering tubes	\$ 2,030.00
2	Substitute Sweet Shade trees with Brisbane Box trees	\$ 310.00
3	Field survey, plot, and stake curb elevations	\$ 2,401.08
4	Provide temporary asphalt driveway access to Allantic Square from Collegian Avenue	\$ 3,510.11
5	Form & pour curb flooded by water	\$ 531.83
6	Grade, form & pour sidewalk due to saturated soil conditions around water services	\$ 547.54
7	Reset corner survey monuments	\$ 282.74

8	Replace traffic signal pull boxes	\$ 202.73
TOTAL =		\$ 9,816.03
CONSTRUCTION QUANTITY ADJUSTMENTS		
Item No.	Description	Amount
1	Additional 43 sq.ft. of sidewalk reconstructed	\$ 173.34
2	Additional 172 linear feet of curb and gutter reconstructed	\$ 6,020.00
3	Additional 30 tons of rubberized asphalt installed	\$ 4,009.21
4	Additional 2,700 sq.ft. of cold milling to join existing asphalt	\$ 946.05
5	Additional 2,088 sq.ft. of 6"-deep localized pavement repairs on Collegian Avenue	\$ 16,808.40
6	Reduction of 43 sq. ft. of asphalt patching at driveways	(-\$516.00)
7	Additional 82 sq. ft. of PCC driveway reconstructed	\$ 656.00
8	Additional ADA curb ramp (1) reconstructed	\$ 3,000.00
9	Additional 7 utility boxes adjusted to grade	\$ 280.00
10	Additional 7 traffic detection loops installed	\$ 2,800.00
TOTAL =		\$ 34,177.00

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

As a minor alteration to an existing public facility, this project is a Class 1 Categorically Exempt project pursuant to the California Environmental Quality Act (CEQA).

FISCAL IMPACT:

This project is funded with SB-821 and Measure R funds. The City Council awarded the project to EC Construction on October 17, 2012 in the amount of \$170,000 (\$154,045.50 + 10% contingency). Because the final cost of the project exceeds the contingency, an additional allocation of \$29,000 (\$198,038.53 - \$170,000.00 = \$28,038.53) in Measure R funds is needed to cover the cost of the project.

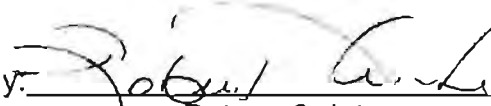
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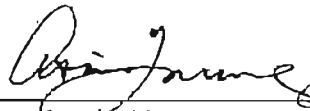
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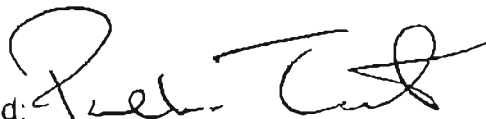
RECOMMENDATION:

It is recommended that the City Council:

1. Accept the Sidewalk Improvements on Collegian Avenue completed by EC Construction and authorize staff to file a Notice of Completion with the Los Angeles County Recorder's Office and pay the final retention 35 days thereafter.
2. Authorize the allocation of an additional \$29,000 in Measure R funds to cover the final cost of the project.

By: 
Robert Quintero
Interim Director of Public Works

By: 
Annie Young
Controller

Approved: 
Paul Talbot
City Manager

STAFF REPORT

City of Monterey Park

DATE: JUNE 19, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: DONNA RAMIREZ, ACTING ECONOMIC DEVELOPMENT SPECIALIST

SUBJECT: CONSIDERATION OF RENEWAL OF CONTRACTING CUSTODIAL SERVICES FOR BUSINESS IMPROVEMENT DISTRICT NO. 1 (BID)

BACKGROUND

On February 15, 2012 the City entered into a agreement with Chrysalis Enterprises for custodial services within the BID. With the high volume of visitors to the downtown, a greater level of maintenance was needed to keep the area attractive. Chrysalis provides services to the BID five days a week. In addition to custodial services, Chrysalis provides ongoing communication with city staff regarding issues encountered such as maintenance by individual property owners or vandalism in the area.

DISCUSSION

Chrysalis is asking the City to renew its contract for custodial services within the BID.

Chrysalis has been providing services to the downtown for one year and in that time there has been a very noticeable improvement to the area. At the time Chrysalis contracted with the City, the downtown was experiencing a high level of need for maintenance, especially at the parking lot at Lincoln and Garvey Avenues. Chrysalis' ongoing attention to the area has reduced the problem with trash and posters to a point where they are rarely visible.

Chrysalis has also been a partner to the community by calling to staff's attention any significant issues with vandalism and weeds on properties. Staff has seen members of the crew clean areas of the city as they make their way to the downtown which are additional services just because they saw the trash and it needed picking up.

Chrysalis is proposing a slight increase to this year, from \$56,700 to \$58,992. The increase is due to routine workers' compensation rate increases. Chrysalis is charging the increase for the bulk of its services but will absorb the amount of workers' compensation attributed to the pressure washing services. The scope of services will remain the same as last year. (Exhibit 1: Chrysalis Proposal)

Staff received comments from members of the BIDAC encouraging the renewing of Chrysalis' agreement. Members stated they had received several comments from business owners letting them know how wonderful the area looked.

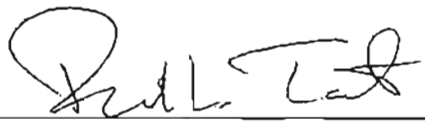
FINANCIAL IMPACT

There is no impact to the general fund. Chrysalis' contract is paid with Business Improvement District No. 1 monies.

RECOMMENDATION:

Staff recommends renewing the contract with Chrysalis Enterprises for an additional year for the amount of \$58,992 and authorize the City Manager to extend the agreement with Chrysalis Enterprises in a form approved by the City Attorney.

By: 
Donna M. Ramirez,
Acting Economic Development Specialist

Approved: 
Paul Talbot
City Manager

Attachment: Exhibit "1" - Chrysalis Proposal

Exhibit “1”

Chrysalis Enterprise 2013-2014 Proposal



City of Monterey Park
Maintenance Services 2013 - 2014 Proposal



THE BEST SOLUTION FOR MONTEREY PARK

Chrysalis Enterprises (Chrysalis) is pleased to continue to provide The City of Monterey Park (The City) and the Business Improvement District Advisory Board (BIDAC) with the maintenance services stated in the original scope.

Basic Maintenance Five (5) times a week as follows:

- Garvey and Garfield Avenues, within one-block of the intersection, three (3) times a week.
- The remainder of Garvey Avenue within the BID, once (1) a week.
- The Lincoln/Garvey Avenue parking lot; clean daily and remove flyers.
- The remainder of the BID area, other than Garvey Avenue, twice (2) a week.

Basic Maintenance Tasks:

- Sweep all sidewalks,
- Wipe trash receptacles,
- Remove trash, cigarette butts, and debris from tree wells and other landscape areas,
- Dispose of all trash from area (excluding trash receptacles) into a city dumpster,
- Wipe down benches and furniture as needed,
- Remove graffiti as needed from the public area.

In order to have full supervision Chrysalis will send a two-person crew 5 days per week: a sweeper and a working supervisor, who will complete all tasks as per the scope of work.

Chrysalis will bring all supplies and tools, so the City will have no expense on that count, and these items will be stored in the district.



City of Monterey Park
Maintenance Services 2013 - 2014 Proposal



PRICING

The pricing provided below is inclusive of the services listed and all supplies. Chrysalis will carry all liability, workers' compensation and insurance coverage. There is a slight increase in labor fees reflected below due to routine workers' compensation increases. Chrysalis will absorb these increases for pressure washing services, thus offering you the same rate for pressure washing as last year.

Cost Chart 2013 - 2014

Description	Frequency	Monthly Billing	Annual Billing
Street Maintenance: Sweeping, Graffiti Removal, Weeding			
2-person crew	5 days per week	\$4,416	\$52,992
		\$4,416	\$52,992
Pressure Washing			
Pressure Washing	4 times per year	\$500	\$6,000
		\$500	\$6,000
ANNUAL TOTAL:			\$58,992



City of Monterey Park
Maintenance Services 2013 - 2014 Proposal



CHRYsalis BACKGROUND

As one of the largest Business Improvement District (BID) maintenance providers in Los Angeles County, specializing in high-traffic, high-visibility public areas, we believe the following distinctions separate us from our competitors:

- The most experienced street maintenance provider in the business
- Managed locally in Los Angeles, allowing for high responsiveness and flexibility to our customers' needs
- Driven by customer service excellence and a partnership approach – many of our customers have chosen Chrysalis consistently for a decade or more
- A respected member of the communities we serve, and the leading resource creating pathways to self-sufficiency for low-income individuals



Chrysalis appreciates the opportunity to continue serving the Monterey Park community, and looks forward to working with you for many years to come.

EXPERIENCE



Since our founding in 1991, Chrysalis Enterprises has grown to be the largest social enterprise in Los Angeles and one of the largest in the nation. As a customer-focused street maintenance and custodial business operating within a nationally-recognized nonprofit, we regularly outperform our competitors because of our attention to customers' needs and our extensive experience in the maintenance marketplace. Currently we serve the largest districts in Los Angeles with best-in-class street maintenance and custodial services.



City of Monterey Park
Maintenance Services 2013 - 2014 Proposal



SERVICES PROVIDED

Our primary goal as an organization is to always meet our customers' needs, whether or not they are defined by a contracted scope of work. We will continue providing all labor, equipment and supplies to complete the scope of work to the highest level of quality.

- **Trash Cans**

All trash receptacles in the district will be wiped down as needed.

- **Graffiti Abatement**

We have a zero tolerance policy when it comes to graffiti. Our crew will remove graffiti as needed to minimize the effects on the community. We also work with city agencies to address high spots and large walls,



- **Sweeping**

Sweeping crews will sweep the district sidewalk five days a week to keep the businesses, residences, and public areas in the district clean and clear of unsightly and unsanitary debris.

- **Weeds and Sidewalk Grass**

These eyesores, in addition to cigarette butts and other debris, will be removed from all tree-wells and landscaped areas as part of general maintenance.

- **Furniture**

All bus benches and furniture will be assigned to worker routes and wiped down on every visit.

- **Pressure Washing**

Our pressure washing crews work at night when there are fewer pedestrians and cars. We will create a rotating schedule for Monterey Park that ensures we hit every corner of the district four times per calendar year and allow time for hotspots like bus stops and corners.



City of Monterey Park
Maintenance Services 2013 - 2014 Proposal



- **Visible Professionalism**
Our crew will be issued burgundy shirts and hats, and printed safety vests with the Monterey Park logo as part of our campaign to continuously improve the professional appearance of the district.
- **Trash Cans, Posters and Stickers**
Removing stickers, posters and notices on all poles will be a part of daily general maintenance for our crew.
- **Lot Maintenance**
Chrysalis will sweep and clean the parking lot at Garvey and Garfield/Lincoln. This will include picking up trash, removing bulky items stickers/posters and graffiti abatement.



City of Monterey Park
Maintenance Services 2013 - 2014 Proposal



ABOUT CHRYSALIS

Chrysalis is more than a business. We create pathways to self-sufficiency for the homeless and those living in poverty by providing the resources they need to find and retain employment. Since our founding in Los Angeles' Skid Row in 1984, Chrysalis has assisted over 45,000 people on the path toward regaining their dignity and becoming self-sufficient. Currently, 400 clients a day receive services at one of our three centers.



In addition, Chrysalis Enterprises, our business arm, has grown to be the largest social enterprise in Los Angeles and one of the largest in the nation. With the work experience gained through Chrysalis Enterprises: references, transferable skills, and an ability to market themselves, our workers are able to retain employment for the long-term, and reach a level of self-sufficiency not otherwise attainable.

Double-Bottom Line

Chrysalis offers our customers both business solutions and positive social outcomes. By partnering with Chrysalis Enterprises, customers help to reconnect difficult-to-employ individuals into the workforce, creating engaged and self-sufficient community members. Our customers know from the results of our work and the great services we provide, that with Chrysalis, doing good makes good business sense.

Staff Report City of Monterey Park

DATE: June 19, 2013

TO: The Honorable Mayor and City Council

FROM: Paul L. Talbot, City Manager

SUBJECT: **CONSENT ITEM: SECOND AMENDMENT TO THE CONTRACT FOR CDBG/HOME (COMMUNITY DEVELOPMENT BLOCK GRANT/HOME INVESTMENT PARTNERSHIP PROGRAM) WITH JWA URBAN CONSULTANTS TO FULFILL THE CITY'S HOUSING AND URBAN DEVELOPMENT GRANT PROGRAM OBLIGATIONS**

SUMMARY:

At the City Council meeting of July 18, 2012, the Council authorized staff to award a contract to JWA Urban Consultants to administer the City's CDBG/HOME programs. The Council approved the first amendment on December 5, 2012, which continued the term of the agreement and specified additional services to June 30, 2013. On May 1, 2013, the Council approved the Fiscal Year 2013-14 One-Year Annual Action Plan, which contained specific programs and a budget for administration of CDBG/HOME programs.

DISCUSSION:

- Each year the City of Monterey Park receives Community Development Block Grant and HOME funds from the United States Department of Housing and Urban Development. Under this federal program, the City is obligated to spend HOME Investment Partnership program funds exclusively to create affordable housing for low-income households.
- The CDBG funds are a more flexible spending program that addresses a wide range of unique community development needs with the understanding that the City is ultimately meeting a national objective that expand economic opportunities and fulfill community needs that benefit low to moderate income households.
- Professional consultant services are utilized to assist in administration of these programs.
- Professional Services Agreement between the City of Monterey Park and JWA Urban Consultants, Inc: The original agreement with JWA covered a period from July 1, 2012 through November 1, 2012.
- The First Amendment extended the term of the agreement to expire June 30, 2013, and included housing activities necessary to be conducted through the end of June 2013.

- Many of the activities covered in the services agreement and first amendment have been completed. However, aspects of the housing program continue from year to year. For example, continuing activities include the HUD required annual action plan and annual consolidated action plan evaluation report, periodic updating of the five year consolidated plan, responses to HUD monitoring letters, and affordable housing creation and rehabilitation activities.
- On May 1, 2013, the Council adopted the Fiscal Year 2013-14 One Year Annual Action Plan, which included a budget for CDBG activities administration of \$93,693 and budget for HOME activities administration of \$27,348. However, due to an anticipated reduction in activities, it is anticipated that the expenditures for consulting services would be sufficient for CDBG activities administration not to exceed \$60,000 and sufficient for HOME activities administration in the amount not to exceed \$19,000.
- The consultant will continue to provide part-time staffing needed to fulfill the City's obligations, operations and administration of the City's residential rehabilitation programs and management of City owned residential properties.

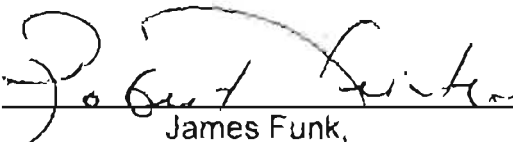
FISCAL IMPACT:

The contract services will be funded with HUD administration funds. At the time of the Council's adoption of the Fiscal Year 2013-14 One Year Annual Action Plan on May 1, 2013, the estimated fiscal year 2013-2014 CDBG entitlement was \$518,464 and HOME entitlement was \$273,486. The approved budget in the Annual Action Plan included adequate funds for funding the administration of the programs.

RECOMMENDATION:

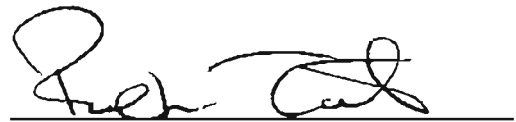
Authorize the City Manager to execute the Second Amendment to the agreement on behalf of the City, in a form approved by the City Attorney, with JWA Urban Consultants, Inc., in the amount not to exceed \$79,000 for professional services to be performed in Fiscal Year 2013-14.

By:


James Funk,

Lead Planner/Economic and
Development Special Projects
Manager

Approved:



Paul Talbot
City Manager

Attachment:

1. Exhibit C

EXHIBIT C

Scope of Services for CDBG/HOME Program Administration

Commencing July 1, 2013

Under general direction from the Director of Community Development ("Director") the consultant will be responsible for the timely preparation and processing through HUD of all the documents related to the CDBG and HOME Programs including grant applications, plans, and programmatic reports. In addition, the consultant shall be responsible for data gathering and analysis; public outreach and hearings; overseeing and evaluating the design and implementation of all grant-supported programs and activities; preparing pertinent policy recommendations, and implementing programmatic activities as needed. The Consultant shall act as the liaison between the City and HUD.

The work items to be included in this Scope of Services are described below. This list of work items is not inclusive of requirements resulting from unforeseeable program changes initiated by the City and/or HUD. The performance of these work items shall be in compliance with City and HUD regulations, practices and procedures.

CDBG/HOME Programs Administration

- Prepare the 2014-15 Annual Action Plan.
- Update as necessary the Five Year Consolidated Plan.
- Prepare the Annual Consolidated Action Plan Evaluation.
- Determine eligibility of projects, programs and proposals with City staff.
- Prepare the required planning documents including the Annual Action Plan, CAPER, Consolidated Plan, Analysis of Impediments to Fair Housing Choice, and related updates.
- Compile needed data to meet HUD's reporting requirements.
- Prepare Grant Applications for CDBG and for HOME funds.
- Ensure that the City complies with all procurement regulations per Bulletin 00-0039 and 24 CFR 85-36.
- Jointly with the Director of Finance, establish/maintain a financial management system in compliance with Federal and City requirements including but not limited to tracking all Program expenditures and tracking and reporting all Program Income.
- Prepare and submit to HUD all required fiscal and programmatic reports including IDIS, Quarterly and Annual Reports.

- Ensure compliance with all environmental review requirements for CDBG and HOME-funded programs and activities.
- Prepare all City Council agenda items, public notices and staff reports, concerning the CDBG and HOME Programs and, if requested, attend City Council meetings and make presentations.
- Ensure compliance with the provisions of the Davis Bacon Act.
- Provide information to the public about the CDBG and HOME Programs to encourage citizen participation and conduct all required public outreach activities including the coordination of all needed public meetings.
- Monitor the City's contract with Housing Rights Center and provide guidance to ensure proper data is collected and program meets HUD requirements.
- Review and evaluate overall performance of CDBG and HOME-funded programs and activities, including the Residential Rehabilitation and Commercial Façade Improvement Programs and advise as necessary on corrective actions and/or formulate new programs/projects to meet community development needs.

Public Service Grant Processing

- Review and evaluate funding applications by sub-recipients.
- Prepare and administer all Public Service grant contracts with sub-recipients.
- Jointly with the Director of Finance, review sub-recipients' reports and process payments.
- Monitor sub-recipients programmatic and fiscal performance.
- Conduct site inspections of sub-recipients' offices and facilities.
- Provide and/or coordinate the provision of required technical assistance to sub-recipients.

Residential and Commercial Rehabilitation Program Implementation

- Perform all tasks related to the Residential Rehabilitation and Commercial Rehabilitation programs, such as eligibility determination, income verification and assess apparent need for rehabilitation to correct housing code violations; assist Building Department staff to develop rehabilitation specifications for estimate and bidding purposes; assist owner in selecting contractor and preparation of contract; perform site inspections to ascertain status of work completed before processing contractor invoices for payment; mediate owner-contractor disputes; maintain files which includes the application, documentation of eligibility, work write-up or specifications, contractor selection and proof of good-standing pursuant to federal

debarment list, pre-construction meeting, copy of a contract, site inspection reports and payment releases for each rehabilitation project.

- Oversee the City's outstanding residential rehabilitation loans. This includes tracking and depositing payments and reviewing subordination and reconveyance requests; review each participant's file, financial documents, and subordination or reconveyance request and prepare an analysis for City Staff to approve or deny the request.

Miscellaneous Work

- Perform such other tasks as agreed to in writing by both parties.

STAFF REPORT

City of Monterey Park

DATE: June 19, 2013

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PAUL L. TALBOT, CITY MANAGER

SUBJECT: CONSENT ITEM: REQUEST TO EXTEND FOR TWELVE MONTHS A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF MONTEREY PARK AND TRANSTECH ENGINEERS, INC. FOR INTERIM STAFFING POSITIONS IN THE PUBLIC WORKS AND COMMUNITY DEVELOPMENT DEPARTMENTS; AND AMEND THE TERMS OF CONTRACT TO INCLUDE ENGINEERING, OVERSIGHT, ADMINISTRATION, DESIGN AND CONSTRUCTION MANAGEMENT SERVICES RELATED TO THE CITY'S CAPITAL IMPROVEMENT PROJECTS.

BACKGROUND:

At the City Council meeting of December 5, 2012, the Council authorized the City Manager to award a contract to Transtech Engineers, Inc. to provide interim staff for various positions in Public Works and Community Development.

DISCUSSION:

The Human Resources Department commenced recruitment for the Directors of Public Works and Community Development which were vacated in December of 2012. The recruitment flyers for both the Director of Public Works and the Director of Community Development have been circulated. During this four to five month recruitment period. Transtech personnel will continue to provide interim public works and community development services. The funding for these two positions will come from the salary savings achieved from these two vacant positions. In addition to these two positions, Transtech has also provided valuable assistance in a variety of services, including; part-time building inspector, engineering design, traffic engineering services, City Engineer, plan checking, street and pedestrian design work, American with Disabilities (ADA) compliance and design work for our City parks and contract compliance on our federally funded Transit Center.

The fiscal year 2013-14 Park's Capital Improvement Master Plan budget of \$3 million is extensive (pending Council approval) It includes the design/construction of new picnic shelters, installation and design of new park play ground equipment, design/construction of new irrigation systems, design/construction of a new

basketball courts, design/construction of a new community garden, design/construction of a new dog park, design/construction of new tennis court lights, drainage and grading configurations, and parking lot/park access road improvements at 13 city parks.

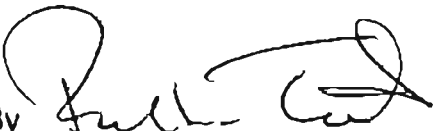
The need for additional engineering support services to implement the master plan in a timely, effective and efficient manner related to engineering, oversight, administration, design and construction management services is warranted. Therefore, staff is requesting an amendment to Transtech Engineers, Inc. contract to include these services, as identified in the attached Exhibit "A."

FISCAL IMPACT:

The funding for the Special Projects Coordinator and Interim Director of Public Works/Community Development Director positions will continue to come from the savings of the vacant positions and will cease upon the hiring of their permanent replacements within 3-6 months, there is no additional impact to the General Fund. The funding for the contract amendment includes, without limitation, engineering, oversight, administration, design and construction management services related to the City's capital improvement projects will be funded by funds earmarked in each respective project budget.

RECOMMENDATION:

Authorize the City Manager to execute an amendment to the agreement , not to exceed \$750,000 with Transtech Engineers, Inc. In a form approved by the City Attorney.

By 

PAUL TALBOT
City Manager

Exhibit "A"

TRANSTECH ENGINEERS, INC. MUNICIPAL SERVICES CONTRACT CONSULTING RATES Effective through December 31, 2013	
<i>Classification</i>	<i>Hourly Rate</i>
Public Works Director	\$115 - \$125
Development Services Director	\$115 - \$125
City Engineer	\$115 - \$125
Deputy City Engineer	\$100 - \$115
Building Official	\$115 - \$125
Building Plans Examiner	\$95 - \$110
Sr. Building Inspector	\$75 - \$90
Building Inspector	\$65 - \$75
Administrative/Clerical/Permit Technician	\$45 - \$50
Sr. Planner/Lead Planner	\$90 - \$110
Planner	\$80 - \$90
Planning Technician	\$50 - \$60
Sr. Engineer	\$125 - \$145
Project Engineer	\$105 - \$120
Staff Engineer	\$95 - \$110
CADD Designer	\$90 - \$100
Engineering Technician	\$50 - \$60
Construction Manager	\$105 - \$120
Sr. Public Works Inspector	\$75 - \$90
Public Works Inspector	\$65 - \$75
Funds and Grants Manager	\$105 - \$120
Funds Analyst	\$75 - \$90
Housing Rehab Program Coordinator	\$90 - \$100
Transportation Analyst	\$90 - \$100
Reimbursable direct expenses are billed at cost plus 5%	
Rates for federally funded projects will be based on federal rates (calculated staff pay-rate plus federally approved over head rate plus allowable 10% fee)	
Fees are adjusted annually based on the Consumer Price Index (CPI) for the Los Angeles area for Cost of Living Adjustment	

STAFF REPORT

City of Monterey Park

DATE: June 19, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: ROBERT QUINTERO, INTERIM DIRECTOR OF PUBLIC WORKS
JIM BIRRELL, FIRE CHIEF
JON TRAW, BUILDING OFFICIAL

SUBJECT: CONSENT ITEM: APPROVAL AND AWARD OF CONTRACT TO ACCELA, INC. FOR A WEB BASED LAND MANAGEMENT SYSTEM HOSTED SOFTWARE SUBSCRIPTION.

BACKGROUND:

On May 22, 2013, staff sent out a Request for Proposals (RFP) to seven qualified firms to develop a web based land management system. Written proposals were received by two firms, Accela, Inc. and CRW Systems, Inc. As indicated in the RFP, the proposals were evaluated based on the contractor's understanding of the scope of work, the approach taken to perform the requested tasks, and capability of the firm and key project personnel to handle the project terms of work load, experience and efficient staff utilization.

DISCUSSION:

In early 2013, various Planning Division, Building Division, Engineering Division and Fire Department personnel reviewed and evaluated the various options to streamlining of the city's permitting processes along with consideration of the current in-place permitting automation.

The City Council in its strategic planning retreat of May 2012, outline four major three year goals, one of which was, "Improve organizational effectiveness and efficiency including attracting and retaining quality employees." There were several individual six month strategic objectives contained in the plan, including: 1) creation of a flow chart for improving the permit process by all relevant departments; and 2) revamping and upgrade of the City's website. The responsibility for the first objective was assigned to the Community Development Director working in conjunction with the Building Official, Fire Chief, and Public Works Director. The first strategic objective was completed and reported to the City Council at the meeting of October 18, 2012. The second strategic objective is work in progress and a major part of improving the permitting process relates to revamping of the city's web site to accommodate the ability of the citizens to utilize the web site to submit, track and complete the required permitting activities.

In a follow-up strategic planning session held on October 29, 2012, the first six month objective was modified to "Implement a process for improving the permit process" while the second objective remained the same. One of the methods by which the permit process can be improved is through the use of the city's web site to inform citizens of when permit are required, the permitting requirements and whenever possible allowing the permits to be obtained through interaction with the web site versus personal appearance and interaction with the city staff. Other cities have recognized the benefits of effective use of web sites to allow citizens the ability to do business with the city and the Community Development staff have evaluated the various web sites and determined that the best approach whenever possible is the integration of the permitting process with the web site capabilities.

The focus of activities since the advancement of the new objective of "Improving the Permit Process" has been the evaluation of the current manual and automated processes and determination of viable options for improvements in the processes. In order to accomplish the review of possible alternatives to improving the permitting processes, a project committee composed of representatives from all relevant departments was organized with Community Development acting as the lead. During the evaluation process, the committee reviewed what was available in the market as well as determining what other cities have implemented to both improve their permitting processes and utilize their web sites to streamline citizen access for doing business in Monterey Park.

The project committee based on the information gathered has concluded that the upgrading of existing software was the best and most prudent decision for the City of Monterey Park.

PROPOSALS:

Even though CRW Systems' proposal is lower than Accela's proposal, staff felt that the Accela proposal was the most complete package which followed the RFP. For example, the following system attributes which are critical to the City's deployment of the software could not be met by CRW Systems:

1. Provide Multi-Language Support. This multi-language attribute is critical to the City's diverse population.
2. Cannot assist the City with Section 508 of the Rehabilitation Act compliance to make the City's electronic and information technology (EIT) accessible to people with disabilities.
3. The proposal only identified a City hosted system which requires the City to purchase all hardware, equipment and the need to employee IT personnel to maintain the system, which can be cost-prohibited. A contractor hosted subscription as proposed by Accela does not require on-site server software, hardware or IT personnel.
4. CRW proposes 8 licenses as opposed to the 24 licenses Accela offer which is in line with the City's needs.

5. CRW's proposal does not include future software and module upgrades as does Accela's proposal.

Proposals Cost Comparison

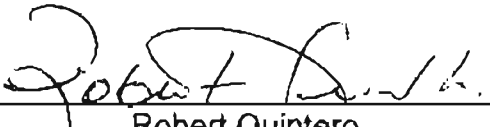
CONTRACTOR'S NAME	PROPOSED COST	5 YR. ANNUAL SUBSCRIPTION	TOTAL
Accela, Inc.	\$252,287	\$155,167	\$407,454
CRW Systems, Inc.	\$221,150	\$95,726	\$316,876

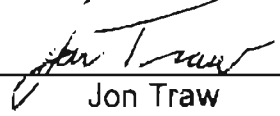
FISCAL IMPACT:

The project will be funded with existing funds from the dedicated automation and imaging account. The project will not require any funds from the City's general fund.

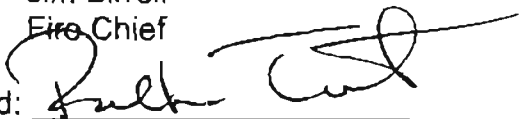
RECOMMENDATION:

It is recommended that the City Council award the permitting software contract to Accela, Inc. for \$407,454.00 over the next five years; authorize the City Manager to execute the agreement with Accela, Inc. in a form approved by the City Attorney; and take such additional, related, action that may be desirable.

By: 
Robert Quintero
Interim Director of Public Works

By: 
Jon Traw
Building Official

By: 
Jim Birrell
Fire Chief

Approved: 
Paul Talbot
City Manager



Web Based Land Management System

Monterey Park, CA

June 5, 2013

Original





May 31, 2013

Mr. Robert Quintero
Interim Director Public Works
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754-2896

Re: Response to Request for Proposal for Web Based Land Management System

Dear Mr. Quintero:

Thank you for the opportunity to present Accela's web-based solution.

It is and has been a pleasure for Accela and specifically David Avila to work with the City over the past year. As you know, Mr. Avila's primary role as your account manager is to maintain and grow our relationship. Providing the highest level of service and ensure that Accela meets your needs is on the forefront of our commitment as your service and technology provider. Mr. Avila has come to know and fully understand the strategies Monterey Park has placed in better serving its constituents. In reviewing the City Council's strategic planning retreat of May 2012, it outlined four major three-year goals, one of which is to address and complete the 5-Year Strategic Plan that addresses civic transparency through technology and upgrading systems where necessary—Accela's Permits Plus falls into this category. This response presents the "upgrade" solution that satisfies this and others outlined in the plan.

Accela will exceed the minimum requirements as stated in the RFP to implement a web-based and management system as outlined:

- ◆ Track property information
- ◆ Issue and track permits of varying types
- ◆ Schedule for an inspection and track inspection information
- ◆ Track owner, developer, contractor, and design professional information
- ◆ Post and report fees and securities
- ◆ Produce standard and custom reports
- ◆ Other functions as desired by the City
- ◆ Enhancements such as the use of apps
- ◆ Electronic Plan Check
- ◆ Embedded workflow engine

To further display how Accela will exceed the goals of this project, we will continue leveraging IK Consulting's (IKC's) extensive experience in migrating from Permits Plus to Accela Automation. IKC has been involved with the City from the early stages in the evaluation process and has compiled an in-depth understanding of the City's



2633 Camino Ramon, Suite 120, San Ramon, CA 94583 | (925) 659-3200

requirements. Accela's Professional Services will also support and assist in migrating and implementing our proposed solutions. Our proposed upgrade solution is outlined below:

◆ Accela will provide:

- + Software products in both an Accela Cloud and City-hosted environment
- + An annual subscription to Accela hosted products
- + Project management and technical architecture services
- + A hosted environment with backups
- + SLAs and disaster recovery
- + Ongoing maintenance, upgrades, and support

◆ IKC and Accela Professional Services will provide the following services:

- | | |
|-------------------------------------|---------------------------------------|
| + Project management assistance | + Accela Citizen Access configuration |
| + Configuration | + Go-live and post go-live support |
| + Business analysis | + Data Conversion |
| + Interfaces to third party systems | + Testing |
| + Reports and Interfaces | + Training |
| + GIS and mobile integration | + Go-live and post go-live support |

Our proposed team's skills have been honed from 32 years of project and permitting implementations at large enterprise organizations nationwide. Our subject matter business experts are uniquely qualified to perform their duties. IKC has Analysts, Project Managers, Subject Matter Experts, and Developers trained in Accela Automation and has expertise in City and County workflows and systems. The combined skills of both companies offer a team that the City can entrust in the successful implementation of this enterprise solution.

We appreciate your years of using Permits Plus and we are confident that our proposed upgrade solution to Accela Automation will more than satisfy the City's needs today and your agency's future service and technology needs. I will act as Accela's primary contact for all matters regarding this response and any subsequent phases, and can be reached at our corporate office at (925) 659-3200 ext. 3247 or via email at jmunoz@accela.com.

Thank you for your consideration.

Julian D. Muñoz
Vice President

Enclosures

Civic Excellence + Civic Engagement = Civic Good

www.accela.com

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Disclosure

In relation to future versions of planned system enhancements or future product direction, the information contained in this material is not a commitment or legal obligation to deliver any of the features or functionality described herein.

Exhibit List

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Each vendor shall provide an executive summary of the proposal which demonstrates an understanding of the scope of the project and a general response to the City's requirements.

Improving Government through Civic Engagement

Why Accela?

Accela Cloud provides complete turnkey managed hosting services in a secure Tier III data center that reduces IT costs with 99.9% uptime

Mobility solutions that are accessible on the devices mobile users prefer including tablets, smartphones and mobile PCs

Our experience with 40+ Permits Plus upgrades ensures a seamless transition for the City

The City of Monterey Park (the City) is poised for strong growth within the Los Angeles suburb region it serves, so Accela recognizes the City's need to leverage current technology to replace Permits Plus, the current Community Development Department's Inspection, Permitting and Land management Information System. Based on the City's solicitation requirements, we believe that continuing our relationship with the City will be the best and most appropriate choice to satisfy the requirements as well as address the community's growing population and business needs by upgrading the Permits Plus system to Accela Automation.

An Accela Automation upgrade will certainly offer the features and flexibility that the City seeks in an inventive and highly configurable, web-based solution. With 32 years of experience in the public sector, we can ensure that the City will be successful in a smooth transition from the Permits Plus client-server environment to the more user-friendly and web-based platform with no loss of Permits Plus data integrity.

Also to the City's advantage, we offer a state-of-the art facility located in San Jose, CA for hosted customers. Hosting the City's application and data will ensure minimal interruptions to the City's daily operations in the event of a natural disaster and also lends eligibility to the City for Department of Homeland Security (DHS) Preparedness Grants through the Federal Emergency Management Agency (FEMA). Through Accela Automation, our core product for the last 13 years, new public sector customers (self-hosted and Accela-hosted) have realized the value of improved service and functionality for their users and their customers in communities across the U.S. and around the world.

The Accela Solution

Our proposed Accela Land Management solution described below highlights our strengths and position as a market leader in providing exceptional workflow solutions to state and local government agencies:

Accela is the only Land Management vendor with over 50 customers with a population above 500,000.

- **Accela Land Management** is the backbone for all land use and community development activities ranging from addressing, zoning, to plan review, permitting, inspections, to code enforcement, and more. Specific features are essential for automating the hundreds of steps involved with permitting and serves as a valuable tool in controlling project resources, timelines, and financing by tracking all plan guidelines

and enabling that milestones are met - grant variances, conditional uses, environmental issues, departmental reviews, appeals, and much more.

Included at no additional software cost and as part of Accela Land Management is our electronic plan check system Electronic Document Review (EDR). This feature rivals the current ProjectDox system in place and will eliminate the annual maintenance fees incurred by ProjectDox.

Accela Electronic Document Review (EDR) in Accela Automation adds new Electronic Document Review features providing a comprehensive enterprise project review and management system for various types of regulatory documents – plans, architectural drawings, licenses, etc. – required to be submitted in support of plan applications and renewals. Accela Automation delivers a complete end-to-end solution for tracking and managing the most critical regulatory functions – permitting, licensing, and more.

This feature is designed to enable review staff to incorporate document review and markup directly into the existing Accela Automation processes that automate, organize, and track reviews. This adds end-to-end management of electronic documents assuring adherence to agency policies and codes. Electronic Document Review is a fully integrated feature within Accela Automation that leverages Adobe Acrobat X Pro to provide review and markup of documents in their native PDF format.

- **Accela Citizen Access**, the public facing web portal, substantially reduces the need for counter operations and provides 24 hour online and telephone access to government operations.
- **Accela GIS** delivers mapping and routing functionality to the enterprise. This overlays government data onto Bing and GIS maps, and allows customers to initiate and manage a variety of activities from a geospatial platform.
- **Accela Mobile** enhances system accessibility options for staff by extending back office options to the field with store and forward capabilities when an Internet connection is not available.

The enterprise platform described above creates a true enterprise approach for the City's processes and transactions.

Accela has been selected as the recipient of the 2013 Esri Partner Conference Award for Private (Internal) Web Application for Accela Automation, a GIS-infused platform for government. The award is given to the company that demonstrates practical yet innovative solutions with ArcGIS 10.1.

Why Accela?

Throughout California, cities and counties are using Accela's solution to manage processes from pre-planning through Certificate of Occupancy and beyond. This footprint in the local government software market provides the City the assurances that its project will be on time and on budget, and have a strong and robust regional user community of over 35 Accela Automation customers, including:

- | | | |
|------------------------|--------------|-------------------|
| ➔ Santa Barbara County | ➔ Alameda | ➔ Berkeley |
| ➔ San Diego County | ➔ Benicia | ➔ West Sacramento |
| ➔ Culver City | ➔ Martinez | ➔ Sacramento |
| ➔ San Francisco | ➔ Concord | ➔ Roseville |
| ➔ Oakland | ➔ Pleasanton | ➔ Pleasant Hill |
| ➔ Ontario | ➔ Petaluma | ➔ Torrance |
| ➔ Palo Alto | ➔ Larkspur | ➔ Ventura County |
| | ➔ Los Gatos | ➔ Downey |

The following key features differentiate Accela Automation from competitor solutions:

- ➔ **Accela Automation is the only Land Management solution that is 508 Compliant** – Section 508 of the Rehabilitation Act of 1973 was passed in 1997 and requires federal agencies to make their electronic and information technology accessible to people with disabilities. As an entity providing governmental software and services, Accela is required to comply with Section 508 (29 U.S.C. § 794d), which requires that agencies must give disabled employees and members of the public access to information that is comparable to the access available to others. Accela meets these requirements.
- ➔ **Accela Automation is the only Land Management solution that supports multi-languages out-of-the-box with our language packs** – The ability to conduct business in multiple languages will increase the accessibility and transparency of City government.
- ➔ **Accela Automation is the only product on the market with over 100 customers in a virtualized environment (web-based).**
- ➔ **Accela Automation was the first (optional) vendor-hosted Land Management product, with 12 years of hosting/Cloud service**
- ➔ **Mobile Software Development Kit (SDKs) and corresponding templates provide agencies the unique ability to create their own custom apps**

Accela's multi-language advantage for the City of Monterey Park population:

66% Asian descent

27% Hispanic descent

for both phone and tablet on the following for the following platforms:
iOS, Android, and Windows 8

- **Leverage the advantages of our mobility platform.** Accela likes to consider itself “platform independent” or “platform agnostic”. The simple fact that we support Windows and Windows Phone 8, iOS and Android devices allows users to reach a diverse and evolving technological audience. The ability to build your own apps using our SDK is another clear-cut game changer, the power to make the system uniquely your own becomes yours.
- **Accela boasts the only certified partner network in the Land Management space** to provide integration, development and support for all of an agency’s needs
- **Accela Automation offers map centricity (as desired) with full integration to ESRI and other vendors via OGC compliance. We are the only vendor that ships Bing maps as part of the Accela GIS platform.**
- **Accela Automation is the only U.S. “Java-based” application on the market** – Our system is built on the J2EE enterprise application framework that is shared by nearly all major enterprise application vendors, such as Oracle, IBM, etc. This architecture allows for highly scalable, interoperable and extensible solution that not only provide a rich set of our own functionality, it can also easily and securely integrate with other City applications and data sources to provide a powerful solution for the entire organization.

To further address why Accela is the premier solution for the City, it is worth noting a significant change in the marketplace. On November 30, 2012, Tyler Technologies announced an acquisition of Energov. (The press release can be found on the Tyler Technologies website [here](#)). This is noteworthy should the City consider Energov as a possible solution provider for this project, since the City’s decision on a vendor to implement and support their new land management system will affect the City for years to come.

One result of this acquisition is that Tyler now offers three actively marketed products in its portfolio that *all provide similar to identical functionality with respect to Community Development, Land and Asset Management (e.g., Tyler Munis, Incode and Energov)*. Therefore, *each product will now compete for the same, even more limited, R&D dollars*. Another common result of such acquisitions is a decrease in business and market ownership by the newly formed conglomerate. This leads to limited resources and an inability to keep up with market trends let alone become the marketplace leader in innovation.

Based on prior market trends, it is worth pointing out that R&D budgets at Tyler Technologies/Energov will be in high demand. In contrast, Accela only markets the Accela Automation platform for government, which means 100 percent of our R&D dollars go toward our Accela Automation solution.

Accela – The Leader in Innovation

Although much of the public sector has been faced with significant challenges in reconciling their changing business needs and costs with the most current technology, the City's continued relationship with Accela can help lessen any uneasiness as we constantly evolve by developing new products and improve existing products to meet customer needs without additional cost for technology advancements. By introducing Accela Analytics, we were the first in the industry to develop and deploy an iPad application that enables an executive level view of agency activities. In addition, Mobile Citizen Access for smartphone users has multiplied the number of constituents who can interact with the City for a host of self-service options. Furthermore, our Accela Inspector app provides permitting, licensing, and code enforcement professionals with functionality designed to perform onsite inspections or investigations, using their smartphone or tablet. Our executive and technical teams stay level with emerging technologies to continue providing upgrades that enhance and augment both the customer and constituent experience.

Proposed Deployment Solutions

The Accela team is offering two deployment options and we recommend the Accela Cloud option on an annual "Subscription" model.

Deployment Options	On Premise (Delivered By)	Accela Cloud (Delivered By)
Accela Automation Application Admin	Accela	Accela
Physical data centers	Accela	Accela
Disaster recovery facility	Accela	Accela
Hardware	Accela	Accela
Software	Accela	Accela
Upgrades	Accela	Accela
Staff	Accela	Accela

➔ **City-hosted option** – Accela will provide its support and expertise to assist in maintaining the solution for mission-critical City business needs. This support is being similarly performed currently for 69 Accela Automation clients nationally whose local system administrators are responsible for performing a wide array of activities to support the solution. Accela will assist City system administrators and respond to any questions or queries regarding this support through its contractual duties established by its software support maintenance contract.

➔ **Accela Cloud Subscription option** – Accela offers a robust and redundant hosted solution to meet its 99.9% uptime through a service level agreement. Should the City choose this option, Accela will enable the efficient, comprehensive and high availability of the Accela Automation system to all City end users and perform a litany of tasks to minimizing downtime during normal and emergency operations, including engagement of its remote disaster recovery site.

Our team not only offers the City peace of mind with the software solution, a professional services team that understand City's current and future technology needs but also the financial advantages offered by the Subscription Agreement.

All this culminates in the highest reward that has repetitive payback to the City for years to come. With Accela's unmatched market leadership and IJC's extensive experience working with and converting the Permits Plus system to Accela Automation, the City is assured that we can hit the ground running.

Benefits of Accela's Subscription Deployment

- **High Adoption** – Applications are available from any computer or any device—anytime, anywhere. Because most people are familiar with using the Internet to find what they need, this method tends to have high adoption rates, with a lower learning curve.
- **Lower Initial Costs** – Applications are subscription based. No license fees mean lower initial costs. Having Accela manage the IT infrastructure means lower IT costs for hardware, software, and the people needed to manage it all.
- **Painless Upgrades** – Because Accela manages all updates and upgrades, there are no patches for customers to download or install. Accela also manages availability, so there is no need for customers to add hardware, software, or bandwidth as the user base grows.
- **Why Accela Hosted Subscription is Popular with IT** – A recent survey of a thousand IT professionals by Forrester Research found that they are turning to vendor hosted products as a way to offload management of mission-critical applications. The subscription-based pricing model can keep IT budget costs consistent or lower than packaged or homegrown software.
- **Why Accela Hosted Subscription is Right for City of Monterey Park** – It simplifies deployment and reduces customer acquisition costs. This approach, called multi-tenancy, allows the City of Monterey Park can scale as fast and as much as needed without replacing costly infrastructure or adding IT staff.

Accela looks forward to the opportunity to showcase the flexibility and tight integration of our solutions for the City of Monterey Park. We also look forward to offering superior software, a seamless and swift conversion from Permits Plus to Accela Automation, and a mutually beneficial, long-term partnership.

2 Qualifications and Experience

Each vendor shall provide a summary of the company's qualifications and experience in the marketplace.

Civic Excellence

Position and Promise

Accela provides a complete civic engagement platform that fits the needs of government agencies large and small, accelerates and streamlines civic functions and processes and engages entire communities with cloud-based, office, mobile and social applications.

Today, Accela powers thousands of services and millions of transactions for more than 500 public agencies worldwide, enabling governments to connect with citizens and streamline processes related to land management, asset management, licensing, and public health and safety. It is fair to say we have a heritage and a tradition of powering civic excellence.

Accela addresses a broad range of agency, business and citizen needs, and includes built-in payment, scheduling, compliance and information transparency. Together with our partners, Accela can custom-tailor solutions based on precise agency specifications, or deploy packaged solutions based on best practice templates and pre-defined services in a matter of a few weeks.

Civic Engagement

At Accela, we feel that governments benefit from improving citizen engagement by:



Community Development



Open for Business

- ➔ **Making it easier to do government business.** By enabling people and businesses to effectively participate in and manage key civic functions, when, where and how they want.



Hackathons and App Challenges



Development Tools and Support

- ➔ **Driving civic innovation.** By providing a greater role for citizens in defining priorities, processes and use of public assets through hackathons and opportunities for urban innovation.



Mobile Apps



Online Access 24/7/365

- ➔ **Engaging citizens to participate in and directly improve their communities.** By leveraging apps and mobile devices, citizens can report community problems, track applications or statuses or offer solutions.



Open Data and Standards



Information Services

- ➔ **Improving transparency, accuracy and accountability.** By providing open access to data and core functions like permitting and licensing.

Civic Good

Accela's public sector experience, proven technology, and passion for civic innovation make us the platform of choice for agencies seeking to improve government and community engagement and for a broad range of developers and business partners looking to build their government businesses. At Accela, civic excellence + civic engagement = civic good.

Introducing the Civic Cloud

"...the cloud is ubiquity, access, sharing, collaboration, connection. It works for you. That is how our twenty-first-century government must operate."

*California Lt. Governor
Gavin Newsom in
Citizenville*

Cloud computing fundamentally changes the way organizations of all types and sizes buy, consume and manage IT-powered business functions. The potential impact on government efficacy and how we govern is staggering.

Accela is harnessing our collective expertise to package and deliver the Civic Cloud, where we will enable many more agencies to subscribe in order to streamline processes and services, and engage and better serve professionals and citizens in their communities. We are applying cloud, mobile and social technologies to key agency and citizen challenges, and in the process, bettering government and governing through civic engagement. In parallel, Accela is building a vibrant ecosystem and promoting innovation in the Civic Cloud by launching a bold civic innovation program for developers and partners.

The Accela Civic Platform provides the capabilities that Accela, the developer community, and our partners need to build, configure, deploy and manage civic applications and solutions. Accela Automation is the heart of the Platform, and it is surrounded by a complete set of platform services that address development and customer lifecycles. The platform includes Core Services, Developer Services, Configuration Services and Information Services.

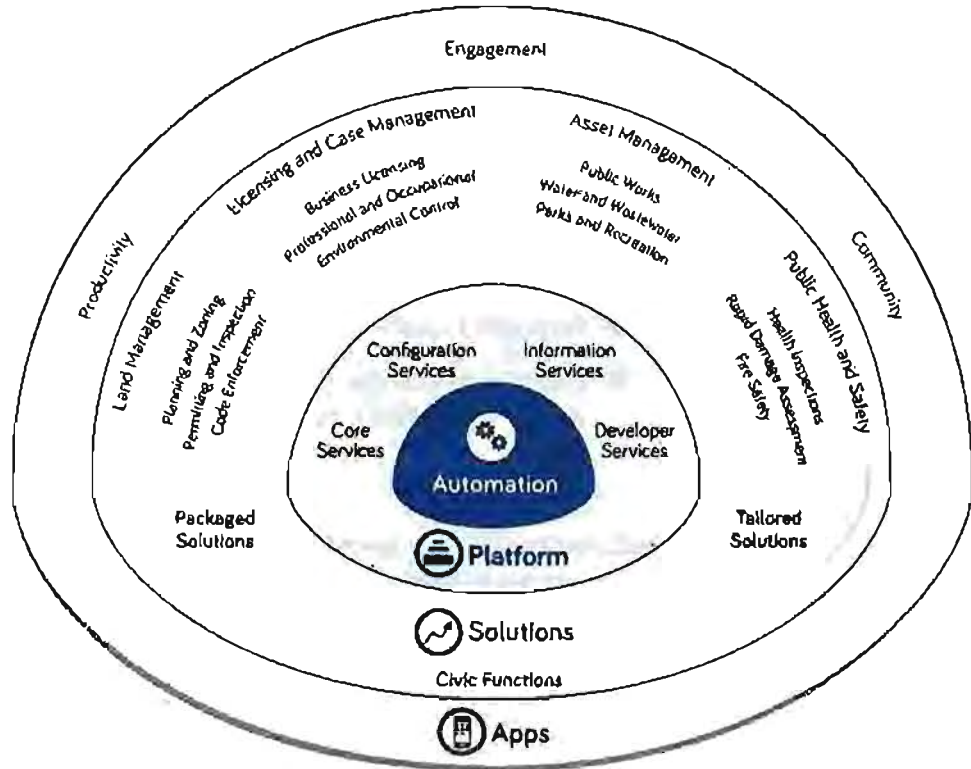


Exhibit 1: The Civic Cloud includes a complete civic platform, both packaged and tailored civic business solutions, and office, mobile and social applications for professionals and citizens.

2.1 Background

Accela, Inc. was incorporated in California in 1981 and is a privately held corporation with its headquarters in San Ramon, California. To meet growing global demand, the company maintains business offices in the United States, United Arab Emirates, and Australia. Our systems are implemented in virtually all U.S. states, as well as in Canada, Puerto Rico, Australia, New Zealand, and the United Arab Emirates. Throughout its 32-year history, Accela has served over 500 separate agencies and thousands of their departments with our software systems, including the States of New York, Oregon, Michigan, and Montana, as well as the Cities of New York, Los Angeles, Atlanta, San Francisco, and Washington, D.C.

Accela received the 2013 Esri Partner Conference Award for Private (Internal) Web Application for Accela Automation, a GIS-infused platform for government. The award is given to the company that demonstrates practical yet innovative solutions with ArcGIS 10.1. Please visit our [website](#) for more details.

In 1999, Accela launched Accela Automation®, a Web-enabled enterprise application. For the last 13 years, our focus has been delivering advanced Web-based solutions to back-office and field-based government workers, featuring:

- ➔ Strong GIS, mobility apps, online citizen services, and IVR
- ➔ Multi-Tenant and/or Multi-Lingual solutions
- ➔ On Premise or Accela Cloud deployments
- ➔ Perpetual License or Subscription-based pricing models
- ➔ Established strategic partnerships with industry leaders including Adobe, Apple, Cisco, ESRI, Intel, Hewlett-Packard, Microsoft, Oracle and Selectron

Accela has consistently been first to market with groundbreaking technology for government, including:

- ➔ First Web-based enterprise system
- ➔ First cloud applications
- ➔ First fully customizable interface with Vantage360
- ➔ First 508-compliant product
- ➔ First internationalized product
- ➔ First iPhone app
- ➔ First tablet/PC app

2.2 Experience

The flexibility required to account for the integration points noted in the RFP resides within the Accela Automation platform and its APIs. While no two agencies are the same in terms of scope, configuration, design, and approach, the fundamentals behind the overall goal of the projects typically share common traits. Below is a small portion of the large-scale projects implemented over the past several years:

- State of New York
- State of Massachusetts
- San Diego County, CA
- New York City, NY
- San Francisco, CA
- Oakland, CA
- Indianapolis, IN
- Washington D.C.
- Charlotte, NC
- El Paso, TX
- Cleveland, OH
- Sacramento, CA
- Oklahoma City, OK

2.3 Client References

Vendors shall demonstrate their expertise in the industry by providing references for customers of similar size to the City of Monterey Park. The response shall include, at minimum, three (3) references, including: agency name, complete address, point of contact, and short project description.

For specific client
success stories and
video testimonials, visit
[http://www.accela.com/
company/customers](http://www.accela.com/company/customers)

We encourage the City to contact our references listed in Exhibit 2 to gain a better understanding of how our products and services have performed in the past.

Exhibit 2: Accela Client References

Agency Name and Address	Agency Contact	Project Description
City of Downey 11111 Brookshire Avenue Downey, CA 90241	David Blumenthal Project Manager/Senior Planner 562.904.7155 dblumenthal@downeyca.org	From paper/manual system to Automation Permitting and Building / Planning
City of Ontario 303 East B Street Ontario, CA 91764	Toni McNaughton Senior Systems Analyst 909.395.2064 tmcnaughton@ci.ontario.ca.us	Upgrade from Permits Plus in 2009 to Automation Permitting and Building / Planning, Citizen Access, IVR, Business License and Case Management
Reedy Creek Improvement District, FL <i>(jurisdiction that manages DisneyWorld)</i> 1900 Hotel Plaza Blvd. Lake Buena Vista, FL 32830	Ella Hickey Data Systems and Office Supervisor 407.828.3096 ehickey@rcid.org	Permits Plus assistance for the Building and Safety department, including Accela Wireless (mobile) reporting assistance. Completed Automation go live in April. During implementation, conducted kick off for upgrade to Accela Automation. Responsibilities include Project Initiation, Configuration Analysis, System Configuration, Licensed Professional Conversion, Historical Permits Plus Data Conversion, Scripting, Report Specifications and Development, Core Team Training, Administrative Training, User Training, User Acceptance Testing, Production and Post-Production Support, Selectron IVR Integration Support, and Project Management (including Project Charter, Statement of Work, Project schedule, weekly meetings, monthly meeting, status reports, invoicing, change order management and IKC and Accela staff/resource scheduling). Manage and facilitate implementation of Accela Mobile Office, Accela Citizen Access and Accela GIS, being implemented by RedMark Technologies.
City of Fort Worth 1000 Throckmorton Street Fort Worth, TX 76102	Clint Mills Business Systems Coordinator 817.392.2303	In March 2012, conducted kick off for upgrade to Accela Automation. Responsibilities include Project Initiation, Configuration Analysis, System Configuration, APO

Agency Name and Address	Agency Contact	Project Description
	Clint.mills@fortworthgov.org	Conversion, Licensed Professional Conversion, Historical Permits Plus Data Conversion, Scripting, Report Specifications and Development, Core Team Training, Administrative Training, User Training, User Acceptance Testing, Production and Post-Production Support, Selectron IVR Integration Support, and Project Management (including Project Charter, Statement of Work, Project schedule, weekly meetings, monthly meeting, status reports, invoicing, change order management and IKC and Accela staff/resource scheduling). Additional migration of Mainframe data into Permits Plus, prior to migration to Automation, currently in process. Manage and facilitate implementation of Accela Mobile Office, Accela Citizen Access and Accela GIS, being implemented by Accela, Inc. Project go live is scheduled for June 17, 2013.

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3 Responses to Vendor and System Attributes & General System and Functional Requirements

3.1 Vendor and System Attributes

Vendor shall complete the attributes listing contained in Section 6.0. All vendors must complete the following table of attributes (Indicate yes or no):

Exhibit 3 includes our responses to the requested vendor attributes listed in the RFP.

Exhibit 3: Vendor and System Attributes

Attributes	Vendor Response
Corporate Headquarters Location	2633 Camino Ramon, #120 San Ramon, CA 94583
Self-Hosting Option Available	Yes
Remote-Hosting Option Available	Yes
Remote-Hosting Experience	Yes
Web Based	Yes
Web Based Experience	Yes
Live GIS	Yes
Cross Department Connectivity	Yes
Integrated EDR	Yes
Customer Portal	Yes
Customization Availability	Yes
Live Mobile Inspections Capability	Yes
Direct Data Migration From Permits Plus	Yes
Report Generation	Yes
Field Equipment Options	Yes
Technical Support Provided	Yes
Subscription Offering	Yes
Staff Training Provided	Yes
Land Management Experience (Yrs)	32 years

Attributes	Vendor Response
Total Number of Installed Systems	500+
Section 508 Compliant (People with Disabilities)	Yes
Multi-Language Support? Specify Languages	Yes (Accela Citizen Access supports Spanish, Chinese, Arabic, and Australian English languages)

3.2 General System and Functional Requirements

Exhibit 4 describes the response codes and corresponding definitions for our General System and Functional matrix on the following pages.

Exhibit 4: Response Instructions to General System and Functional Requirements

Response Code	Definition
Y	This requirement exists in the Accela Automation system and is either satisfied out-of-the-box or through configuration of the system performed during the implementation.
C	This requirement mandates customization of the source code of the system. Customization may involve additional pricing to satisfy the requirement. Please see corresponding Comment for details.
I	This requirement requires an interface to Accela Automation at an additional cost. Please see corresponding Comment for details.
T	This requirement or portions thereof are satisfied through third party systems including reporting software. Please see corresponding Comment for details.
N	This requirement cannot be met by the system or is not applicable. Please see corresponding Comment for details.

Exhibit 5: Responses to General System and Functional Requirements

Requirement	Y	C	I	T	N	Comment
Vendor Minimums/Firm Experience						
1. The vendor must show that the proposed software is a commercial off the shelf (COTS) product which may require customization in order to meet the City's requirements.	✓					The Accela Automation system is a recognized best of breed and COTS solution across the nation. Over 500 separate government agencies have implemented our systems. The clarification we wish to make is that the system is highly configurable using its inherent Administrator Tools and that due to the extensiveness of this ability is rarely customized (e.g. to where changes of the source code are mandated).
2. The vendor shall provide references and points of contact for three (3) public agencies that have successfully implemented the proposed software.	✓					Please refer to Section 2.3 for our client references.
3. The vendor must indicate that the proposed software utilizes a relational database management system. The database must be ODBC compliant and support open database architecture and connectivity.	✓					The Accela Automation system is compatible with either the Oracle or MS SQL Server RDBMS. The vast majority of our client sites operate under the Microsoft relational database.
4. The vendor must indicate the solution utilizes a Windows based graphical user interface (GUI) or web browser user interface (BUI). If various functions are provided through one or the other of these interfaces, the vendor must indicate which interface is used by function.	✓					All modules of the Accela Automation system utilize a Windows-based GUI.
5. The system needs to be able to integrate the processes and workflows of multiple departments to provide seamless sharing of relevant data.	✓					
6. System must be fully and easily customizable so that it can grow and adapt to changing business needs, due to the dynamic nature of business, laws, fees and ordinances.	✓					

Requirement	Y	C	I	T	N	Comment
7. The system needs to be web based to facilitate maximum deployment and availability while minimizing support overhead.	✓					
8. Electronic Document Review must be integrated into the system to facilitate online application and review processes as well as improve multiple department reviews and approvals.	✓					While other systems rely on external third party systems to accomplish this task, this functionality was developed as an inherent feature to the system.
9. The system needs to provide a sophisticated Customer Portal that will allow Citizens and Customers to research existing/historical data, and to check the status of and interact with any of their own permits, applications and other business.	✓					The Accela Automation web portal, Accela Citizen Access, is currently available to over 50 million people in the U.S. through their local communities to view and complete many activities 24/7.
10. The system needs to incorporate our existing GIS maps and services in a live environment to enable field staff to operate as efficiently as possible.	✓					The interaction between an agency's Esri GIS system and the Accela Automation solution is embodied through the Accela GIS module.
General System Requirements						
1. For a multi-tiers architecture system, all tiers must provide with a secure encryption throughout the network.	✓					Exhibit 6 on page 38 offers a graphic depiction of our multi-tier architecture.
2. All servers are preferably to run under the virtual environment (VMware).	✓					Accela fully supports deployment of its software in a virtualized environment. Our preferred hypervisor is VMWare vSphere as evidenced by Accela's deployment of this software to two of its data centers. We also have numerous clients running VMWare. Exhibit 7 on page 39 describes our virtualization requirements for a simple deployment of a single virtual server host and a single Oracle database server connected to a shared storage array. This solution provides a base entry point for any client looking to start basic and scale up as needed either at the server or storage level.

Requirement	Y	C	I	T	N	Comment
3. All servers are preferably to use SAN storage.	✓					
4. Database servers must run on a Microsoft SQL Server (MS SQL 2008 or higher) relational database management system (RDBMS).	✓					
5. The software must fully comply with the American National Standards Institute (ANSI) and SQL standards.	✓					
6. All thin client portals must be compatible with all browsers which includes but not limited to IE, Firefox, and Safari.	✓					Accela Automation supports Internet Explorer 8 and 9. Accela Citizen Access also supports Firefox 13, Safari 5, and Google Chrome 19.
7. The system must comply with PCI standards.	✓					All financial transactions are performed using established banking standards for secure transactions and financial accountability and system transactions are under the system audit trail.
8. The system must be able to data migrate from business logics, documents, and Permits Plus reports provided by Accela.	✓					These services will be performed as part of Accela's project implementation services. Report generation responsibility will be determined in the final Scope of Work between the City and Accela.
9. The system must integrate seamlessly with Laserfiche (Document Imaging System).	✓					An interface to the Laserfiche system will be developed as part of this implementation. Accela has an API to assist in this integration.
10. The system must use the Microsoft Windows graphical user interface standards.	✓					The Accela Automation enterprise user interface is maximized for intuitive use and productivity out of the box. Supported software requirements include: - Windows 7; Windows Vista SP2; Windows XP SP3 - Microsoft Windows 2008 R2; Microsoft Windows 2003 Server - Microsoft SQL Server 2008; Microsoft SQL Server 2005 SP3

Requirement	Y	C	I	T	N	Comment
11. The system must have a backend control panel that will allow a system administrator to manage user accounts and provide users with variety levels of the security access. A level of security access must include but not limit to a read-only, a read-write, an update, and a full-control access. In addition, administrative functions should also provide the ability to selectively "lock" certain database tables or records.	✓					All of the aspects noted in this requirement can be satisfied through the System Tools allowing for system users to be assigned corresponding roles and privileges according to their tasks and responsibilities.
12. The vendor must be able to provide a software engineering, a custom programming, and a database development support, if necessary to meet the needs of the City or to interface seamlessly with existing software products.	✓					The solution is designed to be configured to suit the needs of every department without the need for expensive customization. The implementation process will provide for informal and formal training so as to provide your System Administrators and others with the knowledge to use the System Tools to configure the system to suit changing needs. All interfaces to third party systems, however, require the assistance of Accela to these and other external systems.
13. The system must run under client-server architecture and multi-user functionality.	✓					Our applications are built using n-tier architecture, with client/server nodes at each tier of the architecture. The overall nodes depend upon the Accela product being used. Accela Automation follows an n-tier architecture starting with the end user executing requests from Internet Explorer on their local Windows PC. Their requests are then sent to the Accela Automation Web Server, another tier, where those requests are processed and then sent, as a series of API invocations to the Accela Automation Biz Server, another tier. The Biz Server then interfaces with the backend data store (database, web service, etc.) to persist any data and fulfill the transaction. The n-tier architecture allows

Requirement	Y	C	I	T	N	Comment
14. The system must have a site-specific configuration that can be defined using user definable codes and parameters.	✓					our products to scale to meet enterprise demands from security, to user load, to uptime and availability.
15. The system must provide user-friendly and flexible reports. All reports must be customizable to the City's particular needs. A developer license for Crystal Reports or MS SQL Report must be included to create further customized reports.				✓		The solution is operating in hundreds of different departments of public agencies, each configured to meet their specific needs and requirements.
16. Database structure and field definitions shall be provided that will allow the users to create customized reports utilizing third-party software.	✓					Major reporting needs are facilitated through any one of three seamlessly integrated third party reporting writing software commonly found in government.
17. The proposal must provide a minimum of three hundred thirty five (365) days of software support consisting of telephone support via an 800 toll-free number or an online customer support center from the date the system goes in production. Ongoing software support for subsequent years must also be available through as software maintenance agreement on a set fee basis.	✓					An Entity Relationship Diagram and Data Dictionary is provided at the start of the implementation process.
Functional Requirements						
General Functionality						
1. The system must capable of being hosted by the City.	✓					Software support is provided for yearly terms and may be purchased in multiple year terms for greater cost savings. The Accela Customer Service Center, which provides post-implementation support for the system, is accessible by many ways including an 800 toll-free number.
2. The system must have a site license available for purchase.	✓					Accela has over 120 public agencies that are hosting the system on their own servers.
3. The proposal must include five one-year maintenance option with pricing yearly.	✓					

Requirement	Y	C	I	T	N	Comment
4. The system must provide a user-friendly interface for staff to issue, track, and manage permits, inspections, and code enforcement activities.	✓					User interface engineers exist at Accela for the sole purpose of developing the most effective and intuitive ways of presenting information to end users and navigating the system.
5. The system must provide a user-friendly front-end portal for the public and staff to apply for a permit, pay for outstanding fees and fines, schedule an inspection, and check status of a permit/inspection.	✓					Accela Citizen Access, the system web portal was developed over 12 years ago for this purpose and it has been continually improved each year to increase its functionality and effectiveness to applicants and citizens.
6. Inspection results must be available immediately for the public to check via an online portal or get notified via an email or a text messaging.	✓					This functionality for providing inspection results is provided by the web portal. Inspection results may be configured to have automatic emails sent to applicants or other outside parties.
7. The desired system should integrate with IVR, IWR, ProjectDox, POS, Laserfiche, and ArcGIS.	✓					Accela has completed tens of interfaces to third party systems and will include the necessary interfaces to these and other systems as part this implementation. Please see details in the pricing section of this proposal for details as to interfaced systems.
8. The system must integrate with ArcGIS system to identify attributes of a property and allow users to query a list of properties' information directly from the GIS interface.	✓					Accomplished with Accela GIS, which acts as the interface between the solution and any agency's Esri GIS system.
9. The system must provide bi-directional integration with ArcGIS to allow users to query property information back and forth from the system and the GIS interface.	✓					
10. The system must have a module available for purchase to manage field inspections over a wireless network for field inspectors.	✓					Accomplished with Accela Mobile Office, which features extensive functionality to field workers to accomplish their tasks in the field via wireless or download/upload capabilities.

Requirement	Y	C	I	T	N	Comment
11. The system must allow end-users to access several records at one time.	✓					
12. The end-users must be capable of searching any field in the database, including custom fields created after initial product completion.	✓					
13. The system must have the capability to store documents and attach them to a record.	✓					Documents can be attached to the record through Accela Citizen Access, Accela Mobile Office and through the system itself for viewing in their native formats. Storage of such documents can occur within the Document Repository of the system or via an interface to the City's EDMS.
14. The system must have the capability to assign a permit/case to specific departments.	✓					Work assignments can be fully accounted for by how the system is configured on a task-by-task basis. Specific departments or specific end users may be assigned according to the City's business rules.
15. The system must have the capability to place warnings, holds and restrictions on a record or on a group of records.	✓					Holds, warnings and other systems features exist to inform or notify end users as well as to stop processes related to a single or group of records.
16. The system must have an automatic email notification to a user when assigned activities have been updated or a new task has been assigned to him/her.	✓					The selection of a disposition to a task may trigger automated emails configured that notify end users or others of pertinent information.
17. The system must have links to show recently viewed records.					✓	No mechanism exists in the system to achieve this requirement.
18. The system must have a single sign-on feature which will allow for automatic login upon windows login and authentication.	✓					
19. The system must provide a workflow process for each different type of permit/case. The workflow	✓					The workflow engine can be configured to account for as many tasks and activities relative to a specific

Requirement	Y	C	I	T	N	Comment
process must be customizable and flexible to make business process more manageable and to meet City's processes.						permit or case as required.
20. System maintenance tools must provide a user-friendly interface to maintain records using a batch process.	✓					
21. The system must have the capability to allow application-system administrators to create user define fields and screens.	✓					
22. Design tools for creating business-logics must be flexible to allow a user to use its own scripting programming language such as VB.NET, C# or javascript.	✓					The Event Manager Script Engine or EMSE is a Java-based scripting tool enabling the performance and enhancement of an unlimited number of automated functions in the system.
23. The system must have the capability to designate a user account to perform data updates.	✓					User accounts may be configured to suit any business purpose.
24. The system must provide different levels of security by creating different groups and roles.	✓					
25. The system must allow the application-system administrator to configure all end-user settings without the need to rely on the IT department's or vendor's technical support.	✓					
26. Fee assessments must be calculated based on the current fee schedule. Fee schedule must be easy to maintain.	✓					Fee schedules may also be setup to become engaged at a specific date to account for new and/or updated fees.
27. The system must allow end-users to edit and save their own search queries.	✓					
28. The system must have a real-time dashboard to display dynamic charts & graphs that a user wants to see.	✓					

Requirement	Y	G	I	T	N	Comment
29. The system must provide detailed audit trails/reports for financial activities.				✓		Any system data whether related to financial transactions or not, can be compiled as output through one of three supported reporting software systems. All financial transactions are subject to the System Audit Trail that tracks who did what and when.
30. The system must track time spent on daily activities.	✓					Time can be collected in the system for any authorized user and compiled through reporting into tables, invoices or to suit other business needs.
31. The system must track time spent on specific activities and charge those work-order items with an associated financial account number.				✓		While the system is able to collect information on task time, the output of this information along with associated financial account codes is accomplished by one of three supported reporting software systems.
Land Management						
1. The system must be capable to manage and track permits and create an additional type of permit as needed.	✓					The system can be configured to account for any permit type now or in the future.
2. The system must have the capability to link records together like a parent-child relationship.	✓					Record genealogy is a system feature of the solution.
3. The system must have the capability to duplicate a part of or all of the data from one permit to another.	✓					
4. The system must provide an interactive permit application capability to the public.	✓					Accomplished via Accela Citizen Access, the web portal of the system available to applicants and other citizens. The City has the option of making available any type of permit or other case type on the web portal.
5. The system must have an interactive permit fee estimator available for the public.	✓					Estimates of permit fees can be accomplished by end users (where applicants are present) or by applicants themselves (through the web portal).

Requirement	Y	C	I	T	N	Comment
6. The system must be able to attach associated documentations to a record. For example, pictures, word docs, excel spreadsheets, etc.	✓					The system accepts the attachment of any type of electronically-formatted file to a record through the web portal (Accela Citizen Access), in the field (Accela Mobile Office) or directly by end users (Accela Automation).
7. The system must have the capability to restrict end-users from issuing a permit if a permit requires approvals from fire chief, planning, building officials or any other department officials.	✓					This requirement is a restatement of the functionality inherent to the workflow component in enforcing all of the City's business rules.
8. The system must provide real time license information of a contractor or a professional designer.	✓					The entire system operates in real-time for all users irrespective of their location or access to the system.
9. The system must have the capability to track contact information of a contractor, an applicant, and a property owner.	✓					The system supports unlimited user-defined fields for capturing data related to any Contact type.
10. The system must have the capability to add, modify and delete job valuation details.	✓					
11. The system must have automatic inspections, reviews, and fees based on the type and the sub-type of a permit.	✓					Inspections, reviews, and fees are all user-configurable and may be inherent to a specific permit, permit sub-type or any other record type.
12. The system must have the capability to issue a permit.	✓					
13. The system must have the capability to do complex searches for a permit.	✓					Virtually all fields in the system, including user-defined fields, may be used as a search parameter. Search screen also assists end users in setting up more complex search criteria.
14. The system must integrate with the GIS.	✓					The Accela GIS module was developed to provide two-way integration between the Accela Automation system and the ESRI GIS system.
15. The system must provide workflow process for each different type of permit or case.	✓					The City has the option of employing Accela's Best Practice Templates which represent best of breed

Requirement	Y	C	I	T	N	Comment
16. The system must provide trust accounts.	✓					processes, or configuring their permit or case types in the system. Payments made using trust account balances are automatically adjusted upon deposits or fee payments. All other trust account information is also captured and tracked.
17. The system must provide integration with the City's financial system.	✓					An interface will be developed as part of this implementation to the City's financial system.
18. The system must provide means to collect and track permit fees.	✓					The Fee and Cashiering element of the system provides this functionality and maintains real balances according to many GAAP principles used in full-fledged accounting systems.
19. The system must provide means to assess fee's based on the current City fee schedule.	✓					Fee schedules may be incorporated for use in the charging of any services, permits or other fees relative to any configured record.
20. The system must allow the system administrator to create and retrieve user defined fields with ease.	✓					
21. The system must have an ability to track inspections, approval, and conditions of a permit.	✓					
22. The system must grant the administrator the ability to develop business logic utilizing JavaScripting or any comparable programming language.	✓					The Event Manager Script Engine or EMSE is a Java-based scripting tool enabling the performance and enhancement of an unlimited number of automated functions in the system.
23. The system must provide the ability to customize and personalized views based on user access levels.	✓					The system dashboard can be user-configured and offers personalization based on an end user's desired needs.
24. The system must provide a graphical dashboard that summarizes daily or monthly activities in graphics or charts for managers.	✓					The system's SmartCharts and QuickQueries are two examples that fulfill this requirement.

Requirement	Y	C	I	T	N	Comment
Inspections						
1. The system must have a web page where inspectors can view all the inspections assigned to them and update inspection results.	✓					The system My Tasks portlet provides end users with the ability to view and update task assignments. Inspection results can be received through the system through Accela IVR, Accela Mobile Access, and through the back-office system itself.
2. The system must have the capability to quickly re-assign a group of inspections to another inspector.	✓					
3. The system must have a different check-list for each type of inspection.	✓					Checklists may be configured for any task or activity, and not merely for specific inspections alone.
4. The system must have standard notes or comments that inspectors can use to insert and edit for quicker inspection results entering.	✓					The Standard Comments system feature enables this requirement to be fulfilled.
5. The system must have a capability to schedule for inspections using a batch process.	✓					
6. The system must have a capability to email inspection results automatically to a contractor/developer when an inspection is done.	✓					While inspection results can be configured to trigger automatic email notifications, the same holds true for any workflow configured task or activity.
7. The system must have a mechanism to ensuring that previous required inspections are approved or inspected before accepting the next inspection request.	✓					The system safeguards your business rules by not allowing any required step(s) to be skipped over. This is an automatic and standard function of the system workflow engine.
8. The system must allow an inspection supervisor to view the inspection calendar of all inspectors.	✓					
9. The system must allow an inspection supervisor to do inspection reassignment by dragging and dropping inspections of one inspector to another inspector's calendar.	✓					While the drag and drop functionality does not exist, the system does facilitate the assignment or re-assignment of inspectors.
10. The system must have the capability to	✓					

Requirement	Y	C	I	T	N	Comment
automatically assign an inspection to an inspector based on the geographic area of the job site and the type of an inspection that an inspector is allowed to inspect.						
11. The system must allow an inspector to record audio notes and play it back at anytime.	✓					The recording of an audio must be accomplished on a device capable of that functionality. However, once the audio file exists, it can be appended to the record and heard by other end users providing they have appropriate devices for listening.
12. The system must allow an inspector to take pictures from a camera and attach them to a permit.	✓					
13. The system must have the capability to create and update the status code of an inspection using our agency's terminology.	✓					
14. The system must have the capability to allow inspection supervisor to set the cap of the inspection by day or inspection type.	✓					Inspection caps may be set by number and by the time allocated to a given inspection type.
15. The system must be integrated with an IVR/IWR system.	✓					Accela has its own IVR system, Accela IVR, or the system has interfaced with the Selectron IVR system.
16. The system must calculate automatically the re-inspection fee based on the number of inspections allowed for a permit.	✓					The solution can be configured to account for any fees relative to any completed or additionally completed inspections.
Code Enforcement						
1. The system must allow multiple violations to be added to a single case and track each violation resolution and status separately.	✓					
2. The system must automatically insert the code section and required actions when a violation is created in the system.	✓					This requirement can be fulfilled by how the system is configured.

Requirement	Y	C	I	T	N	Comment
3. The system must track the follow-up dates to ensure the issue is resolved.	✓					The workflow component allows for each task to be associated to an allocated time frame, including any follow-up dates.
4. The system must have the capability to view/add restrictions to a parcel when a case is created on that parcel.	✓					Parcel restrictions are automatically inherited for any initiated case type.
5. The system must have the capability to notify concerned parties, including but not limited to code compliance officers, building and safety inspectors, building and safety staffs, rent control, city attorney when there is any activities occur on the parcel that has an outstanding case issue.	✓					The configuration of the system may be setup to abide by the parameters of this requirement to issue email notifications.
6. The system must have a security control to allow certain groups or roles to view case information/details.	✓					
7. The system must be able to attach pictures and documents to a case.	✓					
8. The system must have a case details report or a letter which itemizes all details pertaining to a case including photos attached.				✓		Case details can be viewed on a system summary screen or for more details assembled as a report with all pertinent details included.
9. The system must have the capability to create letters to certain parties using a batch process that integrates with a MS Word template.	✓					The creation of letters is performed by one of three seamlessly integrated reporting software systems.
10. The system must have a summary view of a case in a single screen to facilitate a code compliance officer when doing a research.	✓					A Summary Screen provides many details regarding any compliance or other record type.
11. The system must track every activity on a case, including but not limit to when a phone call is made, a letter is printed, etc.	✓					The granularity of including phone calls, printing of letters, etc. may be configured as part of the system workflow for that specific case type.
12. The system must have the capability to assign a	✓					Automatic assignment may be configured directly to

Requirement	Y	C	I	T	N	Comment
case to a code compliance officer when a case is created from an online portal.						the specific code compliance officer or other party as needed. Once the complainant files the case, the system will automatically direct that newly created record to the officer. Configuration establishes this direct connection.
13. The system must lock automatically to a parcel when a code case is created. This will prevent a permit from being issued.	✓					The initiation of a code case on a given parcel may be configured to automatically lock the parcel and prevent any actions from being completed. This includes new permit types or issuance of permits already in progress.
14. The system must allow code compliance officers to enter inspection results either online or offline.	✓					
15. The system must have the capability to duplicate a part of or all of the data from one case to another.	✓					
16. The system must have the capability to allow code compliance office to create code cases in the field.	✓					The field creation of cases is supported by the functionality inherent to Accela Mobile Office.
17. The system must have capability of automatically assigning a code compliance officer for a review, scheduling an inspection, and charging fees based on the type and the sub-type of a case.	✓					Automatic assignment of a task can be configured according to your specific business rules.
Certified Unified Program Agency (CUPA) Inspections						
1. The system must have all the features that are outline in the 7.2 Inspections section of this document.	✓					The Accela Automation system fulfills the features given in the noted attachment.
2. The system must have the capability to transfer inspection data to CALEPA CERS database by January 2014.	✓					
3. The system must have the capability to transfer summary permit and inspection/enforcement data to	✓					

Requirement	Y	C	I	T	N	Comment
CALEPA on an annual basis.						
Reporting						
1. The system must include standard reports that show statistics of permits, inspections, code cases activities, and any other records in the system.	✓					
2. The system must allow end-users to create a new or customize existing reports.	✓					
3. The system must use either Crystal Report Engine or MS SQL Report Engine.	✓					Oracle Reports is also supported.
4. The system must not require end-users to have a copy of Crystal Reports to execute standard reports.	✓					
5. The system must allow users to create queries and save those queries as favorites for future use.	✓					
6. The system must have the capability to allow end-users to group favorite reports into categories for future use.	✓					
7. The system must log the time and the date when an end-user runs a report.					✓	
8. The system must be capable of exporting report into several file formats, which include but not limited to PDF, MS Excel and MS Word format.	✓					
GIS						
1. The system must allow an end-user to assign or re-assign a property address to a parcel or vice versa.	✓					City business rules will dictate this capacity.
2. The system must have a real time access to the GIS data.	✓					The Accela GIS module provides the two-way communication between the system and the ESRI GIS system on a real-time basis.

Requirement	Y	C	I	T	N	Comment
3. The system must have the capability to display permits, inspections, and code enforcement cases on the GIS interface.	✓					Accela GIS provides a wealth of functionality that includes and exceeds the functionality of this specific requirement.
4. The system must have the capability to allow end-users to create mail merge letters from the GIS interface.	✓					
5. The system must allow end-users to add new permits, inspections, or cases to selected parcel(s) directly from the GIS interface.	✓					
6. The system must have a view of detailed parcel information from the GIS interface.	✓					Any parcel information from the City's ESRI system can be viewed and used for any business purpose.
7. The system must have the capability to measure the distance from one parcel to another.	✓					
8. The system must allow end-users to select parcels by drag a radius or draw a polygon boundary.	✓					Additionally, polygons may be set by distance from affected parcels or drawn by other means for noticing and other purposes.
9. When entering a new address or a new parcel number to the system, the system must have the capability to validate the new address or the new parcel number against the master address database from the ArcGIS.	✓					
10. The system must provide a documented application programming interface (API) manual or a documented open accessible data model that will allow a permitted third party vendor to integrate with the system.	✓					
11. The system must allow end-users to access to the GIS information without the need to purchase additional ESRI licenses.	✓					The solution can validate addresses and parcel numbers from the City's GIS master address database. This same functionality exists at many Accela Automation sites where the GIS system acts as the master database repository.
						Accela Automation provides a wide variety of APIs to enable integration with many third party systems used in land management agencies.
Online/Citizen Access						

Requirement	Y	C	I	T	N	Comment
1. The online citizen access portal must have real-time information from the core system.	✓					The solution's web portal is the Accela Citizen Access module. It presents real-time information to public users and applicants diminishing or eliminating the need for inquiries to be made to staff.
2. The system must allow a citizen to file a complaint case online.	✓					This functionality is available through the web portal, Accela Citizen Access.
3. The system must allow a citizen to apply for a simple permit online.	✓					
4. The system must allow a citizen to file a new project online.	✓					
5. The system must have the capability to allow a citizen to pay for outstanding fees through online.	✓					Fees may be paid through secure PCI-approved channels.
6. The online citizen access portal must match with our web page format, not only a header bar with the agency's logo but also the side bar, the menu, and the footer.	✓					The web portal can be designed to take on the look and feel of the City's website so as to provide the public with a seamless experience.
7. The system must have a different security level that filters information available to certain citizens (i.e. Generic login vs. Contractor login vs. Applicant login).	✓					Different levels of information may be displayed to public citizens through the roles and privileges extended to them by their login credentials.
8. The system must have the capability to allow a citizen to upload plans and any other documents through online.	✓					Additionally, the City can determine the file type and size of such documents.
9. The system must have the capability to show custom screens and user-define fields.	✓					
10. The system must allow the citizen to view the status of a permit, a project, a license or a case through online.	✓					Available to the public user through web-based computers, laptops and mobile devices such as smartphones and iPads.
11. The system must allow application-system administrators to change the configurations and the	✓					The City has the ability to decide what information and documents to make available on the system

Requirement	Y	C	I	T	N	Comment
preferences of the online system.						web portal.
12. The system must have the capability to allow a citizen to view documents attached to a permit, an inspection, or a case through online.	✓					
13. The system must have the capability to allow a citizen to view the plan review notes and the comments through online.	✓					
General Information						
1. The system should be compatible with Virtual Servers.	✓					
2. The system must be web based user interface.	✓					The entire system is web-based and web-accessed for all staff and public end users.
3. The proposal should include thorough training for the City staff, systems administrators, and super users.	✓					Please refer to Section 8 - Project Costs for details.
4. The proposal should include data and system migration cost from Permits Plus to the new system.	✓					Please refer to Section 8 - Project Costs for details.
5. The vendor should be the primary contact to the City to support and maintain the system and the vendor should be solely responsible for the functionality, support, and maintenance of the system.	✓					
6. The vendor should be supporting the system during City's business hours (7:00am to 6:00pm).	✓					

To augment our comment to *General System Requirement #1*, Exhibit 6 illustrates the Accela system's technical architecture

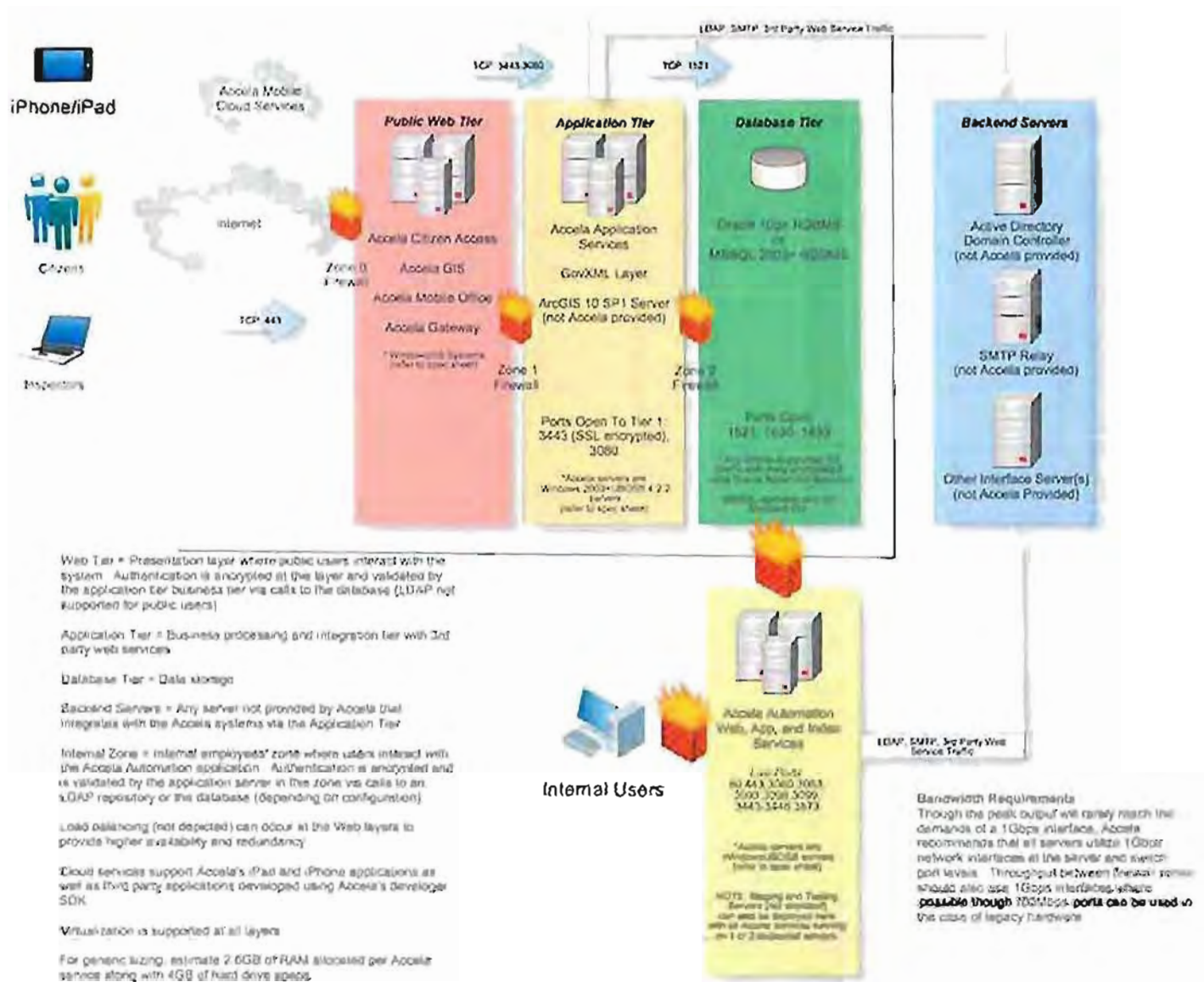


Exhibit 6: Accela Automation Technical Architecture

Regarding *General System Requirement #2*, Accela fully supports deployment of its software in a virtualized environment. Our preferred hypervisor is VMWare vSphere as evidenced by Accela's deployment of this software to two of its data centers. We also have numerous clients running VMWare. Exhibit 7 describes our virtualization requirements for a simple deployment of a single virtual server host and a single Oracle database server connected to a shared storage array. This solution provides a base entry point for any client looking to start basic and scale up as needed either at the server or storage level.

Virtualization simplifies the task of maintaining a test environment and allows an agency to stand up Accela Automation environments on the same invested hardware they have already allocated for Production. In this way, they further maximize their ROI on that hardware and provide a safe and isolated area for a test environment. In-house personnel will be trained on how to install Accela Automation and configure it to use a separate Test database and can utilize our Customer Resource Center should questions about the installation arise.

If virtualization is not used, then physical server(s) can be allocated for the Test environment using like or lesser resources than those used for Production.

Exhibit 7: Accela's Virtualization Requirements

VMWare Host Box	▪ Dual Quad-Core or better (current technology) ▪ 6Gbps SAS HBA (dual for redundancy if desired) ▪ Raid-1 or Raid-10 local storage for VMWare files only ▪ 128GB RAM ▪ One or more RAID-10 LUNs provided by SAS shared storage for datastore files ▪ Quad-port Gbp NIC
Database Server	▪ Single or quad-core processor for Oracle RDBMS with large processor cache; single or double multi-core processor for MS SQL RDBMS with large processor cache ▪ 6Gbps SAS HBA (dual for redundancy if desired) ▪ Raid-1 or Raid-10 local storage for OS files only ▪ 16GB RAM ▪ One or more RAID-10 LUNs provided by SAS shared storage for datafiles and logfiles ▪ Quad-port Gbp NIC
Networking	▪ Loadbalancer (such as F5 Big-IP LTM) - optionally, have 2 for High Availability ▪ Firewalls to support proper port filtering and access control ▪ 24 port Gbps Ethernet Switch (can be stacked with 2nd switch for redundancy)

Shared Storage	▪ Dell MD3220 with 24 SAS disks (as large a disk as possible) with dual 6Gbps SAS controllers → additional disk arrays can be added supporting up to 96 drives → storage allocated to VMWare off one LUN and the database files via other LUNs
Licenses	▪ VMWare vSphere 4 (exact license version dependent on number of hosts and desired options) ▪ 1 Windows 2008 Standard license per biz server VM deployed ▪ 1 Windows 2008 Web Edition license per web server VM deployed ▪ Database license (Oracle or SQL (can be Standard but Enterprise offers better options down the road)) ▪ Database OS license(s)

The Dell MD3220 listed above can support up to eight single SAS connections or four redundant connections. This means that two VMWare servers and two database servers could have redundant connections to the shared storage effectively providing higher availability to the solution as a whole at the server and controller levels. This does limit the scalability beyond two VMWare servers and two database servers. If desired, a second MD3220 could be purchased to overcome this limitation allocating storage to just VMWare while the other is allocated to the database servers. This will allow four servers each to connect to their respective storage.

The Load balancer can provide entry points to virtual servers comprised of pools of Accela Automation servers. For instance, two production web servers could be deployed that have a single Virtual Server IP for each Accela Web Service (the Admin and User URLs that is). By adding more virtual machine guests to the pool, the solution scales in a fashion to support more users overtime.

4 Project Team

Vendor shall provide a list of all individuals who will participate in this project, including their title, responsibility, estimated percentage of time that the individual will be directly involved with the project, a brief description of their experience, and an indication of the location of the individual's office location.

Accela proposes a highly qualified team of IK Consulting services professionals identified in Exhibit 8 for the City's project.

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Exhibit B: Proposed Accela Project Team

Resource Name	Responsibilities	Estimated % of Time	Description of Experience	Office Location
Melissa Kern	Project Manager, Configuration Lead and Trainer	30%	Over 25 years' experience in the Building Industry, over 15 years as an IT professional managing projects, new implementations and migrations with multiple software packages, including Accela Automation.	Tucson, AZ
Connie Ingram	Implementation Consultant and Trainer	10%	Over 25 years' experience in the Building Industry, over 15 years as an IT professional managing projects, new implementations and migrations with multiple software packages, including Accela Automation.	Tucson, AZ
Sherrie Dishroon	Implementation Consultant and Reports Specialist	5%	Over 30 years' experience in the Building Industry, over 20 years as an IT professional managing projects, new implementations and migrations with multiple software packages, including Accela products.	Tucson, AZ
Lynn Larson	Implementation Consultant	5%	Experience with configuring record types and all facets including workflows, fees, inspections, etc. Additional overall system configuration and setup for Accela Automation projects.	Tucson, AZ

5 Company Organization Chart

Vendor shall provide an organizational chart showing company executive staff, technical staff and support staff. The organizational chart shall include individuals that will be assigned to the project.

Exhibit 9 illustrates the organization of Accela's corporate structure, including the personnel assigned to the City's project.

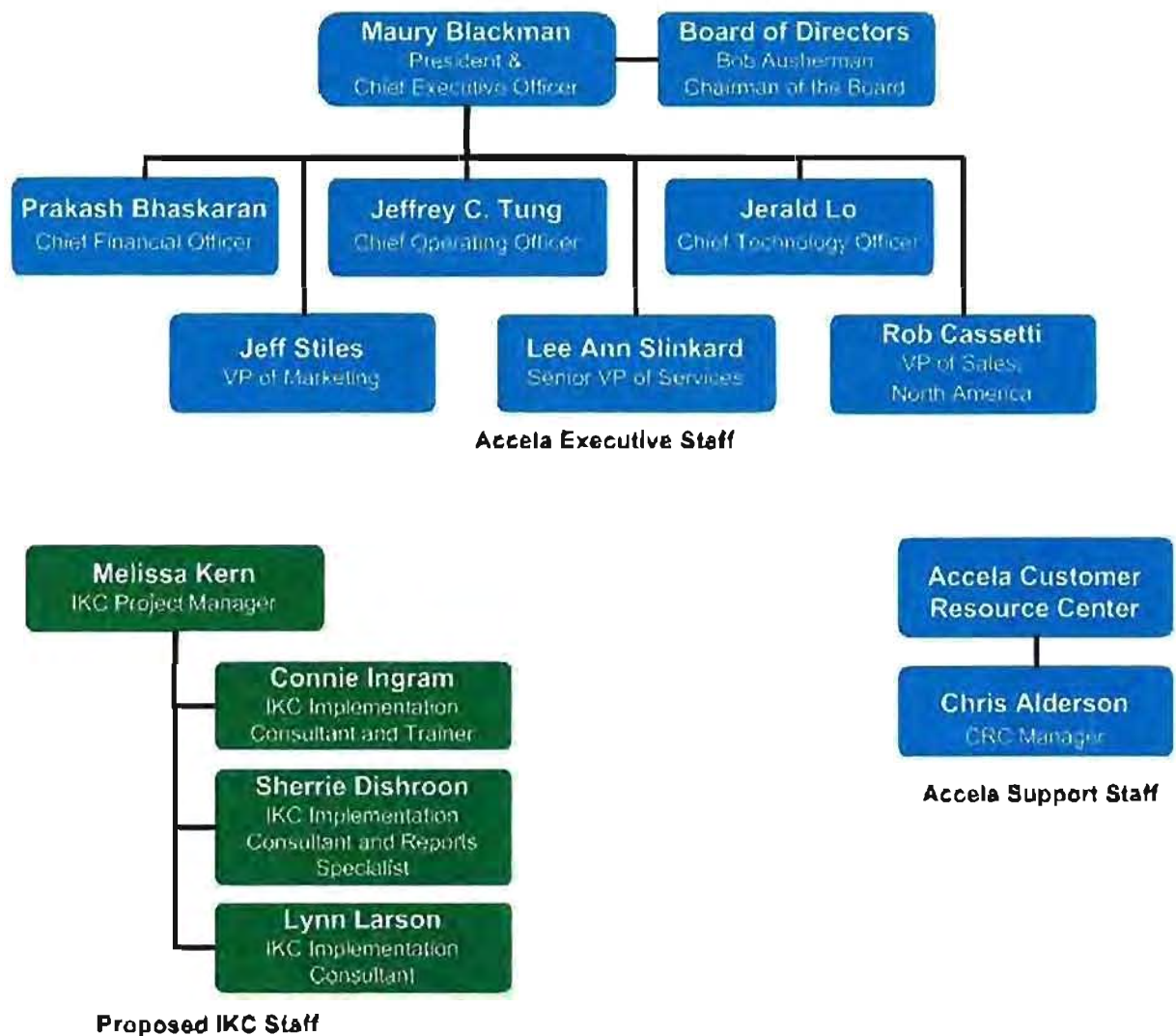


Exhibit 9: Company Organization Chart Including Project Personnel

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6 Project Schedule

The vendor must provide a detailed work plan, including data conversion, milestone reviews, system installation, training, and ongoing customer support. Microsoft Project is required to illustrate the length of each major task. The project must provide a month by month planning schedule and include a listing of key activities, deliverables, and dates. The project timetable will be reviewed with the selected vendor, prior to beginning the project as part of contract negotiations.

Accela has provided its proposed project schedule at the end of this section. Under this schedule, the project has a duration of approximately 300 days. The schedule incorporates all tasks and activities anticipated for completion from contract signing through the last task (Post Go Live Support).

Our implementation services partner, IK Consulting, will complete the City's project employing the Accela Implementation Methodology. Our ultimate goal is making a smooth transition to Accela Automation system for the ultimate benefit of all end users within the City and for all citizens of Monterey Park.

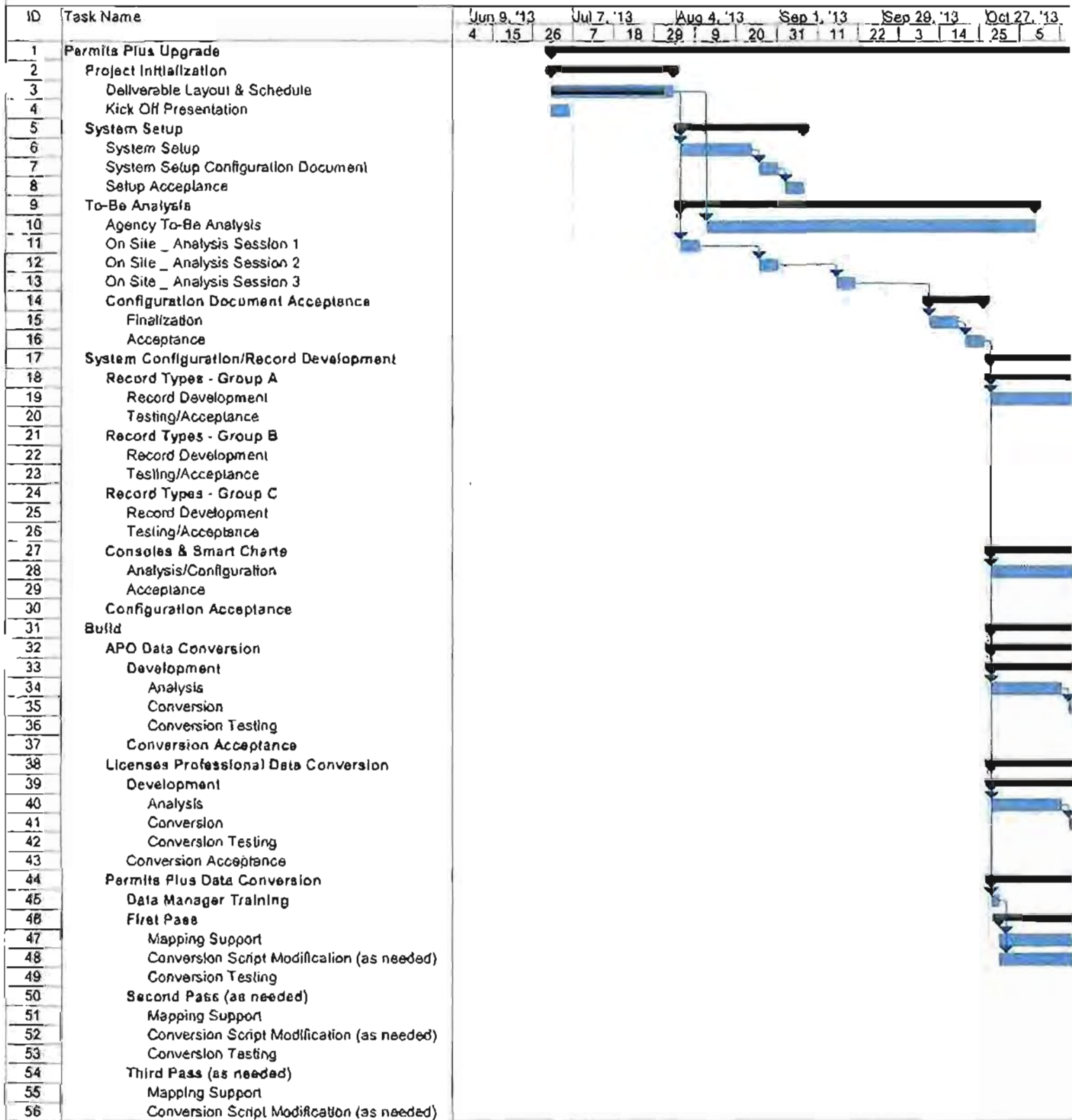
Should the City select Accela, we will refine and validate contract schedule requirements, project phasing, intermediate milestones, calendar workdays, schedule activity coding, schedule updating, and any other items related to the project schedule.

Our attached project schedule is based on the following assumptions:

- ◆ **Project Initialization** – Project kickoff would occur and initialization documents/analysis would immediately follow to maximize the benefits of the onsite visit and minimize travel costs.
- ◆ **System Setup** – to be performed remotely with proper access allowed.
- ◆ **To-Be Analysis** – The City will dedicate time necessary for staff to attend all configuration meetings for implementation team to perform all analysis and return written document in a timely manner. Missing staff members can cause delays and/or missing necessary pieces of the analysis.
- ◆ **Onsite Analysis Session 3** – Includes consoles and SmartChart analysis.
- ◆ **System Configuration/Record Development** – The City will dedicate time necessary for staff to perform proper testing of each process type. Lack of testing of the designed configuration can cause issues with implementation and/or data conversion. Time allotted to include a maximum of 20 record types, three consoles, and two SmartCharts.
- ◆ **APO Data Conversion** – The City will dedicate staff to be available for analysis and testing, as necessary for proper migration.

- ◆ **Licensed Professional Data Conversion** – The City will dedicate staff to be available for analysis and testing, as necessary for proper migration.
- ◆ **Permits Plus Data Conversion** – The City will dedicate staff to assist with data conversion mapping and/or providing export of data necessary for proper migration. The City will also dedicate time necessary to test the conversion in full to reduce the number of necessary conversion runs.
- ◆ **Report Development** – Some reports will be developed as part of the implementation, however, further training will be provided to enable City staff to create additional necessary reports.
- ◆ **Interface(s)** – The City will dedicate time necessary for staff to perform proper testing of interfaces.
- ◆ **Extensions** – The City will dedicate time necessary for staff to perform proper testing of each extension for implementation (Accela Citizen Access, Accela GIS, Accela Mobile).
- ◆ **Training** – End user training will be performed using a “Train-the-Trainer” format and assumption that key staff will be trained and equipped with the necessary knowledge to train their fellow staff members.
- ◆ **User Acceptance Training** – The City will provide necessary resources for location, machines, and staff to assist with the oversight of User Acceptance Testing and issue tracking.
- ◆ **Go Live** – Go Live support will consist of two implementation specialists for one week onsite to manage the go live process. Offsite support will be managed for the next 30 days with login and/or web meetings, as necessary.
- ◆ **Customer Resource Handover** – The City will dedicate time necessary for key staff to perform and sign the final acceptance and attend the project close meeting with Accela’s Customer Resource Center and implementation specialist.

Accela's Proposed Project Schedule for the City of Mc



Project: IKC 12 Month Project Schedu
Date: Fri 5/31/13

Task		Project Summary		Inactive Task
Split		External Tasks		Inactive Milestone
Milestone		External Milestone		Inactive Summary
Summary		Inactive Task		Manual Task

Accela's Proposed Project Schedule for the City of Mc

ID	Task Name	Jun 9, '13	Jun 15, '13	Jun 26, '13	Jul 7, '13	Jul 18, '13	Jul 29, '13	Aug 9, '13	Aug 20, '13	Sep 1, '13	Sep 11, '13	Sep 22, '13	Sep 3, '14	Oct 14, '14	Oct 25, '14
57	Conversion Testing														
58	Conversion Acceptance														
59	Report Development														
60	Analysis														
61	Development														
62	Acceptance														
63	Interface(s)														
64	Development														
65	Acceptance														
66	Add-Ons														
67	AMO Configuration														
68	Configuration														
69	Acceptance														
70	GIS Configuration														
71	Configuration														
72	Acceptance														
73	ACA Configuration														
74	Configuration														
75	Acceptance														
76	Readiness														
77	Training														
78	End User Training														
79	Core Team Training - 1 Day														
80	Train the Trainer - 2 Days														
81	Admin Training														
82	Administrator Training - 3 Days														
83	Reports Schema Training - 2 Days														
84	GIS Administration Training														
85	AMO Administration Training														
86	ACA Administration Training														
87	User Acceptance Testing														
88	User Acceptance Test Plan														
89	Off-Site Support/UAT														
90	Go Live														
91	Final Conversion of Legacy Data														
92	On-Site Support														
93	Off-Site Support														
94	Customer Resource Handover														
95	Final Acceptance														
96	Project Close														

Project: IKC 12 Month Project Schedule Date: Fri 5/31/13	Task		Project Summary		Inactive Task
	Split		External Tasks		Inactive Milestone
	Milestone		External Milestone		Inactive Summary
	Summary		Inactive Task		Manual Task

7

Environmental Guidelines

Proposers are encouraged to comply with the following environmental guidelines for proposal submittals:

- a. All submittals and copies shall be printed on 100% recycled paper or "tree free" paper. All copies shall be double-sided.*
 - b. Report covers or binders shall be recyclable and/or easily removable to allow for recycling of the submittal pages.*
 - c. The use of plastic covers or dividers should be avoided.*
 - d. Unnecessary attachments or documents not specifically requested should not be submitted.*
 - e. Avoid superfluous use of paper (e.g. separate title sheets or chapter dividers).*
-

We applaud the City's environmental efforts, and we have complied with the above guidelines wherever possible in assembling this proposal.

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8 Project Costs

The vendor must provide a detailed cost breakdown of the following categories:

1. Software.
 2. Project Management.
 3. Data conversion Analysis.
 4. Data conversion/Implementation.
 5. Requested interfaces.
 6. On-site training.
 7. Out of Pocket Expenses.
 8. Annual Service and Maintenance for a 5 year period, with pricing per year.
 9. Hardware requirements and cost estimates.
 10. All other miscellaneous costs not listed above.
-

Accela has provided its proposed On-Premise and Subscription pricing at the end of this section. Our fixed-fee price is based on the scope, approach, resource estimates, deliverables and assumptions defined in this response to the City's RFP. Our pricing assumes fixed price inclusive of all components. In the event the City removes scope, or makes changes to component pricing, Accela will have to review those elements to determine appropriate adjustments to estimates provided in this response.

As the project detailed design progresses, Accela will work with the City to further define and estimate at a detailed level customizations/extensions and other custom coded components as well as prioritize work in these areas. Should the City require customizations/extensions and other custom coded components, revised resource and cost estimates will be made. Any resulting scope changes will be managed through the established change control procedure for the project. Please note this proposal contains additional service requirements not requested as essential components to our previous upgrade costs—in particular interfaces to third party systems.

Vendor should also provide a demonstration copy of their software on CD, if available.

A demonstration copy of Accela Automation is not currently available, however, we encourage the City to view numerous product demonstrations and other videos at <http://www.accela.com/company/resource-library>.

8.1 Pricing Notes

1. The pricing set forth herein reflects information generally known to Accela, supplied to Accela by The City of Monterey Park and based on Accela's interpretation of the RFP. Further information gathered through detailed investigation by Accela is required before a final Statement of Work and pricing can be mutually agreed upon.

Proposed Platform

Accela Land Management

Accela GIS

Accela Mobile¹

Accela Citizen Access

2. Maintenance costs are subject to a yearly increase based on CPI.
3. Prior to Contract execution, Accela may request a mutually agreed upon evaluation of the City's business practices and operations in preparation of the final Statement of Work.
4. Third Party Software (Licenses required) – The following third party software is not included in the Accela Software Installer. Separate licenses are required.
 - Adobe Acrobat Pro 10 (Only needed for users that will perform redline/markup of electronic documents; users only viewing markup and comments can use the free Adobe Reader)
 - Railo, an open source CFML engine and the fastest CFML engine available
 - Microsoft SQL option – SQL Server 2008 or 2005 (SP3). Microsoft Windows Server 2008 (R2)
 - Oracle option – Oracle RDBMS version 11g or 10g

¹ Note: Accela Mobile user licenses must be accompanied by an Accela Automation user license. Adding the Mobile GIS component of Accela Mobile requires Accela GIS user licensing in addition to Accela Mobile and Accela Automation licenses.

- ArcGIS Server Standard 10 or Enterprise Advanced 10
- ArcGIS Server Network Extension (for Accela GIS Optimized Routing)
- Crystal Reports 11i or OEM Embedded 2008²

(The embedded license allows for a stripped down version (and, therefore, less expensive for our customers) of Crystal Reports Server Enterprise that is focused solely on generating reports. It allows end users to view reports generated by the server over the web in any compatible browser. The license is applied during the installation.)

- MS SQL Reporting Server 2005 or 2008²
- Oracle Reports 10g or 11g²

5. The following third party software is included in the Accela Software Installer. No additional licenses are required.

- JBoss 4.2.3 with integrated Tomcat 6.x
- Java EE 6 SDK
- DataDirect ODBC/JDBC Drivers (Accela branded) for MS SQL Server only

6. The City is responsible for applicable sales tax.

7. These costs are valid for 120 days. After the 120-day period, all prices are subject to change. This quote supersedes any previous written or verbal estimates.

8. Billing terms for license and maintenance terms are due upon contract execution. Billing terms for professional services, travel time, and expenses are due Net 30 days.

9. 100% of license and 1st year maintenance fees are due upon contract execution. Maintenance is due annually based on the anniversary of contract signing. Maintenance can increase up to 10% annually unless a multi-year maintenance agreement is executed.

² To meet the City's reporting requirements as stated in the RFP, Accela recommends one of the above-listed third party report writers, which the City is responsible for purchasing.

10. Accela Subscription Service fees are annual and start upon contract execution. Should the City choose the Accela Subscription approach to Accela Automation, two separate contracts will need to be executed—one contract for the annual Subscription services and one contract for the Professional Services to implement the City's configuration and SOW.
11. *For fixed price agreements*, Professional services will be paid monthly in equal sums as progress payments based on the duration of the project. City benefits of progress payments include:
 - **Focus on Quality** – Separating payment from deliverable signoff allows all project team members, including City and Accela Project Managers, to focus on ensuring the highest level of quality.
 - **Teamwork and Flexibility** – Implementing a new system is truly a collaborative effort between Accela and the City. Teamwork is imperative to the success of the project. Progress payments encourage teamwork and allow more flexibility to do what is right for the City without being restrained by the signoff language for each deliverable.
 - **Reduced Administrative Time** – Fewer invoices requires less paperwork and processing time. In addition, while City signoff is required on all deliverables regardless of the payment schedule type, significantly less time is spent negotiating each deliverable signoff, as payment is not tied to it.
 - **Cost Savings** – Less City project management time is required, which results in real dollar savings for the City.
12. Accela proposes that the parties negotiate all payment schedule terms in good faith, using our standard payment schedule (described above) as a starting point for such negotiations.
13. *For Time and Materials agreements*, professional services will be billed at a rate of \$185.00 per hour. Training will be billed at a rate of \$225.00 per hour. Travel time and expenses will be billed as incurred. Travel time will be billed at a rate of \$140.00 per hour.
14. This estimate does not include any third party hardware or software costs. Accela is not a reseller of such products and is not authorized to provide estimates on behalf of these third party hardware or software companies. Hardware and software requirements are outlined within the proposal and the appropriate hardware or software vendor should be contacted for special pricing specific to the City.

8.2 Optional ESRI Services

Access short-term or incremental help with a specific technical requirement

Accela has been selected as the recipient of the 2013 Esri Partner Conference Award for Private (Internal) Web Application for Accela Automation, a GIS-infused platform for government. The award is given to the company that demonstrates practical yet innovative solutions with ArcGIS 10.1. Partners were nominated by various Esri staff and distributors.

For more than 13 years, Accela's enterprise platform has included geospatial functionality via our next generation map interface, Accela GIS. We have been an ESRI Business Partner since 1992, and have seen agencies gain tremendous value from optional ESRI professional services. Define the type and extent of services you need and have that support delivered quickly through a flexible program, which provides short-term, technical consulting services. These optional services are intended to help you:

- Get the support you need when you need it
- Develop your self-sufficiency
- Focus on your project while tapping into our expertise

As an option to our proposed solution, ESRI can provide one or more of the following services.

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Exhibit 10: Optional ESRI Professional Services

ESRI Professional Services	Included Services	Primary Outputs	Agency Benefits
Data Assessment	- Review GIS data sources, stewards, and quality - Support business process modeling sessions - Identify potential gaps for the solution - Key partner responsibilities and assumptions: → Responsible for leading Data Assessment workshop with customer → Responsible for providing the final consolidated data assessment to the customer 5-days onsite and 40 hours remote - Price = \$31,800 (subject to change)	Summary report of findings and recommendations (up to 10 pages)	An agency's data inventory and gaps are identified and documented for an effective integration of Accela and Esri GIS.
System Architecture Review	- Review planned architecture and performance expectations - Discuss constraints and priorities - Identify gaps in planned architecture - Summary report of findings and recommendations (up to 10 pages) - Key partner responsibilities and assumptions: → Responsible for leading system architecture workshop with customer → Responsible for the design and inclusion of partner products into the system architecture → Responsible for final consolidated system architecture → Assumed that the summary report will be up to 10 pages 4-days onsite and 40 hours remote - Price = \$28,500 (subject to change)	- System configuration review - GIS Assessment - Data Architecture - Application Architecture - Capacity Planning	- Provides architecture recommendations to support new software application - An agency's configuration has the appropriate system capacity - Supports improved system performance, reliability, security - It can reduce product installation and implementation time - It can help to position an agency to adopt new ESRI technologies
System Configuration	Support the configuration, monitoring and troubleshooting of issues (typically during pre-user acceptance testing)	Expert installation and configuration support of Esri	Esri expertise on implementation of enterprise

ESRI Professional Services	Included Services	Primary Outputs	Agency Benefits
Support	• Key partner responsibilities and assumptions: → Responsible for leading pre-user acceptance testing with customer → Responsible for installation and configuration of the pre-user acceptance testing environment → Assumed that no documentation will be provided ▪ 3-days on site, 20 hours ▪ Price = \$19,450 (subject to change)	products	GIS
Additional Potential Services	▪ 5-days Onsite Developer Support (Price = \$17,300) ▪ ArcGIS Workflow Manager Services Packages → 5-day ArcGIS Workflow Manager Jumpstart (Price = \$17,300) → 3-day ArcGIS Workflow Manager Workshop (Price = \$11,900) ▪ Parcel Fabric Service Package; four activities within each package (Price dependent on size of customer): → Implementation Plan → Migration Support → Workflow Training → Map Production	▪ Dependent on service	• Esri expertise on application development, implementation of ArcGIS Workflow Manager and Parcel Fabric products.

Each services package is inclusive of preparation, travel expenses, onsite time, and follow-up time for one ESRI consultant to one customer-directed U.S.-based location. All services packages are subject to ESRI's standard terms and conditions. Scheduling subject to consultant availability.

8.3 Accela Financial Services™



We understand that traditional agency funding sources inherently have disadvantages—either the desired agency project may be too large for its operating budget or its capital budget is difficult to secure in a timely manner. For agencies encountering this issue that are interested in our on-premise solution, we offer an Accela Financial Services option.

For our on-premise deployments, Accela Financial Services is a tax-exempt municipal lease program for agencies that want an easy and affordable way to fund their e-government projects. Accela Financial Services is offered in partnership with Government Capital Corporation, a leading originator of tax-exempt financing and leasing structures which offer local government entities an alternative to traditional bond financing. With thousands of successfully completed tax-exempt transactions and \$2B in closings in the U.S., GovCap has the proven experience and expertise to assist state or local government agencies with equipment, technology, or facility financing.

Through its partnership with Accela, GovCap is able to deliver low interest rate lease-purchase structures which allow agencies to bring the benefits of Accela Automation forward sooner rather than later. Through surfacing value sooner and locking in costs, the incremental cost of financing is returned in multiples to the agency while aligning the economics of the project.

Tax-exempt leases allow your agency to fund 100% of a project with no down payment, and no obligation to make payments for the first year. Since the interest earned by the lender is exempt from federal income tax, borrowing rates for agencies tend to be lower than commercial bank rates. Key benefits include:

- Allows the agency to move forward now and realize immediate benefits
- Preserves cash and scarce capital budget dollars
- Locks in costs in 2013 dollars
- Turn-key financing available
- Leverages operational efficiencies by matching cost with benefit
- Straight-forward approval and documentation process
- Attractive interest rates

8.4 Subscription Pricing Notes

This quote supersedes any previous written or verbal estimate for Subscription Services. To procure the above-mentioned Services, please sign below and submit a purchase order with the following information:

1. Signature of authorized personnel (if there is a signature line on the purchase order)
2. Estimate Number
3. Date

To expedite the processing of this quote, please submit authorization via e-mail to contractsadmin@accela.com and also fax to the Attn. of Contracts Administration at (925) 407-2722. Please note that if faxing a purchase order, submit both front and back and send the original purchase order in the mail to Attn: Contracts Administration, Accela, Inc. 2633 Camino Ramon, Suite 120, Bishop Ranch 3, San Ramon, CA 94583.

- ➔ **Payment Terms:** The initial Annual Subscription fees are due upon Accela's receipt of purchase order or signed agreement.

Professional Services fees are billable based upon mutually agreed terms and condition of the Statement of Work (SOW). Travel time and expenses will be billed as incurred. Travel time will be billed at the rate stated in the SOW. Billing terms for professional services, travel time and expenses are Net 30, unless otherwise agreed upon in the SOW.

Payment obligations hereunder are non-cancelable and any sums when paid shall be non-refundable. The City will be responsible for payment or reimbursement to Accela all federal, state, provincial and local taxes and duties that are applicable, except those based on Accela's net income.

If the City requires additional on-site assistance, a separate estimate and Statement of Work will be provided.

Annual Subscription fees do not include hardware or equipment. Please contact your selected hardware vendor for additional hardware or software costs.

- ➔ **Alternate Terms Disclaimed:** The parties expressly disclaim any alternate terms and conditions accompanying drafts and/or purchase orders issued by Customer.

Third Party Software (Licenses required) – The following third party software is not included in the Accela Software Installer. Separate licenses are required.

- Adobe Acrobat Pro 10 (*Only needed for users that will perform redline/markup of electronic documents; users only viewing markup and comments can use the free Adobe Reader*)
- Railo, an open source CFML engine and the fastest CFML engine available
- Crystal Report Developer 2008 (*Required of Accela Cloud or Subscription customers who want to develop their own Crystal Reports*)

8.5 Assumptions

We welcome the opportunity to discuss any or all of these with the City in further detail to reach consensus so that we begin our work with a clearly defined, common understanding of the project. In addition, prior to the contract being finalized, we assume that Accela and the City will discuss further detailed terms and conditions governing the project to reach mutual agreement prior to commencing work. The information in this section is organized into the following categories:

- Project Management and Administration
- Project Schedule
- Technology – Infrastructure
- Training (General and Train-the-Trainer)
- Conversion and Interfaces
- Testing

Project Management and Administration Assumptions

1. The City and Accela will review their responsibilities before work begins to ensure that Services can be satisfactorily completed.
2. The City will be responsible for all coordination, scheduling, meeting minute documentation and management and resolution of action items. Accela will provide City information and data required for configuration meetings for follow up with the City. Accela's Project Manager will collaborate with the City's Project Manager in scheduling the needed resources for the call. Accela's Project Manager will inform the City's Project Manager what resource types will be needed at the meetings. Since our Project Manager will not know the skill sets or knowledge of the Subject Matter Experts (SME), we ask that the City's Project Manager send out the invitations to the appropriate staff members to attend the meetings. Accela's Project Manager also does not have access to the schedules or calendars of the City SME's.

Our Project Manager has responsibility for the meeting minutes and resolution of action items but we ask that action items assigned to City staff are followed up by the City Project Manager.

3. The City has committed to the involvement of key resources and subject matter experts for ongoing participation in all project activities as defined in the project plan associated with the SOW.
4. Accela may perform work off-site. We will approach this engagement with a focus on leveraging remote capabilities to mitigate costs associated with onsite travel.
5. When the project team works on-site at an City facility, suitable workspace will be provided and equipped with appropriately functional and usable desktop workstations, phones, network access to and connectivity with all systems, networks, and data as necessary to perform the project.
6. All decisions regarding project change orders and other project issues will be documented in writing using an issue management process mutually agreed upon by the City and Accela. For each issue, the project team in conjunction will describe the issue, various options and a proposed recommendation in writing for consideration. Work will not commence until approved through the established changed control process for the project.
7. Accela personnel will attend City executive steering committee meetings as needed.
8. Accela will provide the City with one electronic copy and one hard copy of project documentation.
9. Accela will participate in City meetings and negotiations where the software and implementation of such, and/or the approval of deliverables for which we are a primary contributor are being defined.
10. Detailed acceptance criteria for deliverables will be mutually defined, agreed, and documented in advance. The City will manage deliverables through the City required process. We expect a 10 business day, single review cycle in this process (i.e., submit, review, cure, accept). Second reviews will only consider defects and comments raised during the first review. Changes to this review process and timeline, if any, will be clearly defined during Project initiation and accounted for in the Project Plan. The City will return one consolidated set of comments to Accela, which are to be consistent with previously defined acceptance criteria. The City is responsible for obtaining any required approvals. After two business days, the deliverable will be deemed accepted, and the Project Team will proceed in accordance with the

contents of the deliverable.

11. The City will respond to requests for information, data, and clarifications and make Project related decisions within three working days to prevent excessive delays or repeated delays that may impact the project schedule.
12. Accela will need access to City subject matter experts to assist in identifying business rules, resolving process discrepancies, and answering questions. These subject matter experts will solicit input from appropriate City management on any areas where policy or procedure is undefined.
13. Accela will provide the City with a Weekly Status Report that outlines the tasks completed during the prior week, the upcoming tasks that need to be completed during the following week, the resources needed to complete the tasks, a current version of the project plan, and a listing of any issues that may be placing the project at risk (e.g., issues that may delay the project or jeopardize one or more of the production dates)

Project Schedule Assumptions

1. Schedule changes resulting from City business decisions and/or City staff availability that adjust the delivery of Project Team services beyond the agreed upon project scope and timeline will likely impact the overall project schedule and related fees. Such issues will be managed through the established change control procedure, as necessary.
2. Accela's project schedule and task estimates account for staff as per its proposal response and its understanding of the scope. As part of requirements validations, scope may be clarified, increased or reduced which will result in staff and associated schedule and cost changes.
3. The City will maintain primary responsibility for the scheduling of City employees and facilities in support of project activities.
4. The project schedule is managed using Microsoft Project. Should any tasks slip behind schedule 10 business days, Accela and the City will escalate according to the Communication Plan in the Project Charter.
5. **Project Initialization** – Project kickoff would occur and initialization documents/analysis would immediately follow to maximize the benefits of the onsite visit and minimize travel costs.
6. **System Setup** – to be performed remotely with proper access allowed.
7. **To-Be Analysis** – The City will dedicate time necessary for staff to attend all configuration meetings for implementation team to perform all analysis and

return written document in a timely manner. Missing staff members can cause delays and/or missing necessary pieces of the analysis.

8. **Onsite Analysis Session 3** – Includes consoles and SmartChart analysis.
9. **System Configuration/Record Development** – The City will dedicate time necessary for staff to perform proper testing of each process type. Lack of testing of the designed configuration can cause issues with implementation and/or data conversion. Time allotted to include a maximum of 20 record types, three consoles, and two SmartCharts.
10. **APO Data Conversion** – The City will dedicate staff to be available for analysis and testing, as necessary for proper migration.
11. **Licensed Professional Data Conversion** – The City will dedicate staff to be available for analysis and testing, as necessary for proper migration.
12. **Permits Plus Data Conversion** – The City will dedicate staff to assist with data conversion mapping and/or providing export of data necessary for proper migration. The City will also dedicate time necessary to test the conversion in full to reduce the number of necessary conversion runs.
13. **Report Development** – Some reports will be developed as part of the implementation, however, further training will be provided to enable City staff to create additional necessary reports.
14. **Interface(s)** – The City will dedicate time necessary for staff to perform proper testing of interfaces.
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17. **User Acceptance Training** – The City will provide necessary resources for location, machines, and staff to assist with the oversight of User Acceptance Testing and issue tracking.
18. **Go Live** – Go Live support will consist of two implementation specialists for one week onsite to manage the go live process. Offsite support will be managed for the next 30 days with login and/or web meetings, as necessary.
19. **Customer Resource Handover** – The City will dedicate time necessary for key staff to perform and sign the final acceptance and attend the project close meeting with Accela’s Customer Resource Center and implementation specialist.

Technology–Infrastructure Assumptions

1. The City will provide Accela with access to its equipment, systems, and personnel to the extent needed to complete the defined services.
2. Accela will implement the most current version of Accela Automation at the time of the contract signing. New versions of Accela software with new features will not be implemented as part of this project without a change order.
3. The City shall provide Accela with network access for remote installation and testing through industry standards such as RSA Tokens.
4. The City shall provide the necessary tools, accounts, and permissions that will enable Accela to access the City internal network for remote installation and testing. This access must be provided through industry standard tools such as Virtual Private Network (VPN). Failure to provide this access in a timely fashion will result in a project delay. Such a delay will result in a Change Order.
5. The City agrees during the Initiation Phase of the project to assign a single designated approver for each major project deliverable. The designated approver will be responsible for overseeing and/or directly participating in the design and development, as well as the approval, of the deliverable. The City may make changes to designated approvers with written notification to Accela a minimum of one month before a deliverable is due.
6. The City will provide/purchase/acquire the appropriate hardware, software and infrastructure assets to support all required Accela software products in support/testing and production environments as defined in the project schedule.
7. For use with Accela Citizen Access, the City will provide/purchase/acquire an online merchant account and all related hardware required by the merchant account provider for the handling of credit cards and/or checks.
8. The City is responsible for proper site preparation, hardware, software, and network configuration in accordance with Accela specifications.
9. For our on-premise solution, Accela will be responsible for implementing a functioning version of the application software at the City (assuming the City has installed the proper hardware, software, and networking devices).
10. For our on-premise solution, the City will host and operate the system environment. This includes all necessary system and database backup and recovery services.

11. The City will be responsible to ensure and certify that the new application will not adversely affect any existing systems in a shared environment (if applicable).
12. The City will be responsible for performing all necessary activities related to the current City applications, data, network and infrastructure, including PCs and associated peripheral devices, hardware, operating software, database management systems, network, and system security, to support the project. These activities include infrastructure installation, support and enhancement necessary to support the project, legacy system shutdown, legacy system modification, and interface development in the legacy system, legacy data extraction and cleansing and legacy system support.
13. The City will be responsible for making the necessary modifications to the City or third party systems to make an interface available to Accela.
14. The City will provide the acquisition, installation, configuration, upgrading and other related hardware/software component related activities of all relevant user workstations, laptops and mobile computing devices.
15. For our on-premise solution, the City will be responsible for confirming that any proposed hardware and software meet City standards.
16. The City will provide necessary network support, communications, modifications, and administration including but not limited to:
 - a. The City will ensure that the system environments (to include electrical, network, HVAC, floor space) are available to support the project, as indicated in the project schedule. Delays attributable to the environments not being available that have a scope or schedule impact will be managed through the established change process.
17. The City will certify through approval of deliverables that all systems and components comply with any applicable laws, regulations, standards, and statute, including Security Certification and Accreditation (C&A) and ADA compliance.
18. The City will provide Accela with necessary access to the associated City systems to meet requirements including, but not limited to interfaces, subject matter experts and relevant documentation.
19. The City will provide necessary network support, communications, modifications, and administration.
20. For our on-premise solution, Accela software will be installed on City provided backend server platforms specifically Windows Servers and

Microsoft SQL Server/Oracle Database, in three separate environments (Development, Test and Production).

General Training Assumptions

1. All Accela-led training will be conducted at City facilities.
2. The City will provide adequate training rooms/space with sufficient computing capability and network access as needed.
3. The City project team will provide the necessary staff resources to complete training needs analysis and develop training plan.
4. The City is solely responsible for making designated trainees (trainers, agents, administrators) available for training per the project schedule. If any designated trainee is not available to participate in scheduled training, Accela is not responsible for making alternative arrangements for missed training.
5. Initial City training materials will be developed during Phase 1. Training materials will not be updated during subsequent phases, but will be addressed through release notes.
6. Each department will receive the same core instruction, customized to the department and role.
7. The City will be responsible for all end user training including training logistics, training scheduling, and the printing of training materials. The City will confirm the total number of training rooms needed for the project duration after City approval of the draft training strategy.
8. The City project team will provide data around peak seasons, and relevant scheduling data to inform training timelines
9. City users will have basic computer skills. Accela is not responsible for an individual's response to the training or their capacity to learn or be trained. Specific prerequisite skills include:
 - a. End users – proficient in Windows environment and Internet environment, as well as working knowledge of City business processes and functions.
 - b. Technical staff – in addition to the above skills, technical users should have knowledge of:

- i. Moderate to advanced technical knowledge of database design, database usage, syntax management, and java scripting.
 - ii. Knowledge of MS SQL Server, T-SQL, .Net and other database and programming languages
 - iii. Familiarity with existing system source data
 - iv. Familiarity with existing system design and structure
 - v. Crystal Reports, SSRS, or Oracle Reports
 - vi. Basic JAVA
10. The City may request “make-up” or remedial training sessions for initial training provided during system deployment, via the Change Order process for estimated staff hours per session at the specified hourly rate for each training category.

Train-the-Trainer Assumptions

1. In support of the training effort, the City will:
 - a. Identify all trainers engage them with the project team as early as possible in the schedule to develop their knowledge of the system.
 - b. Be responsible for the costs associated with any recommended external training as identified and confirmed in the Training Plan.
2. The City will help plan, prepare for and assist in delivering the train-the-trainer sessions. As necessary, the City will provide the setup of individual training user IDs and appropriate role-based responsibilities. The City will provide test scripts, processes and policies to the project team in a timeframe that supports the training content development schedule. The City will provide and/or otherwise enter training environment data and will be responsible for maintaining the training environment, including refreshing the training database per a refresh master schedule.
3. The City will provide all hardware, software and supporting equipment required for delivery of train-the-trainer and end user training. The City will provide appropriate classroom facilities and training environments when required.
4. City trainers will have basic computer skills.

Conversion and Interfaces Assumptions

1. Our proposed project plan includes data conversion/migration activities as part of the project schedule. The City will provide access to the legacy systems and databases and appropriate subject matter experts or system owners to aid in the conversion process.
2. For the data conversion/migration effort, the City is responsible for the business data quality assessment and/or data cleansing as well as extraction of the data from legacy systems in a format to be specified by the project team. The City will provide resources to accurately assess the quality of data in legacy systems and databases to be converted and take mutually acceptable measures to improve the quality of that data to meet project requirements. If the quality of the data shifts the delivery of project team services beyond the agreed upon project scope and timeline, it may affect the overall project schedule and related fees. Such impacts would be managed through the established change control procedure.
3. The City and Accela will jointly develop specifications for required interfaces to legacy City and external systems. The City will certify all interfaces prior to the start of User Acceptance Testing. The City staff will develop the legacy portion of the interface, create test data, perform tests on each interface, and approve the final version for moving into production. Other City interface responsibilities include:
 - a. Data transformation, as necessary, to meet the requirements defined in the project solution design documents.
 - b. Stabilization of the target legacy interface applications.
 - c. Coordinating development of any external interfaces per the baseline project schedule.
 - d. Developing/maintaining a test environment for target legacy interface applications.
 - e. Taking corrective action based on test results for legacy environment within two business days.
4. Accela will train City staff to map data as needed. The City will be responsible for making the necessary modifications to their systems to make an interface available to Accela.
5. The purpose of all interfaces will be strictly limited to an exchange of data.
6. Accela expects to complete data conversion iterations with the City's active participation in each iteration to address data conversion issues in a timely manner.
7. Where the City has access to source systems and has the ability to transform / manipulate data, Accela expects the City to effect the changes for incorrect

fields/records before providing data extracts for conversion.

8. Accela will provide for a level of cleansing when data conversion routines are executed. This will include adopting industry practices for resolving commonly occurring data quality issues like duplicates, missing data and incorrect data formats. Accela expects considerable involvement of City SMEs to finalize business rules related to data cleansing for each City's source data. These rules will get incorporated each time conversion routines are run on the source data. Where rules are insufficient to correct all error records, Accela expects that the City will correct the errors (either in the source systems or extracts, manually or otherwise) so that they can be imported to the target system successfully.
9. For data sources that are not normalized, Accela will determine through analysis, the data fields in the source systems that are redundant and inconsistent. Accela will work with City SMEs for mapping such de-normalized fields (in source systems) to the equivalent normalized fields in the target database.
10. The City will help Accela in validating the data after conversion is complete.
11. For our City-hosted solution, the City will provide the Oracle/SQL database instance with sufficient space during data conversion. The precise details of size allocations for schema will be decided in the first phases of the project.
12. Accela will provide the high-level requirements that specify source system, protocol, error handling specifications, data structures that need to get populated for the interfaces that need to get built for each phase by the Accela interface development team.
13. As Accela product is developed in Java, Accela's development of interfaces will also be Java based. This has the advantage of the interfacing layer to either co-exist with the Accela product in the same JVM or being deployed independently. The exact details would have to be worked out during the initial phase of the project.
14. For our on-premise solution, the City will provide Accela with access to Test and Development environments for each City system that requires integration with Accela Automation.

Testing Assumptions

1. Accela will be responsible for unit test and support the remaining testing processes and phases, correcting any defects based upon expected

functionality captured in the approved design.

2. The City will develop the Acceptance Test Plan in collaboration with their staff/departments. The City will be responsible for executing the test scripts and validating and loading all required test data into the Test environment necessary for test execution.
3. The City is responsible for developing, within the framework of the agreed upon Test Plan and scripts, all test datasets and related database content to support integration, System and User Acceptance Testing.
4. Accela will provide a sample User Acceptance Test Plan.

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Appendix A

Deployment Option

1. Agency Hosted Software License and Maintenance Fees

RE: Quote Number - SFDC-06290

Monterey Park - Upgrade PP AA – Agency Hosted

Products and Description	Number of Named User Licenses	QTY	Unit Price	Extended List Price	Discount	Net Price
Accela Land Management						
Accela Land Management Server Software (includes 5 named users)		1	\$54,995.00	\$54,995.00	100.0%	\$0.00
Accela Land Management User License Packs (includes 5 named users per pack)		4	\$10,995.00	\$43,980.00	100.0%	\$0.00
Accela Land Management Annual Maintenance and Support		1	\$19,795.00	\$19,795.00		\$19,795.00
Accela Land Management Total	25					\$19,795.00
Accela Citizen Access						
Accela Citizen Access Server Software SMG		1	\$5,263.23	\$5,263.23	20.0%	\$4,210.58
Accela Citizen Access Population Fee SMG		60290	\$0.04	\$2,411.60		\$2,411.60
Accela Citizen Access Annual Maintenance and Support		1	\$1,534.97	\$1,534.97		\$1,534.97
Accela Citizen Access Total	60290					\$8,157.15
Accela Mobile						
Accela Mobile Server Software (includes 5 named users)		1	\$24,995.00	\$24,995.00	20.0%	\$19,996.00
Accela Mobile Annual Maintenance and Support		1	\$4,999.00	\$4,999.00		\$4,999.00
Accela Mobile Total	5					\$24,995.00
Accela GIS						
Accela GIS Server Software (includes 5 named users)		1	\$5,499.00	\$5,499.00	20.0%	\$4,399.20
Accela GIS Annual Maintenance and Support		1	\$1,099.80	\$1,099.80		\$1,099.80
Accela GIS Total	5					\$5,499.00
Total License						\$31,017.38
Total Annual Maintenance and Support						\$27,428.77
TOTAL License and Maintenance – Due at time of signing						\$58,446.15



Agency Hosted Software License and Maintenance Fees (Deployment Option 1, continued)

License Summary Table

Product	Named User Licenses Included	Net Price
Accela Land Management	25	\$0.00
Accela Mobile	5	\$19,996.00
Accela GIS	5	\$4,399.20
Accela Citizen Access	60290	\$6,622.18
Total License		\$31,017.38

License Fees are fixed-price deliverables for which full payment is due upon signing or receipt of Agency PO.

Maintenance Summary Table

Product	Number of Named User Licenses Included	License Cost	Annual Maintenance and Support Net Price
Accela Land Management	25	\$98,975.00	\$19,795.00
Accela Mobile	5	\$24,995.00	\$4,999.00
Accela GIS	5	\$5,499.00	\$1,099.80
Accela Citizen Access	60290	\$7,674.83	\$1,534.97
Accela Annual Maintenance Fee			\$27,428.77

*5 Year License and Maintenance Plan

Accela Annual Maintenance Fee	At Time of Signing	*Includes Initial software purchase	*\$58,446.15
Accela Annual Maintenance Fee	Year 2	3% increase rate per year	\$28,251.64
Accela Annual Maintenance Fee	Year 3	3% increase rate per year	\$29,099.19
Accela Annual Maintenance Fee	Year 4	3% increase rate per year	\$29,972.16
Accela Annual Maintenance Fee	Year 5	3% increase rate per year	\$30,871.33
Total 5 Year Maintenance			\$176,640.47

*Offer Good Until June 30, 2013
Standard Increase Rate 5% year after year



Deployment Option

2. Accela Hosted Software Subscription (Cloud) (Recommended)

RE: Quote Number - SFDC-06294

Monterey Park - Upgrade PP AA – Accela Subscription Fees

Cost Estimate without discounts				Fiscal 2013 Discount Options	
Products and Description Accela Subscription	QTY	Unit Price	Net Price	5% Discount prior to June 30 contracts	10 % Discount prior to June 30 contracts with 2 year prepay
Accela Automation - Subscription User	24	\$1,188.00	\$28,512.00		
Accela Citizen Access - Subscription Population	60290	\$0.03	\$1,808.70		
Accela Mobile - Subscription User	5	\$588.00	\$2,940.00		
Total Subscription Annual Fee			\$33,260.70	\$ 31,597.67	\$ 29,934.63
Standard 7% Increase per year				5 year term at 3% increase per year w/o prepay	5 year term at 3% increase per year w/2 year prepay
Year 1 paid at time of signing				\$ 31,597.67	\$ 59,869.26
Year 2				\$ 32,545.60	\$ 0.00 -
Year 3				\$ 33,521.97	\$ 30,832.67
Year 4				\$ 34,527.63	\$ 31,757.65
Year 5				\$ 35,563.46	\$ 32,710.38
Total 5 year subscription fees paid				\$ 167,756.32	\$ 155,169.96

City of Monterey Park Fiscal 2013 Discount Incentive This offer good based on contracts in by June 30, 2013

5% discount on Subscription fees

10% discount on subscription fees with 2 year prepaid fees.

(Additional Users after contract signing not eligible for discount).

- ☐ 2 year Prepaid Subscription (no increase rates) subsequent years, (3, 4 and 5) increase rate locked in at 3%
- ☐ As an additional option in place of the standard 7% year
- ☐ 5 year term subscription: (without prepaid years)
- ☐ 3 year Term Agreements with locked in rate of 5%
- ☐ 5 year Term Agreement with locked in rate of 3%



Accela Hosted Software Subscription (Cloud), continued

Subscription Software Description

No on-site server software required

Automation User License:

Includes all Accela Automation modules:

- Land Management (proposed)
- *Asset Management
- *Health and Safety
- *Business License and Case Management
- *Service Request

*Not included in proposal: can be implemented at any time subject to implementation fees.

Subscription includes and proposed:

Accela GIS

Accela Mobile Office

-Includes Accela Apps and Software Development Kit

Accela Citizen Access



Services Pricing

Our proposed Services pricing below maps to the RFP-required format.

Item Category Number		HOURS	FEE\$
1	<i>Software costs provided earlier in this section.</i>		
2	Project Management	144.00	\$22,608
3	Configuration Analysis	148.50	\$23,315
3	Data Conversion Permits Plus to Accela Automation	85.00	\$13,345
3	Licensed Professional Conversion	30.00	\$4,710
3	APO Conversion	60.00	\$9,420
4	Project Initiation	56.00	\$8,792
4	Setup and Installation	20.00	\$3,140
4	System Configuration	181.50	\$28,496
4	Event Management Scripts	40.00	\$6,280
4	Accela Mobile Installation & Configuration	62.00	\$9,734
4	GIS Installation & Configuration	60.00	\$9,420
4	Accela Citizen Access Installation & Configuration	112.00	\$17,585
4	Electronic Document Review Quick Start (ProjectDox replacement)	200.00	\$33,000
5	Form/Console Design interface - 50 hrs POS interface - 100 hrs IVR interface - 16 hrs Laserfiche interface - 40 hrs	206.00	\$32,342
6	Daily User training	143.00	\$22,451
10	Report Development	121.00	\$18,997
10	User Acceptance Testing	40.00	\$6,280
10	Post Production Support Transition to CRC	120.00	\$18,840
	Totals	1,629.00	\$288,754
7	Estimated Travel Expenses		\$ 28,875
8	<i>Maintenance costs provided earlier in this section.</i>		
9	<i>Accela is not proposing hardware.</i>		
	Total Estimated Project Cost less Software Deployment Option – Cloud or City-Hosted		\$317,629



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9 Exceptions

Exhibit 11 provides our proposed alternative language for select terms and conditions in the City's RFP. We have also provided our standard license, services, maintenance, and hosting agreements. Should the City select Accela, we are confident we can work together to come to mutually agreeable terms during contract negotiations.

Exhibit 11: Accela's Proposed Alternative Language for select Terms and Conditions

Paragraph (As Noted and Wherever Referenced in the RFP)	Errata and/or Exception	Proposed Language/Solution
Professional Services Agreement	The proposed City Agreement does not adequately address Vendor's software licenses, maintenance program, or subscription services being proposed, or the terms and conditions that follow those products and services being offered.	As the proposed City agreement pertains primarily to the provision of professional and technical services, Vendor has proposed its standard license, maintenance and subscription agreements to address those aspects of the proposed transaction. Vendor recommends that licensing and maintenance (and software-associated warranty) terms of the parties' agreement be separated into one or more additional and separate agreements.
3. Performance Standards	While Vendor will commit to correcting errors without undue delay, not all errors may be amendable to solution within a specified period.	A more expedited and appropriate acceptance process specific to the limited services deliverables provided by Accela should be negotiated by the parties and described in the SOW.
8. Term	Vendor objects to the one year term period in that said one year period is insufficient to ensure completion of the project and give effect to the license generally offered.	Contractor proposes an automatic extension of services and licenses at the end of the end of the one year term, provided City and Accela are both in good standing, and maintenance extension (if optioned), by an amendment.
10. Consistency	Vendor objects to the proposed order of precedence to the extent that said ordering does not include or address the software license agreement or such other agreements that the parties may enter into.	Vendor suggests that the parties negotiate the order of precedence in good faith to provide appropriate weight to the various terms.

Paragraph (As Noted and Wherever Referenced in the RFP)	Errata and/or Exception	Proposed Language/Solution
15. Termination 16. Ownership of Documents	The referenced sections are inapplicable in substantial part as Vendor has not proposed to, and will not, produce or provide any derivative works, materials, or deliverables which comprise works for hire under applicable laws; Vendor proposes only to license and configure its pre-existing, commercial off-the-shelf (COTS) software for City's use. To the extent that new deliverables would be produced, such works would comprise derivative works of Vendor's pre-existing owned works.	Vendor suggests that all references to the creation of derivative works or works for hire be removed.
17. Publication	Vendor requests that it be allowed to publicly disclose its ongoing business relationship with City provided such disclosures do not expressly or impliedly indicate City's endorsement of Vendor's products or services without City's prior written authorization.	Revise accordingly.
18. Assignability	Assignments made for purposes of financing or factoring or pursuant to changes in the corporate equity structure of Vendor should not be subject to prior approval by the City as these do not affect the provision of services by Vendor.	Add the following language: "Notwithstanding, Vendor may assign its rights and obligations hereunder for purposes of financing or pursuant to corporate transactions involving the sale of all or substantially all of its stock or assets."
22. Insurance	For policy reasons, Vendor can supply the requested automobile coverage to but is unable to add "owned" or "any auto" coverage as Vendor does not own any vehicles. Additionally, Vendor believes three years to be an	Revise automobile coverage to extend to hired and non-owned vehicles and revise liability coverage to one year.

Paragraph (As Noted and Wherever Referenced in the RFP)	Errata and/or Exception	Proposed Language/Solution
	unreasonable time for extension of coverage after the agreement expires or is terminated.	

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To further support our proposed solution for the City's project, we have provided additional information in this section. Exhibit 12 defines terms that may appear elsewhere in our proposal.

Exhibit 12: Glossary

Term	Definition
3-Tier Architecture	The system architecture representing a presentation layer, an application layer, and a data layer.
Ability	Noun used to describe the flexibility of a "Module" or "Peripheral" product of the system to be configured or customized to meet a specific purpose. Does not necessarily connote the inclusion of a function within a proposal.
Accela Asset Management	Tracks and manages assets and resources – fleet, street, water, wastewater, plant and facilities, sewer, parks and recreation, railway, and roadway.
Accela Automation	An enterprise application system that provides government agencies with a complete solution to automate workflow, forms management, activity tracking, cashiering, and many other mission-critical tasks. This software can automate the activities of a single department or manage the services of an entire jurisdiction.
Accela Citizen Access	A configurable Web-based application that integrates with Accela Automation to provide citizens with online access to government services and information.
Accela Cloud	One of two available architectural models for deploying the Accela Automation application. With this option, Accela provides hosting services for the Accela Automation Server. See also <i>On-Premise</i> .
Accela Document Service	A system feature that allows for the collection, naming, and organization of any type of electronically formatted document in its native format.
Accela GIS	A software application that integrates with Accela Automation to provide automated maps from a central database. The maps can provide a geographic representation of all land-use, zoning, and infrastructure information associated with a

Term	Definition
	parcel, permit, inspection, or plan, as well as many other functions.
Accela IVR	A voice recognition system that allows users to perform tasks associated with land inspections and permitting over the telephone.
Accela Land Management	Manages all land use and community development activities – permits, inspections and plan reviews, zoning, project plans, and code enforcement.
Accela Licensing	Automates the licensing and registration program for an agency – general business licenses, simple and complex registrations, and occupational licensing.
Accela Mobile	A mobile government application that integrates with Accela Automation to extend processing capabilities to the field. This system is useful for activities such as inspections, investigations, disaster response, code enforcement, work orders, and service requests.
Accela Public Health & Safety	Tracks and manages the permit and inspection activities that ensure that community health standards are upheld and environmental health regulations are enforced.
Accela Service Request	Automates and managements interdepartmental or citizen service requests, complaints, or inquiries, providing an effective way to strengthen citizen relations.
Active Directory	Microsoft's implementation of an LDAP system that houses resource information such as users, printers, servers, desktop computers, group policies, etc.
Ad Hoc Task	A task users can add to a standard workflow for a record.
Add-On	Products that agencies can add to the Accela Automation system to provide additional functionality like mobile access, GIS connectivity, Web access or interactive voice response. Such add-on products include Accela Citizen Access, Accela GIS, Accela IVR and Accela Mobile.
Address, Parcel, Owner (APO)	Addresses are physical locations related to parcels. Parcels are pieces of land with specific locations and legally defined boundaries. Parcels can have multiple addresses.

Term	Definition
	An Owner is associated with specific parcels and is typically the main person responsible for a parcel, as well as the point of contact.
Administrator Guide	Reference documentation that illustrates the core functions performed by an administrator responsible for maintaining Accela Automation.
Alert	Reminder messages that are configured within Accela Automation to remind users of upcoming, due, or past due dates. Alerts are viewed through the Alert Portlet in Accela Automation. Alerts may also be configured to notify users via email.
Application Layer	In the 3-tier architecture model, this is the layer where the application program runs and executes all business logic.
Application Server	A server that typically processes the business logic of an application stack (presentation -> application -> database).
Application Specific Information	Agency-defined fields that are unique to a record type or a set of similar record types.
Apps	Accela, developers and partners are working together to build and deliver apps and services that improve productivity for professionals, and to connect, simplify and engage citizens with their governments. These civic innovations are delivered through popular mobile devices and they available in the Accela Civic Store as well as the App Stores for those devices.
Architecture	Term used to describe the structure or map of a software system. In Accela Automation, composed of software components found in three layers – presentation, application and data.
Audit Trail	A log of all changes made to the system data. This log data includes date-and-time stamp, log-on user name, record status, and the action that was taken. Accela Automation maintains audit logs for all changes to the Fees and Cashiering, Workflow, Activities/ Communications, Inspections/Investigations, and Conditions areas of the system.
Browser or Web Browser	A <u>software application</u> which enables a user to display and interact with text, images, videos, music and other information typically located on a <u>Web page</u> at a <u>website</u> on the <u>World Wide Web</u> or a <u>local area network</u> .

Term	Definition
Case	The basic record in the Licensing & Case Management module. Each permit, license, complaint, internal service request, evaluation, and other forms that an agency manages is identified with a unique number.
Change Management Plan	Document that defines the specific objectives and activities required to manage the organizational changes that accompany the implementation of enterprise software such as Accela Automation.
Checklists	User-configurable checklist or outline of tasks associated to a given task or activity necessitating an item-by-item categorization to enable the completion of the activity in a more effective manner.
Civic Cloud	Accela is applying cloud, mobile and social technologies to address key agency and citizen needs and challenges, and in the process, bettering government and governing through civic engagement. The Civic Cloud includes: ▪ A complete civic engagement platform ▪ Tailored and packaged civic solutions ▪ Apps for professionals, citizens and entire communities
Cloning	The act of creating a duplicate permit application, asset, or service request using an existing permit application, asset, or service request as a template. When users clone a record, they are creating a duplicate with a new record ID number. The source record is known as the parent, and the new cloned record is the child. When more than one record is cloned from a source parent, each cloned record is a sibling to the others.
Cloud Facility	A reference to the secure and redundant private location where Accela hosts the application, database and servers on behalf of its clients.
Comma Separated Value (CSV)	This file format is a portable representation of a database that users can view and modify with Excel. Users can create a report from a list portal by exporting all of the records in the portal to a CSV file.
Condition	A condition is a requirement applied to a record (or component of a record) that the applicant must

Term	Definition
	fulfill to qualify for approval. Although conditions do not necessarily impose holds, they can prolong the permitting process until they are met.
Configuration	User configurable activity in the setup and modification of the system to suit business rules and other requirements without the need for making changes to the source code or other foundational aspects.
Console	The entire working area within Accela Automation, also known as the user interface. The console includes the agency bar; toolbars, controls, menu and toolbar buttons; main links; record tabs; portlets; and forms.
Contacts	Any significant party (excluding licensed professionals) who participates in the record's process, such as the applicant, billing contacts, or legal contacts.
Customization	Modification made on rare instances to the source code of Accela Automation without impairment to future upgrades.
Data Layer	In the 3-tier architecture model, this is the layer where the physical database and data reside.
Disposition	The user-configurable workflow component of the system describing the condition of a CAP (Case, Application, Permit) as in "Open", "Closed", "In Review", etc. Disposition also determines what action(s), if any, the system will take or cause to be enacted. Interchangeable with "Status".
Encryption	The process of obfuscating or masking data in such a way that if it were intercepted by another party it could not be understood. This keeps data safe as it travels the network.
Environmental Systems Research Institute (ESRI)	The institute that sets the standard in geographic or spatially referenced systems and applications.
Event Calendar	A system mechanism that allows for the setting of an agency-wide calendar for scheduling inspections, hearings, and meetings.
Event Manager Script Engine (EMSE)	Ability to automate functions with a set of pre-configured EMSE scripts. These script controls provide parameters to a master script that executes functions based on the defined parameters.
Exchange Server	Microsoft's Enterprise class

Term	Definition
	Email/Calendaring/Tasks system. Users tend to connect their local email programs (e.g., Microsoft Outlook) to an Exchange Server.
Expression Builder	A system feature that allows System Administrators to perform scripted actions on form fields. Common uses: Enable/disable fields, perform calculations, display messages based on workflow status and auto-populate fields. Can be triggered when the form loads, the submit button is clicked or when a value is entered into a field.
Form Portlet	A form portlet displays detailed information about one record. Form portlets have data-entry fields for adding or modifying information about the particular CAP.
Function Identifier	Four-digit identification numbers that enable and disable fields, security permissions, and functionality in Accela Automation.
Go-Live	The date at which modules of the system are put into production use at a given agency/department.
Guide Sheets	A checklist, questionnaire, or outline of steps for an inspection. Guide sheets help inspectors complete their inspections more effectively.
Implementation Schedule	Comprehensive document detailing all tasks, durations, resources, deliverables, dependencies required to implement Accela Automation. Same as "Project Plan" and "SOW".
Incident	A record in the Licensing & Case Management module that indicates a one-time violation that can be easily corrected.
Inspection	A general observation of an asset or record. An inspection can include many specific observations.
Licensed Professional	A person with a professional license, such as a contractor, architect, engineer, or developer who is responsible for completing the application's proposed work.
List Portlet	List portlets display the existing records in the database, and include the Record, Inspections, and My Tasks portlets. They also contain data organized into tables. Each column in the table has a dynamic heading that can sort data sorting in ascending or descending order.
Module	Accela products that manage core business activities. All modules share the same interface

Term	Definition
	and have several other major features. Each module enables users to perform a specialized set of tasks related to land management, planning, permitting, or other agency-specific tasks.
MS SQL Server	One of the two supported relational database management systems. See <i>Oracle Database</i> .
Object	A feature property that resides in a Feature Attribute Table (FAT) in GIS. An object may have many attributes. Every object exists on a layer with objects of the same type and class. Users can select one or more objects at a time. The number and types of objects are limited only by the number of layers an agency creates and maintains.
On-Premise Deployment	One of two available architectural models for deploying the Accela Automation application. With this option, the agency provides its own hosting services for the Accela Automation Server. See also <i>Accela Cloud</i> .
Oracle Database	One of the two supported relational database management systems. See <i>MS SQL Server Database</i> .
Parcel	A piece of land, such as a tract or a lot, with a specific location and legally defined boundaries.
Password	A secret word or phrase used by an individual (typically, in conjunction with his/her username) to gain access to an application or other resource
Permissions	Controls that limit user access to certain tasks. The permission levels for each task are predefined and can be assigned to each user or user group.
Perpetual Licensing	Licensing model whereby an agency "owns" the Accela Automation software by the number of licensed users. An annual maintenance fee provides access to software upgrades (agency installs) with telephone and web-based support.
Platform	Provides the capabilities that Accela, the developer community, and our partners need to build, configure, deploy and manage civic applications and solutions. Accela Automation is the heart of the Civic Platform, and it is surrounded by a complete set of platform services that address development and customer lifecycles. The platform includes Core Services, Developer Services, Configuration Services and Information Services.

Term	Definition
Portlet	A section of the console that displays related information or enables you to perform tasks. Portlets act as containers, or frames, for certain operations, files, or links.
Portlet Types	Portlets include a variety of types including: bulletin board, calendar, data-entry, file tree, form, graphical workflow, list, SmartCharts, user information, and third-party.
Presentation Layer	In the 3-tier architecture model, this is the layer that provides an interface for the end-user into the Accela Automation system.
Production Database Server	A server that houses the data for a production application stack.
Project Charter	A key project document that defines project roles and responsibilities, outlines the project objectives, identifies the main stakeholders, formally empowers the project manager, and serves as a reference for the project.
Project Plan	Comprehensive document detailing all tasks, durations, resources, deliverables, dependencies required to implement Accela Automation. Same as "Implementation Schedule" and "SOW".
Query	A query is a method of searching data based on one or more criteria, such that a larger set of data is filtered in a manner to meet some or all elements of that criterion. Queries may include limiting operators such as "and", "or", "less than", "greater than," etc.
QuickQuery	A predefined search that is created by a system administrator or user to help quickly access a list of items.
Real-time connectivity	The ability of the system to send information to the database or retrieve information from the database on an instantaneous basis.
Record	The identification number of broad range of items or forms that users manage, such as application, case, license, permit, service request, and work order.
Record Types	Record Types are a way that an agency can organize applications in a group and define the complex processes required for completion, such as workflow, inspection schedules, and fees. They support the general business practices of the agency and the unique circumstances that are

Term	Definition
	required for a specific type of application.
Report	An extraction and compilation of system data that can be created through third party reporting software systems. The report can be printed, displayed on screen or saved to a file.
Report Manager	A common service in Accela Automation that interfaces with major reporting engines such as Crystal Reports, Microsoft Reporting, and Oracle Reports. Reports written using these tools are set up in Report Manager and run from Accela Automation portals.
Route Sheet	Can be compared to a day planner which enables inspectors to organize all inspections for which they are currently responsible.
SmartCharts	A user-configurable system mechanism for providing easy, at-a-glance summarized business information as charts, tables, odometers, etc. so users can graphically view actionable data like performance metrics and take steps to improve agency operations.
Solutions	Accela provisions a complete suite of business services through the Civic Cloud. Specific solutions can be tailored to unique agency requirements by Accela or partners, or they can be purchased and quickly deployed as packaged solutions. Starting at just \$99 per user per month, agencies can deploy a complete set of capabilities to streamline and manage core processes and improve community services related to Land Management, Licensing, and Asset Management.
Status	The user-configurable workflow component of the system describing the condition of a CAP (Case, Application, Permit) as in "Open", "Closed", "In Review", etc. Status also determines what action(s), if any, the system will take or cause to be enacted. Interchangeable with "Disposition".
Store-forward	The ability of the Accela Mobile add-on product to retain captured information on the field device until the time that connectivity of the device with the system server is established at which time the captured information will be automatically transmitted without user intervention.
Subscription Licensing	Licensing model whereby an agency "rents" the Accela Automation software and licenses users in the Accela Cloud, with the ability to scale up as

Term	Definition
	internal demand increases.
System Administrator	The person in charge of one or more hardware and/or software systems.
Third Party	Reference to another product or company and not integral to products of Accela.
Tickler	An automated reminder that can be configured as an alert or email notification to remind one or more internal or external users of an upcoming, current, or past due date.
User Defined Field	A field in the system that can be user-configured and created for data capture. System mechanism which provides users the ability to create an unlimited number of fields (drop down, simple, radio, comment, etc) for capturing data.
User Manual	Reference documentation for end-users that provides information on core uses of Accela Automallion to support day-to-day business processes.
Username	An individual's unique identifier to an application or network.
Valuation	The monetary equivalent for a certain item, building, or type of work. The value for a project is known as the total job value and is calculated using a single valuation or a group of valuations. The valuation of a piece of work is calculated by multiplying a quantity such as floor area, linear feet of water pipe, or hours of labor by a unit cost such as \$25 per linear feet and, in some cases, by a state or regional multiplier such as 1.2.
Web Server	A server designed to offer up an application or set of resources to users over a public or private network.
Web Services	Web services allow organizations to communicate data without intimate knowledge of each other's IT systems behind the firewall. Web services also allow different applications from different sources to communicate with each other without time-consuming custom coding, and because all communication is in XML, Web services are not tied to any one operating system or programming language. In the case of Accela, Web services are being used extensively to exchange information from the backend database to the add-on products and to third-party vendors.

Term	Definition
Web-accessed	Something that is accessed over a public network such as the Internet
Web-based	An application that exists on a server typically accessed via an Internet browser
Will	Verb used to describe the functionality of a Module or add-on product of the system to perform a specific purpose out of the box.
Workflow	A set of tasks an agency defines and follows to process an application. These tasks are the essential steps in the application process, and are unique to each agency. Workflows function as a checklist once an application is submitted.

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Staff Report City of Monterey Park

DATE: June 19, 2013

TO: THE HONORABLE MAYOR AND CITY COUNCIL

FROM: MARK HENSLEY, CITY ATTORNEY

SUBJECT: SECOND AMENDMENT TO EMPLOYMENT AGREEMENT
(NO. 1683A) BETWEEN THE CITY OF MONTEREY PARK AND
PAUL L. TALBOT

DISCUSSION:

On May 29, 2013, the City Council met in closed session to negotiate potential changes to the City Manager's contract. The City Manager's current contract expires at the end of November 2013. The contract provides for an annual salary of \$165,000 and a severance provision that provides for the City Manager to be paid the equivalent of six months pay if he is terminated without cause. The severance provision is reduced during the last six months of the contract period by every day that the City Manager is employed during such period.

The Council directed that the City Attorney prepare a staff report for the June 19, 2013, City Council Meeting that would allow the Council to consider providing the City Manager with a three year contract extension commencing on July 1, 2013 and also increase his annual salary to \$190,000. The contract would have a six month severance provision that would operate in the same way as the severance provision does in the City Manager's existing contract except the City Manager would be required to execute a release of claims against the City to be eligible for the severance payment.

RECOMMENDATION:

Recommendations: It is recommended that the City Council

- (1) Approve an amendment to the City Manager's Contract, in a form approved by the City Attorney, to be executed by the Mayor which shall extend the term of the City Manager's contract through July 31, 2016 and increase his salary to \$190,000 per year; and
- (2) take such additional, related, action that may be desirable.

Attachments:

Exhibit 1 - 2nd amendment to Employment Agreement (No. 1683A) between the City of Monterey Park and Paul Talbot

Exhibit A - Separation and Release Agreement

Exhibit 2 - Employment Agreement

Exhibit 3 - 1st amendment to Agreement No. 1683-A between the City of Monterey Park and Paul Talbot

**SECOND AMENDMENT TO EMPLOYMENT AGREEMENT (NO. 1683A)
BETWEEN THE CITY OF MONTEREY PARK AND PAUL TALBOT**

THIS SECOND AMENDMENT TO EMPLOYMENT AGREEMENT ("SECOND AMENDMENT") is entered into this ____ day of June, 2013, between the City of Monterey Park and the Monterey Park Successor Agency (collectively "CITY") and Paul Talbot ("EMPLOYEE").

- I. Pursuant to Section 5 of Employment Agreement No. 1683-A (AGREEMENT), Sections 3 and 4 of the Agreement are amended in their entirety and Section 10 is added to the Agreement and shall read as follows:**

SECTION 3. TERMINATION OF EMPLOYMENT

(A) . Through and including July 31, 2016, CITY may only terminate this AGREEMENT based upon (i) EMPLOYEE's willful misconduct, including without limitation, intentionally failing to fulfill EMPLOYEE's duties set forth in SECTION 2 of the AGREEMENT; or (ii) conviction of EMPLOYEE of a crime involving moral turpitude; or (iii) without cause at any time. However, if CITY elects to terminate the AGREEMENT without cause such that the termination date would take effect before July 31, 2016, the City must pay EMPLOYEE the lesser of (i) six months salary or (ii) the remaining salary that employee would otherwise be paid if he remained employed through July 31, 2016 ("SEVERANCE PAY"), so long as EMPLOYEE executes the release in the form attached hereto as Exhibit A and returns it to City within 30 days of being notified of his termination. Commencing on June 30, 2016, the City shall have the right to terminate this Agreement, with or without cause, such that the Agreement is terminated effective on July 31, 2016, or any date thereafter by providing EMPLOYEE 30 days prior written notice of its intention to terminate this AGREEMENT and EMPLOYEE shall be due no SEVERANCE PAY;

(B) EMPLOYEE may terminate this AGREEMENT at any time upon thirty-days written notice to the Mayor of CITY or the City Attorney. EMPLOYEE's resignations shall be deemed accepted upon delivery of the written notice to the Mayor or the City Attorney. EMPLOYEE shall not be entitled to any compensation upon such a termination except as set forth in Section 3 (C);

(C) Upon any termination of this EMPLOYEE's employment, CITY shall pay EMPLOYEE upon the effective date of such termination, an amount equal to the value of the employee's accumulated, but unpaid and unused vacation time. Employee shall not be paid for any accrued but unused sick leave time.

(D) EMPLOYEE in exchange for the CITY's offer to pay EMPLOYEE in the event the EMPLOYEE is terminated effective prior to July 31, 2016 (unless EMPLOYEE is terminated in accordance with Section 3 (A) (i) or (ii) above) SEVERANCE PAY, hereby waives and relinquishes any rights EMPLOYEE has pursuant to Section 2.08.100 through 2.08.140 of the Monterey Park Municipal Code. This waiver and

relinquishment shall apply to any termination of this Agreement regardless of when the termination occurs.

SECTION 4. COMPENSATION

(A) Effective July 1, 2013, EMPLOYEE's annual base salary be increased from \$165,000 to \$190,000 which shall be paid in equal bi-weekly payments. Any increase in compensation must be in a writing and signed by the parties;

(B) CITY shall pay EMPLOYEE a monthly car allowance of \$500 during the term of this AGREEMENT.

(C) CITY shall pay EMPLOYEE for professional membership dues and fees and attendance at conferences as such may be budgeted by the CITY. EMPLOYEE shall also be reimbursed upon presentation to CITY of verified receipts for sums necessarily incurred by EMPLOYEE in the performance of EMPLOYEE's duties or as otherwise budgeted for by CITY;

(D) EMPLOYEE shall be entitled to all other benefits of employment now in effect (excluding salary increases which are governed by Section 4 (A) and leave time which is set forth below), or as hereafter approved by the City Council, which are provided to other management employees of the CITY. EMPLOYEE shall only accrue vacation and sick leave time and shall not accrue administrative or holiday leave time. EMPLOYEE shall be entitled to take off all holidays that are given to city employees. EMPLOYEE shall accrue vacation at the rate of 10 hours per month and sick leave at the rate of 8 hours per month.

SECTION 10 ASSEMBLY BILL 1344 REQUIRMENT

To the extent City provides: (i) paid leave to Employee pending an investigation; (ii) funds for the legal criminal defense of the Employee; and/or (iii) a cash settlement to Employee related to the termination of the Employee, pursuant to this AGREEMENT and Government Code Section 53243 et seq., Employee shall fully reimburse the City for any and all amounts paid by the City which fall within subsections (i) through (iii) in the event that the Employee is convicted of a crime involving the abuse of his office or position."

II. All other terms and conditions of the AGREEMENT that are not specifically modified by this SECOND AMENDMENT, shall remain in full force and effect. This SECOND AMENDMENT may be executed in any number of counterparts, each of must be an original, but all of which together constitutes one instrument executed on the same date.

IN WITNESS WHEREOF, CITY has caused this SECOND AMENDMENT to be executed on its behalf by its Mayor and duly attested by its City Clerk; and EMPLOYEE has executed this SECOND AMENDMENT on the date first written above.

CITY:

By: _____
Teresa Real-Sebastian, Mayor

EMPLOYEE:

By: _____
Paul Talbot

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM:

By: _____
Mark Hensley, City Attorney

EXHIBIT A

SEPARATION AND RELEASE AGREEMENT

1. PARTIES

This Separation, Severance and General Release Agreement ("AGREEMENT") is made and executed as of _____, 201_, by and between PAUL TALBOT ("TALBOT") and the CITY OF MONTEREY PARK ("CITY").

2. RECITALS

2.1 TALBOT commenced employment with the CITY as city manager on or about November 22, 2010 pursuant to that EMPLOYMENT AGREEMENT entered into between the parties and which has been and may be amended from time to time.

2.2 This AGREEMENT is made to amicably resolve all matters between TALBOT and the CITY regarding TALBOT's employment and the cessation of said employment.

2.3 The parties understand and agree that a material purpose of this AGREEMENT is to resolve any disputes and CLAIMS arising from or relating to TALBOT's employment with CITY, if any, and provide for a separation payment for TALBOT.

3. CONSIDERATION

3.1 In exchange for TALBOT's execution, faithful performance and compliance with this AGREEMENT, including without limitation the granting of the releases set forth herein, and in full satisfaction and settlement of TALBOT's CLAIMS, if any, the CITY shall pay TALBOT the SEVERANCE PAYMENT as set forth in the EMPLOYMENT AGREEMENT in the form of a check made payable to PAUL TALBOT, to be delivered within 10 days of the EFFECTIVE DATE of this AGREEMENT. Required tax withholdings and deductions will be made from the SEVERANCE PAYMENT.

3.2 Respecting the SEVERANCE PAYMENT referenced in paragraphs 3.1 above, TALBOT understands and agrees that the employees portion of any federal, state or local taxes, if any, that may be owed or payable on the sums caused to be paid hereunder by the CITY are the sole and exclusive responsibility of TALBOT.

3.3 TALBOT and the CITY shall otherwise each bear their own attorney fees and costs incurred in connection with any disputes and this AGREEMENT.

3.4 Except as set forth in this Paragraph 3, the parties agree that no other monies or benefits are due, owing or unpaid by reason of TALBOT's employment or association with CITY and that no other monies or benefits will be paid or maintained by CITY to/for TALBOT, in TALBOT's name, or on TALBOT's behalf. TALBOT expressly

agrees that the SEVRANCE PAYMENT described in Paragraph 3 supersede and are in substitution for any payments or benefits under any employment agreement(s), business agreement(s) or arrangement(s), oral or written promises, or severance policy or plan respecting or regarding his employment or association with CITY.

4. Specific Acknowledgement of Waiver of Claims under ADEA and OWBPA

The Age Discrimination in Employment Act of 1967 ("ADEA") makes it illegal for an employer to discharge any individual or otherwise discriminate with respect to the nature and privileges of an individual's employment on the basis that the individual is age forty (40) or older. The Older Workers Benefit Protection Act ("OWBPA", 29 U.S.C. sections 626, et. seq., Pub. L. 101-433, 104 Stat. 978 (1990)) further augments the ADEA and prohibits the waiver of any right or claim under the ADEA, unless the waiver is knowing and voluntary. By entering into this AGREEMENT, TALBOT acknowledges that he knowingly and voluntarily, for just compensation, waives and releases any rights he may have under the ADEA and/or OWBPA. TALBOT further acknowledges that he has been advised and understands, pursuant to the provisions of the ADEA and OWBPA, that:

- (a) This waiver/release is written in a manner understood by TALBOT;
- (b) TALBOT is aware of, and/or has been advised of, his rights under the ADEA and OWBPA, and of the legal significance of his waiver of any possible claims he currently may have under the ADEA, OWBPA and/or similar age discrimination laws;
- (c) TALBOT is entitled to a reasonable time of at least twenty-one (21) days within which to review and consider this AGREEMENT and the waiver and release of any rights he may have under the ADEA, the OWBPA and similar age discrimination laws; but may, in the exercise of his own discretion, sign or reject this AGREEMENT at any time before the expiration of the twenty-one (21) days;
- (d) The waivers and releases set forth in this AGREEMENT shall not apply to any rights or claims that may arise under the ADEA and/or OWBPA **after** the EFFECTIVE DATE of this AGREEMENT;
- (e) TALBOT has been advised by this writing that he should consult with an attorney **prior** to executing this AGREEMENT;
- (f) TALBOT has discussed, or had the opportunity to discuss, this waiver and release with, and been advised with respect thereto by, his counsel of choice, and that he does not need any additional time within which to review and consider this AGREEMENT;
- (g) TALBOT has **seven (7) days following his execution** of this AGREEMENT to revoke the AGREEMENT;
- (h) Notice of revocation within the seven (7) day revocation period must be provided, in writing, to the CITY pursuant to this paragraph and must state, "I hereby revoke my acceptance of our 'Separation and Release Agreement,'" and

(i) This AGREEMENT shall not be effective until all parties have signed the AGREEMENT and ten (10) days have passed since TALBOT's execution of the AGREEMENT (the "EFFECTIVE DATE").

5. RELEASE

In exchange for the SEVERANCE PAYMENT, representations and covenants made herein, and except only as to such rights or claims as may be created by this AGREEMENT, TALBOT hereby, and for his heirs, representatives, successors, and assigns, releases, acquits, and forever discharges the CITY, and all of its agents, officers, current and former elected and appointed officials, current and former employees, representatives, insurers, attorneys, and all persons acting by, through, under, or in concert with any of them, and each of them, from any and all claims (including without limitation all claims for workers compensation benefits, if any), charges, complaints, liabilities, obligations, promises, benefits, agreements, controversies, costs, losses, debts, expenses, damages, actions, causes of action, suits, rights, and demands of any nature whatsoever, known or unknown, suspected or unsuspected, which TALBOT now has or may acquire in the future, which relate to or arise out of any act, omission, occurrence, condition, event, transaction, or thing which was done, omitted to be done, occurred (including without limitation any circumstance(s) giving rise to liability for workers compensation benefits) or was in effect at any time from the beginning of time up to and including the EFFECTIVE DATE of this AGREEMENT ("CLAIMS"), without regard to whether such CLAIMS arise under the federal, state or local constitutions, statutes, rules, ordinances or regulations, workers compensation statutes or the common law. TALBOT expressly acknowledges that the CLAIMS forever barred by this AGREEMENT specifically include, but are not limited to, claims related to the DISPUTES, his employment with the CITY and its cessation, any claims for wages, overtime or benefits (including without limitation workers compensation benefits), any alleged breach of any duty, any alleged employment discrimination, harassment, retaliation or unlawful discriminatory act, any alleged breach of any express or implied employment contract, breach of any duty arising out of contract, statute, regulation, ordinance or tort, constructive discharge, wrongful termination or constructive discharge in violation of public policy, or any claim or cause of action including, but not limited to, any and all claims whether arising under any federal, state or local law prohibiting or respecting wrongful termination, breach of employment contract, or employment discrimination, employee injury, death, workers compensation, wrongful hiring, harassment or retaliation based upon sex, race, age, color, religion, handicap or disability, national origin or any other protected category or characteristic, including but not limited to the Federal Fair Labor Standards Act, the California Fair Employment and Housing Act, the Americans With Disabilities Act, Title VII of the Civil Rights Act of 1964, and any other federal, state, or local human rights, civil rights, or employment discrimination or employee rights statute, rule, regulation, ordinance or decisional law.

Additionally, the CITY hereby agrees not to initiate, or proceed with any actions, causes of action, claims, etc., that could be or that have been asserted against TALBOT arising out of TALBOT's employment with the CITY, in any forum, whatsoever. To the extent that any such actions, causes of action, claims, etc., are, or become pending in any forum whatsoever, the CITY agrees to execute all documents necessary for the withdrawal of such actions, causes of action, claims, with prejudice, forthwith.

6. UNKNOWN CLAIMS

6.1 TALBOT' on the one hand, and the CITY, on the other hand, each hereby waive and release any rights which the other and its successors, heirs, executives, administrators, may have directly or indirectly, if any, jointly or severally, directly or indirectly, under the provisions of California Civil Code section 1542, and any similar state or federal statute, which reads in sum, substance or substantial part as follows:

A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM MUST HAVE MATERIALLY AFFECTED HIS SETTLEMENT WITH THE DEBTOR.

6.2 TALBOT and the CITY acknowledge that the facts with respect to which each gives this GENERAL RELEASE may turn out to be different from the facts they now believe to be true. TALBOT and the CITY hereby assume the risk of the facts turning out to be different, and agree that this AGREEMENT shall in all respects be effective and not subject to termination or rescission because of any such difference in facts.

7. WAIVER OF ADDITIONAL CLAIMS

TALBOT and the CITY hereby waive any provisions of state or federal law that might require a more detailed specification of the claims being released pursuant hereto.

8. REPRESENTATIONS AND WARRANTIES

Each of the parties to this AGREEMENT represent and warrant and agree with each other party as follows:

8.1 No Other Claims: TALBOT and the CITY hereby represent and warrant that TALBOT nor the CITY has not filed, nor will they file in the future, any complaint, charge, claim, legal action, or proceeding arising out of TALBOT' employment with the CITY, the DISPUTES or the CLAIMS released hereby or in any way related to his employment with the CITY or separation therefrom with any court, agency, board, hearing officer or tribunal against the CITY or any of its agents, officers, current and former elected or appointed officials, current and former employees, representatives, insurers, attorneys, and all persons acting by, through, under, or in concert with any of them. TALBOT retains his right to request indemnification from the City pursuant to California Government Code Section 825 *et seq.* with respect to any action brought against TALBOT in his capacity as an employee.

8.2 Advice of Counsel: Each party has received, or has had the opportunity to receive, independent legal advice from their respective attorney(s) with respect to the advisability of making the settlement and releases provided herein, with respect to the advisability of executing this AGREEMENT, and with respect to the meaning of California Civil Code section 1542.

8.3 No Fraud in Inducement: No party (nor any officer, agent, employee, representative, or attorney of or for any party) has made any statement or representation or failed to make any statement or representation to any other party regarding any fact relied upon in entering into this AGREEMENT, and neither party relies upon any statement, representation, omission or promise of any other party (or of any officer, agent, employee, representative, or attorney of or for any party) in executing this AGREEMENT, or in making the settlement provided for herein, except as expressly stated in this AGREEMENT.

8.4 Independent Investigation: Each party to this AGREEMENT has made such investigation of the facts pertaining to this severance and settlement and this AGREEMENT and all the matters pertaining hereto as it deems necessary.

8.5 Comprehension and Authority: Each party or responsible officer thereof has read this AGREEMENT and understands the contents hereof. Any of the officers executing this AGREEMENT on behalf of the CITY are empowered to do so and thereby bind the entity.

8.6 Mistake Waived: In entering into this AGREEMENT and the severance and settlement provided for herein, each party assumes the risk of any misrepresentation, concealment or mistake. If any party should subsequently discover that any fact relied upon by it in entering into this AGREEMENT was untrue, or that any fact was concealed from it, or that its understanding of the facts or of the law was incorrect, such party shall not be entitled to rescind or set aside the AGREEMENT. This AGREEMENT is intended to be and is final and binding between the parties, regardless of any claims of misrepresentation, promise made without the intent to perform, concealment of fact, mistake of fact or law, or any other circumstance whatsoever.

8.7 Later Discovery: TALBOT and the CITY are aware that they may hereafter discover claims or facts in addition to or different from those they now know or believe to be true with respect to the matters related herein. Nevertheless, it is both parties intention to fully, finally and forever settle and release all such matters, and all claims relative hereto, which do now exist, may exist or have previously existed between both parties. In furtherance of such intention, the releases given here shall be and remain in effect as full and complete releases of all such matters, notwithstanding the discovery or existence of any additional or different claims or facts relative thereto.

8.8 Ownership of Claims: TALBOT represents and warrants as a material term of this AGREEMENT that he has not heretofore assigned, transferred, released or granted, or purported to assign, transfer, release or grant, any of the CLAIMS disposed of by this AGREEMENT. In executing this AGREEMENT, TALBOT further represents and warrants that none of the CLAIMS released by his hereunder will in the future be assigned, conveyed, or transferred in any fashion to any other person and/or entity.

8.9 Future Cooperation: The parties will execute all such further and additional documents as shall be reasonable or necessary to carry out the provisions of this AGREEMENT.

9. MISCELLANEOUS

9.1 No Admission: Nothing contained herein shall be construed as an admission by the parties of any liability of any kind. The parties each deny any liability in connection with any claim or wrongdoing. Each party also intends hereby solely to amicably resolve all matters between the parties.

9.2 Governing Law: This AGREEMENT and the rights and obligations of the parties shall be construed and enforced in accordance with, and governed by, the laws of the State of California. The venue for any dispute arising out of or relating to this AGREEMENT shall be the Los Angeles Superior Court.

9.3 Full Integration: This AGREEMENT is the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous oral and written agreements and discussions. This AGREEMENT may be amended only by a further agreement in writing, signed by the parties hereto.

9.4 Continuing Benefit: This AGREEMENT is binding upon and shall inure to the benefit of the parties hereto, their respective agents, employees, representatives, officers, and officials.

9.5 Joint Drafting: Each party has cooperated in the drafting and preparation of this AGREEMENT. Hence, in any construction to be made of this AGREEMENT, the same shall not be construed against any party.

9.6 Severability: In the event that any term, covenant, condition, provision or agreement contained in this AGREEMENT is held to be invalid or void by any court of competent jurisdiction, the invalidity of any such term, covenant, condition, provision or agreement shall in no way affect any other term, covenant, condition, provision or agreement and the remainder of this AGREEMENT shall still be in full force and effect.

9.7 Titles: The titles included in this AGREEMENT are for reference only and are not part of the terms of this AGREEMENT, nor do they in any way modify the terms of this AGREEMENT.

9.8 Counterparts: This AGREEMENT may be executed in counterparts, and by facsimile and when each party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterparts, shall constitute one AGREEMENT, which shall be binding upon and effective as to all parties.

9.9 Executed Copy: All parties shall receive a fully executed copy of this AGREEMENT.

9.10 Notice: Any and all notices given to any party under this AGREEMENT shall be given as provided in this paragraph. All notices given to either party shall be made by certified or registered United States mail, or personal delivery, at the noticing party's discretion, and addressed to the parties as set forth below. Notices shall be deemed, for all purposes, to have been given on the date of personal service or three (3) consecutive calendar days following deposit of the same in the United States mail.

As to TALBOT:

PAUL TALBOT

As to the CITY:

Attn: City Clerk
City of Monterey Park

Monterey Park, California .

WHEREFORE, the parties hereto have read all of the foregoing, understand the same, and agree to all of the provisions contained herein.

DATED: _____

CITY OF MONTEREY PARK

By: _____
_____, Mayor

PAUL TALBOT

DATED: _____

By: _____
PAUL TALBOT

APPROVED AS TO FORM:

By: _____
Mark Hensley, City Attorney

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("AGREEMENT") is entered into this 22nd day of November, 2010, between the City of Monterey Park and the Monterey Park Redevelopment Agency (collectively "CITY") and Paul Talbot ("EMPLOYEE").

SECTION 1. TERM

EMPLOYEE shall commence employment as city manager for CITY on November 22, 2010. Except as otherwise provided for in this AGREEMENT, EMPLOYEE's employment with CITY shall be on an at-will basis and will continue until terminated as provided in this AGREEMENT

SECTION 2. DUTIES

EMPLOYEE shall perform to his best ability the duties and functions of the City Manager of the CITY and the Executive Director or Monterey Park Redevelopment Agency, as defined by California state law and CITY Ordinances, Resolutions and Personnel Rules and Regulations, including without limitation acting as the CITY's highest ranking administrative officer and management employee, and shall perform such other legally permissible duties and acts as City Council may direct from time to time.

SECTION 3. TERMINATION OF EMPLOYMENT

(A) . Through and including November 21, 2011, CITY may only terminate this AGREEMENT based upon (i) EMPLOYEE's willful misconduct, including without limitation, intentionally failing to fulfill EMPLOYEE's duties set forth in SECTION 2 of the AGREEMENT; or (ii) conviction of EMPLOYEE of a crime involving moral turpitude; or (iii) without cause at any time. However, if CITY elects to terminate the AGREEMENT without cause such that the termination date would take effect before November 21, 2011, the City must pay the base salary that EMPLOYEE would have otherwise received through November 21, 2011. Commencing on October 21, 2011, the City shall have the right to terminate this Agreement, with or without cause, such that the Agreement is terminated effective on November 21, 2011, or any date thereafter by providing EMPLOYEE 30 days prior written notice of its intention to terminate this AGREEMENT;

(B) EMPLOYEE may terminate this AGREEMENT at any time upon thirty-days written notice to the Mayor of CITY or the City Attorney. EMPLOYEE's resignations shall be deemed accepted upon delivery of the written notice to the Mayor or the City Attorney. EMPLOYEE shall not be entitled to any compensation upon such a termination except as set forth in Section 3 (C);

(C) Upon any termination of this EMPLOYEE's employment, CITY shall pay EMPLOYEE upon the effective date of such termination, an amount equal to the value of the employee's accumulated, but unpaid and unused vacation time. Employee shall not be paid for any accrued but unused sick leave time.

(D) EMPLOYEE in exchange for the CITY's promise to pay EMPLOYEE in the event the EMPLOYEE is terminated effective prior to November 22, 2011 (unless EMPLOYEE is terminated in accordance with Section 3 (A) (i) or (ii) above) the base salary that EMPLOYEE would have received through November 22, 2011, hereby waives and relinquishes any rights EMPLOYEE has pursuant to Section 2.08.100 through 2.08.140 of the Monterey Park Municipal Code. This waiver and relinquishment shall apply to any termination of this Agreement regardless of when the termination occurs.

SECTION 4. COMPENSATION

(A) EMPLOYEE's annual base salary is \$165,000 which shall be paid in equal bi-weekly payments. Any increase in compensation must be in a writing and signed by the parties;

(B) CITY shall pay EMPLOYEE a monthly car allowance of \$500 during the term of this AGREEMENT.

(C) CITY shall pay EMPLOYEE for professional membership dues and fees and attendance at conferences as such may be budgeted by the CITY. EMPLOYEE shall also be reimbursed upon presentation to CITY of verified receipts for sums necessarily incurred by EMPLOYEE in the performance of EMPLOYEE's duties or as otherwise budgeted for by CITY;

(D) EMPLOYEE shall be entitled to all other benefits of employment now in effect (excluding salary increases which are governed by Section 4 (A) and leave time which is set forth below), or as hereafter approved by the City Council, which are provided to other management employees of the CITY. EMPLOYEE shall only accrue vacation and sick leave time and shall not accrue administrative or holiday leave time. EMPLOYEE shall be entitled to take off all holidays that are given to city employees. EMPLOYEE shall accrue vacation at the rate of 10 hours per month and sick leave at the rate of 8 hours per month. As EMPLOYEE shall not have any accrued sick or vacation time when he commences employment with the CITY, it is understood that EMPLOYEE may take off time as is reasonably necessary or at EMPLOYEE's convenience for reasonable time periods, without pay, for medical reasons and for personal/vacation time.

SECTION 5. ENTIRE AGREEMENT AND AMENDMENTS

CITY and EMPLOYEE acknowledge that no representation, inducement, promise or agreement, oral or written, has been made or is being relied upon which is not set forth in this AGREEMENT. This AGREEMENT supercedes all prior agreements with respect to the subject matter hereof and, to the extent permitted by law, any and all CITY Ordinances, Resolutions or Personnel Rules and Regulations of CITY that have been or may be adopted. No amendment or modification to this AGREEMENT shall be effective unless such is in writing and signed by the parties.

SECTION 6. EFFECT OF WAIVER/SEVERABILITY

Failure by either party to insist on strict compliance with any term or condition of this AGREEMENT shall not be deemed a waiver of such term or condition, nor shall any such failure be deemed a waiver of that right at any other time. If any provision of this AGREEMENT is held by a court of competent jurisdiction to be unenforceable, the remaining provisions shall remain in full force and effect.

SECTION 7. EMPLOYEE REPRESENTATION

EMPLOYEE represents that he has reviewed this AGREEMENT and has had the opportunity to consult with legal counsel of EMPLOYEE's own choosing with respect to this AGREEMENT. This AGREEMENT shall be deemed to have been drafted by both parties and it shall not be interpreted against either party hereto based upon the drafting hereof.

SECTION 8. GOVERNING LAW

This AGREEMENT shall be governed by and construed in accordance with the laws of the State of California and the venue for any legal action relating to this AGREEMENT shall be the Superior Court of the State of California, County of Los Angeles.

SECTION 9. COUNTERPARTS

This AGREEMENT may be executed in counterparts, which counterparts shall constitute the AGREEMENT.

IN WITNESS WHEREOF, CITY has caused this AGREEMENT to be executed on its behalf by its Mayor and duly attested by its City Clerk; and EMPLOYEE has executed this AGREEMENT on the date first written above.

CITY:

By:

Anthony Wong, Mayor

EMPLOYEE:

By:

Paul Talbot

ATTEST:

By:

David Barron, City Clerk

APPROVED AS TO FORM:

By:

Mark Hensley, City Attorney

11-29-10

**FIRST AMENDMENT TO
AGREEMENT NO. 1683-A BETWEEN
THE CITY OF MONTEREY PARK AND
PAUL TALBOT**

THIS FIRST AMENDMENT ("Amendment") is made and entered into this day of November 2011, by and between the CITY OF MONTEREY PARK, a general law city and municipal corporation existing under the laws of California ("CITY"), and PAUL TALBOT, an individual ("EMPLOYEE").

1 Pursuant to Section 5 of Agreement No. 1683-A ("Agreement"), Section 3 of the Agreement is amended in its entirety to read as follows:

"SECTION 3. TERMINATION OF EMPLOYMENT

A. Through and including November 21, 2013, CITY may only terminate this AGREEMENT based upon (i) EMPLOYEE's willful misconduct, including without limitation, intentionally failing to fulfill EMPLOYEE's duties set forth in SECTION 2 of the AGREEMENT; or (ii) conviction of EMPLOYEE of a crime involving moral turpitude; or (iii) without cause at any time. However, if CITY elects to terminate the AGREEMENT without cause such that the termination date would take effect before April 20, 2013, CITY must pay six months of EMPLOYEE's base salary to EMPLOYEE as severance. If CITY elects to terminate the AGREEMENT without cause such that the termination date would take effect between May 20 and October 21, 2013, then CITY must pay EMPLOYEE's base salary for the time period remaining in the term until November 21, 2013. For example, and without limitation, if the termination date took effect on June 20, 2013, then CITY would pay EMPLOYEE five months base salary. Under no circumstances can EMPLOYEE receive more than six months of base salary as a result of CITY terminating this Agreement without cause. Commencing on October 21, 2013, the City has the right to terminate this Agreement, with or without cause, such that the Agreement is terminated effective on November 21, 2013, or any date thereafter by providing EMPLOYEE 30 days prior written notice of its intention to terminate this AGREEMENT;

B. EMPLOYEE may terminate this AGREEMENT at any time upon thirty days written notice to CITY's Mayor or the City Attorney. EMPLOYEE's resignation is deemed accepted upon delivery of the written notice to the Mayor or the City Attorney. EMPLOYEE is ~~be~~not entitled to any compensation upon such a termination except as set forth in Section 3 (C);

C. Upon any termination of EMPLOYEE's employment, CITY must pay EMPLOYEE upon the effective date of such termination, an amount equal to the value of the employee's accumulated, but unpaid and unused vacation time. EMPLOYEE will not be paid for any accrued but unused sick leave time.

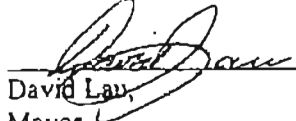
D. In consideration for CITY'S obligation to pay EMPLOYEE in the event the EMPLOYEE is terminated effective before November 22, 2013 (unless EMPLOYEE is terminated in accordance with Section 3 (A) (i) or (ii) above) the base salary that EMPLOYEE would have received through November 22, 2013, EMPLOYEE waives and relinquishes any rights EMPLOYEE has pursuant to Monterey Park Municipal Code §§ 2.08.100 through 2.08.140. This waiver and relinquishment applies to any termination of this Agreement regardless of when the termination occurs."

2. This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.

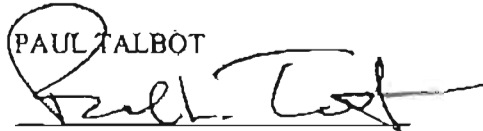
3. Except as modified by this Amendment, all other terms and conditions of the Agreement remain the same.

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

CITY OF MONTEREY PARK

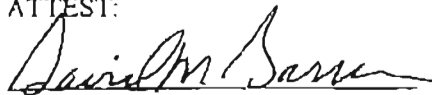


David Lau,
Mayor

PAUL TALBOT


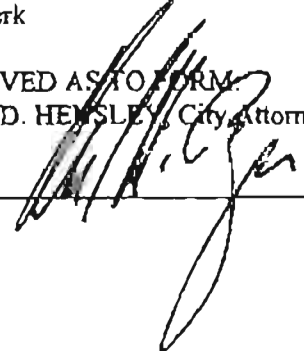
Paul Talbot

ATTEST:



David Barron,
City Clerk

APPROVED AS TO FORM:
MARK D. HEMSLEY, City Attorney

By: 

Staff Report City of Monterey Park

DATE: June 19, 2013

TO: Paul Talbot, City Manager

FROM: Annie Yaung, CPFO, Controller

SUBJECT: Recommendations for Adoption of Fiscal Year 2013-2014 Annual Budget

DISCUSSION:

The City Council conducted public budget hearings on May 28 and 29, 2013 regarding the City's current finances, projected revenue, and financial obligations. The budget for 2013-14 presents a spending plan that anticipates \$74.0 million in estimated operating revenues from all funds combined and \$77.7 million in operating, capital improvement project expenditures and transfers. Also included and approved by the City Council is a one-time \$3.2 million for the Park Master Plan capital improvements and Park Parking Lot/Access Roads improvements. Excluding this drawdown of \$3.2 million from the Assigned General Fund Capital Improvement Reserve for the citywide park infrastructure improvements, the General Fund is balanced with revenues estimated at \$32.2 million and appropriations totaled \$32.2 million.

The budget also includes the Successor Agency (SA) budget of \$2.8 million for enforceable obligations and administrative costs for winding down procedures of the former redevelopment agency. The Successor Agency's budget is incorporated with the City's budget for informational purposes because the SA budget is authorized by the State Department of Finance.

Several new programs were approved for the Fiscal Year 2013-14 General Fund Budget. They include (1) *Economic Development Activity 1704*, which is a continuing program previously funded by the former Redevelopment Agency; (2) *Fire Emergency Operations Center Activity 3230*, which is responsible for the City's emergency preparedness; and (3) *Library Friday Opening* to the public, which several part-time positions and utility costs are added to be ready for the opening.

The City continues striving to achieve not only a balanced General Fund budget, but to "right-size" its budget which incorporates operation efficiencies, revenue enhancements, cost reductions, functions/programs consolidation, labor concessions, and the use of one-time funds to improve its facilities and infrastructure.

After incorporating all the changes recommended and authorized by the City Council during the 2-day budget hearings, the following summarizes the results of the City's General Fund budget for FY 2013-14:

**General Fund
2013-14 Budget With Final Council's Direction**

Recurring Revenues	\$ 30,845,204
Non-Recurring Revenues	1,400,000
Requested GF Capital Improvement Reserve	<u>3,157,000</u>
Total Estimated Revenues	\$ 35,402,204

Less: Recurring Expenditures	\$ 32,207,512
Non-Recurring Expenditures	
Park Master Plan Capital Improvements	2,637,000
Park Parking Lot/Access Roads Improvements	<u>520,000</u>
Total Expenditures with adjustments	\$ 35,364,512

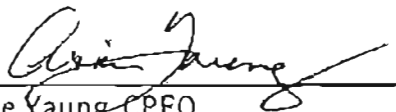
Estimated General Fund Surplus/(Deficit) **\$ 37,692**

With a balanced General Fund budget, City staff will implement various programs and projects that significantly improve services to the citizens and the community. These efforts are consistent with the City mission statement and the City Council's priorities and policy direction.

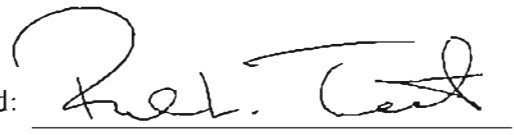
RECOMMENDATION:

It is recommended that the City Council adopt by resolution the City's Fiscal Year 2013-2014 Annual Budget as presented in the May 28 and 29, 2013 City Manager's recommended budget, with City Council's authorized changes and direction.

By:


Annie Laung, CPFO
Controller

Approved:


Paul Talbot
City Manager

Attachment: (1) 2013-2014 Budget Resolution

(2) Budget Revisions

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL AND THE CITY COUNCIL ACTING ON BEHALF OF THE SUCCESSOR AGENCY ADOPTING THE FISCAL YEAR 2013-2014 FINAL OPERATING BUDGET FOR THE CITY OF MONTEREY PARK, AND THE CITY COUNCIL AND THE SUCCESSOR AGENCY ADOPTING THE FISCAL YEAR 2013-2014 CAPITAL IMPROVEMENT BUDGET

The City Council of the City of Monterey Park, and the City Council acting on behalf of the Successor Agency (collectively referred to, for convenience, as the "City") does resolve as follows:

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

- A. The City Council reviewed the proposed final Operating Budget ("Budget") for the City and Capital Improvement Plan ("CIP") for fiscal years 2013-2014;
- B. The Budget and CIP are based upon appropriate estimates and financial planning for the City's operations, services, and capital improvements;
- C. The City Council conducted public study sessions on May 28 and 29, 2013;
- D. The City Council was fully informed regarding the City's current finances, projected revenue, and financial obligations;
- E. It is in the public interest for the City Council to adopt the Budget and CIP as proposed by the City Manager.

SECTION 2: ADOPTION. The Budget and the CIP attached to this Resolution, and incorporated by reference, are approved and adopted subject only to the authorizations set forth below. Such approval and adoption includes, without limitation, the Position Control Listing of Authorized Positions, Classification and Compensation Plans set forth in the Budget which recognizes new classifications and removes unused classifications.

SECTION 3: APPROPRIATIONS LIMIT.

- A. Article XIIIB of the California Constitution requires the City to set its Appropriations Limit on an annual basis;
- B. The City's Appropriations Limit may be adjusted annually based upon inflation and population growth.
- C. The City Council may choose the method of calculating adjustments to the City's Appropriations Limit on an annual basis. For inflation, pursuant to Article XIIIB, § 8(e)(2), adjustments to the Appropriations Limit may be calculated using either the percentage change in per capita personal income from the preceding year or the percentage change in the local assessment roll from the preceding year because of local nonresidential new construction. For population growth, pursuant to Government Code § 7901(b), the City may either use the percentage growth either in its jurisdiction or from the surrounding county.

- D. Pursuant to Article XIII B of the California Constitution, and those Government Code sections adopted pursuant to Article XIII B, § 8(f), the City Council chooses to adjust the City's Appropriations Limit by calculating inflation using the California per capita personal income growth and calculating population growth by using the percentage change in population in Los Angeles County.
- E. As a result of the adjustments made to the City's Appropriations Limit, the City Council sets the Appropriations Limit for fiscal year 2013-2014 at \$69,134,786.

SECTION 4: BUDGET APPROPRIATIONS. Based upon the Budget, the total General Fund operating budget including transfers is \$35.4 Million. The Overall City Budget is \$77.7 Million including Capital Improvement Projects. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

Department	All Funds	General Fund	Other
City Council	\$ 154,050	\$ 96,842	\$ 57,208
Community Promotion	43,049	24,281	18,768
Business Improvement District No. 1	125,492	-	125,492
City Manager	353,869	133,578	220,291
City Clerk	427,977	364,593	63,384
City Treasurer	20,292	18,943	1,349
City Attorney	490,000	240,000	250,000
Management Services	2,064,381	750,644	1,313,737
Human Resources and Risk Management	772,336	433,429	338,907
Community and Economic Development	2,698,630	1,219,088	1,479,542
Police	15,540,707	12,765,850	2,774,857
Fire	10,837,026	8,703,182	2,133,844
Library	2,425,559	1,577,273	848,286
Recreation/Community Services	2,745,978	1,917,369	828,609
Public Works	22,553,473	2,559,550	19,993,923
Non-Departmental and Transfers	8,438,715	1,158,000	7,280,715
Successor Agency for the Former RDA	2,819,681		2,819,681
Total	\$72,511,215	\$31,962,622	\$40,548,593

SECTION 5: CIP APPROPRIATIONS. Based upon the CIP, a total of \$5.2 million is appropriated for capital improvement projects for Fiscal Year 2013-2014. The City Manager, or designee, is authorized to implement the CIP with the following funds and amounts:

Department	All Funds	General Fund	Other
4224 Water Capital Projects	\$ 832,000	-	\$ 832,000
5001 Street Construction	690,000	-	690,000
5002 Community Capital Improvement	3,682,190	\$ 3,401,890	280,300
Total	\$ 5,204,190	\$ 3,401,890	\$ 1,802,300
Grand Total	\$77,715,405	\$35,364,512	\$42,350,893

SECTION 6: OVERHEAD. The City Manager, or designee, is authorized to use an overhead rate of 15 percent. This rate is set based upon an understanding that the City could set a rate as high as 46 percent for indirect costs based upon an analysis performed by Caporicci and Larson, Inc. and dated March 8, 2011.

SECTION 7: REAPPROPRIATION. The City Manager, or designee, is authorized to reappropriate any unused appropriations for capital projects, special projects, and grant programs at the close of Fiscal Year 2013-2014 for the Budget and CIP.

SECTION 8: FUND OPERATING RESERVES. The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2013-2014 into the applicable Fund operating reserve per Governmental Accounting Standards Board (GASB) Statement No. 54.

SECTION 9: BUDGET ADJUSTMENTS. The Budget may be subsequently adjusted as follows:

- A. By majority vote of the City Council;
- B. By the City Manager, or designee, for all appropriation transfers between programs and sections within a City department and between appropriation units (e.g., salaries and benefits, services and supplies, and capital outlay) within programs;
- C. Objects code expenditures within appropriation units in a program are not restricted so long as funding is available in the appropriation unit as a whole.

SECTION 10: CONTRACTING AUTHORITY.

- A. The City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget in accordance with the Monterey Park Municipal Code ("MPMC").
- B. In accordance with the MPMC, the City Manager or designee, is authorized to execute all contracts awarded for equipment, supplies, and services approved in the Budget.
- C. For all other services, equipment, and supplies, the City Manager or designee, is authorized to execute contracts in accordance with the MPMC.

SECTION 11: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions; and make a minute of the adoption of the Resolution in the City Council's records and the minutes of this meeting.

SECTION 12: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED, APPROVED and ADOPTED this 19th day of June, 2013

Teresa Real Sebastian
Mayor
City of Monterey Park

ATTEST:

Vincent D. Chang, City Clerk
City of Monterey Park

APPROVED TO FORM:
Mark D. Hensley, City Attorney

By: _____
Karl H. Berger
Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF MONTEREY PARK)

I, VINCENT D. CHANG, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 19th day of June 2013 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT;

Dated this 19th day of June 2013

Vincent D. Chang, City Clerk
Monterey Park, California

**Budget Revisions
Per City Council Directions**



CITY MANAGER

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$133,578
Retirement Fund \$13,258
Refuse Fund \$94,372
Water Fund \$112,661

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

SUMMARY OF COST	Actual 2011-12	Adopted 2012-13	Year-End Estimated 2012-13	Proposed 2013-14	Adopted 2013-14
PERSONNEL COST	\$341,011	\$298,326	\$232,823	\$333,818	\$289,880
SERVICES & SUPPLIES	20,344	25,204	44,536	313,989	63,989
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$361,355	\$323,530	\$277,359	\$647,807	\$353,869
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	2.00	2.05	2.05	2.30	1.80

Program Description

As a result of an initiative measure adopted by the voters of Monterey Park in 1948, the City Manager serves as the Chief Executive Officer of the City under the direction of the City Council. The initiative imposes specific duties and powers, which are outlined in Municipal Code Section 2.08. Specific service objectives are:

- Provide overall direction and coordination of City operations to ensure that the City Council adopted service objectives are met or exceeded, and that costs do not exceed budget restrictions.
- Provide continual monitoring and evaluation of services to assure the City Council that City services, laws, and programs remain relevant to community needs and are administered in an equitable manner.
- Provide useful and timely data to the City Council so that alternatives are considered and decisive policy action is taken to accommodate changing needs and conditions without crisis and without interruption in services.

- Oversee an aggressive program of resource development that results in measurable increases in the productivity of City operations each year, procurement of available grant funds to achieve special projects, and new commercial and industrial development that expands the economic base of the City.

2013-2014 GOALS AND OBJECTIVES

1. Continue to work to provide excellent customer service to improve the quality of life for residents and businesses alike.

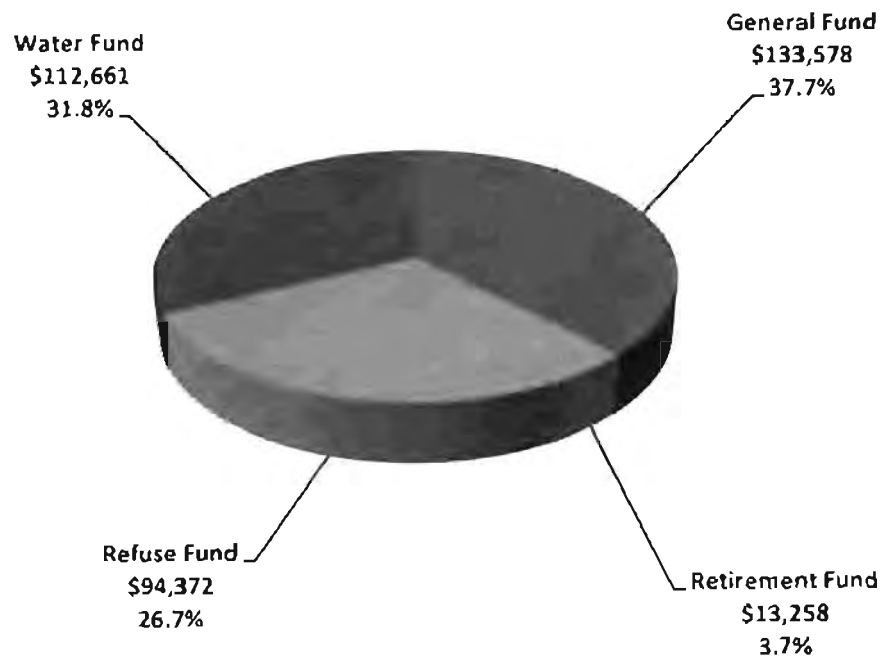
2012-2013 MAJOR ACCOMPLISHMENTS

1. Conducted Strategic Planning Retreats for City Council and staff to spotlight the needs of the City and to open dialogue to work towards common objectives.
2. Met with numerous developers to move forward current projects as well as future projects in the City. Improved the lines of communication with current business-owners to discuss their business needs.
3. City Council held several Community Clean Up Days to help beautify our City with trash and blight eradication and the planting of eco-friendly foliage and scrubs.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communication category (#32000) includes Technology internal service charges and postage.
2. Miscellaneous category (#39000) reflects costs associated with printing and duplication, dues and memberships, and training/conferences.

**City Manager's Office
Source of Funds**



CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$235,815	\$221,476	\$156,666	\$239,549	\$206,870
11300 Part Time Salaries	12,882	0	487	0	0
11500 Separation Benefits	16,830	16,830	16,830	16,830	16,830
TOTAL	\$265,527	\$238,306	\$173,983	\$256,379	\$223,700
EMPLOYEE BENEFITS					
12200 Life Insurance	\$577	\$463	\$527	\$542	\$461
12300 Medical Insurance	19,995	13,436	15,129	17,148	13,901
12350 Medicare Insurance	4,096	3,247	3,531	3,509	3,036
12370 Part Time Retirement	0	0	19	0	0
12400 Dental Insurance	1,446	1,148	1,148	1,203	1,093
12500 Workers Compensation	1,430	1,573	1,573	1,730	1,730
12600 Retirement	46,085	38,923	34,640	50,995	43,888
12900 Long Term Disability	1,269	813	1,856	1,874	1,676
12950 Vision Plan	586	417	417	438	395
TOTAL	\$75,484	\$60,020	\$58,840	\$77,439	\$66,180
SERVICES & SUPPLIES					
21000 Office Supplies	\$298	\$3,500	\$3,500	\$3,500	\$3,500
22000 Operating Supplies	0	400	400	400	400
31000 Contracted Services	5,348	2,000	17,000	275,000	25,000
32000 Communications	9,407	10,104	10,436	11,389	11,389
33000 Motor Pool Charges	1,535	0	1,500	10,000	10,000
37000 Leases & Rentals	1,238	5,000	5,000	5,000	5,000
38000 R/M Contractual	1,208	2,500	2,500	2,500	2,500
39000 Miscellaneous	1,310	1,700	4,200	6,200	6,200
TOTAL	\$20,344	\$25,204	\$44,536	\$313,989	\$63,989
GRAND TOTAL	\$361,355	\$323,530	\$277,359	\$647,807	\$353,869

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: City Manager

ACTIVITY: City Manager

ACTIVITY NO.: 1201

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
City Manager	0.80	0.80	0.80	\$132,000	\$132,000	\$132,000
Acting Economic Development Specialist*	0.25	0.50	0.00	15,724	32,679	0
Secretary to the City Manager	1.00	1.00	1.00	67,152	68,270	68,270
Auto Allowance	0.00	0.00	0.00	4,800	4,800	4,800
CMO Assignment Pay	0.00	0.00	0.00	1,200	1,200	1,200
Notary Bonus Pay	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	16,830	16,830	16,830
Total	2.05	2.30	1.80	\$238,306	\$256,379	\$223,700

* Position Transferred to Activity 1704.



MANAGEMENT SERVICES

CITY OF MONTEREY PARK

PROGRAM SUMMARY

SOURCE OF FUNDS:

General Fund \$750,644
Retirement Fund \$78,246
Refuse Fund \$328,445
Water Fund \$907,046

DEPARTMENT: Management Services

ACTIVITY: Management Services

ACTIVITY NO.: 1400

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$1,105,615	\$1,298,068	\$1,116,872	\$1,391,838	\$1,381,838
SERVICES & SUPPLIES	537,519	617,936	628,326	682,543	682,543
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$1,643,134	 \$1,916,004	 \$1,745,198	 \$2,074,381	 \$2,064,381
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 14.95	 14.65	 14.65	 14.65	 14.65

Program Description

The Management Services Department serves a dual function: supporting other City departments and meeting the direct public service needs of the Monterey Park citizen. Its primary operations include financial services, data processing, support services, and revenue collection.

The Department is the core of the City's financial operations. It provides centralized financial planning, budgeting, investing, debt management, general ledger, grant accounting, accounts payable, payroll, audits, and financial reporting. In addition, the Department establishes and maintains the City's administrative policies and procedures for internal controls.

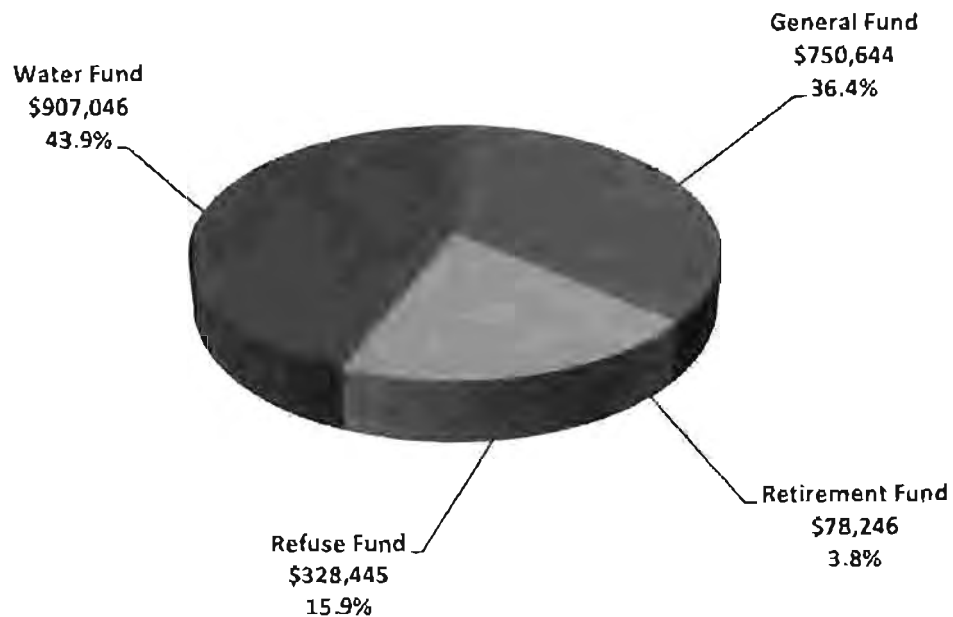
Management Services oversees and maintains the City's IT management function. Current applications, including accounting, assessment, budgeting, licensing, utility billing, and planning, are all on a PC-based network. The Department also provides support to the Citywide personal computer network. In addition to assisting City departments in purchasing services and goods, Management Services also maintains the City's telephone System. The Department maintains a public service counter and serves as the central revenue collection

point for the City. It prepares water and trash billing and administers laws related to business license, utility tax, transient occupancy tax, admissions tax, and franchise tax.

The primary goal of the Management Services Department is to continue enhancing its service quality to the public and other City departments.

Personnel changes from last year: Reclassified the Financial Services Manager position to the classification of Controller per Resolution No. 11577.

Management Services Source of Funds



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$602,211	\$710,227	\$525,359	\$737,306	\$732,306
SERVICES & SUPPLIES	132,633	154,045	154,000	161,180	161,180
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$734,844	 \$864,272	 \$679,359	 \$898,486	 \$893,486
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 7.50	 7.20	 7.20	 7.20	 7.20

Program Description

Finance is responsible for the financial operations of the City. Financial operations include budgeting, financial planning, cash management, debt administration, accounts payable, accounts receivable, payroll, grants accounting, auditing, and financial reporting.

Finance prepares various financial reports to City Council, City management and departments for fiscal monitoring. Each year the Finance Division prepares a Midyear Budget Review report, which includes updated revenue and expenditure estimates, a five-year financial projection for all funds, and a five-year capital improvement program. The Midyear Review report serves as a base for the City's budget and future financial planning. The Midyear Review Report is formally presented to City Council in the beginning of February. The Division also publishes the City's Master Schedule of Fees and Charges, Cost Allocation Plan, Investment Report, and Budget Manual, and prepares the citywide lighting and landscaping assessment district and library tax submittals on an annual basis.

Finance maintains the City's financial records and prepares financial reports to various State

and Federal agencies. Finance works with City Treasurer in monitoring the City's cash flow and investing idle funds in accordance with the City's investment policy.

PROGRAM MEASUREMENTS

The City's Annual Budget and the Comprehensive Annual Financial Report, prepared by the Finance Division, have received numerous awards for excellence from various professional organizations at both the state and national levels.

	<u>Actual 2012-2013</u>	<u>Projected 2013-2014</u>
✓ Number of years received awards from Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers Association (CSMFO) for excellence in budgeting.	22	23
✓ Number of years received awards from GFOA for excellence in financing reporting.	24	25

2013-2014 GOALS AND OBJECTIVES

1. Improve Effectiveness and Efficiency: Modify the Finance System to handle E-Payables option. Target implementation date sets in June 2014.
2. Improve Effectiveness and Efficiency: Extend the Online Timecard Program to include retrieving W2 and submitting absence slips capacities.
3. Achieve Financial Stability: Implement modification to Payroll Program to be in compliance with the Affordable Care Act's Assessable Payment. The City's health plan is a calendar year plan and is required to start tracking employee hours of service by July 1, 2013 at the latest.
4. Achieve Financial Stability: Work with IT to modify Payroll Program to cap employee contributions to PERS for new hires per PERS Reform Act.
5. Achieve Financial Stability: Work with IT in compliance with the PERS part time reporting requirement. CalPERS requires each agency to report all part time hours and persable wages to CalPERS so that they can track the 1,000 work hour policy.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Achieve Financial Stability: Completed new banking services implementation with the City's new bank, Bank of the West, in December 2012, achieving greater financial services to the community.
2. Achieve Financial Stability: Completed online E-Bill Payment and Presentment (EBPP) services program implementation in December 2012. The City is now accepting credit card payments and e-checks through a fully automated online and automated phone payment channel.
3. Improve Effectiveness and Efficiency: Completed a citywide online timecard program implementation in April 2013. Training was completed for all departments, which departments now enter their timecards via the intranet, thus generating huge operating cost savings from paper reduction and payroll hours inputting time.
4. Improve Effectiveness and Efficiency: Started with the e-Payables design process to move the City's accounts payable program towards using online payment technologies.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (#11000 and #12000) reflects continuous personnel cost realignments between Activity 1403 and 1203 (Successor Agency to the Former RDA), for the Controller and Senior Accountant positions.
2. Contracted Services category (#31000) consists of annual City, Cost Allocation program and Single audit, sales tax audit, computer backup tapes for off-site storage, award program applications, and other accounting professional services.
3. R/M Contractual category (#38000) includes timecard CD-Rom storage services, and equipment maintenance, including copier leasing.
4. Miscellaneous category (#39000) consists of Printing/Duplicating, Dues & Memberships, Books & Subscriptions, and Education/Training. Education and training are required to keep the City in compliance with mandated regulations and changes from Federal, State, and GASB laws.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$416,374	\$513,372	\$368,486	\$522,535	\$517,535
11300 Part Time Salaries	12,374	0	2,000	0	0
11400 Overtime Salaries	0	0	2,450	0	0
11500 Separation Benefits	31,900	20,000	20,000	20,000	20,000
TOTAL	\$460,648	\$533,372	\$392,936	\$542,535	\$537,535
EMPLOYEE BENEFITS					
12200 Life Insurance	\$950	\$1,192	\$998	\$1,232	\$1,232
12300 Medical Insurance	52,575	64,482	51,300	61,624	61,624
12350 Medicare Insurance	5,883	6,476	4,740	6,502	6,502
12370 Part Time Retirement	494	0	80	0	0
12400 Dental Insurance	4,073	4,906	4,240	4,986	4,986
12500 Workers Compensation	2,750	3,025	3,025	3,328	3,328
12600 Retirement	71,565	92,329	64,500	113,039	113,039
12900 Long Term Disability	2,324	3,206	2,490	2,833	2,833
12950 Vision Plan	949	1,239	1,050	1,227	1,227
TOTAL	\$141,563	\$176,855	\$132,423	\$194,771	\$194,771
SERVICES & SUPPLIES					
21000 Office Supplies	\$4,504	\$6,000	\$7,200	\$7,400	\$7,400
22000 Operating Supplies	3,476	3,500	3,500	3,500	3,500
31000 Contracted Services	102,593	109,600	109,600	115,800	115,800
32000 Communications	2,030	4,600	3,800	3,800	3,800
37000 Leases & Rentals	3,000	4,200	4,200	4,400	4,400
38000 R/M Contractual	35	2,000	2,000	2,000	2,000
39000 Miscellaneous	16,995	24,145	23,700	24,280	24,280
TOTAL	\$132,633	\$154,045	\$154,000	\$161,180	\$161,180
GRAND TOTAL	\$734,844	\$864,272	\$679,359	\$898,486	\$893,486

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Finance

ACTIVITY NO.: 1403

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Mgmt Services*	0.50	0.50	0.50	\$69,108	\$79,000	\$74,000
Controller	0.00	0.80	0.80	0	113,280	113,280
Financial Services Manager**	0.80	0.00	0.00	110,573	0	0
Acting Senior Accountant	1.00	0.90	0.90	68,424	68,925	68,925
Accountant***	0.90	1.00	1.00	66,323	58,212	58,212
Payroll Technician	1.00	1.00	1.00	59,616	60,612	60,612
Senior Account Clerk	1.00	1.00	1.00	48,606	50,518	50,518
Account Clerk	2.00	2.00	2.00	85,622	87,848	87,848
Bilingual	0.00	0.00	0.00	5,100	4,140	4,140
Separation Benefits	0.00	0.00	0.00	20,000	20,000	20,000
Total	7.20	7.20	7.20	\$533,372	\$542,535	\$537,535

* Position is frozen per 2011-12, 2012-13 Council action, Resolution No. 11421 & 11510.

** Reclassified to Controller per Resolution No. 11577.

*** Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	180,513	188,317	190,567	214,991	214,991
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$180,513	 \$188,317	 \$190,567	 \$214,991	 \$214,991
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 0	 0	 0	 0

Program Description

The Data Processing Management Division is responsible for maintaining the City's computer equipment, Citywide Network/Email/Internet/Intranet system, and operating program software through contracted services. The Division is under the supervision of Controller for IT services provided by contractual arrangements. The Division has a MISAC (Municipal Information Systems Association of California) membership to receive updated IT information. This Division is also responsible for evaluating new computer equipment, software, and technologies to enhance the City's data processing automation. The Division adopts a consolidated approach to set and enforce technological consistency and interdepartmental cooperation. In addition, the Data Processing Management Division serves as Technology liaison between the City and its serving bank to implement various technology-related banking services, including wire transfers, credit card acceptance, image processing, positive pays, ACH debit, e-Payables, and e-Commerce.

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
✓ Major Programming Projects	3	4	4
✓ Modifications/Enhancements to Existing Programs	5	5	5

2013-2014 GOALS AND OBJECTIVES

1. Improve Effectiveness and Efficiency: Modify the Finance System to handle E-Payables option. This is part of a multi-year plan to move the Finance System onto the latest MSSQL database server.
2. Improve Effectiveness and Efficiency: Implement modification to Payroll Program to be in compliance with the Healthcare laws, which requires extra charges of Medicare tax for employees earning more than \$200,000.
3. Improve Effectiveness and Efficiency: Implement modification to Payroll Program to cap employee contributions to PERS for new hires per PERS Reform Act.
4. Improve Effectiveness and Efficiency: Complete the PERS part time reporting requirement. CalPERS requires each agency to report all part time hours and persable wages to CalPERS so that they can track the 1,000 work hour policy.
5. Improve Effectiveness and Efficiency: Extend the Online Timecard Program to include retrieving W2 and submitting absence slips capacities.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Completed a citywide online timecard program implementation in April 2013. Departments now enter their timecards via the intranet, thus generating huge operating cost savings from paper reduction and payroll hours inputting time.
2. Completed installation of City Hall wireless access points. The City is now able to give secure network access to customers and business partners.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted Services category (#31000) is the allocated costs for the finance system (i.e general ledger, accounts payable, payroll, budget, and purchasing) support.
2. Communications category (#32000) reflects the costs for T1 high-speed expanded lines for the citywide, including city yard, recreation facilities, and Langley, internet service.
3. Miscellaneous category (#39000) is the membership fees for Municipal Information Systems Association of California.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Data Processing

ACTIVITY NO.: 1404

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SERVICES & SUPPLIES					
22000 Operating Supplies	\$2,156	\$3,350	\$2,850	\$3,350	\$3,350
24000 Small Tools	379	450	400	450	450
31000 Contracted Services	110,909	117,817	117,817	133,051	133,051
32000 Communications	19,198	13,700	17,500	22,500	22,500
38000 R/M Contractual	47,871	53,000	52,000	55,000	55,000
39000 Miscellaneous	0	0	0	640	640
TOTAL	\$180,513	\$188,317	\$190,567	\$214,991	\$214,991
GRAND TOTAL	\$180,513	\$188,317	\$190,567	\$214,991	\$214,991

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$284,631	\$312,570	\$316,242	\$353,818	\$351,818
SERVICES & SUPPLIES	22,809	24,100	23,785	29,500	29,500
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$307,440	 \$336,670	 \$340,027	 \$383,318	 \$381,318
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.63	 4.65	 4.65	 4.65	 4.65

Program Description

This activity provides for a range of revenue-related services, including: cashiering services, the billing and collection of license fees and utility charges, the processing of applications for new businesses and water and trash services, the processing of special permits, the issuance of business licenses and the collection of delinquent accounts. Specific service objectives are:

- Ensure prompt and courteous customer services.
- Collect all money received by the City.
- Maintain information on water utility, trash and business license services.
- Bill and collect for water/trash accounts every two months.
- Bill and collect yearly for business licenses.
- Ensure prompt and courteous enforcement of the City's business license regulations.
- Administer and monitor revenue programs for the Transient Occupancy Tax, Admissions Tax, and Utility Users Tax.
- Administer and monitor Utility Users Tax Exemption Program and the lifeline rates for water and rubbish services

PROGRAM MEASUREMENTS

	<u>Actual 2011-2012</u>	<u>Estimated 2012-2013</u>	<u>Projected 2013-2014</u>
Business Licenses Issued	4,854	4,910	4,950
Utility Bills Mailed (Original and Delinquent)	86,450	87,000	86,500

2013-2014 GOALS AND OBJECTIVES

1. *Achieve Financial Stability:* Utilize a scanning system for daily check deposits, ensuring timely deposits than traditional armored guard transport of the physical checks.

2012-2013 MAJOR ACCOMPLISHMENTS

1. City utility bill customers are now able to go online to pay for their bills using either credit card, checking account, or e-check. They can also view their bills online instead of receiving a paper bill to help reduce waste.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) reflects postage for mailing business license renewals, licenses, UUT Exemption renewals, Lifeline rate renewals, Library Tax Exemption re-applications, and correspondence.
2. R/M Contractual category (#38000) reflects budgets for cash register system maintenance, business license program maintenance, online bill presentment and utility bill scanner programming software maintenance. Increases are due to needed costs for software maintenance.
3. Miscellaneous category (#39000) includes \$3,000 for printing of business license permits and forms, \$150 for dues and memberships in the California Municipal Business Tax Association, and \$100 for education and training.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$147,802	\$220,569	\$220,569	\$226,503	\$224,503
11300 Part Time Salaries	60,158	25,000	28,230	29,000	29,000
11400 Overtime Salaries	402	0	0	0	0
11500 Separation Benefits	7,728	7,728	7,728	7,728	7,728
TOTAL	\$216,090	\$253,297	\$256,527	\$263,231	\$261,231
EMPLOYEE BENEFITS					
12200 Life Insurance	\$580	\$480	\$480	\$666	\$666
12300 Medical Insurance	26,422	20,074	20,074	32,670	32,670
12350 Medicare Insurance	2,743	2,233	2,233	2,890	2,890
12370 Part Time Retirement	721	400	842	400	400
12400 Dental Insurance	2,368	1,846	1,846	2,566	2,566
12500 Workers Compensation	990	1,089	1,089	1,198	1,198
12600 Retirement	32,954	31,536	31,536	48,240	48,240
12900 Long Term Disability	1,416	1,291	1,291	1,546	1,546
12950 Vision Plan	347	324	324	411	411
TOTAL	\$68,541	\$59,273	\$59,715	\$90,587	\$90,587
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,710	\$1,400	\$1,400	\$1,400	\$1,400
22000 Operating Supplies	540	600	600	600	600
24000 Small Tools	1,036	950	1,135	950	950
31000 Contracted Services	0	500	0	500	500
32000 Communications	2,074	3,500	3,500	3,500	3,500
38000 R/M Contractual	13,562	13,900	13,900	19,300	19,300
39000 Miscellaneous	3,887	3,250	3,250	3,250	3,250
TOTAL	\$22,809	\$24,100	\$23,785	\$29,500	\$29,500
GRAND TOTAL	\$307,440	\$336,670	\$340,027	\$383,318	\$381,318

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Revenue Collection

ACTIVITY NO.: 1406

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Mgmt Services*	0.20	0.20	0.20	\$27,643	\$31,600	\$29,600
Support Services Manager	0.35	0.35	0.35	32,089	33,352	33,352
Support Services Supervisor	0.35	0.35	0.35	23,229	24,339	24,339
Senior Account Clerk	1.00	1.00	1.00	49,722	51,678	51,678
Revenue Collection Specialist	1.00	1.00	1.00	45,344	41,376	41,376
Account Clerk	1.00	1.00	1.00	41,132	42,748	42,748
Bilingual	0.00	0.00	0.00	1,410	1,410	1,410
Separation Benefits	0.00	0.00	0.00	7,728	7,728	7,728
<u>Part-Time</u>						
Clerk Typist	0.75	0.75	0.75	25,000	29,000	29,000
Total	4.65	4.65	4.65	\$253,297	\$263,231	\$261,231

* Position is frozen per 2011-12, 2012-13 Council action, Resolution No. 11421 & 11510.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$146,088	\$176,718	\$176,718	\$191,274	\$189,674
SERVICES & SUPPLIES	14,036	17,826	17,926	17,826	17,826
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$160,124	 \$194,544	 \$194,644	 \$209,100	 \$207,500
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.00	 2.02	 2.02	 2.02	 2.02

Program Description

This division assists all City Departments in purchasing services and goods in accordance with the City's purchasing policies. Specific service objectives are:

- Purchase of supplies and services at best value for use by the City departments.
- Assist City departments in evaluation of most cost effective services and supplies.
- Assist City departments in setting up the best specifications for the acquisition of needed supplies and services needed.
- Ensure that supplies and equipment requiring central storage are maintained in a safe, readily accessible and economical manner.
- Review and evaluate office automation technology.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-2012</u>	<u>Estimated</u> <u>2012-2013</u>	<u>Projected</u> <u>2013-2014</u>
Purchase Orders Issued	1,482	1,500	1,550
Requisitions Processed	1,800	1,900	1,910

2013-2014 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Assist the City Clerk's office in developing specifications for a new electronic document management system (EDMS). This new system will not only save time and storage space but will assist staff to comply with the City's newly adopted retention policy.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Staff worked with Fire Department Staff to help finalize the cabling for telephones, computers, and faxes for the new Emergency Operations Center (EOC).

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) reflects postage charges.
2. Motor Pool category (#33000) reflects vehicle operation and maintenance charges.
3. R&M Machinery/Equipment category (#38000) reflects maintenance of copiers & printers.
4. Miscellaneous category (#39000) reflects \$1,500 for printing/duplicating, \$800 for dues and memberships in purchasing organizations, and \$300 for books and subscriptions.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: **Management Services**

ACTIVITY: **Central Support Services**

ACTIVITY NO.: **1407**

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$98,436	\$120,782	\$120,782	\$127,993	\$126,393
11300 Part Time Salaries	0	7,000	7,000	7,000	7,000
11500 Separation Benefits	10,808	5,000	5,000	5,000	5,000
TOTAL	\$109,244	\$132,782	\$132,782	\$139,993	\$138,393
EMPLOYEE BENEFITS					
12200 Life Insurance	\$270	\$304	\$304	\$322	\$322
12300 Medical Insurance	15,491	17,173	17,173	19,206	19,206
12350 Medicare Insurance	1,107	1,404	1,404	1,435	1,435
12400 Dental Insurance	1,084	1,183	1,183	1,183	1,183
12500 Workers Compensation	990	1,089	1,089	1,198	1,198
12600 Retirement	17,067	21,729	21,729	26,996	26,996
12900 Long Term Disability	658	835	835	722	722
12950 Vision Plan	177	219	219	219	219
TOTAL	\$36,844	\$43,936	\$43,936	\$51,281	\$51,281
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,000	\$900	\$900	\$900	\$900
22000 Operating Supplies	679	550	550	550	550
24000 Small Tools	500	400	500	400	400
32000 Communications	2,817	2,300	2,300	2,300	2,300
33000 Motor Pool Charges	6,176	6,176	6,176	6,176	6,176
37000 Leases & Rentals	149	3,300	3,300	3,300	3,300
38000 R/M Contractual	1,696	1,600	1,600	1,600	1,600
39000 Miscellaneous	1,019	2,600	2,600	2,600	2,600
TOTAL	\$14,036	\$17,826	\$17,926	\$17,826	\$17,826
GRAND TOTAL	\$160,124	\$194,544	\$194,644	\$209,100	\$207,500

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Central Support Services

ACTIVITY NO.: 1407

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Mgmt Services*	0.16	0.16	0.16	\$22,117	\$25,280	\$23,680
Support Services Manager	0.30	0.30	0.30	27,505	28,587	28,587
Support Services Supervisor	0.36	0.36	0.36	23,892	25,034	25,034
Senior Account Clerk	1.00	1.00	1.00	46,452	48,276	48,276
Bilingual	0.00	0.00	0.00	816	816	816
Separation Benefits	0.00	0.00	0.00	5,000	5,000	5,000
<u>Part-Time</u>						
Senior Account Clerk	0.20	0.20	0.20	7,000	7,000	7,000
Total	2.02	2.02	2.02	\$132,782	\$139,993	\$138,393

* Position is frozen per 2011-12, 2012-13 Council action, Resolution No. 11421 & 11510.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$72,685	\$98,553	\$98,553	\$109,440	\$108,040
SERVICES & SUPPLIES	187,528	233,648	242,048	259,046	259,046
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$260,213	 \$332,201	 \$340,601	 \$368,486	 \$367,086
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 .82	 .78	 .78	 .78	 .78

Program Description

This activity provides technical support for office equipment and communications to City departments. Specific service objectives are:

- Coordinate maintenance services to City departments for their satellite copiers.
- Maintain the City's telephone system.
- Maintain the City's cellular phones to ensure good communications throughout all departments

PROGRAM MEASUREMENTS

	Actual <u>2011-2012</u>	Estimated <u>2012-2013</u>	Projected <u>2013-2014</u>
Mail Handled	410,000	409,000	408,500

2013-2014 GOALS AND OBJECTIVES

1. *Improve Effectiveness and Efficiency:* Explore the feasibility of upgrading or replacing the City's current phone system that was originally installed in 1993.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Upgraded the phone systems at Fire Stations 2 and 3 with a well maintained and efficient system to handle all emergency as well as non-emergency calls.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Communications category (#32000) includes \$70,000 for City Hall telephone services, \$4,000 for postage and \$46,566 contributions to City's Data Processing/Technology Internal Services fund. Increases are due to internet phone cost increases.
2. Utilities category (#36000) is for the City Hall utility costs, which include \$86,780 for electricity.
3. Leases and Rentals (#37000) and R&M Contractual (#38000) reflects lease and maintenance costs including \$19,000 for postage meter equipment (meter, scale, scanner, and computer), \$7,500 for black & white and color copiers, \$3,600 for binding machines, \$4,800 for large folder/inserters, \$7,000 for utility bill folder/inserters, \$3,200 for auto booklet stapler, and \$2,800 for scanner and computer.
4. Miscellaneous category (#39000) reflects costs for allocated printing and duplicating.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$50,955	\$70,862	\$70,862	\$75,812	\$74,412
11500 Separation Benefits	5,170	5,170	5,170	5,170	5,170
TOTAL	\$56,125	\$76,032	\$76,032	\$80,982	\$79,582
EMPLOYEE BENEFITS					
12200 Life Insurance	\$104	\$135	\$135	\$167	\$167
12300 Medical Insurance	6,015	7,487	7,487	8,829	8,829
12350 Medicare Insurance	481	747	747	854	854
12400 Dental Insurance	461	547	547	577	577
12500 Workers Compensation	330	330	330	363	363
12600 Retirement	8,819	12,735	12,735	17,194	17,194
12900 Long Term Disability	254	409	409	331	331
12950 Vision Plan	96	131	131	143	143
TOTAL	\$16,560	\$22,521	\$22,521	\$28,458	\$28,458
SERVICES & SUPPLIES					
21000 Office Supplies	\$3,716	\$2,800	\$2,800	\$2,800	\$2,800
22000 Operating Supplies	500	500	500	500	500
32000 Communications	68,542	118,348	118,348	120,566	120,566
36000 Utilities	70,736	63,600	72,000	86,780	86,780
37000 Leases & Rentals	24,041	22,900	22,900	22,900	22,900
38000 R/M Contractual	19,493	25,000	25,000	25,000	25,000
39000 Miscellaneous	500	500	500	500	500
TOTAL	\$187,528	\$233,648	\$242,048	\$259,046	\$259,046
GRAND TOTAL	\$260,213	\$332,201	\$340,601	\$368,486	\$367,086

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Management Services

ACTIVITY: Communication/Duplication

ACTIVITY NO.: 1408

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Mgmt Services*	0.14	0.14	0.14	\$19,352	\$22,120	\$20,720
Support Services Manager	0.35	0.35	0.35	32,089	33,351	33,351
Support Services Supervisor	0.29	0.29	0.29	19,247	20,167	20,167
Bilingual	0.00	0.00	0.00	174	174	174
Separation Benefits	0.00	0.00	0.00	5,170	5,170	5,170
Total	0.78	0.78	0.78	\$76,032	\$80,982	\$79,582

* Position is frozen per 2011-12, 2012-13 Council action, Resolution No. 11421 & 11510.



COMMUNITY AND ECONOMIC DEVELOPMENT

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Econ Development

ACTIVITY: Community and Econ Development

ACTIVITY NO.: 1700 & 2200

SOURCE OF FUNDS:

General Fund \$1,219,088
 Retirement Fund \$169,122
 Water Fund \$131,331
 HUD Grant \$273,486
 General Plan Review Trust \$62,211
 Records Management Fee Trust \$26,556
 CDBG Grant \$638,836
 Housing Successor Agency \$178,000

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$1,277,744	\$1,163,466	\$1,133,807	\$1,219,114	\$1,276,591
SERVICES & SUPPLIES	1,221,627	1,282,464	979,176	1,173,449	1,422,039
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,499,371	\$2,445,930	\$2,112,983	\$2,392,563	\$2,698,630
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	12.00	12.00	12.00	12.00	12.50

Program Description

The Community and Economic Development Department has the responsibility of maintaining the City's physical environment through the effective and efficient use of the City's legislative mandates (i.e., maintaining General Plan, zoning, building and property maintenance codes) which provide a solid foundation for the quality of life standard that the residents of Monterey Park demand. This Department is also responsible for providing services that promote the community's short and long term development interests in maintaining Monterey Park's traditionally high standards of development in its residential, commercial and industrial areas, as well as providing staff assistance to the Planning Commission, Design Review Board, Modification Committee, Housing Division and City Council. This Department is responsible for the City's economic development and providing decent and affordable housing for very low, low and moderate income residents and to expand economic opportunities through commercial rehabilitation.

The Department consists of four (4) Divisions:

Planning Division

This Division enforces Title 21 of the Monterey Park Municipal Code. Personnel comment on and process all applications for both Design Review Board (DRB) and Planning Commission land use actions. Staff conducts field inspections and research which provides the basis for professionally prepared staff reports, and recommendations made for approval, denial, or approval with conditions. It is the lead agency for all environmental reviews consistent with the California Environmental Quality Act (CEQA). The Division is responsible for being the liaison to the Design Review Board and Planning Commission.

Building & Safety Division

This Division enforces Title 16 of the Monterey Park Municipal Code. Division personnel are required to enforce through plan check and site inspections the various Model codes (i.e., Building, Plumbing, etc.), as well as State and Federal regulations relating to the construction of structures and their safety. This Division is responsible for being the liaison to the City's Modification Committee.

Code Enforcement Division

This Division primarily enforces Section 9.54 of the Monterey Park Municipal Code (aka. the Property Maintenance Ordinance), but may also be required at times to enforce portions of Chapter 21 (Zoning Code) along with other related sections of the Monterey Park Municipal Code. The Division coordinates the "*Code Enforcement Volunteer Program*". It has been the responsible division for the coordination of the annual L.A. County "Weed Abatement" program.

Housing Division

This Division administers the City's HUD CDBG/Home Programs and the City's Housing activities. Block Grant funds are received annually from the United States Department of Housing and Urban Development (HUD) and together with Home and Housing funds are the primary source of funding for these Housing Division activities.

The following is a summary of the City's physical statistics:

Land Area	7.72 square miles
Major topographic characteristic	Hills
Housing stock	20,850 dwelling units*
Population	61,445 residents*
*California Department of Finance	

Zoning:

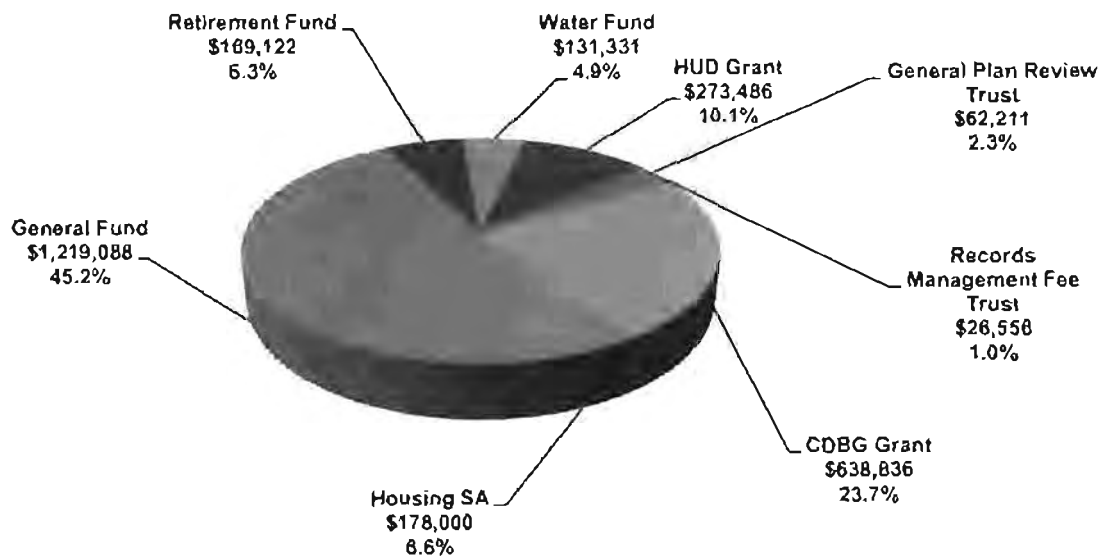
Residential (R-1, R-2, R-3)	78%
Commercial (N-S, S-C, C-B, R-S, C-S, C-P, O-P)	9%
Industrial (M)	11%
Open Space (O-S)	2%
Mixed-Use (Residential/Commercial)	5%
(MU-I, MU-II, MU-II with PD Overlay)	

The Department is charged with the responsibility of reviewing and periodically updating the City's General Plan, the Zoning Ordinance, along with the various development standards with the ultimate goal of providing a solid foundation for the overall development of the City.

The Department's *MISSION* is "to provide the best possible development services to the public in a way which will promote **good development** and result in a mutually beneficial development which will not only contribute to the City's increased revenue potential but to the overall well-being of the community and its residents."

Personnel changes from last year include: The Housing Division is a function of the Community Development Department that is currently operated under contract services. Planning Activity proposes upgrading the Associate Planner position into a Senior Planner position.

Community and Economic Development Source of Funds



CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$292,893	\$247,668	\$244,246	\$263,951	\$234,659
SERVICES & SUPPLIES	31,671	18,044	19,887	21,370	21,370
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$324,564	 \$265,712	 \$264,133	 \$285,321	 \$256,029
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 2.50	 2.30	 2.30	 2.30	 2.15

Program Description

The Planning Division provides staff support to the City Council, Planning Commission and Design Review Board through formulation and administration of plans, programs, design guidelines and legislation for guiding the City's physical development in a manner consistent with the community's social, economic and environmental goals. Specific service objectives are:

- In accordance with State Law, maintain a comprehensive and defensible General Plan, which is adopted by City Council and accurately reflects long and short-range community goals and environmental issues relating to the physical development of the community. The last comprehensive update of the City's General Plan was adopted during the fiscal year 2001-2002. Comprehensive General Plan updates are generally undertaken approximately every 10 to 15 years. The next update includes the Housing Element which must be reviewed by the State of California Housing & Community Development Department and a comprehensive update to the Zoning Ordinance.

- Administer and coordinate City, State and regional land use policies, regulations and other legislation to ensure developments that are consistent with the City's standards, policies and plans that enhance the quality and character of the community.
- Provide technical assistance to developers and citizens in a manner, which facilitates their compliance with development standards and regulations with a minimum of inconvenience. Planning application records have been digitally scanned to be read with computer use. Record maintenance and permit processing will be expedited by the expanded use of this system. Staff continues to process 93% of all plan checks for construction projects of developers (normally within a 72-hour period), and assist the general public in a timely manner.
- Provide the City Council, Planning Commission, Design Review Board and City Manager accurate, timely and complete information and recommendations relative to land use and zoning applications (i.e., variances and conditional use permits, subdivisions), legislation, environmental review and other matters affecting land development within and in proximity to the City. Development projects are reviewed for environmental compliance pursuant to the California Environmental Quality Act (CEQA) and the City's guidelines.

PROGRAM MEASUREMENTS

DISCRETIONARY APPLICATIONS: These types of applications require, as necessary, Planning Commission, Design Review Board and City Council review. Approximate time expended for this process will range from 6-8 weeks.

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Civic District Review	0	0	0
Code Amendments	1	1	2
Conditional Use Permits	9	9	4
General Plan Amendments	0	0	1
Modification to Specific Plan	0	0	0
Parcel Maps	3	2	2
Precise Plan Related	1	1	1
Radius Map/Mailing	15	6	6
Specific Plan Amendments	0	0	0
Tentative Tract Maps	1	0	1
Time Extensions	0	0	2
Variances	3	1	2
Zone Changes	0	0	1
CEQA			
Environmental Impact Reports	1	0	1
Negative Declarations	0	1	1
Categorical Exemptions	15	12	12

DESIGN REVIEW

Signs	3	6	6
Remodels, No increase of floor area	5	5	6
Remodels, Increase of floor area	1	1	1
New Construction < 10,000 SF	0	1	1
New Construction > 10,000 SF	1	1	1
Landscaping	1	2	2
Single Family Residential	2	2	2

ADMINISTRATIVE APPLICATIONS: These types of applications require Staff review only. A number of them are completed over the counter.

Annual Review of CUPs/Variances	0	0	0
Banners	54	52	60
Minor Departure	4	5	4
Second Units	0	0	1
Site Plan Review	10	13	11
Temporary Use Permits	26	18	20
Traffic/Parking Study	0	0	1
Yard Sales	337	265	300

PLAN CHECK

Process within 72 hours	100%	100%	100%
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2013-2014 GOALS AND OBJECTIVES

1. Complete the Housing Element Update in the General Plan to comply with the State Housing Element law and to address the Regional Housing Needs Assessment allocation for the 2014-2021 housing cycle by December 2013.
2. Complete the two (2) new elements, Healthy Community and Sustainability Community Elements of the General Plan which promotes a healthier community, decreasing pollution (Greenhouse Gas), and reducing energy consumption in accordance with SB 375 on a community wide basis by July 2013 and have the two new elements ready for adoption by December 2013.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Implemented the Monterey Park Municipal Code regulating massages establishments in the City of Monterey Park.
2. Implemented the Vacant Lot Ordinance. Notices were mailed out to 15 commercial properties and 14 residential properties. Eighty-seven percent of the commercial properties are in compliance. Eighty-six percent of the residential properties are in compliance.

3. Completed the public outreach portion for the two new general plan elements, Health Community and Sustainable Community Elements.
4. Implemented the No Smoking Ordinance. Notices were mailed out to 1,000 business owners.
5. Adopt the new Zoning Ordinance by April 2013 to fulfill the Department of Energy Grant.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Salaries and Benefits category (11000 & 12000) reflects changes due to position realignment for Economic Development functions.
2. Professional Services category (31000) includes an increase amount of \$500 for County Recording fee and courier delivery services.
3. Leases & Rentals category (37000) includes an increase amount of \$2,500 to account for the copy machine expenditures.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$197,160	\$175,479	\$172,490	\$181,963	\$161,997
11500 Separation Benefits	24,750	8,000	8,000	8,000	8,000
TOTAL	\$221,910	\$183,479	\$180,490	\$189,963	\$169,997
EMPLOYEE BENEFITS					
12200 Life Insurance	\$485	\$422	\$422	\$422	\$373
12300 Medical Insurance	24,055	21,750	22,496	20,307	19,197
12350 Medicare Insurance	2,953	2,546	2,894	2,617	2,325
12400 Dental Insurance	1,652	1,512	1,567	1,512	1,421
12500 Workers Compensation	4,400	4,840	4,841	5,324	5,324
12600 Retirement	35,628	31,552	30,000	42,542	34,855
12900 Long Term Disability	1,434	1,215	1,184	912	852
12950 Vision Plan	376	352	352	352	315
TOTAL	\$70,983	\$64,189	\$63,756	\$73,988	\$64,662
SERVICES & SUPPLIES					
21000 Office Supplies	\$1,243	\$1,900	\$1,900	\$1,900	\$1,900
22000 Operating Supplies	157	500	400	500	500
24000 Small Tools	100	350	350	350	350
31000 Contracted Services	14,790	0	0	500	500
32000 Communications	2,786	4,017	3,975	4,188	4,188
33000 Motor Pool Charges	3,985	2,177	2,177	2,177	2,177
37000 Leases & Rentals	3,473	3,500	5,500	6,000	6,000
38000 R/M Contractual	3,619	4,000	4,035	4,155	4,155
39000 Miscellaneous	1,518	1,600	1,550	1,600	1,600
TOTAL	\$31,671	\$18,044	\$19,887	\$21,370	\$21,370
GRAND TOTAL	\$324,564	\$265,712	\$264,133	\$285,321	\$256,029

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Planning

ACTIVITY NO.: 1701

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Community / Economic Development*	0.30	0.30	0.15	\$40,165	\$42,166	\$22,200
Senior Planner**	0.00	1.00	1.00	0	78,855	78,855
Associate Planner	1.00	0.00	0.00	74,372	0	0
Assistant Planner	1.00	1.00	1.00	60,342	60,342	60,342
Bilingual	0.00	0.00	0.00	600	600	600
Separation Benefits	0.00	0.00	0.00	8,000	8,000	8,000
Total	2.30	2.30	2.15	\$183,479	\$189,963	\$169,997

* City Council authorized the merging of position for Community Development and Economic Development as Director of Community and Economic Development. Vacant & funded.

** Pending position reclassification.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

<u>SUMMARY OF COST</u>	<u>Actual</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Year-End</u> <u>Estimated</u> <u>2012-13</u>	<u>Proposed</u> <u>2013-14</u>	<u>Adopted</u> <u>2013-14</u>
PERSONNEL COST	\$394,299	\$391,397	\$379,197	\$404,649	\$410,982
SERVICES & SUPPLIES	68,212	63,250	40,350	48,970	48,970
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$462,511	 \$454,647	 \$419,547	 \$453,619	 \$459,952
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 4.25	 4.30	 4.30	 4.30	 4.30

Program Description

The Code Enforcement Division enforces a variety of code provisions, which include: Titles 5, 9, 16, 20 and 21 of the Monterey Park Municipal Code. Division personnel are also involved in the enforcement of certain aspects of the Uniform codes which include: UAC, UBC, UHC, UPC, NEC and UMC as well as other Federal, State and County Codes.

The Code Enforcement Division is responsible for maintaining high neighborhood standards through code enforcement techniques, which utilize zoning/land use, property maintenance, housing codes as well as sign and business license enforcement. The division coordinates multi-departmental/agency inspections and promotes voluntary compliance.

The Code Enforcement Division is funded with a combination of General Fund and Water. The Division's specific objectives are as follows:

- Continue the Division's policy of investigating all Council, citizen or staff complaints concerning residential or commercial property maintenance violations within 48 hours

and make contact with complainants after initial inspection with results of findings and suggested course of action within 72 hours.

- Proactively locate violations of the municipal code relating to: zoning/land use, property maintenance, yard sales, banners, business license, signage, inoperable vehicles (private property), and substandard housing/buildings.
- Monitor residential businesses to comply with City Home Occupation requirements.
- Monitor and evaluate complaints concerning the National Pollution Discharge Elimination System (NPDES). Provide updated training to detect illegal discharges into the storm-drain system.
- Provide follow-up to discretionary permits, when requested by Planning Division (Conditional Use and Temporary Use Permits, etc.).
- Promote voluntary compliance through public education/awareness programs such as: community access channel, attendance at City sponsored events, distribution of handouts/brochures, Code Enforcement Volunteer Program, Citizen Academy, etc.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
INSPECTIONS (*)			
Residential Inspections	3,325	3,214	3,374
Home Occupation	136	155	162
Commercial Inspections	672	446	468
Industrial Inspections	<u>78</u>	<u>66</u>	<u>69</u>
Total	4,211	3,881	4,073
GRAFFITI REMOVED (**)			
CDBG	498	744	782
Other Area	<u>1,486</u>	<u>1,793</u>	<u>1,883</u>
Total	1,984	2,537	2,665

* Numbers include all follow-up site inspections

** Numbers include in inspection figures

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
Complaints received and Investigated	1,288	1,041	1,091
Cases Clearance Rate	95%	95%	95%
Volunteer Hours Donated	100	300	315
Administrative Citations	268	175	183

2013-2014 GOALS AND OBJECTIVES

1. Improve the property maintenance issues of commercial and residential properties at main arteries into the city. (North and South Garfield, North and South Atlantic, North New) Establishing community outreach efforts with businesses and residents to improve the appearance of properties as you enter the City.
2. Inspect and enforce signage violations on a City-wide basis to ensure valid sign permits and proper maintenance and up-keep.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Monitored, implemented and enforced newly established vacant lot ordinance.
2. Implemented several joint operations with Police Department regarding commercial and boarding house activity in residential zone.
3. Implemented cross-training efforts between the Police Department and the Code Enforcement Division regarding police field observations and subsequent enforcement activity relating to municipal code, housing and California Health & Safety Code violations.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Contracted services category (31000) includes legal costs to cover the cost of reviewing additional nursing facilities, boarding house and related commercial activity in the residential zones. This activity will require preparation, approval and execution of inspection warrants and court appearances by staff and City Prosecutor. An appropriation of \$600 for citation appeals is included. Each appeal is approximately \$200.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$259,884	\$271,374	\$263,600	\$276,718	\$278,952
11400 Overtime Salaries	36	0	0	0	0
11500 Separation Benefits	27,547	16,665	16,665	16,665	16,665
TOTAL	\$287,467	\$288,039	\$280,265	\$293,383	\$295,617
EMPLOYEE BENEFITS					
12200 Life Insurance	\$709	\$746	\$746	\$746	\$746
12300 Medical Insurance	37,890	40,350	39,000	40,216	41,326
12350 Medicare Insurance	3,071	3,065	3,005	3,098	3,098
12400 Dental Insurance	2,814	3,060	2,610	2,952	2,952
12500 Workers Compensation	15,070	4,840	4,800	5,324	5,324
12600 Retirement	44,969	48,829	46,907	56,765	59,754
12900 Long Term Disability	1,842	2,007	1,500	1,704	1,704
12950 Vision Plan	467	461	364	461	461
TOTAL	\$106,832	\$103,358	\$98,932	\$111,266	\$115,365
SERVICES & SUPPLIES					
21000 Office Supplies	\$777	\$1,550	\$1,400	\$1,550	\$1,550
22000 Operating Supplies	642	1,000	1,000	1,000	1,000
24000 Small Tools	269	500	400	500	500
31000 Contracted Services	33,049	50,000	28,000	35,600	35,600
32000 Communications	8,669	4,900	4,300	4,900	4,900
33000 Motor Pool Charges	14,876	400	350	400	400
38000 R/M Contractual	9,428	4,000	4,000	4,120	4,120
39000 Miscellaneous	502	900	900	900	900
TOTAL	\$68,212	\$63,250	\$40,350	\$48,970	\$48,970
GRAND TOTAL	\$462,511	\$454,647	\$419,547	\$453,619	\$459,952

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Code Enforcement

ACTIVITY NO.: 1702

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Community / Economic Development*	0.30	0.30	0.30	\$40,165	\$42,166	\$44,400
Code Enforcement Officers	3.00	3.00	3.00	179,009	181,728	181,728
Senior Clerk Typist	1.00	1.00	1.00	45,000	45,624	45,624
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	16,665	16,665	16,665
Sr. Code Enforcement Officer Premium Pay	0.00	0.00	0.00	6,000	6,000	6,000
Total	4.30	4.30	4.30	\$288,039	\$293,383	\$295,617

* City Council authorized the merging of position for Community Development and Economic Development as Director of Community and Economic Development. Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Building

ACTIVITY NO.: 1703

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$524,195	\$507,101	\$502,522	\$532,752	\$539,085
SERVICES & SUPPLIES	42,931	30,595	80,030	30,549	30,549
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$567,126	\$537,696	\$582,552	\$563,301	\$569,634
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	5.25	5.30	5.30	5.30	5.30

Program Description

The Building Division is established per the mandate of California Health and Safety Code to facilitate compliance of State and local building standards concerning structural integrity, fire and life safety, sanitation, security, accessibility, and energy efficiency of constructions within the local jurisdiction. The Division also administers the City's special programs in connection with the maintenance of building safety. It provides staff support to the City Council, Modification Committee and other city departments in analyzing issues relating to safety of buildings. Per Government Code Sections 66012-66025, the City may recover the entire cost of providing plan check and inspection services with user fees. The Division's specific service objectives are:

- Review building plans and inspect construction work for compliance with building safety related technical codes. The State and Municipal codes that are enforced by the Division include the building code, electrical code, mechanical code, plumbing code, building conservation code, spa and swimming pool code, energy conservation standards and accessibility standards.

- Provide code interpretation, reference resources and other technical assistance to the public in a manner that facilitates compliance of design and construction with applicable building standards.
- Coordinate various departments and agencies in the plan review process, and serve as the contact point for permit applications.
- Monitor property maintenance and abate life safety hazards through Property Report and Certificate of Occupancy inspections and special abatement programs such as the un-reinforced masonry (URM) buildings retrofit program.
- Maintain building plans and permit records, and make the information readily available to the public.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
PERMITS			
Building Permits:			
<i>a. Residential, New</i>	<i>14</i>	<i>7</i>	<i>5</i>
<i>b. Residential, Add/Alter</i>	<i>355</i>	<i>330</i>	<i>325</i>
<i>c. Non-Residential, New</i>	<i>0</i>	<i>2</i>	<i>1</i>
<i>d. Non-Residential, Add/Alter</i>	<i>159</i>	<i>115</i>	<i>125</i>
<i>e. Miscellaneous</i>	<u><i>240</i></u>	<u><i>200</i></u>	<u><i>210</i></u>
Building Permits Total	768	654	666
Electrical Permits	160	155	150
Mechanical Permits	93	120	110
Plumbing Permits	<u>170</u>	<u>110</u>	<u>105</u>
All Permits Total	1,191	1,039	1,031
ANNUAL PERMIT VALUATION	47 mil.	12 mil.	13 mil.
PLAN CHECKS			
Total Number Processed	<u>468</u>	<u>330</u>	<u>340</u>
Processed In-House	97%	91%	90%
Contracted Out	3%	9%	10%
INSPECTIONS			
Construction Inspections	4,910	4,000	4,900
Property Sales, Residential	634	650	610
Property Sales, Commercial	39	42	47
Violation Inspections	<u>78</u>	<u>24</u>	<u>30</u>
All Inspections Total	5,661	4,716	5,587

2013-2014 GOALS AND OBJECTIVES

1. Adopt the mandatory 2013 California Codes.
2. Train counter, plan review and inspection staff regarding the new 2013 California Codes.
3. Implement the upgrade to the permit system software to streamline the permitting process citywide.
4. Work with Recreation and Community Services department to include the citizen access link to allow access to City's records concerning permits and inspections.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Adopted the Green Building Ordinance as required by the Climate Action Plan.
2. Evaluated the current permitting processes and best alternatives to streamlining the permitting system city wide.
3. Implemented the Climate Action Plan monitoring tool developed as part of the tracking for the Climate Action Plan.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Miscellaneous category (#39000) includes \$2,000 for printing & duplicating, \$1,000 for membership dues with code and standards promulgation organizations, and \$2,000 for code books.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Building

ACTIVITY NO.: 1703

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$378,205	\$375,853	\$373,940	\$386,172	\$388,406
11400 Overtime Salaries	0	0	0	0	0
11500 Separation Benefits	25,300	8,000	8,000	8,000	8,000
TOTAL	\$403,505	\$383,853	\$381,940	\$394,172	\$396,406
EMPLOYEE BENEFITS					
12200 Life Insurance	\$890	\$908	\$898	\$746	\$746
12300 Medical Insurance	37,624	37,849	37,849	41,194	42,303
12350 Medicare Insurance	5,575	5,482	5,482	5,602	5,602
12400 Dental Insurance	3,405	3,452	3,452	2,842	2,842
12500 Workers Compensation	4,400	4,840	4,840	5,324	5,324
12600 Retirement	65,775	67,597	65,000	80,538	83,528
12900 Long Term Disability	2,321	2,403	2,352	1,704	1,704
12950 Vision Plan	700	717	709	630	630
TOTAL	\$120,690	\$123,248	\$120,582	\$138,580	\$142,679
SERVICES & SUPPLIES					
21000 Office Supplies	\$893	\$1,000	\$810	\$1,000	\$1,000
22000 Operating Supplies	972	1,800	1,800	1,800	1,800
24000 Small Tools	600	1,100	1,100	1,100	1,100
31000 Contracted Services	4,485	300	50,000	0	0
32000 Communications	3,084	4,685	3,685	4,784	4,784
33000 Motor Pool Charges	25,747	12,710	14,200	12,710	12,710
38000 R/M Contractual	3,134	4,000	4,035	4,155	4,155
39000 Miscellaneous	4,016	5,000	4,400	5,000	5,000
TOTAL	\$42,931	\$30,595	\$80,030	\$30,549	\$30,549
GRAND TOTAL	\$567,126	\$537,696	\$582,552	\$563,301	\$569,634

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Building

ACTIVITY NO.: 1703

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Community / Economic Development*	0.30	0.30	0.30	\$40,165	\$42,166	\$44,400
Plan Checker	1.00	1.00	1.00	80,052	81,156	81,156
Building Inspector	2.00	2.00	2.00	144,966	149,502	149,502
Permit Technician II	1.00	1.00	1.00	59,748	60,576	60,576
Permit Technician I	1.00	1.00	1.00	49,722	51,572	51,572
Bilingual	0.00	0.00	0.00	1,200	1,200	1,200
Separation Benefits	0.00	0.00	0.00	8,000	8,000	8,000
Total	5.30	5.30	5.30	\$383,853	\$394,172	\$396,406

* City Council authorized the merging of position for Community Development and Economic Development as Director of Community and Economic Development. Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$72,693
SERVICES & SUPPLIES	0	0	0	0	250,000
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$0	\$0	\$0	\$0	\$322,693
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	.65

Program Description

On December 29, 2011, all redevelopment agencies in the State of California were dissolved and ceased to operate as of February 1, 2012, per Assembly Bill XI 26. The Successor Agency of the Former Monterey Park Redevelopment Agency (the "Successor Agency") was activated on February 1, 2012. The primary purpose of the Successor Agency is to wind down the affairs of the dissolved Community Redevelopment Agency of the City of Monterey Park. In the past the City's overall economic development efforts relied heavily on the important tool of redevelopment. On May 1, 2013, the City Council approved the combination of the function of Economic Development under the Community Development Department and changed the name to Community and Economic Development Department. This department assumes this critical role for economic activities and economic infrastructure to provide the community a healthy environment.

2013-2014 GOALS AND OBJECTIVES

1. Focus on the economic revitalization of the City by improving relations with our existing businesses, beautification of exterior buildings and surroundings, and strive to make Monterey Park a "business-friendly" environment.
2. Work with developers and staff to move towards the completion of two new major Shopping Centers.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. This is a newly created Activity for the purpose of the City's economic development tasks. Fundings are from General and Retirement Funds.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$0	\$0	\$0	\$0	\$54,879
TOTAL	\$0	\$0	\$0	\$0	\$54,879
EMPLOYEE BENEFITS					
12200 Life Insurance	\$0	\$0	\$0	\$0	\$130
12300 Medical Insurance	0	0	0	0	4,913
12350 Medicare Insurance	0	0	0	0	765
12400 Dental Insurance	0	0	0	0	200
12600 Retirement	0	0	0	0	11,468
12900 Long Term Disability	0	0	0	0	258
12950 Vision Plan	0	0	0	0	80
TOTAL	\$0	\$0	\$0	\$0	\$17,814
SERVICES & SUPPLIES					
21000 Office Supplies	\$0	\$0	\$0	\$0	\$800
31000 Contracted Services	0	0	0	0	246,700
38000 R/M Contractual	0	0	0	0	2,000
39000 Miscellaneous	0	0	0	0	500
TOTAL	\$0	\$0	\$0	\$0	\$250,000
GRAND TOTAL	\$0	\$0	\$0	\$0	\$322,693

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Economic Development

ACTIVITY NO.: 1704

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Community / Economic Development*	0.00	0.00	0.15	\$0	\$0	\$22,200
Economic Development Specialist**	0.00	0.00	0.50	0	0	32,679
Total	0.00	0.00	0.65	\$0	\$0	\$54,879

* City Council authorized the merging of position for Community Development and Economic Development as Director of Community and Economic Development. Vacant and funded.

** Economic Development Specialist moved from Activity 1201.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$54,694	\$8,650	\$3,921	\$8,881	\$9,586
SERVICES & SUPPLIES	699,663	656,785	670,775	629,955	629,955
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$754,357	 \$665,435	 \$674,696	 \$638,836	 \$639,541
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 .05	 .05	 .05	 .05

Program Description

Responsibilities within this activity include general administration of the City's Community Development Block Grant (CDBG) program and Home/Housing programs. CDBG monies, received annually from the U.S. Department of Housing and Urban Development (HUD), are the primary source of funding for the Division's activities. The Department transfers a significant portion of CDBG funds to other departments to enhance ongoing programs or to fund new capital projects. As of the date of preparation of this budget, for 2013-14, it is assumed that the allotment from HUD will be reduced by approximately 10% for CDBG and Home programs. As a result, program activities are reduced to match with funding availability.

PROGRAM MEASUREMENTS

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-2014</u>
Agencies assisted from Community Fund	11	3	1
Number of homeless individuals assisted	60	15	0
Number of disabled adults assisted	100	60	0
Number of Housing Rights Center clients assisted	204	200	200

2013-2014 GOALS AND OBJECTIVES

1. Refocus the goals and objectives of the program to ensure priority obligations are addressed.
2. Revise the Consolidated Plan to be consistent with the recent amendments to the Annual Plan and dissolution of the Redevelopment Agency.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Fulfilled the goal of promoting fair housing by assisting approximately 200 Monterey Park residents with housing discrimination complaints or tenant and landlord counseling.
2. Fulfilled the goal of assisting approximately 60 mentally retarded adults to learn independent living skills.

PRIMARY PROGRAM EXPENDITURE EXPLANATION

1. Contract Services category (#31000) includes the following items:

<u>Contractual Services</u>	<u>2012-2013</u>	<u>2013-2014</u>
Accounting/Auditing	\$ 6,000	\$ 6,000
Management Consulting Services	65,119	60,000
Management Consulting	0	0

2. Debt Service category (#42000) represents payment to HUD for Section 108 Loan Payments \$551,142.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: CDBG Administration

ACTIVITY NO.: 2201

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$31,295	\$6,695	\$3,133	\$6,695	\$7,400
11500 Separation Benefits	7,948	0	0	0	0
TOTAL	\$39,243	\$6,695	\$3,133	\$6,695	\$7,400
EMPLOYEE BENEFITS					
12200 Life Insurance	\$84	\$17	\$5	\$17	\$17
12300 Medical Insurance	4,850	525	178	555	555
12350 Medicare Insurance	735	98	83	98	98
12400 Dental Insurance	339	30	10	30	30
12500 Workers Compensation	3,003	0	0	0	0
12600 Retirement	6,160	1,202	485	1,454	1,454
12900 Long Term Disability	205	71	23	20	20
12950 Vision Plan	75	12	4	12	12
TOTAL	\$15,451	\$1,955	\$788	\$2,186	\$2,186
SERVICES & SUPPLIES					
21000 Office Supplies	\$35	\$0	\$0	\$0	\$0
31000 Contracted Services	46,960	71,119	71,119	66,000	66,000
32000 Communications	6,514	1,000	1,796	1,796	1,796
33000 Motor Pool Charges	6,904	150	0	0	0
34000 Advertising	2,777	3,081	500	1,017	1,017
38000 R/M Contractual	8,665	0	15,925	0	0
41000 Other Agency Serv	66,625	32,500	32,500	10,000	10,000
42000 Debt Service	546,183	548,935	548,935	551,142	551,142
44000 Misc Financial Serv	15,000	0	0	0	0
TOTAL	\$699,663	\$656,785	\$670,775	\$629,955	\$629,955
GRAND TOTAL	\$754,357	\$665,435	\$674,696	\$638,836	\$639,541

CITY OF MONTEREY PARK
PERSONNEL DETAIL

DEPARTMENT: **Community and Economic Development**

ACTIVITY: **CDBG Administration**

ACTIVITY NO.: **2201**

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Community / Economic Development*	0.05	0.05	0.05	\$6,695	\$6,695	\$7,400
Total	0.05	0.05	0.05	\$6,695	\$6,695	\$7,400

* City Council authorized the merging of position for Community Development and Economic Development as Director of Community and Economic Development. Vacant and funded.

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Community and Economic Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$11,663	\$8,650	\$3,921	\$8,881	\$9,586
SERVICES & SUPPLIES	322,972	285,290	94,836	264,605	264,605
CAPITAL OUTLAY	0	0	0	0	0
 TOTAL COSTS	 \$334,635	 \$293,940	 \$98,757	 \$273,486	 \$274,191
 AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	 0	 .05	 .05	 .05	 .05

Program Description

This activity represents the City's status as a Participating Jurisdiction (PJ) in HUD's HOME Investment Partnership Program. The HOME program, distinct from the CDBG program, provides funds only for affordable housing activities. Acquisition, rehabilitation, rental assistance, and new construction are all eligible uses for the program monies. The City is allowed two years to commit and five years to exhaust its annual HOME entitlement.

PROGRAM MEASUREMENTS

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Residential Rehab/ Multi Housing Participants	3	3	9

2013-2014 GOALS AND OBJECTIVES

1. Anticipate assisting nine (9) applicants for the Residential Rehabilitation Grant and Loan Program.
2. Continue to work with LINC Housing to develop additional housing to serve low income and veteran households.

2012-2013 MAJOR ACCOMPLISHMENTS

1. Worked with MERCI to complete a six-bedroom 24-hour housing facility for mentally disabled individuals.
2. Completed the rehabilitation of a nine unit multi-family complex for low income and veteran households at 534 N. Chandler Avenue.

PRIMARY PROGRAM EXPENDITURE EXPLANATIONS

1. Management Services category (#31000) represents funds for consulting services for \$26,467.
2. R/M Contractual category (#38000) funds the City's Housing Rehabilitation Loan/Grant Program \$197,116.
3. Miscellaneous Financial Services category (#44000) represents funds for a Community Housing Development Organization (CHDO) for \$41,022.

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
SALARIES					
11200 Permanent Salaries	\$7,906	\$6,695	\$3,133	\$6,695	\$7,400
11500 Separation Benefits	1,011	0	0	0	0
TOTAL	\$8,917	\$6,695	\$3,133	\$6,695	\$7,400
EMPLOYEE BENEFITS					
12200 Life Insurance	\$18	\$17	\$5	\$17	\$17
12300 Medical Insurance	1,023	525	178	555	555
12350 Medicare Insurance	187	98	83	98	98
12400 Dental Insurance	67	30	10	30	30
12600 Retirement	1,386	1,202	485	1,454	1,454
12900 Long Term Disability	43	71	23	20	20
12950 Vision Plan	22	12	4	12	12
TOTAL	\$2,746	\$1,955	\$788	\$2,186	\$2,186
SERVICES & SUPPLIES					
31000 Contracted Services	\$6,064	\$20,744	\$20,744	\$26,467	\$26,467
38000 R/M Contractual	16,956	220,454	30,000	197,116	197,116
44000 Misc Financial Serv	299,952	44,092	44,092	41,022	41,022
TOTAL	\$322,972	\$285,290	\$94,836	\$264,605	\$264,605
GRAND TOTAL	\$334,635	\$293,940	\$98,757	\$273,486	\$274,191

CITY OF MONTEREY PARK

PERSONNEL DETAIL

DEPARTMENT: Community and Economic Development

ACTIVITY: Home Housing Program

ACTIVITY NO.: 2206

Class Title	Full-Time Equivalent Positions			Adopted 2012-13	Proposed 2013-14	Adopted 2013-14
	2012-13 Adopted	2013-14 Proposed	2013-14 Adopted			
Director of Community / Economic Development*	0.05	0.05	0.05	\$6,695	\$6,695	\$7,400
Total	0.05	0.05	0.05	\$6,695	\$6,695	\$7,400

* City Council authorized the merging of position for Community Development and Economic Development as Director of Community and Economic Development. Vacant and funded.



CAPITAL IMPROVEMENT PROGRAM

Street Construction
Community Capital Improvement

CITY OF MONTEREY PARK

PROGRAM SUMMARY

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

<u>SUMMARY OF COST</u>	<u>Actual 2011-12</u>	<u>Adopted 2012-13</u>	<u>Year-End Estimated 2012-13</u>	<u>Proposed 2013-14</u>	<u>Adopted 2013-14</u>
PERSONNEL COST	\$0	\$0	\$0	\$0	\$0
SERVICES & SUPPLIES	0	0	0	0	0
CAPITAL OUTLAY	1,882,594	2,252,790	2,013,994	525,190	3,682,190
TOTAL COSTS	\$1,882,594	\$2,252,790	\$2,013,994	\$525,190	\$3,682,190
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	0	0	0	0	0

Program Description

Community Capital Improvement includes any physical improvement to the City's capital assets of a permanent nature as well as acquisition of equipment. Community Capital Improvements are typically funded by grants, reserves, and specified revenue sources.

1. Median Maintenance (82520) \$20,000

Re-landscape median on East side of Garvey Avenue to provide better aesthetics along Garvey Avenue, and be consistent with the newer plantings on East Garvey Avenue, using new, water efficient irrigation products.

Funding Source:

Maintenance District Fund (0176) \$20,000

Impact on Operating Budget: There is no impact to the operating budget.

2. City Hall Skylights (96026) \$60,000

Replaced leaking skylights at city hall lobby. The skylights leak and the seals are worn out causing damage to the interior soffits and creating an unsightly aspect of city hall lobby.

Funding Source:

General Fund (0010)	\$20,000
Refuse Fund (0043)	\$20,000
Water Fund (0092)	\$20,000

Impact on Operating Budget: There is no impact on the operating budget.

3. Emergency Conservation Program (96045) \$99,254

This project is part of Edison Conservation incentive program which includes Barnes Park & Elder Pool Pump VFD Controller, and City Hall and Langley Center lighting retrofits.

Funding Source:

General Fund (0010)	\$99,254
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Impact on Operating Budget: There is no impact on the operating budget due to programs being funded by Edison rebates.

4. Langley Entrance Doors (91526) \$11,000

Replaced worn out Entrance Glass doors. The Doors required constant repairs causing a safety concern with the elderly that attend the building functions.

Funding Source:

Langley Center Trust Grant (0500)	\$11,000
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Impact on Operating Budget: There is no impact on the operating budget.

5. City Hall Men's Restroom Reconfiguration (96046) \$12,000

Reconfigure men's restroom to add a second toilet. The current bathroom has only one toilet and is not sufficient to accommodate any event that is held at the council chamber.

Funding Source:

General Fund (0010)	\$12,000
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Impact on Operating Budget: There is no impact on the operating budget.

6. Library Restroom Painting (96047) \$7,000

The Library restrooms have been vandalized with graffiti. The restrooms are in need of thorough clean-up and a fresh coat of paint.

Funding Source:

Library Tax Fund (0131) \$7,000

Impact on Operating Budget: There is no impact on the operating budget.

7. Tree Well Maintenance (91590) \$6,000

This special project is to clean out City tree wells in public areas.

Funding Source:

Maintenance District Fund (0176) \$6,000

Impact on Operating Budget: There is no impact on the operating budget. Tree wells that clear of weeds and other growth will improve the health of the trees and attractiveness of City walkways.

8. IT Emergency/Master Plan (99062) \$30,000

The Plan provides the City details on backing up critical IT systems in the case of an emergency or catastrophic events. The plan also provides direction on improvements to the IT infrastructure that would need to occur to be technological computable.

Funding Source:

Technology Fund (0063) \$30,000

Impact on Operating Budget: IT operation costs might be increased due to needed software upgrades.

9. Network Equipment and Server Upgrades (99055) \$50,000

Upgrade the current network equipment and server, including higher speed cabling, network hardware, network switchers, and a new server.

Funding Source:

Technology Fund (0063) \$50,000

Impact on Operating Budget: Upgrades help improve overall network performance. Small amounts of IT on-going operation costs might be increased to be in compatible with the new equipment.

10. Specialty Restaurant/Golf Course Maintenance (99290) \$82,000

Maintenance, which is paid through a special deposit trust fund, is to provide parking lot sweeping, fire alarm monitoring, landscaping and Maintenance of the common area, slopes and hillsides surrounding Monterey Hill, Luminarias restaurants and Monterey Park Golf Course.

Funding Source:

Maintenance Grant (Trust) (0344) \$82,000

Impact on Operating Budget: Specialty Restaurant and Golf Course pay for ongoing maintenance of slopes and common areas.

11. Zoll E-Series Cardiac Defibrillator (99724) \$36,695

The current units in use by the Fire Department has a recommended front line service life of 5 years and are at the limits of current software upgrades. The addition of one replacement unit will assist in keeping our front line inventory compliant with manufacturer and industry standard software upgrade requirements.

Funding Source:

General Fund (0010) \$36,695

Impact on Operating Budget: There is no impact to the operating budget.

12. Small Capital Projects for Police (88550) \$33,920

Police small capital purchases include 7 tactical body armor (\$17,275), 10 vest ballistic rifle plates (\$7,875), 20 simunition protective helmets (\$3,270), and 1 animal truck external air conditioning (\$5,500).

Funding Source:

General Fund (0010) \$8,770
Asset Forfeiture (0160) \$25,150

Impact on Operating Budget: Small capital purchases improve operating efficiency.

13. Small Capital Projects for Fire (88560) \$50,221

Fire small capital purchases include Fire Hoses (\$15,000) 1 computer with monitor (\$1,650), 40 flash programmings (\$3,000), 4 multi-unit chargers for portable radios (\$2,540), 20 vehicle charges for portable radios (\$6,500), 30 spare portable radio batteries (\$3,630), 2 clothes washers (\$3,541), 1 clothes dryer (\$1,360), 1 ceiling rack system (\$8,500), and 3 PortO2Vent CPAPos Oxygen Delivery System Unit (\$4,500) .

Funding Source:

General Fund (0010)	\$48,571
Technology Fund (0063)	1,650

Impact on Operating Budget: Small capital purchases improve operating efficiency and effectiveness.

14. Small Capital Projects for Public Works (88500) \$27,100

Public Works small capital purchases include Sewer Activity: 1 jetter nozzle (\$2,500), 1 root cutter nozzle (\$2,500), 1 600' hose (\$2,500); Building Maintenance Activity: 1 City Hall basement fire sprinklers (\$8,000), 1 City Hall stair treads (\$6,000), and 1 Auto Shop electrical panel (\$5,600).

Funding Source:

General Fund (0010)	\$19,600
Sewer Fund (0042)	7,500

Impact on Operating Budget: Small capital purchases improve operating efficiency and effectiveness.

15. Park Capital Improvements Master Plan (96048) \$2,637,000

Barnes Park Picnic Pavilion Replacement (PW)	\$ 275,000
Picnic Shelters at Parks	250,000
Tennis Court Lights at Elder & Barnes	200,000
Elder Pool Heater	25,000
Dog Park at Elder	80,000
GR Basketball Court with lighting	200,000
Replacement of George Elder Play Equipment (PW)	130,000
Langley Center Upgrades	50,000
Slope Drains	40,000
Irrigation Systems	250,000
Replacement of Play Equipment at Pine Tree (PW)	70,000
Replacement of Play Equipment at Sunny Slopes Park (PW)	110,000
Highland Park Hydraulic Irrigation System Renovation (PW)	148,000
George Elder Park Hydraulic Irrigation System Renovation (PW)	330,000
Replace Play Equipment at Sequoia Park (PW)	187,000
La Loma Playground	130,000
Park Upgrades	10,000
Sequoia Park Stairs	20,000
Replaster Elder Pool	40,000
Sequoia Park Restroom Remodel (PW)	40,000
Demolition of George Elder Storage Building (PW)	12,000
Community Garden at Elder Park	40,000

Funding Source:

General Fund Capital Improvement Reserve (0010)	\$ 2,637,000
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Impact on Operating Budget: The maintenance costs will be decreased due to installation of new playground equipment and facilities.

16. **Parking Lot/Park Access Roads Improvements (96049)** **\$520,000**

1. ***Barnes Park Service Club Parking Lot Improvements:*** \$ 75,000
Barnes Park Service Club parking lot.
2. ***La Loma Park Parking Lot Improvements:*** Access road 125,000
from Fulton Avenue to upper ballfield; parking lot
adjacent to lower ballfield accessed from Clover Avenue.
3. ***Monterey Highlands Park Access Road Resurfacing:*** 50,000
Access road from Casuda Canyon to school parking lot;
access road from Copa Way to school parking lot.
4. ***City Yard Parking Lot Improvements:*** Lower parking lot area. 100,000
5. ***Garvey Ranch Park Parking Lot Improvements:*** Main 90,000
parking lot off of Orange Avenue; parking lot adjacent to
tennis courts on Orange Avenue and access road from
Alhambra Avenue near City Yard.
6. ***Elder Park Parking Lot Improvements:*** Rear parking lot 80,000
accessed from Lupine Avenue.

Funding Source:

General Fund Capital Improvement Reserve (0010) \$ 520,000

Impact on Operating Budget: There will be savings on maintenance costs due to greater infrastructure improvements.

2012-2013 Community Capital Projects

Median Maintenance (82520)	\$ 10,000	**
Capital Purchases for Public Works (88500)	16,290	**
Capital Purchases for Police (88550)	49,300	**
Capital Purchases for Fire (88560)	39,900	**
Barnes Pool Filter Replace (91521)	72,000	*
Barnes Pool Heaters Replace (91522)	54,000	*
Langley Cameras, Carpet, Phones (91523)	20,000	**
Various Parks Improvements (91524)	50,000	*
Citywide Park Ada Improvements (91525)	850,000	*
Tree Well Maintenance (91590)	5,000	*
City Hall Lobby & Exterior Paint (96037)	200,000	*
Sanitary Sewer Rehabilitation (96038)	125,000	*
Library Roofing System (96039)	12,400	*
South Garfield Banner Poles (96040)	20,000	*
City Hall Parking Keypad Entry (96041)	12,000	**
Atlas Ave Median Street Light (96042)	20,000	*
Sequoia Park Ada Improvements (96043)	48,100	**
Housing Element/Enviro Assess (99007)	45,000	*
Network Equipment Upgrade (99055)	90,000	**
Wireless Access For City Hall (99059)	20,000	**
City Website Upgrade (99061)	43,500	**
Special Restaurant/Golf Course (99290)	79,600	**
Radio Consoles/Repeater (99319)	280,000	**
Station 61 Floor Repair (99721)	49,800	*
Station 61 Parking Lot Replacement (99722)	50,000	
Station 61 Locker Replacement (99723)	<u>9,400</u>	

Total

\$ 2,271,290

() Projects in progress*

*(**) Projects completed*

CITY OF MONTEREY PARK

PROGRAM DETAIL

DEPARTMENT: Capital Improvement

ACTIVITY: Community Capital Improvement

ACTIVITY NO.: 5002

Classification	Actual 2011/2012	Adopted 2012/2013	Year-End Estimated 2012/2013	Proposed 2013/2014	Adopted 2013/2014
CAPITAL OUTLAY					
82000 Capital Improvements	\$7,362	\$10,000	\$17,688	\$20,000	\$20,000
88000 Capital Improvements	93,193	105,490	105,490	111,241	111,241
90000 Capital Improvements	0	0	5,905	0	0
91000 Capital Improvements	151,797	1,051,000	967,930	17,000	17,000
96000 Capital Improvements	9,348	437,500	288,157	178,254	3,335,254
99000 Capital Improvements	1,620,894	648,800	628,824	198,695	198,695
TOTAL	\$1,882,594	\$2,252,790	\$2,013,994	\$525,190	\$3,682,190
GRAND TOTAL	\$1,882,594	\$2,252,790	\$2,013,994	\$525,190	\$3,682,190

Staff Report City of Monterey Park

DATE: June 19, 2013

TO: Paul Talbot, City Manager
FROM: Dan Costley, Recreation & Community Services Director
SUBJECT: Commissions, Boards and Committees - Updated

It is recommended that the City Council consider introducing and waiving first reading of an ordinance that will update the manner in which the City's numerous commissions, boards and committees are established and conduct business. The new ordinance will supersede current ordinances that pertain to the Commissions, Boards and Committees, collectively "Commissions".

This item has been put on the agenda at the request of City Council Member Peter Chan.

DISCUSSION:

The City of Monterey Park currently has 16 Commissions/Boards/ and Committees, with 124 seats.

At the April 23, 2013 study session, after discussion with staff, the City Council provided direction on steps for improving the manner in which persons are appointed to various commissions, boards and committees and the way in which they conduct business.

Following are the steps that were recommended:

1. Consolidate Commissions/Boards & Committees that have similar missions:

A. Combine the Art & Culture Commission, the Historical Heritage Commission, and the Community Relations Commission, to form a ten member Community Participation Commission that coordinates activities & programs with seven non-voting youth members. This commission would seek out & publicize artistic, cultural, and historic exhibits, performances and opportunities that would bring the community together. Traditional activities such as the Artisans' Faire, Holiday Home Decorating Contests, and the Car Show would still continue.

B. Combine the Design Review Board with the Modification Committee. This five member Board would ensure the high quality of design standards in building and development projects, as well as making recommendations on materials and construction requirements of the City's building code.

2. Membership

A. The term of each appointment would be one year, and would require members, (unless otherwise provided) be residents of the City, which would be verified annually by the City Clerk's office. A member may not serve more than eight consecutive terms on the same commission.

B. Each council member would be allowed to individually appoint one qualified member to commissions with five members, and two qualified members to commissions with ten members. This would not be the case for the Library Board, Personnel Board, or Sister Cities Commission, which would retain their current membership rules.

C. Unless otherwise provided, if a committee member fails to attend three consecutive meetings, unless excused for cause by the appointing council member, that member's office would be deemed vacant.

D. Commission members may serve on only one commission at a time, and serve at the pleasure of the appointing council member.

The draft Ordinance, if adopted, would implement these items. Additionally, the Ordinance would allow the City Council to establish future advisory boards, committees and commissions by resolution. In essence, the procedures implemented by the Ordinance will act as the "default" provision for all future advisory boards, committees, and commissions.

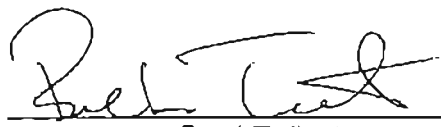
While a number of the City's existing boards, committees, and commissions would change after the effective date of this Ordinance, several would not. Specifically, the Planning Commission, Library Board of Trustees and Personnel Board would not be substantively affected by this Ordinance (the method for appointing Planning Commissioners would change slightly, but its duties would not).

Accompanying this Ordinance is a "master" resolution which establishes the boards, commissions, and committees outlined above. As may be seen, this resolution will implement the City Council's direction given on April 23, 2013. The resolution would become effective at the same time as the Ordinance.

RECOMMENDATION:

1. Staff recommends that the City Council introduce and waive first reading of Ordinance No. _____. Second reading and adoption would occur on July 3, 2013 or July 17, 2013, dependent on when the next regular City Council meeting is scheduled;
2. Staff recommends that the City Council adopt Resolution No. _____ which will become effective on the same date as Ordinance No. _____; and
3. Take such additional, related, action that may be desirable.

By: 
Dan Costley
Recreation and Community
Services Director

Approved: 
Paul Talbot
City Manager

ORDINANCE NO. _____

AN ORDINANCE AMENDING MONTEREY PARK MUNICIPAL CODE CHAPTER 2.82 IN ITS ENTIRETY REGULATING GENERAL REQUIREMENTS FOR CITY COMMISSIONS, BOARDS, AND COMMITTEES; AMENDING REGULATIONS AFFECTING THE DESIGN REVIEW BOARD; AND REPEALING MPMC SECTIONS RELATING TO CERTAIN CITY COMMISSIONS, BOARD, AND COMMITTEES.

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

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

- A. The City Council continues to take steps for improving the manner in which persons are appointed to various commissions, boards, and committees created by the Council and the Monterey Park Municipal Code ("MPMC");
- B. It is the City's intent to make the appointment process more open and to encourage persons seeking to serve their community to seek appointment to the many available positions;
- C. This ordinance will reconcile the City's long-standing appointment policies and procedures with the regulations set forth in the MPMC.

SECTION 2: MPMC Chapter 2.82 is amended in its entirety to read as follows:

"Chapter 2.82

**GENERAL REQUIREMENTS FOR CITY
COMMISSIONS, BOARDS, AND COMMITTEES**

§ 2.82.10 Purpose.

This chapter is adopted for the purpose of setting forth the enabling provisions establishing the City's various bodies, boards, and commissions (collectively "committees") that assist the city council in conducting public business and prescribing the manner in which persons may be appointed to such committees. Additional committees may be created by city council resolution.

§ 2.82.20 Compensation.

The city council may, by resolution, determine whether, and in what

amount, compensation will be provided for members of the committees established by this division. Without a city council resolution establishing compensation, it is conclusively presumed that no compensation is to be provided.

§ 2.82.30 Further provisions.

- A. Member qualifications and/or committee duties or responsibilities may be revised or amended by city council resolution.
- B. Members of the Library Board; Traffic Commission; and Personnel Board are not subject to this Chapter.
- C. Persons serving on one committee cannot simultaneously serve on another committee.

§ 2.82.40 Membership.

- A. Unless otherwise provided, committees established pursuant to this division consist of five (5) members who are appointed individually, one per city council member, in the manner provided by this chapter. Three (3) members constitute a quorum. The city manager may designate an ex-officio staff person to serve as secretary and custodian of records who will not have a vote.
- B. Unless otherwise provided, during their incumbency all members must be, and remain, a resident in fact of the city. Residency will be verified annually by the city clerk's office. Should any member cease to be a city resident, that office is deemed vacant and the term of such member terminated. The secretary will notify the city council and the city clerk of such termination as soon as administratively possible.
- C. Convicted felons cannot serve on committees.

§ 2.82.50 Terms of Office.

- A. Unless otherwise provided by law or resolution, each member may serve for a one year term. No person may serve more than eight consecutive terms on the same commission. If an individual separates from serving on a board or commission, such person cannot be reappointed to the same board or commission for at least twelve consecutive months. A person cannot serve on more than one board or commission at the same time.
- B. Unless otherwise provided, all committee members will serve until a

successor is qualified and appointed.

§ 2.82.60 Appointment Procedures.

- A. Persons seeking appointment to a committee should file applications, in a form prescribed by the city clerk, or designee, to the city clerk's office.
- B. Unless otherwise provided, each councilmember may appoint one person to a particular board or commission. Persons nominated by a councilmember are announced at a council meeting, but the nomination does not require ratification by council action.
- C. Every term begins May 1 and ends April 30 of the following year.

§ 2.82.70 Removal by City Council.

Notwithstanding any other provision of this chapter, all members serve at the pleasure of the appointing city council member and may be removed by that council member at any time.

§ 2.82.80 Organization.

- A. Each May, a committee will annually organize and elect a chairperson and vice-chairperson from its membership for a one-year term. In the chairperson's or vice-chairperson's absence or disability, the committee may designate a chairperson or vice-chairperson pro tempore.
- B. Regular meetings may be held on a day and time established by committee resolution and may be amended from time to time.
- C. Committees may establish a procedure for calling special meetings and may also adopt application requirements, meeting procedures, and other reasonable rules and regulations for conducting business. Minutes must be kept of all meetings and the secretary will deliver copies of minutes to the city clerk for filing.
- D. Committees may designate one (1) of its members, or a subcommittee composed of not more than two (2) members, to study, review, consider, or make recommendations concerning any matter within the committee's purview.

§ 2.82.90 Nonattendance.

- A. Unless otherwise provided, if a committee member fails to attend

three (3) consecutive meetings, unless excused for cause by the committee chairperson, that member's office is deemed vacant and the member's term ended. The committee secretary must immediately notify the city council and city clerk of such termination.

- B. Any member of any city commission, board or committee appointed by a city council member, and terminated from said commission, board or committee for absences, whether excused or unexcused, cannot be nominated for appointment to any city commission, board or committee for a period of twelve months after said termination became effective.

§ 2.82.100 Vacancy.

If a vacancy occurs other than term expiration, notice must be given to the city council and city clerk. The appointing city council member may appoint a new member in accordance with this chapter for the remaining portion of the term, subject to the Maddy Act (Government Code §§ 54970, *et seq.*); any partial term of service will count as a full year toward the term of office."

SECTION 3: Design Review Board. MPMC § 2.78.010 is amended in its entirety to read as follows:

"2.78.010 Created.

There is created and established a design review board. The design review board will ensure the high quality of design standards in building and development projects, as well as making recommendations on materials and construction requirements of the City's building code. Members of the design review board may either be residents of the city or persons maintaining a business license in the city and it is recommended members have a background as an architect, planner, landscape architect, civil engineer building contractor, or a practicing licensed electrician."

SECTION 4: Repeal and dissolution of Committees in MPMC. The following chapters are repealed and, except as established by separate City Council resolution pursuant to MPMC Chapter 2.82, the respective committees are dissolved: Chapter 2.60 (Recreation and Park Commission); Chapter 2.62 (Historical-Heritage Commission); Chapter 2.64 (Community Relations Commission); Chapter 2.66 (Commission on Aging); Chapter 2.68 (Board of Parking Place Commissioners); Chapter 2.72 (Community Redevelopment Agency); Chapter 2.76 (Modification Committee); Chapter 2.92 (Art and Culture Commission); Chapter 2.94 (Economic Development Advisory Commission); Chapter 2.96 (Environmental Commission); and § 5.82.120 (BIDAC Advisory

Commission).

SECTION 5: Planning Commission Membership. MPMC § 2.56.020 is repealed regarding Planning Commission membership. The number of planning commissioners, and the method of appointment, will be governed by MPMC Chapter 2.82 as amended by this Ordinance.

SECTION 6: Preservation. Repeal or amendment of any provision of the MPMC, or any other City resolution or ordinance herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance'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 Ordinance.

SECTION 7: Environmental Review. This ordinance is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, "CEQA") and CEQA regulations (14 California Code of Regulations §§ 15000, *et seq.*) because it consists only of revisions and clarifications to existing codes and procedures regarding appointing persons to City commissions, boards, and committees. Adoption of this ordinance will not have the effect of deleting or substantially changing any regulatory standards or required findings.

SECTION 8: Severable. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 9: Certification. The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the city of Monterey Park's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 10: Effective Date. This Ordinance will take effect on the 31st day following its final passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 20__.

Teresa Real Sebastian,
Mayor

ATTEST:

Vincent Chang,
City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: _____
Karl H. Berger,
Assistant City Attorney

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING VARIOUS BOARDS AND
COMMISSION IN ACCORDANCE WITH CHAPTER 2.82 OF
THE MONTEREY PARK MUNICIPAL CODE.**

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

SECTION 1: Unless otherwise provide by this Resolution, all Boards and Commissions established by this Resolution will conform with Monterey Park Municipal Code ("MPMC") Chapter 2.82 as to membership, terms, and procedures.

SECTION 2: Commission on Aging. The City Council establishes a Commission on Aging as follows:

A. *Membership.* The Commission on Aging will consist of ten individuals. Each councilmember may appoint two individuals to the Commission on Aging in accordance with MPMC Chapter 2.82.

B. *Responsibilities.* The Commission on Aging may undertake the following activities:

1. Provide liaison and coordination among the senior citizen community, the city council, the recreation and parks commission, the community relations commission, community service organizations, and other governmental and private agencies in relation to aging;
2. Promote and encourage community interest and responsibility to correct and prevent problems of aging;
3. Obtain resources for available grants and funds for senior citizen projects;
4. Improve the physical and social environment with respect to senior citizens;
5. Obtain and distribute resource information for various services intended to benefit senior citizens such as legal aid, medical programs, housing and transportation;
6. Encourage established agencies to take responsibility for meeting needs as they are discovered and to take all appropriate action;

7. Develop and assist in planning appropriate services or projects if existing agencies are unable to meet the need;
8. Participate in the establishment of the policy and/or program development of such service or project during and after its formulation; and
9. Act in an advisory capacity to the city council in all matters pertaining to senior citizen problems.

SECTION 3: Business Improvement District Advisory Committee. The City Council establishes a Business Improvement District Advisory Committee as follows:

- A. *Membership.* Members serving on the Business Improvement District Advisory Committee must own or operate a business within the business improvement district.
- B. *Responsibilities.* The Business Improvement District Advisory Committee may undertake the following activities:
 1. Make recommendations to the City Council regarding operations and marketing for the downtown business area;
 2. Make recommendations to the City Council regarding the methods and ways in which the revenue is derived from the charges, assessments and contributions imposed or authorized by Chapter 5.82 of this Code and California Streets and Highways Code §§ 36500, *et seq.*

SECTION 4: Youth Advisory Board. The Youth Advisory Board established by Resolution No. 9939 and Resolution No. 9984 is dissolved and Resolution Nos. 9939 and 9984 are repealed.

SECTION 5: Community Participation Commission. The City Council establishes a Community Participation Commission as follows:

- A. *Membership.* The Community Participation Commission will consist of ten members plus seven non-voting youth members. Each councilmember may appoint two individuals to the Community Participation Commission in accordance with MPMC Chapter 2.82.
- B. Youth members will be selected by the Community Participation Commission as follows:
 1. Three members from the Alhambra Unified School District;

2. Two members from the Montebello Unified School District;
3. Two members at large from the community to accommodate students attending private schools
4. Members must be currently attending high school or attended within the last six months.

C. *Responsibilities.* The Community Participation Commission may undertake the following activities:

1. Coordinate activities and programs with the Youth Advisory Board;
2. Seek out and publicize artistic, cultural and historic exhibits, performances and opportunities that enhances the community;
3. Increase public awareness and appreciation of Monterey Park's history and heritage;
4. Preserve memorabilia and records of the history of Monterey Park and maintain a written history of the city;
5. Conduct and recommend programs which will increase good will among residents of the community and open new opportunities into all phases of community life for all residents;
6. To make residents aware of the services, programs and organizations available in the community;
7. Provide information and opportunities for newcomers to become involved in the community;
8. Foster mutual regard and understanding among all racial, religious and ethnic groups in the community;
9. Participate in community affairs;
10. Promote and encourage community interest and responsibility to correct and prevent conditions of neighborhood blight and deterioration by developing programs and resources in order to provide for a more suitable living environment for all residents;
11. Involve youths in community activities; and

12. Act in an advisory capacity to the city council on all matters pertaining to the city's community participation activities.
13. Review existing youth programs and make recommendations to improve these programs;
14. Inform the Community Participation Commission and City Council of the needs, concerns, achievements, goals and problems of the youth in the community;
15. Promote increased interest and participation among the youth in community affairs;
16. Foster increased understanding between youth groups within the community by providing conflict resolution; and
17. Provide an annual report to the City Council via the Community Participation Commission regarding the status of the community's youth.

D. *Responsibilities—Discharge.* The Community Participation Commission may discharge its responsibilities by:

1. Holding conferences and other public meetings in the interest of constructive resolution of tensions, prejudices, discriminations, irritations and neighborhood blight and deterioration in the community, and issuing such publications and reports as will tend to effectuate said purposes;
2. Enlisting the cooperation and participation of various community organizations, religious and ethnic groups, fraternal and benevolent associations and other organizations in educational campaigns devoted to fostering among diverse groups mutual respect, justice and equity;
3. Mediating disputes involving community relations when requested to do so with all parties to the dispute and the city council; and
4. Printing and distributing informational material approved by the city council.

E. *Responsibilities—Discharge—Limitation.* The Community Participation Commission may discharge its responsibilities as set forth in this Section, except as follows:

1. It cannot represent itself to be, nor in any way act for or on behalf of, the city council, nor can it commit the officers, employees or staff of the city in any manner or to any course of action. To the contrary, it must act as a study center and clearing house for advisory action to the city council;
2. It cannot encroach into any area preempted by state or federal law;
3. It must forward all of its findings and recommendations to the city council before public release and refrain from utilizing such Community Participation Commission as a political platform;
4. In general it must seek, in a calm, dignified and unemotional manner, to make this city a better place in which all persons young, old, of whatsoever origin, race, creed, nationality, or religion, and regardless of background, viewpoint, politics, philosophies, color, credo or disability, may live in dignity, mutual respect, esteem and peace and harmony, one with the other.

SECTION 6: Economic Development Advisory Commission. The City Council establishes an Economic Development Advisory Commission as follows:

- A. *Membership.* Each member must be either a resident of the city or have business experience with a background in finance, economics or development.
- B. *Responsibilities.* The Economic Development Advisory Commission may undertake the following activities:
 1. Monitor implementation of the most current economic development strategic plan adopted by the city council;
 2. Recommend updates or amendments to the economic development strategic plan as deemed necessary;
 3. Provide the city council with annual reports on progress towards meeting economic and community development goals as identified in the economic development strategic plan; and
 4. Act in an advisory capacity to the city council on the needs of local businesses, and the availability of economic development opportunities and resources.

SECTION 7: Environmental Commission. The City Council establishes an Environmental Commission as follows:

A. *Membership.* The Environmental Commission will consist of five members plus two ex officio youth members appointed by the Environmental Commission. Each member may be a resident of the city of Monterey Park, an individual operating or working in the city of Monterey Park, or a professional or scholar in the environmental field.

B. *Responsibilities.* The Environmental Commission may undertake the following activities:

1. Develops and implement policies and procedures relevant to the environment and sustainability of the community;
2. Promote programs to increase the education and awareness of the environment, in addition to providing direct benefits to individual residents and businesses through dollar savings;
3. Investigate potential funding in order to implement programs directly in the community and to operate the activities of the commission;
1. Monitor legislative activities that would affect the city and provide recommendations to the city council;
4. Undertake such activities as directed by the city council for other issues deemed necessary as the environmental integrity of the city that affects numerous areas of municipal government, planning, transportation, air quality, congestion management, and community improvement; and
5. Serve in advisory capacity to the city council on issues deemed relevant to the environment and sustainability of the city.

SECTION 8: Recreation and Parks Commission. The City Council establishes a Recreation and Parks Commission as follows:

A. *Membership.* The Recreation and Parks Commission will consist of five members plus ex officio member(s) as approved by the city manager or it's designees. Regular members cannot hold any paid office or employment in the city government.

B. *Responsibilities.* The Recreation and Parks Commission may undertake the following activities:

1. Act in advisory capacity to the city council and administrative personnel in all matters pertaining to parks, parkways and public recreation and to cooperate with other governmental agencies and civic groups in the acquisition, planning and programming thereof;
2. Formulate and propose policies on recreation services for approval by the city council;
3. Make periodic inventories of recreation services that may be needed and interpret the needs of the public to the city council and administration;
4. Aid in coordinating the recreation services with the programs of other governmental agencies and voluntary organizations;
5. Inform the public of the policies and functions of the recreation and parks program; and
6. Inform, advise and cooperate with boards of education and boards of school trustees of school districts comprising a part of the city or being immediately adjacent to the city to the extent that such information, advice and cooperation shall be proper and desirable in preparing, revising or carrying out the park or recreation program of the city.

SECTION 9: This Resolution is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, "CEQA") and CEQA regulations (14 California Code of Regulations §§ 15000, *et seq.*) because it consists only of revisions and clarifications to existing codes and procedures regarding appointing persons to City commissions, boards, and committees. Adopting this Resolution will not have the effect of deleting or substantially changing any regulatory standards or required findings.

SECTION 10: This Resolution will become effective on the same date as Ordinance No. ____ and will remain effective unless repealed or superseded.

SECTION 11: The City Clerk will certify to the passage and adoption of this Resolution; will enter the same in the book of original Resolutions of said City; and will make a minute of the passage and adoption thereof in the record of proceedings of the City Council of said City, in the minutes of the meeting at which the same is passed and adopted.

PASSED AND ADOPTED this _____ day of June, 2013.

Teresa Real Sebastian,
Mayor

ATTEST:

Vincent Chang,
City Clerk

APPROVED AS TO FORM:
Mark D. Hensley, City Attorney

By: _____
Karl H. Berger,
Assistant City Attorney

State of California)
County of Los Angeles) ss.
City of Monterey Park)

I, Vincent D. Chang, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. _____ was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the _____ day of _____, 2013, by the following vote:

Ayes: Council Members:
Nays: Council Members:
Absent: Council Members:
Abstain: Council Members:

Dated this _____ day of _____, 2013.

Vincent D. Chang, City Clerk
Monterey Park, California