

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
October 2, 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 Fire Explorers

ROLL CALL Peter Chan, Mitchell Ing, Hans Liang, Teresa Real Sebastian, and Anthony Wong

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PRESENTATIONS: None.

ORAL AND WRITTEN COMMUNICATIONS

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 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 **October 2, 2013 totaling \$5,696.06** 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 AUGUST 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 (acting on behalf of the Successor Agency)

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

3. SUCCESSOR AGENCY MINUTES

Approval of Minutes from the regular meetings of June 5 2013, July 3, 2013, July 17, 2013, August 7, 2013, August 21, 2013, and September 4, 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 June 5 2013, July 3, 2013, July 17, 2013, August 7, 2013, August 21, 2013, and September 4, 2013; and
- (2) take such additional, related, action that may be desirable.

SUCCESSOR AGENCY NEW BUSINESS ITEM 4

4. REFUNDING THE 1998 AND 2002 REDEVELOPMENT TAX ALLOCATION BONDS

Los Angeles County developed the redevelopment refunding program to assist redevelopment successor agencies in refunding its outstanding indebtedness to generate debt service savings.

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

- (1) Approve the refunding of the 1998 Merged Redevelopment Project Area tax allocation bonds in order to capture market opportunities to reduce debt service costs and thereby increase the distribution of property taxes to the City and its overlapping taxing agencies, and to take advantage of efficiencies offered through participation in the redevelopment refunding program developed by Los Angeles County;
- (2) Adopt Resolution No. SA _____, which approves various documents required to undertake the refunding and authorizes appropriate staff to take various actions necessary to complete the refunding; and
- (3) take such additional, related, action that may be desirable.

CITY OF MONTEREY PARK CONSENT CALENDAR ITEMS 5-18

5. 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 **October 2, 2013 Totaling \$2,215,230.32** and specifying the funds out of which the same are to be paid; and
- (2) take such additional, related, action that may be desirable.

6. INVESTMENT REPORT AS OF AUGUST 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 August 2013; and
- (2) take such additional, related, action that may be desirable.

7. MINUTES

Approval of Minutes from the regular meetings of June 5, 2013, July 3, 2013, July 17, 2013, August 7, 2013, August 21, 2013, and September 4, 2013; adjourned regular meeting of July 22, 2013; and the special meetings of August 7, 2013 and September 4, 2013.

Recommendations: It is recommended that the City Council:

- (1) approve the minutes from the regular meetings of June 5, 2013, July 3, 2013, July 17, 2013, August 7, 2013, August 21, 2013, and September 4, 2013; adjourned regular meeting of July 22, 2013; and the special meetings of August 7, 2013 and September 4, 2013; and
- (2) take such additional, related, action that may be desirable.

8. UNCLAIMED MONIES TRANSFER TO GENERAL FUND

Under California law, the City may transfer unclaimed monies into its general fund after three years. The City followed the requirements for taking this action in accordance with Government Code §§ 50050-50056. The City Council may now consider whether to take such action.

Recommendations: It is recommended that the City Council

- (1) Adopt Resolution No. _____ authorizing the transfer unclaimed bond deposits held in a special fund to the City's General Fund pursuant to Government Code §§ 50050-50056; and
- (2) take such additional, related, action that may be desirable.

9. AMENDING RECORDS RETENTION SCHEDULE

Staff reviewed the retention schedule that was adopted at the November 2, 2011. Since 2011, there are a number of changes that are desirable in order to increase the efficiency of records retention. Recommended amendments to the retention schedule are attached to the draft resolution.

Recommendations: It is recommended that the City Council

- (1) Adopt Resolution No. ____ amending the City's Records Retention Schedule for City Documents; and
- (2) take such additional, related, action that may be desirable.

10. 2013 LOCALIZED PAVEMENT REPAIRS -- ACCEPTANCE OF WORK AND FINAL PAYMENT

On May 15, 2013, the City Council awarded a contract to Paveco Construction Inc. in the amount of \$130,000 for the 2013 Localized Pavement Repairs. The work has been completed, inspected and approved by the Public Works Department.

Recommendations: It is recommended that the City Council

- (1) Accept the localized pavement repair work completed by Paveco 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; and
- (3) take such additional, related, action that may be desirable.

11. CITY HALL GRAND LOBBY WORK - ACCEPTANCE AND FINAL PAYMENT

On May 15, 2013, the City Council awarded a contract to CTG Construction Inc., in the amount of \$29,700 for the City Hall Grand Lobby and Exterior Corridor Entries Paint Work. The work has been completed, inspected and approved by the Public Works Department.

Recommendations: It is recommended that the City Council

- (1) Accept the City Hall Lobby paint work completed by CTG 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; and
- (3) take such additional, related, action that may be desirable.

12. FIRE STATION 61 APPARATUS FLOOR RESURFACING -- ACCEPTANCE AND FINAL PAYMENT

On June 19, 2013, the City Council awarded a contract to Lennova in the amount of \$46,187.05 for the Fire Station 61 Apparatus Floor Resurfacing. The work has been completed, inspected and approved by the Public Works Department

Recommendations: It is recommended that the City Council

- (1) Accept the floor resurfacing work completed by Lennova at Fire Station 61;
- (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; and
- (3) take such additional, related, action that may be desirable.

13. 2013 SLURRY SEAL OF VARIOUS STREETS – ACCEPTANCE OF WORK AND FINAL PAYMENT

On May 15, 2013, the City Council awarded a contract to Roy Allan Slurry Seal Inc., in the amount of \$286,681.30 for the 2013 Slurry Seal of Various Streets. The completed work has been inspected and approved by the Public Works Department.

Recommendations: It is recommended that the City Council

- (1) Accept the slurry seal work completed by Roy Allan Slurry Seal Inc.;
- (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; and
- (3) take such additional, related, action that may be desirable.

14. PROFESSIONAL SERVICES AGREEMENT WITH CHET YOSHIZAKI

The City wishes to continue to contract Mr. Yoshizaki for assistance with various projects that may require his expertise. He has provided assistance with projects and issues for the past two years.

Recommendations: It is recommended that the City Council

- (1) Authorize the City Manager to execute an agreement with Chet Yoshizaki, in a form approved by the City Attorney, for an amount not to exceed \$50,000 for the term of one year; and
- (2) take such additional, related, action that may be desirable

15. CONSIDER GRANTING A PRE-DEVELOPMENT LOAN TO LINC HOUSING CORPORATION

HOME regulations allow the City to commit up to ten percent of the total amount of HOME funds reserved for a CHDO to provide a project-specific predevelopment and site control loan in the early stages of site development for an eligible project. LINC is request a pre-development loan in the amount of \$83,483.

Recommendations: It is recommended that the City Council

- (1) Grant a pre-development loan to LINC, using HOME/CHDO funds, to evaluate the project feasibility and adequacy of the 236 S. Ramona Avenue site;
- (2) Authorize the City Manager to execute the Pre-development Loan Agreement in a form approved by the City Attorney, and
- (3) take such additional, related, action that may be desirable.

16. REPLACEMENT OF POLICE COMMAND VEHICLE

The 2013-2014 Budget includes \$55,000 for the replacement of a Police Command Vehicle, that is used by field supervisors on a daily basis.

Recommendations: It is recommended that the City Council

- (1) Waive the bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050;
- (2) Authorize the City Manager or designee to purchase a 2013 Chevrolet Tahoe PPV from Wondries Fleet Group through Los Angeles County; and
- (3) take such additional, related, action that may be desirable.

17. TRANSIT CENTER AT EAST LOS ANGELES COLLEGE -- ACCEPTANCE OF WORK AND FINAL PAYMENT

On June 1, 2011, the City Council awarded a contract to E.C. Construction in the amount of \$964,688.40 for the Transit Center at East Los Angeles College. The work is now completed and has been inspected and approved by the Public Works Department.

Recommendations: It is recommended that the City Council

- (1) Approve the additional change order work and accept the Transit Center at East Los Angeles College completed by EC Construction;
- (2) Authorize the City Manager or designee to file a Notice of Completion with the Los Angeles County Recorder's Office and pay the final retention 35 days thereafter; and
- (3) take such additional, related, action that may be desirable.

18. AUTHORIZATION TO PURCHASE A VACUUM EXCAVATOR

A portable vacuum excavator is a trailer-mounted device that is towed behind a service truck and allow mud and water to be vacuumed from repair sites and trenches, minimizing the amount of water discharged onto the street and into storm drains.

Recommendations: It is recommended that the City Council

- (1) Authorize the purchase of a portable vacuum excavator from Ditch Witch Southern California in an amount not to exceed \$59,563.48 per Monterey Park Municipal Code Section 3.20.050(1); and
- (2) take such additional, related, action that may be desirable.

PUBLIC HEARING

19. INTRODUCTION OF ORDINANCE AMENDING TITLE 16 OF THE MUNICIPAL CODE

The City Council asked that staff bring back an Ordinance that would eliminate and/or amend the requirements for Commercial Property Reports and Residential Property Reports.

Recommendations: It is recommended that the City Council

- (1) Open public hearing, hear staff, hear audience, close public hearing;
- (2) Introduce and waive first reading by title only and schedule second reading and adoption for November 6, 2013; and
- (3) take such additional, related, action that may be desirable.

NEW BUSINESS

None.

UNFINISHED BUSINESS

20. 2nd READING ORDINANCE --IDENTIFICATION SIGNS FOR NON-RESIDENTIAL PROPERTIES

On July 17, 2013, the City Council held a public hearing after which it introduced and waived first reading of an ordinance adding a new § 21.24.675 to Chapter 21.24 of the Monterey Park Municipal Code requiring identification signs for non-residential properties.

Recommendations: The City Council may consider whether to

- (1) Waive 2nd reading and adopt Ordinance No. _____ by title only adding § 21.24.675 to Chapter 21.24 of the Monterey Park Municipal Code requiring identification signs utilizing the modern Latin alphabet for non-residential properties;
- (2) Continue the second reading and adoption of the Ordinance to a date certain;
- (3) Take no action. If the Council does not take action to either adopt or continue the matter, the Ordinance would need to be reintroduced (if desirable) at a later date; or
- (4) take such additional, related, action that may be desirable.

COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Announcement of appointees for Commissions, Committees and Boards.

Council communications and committee reports from Council Representatives of specific organizations.

CLOSED SESSION

None.

ADJOURN

ORAL AND WRITTEN COMMUNICATIONS

Staff Report City of Monterey Park

October 2, 2013

To: Paul Talbot, City Manager

From: Annie Yaung, CPFO, Controller

Subject: Warrant Register for Successor Agency to the Former Community
Redevelopment Agency of September 18, 2013 and October 2, 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 186-189 (SA).

Fiscal Impact

Disbursements from all SA funds total \$5,696.06.

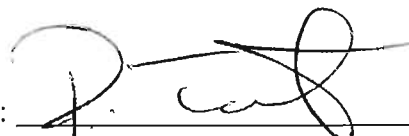
Recommendation

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
18TH DAY OF SEPTEMBER 2013 AND 2ND DAY OF OCTOBER 2013
TOTALING \$5,696.06 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	\$ 2,856.06
Merged Project Projects	2,840.00
Total	<u>\$ 5,696.06</u>

PASSED, APPROVED AND ADOPTED THE 2ND DAY OF OCTOBER 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 2nd day of October 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 09/18/2013

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
LA CORP CENTER OWNERS ASSO	0870-801-1203-31100	2,565.00	CORPORATE CENTER ASSO. DUES	80306	186	2,565.00
NATIONAL CONSTRUCTION RENTALS	0860-801-1203-31100	66.06	FENCE RENTAL 540 W.GARVEY		187	66.06
UNION BANK-CORPORATE TRUST	0860-801-1203-31950	2,515.00	ATLANTIC/GARVEY BOND		188	2,515.00
TOTAL FOR PRINTED WARRANTS						5,146.06

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/18/2013

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TOTAL FOR PREPAID WARRANTS	0.00
TOTAL FOR PRINTED WARRANTS	5,146.06
TOTAL WARRANTS	5,146.06
TOTAL VOID CHECKS	0
TOTAL PREPAID CHECKS	0
TOTAL CHECKS PRINTED	3
TOTAL CHECKS ISSUED	3

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/18/2013
FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0860	ATLANTIC/GARVEY CAP PROJECTS	0.00	2,581.06	2,581.06
0870	MERGED CAPITAL PROJECTS	0.00	2,565.00	2,565.00
	TOTAL	0.00	5,146.06	5,146.06

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/02/2013

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
JENKINS & HOGIN, LLP	0860-801-1203-31600	275.00	LEGAL-SA		189	
	0870-801-1203-31600	275.00	LEGAL-SA		189	
						550.00
	TOTAL FOR PRINTED WARRANTS					550.00

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/02/2013

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TOTAL FOR PREPAID WARRANTS	0.00
TOTAL FOR PRINTED WARRANTS	550.00
TOTAL WARRANTS	550.00
TOTAL VOID CHECKS	0
TOTAL PREPAID CHECKS	0
TOTAL CHECKS PRINTED	1
TOTAL CHECKS ISSUED	1

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/02/2013
FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0860	ATLANTIC/GARVEY CAP PROJECTS	0.00	275.00	275.00
0870	MERGED CAPITAL PROJECTS	0.00	275.00	275.00
	TOTAL	0.00	550.00	550.00

Staff Report City of Monterey Park

DATE: October 2, 2013

TO: Paul Talbot, City Manager

FROM: Annie Yaung, CPFO, Controller

SUBJECT: Successor Agency Monthly Investment Report – August 2013

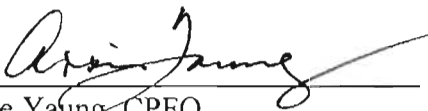
DISCUSSION

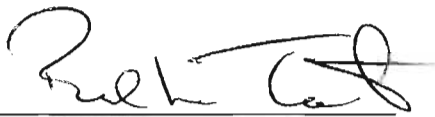
As of July 31, 2013 invested funds for the City of Monterey Park is as follows:

• Successor Agency (SA) Savings	\$ 5,515,473.89
• Successor Agency (SA) Checking	75,368.51
• Successor Agency (SA) RORF	<u>173,783.00</u>
Total	<u>\$ 5,764,625.40</u>

RECOMMENDATION

Receive and file the monthly investment report.

By: 
Annie Yaung, CPFO
Controller

Approved: 
Paul Talbot
City Manager

Staff Report City of Monterey Park

Consent Calendar
Agenda Item 3 (SA)

DATE: October 2, 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:

- June 5, 2013 (Regular)
- July 3, 2013 (Regular)
- July 17, 2013 (Regular)
- August 7, 2013 (Regular)
- August 21, 2013 (Regular)
- September 4, 2013 (Regular)

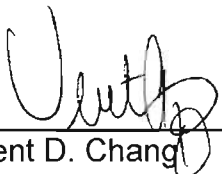
FISCAL IMPACT:

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
JUNE 5, 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, June 5, 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 7:03 p.m.

FLAG SALUTE:

Girl Scout Troop 13161 led the flag salute.

ROLL CALL:

City Clerk Chang called the roll:

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

Council Members Absent: Chan

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 Director Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Quintero, Controller Yaung, Support Services Manager Shay, Battalion Chief Harper, Interim Director of Development Services Funk, Interim Building Official Traw, Acting Economic Development Specialist Ramirez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

Discussion: City Attorney Hensley reported out of the June 5, 2013 Special Meeting at 5:30 p.m. that Council Member Ing did not participate in the closed session discussion on Agenda Item No. 1 due to a potential conflict of interest as his wife is a Southern California Edison employee. The City Council voted 3-0 authorizing the City Attorney's office to proceed with eminent domain proceedings with regards to particular easements on the Market Place project area.

Action Taken: Received and Filed.

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

None.

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.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NOS. 1 - 2

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 - 2 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 Liang, motion carried by the following vote:

Ayes: Council Members: Ing, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: Chan
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 – 41** of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated **June 5, 2013 totaling \$1.436.36** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. SA – 41, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY (SA) TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **June 5, 2013 totaling \$1.436.36** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

2. SUCCESSOR AGENCY MINUTES

Approval of Minutes from the regular meeting of April 17, 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 meetings of April 17, 2013 on Consent Calendar.

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

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
JULY 3, 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, July 3, 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.

Mayor Real Sebastian led a moment of silence in memory of the 19 Arizona Granite Mountain Hotshots firefighters who lost their lives fighting the Arizona Wildfire on June 30, 2013.

ROLL CALL:

City Clerk Chang called the roll:

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

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 Director Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Quintero, Controller Yaung, Support Services Manager Shay, Interim Director of Development Services Funk, Economic Development Specialist Ramirez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

Discussion: City Manager Talbot reported that on Item No. 9, Barron Communications withdrew their bid and therefore, the bid will be awarded to the next lowest bidder, Success Printing.

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

None.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NOS. 1 - 2

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

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.

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 - 2 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 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 – 44** of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated **July 3, 2013 totaling \$80.90** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. SA – 44, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **July 3, 2013 totaling \$80.90** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

2. FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH JWA URBAN CONSULTANTS

The current Professional Services Agreement with JWA Urban Consultants will end on June 30, 2013. JWA Urban Consultants was hired to monitor the housing affordability compliance regulations. The City Council adopted the Fiscal Year 2013-2014 Budget on June 19, 2013 that included funding to continue with services for the next year.

Action Taken: The City Council authorized the City Manager to execute the First Amendment with JWA Urban Consultants, Inc., on behalf of the Successor Agency, including the assignment of the Agreement to the City, in a form approved by the City Attorney, in an amount not to exceed \$50,000 on Consent Calendar.

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

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
JULY 17, 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, July 17, 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: Ing, Chan, Liang, Wong, Real Sebastian

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 Director Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Quintero, Controller Yaung, Support Services Manager Shay, Interim Director of Development Services Funk, Assistant City Engineer Alfonso, Economic Development Specialist Ramirez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

None.

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

None.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NOS. 1 - 2

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 - 2 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 – 45** of the Successor Agency (SA) to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated **July 17, 2013 totaling \$393.75** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. SA – 45, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **July 17, 2013 totaling \$80.90** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

2. SUCCESSOR AGENCY INVESTMENT REPORT AS OF JUNE 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: The City Council (acting on behalf of the Successor Agency) received and filed the investment report as of June 2013 on Consent Calendar.

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

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
AUGUST 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, Wednesday, August 7, 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: Ing, Chan, Liang, Wong, Real Sebastian

Council Members Absent: None

ALSO PRESENT: City Manager Talbot, Assistant City Attorney Berger, City Treasurer Leon, Fire Chief Birrell, Police Chief Smith, Human Resources Director Cody, Recreation and Community Services Director Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Alfonso, Controller Yaung, Support Services Manager Shay, Recreation Superintendent Aguirre

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

Discussion: City Manager Talbot informed the council that two items from Council Communications will be continued to a future council meeting: (1) discussion on placing new buses into service as (requested by Mayor Real Sebastian) and (2) discussion on Towne Centre Project as (requested by Council Member Ing).

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NOS. 1A - 1B

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. 1A - 1B 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 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

1. SUCCESSOR AGENCY

A. 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 – 46** of the Successor Agency (SA) to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated **August 7, 2013 totaling \$6,325.00** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. SA – 46, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **August 7, 2013 totaling \$6,325.00** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

B. APPROVAL OF THE LONG RANGE PROPERTY MANAGEMENT PLAN

Staff is requesting that the City Council acting on behalf of the Successor Agency to the former Redevelopment Agency adopt a resolution recommending approval of a Long Range Property Management Plan to the Oversight Board pursuant to Health and Safety Code § 34191.5.

Action Taken: The City Council (acting on behalf of the Successor Agency) (1) Adopted **Resolution No. SA - 47** approving the Long Range Property Management Plan for the Successor Agency of the former Monterey Park Redevelopment Agency in accordance with Health and Safety Code § 34191.5 and recommending approval by the Oversight Board and (2) authorized the City Manager to transmit the Long Range Property Management Plan to the Oversight Board and Department of Finance for approval on Consent Calendar.

Resolution No. SA - 47, entitled:

A RESOLUTION APPROVING THE LONG RANGE PROPERTY MANAGEMENT PLAN FOR THE SUCCESSOR AGENCY OF THE MONTEREY PARK REDEVELOPMENT AGENCY IN ACCORDANCE WITH HEALTH AND SAFETY CODE § 34191.5 AND RECOMMENDING APPROVAL BY THE OVERSIGHT BOARD.

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

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
AUGUST 21, 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, August 21, 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: Ing, Chan, Wong, Real Sebastian

Council Members Absent: Liang

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 Director Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Alfonso, Controller Yaung, Support Services Manager Shay

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

None.

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

None.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NOS. 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, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: Liang
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 – 48** of the Successor Agency (SA) to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated **August 21, 2013 totaling \$7,175.74** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. SA – 48, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **August 21, 2013 totaling \$7,175.74** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

2. SUCCESSOR AGENCY INVESTMENT REPORT AS OF JULY 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: The City Council (acting on behalf of the Successor Agency) received and filed the investment report as of July 2013 on Consent Calendar.

3. SUCCESSOR AGENCY MINUTES

Approval of Minutes from the regular meeting of June 19, 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 regular meeting of June 19, 2013 of the Successor Agency to the former Monterey Park Redevelopment Agency on Consent Calendar.

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

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
SEPTEMBER 4, 2013**

The City Council of the City of Monterey Park held a Regular Meeting of the Council in the Council Chamber, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, September 4, 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 7:05 p.m.

FLAG SALUTE:

The Monterey Park Fire Explorers led the flag salute.

ROLL CALL:

City Clerk Chang called the roll:

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

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 Director Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Alfonso, Controller Yaung, Support Services Manager Shay, Assistant Planner Tewart

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

Discussion: City Attorney Hensley informed the council that exhibits for Agenda Item No. 3 were not attached in the staff report and advised the council that the City Attorney will create the exhibits to be consistent with the RBF proposal upon council's approval.

**PRESENTATIONS: Report by City Manager on placing new buses into service.
(Requested by Mayor Real Sebastian)**

Discussion: City Manager Talbot reported that two of the new city buses have been transferred to MV Transportation to be placed into service.

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.

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.

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.

Motion: Moved by Mayor Real Sebastian 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 – 49** of the Successor Agency (SA) to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated **September 4, 2013 totaling \$1,204.06** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. SA – 49, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **September 4, 2013 totaling \$1,204.06** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

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

Staff Report *The Successor Agency to the Former Monterey Park Redevelopment Agency*

DATE: October 2, 2013

TO: MAYOR REAL SEBASTIAN AND MONTEREY PARK CITY COUNCIL ACTING ON BEHALF OF THE SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY

FROM: DONNA M. RAMIREZ, ECONOMIC DEVELOPMENT SPECIALIST

SUBJECT: RESOLUTION OF THE SUCCESSOR AGENCY TO THE MONTEREY PARK REDEVELOPMENT AGENCY APPROVING VARIOUS DOCUMENTS AND AUTHORIZING VARIOUS ACTIONS RELATED TO THE ISSUANCE OF REFUNDING THE 1998 AND 2002 REDEVELOPMENT TAX ALLOCATION BONDS

BACKGROUND:

Effective February 1, 2012, pursuant to Assembly Bill x1 26 ("AB 26"), redevelopment agencies throughout the State were abolished and prohibited from engaging in future redevelopment activities. AB 26 enabled the formation of Successor Agencies ("SAs"), which have the responsibility of winding down outstanding obligations of the former redevelopment agencies. AB 26 did not allow SAs to issue any new debt; however, the legislative language was unclear on whether a debt refinancing was considered a new debt issuance.

On June 27, 2012, the State passed Assembly Bill 1484 ("AB 1484"), which included provisions permitting SAs to refund outstanding bonds or other obligations of a former redevelopment agency to achieve savings. A few SAs have since refunded their existing redevelopment bonds to provide savings to taxing entities and additional refundings are underway.

DISCUSSION:

Because of the volume of documents for the Bond Refunding, a copy of all documents related to this item are available to the public for viewing in the City Clerk's office.

While SAs can refund their bonds utilizing their own staff, underwriters, lawyers and consultants, for the County of Los Angeles have developed the Redevelopment Bond Refunding Program (the "Program") to assist SAs in this process. The Program will make use of the State's Marks-Roos Bond Pooling Act to facilitate the pooling of SAs refunding bonds into larger issues that will be sold by the Authority to investors (the "Authority Bonds"). The County's Authority will purchase the Agency Bonds simultaneously with the sale of the Authority Bonds to investors. The interest rates will be the same on the Authority Bonds and the Agency Bonds.

The County believes that using its team and pooling these refundings together will allow the refunding bonds to be issued in an efficient and cost-effective manner while alleviating the SAs of the administrative burden of managing their own refinancing. The County will assume

responsibility for marketing the refunding bonds, managing the ratings process, and coordinating the approval process with the State Department of Finance ("DOF"). Pursuant to AB 1484, the DOF has up to 60 days to review the proposed refunding once it has been approved by the Agency and its Oversight Board, although the County hopes that it will be able to facilitate quicker approval.

On August 15, 2013, the Monterey Park Oversight Board elected to participate in the Program and directed the Agency to commence proceedings in relation to the proposed refunding. Debt service savings from refunding the Agency's bonds will be annually returned in the form of increased general property tax revenues and shared by all taxing entities, including the City of Monterey Park General Fund.

The first issuance of pooled bonds is expected in December 2013. The Agency's bonds are slated to be in this first issuance. The Agency's costs related to this refinancing can be paid from the bond proceeds or placed on future Agency ROPS. In an effort to assist the SAs following the sale of the refunding bonds, the County will also offer to manage the continuing disclosure obligations on behalf of the SAs.

Agency Refunding Candidates and Savings Discussion

The former Monterey Park Redevelopment Agency has two outstanding bonded obligations. In 1998, the former RDA entered into a loan agreement, payable from tax increments of the Merged Redevelopment Project Area, with the Monterey Park Public Financing Authority (the "MPPFA"); this loan agreement secures \$11,610,000 in MPPFA 1998 Tax Allocation Revenue Bonds. In 2002, the Former RDA issued \$24,270,000 of Atlantic-Garvey Redevelopment Project No. 1 Tax Allocation Bonds. At current interest rates, these two prior obligations can be refunded for savings.

Based on today's interest rates, the 1998 bonds could be refunded to generate approximately \$250,000 in net present value ("NPV") savings, or 3.2% of refunded par. Annual cashflow savings would average about \$26,000 a year through 2028. The 2002 bonds could be refunded to generate approximately \$655,000 in net present value ("NPV") savings, or 4.1% of refunded par. Annual cashflow savings would average about \$71,000 a year through 2026. Actual savings will depend on actual market conditions at the time of pricing and the final rating on the bonds.

Debt service savings will increase the amount of "residual" property tax available to be redistributed to other taxing entities based on their proportionate share of the 1% property tax levy. The City's General Fund allocation would be approximately 16.25%.

The Los Angeles County Redevelopment Bond Refunding Program

Los Angeles County developed the redevelopment refunding program to assist redevelopment successor agencies located in the County in refunding their outstanding indebtedness to generate

debt service savings. The Program offers an opportunity to secure savings in an efficient manner, with a more limited investment of City and successor agency resources than might otherwise be required. The Program is designed to introduce a number of efficiencies, including a common financing team, the support of county staff in certain administrative efforts including continuing disclosure, and the enhanced marketing afforded by larger bond issues.

The County has dedicated substantial resources to facilitate the Program. Several experienced Finance staff and a Principal Deputy County Counsel have been assigned to support the Program. In addition, the County has assembled a financing team consisting of bond counsel (Orrick, Herrington & Sutcliffe), underwriters (De La Rosa & Co. and Citigroup), financial advisor (KNN Public Finance), and a fiscal consultant (HdL Coren & Cone) who have worked closely with the County to develop a financing plan and drafted the necessary documents to accommodate the refunding. The Program also has the support of State Department of Finance (DOF), who must approve all refundings, and has been coordinating its efforts alongside the County.

LEGAL DOCUMENTS:

The following necessary documents for the transaction have been prepared and are being submitted for approval by a resolution of the Successor Agency.

Successor Agency Resolution. This resolution authorizes the bonds to be issued by the Agency (the "Agency Bonds") and establishes parameters for the terms thereof, approves the forms of and authorizes the execution and delivery of the financing documents (including the Indenture of Trust, the Local Obligation Purchase Contract, the Escrow Agreement, the Letter of Representations and the Continuing Disclosure Agreement) and approves the form of the Agency's disclosure appendix.

Indenture of Trust. The Indenture of Trust sets forth the terms of the Agency Bonds (including the interest payments and redemption provisions, if any), the security provisions for the Agency Bonds, the covenants of the Agency to Agency Bond owners and provisions relating to the holding and distribution of funds to repay the Agency Bonds.

Escrow Agreement. The Escrow Agreement sets forth the terms for the early redemption of the bonds to be refinanced, including the deposit and investment of moneys to be held by the escrow bank and the terms for paying bonds prior to the redemption date and redeeming the bonds on the redemption date.

Local Obligation Purchase Contract. The Local Obligation Purchase Contract specifies the purchase price of the Agency Bonds to be paid by the Authority, the interest rates, maturity dates and principal amounts of each maturity of the Agency Bonds, the date, time and place of the closing of the Agency Bond issue, the allocation of the expenses incurred in connection with the Agency Bond issue, the parties' representations to and agreements with each other and the conditions which the Agency must satisfy before the Authority becomes obligated to purchase the Agency Bonds.

Continuing Disclosure Agreement. Federal securities laws indirectly require issuers of bonds to disclose and annually update certain financial and operating information relevant to the security and repayment of bonds. The Continuing Disclosure Agreement contains the undertakings of the Agency and the Authority to provide the ongoing disclosure in the form of annual reports and event notices.

Trust Agreement. The Trust Agreement sets forth the terms of the bonds to be issued by the Authority (the “Authority Bonds”), including the interest payments and redemption provisions, if any, the security provisions for the Authority Bonds, the covenants of the Authority to Authority Bond owners and provisions relating to the holding and distribution of funds to repay the Authority Bonds.

Bond Purchase Agreement and Letter of Representations. The Bond Purchase Agreement specifies the purchase price of the Authority Bonds to be paid by the underwriters, the interest rates, maturity dates and principal amounts of each maturity of the Authority Bonds, the date, time and place of the closing of the Authority Bond issue, the allocation of the expenses incurred in connection with the Authority Bond issue, the parties’ representations to and agreements with each other and the conditions which the Authority must satisfy before the underwriters become obligated to purchase the Authority Bonds. The Letter of Representations, a form of which is included in the Bond Purchase Agreement, provides certain representations and warranties that the Agency will be providing to the Authority and the underwriters.

Official Statement and Successor Agency Disclosure Appendix. The Official Statement (in its preliminary and final form) is used to provide information to investors and prospective investors about, among other things, the Authority and the Authority Bonds. The Authority Bonds constitute securities for purposes of state and federal securities laws and, therefore, the offering and sale of the Authority Bonds through the Official Statement is subject to certain provisions of such laws, including, importantly, the anti-fraud laws. The Official Statement sets forth information about the terms of the Authority Bonds, the security for the Authority Bonds, the sources and uses of the proceeds of the Authority Bonds to be issued by the Authority and the tax-exemption of interest on such Authority Bonds. The Agency’s disclosure appendix, which will be included as an appendix to the Official Statement, provides information as to the Agency and the Agency Bonds, the applicable redevelopment plan and project area or project areas, the tax increment revenues and the documents under which the Agency Bonds are issued.

Oversight Board Resolution. After the financing is approved by the Agency it must be approved by the Oversight Board. A resolution has been prepared for the Oversight Board to provide such approval.

FISCAL IMPACT

Under State law (Health and Safety Code Section 34177.5), the refundings can only be completed if it produces debt service savings, taking into account all costs associated with the transaction. If successful, the refundings will increase General Fund property tax revenues, as well as revenues to

other agencies that receive a portion of the 1% property tax levy. Under current market conditions, the two refundings would generate approximately \$905,000 in present value savings. The City would receive about 16.25% of the savings for its General Fund, or about \$147,000 on a present value basis.

RECOMMENDATION

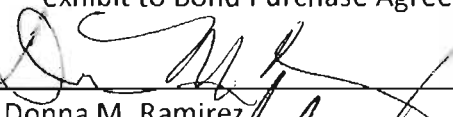
It is recommended that the Successor Agency:

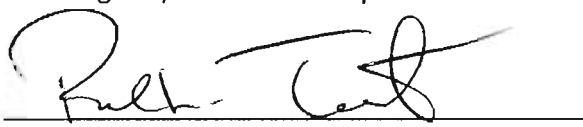
1. Approve the refunding of the 1998 Merged Redevelopment Project Area tax allocation bonds and the 2002 Atlantic-Garvey Redevelopment Project No. 1 tax allocation bonds in order to capture market opportunities to reduce debt service costs and thereby increase the distribution of property taxes to the City and its overlapping taxing agencies, and to take advantage of efficiencies offered through participation in the redevelopment refunding program developed by Los Angeles County;
2. Adopt the attached Resolution, which approves various documents required to undertake the refunding and authorizes appropriate staff to take various actions necessary to complete the refunding; and
3. Take such additional, related, action that may be desirable.

Attachments:

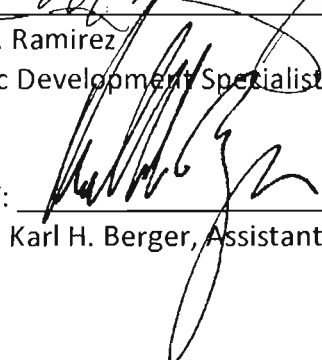
1. Successor Agency Resolution;
2. Agency Indenture of Trust;
3. Continuing Disclosure Agreement;
4. Escrow Agreement;
5. Local Obligation Purchase Contract;
6. Trust Agreement (for Series 2013 Authority Bonds);
7. Preliminary Official Statement (for Series 2013 Authority Bonds);
8. Appendix (including form of Successor Agency Disclosure as an Appendix to Preliminary Official Statement);
9. Bond Purchase Agreement (for Series 2013 Authority Bonds); and
10. Letter of Representations (including Successor Agency facts and representation as an exhibit to Bond Purchase Agreement).

By:


Donna M. Ramirez
Economic Development Specialist


Paul Talbot
City Manager

APPROVED BY:


Karl H. Berger, Assistant City Attorney

RESOLUTION NO. ____

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE MONTEREY PARK REDEVELOPMENT AGENCY AUTHORIZING THE ISSUANCE, AND THE APPROVAL AND EXECUTION BY THE CITY MANAGER, OR DESIGNEE, OF TAX ALLOCATION REFUNDING BONDS, IN ONE OR MORE SERIES; AUTHORIZING THE EXECUTION AND DELIVERY OF ONE OR MORE INDENTURES, LOCAL OBLIGATION PURCHASE CONTRACTS, ESCROW AGREEMENTS AND CONTINUING DISCLOSURE AGREEMENTS AND THE PREPARATION OF ONE OR MORE OFFICIAL STATEMENTS AND OTHER RELATED MATTERS.

The City Council, acting on behalf of the Successor Agency to the Monterey Park Redevelopment Agency ("Successor Agency") does resolve as follows:

Section 1. The City Council finds and declares that:

- A. Pursuant to the Community Redevelopment Law (Part 1 of Division 24 of the California Health and Safety Code and referred to as the "Law"), the City Council of the City of Monterey Park (the "City") created the former Redevelopment Agency of Monterey Park (the "Former RDA");
- B. The Former RDA was a redevelopment agency, a public body, corporate and politic duly created, established and authorized to transact business and exercise its powers, all under and pursuant to the Law, and the powers of such agency included the power to issue bonds, notes, certificates of participation, or other evidence of indebtedness for any of its corporate purposes;
- C. California Assembly Bill No. 26 (First Extraordinary Session) ("AB X1 26") enacted on June 29, 2011, dissolved all redevelopment agencies and community development agencies in existence in the State of California as of February 1, 2012, and designated "successor agencies" and "oversight boards" to satisfy "enforceable obligations" of the former redevelopment agencies and administer dissolution and wind down of the former redevelopment agencies;
- D. Assembly Bill No. 1484 ("AB 1484"), a follow on bill to AB X1 26, was enacted on June 27, 2012 and provides a mechanism to refund outstanding bonds or other indebtedness under certain circumstances;
- E. The City Council opted to act on behalf of the Successor Agency to the Former RDA (the "Agency"), as set forth in Resolution No. 11455 adopted on January 11, 2012;

- F. In 1998, the Monterey Park Public Financing Authority (the "MPPFA") for the benefit of the Former RDA issued its Monterey Park Public Financing Authority 1998 Tax Allocation Revenue Bonds (the "1998 Bonds") in the aggregate principal amount of \$11,610,000, payable from principal and interest payments under a Loan Agreement dated as of October 1, 1998 (the "1998 Loan"), by and among the Former RDA, The Bank of New York Mellon Trust Company, N.A. (as successor trustee to BNY Western Trust Company), as trustee, and the MPPFA, attributable to the Former RDA's Merged Redevelopment Project Area, which 1998 Loan is subject to prepayment and which 1998 Bonds are subject to optional redemption and prepayment and redemption may be made on any date at a price equal to the outstanding principal amount thereof, plus interest due thereon to the date fixed for prepayment and redemption, as applicable, without premium;
- G. In 2002, the Former RDA issued The Redevelopment Agency of Monterey Park Atlantic-Garvey Redevelopment Project No. 1 2002 Tax Allocation Bonds (the "2002 Bonds" and, together with the 1998 Loan, the "Prior Obligations") in the aggregate principal amount of \$24,270,000, attributable to the Former RDA's Atlantic-Garvey Redevelopment Project No. 1, as amended, which 2002 Bonds are subject to optional redemption on any date at a redemption price equal to the outstanding principal amount thereof, plus interest due thereon to the date fixed for redemption, without premium;
- H. California Health and Safety Code Section 34177.5(a) authorizes successor agencies to refund outstanding bonds or other indebtedness to be refunded provided that (i) the total interest cost to maturity on the refunding bonds or other indebtedness plus the principal amount of the refunding bonds or other indebtedness shall not exceed the total remaining interest cost to maturity on the bonds or other indebtedness to be refunded plus the remaining principal of the bonds or other indebtedness to be refunded, and (ii) the principal amount of the refunding bonds or other indebtedness shall not exceed the amount required to defease the refunded bonds or other indebtedness, to establish customary debt service reserves, and to pay related costs of issuance;
- I. An Oversight Board was established in accordance with applicable law. Pursuant to California Health and Safety Code Section 34177.5(f), the Oversight Board directed the Agency to issue bonds to refund the Prior Obligations of the Former RDA to provide debt service savings to the Agency;

- J. The Agency was requested to return to the Oversight Board once the refunding issue and related documents were prepared for approval of the refunding pursuant to California Health and Safety Code Section 34180(b).
- K. The County of Los Angeles (the "County"), a political subdivision of the State of California and taxing entity recipient of property tax revenues, represented by voting membership on the Oversight Board, developed a program (the "Refunding Program") to assist successor agencies within the County to refund bonds or other indebtedness pursuant to AB 1484 in order to provide debt service savings to participating successor agencies within the County, efficiencies in issuance and cost of issuance savings;
- L. The Refunding Program contemplates revenue bonds to be offered to the public in connection with the proposed refunding of all or a portion of the Prior Obligations (together with outstanding bonds or other indebtedness of successor agencies other than the Agency) through the issuance by the County of Los Angeles Redevelopment Refunding Authority (the "Authority"), in one or more series, of its Tax Increment Revenue Refunding Bonds, Series 2013, with such other name and series designation as shall be deemed appropriate (the "Authority Bonds"), pursuant to and under the terms of one or more trust agreements (each, a "Trust Agreement"), between the Authority and a corporate trustee bank to be designated by the Authority, as trustee (the "Authority Trustee").
- M. Pursuant to California Health and Safety Code Section 34177.5(f), the Oversight Board requested that the Agency prepare to issue refunding bonds, which refunding bonds may be sold to the Authority pursuant to the Marks-Roos Local Bond Pooling Act (Article 4 (commencing with Government Code Section 6584) of Chapter 5 of Division 7 of Title 1 of the California Government Code) following a determination by the Agency to participate in the Refunding Program, to refund all or a portion of the Prior Obligations; provided that this request does not offer any assurance that Authority Bonds will be sold by the Authority under the Refunding Program to refund all or any portion of the Prior Obligations;
- N. There are potential debt service savings that can be achieved through a refinancing of the 1998 Loan and 1998 Bonds and the Agency determined to issue its Tax Allocation Refunding Bonds, Series 2013A, with such other name and series designation as shall be deemed appropriate (the "2013A Refunding Bonds"), for the purpose of (i) refunding all or a portion of the 1998 Loan and 1998 Bonds, (ii) paying the costs of issuing the 2013A Refunding Bonds and the Agency's share (as determined by the Authority) of costs incident to the

authorization, issuance and sale of Authority Bonds, (iii) funding a reserve account for the 2013A Refunding Bonds and (iv) if advisable, paying for the cost of municipal bond insurance and/or a surety to fund the reserve account for the 2013A Refunding Bonds in lieu of funding all or a portion of such reserve account with bond proceeds;

- O. The 2013A Refunding Bonds will be issued pursuant to an Indenture of Trust (the "2013A Indenture") by and between the Agency and a corporate trustee bank to be designated by the Authority, as trustee (the "2013A Trustee");
- P. There are potential debt service savings that can be achieved through a refinancing of the 2002 Bonds and the Agency has determined to issue its Tax Allocation Refunding Bonds, Series 2013B, with such other name and series designation as shall be deemed appropriate (the "2013B Refunding Bonds" and, together with the 2013A Refunding Bonds, the "Refunding Bonds"), for the purpose of (i) refunding all or a portion of the 2002 Bonds, (ii) paying the costs of issuing the 2013B Refunding Bonds and the Agency's share (as determined by the Authority) of costs incident to the authorization, issuance and sale of Authority Bonds, (iii) funding a reserve account for the 2013B Refunding Bonds and (iv) if advisable, paying for the cost of municipal bond insurance and/or a surety to fund the reserve account for the 2013B Refunding Bonds in lieu of funding all or a portion of such reserve account with bond proceeds;
- Q. The 2013B Refunding Bonds will be issued pursuant to an Indenture of Trust (the "2013B Indenture" and, together with the 2013A Indenture, the "Indentures") by and between the Agency and a corporate trustee bank to be designated by the Authority, as trustee (the "2013B Trustee" and, together with the 2013A Trustee, the "Agency Trustee");
- R. The Agency has determined that any remaining proceeds of the Prior Obligations (the "Prior Proceeds") which are not intended to be spent by the Agency in a manner consistent with the respective bond covenants for the Prior Obligations and AB 1484, shall be used to defease and/or refund the applicable Prior Obligations and/or to fund a debt service reserve account for the related Refunding Bonds;
- S. The Agency has determined pursuant to Section 6588(v) of the California Government Code to sell the Refunding Bonds to the Authority pursuant to a separate local obligation purchase contract for each series of Authority Bonds (each, a "Local Obligation Purchase Contract") by and between the Agency and the Authority, and hereby finds and determines that such sale will result in significant public benefits including demonstrable savings in effective interest rate, bond preparation, bond underwriting discount, original issue discount or

bond issuance costs and more efficient delivery of local agency services to residential and commercial development;

- T. In connection with the purpose stated above, the Agency and the Authority desire that the Agency and the trustee for the related Prior Obligations, as escrow agent (the "Escrow Agent"), enter into a separate escrow agreement with respect to each of the Prior Obligations (each, an "Escrow Agreement"), pursuant to which the Agency will provide the Escrow Agent with money and/or investment securities sufficient to prepay or redeem, as applicable, and refund all or a portion of the Prior Obligations in accordance with the terms thereof;
- U. De La Rosa & Co. and Citigroup Global Markets Inc. (collectively, the "Underwriters"), have submitted to the Authority a proposed form of an agreement to purchase each series of the Authority Bonds (the "Bond Purchase Agreement") by and between the Underwriters and the Authority, which includes a Letter of Representations (the "Letter of Representations") to be executed by the Agency;
- V. Rule 15c2-12 promulgated under the Securities Exchange Act of 1934 ("Rule 15c2-12") requires that, in order to be able to purchase or sell the Authority Bonds, the underwriters thereof must have reasonably determined that the Agency, as an obligated person, has undertaken in a written agreement or contract for the benefit of the holders of the Authority Bonds to provide disclosure of certain financial information and operating data and certain enumerated events on an ongoing basis;
- W. In order to cause such requirement to be satisfied, the Agency desires to execute a separate continuing disclosure agreement with respect to each series of Refunding Bonds (each, a "Continuing Disclosure Agreement") by and among the Agency, the Authority and the Authority Trustee, pursuant to which the Authority and the Agency will provide annual disclosure and notices in the event of certain enumerated events; and
- X. A form of the Preliminary Official Statement (the "Preliminary Official Statement") to be distributed in connection with the public offering of the Authority Bonds has been prepared, pertaining primarily to the Authority Bonds but also describing the Refunding Program, the Refunding Bonds, the Agency, its project areas, other successor agencies participating in the Refunding Program, if any, and certain other information deemed material to an informed investment decision respecting the Authority Bonds.

Section 2. Recitals. The recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 3. Approval of Bonds. Subject to the provisions of Section 4, the issuance of the Refunding Bonds, on the terms and conditions set forth in, and subject to the limitations specified in, the applicable Indenture, is authorized and approved. The Refunding Bonds will be dated, accrue interest at the rates, mature on the dates, be issued in the form, and be as otherwise provided in the applicable Indenture, as the same is completed as provided in this Resolution.

Section 4. Approval of Indenture; Execution of Refunding Bonds. The forms of the Indentures providing for the issuance of each series of the Refunding Bonds, on file with the City Clerk, are approved. The City Manager or his designee (each an "Authorized Officer" and collectively, the "Authorized Officers") are, and each of them is, each authorized and directed, for and in the name of the Agency, to execute and deliver each Indenture in substantially said form, with such changes therein as the Authorized Officer executing the same may require or approve, such approval to be conclusively evidenced by the execution and delivery of each Indenture.

- A. Each of the Authorized Officers, and the City Clerk, are authorized and directed, respectively, as such officers to execute each of the Refunding Bonds on behalf of the Agency, either manually or in facsimile, and such signing as by this Resolution be a sufficient and binding execution of the Refunding Bonds by the Agency. In case either of such officers whose signature appears on the Refunding Bonds cease to be such officer before the delivery of the Refunding Bonds to the purchaser, such signature will nevertheless be valid and sufficient for all purposes the same as though such officer had remained in office until the delivery of the Refunding Bonds.

Section 5. Approval of Local Obligation Purchase Contract. The form of the Local Obligation Purchase Contract, on file with the City Clerk, is approved. The Authorized Officers are, and each of them is, authorized and directed, for and in the name of the Agency, to execute and deliver one or more Local Obligation Purchase Contracts in substantially said form, with such changes therein as the Authorized Officer executing the same may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof, provided that the issuance of the Refunding Bonds must comply with the terms of California Health and Safety Code Section 34177.5(a) and the remaining Prior Proceeds which are not intended to be spent by the Agency in a manner consistent with the respective bond covenants for the Prior Obligations and AB 1484, must be used to defease and/or refund the applicable Prior Obligations and/or to fund a debt service reserve account for the related Refunding Bonds. The Agency's participation in the Refunding Program, the Authority Bonds and the Trust Agreement(s) are approved as described in this Resolution.

Section 6. Approval of Escrow Agreement. The form of the Escrow Agreement, on file with the City Clerk, is approved. The Authorized Officers are, and each of them is, authorized and directed, for and in the name of the Agency, to execute and deliver one or more Escrow Agreements in substantially said form, with such changes therein as the Authorized Officer executing the same may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 7. Approval of Letters of Representations. The form of the Bond Purchase Agreement and Letter of Representations of the Agency attached thereto is on file with the City Clerk and acknowledged by the Agency. The Authorized Officers are, and each of them is, authorized and directed, for and in the name of the Agency, to execute and deliver one or more Letters of Representation, in substantially said form and as required in connection with the Authority's execution and delivery of the Bond Purchase Agreement or Agreements, with such changes therein as the Authorized Officer executing the same may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 8. Approval of Preliminary Official Statement. The form of the Preliminary Official Statement is on file with the City Clerk and acknowledged by the Agency, and each form of Agency "Appendix ___" with respect to each of the Agency's project areas (to be completed with a letter designation distinguishing the Agency's appendix from that of other successor agencies participating in the Refunding Program, if any) (each an "Agency Appendix") to be attached thereto is approved with such changes as may be approved by an Authorized Officer. The Authorized Officers are each authorized to certify on behalf of the Agency that the Preliminary Official Statement (including each Agency Appendix, but excluding information concerning the Authority, the Authority Bonds and information concerning other successor agencies, if any, The Depository Trust Company and its book-entry system and any municipal bond insurer, bond insurance policy and debt service reserve fund surety bond or policy as may be described the Preliminary Official Statement, and certain final pricing, rating and related information as permitted to be excluded by Rule 15c2-12), is deemed final as of its date, within the meaning of Rule 15c2-12.

- A. The Authorized Officers are each authorized to approve corrections and additions to the Preliminary Official Statement and the Official Statement and related Agency Appendix by supplement or amendment thereto, by appropriate insertions, or otherwise as appropriate, provided that such corrections or additions are regarded by an Authorized Officer as necessary to cause the information contained therein to conform to facts material to the Refunding Bonds or the Authority Bonds or to the proceedings of the Agency or the Authority or that such corrections or additions are in form rather than in substance.

- B. If and to the extent multiple series of Refunding Bonds are issued and each series of Refunding Bonds secure separate series of Authority Bonds offered pursuant to separate Preliminary Official Statements, the approvals herein shall apply equally to each such Preliminary Official Statement and related Agency Appendix.

Section 9. Approval of Official Statement. The preparation and delivery of one or more final Official Statements, and use of such by the Underwriters in connection with the offering and sale of the Authority Bonds, is authorized and approved. Each Official Statement must be in substantially the form of the related Preliminary Official Statement and related Agency Appendix with such changes, insertions and omissions as may be approved by an Authorized Officer, such approval to be conclusively evidenced by the delivery thereof. The Authorized Officers are each hereby authorized and directed, for and in the name of and on behalf of the Agency, to deliver each final Official Statement and related Agency Appendix and any supplement or amendment thereto to the Underwriters.

Section 10. Approval of Continuing Disclosure Agreement. The form of the Continuing Disclosure Agreement, on file with the City Clerk, is approved. The Authorized Officers are, and each of them is, authorized and directed, for and in the name of the Agency, to execute and deliver one or more Continuing Disclosure Agreements in substantially said form, with such changes therein as the Authorized Officer executing the same may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

- A. The Agency covenants for the benefit of the Authority and the holders of the Authority Bonds, to cooperate with the Authority in connection with providing continuing disclosure in compliance with the requirements of Rule 15c2-12. Without limiting the generality of the foregoing, the Authorized Officers are, and each of them, is authorized and directed to provide the information in the possession of the Agency necessary for the Authority to prepare and file an annual report containing the matters required by Rule 15c2-12 and for issuance and publication of notices of enumerated events, if such enumerated events shall occur, pertaining to the Refunding Bonds and the Authority Bonds and related matters as prescribed by Rule 15c2-12. The estimated cost and expense of such continuing disclosure services shall be included in a future Recognized Obligation Payment Schedule.

Section 11. Other Acts. Each of the Authorized Officers, and the City Clerk, and other appropriate officers of the Agency, each acting alone, are authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents and contracts which they may deem necessary or advisable in order to consummate the sale, execution and delivery of the Refunding Bonds and otherwise to carry out, give effect to and comply with the terms and intent of this Resolution, the Refunding Bonds,

and the Local Obligation Purchase Contract including, without limitation, to secure municipal bond insurance on the Refunding Bonds or the Authority Bonds and/or a reserve surety to fund any reserve account or fund established for the Refunding Bonds, if available (which may include entering into a mutual insurance agreement(s) therefore), to request subordination of any amounts required to be paid to an affected taxing entity to any or all of the Refunding Bonds, and as the Authorized Officer may require or approve, in consultation with Bond Counsel and the City's financial advisors and any such actions heretofore taken by such officers in connection therewith are hereby ratified, confirmed and approved.

Section 12. Bond Issuance Services. Orrick, Herrington and Sutcliffe LLP is approved and appointed as Bond Counsel and Disclosure Counsel, HdL Coren & Cone is hereby approved and appointed as Fiscal Consultant and KNN Public Finance is hereby approved and appointed as Financial Advisor, each of which are consultants to the Refunding Program to provide such services and any other related services as may be required to issue the Refunding Bonds and the Authority Bonds and to defease and/or refund the Prior Obligations.

Section 13. Severability. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity does not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Agency declares that the Agency would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

Section 14. Effective Date. This Resolution takes effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 2nd day of October 2013.

Teresa Real Sebastian, Mayor

ATTEST:

Vincent D. Chang
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF MONTEREY PARK)

I, Vincent D. Chang, hereby certify that the above foregoing Resolution No. SA _____ was duly passed and adopted by City Council acting as the Successor Agency to the Former Redevelopment Agency at a regular meeting held on the 2nd day of October, 2013, by the following vote:

AYES: Council Members:
NOES: Council Members:
ABSTAIN: Council Members:
ABSENT: Council Members:

Dated this 2nd day of October, 2013

Vincent D. Chang, City Clerk
City of Monterey Park

Staff Report City of Monterey Park

October 2, 2013

To: Paul Talbot, City Manager

From: Annie Yaung, CPFO, Controller

Subject: Warrant Register for the City of Monterey Park of
September 18, 2013 and October 2, 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 294846-295283.

Fiscal Impact

Disbursements from all funds total \$2,215,230.32.

Recommendation

Adopt City Resolutions approving payment of warrants.

By: _____

Annie Yaung, 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
 18TH DAY OF SEPTEMBER 2013 AND 2ND DAY OF OCTOBER 2013
 TOTALING \$2,215,230.32 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	\$ 547,788.33
State Gas Tax Fund	1,660.99
Sewer Fund	5,293.26
Refuse Fund	426,044.27
City Shop Fund	89,609.65
Separation Benefits Fund	1,662.00
General Liability Fund	92,301.80
Technology Internal Service Fund	783.70
Payroll Clearing Account	12,056.43
Public Safety Impact Fee	44,282.36
Special Deposits Fund	50,633.60
Business Improvement Area #1	5,805.85
Workers Comp. Fund	1,258.03
Water Fund	154,192.80
Water Treatment Fund	284,567.01
OPA Proposition A	51,749.85
Measure R Fund	211,076.83
Library Tax Fund	686.67
POST	6,079.43
El Civic Education Grant	4,968.68
Home Housing Program	4,203.45
Recreation Fund	7,643.63
Asset Forfeiture	28,633.05
Construction Agency Fund	4,290.00
Air Quality Improvement Fund	60.00
Prop C	118,915.69
Maintenance District 93-1	1,121.84
Prop A - Per Parcel Grant	1,774.00
Used Oil Recycling Block Grant	3,576.27
SAFETEA-LU Grant	11,381.21
Maintenance Grant (075)	6,897.61
ELAC Contributions	2,845.30
ELAC Instructional Serv Prog	4,600.92
Sustainable Comm Planning	9,439.80
Urban Area Initiative 2012	2,450.00
City/Housing Successor Agency	14,896.01
 TOTAL	 <u>\$ 2,215,230.32</u>

PASSED, APPROVED AND ADOPTED THE 2ND DAY OF OCTOBER 2013.

 Teresa Real Sebastian, Mayor
 City of Monterey Park, California

ATTEST

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

RESOLUTION NO.

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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 2nd day of October 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 09/18/2013

4

PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
(DBA) HILTON GARDEN INN SFO/BURLING	0136-801-3101-33250	501.28-	VOID CHECK		294451	501.28-
ACCONTEMPS	0010-801-1403-31950	757.58	TEMPORARY STAFFING SERVICES		294846	
	0010-801-1403-31950	722.81	TEMPORARY STAFFING SERVICES		294846	
	0010-801-1403-31950	551.42	TEMPORARY STAFFING SERVICES		294846	
	0010-801-1403-31950	873.60	TEMPORARY STAFFING SERVICES		294846	2,905.41
	0010-801-1403-31950	655.20	TEMPORARY STAFFING SERVICES		294865	
	0010-801-1403-31950	728.60	TEMPORARY STAFFING SERVICES		294865	1,383.80
ALL IN THE FAMILY SPORTSWEAR	0075-450-0075-08420	1,090.00	POLICE GOLF POLO SHIRTS (TRUST		294866	1,090.00
AT & T	0010-801-3112-32050	248.31	PHONE SERVICE		294847	
	0092-801-4222-32050	112.81	PHONE SERVICE		294847	
	0022-801-4206-32050	604.95	PHONE SERVICE		294847	966.07
AT & T MOBILITY (DBA)	0010-801-3230-32050	104.80	FIRE EOC SATELLITE PHONE		294848	104.80
JAMES BIRRELL	0010-801-3210-39300	150.00	FIRE TRAINING		294849	150.00
CALIFORNIA WATER SERVICE CO.	0092-801-4222-36300	447.96	WATER SERVICE		294850	447.96
CANON FINANCIAL SERVICES, INC.	0010-801-6502-38400	683.07	COPIER MACHINE RENTAL	80272	294851	
	0010-801-1801-39250	683.06	COPIER MACHINE RENTAL	80272	294851	
	0010-801-1407-37500	683.07	COPIER MACHINE RENTAL	80272	294851	2,049.20
CHARTER COMMUNICATIONS	0010-801-3201-32050	412.63	INTERNET/CABLE SERVICE		294867	412.63
	0010-801-6502-32050	51.04	INTERNET/CABLE SERVICE		294868	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/18/2013

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						51.04
CHARTER COMMUNICATIONS	0010-801-6502-31150	51.98	INTERNET/CABLE SERVICE		294869	51.98
	0075-450-0075-08550	68.43	INTERNET/CABLE SERVICE (TRUST)		294870	68.43
RAYMOND COTA	0010-801-3103-22750	129.88	POLICE SUPPLIES		294852	129.88
CPFIT	0065-464	528.00	FIRE LTD INSURANCE		294871	528.00
E C CONSTRUCTION CO.	0110-850-5001-89340	9,901.93	COLLEGIAN SIDEWALK	70407	294853	9,901.93
	0346-850-5003-91750	2,845.30	ELAC TRANSIT CENTER	70388	294854	
	0342-850-5003-91750	11,381.21	ELAC TRANSIT CENTER	70335	294854	14,226.51
FORCE SCIENCE INSTITUTE, LTD.	0160-801-3101-39400	1,500.00	POLICE TRAINING		294872	1,500.00
FOUR SEASONS CONSTRUCTION	0880-701-0880-05455	324.00	REPAIR 534 N CHANDLER		294855	
	0152-701-0152-05455	76.00	REPAIR 534 N CHANDLER		294855	
	0880-701-0880-05455	607.50	REPAIR 534 N CHANDLER		294855	
	0152-701-0152-05455	142.50	REPAIR 534 N CHANDLER		294855	
	0880-701-0880-05455	101.25	REPAIR 534 N CHANDLER		294855	
	0152-701-0152-05455	23.75	REPAIR 534 N CHANDLER		294855	
	0880-701-0880-05455	162.00	REPAIR 534 N CHANDLER		294855	
	0152-701-0152-05455	38.00	REPAIR 534 N CHANDLER		294855	
	0880-701-0880-05455	145.80	REPAIR 534 N CHANDLER		294855	
	0152-701-0152-05455	34.20	REPAIR 534 N CHANDLER		294855	
	0880-701-0880-05455	526.50	REPAIR 534 N CHANDLER		294855	
	0152-701-0152-05455	123.50	REPAIR 534 N CHANDLER		294855	
	0880-701-0880-05455	81.00	REPAIR 534 N CHANDLER		294855	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/18/2013

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
FOUR SEASONS CONSTRUCTION	0152-701-0152-05455	19.00	REPAIR 534 N CHANDLER		294855	
	0880-701-0880-05452	45.00	REPAIR 371 E POMONA BLVD		294855	
	0152-701-0152-05452	705.00	REPAIR 371 E POMONA BLVD		294855	
	0880-701-0880-05452	148.80	REPAIR 371 E POMONA BLVD		294855	
	0152-701-0152-05452	2,331.20	REPAIR 371 E POMONA BLVD		294855	
	0880-701-0880-05451	327.25	REPAIR 325 E POMONA BLVD		294855	
	0152-701-0152-05451	222.75	REPAIR 325 E POMONA BLVD		294855	
	0880-701-0880-05451	297.50	REPAIR 325 E POMONA BLVD		294855	
	0152-701-0152-05451	202.50	REPAIR 325 E POMONA BLVD		294855	
	0880-701-0880-05451	208.25	REPAIR 325 E POMONA BLVD		294855	
	0152-701-0152-05451	141.75	REPAIR 325 E POMONA BLVD		294855	
	0880-701-0880-05451	104.12	REPAIR 325 E POMONA BLVD		294855	
	0152-701-0152-05451	70.88	REPAIR 325 E POMONA BLVD		294855	
						7,210.00
SERGIO GONZALEZ	0061-220	1,662.00	ADVANCE DISABILITY PENSION		294862	
						1,662.00
RANDY HARPER	0010-801-3210-39400	150.00	FIRE TRAINING		294856	
						150.00
I.C.B.O. L.A. BASIN CHAPTER	0010-801-1703-33200	60.00-	VOID CHECK		294527	
						60.00-
MONTEREY PARK PETTY CASH	0010-801-3104-38400	80.00	PETTY CASH-PARKING		294873	
	0010-801-3210-22750	43.58	PETTY CASH-EOC SUPPLIES		294873	
	0165-801-4201-11700	60.00	PETTY CASH-PARKING		294873	
	0010-801-3205-22300	67.33	PETTY CASH-FIRE SUPPLIES		294873	
	0010-801-3205-22750	2.14	PETTY CASH-FIRE SUPPLIES		294873	
	0010-801-1403-39400	45.77	PETTY CASH-MILEAGE		294873	
	0010-801-3210-22750	25.05	PETTY CASH-FIRE SUPPLIES		294873	
	0022-801-4202-24100	75.54	PETTY CASH-REFRESHMENTS		294873	
	0152-701-0152-05452	46.22	PETTY CASH-SUPPLIES		294873	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MONTEREY PARK PETTY CASH	0880-701-0880-05452	2.96	PETTY CASH-SUPPLIES		294873	
	0010-801-1703-33200	15.82	PETTY CASH-MILEAGE		294873	464.41
ORLANDO MURO	0010-801-1801-22670	1,000.00	VOLUNTEER LUNCHEON SUPPLIES		294874	1,000.00
PARTYLINE EVENTS	0075-450-0075-08500	411.00	VOLUNTEER BBQ RENTAL (TRUST)		294857	411.00
PITNEY BOWES POSTAGE BY PHONE	0010-801-3201-32200	1.12	POSTAGE		294875	
	0010-801-3120-32200	0.46	POSTAGE		294875	
	0010-801-3114-32200	55.84	POSTAGE		294875	
	0010-801-3113-32200	22.07	POSTAGE		294875	
	0010-801-3104-32200	10.39	POSTAGE		294875	
	0010-801-3102-32200	36.83	POSTAGE		294875	
	0010-801-3101-32200	22.34	POSTAGE		294875	
	0010-801-1801-32200	41.66	POSTAGE		294875	
	0010-801-1703-32200	4.94	POSTAGE		294875	
	0010-801-1702-32200	87.93	POSTAGE		294875	
	0010-801-1701-32200	5.34	POSTAGE		294875	
	0010-801-1407-32200	0.66	POSTAGE		294875	
	0010-801-1406-32200	121.44	POSTAGE		294875	
	0010-801-1403-32200	82.62	POSTAGE		294875	
	0010-801-1301-32200	6.86	POSTAGE		294875	
	0010-801-3205-32200	46.73	POSTAGE		294875	
	0010-801-3210-32200	1.58	POSTAGE		294875	
	0010-801-3220-32200	240.26	POSTAGE		294875	
	0010-801-6001-32200	52.65	POSTAGE		294875	
	0010-801-6502-32200	105.31	POSTAGE		294875	
	0043-801-1201-32200	9.70	POSTAGE		294875	
	0043-801-4212-32200	18.23	POSTAGE		294875	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PITNEY BOWES POSTAGE BY PHONE	0060-801-4211-32200	5.97	POSTAGE		294875	
	0075-450-0075-09230	45.45	POSTAGE (TRUST)		294875	
	0092-801-4223-32200	2.30	POSTAGE		294875	
						1,028.68
PRIVATE MEDICAL CARE, INC.	0065-461	2,648.97	DENTAL INSURANCE		294863	
						2,648.97
RIO HONDO COMMUNITY COLLEGE	0460-801-3201-39400	2,450.00	FIRE TRAINING		294858	
						2,450.00
SO CALIF WATER UTILITIES ASSC	0092-801-4220-39400	325.00	WATER TRAINING		294876	
						325.00
SPRINT CORPORATION	0010-801-3115-38400	1,065.74	POLICE DATA SERVICE	80099	294864	
						1,065.74
THE STANDARD	0065-464	3,804.98	LTD INSURANCE		294859	
						3,804.98
TERRILL PUBLICATIONS	0043-801-6509-31880	3,549.25	CASCADES PRINTING		294860	
						3,549.25
LEONARD H VALENZUELA	0062-801-5101-35650	13,000.00	SEWAGE CLAIM 1160 KENTON		294877	
						13,000.00
WATER DAMAGE ZONE & RESTORATION, IN	0062-801-5101-35650	39,501.59	SEWAGE CLAIM 1160 KENTON		294878	
						39,501.59
SCOTT WIESE	0136-801-3101-33250	200.00-	VOID CHECK		294625	
						200.00-
CHESTER S YOSHIZAKI	0010-801-1201-31950	6,043.25	CONSULTANT		294861	
						6,043.25
TOTAL FOR PREPAID WARRANTS						119,521.23

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
(DBA) HILTON GARDEN INN SFO/BURLING	0136-801-3101-33250	501.28	POLICE POST TRAINING		294879	501.28
10-8 RETROFIT, INC	0092-850-4211-54100	1,994.06	FLEET-PARTS		294880	1,994.06
A & D TRANSPORTATION LP	0109-801-4201-31950	582.75	CHARTER BUS RECREATION PROGRAM		294881	582.75
A & J PORTABLE RESTROOM INC	0075-450-0075-08915	1,000.00	FARMERS MARKET RESTROOM(TRUST)		294882	1,000.00
ACCELA INC	0010-450-1703-02520	307.41	BUILDING-SYSTEM MAINTENANCE	80295	294883	1,523.09
	0010-450-1703-02520	1,215.68	BUILDING-SYSTEM MAINTENANCE	80295	294883	
ADA TODAY	0010-701-0010-02020	575.00	ADA TRAINING		294884	995.00
	0010-701-0010-02020	420.00	ADA TRAINING		294884	
ADLERHORST INTERNATIONAL INC.	0160-801-3103-22800	8.64	POLICE TRAINING		294885	8.64
ADVANCE PEST TERMITE CONTROL	0010-801-6502-38250	42.00	PEST CONTROL	80327	294886	330.00
	0010-801-6507-31160	38.00	PEST CONTROL	80327	294886	
	0010-801-6507-31160	42.00	PEST CONTROL	80327	294886	
	0010-801-6507-31160	53.00	PEST CONTROL	80327	294886	
	0010-801-6507-31160	47.00	PEST CONTROL	80327	294886	
	0010-801-3113-38100	39.00	PEST CONTROL	80103	294886	
	0010-801-3113-38100	39.00	PEST CONTROL	80103	294886	
	0010-801-6507-31160	30.00	PEST CONTROL	80327	294886	
ADVANCED ELECTRONICS	0160-801-3103-22750	321.10	POLICE-RADIO SUPPLIES		294887	321.10
AES WATER, INC	0092-801-4222-38400	3,507.61	WATER-MAINTENANCE	80185	294888	3,507.61

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
JASPER AGUILAR	0075-450-0075-08200	500.00	REFUND CONCRETE BOND (TRUST)		294889	500.00
ALHAMBRA FOUNDRY CO., LTD.	0077-801-1111-31950	725.35	TRAFFIC RATED GRATE	80342	294890	725.35
ALL STATE POLICE EQUIPMENT	0010-801-3103-22750	68.13	POLICE SUPPLIES		294891	68.13
ALLSTAR FIRE EQUIPMENT INC.	0010-801-3210-22750	779.25	FIRE SUPPLIES	80223	294892	779.25
AMTECH ELEVATOR SERVICES	0010-801-4210-38100	454.85	MAINTENANCE SERVICE	80117	294893	454.85
ARC IMAGING RESOURCE - CALIFORNIA	0092-801-4212-37500	3,028.98	ENGINEERING PRINTER	80056	294894	3,028.98
ARGIL BLDG. MATERIAL CO.	0010-801-4202-22400	610.40	CONCRETE	80118	294895	856.20
	0010-801-4202-22400	245.80	CONCRETE	80118	294895	
ARROYO BACKGROUND INVESTIGATIONS	0010-801-3104-31950	900.00	BACKGROUND INVESTIGATIONS		294896	900.00
ATHENS SERVICES	0344-801-5002-99290	1,317.61	STREET SWEEPING	80116	294897	1,317.61
AVILA III ELECTRIC	0010-801-4210-38100	1,020.00	ELECTRICAL SERVICES		294898	2,994.00
	0010-801-4210-38100	1,518.00	ELECTRICAL SERVICES		294898	
	0010-801-4210-38100	456.00	ELECTRICAL SERVICES		294898	
AZTEC TECHNOLOGY	0160-801-5004-99314	245.25	POLICE STORAGE CONTAINER		294899	245.25
BACKFLOW APPARATUS & VALVE CO	0092-801-4221-23700	200.00	WATER SUPPLIES	80178	294900	200.00
BEHAVIOR ANALYSIS TRAINING INSTITUTE	0136-801-3101-33250	472.00	POLICE POST TRAINING		294901	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						472.00
BEN'S AIRLESS	0022-801-4206-23900	245.25	TRAFFIC PARTS		294902	245.25
BLAZE CONE COMPANY	0042-801-4204-23800	1,015.20	TRAFFIC CONES		294903	1,015.20
BRODART COMPANY	0010-801-6003-22450	15.70	FLEX CATALOGING SUPPLIES		294904	
	0010-801-6003-22450	1.74	FLEX CATALOGING SUPPLIES		294904	17.44
CALIFA	0142-801-6005-40000	2,901.94	LIBRARY SUBSCRIPTION		294905	2,901.94
CALIFORNIA PARK & RECREATION	0010-801-6508-39300	165.00	RECREATION MEMBERSHIP		294906	165.00
CALOX, INC	0010-801-3210-22750	109.75	FIRE MEDICAL SUPPLIES	80226	294907	
	0010-801-3210-22750	12.00	FIRE MEDICAL SUPPLIES	80226	294907	
	0010-801-3210-22750	29.75	FIRE MEDICAL SUPPLIES	80226	294907	151.50
CANON FINANCIAL SERVICES, INC.	0092-801-4209-37500	704.12	COPIER MACHINE RENTAL		294908	
	0092-801-4220-37500	751.43	COPIER MACHINE RENTAL		294908	
	0060-801-4211-38400	156.66	COPIER MACHINE RENTAL		294908	1,612.21
CARBON ACTIVATED CORPORATION	0093-850-4226-23300	41,494.00	WATER CARBON CHANGE OUT	70672	294909	41,494.00
CCH INCORPORATED	0010-801-1403-39350	635.83	2014 GAAP MANUAL		294910	635.83
ELAINE CHAN	0075-450-0075-08200	10,909.70	REFUND GRADING BOND (TRUST)		294911	10,909.70
LILY CHEN	0075-450-0075-08200	1,000.00	REFUND CONCRETE BOND (TRUST)		294912	1,000.00

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CHRISTIANA JOY CHAVEZ	0075-450-0075-08320	135.00	LIBRARY TRAINING (TRUST)		294913	135.00
CINTAS CORPORATION	0092-801-4221-22310	57.39	WATER UNIFORMS		294914	
	0092-801-4222-22310	109.76	WATER UNIFORMS		294914	
	0092-801-4223-22310	108.03	WATER UNIFORMS		294914	
	0092-801-4221-22310	57.39	WATER UNIFORMS		294914	
	0092-801-4222-22310	109.76	WATER UNIFORMS		294914	
	0092-801-4223-22310	108.03	WATER UNIFORMS		294914	
	0010-801-6001-38400	95.43	LIBRARY GRAY MATS		294914	645.79
CITY CLERK'S ASSOCIATION OF	0010-801-1301-39400	175.00	CITY CLERK TRAINING		294915	175.00
CLEAN ENERGY	0109-801-4201-31960	1,349.08	CNG FUEL		294916	1,349.08
CLINICAL LABORATORY OF	0093-801-4230-31950	10.18	WATER ANALYSIS	80344	294917	
	0093-801-4230-31950	10.18	WATER ANALYSIS	80344	294917	
	0093-801-4230-31950	10.18	WATER ANALYSIS	80344	294917	
	0093-801-4228-31950	18.50	WATER ANALYSIS	80344	294917	
	0093-801-4228-31950	74.00	WATER ANALYSIS	80344	294917	
	0093-801-4232-31950	111.00	WATER ANALYSIS	80344	294917	
	0093-801-4231-31950	10.18	WATER ANALYSIS	80344	294917	
	0093-801-4231-31950	10.18	WATER ANALYSIS	80344	294917	
	0093-801-4231-31950	10.18	WATER ANALYSIS	80344	294917	
	0093-801-4231-31950	137.83	WATER ANALYSIS	80344	294917	
	0093-801-4228-31950	18.50	WATER ANALYSIS	80344	294917	420.91
STEVEN CODAY	0136-801-3101-33250	150.00	POLICE POST TRAINING		294918	150.00
COLLICUTT ENERGY SERVICES INC	0092-801-4210-38100	1,236.66	GENERATOR MAINTENANCE	80124	294919	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						1,236.66
COMPUTER SERVICE COMPANY	0010-801-4206-38400	3,460.00	TRAFFIC SIGNAL MAINTENANCE	80358	294920	
	0010-801-4206-38400	16,540.00	TRAFFIC SIGNAL MAINTENANCE	80358	294920	
	0010-801-4206-38400	2,458.25	TRAFFIC SIGNAL MAINTENANCE		294920	
						22,458.25
COUNTY OF LOS ANGELES	0010-801-3220-41100	1,083.00	FIRE EMT RECERTIFICATION		294921	
						1,083.00
CPOA	0136-801-3101-33250	226.00	POLICE POST TRAINING		294922	
						226.00
CTG CONSTRUCTION INC.	0010-850-5002-96037	31,036.50	CITY HALL LOBBY PAINTING	70634	294923	
						31,036.50
BILL CUEVAS	0136-801-3101-33250	75.00	POLICE POST TRAINING		294924	
						75.00
DELL MARKETING LP	0010-801-3115-38400	7,135.45	COMPUTER/SUPPLIES	80300	294925	
	0010-450-1703-02520	1,244.03	COMPUTER/SUPPLIES	80338	294925	
	0010-801-1403-22750	691.68	COMPUTER/SUPPLIES		294925	
						9,071.16
DEPT. OF INDUSTRIAL RELATIONS (ACC	0010-801-6001-38100	225.00	ELEVATOR INSPECTION		294926	
						225.00
DOGGIE WALK BAGS	0010-801-6517-22150	285.39	DISPENSER BAGS		294927	
						285.39
DOUBLETREE GUEST SUITES (DBA)	0136-801-3101-33250	525.09	POLICE POST TRAINING		294928	
						525.09
DTK CONSTRUCTION INC	0075-450-0075-08200	600.00	REFUND BOND (TRUST)		294929	
						600.00
DUKE'S LANDSCAPING INC.	0022-801-4202-31950	349.00	GARDENING SERVICES		294930	
						349.00
DUNN-EDWARDS CORPORATION	0010-801-4210-23100	94.54	PAINT SUPPLIES		294931	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						94.54
E.G.BRENNAN & CO LLC	0010-801-1301-31950	199.50	EQUIPMENT MAINTENANCE		294932	199.50
E.R.S. SECURITY ALARM SYSTEMS,	0010-801-6001-38100	135.00	LIBRARY SECURITY SYSTEM		294933	135.00
ECONOMY RENTALS INC.	0010-801-4210-37800	60.00	EQUIPMENT RENTAL		294934	60.00
EMPIRE CLEANING SUPPLY	0010-801-6001-22150	315.44	JANITORIAL SUPPLIES		294935	1,315.31
	0010-801-6001-22150	658.65	JANITORIAL SUPPLIES		294935	
	0010-801-6001-22150	341.22	JANITORIAL SUPPLIES		294935	
ENNIS TRAFFIC SAFETY SOLUTIONS	0010-801-4206-23100	1,790.33	TRAFFIC PAINT SUPPLIES	80127	294936	3,580.66
	0010-801-4206-23100	1,790.33	TRAFFIC PAINT SUPPLIES	80127	294936	
EUROFINS EATON ANALYTICAL, INC.	0093-801-4226-31950	570.00	WATER CARBON CHANGE OUT	80173	294937	1,710.00
	0093-801-4226-31950	1,140.00	WATER CARBON CHANGE OUT	80173	294937	
F.S.O.C. LLC	0010-801-3103-22300	1,094.16	POLICE SUPPLIES		294938	1,094.16
FEDERAL EXPRESS CORP.	0010-801-3101-32200	38.46	DELIVERY SERVICE		294939	180.50
	0010-801-1403-32200	23.44	DELIVERY SERVICE		294939	
	0010-801-1403-32200	44.81	DELIVERY SERVICE		294939	
	0010-801-1801-32200	50.35	DELIVERY SERVICE		294939	
	0010-801-4212-31500	23.44	DELIVERY SERVICE		294939	
FENSCO SERVICES INC	0010-801-6517-23050	569.00	FENCE REPAIR	80067	294940	569.00
FORD OF MONTEBELLO	0060-801-4211-23500	742.62	FLEET PARTS UNIT 932	80010	294941	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						742.62
FUENTES PLUMBING	0075-450-0075-08200	500.00	REFUND BOND (TRUST)		294942	500.00
KIRIT GALA	0010-701-0010-02010	35.00	REFUND BUSINESS LICENSE FEE		294943	35.00
DIANA GARCIA	0075-450-0075-08320	135.00	LIBRARY TRAINING (TRUST)		294944	135.00
GARFIELD MEDICAL CENTER	0010-801-3113-22600	24.00	PHYSICAL		294945	
	0010-801-3113-22600	24.00	PHYSICAL		294945	
	0010-801-3113-22600	24.00	PHYSICAL		294945	
						72.00
GASTROENTEROLOGY DIAGNOSTIC CTR	0010-701-0010-02010	60.00	REFUND BUSINESS LICENSE FEE		294946	60.00
GEORGE GEE	0010-701-0010-02010	105.00	REFUND BUSINESS LICENSE FEE		294947	
	0010-701-0010-02020	1.00	REFUND BUSINESS LICENSE FEE		294947	
						106.00
GEORGE ENDO	0075-450-0075-08630	150.00	REFUND SECURITY DEPOSIT (TRUST)		294948	150.00
GOLDEN STAR TECHNOLOGY INC/DBA: GSI	0160-850-5004-99315	14,770.05	POLICE SOFTWARE	70628	294949	14,770.05
GOVCONNECTION INC	0043-801-1404-38400	1,783.18	NETWORK HARDWARE MAINTENANCE	80337	294950	
	0092-801-1404-38400	1,783.18	NETWORK HARDWARE MAINTENANCE	80337	294950	
	0092-801-4221-24150	294.25	PRINTER SUPPLIES		294950	
	0010-801-6517-24100	244.64	PRINTER SUPPLIES		294950	
	0010-801-6517-24100	53.85	PRINTER SUPPLIES		294950	
	0010-801-6003-22450	72.81	COMPUTER SUPPLIES		294950	
						4,231.91
GRAINGER	0092-801-5004-96040	742.88	ELECTRICAL SUPPLIES		294951	
	0092-801-5004-96040	452.58	ELECTRICAL SUPPLIES		294951	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
GRAINGER	0092-801-5004-96040	305.47	ELECTRICAL SUPPLIES		294951	1,500.93
JIE GUO	0159-801-6507-31910	7,201.50	INSTRUCTOR-RECREATION CLASS		294952	7,201.50
MARY GUTIERREZ	0075-450-0075-08200	1,100.00	REFUND BOND (TRUST)		294953	1,100.00
H & H AUTO PARTS WHOLESALE	0060-801-4211-23500	72.96	FLEET PARTS UNIT 949	80014	294954	489.39
	0060-801-4211-23500	280.76	FLEET PARTS UNIT 949	80014	294954	
	0060-801-4211-23500	79.34	FLEET PARTS UNIT 919	80014	294954	
	0060-801-4211-23500	18.70	FLEET PARTS UNIT 877	80014	294954	
	0060-801-4211-23500	37.63	FLEET PARTS UNIT 877	80014	294954	
HAMPTON INN & SUITES MORENO VALLEY	0136-801-3101-33250	907.20	POLICE POST TRAINING		294955	907.20
BING HAN	0136-801-3101-33250	250.00	POLICE POST TRAINING		294956	250.00
HAROLD'S KEY SHOP, INC.	0092-801-4210-23050	30.52	KEY/LOCK SERVICES	80131	294957	30.52
HARRINGTON INDUSTRIAL PLASTICS	0092-801-4222-23700	222.46	PLUMBING SUPPLIES	80162	294958	355.13
	0092-801-4222-23700	115.62	PLUMBING SUPPLIES	80162	294958	
	0092-801-4222-23700	122.39	PLUMBING SUPPLIES	80162	294958	
	0092-801-4222-23700	105.34-	PLUMBING SUPPLIES-CREDIT	80162	294958	
HAVIS INC	0010-801-3115-38400	199.00	POLICE COMPUTER SUPPLIES	80331	294959	199.00
HERITAGE OPERATING LP (DBA) PROFLEX	0060-801-4211-22250	103.71	FLEET PROPANE	80038	294960	103.71
HOME DEPOT CREDIT SERVICES	0010-801-6503-38200	81.87	HARDWARE SUPPLIES	80328	294961	
	0010-801-4202-22400	60.58	HARDWARE SUPPLIES	80133	294961	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
HOME DEPOT CREDIT SERVICES	0010-801-4202-23950	21.77	HARDWARE SUPPLIES	80133	294961	
	0092-801-4210-23050	34.79	HARDWARE SUPPLIES	80133	294961	
	0092-801-4210-23050	384.78	HARDWARE SUPPLIES	80133	294961	
	0010-801-4210-23400	102.12	HARDWARE SUPPLIES	80133	294961	
	0010-801-4210-23400	184.48	HARDWARE SUPPLIES	80133	294961	
	0092-801-4222-23100	43.80	HARDWARE SUPPLIES	80161	294961	
	0092-801-4222-23100	38.03	HARDWARE SUPPLIES	80161	294961	
	0092-801-4222-23100	85.91	HARDWARE SUPPLIES	80161	294961	
						1,038.13
HOME OF CHRISTIANS	0075-450-0075-08200	4,779.00	REFUND HOME ELEMENT (TRUST)	80346	294962	
						4,779.00
ICE MACHINE SALES AND SERVICE CO (I	0010-801-4210-38100	260.57	ICEMAKER REPAIR		294963	
	0010-801-4210-38100	889.05	ICE MAKER REPAIR		294963	
						1,149.62
INTER VALLEY POOL SUPPLY	0010-801-6503-23050	230.54	POOL CHEMICAL	80365	294964	
	0010-801-6503-23050	636.72	POOL CHEMICAL	80365	294964	
	0010-801-6503-23050	403.34	POOL CHEMICAL	80365	294964	
	0010-801-6503-23050	404.20	POOL CHEMICAL	80365	294964	
	0010-801-6503-23050	385.76	POOL CHEMICAL	80365	294964	
	0010-801-6503-23050	656.93	POOL CHEMICAL	80365	294964	
	0010-801-6503-23050	302.77	POOL CHEMICAL	80365	294964	
	0010-801-6503-23050	376.54	POOL CHEMICAL	80365	294964	
	0010-801-6503-23050	318.81	POOL CHEMICAL	80365	294964	
	0010-801-6503-23050	330.43	POOL CHEMICAL	80365	294964	
	0010-801-6503-23050	418.71	POOL CHEMICAL	80365	294964	
	0010-801-6503-23050	384.23	POOL CHEMICAL	80365	294964	
						4,848.98
INTERNATIONAL CODE COUNCIL, INC	0010-801-1703-39350	51.24	BUILDING CODE BOOKS		294965	
	0010-801-1703-39350	301.80	BUILDING CODE BOOKS		294965	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						353.04
JCF CONSTRUCTION CO	0075-450-0075-08200	500.00	REFUND BOND (TRUST)		294966	500.00
JCL BARRICADE COMPANY	0042-801-4204-22750	226.77	SEWER VESTS		294967	
	0092-850-4211-54930	236.53	FLEET SUPPLIES		294967	463.30
JHM SUPPLY INC	0010-801-6517-23300	73.13	PARKS SUPPLIES	80072	294968	
	0010-801-6517-23300	219.17	PARKS SUPPLIES	80072	294968	
	0010-801-6517-23300	58.76	PARKS SUPPLIES	80072	294968	
	0010-801-6517-23300	200.05	PARKS SUPPLIES	80072	294968	551.11
GUSTAVO JIMENEZ JR	0136-801-3101-33250	30.00	POLICE POST TRAINING		294969	30.00
JOBS AVAILABLE INC.	0092-801-1801-34100	535.50	EMPLOYMENT ANNOUNCEMENT		294970	535.50
JOHN L. HUNTER & ASSOC., INC.	0043-850-4203-31950	2,394.00	NPDES SERVICES	70426	294971	
	0043-801-4203-31950	3,899.25	NPDES SERVICES	80351	294971	
	0184-801-4208-31950	1,021.25	USED OIL PROGRAM	80352	294971	7,314.50
HERBERT JOHNSON	0010-801-3101-22670	836.15	POLICE TRAINING		294972	836.15
K Y SMOG AND TEST ONLY	0060-801-4211-38400	45.00	SMOG CHECK UNIT 982	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 962	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 961	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 924	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 981	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 972	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 937	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 033	80323	294973	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
K Y SMOG AND TEST ONLY	0060-801-4211-38400	45.00	SMOG CHECK UNIT 913	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 898	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 889	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 942	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 846	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 050	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 945	80323	294973	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 948	80323	294973	
						720.00
RICHARD KAGEYAMA	0159-801-6507-31910	442.13	INSTRUCTOR-RECREATION CLASS		294974	
						442.13
KAJIMA DEVELOPMENT CORPORATION	0010-701-0010-02010	187.50	REFUND BUSINESS LICENSE FEE		294975	
						187.50
KEYSER MARSTON ASSOCIATES INC.	0880-801-2207-31950	11,812.50	PROFESSIONAL SVC-HOUSING	80275	294976	
						11,812.50
KNIGHT COMMUNICATIONS INC	0160-801-3115-31700	10,250.00	SYSTEM MANAGEMENT SERVICE	80087	294977	
	0010-801-1301-38400	413.84	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0010-801-1404-38400	346.83	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0043-801-1404-38400	343.33	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0092-801-1404-38400	525.50	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0010-801-1701-38400	343.33	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0010-801-1702-38400	343.33	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0010-801-1703-38400	343.33	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0010-801-1801-38400	643.75	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0010-801-3115-38400	1,115.83	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0010-801-3201-38400	772.50	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0022-801-4202-38400	386.25	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0092-801-4210-38400	303.42	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0060-801-4211-38400	1,716.67	SYSTEM MANAGEMENT SERVICE	80214	294977	

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KNIGHT COMMUNICATIONS INC	0043-801-4212-38400	386.25	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0092-801-4220-38400	1,545.00	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0131-801-6001-38400	686.67	SYSTEM MANAGEMENT SERVICE	80214	294977	
	0010-801-6502-38400	944.17	SYSTEM MANAGEMENT SERVICE	80214	294977	21,410.00
KNOWLES-MCNIFF	0010-801-1404-31700	888.16	FINANCE SOFTWARE MAINTENANCE	80213	294978	
	0043-801-1404-31700	4,433.23	FINANCE SOFTWARE MAINTENANCE	80213	294978	
	0092-801-1404-31700	4,746.89	FINANCE SOFTWARE MAINTENANCE	80213	294978	
	0010-801-3115-31700	752.50	FINANCE SOFTWARE MAINTENANCE	80213	294978	
	0010-801-3220-31700	262.49	FINANCE SOFTWARE MAINTENANCE	80213	294978	
	0092-801-4221-31700	1,243.41	FINANCE SOFTWARE MAINTENANCE	80213	294978	
	0093-801-4226-31700	266.42	FINANCE SOFTWARE MAINTENANCE	80213	294978	
	0093-801-4227-31700	310.91	FINANCE SOFTWARE MAINTENANCE	80213	294978	
	0093-801-4228-31700	266.41	FINANCE SOFTWARE MAINTENANCE	80213	294978	
	0093-801-4229-31700	248.67	FINANCE SOFTWARE MAINTENANCE	80213	294978	
	0093-801-4231-31700	319.75	FINANCE SOFTWARE MAINTENANCE	80213	294978	
	0093-801-4232-31700	266.42	FINANCE SOFTWARE MAINTENANCE	80213	294978	
	0010-801-6001-31700	1,009.74	FINANCE SOFTWARE MAINTENANCE	80213	294978	15,015.00
KONICA MINOLTA BUS SOLUTIONS	0010-801-6001-21350	0.85-	EQUIPMENT MAINTENANCE-CREDIT		294979	
	0010-801-6001-21350	157.60	EQUIPMENT MAINTENANCE		294979	156.75
LAMP OPTIMIST	0075-450-0075-08610	6.00	PLAY DAYS-FOOD COUPON (TRUST)		294980	6.00
LAWN MOWER CORNER/KNG POWER EQUIPME	0176-801-6516-38500	354.25	PARKS SUPPLIES	80074	294981	354.25
LENNOVA (DBA)	0071-801-5004-99721	43,877.70	STATION 61 FLOOR RESURFACING	80353	294982	43,877.70
YIN LORETTA LI	0010-701-0010-02010	75.00	REFUND BUSINESS LICENSE FEE		294983	

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						75.00
LIFE SAFETY CONSULTING & ENGINEERING	0010-701-0010-06330	975.00	FIRE PLAN CHECK	80058	294984	
	0010-701-0010-06330	1,012.50	FIRE PLAN CHECK	80058	294984	
	0010-701-0010-06330	1,837.50	FIRE PLAN CHECK	80058	294984	3,825.00
LIFE-ASSIST INC	0010-801-3220-24200	879.89	FIRE MEDICAL SUPPLIES	80250	294985	
	0010-801-3220-22350	902.08	FIRE MEDICAL SUPPLIES	80250	294985	
	0010-801-3220-22350	846.60	FIRE MEDICAL SUPPLIES	80250	294985	2,628.57
LINCOLN EQUIPMENT INC.	0010-801-6503-31150	184.22	POOL SUPPLIES	80279	294986	
	0010-801-6503-31150	47.21	POOL SUPPLIES	80279	294986	231.43
LOGAN SUPPLY CO., INC.	0092-801-4221-24100	744.88	WATER SUPPLIES	80188	294987	744.88
LOOMIS ARMORED US, INC.	0010-701-0010-03700	508.28	ARMORED CARRIER SERVICE		294988	508.28
LOS ANGELES COUNTY DEPT. OF	0010-801-4206-41100	581.11	TRAFFIC SIGNAL MAINTENANCE	80054	294989	581.11
LOS ANGELES COUNTY SHERIFF'S DEPARTMENT	0010-801-3113-22600	972.52	PRISONER MEALS	80089	294990	972.52
MARIPOSA LANDSCAPES, INC	0092-801-4222-38500	130.00	LANDSCAPING MAINTENANCE		294991	130.00
MARTEL ELECTRONICS	0010-801-1301-21300	123.91	OFFICE SUPPLIES	80349	294992	123.91
SERGIO MARTINEZ	0010-701-0010-04020	49.50	REFUND LANGLEY RENTAL		294993	49.50
MCMASTER-CARR SUPPLY CO.	0092-801-4222-23700	80.35	WATER SUPPLIES	80156	294994	
	0092-801-4222-23700	45.59	WATER SUPPLIES	80156	294994	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MCMASTER-CARR SUPPLY CO.	0092-801-4222-23700	39.35	WATER SUPPLIES	80156	294994	
	0092-801-4222-23700	358.66	WATER SUPPLIES	80156	294994	
	0092-801-4222-23700	96.46	WATER SUPPLIES	80156	294994	
	0092-801-4222-23050	266.74	WATER SUPPLIES	80156	294994	887.15
MCNEILL SOUND & SECURITY	0092-801-4222-38420	575.00	WATER PLANT SECURITY SYSTEM	80299	294995	
	0092-801-4222-38420	920.00	WATER PLANT SECURITY SYSTEM	80299	294995	1,495.00
MIDORI LANDSCAPE INC	0344-801-5002-99290	2,790.00	LANDSCAPING MAINTENANCE	80075	294996	2,790.00
MIG	0010-450-1701-02530	3,668.05	HOUSING ELEMENT PROJECT	80345	294997	
	0075-450-0075-08660	165.00	SENIOR HOUSING PROJECT (TRUST)	80284	294997	3,833.05
CHRISTOPHER MIRELES	0010-801-3101-22670	366.15	POLICE TRAINING		294998	366.15
MISSION SUPER HARDWARE	0010-801-3210-38400	60.42	HARDWARE SUPPLIES	80248	294999	
	0010-801-3210-38400	15.24-	HARDWARE SUPPLIES-CREDIT	80248	294999	
	0010-801-6517-23050	34.52	HARDWARE SUPPLIES	80076	294999	
	0092-801-4223-39250	5.45	HARDWARE SUPPLIES		294999	85.15
MOBILE MINI LLC	0075-450-0075-08915	115.26	FARMERS MKT STORAGE (TRUST)		295000	115.26
MOBILE VISION IN CAR VIDEO	0010-801-3103-38400	309.25	POLICE SUPPLIES		295001	309.25
MONOPRICE, INC	0010-801-3114-21350	120.86	COMPUTER SUPPLIES	80095	295002	120.86
MONTEREY CAR WASH INC	0060-801-4211-38400	730.00	CAR WASHES	80029	295003	730.00
MR. ROOTER PLUMBING (DBA)	0010-801-4210-38100	189.00	PLUMBING SERVICES	80137	295004	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MR. ROOTER PLUMBING (DBA)	0010-801-4210-38100	222.23	PLUMBING SERVICES	80137	295004	411.23
MV TRANSPORTATION, INC	0109-850-4201-31960	54,401.65	SPIRIT BUS OPERATIONS	70325	295005	53,003.56
	0109-701-0109-07680	2,187.50-	SPIRIT BUS FARE		295005	
	0109-850-4201-31960	280.00	SPIRIT BUS GPS	70325	295005	
	0109-850-4201-31960	509.41	SPIRIT BUS FUEL	70325	295005	
N.W. POTTS CO., INC.	0092-801-4221-23700	17.29	PLUMBING SUPPLIES		295006	105.99
	0092-801-4221-23700	8.47	PLUMBING SUPPLIES		295006	
	0010-801-4210-23300	23.82	PLUMBING SUPPLIES		295006	
	0092-801-4221-23700	56.41	PLUMBING SUPPLIES		295006	
ARIANE NAKAWATASE	0075-450-0075-08630	150.00	REFUND SECURITY DEPOSIT (TRUST)		295007	150.00
NATIONAL EMBLEM INC	0042-801-4204-23700	121.79	UNIFORM PATCHES	80310	295008	320.42
	0042-801-4204-23700	197.59	UNIFORM PATCHES	80310	295008	
	0042-801-4204-23700	1.04	UNIFORM PATCHES		295008	
NATIONAL NOTARY ASSOCIATION	0010-801-3101-22750	33.00	POLICE NOTARY E&O INSURANCE		295009	33.00
NEC BUSINESS NETWORK SOLUTIONS	0010-801-3112-38400	1,606.00	PHONE LINE SERVICE	80096	295010	1,606.00
NEW READERS PRESS	0142-801-6005-40000	1,797.40	BOOK(S) 130		295011	1,797.40
OCE IMAGISTICS INC	0010-801-3205-37500	230.00	COPIER SUPPLIES		295012	691.19
	0010-801-1701-37500	230.00	COPIER SUPPLIES		295012	
	0092-801-4212-37500	231.19	COPIER SUPPLIES		295012	
OFFICE DEPOT INC.	0010-801-3114-21350	194.89	OFFICE SUPPLIES	80097	295013	

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OFFICE DEPOT INC.	0010-801-3114-21350	173.31	OFFICE SUPPLIES	80097	295013	
	0010-801-1701-21350	15.15	OFFICE SUPPLIES	80207	295013	
	0010-801-1701-21350	24.42-	OFFICE SUPPLIES-CREDIT	80207	295013	
	0010-801-1701-21350	5.88	OFFICE SUPPLIES	80207	295013	
	0010-801-1701-21350	40.72	OFFICE SUPPLIES	80207	295013	
	0010-801-1701-21350	48.09	OFFICE SUPPLIES	80207	295013	
	0042-801-4204-22750	54.15	OFFICE SUPPLIES	80138	295013	
	0092-801-4220-21350	28.96	OFFICE SUPPLIES	80138	295013	
	0042-801-4204-22750	41.78	OFFICE SUPPLIES	80138	295013	
	0010-801-4209-21350	200.11	OFFICE SUPPLIES	80138	295013	
	0010-801-3210-21250	11.22	OFFICE SUPPLIES	80251	295013	
	0010-801-3201-21250	59.07	OFFICE SUPPLIES	80251	295013	
	0010-801-3230-21300	1.79	OFFICE SUPPLIES	80251	295013	
	0010-801-3230-21300	114.21	OFFICE SUPPLIES	80251	295013	
	0010-801-3230-21250	300.00	OFFICE SUPPLIES	80251	295013	
	0010-801-3114-21350	15.24	OFFICE SUPPLIES	80097	295013	
	0010-801-3114-21350	83.84	OFFICE SUPPLIES	80097	295013	
	0010-801-3114-21350	533.23	OFFICE SUPPLIES	80097	295013	
	0010-801-3114-21350	56.22	OFFICE SUPPLIES	80097	295013	
	0010-801-3114-21350	29.67	OFFICE SUPPLIES	80097	295013	
	0010-801-3114-21350	648.88	OFFICE SUPPLIES	80097	295013	
	0176-801-6516-21350	204.90	OFFICE SUPPLIES	80078	295013	
	0043-801-4212-21250	95.44	OFFICE SUPPLIES	80055	295013	
	0043-801-4212-21250	82.19	OFFICE SUPPLIES	80055	295013	
	0043-801-4212-21250	90.87	OFFICE SUPPLIES	80055	295013	
	0043-801-4212-21250	25.05	OFFICE SUPPLIES	80055	295013	
	0010-801-1407-21250	65.62	OFFICE SUPPLIES		295013	
	0010-801-6505-21350	65.62	OFFICE SUPPLIES		295013	
	0010-801-1801-21250	65.61	OFFICE SUPPLIES		295013	
	0176-801-6516-21350	32.69	OFFICE SUPPLIES	80078	295013	

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OFFICE DEPOT INC.	0010-801-4212-21300	67.57	OFFICE SUPPLIES	80055	295013	
	0010-801-4212-21300	9.08	OFFICE SUPPLIES	80055	295013	
	0010-801-4212-21300	65.39	OFFICE SUPPLIES	80055	295013	
	0010-801-4212-21300	31.72	OFFICE SUPPLIES	80055	295013	
	0142-801-6005-22750	264.78	OFFICE SUPPLIES		295013	
	0142-801-6005-22750	4.56	OFFICE SUPPLIES		295013	
	0010-801-6001-21350	24.97	OFFICE SUPPLIES		295013	
	0010-801-6001-22150	43.82	OFFICE SUPPLIES		295013	
	0010-801-6001-21350	5.77	OFFICE SUPPLIES		295013	
	0092-801-4222-24150	104.63	OFFICE SUPPLIES	80197	295013	
	0010-801-1703-21350	1.83	OFFICE SUPPLIES	80207	295013	
	0010-801-1703-21250	49.18	OFFICE SUPPLIES	80207	295013	
	0010-801-1703-21350	48.94	OFFICE SUPPLIES	80207	295013	
	0010-801-1703-22750	32.00	OFFICE SUPPLIES	80207	295013	
						4,114.22
OFFICE SOLUTIONS	0010-801-1407-22750	133.87	OFFICE SUPPLIES	80265	295014	
	0010-801-1403-21350	570.84	OFFICE SUPPLIES	80318	295014	
	0010-801-1403-21350	10.90	OFFICE SUPPLIES	80318	295014	
						715.61
PAVECO CONSTRUCTION INC	0110-850-5001-91923	36,731.99	PAVEMENT REPAIRS	70635	295015	
	0092-850-5001-91923	43,000.00	PAVEMENT REPAIRS	70635	295015	
	0110-850-5001-91923	73.71	PAVEMENT REPAIRS	70635	295015	
						79,805.70
PBS ENGINEERS, INC.	0010-701-0010-06100	273.00	PLAN CHECK SERVICE	80052	295016	
						273.00
PENINSULA LIBRARY SYSTEM	0075-450-0075-08250	75.00	LIBRARY TRAINING (TRUST)		295017	
	0075-450-0075-08250	75.00	LIBRARY TRAINING (TRUST)		295017	
						150.00
PHOENIX CIVIL ENGINEERING, INC.	0042-801-4204-31950	741.00	WASTE WATER MASTER PLAN		295018	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						741.00
PIRTEK COMMERCE SOUTH (DBA)	0060-801-4211-38400	184.89	FLEET PARTS	80036	295019	184.89
PLUMBING WHOLESALE OUTLET	0010-801-4210-23300	334.98	PLUMBING SUPPLIES	80141	295020	
	0010-801-4210-23300	288.76	PLUMBING SUPPLIES		295020	
	0010-801-6517-23050	13.51	PLUMBING SUPPLIES		295020	637.25
PMW ASSOCIATES	0136-801-3101-33250	393.00	POLICE POST TRAINING		295021	393.00
PRUDENTIAL OVERALL SUPPLY	0060-801-4211-22300	28.65	FLEET UNIFORMS	80039	295022	
	0060-801-4211-22300	28.65	FLEET UNIFORMS	80039	295022	
	0060-801-4211-22150	26.64	FLEET SHOP RAGS	80039	295022	
	0010-801-3210-22150	18.64	FLEET SHOP RAGS	80039	295022	
	0060-801-4211-22150	26.64	FLEET SHOP RAGS	80039	295022	
	0010-801-3210-22150	18.64	FLEET SHOP RAGS	80039	295022	147.86
PYRO-COMM SYSTEMS, INC	0010-801-6001-38400	135.00	LIBRARY FIRE ALARM		295023	135.00
QUALITY CODE PUBLISHING LLC	0010-801-1301-39250	1,850.78	MUNICIPAL CODE	80290	295024	1,850.78
R C FOSTER CORPORATION	0093-801-4227-23300	750.58	WATER TANK REPAIR	80169	295025	
	0092-801-4222-38400	164.90	WATER TANK REPAIR	80169	295025	915.48
R S D REFRIGERATION	0010-801-4210-23700	961.69	AIR CONDITIONING PARTS	80143	295026	961.69
RADISSON NEWPORT BEACH HOTEL	0136-801-3101-33250	735.70	POLICE POST TRAINING		295027	735.70
MARGARET RAMIREZ	0010-801-1301-31950	25.00	PHOTO SERVICES		295028	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						25.00
RBF CONSULTING	0440-801-5004-99004	6,860.00	SUSTAINABLE COMMUNITY	80357	295029	
						6,860.00
RED WING SHOE STORES	0092-801-4221-22300	107.30	SAFETY BOOTS-D RUIZ		295030	
	0010-801-4209-22300	397.09	SAFETY BOOTS-STREET	80144	295030	
	0010-801-6516-22300	26.82	SAFETY BOOTS-PARKS	80079	295030	
	0010-801-6516-22300	54.21-	SAFETY BOOTS-CREDIT		295030	
	0092-801-4223-22300	600.00	SAFETY BOOTS-WATER	80362	295030	
	0092-801-4221-22300	107.30	SAFETY BOOTS-WATER	80362	295030	
						1,184.30
RENT-A-TOOL	0092-801-4222-23700	23.38	WATER PORPANE		295031	
						23.38
ROY ALLAN SLURRY SEAL, INC.	0110-850-5001-91917	81,735.28	SLURRY SEAL CITY STREETS	70649	295032	
	0110-850-4202-23600	79,488.95	SLURRY SEAL CITY STREETS	70649	295032	
						161,224.23
S C FUELS (DBA)	0060-801-4211-22250	13,321.40	FUEL 8/13	80042	295033	
	0060-801-4211-22250	13,610.67	FUEL 8/13	80042	295033	
						26,932.07
CHUCK SAM	0010-701-0010-02500	255.00	REFUND PERMIT FEE		295034	
	0010-450-1703-02520	18.06	REFUND PERMIT FEE		295034	
	0010-450-1701-02530	36.12	REFUND PERMIT FEE		295034	
						309.18
SAN ANDELL SWIMMING POOLS	0092-801-4222-23300	162.00	WATER SUPPLIES		295035	
						162.00
SAN GABRIEL BASIN WATER	0092-801-4222-22900	24,302.29	WATER ASSESSMENT		295036	
						24,302.29
SAN GABRIEL VALLEY WATER CO.	0092-801-4222-36300	53.31	WATER SERVICES		295037	
						53.31
	0093-801-4233-22900	105.30	WATER SERVICES		295038	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
SAN GABRIEL VALLEY WATER CO.	0093-801-4233-22900	12,268.34	WATER SERVICES-INTERCONNECTION		295038	12,373.64
SCP CONCRETE CONSTRUCTION	0075-450-0075-08200	500.00	REFUND BOND (TRUST)		295039	500.00
SEA CLEAR POOLS INC	0010-801-6503-38200	545.99	POOL SERVICES	80278	295040	
	0010-801-6503-38200	825.97	POOL SERVICES	80278	295040	
	0010-801-6503-38200	235.00	POOL SERVICES	80278	295040	
	0010-801-6503-38200	698.55	POOL SERVICES	80278	295040	2,305.51
TERESA REAL SEBASTIAN	0010-801-1101-11100	80.00	MAYOR'S EXPENSES		295041	
	0092-801-1101-11100	60.00	MAYOR'S EXPENSES		295041	
	0043-801-1101-11100	60.00	MAYOR'S EXPENSES		295041	200.00
SHRED-IT LOS ANGELES	0010-801-3114-38400	116.38	SHREDDING SERVICES		295042	
	0010-801-3114-38400	116.38	SHREDDING SERVICES		295042	232.76
SMARDAN SUPPLY COMPANY	0092-801-4222-23700	137.19	PLUMBING SUPPLIES	80195	295043	
	0092-801-4222-23700	328.22	PLUMBING SUPPLIES	80195	295043	465.41
SNAP-ON INDUSTRIAL, A DIVISION OF]	0060-801-4211-38400	121.44	FLEET TOOLS	80043	295044	
	0060-801-4211-38400	179.11	FLEET TOOLS	80043	295044	300.55
SOUTHERN CALIFORNIA LIBRARY COOPER	0010-801-6001-39300	360.00	LIBRARY MEMBERSHIP		295045	360.00
SOUTHWESTERN BAG CO.	0010-801-4212-21200	200.00	SAND BAGS		295046	
	0010-801-4212-22700	500.00	SAND BAGS		295046	
	0010-801-4212-24100	19.40	SAND BAGS		295046	719.40
STATE OF CALIFORNIA DMV	0010-801-3102-39250	300.00	POLICE-VEHICLE FEES		295047	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						300.00
SUPERCO SPECIALTY PRODUCTS (DBA)	0010-801-4202-23950	249.34	PUBLIC WORKS SUPPLIES		295048	
	0010-801-4202-23950	512.43	PUBLIC WORKS SUPPLIES		295048	
						761.77
SUPREME TROPHIES & GIFTS CO.	0010-801-1701-21350	130.80	NAME PLATES		295049	
						130.80
THE MANUEL RIVAS LIVING TRUST	0010-701-0010-06150	64.00	REFUND PERMIT FEE		295050	
						64.00
TOM'S CLOTHING & UNIFORMS INC	0010-801-3210-22310	201.65	UNIFORM-J CATER	80247	295051	
	0010-801-3210-22310	130.80	UNIFORM-J CATER	80247	295051	
	0010-801-3210-22310	457.80	UNIFORM-K LEASURE	80247	295051	
	0010-801-3210-22310	87.20	UNIFORM-J MARTIN	80247	295051	
	0010-801-3210-22310	632.20	UNIFORM-S FILES	80247	295051	
	0010-801-3210-22310	212.55	UNIFORM-J MORALES	80247	295051	
	0010-801-3210-22310	238.71	UNIFORM-S SILVESTRO	80247	295051	
	0010-801-3210-22310	32.70	UNIFORM-B REYES	80247	295051	
	0010-801-3210-22310	70.85	UNIFORM-J GIN	80247	295051	
	0176-801-6516-22310	300.00	UNIFORM-A BANUELOS	80082	295051	
	0010-801-3102-22310	22.56	UNIFORM-R JULIAN	80101	295051	
	0010-801-3101-22320	126.32	UNIFORM-F ASOSTA	80101	295051	
	0010-801-3103-22310	57.87	UNIFORM-J SANCHEZ	80101	295051	
	0010-801-3114-22310	274.68	UNIFORM-A LE	80101	295051	
						2,845.89
TRANSTECH	0010-801-4212-31500	6,450.00	INTERIM DEVELOPMENT DIRECTOR		295052	
	0010-801-4212-31500	100.00	MARKET PLACE		295052	
	0010-801-4212-31500	5,224.20	TRAFFIC SIGNAL ATLANTIC		295052	
	0010-801-4212-31500	1,060.00	WATER MAINLINE REPLACEMENT		295052	
	0010-801-4212-31500	300.00	MIXED USE TRAFFIC REVIEW		295052	
	0010-801-4212-31500	1,725.00	MONTEREY PASS RD PROJECT		295052	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TRANSTECH	0010-801-4212-31500	475.00	SIDEWALK REPAIRS		295052	
	0010-801-4212-31500	2,779.50	CITY YARD TRAFFIC REVIEW		295052	
	0010-801-4212-31500	1,060.00	WATER MAINLINE REPLACEMENT		295052	
						19,173.70
JANET TRIYARN	0010-701-0010-06120	192.00	REFUND INSPECTION FEE		295053	
						192.00
UC REGENTS	0010-801-3220-39400	2,609.06	FIRE CONTINUE EDUCATION	80245	295054	
	0010-801-3220-39400	2,609.06	FIRE CONTINUE EDUCATION	80245	295054	
						5,218.12
UNDERGROUND SERVICE ALERT	0092-801-4223-39300	159.00	UNDERGROUND UTILITY SERVICES		295055	
						159.00
UNIVAR USA INC (CORP. HEADQUARTERS)	0093-801-4227-23300	6,662.43	WATER CHEMICAL	80199	295056	
						6,662.43
URS CORPORATION	0161-450-4212-06910	4,290.00	GEOTECH PLAN REVIEW	80336	295057	
						4,290.00
USA MOBILITY WIRELESS, INC	0010-801-3112-32050	119.63	PAGING SERVICES	80269	295058	
	0092-801-4220-32050	4.74	PAGING SERVICES	80269	295058	
						124.37
VILLA GARFIELD	0075-450-0075-08200	4,132.00	REFUND BOND (TRUST)		295059	
						4,132.00
VINNIE'S PORTABLE WELDING	0092-801-4223-38400	700.00	WATER MAIN REPAIR		295060	
						700.00
VULCAN MATERIAL CO	0110-801-4202-23600	580.56	ASPHALT	80150	295061	
	0110-801-4202-23600	373.13	ASPHALT	80150	295061	
						953.69
WALTERS WHOLESALE ELECTRIC CO	0010-801-4210-23400	155.45	ELECTRICAL SUPPLIES	80151	295062	
	0010-801-4210-23400	174.20	ELECTRICAL SUPPLIES	80151	295062	
	0010-801-4210-23400	49.75	ELECTRICAL SUPPLIES	80151	295062	
	0010-801-4210-23400	115.55	ELECTRICAL SUPPLIES	80151	295062	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
WALTERS WHOLESALE ELECTRIC CO	0010-801-4210-23400	108.34	ELECTRICAL SUPPLIES	80151	295062	
	0010-801-4210-23400	115.55	ELECTRICAL SUPPLIES	80151	295062	
	0010-801-4210-23400	479.21	ELECTRICAL SUPPLIES	80151	295062	1,198.05
YA LI WANG	0010-701-0010-02010	60.00	REFUND BUSINESS LICENSE FEE		295063	
	0077-701-0077-02110	69.45	REFUND BID FEE		295063	129.45
WARREN DISTRIBUTING, INC.	0060-801-4211-23500	31.04	FLEET PARTS	80047	295064	
	0060-801-4211-23500	20.69	FLEET PARTS	80047	295064	
	0060-801-4211-23500	82.62	FLEET PARTS	80047	295064	
	0060-801-4211-23500	91.30	FLEET PARTS	80047	295064	
	0060-801-4211-23500	305.15	FLEET PARTS UNIT 919	80047	295064	
	0060-801-4211-23500	233.58	FLEET PARTS	80047	295064	
	0060-801-4211-23500	222.23	FLEET PARTS UNIT 923	80047	295064	
	0060-801-4211-23500	4.50	FLEET PARTS	80047	295064	
	0060-801-4211-23500	16.35-	FLEET PARTS-CREDIT	80047	295064	974.76
WECK LABORATORIES (DBA)	0093-801-4227-31950	480.00	WATER LABORATORY SUPPLIES	80202	295065	480.00
WELLS FARGO FINANCIAL LEASING	0092-850-4212-37500	333.12	COPIER RENTAL	70344	295066	
	0092-801-4212-37500	442.17	COPIER RENTAL	80301	295066	
	0092-801-1408-37200	391.11	COPIER RENTAL	80260	295066	1,166.40
WEST COAST ARBORISTS, INC.	0010-801-6516-31190	19,710.30	TREE MAINTENANCE SERVICES	80333	295067	19,710.30
WESTERN WATER WORKS SUPPLY CO.	0092-801-4223-23300	8,943.23	WATER PARTS	80203	295068	
	0092-801-4223-23300	889.12	WATER PARTS	80203	295068	
	0092-801-4223-23300	2,597.25	WATER PARTS	80203	295068	
	0092-801-4222-24100	209.69	WATER SUPPLIES	80204	295068	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
WESTERN WATER WORKS SUPPLY CO.	0092-801-4221-23300	2,241.04	WATER SUPPLIES		295068	14,880.33
WHITE CAP CONSTRUCTION SUPPLY	0010-801-4202-23950	52.61	GRAFFITI SUPPLIES		295069	
	0010-801-4202-23950	195.62	GRAFFITI SUPPLIES		295069	248.23
SCOTT WIESE	0136-801-3101-33250	200.00	POLICE POST TRAINING		295070	200.00
TIM WISNIEWSKI	0136-801-3101-33250	500.00	POLICE POST TRAINING		295071	500.00
DONALD WONG	0010-701-0010-02500	59.59	REFUND PERMIT FEE		295072	59.59
X-IGENT PRINTING, INC	0109-801-4201-39250	1,000.71	SPIRIT BUS TRANSFERS		295073	1,000.71
CHIYO YAMAGUCHI	0010-701-0010-07430	19.60	REFUND BOOK		295074	19.60
ALAN W. YEE	0010-701-0010-02500	137.00	REFUND PERMIT FEE		295075	
	0010-701-0010-06100	111.24	REFUND PERMIT FEE		295075	
	0010-450-1703-02520	8.01	REFUND PERMIT FEE		295075	
	0010-450-1701-02530	16.02	REFUND PERMIT FEE		295075	272.27
ZOLL MEDICAL CORPORATION	0010-801-3220-24200	2,234.77	FIRE MEDICAL SUPPLIES	80243	295076	2,234.77
ZUMAR INDUSTRIES, INC.	0010-801-4206-23800	286.13	TRAFFIC SIGNS	80153	295077	
	0010-801-4206-23800	163.50	TRAFFIC SIGNS	80153	295077	
	0010-801-4206-23800	299.75	TRAFFIC SIGNS	80153	295077	749.38
TOTAL FOR PRINTED WARRANTS						810,306.52

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TOTAL FOR PREPAID WARRANTS	119,521.23
TOTAL FOR PRINTED WARRANTS	810,306.52
TOTAL WARRANTS	929,827.75
TOTAL VOID CHECKS	3
TOTAL PREPAID CHECKS	33
TOTAL CHECKS PRINTED	199
TOTAL CHECKS ISSUED	232

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FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0010	GENERAL FUND	16,912.76	180,313.62	197,226.38
0022	STATE GAS TAX FUND	680.49	980.50	1,660.99
0042	SEWER FUND	0.00	2,399.32	2,399.32
0043	REFUSE FUND	3,577.18	13,592.79	17,169.97
0060	CITY SHOP FUND	5.97	33,161.90	33,167.87
0061	SEPARATION BENEFITS FUND	1,662.00	0.00	1,662.00
0062	GENERAL LIABILITY FUND	52,501.59	0.00	52,501.59
0065	PAYROLL CLEARING ACCOUNT	6,981.95	0.00	6,981.95
0071	PUBLIC SAFETY IMPACT FEE FUND	0.00	43,877.70	43,877.70
0075	SPECIAL DEPOSITS FUND	1,614.88	26,526.96	28,141.84
0077	BUSINESS IMPROVEMENT AREA #1	0.00	794.80	794.80
0092	WATER FUND	888.07	115,326.58	116,214.65
0093	WATER TREATMENT FUND	0.00	65,570.14	65,570.14
0109	OPA PROPOSITION A	0.00	55,936.10	55,936.10
0110	MEASURE R FUND	9,901.93	198,983.62	208,885.55
0131	LIBRARY TAX FUND	0.00	686.67	686.67
0136	POST	701.28-	4,965.27	4,263.99
0142	EL CIVIC EDUCATION GRANT	0.00	4,968.68	4,968.68
0152	HOME HOUSING PROGRAM	4,177.25	0.00	4,177.25
0159	RECREATION FUND	0.00	7,643.63	7,643.63
0160	ASSET FORFEITURE	1,500.00	25,595.04	27,095.04
0161	CONSTRUCTION AGENCY FUND	0.00	4,290.00	4,290.00
0165	AIR QUALITY IMPROVEMENT FUND	60.00	0.00	60.00
0176	MAINTENANCE DISTRICT 93-1	0.00	891.84	891.84
0184	USED OIL RECYCLING BLOCK GRANT	0.00	1,021.25	1,021.25
0342	SAFETEA-LU GRANT	11,381.21	0.00	11,381.21
0344	MAINTENANCE GRANT (075)	0.00	4,107.61	4,107.61
0346	ELAC CONTRIBUTIONS	2,845.30	0.00	2,845.30

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 FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0440	SUSTAINABLE COMM PLANNING	0.00	6,860.00	6,860.00
0460	URBAN AREA INITIATIVE 2012	2,450.00	0.00	2,450.00
0880	CITY/HOUSING SUCCESSOR AGENCY	3,081.93	11,812.50	14,894.43
	TOTAL	119,521.23	810,306.52	929,827.75

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ACCESS POLYGRAPHS, LLC	0010-801-3210-31900	195.00	FIRE POLYGRAPHS SERVICES		295098	195.00
ACCONTEMPS	0010-801-1403-31950	873.60	TEMPORARY STAFFING SERVICES		295078	
	0010-801-1403-31950	734.38	TEMPORARY STAFFING SERVICES		295078	1,607.98
	0010-801-1403-31950	543.56	TEMPORARY STAFFING SERVICES		295099	
	0010-801-1403-31950	655.20	TEMPORARY STAFFING SERVICES		295099	1,198.76
ALL IN THE FAMILY SPORTSWEAR	0075-450-0075-08420	1,046.40	POLICE GOLF POLO SHIRTS (TRUST)		295100	1,046.40
ALPHACARD	0349-801-3201-39400	545.00	FIRE MAGICARD		295101	545.00
AMPCO SYSTEM PARKING	0010-801-3104-38400	960.00	POLICE PARKING FEE		295079	960.00
APT US&C	0010-801-1403-31950	200.00	WRITTEN INVESTMENT POLICY CERT		295097	200.00
BANKCARD CENTER	0010-801-1101-22670	28.93	8/13 STMT-REFRESHMENTS		295102	
	0010-801-1101-39400	2,508.52	8/13 STMT-LCC CONFERENCE		295102	
	0010-801-1403-31950	425.00	8/13 STMT-BUDGET AWARDS		295102	
	0010-801-1403-39350	95.00	8/13 STMT-TRAINING		295102	
	0010-801-1404-38400	917.38	8/13 STMT-SOFTWARE		295102	
	0010-801-1801-39550	144.29	8/13 STMT-REFRESHMENTS		295102	
	0010-801-3201-33200	1,500.00	8/13 STMT-FIRE TRAINING		295102	
	0010-801-3210-39400	860.28	8/13 STMT-FIRE TRAINING		295102	
	0010-801-3220-23700	389.13	8/13 STMT-FIRE SUPPLIES		295102	
	0010-801-3230-22750	1,487.99	8/13 STMT-EOC SUPPLIES		295102	
	0010-801-3230-39400	41.41	8/13 STMT-FIRE TRAILER SUPPLIE		295102	
	0092-801-1403-39400	85.00	8/13 STMT-TRAINING		295102	
	0136-801-3101-33250	97.07	8/13 STMT-POLICE POST TRAINING		295102	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
BANKCARD CENTER	0349-801-3201-39400	3,926.58	8/13 STMT-EOC SUPPLIES		295102	12,506.58
CANON FINANCIAL SERVICES, INC.	0010-801-1301-37500	1,557.61	COPIER MACHINE RENTAL	80289	295103	
	0010-801-3210-37500	1,864.39	COPIER MACHINE RENTAL		295103	
	0010-801-6502-38400	683.07	COPIER MACHINE RENTAL	80272	295103	
	0010-801-1801-39250	683.06	COPIER MACHINE RENTAL	80272	295103	
	0010-801-1407-37500	683.07	COPIER MACHINE RENTAL	80272	295103	
	0010-801-4212-37500	832.46	COPIER MACHINE RENTAL	80209	295103	
	0010-801-3205-37500	832.46	COPIER MACHINE RENTAL	80209	295103	
	0010-801-1701-37500	832.46	COPIER MACHINE RENTAL	80209	295103	
	0010-801-3114-37500	1,927.14	COPIER MACHINE RENTAL	80107	295103	
	0010-801-3104-37500	1,901.54	COPIER MACHINE RENTAL	80106	295103	11,797.26
CARSON TRAILER INC	0010-801-5002-88560	1,383.20	FIRE TRAILER		295080	1,383.20
LORRAINE CERVANTES	0010-701-0010-07950	50.00	REFUND PARAMEDIC MEMBERSHIP		295104	50.00
CHARTER COMMUNICATIONS	0010-801-6003-38400	476.80	INTERNET/CABLE SERVICE		295081	476.80
CHEVRON INC	0060-801-4211-22250	1,669.89	8/13-FUEL SERVICE		295082	1,669.89
CORVEL ENTERPRISE COMP INC	0080-801-8301-20000	6,666.63-	VOID CHECK	70200	293648	6,666.63-
	0080-801-8301-20000	6,666.63	WORKER'S COMP ADMIN FEE		295105	6,666.63
CTG CONSTRUCTION INC.	0010-850-5002-96037	31,036.50-	VOID CHECK	70634	294923	31,036.50-
	0010-850-5002-96037	28,215.00	CITY HALL LOBBY PAINTING	70634	295106	28,215.00

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
DEPARTMENT OF MOTOR VEHICLES	0060-850-4211-54100	332.00	DECLARATION OF GVW - UNIT 089		295107	332.00
DIRECTV, LLC	0010-801-3230-32050	109.99	EOC SERVICES		295083	109.99
DIVERSIFIED RISK INSURANCE	0075-450-0075-08350	400.64	SPECIAL EVENT INSURANCE (TRUST)		295084	400.64
FLEITAS INTERTAMENT	0075-450-0075-08600	550.00	4TH OF JULY SOUND SYS (TRUST)		295085	550.00
CONSTANCE HILLYARD	0010-701-0010-07960	1,720.22	REFUND AMBULANCE FEE		295108	1,720.22
HONG BAC TU AND THE LAW OFFICE	0062-801-5101-35650	1,888.77	CLAIM SETTLEMENT		295086	1,888.77
HERMAN HSUEH	0010-701-0010-03630	50.00-	VOID CHECK		273436	50.00-
	0010-701-0010-03630	50.00	REFUND-PARKING CITATION		295109	50.00
LIEBERT CASSIDY WHITMORE	0010-801-1801-39400	400.00	FLSA TRAINING		295087	400.00
	0010-801-1403-39400	400.00	FLSA TRAINING		295088	400.00
	0010-801-1601-31600	2,795.32	LEGAL-T CHUNG		295110	
	0010-801-1601-31600	771.00	LEGAL-PITCHESS MOTIONS		295110	
	0010-801-1601-31600	2,338.50	LEGAL-GENERAL		295110	
	0010-801-1601-31600	1,998.50	LEGAL-R BARRERA		295110	
	0010-801-1601-31600	112.50	LEGAL-T CHUNG		295110	
	0010-801-1601-31600	97.37	LEGAL-PITCHESS MOTIONS		295110	
	0010-801-1601-31600	1,590.00	LEGAL-GENERAL		295110	
						9,703.19

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
LOS ANGELES COUNTY TAX	0178-801-6502-22150	887.00	HEALTH LICENSE-ELDER POOL		295089	
	0178-801-6502-22150	887.00	HEALTH LICENSE-BARNES POOL		295089	1,774.00
MANAGED HEALTH NETWORK INC	0010-801-1801-31950	840.84	EAP PREMIUM		295090	
	0010-801-1801-31950	840.84	EAP PREMIUM		295090	1,681.68
JOHN MARTINDALE	0075-450-0075-08420	667.74	GOLF TOURNAMENT PRIZES (TRUST)		295111	667.74
MONTEREY PARK PETTY CASH	0010-801-3103-22750	290.85	PETTY CASH-REFRESHMENTS		295091	
	0010-801-3104-22750	50.12	PETTY CASH-SUPPLIES		295091	
	0152-701-0152-05453	12.00	PETTY CASH-PARKING		295091	
	0010-801-1701-21350	7.19	PETTY CASH-REFRESHMENTS		295091	
	0010-801-1403-39400	29.38	PETTY CASH-MILEAGE		295091	
	0010-801-1702-22750	14.68	PETTY CASH-SUPPLIES		295091	
	0152-701-0152-05454	14.20	PETTY CASH-SUPPLIES		295091	
	0880-701-0880-05454	1.58	PETTY CASH-SUPPLIES		295091	
	0010-801-4212-39350	23.17	PETTY CASH-OFFICE SUPPLIES		295091	
	0010-801-3210-22750	24.93	PETTY CASH-REFRESHMENTS		295091	
	0092-801-4220-22300	32.84	PETTY CASH-SUPPLIES		295091	500.94
	0075-450-0075-08420	68.63	PETTY CASH-GOLF SUPPLIS (TRUST)		295112	
	0010-801-3210-39400	31.45	PETTY CASH-REFRESHMENTS		295112	
	0010-801-1301-33100	160.46	PETTY CASH-MILEAGE		295112	
	0010-801-6517-39400	80.00	PETTY CASH-TRAINING		295112	340.54
PITNEY BOWES POSTAGE BY PHONE	0092-801-4223-32200	1.84	POSTAGE		295113	
	0077-801-1111-31950	143.52	POSTAGE		295113	
	0075-450-0075-09230	56.03	POSTAGE (TRUST)		295113	
	0043-801-4212-32200	6.46	POSTAGE		295113	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PITNEY BOWES POSTAGE BY PHONE	0043-801-1201-32200	7.63	POSTAGE		295113	
	0010-801-6502-32200	34.38	POSTAGE		295113	
	0010-801-6001-32200	31.49	POSTAGE		295113	
	0010-801-3205-32200	11.38	POSTAGE		295113	
	0010-801-3201-32200	4.08	POSTAGE		295113	
	0010-801-3114-32200	48.98	POSTAGE		295113	
	0010-801-3113-32200	32.09	POSTAGE		295113	
	0010-801-3111-32200	1.92	POSTAGE		295113	
	0010-801-3104-32200	35.35	POSTAGE		295113	
	0010-801-3102-32200	13.80	POSTAGE		295113	
	0010-801-3101-32200	23.86	POSTAGE		295113	
	0010-801-1801-32200	102.60	POSTAGE		295113	
	0010-801-1703-32200	7.81	POSTAGE		295113	
	0010-801-1702-32200	30.76	POSTAGE		295113	
	0010-801-1701-32200	18.58	POSTAGE		295113	
	0010-801-1406-32200	47.52	POSTAGE		295113	
	0010-801-1403-32200	85.06	POSTAGE		295113	
	0010-801-1301-32200	19.86	POSTAGE		295113	
						765.00
SAN DIMAS CANYON CLUBHOUSE	0075-450-0075-08420	897.92	POLICE-GOLF CATERING (TRUST)		295114	
	0075-450-0075-08420	3,600.00	POLICE-GOLF CATERING (TRUST)	80374	295114	
						4,497.92
	0075-450-0075-08420	3,600.00	POLICE-GOLF GREEN FEES (TRUST)	80374	295115	
						3,600.00
SAN GABRIEL VALLEY MUNICIPAL WATER	0093-801-4226-42200	200,000.00	DEBIT SERVICE PAYMENT		295092	
						200,000.00
SOUTH COAST AIR QUALITY	0060-801-4211-31950	1,391.92	PERMIT TO CONSTRUCT & OPERATE		295116	
						1,391.92
SPRINT CORPORATION	0010-801-3115-38400	1,407.65	POLICE DATA SERVICE	80099	295117	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						1,407.65
SPS	0136-801-3101-33250	137.00	POLICE POST TRAINING		295118	137.00
THE STANDARD INSURANCE CO.	0065-464	589.16	EXECUTIVE PREMIUM		295093	589.16
THE STANDARD	0065-464	4,485.32	LTD INSURANCE		295094	4,485.32
CODAY STEVEN	0010-801-3101-22200	14.16	PETTY CASH-OFFICE SUPPLIES		295095	
	0010-801-3103-22750	17.95	PETTY CASH-SUPPLIES		295095	
	0010-801-3104-33100	13.00	PETTY CASH-PARKING		295095	
	0075-450-0075-08420	34.62	PETTY CASH-SUPPLIES (TRUST)		295095	
	0075-450-0075-08420	79.07	PETTY CASH-REFRESHMENTS (TRUST)		295095	
	0060-801-4211-22250	25.00	PETTY CASH-GASOLINE		295095	
	0010-801-3120-39700	90.45	PETTY CASH-REFRESHMENTS		295095	
	0010-801-3102-39250	6.00	PETTY CASH-SUPPLIES		295095	
	0010-801-3101-22670	95.17	PETTY CASH-REFRESHMENTS		295095	
	0136-801-3101-33250	27.97	PETTY CASH-REFRESHMENTS		295095	
	0010-801-3111-22750	13.07	PETTY CASH-SUPPLIES		295095	
	0010-801-3113-22600	20.00	PETTY CASH-HAIRCUT		295095	
	0010-801-3102-39750	17.08	PETTY CASH-REFRESHMENTS		295095	453.54
SYSTEMS FOR PUBLIC SAFETY	0136-801-3101-33250	137.00-	VOID CHECK		294603	137.00-
THE GAS COMPANY (DBA)	0060-801-4211-22250	177.27	GAS SERVICES		295119	
	0010-801-3114-36200	56.61	GAS SERVICES		295119	233.88
VERIZON WIRELESS	0160-801-3115-38400	38.01	WIRELESS DATA SERVICE		295096	
	0092-801-4222-32050	152.04	WIRELESS DATA SERVICE		295096	190.05

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
VERIZON WIRELESS	0010-801-3220-32050	227.54	WIRELESS DATA SERVICE		295120	
	0349-801-3201-39400	38.01	WIRELESS DATA SERVICE		295120	
	0010-801-3201-32050	36.75	WIRELESS DATA SERVICE		295120	
	0010-801-3210-32050	173.97	WIRELESS DATA SERVICE		295120	
						476.27
	TOTAL FOR PREPAID WARRANTS					269,375.79

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ACCELA INC	0010-450-1703-02520	3,673.80	BUILDING-SYSTEM MAINTENANCE	80295	295121	3,673.80
ACTION SALES (DBA)	0010-801-3210-24300	185.91	FIRE SUPPLIES	80219	295122	185.91
ADVANCE PEST TERMITE CONTROL	0010-801-3113-38100	39.00	PEST CONTROL	80103	295123	
	0010-801-3104-22750	30.00	PEST CONTROL		295123	
	0010-801-6505-23050	150.00	PEST CONTROL		295123	
	0010-801-3210-22750	47.00	PEST CONTROL	80220	295123	
	0010-801-3210-22750	35.00	PEST CONTROL	80220	295123	
	0010-801-3210-22750	42.00	PEST CONTROL	80220	295123	343.00
AFFILIATED SYSTEMS, INC.	0010-801-1801-31900	45.00	DMV/DOT PHYSICAL		295124	
	0010-801-1801-31900	1,235.00	DMV/DOT PHYSICAL		295124	
	0080-801-8301-33130	363.25	FIRST AID TREATMENT		295124	
	0080-801-8301-33130	274.00	FIRST AID TREATMENT		295124	
	0080-801-8301-33130	240.18	FIRST AID TREATMENT		295124	
	0080-801-8301-33130	124.63	FIRST AID TREATMENT		295124	
	0080-801-8301-33130	255.97	FIRST AID TREATMENT		295124	2,538.03
AGENCIES TOOL CENTER	0184-801-4208-31950	2,555.02	FLEET EQUIPMENT	80276	295125	2,555.02
ALHAMBRA MUNICIPAL COURT	0010-701-0010-03620	10,681.86	CITATION PROCESSING		295126	10,681.86
AMTECH ELEVATOR SERVICES	0010-801-4210-38100	454.85	MAINTENANCE SERVICE	80117	295127	454.85
APL GLASS COMPANY	0010-801-4210-38100	500.00	WINDOW REPAIR		295128	500.00
ATHENS SERVICES	0043-801-4208-41200	408,679.61	REFUSE COLLECTION SERVICES		295129	408,679.61

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ATKINSON- BAKER INC	0062-801-5101-35650	566.55	CLAIMS EXPENSES-GARCIA		295130	
	0062-801-5101-35650	544.80	CLAIMS EXPENSES-GARCIA		295130	1,111.35
ATLANTIC ANIMAL HOSPITAL	0010-801-3111-31950	75.00	VETERINARY SERVICE		295131	
	0010-801-3111-31950	50.00	VETERINARY SERVICE		295131	125.00
AVILA III ELECTRIC	0010-801-4210-38100	580.00	ELECTRICAL SERVICES		295132	580.00
B & K ELECTRIC WHOLESALE	0010-801-4210-23400	107.91	WATER ELECTRICAL SUPPLIES		295133	107.91
B W GRAPHICS	0010-801-4212-39250	35.97	BUSINESS CARDS-R BOW		295134	
	0010-801-1406-39250	33.79	BUSINESS CARDS-N ROMO		295134	
	0010-801-6502-39250	49.05	BUSINESS CARDS-O MURO		295134	
	0010-801-6502-39250	33.79	BUSINESS CARDS-A GARCIA		295134	152.60
BARTEL ASSOCIATES LLC	0010-801-5102-31850	4,635.00	ACTUARIAL SERVICE/ MASS MUTUAL		295135	4,635.00
JUSTIN BIRRELL	0075-450-0075-08360	2,482.90	EE COMPUTER PROGRAM (TRUST)		295136	2,482.90
BOBBY KOPP PROJECTS	0010-701-0010-06320	1,246.00	REFUND-STANDBY FIRE FIGHTER		295137	1,246.00
BRADY,VORWERCK,RYDER & CASPINO	0062-801-5101-31600	30.00	CLAIM SERVICE-G SAIDI		295138	30.00
JOHN BRITTAIN	0077-701-0077-02110	26.78	REFUND BID FEE		295139	26.78
BRYANT HEATING & A/C INC	0010-701-0010-02010	75.00	REFUND BUSINESS LICENSE FEE		295140	
	0010-701-0010-02020	1.00	REFUND BUSINESS LICENSE FEE		295140	76.00

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CAAD LLC	0092-801-4220-37500	819.90	WATER BILL MAILING SERVICE		295141	819.90
CALED	0010-801-1110-39300	570.00	CMO-MEMBERSHIP		295142	570.00
CANON SOLUTIONS AMERICA, INC	0060-801-4211-38400	11.00	COPIER MAINTENANCE	80005	295143	
	0010-801-1301-39250	15.37	COPIER MAINTENANCE		295143	26.37
CARL WARREN & COMPANY	0062-801-5101-35600	119.70	LIABILITY CLAIM-P RUIZ		295144	
	0062-801-5101-35600	922.98	LIABILITY CLAIM-J BARRAGA		295144	
	0062-801-5101-35600	62.70	LIABILITY CLAIM-AUTO CLUB		295144	
	0062-801-5101-35600	62.70	LIABILITY CLAIM-R REYES		295144	
	0062-801-5101-35600	1,798.72	LIABILITY CLAIM-Z XU		295144	
	0062-801-5101-35600	308.80	LIABILITY CLAIM-M GARCIA		295144	
	0062-801-5101-35600	86.21	LIABILITY CLAIM-N NG		295144	
	0062-801-5101-35600	62.70	LIABILITY CLAIM-CYD INVESTMENT		295144	
	0062-801-5101-35600	54.86	LIABILITY CLAIM-J RECIO		295144	
	0062-801-5101-35600	78.38	LIABILITY CLAIM-S VESECKY		295144	
	0062-801-5101-35600	62.70	LIABILITY CLAIM-STATE FARM		295144	
	0062-801-5101-35600	62.70	LIABILITY CLAIM-P SHAO		295144	
	0062-801-5101-35600	62.70	LIABILITY CLAIM-S C EDISON		295144	
	0062-801-5101-35600	173.65	LIABILITY CLAIM-S GALLEGOS		295144	
	0062-801-5101-35600	79.80	LIABILITY CLAIM-V PARNASS		295144	
	0062-801-5101-35600	359.10	LIABILITY CLAIM-L VALENZUELA		295144	
	0062-801-5101-35600	141.21	LIABILITY CLAIM-P LOZANE		295144	
	0062-801-5101-35600	579.12	LIABILITY CLAIM-H GREEN		295144	5,078.73
CART-AWAY CONCRETE SYSTEMS, INC	0010-801-4211-54300	17,904.79	FLEET CEMENT MIXER UNIT SC79	80287	295145	17,904.79
CHRISTIANA JOY CHAVEZ	0010-801-1801-39400	1,327.00	TUITION REIMBURSEMENT		295146	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						1,327.00
CINTAS CORPORATION	0092-801-4221-22310	59.90	WATER UNIFORMS		295147	
	0092-801-4222-22310	112.26	WATER UNIFORMS		295147	
	0092-801-4223-22310	110.52	WATER UNIFORMS		295147	
	0092-801-4221-22310	57.39	WATER UNIFORMS		295147	
	0092-801-4222-22310	109.76	WATER UNIFORMS		295147	
	0092-801-4223-22310	108.03	WATER UNIFORMS		295147	
						557.86
CITATION MANAGEMENT (DBA)	0010-701-0010-03630	3,731.45	PARKING CITATIONS SERVICE		295148	
						3,731.45
CLINICAL LABORATORY OF	0092-801-4222-31950	121.64	WATER ANALYSIS	80344	295149	
	0092-801-4222-31950	10.18	WATER ANALYSIS	80344	295149	
	0092-801-4222-31950	108.23	WATER ANALYSIS	80344	295149	
	0092-801-4222-31950	10.18	WATER ANALYSIS	80344	295149	
	0092-801-4222-31950	176.22	WATER ANALYSIS	80344	295149	
	0092-801-4222-31950	10.18	WATER ANALYSIS	80344	295149	
	0092-801-4222-31950	108.23	WATER ANALYSIS	80344	295149	
	0092-801-4222-31950	67.99	WATER ANALYSIS	80344	295149	
	0092-801-4222-31950	10.18	WATER ANALYSIS	80344	295149	
	0092-801-4222-31950	877.83	WATER ANALYSIS	80344	295149	
	0093-801-4229-31950	2,011.88	WATER ANALYSIS	80344	295149	
	0093-801-4229-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4229-31950	148.93	WATER ANALYSIS	80344	295149	
	0093-801-4229-31950	30.53	WATER ANALYSIS	80344	295149	
	0093-801-4229-31950	1,695.53	WATER ANALYSIS	80344	295149	
	0093-801-4229-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4229-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4229-31950	1,695.53	WATER ANALYSIS	80344	295149	
	0093-801-4229-31950	1,695.53	WATER ANALYSIS	80344	295149	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CLINICAL LABORATORY OF	0093-801-4226-31950	757.58	WATER ANALYSIS	80344	295149	
	0093-801-4226-31950	20.35	WATER ANALYSIS	80344	295149	
	0093-801-4226-31950	1,502.20	WATER ANALYSIS	80344	295149	
	0093-801-4226-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4226-31950	757.58	WATER ANALYSIS	80344	295149	
	0093-801-4226-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4226-31950	71.23	WATER ANALYSIS	80344	295149	
	0093-801-4226-31950	20.35	WATER ANALYSIS	80344	295149	
	0093-801-4226-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4226-31950	757.58	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	30.53	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	446.78	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	248.83	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	40.70	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	248.83	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	248.83	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4227-31950	20.35	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	40.70	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	20.35	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	346.88	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	859.33	WATER ANALYSIS	80344	295149	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CLINICAL LABORATORY OF	0093-801-4230-31950	794.58	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	20.35	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	20.35	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	20.35	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	20.35	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	20.35	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	71.23	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	10.18	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	794.58	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	794.58	WATER ANALYSIS	80344	295149	
	0093-801-4230-31950	10.18	WATER ANALYSIS	80344	295149	17,957.73
COLLICUTT ENERGY SERVICES INC	0092-801-4210-38100	285.00	GENERATOR MAINTENANCE	80124	295150	
	0092-801-4210-38100	285.00	GENERATOR MAINTENANCE	80124	295150	
	0092-801-4210-38100	292.68	GENERATOR MAINTENANCE	80124	295150	
	0092-801-4210-38100	285.00	GENERATOR MAINTENANCE	80124	295150	
	0092-801-4210-38100	285.00	GENERATOR MAINTENANCE	80124	295150	
	0092-801-4210-38100	292.68	GENERATOR MAINTENANCE	80124	295150	1,725.36
COMMUNICATIONS CENTER (DBA)	0060-801-4211-38400	418.08	POLICE EQUIPMENT REPAIR		295151	
	0010-801-3102-38400	225.00	POLICE EQUIPMENT CERTIFICATION		295151	643.08
COMPLETE LANDSCAPE CARE, INC.	0010-801-6516-31190	4,950.00	MEDIANS MAINTENANCE	80215	295152	4,950.00
CONTROL AUTOMATION DESIGN	0092-801-4224-81860	3,010.06	WATER CONTROL & DATA SYSTEM	80176	295153	
	0093-801-4229-23300	187.50	WATER CONTROL & DATA SYSTEM	80176	295153	
	0093-801-4227-23300	437.50	WATER CONTROL & DATA SYSTEM	80176	295153	
	0093-801-4226-23300	62.50	WATER CONTROL & DATA SYSTEM	80176	295153	

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CONTROL AUTOMATION DESIGN	0092-801-4224-81860	1,870.23	WATER CONTROL & DATA SYSTEM	80176	295153	
	0093-801-4229-23300	312.50	WATER CONTROL & DATA SYSTEM	80176	295153	
	0093-801-4227-23300	937.50	WATER CONTROL & DATA SYSTEM	80176	295153	
	0093-801-4226-23300	125.00	WATER CONTROL & DATA SYSTEM	80176	295153	6,942.79
COUNTY OF LOS ANGELES	0010-801-3111-31950	10,565.81	ANIMAL CONTROL SERVICES	80092	295154	
	0010-701-0010-02420	562.00-	ANIMAL CONTROL OTHER CREDITS		295154	
	0010-701-0010-02410	1,770.00-	ANIMAL LICENSE FEES CREDITS		295154	8,233.81
CPOA	0136-801-3101-33250	190.00	POLICE POST TRAINING		295155	190.00
CPS HUMAN RESOURCE SERVICES (DBA)	0010-801-1801-31950	534.75	RECRUITMENT SERVICES		295156	
	0010-801-1801-31950	828.30	RECRUITMENT SERVICES		295156	1,363.05
DAILY JOURNAL CORPORATION	0010-801-1301-34050	197.40	LEGAL NOTICE	80291	295157	
	0010-801-1301-34050	159.60	LEGAL NOTICE	80291	295157	
	0043-801-1301-34050	180.60	LEGAL NOTICE	80291	295157	
	0092-801-1301-34050	218.40	LEGAL NOTICE	80291	295157	756.00
DELL MARKETING LP	0010-450-1703-02520	1,523.67	COMPUTER/SUPPLIES	80355	295158	
	0063-801-5002-99055	695.42	COMPUTER/SUPPLIES		295158	
	0063-801-5002-99055	88.28	COMPUTER/SUPPLIES		295158	
	0010-801-3115-38400	2,390.78	COMPUTER/SUPPLIES		295158	
	0010-801-3115-38400	52.75	COMPUTER/SUPPLIES		295158	4,750.90
DEPARTMENT OF JUSTICE	0010-801-1801-39550	64.00	FINGERPRINT PROCESSING		295159	
	0010-701-0010-03710	888.00	FINGERPRINT PROCESSING		295159	
	0010-801-1801-31900	32.00	FINGERPRINT PROCESSING		295159	
	0010-701-0010-03710	64.00	FINGERPRINT PROCESSING	80264	295159	

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DEPARTMENT OF JUSTICE	0010-801-1801-39550	224.00	FINGERPRINT PROCESSING		295159	1,272.00
DEPT. OF FORESTRY & FIRE	0010-801-3210-39400	128.00	FIRE-TRAINING		295160	128.00
DIVERSIFIED ALARM SERVICE	0010-801-4210-38100	1,325.00	ALARM REPAIR		295161	1,325.00
DUNN-EDWARDS CORPORATION	0010-801-4210-23100	236.43	PAINT SUPPLIES		295162	236.43
EDUARDO STARY	0010-801-1801-39400	1,080.00	TUITION REIMBURSEMENT		295163	1,080.00
EMPIRE CLEANING SUPPLY	0010-801-3210-22150	537.46	JANITORIAL SUPPLIES	80249	295164	1,611.99
	0010-801-3210-22150	1,074.53	JANITORIAL SUPPLIES	80249	295164	
EMPIRE LASER INC	0010-801-3114-38400	212.10	PRINTER REPAIR		295165	212.10
FAST BANNER CENTER	0010-701-0010-02010	75.00	REFUND BUSINESS LICENSE		295166	76.00
	0010-701-0010-02020	1.00	REFUND BUSINESS LICENSE		295166	
FEDERAL EXPRESS CORP.	0010-801-3101-32200	38.82	DELIVERY SERVICE		295167	38.82
FILEKEEPERS, LLC	0010-801-1802-31950	189.76	STORAGE SERVICE		295168	379.52
	0010-801-1802-31950	189.76	STORAGE SERVICE		295168	
WILLIAM FIX	0010-701-0010-03630	53.00	REFUND PARKING CITATION		295169	53.00
FORCE SCIENCE INSTITUTE, LTD.	0160-801-3101-39400	1,500.00	POLICE TRAINING		295170	1,500.00
FORD OF MONTEBELLO	0060-801-4211-38400	274.18	FLEET PARTS UNIT 031	80010	295171	

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FORD OF MONTEBELLO	0092-850-4211-54100	549.36	FLEET PARTS UNIT 088		295171	
	0060-850-4211-54100	82.84	FLEET PARTS UNIT 081		295171	906.38
GALLADE CHEMICAL, INC.	0092-801-4222-23300	907.97	WATER CHEMICAL	80170	295172	907.97
GARFIELD MEDICAL CENTER	0010-801-3113-22600	24.00	PHYSICAL		295173	
	0010-801-3113-22600	24.00	PHYSICAL		295173	48.00
GARVEY EQUIPMENT COMPANY	0010-801-6517-24100	90.98	PARKS SUPPLIES	80068	295174	
	0010-801-6517-24100	71.53-	PARKS SUPPLIES-CREDIT	80068	295174	
	0060-801-4211-23500	15.60	FLEET SUPPLIES		295174	35.05
GOVCONNECTION INC	0010-801-1404-22750	13.04	COMPUTER SUPPLIES		295175	
	0010-801-1404-22750	22.88	COMPUTER SUPPLIES		295175	
	0010-801-1404-22750	377.04	COMPUTER SUPPLIES		295175	
	0010-801-1404-22750	92.60	COMPUTER SUPPLIES		295175	505.56
GRACE TRADING GROUP	0010-701-0010-02010	105.00	REFUND BUSINESS LICENSE		295176	
	0010-701-0010-02020	1.00	REFUND BUSINESS LICENSE		295176	
	0077-701-0077-02110	115.75	REFUND BUSINESS LICENSE		295176	
	0010-701-0010-02025	40.00	REFUND BUSINESS LICENSE		295176	261.75
GRAINGER	0092-801-4222-23400	44.35	ELECTRICAL SUPPLIES	80167	295177	44.35
GRAND PRIX TIRE & AUTO CENTER	0060-801-4211-23500	370.60	FLEET TIRE	80013	295178	370.60
GRISWOLD INDUSTRIES	0092-801-4222-38400	1,035.06	WATER PARTS	80168	295179	1,035.06
H & H AUTO PARTS WHOLESALE	0060-801-4211-23500	99.43	FLEET PARTS	80014	295180	

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H & H AUTO PARTS WHOLESALE	0060-801-4211-23500	289.13	FLEET PARTS UNIT 873	80014	295180	
	0060-801-4211-23500	99.43	FLEET PARTS	80014	295180	
	0060-801-4211-23500	28.34	FLEET PARTS	80014	295180	
	0060-801-4211-23500	17.99-	FLEET PARTS-CREDIT	80014	295180	498.34
HAAKER EQUIPMENT COMPANY	0042-801-4204-23700	1,740.50	SEWER EQUIPMENT	80315	295181	
	0042-801-4204-23700	1,127.51	SEWER EQUIPMENT	80315	295181	
	0042-801-4204-23700	25.93	SEWER EQUIPMENT		295181	2,893.94
HANSON AGGREGATES	0110-801-4202-23600	1,071.89	STREET SUPPLIES	80130	295182	1,071.89
HAROLD'S KEY SHOP, INC.	0010-801-4210-38100	1,153.75	KEY/LOCK SERVICES	80131	295183	1,153.75
HDL COREN & CONE	0010-701-0010-01200	226.78	AUDIT SERVICES-PROPERTY TAX		295184	
	0010-801-1403-31950	695.00	CAFR STATISTICAL REPORTS		295184	921.78
HEALTHFIRST MEDICAL GROUP	0010-801-1801-31900	1,829.00	PRE-EMPLOYMENT PHYSICALS		295185	1,829.00
HI-WAY SAFETY RENTALS, INC.	0010-801-4211-54920	15,805.00	FLEET MESSAGE BOARD	80339	295186	15,805.00
HIGA'S AUTOMATIC TRANSMISSION	0060-801-4211-38400	1,863.79	FLEET REPAIR UNIT 013	80016	295187	1,863.79
HILTON GARDEN INN - ROSEVILLE (DBA)	0136-801-3101-33250	626.60	POLICE POST TRAINING		295188	626.60
HOME DEPOT CREDIT SERVICES	0010-801-4210-23400	25.64	HARDWARE SUPPLIES	80133	295189	
	0010-801-4210-23400	167.61	HARDWARE SUPPLIES	80133	295189	
	0060-801-4211-23500	140.61	HARDWARE SUPPLIES	80017	295189	
	0349-801-3201-39400	75.35	HARDWARE SUPPLIES		295189	
	0349-801-3201-39400	3.05	HARDWARE SUPPLIES		295189	

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HOME DEPOT CREDIT SERVICES	0349-801-3201-39400	12.93	HARDWARE SUPPLIES		295189	425.19
YUPO BOB HUNG	0136-801-3101-33250	150.00	POLICE POST TRAINING		295190	150.00
INTER VALLEY POOL SUPPLY	0010-801-6503-23050	487.01	POOL CHEMICAL	80365	295191	2,583.90
	0010-801-6503-23050	324.29	POOL CHEMICAL	80365	295191	
	0010-801-6503-23050	672.29	POOL CHEMICAL	80365	295191	
	0010-801-6503-23050	322.75	POOL CHEMICAL	80365	295191	
	0010-801-6503-23050	777.56	POOL CHEMICAL	80365	295191	
INTERNATIONAL CODE COUNCIL, INC	0010-801-3205-39300	50.00	FIRE PREVENTION MEMBERSHIP		295192	50.00
IRON MOUNTAIN OFF-SITE DATA	0010-801-1403-31700	277.87	COMPUTER TAPE STORAGE	80319	295193	277.87
JANIE SHEN & SAMUEL CHANG	0010-701-0010-02010	8.00	REFUND BUSINESS LICENSE		295194	8.00
JENKINS & HOGIN, LLP	0010-801-1601-31600	20,000.00	LEGAL-GENERAL SERVICES		295195	26,736.40
	0010-801-1601-31600	614.50	LEGAL-GENERAL LITIGATION		295195	
	0010-801-1601-31600	5,167.00	LEGAL-VILLA GARFIELD		295195	
	0075-450-0075-09201	494.90	LEGAL-TOWNE CENTER (TRUST)		295195	
	0075-450-0075-09201	350.00	LEGAL-MARKET PLACE (TRUST)		295195	
	0093-801-4226-31600	15.71	LEGAL-SEMOU		295195	
	0093-801-4227-31600	15.71	LEGAL-SEMOU		295195	
	0093-801-4228-31600	15.71	LEGAL-SEMOU		295195	
	0093-801-4229-31600	15.71	LEGAL-SEMOU		295195	
	0093-801-4230-31600	15.72	LEGAL-SEMOU		295195	
	0093-801-4231-31600	15.72	LEGAL-SEMOU		295195	
	0093-801-4232-31600	15.72	LEGAL-SEMOU		295195	

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JOHN K NG CPA	0010-701-0010-02010	120.00	REFUND BUSINESS LICENSE		295196	
	0010-701-0010-02020	1.00	REFUND BUSINESS LICENSE		295196	
						121.00
K Y SMOG AND TEST ONLY	0060-801-4211-38400	45.00	SMOG CHECK UNIT 036	80323	295197	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 979	80323	295197	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 970	80323	295197	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 986	80323	295197	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 966	80323	295197	
	0060-801-4211-38400	45.00	SMOG CHECK UNIT 891	80323	295197	
						270.00
KASINEE INC.	0010-701-0010-02010	75.00	REFUND BUSINESS LICENSE		295198	
	0010-701-0010-02020	1.00	REFUND BUSINESS LICENSE		295198	
						76.00
L & M FOOTWEAR DBA SHOETERIA	0176-801-6516-22300	230.00	SAFETY BOOTS-R VALENZUELA		295199	
	0092-801-4221-22300	98.09	SAFETY BOOTS-D RUIZ	80361	295199	
	0092-801-4221-22300	230.00	SAFETY BOOTS-G NORIEGA	80361	295199	
						558.09
LANGUAGE LINE SERVICES	0010-801-3112-32050	17.86	TRANSLATION SERVICES		295200	
						17.86
LAWN MOWER CORNER/KNG POWER EQUIPME	0060-801-4211-23500	39.20	FLEET PARTS UNIT ST47	80020	295201	
	0092-850-4211-54930	1,411.55	FLEET PARTS		295201	
						1,450.75
LEAGUE OF CALIFORNIA CITIES	0092-801-1801-34100	1,400.00	EMPLOYMENT ANNOUNCEMENT		295202	
	0092-801-1801-34100	1,125.00	EMPLOYMENT ANNOUNCEMENT		295202	
						2,525.00
LIFE SAFETY CONSULTING & ENGINEERING	0010-701-0010-06330	525.00	FIRE PLAN CHECK	80058	295203	
	0010-701-0010-06330	825.00	FIRE PLAN CHECK	80058	295203	
						1,350.00
LIFE-ASSIST INC	0010-801-3220-22350	262.00	FIRE MEDICAL SUPPLIES	80250	295204	

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LIFE-ASSIST INC	0010-801-3220-22350	438.10	FIRE MEDICAL SUPPLIES	80250	295204	
	0010-801-3220-24200	705.06	FIRE MEDICAL SUPPLIES	80250	295204	
	0010-801-3220-24200	586.79	FIRE MEDICAL SUPPLIES	80250	295204	
	0010-801-3220-24200	219.09	FIRE MEDICAL SUPPLIES	80250	295204	
	0010-801-3220-24200	148.81	FIRE MEDICAL SUPPLIES	80250	295204	
	0010-801-3220-24200	147.60	FIRE MEDICAL SUPPLIES	80250	295204	
						2,507.45
LINE-X OF PASADENA (DBA)	0060-801-4211-38410	163.98	FLEET PARTS		295205	
						163.98
LOGAN SUPPLY CO., INC.	0092-801-4223-24100	1,288.33	WATER SUPPLIES	80188	295206	
						1,288.33
LOS ANGELES COUNTY DEPT. OF	0010-701-0010-06850	2,896.44	INDUSTRIAL WASTE PERMIT		295207	
	0010-701-0010-06850	194.93	INDUSTRIAL WASTE INSPECTION		295207	
						3,091.37
LOS ANGELES COUNTY FIRE DEPT.	0060-801-3210-38400	3,517.70	REPAIR FIRE TRUCKS	80238	295208	
						3,517.70
LOS ANGELES COUNTY SHERIFF'S DEPART	0010-801-3113-22600	687.30	PRISONER MEALS	80089	295209	
						687.30
LOS ANGELES EASTERN TEO CHEW OPERA	0010-701-0010-02010	33.00	REFUND BUSINESS LICENSE		295210	
						33.00
M F HUSEBY CO INC	0010-801-3220-38400	379.39	FIRE MEDICAL STORAGE ORGANIZER		295211	
						379.39
ADAM MALOUF	0092-801-1801-39400	600.00	REIMBURSE TUITION		295212	
						600.00
MANNING & KASS, ELLROD, RAMIREZ, TF	0062-801-5101-31600	4,588.63	LEGAL SERVICES-S RODRIGUEZ		295213	
	0062-801-5101-31600	21,943.98	LEGAL SERVICES-S RODRIGUEZ		295213	
						26,532.61
MARIPOSA LANDSCAPES, INC	0092-801-4222-38500	2,000.00	LANDSCAPING MAINTENANCE	80292	295214	

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						2,000.00
MARTIN AND CHAPMAN COMPANY	0010-801-1301-31750	82,917.15	ELECTION CONSULTANT	80366	295215	82,917.15
MARTIN MIRAMONTES PAINTING	0092-801-4224-81860	9,800.00	PAINTING DELTA PLANT	80372	295216	9,800.00
JOHN MARTINDALE	0136-801-3101-33250	473.80	POLICE POST TRAINING		295217	473.80
MATCO TOOLS (DBA)	0060-801-4211-24100	46.76	FLEET TOOLS		295218	
	0060-801-4211-24100	77.17	FLEET TOOLS		295218	123.93
MCMASTER-CARR SUPPLY CO.	0092-801-4222-23400	166.05	WATER SUPPLIES	80156	295219	
	0092-801-4222-23400	39.89	WATER SUPPLIES	80156	295219	
	0092-801-4222-23400	193.35	WATER SUPPLIES	80156	295219	399.29
MEDIA CONTROL SYSTEMS LLC	0075-450-0075-08640	1,645.00	MEDIA SERVER-MAINTENANCE-TRUST		295220	1,645.00
MIDORI LANDSCAPE INC	0344-801-5002-99290	2,790.00	LANDSCAPING MAINTENANCE	80075	295221	2,790.00
MISSION SUPER HARDWARE	0010-801-3210-22750	82.76	HARDWARE SUPPLIES	80248	295222	
	0010-801-3210-22750	10.34	HARDWARE SUPPLIES	80248	295222	
	0010-801-3210-23500	6.08	HARDWARE SUPPLIES	80248	295222	99.18
MONTEREY PARK CHRISTIAN SCHOOL	0010-701-0010-02010	75.00	REFUND-BUSINESS LICENSE		295223	
	0010-701-0010-02020	1.00	REFUND-BUSINESS LICENSE		295223	76.00
MR. ROOTER PLUMBING (DBA)	0075-450-0075-08915	4,117.00	PLUMBING SERVICES (TRUST)	80332	295224	
	0010-801-4210-38100	205.56	PLUMBING SERVICES	80137	295224	4,322.56

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MV TRANSPORTATION, INC	0166-801-4201-31960	59,332.58	SPIRIT BUS OPERATIONS	80370	295225	
	0109-701-0109-07680	2,500.50-	SPIRIT BUS FARE		295225	
	0109-801-4201-31960	280.00	SPIRIT BUS GPS		295225	
	0166-801-4201-31960	59,583.11	SPIRIT BUS OPERATIONS	80370	295225	
	0109-701-0109-07680	2,245.75-	SPIRIT BUS FARE		295225	
	0109-801-4201-31960	280.00	SPIRIT BUS GPS		295225	
						114,729.44
NEC BUSINESS NETWORK SOLUTIONS	0010-801-3112-38400	1,606.00	PHONE LINE SERVICE	80096	295226	
						1,606.00
NEW CENTURY BMW MOTORCYCLES	0060-801-4211-38410	37.41	FLEET PARTS		295227	
	0060-801-4211-38400	196.39	FLEET REPAIR UNIT 997	80032	295227	
	0060-801-4211-38400	272.13	FLEET REPAIR UNIT 048	80032	295227	
						505.93
NEW WORLD SYSTEMS CORP	0010-801-3115-38400	1,333.00	POLICE-CAD/RMS LICENSE		295228	
						1,333.00
NORMAN A TRAUB ASSOCIATES	0010-801-1801-31951	2,346.00	INVESTIGATIVE SERVICE		295229	
	0010-801-1801-31952	2,346.00	INVESTIGATIVE SERVICE		295229	
						4,692.00
NORMAN SCHALL & ASSOCIATES	0062-801-5101-35650	1,158.75	CLAIM EXPENSE-Z XU		295230	
						1,158.75
LEE O NORRIS	0010-801-1801-39400	1,302.00	TUITION REIMBURSEMENT		295231	
						1,302.00
OFFICE DEPOT INC.	0010-801-3210-21250	68.06	OFFICE SUPPLIES	80251	295232	
						68.06
OFFICE SOLUTIONS	0010-801-1407-21350	22.76	OFFICE SUPPLIES	80265	295233	
						22.76
ON TRAC	0010-801-1701-32200	3.59	COURIER SERVICES		295234	
						3.59
PBS ENGINEERS, INC.	0010-701-0010-06100	2,240.00	PLAN CHECK SERVICE	80052	295235	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						2,240.00
PITNEY BOWES CREDIT CORP.	0092-801-1408-37200	1,327.62	MAIL MACHINES RENTAL	80267	295236	1,327.62
PLUMBING WHOLESALE OUTLET	0010-801-6517-23050	3.83	PLUMBING SUPPLIES		295237	3.83
PREFERRED ALLIANCE INC	0010-801-1801-31900	78.00	DRIVER TESTING		295238	78.00
PRERERRED AUTO GLASS	0060-801-4211-38400	224.64	FLEET REPAIR UNIT 993	80037	295239	224.64
PRUDENTIAL OVERALL SUPPLY	0060-801-4211-22150	26.64	FLEET SHOP RAGS	80039	295240	
	0010-801-3210-22150	18.64	FLEET SHOP RAGS	80039	295240	
	0060-801-4211-22150	26.64	FLEET SHOP RAGS	80039	295240	
	0010-801-3210-22150	18.64	FLEET SHOP RAGS	80039	295240	
	0060-801-4211-22300	28.89	FLEET UNIFORMS	80039	295240	
	0060-801-4211-22300	28.65	FLEET UNIFORMS	80039	295240	148.10
QUILL CORPORATION	0010-801-3205-21350	40.28	OFFICE SUPPLIES		295241	
	0010-801-3205-21350	2.06	OFFICE SUPPLIES		295241	
	0010-801-3205-21350	23.17	OFFICE SUPPLIES		295241	65.51
RBF CONSULTING	0440-801-5004-99004	2,579.80	SUSTAINABLE COMMUNITY	80357	295242	2,579.80
RED WING SHOE STORES	0092-801-4222-22300	200.00	SAFETY BOOTS-J MARASCO	80362	295243	
	0092-801-4222-22300	140.93	SAFETY BOOTS-J GREEN	80362	295243	340.93
RENT-A-TOOL	0092-801-4222-38250	203.79	WATER TOOLS		295244	
	0010-801-4210-37800	61.00	PUBLIC WORKS LIGHT TOWER		295244	264.79
ROBERT FONZI & ASSOCIATES	0062-801-5101-35650	4,000.00	CLAIM SERVICES-Z XU		295245	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						4,000.00
ROCHESTER MIDLAND	0010-801-4210-38100	740.37	JANITORIAL SUPPLIES	80146	295246	740.37
S C FUELS (DBA)	0060-801-4211-22250	14,504.15	FUEL 7/13	80042	295247	
	0060-801-4211-22250	15,192.61	FUEL 7/13	80042	295247	
	0060-801-4211-22250	13,544.01	FUEL 9/13	80042	295247	43,240.77
SUSAN SAXE-CLIFFORD, PH.D.	0010-801-1801-31900	450.00	PSYCHOLOGICAL EVALUATION		295248	450.00
SEARS	0092-801-4222-23050	196.11	WATER FILTERS	80193	295249	196.11
SHRED-IT LOS ANGELES	0010-801-3114-38400	116.38	SHREDDING SERVICES		295250	116.38
WING SHUM	0010-801-1801-39400	163.00	REIMBURSE TUITION		295251	163.00
SMARDAN SUPPLY COMPANY	0092-801-4222-23700	182.17	PLUMBING SUPPLIES	80195	295252	182.17
JEROME SMITH	0075-450-0075-08360	2,400.91	EE COMPUTER PROGRAM (TRUST)		295253	2,400.91
SMS INC	0010-801-3115-38400	682.00	SERVER MAINTENANCE	80098	295254	682.00
SOUTH COAST AIR QUALITY	0092-801-4222-41100	317.07	ANNUAL OPERATION FEES		295255	
	0092-801-4222-41100	117.87	ANNUAL OPERATION FEES		295255	
	0092-801-4222-41100	1,268.28	ANNUAL OPERATION FEES		295255	
	0092-801-4222-41100	117.87	ANNUAL OPERATION FEES		295255	1,821.09
SOUTHEAST CONSTRUCTION PRODUCT	0010-801-4202-22400	156.48	STREET SUPPLIES	80148	295256	156.48

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TRAVIS STARK	0010-801-1801-39400	138.00	TUITION REIMBURSEMENT		295257	138.00
STATUS ONE MEDICAL INC	0010-801-1802-22750	26.92	FIRST AID SUPPLIES		295258	26.92
STETSON ENGINEERS, INC,	0093-801-4226-31950	367.50	GENERAL ENGINEERING	80196	295259	939.56
	0092-801-4222-31950	572.06	GENERAL ENGINEERING	80196	295259	
STRATUS TECHNOLOGIES IRELAND, LTD	0010-801-3115-38400	3,276.00	POLICE CAD/RMS SERVER	80356	295260	3,276.00
SUNTEK ELECTRIC INC	0010-801-4210-38100	1,610.00	ELECTRICAL SERVICES	80340	295261	2,090.00
	0010-801-4210-38100	272.50	ELECTRICAL SERVICES	80340	295261	
	0010-801-4210-38100	207.50	ELECTRICAL SERVICES		295261	
SUPERCO TV & APPLIANCE	0010-801-3112-38400	495.49	POLICE TELEVISION		295262	826.48
	0010-801-3113-38400	330.99	POLICE TELEVISION		295262	
SUPREME TROPHIES & GIFTS CO.	0010-801-6508-22670	43.60	NAME PLATES		295263	43.60
TANK SPECIALISTS OF CALIFORNIA	0060-801-4211-31950	125.00	DESIGNATED OPERATOR SERVICES	80044	295264	250.00
	0060-801-4211-31950	125.00	DESIGNATED OPERATOR SERVICES	80044	295264	
THE CHRYSALIS CENTER	0077-801-1111-31950	4,725.00	BID MAINTENANCE	80305	295265	4,725.00
LEONARD CHRISTOPHER THOMPSON	0010-801-1801-39400	48.80	REIMBURSE TUITION		295266	48.80
TOM'S CLOTHING & UNIFORMS INC	0010-801-3103-22310	39.23	UNIFORM-D CASTELLANO	80101	295267	
	0010-801-3103-22310	111.16	UNIFORM-V CHANG	80101	295267	
	0010-801-3103-22310	391.42	UNIFORM-R COTA	80101	295267	
	0010-801-3103-22310	86.43	UNIFORM-H HERNANDEZ	80101	295267	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TOM'S CLOTHING & UNIFORMS INC	0010-801-3103-22310	23.54	UNIFORM-B HUNG	80101	295267	
	0010-801-3103-22310	34.34	UNIFORM-W LEON	80101	295267	
	0010-801-3103-22310	53.96	UNIFORM-W LEON	80101	295267	
	0010-801-3103-22310	83.93	UNIFORM-J ORATE	80101	295267	
	0010-801-3103-22310	83.93	UNIFORM-V VASQUEZ	80101	295267	
	0010-801-3103-22310	196.20	UNIFORM-S WIESE	80101	295267	
	0010-801-3103-22310	15.69	UNIFORM-J ORAGE	80101	295267	
	0010-801-3104-22310	103.98	UNIFORM-B CUEVAS	80101	295267	
	0010-801-3104-22310	19.52	UNIFORM-P YUNG	80101	295267	
	0010-801-3113-22310	271.41	UNIFORM-C MAZELIN	80101	295267	
	0071-801-3120-22310	404.66	UNIFORM-J FRANCO	80101	295267	
	0010-801-3101-22320	196.68	UNIFORM-H JOHNSON	80101	295267	
	0010-801-3101-22310	44.15	UNIFORM-E DONG	80101	295267	
	0010-801-3102-22310	39.23	UNIFORM-B PFLUGHOF	80101	295267	
	0010-801-3102-22310	171.68	UNIFORM-J SILVERMAN	80101	295267	
	0010-801-3102-22310	180.94	UNIFORM-J SILVERMAN	80101	295267	
	0010-801-4209-22310	46.33	UNIFORM-M MENCHACA	80206	295267	
	0010-801-4209-22310	54.50	UNIFORM-M AGUILAR	80206	295267	
	0010-801-3210-22310	218.00	UNIFORM-S MELTON	80247	295267	
	0010-801-3210-22310	117.72	UNIFORM-C CACCIATOR	80247	295267	
	0010-801-3210-22310	101.37	UNIFORM-J MORALES	80247	295267	
	0010-801-3210-22310	92.65	UNIFORM-N LIMA	80247	295267	
	0010-801-3210-22310	147.00	UNIFORM-S KELLEY	80247	295267	
	0010-801-3210-22310	219.12	UNIFORM-R HARPER	80247	295267	
	0010-801-3210-22310	160.00	UNIFORM-R BLAKE	80247	295267	
	0010-801-3210-22310	49.05	UNIFORM-J BIRRELL	80247	295267	
	0010-801-3210-22310	49.05	UNIFORM-T STARK	80247	295267	
	0010-801-3210-22310	243.26	UNIFORM-R TULLIUS	80247	295267	

4,050.13

CITY OF MONTEREY PARK
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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
LI TONG	0010-701-0010-02010	160.00	REFUND BUSINESS LICENSE		295268	160.00
TRANSTECH	0010-801-5002-96048	745.00	ENGINEER-SUNNY SLOPE PARK	80373	295269	
	0010-801-5002-96048	682.50	ENGINEER-PINE TREE PARK	80373	295269	
	0010-801-5002-96048	677.50	ENGINEER-ELDER IRRIGATION	80373	295269	
	0010-801-5002-96048	352.50	ENGINEER-ELDER POOL	80373	295269	
	0010-801-5002-96048	352.50	ENGINEER-SEQUOIA RESTROOM	80373	295269	
	0010-801-5002-96048	450.00	ENGINEER-HIGHLANDS AND ELDER	80373	295269	
	0010-801-5002-96048	920.00	ENGINEER-PARKS LIGHTING	80373	295269	
	0010-801-5002-96048	697.50	ENGINEER-GEORGE ELDER PARK	80373	295269	
	0010-801-5002-96048	697.50	ENGINEER-LA LOMA PARK	80373	295269	
	0010-801-5002-96048	460.00	ENGINEER-PARKS DRAINS	80373	295269	
	0010-801-5002-96048	772.50	ENGINEER-PARKS IRRIGATION SYS	80373	295269	
	0010-801-5002-96048	302.50	ENGINEER-HIGHLAND IRRIGATION	80373	295269	
	0010-801-5002-96048	812.50	ENGINEER-BARNES PAVILION	80373	295269	
	0010-801-5002-96048	495.00	ENGINEER-DEMO ELDER STORAGE	80373	295269	8,417.50
VISTA PAINT CO.	0092-801-4222-23100	324.01	WATER PAINT SUPPLIES		295270	324.01
VULCAN MATERIAL CO	0110-801-4202-23600	372.39	ASPHALT	80150	295271	
	0110-801-4202-23600	522.11	ASPHALT	80150	295271	
	0110-801-4202-23600	224.89	ASPHALT	80150	295271	1,119.39
WALTERS WHOLESALE ELECTRIC CO	0010-801-4210-23400	1,199.57	ELECTRICAL SUPPLIES	80151	295272	
	0010-801-4210-23400	154.15	ELECTRICAL SUPPLIES	80151	295272	
	0010-801-4210-23400	356.86	ELECTRICAL SUPPLIES	80151	295272	
	0010-801-4210-23400	115.55	ELECTRICAL SUPPLIES-CREDIT	80151	295272	
	0010-801-4210-23400	494.72	ELECTRICAL SUPPLIES	80151	295272	
	0010-801-4210-23400	354.13	ELECTRICAL SUPPLIES	80151	295272	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
WALTERS WHOLESALE ELECTRIC CO	0010-801-4210-23400	350.81	ELECTRICAL SUPPLIES	80151	295272	2,794.69
WARREN DISTRIBUTING, INC.	0060-801-4211-23500	101.50	FLEET PARTS UNIT 033	80047	295273	
	0060-801-4211-23500	6.32	FLEET PARTS	80047	295273	
	0060-801-4211-23500	72.59	FLEET PARTS	80047	295273	
	0060-801-4211-23500	52.32-	FLEET PARTS-CREDIT	80047	295273	128.09
WEST COAST ARBORISTS, INC.	0010-801-6516-31190	3,918.00	TREE MAINTENANCE SERVICES	80333	295274	
	0010-801-6516-31190	600.00	TREE MAINTENANCE SERVICES	80333	295274	
	0010-801-6516-31190	23,950.98	TREE MAINTENANCE SERVICES	80333	295274	
	0010-801-6516-31190	22,764.40	TREE MAINTENANCE SERVICES	80333	295274	51,233.38
WESTERN GRAPHIX / WESTERN ID (DBA)	0010-801-1801-21350	62.85	EMPLOYEE ID SUPPLIES		295275	62.85
WESTERN STATES ROOF SYSTEM, INC.	0010-801-4210-38100	780.00	REPAIR DOWNSPOUT		295276	780.00
WESTERN WATER WORKS SUPPLY CO.	0092-801-4223-23300	1,164.49	WATER SUPPLIES	80203	295277	
	0092-801-4223-23300	982.49	WATER SUPPLIES		295277	2,146.98
SCOTT WIESE	0136-801-3101-33250	250.00	POLICE POST TRAINING		295278	250.00
WILLIES TIRES AND ALIGNMENT	0060-801-4211-23500	595.60	FLEET TIRES		295279	595.60
WITTMAN ENTERPRISES	0010-801-3220-31400	3,938.00	AMBULANCE BILLING SVC.	80246	295280	3,938.00
XEROX CORPORATION	0010-801-1408-38400	1,169.68	COPIER RENTAL	80261	295281	
	0010-801-1408-38400	404.90	COPIER RENTAL	80262	295281	
	0010-801-1408-38400	2,169.69	COPIER RENTAL	80262	295281	3,744.27

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ZOLL MEDICAL CORPORATION	0010-801-3220-24200	261.60	FIRE MEDICAL SUPPLIES	80243	295282	261.60
ZUMAR INDUSTRIES, INC.	0010-801-4206-23800	357.69	TRAFFIC SIGNS	80153	295283	357.69
TOTAL FOR PRINTED WARRANTS						1,016,026.78

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/02/2013

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TOTAL FOR PREPAID WARRANTS	269,375.79
TOTAL FOR PRINTED WARRANTS	1,016,026.78
TOTAL WARRANTS	1,285,402.57
TOTAL VOID CHECKS	4
TOTAL PREPAID CHECKS	43
TOTAL CHECKS PRINTED	163
TOTAL CHECKS ISSUED	206

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/02/2013
FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0010	GENERAL FUND	40,911.66	309,650.29	350,561.95
0042	SEWER FUND	0.00	2,893.94	2,893.94
0043	REFUSE FUND	14.09	408,860.21	408,874.30
0060	CITY SHOP FUND	3,596.08	52,845.70	56,441.78
0062	GENERAL LIABILITY FUND	1,888.77	37,911.44	39,800.21
0063	TECHNOLOGY INTERNAL SERV FUND	0.00	783.70	783.70
0065	PAYROLL CLEARING ACCOUNT	5,074.48	0.00	5,074.48
0071	PUBLIC SAFETY IMPACT FEE FUND	0.00	404.66	404.66
0075	SPECIAL DEPOSITS FUND	11,001.05	11,490.71	22,491.76
0077	BUSINESS IMPROVEMENT AREA #1	143.52	4,867.53	5,011.05
0080	WORKERS COMP FUND	0.00	1,258.03	1,258.03
0092	WATER FUND	271.72	37,706.43	37,978.15
0093	WATER TREATMENT FUND	200,000.00	18,996.87	218,996.87
0109	OPA PROPOSITION A	0.00	4,186.25-	4,186.25-
0110	MEASURE R FUND	0.00	2,191.28	2,191.28
0136	POST	125.04	1,690.40	1,815.44
0152	HOME HOUSING PROGRAM	26.20	0.00	26.20
0160	ASSET FORFEITURE	38.01	1,500.00	1,538.01
0166	PROPOSITION C	0.00	118,915.69	118,915.69
0176	MAINTENANCE DISTRICT 93-1	0.00	230.00	230.00
0178	PROP A - PER PARCEL GRANT	1,774.00	0.00	1,774.00
0184	USED OIL RECYCLING BLOCK GRANT	0.00	2,555.02	2,555.02
0344	MAINTENANCE GRANT (075)	0.00	2,790.00	2,790.00
0349	ELAC INSTRUCTIONAL SERV PROG	4,509.59	91.33	4,600.92
0440	SUSTAINABLE COMM PLANNING	0.00	2,579.80	2,579.80
0880	CITY/HOUSING SUCCESSOR AGENCY	1.58	0.00	1.58

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/02/2013
FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
	TOTAL	269,375.79	1,016,026.78	1,285,402.57

Staff Report City of Monterey Park

DATE: October 2, 2013
TO: Paul Talbot, City Manager
FROM: Joseph Leon, City Treasurer
SUBJECT: Monthly Investment Report - August 2013

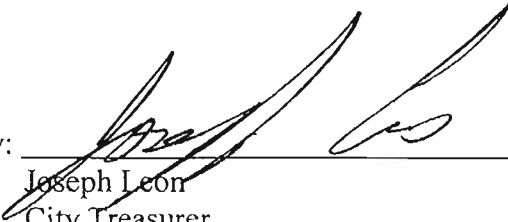
In accordance with the City's Investment Policy, a monthly investment report is presented to the City Council showing the types of investments, dates of maturities, amounts of deposits, rates of interest, and the current market values for securities with maturity more than 12 months.

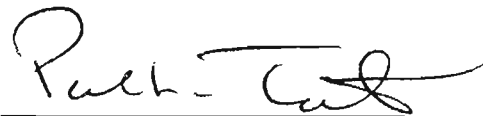
DISCUSSION

As of August 31, 2013 invested funds for the City of Monterey Park is \$72,082,941.54.

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 AUGUST 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	08/14/13	08/14/14	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	08/07/13	08/08/14	0.80%		240,000.00
FIRST GENERAL BANK	08/15/13	08/15/15	1.00%		240,000.00
PREFERRED BANK	06/06/12	06/06/14	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
BARCLAYS BANK	12/01/11	12/09/13	0.90%		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
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
COMENITY BANK	06/06/13	06/12/15	0.50%		200,000.00
STATE BANK OF INDIA	06/11/13	06/24/15	0.60%		200,000.00
BMW BANK NORTH AMERI	06/25/13	06/29/15	0.75%		<u>240,000.00</u>
TOTAL CDs (25)				6.62%	<u>4,769,000.00</u>
BANK OF THE WEST SAVINGS ACCOUNT		ON DEMAND	0.340%	34.71%	<u>25,018,216.06</u>
LOCAL AGENCY INVESTMENT FUND:					
LAIF - CITY		ON DEMAND	0.260%		22,026,809.22
LAIF - PUBLIC FINANCING AUTHORITY		ON DEMAND	0.260%		<u>20,268,916.26</u>
TOTAL LAIF				58.68%	<u>42,295,725.48</u>
TOTAL INVESTMENTS				100.00%	<u>\$ 72,082,941.54</u>
BANK BALANCE:					
					<u>\$ 2,163,687.38</u>
AVERAGE MATURITY DAYS					21
AVERAGE INTEREST RATE FOR THE MONTH					0.323%

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

FUND	DESCRIPTION	8/31/2013
0010	GENERAL FUND	\$ 16,678,623.70
0012	RETIREMENT FUND	0.00
0022	STATE GAS TAX FUND	1,354,478.08
0023	BIKE ROUTE FUND	0.00
0026	STATE TRANSP (AB2928) FUND	0.00
0028	PROP 1B-STREET IMPRVMT FUND	30,866.09
0042	SEWER FUND	813,555.38
0043	REFUSE FUND	2,295,435.00
0060	CITY SHOP FUND	1,779,368.75
0061	SEPARATION BENEFITS FUND	3,323,933.62
0062	GENERAL LIABILITY FUND	1,395,166.88
0063	TECHNOLOGY INTERNAL SERV FUND	1,038,004.01
0064	OPEB INTERNAL SERV FUND	1,000,000.00
0065	PAYROLL CLEARING ACCOUNT	1,653,227.15
0070	PARK FACILITIES FUND	9,832.26
0071	PUBLIC SAFETY IMPACT FEE FUND	32,071.68
0075	SPECIAL DEPOSITS FUND	1,854,373.64
0077	BUSINESS IMPROVEMENT AREA #1	237,890.55
0080	WORKERS COMP FUND	2,543,929.75
0085	PENSION LIABILITY FUND	7,842,427.00
0092	WATER FUND	14,087,019.05
0093	WATER TREATMENT FUND	9,432,870.77
0109	OPA PROPOSITION A	1,736,393.46
0110	MEASURE R FUND	1,322,816.49
0115	CFF CALIF FOUNDATION FUNDS	20,780.46
0131	LIBRARY TAX FUND	171,361.29
0132	STC STANDARDS/TRAINING/CORREC	0.00
0136	POST	0.00
0142	EL CIVIC EDUCATION GRANT	0.00
0150	RENTAL REHABILITATION INCOME	0.00
0152	HOME HOUSING PROGRAM	125,451.98
0154	FEMA DISASTER FUND	153,550.02
0159	RECREATION FUND	0.00
0160	ASSET FORFEITURE	605,770.18
0161	CONSTRUCTION AGENCY FUND	57,126.13
0163	CAL LIBRARY LITERACY SVC GRANT	0.00
0165	AIR QUALITY IMPROVEMENT FUND	176,636.78
0166	PROPOSITION C	755,980.70
0169	CDBG FUND	0.00
0176	MAINTENANCE DISTRICT 93-1	99,526.96
0178	PROP A - PER PARCEL GRANT	0.00

City of Monterey Park
Investment By Funds Cash Basis

<u>FUND</u>	<u>DESCRIPTION</u>	<u>8/31/2013</u>
0182	PUBLIC SAFETY AUGMENTATION FND	0.00
0184	USED OIL RECYCLING BLOCK GRANT	18,617.77
0192	STATE LAW ENFORCE SVC (COPS)	103,410.83
0194	MED LIFE TRAFFIC SIGNALS FUND	64,575.27
0201	LOS ANGELES COUNTY GRANT	8,544.87
0203	CERCLA LIABILITY FUND	807,151.64
0211	ECO DEVELOP. INITIATIVE (EDI)	580,279.05
0214	BEVERAGE CONTAINER RECYCLING	41,903.36
0217	JUSTICE ASSISTANCE GRANT (JAG)	0.00
0229	BULLETPROOF VEST POLICE GRANT	0.00
0233	AIR QUALITY INVEST PROG GRANT	56,061.10
0255	2011 HOMELAND SECURITY GRANT	0.00
0258	URBAN AREA INITIATIVE 2010	0.00
0342	SAFETEA-LU GRANT	159,513.34
0343	RECREATION GRANT (075)	29,513.41
0344	MAINTENANCE GRANT (075)	82,565.59
0346	ELAC CONTRIBUTIONS	0.00
0349	ELAC INSTRUCTIONAL SERV PROG	54,380.82
0351	CHARTER COMM TRUST GRANT	10,372.47
0352	GENERAL PLAN REVIEW TRUST	71,731.94
0354	MTA CALL FOR PROJECT GRANT	0.00
0356	LACMTA FUNDS	2,305.32
0415	PASSPORT TRUST GRANT	4,122.98
0420	EEC BLOCK GRANT	75.00
0421	ASPHALT/CONCRETE INCENTIVE	197,087.24
0422	LIBRARY AUTOMATION TRUST GRANT	3,078.38
0423	TARGET GRANT (2010)	0.00
0424	LOCAL HISTORY DIGITAL RESOURCE	0.00
0427	TRANSFORMING LIVES AFTER 50	0.00
0428	CA COUNCIL FOR THE HUMANITIES	0.00
0431	ASSISTANCE TO FIREFIGHTER-CITY	0.00
0435	EMERGENCY OPERATIONS CENTER	149,042.00
0436	DISASTER MANAGEMENT AREA C	2,500.00
0440	SUSTAINABLE COMM PLANNING	0.00
0442	RECORDS MANAGEMENT FEE TRUST	0.00
0445	LITERACY TRUST GRANT	5,993.55
0460	URBAN AREA INITIATIVE 2012	0.00
0880	CITY/HOUSING	721,810.75
	OUTSTANDING CHECKS FLOW	(1,556,475.57)
	TOTAL INVESTMENTS	<u>\$ 74,246,628.92</u>

Staff Report City of Monterey Park

**Consent Calendar
Agenda Item 7**

DATE: October 2, 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:

- June 5, 2013 (Regular)
- July 3, 2013 (Regular)
- July 17, 2013 (Regular)
- July 22, 2013 (Adjourned Regular)
- August 7, 2013 (Special)
- August 7, 2013 (Regular)
- August 21, 2013 (Regular)
- September 4, 2013 (Special)
- September 4, 2013 (Regular)

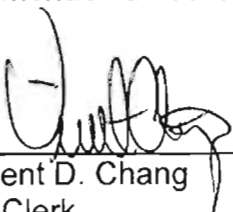
FISCAL IMPACT:

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
JUNE 5, 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, June 5, 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 7:03 p.m.

FLAG SALUTE:

Girl Scout Troop 13161 led the flag salute.

ROLL CALL:

City Clerk Chang called the roll:

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

Council Members Absent: Chan

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 Director Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Quintero, Controller Yaung, Support Services Manager Shay, Battalion Chief Harper, Interim Director of Development Services Funk, Interim Building Official Traw, Acting Economic Development Specialist Ramirez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

Discussion: City Attorney Hensley reported out of the June 5, 2013 Special Meeting at 5:30 p.m. that Council Member Ing did not participate in the closed session discussion on Agenda Item No. 1 due to a potential conflict of interest as his wife is a Southern California Edison employee. The City Council voted 3-0 authorizing the City Attorney's office to proceed with eminent domain proceedings with regards to particular easements on the Market Place project area.

Action Taken: Received and Filed.

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

None.

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.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NOS. 1 - 2

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.

2. SUCCESSOR AGENCY MINUTES

Approval of Minutes from the regular meeting of April 17, 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

None.

ORAL AND WRITTEN COMMUNICATIONS

- 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.
- Larry Sullivan thanked the residents and community volunteers for their support at the Lions Club Pancake Breakfast on June 2, 2013. Proceeds raised will support the Lion's Club vision program for local elementary students. He also invited 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.
- Rita Miller spoke of her concerns regarding the potholes at the Langley Senior Center and of her support and attendance at the Lions Club Pancake Breakfast.
- Nancy Arcuri submitted a written request to the City Clerk that was received, distributed, and filed requesting that the City Attorney respond to her concerns against a City employee.
- Ron Bow addressed the council as a concerned resident stating that additional community education and outreach is essential to address the recurrence of trash and shopping cart thefts in the City. He also spoke of his recommendations that the Council and staff further review the City's street and traffic congestion concerns.
- Ling Woo spoke on behalf of the Southern California Chinese Relay for Life inviting the Council and residents to participate in the 2013 American Cancer Society Relay

for Life walk on June 22-23, 2013 at Barnes Park starting at 10:00 a.m.. She informed the residents that the Relay for Life will be commencing in both Chinese and English and that representatives will also be available to assist with registration.

- Marisa Salvatti-Castro addressed the council as the Local Public Affairs Region Manager for Southern California Edison updating the council and residents on the Tehachapi Renewable Transmission Project to balancing Southern California's energy needs.
- Sarkis Antonian addressed the council and spoke of his recommendations on increasing the City's sales tax revenue and implementing a city business directory at City Hall. He also spoke of increasing community participation in the Play Days parade.

CITY OF MONTEREY PARK CONSENT CALENDAR CONSISTS OF ITEMS 3 - 9

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. 3 - 9, except for Item Nos. 4, 5, 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 Liang, motion carried by the following vote:

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

3. 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. 11581** allowing certain claims and demands per Warrant Register dated **June 5, 2013 Totaling \$1,303,107.80** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. 11581, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **June 5, 2013 Totaling \$1,303,107.80** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

4. MINUTES

Approval of Minutes from the regular meeting of April 17, 2013 and the special meetings of April 15, 2013, and April 16, 2013.

This item was pulled for separate discussion.

Action Taken: The City Council approved the minutes from the regular meeting of April 17, 2013 and the special meetings of April 15, 2013, and April 16, 2013 as amended. Deputy City Clerk Trang informed the council corrections will be made to include Mayor Real Sebastian's comments to the agendaized template statement of the Special Meeting of April 16, 2013 on Agenda Item No. 1.

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

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

5. ALHAMBRA UNIFIED SCHOOL DISTRICT JOINT USE AGREEMENT

The Alhambra Unified School District is securing Monterey Highlands Elementary School by placing fencing around the location. The blacktop area and playgrounds has been open in past for residents to use. The City is providing interior fencing to continue to allow access to these locations.

This item was pulled for separate discussion.

Public Speakers:

- Darlene McLane expressed her concerns and recommendations opposing the proposed fencing at Highlands Elementary. She also read a letter addressed to the council on behalf of resident Cindy Yee also stating her concerns against the proposed fencing.

Action Taken: The City Council authorized the City Manager to execute a contract, in a form approved by the City Attorney, to establish a joint use agreement between the City of Monterey Park and the Alhambra Unified School District of Los Angeles County for the use of the athletic fields at Monterey Highlands Park and Monterey Highlands Elementary School as amended to include the council's comments and recommendations that the agreement specify the Alhambra Unified School District will be constructing the fencing with a completion date.

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

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

6. 2013-2014 APPROPRIATION LIMIT

The appropriation limit is a constitutional spending restriction approved by the California voters in November 1979 and places a maximum amount of tax proceeds a government may spend in a fiscal year. Each year, the State Department of Finance provides information for calculating the appropriation limit. The data used to adjust the City's 2013-14 limits are the California per capita personal income growth of 5.12 percent and the Los Angeles County's population growth of 0.69 percent.

Action Taken: The City Council adopted **Resolution No. 11582** establishing the City's 2013-2014 Appropriation Limit on Consent Calendar.

Resolution No. 11582, entitled:

A RESOLUTION SETTING THE CITY OF MONTEREY PARK'S APPROPRIATIONS LIMIT FOR FISCAL YEAR 2013-2014 IN ACCORDANCE WITH ARTICLE XIIIB OF THE CALIFORNIA CONSTITUTION

7. REAPPOINTMENT TO THE PERSONNEL BOARD

Pursuant to Municipal Code Section 2.28.050, the Personnel Board consists of one member nominated by Fire and Police Department personnel, one member by the Miscellaneous Employees, two member from the Community at Large and one member nominated by the majority of the Personnel Board Members. Pauline Lemire has served as the Miscellaneous Employees appointment and her term expires June 3, 2013. The representatives of the three miscellaneous labor associations have been contacted and desire to have Ms. Lemire reappointed.

Action Taken: The City Council reappointed Pauline Lemire to serve on the Personnel Board for a four-year term on Consent Calendar.

8. CITY OF LOS ANGELES' ENHANCED WATERSHED MANAGEMENT PROGRAM

The new Municipal Separate Storm Sewer Systems (MS4) permit offers cities 2 paths to comply with the State Regional Board's storm water requirements: Watershed Management Program (WMP) and Enhanced Watershed Management Program Watershed (EWMP). Essentially both alternatives are the same – to reduce or treat pollutants from those sources and to develop computer models to substantiate the strategies. However, the EWMP includes a provision to recharge the underground drinking water aquifers with storm water runoff and extends the plan development deadline by 30 months.

Action Taken: The City Council authorized the City Manager to sign and submit the Letter of Intent to participate in the City of Los Angeles' Enhanced Watershed Management Program and Coordinated Integrated Monitoring Program in collaboration with the Upper Los Angeles River Watershed Group on Consent Calendar.

9. TRAFFIC SIGNAL SYNCHRONIZATION PROGRAM

Recently, the County completed Traffic Signal Synchronization Program improvements on Garvey Avenue which involved traffic signal upgrades at 14 intersections and in 1995, upgrades on Atlantic Boulevard and Garfield Avenue. The County is requesting a cooperative agreement to formalize the roles and responsibilities in operating and maintaining these improvements.

This item was pulled for separate discussion.

Action Taken: The City Council adopted **Resolution No. 11583** authorizing the City Manager to execute a Cooperative Agreement, in a form approved by the City Attorney, between the County of Los Angeles and the City of Monterey Park for the Traffic Signal Synchronization Program.

Resolution No. 11583, entitled:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE TRAFFIC SIGNAL SYNCHRONIZATION PROGRAM COOPERATIVE AGREEMENT BETWEEN THE COUNTY OF LOS ANGELES AND THE CITY OF MONTEREY PARK 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, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: Chan
Abstain: Council Members: None

PUBLIC HEARING

Mayor Real Sebastian opened the public hearing at 8:30 p.m. and closed the public hearing at 8:33 p.m. with no public speakers.

10. RENEWING THE CITYWIDE BENEFIT ASSESSMENT DISTRICT FOR STREET LIGHTING AND LANDSCAPING COSTS

The City's assessment district was formed under the 1972 Lighting and Landscaping Act (Streets and Highways Code 22500). The law requires the City to renew the assessment district each year to continue the collection of assessments. Revenue generated by the City's assessment district is approximately \$982,000 a year. The City has renewed the benefit assessment district for the past 20 years.

Action Taken: The City Council adopted **Resolution No. 11584** authorizing the Levy and Collection of Assessments for 2013-14 fiscal year.

Resolution No. 11584, entitled:

A RESOLUTION AUTHORIZING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2013-14 IN CITYWIDE MAINTENANCE DISTRICT NO. 93-1 PURSUANT TO STREETS AND HIGHWAYS CODE § 22587.

Motion: Moved by Mayor Pro Tem Wong and seconded by Mayor Real Sebastian, motion carried by the following vote:

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

Noes: Council Members: None

Absent: Council Members: Chan

Abstain: Council Members: None

PUBLIC HEARING

Mayor Real Sebastian opened the public hearing at 8:47 p.m. and closed the public hearing at 8:52 p.m.

11.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.

Public Speakers:

- Helen Romero Shaw spoke on behalf of Southern California Gas Company stating that they are publicly opposing the proposed rate increase as specified under the Public Works, Section G master fee schedule plan. She informed the council that Southern California Gas Company is requesting to be exempted as a franchise utility user.
- Marisa Castro-Salvatti spoke on behalf of Southern California Edison publicly opposing the proposed rate increase as specified under the Public Works, Section G master fee schedule plan. She stated that Southern California Edison is requesting that the City exempt the proposed fee as an franchised utility user.

Action Taken: None. This item was continued to a future Regular Council Meeting for further discussion.

UNFINISHED BUSINESS

None.

NEW BUSINESS

12. HEAL BIKE PLAN GRANT

The City has secured a competitive grant from the Los Angeles County Department of Public Health to develop a regional bike plan that is composed of city-specific master plans for each participating city.

Public Speakers:

- Javier Hernandez spoke as the Program Director for Bike SGV informing the council that the \$475,000.00 grant secured by Day One will enable Bike SGV to create a master plan to promote a more healthy and eco-friendly environment for the residents of Monterey Park and neighboring communities.
- Wes Reutimann spoke as the Environmental Director of Bike One Inc. supporting the proposed master bike plan to establish a safer and more bike-friendly community for the City and residents.
- Vincent Chang spoke as a long time resident supporting the proposed master bike plan stating that the City of Monterey Park can lead neighboring cities and residents to create a more eco-friendly community.

Action Taken: The City Council (1) adopted **Resolution No. 11585** to participate in the HEAL Bike Plan Project and (2) deferred appointing a Council Member to serve on a Blue Ribbon Committee to a later date.

Resolution No. 11585, entitled:

A RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO WORK ON THE SAN GABRIEL VALLEY REGIONAL BICYCLE MASTER PLAN FUNDED BY THE LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH HEAL GRANT.

Motion: Moved by Mayor Real Sebastian and seconded by Mayor Pro Tem Wong, motion carried by the following vote:

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

13.COMMISSIONS, BOARDS AND COMMITTEES

At the April 23, 2013 study session, Council provided direction for improving the manner in which persons are appointed to various commissions, boards, and committees and the way they conduct business and consolidate the ones that have similar missions.

This item was heard after Item No. 14.

Action Taken: The City Council (1) introduced and waived the first reading of a 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 Monterey Park Municipal Code sections relating to certain City Commissions, Boards, and Committees and (2) adopted a Resolution establishing various Boards and Commissions in accordance with Chapter 2.82 of the Monterey Park Municipal Code.

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

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

Action Taken: The City Council approved staff recommendations and (1) introduced and waived the first reading of 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 Monterey Park Municipal Code sections relating to certain City Commissions, Boards, and Committees (2) adopted a Resolution establishing various Boards and Commissions in accordance with Chapter 2.82 of the Monterey Park Municipal Code and (3) deferred the appointment process of the Planning Commission as amended by the City Council's recommendations to include a provision stating that "it is recommended but not required that members have a background as an architect, planner, landscape architect, civil engineer building contractor, or a practicing licensed electrician."

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

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

EXTENSION OF COUNCIL MEETING

Action Taken: The City Council extended the meeting to 12:00 a.m.

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

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

14. LEASE FOR MP MONTEREY PARK GOLF LLC FOR OPERATION OF THE MONTEREY PARK GOLF COURSE

Mr. Val Kim has been the onsite operator for M.P.G.C. and successfully operated the golf course for many years. With the owners of M.P.G.C. Limited retiring, they were approached by the firm of LWL Investment Group, LLC. (LWL), owned by Mr. Don Keunmim Lee and Stephen Whang, to take over operation of the golf course.

This item was heard after Item No. 12.

Action Taken: The City Council (1) approved the Lease Agreement with MP Monterey Park Golf, LLC for a term of 20 years as amended by the City Council to two (2) 10-year extensions or the option of an 18-year term after expending \$900,000.00 in the first 24 months with at least \$500,000.00 for each 10-year time extension and that the minimum rent will be \$100,000.00 per year or 7% of gross receipts of green fees, driving range fees, and 3% of gross receipts of all other fees and include staff's recommendations on Exhibit B, page 4, Section 3.02 to be amended to state that " Subject to the termination requirements of Section 4.02(f), this Agreement may be extended two (2) times for ten (10) additional years each, for a total of twenty (20) additional years at CITY's mutual agreement" and that the City Attorney will include penalty fee additions for late payments and (2) authorized the City Manager to execute the lease, in a form approved by the City Attorney.

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

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

EXTENSION OF COUNCIL MEETING

Action Taken: The City Council extended the meeting to 11:30 p.m.

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

Ayes: Council Members: Ing, Liang, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: Chan
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 Ing extended a congratulatory message to all the newly graduating Monterey Park students. Council Member Liang informed the residents of his attendance with the Council at the Lions Club Pancake Breakfast on June 2, 2013. Mayor Pro Tem Wong spoke of his attendance at the Memorial Day Service at City Hall and at the Tree Memorial Service at Garvey Ranch Park. He also thanked the Monterey Park Police Explorers and volunteers for their support at the Lions Club Pancake Breakfast. Mayor Real Sebastian spoke of her attendance at the SGV Council of Governments conference with the City Manager and Police Chief to discuss the State's realignment release of early parolees and of her attendance with the Council and the City Manager at the International Conference of Shopping Centers (ICSC) conference. Mayor Real Sebastian invited the residents to attend the 2nd Annual Making Strides Against Breast Cancer walk on Sunday, June 7, 2013 at East LA College and announced that the next community clean-up event will be at Sierra Vista Park on Saturday, June 15, 2013. Residents may contact the Parks and Recreation Department at 626-307-1388 for more information.

CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting adjourned at 11:41 p.m.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
JULY 3, 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, July 3, 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.

Mayor Real Sebastian led a moment of silence in memory of the 19 Arizona Granite Mountain Hotshots firefighters who lost their lives fighting the Arizona Wildfire on June 30, 2013.

ROLL CALL:

City Clerk Chang called the roll:

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

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 Director Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Quintero, Controller Yaung, Support Services Manager Shay, Interim Director of Development Services Funk, Economic Development Specialist Ramirez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

Discussion: City Manager Talbot reported that on Item No. 9, Barron Communications withdrew their bid and therefore, the bid will be awarded to the next lowest bidder, Success Printing.

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

None.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NOS. 1 - 2

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

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.

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

See Successor Agency minutes.

2. FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH JWA URBAN CONSULTANTS

The current Professional Services Agreement with JWA Urban Consultants will end on June 30, 2013. JWA Urban Consultants was hired to monitor the housing affordability compliance regulations. The City Council adopted the Fiscal Year 2013-2014 Budget on June 19, 2013 that included funding to continue with services for the next year.

See Successor Agency minutes.

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

PRESENTATIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

- Nancy Arcuri thanked the resident voters on Voting No on Measure FF to keep the City's fire services from being transferred to Los Angeles County.
- Sarkis Antonian spoke briefly on Measure FF and expressed his concerns to the council on increasing city leadership and community outreach.
- Larry Sullivan spoke of his objections regarding the need for council to undertake major city business items presented in a untimely manner. He also recommended that the council be proactive to the city's budget and finances.
- Michael Schlegel extended his appreciation to the city council and staff for their support in providing an election process for the residents to vote.
- Rita Miller spoke in favor of the results of the special election held on July 2, 2013 and extended her support and appreciation to the city's paramedic and fire services. She also informed the residents a mural honoring Beth Ryan will be held at the Langley Senior Center on July 29, 2013.
- Delario Robinson thanked the voters on Voting No on Measure FF. He expressed his support to the council's direction to extend the City Manager's contract and urged the council members to work collectively.
- Tilda DeWolfe extended her appreciation to the residents and voters for their support on Voting No on Measure FF. She addressed the council on behalf of the Concerned Citizens of Monterey Park stating residents concerns and

disappointment to the electioneering conduct of a group of firefighters on the proposed Measure FF.

Terry DeWolfe spoke briefly on the electioneering campaign for the proposed Measure FF and of his support on behalf of the Concerned Citizens of Monterey Park to assist the city's fire and paramedic services to obtain financial grants and aid.

- Song Park spoke of his support on the results of the special election held on July 2, 2013 to retain the city's fire and paramedic services. He also spoke of his concerns and objections to the firefighters conduct at the Lion's Manor polling location on election day.
- John Man and Elizabeth Yang spoke on behalf of the Monterey Park Chamber of Commerce to extend their appreciation to the many sponsors and supporters on one of the most successful Miss Monterey Park pageant held at Ocean Star Seafood on June 28, 2013. Elizabeth Yang announced to the council and residents the newly crowned Miss Monterey Park Sherene Chou and her Court, Desiree Tiet and Jessica Ramos.

CITY OF MONTEREY PARK CONSENT CALENDAR CONSISTS OF ITEMS 3 -7

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. 3 - 7, except for Item Nos. 4, 5, and 7 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

3. 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. 11590** allowing certain claims and demands per Warrant Register dated **July 3, 2013 Totaling \$836,160.76** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. 11590, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **July 3, 2013 Totaling \$836,160.76** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

4. 2nd READING - ORDINANCE FOR COMMISSIONS, BOARDS AND COMMITTEES-

At the June 19, 2013 regular meeting, the City Council introduced and waived first reading of an ordinance affecting the City's various commissions, boards, and committees.

This item was pulled for separate discussion.

Action Taken: The City Council waived the second reading and adopted **Ordinance No. 2098** 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.

Ordinance No. 2098, entitled:

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.

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
Noes: Council Members: Ing, Real Sebastian
Absent: Council Members: None
Abstain: Council Members: None

5. POTHOLE REPAIR TRUCK PURCHASE

The 2013 mid-year budget included \$200,000 for the purchase of a new pothole repair truck. Monterey Park Municipal Code § 3.20.050 permits joint purchasing where participating agencies can acquire goods and services at the lowest prices possible through volume discount.

This item was pulled for separate discussion.

Action Taken: The City Council waived the bidding requirements and authorized the City Manager, or designee, to purchase and assembly of a pothole repair truck from Downtown Ford and PB Loader under a joint purchasing program.

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

6. CITY HALL EXTERIOR AND PARKING STRUCTURE PAINT WORK – AWARD OF CONTRACT

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

Action Taken: The City Council (1) awarded the contract for the City Hall Exterior and Parking Structure Paint Work to AJ Fistes Corporation in the amount of \$65,900.00; (2) authorized the Public Works Director to approve construction change orders up to \$6,590 (up to ten percent of construction contract amount) for this project; (3) authorized the City Manager, or designee, to execute the contract on behalf of the City, in a form approved by the City Attorney on Consent Calendar.

7. RESOLUTION URGING THE GOVERNOR AND LEGISLATURE TO WORK WITH THE LEAGUE OF CALIFORNIA CITIES REGARDING WATER CONSERVATION, GROUND WATER RECHARGE AND REUSE OF STORMWATER AND URBAN RUNOFF PROGRAMS

With the new NPDES permit requirements, costs have doubled and tripled in size in past year, with additional costs anticipated in future years. Many local businesses have grown increasingly concerned about the costs of retrofitting their properties to meet storm water and runoff requirements required under the NPDES permits and TMDL programs. The Governor and the Legislature are currently contemplating projects for a water bond and a portion of the bond could be directed to assist local government in funding and implementing the goals of the Clean Water Act and the State's water objectives of conserving and reusing storm water in order to improve the supply and reliability of water supply.

This item was pulled for separate discussion.

Action Taken: The City Council (1) adopted **Resolution No. 11591** calling upon the Governor and the Legislature to work with the League of California Cities in providing adequate Funding and to prioritize Water Bonds to assist local Government in Water Conservation, Ground Water Recharge and Reuse of Stormwater and Urban Runoff Programs and (2) requested the City Clerk to forward this action of the City Council to the League of California Cities.

Resolution No. 11591, entitled:

A RESOLUTION CALLING UPON THE GOVERNOR AND THE LEGISLATURE TO WORK WITH THE LEAGUE OF CALIFORNIA CITIES IN PROVIDING ADEQUATE FUNDING AND TO PRIORITIZE WATER BONDS TO ASSIST LOCAL GOVERNMENT

IN WATER CONSERVATION, GROUND WATER RECHARGE AND REUSE OF
STORMWATER AND URBAN RUNOFF PROGRAMS

Motion: Moved by Council Member Chan and seconded by Mayor Real Sebastian,
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

PUBLIC HEARING

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

**8. MONTEREY PARK CHAMBER OF COMMERCE LEASE EXTENSION OF EL
ENCANTO**

The Monterey Park Chamber of Commerce is currently leasing the facility on a month-to-month basis and has used the historic site as its office since 1995. At the February 6, 2013 Council Meeting, Council approved an agreement for a six month period to lease El Encanto for \$350 per month during which time the Chamber was required to pay past due rent, insure the building was maintained and move all heavy items from the second floor. It has complied with two of the three requests with the moving of the heavy items to be completed before July 3, 2013. The extension of the lease is for a one year period.

Action Taken: The City Council authorized the City Manager to execute a lease, in a form approved by the City Attorney, between the Monterey Park Chamber of Commerce as amended by the City Council to (1) lease El Encanto for \$350 per month with payment due on the first day of each month for a term of one year and directed staff to inform the City Council if payments are 60 days past due and (2) directed the Monterey Park Chamber of Commerce to remove any heavy items from the 2nd floor within 60 days.

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. CASCADES NEWSPAPER - NEW PUBLISHER

The current publisher, Terrill Publications will be terminating its contract after the July/August issue. Requests for Proposals were sent out in December 2012, with the specifications revisited in May. Barron Communications has the lowest overall cost at \$50,200 for the year including postage.

Public Speakers:

- Sarkis Antonian spoke briefly of his recommendations and concerns to increase community publication and advertisement in the Cascades newspaper.

Action Taken: City Manager Talbot reported that on Item No. 9, Barron Communications has withdrawn their bid and therefore, the bid will be awarded to the next lowest bidder, Success Printing. The City Council (1) authorized the City Manager to execute an agreement, in a form approved by the City Attorney, with Success Printing to publish 10 issues of the Cascades newspaper for a term of one year.

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
Noes: Council Members: Ing
Absent: Council Members: None
Abstain: Council Members: None

10. ATHENS STREET SWEEPING CONTRACT EXTENSION

The current contract expires August 2013. Staff recommends approving a four-year extension with Athens at \$18,717 a month. Athens agreed to reduce its current rate with the service being performed once every two weeks.

Public Speakers:

- Nancy Arcuri spoke of her concerns opposing the proposed contract stating she supports a fee compensation to maintain the city's current street sweeping schedule.
- Sarkis Antonian spoke against the proposed contract reducing the city's street sweeping service.
- Howard Lee addressed the council stating his concerns of trash spillage and recommends that the council continue the city's street sweeping services weekly.
- Delario Robinson spoke against reducing the city's street sweeping services and recommends that the council extend the city's contract to continue its services weekly.
- Lany Liu spoke in favor of the proposed agreement to maximum the city's cost-savings expenditure. She recommended that residents recycle and reuse to reduce

excess trash.

Action Taken: The City Council approved to (1) extend the Athens' Street Sweeping Contract as amended for a term of two-years under the same current terms and grant Athens' one Consumer Price Index (CPI) increase adjustment for the first year and (2) authorized the City Manager to execute an amendment to the August 2008 contract in a form approved by the City Attorney.

Motion: Moved by Mayor Real Sebastian 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

Consideration of developing a policy regarding the usage of electronic communications during Council Meetings. (Requested by Mayor Real Sebastian)

Action Taken: No action required. The City Council advised the City Attorney to take council's recommendations and present a report back to the Council for further discussion and approval.

Discussion on the status of the Towne Centre Project and parking lot reverted clause, and the use of the parking lot by tour bus companies. (Requested by Council Member Ing)

Action Taken: No action required. The City Council directed the City Manager and City Attorney to bring back interim permit options to the City Council for further discussion.

Council communications and committee reports from Council Representatives of specific organizations.

Council Member Ing and Council Member Chan invited the residents to attend the City's Annual Fourth of July celebration at Barnes Park with free entertainment and food from 3:00 p.m. - 9:00 p.m. The City Council wished the residents a happy and safe holiday and thanked all the men and woman for their honorable service. Council Member Liang thanked the residents for casting their vote in the City's Special Municipal Election held on July 3, 2013. He thanked the City Clerk and staff for the due process of holding the city's special election. Council Member Liang also informed of his attendance with Council Member Chan to the Miss Monterey Park pageant held at Ocean Star Seafood on June 28, 2013. He extending his congratulations to the newly crowned queen and her court. Mayor Pro Tem Wong informed the residents that the City will also be holding a ceremony on July 4, 2013 at 5:00 p.m. for newly sworn citizens and military families at the Barnes Park Amphitheatre. Mayor Real Sebastian informed the residents of several community events: (1) she invited residents to Walk with the Mayor at Highlands Park on July 6, 2013 at 8:00 a.m.; (2) she invited the residents to attend

the 710 "Close the Gap" festival in Alhambra on July 10, 2013 to support the completion of the SR-710 freeway and (3) a community meeting will be presented by Metro and Caltrans on July 23, 2013 at the Langley Senior Center discussing the 710 Freeway Completion.

CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting adjourned at 10:07 p.m.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
JULY 17, 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, July 17, 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: Ing, Chan, Liang, Wong, Real Sebastian

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 Director Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Quintero, Controller Yaung, Support Services Manager Shay, Interim Director of Development Services Funk, Assistant City Engineer Alfonso, Economic Development Specialist Ramirez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

None.

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

None.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NOS. 1 - 2

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 JUNE 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.

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

PRESENTATIONS:

(1) SR710 North Study presented by METRO

METRO Project Manager Michelle Smith and Communications Project Manager Vince Gonzalez presented a PowerPoint updating the council and residents of the SR-710 North Environmental Study and alternative analysis report. She invited the residents on behalf of Metro and Caltrans to participate in the community sessions to learn the five transit options and alternatives that will address reducing congestion for the East/Northeast Los Angeles and San Gabriel Valley region.

(2) Update on Beth Ryan Day/Mural at Langley Center

Recreation and Community Services Director Costley presented to the council and residents a brief staff report stating that a mural has been proposed to honor former Langley Senior Center Recreation Superintendent, Beth Ryan.

Public Speakers:

- Sam Park presented a petition to the council on behalf of 41 residents opposing the proposed mural to be added at Langley Senior Center. City Clerk Chang received, filed, and distributed the written petition.
- Frank Venti spoke on behalf of the Monterey Park Friends of the Senior organization stating that the proposed framed mural is a multicultural exhibit to be dedicated for all the residents of Monterey Park.
- Rita Miller spoke in favor of the proposed mural and expressed her appreciation to former Recreation Superintendent Beth Ryan's dedication and service to the City and residents.

(3) Strategic Plan Update

City Manager Talbot updated the Council and residents on the City's strategic plan highlighting the City's objectives and goals stating that: (1) the City has closed the recruitment filing period for the Director of Public Works/Assistant City Manager and applications will be reviewed; (2) a City appreciation luncheon will be held on July 31, 2013 at the Service Clubhouse for all City employees; (3) the Sewer Master Rate Plan study has been completed and staff will present recommendations to the Council for approval; (4) exterior painting for City Hall has been awarded and will be completed by the end of the

month; (5) a joint city discussion with surrounding Fire Departments will be presented to the Council for staff direction on effectively reorganizing and sharing the City's fire services; and (6) staff will present a report to the Council in September to receive input and direction on oversized vehicle parking on City streets.

ORAL AND WRITTEN COMMUNICATIONS

- Marta Escanuelas, Executive Director of MERCI spoke on Agenda Item No. 11. She addressed the council and read aloud a written communication on behalf of MERCI board member, Keith Breskin recommending that the City consider use of the CHDO funds to complete the MERCI project on Chandler Avenue. City Clerk Chang received, filed, and distributed the written communication.
- Nancy Arcuri spoke of her recommendations and concerns to reorganizing the City's fire services.
- Rita Miller informed staff that the Langley Senior Center air conditioning is not operating effectively.
- Sarkis Antonian spoke briefly of his recommendations to increase sales tax revenue and to provide City bus services for residents on Potrero Grande.

CITY OF MONTEREY PARK CONSENT CALENDAR CONSISTS OF ITEMS 3 - 8

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. 3 - 8, except for Item Nos. 6, 7, and 8 which was pulled and reading resolutions and ordinances by title only and waiving further reading thereof.

Motion: Moved by Council Member Liang 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

3. 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. 11593** allowing certain claims and demands per Warrant Register dated **July 17, 2013 Totaling \$617,043.78** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. 11593, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **July 17, 2013** **Totaling \$617,043.78** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

4. INVESTMENT REPORT AS OF JUNE 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: The City Council received and filed the investment report as of June 2013 on Consent Calendar.

5. RESOLUTION DESIGNATING AUTHORIZED AGENTS OF FEDERAL AND STATE FINANCIAL ASSISTANCE UNDER THE NATIONAL DISASTER ACT

Staff is updating the City's authorized agents for Federal or State financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The list must be adopted by Resolution and submitted to the California Emergency Management Agency.

Action Taken: The City Council adopted **Resolution No. 11594** designating the City Manager or Management Services Director or Public Works Director, or City Controller to act as the agent for the City to apply for Federal and State Financial Assistance under the National Disaster Act on Consent Calendar.

Resolution No. 11594, entitled:

A RESOLUTION DESIGNATING THE CITY MANAGER; THE DIRECTOR OF MANAGEMENT SERVICES; THE DIRECTOR OF PUBLIC WORKS; OR THE CITY CONTROLLER TO ACT AS THE AGENT FOR THE CITY OF MONTEREY PARK FOR THE PURPOSE OF APPLYING FOR FEDERAL AND STATE FINANCIAL ASSISTANCE PURSUANT TO 42 usc ss 5121, Er sEQ.

6. INCLUSION OF PROPERTIES WITHIN THE CITY'S JURISDICTION IN THE CALIFORNIA HERO PROGRAM TO FINANCE DISTRIBUTED GENERATION RENEWABLE ENERGY SOURCES, ENERGY AND WATER EFFICIENCY IMPROVEMENTS AND ELECTRIC VEHICLE CHARGING INFRASTRUCTURE AND APPROVING AN AMENDMENT TO A CERTAIN JOINT POWERS AGREEMENT

The City's participation in the California HERO Program will enable property owners to finance permanently fixed renewable energy, energy and water efficiency improvements and electric vehicle charging infrastructure on their properties.

This item was pulled for separate discussion.

Action Taken: The City Council (1) adopted **Resolution No. 11595** authorizing the

City Manager to execute a Joint Powers Agreement with the Western Riverside Council of Governments (Authority) to Participate in the California Hero Program; (2) authorized the Authority to take action for including property within the City's jurisdiction in the Hero Program; and (3) authorized the City Manager or designee to execute such documents needed to implement this resolution.

Resolution No. 11595, entitled:

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A JOINT POWERS AGREEMENT WITH THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS("AUTHORITY") TO PARTICIPATE IN THE CALIFORNIA HERO PROGRAM; AUTHORIZING THE AUTHORITY TO TAKE ACTION FOR INCLUDING PROPERTY WITHIN THE CITY'S JURISDICTION IN THE HERO PROGRAM; AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE SUCH DOCUMENTS NEEDED TO IMPLEMENT THIS RESOLUTION

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. AWARD OF CONTRACT FOR SPIRIT BUS REQUEST FOR PROPOSAL

Staff has solicited proposals through a request for proposal (RFP) for the operation and maintenance of the City's Spirit Buses and is recommending award of contract to Transportation Concepts to start September 1, 2013.

This item was pulled for separate discussion.

Public Speakers:

- Judie Smith, Regional Vice President of MV Transportation Inc. stated her disagreement to staff's recommendations to the proposed agreement. She addressed concerns stated in the staff report and requested that the council reconsider staff's recommendations and award the contract to MV Transportation.
- Randy Johnson, Vice President of Business Development for MV Transportation Inc. spoke against staff's recommendations to award the proposed contract to Transportation Concepts. He stated that as the current provider and lowest bidder, MV Transportation Inc. is recommending that the council re-evaluate staff's proposal.
- Sharad Agarwal, Director of Business Development for First Transit, Inc. read a written statement to the council in response to a letter received from the City regarding the proposed contract of the City's transit operations. He informed the council that First Transit is not requesting to file an official protest however is requesting additional clarification from staff regarding the City's concerns with First

Transit operations and services. City Clerk Chang received, distributed and filed the written communication on behalf of First Transit, Inc.

Action Taken: The City Council approved to continue this item to a future council meeting and directed staff to bring back additional information to the council for further discussion and review.

Motion: Moved by Mayor Pro Tem Wong and seconded by Mayor Real Sebastian, 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. ANNUAL RETIREMENT LEVY FOR 2013-14

The City is annually required to establish a tax rate to generate the retirement property tax based on the assessed valuation established by the County Assessor's Office. Monterey Park's assessed valuation subject to the retirement levy for 2013-14 is approximately \$4.8 billion. The projected retirement tax revenue is approximately \$5.6 million for 2013-14. The revenue and monies from the General Fund transfer will be sufficient to fund the projected retirement costs of \$6.7 million for 2013-14. The City is required to submit a Resolution establishing the 2012-13 Retirement Tax Rate to the County before the end of August.

This item was pulled for separate discussion.

Action Taken: The City Council adopted **Resolution No. 11596** identifying the amount of tax revenue required to fulfill the voter's intent in funding the City's Retirement System during Fiscal Year 2013-2014 and authorizing the levy of appropriate taxes.

Resolution No. 11596, entitled:

A RESOLUTION IDENTIFYING THE AMOUNT OF TAX REVENUE REQUIRED TO FULFILL THE VOTERS' INTENT IN FUNDING THE CITY'S RETIREMENT SYSTEM DURING FISCAL YEAR 2013-2014 AND AUTHORIZING THE LEVY OF APPROPRIATE TAXES

Motion: Moved by Council Member Chan 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

The City Council recessed at 10:11 p.m. and reconvened with all Council Members present at 10:22 p.m.

PUBLIC HEARING

9. IDENTIFICATION SIGNS FOR NON-RESIDENTIAL PROPERTIES

On May 1, 2013, the City Council adopted the comprehensive Title 21 Zoning Code Amendment. City Council requested regulations relating to the use of English in signage. The Ordinance would require all businesses to have at least one sign utilizing the Modern Latin Alphabet.

Action Taken: None. This item was not heard and continued to the adjourned meeting of July 22, 2013.

10. CONGESTION MANAGEMENT PROGRAM (CMP) LOCAL DEVELOPMENT REPORT AND SELF-CERTIFICATION RESOLUTION (CMP 12-13)

The Los Angeles County Metropolitan Transportation Authority (MTA) requires the City to submit the 2012/13 CMP Local Development Report and Self-Certification Resolution to maintain compliance with the Congestion Management Program (CMP).

Action Taken: None. This item was not heard and continued to the adjourned meeting of July 22, 2013.

EXTENSION OF COUNCIL MEETING

Action Taken: The City Council extended the meeting to 11:30 p.m.

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

EXTENSION OF COUNCIL MEETING

Action Taken: The City Council extended the meeting to 12:00 a.m.

Motion: Moved by Mayor Real Sebastian 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

UNFINISHED BUSINESS

11. CONSIDER APPROVING SITE TO COMMIT HOME FUNDS TO A CERTIFIED COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO'S) FOR DEVELOPMENT OF AFFORDABLE HOUSING

The City of Monterey Park received an annual allocation of HOME program funds from the United States Department of Housing and Urban Development (HUD). HOME Program requires cities to set aside a minimum of 15 percent of their HOME allocations for housing development activities in which qualified CHDO's are the owners, developers and/or sponsors of the affordable housing project.

This item was heard after Item No. 8.

Public Speakers:

- Nancy Arcuri spoke of her concerns of the untimely deadline and recommended that staff return the HOME program funds or certify an agreement with Oldtimers Housing Development.
- Irene Muro spoke on behalf of Oldtimers Housing Development addressing the council of their support to acquire affordable housing development in the City for low-income seniors and working families.
- Suny Lay Chang, Senior Vice President of LINC Housing addressed the council stating that with over 30 years of experience, she presented a brief report of LINC Housing's proposal that: (1) there is a need in the City for affordable housing development; (2) operational and risk management will be transferred from the City; and (3) will increase City revenue from the sale of the parking lot and building improvements.

Action Taken: None. This item was continued to the adjourned meeting of July 22, 2013.

COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Council communications and committee reports from Council Representatives of specific organizations.

Mayor Real Sebastian invited the residents to: (1) a community meeting by Metro and Caltrans on July 23, 2013 at the Langley Senior Center discussing the 710 North Study from 6:00 p.m. - 8:00 p.m.; (2) Saint Thomas Aquinas Church will be having groundbreaking for the new parish hall on Saturday, July 20, 2013 and (3) the next Walk with the Mayor will be held on Saturday, August 3, 2013 at Sunnyslope Park at 8:00 a.m.

NEW BUSINESS

None.

CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 11:50 p.m. to Monday, July 22, 2013 at 6:00 p.m. in the City Hall, Council Chambers.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
ADJOURNED REGULAR MEETING
JULY 22, 2013**

The City Council of the City of Monterey Park held an Adjourned Regular Meeting of the Council in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Monday, July 22, 2013 at 6:00 p.m. from the July 17, 2013 Regular Meeting held 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 6:00 p.m.

FLAG SALUTE:

Mayor Real Sebastian led the flag salute.

ROLL CALL:

City Clerk Chang called the roll:

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

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, Interim Director of Development Services Funk, Assistant City Engineer Alfonso, Principal Management Analyst Ho, Assistant Planner Tewasart

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

ITEM WAS HEARD AT THE JULY 17, 2013 REGULAR COUNCIL MEETING.

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

ITEM WAS HEARD AT THE JULY 17, 2013 REGULAR COUNCIL MEETING.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NOS. 1 - 2

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

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.

ITEM WAS HEARD AT THE JULY 17, 2013 REGULAR COUNCIL MEETING.

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 JUNE 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.

ITEM WAS HEARD AT THE JULY 17, 2013 REGULAR COUNCIL MEETING.

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

PRESENTATIONS

ITEM WAS HEARD AT THE JULY 17, 2013 REGULAR COUNCIL MEETING.

ORAL AND WRITTEN COMMUNICATIONS

ITEM WAS HEARD AT THE JULY 17, 2013 REGULAR COUNCIL MEETING.

CITY OF MONTEREY PARK CONSENT CALENDAR CONSISTS OF ITEMS 3 - 8

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

3. RESOLUTIONS, DEMANDS, PROGRESS PAYMENTS AND INTERFUND TRANSFERS

It is required that the City Council approve all disbursements.

ITEM WAS HEARD AT THE JULY 17, 2013 REGULAR COUNCIL MEETING.

4. INVESTMENT REPORT AS OF JUNE 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.

ITEM WAS HEARD AT THE JULY 17, 2013 REGULAR COUNCIL MEETING.

5. RESOLUTION DESIGNATING AUTHORIZED AGENTS OF FEDERAL AND STATE FINANCIAL ASSISTANCE UNDER THE NATIONAL DISASTER ACT

Staff is updating the City's authorized agents for Federal or State financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The list must be adopted by Resolution and submitted to the California Emergency Management Agency.

ITEM WAS HEARD AT THE JULY 17, 2013 REGULAR COUNCIL MEETING.

6. INCLUSION OF PROPERTIES WITHIN THE CITY'S JURISDICTION IN THE CALIFORNIA HERO PROGRAM TO FINANCE DISTRIBUTED GENERATION RENEWABLE ENERGY SOURCES, ENERGY AND WATER EFFICIENCY IMPROVEMENTS AND ELECTRIC VEHICLE CHARGING INFRASTRUCTURE AND APPROVING AN AMENDMENT TO A CERTAIN JOINT POWERS AGREEMENT

The City's participation in the California HERO Program will enable property owners to finance permanently fixed renewable energy, energy and water efficiency improvements and electric vehicle charging infrastructure on their properties.

ITEM WAS HEARD AT THE JULY 17, 2013 REGULAR COUNCIL MEETING.

7. AWARD OF CONTRACT FOR SPIRIT BUS REQUEST FOR PROPOSAL

Staff has solicited proposals through a request for proposal (RFP) for the operation and maintenance of the City's Spirit Buses and is recommending award of contract to Transportation Concepts to start September 1, 2013.

ITEM WAS HEARD AT THE JULY 17, 2013 REGULAR COUNCIL MEETING.

8. ANNUAL RETIREMENT LEVY FOR 2013-14

The City is annually required to establish a tax rate to generate the retirement property tax based on the assessed valuation established by the County Assessor's Office. Monterey Park's assessed valuation subject to the retirement levy for 2013-14 is approximately \$4.8 billion. The projected retirement tax revenue is approximately \$5.6 million for 2013-14. The revenue and monies from the General Fund transfer will be sufficient to fund the projected retirement costs of \$6.7 million for 2013-14. The City is required to submit a Resolution establishing the 2012-13 Retirement Tax Rate to the County before the end of August.

ITEM WAS HEARD AT THE JULY 17, 2013 REGULAR COUNCIL MEETING.

PUBLIC HEARING

Mayor Real Sebastian opened the public hearing at 8:37 p.m. and closed the public hearing at 8:44 p.m.

9. IDENTIFICATION SIGNS FOR NON-RESIDENTIAL PROPERTIES

On May 1, 2013, the City Council adopted the comprehensive Title 21 Zoning Code Amendment. City Council requested regulations relating to the use of English in signage. The Ordinance would require all businesses to have at least one sign utilizing the Modern Latin Alphabet.

This item was heard after Item No. 11.

Public Speakers:

- Nancy Arcuri spoke against the proposed ordinance requiring Modern Latin Alphabet on city businesses signage.

Action Taken: The City Council introduced and waived the **1st Reading - Ordinance** adding Section § 21.24.675 to Chapter 21.24 of the Monterey Park Municipal Code requiring identification signs for non-residential properties with the second reading and adoption to be held at the August 7, 2013 City Council Meeting and as amended to include the Council's recommendations to Section 1(E) to state: "To help ensure the most widespread understanding of signage, the City Council believes it is in the public interest for it to require (at least) one sign on nonresidential properties bearing the legal name of the establishment, organization or business or identifying the nature of the business on which they are placed using the modern Latin alphabet in addition to the sign permitted by Monterey Park Municipal Code ("MPMC") §§ 21.24.640, 21.24.650 and 21.24.660."

1st Reading - Ordinance, entitled:

AN ORDINANCE ADDING A NEW § 21.24.675 TO CHAPTER 21.24 OF THE MONTEREY PARK MUNICIPAL CODE REQUIRING IDENTIFICATION SIGNS FOR NON-RESIDENTIAL PROPERTIES.

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

PUBLIC HEARING

Mayor Real Sebastian opened the public hearing at 8:57 p.m. and closed the public hearing at 9:00 p.m. with no public speakers.

10. CONGESTION MANAGEMENT PROGRAM (CMP) LOCAL DEVELOPMENT REPORT AND SELF-CERTIFICATION RESOLUTION (CMP 12-13)

The Los Angeles County Metropolitan Transportation Authority (MTA) requires the City to submit the 2012/13 CMP Local Development Report and Self-Certification Resolution to maintain compliance with the Congestion Management Program (CMP).

Action Taken: The City Council adopted **Resolution No. 11597** finding that the City of Monterey Park is in compliance with the Congestion Management Program.

Resolution No. 11597, entitled:

A RESOLUTION FINDING THE CITY TO BE IN CONFORMANCE WITH THE CONGESTION MANAGEMENT PROGRAM (CMP) AND ADOPTING THE CMP LOCAL DEVELOPMENT REPORT, IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 65089

Motion: Moved by Council Member Chan 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. CONSIDER APPROVING A SITE TO COMMIT HOME FUNDS TO A CERTIFIED COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO'S) FOR DEVELOPMENT OF AFFORDABLE HOUSING

The City of Monterey Park received an annual allocation of HOME program funds from the United States Department of Housing and Urban Development (HUD). HOME Program requires cities to set aside a minimum of 15 percent of their HOME allocations for housing development activities in which qualified CHDO's are the owners, developers and/or sponsors of the affordable housing project.

This item was heard before Item No. 9.

Public Speakers:

- Bob Bruesch spoke on behalf of MERCI requesting the City's financial assistance to complete the MERCI project on Chandler Avenue stating that the completed development will expand its support to the developmentally disabled residents in Monterey Park.
- Suny Lay Chang, Senior Vice President of LINC Housing restated LINC Housing's proposal and their high interest in developing affordable housing units for residents in Monterey Park.
- Keith Brieskin expressed his concern on behalf of the MERCI Board of Directors restating that due to grand and funding deficits, MERCI would like to meet with staff to request the City's assistance to complete the MERCI project on Chandler Avenue.
- Irene Muro spoke on behalf of Oldtimers Housing Development restating their commitment to provide assistance to the City in any future affordable housing projects and/or developments to meet the City's HUD obligation.

Action Taken: The City Council approved as amended to (1) recertify the eligibility of LINC Housing Corporation ("LINC") as a Community Housing Development Organization (CHDO) to be eligible to receive HOME Investment Partnerships Program (HOME) funds; (2) identified a site located at 236 Ramona Avenue to commit HOME funds to LINC for the development of 6 new affordable housing units and the sale of 25 identified units located at 534 Chandler Avenue, 321, 325, 341 and 371 East Pomona to LINC; (3) the City has full use of the identified parking lot located at 236 Ramona Avenue until ownership has been fully transferred; and (4) directed staff to meet with MERCI within 30 days to discuss future city financing options.

Motion: Moved by Mayor Real Sebastian and seconded by Mayor Pro Tem Wong, 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 communications and committee reports from Council Representatives of specific organizations.

Mayor Real Sebastian extended a congratulatory message to Bollini's Pizzeria for their 60th Anniversary. Mayor Real Sebastian encouraged the residents to meet the Bruggemeyer Library's Artist of the Month, Margie Ramirez, on August 11, 2013 at 2:00 p.m. in the Friends Room; (2) Metro and Caltrans will be hosting a community meeting on July 23, 2013 at the Langley Senior Center to receive resident feedback on the 710 North Study from 6:00 p.m. - 8:00 p.m.; (3) the next Walk with the Mayor will be held on Saturday, August 3, 2013 at Sunnyslope Park at 8:00 a.m. Mayor Pro Tem Wong informed the residents of his attendance with the Council at: (1) the ICA Annual Summer Conference with Council Members Chan and Liang at Rancho Bernardo on July 11 - 14, 2013; (2) the 710 Close the Gap rally with Mayor Real Sebastian and Council Member Chan in Alhambra to support the completion of the SR - 719 freeway; and (3) the City Council attended the Monterey Park's Fire Department ribbon dedication ceremony for the new Emergency Operations Center on July 17, 2013.

CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 8:05 p.m.

Vincent D. Chang
City Clerk

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

The City Council of the City of Monterey Park held a Special Meeting of the Council in Room 266, Second Floor of City Hall, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, August 7, 2013 at 6:00 p.m.

CALL TO ORDER:

Mayor Pro Tem Wong called the meeting to order at 6:00 p.m.

FLAG SALUTE:

Mayor Pro Tem Wong led the flag salute.

ROLL CALL:

Deputy City Clerk Trang called the roll:

Council Members Present: Chan, Liang, Wong, Ing

Council Members Absent: Real Sebastian

Also Present: City Manager Talbot, Deputy City Attorney Berger, Director of Human Resources Cody

ORAL & WRITTEN COMMUNICATIONS

- Helen Romero Shaw, Public Affairs Manager of Southern California Gas Company presented a brief update informing the council that new advanced meters will be installed for city residents to receive online access to view gas usage data and information. She also spoke of natural gas transmission pipelines and of pipeline safety.

NEW BUSINESS

1. FIXING SALARY RATES AND BENEFITS FOR EXECUTIVE MANAGEMENT EMPLOYEES

Staff is recommending the City Council review a draft salary schedule for consideration.

This item was heard with Item No. 2 and motion taken together for Item Nos. 1 and 2.

Action Taken: The City Council adopted **Resolution No. 11598** fixing the salary rates and benefits for Executive Management Employees.

Resolution No. 11598, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, FIXING THE SALARY RATES AND BENEFITS FOR EXECUTIVE MANAGEMENT EMPLOYEES

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

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

2. THREE YEAR CONTRACT FOR A PUBLIC WORKS DIRECTOR/ASSISTANT CITY MANAGER

Staff is recommending approval of a three year contract for the vacant position of Public Works Director with the additional duties of Assistant City Manager.

This item was heard with Item No. 1 and motion was taken together for Item Nos. 1 and 2.

Action Taken: The City Council approved a three-year contract for a Public Works Director/Assistant City Manager with Ron Bow, in a form approved by the City Attorney, for the salary of \$170,000 per year.

CLOSED SESSION – The City Council adjourned to Closed Session at 6:20 p.m.

- 3. CONFERENCE LEGAL COUNSEL,POTENTIAL LITIGATION - Significant exposure to litigation pursuant to Government Code § 54956.9 (b) - Facts or circumstances:** County of Los Angeles Department of Community and Senior Services letter dated June 5, 2013 and letter dated June 25, 2013 from Johnene Ornelas Leyba to 2013 to West San Gabriel Valley Consortium (of which the City of Monterey Park is a member); Number of cases: two - 1 matter.

4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - GOVERNMENT CODE 54956.8

Property:	APN 5257015900 (City Parking Lot in Towne Centre project, Southeast Corner Garvey and Garfield Avenues
Agency Negotiators:	Paul Talbot, City Manager; Mark Hensley, City Attorney
Negotiating Parties:	Magnus Sunhill Group, LLC
Under Negotiation:	Price and terms of payment

RECONVENE & ADJOURNMENT

The Council reconvened from Closed Session with all Council Members present at 6:50 p.m. and adjourned the meeting.

Action Taken: No reportable action taken during closed session.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
AUGUST 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, Wednesday, August 7, 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: Ing, Chan, Liang, Wong, Real Sebastian

Council Members Absent: None

ALSO PRESENT: City Manager Talbot, Assistant City Attorney Berger, City Treasurer Leon, Fire Chief Birrell, Police Chief Smith, Human Resources Director Cody, Recreation and Community Services Director Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Alfonso, Controller Yaung, Support Services Manager Shay, Recreation Superintendent Aguirre

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

Discussion: City Manager Talbot informed the council that two items from Council Communications will be continued to a future council meeting: (1) discussion on placing new buses into service as (requested by Mayor Real Sebastian) and (2) discussion on Towne Centre Project as (requested by Council Member Ing).

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NOS. 1A - 1B

1. SUCCESSOR AGENCY

A. 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.

B. APPROVAL OF THE LONG RANGE PROPERTY MANAGEMENT PLAN

Staff is requesting that the City Council acting on behalf of the Successor Agency to the former Redevelopment Agency adopt a resolution recommending approval of a Long Range Property Management Plan to the Oversight Board pursuant to Health and Safety Code § 34191.5.

See Successor Agency minutes.

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

PRESENTATIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

- Sarkis Antonian spoke of his concerns to the council regarding library resources for residents and students. He also recognized several residents on their infamous success.
- Nancy Arcuri spoke of comments made by the council at the last council meeting on July 17, 2013 regarding staff's recommendations to the Spirit Bus contract.
- Mary Brown, President of the Los Angeles Astronomical Society addressed the council requesting the City's assistance to complete necessary dome restorations at the Garvey Ranch Park Observatory.
- Geovanni Somoza extended his appreciation to the Los Angeles Astronomical Society and Garvey Ranch Park Observatory for their support in fostering a program for residents to enjoy. He expressed his concerns to the condition of the dome at Garvey Ranch Park Observatory and encouraged the council to assist in completing necessary repairs.
- Rita Miller addressed the council requesting the Fire Chief and staff on information to purchase smoke detectors for her residence. She also spoke of her concerns regarding the city employees and city parking lot.
- Tom Ohno spoke briefly as a concerned resident requesting the council to table the proposed ordinance amending identification signs for all city businesses.

CITY OF MONTEREY PARK CONSENT CALENDAR CONSISTS OF ITEMS 2 - 7

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

Action Taken: Mayor Pro Tem Wong abstained on Item No. 4 due to a potential conflict of interest as his business is within 500 feet of the BIDAC area. Council Members approved and adopted Item Nos. 2 - 7 except for Item Nos. 3 and 4 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 Liang, motion carried by the following vote:

Ayes: Council Members: Ing, Chan, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: Wong on Item No. 4

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. 11599** allowing certain claims and demands per Warrant Register dated **August 7, 2013 Totaling \$3,256,003.07** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. 11599, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **August 7, 2013 Totaling \$3,256,003.07** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

3. 2nd READING ORDINANCE --IDENTIFICATION SIGNS FOR NON-RESIDENTIAL PROPERTIES

On May 1, 2013, the City Council adopted the comprehensive Title 21 Zoning Code Amendment. On July 17, 2013, the City Council held a Public Hearing and introduced and waived first reading of an ordinance that would require at least one sign on commercial properties use requested regulations relating to the use of English in signage. The Ordinance would require all businesses to have at least one sign utilizing the Modern Latin Alphabet for copy.

This item was pulled for separate discussion.

Public Speakers:

- Sarkis Antonian spoke of his concerns against the proposed ordinance.
- Thomas Ono spoke of his concerns against the proposed ordinance encouraging the council to dismiss the proposed ordinance and no further action be taken to prevent unnecessary controversy between the city, residents, and business owners.
- Rita Valenzuela spoke as a former Mayor of Monterey Park recommending that

the council approve the amended ordinance requiring Modern Latin on all business signs.

- Margaret Leung spoke as a resident supporting the proposed ordinance stating that the city needs to work together to build a foundation for future generations and to embrace those changes.
- John Man spoke as the President of the Chamber of Commerce and city business owner encouraging the city council to educate and promote business outreach with city business owners. He invited the council to attend the Chamber's Board Meeting on August 8, 2013 at 6:00 p.m. to discuss the proposed ordinance with city business owners and encouraged businesses to contact the Monterey Park Chamber of Commerce to address any questions and concerns.
- Paul Perez spoke as a resident stating his support of the proposed ordinance as a Monterey Park Citizens Patrol and C.E.R.T member due to safety concerns. He also recommended that the council require a business identification on the back of buildings.
- Gary Lau spoke of his support to the proposed ordinance stating that requiring English language will promote the merchant business, promote safety, and is the primary language for the United States.
- Julie Pang-Cortez expressed her support to the proposed ordinance stating that as a resident and teacher will assist residents to identify a business and promote business sales.
- Deputy City Attorney Berger advised the council and residents that the proposed ordinance was recommended by the City Attorney's office following the adoption of the City's Title 21 Zoning Code Amendment to require all businesses to have at least one sign utilizing a writing system that is widely recognizable by the public.

Action Taken: The City Council approved to continue this item to the Regular Council Meeting on October 2, 2013 as amended to include the council's directions that: (1) the Planning Department will maintain a record of all requests not utilizing the Modern Latin alphabet; (2) staff will encourage business outreach to the proposed amendments for public safety; (3) directed the City Manager to outreach with Asian Pacific Legal Center, American Civil Liberties Union (ACLU), and League of United Latin American Citizens (LULAC) and that the City Attorney's office review the identified community organizations recommendations and prepare a staff report for the council meeting on October 2, 2013; and (4) Fire Chief Birrell and Police Chief Smith prepare a staff report of any signage issues at the council meeting.

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

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

The City Council recessed at 9:30 p.m. and reconvened with all council members present at 9:40 p.m.

4. 2014 LUNAR NEW YEAR FESTIVAL CONTRACT RENEWAL WITH WORLD JOURNAL LA, LLC

Monterey Park will be celebrating its 16th Annual Lunar New Year Festival from January 25-26, 2014. The production team would consist of World Journal, the Business Improvement District Advisory Committee and the City.

This item was pulled for separate discussion.

Action Taken: Mayor Pro Tem Wong left the dais and abstained from discussion due to a potential conflict of interest as his business is within 500 feet of the Business Improvement District. The City Council authorized the City Manager to execute a contract with World Journal LA, LLC, in a form approved by the City Attorney.

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

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

5. EXTENSION OF PROFESSIONAL SERVICES AGREEMENT FOR LABORATORY SERVICES

The Water Utility Division collects water samples from City wells, treatment plants, reservoirs and the water distribution system for testing at a State of California, Department of Public Health certified laboratory. Clinical Laboratories has proven to meet all State and Federal certification requirements as well as the City's required sampling needs for testing services.

Action Taken: The City Council authorized the City Manager, or designee, to execute an amendment to the Professional Services Agreement with Clinical Laboratories in an amount not to exceed \$347,000 for Fiscal year 2013-2014 on Consent Calendar.

6. CONFIRM CARBON CHANGE OUT OF THE DUAL BARRIER VOLATILE ORGANIC COMPOUNDS TREATMENT PLANT

Staff is seeking confirmation from the City Council for the purchase of 120,000 pounds of granular activated carbon to replace the carbon filters in six vessels of the Dual Barrier Treatment Plant.

Action Taken: The City Council (1) confirmed the purchase of Granular Activated Carbon for six vessels from Prominent Systems and (2) authorized a payment from the Treatment Fund in an amount not to exceed \$145,257.28 per Monterey Park Municipal Code Section 3.20.050(1) on Consent Calendar.

7. PARK MAINTENANCE CREW LEADER SALARY ADJUSTMENT

On July 10, 2013, the Personnel Board considered and recommended approval of a slight change to the salary schedule for Crew Leader and Park Maintenance Crew Leader. Both classifications are similar in duties except for the possible operation of heavier equipment.

Action Taken: The City Council approved a slight change in the salary schedule for the Parks Maintenance Crew Leader to equal the salary schedule of a Crew Leader on Consent Calendar.

PUBLIC HEARING

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

8. 2012-2013 ANNUAL INVESTMENT REPORT

The City's Investment Policy requires an annual investment report and a statement of investment policy to be submitted to the City Council for review within 60 days of the fiscal year-end. The attached annual report shows that all investment activities during 2012-13 were conducted according to the City's Investment Policy.

Action Taken: The City Council approved to continue this item to a future council meeting and directed staff to present additional information to the Council on the Los Angeles County Treasury Pool for further discussion and review.

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

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

COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Announcement of appointees for Commissions, Committees and Boards

Action Taken: Mayor Real Sebastian announced her appointment of appointees for Commission on Aging - Steve Shieh; Business Improvement District Advisory Committee - Johnny Thompson; Design Review Board - Roy Furuto; Planning Commission - Michael Hamner; and Recreation and Parks Commission - Joe Salaices.

Mayor Pro Tem Wong announced his appointment of appointees for Commission on Aging - Betty Ping Cheng and Orchid Dong; Business Improvement District Advisory Committee - Maggie Lam; Community Participation Commission - Delario Robinson and Grace Ge; Design Review Board - Jack Chiang; Economic Development Advisory Commission - Siu Pui Chao; Environmental Commission - Doris Tsai; Planning Commission - Stephen Lam; Recreation and Parks Commission - Steve Shahin; and Traffic Commission - Daisy Ma.

Council Member Liang announced his appointment of appointees for Commission on Aging - Sam Park; Business Improvement District Advisory Committee - Richard Kwok; Community Participation Commission - Paul Perez; Economic Development Advisory Commission - Theresa Amador; Environmental Commission - Arthur Fong; Planning Commission - Ricky Choi; Recreation and Parks Commission - Elizabeth Yang and Traffic Commission - Patricia Reichenberger.

Council Member Chan announced his appointment of appointees for Commission on Aging - Beryl Shieh and Sam Park; Business Improvement District Advisory Committee - Richard Kwok; Community Participation Commission - Victoria Chavez-Calderon and Paul Perez; Design Review Board - George Chang; Economic Development Advisory Committee - Theresa Amador; Environmental Commission - Elizabeth Yang; Planning Commission - Rodrigo Garcia; Recreation and Parks Commission - Walter Beaumont; and Traffic Commission - Arthur Fong.

Council Member Ing announced his appointment of Larry Sullivan to the Planning Commission.

Discussion on placing new buses into service. (requested by Mayor Real Sebastian)

Action Taken: None. This item was continued to a future council meeting.

Discussion on Towne Centre Project. (requested by Council Member Ing)

Action Taken: None. This item was continued to a future council meeting.

Council communications and committee reports from Council Representatives of specific organizations.

Mayor Pro Tem Wong informed the residents of his attendance with the council at the City's National Night Out event at City Hall on August 6, 2013. Council Member Liang congratulated the police department on the successful event celebrating National Night Out and extended his appreciation to Fire Chief Birrell and the Monterey Park Fire

Department for their timely assistance to a call at his residence. Council Member Chan directed the City Manager to agendaize for discussion the potential of stricter code enforcement regulations on residential hotels in the city at a future council meeting. Council Member Ing spoke of the City's National Night Out event and spoke of residential safety tips. Mayor Real Sebastian informed the residents of her attendance with other regional mayors from Los Angeles held by Los Angeles Mayor Eric Garcetti on August 5, 2013 discussing motivating work force after budget cuts, public safety and gun reduction, jobs and economic development and regional transportation issues and opportunities.

CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 10:49 p.m.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
AUGUST 21, 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, August 21, 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: Ing, Chan, Wong, Real Sebastian

Council Members Absent: Liang

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 Director Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Alfonso, Controller Yaung, Support Services Manager Shay

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

None.

CONSENT CALENDAR ORAL AND WRITTEN COMMUNICATIONS

None.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NOS. 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.

2. SUCCESSOR AGENCY INVESTMENT REPORT AS OF JULY 2013

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.

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 June 19, 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

None.

ORAL AND WRITTEN COMMUNICATIONS

- Sarkis Antonian spoke briefly of the proposed business signage ordinance and the timely manner of council agenda items.
- Arthur Fong expressed his concerns of the City Council leadership and of the proposed city business signage requiring Modern Latin Alphabet. He also requested that staff restore the photos of military personnel at City Hall.
- Andrew Ying addressed the council opposing the proposed ordinance and spoke of an article published in the Los Angeles Times on August 4, 2013.
- Thomas Sun addressed the council as a resident recommending that the city council endorse to stop the usage of plastic water bottles in the City.
- Paul Perez spoke as a concerned resident encouraging the council to leave the proposed business signage alone .
- Andy Chen expressed his concerns as a resident recommending that the city council dismiss the proposed ordinance amending the business signage requirements.
- Rita Miller spoke briefly of her concerns on the business signage policy. She also addressed concerns received from residents on city hall parking spaces.
- Council members thanked the speakers and made brief comments. City Attorney Hensley advised the council and residents that the ordinance amending identification signs for non-residential properties reduced the requirement for all

businesses to have at least one English sign to at least one sign utilizing the Modern Latin Alphabet.

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. 7, 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, Wong, Real Sebastian
Noes: Council Members: None
Absent: Council Members: Liang
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. 11600** allowing certain claims and demands per Warrant Register dated **August 21, 2013 Totaling \$431,186.18** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. 11600, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **August 21, 2013 Totaling \$431,186.18** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

5. INVESTMENT REPORT AS OF JULY 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: The City Council received and filed the investment report as of July 2013 on Consent Calendar.

6. MINUTES

Approval of Minutes from the regular meeting of June 19, 2013 and the special meetings of May 28, 2013, May 29, 2013 (adjourned special), May 29, 2013, June 5, 2013, July 3, 2013, and July 17, 2013.

Action Taken: The City Council approved the minutes from the regular meeting of June 19, 2013 and the special meetings of May 28, 2013, May 29, 2013 (adjourned special), May 29, 2013, June 5, 2013, July 3, 2013 and July 17, 2013 on Consent Calendar.

7. NATIONAL PREPAREDNESS MONTH

National Preparedness Month is a nationwide effort held each September to encourage Americans to take steps to prepare for emergencies in their homes, businesses, and schools.

This item was pulled for separate discussion.

Action Taken: The City Council adopted **Resolution No. 11601** declaring September 2013 as National Preparedness Month in the City of Monterey Park as sponsored by the United States Department of Homeland Security.

Resolution No. 11601, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA DECLARING SEPTEMBER 2013, AS "NATIONAL PREPAREDNESS MONTH" IN THE CITY OF MONTEREY PARK, AS SPONSORED BY THE U. S. DEPARTMENT OF HOMELAND SECURITY

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

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

8. EMERGENCY MEDICAL SERVICES – APPROVAL OF AGREEMENT

Staff is seeking approval of a Service Agreement with Life-Assist, Inc. to provide the Fire Department's emergency medical supplies, equipment, drugs and pharmaceuticals.

This item was pulled for separate discussion and heard with Item No. 9. Motion was taken together for Item Nos. 8 and 9.

Action Taken: The City Council waived (1) the bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050 and authorize a contract with Life Assist, Inc.; and (2) authorized the City Manager to execute a contract with Life Assist, Inc. in a form approved by the City Attorney.

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

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

9. REPLACEMENT OF FIRE CHIEF'S VEHICLE

Staff submitted a request for replacement of the Fire Chief's vehicle, which was approved and included in the Approved Vehicles Purchase List for the 2013-2014 Budget.

This item was pulled for separate discussion and heard with Item No. 8. Motion was taken together for Item Nos. 8 and 9.

Action Taken: The City Council (1) waived the bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050 and authorized the Fire Department to purchase the Fire Chief's base vehicle under the State of California Cooperative Purchase Agreement for \$40,675.65; and (2) authorized the Fire Department to expend the remaining budgeted amount and seek bids to award to a qualified vendor the installation of command equipment, radios and necessary electronic equipment to enable this vehicle "Code III" ready for an amount not to exceed \$19,324.35.

10. DISSOLUTION OF THE WEST SAN GABRIEL VALLEY CONSORTIUM

The City Council will consider adoption of a Resolution to dissolve the West San Gabriel Valley Consortium effective on August 31, 2013. The Consortium is an independent entity that was formed in 1976 by local cities and school districts through a joint powers agreement. The purpose of the organization is to obtain funds from Los Angeles County to operate job training and employment programs in this sub-region. In June of 2013, the County notified the Consortium that effective on July 1, 2013 it would no longer provide funding to the Consortium but would transition the financial resources for this sub-region to another agency. Based on this action by the County, the Consortium Executive Board adopted a Resolution on June 27, 2013, to initiate the voluntarily wind-down and dissolution of the Consortium.

Action Taken: The City Council adopted **Resolution No. 11602** rescinding and terminating the Joint Exercise of Powers Agreement creating the West San Gabriel Valley Consortium on Consent Calendar.

Resolution No. 11602, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK
RESCINDING AND TERMINATING THE JOINT EXERCISE OF POWERS
AGREEMENT CREATING THE WEST SAN GABRIEL VALLEY CONSORTIUM

11. FILMING PERMIT PROCESS COORDINATION AGREEMENT

Film L.A. presented the City with a "film friendly" permitting process that preserves the City's requirements for applications, but relieves staff from the labor intensive process of working with the applicants to obtain all of the required documents and payments, as well as walking the application through each City department for approval.

Action Taken: The City Council authorized the City to execute a contract in a form approved by the City Attorney with Film L.A on Consent Calendar.

PUBLIC HEARING

Mayor Real Sebastian opened the public hearing at 7:51 p.m. and closed the public hearing at 7:54 p.m. with no public speakers.

12.WEED ABATEMENT CHARGE LIST

At the regular Council meeting on February 6, 2013, the City Council adopted **Resolution No. 11603** declaring that weeds growing upon and in front of certain properties in the City are a public nuisance and its intention to provide for the abatement thereof. At the regular Council Meeting on March 6, 2013, the City Council held a protest hearing and subsequently approved the weed abatement declaration list as posted by the County.

Action Taken: The City Council adopted **Resolution No. 11603** confirming the itemized weed abatement charge list of weed abatement costs and directing the Los Angeles County Agricultural Commissioner to collect these costs through property tax billings.

Resolution No. 11603, entitled:

A RESOLUTION CONFIRMING THE ITEMIZED WEED ABATEMENT CHARGE LIST OF WEED ABATEMENT COSTS AND DIRECTING THE LOS ANGELES COUNTY AGRICULTURAL COMMISSIONER TO COLLECT THESE COSTS THROUGH PROPERTY TAX BILLINGS

Motion: Moved by Mayor Pro Tem Wong and seconded by Mayor Real Sebastian, motion carried by the following vote:

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

UNFINISHED BUSINESS

13. 2012 - 2013 ANNUAL INVESTMENT REPORT

The City's Investment Policy requires an annual investment report and a statement of investment policy to be submitted to the City Council for review within 60 days of the

fiscal year-end. The attached annual report shows that all investment activities during 2012-13 were conducted according to the City's Investment Policy.

Public Speakers:

- Nancy Arcuri spoke of her concerns opposing staff's recommendations to changing the City's investment operations.
- Sarkis Antonian spoke of his concerns of the current economy and to the City's investment policy.

Action Taken: The City Council (1) approved the recommended changes to the City's Investment Policy; (2) adopted **Resolution No. 11604** authorizing to open an investment account, as amended to the council's direction that prior council approval is needed to invest excess funds in the Los Angeles County Treasury Pool, bankers acceptances, commercial papers, and/or purchase agreements and (3) received and filed the 2012 -2013 Annual Investment Report.

Resolution No. 11604, entitled:

A RESOLUTION OF CITY OF MONTEREY PARK AUTHORIZING AND REQUESTING THE INVESTMENT OF EXCESS FUNDS IN THE LOS ANGELES COUNTY TREASURY POOL

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

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

COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Announcement of appointees for Commissions, Committees and Boards

Action Taken: Council Member Ing announced his appointment of appointees for Commission of Aging - Agnes Arakawa, Business Improvement District Advisory Committee - Gene Jeng, Community Participation - Charlene Tomoyasu, Design Review Board - Krystal Hamner, Economic Development Advisory Committee - Pat Reichenberger, and Environmental Commission - Courtney Lam.

Council Member Chan announced his appointment of Mimi Lim to Commission of Aging.

Mayor Real Sebastian announced her appointment of appointees for Community Participation - Carol Sullivan and Economic Development Advisory Committee - Dominic Lombardo.

Council communications and committee reports from Council Representatives of specific organizations.

Council Member Chan directed the City Manager to agendize potential City funding options to MERCI at the next regular council meeting on September 4, 2013 for further discussion. Mayor Pro Tem Wong informed the residents of his attendance with Council Member Chan at a dinner held by the President of Taiwan on August 20, 2013. Mayor Real Sebastian directed the City Manager to agendize at a future council meeting to discuss the potential of City Council members to serve as City delegates at future assembly district meetings. Mayor Real Sebastian also directed that the City Manager to agendize placing the new City buses in service at a future council meeting. Mayor Real Sebastian informed the residents of several community events: (1) the Monterey Park Police Explorers will be holding a fundraiser on September 19, 2013 at the Monterey Park Car Wash; (2) the Monterey Park Police Department's 14th Annual Youth Activities Charity Golf Tournament will be on September 26, 2013 at the San Dimas Golf Course; (3) the Civil Grand Jury is accepting interested participants to serve 30 - 40 hours per week for the amount of \$60.00 per day for a 1 year term; and (4) the next Walk With The Mayor will be on September 7, 2013 from 8:00 a.m. - 9:00 a.m.

CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 8:55 p.m. in memory of Marie Tang, a city resident.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
SEPTEMBER 4, 2013**

The City Council of the City of Monterey Park held a Special Meeting of the Council in Room 266, Second Floor of City Hall, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, September 4, 2013 at 6:00 p.m.

CALL TO ORDER:

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

FLAG SALUTE:

Mayor Real Sebastian led the flag salute.

ROLL CALL:

City Clerk Chang called the roll:

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

Council Members Absent: None

Also Present: City Manager Talbot, Assistant Engineer Alfonso, Siemens Business Development Manager Ernest Kim, Siemens SoCal Area Sales Manager Andrew Beggs

ORAL & WRITTEN COMMUNICATIONS

None.

NEW BUSINESS

1. CITY COUNCIL STUDY SESSION

Consideration and possible action regarding a project resulting in possible City Council direction to staff for preparing future agenda items.

Presentation by Siemen's regarding citywide energy retrofit project.

The City Council will not take any final actions to the matters identified above. Any matter considered by the City Council during its Study Session must return to the City Council for action on a future Agenda.

Action Taken: No action required. The City Council provided preliminary directions to staff regarding the matters arising during the Study Session.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 6:55 p.m.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
SEPTEMBER 4, 2013**

The City Council of the City of Monterey Park held a Regular Meeting of the Council in the Council Chamber, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, September 4, 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 7:05 p.m.

FLAG SALUTE:

The Monterey Park Fire Explorers led the flag salute.

ROLL CALL:

City Clerk Chang called the roll:

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

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 Director Costley, City Librarian Arvizu, Interim Director of Public Works/Community Development Alfonso, Controller Yaung, Support Services Manager Shay, Assistant Planner Tewart

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

Discussion: City Attorney Hensley informed the council that exhibits for Agenda Item No. 3 were not attached in the staff report and advised the council that the City Attorney will create the exhibits to be consistent with the RBF proposal upon council's approval.

**PRESENTATIONS: Report by City Manager on placing new buses into service.
(Requested by Mayor Real Sebastian)**

Discussion: City Manager Talbot reported that two of the new city buses have been transferred to MV Transportation to be placed into service.

SUCCESSOR AGENCY CONSENT CALENDAR CONSISTS OF ITEM NO. 1

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

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.

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

See Successor Agency minutes.

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

ORAL AND WRITTEN COMMUNICATIONS

- Nancy Arcuri expressed her support to the city council approving the allocation of funds to assist MERCI in completing its development project on Chandler Avenue. She also spoke of her concerns on the proposed ordinance amending the city's business signage.
- Sarkis Antonian spoke of an article published in the Pasadena Star News and his concerns of a \$9 million one-time bonus approved by the Alhambra Unified School Board.
- Rita Miller encouraged the council to consider adding an additional vehicle to the Langley Senior Center's dial-a-ride program.
- Joseph Leon spoke as a representative of the San Gabriel Valley Mosquito & Vector Control district informing the residents of a public announcement warning that the West Nile Virus has been confirmed in the surrounding area near Garvey Ranch Park. He informed the residents to take necessary precautions and contact the San Gabriel Valley Mosquito and Vector Control with any concerns.
- Thomas Wong spoke on behalf of the San Gabriel Valley Water District inviting the council and residents to attend the 2nd Annual San Gabriel Valley Water Forum on October 3, 2013 from 7:30 a.m. - 1:30 p.m. at the Sheraton Fairplex Conference Center in Pomona. He informed the residents that Environmental Advocate, Erin Brockovich will open the educational event as the keynote speaker with expert panel discussions.
- Thomas Sun spoke of his concerns and recommendations to the city's spirit buses and the new proposed bus routes.
- City Clerk Chang reported and read aloud a written communication letter received from resident, David Chen, recommending the council continue the Sprit Bus routes along Sequoia Park and Garvey Reservoir, that was received, distributed and filed.

CITY OF MONTEREY PARK CONSENT CALENDAR CONSISTS OF ITEMS 2 - 5

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 - 5, except for Item Nos. 3 and 5 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. 11605** allowing certain claims and demands per Warrant Register dated **September 4, 2013 Totaling \$1,553,289.06** and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. 11605, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED **September 4, 2013 Totaling \$1,553,289.06** AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

3. RBF CONSULTANTS CONTRACT FOR PREPARING THE SOUTH GARFIELD ORIENTED SPECIFIC PLAN

Through the Transit Oriented Development Planning Grant Program, the City is considering amendments to the South Garfield Specific Plan that will include creating a pedestrian-friendly environment and identify several locations that will serve as centralized parking for the Gold Line transit Station as well as the Cities of Monterey Park and Montebello. It will also include a study of pedestrian and bicycle use on Garfield Avenue and Pomona Boulevard. RBF Consultants is recommended following a request for proposals.

This item was pulled for separate discussion.

Action Taken: The City Council authorized the City Manager to execute a contract in a form approved by the City Attorney with RBF Consultants in the amount of \$249,987 to complete the tasks outlined in the scope of services as amended to include the council's comments and direction to the City Attorney to create the attachments to the staff report to be consistent with the RBF proposal; include the revised performance schedule timeline; and to provide copies of the revised performance schedule timeline and scope of services to the council.

Motion: Moved by Mayor Real Sebastian 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

4. POLICE DEPARTMENT ADMINISTRATION SEDAN PURCHASES

The 2013-14 Budget includes funds for the Police Department's replacement of two 2007 Ford 500 sedans that have reached 100,000 miles.

Action Taken: The City Council approved the purchase of two Ford Taurus sedans from Downtown Ford through the Contra Costa County joint-purchase contract per Monterey Park Municipal Code 3.20.050(3), in the amount of \$70,974.54 on Consent Calendar.

5. 2012 VARIOUS STREET RESURFACING II – ACCEPTANCE OF WORK AND FINAL PAYMENT

On August 15, 2012, the City Council awarded a contract to Sully Miller Contracting Company in the amount of \$996,500.00 for the 2012 Various Street Resurfacing II project. The project involved the resurfacing of various collector and residential streets that were in need of rehabilitation as identified in the City's Pavement Management Study and by the City's street maintenance crews. The completed work has been inspected and approved by the Public Works Department.

This item was pulled for separate discussion.

Action Taken: The City Council approved the 2012 Various Street Resurfacing II project completed by Sully Miller Contracting Company and authorized staff to file a Notice of Completion and pay the final retention billing.

Motion: Moved by Council Member 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

PUBLIC HEARING

None.

NEW BUSINESS

6. AUTHORIZE THE CITY MANAGER TO EXECUTE AN EXCLUSIVE NEGOTIATION AGREEMENT BETWEEN THE CITY OF MONTEREY PARK AND CITY VENTURES, LLC.

City Ventures, LLC is a housing development company that design and build energy efficient homes. Currently, the homebuilder is interested in entering into an agreement with the City to conduct exclusive negotiations with the City to acquire and develop the City yard located at 751 South Alhambra Avenue with approximately 25 single-family homes.

Public Speakers:

- Nancy Arcuri spoke of her concerns opposing the proposed agreement to sell city owned property for development.
- Thomas Sun spoke of his support to the proposed development and encourages the council to continue working with environmental and sustainable developers.
- Patricia Fukushima spoke as a concerned resident and small business owner opposing that the city enter into an exclusive agreement stating her concerns on the scale and scope of the proposed project, the impact to the environment and the city yard, and the potential noise and traffic congestion to residents.
- Sarkis Antonian also expressed his concerns and opposition to the proposed project and development of additional housing in the city.

Action Taken: The City Council authorized the City Manager to execute the Exclusive Negotiation Agreement, in a form approved by the City Attorney between the City and City Ventures, LLC as amended by the Council to include the changes read into the record by the City Attorney to clarify the Developers Reimbursement Costs paragraph of Section 9(a) stating "Nothing in this subsection prevents costs associated with replacement of the city yard from being considered in the Purchase Price for the Property pursuant to Section 7.A." in the Exclusive Negotiation Agreement; the close of escrow of the city yard and the replacement property is to occur simultaneously; present a milestone timeline to the City Council within 30 days for review and approval; and City Ventures, LLC is to present at least 1 community outreach to residents by the end of the year.

Motion: Moved by Mayor Real Sebastian 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

7. REQUEST FROM MENTALLY AND EDUCATIONALLY RETARDED CITIZENS, INC. (MERCY) FOR ADDITIONAL FINANCIAL ASSISTANCE ON CONTRUCTION PROJECT

Groundbreaking for the new facility located at 525 N. Chandler was in June 2011. However, construction stopped on new classroom and administration buildings because of a funding shortfall of \$500,000 to complete the project.

This item was heard before Successor Agency Consent Calendar Item No. 1.

Public Speakers:

- Elizabeth Diaz spoke as a supporting parent and MERCI board member presenting a brief history of MERCI and its foundation for the developmentally disabled. She informed the council that the board is actively continuing to campaign for additional fundraising to support the funding shortfall in completing the expansion project on Chandler Avenue and thanked the council for its consideration.
- Maria Andrade Mobery spoke as a MERCI family member. She encouraged the council to continue supporting MERCI and its foundation to support those who are unable to support themselves and the community.
- Nancy Arcuri encouraged the council to approve staff's recommendations to consider allocating funds and continue its partnership with MERCI.
- Sylvia Law addressed the council stating that her son enjoys attending the extended adult daycare at MERCI and expressed her appreciation to the council in financially supporting MERCI.
- Qi Ing Wu expressed her appreciation to MERCI stating that her son has been attending MERCI for 3 years and extends her appreciation to MERCI for their support to her son and her family. She expressed her gratitude to the council in continuing their support to MERCI.
- Corrine Ledesma spoke on behalf of her sister, Paulette Reyes, who is a current student at MERCI. She stated that after attending several programs, MERCI has provided Paulette with the support she needs in a secure and loving environment and encourages the council to support MERCI with any available funding on behalf of her sister.
- Angelo DeVito addressed the council encouraging to support the completion of the MERCI project. Chris DeVito spoke on behalf of her son, Angelo, stating that he has been a student at MERCI for 40 years since the age of 7 and thanked the council for their support.
- Marta Escanuelas, Executive Director of MERCI spoke briefly and addressed the council and thanked the MERCI staff and family members of MERCI for their support and dedication. She also expressed her appreciation to the City's assistance and partnership to MERCI.

Action Taken: The City Council approved to allocate \$42,150.00 of Community Development Block Grant funds to MERCI to assist in completing its project on 525 North Chandler Avenue.

Motion: Moved by Council Member Chan and seconded by Mayor Real Sebastian, 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

UNFINISHED BUSINESS

8. AMENDMENTS TO CITY COUNCIL POLICIES WITH REGARD TO ELECTRONIC COMMUNICATIONS, COUNCIL PRESENTATIONS AND PUBLIC COMMUNICATIONS

At the July 3, 2013 City Council Meeting, the Mayor asked for a discussion of potentially adopting an electronics communication policy with regard to the City Council's use of electronic devices at Council Meetings. The Mayor's primary focus was on adherence to current laws and decorum with regard to the use of electronic communications.

Action Taken: The City Council (1) approved the proposed changes to the Council Policies; directed the City Attorney and staff to make reference changes relating to the redevelopment agency to the "City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency to the Community Redevelopment Agency" and directed staff to provide a general electronic communication guideline for council.

Motion: Moved by Mayor Real Sebastian 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

COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Discussion on Towne Centre Project. (requested by Council Member Ing)

Action Taken: None. This item was continued to a future council meeting.

Announcement of appointees for Commissions, Committees, and Boards.

Action Taken: Council Member Chan announced his appointment of Joan Merino to the Community Participation Commission.

Council communications and committee reports from Council Representatives of specific organizations.

Council Member Liang thanked the city's firefighters and surrounding cities for their assistance in responding to the brush fire that occurred in the city on Friday, September 6, 2013. Mayor Pro Tem Wong informed the residents of several community announcements: (1) the Monterey Park Lion's Club will be hosting its annual free vision screening for elementary students. He announced that volunteers are encourage to help on September 5, 2013 at Highland's Elementary School starting at 8:30 a.m. (2) the City of Monterey Park will be hosting a BBQ for all city volunteers on Saturday, September 7, 2013 at Barnes Park at 12:00 p.m.; (3) a low cost pet vaccination and license will be held on September 21, 2013 at Barnes Park from 8:00 a.m. - 10:00 a.m. and (4) the American Legion Post will be holding a dinner and dance fundraiser to raise funds for the city's Cinco de Mayo event on September 21, 2013 at 7:00 p.m. Mayor Pro Tem Wong also informed the residents that he will be attending the League of California Cities Conference in San Francisco with Council Member Chan on September 18, 2013. Mayor Real Sebastian spoke of her attendance at the American Legion clean-up day this past weekend and that the next walk with the Mayor will be on September 7, 2013 at 8:00 a.m. City Manager Talbot informed the council and residents that the Regular Council Meeting on September 18, 2013 will be cancelled due to a lack of quorum and that the next regular council meeting will be held on October 2, 2013 at 7:00 p.m.

CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 10:45 p.m.

Vincent D. Chang
City Clerk

Staff Report City of Monterey Park

Date: October 2, 2013

To: Paul Talbot, City Manager

From: Annie Yaung, CPFO, Controller

Subject: Authorize transfer of Unclaimed Monies to the General Fund pursuant to Government Code §§ 50050-50056

Background

The City's Finance Department maintains a listing of various deposits held by the City (Exhibit A). After three years, unclaimed monies exceeding \$15.00 dollars must be published once a week, for two consecutive weeks, in a general circulation newspaper. If the monies remain unclaimed, the City Council may then transfer such funds to the General Fund.

Discussion

Escheat is the legal process of lapsing or reverting ownership of unclaimed private monies to the government by operation of law. For any such funds held by the City which remain unclaimed, the City must make every effort to return them to the proper individuals per Government Code §§ 50050-50056.

Government Code § 50051 requires the City to publish in a local newspaper a public notice (Exhibit B) which states the amount, the name of the payee and the date of the check when issued of all unclaimed money. If the owner of such monies fails to claim them within the time period stated in the public notice, the City Council may then escheat the funds and transfer them to the General Fund.

Government Code § 50052 describes the claiming process. Attached Exhibit A is a list of all monies unclaimed for over five to eight years.

Fiscal Impact

If the City Council takes action, the General Fund would increase by \$130,819.36, less the public notice fee of \$462.00, in the fiscal year 2013-14.

Recommendation

Staff is recommending that the City Council:

- 1) Approve the attached Resolution authorizing the transfer of permanently escheated unclaimed bond deposits held in a special fund to the City's General Fund pursuant to Government Code Sections 50050-50056 and the City's Administrative Policy No. 20-26 (Exhibit C); and
- 2) Take such additional, related, action that may be desirable

By: 
Annie Yaung, CPFO
Controller

Approved: 
Paul Talbot
City Manager

By: 
Karl H. Berger
Assistant City Attorney

Attachments:

- 1) Resolution
- 2) Exhibit A - Unclaimed Grading Permit Bonds List
- 3) Exhibit B - Public Notice
- 4) Exhibit C - Unclaimed Monies Administrative Policy 20-26

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING UNCLAIMED MONIES BE
RECOGNIZED AS PROPERTY OF THE CITY OF MONTEREY PARK
AND ORDERING ITS TRANSFER TO THE CITY'S GENERAL FUND
PURSUANT TO GOVERNMENT CODE §50053**

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

SECTION 1: The City Council finds as follows:

- A. The attached Exhibit "A," which is incorporated by reference, lists monies held by the City of Monterey Park and unclaimed in a special fund(s) for more than three years.
- B. Proper notice was given at least forty-five (45) days before August 30, 2013 that if monies remained unclaimed, they would become property of the City in accordance with Government Code §50051.
- C. The City processed all claims or verified complaints for such monies.
- D. In accordance with Government Code §50053, the unclaimed monies on the attached list in the total amount of \$130,819.36 is the property of the City of Monterey Park and may be transferred from the respective fund(s) to the General Fund's cash account.

SECTION 2: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 2nd day of October, 2013.

Teresa Real Sebastian
Mayor
Monterey Park, California

ATTEST:

Vincent D. Chang, City Clerk
Monterey Park, California

Resolution No.

Page 2

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 adopted and passed at a regular meeting of the Monterey Park City Council on the 2nd day of October, 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dated this 2nd day of October, 2013

Vincent D. Chang, City Clerk
Monterey Park, California

EXHIBIT A

GRADING PERMIT BONDS DEPOSIT 0075-450-0075-08200

DATE	REFERENCE	LOCATION	RECEIPT#	AMOUNT	STATUS
02/08/05	LAM, HUY L	627 SEFTON AVE	204949	126.70	CLOSED
02/08/05	LAM, HUY L	629 SEFTON AVE	204949	185.00	CLOSED
03/09/05	ASHNA INC	588 S ATLANTIC	205499	325.00	CLOSED
06/01/05	MIKE SHIBATA	1033 HILLSIDE	207379	762.00	CLOSED
06/01/05	MIKE SHIBATA	MIKE SHIBATA	207379	50.80	CLOSED
06/01/05	MIKE SHIBATA	MIKE SHIBATA	207379	420.00	CLOSED
06/01/05	MIKE SHIBATA	MIKE SHIBATA	207379	100.00	CLOSED
06/10/05	HONG A MIU	206 ELIZABETH	207673	990.30	CLOSED
07/06/05	PERSEUS BAUTISA	817 MOONEY DR	208118	3,295.50	CLOSED
07/06/05	PERSEUS BAUTISA	817 MOONEY DR	208118	95.60	CLOSED
07/19/05	KIM BANG LY	604-8 NICHOLSON	208484	440.00	CLOSED
08/05/05	JULIUS GREENE	1221 W NEWMARK	208896	1,385.00	CLOSED
08/05/05	KWOK NG	533-535 MOORE	208895	50.00	CLOSED
08/05/05	KWOK NG	533-535 MOORE	208895	250.00	CLOSED
09/08/05	DAVID KWONG	211-215 E Mooney	209636	742.00	CLOSED
09/23/05	TRANG, VAN	513 S ORANGE	210018	300.00	CLOSED
09/23/05	TRANG, VAN	513 S ORANGE	210018	820.00	CLOSED
09/23/05	TRANG, VAN	513 S ORANGE	210018	624.00	CLOSED
10/12/05	LEO SALTO	900 KEMPTON	210485	1,000.00	CLOSED
10/17/05	SEFTON LLC	400 SEFTON/PM#27076	210498	4,500.00	CLOSED
11/30/05	LA CHAPELLE CONSTRUCTION	200 MOONEY AVE	211215	500.00	CLOSED
02/01/06	GREAT TAO OF MAITREYA	522 N RURAL	212898	21,109.00	CLOSED
03/10/06	THANH C PHAN	310 FLORENCE	213705	298.00	CLOSED
03/10/06	THANH C PHAN	310 FLORENCE	213705	1,800.00	CLOSED
03/14/06	DIANA MEI	920 S LINCOLN	213748	1,825.00	CLOSED
03/28/06	HAROLD I OKADA TTEE	225 N SIERRA VISTA	214213	8,337.40	CLOSED
05/02/06	AMBROSE WAI MING	631 S YNEZ	214778	1,922.76	CLOSED
07/27/06	JIM TIAN YU	120 S ORANGE	216989	2,324.00	CLOSED
07/27/06	JIM TIAN YU	120 S ORANGE	216989	1,162.00	CLOSED
07/27/06	JIM TIAN YU	120 S ORANGE	216989	232.00	CLOSED
07/27/06	JIM TIAN YU	120 S ORANGE	216989	250.00	CLOSED
07/27/06	JIM TIAN YU	120 S ORANGE	216989	125.00	CLOSED
07/27/06	JIM TIAN YU	120 S ORANGE	216989	425.00	CLOSED
07/27/06	JIM TIAN YU	120 S ORANGE	216989	1,800.00	CLOSED
07/28/06	TIANSANG QI	608 SEFTON	217027	166.00	CLOSED
08/03/06	MONTEREY GARDEN VILLS	225 ALHAMBRA AVE	217155	166.00	CLOSED
08/08/06	THLIY T CHIEM	516 FLORENCE AVE	217239	2,920.00	CLOSED
08/08/06	THLIY T CHIEM	516 FLORENCE AVE	217239	580.00	CLOSED
08/08/06	THLIY T CHIEM	516 FLORENCE AVE	217239	30.00	CLOSED
08/14/06	THOMAS FANN	225 N ALHAMBRA AVE	217349	3,000.00	CLOSED
04/26/07	WINKLAM INVESTMENT	533 S ALHAMBRA	223073	166.00	CLOSED
06/26/07	TANG-PHUC DUONG, CHRISTINA LU	421 N SIERRA VISTA	224457	9,012.00	CLOSED
06/26/07	TANG-PHUC DUONG, CHRISTINA LU	421 N SIERRA VISTA	224457	1,900.00	CLOSED
06/26/07	TANG-PHUC DUONG, CHRISTINA LU	421 N SIERRA VISTA	224457	380.00	CLOSED
06/26/07	TANG-PHUC DUONG, CHRISTINA LU	421 N SIERRA VISTA	224457	6,620.00	CLOSED
06/26/07	TANG-PHUC DUONG, CHRISTINA LU	421 N SIERRA VISTA	224457	600.80	CLOSED
08/15/07	REGINA T CHEUNG	1027 & 1031 DE LA FUENTE	225686	4,420.00	CLOSED
08/15/07	REGINA T CHEUNG	1027 & 1031 DE LA FUENTE	225686	4,410.00	CLOSED
08/23/07	CORTILE DEVELOPMENT	202 N GLADYS AVE	225907	559.00	CLOSED
08/23/07	CORTILE DEVELOPMENT	202 N GLADYS AVE	225907	96.00	CLOSED
08/23/07	CORTILE DEVELOPMENT	202 N GLADYS AVE	225907	1,702.00	CLOSED
08/23/07	CORTILE DEVELOPMENT	126 S NICHOLSON	225908	682.00	CLOSED
08/23/07	CORTILE DEVELOPMENT	126 S NICHOLSON	225908	42.00	CLOSED
08/23/07	CORTILE DEVELOPMENT	126 S NICHOLSON	225908	1,800.00	CLOSED

EXHIBIT A**GRADING PERMIT BONDS DEPOSIT
0075-450-0075-08200**

DATE	REFERENCE	LOCATION	RECEIPT#	AMOUNT	STATUS
09/12/07	SOMWANG NUELSUMA	809 811 E EMERSON	226317	1,088.00	CLOSED
09/12/07	SOMWANG NUELSUMA	809 811 E EMERSON	226317	684.50	CLOSED
05/14/08	KINGDOM DEVELOPMENT I SEFTON	606-608 SEFTON	231618	2,875.00	CLOSED
05/14/08	KINGDOM DEVELOPMENT I SEFTON	606-608 SEFTON	231618	160.00	CLOSED
05/14/08	KINGDOM DEVELOPMENT I SEFTON	606-608 SEFTON	231618	287.50	CLOSED
05/14/08	KINGDOM DEVELOPMENT I SEFTON	606-608 SEFTON	231618	16,250.00	CLOSED
05/14/08	KINGDOM DEVELOPMENT I SEFTON	606-608 SEFTON	231618	1,437.50	CLOSED
05/14/08	KINGDOM DEVELOPMENT I SEFTON	606-608 SEFTON	231618	5,260.00	CLOSED
08/01/08	JON TSUI	756 DIVINA VISTA	233419	1,200.00	CLOSED
08/01/08	JON TSUI	756 DIVINA VISTA	233419	3,250.00	CLOSED
08/01/08	JON TSUI	756 DIVINA VISTA	233419	503.00	CLOSED
BALANCE AS OF 08/21/13			TOTAL	\$ 130,819.36	

MONTEREY PARK PROGRESS

1730 W OLYMPIC BLVD STE 500, LOS ANGELES, CA 90015
 Telephone (323) 556-5720 / Fax (323) 556-5705
 Visit us @ WWW.LEGALADSTORE.COM

HELENA CHO
 MONTEREY PARK, CITY OF, CITY CLERK
 320 W NEWMARK AVE
 MONTEREY PARK, CA - 91754

PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California)
 County of LOS ANGELES) ss

Notice Type: BID - NOTICE INVITING BIDS

Ad Description:

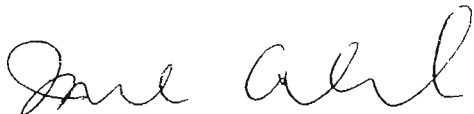
PUBLICATION OF UNCLAIMED NOTICES

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the MONTEREY PARK PROGRESS, a newspaper published in the English language in the city of MONTEREY PARK, county of LOS ANGELES, and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of LOS ANGELES, State of California, under date 09/10/1924, Case No. C149820. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

07/04/2013, 07/11/2013

Executed on: 07/11/2013
 At Los Angeles, California

I certify (or declare) under penalty of perjury that the foregoing is true and correct.



Signature

This space for filing stamp only

CITY CLERK OFFICE

CITY OF MONTEREY PARK
 320 W. Newmark Avenue
 Monterey Park, Ca 91754

Take Notice that the City of Monterey Park is holding funds as set forth below. If funds are not claimed by August 30, 2013, these funds will become the property of the City of Monterey Park in accordance with Government Code § 50052. Funds may be released to the depositor, their heir, beneficiary, or duly appointed representative provided a claim form is completed with the necessary information. The required information is as follows:

- Name, address, telephone number, and social security number (or FEIN).
- Amount of claim.
- Proof of identity such as copy of driver's license, social security card or birth certificate.
- Grounds on which claim is founded.

The Unclaimed Money Claim Form is available at the City of Monterey Park Finance Department, located at 320 W. Newmark Avenue, on the 2nd Floor.

Funds on deposit for over three (3) years are:

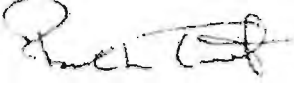
OUTSTANDING DEPOSIT

DATE	RECEIPT#	NAME	LOCATION	AMOUNT
02/08/05	204949	LAM, HUY L	627 SEFTON AVE	\$ 126.70
02/08/05	204949	LAM, HUY L	629 SEFTON AVE	185.00
03/09/05	205499	ASHNA INC	588 S ATLANTIC	325.00
06/01/05	207379	MIKE SHIBATA	1033 HILL SIDE	762.00
06/01/05	207379	MIKE SHIBATA	MIKE SHIBATA	50.80
06/01/05	207379	MIKE SHIBATA	MIKE SHIBATA	420.00
06/01/05	207379	MIKE SHIBATA	MIKE SHIBATA	160.00
06/01/05	207673	HONG A MIU	206 ELIZABETH	990.30
07/06/05	208118	PERSEUS BAUTISA	817 MOONEY DR	3,295.50
07/06/05	208118	PERSEUS BAUTISA	817 MOONEY DR	95.60
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08/05/05	208895	KWOK NG	533-535 MOORE	50.00
08/05/05	208895	KWOK NG	533-535 MOORE	250.00
09/08/05	209636	DAVID KWONG	211-215 E Mooney	742.00
09/23/05	210018	TRANG, VAN	513 S ORANGE	300.00
09/23/05	210018	TRANG, VAN	513 S ORANGE	820.00
09/23/05	210018	TRANG, VAN	513 S ORANGE	624.00
10/12/05	210485	LEO SALTO	900 KEMPTON	1,000.00
10/17/05	210498	SEFTON LLC	400 SEFTON/PM#27076	4,500.00
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06/26/07	224457	TANG-PHUC DUONG, CHRISTINA LU	421 N SIERRA VISTA	1,900.00
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06/26/07	224457	TANG-PHUC DUONG, CHRISTINA LU	421 N SIERRA VISTA	6,620.00
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08/15/07	225686	REGINA T CHEUNG	1027/1031 DE LA FUENTE	4,420.00
08/15/07	225686	REGINA T CHEUNG	1027/1031 DE LA FUENTE	4,410.00
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05/14/08	231618	KINGDOM DEVELOPMENT I SEFTON	606-608 SEFTON	5,260.00
06/11/08	232289	JOSE E TENORIO	956 W NEWMARK	3,916.00
06/11/08	232289	JOSE E TENORIO	956 W NEWMARK	13.00
08/01/08	233419	JON TSUI	756 DIVINA VISTA	1,200.00
08/01/08	233419	JON TSUI	756 DIVINA VISTA	3,250.00
08/01/08	233419	JON TSUI	756 DIVINA VISTA	503.00

CNS#2503307



* A 0 0 0 0 0 3 1 3 4 6 3 0 *

City of Monterey Park Administrative Policy	Policy Number: 20-26
	Issue Date: 01/15/2013
	Revised Date:
Subject: Unclaimed Monies	City Manager Approval 
	Page Number 1 of 3
<u>Purpose:</u> This Administrative Policy and Procedure ("AP&P") establishes policies and procedures to escheat unclaimed monies to the City's general fund in accordance with Government Code §§ 50050 to 50055. <u>Provisions:</u> I. <u>Summary of Procedures</u> A. Unclaimed money remaining under the City's control for at least three (3) years may be escheated to the City in accordance with this AP&P. B. The City Treasurer may publish notice pursuant to Government Code § 50051 once a week for two (2) successive weeks in a newspaper of general circulation which lists unclaimed monies held by the City for more than three (3) years. C. Persons seeking to claim the monies may present satisfactory evidence to the City Treasurer regarding their right to recover money. The City Treasurer may then release such monies to the depositor, heir, beneficiary, or duly appointed representative at any time before the noticed meeting at which the City Council will consider escheating the monies to the general fund (Government Code § 50052.5). D. Unless claimed or challenged by a verified complaint, unclaimed monies become the property of the City of Monterey Park forty-five (45) days after the initial public notice Pursuant to Government Code §§ 50050 and 50051. E. The City Council may transfer unclaimed monies to the General Fund by resolution in accordance with Government Code § 50053. F. Pursuant to Government Code § 50055, unclaimed monies less than \$15.00, or any amount if the depositor's name is unknown, which remain unclaimed for the period of one year may be transferred to the general fund by the City Council without the necessity of public notification in a newspaper.	

- G. The City Treasurer may delegate authority to the department that maintains the supporting records of unclaimed monies pursuant to Government Code § 50056.

II. Public Notification

- A. By June 30 of each year, the Finance Department will identify all unclaimed monies of at least \$15.00 held by the City for at least three (3) years.
- B. Unclaimed monies identified by the Finance Department will be incorporated into a public notice published once a week for two (2) successive weeks in a newspaper of general circulation.
- C. Public notices must include the following information:
 - 1. The last known owner of the unclaimed monies;
 - 2. The amount of unclaimed money;
 - 3. The City fund in which the unclaimed monies are held, e.g., the General Fund;
 - 4. Notice that such unclaimed monies become the City's property on a date that is not less than forty-five (45) days after the first publication of the notice.
- D. A copy of the approved notice format is found at the end of this policy.
- E. Proof of publication must be permanently retained as verification that the notice was placed in the publication and ran for two (2) consecutive weeks.

III. Disbursement and Funds Transfer

- A. The City Treasurer may release to the depositor of the unclaimed money, heir, beneficiary, or duly appointed representative, the unclaimed money, except as otherwise noted in this policy, if
 - 1. A claim is filed before the date the money becomes the City's property.
 - 2. Proof substantiating the claim is conveyed in writing, including the following:
 - (a) Claimant's name, address and telephone number;
 - (b) Social security number or FEIN;
 - (c) Proof of identity such as a copy of drivers license, social security card, or birth certificate;
 - (d) The amount of the claim; and
 - (e) The grounds on which the claim is made.

- B. Should the City Treasurer reject a claim, the claimant may file a verified complaint seeking to recover all, or a designated part, of the money in Los Angeles County Superior Court. Such complaint must be served upon the City within thirty (30) days after a claim is rejected. The City Treasurer must withhold the release of the portion of unclaimed money for which a court action has been filed until a decision is rendered by the court.
- C. Except as otherwise provided, upon close of business on the forty-fifth (45) day after publication of the first notice, unclaimed monies escheat to the City of Monterey Park.
- D. When unclaimed monies become the City's property, the City Council may transfer them to the General Fund.
- E. Unclaimed monies less than \$15.00 that are more than twelve (12) months old may be transferred to the General Fund by the City Council without notice.

Attachments:

Exhibit A - Public Notification
Exhibit B - Sample Claim Form
Exhibit C - Resolution

EXHIBIT A

CITY OF MONTEREY PARK

320 W. Newmark Avenue

Monterey Park, CA 91754

Take Notice that the City of Monterey Park is holding funds as set forth below. If funds are not claimed by _____, these funds will become the property of the City of Monterey Park in accordance with Government Code § 50052.

Funds may be released to the depositor, their heir, beneficiary, or duly appointed representative provided a claim form is completed with the necessary information. The required information is as follows:

- Name, address, telephone number, and social security number (or FEIN).
- Amount of claim.
- Proof of identity such as copy of driver's license, social security card or birth certificate.
- Grounds on which claim is founded.

The Unclaimed Money Claim Form is available at the City of Monterey Park Finance Department, located at 320 W. Newmark Avenue, on the 2nd Floor.

Funds on deposit for over three (3) years are:

OUTSTANDING CHECKS

[illegible]

EXHIBIT B

**CITY OF MONTEREY PARK
Unclaimed Money - Claim Form**

Return completed form to:
City of Monterey Park
320 W. Newmark Avenue
Monterey Park, CA 91754

Pursuant to Government Code § 50052, I wish to file a claim for previously unclaimed monies in the amount of \$ _____ that was published in the _____ on _____. The grounds on which I file this claim are:

Vender or Individual Name (printed)

Taxpayer I.D. or Social Security No.

Vender or Individual Name (signature)

Telephone Number

Address

City/State/Zip Code

FOR FINANCE DEPARTMENT ONLY

Name of Payee: _____

Original Check No. _____ Check Date _____ Check Amount _____

Replacement Check No. _____ Check Date _____ Check Amount _____

Proof of Identity Verified: Driver's License _____ Social Security Card _____ Birth
Certificate _____

Verified By: _____ Date: _____

Approved By: _____ Date: _____

EXHIBIT C

RESOLUTION NO. ____

A RESOLUTION ESTABLISHING UNCLAIMED MONIES BE RECOGNIZED AS PROPERTY OF THE CITY OF MONTEREY PARK AND ORDERING ITS TRANSFER TO THE CITY'S GENERAL FUND PURSUANT TO GOVERNMENT CODE § 50053.

IV. The attached Exhibit "A," which is incorporated by reference, lists monies held by the City of Monterey Park and unclaimed in a special fund(s) for more than three years.

V. Proper notice was given at least forty-five (45) days before ____ that if monies remained unclaimed, they would become property of the City in accordance with Government Code § 50051.

VI. The City processed all claims or verified complaints for such monies.

VII. In accordance with Government Code §50053, the unclaimed monies on the attached list in the total amount of \$____ is the property of the City of Monterey Park and may be transferred from the respective fund(s) to the General Fund's cash account.

VIII. This Resolution becomes effective immediately upon adoption.

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

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: _____
Karl H. Berger, Assistant City Attorney

Staff Report City of Monterey Park

Consent Calendar
Agenda Item 9

DATE: October 2, 2013

TO: Paul Talbot, City Manager
FROM: Vincent D. Chang, City Clerk
SUBJECT: Amending Records Retention Schedule

At the November 2, 2011, the City Council adopted Resolution No. 11443, adopting a Records Retention Schedule for city documents. Periodically, staff reviews the retention schedule for purposes of practicability and applicable law.

DISCUSSION:

The City Council adopted the retention schedule approximately 2 years ago. Since then, the City Clerk's Office, working in collaboration with other city departments, identified the need to update the current retention schedule to reflect the current codes and make minor corrections.

Attached Exhibit "A" describes the proposed changes. The blue strikethrough texts are to be deleted and the red unlined texts are to be added. Most of the texts to be removed are repetitive information which exist in the City-Wide schedule. The table of content will be amended after the adoption of the resolution and the attached Exhibit "A" to reflect the correct page numbering. The destruction of records procedure as prescribed in the Retention Schedule will remain in effect. The City Attorney has reviewed and approved all Retention Schedules.

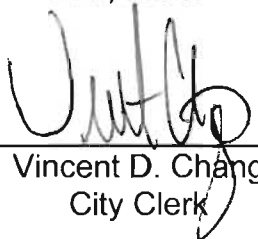
FISCAL IMPACT:

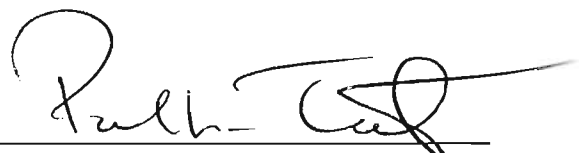
There is no fiscal impact.

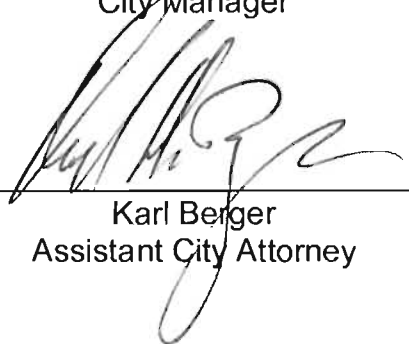
RECOMMENDATION:

Adopt the Resolution amending the City's Records Retention Schedule for city documents.

Take such additional, related action that may be desirable.

By: 
Vincent D. Chang
City Clerk

Approved: 
Paul Talbot
City Manager

Approved: 
Karl Berger
Assistant City Attorney

Attachment:

- 1) Exhibit A - draft Resolution with amended retention schedules

RESOLUTION NO. ____

**A RESOLUTION AMENDING THE CITY'S RECORDS
RETENTION SCHEDULE FOR CITY DOCUMENTS.**

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

SECTION 1: The City Council finds as follows:

- A. Keeping and maintaining public records that are unnecessary or duplicative results in the consumption of significant public resources including money, time, and space;
- B. Government Code §§ 34090, *et seq.* establish methods by which the City may approve the destruction of unneeded documents;
- C. It is in the public interest to reduce the City's cost for storing documents while, at the same time, ensuring that the City preserves those records that are required to conduct City business.

SECTION 2: As used in this Resolution, "record" has the same definition as set forth in Government Code § 6252.

SECTION 3: Pursuant to Government Code § 34090, the City Council approves the records retention schedule as amended in Exhibit "A," which is incorporated by reference, and authorizes the City Clerk to dispose of records according to the time intervals listed in that schedule upon the request of the City Manager, or designee, and the written approval of the City Attorney.

SECTION 4: Notwithstanding the records retention schedule adopted by this Resolution, the City Clerk may, upon complying with the provisions of Government Code § 34090.5, dispose of documents in any legal manner without the further approval of the City Council or City Attorney.

SECTION 5: Upon destroying any documents in accord with this Resolution, the City Clerk is directed to complete a certificate verifying the destruction of such records and file the certificate with the City's official records.

SECTION 6: 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 7: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this ____ day of _____, 2013.

Teresa Real Sebastian
Mayor

ATTEST:

Vincent D. 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 adopted and passed at a regular meeting of the Monterey Park City Council on the 2nd day of October, 2013 by the following vote:

AYES:	Council Members:
NOES:	Council Members:
ABSTAIN:	Council Members:
ABSENT:	Council Members:

Dated this 2nd day of October, 2013

Vincent D. Chang, City Clerk
Monterey Park, California

Exhibit "A"

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Human Resources / Risk Mgmt.	RS-104	Accident Reports that do Not result in a Claim (Public Injuries)	Copies - When No Longer Needed	Refer to OFR	Mag, Ppr, <u>OD</u>		All originals go to Risk Management; GC §34090.7
Manag. Services / Finance / Mgmt.	RS-105	Accounts Payable, Receivable, Invoices, Petty Cash, Warrant Requests, Cash Awards to Youth, etc. <i>ALL backups are forwarded to Finance</i>	Copies - When No Longer Needed	Refer to OFR	Mag, Ppr, <u>OD</u>		All originals go to Finance; GC §34090.7
<u>Originating Dept.</u>	<u>RS-107</u>	<u>Affidavits of Publications / Public Hearing Notices / Legal Advertising</u>	<u>2 years</u>	<u>2 years</u>	<u>Mag, Mfr, OD, Ppr</u>	<u>Yes</u>	<u>Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq. 349.4; GC §§34090, 54960.1(c)(1)</u>
City Clerk	RS-109	Agenda Packets / Staff Reports: <u>City-Council, CRA, Housing Authority</u> <u>All Agencies except for Boards, Commissions & Committees - See RS-147</u>	Copies - When No Longer Needed	Refer to OFR	Mag, <u>Mfr</u> , OD, Ppr	<u>Yes: After 2 years</u>	GC §34090.7
City Clerk	RS-110 RS-112	Agreements & Contracts - APPROVED BY CITY COUNCIL	Copies - When No Longer Needed	Refer to OFR	Mag, <u>Mfr</u> , OD, Ppr	<u>Yes: After 2 years</u>	All Originals, Insurance Certificates, Notice of Completion go City Clerk's Office; GC §34090.7
City Clerk	RS-110 RS-112	Agreements & Contracts - APPROVED BY THE CITY MANAGER	Copies - When No Longer Needed	Refer to OFR	Mag, <u>Mfr</u> , OD, Ppr	<u>Yes: After 2 years</u>	All Originals, Insurance Certificates, Notice of Completion go to City Clerk's Office; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Originating Dept.	RS-111	Agreements & Contracts - Backup / Working Files Project Schedules, Correspondence with Vendor, etc. <i>Forward Originals, Insurance Certificates, Notice of Completion to City Clerk's Office</i>	Completion	Completion + 10 years	Mag, Mfr, OD, Ppr	Yes: Upon Completion	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Originating Dept.	RS-113	Agreements & Contracts: UNSUCCESSFUL BIDS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years	2 years	Mag, Ppr, <u>OD</u>		The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090
Staffing Dept.	RS-146	Boards, Commissions, & Committees: AUDIO/VIDEO RECORDINGS of Meetings / Audio Tapes	At least 30 days; after Minutes are Approved	At least 30 days; after Minutes are Approved	Tape (Mag), <u>OD</u>		GC §54953.5
Staffing Dept.	RS-147	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Agendas, Agenda Packets	Minimum 2 years	Minimum 2 years	Mag, Ppr, <u>OD</u>		Department Preference; GC §34090
Staffing Dept. <u>City Clerk</u>	RS-148	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Resolutions / Minutes / Bylaws	<u>Copies - When No Longer Needed</u>	<u>Refer to OFR</u>	Mag, Mfr, OD, Ppr	<u>No</u>	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Other Agencies	RS-149	Boards, Commissions, & Committees: Other Agencies/Organizations (e.g. County Board of Supervisors)	When No Longer Needed	When No Longer Needed	Mag, Ppr, <u>OD</u>		Non-records
See- Reference- Manuals	RS-152	Brochures: See Reference Manuals					
Manag. Services / Finance / Mgmt.	RS-153	Budgets - Adopted / Finals	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr , OD, Ppr	Yes: After 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Manag. Services / Finance / Mgmt.	RS-169	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Needed	Refer to OFR	Mag, Ppr, <u>OD</u>		All detail is sent to Finance; GC §34090.7
Originating Dept.	RS-179	City Attorney Opinions	Minimum 2 years	Minimum 2 years	Mag, Ppr, <u>OD</u>		City preference; GC §34090
Human Resources / Risk Mgmt.	RS-183	Claims Against Others (Damage to City Property, etc.)	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr , OD, Ppr	Yes: After 5 years	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
Lead Dept.	RS-189	Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	<u>Completion + 2 years</u>	<u>Completion + 2 years</u>	Mag, Ppr, <u>OD</u>		GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Lead (Responding) Dept.	RS-193	Complaints / Concerns from Citizens (operational)	Minimum 2 years	Minimum 2 years	Mag, Ppr, <u>OD</u>		City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
See Agreements	RS-110 RS-112	Contracts: See Agreements					

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Dept. that Authors Document or Receives the City's Original Document	RS-196	Correspondence - ROUTINE (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Reading File, Working Files, etc.)	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Dept. that Authors Document or Receives the City's Original Document	RS-197	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business (e.g. calendars, checklists, e-mail that does not have a material impact on the conduct of business, invitations, instant messaging, logs, mailing lists, meeting room registrations, supply inventories, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, absence slips, etc.)	When No Longer Needed	When No Longer Needed	Mag, Ppr, <u>OD</u>		E-mails that have a material impact on business are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §§34090, 6252, 6254(a)
City Clerk	RS-218	Deeds, Easements, Final Orders of Condemnations - City & CRA	Copies - When No Longer Needed	Refer to OFR	Mag, Ppr, <u>OD</u>		Send all originals to the City Clerk; GC §34090.7
Originating Dept.	RS-219	Department Files Project / Program Working Files	<u>Completion +2 years or</u> minimum 5 years	<u>Completion +2 years or</u> minimum 5 years	Mag, Mfr , OD, Ppr	Yes: After <u>QC</u>	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Originating Dept.	RS-226	Drafts & Notes: Drafts that are revised (retain upon approval of final version)	Not More Than 90 Days or <u>Upon Approval of Final</u>	Not More Than 90 Days or <u>Upon Approval of Final</u>	Mag, Ppr, <u>OD</u>		Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Originating Dept.	RS-246	Emails	90 days	90 days	Mag, Ppr, <u>OD</u>		E-mails that have a material impact on business are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically; e-mail which serve no useful purpose to the City should be deleted from the system; City Policy 10-28
Originating Dept.	RS-282	GIS Database / Data / Layers (both City-wide and Specialized)	2 years	2 years	Mag, <u>OD</u>		The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Originating Dept.	RS-284	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Originating Dept.	RS-285	Grants / Reimbursable Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Send Grant Financial Reports to Finance Applications (successful), program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if required - Minimum 5 years	Mag, Ppr, <u>OD</u>		Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b); 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133.320(g); GC §34090
<u>Originating Dept.</u>	<u>RS-292</u>	<u>Historical Records (of Significant Historical Value)</u>	<u>5 years</u>	<u>P</u>	<u>Mag, Mfr, OD, No Ppr</u>		<u>Department Preference; GC §34090</u>

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Human Resources / Risk Mgmt	RS-316	Lawsuits / Litigation / Pending Litigation / <u>Summons</u>	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	Yes: After Settlement	Risk Management administers claim; GC §§34090.7, 34090.6
City Clerk	RS-334	Minutes	Copies - When No Longer Needed	Refer to OFC	Mag, Mfr, OD, Ppr	No	Originals maintained by City Clerk Permanently; GC §34090.7
Originating Dept.	RS-336	MSDS (Material Data Safety Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years	30 years	Mag, Mfr, OD, Ppr	Yes (after inactive)	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years ; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), GC §34090
City Clerk	RS-337	Municipal Code Supplements	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Originating Dept.	RS-341	Newspaper Clippings	When No Longer Needed	When No Longer Needed	<u>Mag, Ppr, OD</u>		Non-records - may be obtained from the newspaper company; GC §34090
Originating Dept.	RS-344	Notices: Public Hearing Notices Posting, Proofs of Publications, Returned/Mailed Notices	2 years	2 years	Mag, Ppr, <u>OD</u>		Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk	RS-351	Ordinances	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	No	Originals maintained by City Clerk Permanently; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Human Resources	RS-373	Personnel Supervisory Files (Supervisor's Notes)	Upon Separation, Send to Human Resources	Refer to OFR	Mag, Ppr, <u>OD</u>		Personnel is OFR; Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.; GC §34090.7
Originating Dept.	RS-375	Personnel Work Schedules	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Originating Dept.	RS-377	Photographs	When No Longer Needed	When No Longer Needed	Mag, Ppr, <u>OD</u>		Non-records - considered preliminary drafts; GC §§34090, 6252, 6254(a)
City Clerk	RS-400	Public Records Act Requests (PRA)	When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr		GC §34090
Originating Dept. (Who Ordered the Appraisal)	RS-404	Real Estate Appraisal Reports (Acquisition or Sale): Property NOT purchased, Loans not funded, etc.	2 years	2 years	Mag, Ppr, <u>OD</u>		Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Originating Dept. (Who Ordered the Appraisal)	RS-405	Real Estate Appraisal Reports (Acquisition or Sale): Purchased Property, Funded Loans Loan Payoff +5 years	2 years	When No Longer Needed Minimum 5 years Transfer of Property +5 years	Mag, Mfr, OD, Ppr	Yes: After Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42(b), 24 CFR 91.105(h), 24 CFR 97.42(b), 24 CFR 570.502(b); 29 CFR 97.42, GC §34090
City Clerk	RS-410	Records Destruction Lists / Certificate of Records Destruction <i>Forward Originals to City Clerk's Office</i>	When No Longer Needed	Refer to OFR	Mag, Ppr, <u>OD</u>		All Originals go to the City Clerk's Office; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Originating Dept.	RS-417	Reference Materials: Policies, Procedures, Brochures, Manuals & Reports: Produced by YOUR Department	Minimum 2 years	Minimum 2 years	Mag, Ppr, <u>OD</u>		Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Originating Dept.	RS-418	Reference Materials: Policies, Procedures, Brochures, Manuals, & Reports: Produced by OTHER Departments	When No Longer Needed	Refer to OFR	Mag, Ppr, <u>OD</u>		Copies; GC §34090.7
Other Agencies	RS-419	Reference Materials: Policies, Procedures, Brochures, Manuals, & Reports: Produced by Other Agencies/Organizations (League of California Cities, Chamber of Commerce, etc.)	When No Longer Needed	When No Longer Needed	Mag, Ppr, <u>OD</u>		Non-Records; GC §34090
Lead Dept.	RS-429	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 <u>5</u> years	P	Mag, Mfr, OD, Ppr	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	RS-430	Reports and Studies (Non-Historically significant - e.g. Annual Reports)	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Information is outdated after 5 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Clerk	RS-436	Resolutions	Copies - When No Longer Required	Refer to OFR	Mag, Mfr , OD, Ppr	No	Originals maintained by City Clerk Permanently; GC §34090.7
Manag. Services / Finance / Mgmt.	RS-444	Service Requests / Service Tracker Work Orders - CMMS DATABASE (Computerized Maintenance Management System)	P	P	Mag, <u>OD</u>		Data is interrelated; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Originating Dept.	RS-445	Service Requests / Service Tracker Work Orders - All Information Entered in CMMS Database	When No Longer Needed	When No Longer Needed	Mag, Ppr, <u>OD</u>		Preliminary drafts (the database is the original); GC §34090
Originating Dept.	RS-446	Service Requests / Service Tracker Work Orders - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 <u>2</u> years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Originating Dept.	RS-450	Speaker Cards (submitted at public meetings)	When No Longer Needed	When No Longer Needed	Ppr		Transitory records not retained in the ordinary course of business (used to accurately produce minutes); GC §§34090 et seq., 6254(a)
Originating Dept.	RS-451	Special Event / Permits	Expiration + 2 years	Expiration + 2 years	Mag, Ppr, <u>OD</u>		GC §34090
City Clerk	RS-466	Subpoenas for Records -Duces Tecum, Wage Garnishment, Worker's Compensation, Pitchess, Order to Appear	Copies - When No Longer Required	Refer to OFR	Mag, Mfr , OD, Ppr		GC §34090
Originating Dept.	RS-467	Surveys / Questionnaires (that the City issues) If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
See Boards & Commissions	RS-146	Tapes: See Boards & Commissions					
Manag. Services / Finance / Mgmt.	RS-471	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	Copies - When No Longer Required	Refer to OFR	Mag, Mfr , OD, Ppr	No	Originals maintained by Payroll; GC §34090.7
Originating Dept.	RS-477	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety training)	2 years	7 years	Mag, Mfr , OD, Ppr	Yes: When Inactive	Department Preference; OSHA requires 5 years for safety records; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 34090, 53235.2(b)
Originating Dept.	RS-498	Volunteer Applications & Agreements / Reserves - Successful Applicants	Inactive / Separation + 3 years	Inactive / Separation + 3 years	Mag, Mfr , OD, Ppr	Yes: 1 year	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090
Originating Dept.	RS-499	Volunteer Applications & Agreements / Reserves - Unsuccessful Applicants	3 years	3 years	Ppr, OD		Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090

RECORDS RETENTION SCHEDULE: CITY CLERK

<u>Office of Record (OFC)</u>	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
City Clerk	RS-107	Affidavits of Publication / Proof of Publication Housing Authority	2 years 5 years	2 years 5 years	Mag, Mfr, OD, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 – 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54060.1(c)(1)
City Clerk	RS-109	Agenda Packets / Staff Reports: City Council, CRA, Housing Authority <u>All Agencies except for Boards, Commissions & Committees - See RS-147</u>	P 5 years	P	Mag, Mfr, OD, Ppr	Yes: After 2 years	Department Preference (The minutes are the permanent record); GC §34090 et seq.
City Clerk	RS-110	Agreements & Contracts - ALL Non- Infrastructure <i>Agreement or Contract includes all contractual obligations (Amendments, Scope of Work or Successful Proposal, Insurance Certificates, Notice of Completion)</i> Examples of NON-Infrastructure: Consulting, disposal, employment contracts, franchises, housing, leases, loans, mutual aid, professional services, etc.	Completion	Completion + 10 years	Mag, Mfr , OD, Ppr	<u>Yes</u>	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §§336(a), 337 et. seq., GC §34090

<u>Office of Record (OFC)</u>	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
City Clerk	RS-112	Agreements & Contracts - Infrastructure, MOUs, MOAs <i>Agreement or Contract includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal, Insurance Certificates, Notice of Completion)</i> Examples of Infrastructure: Architects, Buildings, bridges, CalPERS, covenants, deferred improvement agreements, design/build, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.	Completion	P	Mag, Mfr, OD, Ppr	Yes: After 2 years	Department Preference; All infrastructure, JPAs, & Mutual Aid contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703 - 3 years retention after final payment
City Clerk	RS-144	Boards, Commissions or Committees: Applications (Active)	Separation + 2 years	Separation + 2 years	Mag, Ppr, <u>OD</u>		Department preference (these records do not pose the same liability to the City as other types of volunteers); GC §34090
City Clerk	RS-145	Boards, Commissions or Committees: Applications (Inactive / Separated)	2 years	2 years	Mag, Ppr, <u>OD</u>		These records do not pose the same liability to the City as other types of volunteers; GC §34090
Staffing Dept.	RS-146	Boards, Commissions, & Committees: Audio Recordings of Meetings / Audio Tapes	At least 30 days; after Minutes are Approved	At least 30 days; after Minutes are Approved	Tape (Mag)		GC §§4953.5

RECORDS RETENTION SCHEDULE: CITY CLERK

<u>Office of Record (OFC)</u>	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Staffing Dept.	RS-147	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Agendas, Agenda Packets	Minimum 2 years	Minimum 2 years	Mag, Ppr		Department Preference; GC §34090
Staffing Dept. City Clerk	RS-148	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Resolutions / Minutes / Bylaws	P 5 years	P	Mag, Mfr, OD, Ppr	No Yes	GC §34090
Other Agencies	RS-149	Boards, Commissions, & Committees: Other Agencies/Organizations (e.g. County Board of Supervisors)	When No Longer Needed	When No Longer Needed	Mag, Ppr		Non records
City Clerk	RS-142	Boards, Commissions & Committees: Maddy Act List / Vacancy List (List of Local Appointments)	2 years	2 years	Mag, Ppr, OD		GC §34090
City Clerk	RS-143	Boards, Commissions & Committees: Master Appointment List	P 5 years	P	Mag, Mfr, OD, Ppr	No Yes	Retained for Historical Value, GC §34090
Human Resources / Risk Mgmt	RS-183	Claims Against Others (Damage to City Property, etc.)	2 years	Refer to OFC Minimum 2 years	Mag, Mfr, OD, Ppr	Yes: After Settlement	Risk Management adminstrates claim; GC §§34090.7, 34090.6
City Clerk	RS-218	Deeds, Easements, Encroachments, Real Property, Dedications, Abandonment, Vacations, Rights of Ways, Road Deeds, etc.	2 years	P	Mag, Mfr, OD, Ppr	No Yes	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

<u>Office of Record (OFC)</u>	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
City Clerk	RS-219	Department Files Project / Program Working Files	Minimum 5- years	Minimum 5- years	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
City Clerk	RS-228	Elected Officials: Individual File	P-Term Expired + 2 years	P	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; GC §34090
City Clerk	RS-229	Election - Candidate File: Nomination Papers documents and signatures in lieu of fee, Candidate Statements, etc. SUCCESSFUL CANDIDATES	Term of office + 4.8 years	Term of office + 4.8 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	RS-230	Election - Candidate File: Nomination Papers, documents Candidate Statements, etc. UNSUCCESSFUL CANDIDATES	4 years	4 years	Mag, Ppr, <u>OD</u>		Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	RS-231	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	4 years	4 years	Mag, Ppr, <u>OD</u>		Department preference; GC §34090
City Clerk	RS-232	Elections - HISTORICAL (Sample ballot, etc.)	2 years	P	Mag, Mfr, OD, Ppr	No <u>Yes</u>	Retained for Historical Value, GC §34090
City Clerk	RS-233	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 Months	Results or Final Examination if No Election + 8 Months	Ppr		<u>Not accessible to the public</u> ; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200, 17400

RECORDS RETENTION SCHEDULE: CITY CLERK

<u>Office of Record (OFC)</u>	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
City Clerk	RS-234	Elections - Assessment District Ballots and/or protest letters - Prop. 218 proceedings	<u>6 months</u>	6 months	Ppr		Department preference to be consistent with other types of ballots; Statewide guidelines propose permanent; EC §§ 17302, 17306; CA Constitution Art. XIII
City Clerk	RS-235	Elections - Ballots - After Election <u>Voted, provisional, spoiled, cancelled, and unused</u>	<u>6 months</u>	6 months	Ppr		EC §§ <u>14404</u> , 17302
City Clerk	RS-236	Elections - Ballots - After Recount	<u>6 months</u>	6 months	Ppr		EC §17306
City Clerk	RS-237	Elections - Challenged & Assisted Voters List	<u>6 months</u>	6 months	<u>Mag</u> , Ppr, <u>OD</u>		If uncontested, EC §17304
City Clerk	RS-238	Elections - Inspector Receipts for Ballots	<u>6 months</u>	6 months	Ppr		EC §§ 17302, 17306
City Clerk	RS-239	Elections - Precinct Officer Appointments	<u>6 months</u>	6 months	<u>Mag</u> , Ppr, <u>OD</u>		EC §§17503
City Clerk	RS-240	Elections - Roster of Voters	<u>5 years</u>	5 years	Mag, <u>Mfr</u> , OD, Ppr		EC §17300
City Clerk	RS-241	Elections - Tally Sheets	<u>6 months</u>	6 months	Ppr		EC §17304
City Clerk	RS-242	Elections - Vote-by-Mail / Absentee Applications, Roster of Absentee Applications	<u>6 months</u>	6 months	Ppr		EC §17505
<u>City Clerk</u>	<u>RS-518</u>	<u>Elections - Vote-by-Mail Summary Report</u> <u>(computer generated reports)</u>	<u>6 months</u>	<u>2 years</u>	<u>Mag</u> , Ppr, OD		<u>Department Preference, EC §17304</u>
City Clerk	RS-243	Elections - Vote-by-Mail / Absentee Identification Envelopes	<u>6 months</u>	6 months	Ppr		EC §17302

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFC)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
City Clerk	RS-245	Elections - Voter Identification / Index Report (Original)	5 years	5 years	Mag, Ppr, OD		EC §§ 2180, 17001
City Clerk	RS-270	FPPC - Campaign Statements (FPPC 400 Series Forms): SUCCESSFUL CANDIDATES (Elected Officials)	2 years	P	Mag, Mfr, OD, Ppr	Yes: After 2 years	Council Members, Controlled Committees of Candidates Elected - Indefinite. Other offices - 7 years. Paper must be retained for at least 2 years; GC §81009(b)(c)(g)
City Clerk	RS-271	FPPC - Campaign Statements (FPPC 400 Series Forms): UNSUCCESSFUL CANDIDATES	5 2 years	Terminated + 5 years	Mag, Mfr, OD, Ppr	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	RS-272	FPPC - Campaign Statements (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	5 2 years	5 4 years	Mag, Mfr, OD, Ppr	Yes: After 2 years	Department Preference; Paper must be retained for at least 2 years; GC §81009(b-1) (g)
City Clerk	RS-273	FPPC - Campaign Statements (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	2 years	Terminated + 7 years	Mag, Mfr, OD, Ppr	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(c)(g)
City Clerk	RS-274	FPPC - Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): DESIGNATED EMPLOYEES (specified in the City's Conflict of Interest code)	2 years	7 years	Mag, Ppr, OD	Yes: After 2 years	City maintains original statements; GC §81009(e)&(g)
City Clerk	RS-275	FPPC - Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): PUBLIC OFFICIALS (Elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney - "87200 filers")	4-2 years	7 years	Mag, Ppr, OD	Yes: After 2 years	Department preference; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFC)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
City Clerk	RS-276	FPPC - Agency Form 804 (FPPC 800 Series Forms) Gift to Agency Report) / FPPC Form 802 (Tickets Provided by Agency Report)	4 7 years	4 7 years	Mag, Ppr, OD		Must post on website <u>for 4 years</u> ; 2 CCR 18944.2(c)(3)(G), <u>18705.5</u>
City Clerk	RS-292	Historical Records (e.g. Articles of Incorporation, City Seal, Awards of significant historical interest, etc.)	P	P	Mag, Mfr, OD, Ppr	No	City Clerk determines historical significance; records can address a variety of subjects and media; GC §34090
City Clerk	RS-298	Index of Records / Legislative History Cards / Database to Records	2 years	P	Mag, Mfr, OD, Ppr	No <u>Yes</u>	Retained for Historical Value, GC §34090
Human Resources / Risk Mgmt	RS-315	Lawsuits / Litigation / Summons	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	Yes: After 5 years	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
City Clerk	RS-328	Master Appointment List / Roster of Elected and Appointed	<u>2</u>	<u>P</u>	<u>Mag, Mfr, OD, Ppr</u>	<u>Yes</u>	<u>Retained for Historical Value, GC §34090</u>
City Clerk	RS-334	Minutes	40 <u>5</u> years	P	Mag, Mfr, OD, Ppr	No <u>Yes</u>	GC §34090
City Clerk	RS-337	Municipal Code Supplements (retain 1 copy of each supplement)	<u>P 5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: <u>2 years</u>	Department preference; GC §34090
City Clerk	RS-342	Notice of Reorganization (City)	2 years	2 years	Mag, Ppr, OD		GC §34090
City Clerk	RS-343	Notice of Reorganization (Other Cities)	When No Longer Needed	When No Longer Needed	Mag, Ppr, OD		Non-Records
Originating Dept.	RS-344	Notices: Public Hearing Notices Posting, Proofs of Publications, Returned/Mailed Notices	2 years	2 years	Mag, Ppr, OD		Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §337 et seq; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

<u>Office of Record (OFC)</u>	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
City Clerk	RS-346	Oaths of Office / Installation of Officers - Elected and Appointed Officials	<u>P-5 years</u>	P	Mag, Ppr, <u>Mfr</u> , <u>Yes</u> <u>OD</u>		Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
<u>City Clerk</u>	<u>RS-519</u>	<u>Oaths of Office</u> <u>Board, Commission & Board members</u> <u>Employees & Volunteers</u>	<u>2 years</u>	<u>Termination + 6 years</u>	<u>Mag, Ppr, OD</u>	<u>Yes</u>	<u>Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113</u>
City Clerk	RS-351	Ordinances	<u>P-5 years</u>	P	Mag, Mfr, OD, Ppr	No	GC §34090 et. seq.
City Clerk	RS-356	Passport - Transmittal Forms, Receipts Books, Calendar	2 years	2 years	<u>Ppr</u>		GC §34090 et. seq.
<u>City Clerk</u>	<u>RS-388</u>	<u>Proclamations / Commendations /</u> <u>Certificates / Recognitions (Council</u> <u>requests)</u>	<u>2 years</u>	<u>2 years</u>	<u>Mag, Ppr, OD</u>		<u>GC §34090</u>
City Clerk	RS-400	Public Records Act Requests (PRA)	2 years	2 years	Mag, <u>Mfr</u> , OD, Ppr		GC §34090
City Clerk	RS-407	Recordings / DVD-R of Council Meetings (Beginning 2007)	P	P	Tape (Mag), <u>OD</u>		Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090.7
City Clerk	RS-408	Recordings / Audio Tapes <u>Recordings</u> of Council Meetings	At least 30 days; after Minutes are Approved	At least 30 days; after Minutes are Approved	Tape (Mag), <u>OD</u>		Department preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: CITY CLERK

<u>Office of Record (OFC)</u>	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
City Clerk	RS-410	Records Destruction Lists / Certificates of Records Destruction	P 5 years	P	Mag, Mfr, OD, Ppr	Yes: 2 years	Department Preference; GC §34090 et. seq.
City Clerk	RS-411	Records Retention Schedules, Updates to Records Retention Schedules	10 years Superseded + 2 years	P	Mag, Mfr, OD, Ppr	Yes	GC §34090 et. seq.
City Clerk	RS-110 RS-112	Redevelopment - CRA Agreements, Contracts, Financial, Relocation, etc	Copies — When No Longer Needed 2 years	Refer to OFR P	Mag, Mfr, OD, Ppr	Yes: After 2 years	Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5; Relocation Files-Settle + 5 years; GC §34090.7
City Clerk	RS-414	Redevelopment Project Areas - Formation of, Adopted Plans & Amendments	Project Completion + 5 years	P	Mag, Mfr, OD, Ppr	No Yes	Department Preference; City Manager Maintains originals of all documents that were presented to Council or RDA; GC §34090.7
Economic Develop.	RS-415	Redevelopment Project Files & Project Plans, Working Files	Copies — When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	No	Department Preference; City Manager Maintains originals of all documents that were presented to Council or RDA; GC §34090.7
City Clerk	RS-416	Redevelopment - Site Clearance / Soils Remediation / Mitigation	P 5 years	P	Mag, Mfr, OD, Ppr	No	Department preference; GC §34090
Originating Dept.	RS-417	Reference Materials: Policies, Procedures, Brochures, Manuals & Reports: Produced by YOUR Department	When No Longer Needed — Minimum 2 years	When No Longer Needed — Minimum 2 years	Mag, Ppr		Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Originating Dept.	RS-418	Reference Materials: Policies, Procedures, Brochures, Manuals, & Reports: Produced by OTHER Departments	When Superseded	When Superseded	Mag, Ppr		Copies; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY CLERK

<u>Office of Record (OFC)</u>	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Other- Agencies	RS-419	Reference Materials: Policies, Procedures, Brochures, Manuals, & Reports: Produced by Other Agencies/Organizations (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required	When No Longer Required	Mag, Ppr		Non-Records
Lead Dept.	RS-429	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	Mag, Mfr, OD, Ppr	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	RS-430	Reports and Studies (Non-Historically significant - e.g. Annual Reports)	5 years	5 years	Mag, Ppr		Information is outdated after 5 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Clerk	RS-436	Resolutions	P 5 years	P	Mag, Mfr, OD, Ppr	No	GC §34090 et. seq.
City Clerk	RS-466	Subpoenas for Records -Duces Tecum, Wage Garnishment, Worker's Compensation, Pitchess, Order to Appear	2 years	2 years	Mag, Mfr, OD, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
City Clerk	RS-109	Agenda Packets / Staff Reports: City Council, CRA & Housing Authority	Copies—When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	Yes: After 2 years	GC §34090.7
City Manager	RS-134	Awards, & Certificates, <u>Proclamations, Commendations, Recognitions</u> to the City	2 years	2 years	Mag, Ppr, <u>OD</u>		<u>Department preference, May be retained for Historical Value, GC §34090</u>
City Clerk	RS-144	Boards, Commissions or Committees: Applications—(Active)—	Copies—When No Longer Needed	Refer to OFR	Mag, Ppr		Department preference (these records do not pose the same liability to the City as other types of volunteers); GC §34090
City Clerk	RS-145	Boards, Commissions or Committees: Applications—(Inactive / Separated)	Copies—When No Longer Needed	Refer to OFR	Mag, Ppr		These records do not pose the same liability to the City as other types of volunteers; GC §34090
Staffing Dept.	RS-146	Boards, Commissions, & Committees: Audio Recordings of Meetings / Audio Tapes	At least 30 days; after Minutes are Approved	At least 30 days; after Minutes are Approved	Tape (Mag)		GC §54953.5
Staffing Dept.	RS-147	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL— Agendas, Agenda Packets	Minimum 2 years	Minimum 2 years	Mag, Ppr		Department Preference; GC §34090
Staffing Dept.	RS-148	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL— Resolutions / Minutes / Bylaws	P	P	Mag, Mfr, OD, Ppr	No	GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Other Agencies	RS-149	Boards, Commissions, & Committees: Other Agencies/Organizations (e.g. County Board of Supervisors)	When No Longer Needed	When No Longer Needed	Mag, Ppr		Non-records
City Manager	RS-180	City Council Correspondence (directly to and from Council Members)	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
City Manager	RS-219	Department Files Project / Program Working Files	Minimum 5 years	Minimum 5 years	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
City Manager	RS-317	Legislation - Working files and general information on pending or current legislation	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
City Manager	RS-331	Mayor Correspondence	5 years	5 years	Mag, Ppr, <u>OD</u>	Yes	Department Preference; GC §34090
City Clerk	RS-334	Minutes - City & CRA	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	No	GC §34090
City Manager	RS-388	Proclamations / Commendations / Certificates / Recognitions (includes requests)	2 years	2 years	Mag, Ppr		GC §34090
City Manager	RS-401	Public Relations - City Produced Publications, Press Releases, Photos	Minimum 2 years	Minimum 2 years	Mag, Ppr, <u>OD</u>		Review for historical significance. Transfer historical documents to SMC Historical Association; Department Policy; GC §34090
City Clerk	RS-110 RS-112	Redevelopment - CRA Agreements, Contracts, Financial, Relocation, etc	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	Yes: After 2 years	Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5; Relocation Files - Settle + 5 years; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
City Clerk	RS-414	Redevelopment Project Areas— Formation of, Adopted Plans & Amendments	Copies— When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	No	Department Preference; City Manager Maintains originals of all documents that were presented to Council or RDA; GC §34090.7
Economic Develop.	RS-415	Redevelopment Project Files & Project Plans, Working Files	Copies— When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	No	Department Preference; City Manager Maintains originals of all documents that were presented to Council or RDA; GC §34090.7
City Clerk	RS-416	Redevelopment —Site Clearance / Soils Remediation / Mitigation	Copies— When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	No	Department preference; GC §34090
Originating Dept.	RS-417	Reference Materials: Policies, Procedures, Brochures, Manuals & Reports: Produced by—YOUR Department	Minimum 2-years	Minimum 2-years	Mag, Ppr		Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Originating Dept.	RS-418	Reference Materials: Policies, Procedures, Brochures, Manuals, & Reports: Produced by—OTHER Departments	Copies— When No Longer Needed	Refer to OFR	Mag, Ppr		Copies; GC §34090.7
Other Agencies	RS-419	Reference Materials: Policies, Procedures, Brochures, Manuals, & Reports: Produced by—Other Agencies/Organizations (League of California Cities, Chamber of Commerce, etc.)	When No Longer Needed	When No Longer Needed	Mag, Ppr		Non-Records
Lead Dept.	RS-429	Reports and Studies (Historically significant – e.g., Zoning Studies)	10-years	P	Mag, Mfr, OD, Ppr	Yes: After 10-years	Administratively and Historically significant, therefore retained permanently; GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Lead Dept.	RS-430	Reports and Studies (Non-Historically significant - e.g. Annual Reports)	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Information is outdated after 5 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Clerk	RS-436	Resolutions	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	No	GC §34090 et. seq.
City Manager	RS-453	Speeches / PowerPoint Presentations	2 years	2 years	Mag, Ppr, <u>OD</u>		Notes, drafts, or preliminary documents; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: **COMMUNITY AND ECONOMIC DEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
BUILDING							
Community Develop- Economic/ Building	RS-103	Accessibility Hardship Applications, Approvals & Denials, etc.	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After <u>QC</u>	Department preference; GC §34090
Community Develop- Economic/ Building	RS-154	Building Permit Database	P	P	Mag, <u>OD</u>		Department Preference - Data is interrelated; GC §34090,
Community Develop- Economic/ Building	RS-155	Building Permits / Building Address Files - Permanent Documents Approved Applications, Building Permits, Certificate of Occupancy, Geotechnical / Geological Investigation Reports, Modification Requests / Applications, Administrative Modification Decisions, Appeals & Appeal Decisions, Final Inspection Approval, Special Inspection Reports, Structural Calculations, Energy Calculations, Lab Test Reports, Structural Observation Reports, Property Reports, Soils Reports	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After <u>QC</u>	GC §34090; H&S §19850
Community Develop- Economic/ Building	RS-156	Building Plan Checks - Unapproved	When No Longer Needed	When No Longer Needed	Mag, Ppr, <u>OD</u>		Preliminary draft not retained in the ordinary course of business; GC §34090 et seq.
Community Develop- Economic/ Building	RS-157	Building Plans and Construction Documents - Final - Single Family Residential - SFR and Appurtenances	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After <u>QC</u>	CBC requires they be retained for at least completion + 180 days; H&S§19850; CBC §106.5; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY AND ECONOMIC DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Community Develop- <u>Economic</u> / Building	RS-158	Building Plans and Construction Documents - Final - Industrial, Commercial, Multi-Family Dwellings, Places of Public Accommodation, Tenant Improvements, Production Homes (includes Hazardous Materials Questionnaire, etc.)	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes <u>After-QC</u>	Department Preference; Law requires for the life of the building except for residential buildings not over 2 stories; Statewide guidelines propose 2 years for blueprints & specifications; CBC §108.4.3.1; H&SS§19850, GC §34090
Community Develop- <u>Economic</u> / Building	RS-192	Complaints (Written correspondence received or sent)	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Community Develop- <u>Economic</u> / Building	RS-247	Emergency Inspection Plan	Superseded + 2 years	Superseded + 2 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Plan generated by the City; Department Preference; GC §34090
Community Develop- <u>Economic</u> / Building	RS-300	Inspection Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	2 years	2 years	Mag, Ppr, <u>OD</u>		Department Preference (preliminary documents); GC §34090
Community Develop- <u>Economic</u> / Building	RS-380	Plans - Requests & Permissions to Receive Copies of Plans (to and from architects)	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Community Develop- <u>Economic</u> / Building	RS-485	Uniform Codes	P <u>Superseded + 2 years</u>	P	Mag, <u>Mfr, OD</u> , Ppr	<u>Yes</u>	GC §50022.6

RECORDS RETENTION SCHEDULE: **COMMUNITY AND ECONOMIC DEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
CODE ENFORCEMENT							
Community Develop- <u>Economic</u> / Code Enforce.	RS-185	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	Minimum Close + 2 years	Minimum Close + 2 years		Yes: After QC (Initial Letter and Resolution Letter)	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); GC §34090
Community Develop- <u>Economic</u> / Code Enforce.	RS-186	Code Enforcement / Abatement Case Files Notice of Restrictions, Recorded Liens & Releases	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After QC	GC §34090

RECORDS RETENTION SCHEDULE: **COMMUNITY AND ECONOMIC DEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
PLANNING							
Community Develop. / Planning	RS-107	Affidavits of Publications / Public Hearing Notices / Legal Advertising	2 years	2 years	Mag, Mfr, OD, Ppr	Yes	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
Community Develop. / Economic / Planning	RS-116	Annexations / Boundaries / Consolidations / LAFCO	2 years	P	Mag, Mfr, OD, Ppr	Yes	Land Records; GC §34090
Staffing Dept.	RS-146	Boards, Commissions, & Committees: Audio Recordings of Meetings / Audio Tapes	At least 30 days; after Minutes are Approved	At least 30 days; after Minutes are Approved	Tape (Mag)		GC §54953.5
Staffing Dept.	RS-147	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Agendas, Agenda Packets	Minimum 2 years	Minimum 2 years	Mag, Ppr		Department Preference; GC §34090
Staffing Dept.	RS-148	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Resolutions / Minutes / Bylaws	P	P	Mag, Mfr, OD, Ppr	No	GC §34090
Community Develop. / Economic / Planning	RS-257	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.)	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes; After <u>QC</u>	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY AND ECONOMIC DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Community Develop- <u>Economic</u> / Planning	RS-279	General Plan, Elements and Amendments	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After <u>Amended</u>	Department preference; GC §34090
Community Develop- <u>Economic</u> / Planning	RS-278	General Plan - Working Files	When No Longer Needed	When No Longer needed	Mag, Ppr, <u>OD</u>		Preliminary drafts; GC §34090
Community Develop- <u>Economic</u> / Planning	RS-314	Land Use Studies / Plans / Reports	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After <u>Amended</u>	Department preference; GC §34090
Community Develop- <u>Economic</u> / Planning	RS-329	Master Plans, Specific Plans, Bikeway Plans, etc.	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After <u>Amended</u>	Department Preference; GC §34090
Community Develop- <u>Economic</u> / Planning	RS-378	Planning Project Files - Permanent Entitlements - <u>Incomplete or Withdrawn</u>	2 years	2 years	Mag, Ppr, <u>OD</u>		Department preference; GC§§34090, 34090.7
Community Develop- <u>Economic</u> / Planning	RS-379	Planning Project Files - Permanent Entitlements <u>Approved, Denied or Expired</u> (Includes Associated Conditions of Approval, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	Project Completion	P	Mag, Mfr, OD, Ppr	Yes: When <u>Inactive</u>	Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7

RECORDS RETENTION SCHEDULE: **COMMUNITY AND ECONOMIC DEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Community Develop- Economic / Planning	RS-382	Preliminary Review File (No Final Application)	When No Longer Needed	When No Longer Needed	Mag, Ppr, <u>OD</u>		Department preference; Preliminary Documents (no application submitted); GC §34090
Community Develop- Economic / Planning	RS-391	Project Log Index / Spreadsheet / Binders of Historic Actions	<u>P-5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After <u>QC</u>	Department Preference; GC §34090
Community Develop- Economic / Planning	RS-452	Special Studies (Not related to a specific project)	<u>P-5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After <u>QC</u>	Department Preference; GC §34090
Community Develop- Economic / Planning	RS-470	Temporary Use Permits / Special Use Permits / Temporary Entitlements: Christmas Tree Lots, Fireworks, Banners, Pumpkin Lots, Outdoor Events, etc.	2 years	2 years	Mag, Ppr, <u>OD</u>		Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Community Develop- Economic / Planning	RS-515	Zoning - Maps of Significant Historical Value	<u>P-5 years</u>	P	Mag, Mfr, OD, Ppr	No <u>Yes</u>	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

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RECORDS RETENTION SCHEDULE: **COMMUNITY AND ECONOMIC DEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Economic Development							
Community Develop- <u>Economic / Economic</u>	RS-107	Affidavits of Publication / Proof of Publication	Copies— When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr		Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3—6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)—
Staffing Dept.	RS-146	Boards, Commissions, & Committees: Audio Recordings of Meetings / Audio Tapes	At least 30 days; after Minutes are Approved	At least 30 days; after Minutes are Approved	Tape (Mag)		GC §54953.5
Staffing Dept.	RS-147	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL— Agendas, Agenda Packets	Minimum 2 years	Minimum 2 years	Mag, Ppr		Department Preference; GC §34090
Staffing Dept.	RS-148	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL— Resolutions / Minutes / Bylaws	P	P	Mag, Mfr, OD, Ppr	No	GC §34090
Economic Develop.	RS-219	Department Files Project / Program Working Files	Minimum 5 years	Minimum 5 years	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
Originating Dept.	RS-284	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years	2 years	Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: **COMMUNITY AND ECONOMIC DEVELOPMENT**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Originating-Dept.	RS-285	Grants / Reimbursable Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Send Grant Financial Reports to Finance Applications (successful), program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if required — Minimum 5 years	Mag, Ppr		Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b); 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133.320(g); GC §34090
City Clerk	RS-334	Minutes Forward all originals to City Clerk's Office	Copies — When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	Yes: After 2 years	GC §34090.7
Community Develop. Economic / Economic	RS-396	Proportional Spending / Inclusionary Plan	50 years	50 years	Mag, Mfr, OD, Ppr	Yes: After 2 years	Department preference; GC §34090
City Clerk	RS-110 RS-112	Redevelopment - CRA Agreements, Contracts, Financial, Relocation, etc Forward originals agreements/contracts to the City Clerk's Office	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	Yes: After 2 years	Consistent with Claims; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6; PC §832.5; Relocation Files-Settle + 5 years; GC §34090.7
City Clerk	RS-416	Redevelopment - Site Clearance / Soils Remediation / Mitigation	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	No	Department preference; GC §34090
City Clerk	RS-414	Redevelopment Project Areas - Formation of, Adopted Plans & Amendments	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	No	Department Preference; GC §34090.7

RECORDS RETENTION SCHEDULE: **COMMUNITY AND ECONOMIC DEVELOPMENT**

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RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
EMERGENCY MEDICAL SERVICES							
Fire / EMS	RS-105	Accounts Receivable: Income from Transport, Cash In /Cash Out	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; GC §34090
Fire / EMS	RS-249	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years	3 years	Mag, Ppr, <u>OD</u>		Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, CFC, Section 104.6, 104.6.4, GC §34090
Fire / EMS	RS-250	EMS Database	Indefinite <u>P</u>	Indefinite <u>P</u>	Mag, Ppr, <u>OD</u>		Data is interrelated; GC §34090
Fire / EMS	RS-291	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years	Superseded + 6 years	Mag, Mfr , OD, Ppr	Yes: After 1 year	24 CFR 164.530(j)
Fire / EMS	RS-353	Paramedic / Ambulance Membership Subscriptions	Termination of Subscription + 5 years	Termination of Subscription + 5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference (meets municipal government auditing standards); GC §34090
Fire / EMS	RS-357	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): ALL (medical and non-medical.)	3 years	Age 18 + 2 years	Mag, Mfr , OD, Ppr	Yes: After 1 year	Department Preference; 10 years is recommended by AHIMA for "healthcare providers"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; Juvenile records are required until patient becomes 18 years old; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; Statute of Limitations for health providers is 3 years; Federal law requires 3 years, statewide guidelines propose 3 years; HIPAA provides privacy regulations for patient's health records; 13 CFR 1100.7, CCP §340.5, GC §34090; H&S §123145
Fire / EMS	RS-434	Requests for Copies - EMS Reports	2 years	2 years	Ppr, <u>OD</u>		GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
FIRE ADMINISTRATION							
Fire / Admin.	RS-108	After Action Reports	2 years	2 years	Ppr, <u>OD</u>		GC §34090
Fire / Admin.	RS-118	Annual Reports / Fire Incident Statistics	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	No <u>Yes</u>	Retained for historical and administrative value; GC §34090
Fire / Emergency Mgmt.	RS-178	Citizen's Emergency Response Training / Neighborhood Training Course Records, Roster, etc.	5 years	5 years	Mag, Mfr , OD, Ppr	Yes: When Superseded	Department Preference; GC §34090
Fire / Emergency Mgmt.	RS-219	Department Files Project / Program Working Files	Minimum 5 years	Minimum 5 years	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
Fire / Emergency Mgmt.	RS-248	Emergency Plans / Disaster Preparedness Manuals, EOC Activation	When Superseded - Minimum 2 years	When Superseded - Minimum 2 years	Mag, Mfr , OD, Ppr	Yes: When Superseded	Department Preference; GC §34090
Fire / Admin.	RS-261	FEMA Reports / FEMA Reimbursements / EOC Activations / Strike Team Reimbursements	10 years	10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference to allow for FEMA audits (up to 6 years & 3 months from the date of the final inspection report); Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; OSHA Standards; (Also See Grants on City-wide); GC §34090 et seq.
Fire / Admin. OR Fire Prevention or Police (for Arson)	RS-265	Fire Incident Reports	When No Longer Needed <u>Minimum 2 years</u>	When No Longer Needed <u>Minimum 2 years</u>	Mag, Mfr , OD, Ppr		Department preference; data is in RMS database; GC §34090 et seq.
Fire / Admin.	RS-266	Fire Incident RMS Database	P	P	Mag, <u>OD</u>		Data is interrelated; GC §34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Fire / Admin.	RS-310	ISO Insurance Ratings	15 years	15 years	Mag, Mfr, OD, Ppr	Yes: When Superseded	Department Preference (rated every 10 years); GC §34090
City Clerk	RS-110 RS-112	Mutual Aid Agreements, Joint Power Authorities, Contracts <i>Forward Originals to City Clerk's Office</i>	Copies - When No Longer Needed	Refer to OFC	Mag, Mfr, OD, Ppr		Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	RS-369	Personnel Background Packet - Live scans - do not include in the personnel. Fire Department is to maintain a log of those with Live scans completed.	Separation + <u>6 7</u> years	Separation + <u>6 7</u> years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040(7.(c), GC §§12946, 34090
Fire / Admin.	RS-390	Programs and Projects	Minimum 2 years	Minimum 2 years	Mag, Ppr, <u>OD</u>		Department Preference; GC § 34090 et seq.
Human Resources	RS-437	Respiratory Fit Tests for Breathing Apparatus <i>Forward Originals to Human Resources RS-372</i>	Copies - When No Longer Needed	Refer to OFC	Mag, Ppr, <u>OD</u>		Department Preference; GC § 34090 et seq.
Fire / Admin.	RS-442	Self-contained Breathing Apparatus (SCBA)	Expiration of Certificate - Minimum 2 years	<u>Expiration of Certificate - Minimum 2 years</u>	Mag, Ppr, <u>OD</u>		Certificates are issued for 3-5 years; GC §34090 et. seq.
Fire / Admin.	RS-455	Staff Meeting Minutes	2 years	2 years	<u>Mag</u> , Ppr, <u>OD</u>		GC §34090
Fire / Admin.	RS-500	Volunteer Applications , Reserves (Live Scans do not file in personnel file)	Separation + <u>6 7</u> years	<u>Separation + 7 years</u>	Ppr, <u>OD</u>	<u>Yes</u>	Department Preference (Court treats volunteers as employees); EEOC, FLSA, ADEA, etc. [OK]

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
FIRE PREVENTION							
Fire / Fire Prevention	RS-115	Alarm Plans and Sprinkler Plans (large format drawings)	Until building demolished - Minimum 5 years	Until building demolished - Minimum 5 years	Mag, Mfr, OD, Ppr	Yes: When Superseded	CFC, Section 104.6, 104.6.4
Fire / Fire Prevention	RS-117	Annual Fire Inspections / Business Inspection Files / Citations / Notice of Violations	Until building demolished - Minimum 5 years	Until building demolished - Minimum 5 years	Mag, Mfr, OD, Ppr	Yes: When Superseded	CFC, Section 104.6, 104.6.4
Fire / Fire Prevention	RS-161	Business Safety Fire Prevention Inspection Program	3 years	7 years	Mag, Mfr, OD, Ppr	Yes: When Superseded	Department preference; California Fire Code requires 3 years; CFC §104.3.2, §104.3.4, GC §34090
Fire / Fire Prevention	RS-219	Department Files Project / Program Working Files	Minimum 5 years	Minimum 5 years	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
Fire / Fire Prevention	RS-264	Fire Code Permits / Special Event Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.)	Expiration + 2 years	Expiration + 2 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090 et seq.
Fire / Fire Prevention	RS-267	Fireworks Citations	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	CFC, Section 104.6, 104.6.4
Fire / Fire Prevention	RS-308	Investigation Reports - Capital Crimes & Suspected Capital Crimes (Arson, etc)	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After 5 years	CFC, Section 104.6, 104.6.4
Fire / Fire Prevention	RS-309	Investigation Reports - Criminal & Citations (Administrative, Infraction, Citations or Misdemeanor), Service Requests	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	CFC, Section 104.6, 104.6.4
Fire / Fire Prevention	RS-399	Public Information / Education (when produced internally)	Minimum 2 years	Minimum 2 years	Mag, Ppr, <u>OD</u>		Department Preference; GC §34090

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
OPERATIONS / SUPPRESSION							
Fire / Operations	RS-119	Apparatus, Vehicles, Ambulances & Equipment Records and Testing - Vehicle History, Daily Vehicle and Apparatus Inspection Logs, Safety Check, Maintenance and Repair Reports, Testing and Certifications	Disposal + 2 3 years	Disposal + 2 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference; Statute of Limitations for Health Providers is 3 years; OSHA requires 1 year; State requires 2 years; Statewide guidelines propose 2 years; 8 Cal Code Reg. §3203(b)(1), CCP §340.5, GC §34090
Fire / Operations	RS-219	Department Files Project / Program Working Files	Minimum 5 years	Minimum 5 years	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
Fire / Operations	RS-381	Pre-Fire Plans	When Superseded	When Superseded	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090 et seq.
Fire / EMS	RS-435	Requests for Copies of Incident Reports	2 years	2 years	<u>Mag</u> , Ppr, OD		GC §34090
Fire / Operations	RS-458	Station Log Books (Incidents - kept at Fire Stations)	2 years	P	Mag, Mfr, OD, Ppr	No <u>Yes</u>	Retained for historical and administrative value; GC §34090
Fire / Operations	RS-479	Training File - Nims, Tests, Bulletins, Certificates, Field Training, All Course Records, Outlines and Materials, Task Book, including any ethics & safety training	Separation + 5 years	Separation + 5 years	Mag, Mfr , OD, Ppr	Yes: When Inactive	Department Preference; all original training records are sent to Human Resources; GC §§12946, 34090 et seq.

RECORDS RETENTION SCHEDULE: **HUMAN RESOURCES**

(OFR) Office of Record	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
HUMAN RESOURCES							
Human Resources	RS-133	Awards - Service, Performance	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Staffing Dept.	RS-146	Boards, Commissions, & Committees: Audio Recordings of Meetings / Audio Tapes	At least 30 days; after Minutes are Approved	At least 30 days; after Minutes are Approved	Tape (Mag)		GC §54953.5
Staffing Dept.	RS-147	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Agendas, Agenda Packets	Minimum 2 years	Minimum 2 years	Mag, Ppr		Department Preference; GC §34090
Staffing Dept.	RS-148	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Resolutions / Minutes / Bylaws	P	P	Mag, Mfr, OD, Ppr	No	GC §34090
Human Resources	RS-184	Classification / Reorganization Studies (for employee classifications and department structures)	3 years	3 years	Mag, Ppr, <u>OD</u>		Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources	RS-190	Compensation - Salary Schedule, Deferred Compensation, Holiday Pay, Reclassifications, Management Compensation and Benefits	3 years	3 years	Mag, Ppr, <u>OD</u>		Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113

RECORDS RETENTION SCHEDULE: **HUMAN RESOURCES**

(OFR) Office of Record	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Human Resources	RS-191	Compensation Surveys & Studies	3 years	3 years	Mag, Ppr, <u>OD</u>		Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources	RS-219	Department Files Project / Program Working Files	Minimum 5 years	Minimum 5 years	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
Human Resources	RS-224	DMV - Addition, Deletion Form	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Human Resources	RS-225	DMV-Pull Notices, Waivers for Pull Notices	When Superseded or Separated	When Superseded or Separated	Mag, Ppr, <u>OD</u>		Department preference; Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	RS-227	Drug Testing Program / DOT Testing - Eligible Pool Lists, Drug & Alcohol Test Results, Training, BIT Inspections, etc.	2 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; CCP §342; GC §§911.2, 945; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.
Human Resources	RS-258	Equal Opportunity Employment - Complaints / Department of Fair Employment & Housing (DFEH or EEOC) Claims	Separation + <u>6 7</u> years	Separation + <u>6 7</u> years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090; CCP §342; GC §§ 911.2, 945
Human Resources	RS-259	Equal Opportunity Employment - EEOC Reports (EEO-4 Reports)	3 years	3 years	Mag, Ppr, <u>OD</u>		29 CFR 1602.30; 29 CFR 1602.32

RECORDS RETENTION SCHEDULE: **HUMAN RESOURCES**

(OFR) Office of Record	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Human Resources	RS-311	Job Descriptions	Minimum 3 years	Minimum 3 years	Mag, Mfr, OD, Ppr	Yes: After 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
City Clerk	RS-436	MOUs (copies) <i>Set by Resolutions</i>	Copies - When No Longer Needed	Refer to OFR	Mag, Ppr, <u>OD</u>		GC §34090.7
Human Resources	RS-339	Negotiation Binders / Notes, Side Letters, Correspondence, etc.	40 <u>5</u> years	10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; GC §34090
Human Resources	RS-371	Personnel Files - All Employees Includes background checks from PD, and all training certificates (including Ethics Training Certificates)	Separation + 1 year	Separation + 30 <u>7</u> years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 53235.2(b); 29 USC 1113; <u>CC § 1786.18 (ICRAA)</u>
Human Resources	RS-372	Personnel Files - Medical Records (all employees) Includes Breathing Apparatus Fit Tests & LiveScan Log (<u>RS-437</u>)	Separation + 1 year	Separation + 30 years	Mag, Ppr, <u>Mfr</u> , <u>OD</u>	<u>Yes</u>	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090, <u>29 CFR 1910.1020(d)(1)(i)</u>
Human Resources	RS-413	Recruitment Files (Includes Applications, Advertisements, Job Brochures, Test Data, Rating Sheets, Questions, Eligible Lists, Reference Checks, Background Checks from PD, etc.)	3 years	3 years	Mag, Ppr, <u>OD</u>		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040(7.(c)), GC §§12946, 34090

RECORDS RETENTION SCHEDULE: **HUMAN RESOURCES**

(OFR) Office of Record	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Human Resources	RS-462	Studies & Surveys Conducted on Behalf of the City (Attrition, Benefits, Succession Planning, etc.)	Minimum 3 years	Minimum 3 years	Mag, Ppr, <u>OD</u>		Department preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

(OFR) Office of Record	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
RISK MANAGEMENT							
Human Resources / Risk Mgmt	RS-104	Accident Reports that do Not result in a Claim (Public Injuries)	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Human Resources / Risk Mgmt	RS-183	Claims Against Others (Damage to City Property, etc.)	Final Resolution	Final Resolution + 5 years	Mag, Mfr , OD, Ppr	Yes: After 5 years	Department Preference; Covers various statute of limitations; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
Human Resources / Risk Mgmt	RS-302	Insurance Policies (General Liability)	P 5 years	P	Mag, Mfr, OD, Ppr	Yes: After 5 years	Department preference for liability purposes; GC §34090
Human Resources / Risk Mgmt	RS-315	Lawsuits / Litigation / Pending Litigation / Summons	Final Resolution	Final Resolution + 5 years	Mag, Mfr , OD, Ppr	Yes: After 5 years	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
Human Resources / Risk Mgmt	RS-352	OSHA Inspections & Citations , Log 200 and Log 300, 301, 301A, etc.	2 years	5 years	Ppr, <u>OD</u>	<u>Yes</u>	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090; LC §6429(c)
Human Resources / Risk Mgmt	RS-398	Public Employee Bonds / Fidelity Bonds / Dishonesty, etc.	2 years	P	Mag, Mfr , OD, Ppr	Yes: When Inactive	Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	RS-466	Subpoenas for Records -Duces Tecum, Wage Garnishment, Worker's Compensation, Pitchess, Order to Appear	2 years	2 years	Mag, Mfr , OD, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: **HUMAN RESOURCES**

(OFR) Office of Record	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Human Resources / Risk Mgmt	RS-514	Workers' Compensation or Disability Claims / Employee Accident Reports Includes all Accident, Incident, or Injury Reports and associated MSDS, Refusal of Medical Treatment of an Industrial Accident	Until Closed	Separation + 30 years	Mag, Mfr, OD, Ppr	Yes; When Inactive	Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090

RECORDS RETENTION SCHEDULE: **INFORMATION TECHNOLOGY**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper After Imaged & QC'd?	Comments / Reference
Information Technology	RS-135	<u>City Backup Tapes / Disks - Daily</u> <u>City applications, User files, Financial data, etc. (RS-263)</u>	Two Weeks	Two Weeks	Mag, <u>OD</u>	N/A	Used for Disaster Recovery Purposes Only. Backups are done for Mondays through Fridays. Retention schedule is for two weeks. Monthly backup is also performed for finance and payroll data and retention is for one year.
Information Technology	RS-136	<u>City Backup Tapes / Disks - Weekly</u> <u>City applications, User files, Financial data, etc. (RS-263)</u>	Two Weeks	Two Weeks	Mag, <u>OD</u>	N/A	Used for Disaster Recovery Purposes Only; Tuesday tapes are stored off-site and tapes are re-used bi-weekly; GC §34090 et seq.
Information Technology	RS-340	Network Configuration Maps & Plans	When No Longer Needed	When No Longer Needed	Mag, <u>Ppr, OD</u>	N/A	GC §34090 et seq. Current network layout is available in Finance.
Information Technology	RS-444	Service Requests / Service Tracker Work Orders - CMMS DATABASE (Computerized Maintenance Management System)	Two Weeks	Two Weeks	Mag, <u>OD</u>	N/A	Data information is for two weeks and is interrelated as above; GC §34090 et seq.
Information Technology	RS-448	Software Licenses, Warranties, Installation Media	When No Longer Needed	When No Longer Needed	Mag, <u>OD</u>	N/A	GC §34090 et seq. Software licenses, warranties, and media are retained by IT until they are no longer needed.

RECORDS RETENTION SCHEDULE - LIBRARY

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Staffing-Dept.	RS-146	Boards, Commissions, & Committees: Audio Recordings of Meetings / Audio Tapes	At least 30 days; after Minutes are Approved	At least 30 days; after Minutes are Approved	Tape (Mag)		GC §54953.5
Staffing-Dept.	RS-147	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Agendas, Agenda Packets	Minimum 2 years	Minimum 2 years	Mag, Ppr		Department Preference; GC §34090
Staffing-Dept.	RS-148	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Resolutions / Minutes / Bylaws	P	P	Mag, Mfr, OD, Ppr	No	GC §34090
Other Agencies	RS-149	Boards, Commissions, & Committees: Other Agencies/Organizations (e.g. County Board of Supervisors)	When No Longer Needed	When No Longer Needed	Mag, Ppr		Non-records
See Reference Manuals	RS-152	Brochures: See Reference Manuals					
Library	RS-219	Department Files Project / Program Working Files	Minimum 5 years	Minimum 5 years	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
Library	RS-223	Disruptive Patrons / Patron Complaints / Incident Reports	Minimum 2 years	Minimum 2 years	Mag, Mfr, OD, Ppr		Department Preference; GC §34090
Library Foundation+ A18	RS-281	Gifts to Library	When No Longer Needed	When No Longer Needed	Mag, Ppr, <u>OD</u>		Non-records; GC §34090

RECORDS RETENTION SCHEDULE - **LIBRARY**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Library	RS-286	Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), IMLS (Institute of Museum & Library Services), and PLF (Public Library Foundation) ONLY. For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information)	Final Expenditure + 5 years	Final Expenditure + 5 years	Mag, Mfr , OD, Ppr	<u>Yes</u>	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library	RS-292	Historical Records of Significant Historical Value	P 5 years	P	Mag, Mfr , OD, Ppr	No	Department Preference; GC §34090
Library	RS-304	Inter-Library Loan Records - Reports to the State Library (for reimbursement)	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference to ensure reimbursements; GC §34090
Library	RS-307	Internet User Statistics	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Library	RS-318	Library Management System / Database	P	P	Mag, Ppr , OD		Data Fields / Records are interrelated; GC §34090
Library	RS-359	Patron Applications for Library Cards	When No Longer Needed - Minimum 2 years	When No Longer Needed - Minimum 2 years	Mag, Ppr, <u>OD</u>		Preliminary / Transitory documents not retained in the ordinary course of business (entered into database); GC §34090
Library	RS-389	Program Sign Ups (e.g. Summer Reading)	When No Longer Needed - Minimum 2 years	When No Longer Needed - Minimum 2 years	Mag, Ppr, <u>OD</u>		Preliminary / Transitory documents not retained in the ordinary course of business; GC §34090
Library	RS-247	Release Forms (Photos of Children, etc.)	4 years	4 years	Mag, Ppr, <u>OD</u>		Statute of Limitations any "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; Minors - must be until age of majority plus 4 years; GC §34090, CCP §§337, 343
Library	RS-417	Reference Materials: Policies, Procedures, Brochures, Manuals & Reports: Produced by YOUR Department	Minimum 2 years	Minimum 2 years	Mag, Ppr, <u>OD</u>		Statewide guidelines propose superseded + 2 or 5 years; GC §34090

RECORDS RETENTION SCHEDULE - LIBRARY

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Originating Dept.	RS-418	Reference Materials: Policies, Procedures, Brochures, Manuals, & Reports: Produced by OTHER Departments	When No Longer Needed	Refer to OFC	Mag, Ppr		Copies; GC §34090.7
Other Agencies	RS-419	Reference Materials: Policies, Procedures, Brochures, Manuals, & Reports: Produced by Other Agencies/Organizations (League of California Cities, Chamber of Commerce, etc.)	When No Longer Needed	When No Longer Needed	Mag, Ppr		Non-Records
Lead Dept.	RS-429	Reports and Studies (Historically significant – e.g., Zoning Studies)	10 years	P	Mag, Mfr, OD, Ppr	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	RS-430	Reports and Studies (Non-Historically significant – e.g. Annual Reports)	5 years	5 years	Mag, Ppr		Information is outdated after 5 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
FINANCE / MANAGEMENT							
Manag. Services / Finance+ Mgmt.	RS-129	Assessment District 93-1 and Library Tax Annual Renewal Reports, Assessment Roll Reports	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090
Manag. Services / Finance+ Mgmt.	RS-131	Audit Reports / CAFR / Single Audits	5 years	P	Mag, <u>Mfr</u> , Ppr, <u>OD</u>	Yes: After 1 year	GC §34090
Manag. Services / Finance+ Mgmt.	RS-132	Audit Work Papers / Audit Schedules	2 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090
Manag. Services / Finance+ Mgmt.	RS-137	Bank Statements / Reconciliation Work Papers / Fiscal Agent Statements	2 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090
Manag. Services / Finance+ Mgmt.	RS-151	Bonds: Debt Official Statements / Certificates of Participations (COPs) Other City Financing & Work papers	Cancellation, Redemption or Maturity	Cancellation, Redemption or Maturity + 10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.
Manag. Services / Finance+ Mgmt.	RS-153	Budgets - Adopted / Final	P-5 years	P	Mag, Mfr, OD, Ppr	Yes: After 1 year	GC §34090, 40802, 53901
Manag. Services / Finance+ Mgmt.	RS-181	City Investment Report - Quarterly & Annually	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Manag. Services / Finance / Mgmt.	RS-219	Department Files Project / Program Working Files	Minimum 5 years	Minimum 5 years	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
Manag. Services / Finance / Mgmt.	RS-263	Financial Services Database <u>(Refer to RS-135, RS-136)</u>	Refer to IT	Refer to IT	Mag, <u>OD</u>		Refer to IT Retention Policy; GC §34090
Lead Dept.	RS-285	Grants / Reimbursable Claims / Subventions - Finance's File	Grant Funding Agency Audit Complete	Grant Funding Agency Audit Complete	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090.7
Manag. Services / Finance / Mgmt.	RS-312	Journal Entries / Back Up Documents / Budget Adjustments	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090, CCP § 337
Manag. Services / Finance / Mgmt.	RS-324	Management Audit Letters	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090
Manag. Services / Finance / Mgmt.	RS-330	Master Schedule of Fees and Charges Publication / Workpapers	3 years	3 years	Mag, Ppr, <u>OD</u>		Department preference; GC §34090
Manag. Services / Finance / Mgmt.	RS-333	Mid-year Review Reports / Workpapers	2 years	2 years	Mag, Ppr, <u>OD</u>		Department preference; GC §34090

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Manag. Services / Finance / Mgmt.	RS-428	Reports / Registers - Balance Sheet, Revenue, Expenditure, Trial Balance, Year-End General Ledger, etc. <u>Database generated reports</u>	<u>Copies</u> - When No Longer Needed	<u>Copies</u> - When No Longer Needed	<u>Mag, Ppr, OD</u>		Backup copy of the reports is held on tape; GC §34090 et seq., and Department Policy
Manag. Services / Finance / Mgmt.	RS-432	Reports: <u>Annual State or Federal:</u> State Controller's Report, Street Report, etc.	5 years	5 years	Mag, Mfr, OD, Ppr	Yes: After 1 year	Department preference; GC §34090
Manag. Services / Finance / Mgmt.	RS-433	Reports: Weekly Treasury Status Reports / Monthly General Fund Analysis Reports	2-year	2-year	<u>Mag, Ppr, OD</u>		Department preference; GC §34090
Manag. Services / Finance / Mgmt.	RS-493	Vehicle Titles "Pink Slips"	Upon Sale of Vehicle	Upon Sale of Vehicle	Ppr		Provided to new owner upon sale; GC §34090

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
FINANCE/ ACCOUNTS PAYABLE & RECEIVABLE							
Manag. Services / Finance+ Mgmt.	RS-100	1099's Issued / 1096 / W-9, etc.	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530, GC §34090
Manag. Services / Finance+ Mgmt.	RS-105	<u>Accounts Receivable</u> <u>Accounts Payable, Receivable, Invoices,</u> <u>Petty Cash, Warrant Requests, Cash Awards</u> <u>to Youth, etc.</u>	2 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090
Manag. Services / Finance+ Mgmt.	RS-174	Checks / Warrants (Other Than Payroll) / Cancelled Checks / Invoices and Backups	2 years	7 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090
Manag. Services / Finance+ Mgmt.	RS-187	Collection Agency Assignments	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference (negative information remains on credit reports for 7 years); GC §34090 et seq.
Manag. Services / Finance+ Mgmt.	RS-212	Daily Cash Receipts / Backups	2 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090, 26 CFR 31.6001-1
Manag. Services / Finance+ Mgmt.	RS-503	Warrant (Check) Register <u>Database generated reports</u>	<u>Copies</u> - When No Longer Needed	<u>Copies</u> - When No Longer Needed	Mag, Ppr, <u>OD</u>		Backup copy of the reports is held on tape; GC §34090 et seq., and Department Policy

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
FINANCE / PAYROLL							
Manag. Services / Finance+ Mgmt.	RS-139	Benefit Report / Leave Report	4 years	10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Manag. Services / Finance+ Mgmt.	RS-175	Checks / Warrants (Payroll Only) / Cancelled Checks	4 years	10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090
Manag. Services / Finance+ Mgmt.	RS-362	Payroll Processing File	4 years	10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090
Manag. Services / Finance+ Mgmt.	RS-363	Payroll Records: Deduction Authorizations, Garnishments, etc. (Terminated Employees Files)	Separation + 10 years	Separation + 10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; GC §34090
Manag. Services / Finance+ Mgmt.	RS-364	Payroll Registers / Payroll Check Registers	4 years	10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090
Manag. Services / Finance+ Mgmt.	RS-367	PERS Report - Retirement Reports (CalPERS)	4 years	10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Manag. Services / Finance+ Mgmt.	RS-468	Taxes - Per Pay Period, Monthly, Quarterly, Yearly Payroll Tax Reports, DE-6 & 941 Forms, Library Tax Exemption	4 years	10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Manag. Services / Finance / Mgmt.	RS-472	Timecards / Timesheets	4 years	10 years	Mag, Ppr, OD	Yes	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1
Manag. Services / Finance / Mgmt.	RS-502	W-2's	4 years	10 years	Mag, Mfr , OD, Ppr	Yes: After 1 year	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
SUPPORT SERVICES / BUSINESS LICENSES							
Manag. Services / Support Services	RS-159	Business License Applications, Licenses and Renewals, Letters	Close + 5 years	Close + 5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	GC §34090
Manag. Services / Support Services	RS-160	Business License Database	P	P	Mag, <u>OD</u>		Data Fields / Records are interrelated; GC §34090
Manag. Services / Support Services	RS-264	Fire Code Permits / Special Event Permits (assembly permits, candle permits, tent permits, fire hydrant use, fire stand, open flame, etc.)	Expiration + 2 years	Expiration + 2 years	Mag, Ppr, <u>OD</u>		GC §34090 et seq.
Manag. Services / Support Services	RS-468	Taxes - Library Tax Exemption	4 years	10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1
Manag. Services / Support Services	RS-517	Transient Occupancy Tax	2 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	The civil statute of limitations for filing suit to recover TOTs is 4 years per Revenue & Taxation Code section 7283.51

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
SUPPORT SERVICES / PROCUREMENT							
City Clerk	RS-110 RS-112	Agreements & Contracts – APPROVED BY CITY COUNCIL	Copies – When No Longer Needed	Refer to OFC	Mag, Mfr, OD, Ppr	Yes: After 2 years	All Originals, Insurance Certificates, Notice of Completion go to City Clerk's Office; GC §34090.7
City Clerk	RS-110 RS-112	Agreements & Contracts – APPROVED BY THE CITY MANAGER	Copies – When No Longer Needed	Refer to OFC	Mag, Mfr, OD, Ppr	Yes: After 2 years	All Originals, Insurance Certificates, Notice of Completion go to City Clerk's Office; GC §34090.7
Originating Dept.	RS-111	Agreements & Contracts - Backup / Working Files Project Schedules, Correspondence with Vendor, etc. <i>Forward Originals, Insurance Certificates, Notice of Completion to City Clerk's Office</i>	Completion	Completion + 10 years	Mag, Mfr, OD, Ppr	Yes: Upon Completion	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Originating Dept.	RS-113	Agreements & Contracts: UNSUCCESSFUL BIDS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years	2 years	Mag, Ppr, <u>OD</u>		The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090
Manag. Services / Support Services	RS-516	Independent Contractor Reporting (ICR)	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530, GC §34090

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Manag. Services / Support Services	RS-403	Purchase Orders	2 years	5 years	Mag, Mfr, OD, Ppr	Yes: After 1 year	GC §34090
Manag. Services / Support Services	RS-494	Vendor List <u>Database generated reports</u>	<u>Copies</u> - When No Longer Needed	<u>Copies</u> - When No Longer Needed	Mag, Ppr, <u>OD</u>		Transitory / preliminary drafts; GC §§34090, 6252, 6254(a)

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
SUPPORT SERVICES / UTILITY BILLING							
Manag. Services / Support Services	RS-138	Bankruptcies (Where City does not pursue a claim)	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; GC §34090
Manag. Services / Support Services	RS-140	Billing Registers / Reports, Daily Update, Bank Draft, Adjustment Posting, etc. Database generated reports	<u>Copies</u> - When No Longer Needed	<u>Copies</u> - When No Longer Needed	Mag, Ppr, <u>OD</u>		GC §34090
Manag. Services / Support Services	RS-188	Collection Agency Assignments / Write Offs	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference (negative information remains on credit reports for 7 years); GC §34090 et seq.
Manag. Services / Support Services	RS-361	Payment Stubs (mailed) / Utility Receipts (when payment is made at the counter)	2 year	2 year	Mag, Ppr, <u>OD</u>		GC §34090
Manag. Services / Support Services	RS-438	Returned Checks (NSF, etc.)	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §34090
Manag. Services / Support Services	RS-443	Service Applications	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: MANAGEMENT SERVICES

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Manag. Services / Support Services	RS-483	Turn On / Turn Offs (includes Work Orders)	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	City preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Manag. Services / Support Services	RS-488	Utility Billing Database	P	P	Mag, <u>OD</u>		GC §34090
Manag. Services / Support Services	RS-489	Utility Users Tax Records (Low Income / Senior / Disabled) <u>Gas, Electric, Phone, Cable, etc.</u>	Close + 5 years	Close + 5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: RECREATION AND COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Recreation & Community Services	RS-114	Agreements for Contractors: Class Instructors, Sports Leagues, etc.	Completion + 5 years	Completion + 5 years	Mag, Mfr, OD, Ppr	Yes: After Inactive	Department preference; CCP §337 et. seq., GC §34090
Staffing Dept.	RS-146	Boards, Commissions, & Committees: Audio Recordings of Meetings / Audio Tapes	At least 30 days; after Minutes are Approved	At least 30 days; after Minutes are Approved	Tape (Mag)		GC §54953.5
Staffing Dept.	RS-147	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Agendas, Agenda Packets	Minimum 2 years	Minimum 2 years	Mag, Ppr		Department Preference; GC §34090
Staffing Dept.	RS-148	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Resolutions / Minutes / Bylaws	P	P	Mag, Mfr, OD, Ppr	No	GC §34090
Recreation & Community Services	RS-182	City Publications - Cascades Newspaper, Activity Guide, Classes, etc.	P <u>5 years</u>	P	Mag, <u>Mfr, OD</u> , Ppr	<u>Yes</u>	Department Policy; GC §34090
Recreation & Community Services	RS-211	Daily Activity Reports	2 years	2 years	Ppr, <u>OD</u>		GC §34090
Recreation & Community Services	RS-213	Day Care - Administration Records Daily Attendance, Inspection Procedures, Admission Policies, Financial Records, Authority of Director, Emergency Care & Disaster Plan, List of Qualified Substitute Teachers, Exceptions & Waivers, etc.	3 years	3 years	Mag, Ppr, <u>OD</u>		Meets State Licensing requirements; Department of Social Services, Community Care, Licensing; Health & Safety Code § 1596.859(a)(1); GC §34090

RECORDS RETENTION SCHEDULE: RECREATION AND COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Recreation & Community Services	RS-214	Day Care - Child Records / Participant Files: Health & Medication Forms, Consent Forms, Incident Reports, Child Abuse Prevention Pamphlet, Notice of Parents Rights, Day Care Roster, etc.	While Participant is in Program	End of Participation + 3 years	Mag, Ppr, <u>OD</u>		Meets State Licensing requirements; Department of Social Services, Community Care, Licensing; Health & Safety Code § 1596.859(a)(1); GC §34090
Recreation & Community Services	RS-215	Day Care - Personnel Records Employee Forms for State Licensing, Health Screening / First Aid Certification, Applications, Director & Teacher Permits, Personnel Roster, Fingerprint & Criminal Record Statement, Copies of Drivers License, etc.	Separation + 3 years	Separation + 3 years	Mag, Ppr, <u>OD</u>		Meets State Licensing requirements (Department of Social Services, Community Care, Licensing; Health & Safety Code § 1596.859(a)(1); GC §34090
Recreation & Community Services	RS-216	Day Care - Sign-in / Sign Out Logs	1 month <u>Minimum 2 years</u>	1 month <u>Minimum 2 years</u>	Mag, Ppr, <u>OD</u>		Department Preference (Preliminary Drafts / Transitory records not retained in the ordinary course of business); GC §34090
Recreation & Community Services	RS-217	Day Care - State License	7 years	7 years	Mag, Ppr, <u>OD</u>		Meets State Licensing requirements; May have grant funding; Health & Safety Code § 1596.859(a)(1); GC §34090
Recreation & Community Services	RS-219	Department Files Project / Program Working Files	Minimum 5 years	Minimum 5 years	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
Recreation & Community Services	RS-260	Facility Use Permits and Equipment Applications, Books, Alcoholic Beverage Applications Includes Certificates of Insurance	4 years	4 years	Mag, Ppr, <u>OD</u>		Consider 4 years under CCP § 337 if permits and/or forms are considered written contracts. In the context liability waiver and release of waiver forms, statute of limitations for an action for injury caused by the neglect of another is 2 yrs. under CCP § 335.1; GC §34090

RECORDS RETENTION SCHEDULE: **RECREATION AND COMMUNITY SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Recreation & Community Services	RS-202	Historical Records (of Significant Historical Value)	5 years	P	Mag, Mfr, OD, Ppr	No	Department Preference; GC §34090
Recreation & Community Services	RS-319	Lifeguard Certifications	Termination + 3 years	Termination + 3 years	Mag, Ppr, <u>OD</u>		Department Preference; GC §34090
Recreation & Community Services	RS-354	Park Improvement Master Plan	<u>P 5 years</u>	P	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Policy; GC §34090
Recreation & Community Services	RS-387	Privilege Suspension Record (Difficult Participants)	Minimum 2 years	Minimum 2 years	Mag, Ppr, <u>OD</u>		GC §34090
Manag. Services / Finance / Mgmt.	RS-406	Receipts / Daily Deposits (Detail Backup) <u>Database generated reports</u>	Copies - When No Longer Needed	Copies - When No Longer Needed	Mag, Ppr, <u>OD</u>		The detail is forwarded to Finance; GC §34090 et seq.
Recreation & Community Services	RS-407	Recordings / DVD-R of Council Meetings - Video Recordings / DVD-R or VCR (ALL)	<u>P 5 years</u>	P	Tape (Mag), <u>OD</u>		Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7
Recreation & Community Services	RS-409	Recordings: Special Events	5 years	5 years	Tape (Mag), <u>OD</u>	<u>Yes</u>	Department Preference; GC §34090
Recreation & Community Services	RS-412	Recreation Database	P	P	Mag, <u>OD</u>		Department Preference; data is interrelated; GC §34090

RECORDS RETENTION SCHEDULE: RECREATION AND COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Recreation & Community Services	RS-425	Registration / Trip Permits / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / Sign-in Sheets etc.: Camps, Field Trips, Authorization to give Medicine, etc.	4 years	4 years	Mag, Ppr, <u>OD</u>		Consider 4 years under CCP § 337 if permits and/or forms are considered written contracts. In the context liability waiver and release of waiver forms, statute of limitations for an action for injury caused by the neglect of another is 2 yrs. under CCP § 335.1; GC §34090
Recreation & Community Services	RS-454	Sports - Rosters, Waivers, Applications, Ejection Letters, Injury Reports	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Originating Dept.	RS-467	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Recreation & Community Services	RS-492	Vehicle and Equipment Safety Checks	2 years	2 years	Ppr, <u>OD</u>		GC §34090

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
ADMINISTRATION							
Police / Admin.	RS-141	Billing: False Alarms	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference (meets municipal government auditing standards); GC §34090
Police / Admin.	RS-167	Carry Concealed Weapon Permits (CCW) - <u>Approved</u>	Expiration + 2 years	Expiration + 2 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; GC §34090
Police / Admin.	RS-168	Carry Concealed Weapon Permits (CCW) - <u>Denied</u>	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Police / Admin.	RS-277	General Orders / Policies & Procedures / Operation Directives (Department Policies and Procedures)	<u>P-Superseded</u>	P	Mag, Mfr, OD, Ppr	<u>Yes: After-superseded</u>	Department Preference; GC § 34090 et seq.
Police / Admin.	RS-305	Internal Affairs Investigations / Disciplinary Files / Complaints / <u>CITIZEN COMPLAINTS</u>	Final Disposition + 5 years	Final Disposition + 5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; EVC §1045, GC §§12946, 34090, PC §832.5, VC §2547
Police / Admin.	RS-306	Internal Affairs Investigations / Disciplinary Files / Complaints / <u>INTERNALLY-GENERATED</u>	Final Disposition + 3 years	Final Disposition + 3 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Not as a result of a citizen complain; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; EVC §1045, GC §§12946, 34090, PC §832.5, VC §2547
Police / Admin.	RS-313	Juvenile Crime Prevention Programs - G.R.E.A.T., Youth Services	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Police / Admin.	RS-320	Logs: Daily Logs, Watch Commander Logs, etc.	When No Longer Needed	When No Longer Needed	Mag, Ppr, <u>OD</u>		Preliminary drafts; GC §34090 et seq.
Police / Admin.	RS-326	Massage Owner Licenses	Change of Ownership / Close + 2 years	Change of Ownership / Close + 2 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference; GC §34090 et seq.
Police / Admin.	RS-327	Massage Technicians	Separation from Company + 2 years	Separation from Company + 2 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference; GC §34090 et seq.
Police / Admin.	RS-365	Payroll Sign-in Sheets / Overtime Sheet	2 years	2 years	Mag, Ppr, <u>OD</u>		Department preference - Preliminary drafts; GC §34090 et seq.
Police / Admin.	RS-368	Personnel Background Packet - ALL - Police Employees and Reserves <i>Forward Originals to Human Resources</i>	Copies - When No Longer Needed	Refer to OFR	Mag, Ppr, <u>OD</u>		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years for selection records; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040(7.(c)), GC §§12946, 34090
Police / Admin.	RS-370	Personnel Background Packets for Volunteers	Separation + 3 years	Separation + 3 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference to cover the possible length of employment of any employee or volunteer; P.O.S.T. requires appointments for 3 years; § 34090 et seq.
Police / Admin.	RS-402	Public Relations , Citizen Volunteers, Public Information, Ride-Alongs, Patches, Citizen Groups	3 years	3 years	Mag, Ppr, <u>OD</u>		Department Preference; GC § 34090 et seq.

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Police / Admin.	RS-426	Regulatory Permits - Secondhand / Pawn Shop, etc.	Expiration + 2 years	Expiration + 2 years	Mag, Ppr, <u>OD</u>		GC §34090
Police / Admin.	RS-431	Reports and Studies regarding Police operations (not historical - manpower, etc.)	Minimum 2 years	Minimum 2 years	Mag, Ppr, <u>OD</u>		Department Preference; GC § 34090 et seq.

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
COMMUNICATIONS / CAD / DISPATCH							
Police / Commun.	RS-130	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	Minimum 180 days	Minimum 180 days	Mag, <u>OD</u>		Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
Police / Records	RS-495	Video Recordings - Public Areas, Parking Lots, etc.	When No Longer Needed	When No Longer Needed	Mag, <u>OD</u>		Does not record "regular and ongoing operations"; GC §34090 et seq.
Police / Records	RS-496	Video Recordings - Temporary Holding Facility surveillance, records, cashiers, etc.	1 year	1 year	Mag, <u>OD</u>		Records regular and ongoing operations; GC §34090.6(a)

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
INVESTIGATIONS							
Police / Investigat.	RS-221	Detectives Investigation Files and Arrest Files	Transferred into Record's Files	Transferred into Record's Files	Mag, Ppr, <u>OD</u>		Transfer all Official Reports to Records to be placed in the Day Files.
Police / Investigat.	RS-262	Field Investigation Cards (FIs) (Part of Intelligence Files)	When No Longer Needed - Minimum After Entry into RMS	When No Longer Needed - Minimum After Entry into RMS	Mag, Ppr, <u>OD</u>		Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Investigat.	RS-299	Informant Files	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference; GC §34090 et seq.
Police / Investigat.	RS-303	Intelligence Files	5 years	5 years	Mag, Mfr , OD, Ppr	Yes: When Superseded	Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090; GC §§6252, 6254
Police / Investigat.	RS-465	Subpoena Logs	2 years	2 years	Mag, Ppr, <u>OD</u>		Department preference (copies) GC §34090.7

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
PATROL							
Police / Patrol	RS-162	Canine (Police Dogs) Program Files: Animal Files (includes training)	Separation + 3 years	Separation + 3 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Patrol	RS-290	Hearing Officer Records - Traffic Sergeant (Tows, Parking, etc.)	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Police / Patrol	RS-347	Officer Recordings: Audio Recordings that are not evidence ("hip recorders", etc.)	When No Longer Needed	When No Longer Needed	Mag, <u>OD</u>		Department preference; Recordings that become evidence are stored with evidence - these are preliminary documents / transitory recordings not retained in the ordinary course of business; GC §34090.6(a)
Police / Patrol	RS-348	Officer Recordings: In Car Videos / Mobile Audio Video (MAV)	1 year	1 year	Mag, <u>OD</u>		Those segments of videos that are determined to be evidence are copied onto a different tape and retained for the same length of time as the crime report (see crime reports for legal citations); GC §34090.6 et seq.
Police / Patrol	RS-358	Patrol Ride-A-Long Waiver Form	4 3 years	4 years	Mag, Ppr, <u>OD</u>		Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
PROPERTY & EVIDENCE							
Police / Property & Evidence	RS-199	Crime Report Photos, Mug Shots	Follows the Retention Period of the Arrest Record	Follows the Retention of the Arrest Record	Mag, Mfr , OD, Ppr	Yes: After 1 year	Department Preference; GC §34090
Police / Property & Evidence	RS-269	Forfeiture Notification	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Police / Property & Evidence	RS-287	Gun and Narcotics Destruction Log (Documents related to)	<u>P-5 years</u>	P	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference to be consistent with Statewide guidelines; GC §34090
Police / Property & Evidence	RS-321	Logs: Evidence Database	<u>P-5 years</u>	P	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Data is interrelated; GC §34090
Police / Property & Evidence	RS-355	PAS Device Calibration Logs	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090 et seq.
Police / Property & Evidence	RS-392	Property Receipt	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Police / Property & Evidence	RS-393	Property Release	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Police / Property & Evidence	RS-394	Property Seizure	Disposal / Surplus of Property + 2 years	Disposal / Surplus of Property + 2 years	Mag, Ppr, <u>OD</u>		GC §34090

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Police / Property & Evidence	RS-395	Property Tag Logs	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Police / Property & Evidence	RS-512	Weapons List / Department Weapons (Range master)	P <u>5 years</u>	P	Mag, <u>OD</u>	<u>Yes</u>	Data Fields / Records are interrelated; GC §34090

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
RECORDS BUREAU							
Police / Records Bureau	RS-122	Arrest jackets / Arrest Files: Infraction/Misdemeanor - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years	Conviction or Arrest (if No Conviction) + 2 years	Mag, Mfr, OD, Ppr	Yes - After - QC	("Shall" Destroy); H&S §11361.5
Police / Records Bureau	RS-124	Arrest jackets / Arrest Files: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years	Date of Arrest + 3 years	Mag, Mfr, OD, Ppr	Yes - After - QC	Individual petitions District Attorney; ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records Bureau	RS-126	Arrest jackets / Arrest Files: Misdemeanor Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old	Offender is 18 Years Old	Mag, Ppr, <u>OD</u>		(Courts and other Agencies "Shall" destroy); H&S §11361.5 et seq., 11357(e)
Police / Records Bureau	RS-123	Arrest jackets / Arrest Files: ALL, Except Those Specifically Mentioned in the Schedule	<u>P-5 years</u>	P	Mag, Mfr, OD, Ppr	Yes - After - QC	Department Preference; H&S §11361.5, GC §34090, PC §802, PC §800 et seq.
Police / Records Bureau	RS-125	Arrest jackets / Arrest Files: Misdemeanor - Juvenile Marijuana - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years	Conviction or Arrest (if No Conviction) + 2 years	Mag, Mfr, OD, Ppr	Yes - After - QC	(Courts and other Agencies "Shall" destroy); H&S §11361.5 et seq., GC §68152(e)(8)

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Police / Records Bureau	RS-127	Arrest jackets / Arrest Files: Sealed Juvenile and Ward Cases - Except those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)	Sealing Date + 5 years (or Court Order)	Mag, Mfr , OD, Ppr	Yes: After QC	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Records Bureau	RS-176	Citation Log Books (#s / ranges) - Parking, Traffic	2 years	2 years	Mag, Ppr, OD		GC §34090 et seq.
Police / Records Bureau	RS-177	Citations - Parking, Traffic Includes corrections and voids	2 years	2 years	Mag, Ppr, OD		GC §34090 et seq.
Police / Records Bureau	RS-208	Crime Reports/ Incident Reports: ALL, Except Those Specifically Mentioned in the Schedule	7 years	7 years	Mag, Mfr , OD, Ppr	Yes: After QC	Department Preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §800 et seq.
Police / Records Bureau	RS-202	Crime Reports/ Incident Reports: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered - Minimum 5 years	Firearm Found or Recovered - Minimum 5 years	Mag, Mfr , OD, Ppr	Yes: After QC	PC§ 11108(b); GC§ 34090
Police / Records Bureau	RS-200	Crime Reports/ Incident Reports: Infraction/Misdemeanor - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years	2 years	Mag, Mfr , OD, Ppr	Yes: After QC	("Shall" Destroy); H&S §11361.5

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Police / Records Bureau	RS-203	Crime Reports/ Incident Reports: Child Abuse or Neglect Investigation Reports - Unsubstantiated or Inconclusive	Close of Investigation	No Further Report on Suspected Abuser + 10 years	Mag, Mfr, OD, Ppr	Yes: After QC	PC §§11169(c), 11170(a)(3)
Police / Records Bureau	RS-206	Crime Reports/ Incident Reports: Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years	Date of Arrest + 3 years	Mag, Mfr, OD, Ppr	Yes: After QC	Individual petitions District Attorney; ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records Bureau	RS-204	Crime Reports/ Incident Reports: Infraction/Misdemeanor - Juvenile Marijuana - H&S §11357(E-b) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years	Conviction or Arrest (if No Conviction) + 2 years	Mag, Mfr, OD, Ppr	Yes: After QC	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., GC§68152(e)(8)
Police / Records Bureau	RS-207	Crime Reports/ Incident Reports: Misdemeanor Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old	Offender is 18 Years Old	Mag, Ppr, <u>OD</u>		(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records Bureau	RS-205	Crime Reports/ Incident Reports: Missing Persons	Found / Recovered + 2 years	Found / Recovered + 2 years	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Police / Records Bureau	RS-209	Crime Reports/ Incident Reports: Part 1 Crimes: Capital Crimes / Serious Felonies / Major Crimes / Sex Crimes and 799 PC (Crimes Subject to the Death Penalty) Excludes PC 484 and PC 242	<u>P-5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After <u>QC</u>	Department Preference; No limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, and 799
Police / Records Bureau	RS-201	Crime Reports/ Incident Reports: Sealed Juvenile and Ward Cases - Except those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)	Sealing Date + 5 years (or Court Order)	Mag, Mfr, OD, Ppr	Yes: After <u>QC</u>	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Records Bureau	RS-335	Monthly Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	3 years	3 years	Mag, Ppr, <u>OD</u>		Department preference; GC §34090
Police / Records Bureau	RS-338	NCIC Validation	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Police / Records Bureau	RS-350	Order after Hearing (Restraining Order, Emergency Protective Orders (EPO), Temporary Restraining Order (TRO))	Expiration + 3 years	Expiration + 3 years	Mag, <u>OD</u>		Per DOJ's direction; Court records - originals retained by the Court; GC §34090 et seq.
Police / Records Bureau	RS-360	Pawn Slips	2 years	2 years	Mag, Ppr		Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
Police / Records Bureau	RS-420	Registrants: Arson - Adults	<u>P-5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After <u>5 years</u>	Department preference; Pursuant to PC §457.1 et seq., required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Police / Records Bureau	RS-421	Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years	Age 25 or Sealing Date + 5 years	Mag, Mfr, OD, Ppr	Yes ; After-QC	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090
Police / Records Bureau	RS-422	Registrants: Narcotic	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Records Bureau	RS-423	Registrants: Sex Offenders - Adults	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	No <u>Yes</u>	Department Preference; Pursuant to PC §290 et seq.
Police / Records Bureau	RS-424	Registrants: Sex Offenders - Juveniles	P <u>or Sealing Date + 5 years (or Court Order) 5 years</u>	P <u>or Sealing Date + 5 years (or Court Order)</u>	Mag, Mfr, OD, Ppr	No <u>Yes</u>	Pursuant to PC §290 et seq.; W&I §781;
Police / Records Bureau	RS-439	RMS Database	Indefinite <u>P</u>	Indefinite <u>P</u>	Mag, <u>OD</u>		Data Fields / Records are interrelated; GC §34090
Police / Records Bureau	RS-464	Subpoena Duces Tecum	2 years	2 years	Mag, Ppr, <u>OD</u>		Department preference (copies) GC §34090.7

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
TEMPORARY HOLDING FACILITY							
Police / Holding Facility	RS-293	Holding Cell Logs, Reports & Schedule	7 years	7 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference to be consistent with Statewide guidelines; GC §34090

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
TRAFFIC							
Police / Traffic / Parking	RS-473	Traffic Collisions (PD Only)	3 years	3 years	Mag, Ppr, <u>OD</u>		Department Preference; GC §34090 et seq.

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
TRAINING							
Human Resources	RS-374	Personnel Training File - Tests, Bulletins, Certificates, Range Files, Program Information, Needs Assessment, Field Training <i>Forward Originals to Human Resources</i>	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	Yes: When Inactive	Department Preference; GC §§12946, 34090 et seq.
Human Resources	RS-437	Respiratory Fit Tests for Breathing Apparatus <i>Forward Originals to Human Resources</i>	Copies - When No Longer Needed	Refer to OFR	Mag, Ppr, <u>OD</u>		Department Preference; GC § 34090 et seq.
Human Resources	RS-442	Self-contained Breathing Apparatus (SCBA)	Expiration of Certificate - Minimum 2 years	Expiration of Certificate - Minimum 2 years	Mag, Ppr, <u>OD</u>		Certificates are issued for 3-5 years; GC §34090 et. seq.
Police / Training	RS-476	Training - Department Training Records - <u>COURSE RECORDS</u> (Attendance Rosters, Outlines and Handouts / Materials; includes Use of Force Training, Safety Training, etc.)	2 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; Rosters are sent to POST; Statewide guidelines propose 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Police / Training	RS-478	Training Database	P	P	Mag, <u>OD</u>		Department preference; Data is interrelated; GC §§12946, 34090

RECORDS RETENTION SCHEDULE: **PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
ENGINEERING / ADMINISTRATION							
Public Works / Engineering	RS-101	AB 939 Compliance / Solid Waste Tonnage Reports	10 years	10 years	Mag, Ppr, OD	Yes	Department Preference; GC §34090
Public Works / Engineering	RS-102	Abandonments / Vacations (Streets) / Survey File	P 5 years	P	Mag, Mfr, OD, Ppr	Yes: After QC	GC §34090 et seq.
Public Works / Engineering	RS-106	Aerial Maps / Photographs - Analog or Digital & Index to Aerials	P 5 years	P	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference (Information Systems maintains digital aerials); GC §34090
City Clerk	RS-110 RS-112	Agreements & Contracts - APPROVED BY CITY COUNCIL	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	Yes: After 2 years	All Originals, Insurance Certificates, Notice of Completion go to City Clerk's Office; GC §34090.7
City Clerk	RS-110 RS-112	Agreements & Contracts - APPROVED BY THE CITY MANAGER	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	Yes: After 2 years	All Originals, Insurance Certificates, Notice of Completion go to City Clerk's Office; GC §34090.7
Originating Dept.	RS-111	Agreements & Contracts - Backup / Working Files Project Schedules, Correspondence with Vendor, etc. <i>Forward Originals, Insurance Certificates, Notice of Completion to City Clerk's Office</i>	Completion	Completion + 10 years	Mag, Mfr, OD, Ppr	Yes: Upon Completion	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Originating Dept.	RS-113	Agreements & Contracts: UNSUCCESSFUL BIDS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years	2 years	Mag, Ppr, <u>OD</u>		The RFP / RFQ and the successful proposal becomes part of the agreement or contract (City Clerk is OFR); GC §34090
Public Works / Engineering	RS-128	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts (FORMATION, BOUNDARIES, ENGINEERS REPORTS)	<u>P 5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Staffing Dept.	RS-146	Boards, Commissions, & Committees: Audio Recordings of Meetings / Audio Tapes	At least 30 days; after Minutes are Approved	At least 30 days; after Minutes are Approved	Tape (Mag)		GC §54953.5
Staffing Dept.	RS-147	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Agendas, Agenda Packets	Minimum 2 years	Minimum 2 years	Mag, Ppr		Department Preference; GC §34090
Staffing Dept.	RS-148	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL Resolutions / Minutes / Bylaws	P	P	Mag, Mfr, OD, Ppr	No	GC §34090

RECORDS RETENTION SCHEDULE: **PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Engineering	RS-150	Bonds: Construction Bonds / Subdivision Bonds	Release of Bond / Security	Release of Bond / Security	Mag, Mfr, OD, Ppr	No	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Public Works / Engineering	RS-163	Capital Improvement Projects (CIP): Permanent File Plans, Specifications, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Insurance Certificates, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	Mag, Mfr, OD, Ppr	Yes: Complete + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; H&S 19850; GC §34090
Public Works / Engineering	RS-164	Capital Improvement Projects (CIP): Unsuccessful Proposals	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Public Works / Engineering	RS-165	Capital Improvement Projects (CIP): Where City is NOT the Lead Agency (Grade Separation, etc.)	When No Longer Needed	When No Longer Needed	Mag, Ppr, <u>OD</u>		Non-records (another agency is the lead)
Public Works / Engineering	RS-166	Capital Improvement Projects (CIP): Working Files Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Mag, Ppr, <u>OD</u>	Yes	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: **PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Engineering	RS-170	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings (all lines)	5 years	5 years	Mag, <u>OD</u>	<u>Yes</u>	Department Preference; GC §34090 et seq.
Lead (Responding) Dept.	RS-193	Complaints / Concerns from Citizens (operational)	Minimum 2 years	Minimum 2 years	Mag, Ppr, <u>OD</u>		City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Public Works / Engineering	RS-194	Confined Space Entries	3 years	3 years	Mag, Ppr, <u>OD</u>		Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Public Works / Engineering	RS-195	Correspondence - Regulatory Agencies	When No Longer Needed - Minimum 2 years	When No Longer Needed - Minimum 2 years	Mag, Ppr, <u>OD</u>		Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Human Resources / Risk Manage.	RS-198	Cost Estimates for Damage to City Property (damaged stop signs, signals)	Copies - When No Longer Needed	Copies - When No Longer Needed	Mag, Ppr, <u>OD</u>		All originals go to Human Resources (these are copies); GC §34090.7
Public Works / Engineering	RS-219	Department Files Project / Program Working Files	Minimum 5 years	Minimum 5 years	Mag, Mfr , OD, Ppr	Yes: After QC	Department Preference; GC §34090
Public Works / Engineering	RS-220	Design & Construction Standards	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
Public Works / Engineering	RS-222	Disadvantaged Business Enterprise (DBE) Files	2 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Consistent with Grant requirements (see City-wide Schedules); GC §34090

RECORDS RETENTION SCHEDULE: **PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
City Clerk	RS-218	Easements <i>Forward Originals to City Clerk's Office</i>	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	Yes: After 2 years	Department Preference; GC §34090
Public Works / Engineering	RS-251	Encroachment Permits - Permanent Encroachments, Change of Address	P 5 years	P	Mag, Mfr, OD, Ppr	Yes: 1 year	Department Preference; GC §34090
Public Works / Engineering	RS-252	Encroachment Permits - Temporary Encroachments, (debris boxes, etc.), Concrete, Excavation, Sewer, House Moving, House Sewer Connection,	2 years	2 years	Mag, Ppr, OD		GC §34090
Public Works / Engineering	RS-253	Encroachment Permits - Utility Cuts	5 years	5 years	Mag, Mfr, OD, Ppr	Yes: 1 year	Department Preference (the warranty period for work done is 5 years); GC §34090
Public Works / Engineering	RS-254	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Not Acquired or Developed)	When No Longer Needed - Minimum 5 years	When No Longer Needed - Minimum 5 years	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
Public Works / Engineering	RS-255	Engineering Studies / Surveys (City Built Projects)	P 5 years	P	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090
Public Works / Engineering	RS-280	Geotechnical and Soils Reports	P 5 years	P	Mag, Mfr, OD, Ppr	Yes: After QC	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: **PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Engineering	RS-282	GIS Database / Data / Layers (both City-wide and Specialized)	2 years	2 years	Mag, OD		The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Public Works / Engineering	RS-283	Grading Permits & Plans	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After <u>QC</u>	Department Preference; GC §34090
Public Works / Engineering	RS-325	Maps, Plans and Record Drawings (Capital Improvement Project "As-Built", Record Drawings, Final Maps, Parcel Maps, Right of way, Tract Maps, etc.)	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After <u>QC</u>	Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering	RS-345	NPDES Permits - Stormwater	Expiration + 5 <u>years</u>	Expiration + 5 years	Mag, Ppr, OD	<u>Yes</u>	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Engineering	RS-385	Private Development Projects / Job Files: <u>Permanent Files</u> Drainage, Driveway, Encroachments, Grading Permits & Plans, Rights of Way, Soils Reports, Stormwater, etc. Copies of Deeds, Dedications, Easements, Abandonments (City Clerk is OFR) <i>Examples: CUPs, Lot Line Adjustments, Specific Plans, Split Lots, TPMs, TSMs</i>	Upon Completion <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After <u>QC</u>	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090

RECORDS RETENTION SCHEDULE: **PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Engineering	RS-386	Private Development Projects / Job Files: Working Files Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports <i>Examples: CUPs, Lot Line Adjustments, Specific Plans, Split Lots, TPMs, TSMs</i>	Upon Completion 5 years	Completion + 10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	RS-397	Proposed Projects, Program Information	When No Longer Needed - Minimum 2 years	When No Longer Needed - Minimum 2 years	Mag, Ppr, <u>OD</u>		GC §34090
City Clerk	RS-218	Rights of Way <i>Forward Originals to City Clerk's Office</i>	Copies - When No Longer Needed	Refer to OFR	Mag, Mfr, OD, Ppr	Yes: After QC	GC §34090
Public Works / Engineering	RS-440	Sanitary Sewer Overflows (SSOs)	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; plans must be updated every 5 years, audits are required every 2 years; GC §34090
Mgmt Services / Finance	RS-445	Service Requests / Service Tracker Work Orders - All Information Entered in CMMS Database	When No Longer Needed	When No Longer Needed	Mag Ppr		Preliminary drafts (the database is the original); GC §34090
Originating Dept.	RS-444	Service Requests / Service Tracker Work Orders - CMMS DATABASE (Computerized Maintenance Management System)	P	P	Mag		Data is interrelated; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Originating Dept.	RS-446	Service Requests / Service Tracker Work Orders NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	5 years	Mag Ppr		City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Public Works / Engineering	RS-449	Solid Waste - Recycling - SRRE	10 5 years	10 years	Mag, Ppr, OD	Yes	Department Preference; GC §34090
Public Works / Engineering	RS-456	Standard Construction Drawings / Details / Plans	P-5 years	P	Mag, Mfr, OD, Ppr	Yes; After QC	Department Preference; GC §34090
Public Works / Engineering	RS-460	Street Signal Outages & Maintenance	2 years	2 years	Mag, Ppr, OD		GC §34090
Public Works / Engineering	RS-463	Subdivisions	P-5 years	P	Mag, Ppr, OD	Yes	Official record held by City Clerk; GC §34090.7
Public Works / Engineering	RS-474	Traffic Speed Surveys	10 5 years	10 years	Mag, Mfr , OD, Ppr	Yes; After QC	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering	RS-475	Traffic Studies / Traffic Count	When No Longer Needed - Minimum 2 years	When No Longer Needed - Minimum 2 years	Mag, Mfr , OD, Ppr	Yes; After 10 years	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: **PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Engineering	RS-480	Transportation - Master Plan	P-5 years	P	Mag, Mfr, OD, Ppr	Yes: After QC	Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering	RS-481	Transportation - Studies	When No Longer Needed - Minimum 5 years	When No Longer Needed - Minimum 5 years	Mag, Ppr, OD	Yes	Drafts / source records entered into database and not retained in the ordinary course of business; GC §34090
Lead Depart.	RS-484	Underground Service Alerts (USA's) -- City	5 years	5 years	Mag , Ppr, OD	Yes	Department Preference (the warrantee period for work done is 5 years); CCP §337.15 for 10 years statute of limitations on latent defects; GC §34090

RECORDS RETENTION SCHEDULE: **PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
MAINTENANCE SERVICES							
Public Works / Maint. Services	RS-121	AQMD Permits (Generators, etc.)	Current + 2 years	Current + 2 years	Mag, Ppr, <u>OD</u>		Department preference; GC §34090
Public Works / Maint. Services	RS-288	Hazardous Materials Manifests	10 <u>5</u> years	P	Mag, Mfr, OD, Ppr	Yes: After <u>QC</u>	Department Preference; GC §34090
Public Works / Maint. Services	RS-289	Hazardous Materials Manifests - <u>State Reports</u>	10 <u>5</u> years	10 years	Mag, Mfr, OD, Ppr	Yes: After <u>QC</u>	Department Preference; GC §34090
Public Works / Maint. Services	RS-301	Inspections: <u>Bicycle Ways, Curbs, Sidewalks, etc.</u>	10 <u>5</u> years	10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference; GC §34090
Public Works / Maint. Services	RS-323	Maintenance, Cleaning, Repairs, Stoppage Calls, Spills, Line Replacement	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Policy (sewage sludge is required for 5 years); WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090
Public Works / Maint. Services	RS-349	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment <u>5</u> years	Disposal of Equipment	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; GC §34090
Public Works / Maint. Services	RS-383	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Current + 2 Previous Certificates	Current + 2 Previous Certificates	Mag, Mfr, OD, Ppr	Yes: After <u>QC</u>	Department preference; GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: **PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Maint. Services	RS-384	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years	2 years	Ppr		GC §34090
Human Resources	RS-437	Respiratory Fit Tests for Breathing Apparatus <i>Forward Originals to Human Resources</i>	Copies - When No Longer Needed	Refer to OFC	Mag, Ppr, <u>OD</u>		Department Preference; GC § 34090 et seq.
Public Works / Maint. Services	RS-447	Sidewalk, Curb, Gutter Repair Worksheets	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Public Works / Maint. Services	RS-459	Storm Drain & Culvert Inspections & Cleaning	3 years	3 years	Mag, Ppr, <u>OD</u>		NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Public Works / Maint. Services	RS-460	Street Light Outages & Maintenance	2 years	2 years	Mag, Ppr, <u>OD</u>		GC §34090
Public Works / Maint. Services	RS-461	Street Sweeping Logs (Source Records)	3 years	3 years	Mag, Ppr, <u>OD</u>		NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Public Works / Maint. Services	RS-482	Trash Citations / Bulky Items, etc.	2 years	2 years	<u>Mag</u> , Ppr, <u>OD</u>		GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Maint. Services	RS-487	Used Oil Disposal	10 <u>5</u> years	10 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Maint. Services	RS-490	Vehicle & Equipment History Files	Disposal of Vehicle or Equipment + 2 years	Disposal of Vehicle or Equipment + 2 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
PARKS MAINTENANCE							
Public Works / Parks Maint.	RS-322	Maintenance Pruning	Minimum 5 years	Minimum 5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference; GC §34090
Public Works / Parks Maint.	RS-376	Pesticide Application / Use	2 years	2 years	Ppr, <u>OD</u>		Department Preference (agricultural pesticide records are required for 2 years); GC §26202; 3 CCR 6623(c), 40 CFR 171.11 et seq.; GC §34090
Public Works / Parks Maint.	RS-491	Vehicle and Equipment Safety Checks	2 years	2 years	Ppr, <u>OD</u>		GC §34090

RECORDS RETENTION SCHEDULE: **PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
WATER							
Public Works / Water	RS-171	Chains of Custody: Bacteriological & Organics	2 years	5 years	Mag, Mfr, OD, Ppr	Yes (after 2 years)	40 CFR 141.33(a); 22 CCR §64470
Public Works / Water	RS-172	Chains of Custody: Chemical	2 years	10 years	Mag, Mfr, OD, Ppr	Yes (after 2 years)	40 CFR 141.33(a); 22 CCR §64470
Public Works / Water	RS-173	Chains of Custody: Lead & Copper	2 years	12 years	Mag, Mfr, OD, Ppr	Yes (after 2 years)	Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.20; 22 CCR 64690.80
Public Works / Water	RS-210	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints	5 years	5 years	Mag, Ppr, OD	Yes	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Public Works / Water	RS-256	Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	When No Longer Needed - Minimum 2 years	When No Longer Needed - Minimum 2 years	Mag, Ppr, OD		Department Preference; GC §34090
Public Works / Water	RS-296	Hydrant Inspections / Flushing / Valve Exercises / Valve Activations	5 years	5 years	Mag, Ppr, OD	Yes	Department preference; GC §34090 et seq.
Public Works / Water	RS-297	Hydrant Meters - Rentals / Temporary (Pools, Construction)	End of Rental + 2 years	End of Rental + 2 years	Ppr		Department preference; GC §34090
Public Works / Water	RS-332	Meter Changes / Replacements	Upon Change of Meter	Upon Change of Meter	Mag, Mfr, OD, Ppr	Yes: 1 year	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Water	RS-366	Perchlorate / South El Monte Operable Unit (SEMOU) - Superfund / Aerojet Cleanup	P <u>5 years</u>	P	Mag, Mfr, OD, Ppr	Yes: After 10 years	Department Preference; GC §34090 et seq.
Public Works / Water	RS-441	SCADA Database (Supervisory Control and Data Acquisition)	P	P	Mag, <u>OD</u>		Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Public Works / Water	RS-469	Temporary Hydrant Meters	Close + 2 years	Close + 2 years	Mag, Mfr , OD, Ppr		GC §34090
Public Works / Water	RS-486	Urban Water Management Plans (UWMP)	10 <u>5 years</u>	10 years	Mag, Mfr , OD, Ppr	<u>Yes</u>	Department Preference (copies) GC §34090.7
Public Works / Water	RS-497	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	P <u>5 years</u>	P	Mag, <u>OD</u>		Department preference; GC §34090
Public Works / Water	RS-501	Vulnerability Assessment	When Superseded - Minimum 2 years	When Superseded - Minimum 2 years	Mag, Ppr, <u>OD</u>		Confidential; GC §34090
Public Works / Water	RS-504	Water Analysis & Sampling: <u>Bacteriological & Organics</u>	2 years	5 years	Mag, Mfr , OD, Ppr	Yes (after 2 years)	40 CFR 141.33(a); 22 CCR §64470; CCP §340.8
Public Works / Water	RS-505	Water Analysis & Sampling: <u>Chemical</u>	2 years	10 years	Mag, Mfr , OD, Ppr	Yes (after 2 years)	40 CFR 141.33(a); 22 CCR §64470
Public Works / Water	RS-506	Water Analysis & Sampling: <u>Lead & Copper</u>	2 years	12 years	Mag, Mfr , OD, Ppr	Yes (after 2 years)	Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.20; 22 CCR 64690.80

RECORDS RETENTION SCHEDULE: **PUBLIC WORKS**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Water	RS-507	Water Conservation Programs (rebates, etc.)	2 years	2 years	Mag, Ppr, <u>OD</u>		Department Preference (meets auditing standards); GC §34090
Public Works / Water	RS-508	Water Pressure Charts	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference; GC §34090 et seq.
Public Works / Water	RS-509	Water Production Reports (to State DHS & DWR)	5 years	5 years	Mag, Ppr, <u>OD</u>	<u>Yes</u>	Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Water	RS-510	Water Quality Reports / Consumer Confidence Reports	12 years	P	Mag, Mfr, OD, Ppr	Yes (after 2-years)	Department preference; 40 CFR 141.33(a)
Public Works / Water	RS-511	Water Usage Reports	When No Longer Needed - Minimum 2 years	When No Longer Needed - Minimum 2 years	Mag, Ppr, <u>OD</u>		Department preference; GC §34090 et seq.
Public Works / Water	RS-513	Well Video Logs	<u>P-5 years</u>	P	Mag, Mfr, OD, Ppr	<u>Yes</u>	Department Preference; GC §34090 et seq.

STAFF REPORT

City of Monterey Park

DATE: October 2, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: RON BOW, DIRECTOR OF PUBLIC WORKS/ASSISTANT CITY MANAGER

SUBJECT: 2013 LOCALIZED PAVEMENT REPAIRS – ACCEPTANCE OF WORK AND FINAL PAYMENT

DISCUSSION:

On May 15, 2013, the City Council awarded a contract to Paveco Construction Inc. in the amount of \$130,000.00 for the 2013 Localized Pavement Repairs. The project involved the removal and replacement of asphalt concrete pavement at approximately 200 locations city wide to repair old water utility cuts and local pavement failures. The completed work has been inspected and approved by the Public Works Department.

The final cost of the project was \$141,469.25. The increase in cost was due to the extra tonnage of asphalt concrete needed to repair expanded pavement failures.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

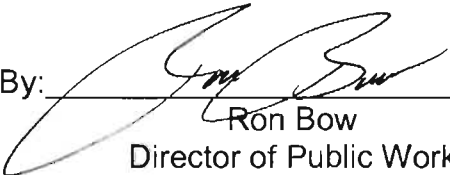
As a minor alteration to an existing public facility, this project is a Class 1 Categorical Exempt project pursuant to the California Environmental Quality Act (CEQA).

FISCAL IMPACT:

On May 15, 2013, the City Council authorized the Public Works Director to approve construction change orders up to \$13,000 (up to 10 percent of the construction contract amount) for a total project cost up to \$143,000. The final cost of the project was \$141,469.25 and is funded with Measure R (Account No. 0010-5001-91923) and Water Funds (Account No. 0092-5001-91923).

RECOMMENDATION:

It is recommended that the City Council accept the localized pavement repair work completed by Paveco 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.

By: 

Ron Bow
Director of Public Works/
Assistant City Manager

Approved: 

Paul Talbot
City Manager

Approved: 

Karl H. Berger
Assistant City Attorney

STAFF REPORT

City of Monterey Park

DATE: October 2, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: RON BOW, DIRECTOR OF PUBLIC WORKS/ASSISTANT CITY MANAGER

SUBJECT: CITY HALL GRAND LOBBY AND EXTERIOR CORRIDOR ENTRIES PAINT WORK – ACCEPTANCE OF WORK AND FINAL PAYMENT

DISCUSSION:

On May 15, 2013, the City Council awarded a contract to CTG Construction Inc. in the amount of \$29,700 for the City Hall Grand Lobby and Exterior Corridor Entries Paint Work. The project involved 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. The completed work has been inspected and approved by the Public Works Department.

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:

The final cost of the project was \$29,700 and is funded with General Fund Capital Improvement Reserves (Account No. 0010-801-5002-96037) approved during the 2012-2013 mid-year budget review process.

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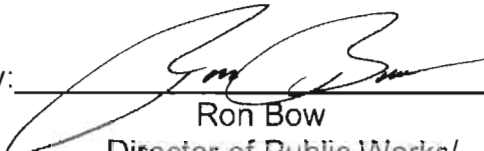
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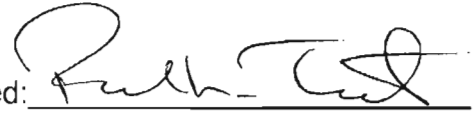
RECOMMENDATION:

It is recommended that the City Council accept the City Hall Lobby paint work completed by CTG 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.

By: _____


Ron Bow
Director of Public Works/
Assistant City Manager

Approved: _____


Paul Talbot
City Manager

Approved: _____


Karl H. Berger
Assistant City Attorney

STAFF REPORT

City of Monterey Park

DATE: October 2, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: RON BOW, DIRECTOR OF PUBLIC WORKS/ASSISTANT CITY
MANAGER

SUBJECT: FIRE STATION 61 APPARATUS FLOOR RESURFACING –
ACCEPTANCE OF WORK AND FINAL PAYMENT

DISCUSSION:

On June 19, 2013, the City Council awarded a contract to Lennova in the amount of \$46,187.05 for the Fire Station 61 Apparatus Floor Resurfacing. The project involved the 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. The completed work has been inspected and approved by the Fire and Public Works Departments.

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:

The final cost of the project was \$46,187.05 and is funded with Public Safety Impact Fee funds (Account No. 0071-801-5002-99721).

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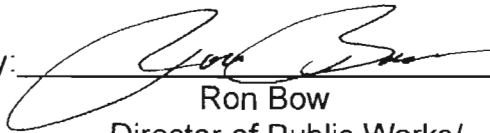
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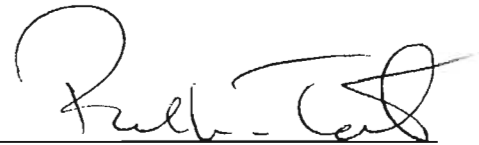
RECOMMENDATION:

It is recommended that the City Council accept the floor resurfacing work completed by Lennova at Fire Station 61, 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.

By: _____


Ron Bow
Director of Public Works/
Assistant City Manager

Approved: _____


Paul Talbot
City Manager

Approved: _____


Karl H. Berger
Assistant City Attorney

STAFF REPORT

City of Monterey Park

DATE: October 2, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: RON BOW, DIRECTOR OF PUBLIC WORKS/ASSISTANT CITY MANAGER

SUBJECT: 2013 SLURRY SEAL OF VARIOUS STREETS – ACCEPTANCE OF WORK AND FINAL PAYMENT

DISCUSSION:

On May 15, 2013, the City Council awarded a contract to Roy Allan Slurry Seal Inc. in the amount of \$286,681.30 for the 2013 Slurry Seal of Various Streets. The project involved the application of an asphalt emulsion slurry seal on various residential streets, and restoration of the existing traffic striping and pavement markings. The project limits included the residential area generally bounded by Atlantic Boulevard, El Repetto Drive, Garfield Avenue, and Riggins Street, and included the access roads leading up to and the parking lots surrounding the Monterey Hill and Luminarias Restaurants, and Monterey Park Golf Course. The completed work has been inspected and approved by the Public Works Department.

The final cost of the project was \$262,499.77 based on the actual measured square footages of the streets and parking lots that were slurry sealed.

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).

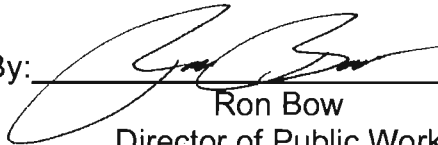
FISCAL IMPACT:

The final cost of the project was \$262,499.77 and is funded with Measure R funds (Account No. 0010-5001-91923) and Specialty Maintenance Trust Fees collected from Specialty Restaurants and the Monterey Park Golf Course.

RECOMMENDATION:

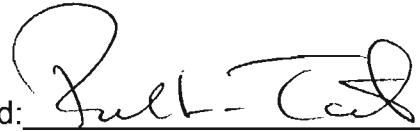
It is recommended that the City Council accept the slurry seal work completed by Roy Allan Slurry Seal Inc., and authorize staff to file a Notice of Completion with the Los Angeles County Recorder's Office and pay the final retention 35 days thereafter.

By: _____



Ron Bow
Director of Public Works/
Assistant City Manager

Approved: _____



Paul Talbot
City Manager

Approved: _____



Karl H. Berger
Assistant City Attorney

STAFF REPORT

City of Monterey Park

DATE: October 2, 2013

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: DONNA M. RAMIREZ, ECONOMIC DEVELOPMENT SPECIALIST

SUBJECT: REQUEST TO APPROVE A PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF MONTEREY PARK AND CHET YOSHIZAKI

BACKGROUND

With the dissolution of the redevelopment agency, the Economic Development staffing was significantly reduced. Mr. Yoshizaki was instrumental in assisting staff with a variety of tasks, including the dissolution of the former redevelopment agency and its transformation into the Successor Agency.

Mr. Yoshizaki has approximately 40 years experience in economic development and commercial development and has provided services in these areas.

DISCUSSION

The City wishes to continue to contract Mr. Yoshizaki for assistance with various projects that may require his expertise. His experience in commercial development and knowledge of projects and issues the city has faced over the past two years is invaluable to the ongoing development projects currently undertaken.

The Agreement is for an amount "not to exceed" \$50,000 for a term of one year. The attached agreement describes the amount and conditions for services to be provided. Exhibit "B," to the Agreement describes the services on a task-by-task basis. Exhibit "B" details a few of the tasks to be undertaken by Mr. Yoshizaki, but does not encumber the entire amount of the agreement. Flexibility to add additional tasks or modify an existing task is included within the terms of the agreement. This allows staff the ability to add additional tasks should the need arise but remain within the limit of \$50,000.

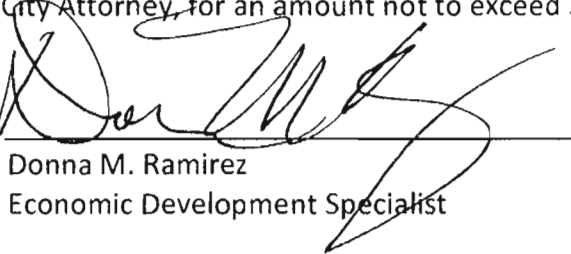
FISCAL IMPACT

The fiscal impact is a maximum of \$50,000 to the General Fund.

RECOMMENDATIONS

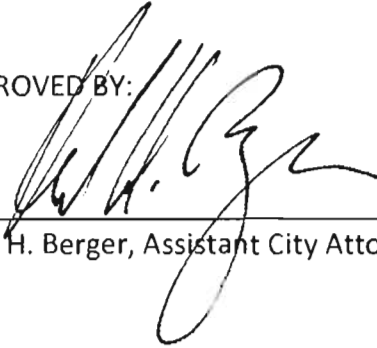
Authorize the City Manager to execute an agreement with Chet Yoshizaki in a form approved by the City Attorney, for an amount not to exceed \$50,000 for the term of one year.

By:


Donna M. Ramirez
Economic Development Specialist


Paul Talbot
City Manager

APPROVED BY:


Karl H. Berger, Assistant City Attorney

**AGREEMENT FOR PROFESSIONAL CONSULTING
SERVICES BETWEEN THE CITY OF MONTEREY PARK
AND CHESTER YOSHIZAKI ONE YEAR ON-CALL
SERVICES FOR ECONOMIC DEVELOPMENT**

This AGREEMENT is entered into this _____ day of _____, 2013, by and between the CITY OF MONTEREY PARK, a municipal corporation ("CITY") and CHESTER YOSHIZAKI, an individual ("CONSULTANT").

1. CONSIDERATION.

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, below;
- B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;
- C. As additional consideration, CITY agrees to pay CONSULTANT for CONSULTANT's services not to exceed sum(s) as set forth in duly executed Task Order(s) issued by CITY's city manager from time to time. CITY will pay this sum(s) on an hourly basis not to exceed ONE HUNDRED AND TWENTY-FIVE DOLLARS (\$125.00) per hour and cost reimbursement expenses incurred specific to Task Orders including, without limitation, airfare, hotel, postage, and transportation as approved by the CITY. In addition, total contract amount will not exceed FIFTY THOUSAND DOLLARS (\$50,000).

2. SCOPE OF SERVICES.

- A. CONSULTANT will perform services listed in the attached Exhibit "A," which is incorporated by reference. The provisions contained in this Agreement will supersede any conflicting provisions in Exhibit A.
- B. The specific services required of CONSULTANT under this Agreement will consist of the tasks and obligations defined in a Task Order approved by CITY and CONSULTANT, in response to specific project scopes of work and services requested by CITY. Any duly executed and approved Task Order will become a part of this Agreement. The standard form for the Task Order is set forth in Exhibit "B."
- C. Consulting services required by CITY will be provided on an as-needed basis with CITY determining and advising CONSULTANT as to when specific services are required to be performed or completed by CONSULTANT.

- D. CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as herein otherwise expressly specified to be furnished by CITY, necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

3. PAYMENTS.

- A. For CITY to pay CONSULTANT as specified by this Agreement and as set forth in each approved Task Order, CONSULTANT must submit a detailed invoice to CITY which lists the hours worked and hourly rates for each personnel category and reimbursable costs (all as set forth in Exhibit "B"), the tasks performed, the percentage of the task completed during the billing period, and the cumulative percentage completed for each task.
- B. The maximum not-to-exceed amount for all Task Orders will be limited to \$50,000.
- C. CITY's city manager may make payments up to \$10,000 for special items of work not included in the project scope of work and services as set forth in the Task Order. Payments for special work will only be made after CITY issues a written notice to proceed for the specific special tasks. A written scope of work, an agreed upon additional fee, a schedule for starting and completing the special tasks, and an agreed upon extension of the time for performance, if needed to complete the special work, will be required before CITY issues a notice to proceed for special work. All special work will be subject to all other terms and provisions of this Agreement.

4. FAMILIARITY WITH WORK.

- A. By executing this Agreement, CONSULTANT agrees that CONSULTANT has
 - i. Carefully investigated and considered the scope of services that may be required;
 - ii. Carefully considered how such services should be performed; and
 - iii. Understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.

5. TERM.

- A. The term of this Agreement will be for a period of one (1) year beginning on the date of this Agreement, except that the term will be extended to the completion date of any Task Order in effect at the end of the term of this Agreement.

- B. The term of this Agreement and any Task Order may be extended as determined by the City Manager or by written amendment to the Agreement or any Task Order.
 - C. The time allowed for CONSULTANT's completion of the services to be provided in accordance with the provisions of any Task Order will be as set forth in the Task Order.
 - D. When services are requested by CITY, CONSULTANT will commence the requested by CITY, CONSULTANT will commence the requested services within a three-week notice period at any time during the term of this Agreement. CITY may terminate this Agreement as stated in Section 13.
6. **COMMENCEMENT OF WORK.** CONSULTANT will not perform any work for specific project scopes of work and duly executed and approved Task Orders under this Agreement until:
- A. CONSULTANT furnishes annual proof of insurance as required under Section 21 of this Agreement; and
 - B. CITY gives CONSULTANT a written notice to proceed.
 - C. Should CONSULTANT begin work on any approved Task Order in advance of receiving written authorization to proceed, any such professional services are at CONSULTANT's own risk.
7. **TIME EXTENSIONS DUE TO DELAY.** Should CONSULTANT be delayed by causes beyond CONSULTANT's control, CITY may grant a time extension for the completion of the contracted services. If delay occurs, CONSULTANT must notify the City Manager within seven working days, in writing, of the cause and the extent of the delay and how such delay interferes with the Agreement's schedule. The City Manager will extend the completion date, when appropriate, for the completion of the contracted services.
8. **CHANGES.** CITY may order changes in the services within the general scope of this Agreement, or in any duly executed Task Order, consisting of additions, deletions, for work not already completed, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.
9. **TAXPAYER IDENTIFICATION NUMBER.** CONSULTANT will provide CITY with a Taxpayer Identification Number.

10. PERMITS AND LICENSES. CONSULTANT, at its sole expense, will obtain and maintain during the term of this Agreement, all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

11. PROJECT COORDINATION AND SUPERVISION.

- A. CONSULTANT's professional services will be actually performed by Mr. Yoshizaki.
- B. A specific individual employed by CONSULTANT, and approved by the City Manager, will be assigned as Project Manager for each specific project defined in the Task Orders. The assigned Project Manager will be responsible for job performance, fee negotiations, and contractual matters, and is personally in charge of and personally supervised or perform the technical execution of Project on a day-to-day basis on behalf of CONSULTANT, and will maintain direct communication with CITY's Project Manager.
- C. Should the Project Manager be unable to complete his/her respective responsibilities on any specific project assignment as set forth in the Task Order, for any reason, he/she will be replaced by another qualified person approved by the City Manager.

12. WAIVER. CITY's review or acceptance of, or payment for, work product prepared by CONSULTANT under this Agreement will not be construed to operate as a waiver of any rights CITY may have under this Agreement or of any cause of action arising from CONSULTANT's performance. A waiver by CITY of any breach of any term, covenant, or condition contained in this Agreement will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

13. TERMINATION.

- A. Except as otherwise provided, CITY may terminate this Agreement, or any individual Task Order, at any time with or without cause. Notice will be in writing at least thirty (30) days before the effective termination date.
- B. CONSULTANT may terminate this Agreement, or any individual Task Order, at any time with CITY's mutual consent. Notice will be in writing at least thirty (30) days before the effective date.
- C. Should termination occur, all finished or unfinished documents, data, studies, surveys, drawings, maps, reports and other materials prepared by CONSULTANT will, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination, not to exceed the total costs under Section 1(C).

- 14. NOTICE OF BREACH AND OPPORTUNITY TO CURE.** Neither party will be deemed to be in breach of this Agreement based on a breach that is capable of being cured until it has received written notice of the breach from the other party. The party charged with breach will have fifteen (15) days from the date of receiving such notice in which to cure the breach or otherwise respond. If the circumstances leading to the charge that the Agreement was breached have not been cured or explained to the satisfaction of the other party within fifteen (15) days from the date on which the party received notice of breach, the non-breaching party may terminate this Agreement.
- 15. OWNERSHIP OF DOCUMENTS.** All documents, data, studies, drawings, maps, models, photographs and reports prepared by CONSULTANT under this Agreement are CITY's property. CONSULTANT may retain copies of said documents and materials as desired, but will deliver all original materials to CITY upon CITY's written notice. CITY agrees that use of CONSULTANT's completed work product, for purposes other than identified in this Agreement, or use of incomplete work product, is at CITY's own risk.
- 16. PUBLICATION OF DOCUMENTS.** Except as necessary for performance of service under this Agreement, no copies, sketches, or graphs of materials, including graphic art work, prepared pursuant to this Agreement, will be released by CONSULTANT to any other person or City without CITY's prior written approval. All press releases, including graphic display information to be published in newspapers or magazines, will be approved and distributed solely by CITY, unless otherwise provided by written agreement between the parties.
- 17. INDEMNIFICATION.**
- A. CONSULTANT agrees to the following:
 - i. Indemnification for Professional Services. CONSULTANT will save harmless and indemnify, including, without limitation, CITY's defense costs (including reasonable attorney's fees) but only to the extent insurance proceeds are available therefore, from and against any and all suits, actions, or claims, of any character whatever, brought for, or on account of, any injuries or damages sustained by any person or property resulting or arising from any negligent or wrongful act, error or omission by CONSULTANT or any of CONSULTANT's officers, agents, employees, or representative, in the performance of this Agreement.
 - B. For purposes of this section "CITY" includes CITY's officers, officials, employees, agents, and representatives.
 - C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.

D. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 22, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

18. ASSIGNABILITY. This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

19. INDEPENDENT CONTRACTOR. CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which is it performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.

20. AUDIT OF RECORDS. CONSULTANT will maintain full and accurate records with respect to all services and matters covered under this Agreement. CITY will have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. CONSULTANT will retain such financial and program service records for at least four (4) years after termination or final payment under this Agreement.

21. INSURANCE.

A. Before commencing performance under this Agreement, and at all other times this Agreement is effective, CONSULTANT must procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits (combined single)</u>
Commercial general liability:	\$1,000,000
Personal automobile liability	\$ 300,000
Workers compensation	Statutory requirement.

B. Commercial general liability insurance will meet or exceed the requirements of the most recent ISO-CGL Form. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for coverage. Liability policies will be endorsed to name City, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that

may be carried by City will be excess thereto. Such insurance will be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to City.

- C. CONSULTANT will furnish to City duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement, endorsements as required herein, and such other evidence of insurance or copies of policies as may be reasonably required by City from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII."
- D. Should CONSULTANT, for any reason, fail to obtain and maintain the insurance required by this Agreement, City may obtain such coverage at CONSULTANT's expense and deduct the cost of such insurance from payments due to V under this Agreement or terminate.

22. USE OF SUBCONTRACTORS. CONSULTANT must obtain CITY's prior written approval to use any subcontractor while performing any portion of this Agreement. Such approval must be of the proposed subcontractor and the terms of compensation. The subcontractor for any specific project scopes of work and services will be listed in the Task Order.

23. INCIDENTAL TASKS. When required by any Task Order, CONSULTANT will meet with CITY monthly to provide the status on the project, which will include a schedule update and a short narrative description of progress during the past month for each major task, a description of the work remaining and a description of the work to be done before the next schedule update.

24. NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY
City of Monterey Park
320 W. Newmark Avenue
Monterey Park, CA 91754
City Manager

CONSULTANT
Chester Yoshizaki
777 Laurel Circle
Monterey Park, CA 91755

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

- 25. SOLICITATION.** CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.
- 26. THIRD PARTY BENEFICIARIES.** This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement. Notwithstanding the foregoing provisions, the State of California may exercise the rights reserved for it under this Agreement to ensure compliance with applicable California laws and regulations.
- 27. INTERPRETATION.** This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.
- 28. ENTIRE AGREEMENT.** This Agreement, and its Attachments, sets forth the entire understanding of the Parties. There are no other understandings, terms or other agreements expressed or implied, oral or written. There are initially two (2) Exhibits to this Agreement. This Agreement will bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.
- 29. CONSISTENCY.** In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement takes precedence over the attached Exhibits; this Agreement supersedes any conflicting provisions. Any inconsistency between the Exhibits will be resolved in the order in which the Exhibits appear below:
- A. Exhibit A: Proposal
 - B. Exhibit B: Standard Task Order Form.
- 30. RULES OF CONSTRUCTION.** Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.
- 31. SEVERABILITY.** If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion

enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.

32. **AUTHORITY/MODIFICATION.** The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment. CITY's city manager, or designee, may execute any such amendment on behalf of CITY.
33. **ACCEPTANCE OF FACSIMILE SIGNATURES.** The Parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.
34. **COVENANTS AND CONDITIONS.** The parties agree that all of the provisions hereof will be construed as both covenants and conditions, the same as if the words importing such covenants and conditions had been used in each separate paragraph.
35. **CAPTIONS.** The captions of the paragraphs of this Agreement are for convenience of reference only and will not affect the interpretation of this Agreement.
36. **FORCE MAJEURE.** Should performance of this Agreement be prevented due to fire, flood, explosion, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.
37. **TIME IS OF ESSENCE.** Time is of the essence for each and every provision of this Agreement.
38. **STATEMENT OF EXPERIENCE.** By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agencies all suggest that consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.

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

CITY OF MONTEREY PARK

CONSULTANT

Paul Talbot
City Manager

Chester Yoshizaki

Taxpayer ID No. _____

ATTEST:

Vincent D. Chang,
City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: _____
Karl H. Berger, Assistant City Attorney

ATTACHMENT "A"

1. GENERAL SCOPE OF SERVICES:

A. CONSULTANT will serve as a Consultant/Advisor to the City in the review, assessment, implementation of projects and programs of the Economic Development Division of the City Manager's Office. Assignments may also include projects completed for the City acting as Successor Agency to the former Redevelopment Agency.

B. CONSULTANT may provide assistance in projects including but not limited to site development, economic development, organizational development and program development and implementation. In the course of consultant's assignments, he may be called upon to act as a representative of the City.

2. CATEGORY OF ASSIGNMENTS

A. Representative assignments implemented through Task Orders may include, but not limited to the following:

1. **Organizational Development:** staff and individual development in administration, management, mentorship, and personal growth.
2. **Business Outreach Programs:** development and implementation of geographic area business forums to enhance City to Business communication.
3. **Retail Outreach:** Plan and coordinate City participation at ICSC events.
4. **Special Development Projects:** general coordination and administration of projects now in progress or contemplated (MarketPlace, Hotel Study).
5. **Asset Management:** Coordination and Disposition of SA owned properties.
6. **Economic Development Strategies:** exploration of new sources for incentives for economic development and identification of potential improvement districts.

EXHIBIT "B"

Task Orders: 5, 6 & 7

City of Monterey Park

320 West Newmark
Monterey Park, CA 91754

TASK ORDER #2013-5

Issued under **AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES BETWEEN THE CITY OF MONTEREY PARK CHESTER YOSHIZAKI SERVICES**, dated ____.

Project Name:
Project Number:
Contractor Name: Chester Yoshizaki
Vendor Number:
Contract Number:
Account Number:
Date Prepared: September 1, 2013

Project Description: Market Place Project

Description of Services to be Performed by Consultant under this Task Order:

Provide advisory services and review of pertinent documents and processes in the implementation of the Market Place Project. Coordinate and provide assistance in required multi-agency permits and approvals, interpretation and regulation of Development Agreement, and provide any written reports and/or analysis as requested.

Time for Completion: On-going; Developer closing on property projected for January 2014

Cost Estimate: \$15,000.00

CONSULTANT/CONTRACTOR

Date

Recommended/Approved By:

Date

Finance Director

Date

City Manager

Date

For Internal Use Only:

Budgeted ____ Yes ____ No

Appropriation Transfer Needed: ____ Yes ____ No

Date City Council Approved: _____

Agenda Item No.: _____

City of Monterey Park

320 West Newmark
Monterey Park, CA 91754

TASK ORDER #6

Issued under **AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES BETWEEN THE CITY OF MONTEREY PARK CHESTER YOSHIZAKI SERVICES**, dated ____.

Project Name:
Project Number:
Contractor Name: Chester Yoshizaki
Vendor Number:
Contract Number:
Account Number:
Date Prepared: September 1, 2013

Project Description: Successor Agency Administration

Description of Services to be Performed by Consultant under this Task Order: Provide guidance and assistance in the preparation mandated elements of ABx1 26 and AB 1485:

- On-going ROPS preparation and review
- Finalize LRPMP
- Provide guidance on Bond expenditures and on-going obligations of the former RDA
- Assist in the negotiation on surplus land disposition
- Other related tasks as requested

Time for Completion: On-going

Cost Estimate: \$10,000

CONSULTANT/CONTRACTOR

Date

Recommended/Approved By:

Date

Date

Finance Director

Date

City Manager

For Internal Use Only:

Budgeted ____ Yes ____ No

Appropriation Transfer Needed: ____ Yes ____ No

Exhibit B
Page 1 of 2

City of Monterey Park

320 West Newmark
Monterey Park, CA 91754

TASK ORDER #7

Issued under **AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES BETWEEN THE CITY OF MONTEREY PARK CHESTER YOSHIZAKI SERVICES**, dated ____.

Project Name:
Project Number:
Contractor Name: Chester Yoshizaki
Vendor Number:
Contract Number:
Account Number:
Date Prepared: September 1, 2013

Project Description: City Manager Special Projects

Description of Services to be Performed by Consultant under this Task Order:

- Provide training in personnel/organizational development through workshops and targeted internal training programs;
- Assist in the development and implementation of a new Economic Development Assistance Program; and
- Assist with a Business Assistant Outreach.

Time for Completion: December 2013

Cost Estimate: \$20,000

CONSULTANT/CONTRACTOR

Date

Recommended/Approved By:

Date

Finance Director

Date

City Manager

For Internal Use Only:

Budgeted ____ Yes ____ No

Appropriation Transfer Needed: ____ Yes ____ No

Date City Council Approved: _____

Agenda Item No.: _____

Staff Report City of Monterey Park

DATE: October 2, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: JAMES FUNK, LEAD PLANNER/ECONOMIC AND DEVELOPMENT SERVICES SPECIAL PROJECT MANAGER, COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

SUBJECT: CONSIDER GRANTING A PRE-DEVELOPMENT LOAN TO LINC HOUSING CORPORATION, A CERTIFIED CHDO, TO EVALUATE PROJECT FEASIBILITY OF THE 236 S. RAMONA AVENUE PROPERTY

SUMMARY

The City of Monterey Park receives an annual allocation of HOME program funds from the United States Department of Housing and Urban Development (HUD). HOME Program regulations require cities to set aside a minimum of 15% of their HOME allocations for housing development activities in which qualified CHDOs are the owners, developers and/or sponsors of the affordable housing project.

In June 2012, the City Council approved certification of LINC Housing Corporation ("LINC") as an eligible City CHDO and authorized the City Manager to execute a reservation agreement with LINC in HOME funds to locate a site within the City to create an affordable housing project.

In July 2013, the City approved an agreement with LINC, committing the sum of Eight Hundred Thirty Four Thousand Eight Hundred Thirty Three Dollars (\$834,833) in HOME funds to acquire, rehabilitate and manage a mixed income, affordable housing project on the 236 S. Ramona Avenue Site.

DISCUSSION

HOME Regulations allow the City to commit up to ten percent (10%) of the total amount of HOME funds reserved for a CHDO to provide a project-specific predevelopment and site control loan in the early stages of site development for an eligible project.

LINC is requesting a pre-development loan in the amount of \$83,483 from HOME/CHDO funds. The loan is to evaluate the development possibilities of the site. LINC plans to use the pre-development loan funds for due diligence and site planning activities to determine the feasibility and adequacy of the site for the proposed development. The pre-development costs include the following: Architect and

Engineering, Survey, Geotechnical Engineering, Environmental Testing, Appraisal/Market Analysis Services, Legal, and City Fees.

If the site is determined to be feasible and adequate to produce affordable housing, the pre-development funding will be incorporated into the additional project financing. If for any reason the site is determined not to be feasible for the project (for example, a geotechnical soils problem), the pre-development funds will be repaid back to the City.

FISCAL IMPACT

No impact to the General Fund. The funds for the pre-development loan in the amount of Eight Three Thousand Four Hundred Eighty-Three Dollars (\$83,483) are HUD HOME/CHDO funds.

RECOMMENDATION

Staff recommends that the City Council:

- a) Grant a pre-development loan to LINC, using HOME/CHDO funds, to evaluate project the feasibility and adequacy of the 236 S. Ramona Avenue site;
- b) Authorize the City Manager to execute the Pre-development Loan Agreement in a form approved by the City Attorney; and
- c) Take such additional, related, action that may be desirable.

By: James Funk
James Funk
Lead Planner

Approved: Paul Talbot
Paul Talbot
City Manager

APPROVED AS TO FORM
MARK D. HENSLEY, City Attorney

By: Karl H. Berger
Karl H. Berger, Assistant City Attorney

Attachment: Draft Pre-Development Loan Agreement

**CITY OF MONTEREY PARK
HOME PREDEVELOPMENT LOAN AGREEMENT**

THIS HOME PREDEVELOPMENT LOAN AGREEMENT (the "**Agreement**") is entered into as of _____, 2013, by and between the CITY OF MONTEREY PARK, a general law city and municipal corporation ("**City**"), and LINC COMMUNITY HOUSING, a California nonprofit public benefit corporation ("**Developer**"). The Parties enter into this **Agreement** with reference to the following:

RECITALS

- A. Developer is a nonprofit public benefit corporation duly organized under the laws of the State of California, which represents that it is experienced in the acquisition, development rehabilitation and operation of housing, which is affordable to persons of low- and moderate-income. Developer has further represented to the City that it satisfies all of the requirements for designation as a Community Housing Development Organization ("**CHDO**"), as that term is defined in 24 CFR § 9 2.2.
- B. The City received funds from the United States Department of Housing and Urban Development ("**HUD**") pursuant to the federal HOME Program, 42 U.S.C. §§ 12701, *et seq.* (the "**HOME Program**"), to be used for the purposes of providing decent, safe and sanitary housing to the citizens of Monterey Park in accordance with the HOME Program.
- C. Developer proposes to acquire, rehabilitate and manage a mixed income, affordable housing project on the Site (the "**Project**"). The Project is described in greater detail in Exhibit A, incorporated by this reference.
- D. The City has previously entered into an agreement with Developer, reserving as maximum funding for the PROJECT and WORK, the sum of Eight Hundred Thirty Four Thousand Eight Hundred Thirty Three Dollars (\$834,833) in HOME set aside funds for distribution.
- E. Home Regulations allow City to commit up to ten percent (10%) of the total amount of HOME funds reserved for a CHDO, to provide a project-specific predevelopment and site control loan in the early stages of site development for an eligible project (24 CFR § 92.300(c)).
- F. With this agreement, City intends to authorize a loan to Developer in an amount not to exceed \$40,222 in HOME funds reserved for a CHDO and not to exceed \$43,261 in other HOME funds for a total amount not to exceed \$83,483 ("**City Loan**"), the proceeds to be used by Developer for Eligible Predevelopment Expenses on the Project.

- G. The granting of the City Loan is in best interests of the City and the welfare of its residents, and is in accordance with the purpose and provisions of the HOME Program.

The Parties agree as follows:

AGREEMENT

2. Definitions.

The following terms as used in this Agreement will have the meanings given below unless expressly provided to the contrary:

"Agreement" means this Community Housing Development Organization Predevelopment Loan Agreement between the City and the Participant, including all exhibits and other documents attached to this Agreement. The Agreement constitutes the written agreement required under 24 CFR §§ 92.504(b) and 92.504(c) (3) to be entered into by the City as a recipient of HOME Funds and a nonprofit Participant.

"CHDO" means a private nonprofit organization that meets the requirements of the HOME Investment Partnerships Program under 24 CFR § 92.2.

"City Loan" means the loan of HOME Funds to be provided by City to Participant for the Eligible Predevelopment Expenses on the Project.

"City Loan Documents" means this Agreement, the Promissory Note, and any other documents and instruments required to be executed and delivered by Participant.

"Contract Officer" means City's Director of Community and Economic Development or his or her designee.

"Eligible Predevelopment Expenses" means the expenses for which the City Loan may be used for technical assistance and site control as described in 24 CFR § 92.301(a). Eligible Predevelopment Expenses constitute allowable costs for a CHDO to determine project feasibility for the Site, but exclude general operational expenses of the CHDO. Eligible Predevelopment Expenses include, without limitation, consulting fees, costs of preliminary financial applications, legal fees, architectural and engineering fees, engagement of a development team, option to acquire property, site control and title clearance. The line item categories of Eligible Predevelopment Expenses and the amount budgeted for each item are set forth in the Predevelopment Budget attached as Exhibit "D," and incorporated by this reference.

"HOME Funds" means the funds allocated annually to the City by HUD under the HOME Investment Partnerships Program (42 U.S.C. §§ 12701, *et seq.*) and may include more than one year of allocations.

"Home Regulations" means the collectively the requirements of the HOME Investment Partnerships Program (42 U.S.C. §§ 12701, *et seq.*) and the HOME Regulations (24 CFR §§ 92, *et seq.*).

"Performance Schedule" means that certain Performance Schedule attached as Exhibit "E," and incorporated by reference, setting out the dates and/or time periods by which certain obligations and task must be performed and completed.

"Participant" is LINC Community Development Corporation, a California nonprofit public benefit corporation. Participant qualifies as a CHDO under the HOME Investment Partnership Program.

"Promissory Note" means the promissory note to be executed by Participant regarding repayment of the City Loan, in the form attached as Exhibit "B," and incorporated by reference.

"Participant Representative" means Sid Paul, Director of Acquisitions for LINC Community Development Corporation, who is designated by the Participant to represent the Participant in the administration of this Agreement.

"Predevelopment Activities" means HOME eligible tasks, activities and operations set forth in the Performance Schedule, all activities assisted with the City Loan, and all other obligations under this Agreement that the Participant is required to perform.

"Predevelopment Budget" means the Predevelopment Budget attached as Exhibit "D," and incorporated by this reference, which describes the line item categories of Eligible Predevelopment Expenses and the amount of City Loan proceeds allocated to each category.

"Project" means the mixed-use project described above, and outlined in greater detail in attached Exhibit A.

"Site" means the property commonly known as 236 Ramona Avenue, Monterey Park, California. The site is depicted on the Site map attached as Exhibit "C," and incorporated by reference.

3. Term and Termination.

- A. Term. This Agreement will be effective and the term will commence on the date set forth above unless terminated earlier. The Agreement will continue thereafter until an Affordable Housing Loan Agreement is executed. Thereafter, the City Manager is authorized, in his or her sole

discretion, to renew the Agreement for an additional period not to exceed 180 days, upon the written request of the Participant Representative. Notwithstanding the expiration or earlier termination of this Agreement, the Participant's obligations to the City will not terminate until all closeout requirements are completed. In addition, the following obligations of the Participant will survive the termination of this Agreement: (a) the Participant's indemnity obligations; (b) the obligation to cause audits to be performed relating to the Participant's activities and costs under this Agreement; (c) the obligation to repay to the City any proceeds improperly disbursed to the Participant or disbursed or used for ineligible expenditures as determined by the City or HUD; and (d) any other obligations which cannot be their nature be performed until after the expiration of the Agreement.

B. Termination for Cause. This Agreement may be terminated by the City for cause as follows:

- i. Lack of Funding. If, for any reason, the HOME Funds required by the City to fund the Eligible Predevelopment Expenses are not received by the City or are withdrawn from the City, the City may terminate this Agreement. Alternatively, if a reduction in funding is required, the City may unilaterally reduce the amount of the Agency Loan. In that event, the City will provide the Participant with a modified Predevelopment Budget.
- ii. Failure to Comply with Agreement. If the Participant fails to comply with the terms and conditions of this Agreement and fails to cure the default after notice from the City, the City may terminate this Agreement.

C. Termination for Convenience. This Agreement may be terminated for convenience as provided in 24 CFR § 85.44.

4. City Loan.

- A. General. Subject to this Agreement and provided the Participant is not in default, City will provide the City Loan to the Participant in an amount not to exceed Eighty Three Thousand Four Hundred Eighty Three Dollars (\$83,483). The proceeds of the City Loan will be applied toward the costs of the Eligible Predevelopment Expenses as set forth in the Predevelopment Budget attached as Exhibit "D," and incorporated herein by reference. The Predevelopment Budget may be amended upon the mutual agreement of the parties. The City manager may approve or deny any request by Participant to amend the Predevelopment Budget.

- B. Repayment of City Loan. The Participant's obligation to repay the City Loan will be set forth in the Promissory Note. Repayment of the City Loan will be deferred until one of the following conditions occurs:
- i. Development of the Site is Infeasible. At its sole discretion, the Contract Officer may waive repayment if the Contract Officer determines that there are impediments to the Project that are reasonably beyond the control of the Participant or Site development is infeasible pursuant to 24 CFR § 92.301 (a) (3).
 - ii. Default. There is a default of Participant's obligations under this Agreement, and Participant fails to cure the default within the time periods provided.
 - iii. City Loan Repayment Incorporated into Development Financing. If City and Participant enter into an Affordable Housing Loan Agreement (AHA) whereby City agrees to provide additional assistance to Participant to develop the site for affordable housing, the parties will incorporate repayment of the City Loan into the terms of that AHA. If for any reason a AHA is executed, but repayment of the City Loan is not provided for in that agreement, then the outstanding balance of the City Loan will be repayable under the same terms and conditions as the assistance provided by City to Participant in the AHA.
 - iv. Due Upon Assignment. The City Loan will be immediately due and payable in the event that Participant assigns or attempts to assign all or any portion of this Agreement.
 - v. Due Upon Failure to Execute Affordable Housing Loan Agreement (AHA). The City Loan will be immediately due and payable in the event City and Participant fail to enter into a AHA for the Project Site within six-months after expiration of the term set forth in the Agreement.
- C. Permissible Use of City Loan: Eligible Project Expenses. Subject to this Agreement, the Participant can use the City Loan proceeds only for the Eligible Predevelopment Expenses described in the Predevelopment Budget that are actually and reasonably incurred by the Participant during the term of this Agreement and approved by the Contract Officer, and for no other purpose.
- D. Selection of Participants. The Participant will follow procurement procedures reviewed and approved by the City Manager in advance of procurement. Procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Whichever procurement method is selected and approved by the City

Manager, the Participant will set forth a statement of work that details the procurement requirements needed and selection criteria.

- E. Reimbursement Payment Method. Provided that the Participant is not in default of this Agreement, the City Loan will be disbursed by the City to the Participant on a reimbursement basis, as Eligible Project Expenses are incurred by the Participant. The City Loan proceeds will be disbursed to the Participant in the form of a reimbursement payment for Eligible Project Expenses incurred by the Participant and the Participant will not be entitled to advance disbursements of City Loan proceeds for Eligible Predevelopment Expenses not yet incurred.
- F. Submittal of Payment Request. Not later than the fifteenth (15th) day of each Month, the Participant will submit to the Contract Officer a request for payment of the City Loan proceeds to reimburse the Participant for Eligible Predevelopment Expenses incurred by the Participant for the previous month. The payment request will itemize the Eligible Predevelopment Expenses by listing each budget line item category from the Predevelopment Budget and including the following information for each category:
 - i. a description and the amount of each Eligible Expense included within that category for which reimbursement is sought;
 - ii. the total amount budgeted in the Predevelopment Budget to the budget line item category; and
 - iii. the total amount reimbursed to the Participant for the budget line item category to date.
- G. City's Review of Payment Request and Disbursement of Funds. The Contract Officer will have the authority on behalf of the City to calculate and approve the amount of Participant's Eligible Predevelopment Expenses. To the extent the City has received sufficient HOME Funds from the HUD, payment of the City Loan amount determined by the City to be owing to the Participant for each Month during the term of this Agreement will be made by the City within thirty (30) days after the Participant's submission of its completed payment request. If the City disapproves a payment request, the City will notify the Participant in writing of the reasons for disapproval within fifteen (15) days of receipt of the Participant's payment request.
- H. Conditions Precedent to Disbursement of City Loan. The City Loan will be disbursed to or on behalf of the Participant upon the satisfaction of the following conditions:

- i. Execution and Delivery of Documents. Participant will have executed and delivered to the City the Promissory Note in the form attached as Exhibit "B," and incorporated by reference, and any other documents and instruments required to be executed and delivered by Participant (collectively, the "Loan Documents").
- ii. Continuing Qualification as a Community Housing Development Organization. The Participant will provide the City with all documents required to recertify the Participant as a CHDO in accordance with the minimum eligibility criteria set forth under the Home Regulations at 24 CFR § 92.2.
- iii. Payment Request. The Participant will have provided a complete payment request.
- iv. Insurance. The Participant will have presented a certificate to the City of the insurance policies, which are required pursuant to Section 6.1 hereof, and such policies will be in full force and effect.
- v. No Default. There will exist no condition, event or act which would constitute a Default, or which, upon the giving of notice or the passage of time, or both, would constitute a Default.
- vi. Representations and Warranties. Participant affirms that all representations and warranties made in this Agreement and pursuant to the terms of this Agreement are true and correct.

5. Return of City Loan Proceeds. If it is determined, as a result of an audit or otherwise, that any of the disbursements of the City Loan proceeds were improperly made or were made for expenditures not eligible for reimbursement, Participant will immediately repay to the City the amounts of such disbursements.

6. Excess City Loan Proceeds. If the amount of Eligible Predevelopment Expenses incurred by the Participant during the term of this Agreement is less than the City Loan, the excess City Loan proceeds will revert to the City and will not be encumbered by this Agreement. In addition, the City Loan funds for Eligible Predevelopment Expenses for which Participant has not submitted a complete payment request to the City within fifteen (15) days following the termination of this Agreement will revert to City to be allocated for other activities.

7. Predevelopment Activities. The Participant will perform and complete all Predevelopment Activities diligently and in a timely manner. If any Predevelopment Activity constitutes a specific task or activity that is required under this Agreement to be commenced or completed by a certain date or time period, the Participant will commence, complete and perform the task or activity within the specified time period. In connection therewith, the Participant will perform all Predevelopment Activities included

in the Performance Schedule attached as Exhibit "E," and incorporated by reference, within the indicated time period.

8. Standard of Performance. The Participant will perform all Predevelopment Activities in a competent manner to the satisfaction of the City and in accordance with this Agreement. In addition, the Participant will perform the Predevelopment Activities in compliance with the Home Regulations and in a manner that meets the CHDO guidelines under which the City Loan was awarded to the Participant. The Participant represents to the City that the Predevelopment Activities will be performed by the Participant under its direct supervision, and that all personnel engaged in the Predevelopment Activities will be fully qualified, authorized, and permitted under applicable law to perform such Predevelopment Activities.

9. Monitoring. The City will monitor and evaluate the Participant's performance under this Agreement to determine compliance with this Agreement and Home Regulations. The Participant will cooperate with the City and will make available to the City all information, documents and records reasonably requested by the City and will provide the City the reasonable right of access to the Site during normal business hours for the purpose of assuring compliance with this agreement and evaluating the Participant's performance hereunder.

10. Compliance with Laws and Regulations and Home Regulations. The Participant will observe and comply with all applicable laws, regulations and rules of governmental agencies having jurisdiction, including but not limited to the Home Regulations and the statutes referenced therein. Because the source of the City Loan is funds received from HUD pursuant to the federal government's HOME Program, Participant is required to comply with all applicable Home Regulations. In the event of any conflict between the Home Regulations and this Agreement, the Home Regulations will control; it being understood, however, that in order to be in compliance with this Agreement and the Home Regulations, the Participant will, to the extent possible, comply with the most restrictive provisions in this Agreement and the Home Regulations.

11. Licenses, Approvals and Permits. The Participant will secure, at its sole cost and expense, any and all licenses, permits and approvals that may be required for the performance of the Predevelopment Activities, whether required under the Home Regulation or otherwise under federal, state or local law.

12. Program Costs. Except to the extent of the City Loan as described in this Agreement, Participant will be responsible for all costs related to the Predevelopment Activities.

13. Records to be Maintained. Participant will keep and maintain records providing a full description of the Predevelopment Activities undertaken, records demonstrating that the Predevelopment Activities meet the HOME Program's CHDO requirements, records demonstrating the eligibility of the activities constituting the Eligible Predevelopment Expenses, and such other records as may be reasonably required by the City. Records kept by Participant will be sufficient to: 1) enable City to evaluate Participant's

compliance with the Home Regulations, 2) to identify and account for the use of the City Loan proceeds and expenditures of Eligible Project Expenses and all costs pertaining to this Agreement, and 3) to enable City to comply with the City's record keeping and reporting requirements under the Home Regulations. Books and records pertaining to the Eligible Predevelopment Expenses will be kept and prepared in accordance with generally accepted accounting principles.

14. Retention. The books and records required to be maintained under this Agreement will be retained by Participant for a period of five (5) years following the termination of this Agreement; provided, however, in the event any litigation, audit, negotiation or other action involving the books and records is commenced prior to the expiration of the five (5) year retention period, Participant will retain the books and records until completion of the action and resolution of all issues which arise from it. The books and records required to be maintained by Participant will be kept at the Site or such other location as approved by the City.

15. Access to Records. City and HUD and their representatives will have full and free access to, and the right to examine, inspect and audit, all books and records of Participant pertaining to this Agreement at all times during normal business hours.

16. Audits. Participant will perform all audits of its books and records requested by City or HUD, or otherwise required by the Home Regulations, in accordance with the terms of this Agreement and the Home Regulations. A copy of any such audit will be forwarded to the City within thirty (30) days after completion. Such audits will be conducted in accordance to the "Standards for Financial Management Systems" (24 CFR § 84.21). The Participant is subject to all audit and review requirements imposed on the City in connection with this Agreement and will, at its sole cost and expense, cause such audits and reviews to be performed in a timely manner.

17. Insurance.

- A. Before commencing performance under this Agreement, and at all other times this Agreement is effective, Participant will procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

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

- B. Commercial general liability insurance will meet or exceed the requirements of the most current ISO-CGL Form. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies will be endorsed to name CITY, its officials, and

employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by CITY will be excess thereto. Such insurance will be on an "occurrence," not a "claims made," basis. It cannot be canceled or reduced by Participant's insurance carrier except upon thirty (30) days written notice to CITY. If Participant seeks to cancel or reduce its insurance coverage, it must provide thirty (30) days written notice to CITY before doing so.

- C. Participant will furnish to CITY duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement and such other evidence of insurance or copies of policies as may be reasonably required by CITY from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII."
- D. Should Participant, for any reason, fail to obtain and maintain the insurance required by this Agreement, CITY may obtain such coverage at Participant's expense and deduct the cost of such insurance from sums due to Participant under this Agreement or terminate.

18. Indemnification.

- A. ***Indemnification for other Damages.*** Participant indemnifies and holds City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of this Agreement, or its performance. Should City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of this Agreement, or its performance, Participant will defend City (at City's request and with counsel satisfactory to City) and will indemnify City for any judgment rendered against it or any sums paid out in settlement or otherwise.
- A. For purposes of this section "City" includes City's officers, officials, employees, agents, representatives, and certified volunteers.
- B. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.
- C. The requirements as to the types and limits of insurance coverage to be maintained by Participant, and any approval of said insurance by City, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by Participant pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

19. Defaults.

- A. Subject to any extensions of time, failure or delay by either party to perform any term or provision of this Agreement constitutes a default under this Agreement. The party who so fails or delays must immediately commence to cure, correct, or remedy such failure or delay and will complete such cure, correction or remedy with reasonable diligence and during any period of curing will not be in default.
- B. The non-defaulting party will give written notice of default to the party in default, specifying: (a) the nature of the event or deficiency giving rise to the event of default, (b) the action required to cure the event or deficiency, if an action to cure is possible and can be ascertained, and (c) a date by which such action to cure must be taken, if applicable. Delay in giving such notice will not constitute a waiver of any default nor will it change the time of default.
- C. Neither party may exercise any rights or remedies upon a default by the other Party, unless and until such default continues for a period of thirty (30) days after written notice thereof from the non-defaulting party unless otherwise provided. If the nature of the default is such that more than thirty (30) days are reasonably required for its cure, then the defaulting party will not be deemed to be in default if it has commenced a cure within the 30-day period and thereafter diligently prosecutes such cure to completion within ninety (90) days after receipt of written notice thereof.
- D. Any failures or delays by any party in asserting any of its rights and remedies as to any default will not operate as a waiver of any default or of any such rights or remedies, or deprive any party of its right to institute and maintain any actions or proceedings which it may deem necessary to protect assert or enforce any such rights or remedies.

20. Remedies. In addition to any other rights or remedies available at law or in equity, upon a default of the Participant, the City may:

- A. Temporarily withhold disbursement of the City Loan proceeds pending correction of the default by the Participant.
- B. Refuse to disburse all or any part of the City Loan and reallocate the funds to another activity.
- C. Wholly or partially suspend or terminate the award of the City Loan.
- D. Wholly or partially suspend or terminate this Agreement.

- E. Require the Participant to repay any City Loan funds that the City determines were not expended in compliance with the requirements of this Agreement or the Home Regulations.
- F. Institute legal action to cure, correct or remedy any default, to recover damages for any default or to obtain any other remedy consistent with the purposes of this Agreement. Except as otherwise expressly provided in this Agreement, any failure or delay by the City in asserting any of its rights and remedies as to any default will not constitute a waiver of any default, nor will it change the time of default, nor will it deprive the City of its right to institute and maintain any actions or proceedings which it may deem necessary to protect, assert or enforce any such rights or remedies.

21. Remedies Cumulative. No right, power, or remedy given by the terms of this Agreement or the City Loan Documents is intended to be exclusive of any other right, power, or remedy; and each and every such right, power, or remedy will be cumulative and in addition to every other right, power, or remedy given by the terms of any such instrument, or by any statute or otherwise.

22. Non-Liability of City Officials and Employees. No member, official, employee or agent of the City will be personally liable to the Participant, or any successor in interest, in the event of any default or breach by the City or for any amount that may become due to the Participant or its successors, or on any obligations under the terms of this Agreement.

23. Contract Administration. The Contract Officer will be the person designated by the City to administer this Agreement on behalf of the City, and the Participant Representative will be the person designated by the Participant to administer this Agreement on behalf of the Participant.

24. **Notices.** Any notices, requests or approvals given under this Agreement from one party to another may be personally delivered or deposited with the United States Postal Service for mailing, postage prepaid, to the address of the other party as stated in this Paragraph, and is deemed to have been given at the time of personal delivery or three (3) days after the date of deposit for mailing. Notices must be sent to:

City: City of Monterey Park
320 W. Newmark Avenue.
Monterey Park, CA 91754
Attention: Director of Community Development

Developer: LINC Housing Corporation
110 Pine Ave., Suite 500
Long Beach, California 90802
Attention: Sid Paul

25. Independent Contractor. City and Participant agree that Participant will act as an independent contractor and will have control of all work and the manner in which it is performed. Participant will be free to contract for similar service to be performed for other employers while under contract with City. Participant is not an agent or employee of City and is not entitled to participate in any pension plan, insurance, bonus or similar benefits City provides for its employees. Any provision in this Agreement that may appear to give City the right to direct Participant as to the details of doing the work or to exercise a measure of control over the work means that Participant will follow the direction of the City as to end results of the work only.

26. Rules of Construction. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

27. Severability. If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.

28. Authority/Modification. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment. City's City Manager, or designee, may execute any such amendment on behalf of City.

29. Facsimile Signatures. The Parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.

30. Captions. The captions of the paragraphs of this Agreement are for convenience of reference only and will not affect the interpretation of this Agreement.

31. Force Majeure. Should performance of this Agreement be prevented due to fire, flood, explosion, acts of terrorism, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' reasonable control, then the Agreement will immediately terminate without obligation of either party to the other.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

City OF MONTEREY PARK ("City")

By: _____
Paul Talbot
City Manager

Date: _____

ATTEST:

By: _____
Vincent D. Chang, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: _____
Karl H. Berger,
Assistant City Attorney

LINC HOUSING CORPORATION
("Developer")

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A
PROJECT DESCRIPTION

All HOME eligible activities required to be completed pursuant to the Performance Schedule.

The project site consists of a parking lot located at 236 S. Ramona Avenue in Monterey Park, California and described as:

All that certain real property situated in the County of Los Angeles, State of California, described as follows:

Lot 12 in Block "H" of Tract No. 786, in the City of Monterey Park, County of Los Angeles, State of California, as per map recorded in Book 16, Pages 58 and 59 of Maps, in the Office of the County Recorder of said County.

The Participant's proposal calls for six new apartments to be constructed on the site to as affordable apartments. Participant plans to use predevelopment loan funds for due diligence and site planning activities to determine the feasibility of the site for Participant's proposed development.

EXHIBIT B
PROMISSORY NOTE
(Deferred Note)

\$83,483.00

September 19, 2013

Westminster, California

FOR VALUE RECEIVED, LINC COMMUNITY DEVELOPMENT CORPORATION, a California nonprofit corporation ("Participant"), promises to pay to the **CITY OF MONTEREY PARK**, a public body, corporate and politic (the "City"), or order, at the City's office at 320 West Newmark Avenue, Monterey Park, California 91754, or such other place as the City may designate in writing, the principal sum of Eighty-Three Thousand Four Hundred Eighty-Three Dollars (\$83,483.00), or so much of such amount which has been disbursed by the City to or on behalf of the Participant (the "City Loan"), in currency of the United States of America, which at the time of payment is lawful for the payment of public and private debts.

1. Agreement. This Promissory Note (the "Note") is given in accordance with that certain Predevelopment Loan Agreement executed by the City and the Participant, dated as of _____ (the "Agreement"), incorporated by this reference. The rights and obligations of the Participant and the City under this Note will be governed by the Agreement and by the additional terms set forth in this Note.

2. Interest. No interest will accrue on the City Loan.

3. Repayment of City Loan.

(a) At its sole discretion, the Contract Officer may waive repayment if the Contract Officer determines that there are impediments to the Project that are reasonably beyond the control of the Participant, or that Site development is infeasible pursuant to 24 CFR § 92.301 (a) (3).

(b) If City and Participant enter into an Affordable Housing Agreement (AHA) whereby City agrees to provide assistance to Participant to develop the site for affordable housing, the parties will incorporate repayment of the City Loan into the terms of that AHA. If for any reason an AHA is executed but repayment of the City Loan is not provided for, then the outstanding balance of the City Loan will be repayable under the same terms and conditions as the assistance provided by City to Participant in the AHA.

(c) The City Loan will be immediately due and payable in the event that Participant commits a material default of the Agreement and fails to cure the default within the time period(s) provided in the Agreement.

(d) The City Loan will be immediately due and payable in the event that Participant assigns or attempts to assign any portion of the Agreement.

(e) The City Loan will be immediately due and payable in the event that the City and Participant fail to enter into an Affordable Housing Loan Agreement for the Project within six-months after expiration of the term set forth in Section 2.1 of the Agreement.

Failure to declare such amounts due will not constitute a waiver on the part of the City to declare them due subsequently. If Participant fails to repay amounts due under this Note when Participant is required to do so, City may begin to assess a late fee equal to 2% of the amount owed for each month thereafter that the amount remains unpaid. The late fee will only begin to be assessed if the amount owing remains unpaid 30 days after receipt of a written notice from City informing Participant demanding that amounts owed be paid in full and informing Participant of the late fee. If the all or any portion of the late fee is not paid, the unpaid amount will be added to the outstanding balance of the City Loan and will also incur late fees until the entire outstanding balance owed is paid in full.

4. Security. Pursuant to 24 CFR 92.301(a)(3), the community housing development organization must repay the loan to the participating jurisdiction from construction loan proceeds or other project income. The participating jurisdiction may waive repayment of the loan, in part or in whole, if there are impediments to project development that the participating jurisdiction determines are reasonably beyond the control of the borrower.

5. Waivers

a. Participant expressly agrees that this Note or any payment hereunder may be extended from time to time at the City's sole discretion and that the City may accept security in consideration for any such extension or release any security for this Note at its sole discretion all without in any way affecting the liability of Participant.

b. No extension of time for payment of this Note made by agreement by the City with any person now or hereafter liable for the payment of this Note will operate to release, discharge, modify, change or affect the original liability of Participant under this Note, either in whole or in part.

c. The obligations of Participant under this Note will be absolute and Participant waives any and all rights to offset, deduct or withhold any payments or charges due under this Note for any reasons whatsoever.

6. Attorneys' Fees and Costs. Participant agrees that if any amounts due under this Note are not paid when due, to pay in addition, all costs and expenses of collection and reasonable attorneys' fees paid or incurred in connection with the collection or enforcement of this Note, whether or not suit is filed.

7. Amendments and Modifications. This Note may not be changed orally, but only by an amendment in writing signed by Participant and by the City.

8. Participant Assignment Prohibited. In no event will Participant assign or transfer any portion of this Note without the prior express written consent of the City, which consent may be given or withheld in the City's sole discretion.

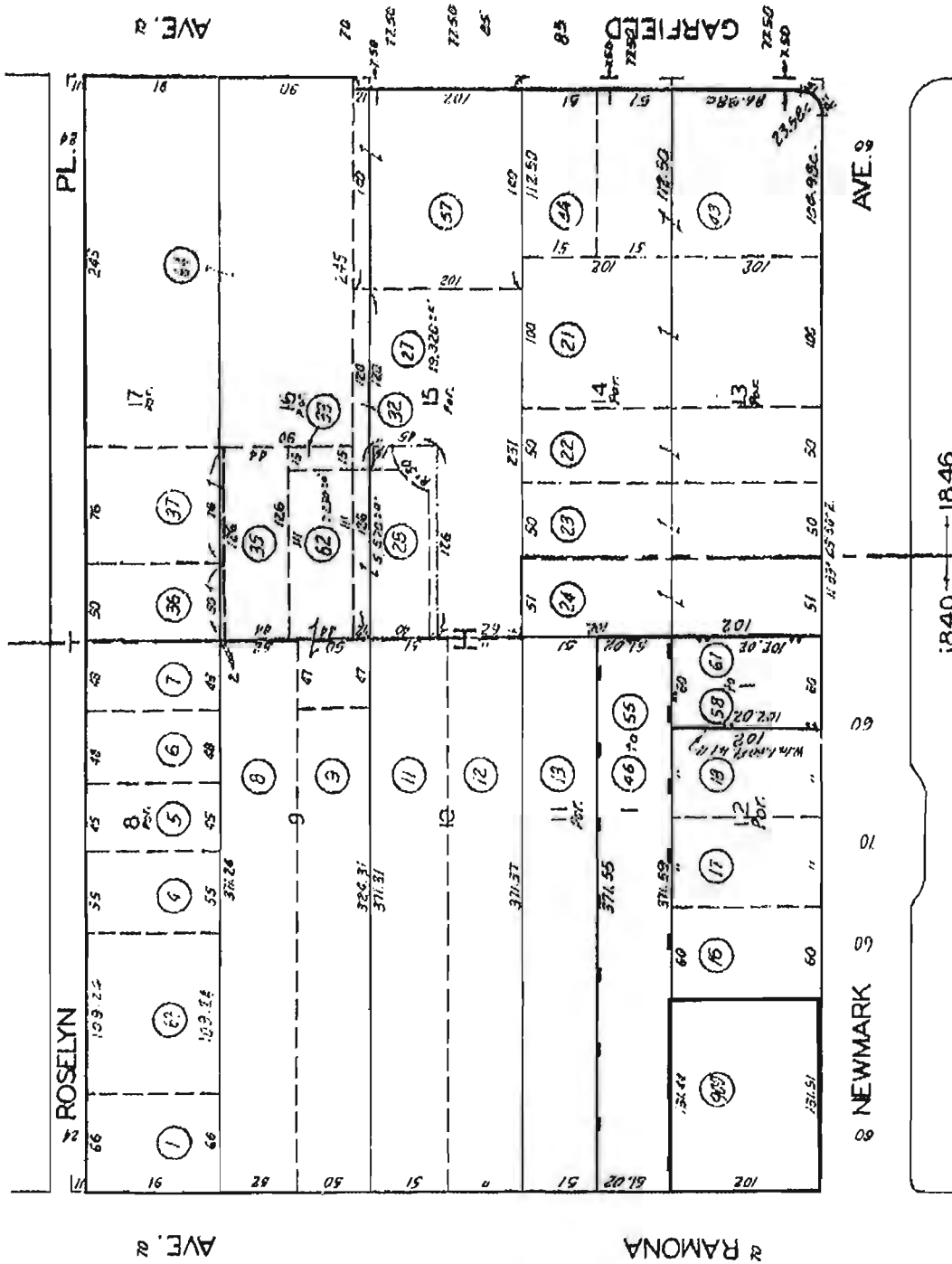
9. Terms. Any terms not separately defined herein will have the same meanings as set forth in the Agreement.

LINC COMMUNITY DEVELOPMENT CORPORATION,
a California nonprofit corporation

By: _____

EXHIBIT C

SITE MAP



Subject Site:
236 S. Ramona Avenue

EXHIBIT D

PREDEVELOPMENT BUDGET

Eligible Expenses	Scope of Services	Budget
Architect and Engineering	Design and prepare plans, elevations, landscape plans, and renderings.	\$35,000
Survey	Boundary and topographic survey to confirm property lines, any easements or encumbrances, and to determine any existing features on the property	\$4,483
Geotechnical Engineering	A subsurface exploration will be conducted to collect soil samples to determine, but not limited to, the site's moisture content, density, and ground water levels. This study is critical to construction as the findings impact foundation types, site grading, retaining walls, pavements, floor slabs, etc. This investigation will also include testing to evaluate the corrosion character of the site soils and make recommendations to avoid premature corrosion of buried pipes.	\$8,000
Environmental Testing	In addition, conducting a Phase I Environmental Assessment in accordance with ASTM Standard E 1527-05 (Standard Practice for Environmental Site Assessment). The purpose of these environmental assessments is to determine impacts to the environmental integrity of the project as identified through historical and regulatory agency investigations.	\$1,000
Appraisal/Market Analysis Services	Prepare appraisal report to determine fair market value and market analysis to determine rental market conditions.	\$5,000
Legal	Legal review	\$20,000
City Fees	Permit and submittal fees	\$10,000
Total Eligible Expenses		\$83,483

EXHIBIT E
PERFORMANCE SCHEDULE

Action	Date
1. Developer executed Purchase Agreement with Owner of Site and opens escrow.	Immediately Upon approval of Agreement
2. Developer provides City with copy of fair market appraisal and Voluntary Sales Letter.	Within 30 days of approval of Agreement but not later than November 30, 2013
3. Developer engages its own environmental consultant[s] to make such investigation as Developer deems necessary, including Phase I Environmental Assessment, Lead-Base Paint and Asbestos Investigation, Soils, Property Survey, etc. Developer will promptly provide copies of all reports and test results to City staff.	Upon approval of Agreement.
4. The Developer will submit to the City for review and approval: a Rehabilitation Plan, Scope of Work, Summary Budget and related information containing the overall plan for development of the site.	Within 30 days of approval of Agreement but not later than November 30, 2013
5. Execution and Delivery of an Affordable Housing Loan Agreement by Developer. The Participant will execute and deliver Affordable Housing Loan Agreement to City.	Not later than March 20, 201
6. Developer to close escrow.	December 31, 2014

STAFF REPORT **City of Monterey Park**

DATE: OCTOBER 2, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: RON BOW, DIRECTOR OF PUBLIC WORKS/ASSISTANT CITY
MANAGER

SUBJECT: REPLACEMENT OF POLICE COMMAND VEHICLE

Background/Discussion

The 2013-2014 Budget includes \$55,000 for the replacement of Unit No. 895, a 2002 Ford Expedition used by the Police Department as a command vehicle. This vehicle is used by field supervisors on a daily basis and has accumulated 82,374 miles driven. It is equipped with various radios, computers, cameras and safety equipment, and can operate as a mobile command center for various emergency situations. While Unit 895 has served its purpose, it does not meet the "pursuit-ready" performance standards established by the Los Angeles County Sheriff's Department.

The 2013 Chevrolet Tahoe PPV (police patrol vehicle) is a pursuit-ready replacement vehicle that is similar in size and interior space, but equipped with an improved transmission and heavy-duty brake and suspension systems. The Chevrolet Tahoe PPV may be purchased through a Los Angeles County co-op purchase provision (Contract No. PO DP-SH-1321655-1) that is available to all government and municipal agencies.

Under joint purchase, participating agencies can acquire goods and services at the lowest possible price through volume discount, without repeating the bid process. Joint Purchase is a permitted purchasing method per the Monterey Park Municipal Code, Section 3.20.050(3).

The County of Los Angeles recently went through the formal bid process to purchase several Chevrolet Tahoe PPVs and the low bid was provided by Wondries Fleet Group. Through the joint purchase process, the City can purchase the Chevrolet Tahoe PPV from Wondries Fleet Group for \$32,696.76, which includes sales tax and tire fee. Should the City go through the bidding process independently, the cost would be approximately \$15,000.00 more.

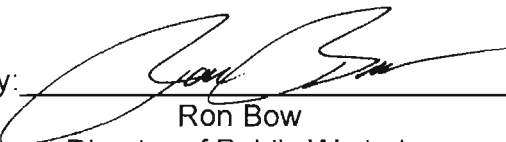
Fiscal Impact

There is \$55,000.00 in Shop Funds included in the 2013-2014 Budget for the replacement of Unit No. 895. The cost to purchase a 2013 Chevrolet Tahoe PPV from Wondries Fleet Group is \$32,696.76, which is within the budget. The balance of the

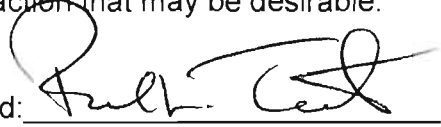
funds will be used towards vehicle conversion, which includes the installation of warning lights, reflectors, radios, computers, and other necessary command vehicle equipment.

Recommendation

It is recommended that the City Council waive the bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050; authorize the City Manager, or designee, to purchase a 2013 Chevrolet Tahoe PPV from Wondries Fleet Group through the Los Angeles County ; and take such additional, related, action that may be desirable.

By: 

Ron Bow
Director of Public Works/
Assistant City Manager

Approved: 

Paul Talbot
City Manager

Approved: 

Karl H. Berger
Assistant City Attorney

STAFF REPORT

City of Monterey Park

DATE: October 2, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: RON BOW, DIRECTOR OF PUBLIC WORKS/ASSISTANT CITY MANAGER

SUBJECT: TRANSIT CENTER AT EAST LOS ANGELES COLLEGE –
ACCEPTANCE OF WORK AND FINAL PAYMENT

DISCUSSION:

On June 1, 2011, the City Council awarded a contract to E.C. Construction in the amount of **\$964,688.40** for the Transit Center at East Los Angeles College. The contract award included a 10 percent contingency (roughly \$100,000) for an estimated project cost of **\$1,065,000**. The project involved the construction of a new 7-bay bus transit center integrated with the East Los Angeles College (ELAC) campus adjacent to Collegian Avenue. The work included grading; construction of reinforced concrete pavement and walkway/boarding areas, sidewalk, driveway aprons, and curb and gutter; and installation of bus shelters, benches, area lighting, landscaping, irrigation, storm drain system, and water and sewer services.

From the beginning, the Transit Center project faced a number of challenges. The start of construction was delayed eight months due to ELAC's construction of a parking structure immediately adjacent to the Transit Center site. In addition, the proposed underground utilities and intended points of connection did not reflect the existing field conditions, which resulted in another four months of delay and several contract change orders.

The first group of change orders were approved by City Council on August 15, 2012, in the amount of \$90,099.28 (actual amount was **\$92,641.39** based on the final accounting), primarily due to the redesign and installation of the Transit Center's electrical service, and removal and relocation of several conflicting water lines. Since the change order work used up the initial 10 percent contingency, the Council approved an additional 10 percent contingency for a new estimated project cost of **\$1,160,000**. Accordingly, the City Council approved an adjustment to the City's cost allocation from \$56,500 to \$66,000 to cover its share of the project:

Fund	Original Allocation	Adjusted Allocation
Federal SAFETEA-LU Grant	\$852,000	\$928,000
Montebello Bus Lines	\$100,000	\$100,000
ELAC	\$56,500	\$66,000
City of Monterey Park (Prop A)	\$56,500	\$66,000
TOTAL	\$1,065,000	\$1,160,000

The second group of change orders for work not included in the construction plans and specifications is summarized as follows: (1) Construction of retaining wall at northwest corner of Transit Center (\$17,455.55); (2) Installation of 48-inch-box size trees (\$9,265.00); (3) Construction of retaining curb along western walkway (\$5,901.23); (4) Modifications to irrigation system and additional landscape plantings (\$8,863.40); (5) Roadway repair work in Collegian Avenue (\$9,270.48); (6) Modifications to concrete work (\$7,102.04); (7) Relocation of truncated domes and signs at two bus bays (\$8,710.00); (8) Additional railing and coring work (\$4,015.00); (9) Install additional drain plate and Fire Department security key box (\$1,539.25); and (10) Material cost increases and extended site rentals (\$14,975.27).

The following is a summary of the overall project cost:

Original Contract Amount	\$964,688.40
Contract Change Orders (1 st Group)	\$92,641.39
Contract Change Orders (2 nd Group)	\$87,097.22
Contract Quantity Adjustments	(-\$35,398.50)
Final Project Cost	\$1,109,028.51

The work is now completed, and the project has been inspected and approved by the Public Works Department. The final cost of the project was **\$1,109,028.51**, which included another group of change orders in the amount of **\$87,097.22**. There was also a cost decrease of **\$35,398.50** due primarily to the reduced quantity of concrete pavement and storm drain pipe constructed.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Pursuant to the California Environmental Quality Act, an Environmental Impact Report (EIR) was prepared by the Los Angeles Community College District for the East Los Angeles College (ELAC) Facility Master Plan improvements currently underway, and which included the Transit Center. The Final Supplemental Environmental Report was certified May 6, 2010.

FISCAL IMPACT:

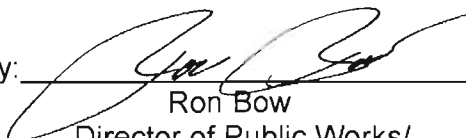
The project is funded by federal SAFETEA-LU grant funds that require a 20% local match. Montebello Bus Lines has contributed \$100,000 toward the local match and the remaining balance will be split 50/50 between ELAC and the City. The City's portion will be paid for out of its Proposition A Local Returns. The final cost of the project was **\$1,109,028.51**; therefore, the final cost allocations are roughly as follows:

Fund	Final Allocation
Federal SAFETEA-LU Grant	\$888,000.00
Montebello Bus Lines	\$100,000.00
ELAC	\$61,000.00
City of Monterey Park (Prop A)	\$61,000.00
TOTAL:	\$1,110,000.00

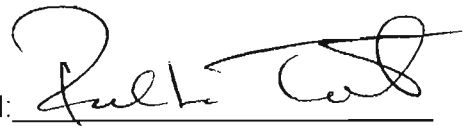
RECOMMENDATION:

It is recommended that the City Council approve the additional change order work, accept the Transit Center at East Los Angeles College completed by EC Construction, and authorize the City Manager, or designee, to file a Notice of Completion with the Los Angeles County Recorder's Office and pay the final retention 35 days thereafter.

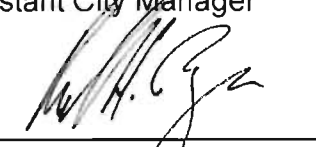
By: _____


 Ron Bow
 Director of Public Works/
 Assistant City Manager

Approved: _____


 Paul Talbot
 City Manager

Approved: _____


 Karl H. Berger
 Assistant City Attorney

Staff Report City of Monterey Park

DATE: October 2, 2013

TO: PAUL TALBOT, CITY MANAGER

FROM: RON BOW, DIRECTOR OF PUBLIC WORKS/ ASSISTANT CITY
MANAGER

SUBJECT: AUTHORIZATION TO PURCHASE A VACUUM EXCAVATOR

BACKGROUND:

The Public Works Department, Water Utility Division, is seeking authorization to purchase a portable vacuum excavator. Staff researched vendors and equipment and ultimately received a quote through a government pricing organization, HGACBuy, in the amount of \$59,563.48. Staff is seeking City Council approval for the purchase of the vacuum excavator.

DISCUSSION:

The Water Utility Division currently maintains approximately 13,300 water meters, 134 miles of main lines, 1,063 fire hydrants and 2,070 valves in the distribution system. In order to accomplish this feat, staff utilizes specialized vehicles and equipment. One such piece of equipment is a portable vacuum excavator.

A portable vacuum excavator is a trailer-mounted device that is towed behind a service truck and allows mud and water to be vacuumed from repair sites and trenches, minimizing the amount of water discharged onto the street and into storm drains. This equipment also permits most meter leak repairs to be performed without making utility cuts in the street. Additionally, the vacuum allows for quicker, cleaner repairs and ensures that staff will be available to perform their other duties.

The Ditch Witch FX30 is the vacuum excavator that best suits the needs of the Water Division. HGACBuy, an organization that utilizes mass circulation, minority emphasis print media, and internet services to post legal notices and bid solicitations to satisfy bidding requirements, has quoted a price for the equipment and a 2-year extended warranty, including tax, in the amount of \$59,563.48. HGACBuy's quote ensures that the lowest price is realized. Ditch Witch has agreed to honor this price and staff is recommending a purchase directly from them in order to expedite delivery and California DMV paperwork processing. It should be noted that since we have chosen a specific make and model, purchasing from a company other than Ditch Witch will include a mark-up and increase the overall price. Since the bidding requirements were satisfied through HGACBuy, no other quotes were sought.

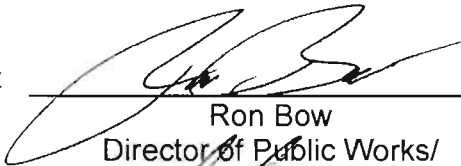
FISCAL IMPACT:

The total cost for the purchase, including tax, is \$59,563.48. This expense is authorized in the FY 13-14 budget and will be paid from the Shop Fund (4211-54930).

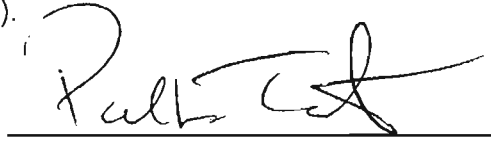
RECOMMENDATION:

It is recommended that the City Council authorize the purchase of portable vacuum excavator from Ditch Witch Southern California in an amount not to exceed \$59,563.48 per Monterey Park Municipal Code Section 3.20.050(1).

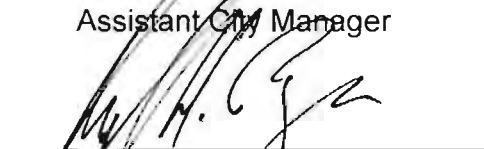
By: _____


Ron Bow
Director of Public Works/
Assistant City Manager

Approved: _____


Paul Talbot
City Manager

By: _____


Karl H. Berger
Assistant City Attorney

Staff Report City of Monterey Park

**Public Hearing
Agenda Item 19**

DATE: October 2, 2013

TO: PAUL L. TALBOT, CITY MANAGER

FROM: JON TRAW, BUILDING OFFICIAL

SUBJECT: PUBLIC HEARING – Ordinance Amending Title 16 of the Municipal Code by the Deletion of Chapter 16.34

SUMMARY

This year, the City Council adopted the comprehensive Title 21 Zoning Code Amendment (CA-13-01). During debate regarding the zoning regulation updates, the City Council asked that staff bring back an ordinance that would eliminate and/or amend the requirements for Commercial Property Reports (CPRs) and Residential Property Reports (RPRs).

DISCUSSION

Monterey Park Municipal Code ("MPMC") § 16.34.010 states:

"No person shall sell, transfer or exchange any building unless a property report is first obtained and delivered to the buyer or transferee of such building in accordance with this chapter."

In order to obtain a property report, the seller must request that a Residential Property Report (RPR) or Commercial Property Report (CPR) inspection be conducted by the City. RPR inspections are performed by the Code Enforcement Division of the Community and Economic Development Department. CPR inspections are performed by the Building Division. Such reports provide specific information as to any health and safety items that must be corrected by the seller before close of escrow.

MPMC § 16.34.050 states:

"Any corrections needed to bring the subject property into compliance with the building and zoning laws of the city shall begin within thirty days after such report is issued, and shall be completed before a new certificate of occupancy may be issued. Failure of the seller or transferor to initiate or complete such corrections shall not relieve the buyer or transferee of initiating or completing the corrections."

The impact of MPMC § 16.34.050 is that escrow cannot close until all corrections are made and approved by the City's designated inspector.

The fee for a RPR is \$128 for the 1st unit plus \$64 for each additional unit. The fee for a CPR is \$230 for processing plus \$26 for each 1,000 square feet of building floor area. The fees do not currently offset 100 percent of the staff costs for the activity. These reports require field inspections using city staff and other public resources. These resources may be better utilized for other types of code violations.

These property report requirements were perhaps instituted as a result of complaints from buyers of properties that discovered after close of escrow that some aspect of building construction had not been properly permitted. Examples might include remodeling of a bathroom or kitchen, addition of a patio cover or changing of exterior windows. As a result of these types of after the fact discoveries, all sellers are now required to obtain a property report and remedy all noted corrections prior to the close of escrow. The mandatory requirement for CPRs and RPRs can significantly delay the close of escrows.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The proposed ordinance is exempt from additional environmental review pursuant to 14 California Code of Regulations § 15061(b)(3). CEQA applies only to projects that have the potential for causing a significant effect on the environment. This ordinance does not involve any development or change to the physical environment. Following an evaluation of possible adverse impacts, it is apparent that there is no possibility that the regulation that comprise the project may have a significant effect on the environment and therefore no further review by CEQA is required.

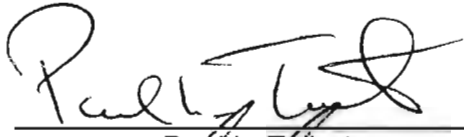
FISCAL IMPACT

The City collected \$19,188 for processing CPR's and \$89,244 for RPR's in Fiscal Year 2012-13. These fee revenues would be terminated in the event the proposed ordinance is adopted. The cost to the City to conduct the inspections and preparation of reports exceeds the fees collected. For example, in FY2012-13 the costs to provide CPRs is estimated to exceed \$40,000 whereas the fee revenues were only \$19,188; and, the costs to provide RPRs is estimated to exceed \$157,000 whereas the fee revenues were only \$89,244. There is a minimal cost for recodification of the regulations, estimated to be less than \$100.

RECOMMENDATION

It is recommended that the City Council: (1) open the public hearing; (2) consider the evidence submitted during the public hearing; (3) introduce and waive first reading of the draft ordinance; (4) schedule second reading and adoption for November 6, 2013.

By:  Jon Traw
Building Official

Approved:  Paul L. Talbot
City Manager

Approved:  Karl H. Berger
Assistant City Attorney

Attachment: Proposed Ordinance
Chapter 16.34 of the Municipal Code

ORDINANCE NO.

**AN ORDINANCE REPEALING MONTEREY PARK MUNICIPAL CODE
CHAPTER 16.34 ENTITLED "PROPERTY REPORTS."**

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

SECTION 1. Monterey Park Municipal Code Chapter 16.34, entitled "Property Reports," is repealed.

SECTION 2. Repeal of any provision of the MPMC does 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 3. 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 4. 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 5. This Ordinance will become effective on the thirty-first (31st) day following its passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 2013.

Mayor Teresa Real Sebastian

I HEREBY CERTIFY that the above and foregoing ordinance was duly passed and adopted by the Monterey Park City Council at its regular meeting held on XX of _____, 2013, by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: _____
Karl H. Berger, Assistant City Attorney

Staff Report City of Monterey Park

Date: October 2, 2013

TO: Honorable Mayor and City Council

FROM: Paul Talbot, City Manager

SUBJECT: SECOND READING – AN ORDINANCE OF THE CITY COUNCIL OF MONTEREY PARK ADDING A NEW § 21.24.675 TO CHAPTER 21.24 OF THE MONTEREY PARK MUNICIPAL CODE REQUIRING IDENTIFICATION SIGNS FOR NON-RESIDENTIAL PROPERTIES (COUNCIL ACTION)

SUMMARY:

On July 17, 2013, the City Council introduced an Ordinance that adds a new § 21.24.675 to the Chapter 21.24 of the Monterey Park Municipal Code requiring identification signs for non-residential properties and waived first reading the draft Ordinance and scheduled second reading for August 7, 2013. During the August 7th meeting, Council asked the City Manager to conduct outreach with a variety of entities and to report back at the October 2nd meeting with his findings.

DISCUSSION:

On May 1, 2013, the City Council adopted the comprehensive Title 21 Zoning Code Amendment (CA-13-01). One item that the City Council requested to be reconsidered was regulations relating to the use of English in signage.

The City's previous signage policies regarding English were removed from the zoning regulations. The City Attorney's office advised that the City's previous regulations did not meet constitutional requirements for sign regulation.¹

As requested by the City Council, this matter was reviewed by the City Attorney's office. If adopted, the draft ordinance would require all businesses to have at least one sign utilizing the Modern Latin Alphabet. As set forth in the draft ordinance, the express purpose of such signage is to promote economic development; help public safety; and facilitate public communication. Such government interests are recognized by the courts as justifying, in narrow circumstances, regulations requiring use of a particular language or style in a sign.

¹ See, e.g., *Meyer v. Nebraska* (1923) 262 U.S. 390; *Yniguez v. Arizonans for Official English* (1994) 42 F.3d 1217; *Asian American Business Group v. City of Pomona* (1989) 716 F.Supp. 1328.

After introducing the draft ordinance, there has been much discussion in the media and great confusion. While some have mistakenly identified this to be an "English Only" ordinance, it is in fact quite different. The ordinance does not require "English" in any manner. It does however require a portion of the sign to include Modern Latin lettering, which is present in many languages, including: German, French, Spanish, Vietnamese, etc. The ordinance refers to a particular writing system, not a language.

The new regulations include minimum and maximum text heights and size to limit the size of the total sign area for both signs. The Modern Latin Alphabet sign must also be illuminated for visibility during the evening either with internal illumination or utilizing light fixtures.

The City Manager, as part of his outreach program, reviewed this matter with the Asian Pacific Legal Center (aka; Asian Americans Advancing Justice - AAAJ), OCA-Greater Los Angeles and the Monterey Park Chamber of Commerce. Each group indicated that they would conduct outreach amongst their memberships and AAAJ would reach out to its legal community for its legal opinion regarding the ordinance. As of September 26, 2013 none of the groups has yet to report back on their findings. There was also a request to meet with the ACLU and LULAC. These two meetings have not occurred, as we were waiting for feedback from the other organizations first.

In addition, City Staff did research on the surrounding communities and found that while most of the cities do not strictly enforce their specific regulations, most still make reference to requiring English language on their signs.

City Council also requested Planning Department staff to keep track of applications and composition of those sign applications. An estimate of over 100 sign applications have been submitted over the past several months and all applications included Modern Latin lettering on signs, even though the current regulations do not require this.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The proposed ordinance is exempt from additional environmental review pursuant to 14 California Code of Regulations § 15061(b)(3). CEQA applies only to projects that have the potential for causing a significant effect on the environment. This ordinance does not involve any development or change to the physical environment. Following an evaluation of possible adverse impacts, Staff finds that it can be seen with certainty that there is no possibility that the regulation that comprise the project may have a significant effect on the environment and therefore no further review by CEQA is warranted or necessary.

FISCAL IMPACT:

The cost to the City is indeterminate. There is a minimal cost for codification of the regulations. As to administration and enforcement of the sign regulation, applicants will off-set the City's administrative costs as part of their application fee. Consequently, the City's costs are likely minimal.

ACTION:

The City Council may consider whether to:

- (1) Waive second reading of the ordinance and adopt the Ordinance;
- (2) Continue the second reading and adoption of the Ordinance to a date certain;
- (3) Take no action. If the Council does not take action to either adopt or continue the matter, the Ordinance would need to be reintroduced (if desirable) at a later date; or
- (4) Take such additional, related action that may be desirable

Attachments:

- A. Ordinance
- B. Sign samples using Modern Latin lettering
- C. Memorandum from the Chief of Police, dated June 24, 2013
- D. Memorandum from the Fire Chief, dated June 28, 2013

ORDINANCE NO.

**AN ORDINANCE ADDING A NEW § 21.24.675 TO CHAPTER 21.24 OF
THE MONTEREY PARK MUNICIPAL CODE REQUIRING
IDENTIFICATION SIGNS FOR NON-RESIDENTIAL PROPERTIES.**

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 of Monterey Park has a national and international reputation as having a diverse population;
- B. Frequently, businesses within the City utilize a logographic script (e.g., Han characters utilized by Chinese, Korean and Japanese languages) for commercial signs;
- C. Public safety personnel and tourists are frequently unable to discern one business from another because of the logographic script used by some businesses;
- D. In adopting this Ordinance, the City Council intends to protect public health, safety, and welfare by enhancing the City's character and its economic base by requiring easily recognizable signage;
- E. To help ensure the most widespread understanding of signage, the City Council believes it is in the public interest for it to require at least one sign on non-residential properties bearing the legal name of the establishment, organization or business or identifying the nature of the business on which they are placed using the modern Latin alphabet in addition to the sign permitted by Monterey Park Municipal Code ("MPMC") §§ 21.24.640, 21.24.650 and 21.24.660;
- F. The City Council takes notice of the findings and holdings of the courts in *Demarest v. City of Leavenworth* (2012) 876 F.Supp.2d 1186 and *Asian American Business Group v. City of Pomona* (1989) 716 F.Supp. 1328. This Ordinance is intended to be content neutral and intended for the express purposes identified in these recitals;
- G. The City Council finds that the regulations in this Ordinance will:
 - 1. Maintain and improve the aesthetic environment and overall community appearance to foster the City's ability to attract sources of economic development and growth;
 - 2. Encourage the effective use of signs as a means of communication in the City and reduce possible traffic and safety hazards from confusing or distracting signs;

3. Implement quality sign design standards that are consistent with the City's general plan, zoning ordinance and appearance review guidelines;
 4. Enable fair and consistent enforcement of these sign regulations;
 5. Enhance traffic safety by ensuring that signage does not distract, obstruct or otherwise impede traffic circulation and to safeguard and preserve the health, property, and public welfare of Monterey Park residents;
- H. When adopting this Ordinance, the City considered the entire administrative record concerning sign regulation including, without limitation, information set forth in staff reports presented to the Monterey Park City Council; photographic evidence presented by staff during its presentation to the Council; public testimony; the City's General Plan; guidelines for traffic safety issued by various public agencies including the California Department of Transportation; and other evidence set forth in the record or commonly known to the community;
- I. Should any part of this Ordinance inadvertently regulate signs in a manner that does not conform with applicable laws, the Council intends that such regulation be interpreted and enforced in a manner that brings this Ordinance into conformance with such laws;
- J. Where particular signs are defined based on their use, the Council intends that such signs be regulated based upon use, placement, design, construction, and other, similar, reasons rather than the content of such signs.
- K. On July 22, 2013, the City Council introduced this ordinance by first reading and conducted a duly noticed public hearing to consider the addition of § 21.24.675 to Chapter 21.24 of the MPMC. Notice of the time, place and purpose of the public hearing was provided in accordance with California Government Code Sections 65867, 65090 and 65091 and MPMC Section 21.110.030.
- L. On August 7, 2013, the City Council conducted a second reading of the ordinance and voted to approve this ordinance to amend the MPMC as set forth in Exhibit A.

SECTION 2: Definitions. MPMC Chapter 21.04 is amended to add the following definitions in alphabetical order:

"Business specific information" means information that describes the business name; or goods or services that are provided by that business.

"Hindu-Arabic numerals" means a positional decimal numeral system utilizing ten different glyphs, 0-9.

"Modern Latin Alphabet" means the most widely used alphabetic writing system in the world (including the standard script of the English language) utilizing 26 letters in upper and lower case type.

SECTION 3: *Business Specific Information Signs.* MPMC § 21.24.675 is amended in its entirety to read as follows:

"21.24.675 Business Specific Information Signs.

- A. All improved non-residential properties must display a business specific information sign in accordance with this section.
- B. Persons may comply with this Section as follows:
 - 1. Incorporate the business specific information into signage otherwise allowed for non-residential properties by this chapter; or
 - 2. Provide an additional business specific information sign in accordance with this Section (referred to in this Section as "additional signage"). Such business specific information sign is in addition to signage otherwise allowed for non-residential properties by this chapter.
- C. All business specific information signs must use Hindu-Arabic numerals and modern Latin alphabet to display the copy required by this section.
- D. Additional signage must comply with the following:
 - 1. Business specific information is limited to four (4) words per sign. Websites and telephone numbers are prohibited.
 - 2. Letter height is limited to a minimum of five inches (5") and a maximum of eight inches (8").
 - 3. Signs must be internally or externally illuminated. Externally illuminated signs are permitted provided that the light sources such as spotlights are architecturally compatible and do not disrupt the building or sign design or form.
- E. Existing businesses with one or more lawfully erected on-premise sign(s) have six (6) months from the effective date of this section to comply with these requirements."

SECTION 4: Repeal of any provision of the MPMC does 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 5: 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 6: 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 7: This Ordinance will become effective on the thirty-first (31st) day following its passage and adoption.

PASSED AND ADOPTED this day of

Mayor Teresa Real Sebastian

ATTEST:

Vincent D. Chang, City Clerk

I HEREBY CERTIFY that the above and foregoing ordinance was duly passed and adopted by the Monterey Park City Council at its regular meeting held on the th of , by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: _____
Karl H. Berger, Assistant City Attorney





Attachment C

Memorandum from Police Chief, dated June 24, 2013

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: 6/24/2013

TO: SAMANTHA TEWESART, ASSOCIATE PLANNER
FROM: JIM SMITH, CHIEF OF POLICE 
SUBJECT: BUSINESS SIGNS UTILIZING MODERN LATIN ALPHABET

I support the proposal to implement City regulations requiring businesses to utilize modern Latin alphabet as part of their business sign. The use of modern Latin alphabet will help Police personnel responding to emergency and service calls easily and safely locate the name of the business.

Officers frequently respond to business areas for emergent or service calls. Proper officer safety protocol is to locate the location of the call, park, and approach from a safe distance. The vast majority of businesses utilize some sort of signage to advertise their establishment. Those businesses that choose to utilize characters other than the modern Latin alphabet will make it difficult, if not impossible, for responding officers to recognize.

While all businesses are numerically addressed, address numbers are often small and unreadable from a distance. In addition, business locations often share the same numerical address, but have separate suite or unit numbers/letters. Often, callers requesting emergency services don't utilize those suite/unit signifiers and the officer must try to find the businesses by other means (usually looking for a name). In addition, the public calling from outside of the location regarding something that may be occurring at the location (crime, fire, other emergency, etc.) don't know the address of the business, but will look for a business name from a sign and utilize that to direct responding public safety units to the location.

The Police Department is concerned with providing fast and efficient public safety services to the community. Requiring businesses to utilize the modern Latin alphabet on their business signs will, in my professional opinion, aid greatly in providing that service.

Attachment D

Memorandum from Fire Chief, dated June 28, 2013

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: 6/28/2013

TO: SAMANTHA TEWESART, ASSOCIATE PLANNER

FROM: JIM BIRRELL, FIRE CHIEF

SUBJECT: BUSINESS SIGNS UTILIZING MODERN LATIN

I support the proposal to implement City regulations requiring businesses to utilize modern Latin as part of their business sign. The use of modern Latin letters will aid Fire personnel responding to emergency and service calls ensures a prompt arrival after locating the name of the business.

Firefighters frequently respond to business areas for emergency medical and fire calls. The vast majority of businesses utilize some sort of signage to advertise their establishment which aids personnel in the locating of patients and/or preparation in developing tactical planning should a fire or hazardous situation exist. Those businesses that choose to utilize wording other than modern Latin will make it difficult, if not impossible, for responding officers to recognize.

While all businesses are numerically addressed, per adopted fire codes, address numbers are often difficult to see at night. In addition, business locations may share the same numerical address, but have separate suite or unit numbers/letters, Latin letter signage simplifies the locating of the reporting location and reduces the time needed to aid those in need. In addition, the public calling from outside of the location regarding something that may be occurring at the location (fire, medical emergency, etc.) don't know the address of the business, but will look for a business name from a sign and utilize that to direct responding public safety units to the location.

The Fire Department is concerned with providing fast and efficient public safety services to the community. Requiring businesses to utilize modern Latin on their business signs will, in my professional opinion, aid greatly in providing that service.