

**CITY COUNCIL 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 W. Newmark Avenue, Monterey Park, CA 91754**

**Wednesday
October 21, 2015
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.**

Communication by the Public is an important part of the Local Government Process. 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 are 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 www.montereypark.ca.gov. 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

For members of the public wishing to address the City Council regarding any item on this Agenda including the Consent Calendar or Oral Communications, please fill out a speaker card and return it to the City Clerk before the announcement of the Agenda Item.

Speakers are provided five (5) minutes per individual on each published agenda item. Individual speakers may consolidate time with another speaker's time; the total consolidated time cannot exceed two (2) minutes per speaker giving up time. 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 an individual Agenda item. If there are a large number of speakers on a particular agenda item, the Mayor, as confirmed by the City Council may reduce the amount of time allotted to each speaker 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, which dissolved February 1, 2012. Successor Agency matters will include the notation of "SA" next to the Agenda Item Number.

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person) While all comments are welcome, the Brown Act does not allow the City Council to take action on any item not on the agenda. The Council may respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the City Council's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATIONS - None.

[2.] SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA)

NEW BUSINESS

2-A. WARRANT REGISTER FOR SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF OCTOBER 21, 2015

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

- (1) Approve payment of warrants and adopt Resolution of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated **October 21, 2015 totaling \$1,116.06** 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-B. SUCCESSOR AGENCY MINUTES

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

- (1) Approve the minutes from the regular and special meeting of September 16, 2015 and the Joint Centennial meeting of September 9, 2015; and
- (2) Take such additional, related, action that may be desirable.

2-C. SUCCESSOR AGENCY INVESTMENT REPORT AS OF SEPTEMBER 2015

It is recommended that the City Council

- (1) Receive and file the investment report; and
- (2) Take such additional, related, action that may be desirable.

[3.] CITY OF MONTEREY PARK- CONSENT CALENDAR - None.

[4.] PUBLIC HEARING - None.

[5.] OLD BUSINESS - None.

[6.] NEW BUSINESS

6-A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF OCTOBER 21, 2015

It is recommended that the City Council

- (1) Approve payment of warrants and adopt a Resolution allowing certain claims and demands per Warrant Register dated **October 21, 2015 Totaling \$1,100,716.39** 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-B. CITY COUNCIL MINUTES

It is recommended that the City Council

- (1) Approve the minutes from the regular and special meeting of September 2, 2015 and the Joint Centennial meeting of September 9, 2015; and
- (2) Take such additional, related, action that may be desirable.

6-C. INVESTMENT REPORT AS OF SEPTEMBER 2015

It is recommended that the City Council

- (1) Receive and file the investment report; and
- (2) Take such additional, related, action that may be desirable.

6-D. FIRE SEASON AND EL NIÑO PREPAREDNESS

It is recommended that the City Council

- (1) Appropriate funding of \$42,000 for disaster preparedness materials and equipment;
- (2) Receive and file report; and
- (3) Take such additional, related, action that may be desirable.

6-E. A RESOLUTION TO AMEND THE FISCAL YEAR 2015-16 BUDGET TO ALLOCATE 50% OF THE \$1,833,519 OF THE SET ASIDE FOR ECONOMIC DEVELOPMENT TO THE DOWNTOWN BUSINESS IMPROVEMENT DISTRICT

It is recommended that the City Council

- (1) Adopt a resolution amending the FY 2015-2016 City Budget to allocate the remaining 50% of the \$1,833,519 of the set aside for economic development (approximately \$916,760) to the Downtown Business Improvement District for economic development activities; and
- (2) Take such additional, related, action that may be desirable.

6-F. ADOPTING A RESOLUTION AUTHORIZING ADVERTISEMENT OF THE BARNES PARK POOL HEATER PROJECT

It is recommended that the City Council

- (1) Adopt a resolution authorizing advertisement of the Barnes Park Pool Heater Project; and
- (2) Take such additional, related, action that may be desirable.

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

6-G. AMENDING RECORDS RETENTION SCHEDULE

It is recommended that the City Council

- (1) Adopt the resolution amending the City's Records Retention Schedule for city documents; and
- (2) Take such additional, related, action that may be desirable.

6-H. AWARD OF CONTRACT FOR CITYWIDE TREE TRIMMING AND MAINTENANCE SERVICES

It is recommended that the City Council

- (1) Waiving the bidding requirements pursuant to Monterey Park Municipal Code §3.20.050;
- (2) Awarding a three-year tree trimming and maintenance contract to West Coast Arborists, through a joint purchase agreement, in the amount not to exceed \$265,000 per year (or annual adopted maintenance budget), with a two-year renewal option in 2018, followed by a one-year renewal option in 2020; and
- (3) Authorizing the City Manager to execute a contract with West Coast Arborists, in a form approved by the City Attorney; and
- (4) Take such additional, related, action that may be desirable.

[7.] COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

[8.] CLOSED SESSION- None.

ADJOURN

ORAL AND WRITTEN COMMUNICATIONS



City Council Staff Report

DATE: October 21, 2015

AGENDA ITEM NO: (SA) Consent Calendar
Agenda Item 2-A.

TO: The Honorable Mayor and City Council
FROM: Chu Thai, Director of Management Services
Annie Yaung, CPFO, Controller
SUBJECT: Warrant Register for Successor Agency to the Former Community
Redevelopment Agency of
October 21, 2015

RECOMMENDATION:

It is recommended that the City Council:

- (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 21, 2015 totaling \$1,116.06** and specifying the funds out of which the same are to be paid; and
- (2) take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Disbursements will be made from the funds referenced in the attached Resolution in Warrants numbered **295-296**.

BACKGROUND:

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.

FISCAL IMPACT:

Disbursements from all funds total **\$1,116.06.**

Respectfully submitted:



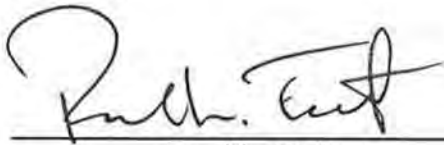
Chu Thai
Director of Management Services

Prepared by:



Annie Yaung, CPFO
Controller

Approved By:



Paul L. Talbot
City Manager

Attachments: Warrant Register

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
21ST DAY OF OCTOBER 2015
TOTALING \$1,116.06 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	\$ 591.06
Merged Project Projects	525.00
Total	<u>\$ 1,116.06</u>

PASSED, APPROVED AND ADOPTED THE 21ST DAY OF OCTOBER 2015.

Peter Chan, Mayor
City of Monterey Park, California

ATTEST:

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

Resolution No. SA-
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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 21st day of October 2015 by the following vote.

AYES:
NOES:
ABSTAIN:
ABSENT:

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

ATTACHMENT 1
Warrant Register

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/21/2015

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
HENSLEY LAW GROUP	0860-801-1203-31600	525.00	LEGAL-SA		295	
	0870-801-1203-31600	525.00	LEGAL-SA		295	
						1,050.00
NATIONAL CONSTRUCTION RENTALS	0860-801-1203-31100	66.06	FENCE RENTAL		296	
						66.06
TOTAL FOR REGULAR WARRANTS						1,116.06
	PRINTED	1,116.06				
	E-PAYABLE	0.00				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/21/2015

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TOTAL FOR PREPAID WARRANTS	0.00
TOTAL FOR PREPAID E-PAYABLES	0.00
TOTAL FOR PRINTED WARRANTS	1,116.06
TOTAL FOR PRINTED E-PAYABLES	0.00
TOTAL WARRANTS	1,116.06
TOTAL VOID CHECKS	0
TOTAL PREPAID CHECKS	0
TOTAL PREPAID E-PAYABLES	0
TOTAL CHECKS PRINTED	2
TOTAL E-PAYABLES PRINTED	0
TOTAL CHECKS ISSUED	2

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/21/2015
FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0860	ATLANTIC/GARVEY CAP PROJECTS	0.00	591.06	591.06
0870	MERGED CAPITAL PROJECTS	0.00	525.00	525.00
	TOTAL	0.00	1,116.06	1,116.06



City Council Staff Report

DATE: October 21, 2015

AGENDA ITEM NO: (SA) Consent Calendar
Agenda Item 2-B.

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Successor Agency (SA) Minutes

RECOMMENDATION:

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

- (1) Approve the minutes from the regular and special meeting of September 16, 2015 and the special joint Centennial meeting of September 9, 2015
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

None.

FISCAL IMPACT:

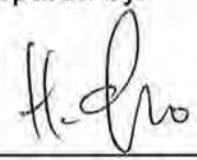
None.

Respectfully submitted,

Prepared by:

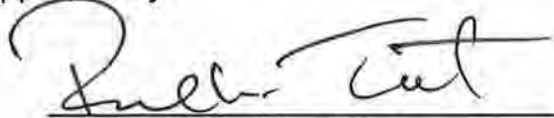


Vincent D. Chang
City Clerk



Helena Cho
Secretary

Approved By:



Paul L. Talbot
City Manager

Attachments: (Regular) September 16, 2015, (Special) September 16, 2015 (Special Joint) September 9, 2015

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
CENTENNIAL COMMITTEE
SPECIAL JOINT MEETING
SEPTEMBER 9, 2015**

The City Council and Centennial Committee of the City of Monterey Park held a Special Joint Meeting at Garvey Ranch Park, located at 781 South Orange Avenue in the City of Monterey Park, Wednesday, September 9, 2015 at 6:00 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 Peter Chan called the meeting to order at 6:07 p.m.

FLAG SALUTE:

Mayor Peter Chan led the flag salute.

ROLL CALL:

Recreation and Community Services Director Dan Costley called the roll:

Council Members Present: Teresa Real Sebastian, Mitchell Ing, Peter Chan

Council Members Absent: Stephen Lam and Hans Liang

Centennial Committee Members: A majority of the committee members were present

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

UNFINISHED BUSINESS:

1-A. Program Committee Reports - Event Update, Submit Budgets and Dates

Discussion:

Rose Parade:

Mayor Pro Tem Ing showed some examples of float designs. The working budget for this project is \$260,000.00.

5K Run:

The Committee has submitted a working budget with figures based on projected attendance from 1-1000 participants. For 500 participants the budget is \$13,650. The proposed date of the event will be in November 2016.

Essay Contest:

The Committee has submitted a working budget of \$3,000 for cash awards. The promotional phase will begin November 2015, with a full campaign starting in January and ending March 2016. The judging will be conducted in April and winners announced in May.

Summer Concert Series:

The working budget for this event is \$31,750.00. The committee will conduct three (3) concerts in June, July and August of 2016. The first two concerts will be conducted at the Amphitheatre and the third concert to be scheduled for East Los Angeles College Stadium.

Homecoming with Lions Club:

The event will be held at Barnes Park Picnic Shelter on the first Sunday of June 2016. Event Chair Wheeler will work with Larry Sullivan of the Lions Club. At this time there is no budget established for the event.

Centennial Food Event:

The Committee has established a working budget of \$7,300. The proposed date will be either August or September 2016. The event will be held at Barnes Park Picnic Shelter.

Centennial Monument:

No report.

Centennial Coin:

No report.

Laura Scudder 'Home Made' Food Contest:

No report.

Play Days:

Discussion ensued on changing the name of the event.

Action Taken: Discussion only, no action taken.

NEW BUSINESS:

2-A. Approval of Minutes: August 12, 2015

Action Taken: The majority of the Centennial Committee Members present, approved the minutes from the special joint meeting of August 12, 2015. The City Council portion of the meeting was cancelled due to a lack of quorum.

2-B. Fundraising Committee members (1 per committee)

Discussion: It was asked that each subcommittee to provide at least 1 member for the Fundraising Committee.

Action Taken: Discussion only, no action taken.

2-C. Play Days - How to enhance the event

Discussion: City staff suggested budgeting additional funds to enhance the parade with floats, novelty entries such as people on stilts, costumed characters, animals, etc.

Action Taken: Discussion only, no action taken.

2-C. Public relations - Kick off on October 23rd

Discussion: The kick off will take place in conjunction with the Cascades Waterfall Dedication on October 23, 2015.

Action Taken: Discussion only, no action taken.

ADJOURNMENT

There being no further business for consideration, the City Council and the Centennial Committee meeting was adjourned at 7:20 p.m.

The next special joint meeting of the City Council and Centennial Committee is October 14, 2015.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
SEPTEMBER 16, 2015**

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 16, 2015 at 6:00 p.m.

CALL TO ORDER:

Mayor Chan called the meeting to order at 6:00 p.m.

ROLL CALL:

City Manager Paul Talbot called the roll:

Council Members Present: Hans Liang, Teresa Real Sebastian, Mitchell Ing, Peter Chan

Council Members Absent: Stephen Lam

Also Present: City Manager Paul Talbot, City Attorney Mark Hensley, Public Works Director/Assistant City Manager Ron Bow, Community and Economic Development Director Michael Huntley

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

NEW BUSINESS

1. APPOINT REAL PROPERTY NEGOTIATORS:

Appoint the City Manager, City Attorney, Community and Economic Development Director, and Public Works Director and Assistant City Manager as real property negotiators for Closed Session Item No. 2.

MOTION _____Appointing the City Manager, City Attorney, Community and Economic Development Director, and Public Works Director/Assistant City Manager as real property negotiators for Closed Session Item No. 2.

Action Taken: No action taken.

CLOSED SESSION- The City Council adjourned to Closed Session at 6:00 p.m.

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - GOVERNMENT CODE § 54956.8: 2 ITEMS

Properties involved: APN 5260-013-900/901
 751 South Alhambra Ave Monterey Park CA 91755
 APN 5257-005-904/905 (540 W. Garvey Avenue)

City Negotiators: Paul Talbot, City Manager; Mark Hensley, City Attorney;
Ron Bow, Public Works Director/Assistant City Manager;
and Michael Huntley, Community and Economic
Development Director.

Negotiating Parties: City Ventures

Under Negotiation: Price and terms of payment

Agency Negotiators: Paul Talbot, City Manager; Mark Hensley, City Attorney,
Michael Huntley, Community and Economic Development
Director

Under Negotiation: Price and terms of payment

RECONVENE & ADJOURNMENT

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

Action Taken: No reportable action taken during Closed Session.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
SEPTEMBER 16, 2015**

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 16, 2015 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 Chan 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 Vincent Chang called the roll:

Council Members Present: Hans Liang, Teresa Real Sebastian, Mitchell Ing, Peter Chan

Council Members Absent: Stephen Lam

ALSO PRESENT: City Manager Paul Talbot, City Attorney Mark Hensley, Public Works Director/Assistant City Manager Ron Bow, Fire Chief Scott Haberle, Police Chief Jim Smith, Recreation and Community Services Director Dan Costley, Management Services Director Chu Thai, Community and Economic Development Director Michael Huntley, City Librarian Norma Arvizu, Controller Annie Yaung, Deputy City Clerk Cindy Trang, Senior Planner Samantha Tewasart, Economic Development Specialist Donna Ramirez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

Discussion: City Manager Talbot announced that Item No. 6G will be continued to next council meeting. Oral communication was moved to the beginning of the meeting, followed by Item No. 4B, followed by Item No. 1, Presentation.

1. PRESENTATION

- 1A.** Today611, which will provide a new smart phone application (MPK Today611) that features daily updates for Monterey Park restaurants, retailers, news, and special offers, as well as useful information from city hall, businesses, schools, clubs, and organizations.

This item was heard after Item No. 4B.

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

Discussion: Carlos Franco, Senior Community Builder and Craig Sunada, Vice President of Operations of Today611 presented the presentation.

ORAL AND WRITTEN COMMUNICATIONS – was heard at the beginning of the meeting.

- Margaret Leung, Geranium Committee member, provided a brief summary of the activities for the Geranium Festival scheduled for October 3 at Barnes Park.
- Cynthia Miranda, Geranium Committee member, spoke about raising moneys for the City's 100th Birthday celebration through the Dunk a City Official event.
- William Sanchez, representative of St. Thomas Aquinas Church, invited the community to attend the Fall Festival Carnival event scheduled for September 25-27.
- Nancy Arcuri spoke in opposition of selling the current city yard property, 751 South Alhambra Ave.
- Lannie Cheung spoke on an incident she encountered with two city employees.
- Larry Sullivan, president of the Lion's club, talked about the organization's Eyesight for Kids program and the upcoming White Cane Day on October 15. He promoted the donate eyeglasses campaign for people in need.
- Dave Barron provided an update on the reorganization of the Monterey Park Chamber of Commerce and announced the upcoming events.
- William Widrig spoke about wasting water and provided photos which were disseminated to the Council at a later date.

2. SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA)

NEW BUSINESS

2A. WARRANT REGISTER FOR SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF SEPTEMBER 16, 2015

It is required that the City Council (acting on behalf of the Successor Agency) approve all disbursements. Disbursements will be made from the funds referenced in the attached Resolution in Warrants numbered 292-293.

Action Taken: The City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency made a motion to approve Item Nos. 2A, 2B and 2C. The City Council approved payment of warrants and adopted Resolution No. SA-102 of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated September 16, 2015 totaling \$291.06 and specifying the funds out of which the same are to be paid.

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

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

Resolution No. SA-102, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED 16ND DAY OF SEPTEMBER 2015 TOTALING \$291.06 AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

2B. SUCCESSOR AGENCY MINUTES

Approval of Minutes from the regular meeting and special meeting of August 19, 2015 of the Successor Agency to the former Monterey Park Redevelopment Agency.

Action Taken: The City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency approved the minutes from the regular meeting and special meeting of August 19, 2015. Motion taken with Item No. 2A.

2C. SUCCESSOR AGENCY INVESTMENT REPORT AS OF AUGUST 2015

As of August 31, 2015 invested funds for the Successor Agency of the City of Monterey Park is as follows:

A. Successor Agency (SA) Savings	5,634,375.96
B. Successor Agency (SA) Checking	128,510.75
C. Successor Agency (SA) RORF	<u>115,988.00</u>
Total	\$5,878,874.71

Action Taken: The City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency, received and filed the Monthly Investment Report. Motion taken with Item No. 2A.

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



City Council Staff Report

DATE: October 21, 2015

AGENDA ITEM NO: (SA) Consent Calendar
Agenda Item 2-C.

TO: The Honorable Mayor and City Council
FROM: Annie Yaung, CPFO, Controller
SUBJECT: Successor Agency Monthly Investment Report – September 2015

RECOMMENDATION: It is recommended that the City Council:

- (1) Receive and file the Monthly Investment Report; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

As of September 30, 2015 invested funds for the Successor Agency of the City of Monterey Park is as follows:

• Successor Agency (SA) Savings	5,635,209.54
• Successor Agency (SA) Checking	114,726.51
• Successor Agency (SA) RORF	<u>115,988.00</u>
Total	<u>\$ 5,865,924.05</u>

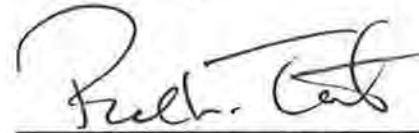
BACKGROUND:

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

Respectfully submitted and prepared by:

Approved by:


Annie Yaung, CPFO
Controller


Paul L. Talbot
City Manager



City Council Staff Report

DATE: October 21, 2015

AGENDA ITEM NO: **New Business
Agenda Item 6-A.**

TO: The Honorable Mayor and City Council
FROM: Chu Thai, Director of Management Services
Annie Yaung, CPFO, Controller
SUBJECT: Warrant Register for the City of Monterey Park of
October 21, 2015

RECOMMENDATION:

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 21, 2015** totaling **\$1,100,716.39** and specifying the funds out of which the same are to be paid; and
- (2) take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Disbursements will be made from the funds referenced in the attached Resolution in Warrants numbered **306378-306559** and e-Payables numbered **000050-000070**.

BACKGROUND:

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.

FISCAL IMPACT:

Disbursements from all funds total **\$1,100,716.39.**

Respectfully submitted:

Prepared by:



Chu Thai
Director of Management Services



Annie Yaung, CPFO
Controller

Approved By:



Paul L. Talbot
City Manager

Attachments: Warrant Register

RESOLUTION NO.
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS
PER WARRANT REGISTER DATED
21ST DAY OF OCTOBER 2015
TOTALING \$1,100,716.39 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	\$ 145,777.00
State Gas Tax Fund	36,986.86
Prop 1B-Street Improvement Fund	3,623.00
Sewer Fund	630.65
Refuse Fund	422,159.94
City Shop Fund	4,193.50
General Liability Fund	87,303.02
Technology Internal Service Fund	15,131.71
Payroll Clearing Account	1,454.42
Special Deposits Fund	8,210.04
Business Improvement Area #1	6,191.56
Water Fund	182,246.40
Water Treatment Fund	40,860.34
OPA Proposition A	8,686.50
Measure R Fund	39,906.83
Library Tax Fund	853.33
POST	2,876.04
El Civic Education Grant	321.62
Home Housing Program	10,000.00
Recreation Fund	18,374.25
Asset Forfeiture	6,256.35
Air Quality Improvement Fund	8,633.75
CDBG Fund	10,000.00
Maintenance District 93-1	1,972.19
Bulletproof Vest police Grant	1,316.18
Used Oil Competitive Grant	1,282.50
Maintenance Grant (075)	1,358.12
ELAC Instructional Serv Prog	168.29
CNG Fueling System Grant	15,643.50
MTA S Garfield Transit Village	10,520.00
Tree Planting County Grant	459.00
LA County Open Space Grant	778.00
City/Housing Successor Agency	6,541.50
TOTAL	\$ 1,100,716.39

PASSED, APPROVED AND ADOPTED THE 21ST DAY OF OCTOBER 2015.

 Peter Chan, 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 21st day of October 2015 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

ATTACHMENT 1
Warrant Register

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/21/2015

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
A PLUS PROMOTION	0075-450-0075-08616	1,100.00	GERANIUM TRAIN RIDE (TRUST)		306407	1,100.00
ACCOUNTEMPS	0010-801-1403-31950	893.76	TEMPORARY STAFFING SERVICES		306378	893.76
ACTION SALES (DBA)	0075-450-0075-08550	512.30	LANGLEY SUPPLIES (TRUST)		306379	512.30
ROBERTO A AGUIRRE	0075-450-0075-08616	850.00	GERANIUM SUPPLIES (TRUST)		306380	850.00
BEATRIZ MARIN ALCANTARA	0092-801-4220-39700	192.10	TRANSLATION SERVICES		306381	192.10
ALL VALLEY PLUMBING SVC INC	0010-701-0010-02010	225.00	REFUND BUSINESS LICENSE FEE		306382	225.00
AMPCO SYSTEM PARKING	0010-801-3104-38400	80.00	POLICE PARKING FEE		306383	80.00
ARGIL BLDG. MATERIAL CO.	0022-801-4202-22400	324.74	CONCRETE		306384	475.16
	0022-801-4202-22400	75.21	CONCRETE		306384	
	0022-801-4202-22400	75.21	CONCRETE		306384	
ARMORCAST PRODUCTS CO.	0092-801-4223-23700	359.70	WATER METER TOOLS	16-0355	306408	359.70
BUFFALO PHOTO IMAGING CORP	0075-450-0075-09230	228.38	PASSPORT PHOTO PAPER (TRUST)		306409	228.38
CHARLES E THOMAS CO. INC.	0444-850-5002-96067	8,009.00	CNG STATION GASBOY SYSTEM	90646	306385	16,018.00
	0165-801-5004-96067	8,009.00	CNG STATION GASBOY SYSTEM	16-0320	306385	
CHARTER COMMUNICATIONS	0010-801-4202-32050	111.53	INTERNET/CABLE SERVICE		306386	215.29
	0010-801-4202-32050	103.76	INTERNET/CABLE SERVICE		306386	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/21/2015

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CHARTER COMMUNICATIONS	0010-801-3201-32050	604.83	INTERNET/CABLE SERVICE		306410	604.83
CLAUDIA GAXIOLA	0010-801-6508-31990	200.00-	VOID CHECK		306123	200.00-
	0075-450-0075-09082	200.00	SPECIAL OLYMPICS DJ (TRUST)		306387	200.00
CPFIT	0065-464	564.00	FIRE LTD INSURANCE		306411	564.00
DELON TAN MARTIAL ARTS STUDIO	0010-701-0010-02010	123.75	REFUND BUSINESS LICENSE FEE		306388	123.75
DEPARTMENT OF TOXIC SUBSTANCES	0022-801-4202-31950	712.50	HAZARDOUS WASTE MANIFEST FEES		306412	712.50
ECONOMY RENTALS INC.	0010-801-6508-31990	284.85	EQUIPMENT RENTAL		306389	
	0010-801-6508-31990	285.51	EQUIPMENT RENTAL		306389	
	0010-801-6508-31990	138.12	EQUIPMENT RENTAL		306389	
	0022-801-4202-31950	1,118.31	EQUIPMENT PARTS RENTAL		306389	1,826.79
EUROFINS EATON ANALYTICAL, INC.	0093-801-4229-23300	1,240.00	WATER TREATMENT		306413	1,240.00
GONZALO GABRIEL	0136-801-3101-33250	90.00	POST TRAINING		306414	90.00
DIANA GARCIA	0075-450-0075-08250	215.00	CLA CONFERENCE (TRUST)		306415	215.00
GENERAL PUMP COMPANY, INC.	0092-801-4225-81240	11,346.00	WATER-REPAIR WELL #15	16-0241	306390	11,346.00
HDE, LLC DBA HAPPY DAYS ENTERTAINME	0075-450-0075-08616	775.00	GERANIUM ROCK WALL (TRUST)		306391	775.00
MAC HINOJOSA	0062-801-5101-35650	2,404.01	CLAIM SETTLEMENT		306392	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/21/2015

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						2,404.01
HOLLY ELECTRIC, INC. (DBA) BREA ELE	0010-801-4210-38100	2,378.30	ELECTRICAL WORK-ELDER PARK	16-0300	306393	
	0010-801-4210-38100	1,572.50	ELECTRICAL WORK	16-0300	306393	
	0010-801-4210-38100	1,787.50	ELECTRICAL WORK-3700 W RAMONA	16-0300	306393	
						5,738.30
RAY HSU	0010-701-0010-02010	317.70	REFUND BUSINESS LICENSE FEE		306394	
	0077-701-0077-02110	181.54	REFUND BID		306394	
						499.24
JWA URBAN CONSULTANTS INC	0152-801-2206-31850	10,000.00	HOUSING/HOME MONITORING SVC	16-0343	306395	
	0169-801-2201-31850	5,588.00	HOUSING/HOME MONITORING SVC	16-0343	306395	
	0880-801-2207-31950	0.50	HOUSING/HOME MONITORING SVC	16-0343	306395	
	0880-801-2207-31950	3,244.50	HOUSING/HOME MONITORING SVC	16-0343	306395	
	0169-801-2201-31850	4,412.00	HOUSING/HOME MONITORING SVC	16-0343	306395	
	0880-801-2207-31950	893.00	HOUSING/HOME MONITORING SVC	16-0343	306395	
	0880-801-2207-31950	693.50	HOUSING/HOME MONITORING SVC	16-0343	306395	
						24,831.50
MARIPOSA LANDSCAPES, INC	0092-801-4222-38500	130.00	LANDSCAPE MAINTENANCE		306416	
						130.00
JOHN MARTINDALE	0075-450-0075-08420	431.99	POLICE-GOLF RAFFLE PRIZE-TRUST		306417	
						431.99
MONTEREY PARK PETTY CASH	0092-801-4223-39300	46.67	PETTY CASH-REFRESHMENTS		306396	
	0075-450-0075-08616	96.00	PETTY CASH-SUPPLIES (TRUST)		306396	
	0010-801-1703-39350	80.00	PETTY CASH-UNIFORM		306396	
	0010-801-3205-39400	69.90	PETTY CASH-MILEAGE		306396	
	0349-801-3201-39400	80.29	PETTY CASH-REFRESHMENTS		306396	
	0349-801-3201-39400	59.00	PETTY CASH-REFRESHMENTS		306396	
	0010-801-3210-38400	12.07	PETTY CASH-PARTS		306396	
	0349-801-3201-39400	29.00	PETTY CASH-REFRESHMENTS		306396	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/21/2015

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MONTEREY PARK PETTY CASH	0010-801-3230-39400	15.00	PETTY CASH-REFRESHMENTS		306396	
	0010-801-3230-39400	15.00	PETTY CASH-REFRESHMENTS		306396	
	0010-801-1704-33100	15.00	PETTY CASH-PARKING		306396	
						517.93
	0176-801-4207-23900	43.39	PETTY CASH-FLAG		306418	
	0010-801-1802-39400	99.42	PETTY CASH-REFRESHMENTS		306418	
	0010-801-1802-39400	27.23	PETTY CASH-REFRESHMENTS		306418	
	0010-801-1802-39400	42.44	PETTY CASH-REFRESHMENTS		306418	
	0010-801-4212-33100	17.71	PETTY CASH-MILEAGE		306418	
	0010-801-1802-39400	71.00	PETTY CASH-REFRESHMENTS		306418	
	0092-801-4220-21350	15.27	PETTY CASH-SUPPLIES		306418	316.46
MY LEARNING CENTER PLUS INC	0010-701-0010-02010	191.25	REFUND BUSINESS LICENSE FEE		306419	
	0077-701-0077-02110	113.76	REFUND BID FEE		306419	
						305.01
PACIFIC BELL TELEPHONE CO. (DBA) A	0062-801-5101-35650	84,899.01	CLAIM SETTLEMENT		306398	
						84,899.01
PARTYLINE EVENTS	0075-450-0075-08616	1,436.38	GERANIUM RENTAL (TRUST)		306399	
						1,436.38
PITNEY BOWES POSTAGE BY PHONE	0010-801-1301-32200	0.48	POSTAGE		306400	
	0010-801-1403-32200	80.80	POSTAGE		306400	
	0010-801-1406-32200	145.82	POSTAGE		306400	
	0010-801-1407-32200	16.72	POSTAGE		306400	
	0010-801-1701-32200	88.22	POSTAGE		306400	
	0010-801-1702-32200	123.48	POSTAGE		306400	
	0010-801-1704-32200	3.08	POSTAGE		306400	
	0010-801-1801-32200	3.39	POSTAGE		306400	
	0010-801-1802-32200	8.41	POSTAGE		306400	
	0010-801-3101-32200	9.71	POSTAGE		306400	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PITNEY BOWES POSTAGE BY PHONE	0010-801-3102-32200	9.88	POSTAGE		306400	
	0010-801-3104-32200	16.37	POSTAGE		306400	
	0010-801-3111-32200	3.35	POSTAGE		306400	
	0010-801-3113-32200	4.90	POSTAGE		306400	
	0010-801-3114-32200	164.18	POSTAGE		306400	
	0010-801-3120-32200	59.17	POSTAGE		306400	
	0010-801-3201-32200	11.33	POSTAGE		306400	
	0010-801-3205-32200	84.63	POSTAGE		306400	
	0010-801-3210-32200	2.17	POSTAGE		306400	
	0010-801-3220-32200	6.18	POSTAGE		306400	
	0010-801-6001-32200	44.78	POSTAGE		306400	
	0010-801-6502-32200	26.36	POSTAGE		306400	
	0043-801-1201-32200	8.13	POSTAGE		306400	
	0043-801-4212-32200	132.11	POSTAGE		306400	
	0075-450-0075-09230	40.25	POSTAGE (TRUST)		306400	
	0077-801-1111-31950	444.26	POSTAGE		306400	
	0092-801-4221-32200	5.33	POSTAGE		306400	
						1,543.49
PROGRESSIVE SOLUTIONS INC	0010-801-1407-39350	300.00	SUPPORT SERVICES TRAINING		306401	
	0010-801-1407-39300	450.00	SUPPORT SERVICES TRAINING		306401	
						750.00
RAQUEL RICHARDS	0010-801-1801-31950	16.20	PETTY CASH- REFRESHMENTS		306402	
	0010-801-1802-39400	93.16	PETTY CASH-REFRESHMENTS		306402	
	0010-801-1801-39550	11.70	PETTY CASH-REFRESHMENTS		306402	
	0010-801-1802-33100	15.08	PETTY CASH-MILEAGE		306402	
	0010-801-1802-39400	121.42	PETTY CASH-REFRESHMENTS		306402	
	0010-801-1801-39550	59.32	PETTY CASH-REFRESHMENTS		306402	
						316.88
ROBERTSON'S	0022-801-4202-22400	598.61	CONCRETE	16-0293	306420	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ROBERTSON'S	0022-801-4202-22400	565.71	CONCRETE	16-0293	306420	
	0022-801-4202-22400	550.13	CONCRETE	16-0293	306420	
	0022-801-4202-22400	520.34	CONCRETE	16-0293	306420	
	0022-801-4202-22400	430.76	CONCRETE	16-0293	306420	
	0022-801-4202-22400	376.08	CONCRETE	16-0293	306420	
	0022-801-4202-22400	412.76	CONCRETE	16-0293	306420	
	0022-801-4202-22400	450.55	CONCRETE	16-0293	306420	
	0022-801-4202-22400	567.36	CONCRETE	16-0293	306420	
	0022-801-4202-22400	486.00	CONCRETE	16-0293	306420	4,958.30
SOUTHERN CALIFORNIA GAS COMPANY	0444-801-5004-96067	75,000.00-	VOID CHECK	16-0163	305902	
	0165-801-5002-96067	52,344.00-	VOID CHECK	16-0163	305902	
	0453-801-5002-96067	300,000.00-	VOID CHECK	16-0163	305902	
	0165-801-5004-96067	22,656.00-	VOID CHECK	16-0163	305902	450,000.00-
	0444-801-5004-96067	5,931.00	CST SERVICES FEE	16-0324	306403	
	0109-801-5002-96067	5,931.00	CST MAINTENANCE FEE	16-0324	306403	
	0444-801-5004-96067	1,378.50	CST SERVICES FEE	16-0324	306403	
	0109-801-5002-96067	1,378.50	CST MAINTENANCE FEE	16-0324	306403	14,619.00
	0444-801-5004-96067	75,000.00	CNG FUELING COMPRESSOR SYSTEM	16-0163	306421	
	0165-801-5002-96067	52,344.00	CNG FUELING COMPRESSOR SYSTEM	16-0163	306421	
	0453-801-5002-96067	300,000.00	CNG FUELING COMPRESSOR SYSTEM	16-0163	306421	
	0165-801-5004-96067	22,656.00	CNG FUELING COMPRESSOR SYSTEM	16-0163	306421	450,000.00
SPRINT CORPORATION	0010-801-3115-38400	1,131.31	MOBILE DATA SERVICE	16-0151	306422	1,131.31
THE STANDARD INSURANCE CO.	0065-464	890.42	EXECUTIVE PREMIUM		306404	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/21/2015

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						890.42
SUCCESS PRINTING & SIGN INC.	0010-801-6509-31880	3,555.80	CASCADES NEWSLETTER 09/15	16-0363	306405	
	0010-801-6509-31880	2,814.00	CASCADES NEWSLETTER-10/15	16-0363	306405	
						6,369.80
UNIVAR USA INC (CORP. HEADQUARTERS)	0092-801-4222-23300	10,928.14	WATER CHEMICALS	16-0345	306423	
	0092-801-4222-23300	193.11	WATER CHEMICALS	16-0345	306423	
	0092-801-4222-23300	8,947.65	WATER CHEMICALS	16-0345	306423	
						20,068.90
VERIZON WIRELESS	0010-801-3104-38400	38.01	WIRELESS VOICE & DATA SERVICE		306424	
	0010-801-3115-38400	38.01	WIRELESS VOICE & DATA SERVICE		306424	
	0092-801-4222-32050	152.04	WIRELESS VOICE & DATA SERVICE		306424	
	0160-801-3115-38400	38.01	WIRELESS VOICE & DATA SERVICE		306424	
	0092-801-4222-32050	189.97	WIRELESS VOICE & DATA SERVICE		306424	
	0022-801-4206-32050	24.20	WIRELESS VOICE & DATA SERVICE		306424	
	0010-801-4209-32050	26.56	WIRELESS VOICE & DATA SERVICE		306424	
	0010-801-4212-32050	33.14	WIRELESS VOICE & DATA SERVICE		306424	
	0092-801-4221-32050	20.37	WIRELESS VOICE & DATA SERVICE		306424	
	0092-801-4222-32050	1.49	WIRELESS VOICE & DATA SERVICE		306424	
	0092-801-4223-32050	19.26	WIRELESS VOICE & DATA SERVICE		306424	
	0010-801-6502-32050	0.75	WIRELESS VOICE & DATA SERVICE		306424	
	0010-801-6517-32050	5.58	WIRELESS VOICE & DATA SERVICE		306424	
						207.45
VULCAN MATERIAL CO	0110-801-4202-23600	225.59	ASPHALT	16-0282	306425	
	0110-801-4202-23600	1,371.56	ASPHALT	16-0282	306425	
	0110-801-4202-23600	65.84	ASPHALT	16-0282	306425	
	0110-801-4202-23600	120.01	ASPHALT	16-0282	306425	
	0110-801-4202-23600	1,031.47	ASPHALT	16-0282	306425	
	0110-801-4202-23600	2,366.55	ASPHALT	16-0282	306425	
	0110-801-4202-23600	1,308.81	ASPHALT	16-0282	306425	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
VULCAN MATERIAL CO	0110-801-4202-23600	798.00	ASPHALT	16-0282	306425	
	0110-801-4202-23600	226.33	ASPHALT	16-0282	306425	
	0110-801-4202-23600	745.95	ASPHALT	16-0282	306425	
	0110-801-4202-23600	968.08	ASPHALT	16-0282	306425	
	0110-801-4202-23600	994.36	ASPHALT	16-0282	306425	
	0110-801-4202-23600	411.63	ASPHALT	16-0282	306425	
	0110-801-4202-23600	1,300.79	ASPHALT	16-0282	306425	
	0110-801-4202-23600	1,292.08	ASPHALT	16-0282	306425	
	0110-801-4202-23600	960.65	ASPHALT	16-0282	306425	
	0110-801-4202-23600	1,278.81	ASPHALT	16-0282	306425	
	0110-801-4202-23600	971.95	ASPHALT	16-0282	306425	
	0110-801-4202-23600	943.87	ASPHALT	16-0282	306425	
	0110-801-4202-23600	854.39	ASPHALT	16-0282	306425	
	0110-801-4202-23600	1,677.80	ASPHALT	16-0282	306425	
	0110-801-4202-23600	152.95	ASPHALT	16-0282	306425	
	0110-801-4202-23600	1,183.19	ASPHALT	16-0282	306425	
	0110-801-4202-23600	522.81	ASPHALT	16-0282	306425	
	0110-801-4202-23600	226.33	ASPHALT	16-0282	306425	
	0110-801-4202-23600	230.03	ASPHALT	16-0282	306425	
						22,229.83
WOW PARTY RENTAL	0075-450-0075-08616	548.00	GERANIUM RENTAL (TRUST)		306406	
						548.00
TOTAL FOR PREPAID WARRANTS						233,790.77
	PRINTED	233,790.77				
	E-PAYABLE	0.00				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
A & J PORTABLE RESTROOM INC	0010-801-6508-39860	800.00	FARMERS MARKET RESTROOM		306426	800.00
A & R NURSERY	0010-801-6517-22100	348.80	LANDSCAPE SUPPLIES	16-0313	306427	
	0010-801-6517-22100	22.89	LANDSCAPE SUPPLIES	16-0313	306427	371.69
ACCELA INC	0010-801-1406-38400	400.00	GOMPK	16-0369	306428	
	0092-801-1406-38400	5,000.00	GOMPK	16-0369	306428	5,400.00
ADLERHORST INTERNATIONAL INC.	0160-801-3103-39400	4,500.00	POLICE TRAINING	16-0339	50 *	
	0160-801-3103-22800	158.34	POLICE TRAINING		50 *	4,658.34
ADVANCE PEST TERMITE CONTROL	0010-801-3104-22750	30.00	PEST CONTROL		306429	
	0010-801-3113-38100	39.00	PEST CONTROL	16-0116	306429	
	0010-801-6507-31160	30.00	PEST CONTROL	16-0142	306429	
	0010-801-6507-31160	38.00	PEST CONTROL	16-0142	306429	
	0010-801-6507-31160	42.00	PEST CONTROL	16-0142	306429	
	0010-801-6507-31160	47.00	PEST CONTROL	16-0142	306429	
	0010-801-6507-31160	42.00	PEST CONTROL	16-0142	306429	
	0010-801-6517-38100	53.00	PEST CONTROL	16-0142	306429	
	0010-801-6517-38100	280.00	PEST CONTROL	16-0142	306429	601.00
ADVANCED BATTERY SYSTEMS, INC.	0060-801-4211-23500	279.04	FLEET PARTS	16-0005	51 *	279.04
ROBERTO A AGUIRRE	0075-450-0075-08616	30.00	GERANIUM SUPPLIES (TRUST)		306430	
	0075-450-0075-08616	43.51	GERANIUM SUPPLIES (TRUST)		306430	
	0075-450-0075-08616	246.41	GERANIUM SUPPLIES (TRUST)		306430	
	0010-801-6508-39860	111.13	GERANIUM SUPPLIES		306430	431.05

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
AIRGAS	0092-801-4222-23700	225.29	WATER SUPPLIES	16-0349	52 *	225.29
ALTERNATIVE SOURCE L A (DBA)	0092-801-4220-39700	2,012.14	WATER CONSERVATION BANNERS	16-0229	306431	2,012.14
ARTE FLAMENCO DANCE THEATER	0159-801-6507-31920	70.55	INSTRUCTOR-RECREATION CLASS		306432	70.55
ATHENS SERVICES	0344-801-5002-99290	1,358.12	STREET SWEEPING SERVICES	16-0225	306433	1,358.12
	0043-801-4208-41200	403,704.80	REFUSE COLLECTION SERVICES		306434	403,704.80
AYRES HOTEL LAGUNA WOODS LLC	0136-801-3101-33250	661.15	POST TRAINING		306435	661.15
B W GRAPHICS	0010-801-3104-39250	37.06	BUSINESS CARDS-G JIMENEZ		306436	
	0010-801-3103-39250	37.06	BUSINESS CARDS-D VERA		306436	
	0010-801-3104-39250	37.06	BUSINESS CARDS-R MUNDER		306436	
	0010-801-1703-39250	41.42	BUSINESS CARDS-J SMITH		306436	
	0010-801-1703-39250	28.34	BUSINESS CARDS-T TRAN		306436	
	0010-801-1702-39250	41.42	BUSINESS CARDS-W STECYK		306436	
	0010-801-1704-39250	51.23	BUSINESS CARDS-D RAMIREZ		306436	273.59
BACKFLOW APPARATUS & VALVE CO	0092-801-4221-23700	250.00	WATER SUPPLIES		306437	
	0092-801-4221-23700	125.00	WATER SUPPLIES		306437	375.00
BAKER & TAYLOR INC	0010-801-6006-40000	79.33	BOOK(S) 7		306438	
	0010-801-6006-40000	57.39	BOOK(S) 4		306438	
	0010-801-6006-40000	82.08	BOOK(S) 7		306438	
	0010-801-6006-40000	9.54	BOOK(S) 2		306438	
	0010-801-6006-40000	1,121.34	BOOK(S) 93		306438	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
BAKER & TAYLOR INC	0010-801-6002-40000	552.31	BOOK(S) 64		306438	
	0075-450-0075-08250	441.82	BOOK(S) 25 - TRUST		306438	2,343.81
BARTEL ASSOCIATES LLC	0010-850-5102-31850	5,120.00	MASS MUTUAL ACTUARIAL	90670	306439	
	0010-850-5102-31850	2,525.00	MASS MUTUAL ACTUARIAL	90670	306439	7,645.00
BISHOP COMPANY	0010-801-6517-22400	653.98	PARKS SUPPLIES		306440	653.98
BSN SPORTS (DBA)	0010-801-6502-38400	739.28	RECREATION SUPPLIES		306441	739.28
BURRO CANYON SHOOTING PARK DBA	0010-801-3103-22750	130.00	POLICE RANGE FEES		306442	130.00
BUSY BEE MESSENGER SERVICE INC	0109-801-4201-22750	54.00	MESSENGER SERVICE		306443	54.00
CAAD LLC	0092-801-4221-39250	1,141.50	WATER BILL MAILING SERVICE		306444	1,141.50
CALIFORNIA WATER SERVICE CO.	0092-801-4222-36300	230.72	WATER SERVICE		306445	230.72
CAMINO REAL CHEVROLET	0060-801-4211-23500	31.24	FLEET REPAIR/PARTS-UNIT 923	16-0189	53 *	31.24
CANON FINANCIAL SERVICES, INC.	0010-801-1301-37500	1,557.61	COPIER MACHINE RENTAL	16-0136	306446	
	0010-801-1403-37500	1,503.84	COPIER MACHINE RENTAL	16-0239	306446	
	0010-801-3114-37500	1,927.14	COPIER MACHINE RENTAL	16-0071	306446	
	0092-801-4209-37500	697.06	COPIER MACHINE RENTAL		306446	
	0092-801-4209-37500	697.06	COPIER MACHINE RENTAL		306446	
	0092-801-4222-31950	716.99	COPIER MACHINE RENTAL		306446	
	0060-801-4211-38400	156.66	COPIER MACHINE RENTAL		306446	7,256.36

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CANON SOLUTIONS AMERICA, INC	0010-801-1701-37500	618.17	COPIER MAINTENANCE	16-0044	54 *	
	0092-801-4223-38400	618.17	COPIER MAINTENANCE	16-0044	54 *	
	0010-801-3205-38400	618.17	COPIER MAINTENANCE	16-0044	54 *	
	0010-801-1403-38400	579.25	COPIER MAINTENANCE		54 *	
	0092-801-4220-22750	510.36	COPIER MAINTENANCE		54 *	
	0010-801-1301-37500	26.99	COPIER MAINTENANCE		54 *	
	0010-801-1408-38400	766.58	COPIER MAINTENANCE	16-0098	54 *	
	0010-801-1801-39250	766.58	COPIER MAINTENANCE	16-0098	54 *	
	0010-801-6502-39250	766.57	COPIER MAINTENANCE	16-0098	54 *	
	0060-801-4211-38400	58.19	COPIER MAINTENANCE	16-0023	54 *	
						5,329.03
CAVENAUGH & ASSOCIATES	0136-801-3101-33250	558.00	POLICE POST TRAINING		306447	558.00
CESAR VEGA	0010-801-4212-22300	77.39	PUBLIC WORKS WORK BOOTS		306448	
	0092-801-4222-22300	81.37	PUBLIC WORKS WORK BOOTS		306448	
						158.76
PETER CHAN	0010-801-1101-11100	80.00	MAYOR'S EXPENSES		306449	
	0092-801-1101-11100	60.00	MAYOR'S EXPENSES		306449	
	0043-801-1101-11100	60.00	MAYOR'S EXPENSES		306449	
						200.00
CHARLES E THOMAS CO. INC.	0165-801-5002-96067	170.04	GASBOY TAGS		306450	
	0165-801-5004-96067	325.00	CNG STATION GASBOY SYSTEM	16-0320	306450	
	0444-850-5002-96067	325.00	CNG STATION GASBOY SYSTEM	90646	306450	
						820.04
CITATION MANAGEMENT (DBA)	0010-701-0010-03630	3,579.67	PARKING CITATIONS SERVICE		306451	
						3,579.67
CLINICAL LABORATORY OF	0092-801-4223-31950	1,156.25	WATER ANALYSIS	16-0224	55 *	
	0092-801-4223-31950	877.83	WATER ANALYSIS	16-0224	55 *	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CLINICAL LABORATORY OF	0092-801-4223-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0092-801-4223-31950	108.23	WATER ANALYSIS	16-0224	55 *	
	0092-801-4223-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0092-801-4223-31950	176.22	WATER ANALYSIS	16-0224	55 *	
	0092-801-4223-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0092-801-4223-31950	9.25	WATER ANALYSIS	16-0224	55 *	
	0092-801-4223-31950	108.23	WATER ANALYSIS	16-0224	55 *	
	0092-801-4223-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4229-31950	2,160.80	WATER ANALYSIS	16-0224	55 *	
	0093-801-4229-31950	40.70	WATER ANALYSIS	16-0224	55 *	
	0093-801-4229-31950	1,695.53	WATER ANALYSIS	16-0224	55 *	
	0093-801-4229-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4229-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4229-31950	1,695.53	WATER ANALYSIS	16-0224	55 *	
	0093-801-4229-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4229-31950	1,695.53	WATER ANALYSIS	16-0224	55 *	
	0093-801-4229-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4226-31950	2,811.07	WATER ANALYSIS	16-0224	55 *	
	0093-801-4226-31950	757.58	WATER ANALYSIS	16-0224	55 *	
	0093-801-4226-31950	20.35	WATER ANALYSIS	16-0224	55 *	
	0093-801-4226-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4226-31950	757.58	WATER ANALYSIS	16-0224	55 *	
	0093-801-4226-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4226-31950	757.58	WATER ANALYSIS	16-0224	55 *	
	0093-801-4226-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	1,766.75	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	231.25	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	30.52	WATER ANALYSIS	16-0224	55 *	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CLINICAL LABORATORY OF	0093-801-4228-31950	92.50	WATER ANALYSIS	16-0224	55 *	
	0093-801-4228-31950	342.25	WATER ANALYSIS	16-0224	55 *	
	0093-801-4228-31950	18.50	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	1,201.58	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	231.25	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	71.22	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	30.52	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	248.83	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	61.05	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	30.52	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	794.58	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	20.35	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	248.83	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CLINICAL LABORATORY OF	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	794.58	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	248.83	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4227-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	794.58	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4230-31950	10.18	WATER ANALYSIS	16-0224	55 *	
	0093-801-4231-31950	50.87	WATER ANALYSIS	16-0224	55 *	
	0093-801-4231-31950	50.87	WATER ANALYSIS	16-0224	55 *	22,626.23
COBRA FIRE PROTECTION	0010-801-6001-38100	150.00	FIRE SYS/EXTINGUISHERS SERVICE		306452	
	0010-801-6502-38400	289.64	FIRE SYS/EXTINGUISHERS SERVICE		306452	
	0010-801-6502-38400	148.20	FIRE SYS/EXTINGUISHERS SERVICE		306452	
	0010-801-6502-38400	178.60	FIRE SYS/EXTINGUISHERS SERVICE		306452	
	0165-801-5002-96067	129.71	FIRE SYS/EXTINGUISHERS SERVICE		306452	896.15
COME LAND MAINTENANCE COMPANY	0010-801-4210-38250	1,661.00	JANITORIAL SERVICE	16-0251	306453	
	0010-801-3114-38250	755.00	JANITORIAL SERVICE	16-0251	306453	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
COME LAND MAINTENANCE COMPANY	0092-801-4220-38250	279.00	JANITORIAL SERVICE	16-0251	306453	
	0092-801-4222-38250	132.00	JANITORIAL SERVICE	16-0251	306453	
	0010-801-4210-38250	1,661.00	JANITORIAL SERVICE	16-0251	306453	
	0010-801-3114-38250	755.00	JANITORIAL SERVICE	16-0251	306453	
	0092-801-4220-38250	279.00	JANITORIAL SERVICE	16-0251	306453	
	0092-801-4222-38250	132.00	JANITORIAL SERVICE	16-0251	306453	
	0010-801-4210-38250	625.00	JANITORIAL SERVICE	16-0253	306453	
	0010-801-3114-38250	280.00	JANITORIAL SERVICE	16-0253	306453	
	0092-801-4220-38250	100.00	JANITORIAL SERVICE	16-0253	306453	
	0092-801-4222-38250	80.00	JANITORIAL SERVICE	16-0253	306453	
	0092-801-4210-38250	2,450.00	JANITORIAL SERVICE	16-0252	306453	
	0010-801-3114-38250	650.00	JANITORIAL SERVICE	16-0252	306453	
	0092-801-4220-38250	150.00	JANITORIAL SERVICE	16-0252	306453	
	0092-801-4222-38250	150.00	JANITORIAL SERVICE	16-0252	306453	
	0010-801-4210-38250	257.00	JANITORIAL SERVICE	16-0254	306453	
	0010-801-3114-38250	132.00	JANITORIAL SERVICE	16-0254	306453	
	0092-801-4222-38250	49.00	JANITORIAL SERVICE	16-0254	306453	
	0092-801-4220-38250	23.00	JANITORIAL SERVICE	16-0254	306453	
	0010-801-3113-38250	1,958.33	JANITORIAL SERVICE	16-0073	306453	
	0010-801-6517-38250	188.00	JANITORIAL SERVICE	16-0309	306453	
	0010-801-6517-38250	188.00	JANITORIAL SERVICE	16-0309	306453	12,934.33
CONTROL AUTOMATION DESIGN	0092-801-4225-81860	1,890.00	SCADA SYSTEM SERVICES	16-0222	306454	
	0092-801-4227-23300	2,430.00	SCADA SYSTEM SERVICES	16-0222	306454	4,320.00
DAILY JOURNAL CORPORATION	0092-801-1301-34050	588.00	LEGAL NOTICE	16-0147	306455	
	0043-801-1301-34050	138.00	LEGAL NOTICE	16-0147	306455	726.00
DATA WEST CORPORATION	0092-801-4221-38400	2,000.00	SYSTEM SUPPORT	16-0105	306456	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
DATA WEST CORPORATION	0092-801-4221-38400	1,480.00	SYSTEM SUPPORT	16-0105	306456	3,480.00
VANESSA DELGADO	0136-801-3101-33250	250.00	POST TRAINING		306457	250.00
DELL MARKETING LP	0010-801-3115-38400	519.89	COMPUTER/SUPPLIES		306458	519.89
FRANK DUKE	0136-801-3101-33250	179.54	POST TRAINING		306459	179.54
EBSCO SUBSCRIPTION SERVICES	0010-801-6002-40000	3.30	LIBRARY SUBSCRIPTIONS		306460	3.30
DEAN N EDDOW	0159-801-6507-31920	370.88	INSTRUCTOR-RECREATION CLASS		306461	370.88
ELIE FARAH INC	0092-850-4225-82246	400.00	DE LA FUENTE IMPROVEMENT	80439	306462	400.00
EMPIRE CLEANING SUPPLY	0010-801-6001-22150	534.33	JANITORIAL SUPPLIES		56 *	4,175.68
	0010-801-6502-22150	911.68	JANITORIAL SUPPLIES	16-0123	56 *	
	0010-801-6502-22150	544.02	JANITORIAL SUPPLIES	16-0123	56 *	
	0010-801-6503-22150	295.50	JANITORIAL SUPPLIES	16-0123	56 *	
	0010-801-6503-22150	116.58	JANITORIAL SUPPLIES	16-0123	56 *	
	0010-801-3113-22600	1,773.57	JANITORIAL SUPPLIES		56 *	
EWING IRRIGATION PRODUCTS, INC.	0092-801-4222-23700	180.35	PARKS SUPPLIES	16-0356	306463	299.97
	0092-801-4222-23700	24.16	PARKS SUPPLIES	16-0356	306463	
	0176-801-6516-23300	95.46	PARKS SUPPLIES	16-0310	306463	
FORD OF MONTEBELLO	0060-801-4211-38400	248.71	FLEET PARTS-UNIT 008		306464	761.71
	0060-801-4211-38400	513.00	FLEET PARTS-UNIT 065		306464	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
WINNIE FUNG	0159-801-6507-31920	238.00	INSTRUCTOR-RECREATION CLASS		306465	238.00
GALLADE CHEMICAL, INC.	0092-801-4222-23300	507.40	WATER CHEMICALS	16-0326	57 *	
	0092-801-4222-23300	507.40	WATER CHEMICALS	16-0326	57 *	
	0092-801-4222-23300	1,014.79	WATER CHEMICALS	16-0326	57 *	2,029.59
GARFIELD MEDICAL CENTER	0010-801-3113-22600	24.00	PHYSICAL		306466	
	0010-801-3113-22600	24.00	PHYSICAL		306466	48.00
KATRINA CRUZ GARLAND	0136-801-3101-33250	247.35	POST TRAINING		306467	247.35
GARVEY EQUIPMENT COMPANY	0010-801-6517-24100	37.47	PARKS SUPPLIES	16-0315	306468	
	0010-801-6517-24100	196.53	PARKS SUPPLIES	16-0315	306468	
	0010-801-6517-24100	114.45	PARKS SUPPLIES	16-0315	306468	
	0010-801-6517-24100	51.18	PARKS SUPPLIES	16-0315	306468	
	0010-801-6517-24100	38.37	PARKS SUPPLIES	16-0315	306468	
	0010-801-6517-24100	25.94	PARKS SUPPLIES	16-0315	306468	463.94
GENTRY BROTHERS INC.	0110-801-5003-89340	17,677.00	STORM DRAIN REPAIR-ATLANTIC	16-0166	306469	
	0028-801-5003-91900	3,623.00	STORM DRAIN REPAIR-ATLANTIC	16-0166	306469	21,300.00
GOLDEN STATE WATER COMPANY	0092-801-4222-36300	45.78	WATER SERVICE		306470	
	0092-801-4222-36300	45.78	WATER SERVICE		306470	91.56
GOVCONNECTION INC.	0010-801-3115-38400	120.66	COMPUTER SUPPLIES		58 *	120.66
GOVERNMENT FINANCE OFFICERS	0010-801-1403-39300	198.34	MEMBERSHIP DUES		306471	
	0092-801-1403-39300	198.33	MEMBERSHIP DUES		306471	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
GOVERNMENT FINANCE OFFICERS	0043-801-1403-39300	198.33	MEMBERSHIP DUES		306471	595.00
GRAINGER	0092-801-4222-23400	155.43	ELECTRICAL SUPPLIES	16-0346	306472	1,418.81
	0010-801-6517-22400	314.09	ELECTRICAL SUPPLIES		306472	
	0010-801-6517-22300	314.09	ELECTRICAL SUPPLIES		306472	
	0176-801-6516-24100	635.20	ELECTRICAL SUPPLIES		306472	
GRAND PRIX TIRE & AUTO CENTER	0060-801-4211-23500	457.80	FLEET TIRES-WD84	16-0030	59 *	457.80
GRIFFITH AIR TOOL, INC.	0092-801-4223-38400	832.42	WATER EQUIPMENT REPAIR		306473	832.42
GRISWOLD INDUSTRIES	0092-801-4222-23700	11,818.70	WATER PARTS	16-0168	306474	11,818.70
GRM INFORMATION MANAGEMENT	0010-801-1301-31950	45.49	STORAGE-BOX	16-0109	306475	762.67
	0092-801-1301-31950	8.01	STORAGE-BOX		306475	
	0010-801-1301-31950	36.17	STORAGE-BOX	16-0109	306475	
	0010-801-1301-31950	673.00	ONLINE RECORDS SYSTEM	16-0108	306475	
SAMUEL JIE GUO	0159-801-6507-31910	5,267.15	INSTRUCTOR-RECREATION CLASS		306476	5,267.15
HACH COMPANY (AKA ELE	0092-801-4222-23300	320.43	WATER ANALYSIS SUPPLIES		306477	780.41
	0092-801-4222-23300	459.98	WATER ANALYSIS SUPPLIES		306477	
HANSON AGGREGATES	0092-801-4223-23600	1,043.68	WATER SUPPLIES	16-0280	60 *	
	0022-801-4202-22400	539.15	ASPHALT	16-0280	60 *	
	0022-801-4202-22400	522.26	ASPHALT	16-0280	60 *	
	0022-801-4202-22400	512.84	ASPHALT	16-0280	60 *	
	0022-801-4202-22400	543.65	ASPHALT	16-0280	60 *	

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HANSON AGGREGATES	0022-801-4202-22400	509.84	ASPHALT	16-0280	60 *	
	0022-801-4202-22400	1,061.94	ASPHALT	16-0280	60 *	
	0022-801-4202-22400	1,087.81	ASPHALT	16-0280	60 *	
	0022-801-4202-22400	1,056.56	ASPHALT	16-0280	60 *	
	0022-801-4202-22400	534.71	ASPHALT	16-0280	60 *	
	0022-801-4202-22400	525.61	ASPHALT	16-0280	60 *	
						7,938.05
HAROLD'S KEY SHOP, INC.	0010-801-6517-23050	14.99	KEY/LOCK SERVICES	16-0304	306478	
						14.99
HARRINGTON INDUSTRIAL PLASTICS	0092-801-4222-23700	207.91	WATER SUPPLIES	16-0352	61 *	
	0093-801-4230-23300	7,894.01	WATER SUPPLIES	16-0352	61 *	
						8,101.92
HDL COREN & CONE	0010-801-1403-31400	4,200.00	PROPERTY TAX AUDIT SERVICES	16-0371	306479	
						4,200.00
HENSLEY LAW GROUP	0010-801-1702-31600	630.00	LEGAL-CODE ENFORCEMENT	16-0081	306480	
	0075-450-0075-09204	1,015.00	LEGAL-MARKET PLACE (TRUST)	16-0081	306480	
	0010-701-0010-06700	145.00	LEGAL-CC&R	16-0081	306480	
	0092-801-1601-31600	35,238.78	LEGAL-VILLA GARFIELD	16-0081	306480	
	0092-801-1601-31600	18.00	LEGAL-EXPENSES	16-0081	306480	
	0092-801-1601-31600	29.00	LEGAL-BEDFORD	16-0081	306480	
	0880-801-2207-31600	1,710.00	LEGAL-DIAZ	16-0081	306480	
	0092-801-1601-31600	725.00	LEGAL-CA DEPT OF FINANCE	16-0081	306480	
	0092-801-1601-31600	1,319.80	LEGAL-GENERAL LITIGATION	16-0081	306480	
	0010-801-1601-31600	20,000.00	LEGAL-GENERAL SERVICES	16-0086	306480	
						60,830.58
HIGA'S AUTOMATIC TRANSMISSION	0060-801-4211-38400	381.00	FLEET REPAIR-UNIT 989	16-0082	306481	
						381.00
SONJA HOLLADAY	0159-801-6507-31920	3,046.05	INSTRUCTOR-RECREATION CLASS		306482	

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						3,046.05
HOME DEPOT CREDIT SERVICES	0010-801-4202-23950	59.84	HARDWARE SUPPLIES	16-0279	306483	
	0010-801-4210-23050	108.62	HARDWARE SUPPLIES		306483	
	0010-801-4210-24100	207.01	HARDWARE SUPPLIES		306483	
	0010-801-4210-23300	180.96	HARDWARE SUPPLIES		306483	
	0010-801-4210-23700	42.64	HARDWARE SUPPLIES		306483	
	0010-801-4210-23300	176.16	HARDWARE SUPPLIES-CREDIT		306483	
	0010-801-4210-23300	22.28	HARDWARE SUPPLIES		306483	
	0010-801-6517-23050	47.87	HARDWARE SUPPLIES	16-0314	306483	
	0010-801-6517-23050	20.68	HARDWARE SUPPLIES	16-0314	306483	
	0010-801-6517-23050	60.25	HARDWARE SUPPLIES	16-0314	306483	
	0010-801-6517-23050	143.57	HARDWARE SUPPLIES	16-0314	306483	
	0010-801-6517-23050	24.53	HARDWARE SUPPLIES	16-0314	306483	
	0010-801-6517-23050	109.78	HARDWARE SUPPLIES	16-0314	306483	
	0092-801-4223-23300	80.62	HARDWARE SUPPLIES	16-0283	306483	
	0092-801-4222-23700	1,063.85	HARDWARE SUPPLIES	16-0283	306483	
	0092-801-4223-23300	49.94	HARDWARE SUPPLIES-CREDIT	16-0283	306483	
	0010-801-4210-23300	431.25	HARDWARE SUPPLIES		306483	
	0010-801-4210-23400	227.71	HARDWARE SUPPLIES		306483	
	0010-801-4210-23050	176.26	HARDWARE SUPPLIES		306483	
	0010-801-4210-23050	158.25	HARDWARE SUPPLIES		306483	
	0010-801-4210-23050	43.73	HARDWARE SUPPLIES		306483	
	0010-801-4210-23050	275.07	HARDWARE SUPPLIES		306483	
	0010-801-4210-23300	171.60	HARDWARE SUPPLIES		306483	
	0010-801-6517-22400	156.72	HARDWARE SUPPLIES	16-0314	306483	
	0010-801-6517-22400	104.89	HARDWARE SUPPLIES	16-0314	306483	
	0010-801-6508-39860	250.89	HARDWARE SUPPLIES	16-0119	306483	
	0010-801-6508-39860	516.71	HARDWARE SUPPLIES	16-0119	306483	
						4,459.48

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INTER VALLEY POOL SUPPLY	0092-801-4222-23300	228.00	WATER CHEMICALS	16-0196	306484	
	0093-801-4227-23300	6,312.35	WATER CHEMICALS	16-0196	306484	
	0010-801-6503-23050	423.15	POOL CHEMICALS	16-0194	306484	
	0010-801-6503-23050	394.98	POOL CHEMICALS	16-0194	306484	
	0010-801-6503-23050	422.65	POOL CHEMICALS	16-0194	306484	
	0010-801-6503-23050	377.04	POOL CHEMICALS	16-0194	306484	8,158.17
IP LEARNING CENTER	0159-801-6507-31920	787.50	INSTRUCTOR-RECREATION CLASS		306485	787.50
SHELLY MARIE ISHIDA	0159-801-6507-31910	501.75	INSTRUCTOR-RECREATION CLASS		306486	
	0159-801-6507-31910	403.50	INSTRUCTOR-RECREATION CLASS		306486	
	0159-801-6507-31920	763.50	INSTRUCTOR-RECREATION CLASS		306486	1,668.75
JAYVEE DANCE (DBA)	0159-801-6507-31920	87.55	INSTRUCTOR-RECREATION CLASS		306487	87.55
JCL BARRICADE COMPANY	0092-801-4223-22300	1,637.40	WATER SUPPLIES		306488	
	0022-801-4206-23100	2,622.41	STREET SUPPLIES	16-0301	306488	
	0042-801-4204-23700	579.01	STREET SUPPLIES	16-0301	306488	4,838.82
JEANINE CARR (DBA) TIPPI TOES WEST	0159-801-6507-31920	370.88	INSTRUCTOR-RECREATION CLASS		306489	370.88
JHM SUPPLY INC	0022-801-4202-22400	52.46	STREET SUPPLIES		306490	
	0010-801-6517-23300	63.67	PARKS SUPPLIES	16-0316	306490	
	0010-801-6517-23300	61.59	PARKS SUPPLIES	16-0316	306490	
	0010-801-6517-23300	9.31	PARKS SUPPLIES	16-0316	306490	
	0010-801-6517-23300	87.92	PARKS SUPPLIES	16-0316	306490	
	0010-801-6517-23300	40.88	PARKS SUPPLIES	16-0316	306490	
	0010-801-6517-23300	86.45	PARKS SUPPLIES	16-0316	306490	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
JHM SUPPLY INC	0010-801-6517-23300	53.96-	PARKS SUPPLIES-CREDIT	16-0316	306490	348.32
SHENGNAN JI	0159-701-0159-07020	52.00	REFUND RECREATION CLASS		306491	52.00
JOHN L. HUNTER & ASSOC., INC.	0264-850-5004-96053	1,282.50	USED OIL COMPETITIVE GRANT	90379	306492	1,282.50
RICHARD KAGEYAMA	0159-801-6507-31910	505.50	INSTRUCTOR-RECREATION CLASS		306493	1,449.00
	0159-801-6507-31910	423.00	INSTRUCTOR-RECREATION CLASS		306493	
	0159-801-6507-31920	520.50	INSTRUCTOR-RECREATION CLASS		306493	
GABRIELA KASANJIAN	0159-801-6507-31920	104.00	INSTRUCTOR-RECREATION CLASS		306494	104.00
LARRY KIANG	0159-701-0159-07020	21.00	REFUND RECREATION CLASS		306495	47.00
	0159-701-0159-07020	26.00	REFUND RECREATION CLASS		306495	
KNIGHT COMMUNICATIONS INC	0010-801-1301-38400	497.17	SYSTEM MANAGEMENT SERVICE		306496	
	0010-801-1404-38400	464.96	SYSTEM MANAGEMENT SERVICE		306496	
	0043-801-1404-38400	548.29	SYSTEM MANAGEMENT SERVICE		306496	
	0092-801-1404-38400	714.97	SYSTEM MANAGEMENT SERVICE		306496	
	0010-801-1701-38400	376.67	SYSTEM MANAGEMENT SERVICE		306496	
	0010-801-1702-38400	376.67	SYSTEM MANAGEMENT SERVICE		306496	
	0010-801-1703-38400	376.67	SYSTEM MANAGEMENT SERVICE		306496	
	0010-801-1801-38400	733.75	SYSTEM MANAGEMENT SERVICE		306496	
	0010-801-3115-38400	1,282.50	SYSTEM MANAGEMENT SERVICE		306496	
	0010-801-3201-38400	897.50	SYSTEM MANAGEMENT SERVICE		306496	
	0022-801-4202-38400	524.08	SYSTEM MANAGEMENT SERVICE		306496	
	0092-801-4210-38400	386.75	SYSTEM MANAGEMENT SERVICE		306496	
	0060-801-4211-38400	1,716.66	SYSTEM MANAGEMENT SERVICE		306496	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
KNIGHT COMMUNICATIONS INC	0043-801-4212-38400	552.92	SYSTEM MANAGEMENT SERVICE		306496	
	0092-801-4220-38400	1,628.33	SYSTEM MANAGEMENT SERVICE		306496	
	0131-801-6001-38400	853.33	SYSTEM MANAGEMENT SERVICE		306496	
	0010-801-6502-38400	1,110.83	SYSTEM MANAGEMENT SERVICE		306496	
						13,042.05
KNOWLES-MCNIFF	0010-801-1404-31700	783.00	FINANCE SOFTWARE MAINTENANCE	16-0131	306497	
	0043-801-1404-31700	3,850.00	FINANCE SOFTWARE MAINTENANCE	16-0131	306497	
	0092-801-1404-31700	3,908.00	FINANCE SOFTWARE MAINTENANCE	16-0131	306497	
	0010-801-3115-31700	599.00	FINANCE SOFTWARE MAINTENANCE	16-0131	306497	
	0010-801-3220-31700	209.00	FINANCE SOFTWARE MAINTENANCE	16-0131	306497	
	0092-801-4221-31700	989.00	FINANCE SOFTWARE MAINTENANCE	16-0131	306497	
	0093-801-4226-31700	212.00	FINANCE SOFTWARE MAINTENANCE	16-0131	306497	
	0093-801-4227-31700	259.00	FINANCE SOFTWARE MAINTENANCE	16-0131	306497	
	0093-801-4228-31700	212.00	FINANCE SOFTWARE MAINTENANCE	16-0131	306497	
	0093-801-4229-31700	199.00	FINANCE SOFTWARE MAINTENANCE	16-0131	306497	
	0093-801-4231-31700	265.00	FINANCE SOFTWARE MAINTENANCE	16-0131	306497	
	0093-801-4232-31700	212.00	FINANCE SOFTWARE MAINTENANCE	16-0131	306497	
	0010-801-6001-31700	803.00	FINANCE SOFTWARE MAINTENANCE	16-0131	306497	
						12,500.00
L A COUNTY SHERIFF'S DEPT	0136-801-3101-33250	890.00	POST TRAINING		306498	
						890.00
LAWN MOWER CORNER/KNG POWER EQUIPME	0176-801-6516-38500	675.74	PARKS REPAIR/SUPPLIES	16-0302	62 *	
	0176-801-6516-38500	446.85	PARKS REPAIR/SUPPLIES	16-0302	62 *	
	0176-801-6516-38500	75.55	PARKS REPAIR/SUPPLIES	16-0302	62 *	
						1,198.14
LIFE-ASSIST INC	0010-801-3220-24200	216.08	FIRE MEDICAL SUPPLIES	16-0064	306499	
	0010-801-3220-24200	296.70	FIRE MEDICAL SUPPLIES	16-0064	306499	
	0010-801-3220-24200	2,694.63	FIRE MEDICAL SUPPLIES	16-0064	306499	
	0010-801-3220-22350	1,465.26	FIRE MEDICAL SUPPLIES	16-0064	306499	

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LIFE-ASSIST INC	0010-801-3220-24200	273.40	FIRE MEDICAL SUPPLIES	16-0064	306499	
	0010-801-3220-22350	84.00	FIRE MEDICAL SUPPLIES	16-0064	306499	
	0010-801-3220-22350	252.00	FIRE MEDICAL SUPPLIES	16-0064	306499	
						5,282.07
LOGAN SUPPLY CO., INC.	0092-801-4223-23900	364.39	WATER SUPPLIES/TOOLS		306500	
	0092-801-4223-22300	322.31	WATER SUPPLIES/TOOLS		306500	
	0092-801-4223-23900	389.95	WATER SUPPLIES/TOOLS		306500	
						1,076.65
LOS ANGELES COUNTY DISTRICT	0010-801-3104-31950	479.20	LEGAL SERVICES	16-0126	306501	
						479.20
DAVID MADRID	0010-801-3103-22310	76.41	POLICE UNIFORM		306502	
						76.41
MAE Y. PANG	0159-801-6507-31920	255.15	INSTRUCTOR-RECREATION CLASS		306503	
						255.15
MAK FIRE PROTECTION ENGINEERING & C	0010-701-0010-06330	3,952.99	FIRE PLAN CHECK	16-0110	306504	
						3,952.99
MARILYNN'S UNLIMITED PRINTING	0010-801-1101-22670	657.27	CITY PAPER WEIGHT		306505	
						657.27
MARIPOSA LANDSCAPES, INC	0092-801-4222-38500	566.31	LANDSCAPE MAINTENANCE		306506	
	0092-801-4222-38500	596.63	LANDSCAPE MAINTENANCE		306506	
						1,162.94
MATT CHLOR INC.	0092-801-4222-23300	186.15	WATER SUPPLIES		306507	
	0092-801-4222-23300	439.17	WATER SUPPLIES		306507	
	0092-801-4222-23300	136.31	WATER SUPPLIES		306507	
						761.63
MCMASTER-CARR SUPPLY CO.	0092-801-4222-23400	139.86	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23400	197.55	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23400	156.72	WATER SUPPLIES	16-0232	63 *	

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MCMASTER-CARR SUPPLY CO.	0092-801-4222-23700	14.81	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23700	54.60	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23700	13.80	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23700	250.83	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23050	174.55	WATER SUPPLIES	16-0232	63 *	
	0093-801-4231-23300	437.86	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23400	42.15	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23400	506.06	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23400	506.05	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23400	318.16	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23400	513.58	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23400	447.84	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23400	447.84	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23400	58.34	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23400	91.67	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23400	58.28	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23700	14.81	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23700	31.39	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23700	35.60	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23700	263.78	WATER SUPPLIES	16-0232	63 *	
	0092-801-4222-23700	67.48	WATER SUPPLIES	16-0232	63 *	
						4,843.61
MICHAEL BAKER INTERNATIONAL, INC.	0447-801-1701-31950	10,520.00	GARFIELD TRANSIT VILLAGE SVCS	16-0156	306508	10,520.00
MIDORI GARDENS	0010-801-6517-31950	486.92	IRRIGATION SERVICES		306509	
	0010-801-6517-31950	723.75	IRRIGATION SERVICES		306509	
						1,210.67
MISSION SUPER HARDWARE	0092-801-4222-23100	124.06	HARDWARE SUPPLIES	16-0172	306510	
	0092-801-4222-23100	117.46	HARDWARE SUPPLIES	16-0172	306510	

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MISSION SUPER HARDWARE	0010-801-6517-23050	7.83	HARDWARE SUPPLIES	16-0342	306510	
	0010-801-6517-23050	18.86	HARDWARE SUPPLIES	16-0342	306510	
	0010-801-6517-23050	21.57	HARDWARE SUPPLIES	16-0342	306510	
	0010-801-6517-23050	83.35	HARDWARE SUPPLIES	16-0342	306510	
	0010-801-6517-23050	86.12	HARDWARE SUPPLIES	16-0342	306510	459.25
PETER MORRIS	0159-801-6507-31920	97.83	INSTRUCTOR-RECREATION CLASS		306511	97.83
MOST DEPENDABLE FOUNTAINS INC	0501-801-5004-91734	778.00	PARKS-SUPPLIES		306512	778.00
NADA BUS, INC	0109-801-4201-31950	1,323.00	RECREATION TRIP		306513	1,323.00
NEC UNIFIED SOLUTIONS INC	0092-801-1408-32050	14,745.39	VOICEMAIL SYSTEM SERVICES	16-0132	306514	
	0043-801-1408-32050	5,495.36	VOICEMAIL SYSTEM SERVICES	16-0132	306514	
	0043-801-1408-32050	3,672.00	VOICEMAIL SYSTEM SERVICES	16-0132	306514	
	0092-801-1408-32050	978.00	VOICEMAIL SYSTEM SERVICES		306514	24,890.75
NEW WORLD SYSTEMS CORP	0010-801-3115-38400	1,470.00	POLICE-CAD/RMS LICENSE		306515	1,470.00
NORMAN'S NURSERY INC	0010-801-6517-23050	1,337.37	PARK SUPPLIES	16-0330	306516	1,337.37
KEVIN P. NORWALL	0159-801-6507-31920	154.70	INSTRUCTOR-RECREATION CLASS		306517	154.70
OFFICE DEPOT INC.	0010-801-6001-21350	62.75	OFFICE SUPPLIES		306518	
	0010-801-6001-21350	195.98	OFFICE SUPPLIES		306518	
	0010-801-3114-21350	24.61	OFFICE SUPPLIES	16-0072	306518	
	0010-801-3114-21350	22.21	OFFICE SUPPLIES	16-0072	306518	
	0010-801-3114-21350	493.31	OFFICE SUPPLIES	16-0072	306518	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
OFFICE DEPOT INC.	0010-801-3114-21350	13.70	OFFICE SUPPLIES	16-0072	306518	
	0010-801-3114-21350	6.23	OFFICE SUPPLIES	16-0072	306518	
	0010-801-3114-21350	69.74	OFFICE SUPPLIES	16-0072	306518	
	0010-801-3114-21350	50.12	OFFICE SUPPLIES	16-0072	306518	
	0010-801-3114-21350	69.74	OFFICE SUPPLIES-CREDIT	16-0072	306518	
	0010-801-3114-21350	296.05	OFFICE SUPPLIES	16-0072	306518	
	0010-801-3114-21350	54.26	OFFICE SUPPLIES	16-0072	306518	
	0010-801-3103-22750	205.90	OFFICE SUPPLIES		306518	
	0010-801-1704-21350	24.66	OFFICE SUPPLIES		306518	
	0010-801-1704-21350	4.67	OFFICE SUPPLIES		306518	
	0010-801-1703-21350	17.01	OFFICE SUPPLIES	16-0048	306518	
	0010-801-1702-21350	21.35	OFFICE SUPPLIES	16-0048	306518	
	0010-801-1702-21350	38.66	OFFICE SUPPLIES	16-0048	306518	
	0010-801-1101-21350	24.60	OFFICE SUPPLIES		306518	
	0010-801-1101-21350	26.99	OFFICE SUPPLIES		306518	
	0010-801-1101-21350	40.04	OFFICE SUPPLIES		306518	
	0010-801-1101-21350	96.97	OFFICE SUPPLIES		306518	
	0092-801-4223-21350	67.89	OFFICE SUPPLIES	16-0173	306518	
	0092-801-4223-21350	309.37	OFFICE SUPPLIES	16-0173	306518	
	0092-801-4222-21350	45.62	OFFICE SUPPLIES	16-0173	306518	
	0092-801-4222-21350	38.36	OFFICE SUPPLIES	16-0173	306518	
	0010-801-6517-21350	26.67	OFFICE SUPPLIES	16-0329	306518	
	0010-801-6517-21350	118.05	OFFICE SUPPLIES	16-0329	306518	
	0010-801-6517-21350	26.67	OFFICE SUPPLIES-CREDIT	16-0329	306518	
	0010-801-4209-21350	149.88	OFFICE SUPPLIES	16-0170	306518	
	0010-801-4209-21350	157.78	OFFICE SUPPLIES	16-0170	306518	
	0010-801-4209-21350	12.62	OFFICE SUPPLIES	16-0170	306518	
	0010-801-4209-21350	269.77	OFFICE SUPPLIES	16-0170	306518	
	0010-801-4209-21350	26.63	OFFICE SUPPLIES	16-0170	306518	

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OFFICE DEPOT INC.	0010-801-4209-21350	21.56	OFFICE SUPPLIES	16-0170	306518	
	0010-801-4209-21350	235.05	OFFICE SUPPLIES	16-0170	306518	
	0010-801-4209-21350	64.29	OFFICE SUPPLIES	16-0170	306518	
	0010-801-4209-21350	24.95	OFFICE SUPPLIES	16-0170	306518	
	0010-801-4209-21350	33.23	OFFICE SUPPLIES	16-0170	306518	
	0010-801-6517-22750	743.81	OFFICE SUPPLIES		306518	
	0010-801-4210-23050	88.26	OFFICE SUPPLIES		306518	
	0010-801-4210-23050	24.48	OFFICE SUPPLIES		306518	
	0010-801-4210-23050	414.94	OFFICE SUPPLIES		306518	
	0010-801-4210-23050	8.81-	OFFICE SUPPLIES-CREDIT		306518	
	0010-801-4210-23050	33.21	OFFICE SUPPLIES		306518	
	0010-801-4210-23050	7.83	OFFICE SUPPLIES		306518	
	0010-801-4210-23050	283.77	OFFICE SUPPLIES		306518	
	0010-801-4210-23050	53.40	OFFICE SUPPLIES		306518	
	0010-801-4210-23050	294.27	OFFICE SUPPLIES		306518	
	0010-801-4210-23050	9.80	OFFICE SUPPLIES		306518	
	0060-801-4211-21350	135.32	OFFICE SUPPLIES	16-0035	306518	
	0060-801-4211-21350	215.88	OFFICE SUPPLIES	16-0035	306518	
	0010-801-1408-21250	91.60	OFFICE SUPPLIES		306518	
	0010-801-6502-21250	91.59	OFFICE SUPPLIES		306518	
	0010-801-1801-21250	91.59	OFFICE SUPPLIES		306518	
						5,866.06
OFFICE SOLUTIONS	0010-801-1408-21250	194.10	OFFICE SUPPLIES	16-0103	64 *	
						194.10
NELSON ONG	0159-801-6507-31920	1,058.25	INSTRUCTOR-RECREATION CLASS		306519	
						1,058.25
PAYKE GYMNASSTIC ACADEMY	0159-801-6507-31920	175.10	INSTRUCTOR-RECREATION CLASS		306520	
						175.10
PEARSON EDUCATION	0142-801-6005-40000	321.62	BOOK(S) 12		306521	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						321.62
PUI SHEUNG YUK (DBA) YACA EDUCATION	0159-801-6507-31920	31.88	INSTRUCTOR-RECREATION CLASS		306522	31.88
S & J SUPPLY CO.	0092-801-4223-23350	528.66	WATER SUPPLIES-CREDIT	16-0201	306523	
	0092-801-4223-23350	3,137.24	WATER SUPPLIES	16-0201	306523	
	0092-801-4223-23300	1,208.59	WATER SUPPLIES	16-0201	306523	
	0092-801-4222-23300	2,078.30	WATER SUPPLIES	16-0201	306523	
	0092-801-4222-23300	1,208.59	WATER SUPPLIES	16-0201	306523	
	0092-801-4222-23300	3,477.65	WATER SUPPLIES	16-0201	306523	
	0092-801-4222-23300	520.04	WATER SUPPLIES	16-0201	306523	11,101.75
DANIEL SABADIN	0010-801-6517-39400	100.00	PARKS TRAINING		306524	
	0010-801-6517-39400	80.00	PARKS MEMBERSHIP		306524	180.00
SAN ANDELL SWIMMING POOLS	0092-801-4223-23900	35.86	WATER SUPPLIES		306525	
	0092-801-4222-23300	199.36	WATER SUPPLIES		306525	235.22
SAN GABRIEL VALLEY WATER CO.	0093-801-4233-22900	144.44	WATER SERVICES		306526	
	0093-801-4233-22900	106.64	WATER SERVICES		306526	
	0092-801-4222-36300	78.87	WATER SERVICES		306526	
	0092-801-4222-36300	59.73	WATER SERVICES		306526	389.68
SHRED-IT LOS ANGELES	0010-801-3114-38400	420.61	DESTRUCTION SERVICES		306527	
	0010-801-3114-38400	168.25	DESTRUCTION SERVICES		306527	588.86
SIGMANET, INC	0063-801-5002-99066	15,131.71	NETWORK SYSTEMS LICENSE	16-0327	306528	
	0092-801-4223-23350	1,325.08	COMPUTER	16-0140	306528	16,456.79

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
SMARDAN SUPPLY COMPANY	0092-801-4222-23700	276.70	WATER SUPPLIES		306529	
	0092-801-4222-23700	275.44	WATER SUPPLIES		306529	
	0092-801-4222-23700	525.46	WATER SUPPLIES		306529	
	0092-801-4222-23700	59.66	WATER SUPPLIES		306529	
	0092-801-4222-23700	491.98	WATER SUPPLIES		306529	
	0092-801-4222-23700	385.63	WATER SUPPLIES		306529	
	0092-801-4222-23700	108.95	WATER SUPPLIES		306529	
						2,123.82
SMS INC	0010-801-3115-38400	682.00	SERVER MAINTENANCE	16-0148	65 *	
						682.00
SPOK, INC.	0010-801-3112-32050	118.60	PAGING SERVICES	16-0100	306530	
	0092-801-4220-32050	4.75	PAGING SERVICES	16-0100	306530	
						123.35
STATUS ONE MEDICAL INC	0092-801-4222-23050	27.25	FIRST AID SUPPLIES		306531	
	0092-801-4220-21350	50.69	FIRST AID SUPPLIES		306531	
						77.94
STETSON ENGINEERS, INC,	0093-801-4229-31950	305.55	NPDES PERMIT APPLICATION	16-0357	306532	
	0093-801-4230-31950	305.55	NPDES PERMIT APPLICATION	16-0357	306532	
	0092-801-4222-31950	345.28	NPDES PERMIT APPLICATION	16-0357	306532	
	0093-801-4229-31950	737.50	NPDES PERMIT APPLICATION	16-0357	306532	
	0093-801-4230-31950	12.95	NPDES PERMIT APPLICATION	16-0357	306532	
	0093-801-4226-31950	13.49	NPDES PERMIT APPLICATION	16-0357	306532	
	0092-801-4223-31950	382.14	NPDES PERMIT APPLICATION	16-0357	306532	
						2,102.46
STOVER SEED CO.	0010-801-6517-22100	516.78	PARKS SUPPLIES		306533	
						516.78
SUPER PRINT LITHOGRAPHICS INC	0010-801-1702-39250	189.38	HOME OCCUPATION REPORT FORM		306534	
						189.38

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SUPERCO SPECIALTY PRODUCTS (DBA)	0010-801-6517-23300	751.01	PARKS SUPPLIES		306535	751.01
SUPERIOR COURT OF CALIFORNIA - COUN	0010-701-0010-03620	10,047.18	CITATION PROCESSING		306536	10,047.18
T-MOBILE USA	0010-801-3104-39100	50.00	POLICE-INFORMATION SERVICES		306537	50.00
PAUL TALBOT	0010-801-1201-39400	379.40	LCC CONFERENCE		306538	379.40
WARREN TAN	0010-701-0010-06220	100.00	REFUND CITATION #7763		306539	100.00
TASER INTERNATIONAL	0160-801-3101-39400	1,560.00	POLICE TRAINING		306540	1,560.00
THE CHRYSALIS CENTER	0077-801-1111-31950	5,452.00	BID MAINTENANCE	16-0186	306541	5,452.00
TOM'S CLOTHING & UNIFORMS INC	0092-801-4221-22310	300.00	UNIFORMS-D MIRELES	16-0261	66 *	
	0092-801-4221-22310	300.00	UNIFORMS-G NORIEGA	16-0261	66 *	
	0092-801-4221-22310	300.00	UNIFORMS-D VERA	16-0261	66 *	
	0092-801-4222-22310	285.58	UNIFORMS-J GREEN	16-0261	66 *	
	0092-801-4222-22310	116.09	UNIFORMS-S VILLARREAL	16-0261	66 *	
	0092-801-4223-22310	9.81	UNIFORMS-D ABATCA	16-0261	66 *	
	0092-801-4223-22310	9.81-	UNIFORMS-D ABARCA CREDIT	16-0261	66 *	
	0092-801-4223-22310	63.47	UNIFORMS-D ABARCA	16-0261	66 *	
	0092-801-4223-22310	179.85	UNIFORMS-D ABARCA	16-0261	66 *	
	0092-801-4223-22310	56.68	UNIFORMS-D ABARCA	16-0261	66 *	
	0092-801-4223-22310	22.89	UNIFORMS-F DOMINGUEZ	16-0261	66 *	
	0092-801-4223-22310	18.28-	UNIFORMS-F DOMINGUEZ (CREDIT)	16-0261	66 *	
	0092-801-4223-22310	114.45	UNIFORMS-F DOMINGUEZ	16-0261	66 *	
	0092-801-4223-22310	109.00	UNIFORMS-F DOMINGUEZ	16-0261	66 *	

* Indicates an E-Payable transaction

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TOM'S CLOTHING & UNIFORMS INC	0092-801-4223-22310	71.94	UNIFORMS-F DOMINGUEZ	16-0261	66 *	
	0010-801-1702-22300	100.00	UNIFORMS-S VARGAS		66 *	
	0010-801-1702-22310	75.76	UNIFORMS-S VARGAS		66 *	
	0010-801-3103-22310	37.28	UNIFORMS-D FERRARI	16-0093	66 *	
	0010-801-3103-22310	68.67	UNIFORMS-R SALINAS	16-0093	66 *	
	0010-801-3103-22310	382.59	UNIFORMS-S WIESE	16-0093	66 *	
	0010-801-3114-22310	438.99	UNIFORMS-C LUNA	16-0093	66 *	
	0010-801-3104-22310	268.79	UNIFORMS-M LOTT	16-0093	66 *	
	0010-801-3102-22310	88.29	UNIFORMS-R JULIAN	16-0093	66 *	
	0010-801-3103-22310	494.42	UNIFORMS-R SALINA	16-0093	66 *	
	0010-801-3103-22310	499.33	UNIFORMS-V VASQUEZ	16-0093	66 *	
	0010-801-4209-22300	34.00	UNIFORMS-R QUARTON	16-0169	66 *	
	0010-801-4209-22300	61.88	UNIFORMS-V VALENZUELA	16-0169	66 *	
	0010-801-4209-22300	31.36	UNIFORMS-D BURNETT	16-0169	66 *	
	0010-801-4209-22300	61.04	UNIFORMS-S SHERMAN	16-0169	66 *	
	0010-801-4209-22300	97.01	UNIFORMS-M MENCHACA	16-0169	66 *	
	0010-801-4209-22300	146.06	UNIFORMS-S SHERMAN	16-0169	66 *	
	0010-801-4209-22300	32.70	UNIFORMS-S SHERMAN	16-0169	66 *	
	0010-801-4209-22300	300.00	UNIFORMS-J HERNANDEZ	16-0169	66 *	
	0010-801-4209-22300	23.98	UNIFORMS-M MENCHACA	16-0169	66 *	
	0010-801-3103-22310	14.72	UNIFORMS-K AKPAWU	16-0093	66 *	
	0010-801-3103-22310	167.86	UNIFORMS-D CASTELLANO	16-0093	66 *	
	0010-801-3103-22310	47.09	UNIFORMS-D CASTELLANO	16-0093	66 *	
	0010-801-3103-22310	73.58	UNIFORMS-R COTA	16-0093	66 *	
	0010-801-3103-22310	294.30	UNIFORMS-G CRUZ	16-0093	66 *	
	0010-801-3103-22310	620.97	UNIFORMS-D FERRARI	16-0093	66 *	
	0010-801-3103-22310	88.21	UNIFORMS-M GUILLERMO	16-0093	66 *	
	0010-801-3103-22310	27.96	UNIFORMS-S JIMENEZ	16-0093	66 *	
	0010-801-3103-22310	93.19	UNIFORMS-E KIM	16-0093	66 *	

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TOM'S CLOTHING & UNIFORMS INC	0010-801-3103-22310	39.24	UNIFORMS-W LEON	16-0093	66 *	
	0010-801-3103-22310	211.90	UNIFORMS-A MENA	16-0093	66 *	
	0010-801-3103-22310	53.96	UNIFORMS-R MUNDER	16-0093	66 *	
	0010-801-3103-22310	53.96	UNIFORMS-P PALOMINO	16-0093	66 *	
	0092-801-4223-22310	250.16	UNIFORMS-D FERNANDEZ	16-0261	66 *	
	0092-801-4223-22310	170.04	UNIFORMS-J MEDINA	16-0261	66 *	
	0092-801-4223-22310	300.00	UNIFORMS-E VILLARROEL	16-0261	66 *	
	0092-801-4223-22310	220.18	UNIFORMS-D ZAPATA	16-0261	66 *	
	0092-801-4223-22310	30.52	UNIFORMS-D ZAPATA	16-0261	66 *	
	0010-801-3103-22310	84.49	UNIFORMS-M GUILLERMO	16-0093	66 *	
						7,986.15
LAURINDA SU TRUONG	0159-801-6507-31920	992.25	INSTRUCTOR-RECREATION CLASS		306542	
						992.25
U S ARMOR CORP	0229-801-3103-22300	626.75	POLICE-BULLET PROOF VEST		67 *	
	0229-801-3103-22300	689.43	POLICE-BULLET PROOF VEST		67 *	
						1,316.18
UNDERGROUND SERVICE ALERT	0092-801-4223-39300	193.50	UNDERGROUND UTILITY SERVICES		306543	
	0092-801-4223-39300	205.50	UNDERGROUND UTILITY SERVICES		306543	
	0092-801-4223-39300	247.50	UNDERGROUND UTILITY SERVICES		306543	
						646.50
UNITED STATES POSTAL SERVICE	0043-801-6509-31880	3,800.00	CASCADES POSTAGE	16-0135	306544	
						3,800.00
UNITED WATER WORKS, INC	0092-801-4223-23300	1,312.17	WATER SUPPLIES	16-0344	306545	
	0092-801-4223-23300	413.71	WATER SUPPLIES	16-0344	306545	
	0092-801-4223-23350	299.03	WATER SUPPLIES	16-0344	306545	
	0092-801-4223-23350	296.29	WATER SUPPLIES	16-0344	306545	
	0092-801-4223-23350	2,230.02	WATER SUPPLIES	16-0344	306545	
	0092-801-4223-23350	299.03	WATER SUPPLIES	16-0344	306545	
	0092-801-4223-23350	885.72	WATER SUPPLIES	16-0344	306545	

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UNITED WATER WORKS, INC	0092-801-4223-23350	1,405.38	WATER SUPPLIES	16-0344	306545	7,141.35
MARICELA VASQUEZ	0010-801-6506-22750	200.00	DAY CARE SUPPLIES		306546	200.00
VISTA PAINT CO.	0010-801-4202-23950	32.83	PAINT SUPPLIES		306547	
	0010-801-4202-23950	44.00	PAINT SUPPLIES		306547	
	0010-801-6517-23100	420.39	PAINT SUPPLIES	16-0336	306547	
	0010-801-6517-23100	358.70-	PAINT SUPPLIES-CREDIT	16-0336	306547	138.52
XIAODONG WANG	0159-801-6507-31910	630.00	INSTRUCTOR-RECREATION CLASS		306548	630.00
WARREN DISTRIBUTING, INC.	0093-801-4227-23300	401.50	WATER PARTS		68 *	401.50
WECK LABORATORIES (DBA)	0093-801-4227-31950	480.00	WATER TESTING		306549	
	0093-801-4227-31950	480.00	WATER TESTING		306549	
	0093-801-4227-31950	480.00	WATER TESTING		306549	1,440.00
WEST COAST ARBORISTS, INC.	0448-801-5004-91732	279.40	TREE MAINTENANCE SERVICES		306550	
	0448-801-5004-91732	179.60	TREE MAINTENANCE SERVICES		306550	
	0010-801-6516-31190	99.80	TREE MAINTENANCE SERVICES		306550	
	0010-801-6516-31190	172.00	TREE MAINTENANCE SERVICES		306550	
	0010-801-6516-31190	605.40	TREE MAINTENANCE SERVICES		306550	
	0010-801-6516-31190	1,279.80	TREE MAINTENANCE SERVICES		306550	
	0010-801-6516-31190	393.75	TREE MAINTENANCE SERVICES		306550	3,009.75
WESTCO SERVICE COMPANY	0092-801-4220-38250	2,465.50	AIR CONDITIONING REPAIR		306551	2,465.50
WHITE CAP CONSTRUCTION SUPPLY	0092-801-4223-23900	47.94	WATER SUPPLIES		306552	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
WHITE CAP CONSTRUCTION SUPPLY	0022-801-4202-22400	389.37	WATER SUPPLIES	16-0275	306552	
	0042-801-4204-23700	51.64	WATER SUPPLIES	16-0275	306552	
	0010-801-4202-23950	185.00	WATER SUPPLIES	16-0275	306552	
	0010-801-4202-23950	341.61	WATER SUPPLIES	16-0275	306552	1,015.56
WHITE NELSON DIEHL EVANS LLP	0010-850-1403-39400	650.00	GOVERNMENT TAX TRAINING		306553	
	0010-850-1403-39400	650.00	GOVERNMENT TAX TRAINING		306553	1,300.00
WHITTIER FERTILIZER CO.	0010-801-6517-22100	221.10	PARKS SUPPLIES	16-0334	69 *	
	0010-801-6517-22100	64.35	PARKS SUPPLIES	16-0334	69 *	
	0010-801-6517-22100	222.19	PARKS SUPPLIES	16-0334	69 *	
	0010-801-6517-22100	63.35	PARKS SUPPLIES	16-0334	69 *	
	0010-801-6517-22100	363.00	PARKS SUPPLIES	16-0334	69 *	
	0010-801-6517-22100	63.75	PARKS SUPPLIES	16-0334	69 *	997.74
WILMINGTON TRUST, N.A.	0092-801-4223-31950	850.00	SIEMENS TRUSTEE FEE		306554	
	0010-801-1403-31950	150.00	SIEMENS TRUSTEE FEE		306554	1,000.00
GEORGE WONG	0010-701-0010-07050	214.20	REFUND PICNIC RESERVATION		306555	214.20
RICKY WONG	0159-801-6507-31910	107.90	INSTRUCTOR-RECREATION CLASS		306556	
	0159-801-6507-31910	79.30	INSTRUCTOR-RECREATION CLASS		306556	
	0159-801-6507-31910	14.30	INSTRUCTOR-RECREATION CLASS		306556	
	0159-801-6507-31920	71.50	INSTRUCTOR-RECREATION CLASS		306556	273.00
THOMAS WONG	0159-801-6507-31920	300.30	INSTRUCTOR-RECREATION CLASS		306557	
	0159-801-6507-31920	546.00	INSTRUCTOR-RECREATION CLASS		306557	846.30

* Indicates an E-Payable transaction

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/21/2015

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
XEROX CORPORATION	0092-801-1408-38400	2,169.69	COPIER RENTAL	16-0094	306558	
	0092-801-1408-38400	1,170.59	COPIER RENTAL	16-0094	306558	
	0092-801-1408-38400	404.90	COPIER RENTAL	16-0095	306558	3,745.18
YOGA DARSANA	0159-801-6507-31920	300.48	INSTRUCTOR-RECREATION CLASS		306559	300.48
ZUMAR INDUSTRIES, INC.	0022-801-4206-23800	2,035.25	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	2,489.56	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	4,279.12	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	299.75	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	1,213.01	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	4,185.95	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	234.24	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	254.36	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	234.24	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	550.45	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	681.25	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	649.67	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	600.86	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	122.82	STREET SIGNS & SUPPLIES	16-0278	70 *	
	0022-801-4206-23800	1,385.17	STREET SIGNS & SUPPLIES	16-0278	70 *	19,215.70
TOTAL FOR REGULAR WARRANTS						866,925.62
PRINTED		774,117.63				
E-PAYABLE		92,807.99				

* Indicates an E-Payable transaction

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/21/2015

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TOTAL FOR PREPAID WARRANTS	233,790.77
TOTAL FOR PREPAID E-PAYABLES	0.00
TOTAL FOR PRINTED WARRANTS	774,117.63
TOTAL FOR PRINTED E-PAYABLES	92,807.99
TOTAL WARRANTS	1,100,716.39
TOTAL VOID CHECKS	2
TOTAL PREPAID CHECKS	47
TOTAL PREPAID E-PAYABLES	0
TOTAL CHECKS PRINTED	134
TOTAL E-PAYABLES PRINTED	21
TOTAL CHECKS ISSUED	202

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 10/21/2015
FUND SUMMARY

43

FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0010	GENERAL FUND	18,986.58	126,790.42	145,777.00
0022	STATE GAS TAX FUND	7,288.47	29,698.39	36,986.86
0028	PROP 1B-STREET IMPRVMT FUND	0.00	3,623.00	3,623.00
0042	SEWER FUND	0.00	630.65	630.65
0043	REFUSE FUND	140.24	422,019.70	422,159.94
0060	CITY SHOP FUND	0.00	4,193.50	4,193.50
0062	GENERAL LIABILITY FUND	87,303.02	0.00	87,303.02
0063	TECHNOLOGY INTERNAL SERV FUND	0.00	15,131.71	15,131.71
0065	PAYROLL CLEARING ACCOUNT	1,454.42	0.00	1,454.42
0075	SPECIAL DEPOSITS FUND	6,433.30	1,776.74	8,210.04
0077	BUSINESS IMPROVEMENT AREA #1	739.56	5,452.00	6,191.56
0092	WATER FUND	32,167.16	150,079.24	182,246.40
0093	WATER TREATMENT FUND	1,240.00	39,620.34	40,860.34
0109	OPA PROPOSITION A	7,309.50	1,377.00	8,686.50
0110	MEASURE R FUND	22,229.83	17,677.00	39,906.83
0131	LIBRARY TAX FUND	0.00	853.33	853.33
0136	POST	90.00	2,786.04	2,876.04
0142	EL CIVIC EDUCATION GRANT	0.00	321.62	321.62
0152	HOME HOUSING PROGRAM	10,000.00	0.00	10,000.00
0159	RECREATION FUND	0.00	18,374.25	18,374.25
0160	ASSET FORFEITURE	38.01	6,218.34	6,256.35
0165	AIR QUALITY IMPROVEMENT FUND	8,009.00	624.75	8,633.75
0169	CDBG FUND	10,000.00	0.00	10,000.00
0176	MAINTENANCE DISTRICT 93-1	43.39	1,928.80	1,972.19
0229	BULLETPROOF VEST POLICE GRANT	0.00	1,316.18	1,316.18
0264	USED OIL COMPETITIVE GRANT	0.00	1,282.50	1,282.50
0344	MAINTENANCE GRANT (075)	0.00	1,358.12	1,358.12
0349	ELAC INSTRUCTIONAL SERV PROG	168.29	0.00	168.29

CITY OF MONTEREY PARK
 FINAL WARRANT REGISTER
 COUNCIL MEETING DATE 10/21/2015
 FUND SUMMARY

44

FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0444	CNG FUELING SYSTEM GRANT	15,318.50	325.00	15,643.50
0447	MTA S GARFIELD TRANSIT VILLAGE	0.00	10,520.00	10,520.00
0448	TREE PLANTING COUNTY GRANT	0.00	459.00	459.00
0453	CEC FUELING SYSTEM GRANT	0.00	0.00	0.00
0501	LA COUNTY OPEN SPACE GRANT	0.00	778.00	778.00
0880	CITY/HOUSING SPECIAL REVENUE	4,831.50	1,710.00	6,541.50
	TOTAL	233,790.77	866,925.62	1,100,716.39



City Council Staff Report

DATE: October 21, 2015

AGENDA ITEM NO: **New Business
Agenda Item 6-B.**

TO: The Honorable Mayor and City Council

FROM: Vincent D. Chang, City Clerk

SUBJECT: City Council Minutes

RECOMMENDATION:

It is recommended that the City Council

- (1) Approve the minutes from the regular and special meeting of September 16, 2015 and the special joint Centennial meeting of September 9, 2015
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

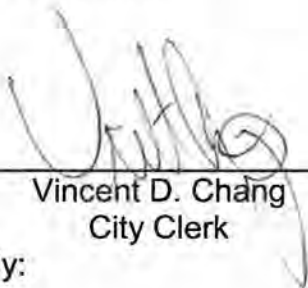
None.

FISCAL IMPACT:

None.

Respectfully submitted,

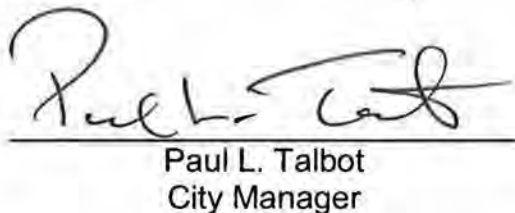
Prepared by:



Vincent D. Chang
City Clerk

Helena Cho
Secretary

Approved By:



Paul L. Talbot
City Manager

Attachments: (Regular) September 16, 2015, (Special) September 16, 2015 (Special Joint) September 9, 2015

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
CENTENNIAL COMMITTEE
SPECIAL JOINT MEETING
SEPTEMBER 9, 2015**

The City Council and Centennial Committee of the City of Monterey Park held a Special Joint Meeting at Garvey Ranch Park, located at 781 South Orange Avenue in the City of Monterey Park, Wednesday, September 9, 2015 at 6:00 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 Peter Chan called the meeting to order at 6:07 p.m.

FLAG SALUTE:

Mayor Peter Chan led the flag salute.

ROLL CALL:

Recreation and Community Services Director Dan Costley called the roll:

Council Members Present: Teresa Real Sebastian, Mitchell Ing, Peter Chan

Council Members Absent: Stephen Lam and Hans Liang

Centennial Committee Members: A majority of the committee members were present

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

UNFINISHED BUSINESS:

1-A. Program Committee Reports - Event Update, Submit Budgets and Dates

Discussion:

Rose Parade:

Mayor Pro Tem Ing showed some examples of float designs. The working budget for this project is \$260,000.00.

5K Run:

The Committee has submitted a working budget with figures based on projected attendance from 1-1000 participants. For 500 participants the budget is \$13,650. The proposed date of the event will be in November 2016.

Essay Contest:

The Committee has submitted a working budget of \$3,000 for cash awards. The promotional phase will begin November 2015, with a full campaign starting in January and ending March 2016. The judging will be conducted in April and winners announced in May.

Summer Concert Series:

The working budget for this event is \$31,750.00. The committee will conduct three (3) concerts in June, July and August of 2016. The first two concerts will be conducted at the Amphitheatre and the third concert to be scheduled for East Los Angeles College Stadium.

Homecoming with Lions Club:

The event will be held at Barnes Park Picnic Shelter on the first Sunday of June 2016. Event Chair Wheeler will work with Larry Sullivan of the Lions Club. At this time there is no budget established for the event.

Centennial Food Event:

The Committee has established a working budget of \$7,300. The proposed date will be either August or September 2016. The event will be held at Barnes Park Picnic Shelter.

Centennial Monument:

No report.

Centennial Coin:

No report.

Laura Scudder 'Home Made' Food Contest:

No report.

Play Days:

Discussion ensued on changing the name of the event.

Action Taken: Discussion only, no action taken.

NEW BUSINESS:

2-A. Approval of Minutes: August 12, 2015

Action Taken: The majority of the Centennial Committee Members present, approved the minutes from the special joint meeting of August 12, 2015. The City Council portion of the meeting was cancelled due to a lack of quorum.

2-B. Fundraising Committee members (1 per committee)

Discussion: It was asked that each subcommittee to provide at least 1 member for the Fundraising Committee.

Action Taken: Discussion only, no action taken.

2-C. Play Days - How to enhance the event

Discussion: City staff suggested budgeting additional funds to enhance the parade with floats, novelty entries such as people on stilts, costumed characters, animals, etc.

Action Taken: Discussion only, no action taken.

2-C. Public relations - Kick off on October 23rd

Discussion: The kick off will take place in conjunction with the Cascades Waterfall Dedication on October 23, 2015.

Action Taken: Discussion only, no action taken.

ADJOURNMENT

There being no further business for consideration, the City Council and the Centennial Committee meeting was adjourned at 7:20 p.m.

The next special joint meeting of the City Council and Centennial Committee is October 14, 2015.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
SEPTEMBER 16, 2015**

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 16, 2015 at 6:00 p.m.

CALL TO ORDER:

Mayor Chan called the meeting to order at 6:00 p.m.

ROLL CALL:

City Manager Paul Talbot called the roll:

Council Members Present: Hans Liang, Teresa Real Sebastian, Mitchell Ing, Peter Chan

Council Members Absent: Stephen Lam

Also Present: City Manager Paul Talbot, City Attorney Mark Hensley, Public Works Director/Assistant City Manager Ron Bow, Community and Economic Development Director Michael Huntley

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

NEW BUSINESS

1. APPOINT REAL PROPERTY NEGOTIATORS:

Appoint the City Manager, City Attorney, Community and Economic Development Director, and Public Works Director and Assistant City Manager as real property negotiators for Closed Session Item No. 2.

MOTION _____Appointing the City Manager, City Attorney, Community and Economic Development Director, and Public Works Director/Assistant City Manager as real property negotiators for Closed Session Item No. 2.

Action Taken: No action taken.

CLOSED SESSION- The City Council adjourned to Closed Session at 6:00 p.m.

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - GOVERNMENT CODE § 54956.8: 2 ITEMS

Properties involved: APN 5260-013-900/901
 751 South Alhambra Ave Monterey Park CA 91755
 APN 5257-005-904/905 (540 W. Garvey Avenue)

City Negotiators: Paul Talbot, City Manager; Mark Hensley, City Attorney;
Ron Bow, Public Works Director/Assistant City Manager;
and Michael Huntley, Community and Economic
Development Director.

Negotiating Parties: City Ventures

Under Negotiation: Price and terms of payment

Agency Negotiators: Paul Talbot, City Manager; Mark Hensley, City Attorney,
Michael Huntley, Community and Economic Development
Director

Under Negotiation: Price and terms of payment

RECONVENE & ADJOURNMENT

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

Action Taken: No reportable action taken during Closed Session.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
SEPTEMBER 16, 2015**

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 16, 2015 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 Chan 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 Vincent Chang called the roll:

Council Members Present: Hans Liang, Teresa Real Sebastian, Mitchell Ing, Peter Chan

Council Members Absent: Stephen Lam

ALSO PRESENT: City Manager Paul Talbot, City Attorney Mark Hensley, Public Works Director/Assistant City Manager Ron Bow, Fire Chief Scott Haberle, Police Chief Jim Smith, Recreation and Community Services Director Dan Costley, Management Services Director Chu Thai, Community and Economic Development Director Michael Huntley, City Librarian Norma Arvizu, Controller Annie Yaung, Deputy City Clerk Cindy Trang, Senior Planner Samantha Tewasart, Economic Development Specialist Donna Ramirez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

Discussion: City Manager Talbot announced that Item No. 6G will be continued to next council meeting. Oral communication was moved to the beginning of the meeting, followed by Item No. 4B, followed by Item No. 1, Presentation.

1. PRESENTATION

- 1A.** Today611, which will provide a new smart phone application (MPK Today611) that features daily updates for Monterey Park restaurants, retailers, news, and special offers, as well as useful information from city hall, businesses, schools, clubs, and organizations.

This item was heard after Item No. 4B.

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

Discussion: Carlos Franco, Senior Community Builder and Craig Sunada, Vice President of Operations of Today611 presented the presentation.

ORAL AND WRITTEN COMMUNICATIONS – was heard at the beginning of the meeting.

- Margaret Leung, Geranium Committee member, provided a brief summary of the activities for the Geranium Festival scheduled for October 3 at Barnes Park.
- Cynthia Miranda, Geranium Committee member, spoke about raising moneys for the City's 100th Birthday celebration through the Dunk a City Official event.
- William Sanchez, representative of St. Thomas Aquinas Church, invited the community to attend the Fall Festival Carnival event scheduled for September 25-27.
- Nancy Arcuri spoke in opposition of selling the current city yard property, 751 South Alhambra Ave.
- Lannie Cheung spoke on an incident she encountered with two city employees.
- Larry Sullivan, president of the Lion's club, talked about the organization's Eyesight for Kids program and the upcoming White Cane Day on October 15. He promoted the donate eyeglasses campaign for people in need.
- Dave Barron provided an update on the reorganization of the Monterey Park Chamber of Commerce and announced the upcoming events.
- William Widrig spoke about wasting water and provided photos which were disseminated to the Council at a later date.

2. SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA)

NEW BUSINESS

2A. WARRANT REGISTER FOR SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF SEPTEMBER 16, 2015

See Successor Agency Minutes

2B. SUCCESSOR AGENCY MINUTES

See Successor Agency Minutes

2C. SUCCESSOR AGENCY INVESTMENT REPORT AS OF AUGUST 2015

See Successor Agency Minutes

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

3. **CITY OF MONTEREY PARK CONSENT CALENDAR**

None.

4. **PUBLIC HEARING**

4A. **DRAFT 2014-2015 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

As a condition of receiving federal grant funding, Federal Regulations require the City to submit a CAPER to the Department of Housing and Urban Development (HUD). The CAPER provides information to HUD documenting the City's progress in meeting its Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) program goals.

A CAPER must be submitted to HUD by September 28, 2015. Federal regulations require the CAPER to be comprised of specific statistics and narratives showing the expenditure of funds and the accomplishments achieved. Additionally, narratives are required on the CDBG and HOME funds. Required narratives also include the status of various strategies such as: the Fair Housing Strategy, the Lead-Based Paint Hazard Reduction Strategy, and the Continuum-of-Care Strategy for the homeless and the Poverty Reduction Strategy.

A Copy of the draft CAPER was made for the required public review purposes on August 27, 2015, for the due date of September 28, 2015. The CAPER will be distributed to the City Council under separate cover due to the document size.

Action Taken: The City Council (1) opened and closed the public hearing at 9:56 p.m., there being no registered speakers; (2) approved the draft 2014-2015 Consolidated Annual Performance and Evaluation Report (CAPER); and (3) authorized the City Manager, or designee, to execute and submit the necessary documents to the Department of Housing and Urban Development for its review and approval.

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

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

4B. **ADOPTION OF THE SOUTH GARFIELD VILLAGE SPECIFIC PLAN AND INITIAL STUDY/MITIGATED NEGATIVE DECLARATION**

On September 10, 2012, the City made an application for a Transit Oriented Development (TOD) Planning Grant offered by the Los Angeles County Metropolitan Transportation Authority (LACMTA). On March 13, 2013, the City was notified by the LACMTA that the City's proposal was selected for funding in the amount of \$250,000.

On April 2, 2013, the City solicited proposals from consulting firms to prepare the South Garfield Village Specific Plan ("Plan") and selected Michael Baker International Inc. (formerly RBF Consulting). Staff obligated \$250,000 to fund the preparation of the Plan.

The draft Plan updates and amends the existing South Garfield Specific Plan, which was adopted in September 1987 and was last amended in October 2000. The Plan boundary covers a three block commercial strip extending from Pomona Boulevard on the south to approximately Floral Drive on the north and extends one parcel east and west to the alleys which parallel Garfield Avenue and the Pomona Boulevard frontage on the north side of the street between Wilcox Avenue to the east and Ferdinand Avenue to the west ("Project area"). The corridor is bordered by single-family residences to the east and west.

The Plan identifies the maximum development potential based upon the allowed uses and maximum intensities that would be allowed in the Project area and assumes some existing residential uses would transition to nonresidential uses allowed within the proposed Project area. It is anticipated that these transitions would occur over time based on market conditions.

The purpose of the Plan is to revitalize South Garfield Avenue and Pomona Boulevard and create a transit village with a future Gold Line station planned on South Garfield Avenue just south of the State Route (SR) 60 Pomona Freeway. The Project area will become an important gateway from the transit system into the City and will provide opportunities for new uses, including additional retail and services, dining, and parking.

The intent of the Plan is to reflect the community's current vision for the area and encourage quality development. In order to ensure that this will not be a plan that sits on a shelf, construction documents have been prepared to facilitate implementation of street and sidewalk improvements.

Public Speakers:

- Nancy Arcuri encouraged the City Council to vote in support of improving the South Garfield neighborhood.
- Michael Lopez commended the City Council for considering setting aside moneys for improvement of the South Garfield area.
- Michael Schlegal expressed concerns regarding traffic congestion and suggested synchronization of the traffic signal lights in the area.
- Paul Perez spoke about traffic mitigation efforts, parking issues and upgrades of street names and signs prior to developing the area.
- Tom Quan echoed the traffic and parking concerns of other speakers.

- Richard Chavira spoke in support of the project and commented on bike lanes, safety issues, and enhancing the aesthetic of the surrounding area and freeway underpass.

Discussion: This item was heard after oral communication. Community and Economic Development Director Huntley announced the following amendments:

Specific Plan

- Pg. iii - Correct the spelling of the Council Members last name and put the City Council and Planning Commissioners names in alphabetical order.
- Pg. 3-13 through 3-20 – Development Incentives, at the end of each of the Incentive Bonus Section (i.e., 3.8.1, 3.8.2, 3.8.3, 3.8.4, 3.8.5 and 3.8.6) add a bullet point that states, "The city shall fast track the plan review process for approved Incentive Bonuses."
- Pg. 4-2 – First paragraph and second sentence, change "should" to "shall".
- Pg. 5-3 – Section 5.1 (Circulation and Street Concepts), add the following wording at the end of the first paragraph, "The proposed circulation, parking and streetscape improvements are conceptual in nature. Any alterations to vehicle parking and circulations areas in the public right-of-way shall be brought to the attention of the adjacent property owners and shall come back to the City Council for final approval."

Draft Ordinance:

- Section 4, change from "conditions" to "mitigation measures".

Action Taken: The City Council (1) opened public hearing at 8:12 p.m. and took testimony and documentary evidence; (2) closed the public hearing at 8:32 p.m.; (3) introduced and waived first reading of an ordinance adopting the South Garfield Village Specific Plan and amending the City's Zoning Map; (4) adopted the Initial Study/Mitigated Negative Declaration; and (5) approved amendments read into the records; and to allocate 50% of the \$1.8 million set aside for economic development, specially for the South Garfield Village; and directed staff to create a plan for spending such moneys for median improvements to be present to city council for review and approval at a later city council meeting.

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

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

RECESSED AND RECONVENED

The City Council recessed at 9:14 p.m. and reconvened with all council members present at 9:22 p.m.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS

6A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF SEPTEMBER 16, 2015

It is required that the City Council approve all disbursements. Disbursements will be made from the funds referenced in the attached Resolution in Warrants numbered 305927-306115 and e-Payables numbered 000016-000026.

Action Taken: The City Council approved payment of warrants and adopted Resolution No. 11788 allowing certain claims and demands per Warrant Register dated 16th day of September 2015 totaling \$1,626,054.74 and specifying the funds out of which the same are to be paid.

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

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

Resolution No. 11788, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED SEPTEMBER 16, 2015 TOTALING \$1,626,054.74 AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

6B. CITY COUNCIL MINUTES

Approval of the minutes from regular and special meetings of August 19, 2015.

Action Taken: The City Council approved the minutes from the regular meeting and special meeting of August 19, 2015.

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

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

6C. INVESTMENT REPORT AS OF AUGUST 2015

As of August 31, 2015 invested funds for the City of Monterey Park is \$70,556,391.54.

Action Taken: The City Council received and filed the investment report.

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

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

6D. APPOINTMENT TO THE LIBRARY BOARD OF TRUSTEES

The Library Board of Trustees is an administrative body established pursuant to the California Education Code and Monterey Park Municipal Code ('MPMC'). The Library Board of Trustees is responsible for administering the Monterey Park Bruggemeyer Library. The Library Board of Trustees also administers all library trust funds received gift, bequest or devise.

There is one vacant seat for the Library Board of Trustees. This vacancy arose after the term of Trustee Betty Morin expired on June 30, 2015 (the incumbent will continue to serve until a successor has been appointed).

The vacant seat was advertised according to the Maddy Act (Government Code §§ 54970, et seq.) and following the application period, the City Clerk's office forwarded only one application received from the incumbent Betty Morin.

Action Taken: The City Council reappointed Trustee Betty Morin to serve a second three-year term on the Library Board of Trustee.

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

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

6E. CANINE NARCOTICS TRAINING REQUEST

For many years the police department has maintained and effectively utilized its K9 Unit during field operation in the performance of many vital enforcement tasks. Those tasks include: high risk searches, high risk apprehensions, force applications, evidence searches, and narcotics enforcement. Today the department employs three K9 teams comprised of one dog and one officer each.

Action Taken: The City Council appropriated \$5,000 from the Asset Forfeiture Fund account for Narcotics Training for one police department canine team.

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

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

6F. AUTHORIZE PURCHASE OF DEFIBRILLATOR/MONITOR TO ZOLL

The Fire Department's current Zoll E-Series cardiac defibrillator is more than five years old, which is beyond the recommended service life and outdated in terms of technological advances and software improvements. In Fiscal Year 2014-2015, staff began submitting budget requests for defibrillator replacement, which was approved and adopted by the City Council as a priority project. This will be the second replacement since last year. Therefore, staff seeks City Council authorization to purchase the replacement defibrillator/monitor.

Action Taken: The City Council (1) waived bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050 (2) and awarded the bid to Zoll Medical Corp. Funds in the amount of \$42,000 were budgeted in Fiscal Year 2015-2016, Account Number 0010-801-5002-99724; and (2) authorized the City Manager to execute an agreement in a form approved by the City Attorney

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

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

6G. DECLARATION OF SURPLUS PROPERTY AND AWARD OF PURCHASE -- HONEYWELL SAFETY PRODUCTS SELF CONTAINED BREATHING APPARATUS

The Fire Department's self-contained breathing apparatus are eight (8) years old and do not comply with current National Institute for Occupational Safety and Health ("NIOSH") and National Fire Protection Agency ("NFPA") standards. Our Fire Department has been offered a unique upgrade opportunity by Honeywell Safety Products to purchase Self Contained Breathing Apparatus masks and receive breathing units at no charge. In exchange, the Department will give Honeywell the outdated and out-of compliance breathing apparatus. Staff seeks City Council consideration to accept Honeywell's offer and declare the outdated equipment as surplus and award the purchase to L.N. Curtis & Sons, the authorized distributor.

Recommendation:

(1) Adopt a resolution declaring personal property as surplus and authorizing the City Manager to dispose of such property by sale, donation, or other means; (2) Waive bidding requirements pursuant to Monterey Park Municipal Code § 3.20.040 (2) and award a contract to L.N. Curtis & Sons. Funds in the amount of \$77,000 are budgeted in Fiscal Year 2015-2016, Account No. 0071-801-5004-88560; (3) Authorize the City Manager, or designee, to execute an agreement, in a form approved by the City Attorney; and (4) Take such additional, related, action that may be desirable.

Action Taken: This item was continued to the next council meeting.

7. COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Council Member Liang and Mayor Chan reported they attended the Patriot Day Memorial on September 11. Council Member Real Sebastian stated she attended the South California Association of Governments (SCAG) Transportation Committee and announced the following events: Magic of the Cascade scheduled for Oct. 23, Raul Anguiano Centennial Celebration, Mexico last great muralist on Oct. 29, and the Geranium Festival on October 3. Mayor Chan reported the opening of the Compressed Natural Gas (CNG) fuel station at the City Yard on September 23; and events for September 26 includes "Coffee with the Mayor" where residents can come by to meet with the mayor, Casino Night at the Boys and Girls Club, and Project Neo at East Los Angeles College. He also announced that the Geranium Festival and the Day of the Races hosted by the Library Foundation will be held on October 3 and the Town Hall meeting is scheduled for October 8 at George Elder Park.

8. CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 10:12 p.m.

Vincent D. Chang
City Clerk



City Council Staff Report

DATE: October 21, 2015

AGENDA ITEM NO: **New Business**
Agenda Item 6-C.

TO: The Honorable Mayor and City Council
FROM: Joseph Leon, City Treasurer
SUBJECT: Monthly Investment Report – September 2015

RECOMMENDATION: It is recommended that the City Council:

- (1) Receive and file the monthly investment report; and
- (2) Take such additional, related, action that may be desirable.

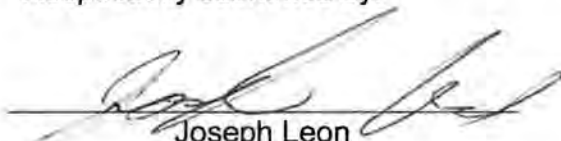
EXECUTIVE SUMMARY:

As of September 30, 2015 invested funds for the City of Monterey Park is \$70,534,776.88.

BACKGROUND:

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

Respectfully submitted by:


Joseph Leon
City Treasurer

Prepared by:


Annie Yaung, CPFO
Controller

Approved by:


Paul L. Talbot
City Manager


Chu Thai
Director of Management Services

**CITY OF MONTEREY PARK
INVESTMENT REPORT
AS OF SEPTEMBER 30, 2015**

INSTITUTION NAME	PURCHASE DATE	MATURITY DATE	INTEREST RATE	% OF PORTFOLIO	AMOUNT
INVESTMENTS:					
CERTIFICATES OF DEPOSIT ⁽²⁾					
AMERICAN PLUS BANK	12/02/13	12/02/15	0.80%		140,000.00
ASIAN PACIFIC NATIONAL BANK	03/04/15	03/03/16	1.05%		200,000.00
CATHAY BANK	08/14/15	08/14/16	0.80%		100,000.00
CATHAY BANK	10/07/14	10/07/15	0.80%		150,000.00
EAST WEST BANK	11/10/14	11/10/15	1.14%		250,000.00
EVERTRUST BANK	11/10/14	11/12/15	0.90%		100,000.00
EVERTRUST BANK	10/07/14	10/08/15	0.80%		150,000.00
FIRST CHOICE BANK	08/07/15	08/11/16	0.80%		240,000.00
FIRST GENERAL BANK	08/15/15	08/15/17	1.00%		240,000.00
PREFERRED BANK	06/06/15	06/06/16	1.05%		100,000.00
PREFERRED BANK	03/03/15	03/03/16	0.85%		140,000.00
TOMATO BANK, N.A.	03/04/15	03/04/16	0.90%		100,000.00
TOMATO BANK, N.A.	02/04/15	02/04/16	0.80%		140,000.00
ROYAL BUSINESS BANK	06/24/15	06/23/16	0.80%		250,000.00
BEAL BANK USA	12/18/13	12/16/15	0.60%		240,000.00
GE CAPITAL RETAIL BANK	09/13/13	09/13/16	1.05%		240,000.00
CAPITAL ONE BK USA	01/22/15	01/23/17	0.70%		240,000.00
DISCOVER BANK	05/13/15	05/15/17	0.95%		240,000.00
GOLDMAN SACHS BANK USA	04/10/13	10/13/15	0.65%		240,000.00
AMERICAN EXPR CENT BANK	09/19/13	09/19/16	1.10%		240,000.00
BLUE HILLS BANK	05/30/14	05/30/17	0.95%		240,000.00
ALLY BK MIDVALE UTAH	09/17/15	09/18/17	1.25%		245,000.00
COMENITY CAP BK SALT LAKE CITY	09/21/15	09/18/17	1.20%		245,040.27
BMW BK NORTH AMERICA	09/23/15	09/21/18	1.70%		245,000.00
MERRICK BK SOUTH JORDAN UTAH	09/30/15	03/30/17	0.90%		245,000.00
KEY BANK, N.A.	09/30/15	10/02/17	1.15%		245,000.00
TOTAL CDs (26)		Average	1.122%	7.38%	<u>5,205,040.27</u>

BANK OF THE WEST SAVINGS	ON DEMAND	0.190%	0.05%	<u>35,317.50</u>
LA COUNTY TREASURY POOL	ON DEMAND	0.730%	92.12%	<u>64,978,835.10</u>
LOCAL AGENCY INVESTMENT FUND	ON DEMAND	0.320%	0.45%	<u>315,584.01</u>

TOTAL INVESTMENTS 100.00% **\$ 70,534,776.88**

BANK BALANCE: ⁽¹⁾ **\$ 3,403,752.10**

AVERAGE MATURITY DAYS 30

AVERAGE INTEREST RATE FOR THE MONTH 0.783%

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

THERE HAVE BEEN NO VARIANCES TO THE INVESTMENT POLICY.

CERBT STRATEGY 1 3-YEAR PERFORMANCE RETURN: 7.02%

(1) Bank balance is maintained to cover outstanding warrants and payroll checks as well as compensated balances.

(2) Interest paid monthly



City Council Staff Report

DATE: October 21, 2015

AGENDA ITEM NO: **New Business**
Agenda Item 6-D.

TO: The Honorable Mayor and City Council
FROM: Scott Haberle, Fire Chief
SUBJECT: Fire Season and El Niño Preparedness

RECOMMENDATION:

It is recommended that the City Council:

1. Appropriate funding of \$42,000 for disaster preparedness materials and equipment;
2. Receive and file report;
3. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

This report provides a proactive evaluation of the fire season and predicted El Niño winter. The goal of this report is to identify fall and winter predictions and communicate the possible impacts to the City of Monterey Park. The report also outlines the preparedness efforts residents and businesspersons can take to help prevent and mitigate the impacts caused by the fire season and weather conditions, the steps the City is taking to promote this awareness, and to seek approval of funding for disaster preparedness materials and equipment.

BACKGROUND:

Fire Season

Over the past few years, California seems to always be in a fire season. The current fire season has been devastating Northern California this year, with over 2.5 million acres burned in the month of August alone. This fire season, potentiated by drought conditions, has further exacerbated the unpredictable fire conditions. As we approach the traditional fire season in southern California, which is October through December (we expect further fire events as the fall month's progress).

Live fuel moisture (LFM), a measure of the water content of live vegetation, is a strong determinant of fire ignition, spread rate, and intensity. The attached PowerPoint presentation (Attachment #1) demonstrates that our surrounding area's fuel moisture content has reached fire season levels. In fact, fuel began its decent two months early this year. Moisture in Southern California brush and leaves are at critically low levels, which give wildfires more ammunition to grow faster and burn longer.

Santa Ana winds are known especially for the hot dry weather, (often the hottest of the year) which often comes in the fall and winter, and are infamous for fanning regional wildfires. They can reach speeds of up to 40 miles per hour and will also cause power outages and other wind related damage. Although many speculate the drought has been responsible for tamping down the intensity of the Santa Ana Winds in the last few years, many experts are speculating we may see an increase in activity this year.

The National Weather Service issues Red Flag Warnings and Fire Weather Watches to alert fire departments of the onset, or possible onset, of critical weather and dry conditions that could lead to rapid or dramatic increases in wildfire activity. A Red Flag Warning is issued for weather events, which may result in extreme fire behavior that will occur within 24 hours. A Fire Weather Watch is issued when weather conditions could exist in the next 12-72 hours. A Red Flag Warning is the highest alert. During these times, extreme caution is urged by all residents, because a simple spark can cause a major wildfire. A Fire Weather Watch is one level below a warning, but fire danger is still high. The type of weather patterns that can cause a watch or warning include low relative humidity, strong winds, dry fuels, the possibility of dry lightning strikes, or any combination thereof.

El Niño

No single climate phenomenon has more influence on year-to-year variation in average global temperature than the El Niño-Southern Oscillation (ENSO). When the central tropical Pacific Ocean is warmer than average (El Niño) or colder than average (La Niña), a cascade of atmospheric changes ensures that many parts of the globe feel the effects.

The Ocean temperatures continue to reflect sustained and strengthening El Niño conditions. This has resulted in a 95% prediction from the National Weather Service that we will experience a strong event. This current El Niño ranks 2nd as compared to the last 50 years. Previously, the Los Angeles area received over 30 inches of rain when compared to a similar event. The seasonal precipitation outlook demonstrates that we may expect 40-50% increase in precipitation during the months of January through March.

However, this does not necessarily mean that Monterey Park will feel all the impacts. The areas we have to evaluate are the storm intensity and the time between storms. Once we receive 10 inches of rain, the ground may become saturated, resulting in greater runoff. In addition, the time in days between storms is a factor. The closer the storms are together, the hillsides are less resilient towards absorbing the water.

The aforementioned predictions make early preparation critical. If you are having problems with water runoff, roof leaks, or slope stabilization now, you are strongly encouraged to address the problems immediately. Most often, people wait until after the rain starts to prepare or address concerns. It has been predicted that the El Niño events will not allow for this as many of the storms that are anticipated may leave little recovery time or may begin earlier than January. Traditionally Santa Ana Winds reach

their peak in November and December while El Niño begins in January lasting through March.

Community Risk Reduction

In early February, letters were mailed to 1,431 parcels on Monterey Park's weed abatement list. They had until May 17th to complete the work. Historically, less than 10 parcels are non-compliant and require advance enforcement. This year, the City was notified of three follow-up requests by the County of Los Angeles.

Currently City Staff are preparing in a number of ways.

- Disaster Preparedness training has been conducted with 40 members of the Public Works Department, members of city hall staff and mid-mangers and department directors.
- Recently completed Community Emergency Response Team (CERT) refresher training and have a new CERT class that began on October 10th.
- Preparedness information has been submitted for the November edition of the Cascades (Attachment #2).
- The City will also increase public information through Nixle, the City website, Cascades Newspaper, and direct mailing.

During our preparations, we encourage residents and business owners to follow the National Weather Service web site and social media to stay abreast of current conditions and storms. None of the predicted storms will be a secret. We expect many news outlets to cover the storms and provide volumes of information. With the expected bombardment of information, we are encouraging residents not to develop complacency or a "cry wolf" syndrome. The media will "hype" this event; therefore, we are encouraging residents and business owners to use the National Weather Service link for reliable information. www.weather.gov/losangeles.

In addition, the City will have sand, sandbags, and rolled plastic available at the City Yard, located at 751 S. Alhambra Avenue for residents. Each resident is eligible to receive up to 10 sandbags, sand, and can purchase a roll of plastic at City cost upon proof of residency.

In addition, the following preparations and actions are being recommended to the community to help reduce or prevent fire season and heavy rain storm impacts:

- Check and clean your private drains (such as driveway drains, area drains, gutters and downspouts) before a rain event, but be sure to check them after the rain starts. While you may clear a storm grate or drain before an event, the rain may wash debris back over the grate which could cause flooding.

- If you notice that drains in the public right of way are covered or clogged, you can contact Public Works and ask them to clear the grate.
- Make sure sump pumps are working (if applicable). Have a sump pump backup (such as a battery backup) should you lose power during a heavy rain storm.
- When undertaking outdoor projects, try to choose materials that are not impervious, which would increase surface water runoff.
- Do not discard debris, grass clippings, construction waste, trimmed tree branches or any other landscaping over hillsides or into wooded areas. This debris will eventually end up in drainage ditches, which could block inlets or outfalls causing flooding and impact water quality.
- If you see leaves, grass clippings, bottles, trash or other debris in front of a storm drain, please bag it before the next rainfall. Cleaning the surface of the storm drains in your neighborhood can help prevent flooding and protect your property.
- Clear debris from roof gutters, downspouts and drains so water can flow and drain properly.
- If you have problems with drainage, have a supply of sandbags and other flood prevention materials such as plastic sheeting, plywood and tarps.
- Check the roof for leaks or damage. Pay special attention to areas where separation could occur, such as around the chimney.
- Public Works has a list of geo-technical engineers on their website for residents and business owners to reference (Attachment #3). These are not recommendations but rather a resource list.

Funding

Funding to provide sand, sandbags, and plastic has been provided by the Public Works operational budget. However, the fire season and storms anticipated this year is significantly above normal. To help prepare for these impacts, staff seeks additional funds to purchase materials and equipment, which includes the following:

- \$10,000 to purchase 150 additional rolls of plastic and 2,500 sandbags and sand. Current stock provided through the Public Works operational budget is 150 rolls of plastic and 3,000 sandbags and sand.
- \$15,500 - purchase and rental of K rails;
- \$10,000 - increases the \$30,000 vehicle replacement budget by \$10,000 to purchase a 4x4 Utility Truck instead of the budgeted sedan to upgrade neighborhood patrol operations by the Fire Department.

- \$2,500 for the purchase of emergency sump pumps.
- \$4,000 - Increase the Public Education account in the Fire Department, Community Risk Reduction Activity to prepare tri-lingual mailers and handouts. The cost to prepare and send a mailer is about \$7,000. This budget will be supplemented by funds from the Public Works Department and Community Risk Reduction Operations budgets. This mailer will be mailed to all residences and businesses (Attachment #4).

The severity of the drought has led to conditions that put our fire season significantly above normal, which is to be followed by a strong El Niño event. Staff encourages the City to prepare for potential impacts and encourage the residents to do the same.

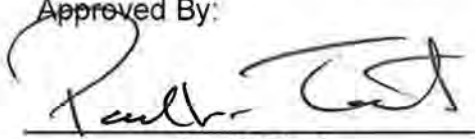
FISCAL IMPACT:

Appropriate \$42,000 from the General Fund to the Fire Department and Public Works Department, specific accounts to be determined by staff and the City Controller.

Respectfully submitted by:

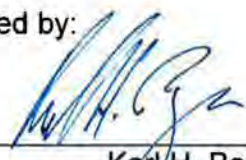


 Scott Haberle
 Fire Chief

Approved By:


 Paul Talbot
 City Manager

Reviewed by:



 Karl H. Berger
 Assistant City Attorney

ATTACHMENTS:

1. Powerpoint Presentation
2. Cascades Article for November 2015
3. Geo-technical Engineer Resource List
4. Draft Mailer to Residents and Businesses

ATTACHMENT 1

PowerPoint Presentation

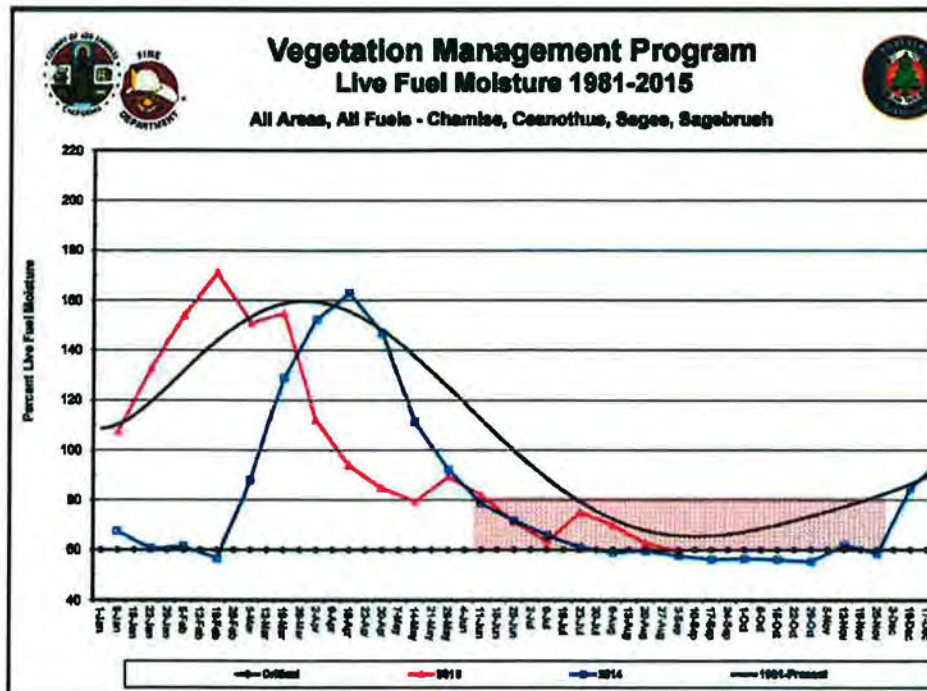
FIRE SEASON AND EL NIÑO UPDATES

Impacts for Monterey Park

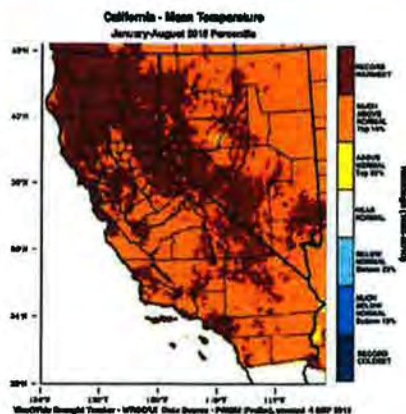
Fire Season

- Continue to be unpredictable
- Affected by the drought
- 2.5 million acres burned in August



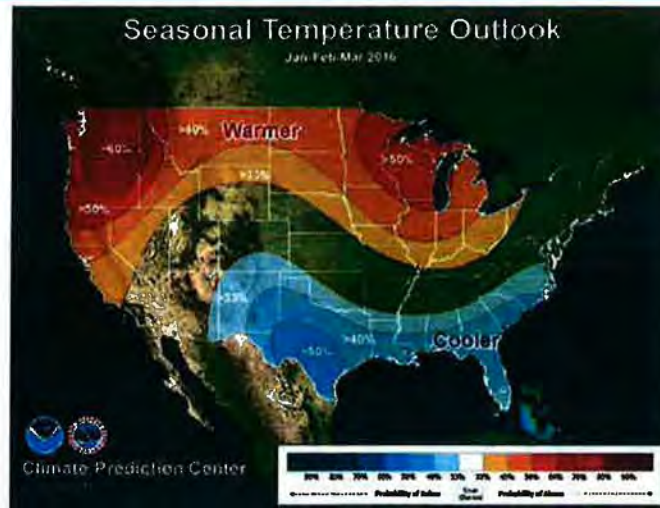


2015 California Temperatures



- Continued warm temps expected
- The majority of California recorded 10% above normal temps

Temperature Outlook



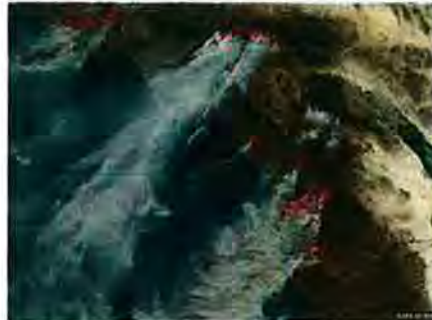
Santa Ana Winds

- Strong downslope winds that blow through the mountain passes in Southern California



Santa Ana Winds

- Example of how powerful the winds can be during the fall months



Red Flag Conditions

- How they are determined
- Sustained wind average 15 mph or greater
- Relative humidity less than, or equal to, 25 percent
- A temperature of greater than 75 degrees F.
- When issued for Los Angeles County it may not affect Monterey park

What Can you Do to Prepare

- ❑ **Brush Fires**
 - ❑ Ember protection
 - ❑ Vegetation management
 - ❑ Maintain vigilance

Ember Protection

- ❑ Clean out rain gutters
- ❑ Remove dead vegetation from your roofs
- ❑ Move firewood piles away from your home



Tree Maintenance

- Ensure trees are clean of all dead vegetation
- They are trimmed at or away from your roof



Normal Seasonal Timeline

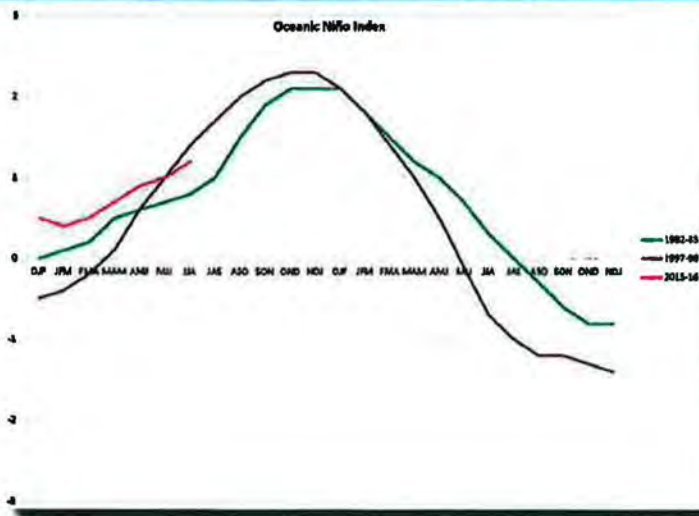
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|-------------------|------------------|
| □ Fire Season | June-December |
| □ Santa Ana Winds | October-December |
| □ El Niño | January - March |

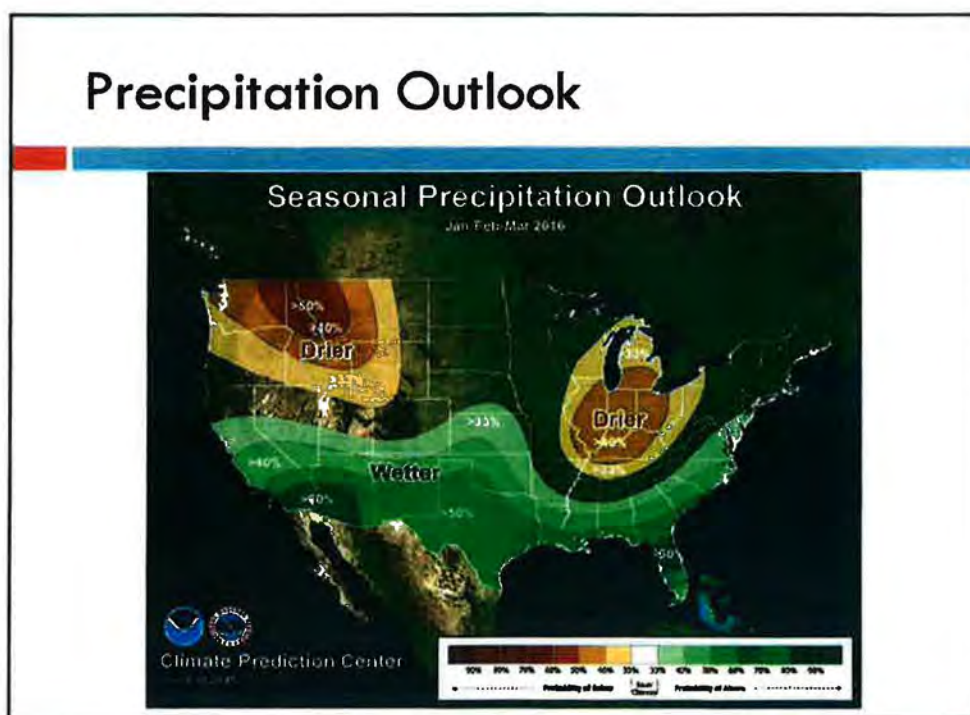
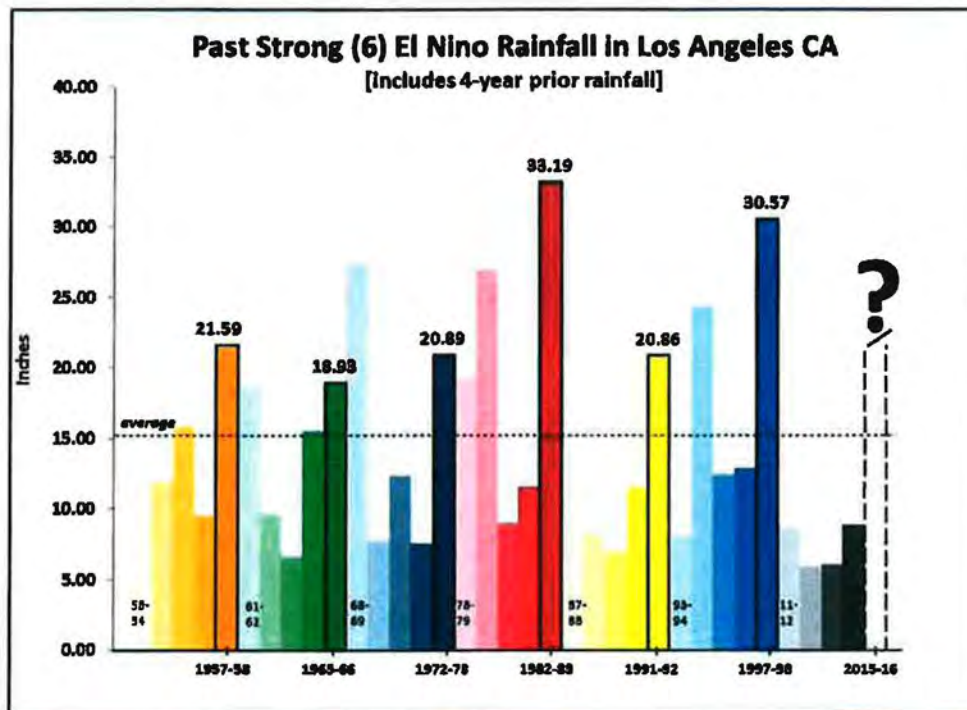
El Niño

- The Ocean continues to reflect sustained and strengthening El Niño conditions
- Greater than 95% chance of El Niño this winter
- Forecasters generally favor a “**strong**” category

REF-National Weather Service

How this El Niño Ranks





Concerns for Monterey Park

- ❑ Strong storms in rapid succession
- ❑ Hillside saturation greater than ten inches of rain
- ❑ Drought influenced hillsides and vegetation
- ❑ Experience a hillside vegetation fire followed by the predicted rain fall

What Residents Can Do

- ❑ Clean out rain gutters, roof drains
- ❑ Clean out slope drains
- ❑ Have your hillside evaluated by a licensed professional
- ❑ If you have a leaking roof, have it repaired
- ❑ If you have problems with rain now, do not wait until storm predictions to prepare
- ❑ Sump Pumps: Ensure they are working with a battery back up

Before the Storm

- ❑ Design channels to facilitate runoff
- ❑ Turn off Irrigation
- ❑ Cover unprotected hillside with plastic
- ❑ Prefill sandbags and have ready
- ❑ Monitor news, social media and City website
- ❑ Register for Nixle text your zip code to 888-777

What Monterey Park is Doing

- ❑ Increase emergency operations planning/training with city staff and volunteers (EOC)
 - ▣ Trained 40 Public Works staff
 - ▣ City staff training
 - ▣ Directors and Mid-Managers EOC training
 - ▣ CERT Team refresher training
 - ▣ New CERT class began October 10th

What Monterey Park is Doing

- Increase public information
 - ▣ Sending out a mailer to the community
 - ▣ Sending out letters to residents with slope drains
- Updating Fire and Public Works web site information
- Article in the Cascades for November

Sandbag Saturdays

- **November 21, 2015**
 - ▣ Garvey Ranch Park, 781 South Orange Avenue
- **December 12, 2015**
 - ▣ Barnes Park, 350 South McPherrin Avenue
- Residents can receive up to 10 prefilled sandbags
- Volunteers will assist with filling

Before Predicted Storms

- ❑ Soft opening of the EOC with operations staff
 - ❑ Public Works
 - ❑ Fire
 - ❑ Police
- ❑ Send out a Nixle Alert, residents encouraged to follow the national weather service

Conclusions

- ❑ Prepare now
- ❑ Many of the preparations for El Nino will help protect your home against the fire season
- ❑ Consult professional assistance for slope management
- ❑ **One El Niño winter will not end the drought**
- ❑ Monitor the news and the National Weather Service
 - ❑ www.weather.gov/losangeles

ATTACHMENT 2
November Edition Cascades Article

Preparing for a Significant Fire Season and El Nino conditions

Preparedness is Prevention - Safeguard your Home and Business

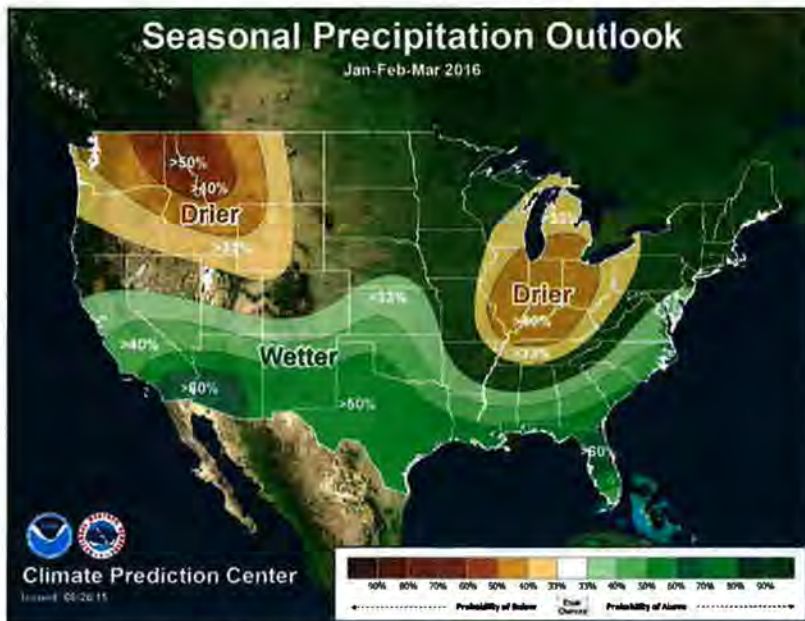
The City of Monterey Park encourages everyone, homeowners and businesses, to prepare for the fire season and impending El Nino weather conditions. Don't wait for something to happen before action is taken, prepare now to mitigate or reduce the impacts of the fire season, drought, and impending rains.

The current fire season has been devastating for Northern California this year, with over 2.5 million acres burned in the month of August alone. This fire season, potentiated by drought conditions, has further exacerbated fire conditions. The traditional fire season in southern California is October through January 2016.

In addition to the impending fire season, there is no single climate phenomenon that has more influence on year-to-year variation in average global temperature than the El Niño-Southern Oscillation (ENSO). When the central tropical Pacific Ocean is warmer than average (El Niño) or colder than average (La Niña), a cascade of atmospheric changes ensures that many parts of the globe feel the effects.

Currently, the ocean temperatures continue to reflect sustained and strengthening El Niño conditions. This has resulted in a 95% prediction from the National weather

Service that we will experience a strong event, which means the outlook expects a 40-50% increase in precipitation during the months of January through March.



Preparing for a Significant Fire Season and El Nino conditions. However, this does not necessarily mean that Monterey Park will feel all the impacts. The areas we have to evaluate are the storm intensity and the time between storms. Once we receive 10 inches of rain, the ground may become saturated, resulting in greater

run-off. In addition, the time in days between storms is a factor. The closer the storms are, the hillsides will be less resilient in absorbing the water.

If you are having problems with water runoff, roof leaks, or slope stabilization now, you are strongly encouraged to address the problems immediately. Many people wait until

after the rain starts to prepare or address concerns. It has been predicted that the El Niño events will not allow for this as many of the storms predicted may leave little recovery time or may begin earlier. Traditionally Santa Ana winds reach their peak in November and December while El Niño begins in January lasting through March.

To aid in preventing or reducing the impact of fire season and the impending rains, we recommend the following:

- Check and clean your private drains (such as driveway drains, area drains, gutters and downspouts) before a rain event, but be sure to check them after rain starts. While you may clear a grate or drain before an event, the rain may wash debris back over the grate that could cause flooding.
- If you notice that drains in the public right of way are covered or clogged, you can contact Public Works and ask them to clear the grate.
- Make sure sump pumps are working (if applicable). Have a sump pump backup (such as a battery backup) should you lose power during a heavy rain storm.
- When undertaking outdoor projects, try to choose materials that are not impervious which would increase surface water runoff.
- Do not discard debris, grass clippings, construction waste, trimmed tree branches or any other landscaping over hillsides, into wooded areas, or into drains and gutters. This debris will eventually end up in drainage ditches, which could block inlets or outfalls causing flooding as well as impact water quality.
- If you see leaves, grass clippings, bottles, trash or other debris in front of a storm drain, please bag it before the next rainfall. Cleaning the surface of the storm drains in your neighborhood can help prevent flooding and protect your property.
- Clear debris from roof gutters, downspouts and drains so water can flow and drain properly.
- If you have problems with drainage, have a supply of sandbags and other flood prevention materials such as plastic sheeting, plywood and tarps.
- Check the roof for leaks or damage. Pay special attention to areas where separation could occur, such as around the chimney.

For materials such as sand, sandbags, and plastic, visit the City Yard at 751 S. Alhambra Avenue. The office is open Monday through Friday, 6:30 a.m. to 3:00 p.m. You must provide proof of residency in Monterey Park. Any general inquiries, please call the Public Works Department at (626) 307-1320 or visit the Public Works Website, Storm Preparations page at <http://www.montereypark.ca.gov/507/Storm-Preparation>.

ATTACHMENT 3
Geo-technical Engineers
Resource List

GEO-TECHNICAL ENGINEER RESOURCE LIST

(Updated 10/14/2015)

Listed below are Geo-technical Engineers. The names were obtained through the Internet or Yellow Pages Directory. This compiled list does not reflect a recommendation by the City of Monterey Park and has been compiled solely for the convenience of individuals who may not have access to a directory.

Ami Adini & Associates	(818) 824-8102 100 North Brand Boulevard, Suite 600 Glendale, CA 91203
Applied Earth Sciences	4742 San Fernando Road Glendale, CA 91204
Arroyo Geotechnical	(714) 634-3318 1515 S. Sunkist Street, Suite E Anaheim, CA 92806
Byer Geotechnical	(818) 549-9959 1461` E. Chevy Chase Drive #200 Glendale, CA 91206
Converse Consultants	(626) 930-1200 222 Huntington Drive #211 Monrovia, CA 91016
Diaz Yourman & Associated	(714) 245-2920 1616 E. 17 th Street Santa Ana, CA 92705
Earth Systems Southern California	(626) 356-0955 2114 E. Walnut Street Pasadena, CA 91107
Geotech	(818) 240-9600 439 Western Avenue Glendale, CA 91201
Hydrologue, Inc.	(626) 585-9696 2827 E. Foothill Boulevard Pasadena, CA 91107
Irvine Geotechnical	(626) 844-6641 145 N. Sierra Madre #12 Pasadena, CA 91107

GEO-TECHNICAL ENGINEERING FIRMS (Updated 10/14/2015)
PAGE TWO

KFM Geoscience	(909) 860-5096 1360 Valley Vista Drive Diamond Bar, CA 91765
Kleinfelder	(213) 622-3706 523 West 6 th Street, Suite 620 Los Angeles, CA 90014
L.A. Private Eyes Geotechnical	(310) 268-5500 1373 Westwood Boulevard Los Angeles, CA 90024
Langan Engineering & Environmental Serv	355 S. Grand Avenue, Suite 2450 Los Angeles, CA 90071
Leighton Group Inc	(213) 892-1530 725 S. Figueroa Street #1020 Los Angeles, CA 90017
Ninyo & Moore	(213) 488-5111 355 South Grand Avenue, Suite 2450 Los Angeles, CA 90071
Ralph Stone & Company, Inc.	(310) 478-1501 10954 Santa Monica Boulevard Los Angeles, CA 90025
Shoring Engineering	(562) 944-9331 12645 Clark Street Santa Fe Springs, CA 90670
Southern California Geotechnical	(714) 777-0333 22885 Savi Ranch Parkway #E Yorba Linda, CA 92887
Willdan Geotechnical	(714) 634-3318 1515 S. Sunkist Street #E Anaheim, CA 92806

ATTACHMENT NO. 4
DRAFT PREPAREDNESS MAILER

Preparation is Prevention

The City of Monterey Park encourages all residents and businesses, to prepare for fire season and strong El Niño weather conditions.

This year, the Fire Interagency Center and the National Weather Service predict a significantly above normal fire season due to the drought, expected Santa Ana winds, followed by strong El Niño events—many storms and heavy rains. To minimize the impacts to your home or business, the City of Monterey Park encourages you to prepare now, especially if you are already having problems with water runoff, roof leaks, or slope stabilization. Due to the predicted number of El Niño events, there may be little or no time to act during the storms. Therefore, the City encourages you do the following:

- Make sure trees on your property are trimmed and cleaned of dead vegetation. Have the trees trimmed away from the roof.
- Hillside properties with slope drains, ensure they are repaired and all debris removed.
- Check and clean your private drains (such as driveway drains, area drains, gutters and downspouts) before a rain event and after the rain starts.
- Do not sweep or wash dirt, leaves, and grass clippings into the street or public drains. If you notice that the drains in the public right of way are covered or clogged, bag and discard or report this to the Public Works Department via the City website at www.montereypark.ca.gov and click on "Report an Issue" or call directly at (626) 307-1281.
- If you have a sump pump, make sure it works properly and have a sump pump backup (such as a battery backup) in case of power outages.
- Use sandbags and plastic sheeting to help prevent flooding; however do not rely on sandbags alone to protect your property. When the threat of flooding is over, you can recycle the sand with your garden soil.
- Do not discard debris, grass clippings, construction waste, trimmed tree branches or any other landscaping over hill-sides or into wooded areas. This debris will eventually end up in drainage ditches, which could block inlets or outfalls causing flooding.
- Clear debris from roof gutters, downspouts and drains so water can flow and drain properly.
- If you have problems with drainage, have a supply of sandbags and other flood prevention materials such as plastic sheeting, plywood and tarps.
- Check the roof for leaks or damage. Pay special attention to areas where separation could occur such as around the chimney.

Postal Customer

Presorted
Standard
US Postage
PAID
Permit No.
Monterey

Sandbag Saturday



November 21, 2015
And December 12, 2015
9:00 a.m.— 1:00 p.m.

Monterey Park residents can pick up to 10 sandbags at one of the following locations

Garvey Ranch Park
781 S. Orange Avenue
or

Barnes Park
350 S. McPherrin Avenue

Proof of residency required

Can't make these dates? Visit the City Yard, Monday through Friday between the hours of 6:30 a.m. - 3:00 p.m. at 751 S. Alhambra Avenue.

Any questions, call (626) 307-1281 or visit the City of Monterey Park Website at www.montereypark.ca.gov, Public Works Department, Storm Preparation.

Interested in receiving Community Alerts to your cell phone? Join Nixie by sending a text message to 888777 and enter your zip code

If its predictable—it's preventable



City Council Staff Report

DATE: October 21, 2015

AGENDA ITEM NO: **New Business**
Agenda Item 6-E.

TO: Honorable Mayor and Members of the City Council

FROM: Michael Huntley, Director of Community and Economic Development

SUBJECT: A resolution to amend the Fiscal Year 2015-16 Budget to allocate 50% of the \$1,833,519 of the set aside for economic development to the Downtown Business Improvement District.

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a resolution amending the FY 2015-2016 City Budget to allocate the remaining 50% of the \$1,833,519 of the set aside for economic development (approximately \$916,760) to the Downtown Business Improvement District for economic development activities; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

On October 7, 2015, the City Council approved the second reading of the South Garfield Village Specific Plan and adopted a resolution amending the FY 2015-2016 City General Fund Budget allocating 50% of the \$1,833,519 of funds set aside for economic development activities for the South Garfield Village Specific Plan area. These funds were earmarked for various capital improvements along South Garfield Avenue.

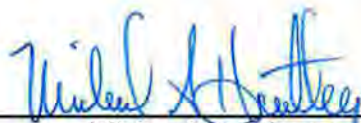
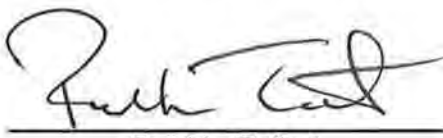
As part of the discussion, the City Council directed staff to prepare another resolution to amend the FY 2015-2016 City General Fund Budget to allocate the remaining fund balance for economic development activities in the Downtown Business Improvement District. Attached is the draft resolution for City Council consideration.

DISCUSSION:

In 2012, the City of Monterey Park sold the property located at 100 and 120 S. Garfield Avenue to Magnus Sunhill Group, LLC for the inclusion into the Towne Centre mixed-use project. The property had been utilized as a City parking facility providing 56 off-street parking spaces since 1961 and is referred to as Vehicle Parking District 1. The intent of the establishment of the Parking District was to provide additional off-street parking for the benefit of the down businesses.

As a result of the sale of this property, the City received sales proceeds in the amount of \$1,840,000 minus the real estate transactional fees. These funds have been sitting in a reserve account and intended for future economic development programs. Based on recent action by the City Council, 50% of the proceeds have been allocated to economic development activities in the form of capital improvements along South Garfield Avenue within the South Garfield Village Specific Plan area. On October 7, 2015, the City Council provided additional direction to allocate the remaining balance (i.e., 50% of \$1,833,519) to the Downtown Business Improvement District since this is where the funding originated. It is staff's understanding that these funds would be used for economic development activities such as land acquisition to provide additional off-street parking for downtown, to fund capital improvements at Parking District 2, and other various capital improvements (e.g., street paving, striping, curb and sidewalk repairs etc.) just to name a few.

Staff has prepared a draft resolution amending FY 2015-2016 City General Fund Budget to allocate the remaining funds to the Downtown Business Improvement District for City Council consideration.

By:  Approved: 
Michael Huntley Paul L. Talbot
Director of Community and City Manager
Economic Development

Reviewed: 
Karl H. Berger
Assistant City Attorney

Attachments:

Proposed Resolution

ATTACHMENT 1

Draft Resolution

RESOLUTION NO.

A RESOLUTION APPROVING A BUDGET ADJUSTMENT FOR THE DOWNTOWN BUSINESS IMPROVEMENT DISTRICT IN ACCORDANCE WITH RESOLUTION NO. 11749 (THE FISCAL YEAR 2015-2016 BUDGET RESOLUTION).

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

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

- A. On October 7, 2015, the City Council adopted the South Garfield Village Specific Plan (the "Specific Plan") and adopted a resolution allocating 50% of the \$1,833,519 set aside for economic development to be used in the South Garfield Specific Plan;
- B. The City Council also directed staff to return at the following meeting with a resolution to allocate the remaining fund balance to be used for economic development activities in the Downtown Business Improvement District; and
- C. Section 8 of Resolution No. 11749 (adopted June 17, 2015) requires a budget adjustment for the allocation of these funds.

SECTION 2: *Authorizations.* The City Council takes the following action:

- A. The Fiscal Year 2015-16 Budget is amended to allocate 50% of the \$1,833,519 set aside for economic development from the General Fund Committed Fund Reserve for Economic Development Account for economic development activities in the Downtown Business Improvement District.
- B. The City Manager, or designee, is authorized to implement this Resolution.

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

PASSED, APPROVED and ADOPTED this ___ day of October, 2015.

Peter Chan, Mayor

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

By:

Karl H. Berger
Assistant City Attorney

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

I, VINCENT D. CHANG, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. _____ was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the ____ day of October 2015 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Dated this ____ day of ____ 2015

Vincent D. Chang, City Clerk



City Council Staff Report

DATE: October 21, 2015

AGENDA ITEM NO: **New Business**
Agenda Item 6-F.

TO: The Honorable Mayor and City Council
FROM: Dan Costley, Director of Recreation & Community Services Dept.
SUBJECT: Adopting a Resolution Authorizing Advertisement of the Barnes Park Pool Heater Project.

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt a resolution authorizing advertisement of the Barnes Park Pool Heater Project;
2. Take such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

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

EXECUTIVE SUMMARY:

City staff has prepared bid specifications for the purchase and installation of heaters for Barnes Pool. Staff requests City Council authorization to advertise the project for bids.

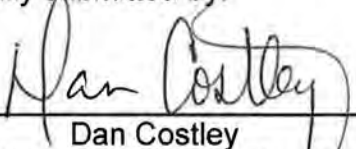
BACKGROUND:

The Barnes Park Pool is heavily used throughout the year; from morning to evening - the pool is the site for lap swimming, water aerobics, high school swimming and water polo, swim lessons, swim development, swim team and seasonal recreation swimming. The pool, which is over 50 years old, is heated by two large Ray Pak heaters, one of which has broken and can no longer be repaired - the second heater is currently working but can only get the pool temperature to 77°F. This is acceptable for the high school students and swim team, but not the water aerobics or lap swim programs. These programs are being moved to Elder until the Barnes Park Pool is repaired. Both heaters had outlived their expected operating life and are scheduled and budgeted to be replaced.

FISCAL IMPACT:

The project is included in the FY 2015-2016 Adopted Budget under the Community Capital Projects section and will be funded from the General Fund (Account No. 0010-801-5004-91522).

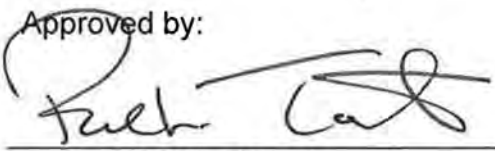
Respectfully submitted by:



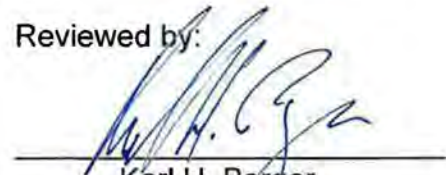
Dan Costley
Director of Recreation &
Community Services Dept.



Ron Bow
Assistant City Manager /
Public Works Director

Approved by:


Paul L. Talbot
City Manager

Reviewed by:


Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

1. Resolution Authorizing Advertisement for Barnes Pool Heater Project

ATTACHMENT 1

Resolution

RESOLUTION NO. _____

A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR THE BARNES PARK POOL HEATER PROJECT PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.

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

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

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

SECTION 2: *Environmental Assessment.* The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities). The project results in minor alterations to existing public facilities having no significant impacts with regard to traffic, noise, air quality, or water quality. There are adequate utilities and public services to serve the project.

SECTION 3: *Design Immunity; Authorization.*

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

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

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

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

PASSED AND ADOPTED this 21st day October, 2015.

Peter Chan, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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

Karl H. Berger, Assistant City Attorney



City Council Staff Report

DATE: October 21, 2015

AGENDA ITEM NO: **New Business**
Agenda Item 6-G.

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Amending Records Retention Schedule

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt the Resolution amending the City's Records Retention Schedule for city documents.
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

At the November 2, 2011, the City Council adopted Resolution No. 11443, adopting a Records Retention Schedule for city documents. As set forth by resolution, every odd year, staff reviews the retention schedule for purposes of practicability and applicable law.

BACKGROUND:

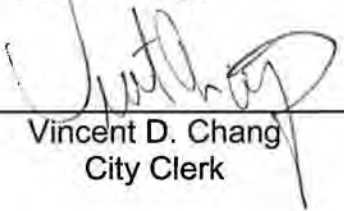
The City Council adopted the retention schedule in 2011 which was revised in 2013. The City Clerk's office, working in collaboration with other city departments, identified the need to update the current retention schedule to reflect the current codes and make minor corrections.

Attached Exhibit "A" describes the proposed changes. The blue strikethrough texts are to be deleted and the pink unlined texts are to be added. 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:

Destroying records in accordance with the Retention Schedule will generally reduce costs associated with records storage and retention. The exact amount is somewhat difficult to quantify.

Respectfully submitted by:



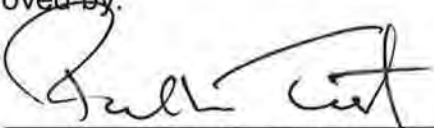
Vincent D. Chang
City Clerk

Prepared by:



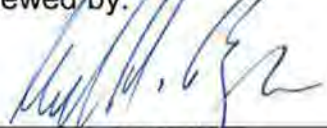
Cindy H. Trang
Deputy City Clerk

Approved by:



Paul L. Talbot
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

1. Adopt the Resolution amending the City's Records Retention Schedule for city documents.
2. Exhibit "A" describes the proposed changes

ATTACHMENT 1

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

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. On November 2, 2011, the City Council adopted Resolution No. 11443 which approved the City of Monterey Park Records Retention Schedule (the "Schedule"). 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: Pursuant to Government Code § 34090, the City Council amends the Retention Schedule as indicated within Exhibit "A," which is incorporated by reference. The City Clerk is authorized 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 3: Nothing in this Resolution is intended to, nor does it, amend the Schedule other than as set forth in Exhibit A. 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 4: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 21st day of October, 2015.

Peter Chan
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 21st day of October, 2015 by the following vote:

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

Dated this 21st day of October, 2015.

Vincent D. Chang, City Clerk
Monterey Park, California

ATTACHMENT 2

Exhibit "A" describes the proposed changes

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, OD, Ppr		All originals go to Risk Management; GC §34090.7
Manag. Services / Finance	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, OD, Ppr		All originals go to Finance; GC §34090.7
Originating Dept.	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)
City Clerk	RS-109	Agenda Packets / Staff Reports: All Agencies except for Boards, Commissions & Committees - See RS-147	Copies - When No Longer Needed	Refer to OFR	Mag, OD, Ppr		GC §34090.7
City Clerk	RS-110 RS-112	Agreements & Contracts APPROVED BY CITY COUNCIL	Copies - When No Longer Needed	Refer to OFR	Mag, OD, Ppr		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, OD, Ppr		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 +5-10 years	Mag, OD, Ppr	Yes	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: 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-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, OD, Ppr		The RFP / RFQ and 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	At least 30 days; after Minutes are Approved	At least 30 days; after Minutes are Approved	Tape (Mag), OD		GC §54953.5
Staffing Dept.	RS-147	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL <u>Except Design Review Board, Library Board, Personnel Board, and Planning Commission</u> <u>Agendas, Agenda Packets, Minutes</u>	Minimum 2 years	Minimum 2 years	Mag, OD, Ppr		Department Preference; GC §34090
City Clerk	RS-148	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL <u>Design Review Board, Library Board, Personnel Board, and Planning Commission</u> <u>Resolutions / Minutes / Bylaws</u>	Copies - When No Longer Needed	Refer to OFR	Mag, OD, Ppr		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, OD, Ppr		Non-records
Manag. Services / Finance	RS-153	Budgets - Adopted / Final	Copies - When No Longer Needed	Refer to OFR	Mag, OD, Ppr		Final must be filed with County Auditor; GC §34090.7, 40802, 53901

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
Manag. Services / Finance	RS-169	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Needed	Refer to OFR	Mag, OD, Ppr		All details sent to Finance; GC §34090.7
Originating Dept.	RS-179	City Attorney Opinions	Minimum 2 years	Minimum 2 years	Mag, OD, Ppr		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, OD, Ppr		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.)	Completion + 2 years	Completion + 5 2 years	Mag, OD, Ppr		GC §34090
Originating Dept.	RS-524	Cloud Database <u>Any service database that uses a cloud-based system for storage, retrieval, information e.g. Accela, NeoGov, ActiveNet, GoMpk, GRM</u>	<u>P</u>	<u>P</u>	<u>Mag, OD</u>		<u>Must provide backup and recovery methods of cloud-based with the City Clerk's office; Prior to terminating services, must file an optical disk of the contents of the entire database with the City Clerk's office; GC §34090</u>
Originating Dept.	RS-525	Cloud Database - Drafts <u>Information, Notes, Draft Memoranda, Worksheet, etc. used to enter into the database to create an electronic record</u>	<u>When No Longer Needed</u>	<u>When No Longer Needed</u>	<u>Ppr</u>		<u>Notes, draft memoranda, etc. used by reference for filling in the actual electronic "record" is a preliminary draft and does not constitute a "record". GC §34090</u>
Originating Dept.	RS-527	Electronic Records - Records generated by the database based on information entered into the system	<u>Copies - When No Longer Needed</u>	<u>P</u>	<u>Mag, OD</u>		<u>Applications, notes, draft memoranda, worksheets etc. used by reference for filling in the actual electronic "record" is a preliminary draft and does not constitute a "record"; Records generated and stored in the database are permanent. Printouts are disposable at any time; GC §34090</u>
Lead (Responding) Dept.	RS-193	Complaints / Concerns from Citizens (operational)	Minimum 2 years	Minimum 2 years	Mag, OD, Ppr		City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, 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
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, OD, Ppr		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, OD, Ppr		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, OD, Ppr		Send all originals to the City Clerk; GC §34090.7
Originating Dept.	RS-219	Department Files Project / Program Working Files	Completion +2 years or minimum 5 years	Completion +2 years or minimum 5 years	Mag, OD, Ppr	Yes	Department Preference; GC §34090
Originating Dept.	RS-226	Drafts & Notes: Drafts that are revised (retain upon approval of final version)	Not More Than 90 Days or Upon Approval of Final	Not More Than 90 Days or Upon Approval of Final	Mag, OD, Ppr		Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)

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-246	Emails	90 days	90 days	Mag, OD, Ppr		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, 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.
Originating Dept.	RS-284	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years	2 years	Mag, OD, Ppr		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, OD, 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
Originating Dept.	RS-292	Historical Records (of Significant Historical Value)	5 years	P	Mag, Mfr, OD, Ppr	No	Department Preference; GC §34090
Human Resources / Risk Mgmt	RS-316	Lawsuits / Litigation / Pending Litigation / Summons	Copies - When No Longer Needed	Refer to OFR	Mag, OD, Ppr		Risk Management administrates claim; GC §§34090.7, 34090.6
Police / Admin- Originating Dept.	RS-320	Logs: Daily Logs, Watch Commander Logs, Daily Vehicle Inspection Logs, Sign-In Sheets, etc.	When No Longer Needed-2 years	When No Longer Needed-2 years	Mag, OD, Ppr		Preliminary drafts; GC §34090-et seq.

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
City Manager Originating Dept.	RS-453	Speeches / PowerPoint Presentations	2 years	2 years	Mag, OD, Ppr		GC §34090
Originating Dept.	RS-526	Proposition 1B Funding Projects	2 years	35 years	Mag, OD, Ppr	Yes	Cal Emergency Management Agend (EMA), Grant Management Memorandum 2011-09
City Clerk	RS-400	Public Records Act Requests (PRA)	When No Longer Needed	Refer to OFR	Mag, OD, Ppr		GC §34090
City Manager Originating Dept.	RS-401	Public Relations - City Produced Publications, Press Releases, Photos	Minimum 2 years	Minimum 2 years	Mag, OD, Ppr		Review for historical significance. Transfer historical documents to SMC Historical Association; Department Policy; 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, OD, Ppr		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	2 years	Transfer of Property +5 years	Mag, OD, Ppr	Yes	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 Forward Originals to City Clerk's Office	When No Longer Needed	Refer to OFR	Mag, OD, Ppr		All Originals go to the City Clerk's Office; GC §34090.7
Originating Dept.	RS-417	Reference Materials: Policies, Procedures, Brochures, Manuals & Reports: Produced by YOUR Department	Minimum 2 years	Minimum 2 years	Mag, OD, 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 No Longer Needed	Refer to OFR	Mag, OD, Ppr		Copies; 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
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, OD		Non-Records; GC §34090
Lead Dept.	RS-429	Reports and Studies (Historically significant - e.g., Zoning Studies)	5 years	P	Mag, Mfr, OD, Ppr	Yes	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, OD, Ppr	Yes	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, OD, Ppr		Originals maintained by City Clerk Permanently; GC §34090.7
Manag. Services / Finance	RS-444	Service Requests / Service Tracker Work Orders - CMMS DATABASE (Computerized Maintenance Management System)	P	P	Mag, OD		Data is interrelated; GC §34090
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, OD, Ppr		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)	2 years	5 <u>2</u> years	Mag, OD, Ppr	Yes	City preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Originating Dept.	RS-523	Social Media Postings	2 years	2 years	Mag, OD, Ppr		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)

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-451	Special Event / Permits	Expiration + 2 years	Expiration + 2 years	Mag, OD, Ppr		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, 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, OD, Ppr		GC §34090
Manag. Services / Finance	RS-471	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	Copies - When No Longer Required	Refer to OFR	Mag, OD, Ppr		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, OD, Ppr	Yes	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-521	<u>Video Recordings - Public Areas, Parking Lots, etc.</u>	<u>When No Longer Needed</u>	<u>When No Longer Needed</u>	<u>Mag, OD</u>		<u>Preliminary drafts unless retrieved within 10 days before written over. If retrieved, minimum 90 days; GC §34090 et seq.</u>
Originating Dept.	RS-498	Volunteer Applications & Agreements / Reserves - Successful Applicants	Inactive / Separation + 3 years	Inactive / Separation + 3 years	Mag, OD, Ppr	Yes	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

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-109	Agenda Packets / Staff Reports - All Agencies except for Boards, Commissions & Committees See RS-147	5 2 years	P	Mag, Mfr, OD, Ppr	Yes	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, Relocation, Financial)</i> Examples of NON-Infrastructure: Consulting, disposal, employment contracts, franchises, housing, leases, loans, mutual aid, professional services, etc.	Completion	Completion + 4 10 years	Mag, OD, Ppr	Yes	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; <u>Relocation Files- Settle + 5 years</u> ; CCP §§336(a), 337 et. seq.; GC §§34090, <u>34090.7</u>

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-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	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, OD, 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)	2 years	2 years	Mag, OD, Ppr		These records do not pose the same liability to the City as other types of volunteers; GC §34090
City Clerk	RS-148	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL <u>Design Review Board, Library Board, Personnel Board, and Planning Commission</u> <u>Resolutions / Minutes / Bylaws</u>	5 <u>2</u> years	P	Mag, Mfr, OD, Ppr	Yes	GC §34090
City Clerk	RS-142	Boards, Commissions & Committees: <u>Maddy Act List / Vacancy List</u> (List of Local Appointments)	2 years	2 years	Mag, OD, Ppr		GC §34090
City Clerk	RS-143	Boards, Commissions & Committees: <u>Master Appointment List</u>	5 years	P	Mag, Mfr, OD, Ppr	Yes	Retained for Historical Value, GC §34090

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
Human Resources / Risk Mgmt	RS-183	Claims Against Others (Damage to City Property, etc.)	2 years	Refer to OFC Minimum 2 years	Mag, OD, Ppr	Yes	Risk Management administers 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	Yes	GC §34090
City Clerk	RS-228	Elected Officials: Individual File	Term Expired + 2 years	P	Mag, OD, Ppr	Yes	Department preference; GC §34090
City Clerk	RS-229	Election - Nomination documents and signatures in lieu of fee	Term of office + 4 years	Term of office + 4 years	Mag, OD, Ppr	Yes	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, OD, Ppr		Department preference; GC §34090
City Clerk	RS-232	Elections - HISTORICAL (Sample ballot, etc.)	2 years	P	Mag, Mfr, OD, Ppr	Yes	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		Not accessible to the public; 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
City Clerk	RS-234	Elections - Assessment District Ballots and/or protest letters - Prop. 218 proceedings	6 months 2 years	6 months 2 years	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 Voted, provisional, spoiled, cancelled, and unused	6 months	6 months	Ppr		EC §§ 14404, 17302
City Clerk	RS-236	Elections - Ballots - After Recount	6 months	6 months	Ppr		EC §17306

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-237	Elections - Challenged & Assisted Voters List	6 months	6 months	Mag, OD, Ppr		If uncontested, EC §17304
City Clerk	RS-238	Elections - Inspector Receipts for Ballots	6 months	6 months	Ppr		EC §§ 17302, 17306
City Clerk	RS-239	Elections - Precinct Officer Appointments	6 months	6 months	Mag, OD, Ppr		EC §17503
City Clerk	RS-240	Elections - Roster of Voters	5 years	5 years	Mag, OD, Ppr		EC §17300
City Clerk	RS-241	Elections - Tally Sheets	6 months	6 months	Ppr		EC §17304
City Clerk	RS-242	Elections - Vote-by-Mail / Absentee Applications	6 months	6 months	Ppr		EC §17505
City Clerk	RS-518	Elections - Vote-by-Mail Summary Report (computer generated reports)	6 months	2 years 6 months	Mag, OD, Ppr		Department preference, EC §17304
City Clerk	RS-243	Elections - Vote-by-Mail / Absentee Identification Envelopes	6 months	6 months	Ppr		EC §17302
City Clerk	RS-244	Elections - Voter Index Copies used as the Voting Record at Polling Places	6 months	6 months	Ppr		EC §17304
City Clerk	RS-245	Elections - Voter Identification / Index Report (Original)	5 years	5 years	Mag, OD, Ppr		EC §§ 2180, 17001
City Clerk	RS-528	<u>Ethics Traing (AB1234) Certificate of Attendance</u>	<u>2 years</u>	<u>5 years</u>	<u>Mag, OD, Ppr</u>		<u>GC §53235.2</u>
City Clerk	RS-270	FPPC - Campaign Statements (FPPC 400 Series Forms): SUCCESSFUL CANDIDATES (Elected Officials)	2 years	P	Mag, Mfr, OD, Ppr	Yes	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	2 years	Terminated + 5 years	Mag, Mfr, OD, Ppr	Yes	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)	2 years	4 years	Mag, Mfr, OD, Ppr	Yes	Department preference; Paper must be retained for at least 2 years; 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-273	FPPC - Campaign Statements (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	2 years	Terminated + 7 years	Mag, Mfr, OD, Ppr	Yes	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, OD, Ppr	Yes	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")	2 years	7.4 years	Mag, OD, Ppr	Yes	Department preference; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g)
City Clerk	RS-276	FPPC - Agency Forms (FPPC 800 Series Forms)	7.2 years	7 years	Mag, OD, Ppr	Yes	Must post on website for 4 years; 2 CCR 18944.2(c)(3)(G), 18705.5
City Clerk	RS-292	Historical Records (e.g. Articles of Incorporation, City Seal, Awards of significant historical interest, etc.)	2 years	P	Mag, Mfr, OD, Ppr	No-Yes	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	Yes	Retained for Historical Value, GC §34090
City Clerk	RS-328	Master Appointment List / Roster of Elected and Appointed	2 years	P	Mag, Mfr, OD, Ppr	Yes	Retained for Historical Value, GC §34090
City Clerk	RS-334	Minutes	5.2 years	P	Mag, Mfr, OD, Ppr	Yes	GC §34090
City Clerk	RS-337	Municipal Code Supplements (retain 1 copy of each supplement)	5.2 years	P	Mag, Mfr, OD, Ppr	Yes	Department preference; GC §34090
City Clerk	RS-342	Notice of Reorganization (City)	2 years	2 years	Mag, OD, Ppr		GC §34090
City Clerk	RS-343	Notice of Reorganization (Other Cities)	When No Longer Needed	When No Longer Needed	Mag, OD, Ppr		Non-Records

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-346	Oaths of Office / Installation of Officers - Elected and Appointed Officials	5 years	P	Mag, Mfr, OD, Ppr	Yes	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
City Clerk	RS-519	Oaths of Office Board, Commission & Board members Employees & Volunteers	2 years	Termination + 6 years	Mag, OD, Ppr	Yes	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
City Clerk	RS-351	Ordinances	5 2 years	P	Mag, Mfr, OD, Ppr	No	GC §34090 et. seq.
City Clerk	RS-356	Passport - Transmittal Forms, Receipts Books, Calendar	2 years	2 years	Ppr		GC §34090 et. seq.
City Clerk	RS-388	Proclamations / Commendations / Certificates / Recognitions (Council requests)	2 years	2 years	Mag, OD, Ppr		GC §34090
City Clerk	RS-400	Public Records Act Requests (PRA)	2 years	2 years	Mag, OD, Ppr		GC §34090
City Clerk	RS-407-522	Recordings / DVD-R of Council Meetings (Beginning 2007)	P 2 years	P	Tape (Mag), OD		Department preference; Video recording of meetings are only required for 90 days; See RS-407 for prior ; GC §34090.7
City Clerk	RS-408	Recordings / Audio Recordings of Council Meetings	At least 30 days; after Minutes are Approved	At least 30 days; after Minutes are Approved	Tape (Mag), OD		Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	RS-410	Records Destruction Lists / Certificates of Records Destruction	5 2 years	P	Mag, Mfr, OD, Ppr	Yes	Department preference; GC §34090 et. seq.
City Clerk	RS-411	Records Retention Schedules , Updates to Records Retention Schedules	Superseded + 2 years	P	Mag, Mfr, OD, Ppr	Yes	GC §34090 et. seq.
City Clerk	RS-110 RS-112	Redevelopment Agreements, Contracts, Financial, Relocation, etc	2 years	P	Mag, Mfr, OD, Ppr	Yes	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 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-416	Redevelopment - Site Clearance / Soils Remediation / Mitigation	Completion +5 years	P	Mag, Mfr, OD, Ppr	No	Department preference; GC §34090
City Clerk	RS-414	Redevelopment Project Areas - Formation of, Adopted Plans & Amendments	Project Completion +5 years	P	Mag, Mfr, OD, Ppr	Yes	Department preference; GC §34090
City Clerk	RS-436	Resolutions	5 2 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, 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 Manager	RS-134	Awards, Certificates, Proclamations, Commendations, Recognitions to the City	2 years	2 years	Mag, OD, Ppr		Department preference, May be retained for Historical Value, GC §34090
City Manager	RS-180	City Council Correspondence (directly to and from Council Members)	2 years	2 years	Mag, OD, Ppr		GC §34090
City Manager	RS-317	Legislation - Working files and general information on pending or current legislation	2 years	2 years	Mag, OD, Ppr		GC §34090
City Manager	RS-520	Log: Gifts, Donations	2 years	7 years	Mag, OD, Ppr		GC §§81009, 84615 and FPPC Regulations 18944 and 18944.1
City Manager	RS-331	Mayor Correspondence, Speeches	5 2 years	5 2 years	Mag, OD, Ppr	Yes	Department Preference; GC §34090
City Manager	RS-401	Public Relations - City Produced Publications, Press Releases, Photos	Minimum 2 years	Minimum 2 years	Mag, OD, Ppr		Review for historical significance. Transfer historical documents to SMC Historical Association; Department Policy; GC §34090
Lead Dept.	RS-430	Reports and Studies (Non-Historically significant - e.g. Annual Reports)	5 years	5 years	Mag, OD, Ppr	Yes	Information is outdated after 5 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Manager	RS-453	Speeches / PowerPoint Presentations	2 years	2 years	Mag, OD, Ppr		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 Economic / Building	RS-103	Accessibility Hardship Applications, Approvals & Denials, etc.	<u>5</u> <u>2</u> years	P	Mag, Mfr, OD, Ppr	Yes	Department preference; GC §34090
Community Economic / Building	RS-154	Building Permit Database	P	P	Mag, OD		Department preference—Data is interrelated; GC §34090
Community 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 <u>for Constructing Permits</u> , 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 <u>Inspection Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)</u>	<u>5</u> <u>2</u> years	P	Mag, Mfr, OD, Ppr	Yes	GC §34090; H&S §19850; <u>CBC §104.7</u>

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
<u>Community Economic / Building</u>		<u>Building Permits / Building Address Files - Documents</u> <u>Geotechnical / Geological Investigation Reports, Final Inspection Approval, Special Inspection Reports, Structural Calculations, Energy Calculations, Lab Test Reports, Structural Observation Reports, Property Reports, Soils Reports</u>	<u>2 years</u>	<u>2 years</u>	<u>Mag, OD, Ppr</u>		<u>GC §34090</u>
Community Economic / Building	RS-156	Building Plan Checks Unapproved <u>Commercials / Industrials</u>	When No Longer Needed <u>2 years</u>	When No Longer Needed <u>2 years</u>	Mag, OD , Ppr		Preliminary draft not retained in the ordinary course of business; GC §34090 et seq.
Community Economic / Building	RS-	<u>Building Plan Checks Residential</u>	<u>completion +2 years</u>	<u>completion +2 years</u>	<u>Mag, Ppr</u>		<u>CBC requires they be retained for at least completion + 180 days; H&S§19850; CBC §104.7; GC §34090</u>
Community Economic / Building	RS-157	Building Plans and Construction Documents - Final - Single Family Residential - SFR and Appurtenances	5 completion <u>+2 years</u>	P completion <u>+2 years</u>	Mag, Mfr, OD, Ppr	Yes-No	CBC requires they be retained for at least completion + 180 days; H&S§19850; CBC § 104.7 <u>106.5</u> ; GC §34090
Community Economic / 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.)	5 <u>2 years</u>	P	Mag, Mfr, OD, Ppr	Yes	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&S§19850, GC §34090
Community Economic / Building	RS-192	Complaints (Written correspondence received or sent)	2 years	2 years	Mag, OD, Ppr		GC §34090
Community Economic / Building	RS-247	Emergency Inspection Plan	Superseded + <u>2 years</u>	Superseded + <u>2 years</u>	Mag, OD, Ppr	Yes	Plan generated by the City; Department Preference; 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-Economic / Building	RS-300	Inspection Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	2 years	2 years	Mag, OD, Ppr		Department Preference (preliminary documents); CBC \$1084.7; GC \$34090
Community Economic / Building	RS-380	Plans - Requests & Permissions to Receive Copies of Plans (to and from architects)	2 years	2 years	Mag, OD, Ppr		GC \$34090
Community Economic / Building	RS-485	Uniform Codes	Superseded + P 2 years		Mag, Mfr, OD, Ppr	Yes	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
Economic Development							
Community Economic / Economic	RS-396	Proportional Spending / Inclusionary Plan	50 years	50 years	Mag, Mfr, OD, Ppr	Yes	Department preference; GC §34090
City Clerk	RS-110 RS-112	Redevelopment - Agreements, Contracts, Financial, Relocation, etc <i>Forward originals agreements/contracts to the City Clerk's Office</i>	Copies - When No Longer Needed	Refer to OFR	Mag, OD, Ppr		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, OD, Ppr		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, OD, Ppr		Department preference; GC §34090.7
Community Economic / Economic	RS-415	Redevelopment Project Files & Project Plans, Working Files	Project Completion + 5 years	P-Project Completion + 5 years	Mag, Mfr, OD, Ppr	Yes	Department preference; Historical cross-reference GC §34090.7
Manage. Services / Finance	RS-457	Statement of Indebtedness / Annual Report to State / State Controllers Report	Copies - When No Longer Needed	Refer to OFR	Mag, OD, Ppr		GC §34090.7

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	City Backup Tapes / Disks - Daily City applications, User files, Financial data, etc. (RS-263)	2 weeks	2 weeks	Mag, OD		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	City Backup Tapes / Disks - Weekly City applications, User files, Financial data, etc. (RS-263)	2 weeks	2 weeks	Mag, OD		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, OD, Ppr		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, OD		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, OD		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
Library	RS-223	Disruptive Patrons / Patron Complaints / Incident Reports	Minimum 2 years	Minimum 2 years	Mag, OD, Ppr		Department preference; GC §34090
Library	RS-281	Gifts to Library	When No Longer Needed	When No Longer Needed	Mag, OD, Ppr		Non-records; GC §34090
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 <u>City-wide Schedule</u> . (SUCCESSFUL Reports, and Financial Information)	Final Expenditure + 5 years	Final Expenditure + 5 years	Mag, OD, Ppr	Yes	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library	RS-304	Inter-Library Loan Records - Reports to the State Library (for reimbursement)	5 years	5 years	Mag, OD, Ppr	Yes	Department preference to ensure reimbursements; GC §34090
Library	RS-307	Internet User Statistics	2 years	2 years	Mag, OD, Ppr		GC §34090
Library	RS-318	Library Management System / Database , Card Catalogue	P-1 week	P-1 week	Mag, OD	Yes	Data Fields / Records are interrelated; <u>Backup Tapes/Disks used for Disaster Recovery Purposes Only. Tuesday tapes are stored off-site and tapes are re-used weekly. GC §34090 et seq.</u>
Library	RS-359	Patron Applications for Library Cards	Minimum 2 years	Minimum 2 years	Mag, OD , Ppr		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)	Minimum 2 years	Minimum 2 years	Mag, OD, Ppr		Preliminary / Transitory documents not retained in the ordinary course of business; GC §34090
Library	RS-247	Release Forms (Photos of Children, etc.)	4 years <u>Minors, age 18 +4 years</u>	4 years <u>Minors, age 18 +4 years</u>	Mag, OD, Ppr		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 <u>majority 18</u> plus 4 years; GC §34090, CCP §§337, 343

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							
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 + 40 5 years	Mag, Mfr, OD, Ppr	Yes	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, OD, Ppr		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, OD, Ppr	Yes	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 / Support Services	RS-403	Purchase Orders (PO) <u>Printed POs, Requisition, Backup copies, Justification, Quotes</u>	2 years	5 years	Mag, OD, Ppr	Yes	GC §34090
Manag. Services / Support Services	RS-494	Vendor List Database generated reports	Copies - When No Longer Needed	Copies - When No Longer Needed	Mag, OD, Ppr		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, OD, Ppr	Yes	Department preference; GC §34090
Manag. Services / Support Services	RS-140	Billing Registers / Reports, Daily Update, Bank Draft, Adjustment Posting, etc. Database generated reports	Copies - When No Longer Needed	Copies - When No Longer Needed	Mag, OD, Ppr		GC §34090
Manag. Services / Support Services	RS-188	Collection Agency Assignments / Write Offs	5 years	5 years	Mag, OD, Ppr	Yes	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, OD, Ppr		GC §34090
Manag. Services / Support Services	RS-438	Returned Checks (NSF, etc.)	5 years	5 years	Mag, OD, Ppr	Yes	Meets municipal government auditing standards; Statewide guidelines propose audit + 4 years; GC §34090
Manag. Services / Support Services	RS-443	Service Applications - <u>Utilities</u>	5 years	5 years	Mag, OD, Ppr	Yes	Department preference; GC §34090
Manag. Services / Support Services	RS-483	Turn On / Turn Offs (includes Work Orders)	5 years	5 years	Mag, OD, Ppr	Yes	City preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, 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-488	Utility Billing Database	P	P	Mag, OD		GC §34090
<u>Manag. Services / Support Services</u>	<u>RS-530</u>	<u>Utility - Billing, Deposit, Receipts</u>	<u>Close + 2 years</u>	<u>Close + 2 years</u>	<u>Mag, OD, Ppr</u>		<u>GC §34090</u>
Manag. Services / Support Services	RS-489	Utility Users Tax Records (Low Income / Senior / Disabled) Gas, Electric, Phone, Cable, etc.	Close + 5 years	Close + 5 years	Mag, OD, Ppr	Yes	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-216	Day Care - Sign-in / Sign Out Logs	Minimum 2 years	Minimum 2 years	Mag, OD, Ppr		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, OD, Ppr		Meets State Licensing requirements; May have grant funding; Health & Safety Code § 1596.859(a)(1); 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, OD, Ppr		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-319	Lifeguard Certifications	Termination + 3 years	Termination + 3 years	Mag, OD, Ppr		Department preference; GC §34090
Recreation & Community Services	RS-354	Park Improvement Master Plan	5 years	P	Mag, OD, Ppr	Yes	Department Policy; GC §34090
Recreation & Community Services	RS-387	Privilege Suspension Record (Difficult Participants)	Minimum 2 years	Minimum 2 years	Mag, OD, Ppr		GC §34090
Manag. Services / Finance	RS-406	Receipts / Daily Deposits (Detail Backup) Database generated reports	Copies - When No Longer Needed	Copies - When No Longer Needed	Mag, OD, Ppr		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>prior to 2007</u>	5 years	P	Tape (Mag), OD		Department preference; Video recording of meetings are only required for 90 days; <u>City Clerk's office is the OFR for council meeting DVD-R videos since 2007</u> ; GC §34090.7
Recreation & Community Services	RS-409	Recordings: Special Events	5 years	5 years	Tape (Mag), OD	Yes	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-412	Recreation Database	P	P	Mag, OD		Department preference; data is interrelated; GC §34090
Recreation & Community Services	RS-425	<u>Recreation Activities - Waivers / Release of Liability</u> Registration, <u>Applications, Waivers, Trip Permits, Fee & Charge</u> , Liability Forms, Release of Liability Forms, Permissions, <u>Sign-in Sheets</u> etc. <u>Camps, Field Trips, Authorization to give Medicine, etc.</u>	4 years <u>Minors, age 18 +4 years</u>	4 years <u>Minors, age 18 +4 years</u>	Mag, OD, Ppr		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	<u>Recreation Activities</u> Sports Rosters, <u>Waivers, Applications, Ejection Letters, Trip permits, Fees & Charges, Sign-in Sheets</u> , Injury Reports etc.	2 years	2 years	Mag, OD, Ppr		<u>Statute of limitations for an action for injury caused by the neglect of another is 2 yrs. under CCP § 335.1</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, OD, Ppr		GC §34090
Recreation & Community Services	RS-492	Vehicle and Equipment Safety Checks	2 years	2 years	OD, Ppr		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. <i>Originating Dept.</i>	RS-320	Logs: Daily Logs, Watch Commander Logs, <i>Daily Vehicle Inspection Logs, Sign-In Sheets</i> , etc.	When No Longer Needed <i>2 years</i>	When No Longer Needed <i>2 years</i>	Mag, OD, Ppr		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, OD, Ppr	Yes	Department preference; GC §34090 et seq.
Police / Admin.	RS-327	Massage Technicians	Separation from Company + 2 years	Separation from Company + 2 years	Mag, OD, Ppr	Yes	Department preference; GC §34090 et seq.
Police / Admin.	RS-365	Payroll Sign-in Sheets / Overtime Sheet	2 years	2 years	Mag, OD, Ppr		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, OD, Ppr		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, OD, Ppr	Yes	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, OD, Ppr		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, OD		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, OD		Does not record "regular and ongoing operations"; GC §34090 et seq. Preliminary drafts unless retrieved within 10 days before written over. If retrieved, minimum 90 days; GC §34090 et seq.
Police / Records	RS-496	Video Recordings - Temporary Holding Facility surveillance, records, cashiers, etc.	1 year	1 year	Mag, OD		Records regular and ongoing operations; GC §34090.6(a)

CITY OF MONTEREY PARK

INSTRUCTIONS --DIGITIZING OF RECORDS (Public Records Preservation)

A public record is defined as any writing containing information relating to the conduct of the public's business¹ and "writing" means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.²

Departments will be required to scan and digitized ALL PERMANENT RECORDS and may choose to digitize non-permanent records. Upon completion of the digitizing and certification process from the City Clerk's office, paper copies may be destroyed as set forth in the destruction of records policy.

NOTE: Digitizing of non-permanent records have the same retention period as paper copies and MUST be destroyed when they met their retention requirement.

HOW TO STORE DIGITAL COPIES

- Determine the records to be digitized, begin the scanning process and store them in an unalterable medium such as optical disk (CD, DVD), microfiche, etc.
 - When choosing the type of medium, keep in mind that the city is required to have the equipment needed to read the materials available for the public viewing.
 - It is required that 2 copies of the optical disks be maintained. One of which will be forwarded to the City Clerk's office for outsourced storage. The City's copy may be stored on your department shared drive. Again, all electronic copies must be destroyed when the required retention periods are met.
- Perform a quality check (QC) to authenticate that the digitized records are readable and that they are the true likeness of the original paper copy. If the scanned process is outsourced, make sure that the final product is QC'd.
- Procedure for naming and keeping a log of the contents stored on the optical disk. On the face of the disk, clearly write the name of your department, a title (subject matter), date of the contents, and whether the contents are permanent or non-permanent. On a separate sheet of paper, repeat the information as noted on the disk and provide an itemized list of the retention no., document titles - dates and retention periods.

¹ Government Code ("GC") § 6252(e)

² GC § 6252 (f)

○ *Examples:*

▪ **Permanent Records**

Information required on the face of the disk (use a black Sharpie marker)

Department: City Clerk's office

Title/Subject: Resolution Nos. 001-500

Date: May 1916 - Oct. 1923

Permanent

Information required on a separate sheet of paper

Department: City Clerk's office

Title/Subject: Resolution Nos. 001-500

Date: May 1916 - Oct. 1923

Permanent

Retention No.	Records Description	Period Covering	Total Retention
RS-436	Resolution Nos. 001-500	May 1916 - Oct. 1923	Permanent

▪ **Non-Permanent Records**

Information required on the face of the disk (use a black Sharpie marker)

Department: City Clerk's office

Title/Subject: Records Expiring 2010

Date: Jan. 2007 - Dec. 2010

Non-Permanent

Information required on a separate sheet of paper

Department: City Clerk's office

Title/Subject: Records Expiring 2010

Date: May 1916 - Oct. 1923

Non-Permanent

Resolution No. 001 1916 - Resolution No. 500 Permanent

Retention No.	Records Description	Period Covering	Total Retention
RS-110/RS-112	Agreement – Election Consultant	01/2007 - 01/2008	2 years
RS-107	Proof of Publication	07/2009 - 12/2010	2 years

- File one copy of the optical disk(s) with the City Clerk's office, along with the executed Digitizing of Records certification form and its Exhibit B form -- a log of the contents stored on the disk. The City Clerk's office will attest to the certification, assign a reference number and prepare for outsourced storage.
 - Each department is required to keep a log of the disks forwarded to the City Clerk's office for depository.
 - It is the responsibility of the departments to retrieve the disks back from the City Clerk's office when the documents stored on the disks have met its required retention period and is ready for destruction.

- Upon completion of the outsourcing of the optical disks, the City Clerk's office will return a copy of the executed Certification to the originating departments and departments may purge the hard copies at any time thereafter.
- ~~Records can be digitized at any time, however, paper copies **MUST** be retained for a minimum of 1 year. If the optical disks were certified by the City Clerk's office, and the paper copies have met the one year requirement, departments desiring to destroy the paper copies, may do so at that time.~~
- Complete the Records Destruction Authorization Form and follow the directions on the Instruction sheet. A copy of the executed Certification (Exhibit B) must be attached to the Records Destruction Authorization Form for submittal to the City Clerk's office.
- The process for destruction of records is the same. For more information, see the How to Use the Retention Schedule tab.



City Council Staff Report

DATE: October 21, 2015

AGENDA ITEM NO: **New Business**
Agenda Item 6-H

TO: The Honorable Mayor and City Council
FROM: Ron Bow, Director of Public Works / Assistant City Manager
SUBJECT: Award of Contract for Citywide Tree Trimming and Maintenance Services

RECOMMENDATION:

It is recommended that the City Council consider:

1. Waiving the bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050;
2. Awarding a three-year tree trimming and maintenance contract to West Coast Arborists, through a joint purchase agreement, in the amount not to exceed \$265,000 per year (or annual adopted maintenance budget), with a two-year renewal option in 2018, followed by a one-year renewal option in 2020; and
3. Authorizing the City Manager to execute a contract with West Coast Arborists, in a form approved by the City Attorney; and
4. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Through a joint purchase agreement, the Public Works / Parks Maintenance Division is recommending the award of contract for tree trimming and maintenance services to West Coast Arborists.

BACKGROUND:

In the last four months, six nearby cities have undergone the competitive bidding process and awarded contracts to West Coast Arborist (WCA) for tree trimming services, including Santa Ana, Thousand Oaks, Irwindale, Glendale, Burbank, and Redondo Beach. Of these cities, Redondo Beach is most similar to Monterey Park's tree inventory and grid trim patterns. Thus, through a joint purchase agreement, WCA agreed to provide Monterey Park with pricing consistent with the terms and conditions set forth in Redondo Beach's Service Agreement for Tree Maintenance.

As part of the contract, WCA will perform a complete City street and park tree inventory, and provide both a digital and printed catalog of all 13,000 trees by location, species, size and history. WCA will also provide the City with access to "Arbor Access," a tree

inventory software program that will allow staff to monitor WCA vehicles, technicians and equipment, along with each targeted tree location by GPS coordinates on a daily basis.

WCA has proven to be a reliable Contractor, with a high level of professionalism and exemplary safety record. Besides performing the normal City wide maintenance tasks, they have been highly responsive to our needs regarding same day hazards as they occur, or emergencies brought on by wind or rain events 365 days a year. WCA has been an active community participant at various City open house events including Earth Day, and will be an integral part of Arbor Day events being planned for April 2016. WCA has also forgone annual CPI increases in all but 4 of the 18 years they have been under contract with the City.

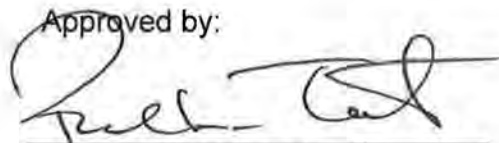
FISCAL IMPACT:

The cost is written into the contract as not to exceed the 2015-2016 Adopted Budget for contracted tree trimming and maintenance services of \$265,000. Expenditures this year are anticipated to be in the range of \$210,000 to \$255,000. This item will be paid out of the Parks Maintenance Division Budget, and is funded by both General Funds (Account 0010-801-6516-31190) and the Maintenance District 19-1 Funds (Account 0176-801-6516-31190).

Respectfully submitted by:



Ron Bow
Director of Public Works /
Assistant City Manager

Approved by:


Paul L. Talbot
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

1. WCA Proposal 9-8-15

ATTACHMENT 1
WCA Proposal 9-8-15



September 8, 2015

City of Monterey Park
Department of Public Works
ATTN: Chris Reyes, Superintendent
320 W. Newmark Ave.
Monterey Park, CA 91754

RE: TREE MAINTENANCE AGREEMENT

Dear Mr. Reyes,

West Coast Arborists, Inc. (WCA) appreciates the work that you and your staff have provided during the past to help make the tree maintenance program a success for the residents of Monterey Park. We are proud to have created a successful partnership in the care of the City's urban forest. To promote stability, and to guarantee citizens with quality tree care and customer service for years to come, we would like to express our interest in entering into a new contract under a joint purchase agreement allowable under Monterey Park Municipal Code 3.20.050(3).

Just recently, several cities within the tri-county area including the Cities of Redondo Beach, Santa Ana, Thousand Oaks, Burbank, Glendale and Irwindale conducted formal requests for bid for tree maintenance & management services. Our firm was ultimately awarded a contract in each of these Cities. WCA agrees to provide such services to Monterey Park consistent with the terms and conditions set forth in the City of Redondo Beach's contract service agreement, Scope of Work, General Provisions, Special Provisions, and Price Schedule. The City of Monterey Park closely reflects the City of Redondo Beach in terms of tree population, condition of trees, and maturity of trees.

As part of entering into a new contract, WCA agrees to forgo any requests for a Consumer Price Index (CPI) increase for a minimum of the first two (2) years of this contract. As a value-added service, WCA offers the following:

- At no additional cost to the City, complete a street and park tree inventory; deliverable during calendar year 2016 (Valued at \$2.00 per tree site or \$30,000)
- At no additional cost to the City, provide the City with Global Positioning Satellite (GPS) coordinates for each tree inventoried to be used as a tree layer in the City's GIS system.
- At no additional cost to the City, provide access to our tree inventory program called ArborAccess with unlimited software support & training while under contract for tree maintenance (valued at \$3,600 annually.)
- Provide the City with one (1) Android device to be used for the purpose of operating WCA's mobile application. Service subscription is to be the responsibility of the City.

We appreciate your ongoing efforts to make this Agreement a success for both the City and WCA and look forward to continuing our successful business relationship. Should you have any questions, or require additional information please do not hesitate to contact me at (800) 521-3714.

Sincerely,

Victor M. Gonzalez
Vice President, Marketing

West Coast Arborists, Inc.

2200 E. Via Burton Street • Anaheim, CA 92806 • 714.991.1900 • 800.521.3714 • Fax: 714.994.3805

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