

**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
December 6, 2017
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.**

Documents related to an Agenda item are available to the public in the City Clerk's Office located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at www.montereypark.ca.gov.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Mayor and City Council may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1359 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

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 Fire Explorers**

ROLL CALL **Peter Chan, Mitchell Ing, Stephen Lam, Hans Liang, Teresa Real Sebastian**

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS. While all comments are welcome, the Brown Act does not allow the City Council to take action on any item not on the agenda. The Council may briefly respond to comments after Public Communications is closed. Persons may, 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.] PRESENTATION

1-A. TAKE BACK OUR COMMUNITY PROGRAM

[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 DECEMBER 6, 2017

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

- (1) Approve payment of warrants and adopt a Resolution of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated December 6, 2017 totaling \$20.69 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 (SA) MINUTES

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

- (1) Approve the minutes from the regular meetings of October 4, 2017 and October 18, 2017; and the special meetings of October 4, 2017 and November 1, 2017; and
- (2) Take such additional, related, action that may be desirable.

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

[4.] PUBLIC HEARING

4-A. CONSIDER A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA CONFIRMING THE 2017 ANNUAL REPORT AND THE LEVY OF ASSESSMENTS FOR BUSINESS IMPROVEMENT DISTRICT NO. 1 FOR PROGRAM YEAR 2018

It is recommended that the City Council:

- (1) Open public hearing; receive both written and oral comments; close public hearing;
- (2) Adopt the resolution confirming the 2017 Annual Report and the levy of assessments for Business Improvement District No. 1 for Program Year 2018; and
- (3) Take such additional, related, action that may be desirable.

4-B. CONSIDERATION AND POSSIBLE ACTION REGARDING THE PROPOSED CODE AMENDMENTS TO SECTIONS OF TITLE 21 (ZONING REGULATIONS) OF THE MONTEREY PARK MUNICIPAL CODE RELATING TO ACCESSORY DWELLING UNITS

It is recommended that the City Council consider:

- (1) Re-opening the public hearing;
- (2) Taking documentary and testimonial evidence;
- (3) Closing the public hearing and considering the draft ordinance
- (4) Introducing and waiving first reading of the ordinance and schedule second reading and adoption for December 20, 2017; and
- (5) Take such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

This action is exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, "CEQA") and CEQA Guidelines (14 California Code of Regulations §§ 15000, *et seq.*), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement Government Code § 65852.2 as set forth in Public Resources Code § 21080.17, pursuant to CEQA Guidelines § 15282(h).

[5.] OLD BUSINESS

5-A. MOBILE FOOD FACILITIES – FOOD TRUCKS

It is recommended that the City Council:

- (1) Continue the matter to the meeting of December 20, 2017;
- (2) Take such additional, related, action that may be desirable.

[6.] NEW BUSINESS

6-A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF DECEMBER 6, 2017

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 December 6, 2017 totaling \$1,494,138.80 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 meetings of October 4, 2017, October 18, 2017 and November 1, 2017; and the special meetings of October 4, 2017 and November 1, 2017; and
- (2) Take such additional, related, action that may be desirable.

6-C. 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.
- (2) Take such additional, related, action that may be desirable.

6-D. CONSIDERATION OF WHETHER TO CONSOLIDATE GENERAL MUNICIPAL ELECTIONS WITH A STATEWIDE GENERAL ELECTIONS IN EVEN YEARS

It is recommended that the City Council consider:

- (1) Adopting a resolution ratifying its October 19, 2016 decision to postpone a decision to consolidate future elections with the statewide elections; AND
- (2) Introduce and waive first reading of an ordinance to change the election dates to November even years beginning March 3, 2020 or March 8, 2022 and repealing Ordinance No. 1885, and schedule second reading and adoption for December 20, 2017; OR
- (3) Provide other direction as to consideration of the California Voter Participation Rights Act (California State Senate Bill 415) and consolidation with a statewide general election date; and
- (4) Take such additional, related, action that may be desirable.

6-E. CONSIDERATION OF A RESOLUTION APPOINTING A REPRESENTATIVE TO THE INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY (ICRMA)

It is recommended that the City Council:

- (1) Adopt a Resolution appointing Director of Management Services Annie Yaung as an alternate representative to the Independent Cities Risk Management Authority (ICRMA) Governing Board, and maintain Tom Cody, Director of Human Resources and Risk Management as the primary representative and Raquel Richards, Human Resources Technician, as the substitute alternate representative.
- (2) Take such additional, related, action that may be desirable.

6-F. MINIMUM WAGE INCREASE PER LABOR CODE SECTION 1182.12

It is recommended that the City Council:

- (1) Adopt a Resolution approving the mandated minimum wage adjustments effective January 1, 2018; or
- (2) Take such additional, related, action that may be desirable.

6-G. FISCAL YEAR 2017-2018 BUDGET – FIRE DEFIBRILLATOR/ POLICE DEPARTMENT AUTOMATIC EXTERNAL DEFIBRILLATOR PURCHASE

It is recommended that the City Council consider:

- (1) Waive bidding requirements pursuant to Monterey Park Municipal Code (“MPMC”) §3.20.050(2) and award ZOLL Medical Corp a contract for equipment and maintenance of defibrillators used by the Monterey Park Fire and Police Departments in an amount not exceeding \$50,000. Funds in the amount of \$40,000 were budgeted in Fiscal Year 2017-18; Account Number 0010-801-5002-99724 and \$10,000 Trust Account Number 0339-8013103-54220.
- (2) Authorize the City Manager, or designee, to execute an agreement in a form approved by the City Attorney with ZOLL Medical Corp; and
- (3) Take such additional, related, action that may be desirable.

6-H. TIME EXTENSION (EX-17-06) FOR TENTATIVE MAP NO. 73571 (TM-15-07) TO SUBDIVIDE AIR-RIGHTS FOR A 2-UNIT RESIDENTIAL CONDOMINIUM DEVELOPMENT – 404 EAST NEWMARK AVENUE

It is recommended that the City Council consider:

- (1) Adopting a resolution approving a Time Extension (EX-17-06) for Tentative Map No. 73571 (TM-15-07); and
- (2) Take such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The Project is categorically exempt from the requirements of CEQA pursuant to CEQA Guidelines § 15315 as a Class 15 categorical exemption (Minor Land Division). The project consists of the division of property in an urbanized area that is zoned for residential use. The project conforms to the General Plan because, according to the Land Use Element, the High Density Residential land use category allows a broad range of dwelling unit types which may be attached or detached. The residential units consist typically of apartments, condominiums, and townhomes built at a maximum density of 25 units per acre. The project is the subdivision of air rights to establish and maintain a 2-unit condominium development. The project is consistent with the zoning.

6-I. AUTHORIZE THE CITY MANAGER TO EXECUTE THE FUNDING AGREEMENT BETWEEN THE CITY AND LOS ANGELES COUNTY METROPOLITAN TRANSIT AUTHORITY (METRO) UNDER THE 2015 CALL FOR PROJECTS GRANT PROGRAM FOR THE MONTEREY PASS ROAD COMPLETE STREETS BIKE PROJECT (PROJECT ID: F9502)

It is recommended that the City Council:

- (1) Authorize the City Manager to execute the Funding Agreement, in a form approved by the City Attorney, between the City and the Los Angeles County Metropolitan Transit Authority (Metro) under the 2015 Call for Projects Grant Program for the Monterey Pass Road Complete Streets Bike Project (Project ID: F9502) in the amount of \$3,987,253;
- (2) Accept the funding received from Metro in the amount of \$1,993,627 and commit to provide the 50% local match in the amount of \$1,993,626, totaling to \$3,987,253; and
- (3) Take such additional, related, action that may be desirable.

6-J. PROFESSIONAL SERVICES AGREEMENT - ARCHITECTURAL/ENGINEERING SERVICES FOR CITY COUNCIL CHAMBERS RENOVATION

It is recommended that the City Council:

- (1) Authorize the City Manager, or designee, to enter into a professional services agreement with IDS Group to provide Architectural/Engineering Services for the City Council Chambers Renovation in an amount not to exceed \$98,703.
- (2) Take such additional, related, action that may be desirable.

6-K. CNG STATION COMPRESSION SERVICES TARIFF (CST) AGREEMENT - YEAR 3 APPROPRIATION

It is recommended that the City Council:

- (1) Appropriate \$175,428 in Proposition A and Air Quality Funds for the third year costs associated with the Southern California Gas Company (SoCalGas) Compression Services Tariff (CST) Agreement; and
- (2) Take such additional, related, action that may be desirable.

6-L. 2017 VARIOUS STREET RESURFACING – AWARD OF CONTRACT

It is recommended that the City Council:

- (1) Authorize the City Manager to execute a public works contract, in a form approved by the City Attorney, with Hardy & Harper Inc. of Santa Ana, in the amount of \$765,000 for the 2017 Various Street Resurfacing;
- (2) Authorize the Interim Public Works Director to approve change orders and contingency up to \$76,500.00 or 10% of the contract amount for this project;
- (3) Allocate an additional \$76,500 Measure R funds to cover the 10% contingency;
- (4) Authorize the City Manager to execute a separate three-year contract with Hardy & Harper in the amount of \$300,000 (Additive Bid Alternate 1) to provide on-call asphalt pavement repairs; and
- (5) Take such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

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

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

7-A. RESOLUTION APPROVING THE 4TH AMENDMENT TO THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS' (SGVCOG) JOINT POWERS AGREEMENT (JPA) (Requested by Mayor Real Sebastian)

It is recommended that the City Council:

- (1) Adopt a Resolution approving the 4th Amendment to the San Gabriel Valley Council of Governments' (SGVCOG) Joint Powers Agreement (JPA)
- (2) Take such additional, related, action that may be desirable.

[8.] CLOSING SESSION (IF REQUIRED; CITY ATTORNEY TO ANNOUNCE)

ADJOURN



City Council Staff Report

DATE: December 6, 2017

AGENDA ITEM NO: (SA) New Business
Agenda Item 2-A.

TO: The Honorable Mayor and City Council
FROM: Annie Yaung, CPFO, Director of Management Services
SUBJECT: Warrant Register for Successor Agency to the Former Community
Redevelopment Agency of
December 6, 2017

RECOMMENDATION:

It is recommended that the City Council:

- (1) Approve payment of warrants and adopt a Resolution of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated **December 6, 2017 totaling \$20.69** 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 **352-352**.

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 **\$20.69**.

Respectfully submitted:



Annie Yaung, CPFO
Director of Management Services

Approved By:



Ron Bow
City Manager

Attachments 1: Resolution

Attachments 2: Warrant Register

ATTACHMENT 1

Resolution

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
 6TH DAY OF DECEMBER 2017
 TOTALING \$20.69 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	\$ 20.69
Total	<u>\$ 20.69</u>

PASSED, APPROVED AND ADOPTED THE 6TH DAY OF DECEMBER 2017.

 Teresa Real Sebastian, 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 6th of December 2017 by the following vote.

AYES:
NOES:
ABSTAIN:
ABSENT:

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

ATTACHMENT 2

Warrant Register

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
AT&T	0860-801-1203-32050	20.69	INTERNET/PHONE SERVICE		352	20.69
TOTAL FOR PREPAID WARRANTS						20.69
	PRINTED	20.69				
	E-PAYABLE	0.00				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017

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TOTAL FOR PREPAID WARRANTS	20.69
TOTAL FOR PREPAID E-PAYABLES	0.00
TOTAL FOR PRINTED WARRANTS	0.00
TOTAL FOR PRINTED E-PAYABLES	0.00
TOTAL WARRANTS	20.69
TOTAL VOID CHECKS	0
TOTAL PREPAID CHECKS	1
TOTAL PREPAID E-PAYABLES	0
TOTAL CHECKS PRINTED	0
TOTAL E-PAYABLES PRINTED	0
TOTAL CHECKS ISSUED	1

CITY OF MONTEREY PARK
 FINAL WARRANT REGISTER
 COUNCIL MEETING DATE 12/06/2017
 FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0860	ATLANTIC/GARVEY CAP PROJECTS	20.69	0.00	20.69
	TOTAL	20.69	0.00	20.69



City Council Staff Report

DATE: December 6, 2017

AGENDA ITEM NO: (SA) New Business
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 meetings of October 4, 2017 and October 18, 2017; and the special meetings of October 4, 2017 and November 1, 2017; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

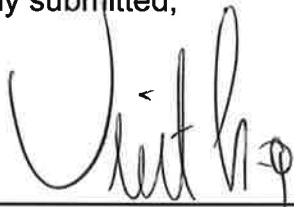
BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted,



Vincent D. Chang
City Clerk

Prepared by:



Jesus Hernandez
Minutes Clerk

Approved By:



Ron Bow
City Manager

Attachments: Minutes

ATTACHMENT 1

Minutes

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
OCTOBER 4, 2017**

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, October 4, 2017 at 7:00 p.m.

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

CALL TO ORDER:

Mayor Real Sebastian called the meeting to order at 7:11 p.m.

FLAG SALUTE:

The Monterey Park Fire Explorers led the flag salute.

ROLL CALL:

City Clerk Secretary Helena Cho called the roll:

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

Council Members Absent: None

ALSO PRESENT: City Manager Ron Bow, City Attorney Mark Hensley, City Treasurer Joseph Leon, Police Chief Jim Smith, Director of Human Resources and Risk Management Tom Cody, Director of Community & Economic Development Michael Huntley, Director of Management Services Annie Yaung, Interim Public Works Director Tito Haes, Interim Director of Recreation & Community Services Robert Aguirre, Assistant City Engineer Rey Alfonso, Fire Division Chief Mark Khail

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

City Manager announced the continuation of agenda item no. 1 from the 6:00 p.m. Special City Council Meeting.

ORAL AND WRITTEN COMMUNICATIONS

- Carol Sullivan and Tammy Louie invited the public to attend the City' Geranium Festival on October 14, 2017.
- Martha Zavala representing the League of Women Voters - Pasadena, invited the City Council to an upcoming educational workshop on the Los County

MISSION STATEMENT

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Community Choice Energy (CCE) Program at the Arcadia Public Library on October 13, 2017.

- Gary M. Clifford, Athens Services, addressed the recent issues that arose from the trash barrel roll-out through out the city.
- Alejandra and Kobe, Schurr High School students, provided an update on the upcoming school event.
- Jesus Ortiz invited the public to the "Hear the Music of Guitarist Luis Del Angel" event at the Bruggemeyer Library on October 22, 2017 celebrating Hispanic Heritage Month.
- Paul Perez, resident, commented on item no. 6E - South Garfield Village Street Improvements. He raised concerns about the amount of funds being utilized for the median work, due to the possibility of high speed rail project on Garfield.

1. PRESENTATIONS

None.

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 OCTOBER 4, 2017

Disbursements will be made from the funds referenced in the Resolution in Warrants numbered 349.

Action Taken: The City Council, acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency, approved payment of warrants and adopted Resolution No. SA-143 of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated October 4, 2017 totaling \$20.99 and specifying the funds out of which the same are to be paid.

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

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

Resolution No. SA-143, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER MONTEREY PARK REDEVELOPMENT AGENCY ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED OCTOBER 4, 2017 TOTALING \$20.99 AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

2B. SUCCESSOR AGENCY MONTHLY INVESTMENT REPORT - SEPTEMBER 2017

As of September 30, 2017 invested funds for the Successor Agency of the City of Monterey Park is as follows:

Successor Agency (SA) Checking	243,849.03
Successor Agency (SA) RORF	<u>71,190.00</u>
Total	<u>\$ 315,039.03</u>

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

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

2C. SUCCESSOR AGENCY (SA) MINUTES

Approve the minutes from the regular meetings of August 2, 2017, August 16, 2017 and September 6, 2017 and the special meeting minutes of August 2, 2017, August 7, 2017, August 16, 2017, September 6, 2017 and September 11, 2017

Action Taken: The City Council approved the minutes from the regular meetings of August 2, 2017, August 16, 2017 and September 6, 2017; and the special meetings of August 2, 2017, August 7, 2017, August 16, 2017, September 6, 2017 and September 11, 2017.

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

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

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

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
OCTOBER 18, 2017**

The City Council of the City of Monterey Park held a Regular Meeting of the Council at East Los Angeles College, Building F5 (Campus Student Center), 2nd Floor Room 201 Multi-Purpose Room, located at 1301 Avenida Cesar Chavez in the City of Monterey Park, Wednesday, October 18, 2017 at 7:00 p.m.

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

CALL TO ORDER:

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

FLAG SALUTE:

City Manager Bow led the flag salute.

ROLL CALL:

City Clerk Vincent Chang called the roll:

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

Council Members Absent: None

ALSO PRESENT: City Manager Ron Bow, Assistant City Attorney Karl Berger, City Treasurer Joseph Leon, Police Chief Jim Smith, Fire Chief Scott Haberle, Director of Human Resources and Risk Management Tom Cody, Director of Community & Economic Development Michael Huntley, Director of Management Services Annie Yaung, Interim Public Works Director Tito Haes, Interim Director of Recreation & Community Services Robert Aguirre, Assistant City Engineer Rey Alfonso, Battalion Chief Ken Leasure, Fire Captain Justin Birrell, Deputy City Clerk Cindy Trang

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

- Marvin Martinez, President of East Los Angeles College (ELAC), welcomed the City Council to their campus. He invited the Council and residents to Los Angeles Philharmonic orchestra hosted by ELAC on November 25. He also announced that ELAC ranked fifth in transferring students to the Cal State

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

system and ranked thirteen in transferring students to the University California system.

- David Barron, representing the Greater Monterey Park Chamber of Commerce, announced the Mayor's State of the Address on October 24 at the Chamber.
- Shelton Dong and Stanley Lin, Mark Keppel High School students, provided an update on the upcoming school events.
- City Treasurer Joseph Leon provided a quarterly update on the city's investments.
- Kristen Mercado, resident, reported a public nuisance in her neighborhood that has been reoccurring for the last seven years.
- Stanley Lin, spoke on behalf of Planet Save, a local non-profit organization that promotes environmental awareness. He shared that the organization would like to continue to work with the community at city events.
- Steve Gregg, Monterey Park Firefighters Association, presented t-shirts to the council members to promote Breast Cancer Month.

1. PRESENTATIONS

1A. EMERGENCY PREPAREDNESS

Fire Captain Birrell provided a PowerPoint presentation on emergency preparedness.

Action Taken: The Fire Department will collaborate with ELAC to provide CERT classes to the student of ELAC.

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

NEW BUSINESS

2A. SUCCESSOR AGENCY (SA) MINUTES

Action Taken: Council Member Ing announced he will be abstaining as he was not present for the September 20, 2017 meetings. The City Council approved the minutes from the regular meeting of September 20, 2017; and the special meeting of September 20, 2017.

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

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

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

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
OCTOBER 4, 2017**

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, October 4, 2017 at 6:00 p.m.

CALL TO ORDER:

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

ROLL CALL:

City Manager Ron Bow called the roll:

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

Council Members Absent: None

Also Present: City Manager Ron Bow, City Attorney Mark Hensley,
Human Resources and Risk Manager Tom Cody, Police
Chief Jim Smith

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

NEW BUSINESS

1. RESOLUTION AMENDING THE FY 17-18 BUDGET TO INCORPORATE A LIST OF PROJECTS FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT

Recommendation: (1) Adopt a resolution amending the FY 17-18 Budget to incorporate a list of projects proposed to be funded with Road Maintenance and Rehabilitation Act (RMRA), in a form approved by the City Attorney and; (2) Take such additional, related, action that may be desirable.

Action Taken: The City Council continued this item to the October 4, 2017 regular City Council meeting at 7:00 p.m.

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

CLOSED SESSION - The City Council adjourned to Closed Session at 6:05 p.m.

2. CONFERENCE WITH LABOR NEGOTIATORS – GOVERNMENT CODE § 54957.6

City Negotiators: Ron Bow, Interim City Manager, Tom Cody, Human Resources and Risk Management Director

Employee Bargaining Units: Service Employees' International
Organizations: Union, Local 721

3. CONFERENCE WITH LEGAL COUNSEL – THREAT OF LITIGATION - GOVERNMENT CODE § 54956.9(d)(2). Number of Cases: One

4. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION - GOVERNMENT CODE § 54956.9(d)(4). Number of Cases: One

5. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - GOVERNMENT CODE § 54956.9(d)(2). Number of Case: One

Facts and Circumstances: Chu Thai v. City of Monterey Park (claim filed August 28, 2017) Monterey Park Claim Number: 2057-CL

Copies of claim available in the City Clerk's Office.

RECONVENE & ADJOURNMENT

The City Council reconvened from Closed Session with all Council Members present. The meeting was adjourned at 7:03 p.m.

Action Taken: No reportable action taken in Closed Session.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
NOVEMBER 01, 2017**

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, November 01, 2017 at 6:00 p.m.

CALL TO ORDER:

Mayor Real Sebastian called the meeting to order at 6:04 p.m.

ROLL CALL:

City Manager Ron Bow called the roll:

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

Council Members Absent: None

Also Present: City Manager Ron Bow, City Attorney Mark Hensley,
Human Resources and Risk Manager Tom Cody

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

NEW BUSINESS

1. APPOINT LABOR NEGOTIATORS:

Action Taken: The City Council appointed the City Attorney and Assistant City Attorney as the City's labor negotiators for with Executive Management Employees (unrepresented unit).

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

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

MISSION STATEMENT

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

CLOSED SESSION - The City Council adjourned to Closed Session at 6:07 p.m.

**2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION -
GOVERNMENT CODE § 54956.9(d)(2). Number of Case: One**

Facts and Circumstances: Chu Thai v. City of Monterey Park (claim filed August 28, 2017) Monterey Park Claim Number: 2057-CL

Copies of claim available in the City Clerk's Office.

**3. CONFERENCE WITH LABOR NEGOTIATORS – GOVERNMENT CODE §
54957.6**

City Negotiators: City Attorney and Assistant City Attorney

Employee Executive Management Employees (unrepresented
Organizations: unit).

RECONVENE & ADJOURNMENT

The City Council reconvened from Closed Session with all Council Members present excluding Council Member Ing, who left the meeting at 6:50 p.m. The meeting was adjourned at 7:00 p.m.

Action Taken: No reportable action taken in Closed Session.

Vincent D. Chang
City Clerk



City Council Staff Report

DATE: December 6, 2017

AGENDA ITEM NO: Public Hearing
Agenda Item 4-A.

TO: The Honorable Mayor and City Council
FROM: Michael Huntley – Community & Economic Development Director
SUBJECT: Public hearing for consideration of a resolution of the City Council of the City of Monterey Park, California confirming the 2017 Annual Report and the levy of assessments for Business Improvement District No. 1 for program year 2018.

RECOMMENDATION:

It is recommended that the City Council:

- (1) Open public hearing; receive both written and oral comments; close public hearing;
- (2) Adopt the resolution confirming the 2017 Annual Report and the levy of assessments for Business Improvement District No. 1 for Program Year 2018; and
- (3) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

On November 1, 2017, the City Council set the date for a public hearing regarding the assessment of businesses within Business Improvement District No. 1. BID Assessment revenues will fund promotional activities and special events to benefit downtown businesses.

This hearing was noticed in the Monterey Park Progress newspaper and every business in the BID was sent a hearing notice in Chinese, English, and Spanish. At the conclusion of this public hearing, the Council can choose to adopt the resolution confirming the levy of assessments for the BID or make adjustments as needed.

DISCUSSION:

Based on its August 31, 2017 Annual Meeting, the Business Improvement Business Advisory Committee requested that the City Council set the date for a public hearing to consider the 2018 levy of assessment fees for the Business Improvement District No. 1.

Funding from Business Improvement Districts (BID) provides an avenue for local businesses to enhance services to their area above those provided by the city. Services such as increased sidewalk cleaning, custodial services, marketing services, street furniture and holiday decorations are some examples of ways BID funds may be used.

The law governing BIDs provides an opportunity for all potential assessees to protest the proposed renewal or change to the assessments. If written protests are received by the owners of businesses in the proposed area that pay 50% or more of the total amount of the assessments to be levied, the proposed assessment cannot occur. If the protests received do not amount to 50% of the total assessed amount then the Council may adopt the attached resolution confirming the levy of assessments. This will allow the BID to continue to benefit from the promotions and public improvements as proposed in the 2018 Business Improvement District No. 1 budget.

The BIDAC is proposing its 2018 BID programs and budget. The proposed 2018 Budget is included in the 2017 Annual Report.

A number of goals for the upcoming 2018 BID Program include, but are not limited to:

- Maintain a minimum reserve balance of \$50,000.
- Continue to work with the Downtown Garvey - Garfield businesses on ways they can assist in keeping the area attractive.
- Purchase new holiday decorations for December 2018 and solicit bids from companies that store and install the decorations, to get the best competitive pricing.
- Formally BID for the "Heart of Downtown" banners for along Garvey and Garfield Avenues, within the BID area.
- Formally BID for janitorial services for the BID area. A clean commercial area helps prevent vandalism and encourages visitors to revisit the area.
- Solicit the services of a part-time coordinator. This would be a separate appropriation request from the BIDAC to the City Council, when one is located.

The City Council is required to receive and file the Annual Report. The Annual Report includes a map of the area to be assessed, the 2018 Budget, and the Fee Schedule for the 2018 Program Year. After receiving the report, the City Council will consider and adopt the attached Resolution of Intent to Levy an Annual Assessment for the BID for 2018. The Council may take action on the proposed 2018 budget; changing programs or amounts for those programs if they deem appropriate.

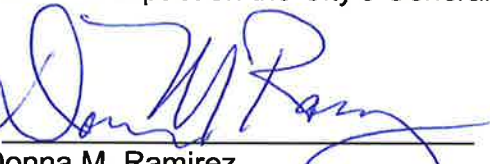
The proposed 2018 budget was included in the 2017 BID Annual Report which was discussed during the Business Improvement District's Annual Meeting to which all businesses were invited.

Staff would administer the BID funds consistent with the approved 2018 BID budget and seek recommendations of the Advisory Committee and appropriate City Council approvals to carry out BID activities.

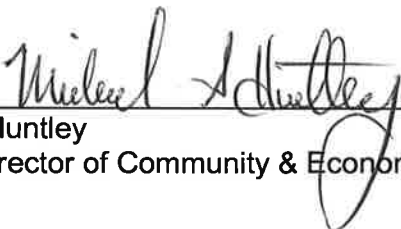
FISCAL IMPACT:

BID revenue will be approximately \$57,500 for 2018. These revenues will be specifically and exclusively available to promote business activity within Business Improvement District No. 1. Current reserve balance before final expenditures from 2017 is \$214,500.

There is no impact on the City's General Fund.

By: 
Donna M. Ramirez
Economic Development Specialist


Ron Bow
City Manager

Reviewed by: 
Michael Huntley
Director of Community & Economic Development

Approved as to form:

Karl H. Berger, Assistant City Attorney

Attachments: 1) Resolution to Assess Business Improvement District No. 1
2) 2017 BID Annual Report

ATTACHMENT 1
RESOLUTION TO ASSESS BUSINESS
IMPROVEMENT DISTRICT NO. 1

RESOLUTION NO. _____

A RESOLUTION LEVYING ASSESSMENTS FOR BUSINESS IMPROVEMENT DISTRICT NO. 1 FOR PROGRAM YEAR 2018 IN ACCORDANCE WITH GOVERNMENT CODE § 36624.

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

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

- A. Cities are authorized under the Property and Business Improvement District Law of 1994 (Streets & Highways Code §§36600, *et seq.*) to establish business improvement districts ("BID") within their jurisdictions for the purpose of funding certain services;
- B. Business Improvement Area No. 1 was established by Ordinance No. 1604 on October 10, 1983, and modified by Ordinance No. 1656 on March 10, 1986;
- C. As required by applicable law, the City prepared an Annual Report for Program Year 2017 for Business Improvement Area No. 1 ("Report") and submitted it to the City Council;
- D. Based upon the Report, the City Council proposes to levy assessments Business Improvement Area No. 1 for Program Year 2018 as calculated in the Report which is incorporated by reference. A true and correct copy of the Report is available for public review in the City Clerk's office;
- E. On November 1, 2017 the City Council adopted Resolution No. 11970 giving notice of its intent to levy and collect assessments within Business Improvement District No. 1 for Program Year 2018; and
- F. On December 6, 2017, the City Council considered public testimony and documentary evidence during a public hearing regarding the levy of assessments for Business Improvement District No. 1. This Resolution, and its findings, is based upon the entirety of the record considered by the City Council at its December 6th public hearing.

SECTION 2: *Protests.* The dollar value of valid protests required to prevent adoption of the proposed assessments is \$29,325. Because the number of valid protests received by the City ☐ does, ☐ does not represent a majority of persons eligible to protest, the City Council ☐ may, ☐ may not, adopt the proposed assessments.

SECTION 3: *Approval.* If, pursuant to Section 2, the City Council may adopt the proposed assessments in accordance with the applicable sections of Property and Business Improvement District Law of 1994 (Streets & Highways Code §§36600, *et seq.*), then the City Council adopts an annual assessment within the BID as set forth in attached Exhibit "A," which is incorporated by reference.

SECTION 4: Authorization. The City Manager, or designee, is directed to take such actions that are needed to collect this assessment.

SECTION 5: Budget. The BID Annual Budget for 2018, as set forth in the Report, is approved. The City Manager, or designee, is authorized to implement the BID Annual Budget for 2018 as set forth in the Report.

SECTION 6: Reliance on Record. Each and every one of the findings and determinations in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 7: Summaries of Information. All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 8: Effectiveness. This Resolution will become effective immediately upon adoption.

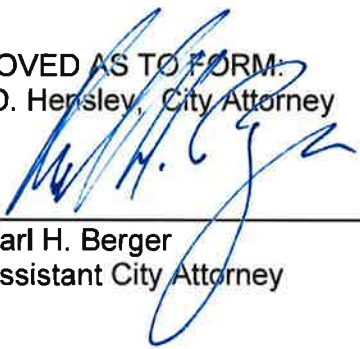
PASSED AND ADOPTED this 6th day of December, 2017.

Teresa Real Sebastian
Mayor

ATTEST:

Vincent D. Chang
City Clerk

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

By: 

Karl H. Berger
Assistant City Attorney

State of California)
County of Los Angeles) ss.
City of Monterey Park)

I, Vincent D. Chang, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. _____ was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 6th day of December, 2017 by the following vote:

Ayes:	Council Members:
Nays:	Council Members:
Absent:	Council Members:
Abstain:	Council Members:

Dated this 6th day of December, 2017

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

ATTACHMENT 2

2017 BID ANNUAL REPORT

Business Improvement District No. 1



2017 Annual Report

January 1, 2017 – December 31, 2017

DOWNTOWN

Garvey - Garfield



VISION STATEMENT

The Downtown Business Improvement District No. 1 (BID) was established to improve and preserve the business community in the “heart” of the city.

The Downtown area of the city is an important destination point for the business community and residents of Monterey Park. Through continued efforts in organization, beautification, promotion and revitalization, the city leaders and its business community will work together to preserve and improve the quality of life for future generations.

Board Members:

Johnny Thompson
Gene Jeng
Josephine Louie
Daniel Fong
One Vacancy

OVERVIEW

The Business Improvement District Advisory Board (BIDAC) meets quarterly and during special meetings to discuss issues of concern to businesses located within the BID area. Programs addressing cleanliness, promotions, and marketing are all reflected in the budget for the BID. In addition to the issues discussed, the Board also researches and plans innovative ways of promoting businesses and endeavors to maintain the goals and budget set forth in the Annual Report.

Assessments will **not** increase for calendar year 2018.

HISTORY

The Monterey Park Business Improvement District No.1, (BID) encompasses the area extending along Garvey Avenue from Ramona Avenue to Nicholson Avenue, and on Garfield Avenue from south of Newmark Avenue to Emerson Avenue (refer to Exhibit A). The Monterey Park City Council established the BID in 1986 at the request of local businesses in the area and the Downtown Merchants Association (DMA), pursuant to the California Streets and Highway Code Section 36500 et seq.

The primary responsibility of the BIDAC is to make recommendations to the City Council on the methods and ways by which revenues, derived from the annual assessment, may be used for the betterment of the BID businesses and the BID area.

The BIDAC is composed of five (5) members appointed by the City Council for one year and may serve for up to eight (8) years if reinstated by a Council member. Each City Council member appoints one Committee member. The BIDAC meets quarterly and as needed and hosts an annual meeting of the BID members-at-large at the end of the year; prior to the next year's assessments.

ACCOMPLISHMENTS

This section of the of the Annual Report reflects the activities during 2016 for the promotion or enhancement of the BID area and it's businesses.

Cleanliness Campaign

The BIDAC extended their agreement with Chrysalis for the janitorial services within BID No. 1. The BIDAC reduced the Chrysalis contract from 5 days a week to 4 days a week to offset the growing cost due to the mandated increases in the minimum wage.

Holiday Promotion

The BID continues to decorate the light poles and medians during the Winter Holiday season and encourage their members to partake in the World Journal free advertising offered to BID members during Christmas and Lunar New Year.

Business Support

The BIDAC entered into an agreement with Chinatown Service Center to provide instruction on the importance of a "clean shop", customer service, and marketing and window display. Each of these concepts were emphasized through articles in the Pulse newsletter. The Chinatown Service Center concluded their contractual obligations on June 30, 2017 with marginal success. Several merchants worked with representatives of the company to change their window display but an equal number could not be convinced of the benefit and did not elect to participate. Some of the businesses did not have the funds to improve their display area and some did not see the advantage unless it meant more revenue for the store.

BUDGET

2018 Program Year

The Annual Report contains a budget for the BID for the period of January 1, 2018 – December 31, 2018, and is tied to programs and activities scheduled during the calendar year.

The City received approximately \$57,500 in revenue from the BID for calendar year 2017.

Attachment “D” – Fee Schedule reflects the fees for 2018.

Exhibit “B” reflect the estimated expenditures for calendar year 2017.

Exhibit “C” reflects the BID’s Annual Program Budget for calendar year 2018.

GOALS for 2018

This section of the Annual Report shows the programs or activities intended for 2018.

- Continue to work with the Downtown Garvey - Garfield businesses on ways they can assist in keeping the area attractive and educate members of the benefits of good customer service.
- Consideration of new Christmas decorations for Garvey and Garfield Avenues. This item will come back to the City Council for their consideration and an appropriation from BID reserves.
- Create banners for BID area. This item will return to the City Council for their consideration and an appropriation from BID reserves.
- Support city projects that benefit the BID area such as discussions on the need for a parking structure in the downtown, signage, and maintenance.
- Solicit proposals for janitorial services for the BID to ensure members receive competitive pricing.
- Solicit the services of a part-time coordinator to assist with the banner program, holiday window decorations, and member outreach for a 1 year trial basis. This item will return to the City Council for their consideration and an appropriation from BID reserves

Exhibits:

A: BID Area Map

B: 2017 Expenditures

C: 2018 Budget

D: 2018 Fee Schedule

EXHIBIT "A"

BUSINESS IMPROVEMENT DISTRICT NO.1

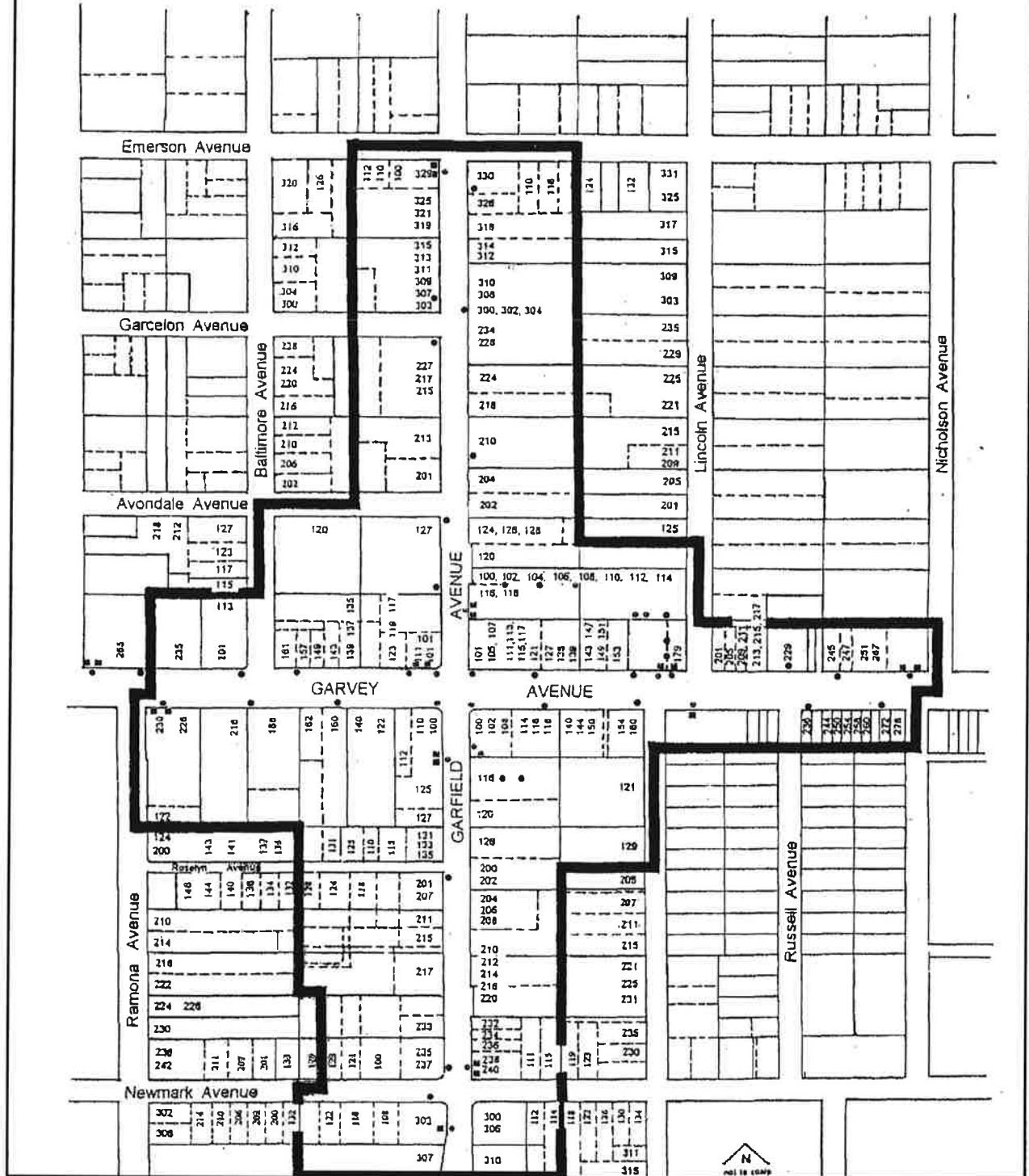


EXHIBIT "B"

Business Improvement District No. 1

2017 Estimated Expenditures

Budget Item	Description	2017 Estimated Expenditures
Administration	Postage	\$500.00
	Business Cards	\$60.00
	Translation Services	\$300.00
	California Assoc. Membership	\$300.00
	California Mainstreet Conference	\$750.00
	Office Supplies	\$300.00
Promotions	Cleanliness Campaign Mailing	\$300.00
	Chinatown Service Center	\$35,300.00
Holiday Decoration	Holiday lighting - electrical cost	\$555.00
	Holiday light bulb replacement	\$161.00
	Holiday light storage & installation	\$5,329.00
Trash Receptacles	Liners	\$50.00
Landscaping	Additional planting supplies	\$800.00
Custodial Contract	Maintenance of the BID area	\$63,217.00

TOTAL: \$107,422.00

Estimated Revenues for 2018: \$57,500.00

Reserves as of 7/20/17: \$157,000

Estimated fund balance by mid-year; less expenditures: \$214,500.00

EXHIBIT "C"

Business Improvement District No. 1 - 2018 Budget

Budget Item	Description	2018 Estimated Expenditures
Administration	Postage	\$500.00
	Business Cards	\$60.00
	Translation Services	\$500.00
	California Assoc. Membership	\$300.00
	California Mainstreet Conference	\$750.00
	Office Supplies	\$300.00
Promotions	Window Cleaning	\$1,000.00
	Cleanliness Campaign Mailing	\$300.00
Holiday Decoration	Holiday lighting - electrical cost	\$700.00
	Holiday light bulb replacement	\$300.00
	Holiday light storage & installation	\$5,330.00
Trash Receptacles	Additional liners & lids	\$200.00
Landscaping	Additional planting supplies	\$3,000.00
Custodial Contract	Maintenance of the BID area	\$67,831.00

TOTAL: \$80,571.00

Estimated Revenues for 2018: \$57,500.00

Reserves as of 7/20/17: \$157,000

Estimated fund balance by mid-year: \$214,500.00

EXHIBIT "D"

2018 New BID Fee Schedule

Business Type	Fee	Employee/Seat	Formula
Retail	\$105.17	\$13.52	
Service (inc. Financial)	\$105.17	\$13.52	
Restaurant			
Without ABC	\$105.17	\$ 6.57	(1)
With ABC	\$105.17	\$ 7.87	(2)
Professional (inc. Insurance)	\$105.17	\$13.52	
Theater	\$105.17		
Wholesale	\$105.17		
Manufacturing	\$105.17		
Contractor	\$105.17		
Commercial Rental	\$23.00 + .006574 sq. ft.		(3)
Residential Rental	\$23.00		(4)
Hotel	\$23.00 per unit		
Laundromat	\$105.17		

- (1) 20 seats or less, no seat assessment fees. Over 20 seats, \$6.57 per seat starting with Seat 21. Eg. For 50 seats, total charge is \$105.17 (base fee) + \$197.10 (30 seats x \$6.57) = \$302.27.
- (2) 20 seats or less, no seat assessment fees. Over 20 seats, \$7.87 per seat starting with Seat 21. Eg. For 50 seats, total charge is \$105.17 (base fee) + \$236.10 (30 seats x \$7.87) = \$341.27.
- (3) Base fee is \$23.00 per unit. For every additional sq. ft. over 2,000; multiply excess by \$.006574. Eg. 2,500 sq. ft., total charge is \$23.00 + \$3.29 (500 sq. ft. x \$0.006574) = \$26.29 (calculations are rounded up)
- (4) If you own 1-3 units, there is no charge. If you own more than 3 units, you pay \$23.00 per unit in excess of 3 units. Eg. You own 5 units. You pay \$23.00 x 2 (5 units – 3 units) = \$46.00



City Council Staff Report

DATE: December 6, 2017

AGENDA ITEM NO: Public Hearing
Agenda Item 4-B.

TO: Honorable Mayor and Members of the City Council
FROM: Michael A. Huntley, Community and Economic Development Director
SUBJECT: Consideration and possible action regarding the proposed code amendments to sections of Title 21 (zoning regulations) of the Monterey Park Municipal Code relating to Accessory Dwelling Units.

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Re-opening the public hearing;
- (2) Taking documentary and testimonial evidence;
- (3) Closing the public hearing and considering the draft ordinance;
- (4) Introducing and waiving first reading of the ordinance and schedule second reading and adoption for December 20, 2017; and
- (5) Taking such additional, related, action that may be desirable.

ENVIRONMENTAL:

This action is exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, "CEQA") and CEQA Guidelines (14 California Code of Regulations §§ 15000, *et seq.*), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement Government Code § 65852.2 as set forth in Public Resources Code § 21080.17, pursuant to CEQA Guidelines § 15282(h).

EXECUTIVE SUMMARY:

On June 27, 2017, the Planning Commission reviewed proposed amendments to the Monterey Park Municipal Code ("MPMC") governing accessory dwelling units in residential zones. Thereafter, the Commission approved a resolution recommending that the City Council amend MPMC Chapters 21.04 and 21.08.

On July 19, 2017, the proposed code amendments were presented to the City Council. At the meeting, the City Council expressed several concerns about potential impacts to the residential areas and requested that staff conduct additional research to further define and clarify the regulations for accessory dwelling units. At the time, staff had surveyed cities within the San Gabriel Valley, including Alhambra, Arcadia, Baldwin Park, El Monte, Montebello, Rosemead, San Gabriel, and Temple City for existing

regulations on accessory dwelling units. None of these cities had made amendments to their existing zoning codes since the State law took effect on January 1, 2017.

ANALYSIS:

Subsequent to the July 19, 2017 City Council meeting and in response to the direction provided to staff, further research was conducted and the survey radius was expanded to include the cities of Burbank, Diamond Bar, Fullerton, Glendale, La Habra, Pasadena, San Dimas, San Marino, and Walnut. All nine cities had amended their regulations in response to the new laws. The information gathered from the research was used to further clarify definitions and regulations in the proposed amendments. The additional proposed amendments are summarized below.

- The definition of an accessory building or structure will be further clarified to specify that an accessory building or structure does not include garages. This expanded definition will help to clarify that only an accessory building or structure, excluding garages, can be converted to an accessory dwelling unit.
- The code will be amended to delete existing regulations that allow for garage conversions. The City's existing regulations currently allows for garage conversions provided that a new replacement two-car garage is constructed in its place. However, the new State law states that if garage conversions are allowed, then a replacement garage cannot be required (Gov. Code § 65852.2(a)(1)(D)(xi)). Therefore, to address the City Council's concern about potential on-street parking impacts, the proposed amendments include deleting the existing regulations permitting garage conversions. This deletion will also make the code more in line with the proposed expanded definition for an accessory building or structure.
- The code will be amended to restrict accessory dwelling units in the R-2 (Medium Density Residential) and R-3 (High Density Residential) Zones and be limited to only the R-1 (Single-Family Residential) Zone. This clarification will help to address the City Council's concern about compounding the limited on-street parking in the medium and high density residential areas.
- An accessory dwelling unit may be within, attached to, or detached from the existing primary residence. If detached, the accessory dwelling unit must be located within the rear portion of the parcel. If attached to or within the primary residence, a separate entrance must be provided and said entrance must not be located on the front of the primary residence or facing the street on which the primary residence fronts. This clarification will help to preserve the appearance of the single-family dwelling areas and ensure compatibility.
- The architectural style of an accessory dwelling unit must be consistent with the primary residence. Similar to the above item, this clarification will help to preserve the appearance of the single-family dwelling areas and ensure compatibility.

- An accessory dwelling unit must contain no more than two bedrooms. This clarification will help to address some of the concerns regarding parking impacts to the residential areas.
- All off-street parking areas and automobile areas, including driveways and aisles must be paved with concrete or asphalt. This clarification will help to reinforce that vehicles will not be parking on landscaped or dirt areas.

Staff believes that the above clarifications will help to address some of the City Council's concerns regarding potential impacts to the residential areas. The more significant clarification is specifying that only accessory buildings and structures will be allowed to be converted to an accessory dwelling unit and that existing garages cannot be converted. This will help to preserve the parking that is required for the primary residence. Additionally, provisions have been included to limit the number of bedrooms in an accessory dwelling unit to a maximum of two bedrooms, which will also help to address parking concerns. Furthermore, provisions have been added to ensure that the appearance of the single-family residential area will not be impacted with either the conversion of an existing building or structure or the construction of a new accessory dwelling unit.

Respectfully submitted:

By:


Michael Huntley
Director of Community and
Economic Development

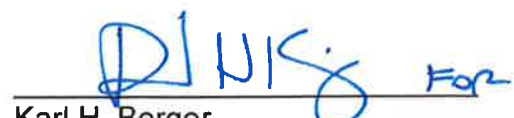
Prepared by:


Samantha Tewasart
Senior Planner

Approved by:


Ron Bow
City Manager

Reviewed by:


Karl H. Berger
Assistant City Attorney

Attachments:

- Attachment 1: Planning Commission Resolution No. 05-17
- Attachment 2: Planning Commission Minutes, dated June 27, 2017
- Attachment 3: Map of Public Transit Stops in the City
- Attachment 4: Draft City Council Ordinance and Proposed Zoning Code Amendments (Ex. A)
- Attachment 5: Government Code §65852.2, as amended by AB 2299
- Attachment 6: City Council Staff Report, dated July 19, 2017

ATTACHMENT 1

Planning Commission Resolution No. 05-17

RESOLUTION NO. 05-17

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING THE MONTEREY PARK MUNICIPAL CODE (“MPMC”) REGULATIONS GOVERNING ACCESSORY DWELLING UNITS.

The Planning Commission of the City of Monterey Park does resolve as follows:

SECTION 1: The Planning Commission finds and declares that:

- A. On August 20, 2003, the City Council adopted Ordinance No. 2014 to modify Title 21 of the Monterey Park Municipal Code (“MPMC”) and establish regulations relative to second units on residential lots developed with single family houses;
- B. Government Code § 65852.2 was amended by Senate Bill No. 1069 and Assembly Bill No. 2299, which took effect January 1, 2017;
- C. California law, as amended, provides that if a city adopts an ordinance regulating accessory dwelling units, the ordinance must establish standards to allow for ministerial accessory dwelling units so as to provide additional housing stock as accessory dwelling units as an essential component of the housing supply in California;
- D. The purpose of the proposed Ordinance is to bring the MPMC into compliance with the new state law while also making specific findings that are unique to the City;
- E. The City reviewed the project’s environmental impacts under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, “CEQA”) and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the “CEQA Guidelines”), and the City’s Environmental Guidelines;
- F. The Community and Economic Development Department completed its review and scheduled the public hearing regarding the application before the Planning Commission for June 27, 2017;
- G. On June 27, 2017, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed amendments attached as Exhibit “A,” and incorporated by reference, including, without limitation, information provided to the Planning Commission by City staff and public testimony; and

- H. This Resolution and its findings are made based upon the evidence presented to the Commission at its June 27, 2017, hearing including, without limitation, the staff report submitted by the Community and Economic Development Department.

SECTION 2: *Environmental Assessment.* Because of the facts set forth in Section 1, the proposed Ordinance is exempt from further environmental review under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, “CEQA”) and CEQA Guidelines (14 California Code of Regulations §§ 15000, *et seq.*) § 15282(h) because it is an ordinance regarding accessory dwelling units in a single-family or multi-family residential zone to implement the provisions of Government Code § 65852.2 as set forth in Public Resources Code § 21080.17, pursuant to CEQA Guidelines § 15282(h).

SECTION 3: *General Plan Findings.* As required under Government Code § 65860, the MPMC amendments proposed by the Ordinance are consistent with the Monterey Park General Plan. It is a goal of the Land Use Element of the General Plan to maintain the quality and character of Monterey Park’s residential neighborhoods districts. The proposed residential code amendments are minor changes intended to ensure that the residential character is maintained to the highest standards. Also, some goals of the Housing Element in the General Plan include conserving and improving the existing affordable housing, reducing governmental constraints on affordable housing development, providing adequate housing by location, type of unit, and price to meeting existing and future needs of City residents, assisting in the provision of housing that meets the needs of all economic segments of the community, and promoting equal housing opportunities for all residents.

SECTION 4: *Recommendation.* The Planning Commission recommends that the City Council adopt the Ordinance set forth in the attached Exhibit “A,” which is incorporated into this resolution by reference.

SECTION 5: *Reliance On Record.* Each and every one of the findings and determination in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the Planning Commission in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 6: *Limitations.* The Planning Commission’s analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the Planning Commission’s lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the city’s ability to solve what are in effect regional, state, and national

**PLANNING COMMISSION
RESOLUTION NO. 05-17
PAGE 3 OF 3**

problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 7: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 8: The Commission secretary is directed to mail a copy of this Resolution to any person requesting a copy.

SECTION 9: This Resolution may be appealed within ten (10) calendar days after its adoption. All appeals must be in writing and filed with the City Clerk within this time period. Failure to file a timely written appeal will constitute a waiver of any right of appeal.

PASSED AND ADOPTED this 27th day of June 2017.

I hereby certify that the foregoing Resolution was duly adopted by the Planning Commission of the City of Monterey Park at the regular meeting held on the 27th day of June 2017, by the following vote of the Planning Commission:

AYES:	Commissioners Sullivan, Robinson, Amador, and Choi
NOES:	Commissioner Brossy de Dios
ABSTAIN:	None
ABSENT:	None

Larry Sullivan, Chairperson
City of Monterey Park Planning Commission

ATTEST:



Michael Huntley, Secretary

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

By: _____
Karl H. Berger, Assistant City Attorney

ATTACHMENT 2

Planning Commission Minutes, dated June 27, 2017

**OFFICIAL MINUTES
MONTEREY PARK PLANNING COMMISSION
REGULAR MEETING
JUNE 27, 2017**

The Planning Commission of the City of Monterey Park held a regular meeting of the Board in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Tuesday, June 27, 2017 at 7:00 p.m.

CALL TO ORDER:

Chairperson Larry Sullivan called the Planning Commission meeting to order at 7:00 p.m.

ROLL CALL:

Planner Tewasart called the roll:

Board Members Present: Larry Sullivan, Delario Robinson, Members, Theresa Amador, Ricky Choi and Eric Brossy De Dios

Board Members Absent: None

ALSO PRESENT: Karl H. Berger, Assistant City Attorney, Michael A. Huntley, Director of Community and Economic Development, Samantha Tewasart, Senior Planner

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS: None

ORAL AND WRITTEN COMMUNICATIONS: None

[1.] PRESENTATIONS: None

[2.] CONSENT CALENDAR:

2-A. APPROVAL OF MINUTES

May 23, 2017 –

Action Taken: The Planning Commission approved the minutes of May 23, 2017 with amendments.

Motion: Moved by Commissioner Robinson and seconded by Commissioner Choi, motion carried by the following vote:

Ayes: Commissioners: Sullivan, Robinson, Amador, Choi, and De Dios

Noes: Commissioners: None

Absent: Commissioners: None

Abstain: Commissioners: None

2-B. TIME EXTENSION (EX-17-01) FOR CONDITIONAL USE PERMIT (CU-15-07) TO ALLOW A 1.0 FLOOR AREA RATIO FOR A 12-UNIT MEDICAL OFFICE CONDOMINIUM DEVELOPMENT (CITIZEN'S MEDICAL PLAZA) – 120 WEST HELLMAN AVENUE

MISSION STATEMENT

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Planner Tewasart provided a brief summary of the staff report.

Chairperson Sullivan inquired if the project was processed in a timely manner and if the City reviewed the plans in a timely manner. Planner Tewasart replied yes.

Action Taken: The Planning Commission after considering the evidence presented during the public hearing approved the request time extension at 120 W Hellman Avenue.

Motion: Moved, by Commissioner Robinson and seconded by Commissioner Choi, motion carried by the following vote:

Ayes: Commissioners: Sullivan, Robinson, Amador, Choi, and De Dios
Noes: Commissioners: None
Absent: Commissioners: None
Abstain: Commissioners: None

[3.] PUBLIC HEARING:

3-A MODIFICATION OF CONDITIONAL USE PERMIT (CU-17-02) TO ALLOW A NEW 5-STORY MIXED-USE DEVELOPMENT AND GENERAL ON-SALE ALCOHOL USE AND TENTATIVE MAP NO. 074409 (TM-17-02) TO ALLOW FOR THE SUBDIVISION OF AIR-RIGHTS TO ESTABLISH A HOTEL AND 84 RESIDENTIAL UNITS IN THE R-S, P-D (REGIONAL SPECIALTY, PLANNED DEVELOPMENT) ZONE – 420 NORTH ATLANTIC BOULEVARD

Planner Tewasart provided a brief summary of the staff report.

Chairperson Sullivan opened the public hearing.

Commissioner Amador expressed concerns about the traffic on Emerson and inquired if the street will be widened. Representative Lee replied that there will be access on Atlantic Boulevard and Emerson Avenue. Atlantic Boulevard will be widened from two-lanes to three-lanes and Emerson Avenue will not be widened.

Commissioner Amador inquired if the project will have a banquet facility. Representative Lee replied that both restaurant spaces are not large spaces and would not provide for any type of banquet facility.

Chairperson Sullivan inquired about the bus parking spaces. Representative Lee replied that there will be a designated parking area. There would not be more than one bus at any one time. The current Best Western does not have any tour buses that come into the facility.

Commissioner De Dios asked to amend condition no. 58 to be provided from Atlantic Boulevard and Emerson Avenue, subject to the Fire Chief or designee.

Commissioner Amador expressed concerns about the queuing length on southbound Atlantic Boulevard. Chairperson Sullivan inquired about the city's traffic study on Atlantic Boulevard. Director Huntley replied that a traffic study was conducted and based on the

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existing conditions the City is working on improving the signalization. The plans and specifications are completely, waiting for concurrence from MTA as part of the grant funding for that project. Chairperson Sullivan inquired if there is a raised median on Atlantic Boulevard. Director Huntley replied yes. Chairperson Sullivan inquired about high speed buses. Director Huntley replied that the Public Works Department is working on that issue.

Chairperson Sullivan closed the public hearing.

Action Taken: The Planning Commission after considering the evidence presented during the public hearing adopted **Resolution No. 03-17** approving Conditional Use Permit (CU-17-02) to allow a new 5-story mixed-use development and general on-sale alcohol use and tentative map no. 074409 (TM-17-02) to allow for the subdivision of air-rights to establish a hotel and 84 residential unit in the R-S, P-D (Regional Specialty, Planned Development) Zone at 420 North Atlantic Boulevard.

Resolution No. 03-17

A RESOLUTION ADOPTING A SUPPLEMENTAL MITIGATED NEGATIVE DECLARATION AND A MITIGATION MONITORING AND REPORTING PROGRAM, AND APPROVING A MODIFICATION OF A CONDITIONAL USE PERMIT (CUP-17-02) AND A TENTATIVE MAP NO. 074409 (TM-17-02) FOR THE CONSTRUCTION OF A NEW MIXED-USE DEVELOPMENT AT 420 NORTH ATLANTIC BOULEVARD

Motion: Moved, by Commissioner Choi and seconded by Commissioner Amador, motion carried by the following vote:

Ayes: Commissioners: Sullivan, Robinson, Amador, Choi, and De Dios
Noes: Commissioners: None
Absent: Commissioners: None
Abstain: Commissioners: None

3-B CONDITIONAL USE PERMIT (CU-17-05) TO ALLOW ON-SALE (TYPE 41 – BEER AND WINE) LICENSE FOR A BONA FIDE PUBLIC EATING PLACE AT 331 WEST GARVEY AVENUE #D

Planner Tewasart provided a brief summary of the staff report.

Commissioner Amador inquired about the business layout, storage and signage.

Chairperson Sullivan opened the public hearing

Representative Michelle Zhang replied that the business opens at 5:00 p.m. and that interior is typically a little cluttered while the business is setting up for opening and for preparation of food service.

Commissioner De Dios inquired about restroom requirements. Planner Tewasart replied that the business is currently in operation and the application is for the addition of beer and wine service. No new tenant improvements are proposed as part of the conditional use

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permit application. However, if the Department of Alcoholic Beverage Control were to require an additional restroom facility, the business will be required to go through the city's plan checking process.

Chairperson Sullivan closed the public hearing.

Action Taken: The Planning Commission after considering the evidence presented during the public hearing adopted **Resolution No. 04-17** approving Conditional Use Permit (CU-17-05) to allow on-sale alcoholic beverages (beer and wine) in conjunction with a bona fide retail eating establishment in the C-B (Central Business) Zone at 331 West Garvey Avenue, Unit #D.

Resolution No. 04-17

A RESOLUTION APPROVING CONDITIONAL USE PERMIT (CUP-17-05) TO PERMIT ON-SALE ALCOHOLIC BEVERAGES (BEER AND WINE) IN CONJUNCTION WITH A BONA FIDE RETAIL EATING ESTABLISHMENT AT 331 WEST GARVEY AVENUE #D

Motion: Moved, by Commissioner Choi and seconded by Commissioner Amador, motion carried by the following vote:

Ayes: Commissioners: Sullivan, Robinson, Choi, and De Dios
Noes: Commissioners: Amador
Absent: Commissioners: None
Abstain: Commissioners: None

3-C CONSIDER ADOPTING A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL AMEND SPECIFIC SECTIONS OF TITLE 21 ZONING REGULATIONS OF THE MONTEREY PARK MUNICIPAL CODE RELATING TO ACCESSORY DWELLING UNITS

Planner Tewasart provided a brief summary of the staff report.

Commissioner De Dios inquired about existing historic districts and car share vehicle located within one block of an accessory dwelling unit. Planner Tewasart replied that there are no historic districts. Attorney Berger replied that the City has adopted regulations allowing car share vehicles, but no applications have been made. If and when a car share company would make an application for a car share block that would be subject to the city's regulations and provide an exemption. The proposed regulations are more tailor fit for this jurisdiction.

Attorney Berger stated that that there is currently a state senate bill going through the process of being adopted, which would further amend regulations with regards to accessory dwelling units. It was recently amended June 20th, 2017. It will clarify the law. Right now there is some ambiguity with regards to accessory dwelling units on residential properties and whether or not they can be separately conveyed to a different owner other than the primary owner on the property and that senate bill would clarify that that cannot happen.

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Commissioner De Dios inquired about on-street parking permits. Planner Tewasart replied that it is staffs understanding that on-street parking permits are issued by the city's Engineering Division within the Public Works Department. Those permits have been issued around the East Los Angeles College area as well as Hellman Avenue around Mark Keppel High. Attorney Berger stated that the vehicle code requires a particular procedure whereby a permit district is created by the City Council that can be done by petition of the neighbors within that particular area or the City Council can do that on its own authority and create a parking district where there is a need identified to have parking for those residents and under those circumstances the City would issue those parking permits for those particular areas. This is seen more frequently in beach cities where you see parking permit only on the public streets.

Commissioner De Dios inquired if there is a limitation on the number of bedrooms. Director Huntley replied only on size of the units.

Chairperson Sullivan opened and closed the public hearing.

Action Taken: The Planning Commission after considering the evidence presented during the public hearing adopted **Resolution No. 05-17** recommending that the City Council adopt an ordinance amending the Monterey Park Municipal Code regulations governing accessory dwelling units.

Resolution No. 05-17

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING THE MONTEREY PARK MUNICIPAL CODE ("MPMC") REGULATIONS GOVERNING ACCESSORY DWELLING UNITS

Motion: Moved, by Commissioner Choi and seconded by Commissioner Amador, motion carried by the following vote:

Ayes: Commissioners: Sullivan, Robinson, Amador, and Choi
Noes: Commissioners: De Dios
Absent: Commissioners: None
Abstain: Commissioners: None

[4.] OLD BUSINESS: None.

[5.] NEW BUSINESS: None.

[6.] COMMISSION COMMUNICATIONS AND MATTERS: None.

[7.] STAFF COMMUNICATIONS AND MATTERS: None

ADJOURNMENT:

There being no further business for consideration, the Planning Commission meeting was adjourned at 8:30 p.m.

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Next regular scheduled meeting on July 11, 2017 at 7:00 p.m. in the Council Chambers.



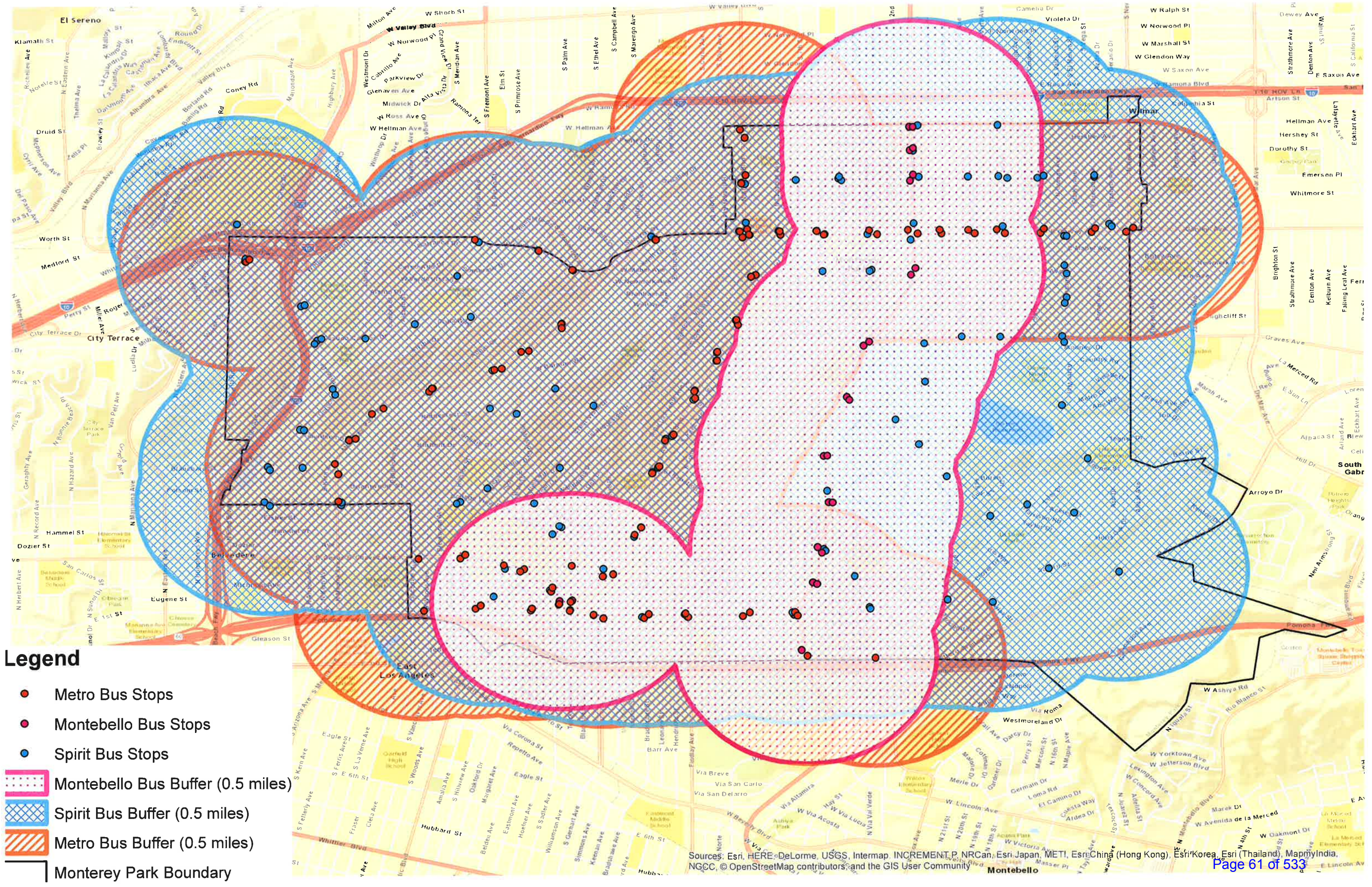
Michael A. Huntley
Director of Community and Economic Development

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ATTACHMENT 3

Map of Public Transit Stops in the City



ATTACHMENT 4

Draft City Council Ordinance

ORDINANCE NO.

AN ORDINANCE AMENDING TITLE 21 OF THE MONTEREY PARK MUNICIPAL CODE TO REGULATE ACCESSORY DWELLING UNITS IN ACCORDANCE WITH GOVERNMENT CODE §65852.2.

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

SECTION 1: The City Council finds and declares that:

- A. On April 13, 2017, the City of Monterey Park filed an application to amend the Monterey Park Municipal Code ("MPMC") in compliance with California law to regulate accessory dwelling units;
- B. The proposed amendments to the MPMC are attached as Exhibit "A," and incorporated by reference (the "Project");
- C. The City reviewed the Project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines");
- D. A public hearing was held before the Planning Commission on June 27, 2017. At that time, the Planning Commission adopted Resolution No. 05-17 which recommended that the City Council adopt this Ordinance;
- E. On July 19, 2017 and December 6, 2017, the City Council held a public hearing regarding the Project. At that time, the City Council carefully considered all pertinent testimony including, without limitation, the staff report; and
- F. This Ordinance and its findings are made based upon the entire administrative record including, without limitation, the public hearing held by the City Council on July 19, 2017 and December 6, 2017.

SECTION 2: The City Council finds and determines that the Project was processed in accordance with California law and the MPMC. Amending the MPMC as proposed is in the public interest and consistent with the Monterey Park General Plan pursuant to Government Code § 65588. The findings and analysis set forth in Planning Commission Resolution No. 05-17 as adopted June 27, 2017 is incorporated into this Ordinance as if fully set forth.

SECTION 3: *Environmental Assessment.* This Ordinance is exempt from further environmental review under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the CEQA Guidelines (14 California Code of Regulations §§ 15000, *et seq.*) because it is an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the provisions of

Government Code § 65852.2 as set forth in Public Resources Code § 21080.17, pursuant to CEQA Guidelines § 15282(h).

SECTION 4: *Notice of Exemption.* The Director of Community and Economic Development, or designee, is directed to file a Notice of Exemption in accordance with CEQA Guidelines § 15062, and any other applicable law.

SECTION 5: *City Council findings.* Pursuant to MPMC § 21.38.050, the City Council finds:

- (A) That the proposed amendment is consistent with the goals, policies, and objectives of the General Plan;
- (B) That the proposed amendment will not adversely affect surrounding properties; and
- (C) That the proposed amendment promotes public health, safety, and general welfare and serves the goals and purposes of the Zoning Code.

SECTION 6: *Approval.* The MPMC is amended as set forth in Exhibit A, which is incorporated by reference. The City Manager, or designee, is authorized to make non-substantial changes to Exhibit A, as determined by the City Attorney.

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

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

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

SECTION 10: If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect

ORDINANCE NO.
PAGE 3 of 3

the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 11: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Monterey Park's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 12: The City Clerk is further directed to submit a copy of this ordinance to the Department of Housing and Community Development within 60 days after adoption.

SECTION 13: This Ordinance will become effective on the thirty-first (31st) day following its passage and adoption.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2017.

Teresa Real Sebastian, Mayor

ATTEST:

Vincent D. Chang, City Clerk

I HEREBY CERTIFY that the above and foregoing ordinance was duly introduced by said City Council at a regular meeting held on the ____ day of _____, 2017, and was duly passed and adopted by said City Council, at a regular meeting of said Council held on the ____ day of _____, 2017, by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

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

By:



Karl H. Berger, Assistant City Attorney

EXHIBIT A

CHAPTER 21.04 DEFINITIONS

21.04.018 Accessory Building or Structure. “Accessory building or structure” means any building or structure that is clearly incidental, related to, but subordinate to a permitted principal use and maintained on the same lot as the principal use; provided, that such building or structure is one-story ~~or lower~~; detached or inaccessible from the principal use; uninhabited; used as storage shed, playhouse, laundry room, or similar use; may not be rented or sold separately; and not be more than one hundred twenty (120) gross square feet in size. An accessory building or structure does not include garages.

* * *

21.04.775019 ~~Second Unit Housing~~ Accessory Dwelling Unit.

~~For purposes of this chapter, the following definitions shall apply:~~

~~(A) “Efficiency unit” means a dwelling unit, with a minimum square footage of two hundred fifty (250) square feet, consisting of not more than one habitable room together with a kitchen or kitchenette and bathroom facilities.~~

~~(B) “Second unit housing”~~ **“Accessory dwelling unit”** means an attached or detached residential dwelling unit which provides complete independent living facilities for one or more persons. It ~~shall~~ includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel a single-family dwelling is situated. ~~Such second unit housing shall be subject to restrictions and limitations as set forth in Chapter 21.08. (Ord. 2097 § 3, 2013)~~ An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Health and Safety Code Section 17958.1 (such a unit has a minimum square footage of one hundred fifty (150) square feet, consisting of not more than one habitable room together with a kitchen or kitchenette and bathroom facilities).

(B) A manufactured home, as defined in Health and Safety Code Section 18007.

CHAPTER 21.08 RESIDENTIAL ZONES

21.08.030 Permitted Uses.

The land uses listed in Table 21.08(A) and Table 21.08(B) are permitted as indicated in the columns corresponding to each residential district. Where indicated with a “P” the use is permitted. Where indicated with an “X” the use is prohibited. A letter “C” indicates the use is conditionally permitted subject to the approval of a conditional use permit. Letter “L” indicates the use is permitted subject to limitations described in Section 21.08.050 040. Uses not shown as permitted, conditionally permitted, or permitted subject to limitations are prohibited in the zoning district, unless the City Planner makes a determination that a proposed use, while not listed in the following table, closely corresponds to a listed use which is permitted by right or which is permitted subject to the granting of a conditional use permit or subject to limitations.

Table 21.08(A)

Permitted Uses in Residential Zones

Legend:

P Permitted

L Permitted subject to limitations or special standards (see Section 21.08.050 040)

C Permitted subject to approval of a conditional use permit (see Chapter 21.32)
X Prohibited

* See Chapter 21.04, Definitions, for uses listed below

Land Uses	R-1	R-2	R-3
Single-family dwelling unit	P	P	P
Multiple-dwelling units	X	P	P
Assembly hall	C	C	C
Boarding house	X	C	C
Child care center	X	C	C
Child day care, licensed for 14 or less children (see Chapter 21.04, Definitions)	L	L	L
Community center	X	C	C
Community care facility, licensed for 6 or fewer persons	P	P	P
Community care facility, licensed for 7 or more persons	X	C	C
Condominiums	X	P	P
Congregate care facility (multiple units on one property)	X	C	C
Educational institution:			
Public	P	P	P
Parochial	C	C	C
Private (excludes tutoring)	C	C	C
Accessory use to church	C	C	C
Fraternity/sorority house	X	C	C
Golf course	C	C	C
Government facility	P	P	P
Medical marijuana dispensaries	X	X	X
Mixed-use development	X	L	L
Mobile home	L	C	C
Fraternity/sorority house	X	C	C
Nursing and convalescent hospital	X	C	C
Open space	P	P	P
Parking for off-site uses	X	C	C
Plant nursery	C	C	C
Public park	C	C	C
Public utility facility	C	C	C
Rehabilitation facility licensed for 6 or fewer persons	X	L	L
Rehabilitation facility licensed for 7 or more persons	X	X	X
Renting	L	L	L
Senior housing (see Chapter 21.16, Senior Citizens Housing Zone)	X	C	C
Sober living facility for 6 or less persons	P	P	P

Sober living facility for 7 or more persons	X	X	X
Supportive housing, licensed for 7 or more persons	X	X	C
Transitional housing, licensed for 7 or more persons	X	X	C

Table 21.08(B)

Permitted Accessory Uses in Residential Zones

Accessory Uses	R-1	R-2	R-3
Accessory building or structure	P	P	P
<u>Accessory dwelling unit</u>	<u>L</u>	<u>X</u>	<u>X</u>
Auto dismantling, repairing, assembling	L	L	L
Child day care, licensed for up to 7 children	P	P	P
Child day care, licensed for 8 to 14 children	L	L	L
Garage (not more than 3 cars)	P	P	P
Garage conversion	L	L	L
Home occupation	L	L	L
Household pets	L	L	L
Medical marijuana dispensaries	X	X	X
Portable canopy	L	L	L
Recreational vehicle parking (see Chapter 21.22, Off-Street Parking Regulations)	L	L	L
Second dwelling unit	L	L	L
Storage of construction materials	L	L	L
Swimming pool	P	P	P
Temporary uses (see Chapter 21.28)	C	C	C
Walls, fences, and hedges	L	L	L
Wireless communication facility	C	C	C
Yard sales	L	L	L

21.08.040 Limitations and Special Standards.

The land uses listed in Table 21.08(A) and Table 21.08(B) designated with the letter “L” are explained below.

(A) Accessory Dwelling Unit. In the R-1 (Single-Family Residential) Zone developed as a single-family dwelling, a maximum of one accessory dwelling unit is permitted, subject to the following limitations:

(1) The design and incorporation of an accessory dwelling unit on a single-family residential property must meet the following requirements:

(a) The accessory dwelling unit must comply with all development standards of the R-1 Zone, including front, rear, and side yard setbacks, except as modified in this section;

(b) No setback is required for an existing accessory building or structure that is converted to an accessory dwelling unit or an existing space within a primary dwelling. For purposes of this subdivision, "existing" means a structure or space that was lawfully constructed as of January 1, 2017;

(c) The accessory dwelling unit may be either attached or detached from the existing primary dwelling and must be located on the same lot as the existing primary dwelling. If detached, the accessory dwelling unit must be located within the rear portion of the parcel. If attached to or within the primary residence, a separate entrance must be provided and said entrance must not be located on the front of the primary residence or facing the street on which the primary residence fronts;

(d) The increased floor area of an attached accessory dwelling unit may not exceed fifty (50) percent of the existing single-family dwelling gross floor area, with a maximum increase in floor area of one thousand two hundred (1,200) square feet;

(e) The total gross floor area for a detached accessory dwelling unit may not exceed one thousand two hundred (1,200) square feet;

(f) The accessory dwelling unit must contain no more than two bedrooms;

(g) The accessory dwelling unit may not cause the floor area ratio or lot coverage limitations of the property to exceed the limits prescribed by the zone;

(h) The accessory dwelling unit is limited to one story and an overall height of fifteen (15) feet if detached from the primary dwelling;

(i) The accessory dwelling unit must be constructed such that the finished floor elevation of the accessory dwelling unit is not more than two feet above or below the finish floor elevation of the primary unit at the front of the lot;

(j) The accessory dwelling unit must maintain architectural compatibility with the primary dwelling unit, including, without limitation, architectural style, roof type, paint color, finish, details, and other qualities subject to the approval of the City Planner;

(j) The accessory dwelling unit must provide one off-street parking space per bedroom. These spaces may be provided as tandem parking on an existing driveway. Parking designated for the accessory dwelling unit must be provided in addition to the minimum parking required for the primary unit. All off-street parking areas and automobile areas, including driveways and aisles must be paved with concrete or asphalt. Notwithstanding the foregoing, parking is not required in the following instances:

(i) The accessory dwelling unit is located within one-half mile of public transit.

(ii) The accessory dwelling unit is part of the existing primary residence or an existing accessory structure.

(iii) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.

(2) An accessory dwelling unit may not be sold or transferred separately from the primary dwelling.

(3) The applicant for an accessory dwelling unit must be the owner/occupant of the primary unit, but may reside in the accessory dwelling unit once completed.

(4) A covenant, in a form approved by the City Attorney, must be signed by the property owner, and must be submitted to the City Planner. The covenant must be recorded with the County Recorder's Office and a certified copy of said recorded covenant must be filed with the City Planner before the City issues a building permit to build an accessory dwelling unit. The covenant will require owner occupancy of either the primary unit or accessory dwelling unit, prohibit the separate sale of the accessory dwelling unit, and prohibit rentals for less than 30 days. Said covenant may not be altered, revoked or canceled without the written consent of the City Planner.

(5) In the event a covenant was previously recorded for a permitted accessory structure restricting the structure as non-habitable pursuant to this Code, before the city issues a building permit for an accessory dwelling unit, the property owner must record a release of such covenant with the county recorder, in a form approved by the City Planner and the City Attorney.

(6) The application must be accompanied by a filing and processing fee in the amount set by city council resolution.

(7) The applicant must pay all required fees, including without limitation, development impact fees pursuant to Chapter 3.110 of this Code.

(B A) Auto Dismantling, Repairing, Assembling. In all residential zones, subject to the following limitations:

(1) Work cannot be performed within public view.

(2) Work must be performed within an enclosed building or in an area which is completely enclosed by view-obscuring walls, not less than six feet in height, or by the exterior walls of a building or buildings.

(3) Work cannot be performed for commercial purposes.

(4) The vehicle must be owned by a resident of the lot on which the work is being done.

(5) The resident must complete work on one vehicle before beginning on another so that no more than one vehicle for each family living on the lot is in a state of disassembly or dismantlement or is being repaired at one time.

(6) Work must be performed in a manner that will not interfere with the quiet and comfortable enjoyment of adjacent properties by their occupants.

(C B) Child Day Care, Licensed for Eight to Fourteen (14) Children. In all residential zones, child day care for eight to fourteen (14) children is subject to State and City regulations, including a home occupation business license and the following requirements:

(1) The residence must comply with all property development standards.

(2) The child day care facility cannot be located within three hundred (300) feet of another child day care facility, except when:

(a) The applicant can demonstrate that an existing child day care located within three hundred (300) feet is at capacity; or

(b) The need exists for a particular or unique service not provided by an existing child day care location within three hundred (300) feet.

(3) The outdoor play area of not less than seventy-five (75) square feet per child, but in no case less than four hundred fifty (450) square feet in area, and which includes play equipment, must be provided and secured with proper fencing. The outdoor play area must be located in the rear area. Stationary play equipment cannot be located in required side and front yards.

(4) A six-foot high solid decorative fence or wall must be constructed on all side and rear property lines except in the front yard. Materials, textures, colors and design of the fence or wall must be compatible with on-site development and adjacent properties. All fences or walls ~~shall~~ must provide for safety with controlled points of entry.

(5) The garage cannot be used as an extension of the family day care facility and cannot be used as part of the outdoor play area.

(6) The facility may operate up to fourteen (14) hours per day. Outdoor activities are restricted to the hours of 8:00 a.m. to 8:00 p.m. per day.

(7) The facility requires an initial on-site inspection and annual inspection thereafter by ~~City officials~~ the City Planner.

(8) On-site landscaping must be consistent with that prevailing in the neighborhood and be installed and maintained.

(9) All on-site parking must be provided pursuant to the provisions of ~~the Zoning~~ this Code. On-site vehicle turnaround or separate entrance and exit points, and adequate passenger loading spaces must be provided.

(10) All on-site lighting must be stationary, directed away from adjacent properties and public rights-of-way, and of intensity appropriate to the use it is serving.

(11) All on-site signage must comply with this code.

(12) The facility must contain a fire extinguisher and smoke detector devices and meet all standards set forth in the California Fire Code, as adopted by this code.

~~(C) **Garage Conversion.** All garage conversions shall comply with all pertinent City codes, ordinances and regulations in addition to the following conditions:~~

~~(1) A garage serving and attached to an existing single family detached residence may be converted to expand the living area of such residences provided that:~~

~~(a) The garage shall be replaced by an enclosed two car garage onsite in a manner consistent with the character of the neighborhood.~~

~~(b) The conversion is accomplished in full accordance with all pertinent codes and ordinances as verified by obtaining permits and inspections from all appropriate agencies.~~

~~(2) **Illegal Garage Conversion.** Conversion of a garage to expand the living area of a residence or otherwise render the garage unusable for its original purpose without obtaining appropriate permits and inspections shall be deemed an illegal garage conversion. When a property owner is informed that such an illegal garage conversion exists on the property, the property owner shall comply with the following requirements:~~

~~(a) Within thirty (30) days of becoming so informed, the property owner shall obtain permits and inspections.~~

~~(b) The property owner shall then exercise one of the following options:~~

~~(i) If the property owner desires to retain the garage conversion, the conversion must comply with paragraph (1) of this subsection (C); or~~

~~(ii) If the property owner does not desire to correct the conversion, the conversion must be removed and restored to function as a garage in accordance with the applicable building codes.~~

(D) Home Occupation Permits.

(1) **Purpose.** The purpose of this section is to allow for home occupations which are compatible with the residential character of the neighborhood in which they are located.

(2) **Procedure.** Home occupations ~~shall be~~ are permitted in the R-1, R-2, and R-3 Zones subject to obtaining a home occupation permit as follows:

(a) **Application.** Application for a home occupation permit ~~shall~~ must be made on an application form provided by the ~~Community Development Department~~ City Planner and ~~shall~~ be accompanied by a filing fee ~~which amount shall be set by resolution adopted by the~~ established by City Council resolution.

(b) Conditions of Approval. In approving a home occupation, the City Planner may include decision reasonable conditions deemed necessary to protect the health, safety and welfare of the community and to ensure the intent of this section.

(c) Review and Inspection. Home occupations may be periodically reviewed and an inspection made of the property by the ~~Community Development Department~~ City Planner to verify continued compliance with the necessary criteria and conditions of approval.

(d) Revocation of Permits. The ~~Planning Division~~ City Planner may revoke any home occupation permit for noncompliance with the conditions set forth in approving the permit or inconsistency with this section.

(e) Appeal Procedure. Appeals may be taken to the Planning Commission by the applicant or any other person aggrieved by the City Planner's decision pursuant to Chapter 1.10.

(3) **Permitted Home Occupations.** The following businesses are permitted ~~upon issuance~~ with a valid home occupation permit:

- (a) Office use;
- (b) Mail ordering;
- (c) Home crafts such as model making, basket weaving.

(4) **Home Occupations Prohibited.** Permitted home occupations ~~shall~~ may not in any event be deemed to include the following:

- (a) Auto repair;
- (b) Barber shop or beauty salon;
- (c) Carpentry work;
- (d) Dance instructions;
- (e) Funeral chapel or funeral home;
- (f) Gift shop;
- (g) Medical or dental offices, labs, clinics, or hospitals;
- (h) Auto, boat and trailer painting;
- (i) Photo studio;
- (j) Private schools;
- (k) Renting of equipment and/or trailers;
- (l) Appliance repairs;
- (m) Eating establishment;
- (n) Kennel;
- (o) Tailors, dressmakers, upholstery;
- (p) Service uses, personal and professional;

(q) Such other uses that may generate excessive pedestrian or vehicle traffic and that may be obnoxious or a nuisance to adjacent residents such as noise, odor, or appearance as a determined by the City Planner, or that violate the use limitations provided in subsection (E) of this section.

(5) **Use Limitations.** In addition to the limitations applicable in the zone in which the use is located, all home occupations ~~shall be~~ are subject to the following use limitations:

- (a) One home occupation per address.
- (b) In the primary residence of the applicant proposing to conduct the business.
- (c) A home occupation ~~shall be~~ is limited to paperwork only, conducted entirely within the designated room of the home, and ~~shall may not~~ have ~~no a~~ need for any type of vehicle to transport materials or equipment used in conjunction with the business other than a private automobile.
- (d) No employment of help other than members of the resident family.
- (e) The home occupation use ~~shall must~~ must be incidental to the primary use of the structure as a residential use and ~~shall cannot~~ detract from the residential character of the neighborhood. Not more than two hundred (200) square feet or ten (10) percent of the floor area, whichever is less, may be used in connection with a home occupation or for storage purposes in connection with a home occupation.
- (f) No direct sales of product or merchandise from the home.
- (g) No traffic ~~shall can~~ can be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation ~~shall must~~ must be met off the street. Visitor, customers, or deliveries ~~shall cannot~~ cannot exceed that normally and reasonably occurring for a residence as determined by the City Planner and this Code.
- (h) No home occupation can be conducted in any accessory building or space outside of the main building such as the garage or storage building.
- (i) There ~~shall may not~~ may not be ~~no any~~ on-site storage of materials other than samples.
- (j) The home occupation ~~shall may not~~ may not involve use of advertising signs on the premises or any other external on-site advertising media which calls attention to the fact that the house is being used for a business purpose.
- (k) There ~~shall may not~~ may not be ~~no any~~ alteration of utilities or installment of special equipment for the purpose of accommodating the proposed home occupation.
- (l) A maximum of one three-quarter ton vehicle may be kept in conjunction with an approved home occupation use if approved by the City Planner.
- (m) Under no circumstances ~~shall may~~ may the appearance of the structure be altered or the occupation within the residence be conducted in a manner which would cause the premises to differ from its residential character wither by the use of colors, materials, construction, lighting, signs, or the emission of sound, noise, or vibration.
- (n) The street address of the residence ~~shall may not~~ may not be used for advertisements.
- (o) All respects of the home occupation ~~shall must~~ must be conducted entirely within an enclosed structure. Supplies, tools, equipment, goods, samples and other items relating to a home occupation cannot be stored or displayed outside or at any location within a structure where they will be visible to passing pedestrian or vehicular traffic.
- (p) There ~~shall may not~~ may not be ~~no any~~ use of any equipment which may cause radio or television interference or fluctuation in line voltage off the property.
- (q) There ~~shall may not~~ may not be any process, procedure, substance, or chemical used which is hazardous to public health, safety, morals or welfare.

(E) Household Pets.

(1) In the R-1 Zone, not in excess of three household pets, which includes, without limitation, dogs, cats, pigs, canaries, parrots, and other similar animals and birds usually and ordinarily kept as household pets.

(2) In the R-2 and R-3 Zones, not in excess of two household pets for each dwelling unit.

(F) **Mixed Use Development.** In the R-2 and R-3 Zones, mixed-use projects are limited to the Mixed-Use Overlay Zone and are subject to the restrictions and development standards of that Overlay Zone. See Chapter 21.14.

(G) **Mobile Home.** In all residential zones developed as single-family dwelling unit, subject to the following limitations:

(1) One mobile home on a permanent foundation.

(2) Such unit was issued an insignia of approval from the California Department of Housing and Community Development or the U.S. Department of Housing and Urban Development pursuant to Health and Safety Code Section 18550(b).

(3) Such unit has a roof with a pitch of not less than two-inch vertical rise for each twelve (12) inches of horizontal run and consisting of roofing material customarily used for conventional single-family residences and is consistent with the primary unit on the lot and compatible with other dwelling units in the area as approved by the City Planner.

(4) Such unit must have porches and eaves, or roof with eaves when, in the opinion of the City Planner, they are necessary to make the unit compatible with other dwellings in the area.

(5) Such unit is covered with an exterior siding material customarily used on conventional dwellings and approved by the City Planner. The exterior material must extend to the ground except that when a solid concrete or masonry perimeter foundation is used, the exterior covering material need not extend below the top of the foundation.

(H) **Portable Canopy.** In all residential zones, subject to the following limitations:

(1) There is no limit on the number of portable canopies permitted on a residential zoned property, except that any and all canopies must comply with the maximum square footage specified below.

(2) A portable canopy is allowed only adjacent to the side or at the rear of a residential unit.

(3) A portable canopy must be constructed with a durable material, such as, without limitation, a canvas or vinyl material, which is securely anchored in place and properly maintained to present a neat and orderly appearance. The canopy is required to be replaced if they become torn, tattered or in disrepair.

(4) A portable canopy cannot exceed a height of fifteen (15) feet at the highest point and is limited to a maximum square footage of two hundred forty (240) square feet total for all portable canopies.

(I) **Recreational Vehicle Parking.** See Chapter 21.22, Off-Street Parking Regulations.

~~(J) **Second Dwelling Unit.** In all residential zones developed as single family dwelling unit, a maximum of one second unit is permitted, subject to the following limitations:~~

~~(1) — The design and incorporation of a second unit on a single family residential property must be such that the second unit:~~

~~(a) — Complies with all development standards of the R-1 Zone, including front, rear, and side yard setbacks, except as modified in this section;~~

~~(b) — The second unit is either attached or detached from the existing primary dwelling and located on the same lot as the existing primary dwelling;~~

~~(c) — The increased floor area of the attached second unit cannot exceed thirty (30) percent of the existing dwelling gross floor area;~~

~~(d) — The total gross floor area for a detached second unit cannot exceed one thousand two hundred (1,200) square feet.~~

~~(e) — Does not cause the floor area ratio or lot coverage limitations of the property to exceed the limits prescribed by the zone;~~

~~(f) — Is limited to one story and an overall height of fifteen (15) feet if detached from the primary dwelling;~~

~~(g) — Must be constructed such that the finished floor elevation of the second unit is not more than two feet above or below the finish floor elevation of the primary unit at the front of the lot;~~

~~(h) — Must maintain architectural compatibility with the primary dwelling unit, including, without limitation, architectural style, roof type, paint color, finish, details, and other qualities subject to the approval of the City Planner;~~

~~(i) — Must contain facilities for living, eating, sleeping, cooking, and sanitation;~~

~~(j) — Must require one off-street parking space in a garage for second units less than or equal to six hundred (600) square feet of gross floor area, and two parking spaces for those greater than six hundred (600) square feet, subject to the following:~~

~~(i) — Parking designated for the second unit must be provided in addition to the minimum parking required for the primary unit;~~

~~(ii) — Designated second unit parking must be independent of parking provided for the primary unit and must be directly accessible to the second unit by a door or a paved pathway;~~

~~(iii) — Second unit parking may not encroach into setbacks applicable to the zone and property.~~

~~(2) — A second unit cannot be sold or transferred separately from the primary dwelling.~~

~~(3) — The applicant for a second unit must be the owner/occupant of the primary unit, but may reside in the second unit once completed. An affidavit, in a form to be provided by the Planning Division, must be signed by the property owner, and must be submitted to the Planning Division on a yearly basis. Said affidavit must verify that either the primary residence or second dwelling unit is currently and will be occupied by the property owner.~~

~~(4) — A covenant, approved as to form by the City Attorney, must be recorded with the County Recorder's Office and a certified copy of said recorded covenant must be filed with the Community Development Department before the City issues a building permit to build a second unit. Said covenant cannot be altered, revoked or canceled without the written consent of the City Planner.~~

~~(5) — The application must be accompanied by a filing and processing fee in the amount set by resolution of the council.~~

(J-K) Storage of Construction Materials. In all residential zones, the storage of building materials is permitted during construction of any building or part thereof.

(K-L) Wireless Communication Facility. Subject to regulations set forth in Chapter 21.34.

(L-M) Yard Sales. In all residential zones, subject to the following limitations:

(1) Not more than two sales per address may be conducted per calendar year;

(2) No such sale can continue more than two consecutive days or three days on extended national holidays. Inclement weather may extend the period of time equal to the days lost;

- (3) Such sales can be conducted only during the hours of 8:00 a.m. and 6:00 p.m.;
- (4) The merchandise for sale may consist of the property owner's or occupant's personal goods. Outside consignments, lot purchases, and the like, for the purpose of resale is prohibited;
- (5) The sales area may be conducted on any portion of the ground area of the property outside of the residential dwelling unit. No merchandise may be placed on any public property or right-of-way;
- (6) Only one sign may be placed on the premises. The sign cannot exceed six square feet. No signs shall be placed on any public property (i.e., utility pole, traffic sign), right-of-way or vehicle parked on a public street, alley or private easement;
- (7) Such applicant must pay a fee for each permit in the amount set forth by resolution of the council adopted pursuant to applicable law. A copy of a validly issued permit must be displayed at the site of the sale at all times during such sale.

(M-N) **Renting.** For purposes of this subsection, "renting" means occupying a dwelling unit in exchange for remuneration; each person giving remuneration in exchange for occupying a dwelling unit is a tenant. Renting not more than three sleeping rooms per dwelling unit for occupancy is allowed within all residential zones subject to the following limitations:

- (1) Sleeping rooms cannot be rented for a period of less than thirty (30) days.
- (2) Not more than two persons are permitted to occupy one sleeping room.
- (3) Meals may be provided in connection with such renting, or the dwelling's kitchen facilities may be shared with tenants.
- (4) These regulations do not apply to the following uses if otherwise permitted by this code: boarding houses, licensed community care facilities, rehabilitation facilities, licensed home care facilities, or sober living facilities, congregate care facilities, fraternity/sorority house, senior housing facilities, supportive housing or transitional housing.

ATTACHMENT 5

Government Code §65852.2, as amended by AB 2299

NEW STATE LAW REGARDING ACCESSORY DWELLING UNITS

Source: leginfo.legislature.ca.gov

Government Code

ARTICLE 2. Adoption of Regulations [65850 - 65863.13]

Section 65852.2.

(a)

(1) A local agency may, by ordinance, provide for the creation of accessory dwelling units in single-family and multifamily residential zones. The ordinance shall do all of the following:

(A) Designate areas within the jurisdiction of the local agency where accessory dwelling units may be permitted. The designation of areas may be based on criteria, that may include, but are not limited to, the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety.

(B)

(i) Impose standards on accessory dwelling units that include, but are not limited to, parking, height, setback, lot coverage, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Places.

(ii) Notwithstanding clause (i), a local agency may reduce or eliminate parking requirements for any accessory dwelling unit located within its jurisdiction.

(C) Provide that accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, and that accessory dwelling units are a residential use that is consistent with the existing general plan and zoning designation for the lot.

(D) Require the accessory dwelling units to comply with all of the following:

(i) The unit is not intended for sale separate from the primary residence and may be rented.

(ii) The lot is zoned for single-family or multifamily use and contains an existing, single-family dwelling.

(iii) The accessory dwelling unit is either attached to the existing dwelling or located within the living area of the existing dwelling or detached from the existing dwelling and located on the same lot as the existing dwelling.

- (iv) The increased floor area of an attached accessory dwelling unit shall not exceed 50 percent of the existing living area, with a maximum increase in floor area of 1,200 square feet.
 - (v) The total area of floorspace for a detached accessory dwelling unit shall not exceed 1,200 square feet.
 - (vi) No passageway shall be required in conjunction with the construction of an accessory dwelling unit.
 - (vii) No setback shall be required for an existing garage that is converted to a accessory dwelling unit, and a setback of no more than five feet from the side and rear lot lines shall be required for an accessory dwelling unit that is constructed above a garage.
 - (viii) Local building code requirements that apply to detached dwellings, as appropriate.
 - (ix) Approval by the local health officer where a private sewage disposal system is being used, if required.
 - (x)
 - (I) Parking requirements for accessory dwelling units shall not exceed one parking space per unit or per bedroom. These spaces may be provided as tandem parking on an existing driveway.
 - (II) Offstreet parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions, or that it is not permitted anywhere else in the jurisdiction.
 - (III) This clause shall not apply to a unit that is described in subdivision (d).
 - (xi) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit, and the local agency requires that those offstreet parking spaces be replaced, the replacement spaces may be located in any configuration on the same lot as the accessory dwelling unit, including, but not limited to, as covered spaces, uncovered spaces, or tandem spaces, or by the use of mechanical automobile parking lifts. This clause shall not apply to a unit that is described in subdivision (d).
- (2) The ordinance shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.
- (3) When a local agency receives its first application on or after July 1, 2003, for a permit pursuant to this subdivision, the application shall be

considered ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits, within 120 days after receiving the application. A local agency may charge a fee to reimburse it for costs that it incurs as a result of amendments to this paragraph enacted during the 2001–02 Regular Session of the Legislature, including the costs of adopting or amending any ordinance that provides for the creation of an accessory dwelling unit.

- (4) An existing ordinance governing the creation of an accessory dwelling unit by a local agency or an accessory dwelling ordinance adopted by a local agency subsequent to the effective date of the act adding this paragraph shall provide an approval process that includes only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes, provisions, or requirements for those units, except as otherwise provided in this subdivision. In the event that a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of this subdivision, that ordinance shall be null and void upon the effective date of the act adding this paragraph and that agency shall thereafter apply the standards established in this subdivision for the approval of accessory dwelling units, unless and until the agency adopts an ordinance that complies with this section.
 - (5) No other local ordinance, policy, or regulation shall be the basis for the denial of a building permit or a use permit under this subdivision.
 - (6) This subdivision establishes the maximum standards that local agencies shall use to evaluate a proposed accessory dwelling unit on a lot zoned for residential use that contains an existing single-family dwelling. No additional standards, other than those provided in this subdivision, shall be utilized or imposed, except that a local agency may require an applicant for a permit issued pursuant to this subdivision to be an owner-occupant or that the property be used for rentals of terms longer than 30 days.
 - (7) A local agency may amend its zoning ordinance or general plan to incorporate the policies, procedures, or other provisions applicable to the creation of an accessory dwelling unit if these provisions are consistent with the limitations of this subdivision.
 - (8) An accessory dwelling unit that conforms to this subdivision shall be deemed to be an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.
- (b) When a local agency that has not adopted an ordinance governing accessory dwelling units in accordance with subdivision (a) receives its first application on or after July 1, 1983, for a permit to create an accessory dwelling unit pursuant

to this subdivision, the local agency shall accept the application and approve or disapprove the application ministerially without discretionary review pursuant to subdivision (a) within 120 days after receiving the application.

(c) A local agency may establish minimum and maximum unit size requirements for both attached and detached accessory dwelling units. No minimum or maximum size for an accessory dwelling unit, or size based upon a percentage of the existing dwelling, shall be established by ordinance for either attached or detached dwellings that does not permit at least an efficiency unit to be constructed in compliance with local development standards. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

(d) Notwithstanding any other law, a local agency, whether or not it has adopted an ordinance governing accessory dwelling units in accordance with subdivision (a), shall not impose parking standards for an accessory dwelling unit in any of the following instances:

- (1) The accessory dwelling unit is located within one-half mile of public transit.
- (2) The accessory dwelling unit is located within an architecturally and historically significant historic district.
- (3) The accessory dwelling unit is part of the existing primary residence or an existing accessory structure.
- (4) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.
- (5) When there is a car share vehicle located within one block of the accessory dwelling unit.

(e) Notwithstanding subdivisions (a) to (d), inclusive, a local agency shall ministerially approve an application for a building permit to create within a single-family residential zone one accessory dwelling unit per single-family lot if the unit is contained within the existing space of a single-family residence or accessory structure, has independent exterior access from the existing residence, and the side and rear setbacks are sufficient for fire safety. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

(f)

- (1) Fees charged for the construction of accessory dwelling units shall be determined in accordance with Chapter 5 (commencing with Section 66000) and Chapter 7 (commencing with Section 66012).
- (2) Accessory dwelling units shall not be considered new residential uses for the purposes of calculating local agency connection fees or capacity charges for utilities, including water and sewer service.
 - (A) For an accessory dwelling unit described in subdivision (e), a local agency shall not require the applicant to install a new or separate

utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge.

- (B) For an accessory dwelling unit that is not described in subdivision (e), a local agency may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its size or the number of its plumbing fixtures, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.

- (g) This section does not limit the authority of local agencies to adopt less restrictive requirements for the creation of an accessory dwelling unit.
- (h) Local agencies shall submit a copy of the ordinance adopted pursuant to subdivision (a) to the Department of Housing and Community Development within 60 days after adoption.
- (i) As used in this section, the following terms mean:
- (1) "Living area" means the interior habitable area of a dwelling unit including basements and attics but does not include a garage or any accessory structure.
 - (2) "Local agency" means a city, county, or city and county, whether general law or chartered.
 - (3) For purposes of this section, "neighborhood" has the same meaning as set forth in Section 65589.5.
 - (4) "Accessory dwelling unit" means an attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes the following:
 - (A) An efficiency unit, as defined in Section 17958.1 of Health and Safety Code.
 - (B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.
 - (5) "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.
- (j) Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act (Division 20 (commencing with Section 30000) of the Public Resources Code), except that the local government shall not be required to hold public hearings for coastal development permit applications for accessory dwelling units.

(Amended by Stats. 2016, Ch. 735, Sec. 1.5. Effective January 1, 2017.)

ATTACHMENT 6

City Council Staff Report, dated July 19, 2017



City Council Staff Report

DATE: July 19, 2017

AGENDA ITEM NO:

TO: Honorable Mayor and Members of the City Council
FROM: Michael A. Huntley, Community and Economic Development Director
SUBJECT: Consider the proposed code amendments to sections of Title 21 (zoning regulations) of the Monterey Park Municipal Code relating to Accessory Dwelling Units.

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Opening the public hearing;
- (2) Taking documentary and testimonial evidence;
- (3) Closing the public hearing and considering the draft ordinance;
- (4) Introducing and waiving first reading of the ordinance and schedule second reading and adoption for August 2, 2017; and
- (5) Taking such additional, related, action that may be desirable.

ENVIRONMENTAL:

This action is exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, "CEQA") and CEQA Guidelines (14 California Code of Regulations §§ 15000, *et seq.*), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the Government Code § 65852.2 as set forth in Public Resources Code § 21080.17, pursuant to CEQA Guidelines § 15282(h).

EXECUTIVE SUMMARY:

These code amendments were considered by the Planning Commission at their June 27, 2017 meeting. Subsequent to discussion by the Commission, the Planning Commission approved a resolution recommending that the City Council approve the proposed code amendments as identified below.

ANALYSIS:

The Legislature and Governor have both identified a housing shortage in California. As a result, Assembly Bill No. 2299 ("AB 2299") and Senate Bill No. 1069 ("SB 1069") were signed into law on September 27, 2016. Combined, these Bills amend various sections of the Government Code regulating accessory dwelling units which took effect January 1, 2017. For clarity, the Monterey Park Municipal Code ("MPMC") currently refers to this

type of unit as a “second dwelling unit.” The new laws regulate type and size of units, parking, approval process and timelines, and water and sewer utility requirements applicable to second dwelling units.

In 2003, the City Council adopted regulations for second dwelling units based on California law. In 2013, as part of the comprehensive Zoning Code Amendment, the City Council amended those regulations to reconcile them with California law. The proposed ordinance would amend the MPMC to comply with amendments implemented by AB 2299 and SB 1069. Some specific changes include:

- Existing local second dwelling unit regulations will be superseded to the extent such regulations are inconsistent with the requirements of California law. While local agencies are not required to adopt an ordinance, if they choose to do so, they must reconcile it with the requirements of AB 2299 and SB 1069.
- Replaces the term “Second Unit” with “Accessory Dwelling Unit.”
- Only one off-street parking space (does not have to be a covered space) can be required for an accessory dwelling unit.
- No parking can be required if an accessory dwelling unit meets certain criteria, such as proximity to a public transit stop (see attachment), type of accessory dwelling unit, location within historic district, unavailability of a required on-street parking permit, and proximity to a shared car service.
- An accessory dwelling unit can either be attached to the existing dwelling, located within the living area of the existing dwelling; or detached and located on the same property as the existing dwelling.
- Notwithstanding other applicable restrictions and standards, cities must approve applications to convert existing space within a primary dwelling or an existing accessory structure into an accessory dwelling unit without any other restrictions if the unit is located in a single-family zoning district, is contained within an existing space of an existing residence or accessory structure, has independent exterior access, and side or rear yard setbacks area sufficient for fire safety; the term “existing accessory structure” is not defined in the state law, but a follow-up bill that is currently being considered in the California Legislature (AB 494) describes such accessory structures as pool houses, studios and similar structures; currently, garages are not defined as an “accessory structure” and are not subject to the required ministerial process for such structures.
- An accessory dwelling unit cannot be considered as a new residential use for the purpose of calculating utility charges, and cities cannot require a new or separate utility for certain types of units.

As shown in the draft ordinance, the proposed amendments to the City’s existing second dwelling unit regulations are mostly minor (i.e., definitions and slight square footage changes) with the exception of the provisions relating to parking requirements,

as discussed above. As depicted in Attachment 4, there are three public transit lines that traverse throughout the City, including the Metro, the Montebello Bus line, and the Spirit Bus. The existing bus stops are spread throughout the City. This means that future accessory dwelling units potentially can be proposed without providing off-street parking.

Note that the City can “designate areas [of the City] where accessory dwelling units may be permitted.” Government Code § 65852.2(a) states:

“A local agency may, by ordinance, provide for the creation of accessory dwelling units in single-family and multifamily residential zones. The ordinance shall do all of the following:

(A) Designate areas within the jurisdiction of the local agency where accessory dwelling units may be permitted. The designation of areas may be based on criteria, that may include, but are not limited to, the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety.”

By implication, this means that the City also has the ability to prohibit accessory dwelling units based on findings, such as potential adverse impacts of ADUs to utilities, traffic flow and public safety. If the City Council is concerned about potential impacts presented by ADUs in certain areas of the City – especially in light of the “no additional parking requirement” discussed above – the City Council could direct staff to study the issue and return to the City Council with further options.

Respectfully submitted:

By:

Prepared by:

Michael Huntley
Director of Community and
Economic Development

Samantha Tewasart
Senior Planner

Approved by:

Reviewed by:

Ron Bow
Interim City Manager

 for
Karl H. Berger
Assistant City Attorney

Attachments:

- Attachment 1: Planning Commission Resolution No. 05-17
- Attachment 2: Planning Commission Minutes, dated June 27, 2017
- Attachment 3: Proposed Zoning Code Amendments
- Attachment 4: Map of Public Transit Stops in the City
- Attachment 5: Draft City Council Ordinance
- Attachment 6: Government Code §65852.2, as amended by AB 2299



City Council Staff Report

DATE: December 6, 2017

AGENDA ITEM NO: Old Business
Agenda Item 5-A.

TO: Honorable Mayor and Members of the City Council

FROM: Ron Bow, City Manager

SUBJECT: MOBILE FOOD FACILITIES – FOOD TRUCKS

RECOMMENDATION:

It is recommended that the City Council:

- (1) Continue the matter to the meeting of December 20, 2017;
- (2) Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

At the November 1, 2017 council meeting, City Council provided staff with directions as to the types of regulations for mobile food facilities, food trucks. Staff is requesting a continuance of the matter to allow for additional time to incorporate additional information and further expand on the proposed regulations.

Respectfully submitted:

By:



Ron Bow
City Manager



City Council Staff Report

DATE: December 6, 2017

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

TO: The Honorable Mayor and City Council
FROM: Annie Yaung, CPFO, Director of Management Services
SUBJECT: Warrant Register for the City of Monterey Park of
December 6, 2017

RECOMMENDATION:

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 **December 6, 2017 totaling \$1,494,138.80** 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 **316933-317148** and e-Payables numbered **000807-000821**.

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 **\$1,494,138.80.**

Respectfully submitted:

Approved By:



Annie Young, CPFO
Director of Management Services

Ron Bow
City Manager

Attachments 1: Resolution

Attachments 2: Warrant Register

ATTACHMENT 1

Resolution

RESOLUTION NO.
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS
PER WARRANT REGISTER DATED
6TH DAY OF DECEMBER 2017
TOTALING \$1,494,138.80 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	\$ 279,163.36
State Gas Tax Fund	16,298.50
Sewer Fund	2,987.93
Refuse Fund	396,845.09
City Shop Fund	85,432.23
Technology Internal Service Fund	999.03
Payroll Clearing Account	576.00
Public Safety Impact Fee	407.51
Special Deposits Fund	41,968.51
Business Improvement Area #1	500.56
Water Fund	22,022.81
Water Treatment Fund	14,685.55
OPA Proposition A	(2,625.51)
Measure R Fund	12,389.73
Library Tax Fund	5,000.00
POST	1,866.10
Home Housing Program	3,434.00
Recreation Fund	12,596.55
Asset Forfeiture	4,382.87
Prop C	68,807.40
CDBG Fund	87.06
Maintenance District 93-1	1,787.21
Used Oil Recycling Block Grant	237.50
ELAC Instructional Serv Prog	638.55
Selective Traffic Enforce (4)	979.26
Integrated Regional Water Mgmt	522,671.00
 TOTAL	 <u>\$ 1,494,138.80</u>

PASSED, APPROVED AND ADOPTED THE 6TH DAY OF DECEMBER 2017.

Teresa Real Sebastian, Mayor
City of Monterey Park, California

ATTEST

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

RESOLUTION NO.
Page 2

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

I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Monterey Park at a regular meeting held on the 6th of December 2017 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 2

Warrant Register

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ROBERTO A AGUIRRE	0010-801-6508-31950	1,172.81	DISASTER KIT		316945	
	0010-801-6508-22670	1,000.00	DISASTER KIT		316945	
	0075-450-0075-08915	13.13	AMERICAN STAR (TRUST)		316945	
	0075-450-0075-08915	39.68	PATRIOTIC BASKETBALLS (TRUST)		316945	2,225.62
AT & T	0010-801-3113-32050	86.97	PHONE SERVICE		316961	86.97
AT&T	0010-801-1404-32050	591.64	INTERNET/PHONE SERVICE		316962	
	0043-801-1404-32050	435.95	INTERNET/PHONE SERVICE		316962	
	0092-801-1404-32050	529.36	INTERNET/PHONE SERVICE		316962	
	0010-801-1801-32050	0.20	INTERNET/PHONE SERVICE		316962	
	0010-801-3112-32050	4.59	INTERNET/PHONE SERVICE		316962	
	0010-801-3230-32050	1,092.91	INTERNET/PHONE SERVICE		316962	2,654.65
	0010-801-1301-32050	20.53	INTERNET/PHONE SERVICE		316963	
	0010-801-1404-32050	128.51	INTERNET/PHONE SERVICE		316963	
	0010-801-1408-32050	942.41	INTERNET/PHONE SERVICE		316963	
	0010-801-1801-32050	18.70	INTERNET/PHONE SERVICE		316963	
	0010-801-3112-32050	4,541.34	INTERNET/PHONE SERVICE		316963	
	0010-801-3113-32050	18.67	INTERNET/PHONE SERVICE		316963	
	0010-801-3201-32050	960.38	INTERNET/PHONE SERVICE		316963	
	0010-801-4209-32050	276.73	INTERNET/PHONE SERVICE		316963	
	0010-801-6001-32050	270.75	INTERNET/PHONE SERVICE		316963	
	0010-801-6502-32050	178.29	INTERNET/PHONE SERVICE		316963	
	0010-801-6517-32050	20.56	INTERNET/PHONE SERVICE		316963	
	0022-801-4206-32050	431.05	INTERNET/PHONE SERVICE		316963	
	0043-801-1404-32050	80.96	INTERNET/PHONE SERVICE		316963	
	0092-801-1404-32050	98.32	INTERNET/PHONE SERVICE		316963	
	0092-801-4222-32050	517.81	INTERNET/PHONE SERVICE		316963	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
AT&T	0109-801-6511-32050	69.34	INTERNET/PHONE SERVICE		316963	
	0169-801-2201-32050	87.06	INTERNET/PHONE SERVICE		316963	8,661.41
ATHENS SERVICES	0043-801-4208-41200	385,723.06	REFUSE COLLECTION SERVICES		316946	385,723.06
TYLER AYALA	0010-801-3220-41100	125.00	MEDICAL TECHNICIAN REG		316964	125.00
BANKCARD CENTER	0010-801-1201-21250	1,036.04	10/17-CALENDARS		316960	
	0010-801-1201-21350	46.00	10/17-PLANNER		316960	
	0010-801-1201-38400	656.82	10/17-TV FOR CM OFFICE		316960	
	0010-801-1201-39400	113.00	10/17-REFRESHMENTS		316960	
	0010-801-1301-39400	950.00	10/17-SEMINAR		316960	
	0010-801-1403-39300	599.00	10/17-TRAINING		316960	
	0010-801-1403-39350	565.58	10/17-TRAINING, PUBLICATION		316960	
	0010-801-1406-39400	155.00	10/17-TRAINING		316960	
	0010-801-1704-24150	89.95	10/17-SOFTWARE		316960	
	0010-801-1801-22670	2,440.20	10/17-EE LUNCHEON, REFRESHMENTS		316960	
	0010-801-1801-39400	197.74	10/17-REFUND		316960	
	0010-801-1801-39550	102.73	10/17-ORAL BOARD MEAL		316960	
	0010-801-3101-22650	10.23	10/17-SUBSCRIPTION		316960	
	0010-801-3101-33400	79.00	10/17-IACP CONFERENCE		316960	
	0010-801-3101-39300	40.00	10/17-LUNCHEON		316960	
	0010-801-3201-39400	187.85	10/17-ORAL BOARD MEALS		316960	
	0010-801-3210-38100	279.89	10/17-PAINT		316960	
	0010-801-3210-39400	1,483.28	10/17-LUMBER FOR TRAINING		316960	
	0010-801-3230-39400	2,302.92	10/17-CERT CLASS KIT		316960	
	0010-801-3230-39460	349.44	10/17-CERT CLASS SUPPLIES		316960	
	0010-801-3230-39700	20.09	10/17-HALLOWEEN SUPPLIES		316960	
	0010-801-6006-22450	159.81	10/17-LIBRARY PROJECT		316960	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
BANKCARD CENTER	0010-801-6505-23050	69.00	10/17-THERMOSTAT		316960	
	0010-801-6505-23910	160.75	10/17-BACKDROP STAND		316960	
	0010-801-6505-23910	40.00	10/17-TEXTING SERVICES		316960	
	0010-801-6508-31990	312.40	10/17-PARADE POLES		316960	
	0010-801-6517-23050	1,087.99	10/17-SOLAR STREET LIGHT		316960	
	0075-450-0075-08325	334.25	10/17-FLAT RATE ENV (TRUST)		316960	
	0075-450-0075-08550	258.47	10/17-LANGLEY LUNCHEON (TRUST)		316960	
	0075-450-0075-08616	175.59	10/17-GERANIUM (TRUST)		316960	
	0075-450-0075-08640	1,555.88	10/17-MPK TV, HARDWARE (TRUST)		316960	
	0077-801-1111-31950	300.00	10/17-MEMBERSHIP		316960	
	0092-801-4221-24150	49.99	10/17-SUBSCRIPTION		316960	
	0136-801-3101-33250	1,794.10	10/17-POST TRAINING		316960	
	0160-801-3101-33400	35.04	10/17-IACP CONFERENCE		316960	
	0160-801-3101-39400	368.85	10/17-IACP CONFERENCE		316960	
	0160-801-3104-39400	1,495.75	10/17-IACP CONFERENCE		316960	
	0349-801-3201-39400	127.55	10/17-CAPTAIN EXAM REFRESHMTS		316960	
						19,634.70
BASIC LIFE AID & SAFETY TRAINING (I	0010-801-3220-39400	200.00	FIRE CPR TRAINING		316933	
						200.00
CALIFORNIA ASSOCIATION OF	0065-464	576.00	LTD FIREFIGHTERS		316934	
						576.00
CALIFORNIA ASSOCIATION OF TACTICAL	0160-801-3101-39400	310.00	POLICE TRAINING		316965	
						310.00
CHARTER COMMUNICATIONS	0010-801-1404-32050	16.20	INTERNET/CABLE SERVICE		316935	
	0043-801-1404-32050	11.94	INTERNET/CABLE SERVICE		316935	
	0092-801-1404-32050	14.49	INTERNET/CABLE SERVICE		316935	
	0010-801-1101-32050	42.63	INTERNET/CABLE SERVICE		316935	
	0010-801-1201-32050	42.63	INTERNET/CABLE SERVICE		316935	
	0010-801-6502-32050	81.18	INTERNET/CABLE SERVICE		316935	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CHARTER COMMUNICATIONS	0010-801-6502-32050	81.18	INTERNET/CABLE SERVICE		316935	290.25
	0092-801-4222-32050	111.77	INTERNET/CABLE SERVICE		316947	
	0010-801-3230-32050	130.00	INTERNET/CABLE SERVICE		316947	
	0010-801-3210-32050	89.98	INTERNET/CABLE SERVICE		316947	
	0010-801-3210-32050	89.98	INTERNET/CABLE SERVICE		316947	421.73
	0010-801-6502-32050	115.46	INTERNET/CABLE SERVICE		316966	115.46
CITY OF MONTEREY PARK	0010-801-3220-41100	77.00	LIVE SCAN FEE		316967	77.00
COMPLETE LANDSCAPE CARE, INC.	0092-801-5004-91922	5,945.00	MONTHLY MAINTENANCE	18-0304	316936	5,945.00
DANIEL L. GUEUZUBEUYUKIAN (DBA) HEZ	0075-450-0075-08420	400.00	EXPLORERS CPR CERT (TRUST)		316937	400.00
ROBERT DEROSA	0010-801-3220-41100	200.00	PARAMEDIC LICENSE RENEWAL		316968	200.00
DIRECTV, LLC	0010-801-3230-32050	126.99	EOC SERVICES		316969	126.99
DIVERSIFIED RISK INSURANCE	0075-450-0075-08350	81.60	SPECIAL EVENT INSURANCE (TRUST)		316938	81.60
EMPLOYMENT DEVELOPMENT DEPT.	0010-801-5102-35700	8,253.00	UNEMPLOYMENT INS Q3 2017		316948	8,253.00
EMS PERSONNEL FUND	0010-801-3220-41100	200.00	PARAMEDIC LICENSE RENEWAL		316939	200.00
	0010-801-3220-41100	200.00	PARAMEDIC LICENSE RENEWAL		316949	
	0010-801-3220-41100	200.00	PARAMEDIC LICENSE RENEWAL		316949	400.00

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
EXPRESS SERVICE, INC	0010-801-4202-11300	664.83	TEMPORARY STAFFING SERVICES		316940	
	0010-801-4202-11300	487.20	TEMPORARY STAFFING SERVICES		316940	
	0010-801-4202-11300	568.40	TEMPORARY STAFFING SERVICES		316940	
						1,720.43
FEDERAL EXPRESS CORP.	0010-801-3101-32200	38.15	DELIVERY SERVICES		316970	
	0092-801-4220-32200	149.32	DELIVERY SERVICES		316970	
	0092-801-4220-32200	31.90	DELIVERY SERVICES		316970	
	0010-801-3104-32200	19.52	DELIVERY SERVICES		316970	
						238.89
FRANCISCO JAVIER PENA (DBA) COFFEE	0010-801-1801-22670	1,100.00	EE APPRECIATION REFRESHMENTS		316950	
						1,100.00
DIANA GARCIA	0075-450-0075-08250	220.00	LIBRARY TRAINING (TRUST)		316951	
						220.00
HENSLEY LAW GROUP	0010-801-1601-31600	378.00	LEGAL-312 E NEWMARK	18-0221	316952	
	0092-801-1601-31600	696.00	LEGAL-GENERAL LITIGATION	18-0221	316952	
	0010-801-1601-31600	72.00	LEGAL-GOODVIEW	18-0221	316952	
	0010-801-1601-31600	6,728.00	LEGAL-KING'S INN	18-0221	316952	
	0010-801-1601-31600	4,419.77	LEGAL-KING'S INN EXPENSES	18-0221	316952	
	0010-801-1601-31600	20,000.00	LEGAL-GENERAL SERVICES	18-0209	316952	
						32,293.77
HOTEL CIRCLE PROPERTY, LLC (DBA) TC	0160-801-3101-39400	1,120.32	POLICE TRAINING		316971	
						1,120.32
YUPO BOB HUNG	0136-801-3101-33250	72.00	POST TRAINING		316972	
						72.00
MICHAEL HUNTLEY	0010-801-1704-33200	1,680.77	ICMA CONFERENCE		316973	
						1,680.77
MONTEREY PARK PETTY CASH	0092-801-4221-22300	65.51	PETTY CASH-COOLING TOWELS		316953	
	0010-801-4212-33100	18.00	PETTY CASH-PARKING		316953	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MONTEREY PARK PETTY CASH	0010-801-3230-39700	43.50	PETTY CASH-HALLOWEEN CANDY		316953	
	0010-801-3120-39700	132.61	PETTY CASH-CAPTAIN MEETING		316953	
	0010-801-6502-31150	45.96	PETTY CASH-POPCORN SUPPLIES		316953	
	0092-801-4223-22750	67.96	PETTY CASH-CREW REFRESHMENTS		316953	
	0010-801-6508-31990	31.67	PETTY CASH-VETERANS DAY		316953	
	0092-801-4223-22750	27.74	PETTY CASH-CREW MEAL		316953	
	0092-801-4221-22750	59.99	PETTY CASH-SOFTWARE		316953	
	0092-801-4223-23700	48.84	PETTY CASH-LID FOR MONUMENT		316953	
	0092-801-4223-23700	97.67	PETTY CASH-LID FOR MONUMENT		316953	
	0092-801-4221-22750	49.95	PETTY CASH-SOFTWARE		316953	
	0010-801-6506-22750	61.00	PETTY CASH-DAY CARE SUPPLEIS		316953	
						750.40
MT. SAN ANTONIO COLLEGE	0010-801-3220-39400	136.00	FIRE CPR CARD		316954	
						136.00
KUWAM OLOWU	0092-701-0092-07510	89.87	REFUND WATER BILL		316941	
	0010-701-0010-08150	25.00	REFUND WATER BILL		316941	
						114.87
PACIFIC TELEMAGEMENT SERVICES	0010-801-6502-32050	153.00	PHONE SERVICE		316942	
						153.00
PITNEY BOWES POSTAGE BY PHONE	0010-801-1301-32200	15.12	POSTAGE		316974	
	0010-801-1403-32200	74.46	POSTAGE		316974	
	0010-801-1406-32200	50.41	POSTAGE		316974	
	0010-801-1701-32200	39.34	POSTAGE		316974	
	0010-801-1702-32200	29.36	POSTAGE		316974	
	0010-801-1703-32200	0.67	POSTAGE		316974	
	0010-801-1704-32200	0.92	POSTAGE		316974	
	0010-801-1801-32200	1.38	POSTAGE		316974	
	0010-801-1802-32200	8.95	POSTAGE		316974	
	0010-801-3101-32200	22.31	POSTAGE		316974	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PITNEY BOWES POSTAGE BY PHONE	0010-801-3102-32200	43.09	POSTAGE		316974	
	0010-801-3104-32200	25.93	POSTAGE		316974	
	0010-801-3113-32200	7.50	POSTAGE		316974	
	0010-801-3114-32200	70.48	POSTAGE		316974	
	0010-801-3120-32200	22.50	POSTAGE		316974	
	0010-801-3205-32200	8.05	POSTAGE		316974	
	0010-801-3210-32200	3.60	POSTAGE		316974	
	0010-801-3220-32200	628.55	POSTAGE		316974	
	0010-801-4209-32200	3.22	POSTAGE		316974	
	0010-801-6001-32200	44.62	POSTAGE		316974	
	0010-801-6502-32200	42.78	POSTAGE		316974	
	0043-801-4212-32200	1.38	POSTAGE		316974	
	0060-801-4211-32200	7.96	POSTAGE		316974	
	0075-450-0075-09230	39.94	POSTAGE (TRUST)		316974	
	0077-801-1111-31950	180.78	POSTAGE		316974	
	0092-801-4220-32200	0.46	POSTAGE		316974	
						1,373.76
RAQUEL RICHARDS	0010-801-1801-39550	25.55	PETTY CASH-ORAL BOARD		316943	
	0010-801-1801-22670	19.44	PETTY CASH-ICE CREAM SOCIAL		316943	
	0010-801-1801-22670	30.00	PETTY CASH-BENEFITS FAIR		316943	
	0010-801-1802-39400	19.32	PETTY CASH-SAFETY TRAINING		316943	
	0010-801-1801-39550	18.06	PETTY CASH-ORAL BOARD		316943	
	0010-801-1801-39550	32.02	PETTY CASH-ORAL BOARD		316943	
	0010-801-1801-39550	28.98	PETTY CASH-ORAL BOARD		316943	
	0010-801-1801-39550	13.99	PETTY CASH-ORAL BOARD		316943	
	0010-801-1802-39400	105.91	PETTY CASH-EMERGENCY PREPARED		316943	
	0010-801-1801-39400	57.00	PETTY CASH-PARKING		316943	
	0010-801-1801-39550	8.00	PETTY CASH-ORAL BOARD		316943	
						358.27

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
RAQUEL RICHARDS	0075-450-0075-08330	900.00	EE HOLIDAY LUNCHEON (TRUST)		316955	900.00
BRIAN RODRIGUEZ	0010-801-3220-41100	125.00	MEDICAL TECHNICIAN REG		316975	125.00
SAN GABRIEL VALLEY CITY MANAGER'S	0010-801-1201-39400	30.00	ASSOCIATION LUNCHEON		316976	30.00
ROBERT E. SILKENSEN	0075-450-0075-08550	625.00	LANGLEY PERFORMER (TRUST)		316956	625.00
T-MOBILE USA	0109-801-5004-91745	69.88	DIAL-A-RIDE CELLULAR SERVICES		316977	69.88
THE GAS COMPANY (DBA)	0010-801-3114-36200	58.26	GAS SERVICES		316957	
	0060-801-4211-22250	4,935.44	GAS SERVICES		316957	4,993.70
UNITED PARCEL SERVICE	0010-801-1407-32200	232.20	DELIVERY SERVICES		316978	
	0010-801-3205-32200	304.79	DELIVERY SERVICES		316978	536.99
MARICELA VASQUEZ	0010-801-6506-22750	200.00	DAY CARE SUPPLIES		316958	
	0010-801-6506-22750	300.00	DAY CARE SUPPLIES		316958	500.00
VERIZON WIRELESS	0010-801-1408-32050	0.23	WIRELESS VOICE & DATA SERVICE		316944	
	0010-801-1701-32050	38.01	WIRELESS VOICE & DATA SERVICE		316944	
	0010-801-1702-32050	12.02	WIRELESS VOICE & DATA SERVICE		316944	
	0010-801-1703-32050	38.01	WIRELESS VOICE & DATA SERVICE		316944	
	0010-801-3112-32050	135.73	WIRELESS VOICE & DATA SERVICE		316944	
	0010-801-4209-32050	48.16	WIRELESS VOICE & DATA SERVICE		316944	
	0010-801-4212-32050	150.34	WIRELESS VOICE & DATA SERVICE		316944	
	0010-801-6517-32050	12.15	WIRELESS VOICE & DATA SERVICE		316944	
	0092-801-4221-32050	40.96	WIRELESS VOICE & DATA SERVICE		316944	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
VERIZON WIRELESS	0092-801-4222-32050	0.23	WIRELESS VOICE & DATA SERVICE		316944	
	0010-801-1101-32050	224.20	WIRELESS VOICE & DATA SERVICE		316944	
	0010-801-1408-32050	1,328.68	WIRELESS VOICE & DATA SERVICE		316944	2,028.72
	0010-801-1404-32050	625.38	WIRELESS VOICE & DATA SERVICE		316959	
	0010-801-3112-32050	1,477.33	WIRELESS VOICE & DATA SERVICE		316959	
	0010-801-3112-32050	56.05	WIRELESS VOICE & DATA SERVICE		316959	2,158.76
	0022-801-4206-32050	64.01	WIRELESS VOICE & DATA SERVICE		316979	
	0010-801-4209-32050	12.95	WIRELESS VOICE & DATA SERVICE		316979	
	0010-801-4212-32050	2.47	WIRELESS VOICE & DATA SERVICE		316979	
	0092-801-4221-32050	19.59	WIRELESS VOICE & DATA SERVICE		316979	
	0092-801-4222-32050	0.46	WIRELESS VOICE & DATA SERVICE		316979	
	0092-801-4223-32050	74.53	WIRELESS VOICE & DATA SERVICE		316979	
	0010-801-6502-32050	0.23	WIRELESS VOICE & DATA SERVICE		316979	
	0010-801-6517-32050	56.51	WIRELESS VOICE & DATA SERVICE		316979	
	0010-801-1201-38400	38.01	WIRELESS VOICE & DATA SERVICE		316979	
	0010-801-3205-32050	26.08	WIRELESS VOICE & DATA SERVICE		316979	
	0010-801-3210-32050	187.42	WIRELESS VOICE & DATA SERVICE		316979	
	0010-801-3220-32050	133.06	WIRELESS VOICE & DATA SERVICE		316979	
	0010-801-1701-32050	39.96	WIRELESS VOICE & DATA SERVICE		316979	
	0010-801-1703-32050	47.34	WIRELESS VOICE & DATA SERVICE		316979	
	0010-801-1702-32050	185.80	WIRELESS VOICE & DATA SERVICE		316979	888.42
TOTAL FOR PREPAID WARRANTS						490,897.39
PRINTED		490,897.39				
E-PAYABLE		0.00				

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
A & R NURSERY	0010-801-6517-22100	394.20	LANDSCAPE SUPPLIES	18-0191	316980	394.20
ADVANCED BATTERY SYSTEMS, INC.	0060-801-4211-23500	108.20	FLEET BATTERY CHARGER	18-0101	807 *	
	0060-801-4211-23500	225.30	FLEET BATTERY-UNIT 072	18-0101	807 *	333.50
AFFILIATED SYSTEMS, INC.	0010-801-1801-31900	55.00	PRE-EMPLOYMENT/DMV/DOT PHYS		316981	55.00
TONY AGUILAR	0010-701-0010-07050	94.00	REFUND PICNIC RESERVATION		316982	94.00
CITY OF ALHAMBRA	0042-801-4204-31950	1,027.93	ANNUAL SEWER FEE		316983	1,027.93
ALLSTAR FIRE EQUIPMENT INC.	0010-801-3210-24100	512.22	FIRE HOOKS		316984	
	0010-801-3210-24100	142.35	FIRE HOOKS		316984	
	0010-801-3210-24100	117.06	FIRE HOOKS		316984	
	0010-801-3210-24100	240.80	FIRE PICK HEAD AXE		316984	
	0010-801-3210-22300	873.19	FIRE HELMETS	18-0019	316984	1,885.62
AMERICAN TRAFFIC PRODUCTS, INC.	0022-801-4206-23100	870.18	PAINT		316985	870.18
ANIMAL PEST MANAGEMENT SVCS	0010-801-3111-31950	3,000.00	TRAPPING SERVICES	18-0278	808 *	3,000.00
ARAMARK UNIFORM & CAREER APPAREL, I	0010-801-3210-39050	40.13	FIRE UNIFORM SERVICES		316986	
	0010-801-3210-39050	20.79	FIRE UNIFORM SERVICES		316986	
	0010-801-3210-39050	13.94	FIRE UNIFORM SERVICES		316986	
	0010-801-3210-39050	20.79	FIRE UNIFORM SERVICES		316986	
	0010-801-3210-39050	8.03	FIRE UNIFORM SERVICES		316986	
	0010-801-3210-39050	8.03	FIRE UNIFORM SERVICES		316986	111.71

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ARC IMAGING RESOURCE - CALIFORNIA	0092-801-4220-37500	7.82	ENGINEERING PRINTER		316987	7.82
AUTOZONE WEST, INC	0060-801-4211-23500	12.80	BATTERY-UNIT 019		809 *	
	0060-801-4211-23500	11.14	HOOD RELEASE CAB-UNIT 053	18-0115	809 *	
	0060-801-4211-23500	8.35	HEADLAMP-UNIT 039	18-0115	809 *	
	0060-801-4211-23500	67.71	ROTOR	18-0115	809 *	
	0060-801-4211-23500	55.74	BATTERY	18-0115	809 *	155.74
B A B STEERING HYDRAULICS, INC	0060-801-4211-38400	230.37	FLEET PARTS/REPAIR-UNIT 949		316988	230.37
PHINAK BAK	0075-450-0075-08200	23,852.00	REFUND CONSTRUCTION BOND-TRUST		316989	23,852.00
KATALINA BELTRAN	0159-801-6507-31920	7,626.00	INSTRUCTOR-RECREATION CLASS		316990	7,626.00
BEVERLY URGENT CARE, INC.	0010-801-1801-31900	9,845.50	PRE-EMPLOYMENT SCREENING		316991	9,845.50
BJ PARTY SUPPLIES	0075-450-0075-08915	351.38	BEST CITY EVENT RENTAL (TRUST)		316992	
	0075-450-0075-08915	192.95	BEST CITY EVENT RENTAL (TRUST)		316992	544.33
BRAVO BUSINESS RESOURCES	0010-801-6505-21350	190.00	TRANSLATION SERVICES		316993	190.00
CALIFORNIA FITNESS SOURCE INC	0010-801-6505-38400	150.00	FITNESS EQUIPMENT MAINTENANCE		316994	150.00
CALIFORNIA WATER SERVICE CO.	0092-801-4222-36300	69.41	WATER SERVICE		316995	
	0092-801-4222-36300	56.69	WATER SERVICE		316995	
	0092-801-4222-36300	299.64	WATER SERVICE		316995	
	0092-801-4222-36300	31.10	WATER SERVICE		316995	456.84

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CALOX, INC	0010-801-3220-24200	29.75	CYLINDER OXYGEN		316996	
	0010-801-3220-24200	21.25	CYLINDER OXYGEN		316996	
	0010-801-3220-24200	8.50	CYLINDER OXYGEN		316996	
	0010-801-3220-24200	52.00	CYLINDER OXYGEN		316996	111.50
CHIEH WING CHEN	0075-450-0075-08200	7,950.00	REFUND CONSTRUCTION BOND-TRUST		316997	
	0075-450-0075-08200	400.00	REFUND CONSTRUCTION BOND-TRUST		316997	8,350.00
CINTAS CORPORATION	0010-801-3210-22150	115.65	JANITORIAL SUPPLIES-FS61	18-0012	316998	
	0010-801-3210-22150	249.19	JANITORIAL SUPPLIES-FS61	18-0012	316998	
	0010-801-3210-22150	97.81	JANITORIAL SUPPLIES-FS61	18-0012	316998	
	0010-801-3210-22150	78.75	JANITORIAL SUPPLIES-FS61	18-0012	316998	
	0010-801-3210-22150	78.87	JANITORIAL SUPPLIES-FS61	18-0012	316998	
	0010-801-3210-22150	62.15	JANITORIAL SUPPLIES-FS62	18-0012	316998	
	0010-801-3210-22150	130.28	JANITORIAL SUPPLIES-FS62	18-0012	316998	
	0010-801-3210-22150	175.86	JANITORIAL SUPPLIES-FS62	18-0012	316998	
	0010-801-3210-22150	62.15	JANITORIAL SUPPLIES-FS62	18-0012	316998	
	0010-801-3210-22150	62.21	JANITORIAL SUPPLIES-FS62	18-0012	316998	
	0010-801-3210-22150	46.51	JANITORIAL SUPPLIES-FS63	18-0012	316998	
	0010-801-3210-22150	177.00	JANITORIAL SUPPLIES-FS63	18-0012	316998	
	0010-801-3210-22150	102.08	JANITORIAL SUPPLIES-FS63	18-0012	316998	
	0010-801-3210-22150	46.51	JANITORIAL SUPPLIES-FS63	18-0012	316998	
	0010-801-3210-22150	46.57	JANITORIAL SUPPLIES-FS63	18-0012	316998	
	0010-801-6505-22150	489.04	JANITORIAL SUPPLIES-LANGLEY	18-0107	316998	
	0010-801-6505-22150	550.36	JANITORIAL SUPPLIES-LANGLEY	18-0107	316998	
	0010-801-6505-22150	552.28	JANITORIAL SUPPLIES-LANGLEY	18-0107	316998	
	0010-801-6505-22150	567.59	JANITORIAL SUPPLIES-LANGLEY	18-0107	316998	
	0010-801-6505-22150	121.51	JANITORIAL SUPPLIES-LANGLEY	18-0107	316998	
						3,812.37

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CLIFFORD & CRUZ INC.	0010-701-0010-02010	300.00	REFUND BUSINESS LICENSE FEE		316999	300.00
CLINICAL LABORATORY OF	0092-801-4222-31950	508.00	WATER ANALYSIS		810 *	
	0092-801-4222-31950	468.00	WATER ANALYSIS		810 *	
	0092-801-4222-31950	15.00	WATER ANALYSIS		810 *	
	0092-801-4222-31950	108.00	WATER ANALYSIS		810 *	
	0092-801-4222-31950	15.00	WATER ANALYSIS		810 *	
	0092-801-4222-31950	192.00	WATER ANALYSIS		810 *	
	0092-801-4222-31950	15.00	WATER ANALYSIS		810 *	
	0092-801-4222-31950	108.00	WATER ANALYSIS		810 *	
	0092-801-4222-31950	15.00	WATER ANALYSIS		810 *	
	0092-801-4222-31950	108.00	WATER ANALYSIS		810 *	
	0092-801-4222-31950	15.00	WATER ANALYSIS		810 *	
	0092-801-4222-31950	108.00	WATER ANALYSIS		810 *	
	0092-801-4222-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4226-23300	75.00	WATER ANALYSIS		810 *	
	0093-801-4226-23300	30.00	WATER ANALYSIS		810 *	
	0093-801-4226-23300	15.00	WATER ANALYSIS		810 *	
	0093-801-4226-23300	15.00	WATER ANALYSIS		810 *	
	0093-801-4226-23300	15.00	WATER ANALYSIS		810 *	
	0093-801-4227-31950	60.00	WATER ANALYSIS		810 *	
	0093-801-4227-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4227-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4227-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4227-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4227-31950	125.00	WATER ANALYSIS		810 *	
	0093-801-4229-31950	60.00	WATER ANALYSIS		810 *	
	0093-801-4229-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4229-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4229-31950	60.00	WATER ANALYSIS		810 *	
	0093-801-4229-31950	15.00	WATER ANALYSIS		810 *	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CLINICAL LABORATORY OF	0093-801-4229-31950	45.00	WATER ANALYSIS		810 *	
	0093-801-4229-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4229-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4230-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4230-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4230-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4230-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4230-31950	15.00	WATER ANALYSIS		810 *	
	0093-801-4231-31950	15.00	WATER ANALYSIS		810 *	
						2,292.00
COAST LABEL COMPANY	0010-801-1406-21350	727.29	VENDING MACHINE LABELS		317000	
						727.29
COLLICUTT ENERGY SERVICES INC	0010-801-4210-38400	313.50	GENERATOR TESTING & REPAIR		317001	
	0010-801-4210-38400	350.00	GENERATOR TESTING & REPAIR		317001	
						663.50
COMMERCIAL AQUATIC SERVICES, INC	0010-801-5004-91749	24,600.00	ELDER POOL HEATER REPLACEMENT	18-0168	317002	
	0010-801-5004-91749	1,192.00	ELDER POOL HEATER REPLACEMENT	18-0168	317002	
						25,792.00
COMMERCIAL DOOR OF LOS ANGELES	0092-801-4222-23400	975.00	DELTA PLANT DOOR REPAIR		317003	
						975.00
COMPLETE LANDSCAPE CARE, INC.	0093-801-4229-23300	1,125.00	WEED ABATEMENT	18-0114	317004	
	0092-801-4222-38500	500.00	WEED ABATEMENT	18-0114	317004	
						1,625.00
COMPUTER SERVICE COMPANY	0010-801-4206-38400	9,125.07	TRAFFIC SIGNAL MAINTENANCE	18-0047	317005	
	0010-801-4206-38400	3,200.00	TRAFFIC SIGNAL MAINTENANCE	18-0047	317005	
						12,325.07
DAILY JOURNAL CORPORATION	0092-801-1301-34050	144.00	LEGAL NOTICE	18-0170	317006	
	0092-801-1301-34050	132.00	LEGAL NOTICE	18-0170	317006	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						276.00
DAMEWOOD CONSULTING GROUP	0010-801-1802-38400	500.00	EMPLOYEE SAFETY TRAINING		317007	500.00
DANIEL LUQUIN (DBA) LUQUIN PLUMBING	0152-801-2206-38650	285.00	PLUMBING INSP-2403 COLLEGIAN		317008	285.00
DAPEER ROSENBLIT & LITVAK	0010-801-1702-31600	945.80	LEGAL FEES-COMM DEVELOPMENT		317009	
	0010-801-1702-31600	1,440.40	LEGAL FEES-COMM DEVELOPMENT		317009	2,386.20
DCE CONSTRUCTION INC. (DBA) MESA G	0152-801-2206-38620	1,487.00	GARAGE DOOR REPLACEMENT		317010	1,487.00
DEPT OF TRANSPORTATION	0022-801-4206-41100	10,079.58	TRAFFIC SIGNALS & LIGHTING	18-0298	317011	
	0022-801-4206-41100	920.00	TRAFFIC SIGNALS & LIGHTING	18-0298	317011	
	0022-801-4206-41100	1,084.12	TRAFFIC SIGNALS & LIGHTING		317011	12,083.70
DOWNTOWN FORD SALES	0060-801-5004-96088	31,990.59	FLEET UNIT 134	18-0286	317012	31,990.59
ECHOSAT, INC.	0010-701-0010-06940	39.95	CNG STATION MERCHANT FEE		317013	39.95
ECOLA SERVICES, INC.	0152-801-2206-38620	235.00	RESID REHAB-1113 RIDGECREST		317014	235.00
DEAN N EDDOW	0159-801-6507-31920	30.75	INSTRUCTOR-RECREATION CLASS		317015	30.75
EL CAMINO COMMUNITY COLLEGE	0349-801-3201-39400	391.00	FIRE TRAINING		317016	391.00
EMS PERSONNEL FUND	0010-801-3220-41100	200.00	PARAMEDIC LICENSE RENEWAL		317017	200.00
EVOQUA WATER TECHNOLOGIES LLC	0071-801-3210-38400	109.14	FIRE DI TANK RENTAL		317018	
	0071-801-3210-38400	143.24	FIRE DI TANK RENTAL		317018	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						252.38
EWING IRRIGATION PRODUCTS, INC.	0010-801-6517-23300	45.57	RAINBIRD NOZZLE	18-0182	317019	
	0010-801-6517-23300	94.09	PVC PIPE, COUPLING, TEE, SLIP FIX	18-0182	317019	
						139.66
FENSCO SERVICES INC	0010-801-6516-31190	375.00	FENCE REPAIR/INSTALLATION		317020	
	0010-801-6516-31190	549.00	FENCE REPAIR/INSTALLATION		317020	
	0010-801-6516-31190	1,189.00	FENCE REPAIR/INSTALLATION		317020	
						2,113.00
FILEKEEPERS, LLC	0010-801-1802-31950	192.00	STORAGE SERVICE		317021	
						192.00
FIRST TRANSIT INC	0166-801-4201-31960	68,597.75	SPIRIT BUS OPERATION	18-0242	317022	
	0109-701-0109-07680	3,983.36	SPIRIT BUS FARE		317022	
	0166-801-4201-31960	209.65	SPIRIT BUS GPS	18-0242	317022	
						64,824.04
AMY FONG	0010-701-0010-08025	42.78	REFUND RECREATION CLASS		317023	
						42.78
FORD OF MONTEBELLO	0060-801-4211-23500	13.84	WASHER NOZZLE-UNIT 019		317024	
	0060-801-4211-23500	41.92	VALVE ASSY-UNIT 094		317024	
	0060-801-4211-23500	101.57	DOOR WEATHERSTRIP-UNIT 028		317024	
	0060-801-4211-23500	127.02	HARNESS WIRE-UNIT 028		317024	
						284.35
GALL'S, INC. (DBA) GALLS/QUARTERMASTER	0010-801-3210-22310	3.29	UNIFORMS-C CACCIATORI	18-0061	317025	
	0010-801-3210-22310	67.78	UNIFORMS-J CARTER	18-0061	317025	
	0010-801-3210-22310	243.94	UNIFORMS-J CARTER	18-0061	317025	
	0010-801-3210-22310	14.19	UNIFORMS-J CHANG	18-0061	317025	
	0010-801-3210-22310	42.55	UNIFORMS-D GARCIA	18-0061	317025	
	0010-801-3210-22310	12.00	UNIFORMS-D GARCIA	18-0061	317025	
	0010-801-3210-22310	24.00	UNIFORMS-D GARCIA	18-0061	317025	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
GALL'S, INC. (DBA) GALLS/QUARTERMASTER	0010-801-3210-22310	28.36	UNIFORMS-S GREGG	18-0061	317025	
	0010-801-3210-22310	34.82	UNIFORMS-M HALLOCK	18-0061	317025	
	0010-801-3210-22310	14.19	UNIFORMS-C HENRICH	18-0061	317025	
	0010-801-3210-22310	14.19	UNIFORMS-P KANG	18-0061	317025	
	0010-801-3210-22310	88.38	UNIFORMS-S KELLEY	18-0061	317025	
	0010-801-3210-22310	133.43	UNIFORMS-S KELLEY	18-0061	317025	
	0010-801-3210-22310	133.43	UNIFORMS-M KHAIL	18-0061	317025	
	0010-801-3210-22310	241.78	UNIFORMS-N LAKIN	18-0061	317025	
	0010-801-3210-22310	133.43	UNIFORMS-A MALOUF	18-0061	317025	
	0010-801-3210-22310	133.43	UNIFORMS-D MARQUARDT	18-0061	317025	
	0010-801-3210-22310	16.38	UNIFORMS-K TEMPLEMAN	18-0061	317025	
	0010-801-3210-22310	14.79	UNIFORMS-R TULLIUS	18-0061	317025	
	0010-801-3210-22310	30.57	UNIFORMS-J WONG	18-0061	317025	
	0010-801-3210-22310	12.00	UNIFORMS-J WONG	18-0061	317025	
	0010-801-3210-22310	14.19	UNIFORMS-S KELLEY	18-0061	317025	
	0010-801-3210-22310	113.48	UNIFORMS-T AYALA	18-0061	317025	
	0010-801-3210-22310	26.17	UNIFORMS-T AYALA	18-0061	317025	
	0010-801-3210-22310	23.98	UNIFORMS-R BLAKE	18-0061	317025	
	0010-801-3210-22310	66.64	UNIFORMS-R BLAKE	18-0061	317025	
	0010-801-3210-22310	54.59	UNIFORMS-J CARTER	18-0061	317025	
	0010-801-3210-22310	23.98	UNIFORMS-J CARTER	18-0061	317025	
	0010-801-3210-22310	47.96	UNIFORMS-J CHANG	18-0061	317025	
	0010-801-3210-22310	14.19	UNIFORMS-J CHANG	18-0061	317025	
	0010-801-3210-22310	32.80	UNIFORMS-J CHANG	18-0061	317025	
	0010-801-3210-22310	98.50	UNIFORMS-J CHANG	18-0061	317025	
	0010-801-3210-22310	10.90	UNIFORMS-D GOETZ	18-0061	317025	
	0010-801-3210-22310	7.61	UNIFORMS-M HALLOCK	18-0061	317025	
	0010-801-3210-22310	21.85	UNIFORMS-M HALLOCK	18-0061	317025	
	0010-801-3210-22310	3.29	UNIFORMS-M HALLOCK	18-0061	317025	

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GALL'S, INC. (DBA) GALLS/QUARTERMASTER	0010-801-3210-22310	66.64	UNIFORMS-M HALLOCK	18-0061	317025	
	0010-801-3210-22310	3.29	UNIFORMS-S KELLEY	18-0061	317025	
	0010-801-3210-22310	52.34	UNIFORMS-S KELLEY	18-0061	317025	
	0010-801-3210-22310	66.64	UNIFORMS-S KELLEY	18-0061	317025	
	0010-801-3210-22310	241.78	UNIFORMS-M HALLOCK	18-0061	317025	
	0010-801-3210-22310	231.88	UNIFORMS-M KHAIL	18-0061	317025	
	0010-801-3210-22310	44.36	UNIFORMS-M KHAIL	18-0061	317025	
	0010-801-3210-22310	270.83	UNIFORMS-N LIMA	18-0061	317025	
	0010-801-3210-22310	26.17	UNIFORMS-A MALOUF	18-0061	317025	
	0010-801-3210-22310	28.43	UNIFORMS-A MALOUF	18-0061	317025	
	0010-801-3210-22310	66.64	UNIFORMS-A MALOUF	18-0061	317025	
	0010-801-3210-22310	28.43	UNIFORMS-D MARQUARDT	18-0061	317025	
	0010-801-3210-22310	213.37	UNIFORMS-D MARQUARDT	18-0061	317025	
	0010-801-3210-22310	246.26	UNIFORMS-D PARK	18-0061	317025	
	0010-801-3210-22310	10.90	UNIFORMS-D PARK	18-0061	317025	
	0010-801-3210-22310	133.43	UNIFORMS-D PARK	18-0061	317025	
	0010-801-3210-22310	23.98	UNIFORMS-D PARK	18-0061	317025	
	0010-801-3210-22310	430.01	UNIFORMS-B RODRIGUEZ	18-0061	317025	
	0010-801-3210-22310	34.49	UNIFORMS-M SILVESTRO	18-0061	317025	
	0010-801-3210-22310	327.19	UNIFORMS-J TREJO	18-0061	317025	
	0010-801-3210-22310	65.44	UNIFORMS-R WEDDLE	18-0061	317025	
	0010-801-3210-22310	25.08	UNIFORMS-J WONG	18-0061	317025	
	0010-801-3210-22310	208.42	UNIFORMS-B RODRIGUEZ	18-0061	317025	
						4,843.06
GALLADE CHEMICAL, INC.	0092-801-4222-23300	590.21	WATER CHEMICALS		811 *	590.21
GANAHL LUMBER COMPANY INC	0110-801-4202-23600	338.95	STREETS LUMBER,NAILS		317026	
	0110-801-4202-23600	237.63	STREETS LUMBER,NAILS		317026	
						576.58

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GARAGE KITCHEN INC.	0010-701-0010-06850	118.00	REFUND INDUSTRIAL WASTE FEE		317027	118.00
GARVEY EQUIPMENT COMPANY	0010-801-3210-24100	1,965.52	CHAINSAW CHAIN		317028	
	0010-801-3210-24100	195.42	CHAINSAW BARS		317028	
	0010-801-3210-24100	191.76	ROTARY SAW BLADES		317028	
	0071-801-3210-38400	21.90	CARBIDE TIE STRAP		317028	
	0010-801-6517-23050	389.92	EDGER BLADE, STARTING FLUID	18-0177	317028	2,764.52
GRICELDA GOMEZ	0010-801-3210-39050	8.78	FIRE UNIFORM CLEANING		317029	
	0010-801-3210-39050	11.77	FIRE UNIFORM CLEANING		317029	
	0010-801-3210-39050	14.57	FIRE UNIFORM CLEANING		317029	35.12
KELLY A. GORDON	0010-801-3112-22310	110.00	UNIFORM REIMBURSEMENT		317030	
	0010-801-3113-22310	89.76	UNIFORM REIMBURSEMENT		317030	
	0010-801-3210-39050	9.84	UNIFORM REIMBURSEMENT		317030	209.60
GOUDY HONDA	0060-801-4211-23500	217.36	SOCKET, SWITCH-UNIT 961		317031	217.36
GOVCONNECTION INC.	0010-801-1702-21350	30.61	HAND SHOULDER STRAP		317032	
	0010-801-1702-21350	37.58	IPAD CHARGER		317032	68.19
GRAINGER	0010-801-4210-22150	194.49	DRINKING FOUNTAIN FILTERS	18-0157	317033	
	0010-801-4202-23950	82.21-	COOLING PAD-CREDIT	18-0094	317033	
	0010-801-4210-23400	478.97	POWER PACK RELAY SENSOR	18-0157	317033	
	0092-801-4222-23400	107.96	BLOWER	18-0225	317033	
	0092-801-4222-23400	107.96-	BLOWER-CREDIT	18-0225	317033	
	0110-801-4202-23600	1,836.48	CLEANING SOLVENT	18-0094	317033	2,427.73

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
GRAND PRIX TIRE & AUTO CENTER	0060-801-4211-38400	60.00	ALIGNMENT-UNIT 964	18-0287	317034	
	0060-801-4211-23500	372.30	TIRE-UNIT 964	18-0287	317034	
	0060-801-4211-23500	260.61	TIRE-UNIT 121	18-0287	317034	
	0060-801-4211-23500	175.20	TIRE-UNIT 004	18-0287	317034	868.11
GRM INFORMATION MANAGEMENT	0010-801-1802-38400	231.00	DOCUMENT SYSTEM SERVICES	18-0043	317035	
	0063-801-5004-99068	100.21	DOCUMENT SYSTEM SERVICES	18-0231	317035	
	0063-801-5004-99068	35.00	DOCUMENT SYSTEM SERVICES	18-0231	317035	
	0063-801-5004-99068	769.00	DOCUMENT SYSTEM SERVICES	18-0231	317035	
	0063-801-5004-99068	94.82	DOCUMENT SYSTEM SERVICES	18-0231	317035	1,230.03
H & H AUTO PARTS WHOLESALE	0060-801-4211-23500	50.17	BRAKE PAD SET	18-0124	317036	
	0060-801-4211-23500	201.70	BRAKE PAD SET	18-0124	317036	
	0060-801-4211-23500	86.73	ROTOR	18-0124	317036	338.60
H2O RESTORATION INC.	0010-801-4210-38100	309.41	WATER DAMAGE CLEAN UP		317037	309.41
HAAKER EQUIPMENT COMPANY	0060-801-4211-38400	215.75	DIAGNOSED JET RODDER-UNIT 113		317038	215.75
HANSON AGGREGATES	0110-801-4202-23600	600.21	ASPHALT		812 *	
	0110-801-4202-23600	559.04	ASPHALT		812 *	
	0110-801-4202-23600	566.32	ASPHALT		812 *	1,725.57
HAROLD'S KEY SHOP, INC.	0060-801-4211-23500	69.53	KEY/LOCK SERVICES		317039	
	0176-801-6516-23050	444.13	KEY/LOCK SERVICES		317039	513.66
HARRINGTON INDUSTRIAL PLASTICS	0092-801-4222-23300	338.62	TUBE ASSEMBLY	18-0235	813 *	
	0092-801-4222-23700	221.77	VALVE BALL TUBES	18-0235	813 *	

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HARRINGTON INDUSTRIAL PLASTICS	0092-801-4222-23700	73.91	PVC PIPES, SOLVENT CEMENT, PRIME	18-0235	813 *	634.30
HEALTHFIRST MEDICAL GROUP	0010-801-1801-31900	161.00	PRE-EMPLOYMENT PHYSICALS		317040	161.00
HOLLIDAY ROCK CO INC	0110-801-4202-23600	499.03	WASH CON SAND		317041	
	0110-801-4202-23600	599.53	WASH CON SAND		317041	1,098.56
HOME DEPOT CREDIT SERVICES	0010-801-3210-39400	1,189.96	LUMBER		317042	
	0071-801-3210-38400	21.87	SMTH PLASTER	18-0212	317042	
	0010-801-4202-23950	324.89	CAUTION TAPE, PAINTS, TOWELS	18-0097	317042	
	0010-801-4202-23600	236.78	NAILS, STAKES, LUMBER	18-0097	317042	
	0010-801-4202-23600	942.84	LINE POSTS, CONCRETE MIX, LUMBER	18-0097	317042	
	0010-801-4202-23600	59.48	SANDPAPER, WOOD ADAPTER	18-0097	317042	
	0022-801-4206-23800	56.22	BLADES, BOLTS, NUT, WASHER	18-0097	317042	
	0092-801-4223-22750	129.17	STRAW WATTLES	18-0228	317042	
	0092-801-4223-38100	116.27	BUCKET, MOP, HOSE	18-0228	317042	
	0092-801-4223-38100	24.01	TAPE, COOL TOWEL	18-0228	317042	
	0010-801-6508-39860	76.45	GENERATOR COVER		317042	
	0010-801-6508-39860	80.09	TRASH CAN		317042	
	0010-801-6517-23100	42.51	TOPPER	18-0187	317042	
	0010-801-6517-23100	112.94	PAINT, ANTENNA	18-0187	317042	
	0010-801-6517-23100	76.21	DEDICATED DRIVE, HOOK, PAINT	18-0187	317042	
	0010-801-6517-23100	65.49	LATCHING BOX, TOTE	18-0187	317042	
	0010-801-6517-23100	253.34	SURGE PROTECTOR, MATS, CORDS	18-0187	317042	
	0010-801-6517-23100	61.01	PEA PEBBLES	18-0187	317042	
	0010-801-6517-23100	93.09	BASKET, HOOKS, FOLDING TABLE	18-0187	317042	3,962.62
IP LEARNING CENTER	0159-801-6507-31920	1,071.00	INSTRUCTOR-RECREATION CLASS		317043	1,071.00

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SHELLY MARIE ISHIDA	0159-801-6507-31920	703.50	INSTRUCTOR-RECREATION CLASS		317044	703.50
J C KIDS MART	0010-801-1702-22310	85.00	UNIFORM-CODE ENF,BUILDING		317045	
	0010-801-1703-22310	50.00	UNIFORM-CODE ENF,BUILDING		317045	135.00
J.R. FILANC CONSTRUCTION COMPANY, I	0510-850-4224-82259	522,671.00	GROUNDWATER TREATMENT SYSTEM	17-0366	317046	522,671.00
JEANINE CARR (DBA) TIPPI TOES WEST	0159-801-6507-31920	1,179.75	INSTRUCTOR-RECREATION CLASS		317047	1,179.75
JHM SUPPLY INC	0010-801-6517-22100	155.47	PVC NIPPLES,COUPLING,BUSH	18-0173	317048	
	0010-801-6517-22100	1,433.29	VALVES,CONTROLLER,MOUNTING COL	18-0173	317048	1,588.76
JOHN L. HUNTER & ASSOC.,INC.	0043-801-4203-31950	7,522.50	NPDES SERVICES	18-0241	317049	
	0043-801-4203-31950	337.50	FOG ORDINANCE		317049	
	0184-801-4208-31950	237.50	USED OIL GRANT	18-0241	317049	8,097.50
K Y SMOG AND TEST ONLY	0060-801-4211-38400	50.00	FLEET SMOG CHECK-UNIT 948		317050	
	0060-801-4211-38400	50.00	FLEET SMOG CHECK-UNIT 970		317050	
	0060-801-4211-38400	50.00	FLEET SMOG CHECK-UNIT 981		317050	
	0060-801-4211-38400	50.00	FLEET SMOG CHECK-UNIT 974		317050	
	0060-801-4211-38400	50.00	FLEET SMOG CHECK-UNIT 929		317050	
	0060-801-4211-38400	50.00	FLEET SMOG CHECK-UNIT 998		317050	
	0060-801-4211-38400	50.00	FLEET SMOG CHECK-UNIT 060		317050	
	0060-801-4211-38400	50.00	FLEET SMOG CHECK-UNIT 049		317050	400.00
RICHARD KAGEYAMA	0159-801-6507-31920	246.40	INSTRUCTOR-RECREATION CLASS		317051	246.40
MARK KHAIL	0075-450-0075-08915	123.84	BEST CITIES TO LIVE (TRUST)		317052	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						123.84
ERIC KIM	0010-801-3103-22310	71.63	REIMBURSE UNIFORM		317053	71.63
KING CHARCOAL BBQ	0010-701-0010-06850	118.00	REFUND INDUSTRIAL WASTE FEE		317054	118.00
L N CURTIS & SONS	0010-801-3210-38400	792.19	BREATHING APPARATUS SYSTEM	18-0059	317055	1,655.05
	0010-801-3210-38400	862.86	COUPLER HOSE POUCH	18-0059	317055	
LAW OFFICE OF DONNA R. EVANS	0010-801-1801-31950	9,933.08	INVESTIGATIONS SERVICES		317056	22,433.08
	0010-801-1801-31951	5,000.00	INVESTIGATIONS SERVICES		317056	
	0010-801-1801-31954	2,500.00	INVESTIGATIONS SERVICES		317056	
	0131-801-1801-31954	5,000.00	INVESTIGATIONS SERVICES		317056	
LAWN MOWER CORNER/KNG POWER EQUIPME	0060-801-4211-23500	327.41	MOWER-UNIT 084		317057	327.41
LEAD TECH ENVIRONMENTAL, INC.	0152-801-2206-38650	506.00	LEAD TESTING		317058	1,427.00
	0152-801-2206-38650	921.00	LEAD TESTING		317058	
LEHR AUTO ELECTRIC (CA CORP) STOMME	0160-850-5004-99323	721.91	CAMERA INSTALLATION	17-0342	317059	721.91
LIFE-ASSIST INC	0010-801-3220-22350	99.60	EPINEPHRINE	18-0054	317060	
	0010-801-3220-22350	139.60	EPINEPHRINE	18-0054	317060	
	0010-801-3220-22350	867.57	EPINEPHRINE,ONDANSETRON	18-0054	317060	
	0010-801-3220-24200	797.55	SANI CLOTH WIPE,GLOVES,EYEWEAR	18-0054	317060	
	0010-801-3220-22350	995.55	ADENOSINE, GLUCAGON	18-0054	317060	
	0010-801-3220-24200	725.03	COLD PACKS,EKG PAPER,SCISSORS	18-0054	317060	
	0010-801-3220-24200	1,843.76	PEDI PADZ ELECTRODES	18-0054	317060	
	0010-801-3220-24200	969.07	PEDI PADZ ELECTRODES	18-0054	317060	

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LIFE-ASSIST INC	0010-801-3220-22350	104.58	DEXTROSE	18-0054	317060	
	0010-801-3220-24200	1,536.28	ELECTRODES,TEST STRIPS,SPLINT	18-0054	317060	8,078.59
THE LIGHTHOUSE INC (DBA)	0060-801-4211-23500	89.28	LED LAMP-UNIT 923		317061	
	0060-801-4211-23500	192.06	AMBER WARNING LIGHT		317061	281.34
LINCOLN EQUIPMENT INC.	0010-801-6503-23050	271.56	BULK LIQUID CHLORINE	18-0230	317062	271.56
LONG BEACH BMW MOTORCYCLES (DBA)	0060-801-4211-38400	1,717.99	SERVICE UNIT 096		814 *	
	0060-801-4211-38400	409.34	REPAIR UNIT 047		814 *	2,127.33
LOS ANGELES COUNTY CERTIFIED	0060-801-4211-41100	3,300.00	HAZARDOUS WASTE/GENERATOR FEE	18-0291	317063	
	0060-801-4211-41100	3,459.00	HAZARDOUS WASTE/GENERATOR FEE	18-0291	317063	6,759.00
LOS ANGELES COUNTY DEPT OF	0010-701-0010-06850	1,773.54	INDUSTRIAL WASTE PERMIT		317064	
	0010-701-0010-06850	5,060.98	INDUSTRIAL WASTE PERMIT		317064	
	0010-701-0010-06850	3,569.68	INDUSTRIAL WASTE INSPECTION		317064	
	0010-701-0010-06850	1,975.97	INDUSTRIAL WASTE INSPECTION		317064	12,380.17
LOS ANGELES COUNTY DISTRICT	0010-801-3104-31950	1,144.02	LEGAL SERVICES		317065	1,144.02
LOS ANGELES COUNTY FIRE DEPT.	0060-801-3210-38400	4,441.48	TRUCK REPAIR-UNIT 098,984,950	18-0037	317066	4,441.48
LOS ANGELES FREIGHTLINERS	0060-801-4211-38400	108.59	DIAGNOSE CAMERA SYS-UNIT 113		317067	108.59
LOS ANGELES REGIONAL TAP PROGRAM	0109-801-6511-41200	15.00	TAP CARD REG SV SR/DIS		317068	
	0109-801-6511-41200	20.00	TAP CARD REG SV SR/DIS		317068	35.00

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ALICE LOW	0159-701-0159-07020	28.00	REFUND RECREATION CLASS		317069	28.00
MAGIC TOUCH CARWASH, INC	0060-801-4211-38400	1,575.00	CAR WASHES		317070	1,575.00
MAK FIRE PROTECTION ENGINEERING & C	0010-701-0010-06330	1,692.79	FIRE PLAN CHECK	18-0036	317071	1,692.79
MARBLE MEDICS OF AMERICA, INC (DBA)	0075-450-0075-08655	1,700.00	VETERANS MEMORIALS SVC (TRUST)		317072	1,700.00
MARISCOS LA VILLA TEPEYAC	0010-701-0010-06850	155.02	REFUND INDUSTRIAL WASTE FEE		317073	155.02
MATCO TOOLS (DBA)	0060-801-4211-24100	285.20	P.S. FLUID AIR BLEEDER		317074	723.65
	0060-801-4211-24100	438.45	IMPACT HAND TOOL		317074	
MATTHEW GEIGER (DBA) FSP DESIGNS	0109-801-6511-22310	43.57	RECREATION UNIFORMS		317075	657.79
	0109-801-6511-22310	184.98	RECREATION UNIFORMS		317075	
	0109-801-6511-22310	70.08	RECREATION UNIFORMS		317075	
	0010-801-6503-22300	78.84	RECREATION UNIFORMS		317075	
	0010-801-6503-22310	280.32	RECREATION UNIFORMS		317075	
MAXX AIR INC.	0060-801-4211-31950	550.00	REPAIR UNIT 018		317076	550.00
MCMaster-CARR SUPPLY CO.	0092-801-4222-23700	37.78	NYLON OPAQUE TUBING	18-0226	317077	
	0092-801-4222-23400	21.94	STAINLESS STEEL TUBE SLEEVE	18-0226	317077	
	0092-801-4222-23400	104.97	LED FLASHLIGHT	18-0226	317077	
	0092-801-4222-23400	208.58	EXT CORD, SOCKET	18-0226	317077	
	0092-801-4222-23700	63.92	SOAP DISPENSER	18-0226	317077	
	0092-801-4222-23700	132.46	HAND HELD TUBE FLARE	18-0226	317077	
	0092-801-4222-23700	120.84	EXPANSION BRASS PLUGS	18-0226	317077	

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MCMaster-CARR SUPPLY CO.	0092-801-4222-23700	171.53-	WATER HOSE-CREDIT	18-0226	317077	518.96
MCNEILL SECURITY AND FIRE SYSTEMS	0092-801-4222-31950	1,031.69	ALARM SERVICES		317078	
	0092-801-4222-31950	644.81	ALARM SERVICES		317078	1,676.50
MIKE'S MUFFLER	0060-801-4211-38400	674.30	FLEET REPAIR-UNIT 985		317079	674.30
MISSION FENCE & PATIO BUILDERS	0092-801-4222-23700	18.57	CHAIN LINK FENCE		317080	18.57
MISSION SUPER HARDWARE	0060-801-4211-23500	10.40	DUPLICATE KEYS		317081	
	0010-801-6517-23050	84.87	POWER CORD,OUTLET STRIP	18-0185	317081	
	0010-801-3230-39700	73.07	BITS,BLADES,PAINT,NUTS,BOLTS	18-0214	317081	
	0010-801-3210-38400	210.98	SILICONE LUBRICANT,PAINT,TAPE	18-0214	317081	379.32
MIWALL CORPORATION	0010-801-3103-22620	8,977.36	AMMUNITION	18-0255	317082	
	0010-801-3103-22620	20.28	AMMUNITION		317082	8,997.64
MOBILE VISION IN CAR VIDEO	0010-801-3103-22750	223.97	FLASHBACK CAMERA CABLE		317083	
	0010-801-3103-22750	276.41	RETRANSFER RIBBON FOR RIMAGE		317083	500.38
PETER MORRIS	0159-801-6507-31920	75.85	INSTRUCTOR-RECREATION CLASS		317084	75.85
MUSIC GEM	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)	18-0254	317085	190.00
	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)	18-0254	317086	190.00
	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)	18-0254	317087	190.00

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MUSIC GEM	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)	18-0254	317088	190.00
	0075-450-0075-08550	760.00	LANGLEY DANCE BAND (TRUST)	18-0254	317089	760.00
NADA BUS, INC	0109-801-4201-31950	885.00	LANGLEY HARVEST FESTIVAL TRIP		317090	885.00
NATIONAL DATA & SURVEYING SERVICES	0010-801-4212-31500	306.00	TRAFFIC DATA COLLECTION		317091	306.00
NAVARRO'S TOWING	0060-801-4211-38400	110.00	TOWING SERVICES-UNIT 846		317092	110.00
NETWORK INNOVATIONS US INC.	0010-801-3230-32050	31.02	EOC PHONE SERVICE		317093	31.02
O'REILLY AUTO PARTS	0060-801-4211-23500	16.34	COOLANT HOSE-UNIT 949	18-0126	317094	170.18
	0060-801-4211-23500	47.54	HOOD SUPPORT-UNIT 924	18-0126	317094	
	0060-801-4211-23500	87.05	SHOP TOOL	18-0126	317094	
	0010-801-3210-38400	19.25	WIPER BLADES-UTILITY 63		317094	
OFFICE DEPOT INC.	0010-801-1101-21350	21.99	REFRESHMENTS		317095	
	0010-801-1101-21350	10.98	REFRESHMENTS		317095	
	0010-801-1101-21350	89.67	WATER, COFFEE		317095	
	0092-801-1201-21250	48.89	DESKPAD		317095	
	0010-801-1701-21350	78.53	PAPER, LEGAL PAD, TAPE, LABELS		317095	
	0010-801-1801-21250	122.82	PAPER, FOLDER, PRINTER INK, TAPE		317095	
	0010-801-1801-21350	228.08	PAPER, FOLDER, PRINTER INK, TAPE		317095	
	0010-801-3114-21350	396.09	PAPER, NOTE PAD, PRINTER INK		317095	
	0010-801-3210-21300	41.00	COPIER PAPER	18-0211	317095	
	0010-801-3210-21300	45.99	COPIER PAPER, PEN	18-0211	317095	
	0010-801-6502-21250	166.63	COPIER PAPER, PEN, PRINTER INK		317095	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
OFFICE DEPOT INC.	0010-801-6502-21250	10.93	BINDER		317095	
	0010-801-6502-21250	81.23	PRINTER INK, CARD		317095	
	0010-801-6505-21350	600.52	PAPER, HOT CUP, INDEX, LABELER		317095	
	0010-801-6505-21350	5.89	COIN WRAPPERS		317095	
	0010-801-6505-21350	44.90	BULLETIN BOARD BORDER		317095	
	0010-801-6505-21350	4.15	BULLETIN BOARD TRIM PAPER		317095	
	0010-801-6517-22750	2,187.42	OFFICE DESK, CREDENZA, SHELL		317095	
	0010-801-6517-22100	36.11	SELF INKING STAMP, INK PAD	18-0202	317095	
	0010-801-6517-22100	10.17	TISSUE	18-0202	317095	
	0060-801-4211-21350	30.70	BATTERIES		317095	
	0060-801-4211-21350	124.52	BATTERIES		317095	
	0060-801-4211-21350	38.52	BATTERIES		317095	
	0010-801-4212-22300	11.91	BANDAGES		317095	
	0010-801-4212-22300	10.49	COLD PACKS		317095	
	0010-801-4212-22700	29.55	SELF INKING STAMPS		317095	
	0010-801-4212-22700	13.15	MARKER, NOTEBOOKS		317095	
	0010-801-4212-22700	32.23	HEADPHONE		317095	
	0010-801-4212-22700	13.22	PENS		317095	
	0010-801-4212-22700	41.59	PLANNER, ENVELOPE		317095	
	0010-801-4212-22700	36.19	REFRESHMENTS		317095	
	0092-801-4220-22750	13.12	SOAP REFILL	18-0203	317095	
	0092-801-4220-22750	34.83	CLIP, WRITING PAD	18-0203	317095	
	0092-801-4220-22750	16.41	SOAP DISPENSER	18-0203	317095	
	0092-801-4221-22750	60.67	LIGHT LANTERN		317095	
	0092-801-4220-22750	199.55	COFFEE MAKER, DESK PAD, PLANNER		317095	
	0092-801-4220-22750	33.47	REPLACEMENT PAD		317095	
	0092-801-4223-21350	150.70	PLANNERS	18-0203	317095	
						5,122.81
OFFICE SOLUTIONS	0010-801-1701-21350	90.79	STORAGE BOX, BROOM		815 *	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
OFFICE SOLUTIONS	0010-801-1701-21350	40.41	POSTER FRAME		815 *	
	0010-801-1701-21350	22.01	SPIRAL STENO BOOK		815 *	
	0010-801-1701-21350	80.37	DESK CALENDAR,MONTHLY PLANNER		815 *	
	0010-801-1408-21250	51.57	TAPE,PENS	18-0071	815 *	
						285.15
PACIFIC PRODUCTS & SERVICES LLC	0022-801-4206-23800	2,270.48	PERFORATED TELESPPARS,ANCHOR		317096	
						2,270.48
PARKHOUSE TIRE, INC.	0060-801-4211-23500	2,604.19	TIRES	18-0301	317097	
	0060-801-4211-23500	2,509.51	TIRES	18-0301	317097	
						5,113.70
THE PHONE GUY	0010-801-3210-22750	987.50	VOICE/DATE CABLING		317098	
						987.50
PREFERRED ALLIANCE INC	0010-801-1801-31900	77.16	DRIVER TESTING		317099	
	0010-801-1801-31900	70.73	DRIVER TESTING		317099	
						147.89
PROGRESS PRINTERS	0010-801-1301-22670	1,121.28	CERTIFICATE JACKETS		317100	
	0092-801-4220-21250	1,628.81	ENVELOPES	18-0076	317100	
	0010-801-1408-21250	561.19	ENVELOPES	18-0076	317100	
						3,311.28
PRUDENTIAL OVERALL SUPPLY	0060-801-4211-22150	39.80	SHOP RAGS		816 *	
	0060-801-4211-22150	39.80	SHOP RAGS		816 *	
	0060-801-4211-22150	39.80	SHOP RAGS		816 *	
	0060-801-4211-22150	39.80	SHOP RAGS		816 *	
	0060-801-4211-22150	39.80	SHOP RAGS		816 *	
	0060-801-4211-22150	39.80	SHOP RAGS		816 *	
	0060-801-4211-22300	26.27	UNIFORMS		816 *	
	0060-801-4211-22300	26.27	UNIFORMS		816 *	
	0060-801-4211-22300	26.27	UNIFORMS		816 *	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PRUDENTIAL OVERALL SUPPLY	0060-801-4211-22300	28.75	UNIFORMS		816 *	
	0060-801-4211-22300	26.27	UNIFORMS		816 *	
	0060-801-4211-22300	28.75	UNIFORMS		816 *	
						401.38
PUI SHEUNG YUK (DBA) YACA EDUCATION	0159-801-6507-31920	696.90	INSTRUCTOR-RECREATION CLASS		317101	
						696.90
RAFTELIS FINANCIAL CONSULTANTS, INC	0042-850-5002-99024	1,960.00	RATE STUDY-WATER, TRASH, SEWER	17-0643	317102	
						1,960.00
ROBERTSON'S	0110-801-4202-23600	1,859.68	CONCRETE	18-0165	317103	
	0110-801-4202-23600	1,944.81	CONCRETE	18-0165	317103	
						3,804.49
SA ASSOCIATES	0093-850-4224-82259	8,225.94	CONSTRUCTION INSPECTOR	17-0399	317104	
						8,225.94
SAFETY KLEEN SYSTEM, INC.	0060-801-4211-38400	399.09	PARTS WASHER MAINTENANCE		317105	
						399.09
SAN GABRIEL VALLEY WATER CO.	0093-801-4233-22900	156.61	WATER SERVICES		317106	
						156.61
SAN LUIS BUTANE DISTRIBUTORS, INC	0060-801-4211-22250	31.04	PROPANE	18-0127	317107	
	0060-801-4211-22250	88.33	PROPANE	18-0127	317107	
	0060-801-4211-22250	67.46	PROPANE	18-0127	317107	
	0060-801-4211-22250	154.39	PROPANE	18-0127	317107	
						341.22
SANDE EQUIPMENT COMPANY, INC.	0060-801-4211-23500	1,024.31	PRESSURE WASHER PARTS		317108	
						1,024.31
SIMPLY PREPAID	0010-701-0010-02010	15.00	REFUND BUSINESS LICENSE FEE		317109	
	0077-701-0077-02110	19.78	REFUND BID FEE		317109	
						34.78
SNAP-ON INDUSTRIAL, A DIVISION OF I	0060-801-4211-38400	328.85	SHOP TOOLS	18-0133	817 *	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
SNAP-ON INDUSTRIAL, A DIVISION OF	0060-801-4211-38400	111.57	SHOP TOOLS	18-0133	817 *	483.89
	0060-801-4211-38400	15.18	SHOP TOOLS	18-0133	817 *	
	0060-801-4211-22300	28.29	TAA FASTFIT COVERT SMALL		817 *	
SOUTHEAST CONSTRUCTION PRODUCT	0110-801-4202-23600	220.44	BLADES,ADAPTERS,HANDLE,BROOM	18-0082	317110	220.44
SOUTHERN CALIFORNIA EDISON CO.	0176-801-4207-36100	1,343.08	390 ATLANTIC SERVICES		317111	1,343.08
DANIELLE SPRAGUE	0159-701-0159-07010	65.00	REFUND RECREATION CLASS		317112	65.00
SUCCESS PRINTING & SIGN INC.	0043-801-6509-31880	2,731.80	CASCADES NEWSLETTER	18-0271	317113	3,272.59
	0010-801-6502-39250	540.79	EMPLOYEE BIRTHDAY CARD		317113	
SUPERCO SPECIALTY PRODUCTS (DBA)	0010-801-6517-22150	467.48	SPLASH TRAPPER,SUPER FRESH		317114	467.48
TANK SPECIALISTS OF CALIFORNIA	0060-801-4211-22250	125.00	SYSTEM TEST AND CERTIFICATION	18-0119	317115	970.00
	0060-801-4211-22250	125.00	SYSTEM TEST AND CERTIFICATION	18-0119	317115	
	0060-801-4211-22250	125.00	SYSTEM TEST AND CERTIFICATION	18-0119	317115	
	0060-801-4211-22250	125.00	SYSTEM TEST AND CERTIFICATION	18-0119	317115	
	0060-801-4211-22250	470.00	SYSTEM TEST AND CERTIFICATION	18-0119	317115	
KIRK A. TEMPLEMAN	0349-801-3201-39400	120.00	ROPE RESCUE COURSE		317116	120.00
PETER THAI	0159-801-6507-31920	105.00	INSTRUCTOR-RECREATION CLASS		317117	105.00
LEONARD CHRISTOPHER THOMPSON	0010-801-1801-39400	783.00	TUITION REIMBURSEMENT		317118	1,566.00
	0010-801-1801-39400	783.00	TUITION REIMBURSEMENT		317118	

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THOMSON REUTERS (LEGAL) INC.	0160-801-3104-39100	331.00	POLICE INFORMATION SERVICES		317119	331.00
TIRE CENTERS, LLC	0060-801-3210-38400	3,326.21	TIRES FOR ENGINE 61	18-0062	818 *	3,326.21
TITO AUTO TRIM (DBA)	0060-801-4211-38400	95.00	FLEET REPAIR-UNIT 072		317120	
	0060-801-4211-38400	382.35	FLEET REPAIR-UNIT 100		317120	477.35
TOM'S CLOTHING & UNIFORMS INC	0010-801-1702-22300	141.26	UNIFORMS-B STECYK		317121	
	0010-801-1702-22310	120.45	UNIFORMS-B STECYK		317121	
	0010-801-1702-22300	174.11	UNIFORMS-S YANG		317121	
	0010-801-1702-22310	120.45	UNIFORMS-S YANG		317121	
	0010-801-1702-22300	141.26	UNIFORMS-O VERDVZCO		317121	
	0010-801-1702-22310	120.45	UNIFORMS-O VERDVZCO		317121	
	0010-801-1703-22310	200.00	UNIFORMS-T REICHHARDT		317121	
	0010-801-3101-22320	64.06	UNIFORMS-F DE ANDA		317121	
	0010-801-3103-22310	136.00	UNIFORMS-R ESQUIBEL		317121	
	0010-801-3103-22310	170.49	UNIFORMS-T GRANT		317121	
	0010-801-3103-22310	107.00	UNIFORMS-B STOTHERS		317121	
	0010-801-3103-22310	83.77	UNIFORMS-B STOTHERS		317121	
	0010-801-3103-22310	9.86	UNIFORMS-B STOTHERS		317121	
	0010-801-3103-22310	117.27	UNIFORMS-S WIESE		317121	
	0010-801-3103-22310	59.13	UNIFORMS-D SALAZAR		317121	
	0010-801-3103-22310	76.87	UNIFORMS-R SEMERENA		317121	
	0010-801-3104-22310	85.74	UNIFORMS-R MINOR		317121	
	0010-801-3114-22310	64.06	UNIFORMS-I GOEDERS		317121	
	0010-801-3114-22310	114.32	UNIFORMS-C TOBEY		317121	
	0010-801-3104-22310	25.00	UNIFORMS-D FERRARI		317121	
	0010-801-3104-22310	36.14	UNIFORMS-D FERRARI		317121	
	0071-801-3120-22310	57.16	UNIFORMS-M CONTRERAS		317121	

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TOM'S CLOTHING & UNIFORMS INC	0071-801-3120-22310	54.20	UNIFORMS-G SIMS		317121	
	0010-801-4209-22300	300.00	UNIFORMS-V VALENZUELA		317121	
	0010-801-4209-22300	178.08	UNIFORMS-C MOORE		317121	
	0010-801-4209-22300	273.75	UNIFORMS-M CERVANTES		317121	
	0010-801-4209-22300	300.00	UNIFORMS-L ROMERO		317121	
	0010-801-4209-22300	205.31	UNIFORMS-J MENDIVIL		317121	
	0010-801-4209-22300	300.00	UNIFORMS-J ALVARADO		317121	
	0010-801-4209-22300	300.00	UNIFORMS-R RIVAS		317121	
	0092-801-4222-22310	153.30	UNIFORMS-R MARTINEZ		317121	
	0092-801-4222-22310	268.76	UNIFORMS-R RICHARDS		317121	
	0092-801-4222-22300	49.24	UNIFORMS-S CRUZ		317121	
	0092-801-4222-22300	1,056.68	UNIFORMS-JUMP SUITS		317121	
	0092-801-4223-22300	300.00	UNIFORMS-D FERNANDEZ		317121	
	0092-801-4223-22300	250.76	UNIFORMS-S CRUZ		317121	
	0092-801-4223-22300	300.00	UNIFORMS-D AZPATA		317121	
	0092-801-4223-22300	300.00	UNIFORMS-J CARMONA		317121	
	0010-801-6516-22310	292.79	UNIFORMS-R POBLANO		317121	
	0010-801-6516-22310	294.98	UNIFORMS-J RODRIGUEZ		317121	
	0010-801-6516-22310	300.00	UNIFORMS-F MARTINEZ		317121	
	0010-801-6516-22310	198.84	UNIFORMS-P BENATACOURT		317121	
						7,901.54
TOP GEAR INC. DBA HELMETS R US INC.	0360-801-3102-24100	433.10	BICYCLE HELMETS		317122	
						433.10
LAURA R. TORRES-HOAGLAND	0159-801-6507-31920	92.95	INSTRUCTOR-RECREATION CLASS		317123	
	0159-801-6507-31920	99.45	INSTRUCTOR-RECREATION CLASS		317123	
						192.40
TRANSTECH	0010-801-1201-31950	12,935.00	CITY HALL PARKING LOT	18-0309	317124	
	0010-801-1201-31950	280.00	CITY HALL PARKING LOT	18-0309	317124	
	0010-801-4212-31500	4,080.00	CITY HALL PARKING LOT	18-0307	317124	

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TRANSTECH	0010-801-4212-31500	3,230.00	CITY HALL PARKING LOT	18-0307	317124	
	0010-801-5002-88450	280.00	PARKS RUBBERIZED SURFACING		317124	
	0010-801-5004-91738	1,540.00	POOL WATER SOFTENER INSTALL		317124	22,345.00
TRI-MOUNTAIN	0010-801-1702-22310	80.80	UNIFORM-W STECYK		317125	
	0010-801-1702-22310	44.80	UNIFORM-E VARGAS		317125	
	0010-801-1702-22310	73.75	UNIFORM-O VERDUZCO		317125	
	0010-801-1702-22310	67.74	UNIFORM-S YANG		317125	
	0010-801-1703-22310	75.95	UNIFORM-J SMITH		317125	
	0010-801-1703-22310	73.75	UNIFORM-T REICHHARDT		317125	416.79
TSG ENTERPRISES, INC. (DBA) THE SOI	0093-850-4224-82259	2,073.00	LABOR COMPLIANCE PROGRAM	17-0527	317126	2,073.00
DOROTHY TSU	0159-801-6507-31920	197.50	INSTRUCTOR-RECREATION CLASS		317127	197.50
TURF STAR INC	0060-801-4211-23500	15.47	GASKET-UNIT 084		317128	15.47
TURNOUT MAINTENANCE COMPANY LLC	0010-801-3210-22300	32.78	FIRE UNIFORM CLEAN/REPAIR		317129	
	0010-801-3210-22300	65.55	FIRE UNIFORM CLEAN/REPAIR		317129	98.33
TYLER TECHNOLOGIES, INC.	0010-850-5002-99067	6,400.00	POLICE SYSTEM TRAINING	17-0645	317130	6,400.00
ULINE, INC.	0360-801-3102-11400	546.16	NITRILE MAT		317131	546.16
UNDERGROUND SERVICE ALERT	0092-801-4223-39300	160.15	UNDERGROUND UTILITY SERVICES	18-0141	317132	
	0092-801-4223-39300	264.10	UNDERGROUND UTILITY SERVICES	18-0141	317132	424.25
HARUNA URIU	0159-801-6507-31920	118.30	INSTRUCTOR-RECREATION CLASS		317133	

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						118.30
VALLEY MAINTENANCE CORP.	0010-801-6517-38250	4,300.00	PARKS JANITORIAL SERVICES	18-0180	317134	
	0010-801-6517-38250	4,300.00	PARKS JANITORIAL SERVICES	18-0180	317134	
						8,600.00
VETERINARY HEALTHCARE CENTER	0075-450-0075-08440	1,034.25	K-9 BOARDING (TRUST)		317135	
						1,034.25
VULCAN MATERIAL CO	0110-801-4202-23600	1,423.73	ASPHALT		317136	
	0110-801-4202-23600	156.16	ASPHALT		317136	
	0110-801-4202-23600	196.05	ASPHALT		317136	
	0110-801-4202-23600	274.12	ASPHALT		317136	
	0110-801-4202-23600	157.68	ASPHALT		317136	
	0110-801-4202-23600	157.68	ASPHALT		317136	
	0110-801-4202-23600	271.08	ASPHALT		317136	
	0110-801-4202-23600	233.78	ASPHALT		317136	
	0110-801-4202-23600	60.08	ASPHALT		317136	
	0110-801-4202-23600	197.25	ASPHALT		317136	
						3,127.61
WALTERS WHOLESALE ELECTRIC CO	0010-801-4210-23400	11.05	LITHIUM ROW CONNECTOR	18-0137	317137	
						11.05
JUOYEN WANG	0159-701-0159-07020	60.00	REFUND RECREATION CLASS		317138	
						60.00
WARREN DISTRIBUTING, INC.	0060-801-4211-23500	264.39	POWER GEAR-UNIT 985	18-0125	819 *	
	0060-801-4211-23500	56.11	OIL FILTER	18-0125	819 *	
	0060-801-4211-23500	41.38	ENGINE COOLANT-UNIT 058	18-0125	819 *	
	0060-801-4211-23500	28.65	BULB	18-0125	819 *	
	0060-801-4211-23500	288.25	BATTERY-UNIT 923	18-0125	819 *	
	0060-801-4211-23500	19.05	CIRCUIT BOARD-UNIT 006	18-0125	819 *	
	0060-801-4211-23500	121.46	STATER-UNIT 923	18-0125	819 *	

* Indicates an E-Payable transaction

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CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
WARREN DISTRIBUTING, INC.	0060-801-4211-23500	19.49	WIPER-UNIT 094	18-0125	819 *	
	0060-801-4211-23500	26.28-	BATTERY-CREDIT	18-0125	819 *	
	0060-801-4211-23500	32.85-	BATTERY-CREDIT	18-0125	819 *	
	0060-801-4211-23500	200.36	PUMP-UNIT 034	18-0125	819 *	
	0060-801-4211-23500	17.19	TAIL LAMP-UNIT 242	18-0125	819 *	
	0060-801-4211-23500	72.60	BATTERY-UNIT 242	18-0125	819 *	
	0060-801-4211-23500	170.45	SWITCH-UNIT 028	18-0125	819 *	
	0060-801-4211-23500	8.85	BRAKE HARDWARE	18-0125	819 *	
	0060-801-4211-23500	59.64	FLEET RUNNER-UNIT 949	18-0125	819 *	
	0060-801-4211-23500	182.09	PUMP,BATTERY	18-0125	819 *	
	0060-801-4211-23500	226.72	THROT-UNIT 990	18-0125	819 *	
	0060-801-4211-23500	39.39	POSIQUIET CERAMIC-UNIT 924	18-0125	819 *	
	0060-801-4211-23500	15.46	ELEMENT-UNIT 924	18-0125	819 *	
	0060-801-4211-23500	36.33	OIL CAP-UNIT 092	18-0125	819 *	
	0060-801-4211-23500	26.22-	BATTERY-CREDIT	18-0125	819 *	
	0060-801-4211-23500	13.14-	BATTERY-CREDIT	18-0125	819 *	
	0060-801-4211-23500	191.63-	POWER GEAR-CREDIT	18-0125	819 *	
	0060-801-4211-23500	63.28-	BATTERY-CREDIT	18-0125	819 *	
	0060-801-4211-23500	13.14-	BATTERY-CREDIT	18-0125	819 *	
	0060-801-4211-23500	13.14-	BATTERY-CREDIT	18-0125	819 *	
	0060-801-4211-23500	13.14-	BATTERY-CREDIT	18-0125	819 *	
	0060-801-4211-23500	13.14-	BATTERY-CREDIT	18-0125	819 *	
						1,461.90
WECK LABORATORIES (DBA)	0093-801-4227-31950	508.00	VOLATILE ORGANIC COMPOUNDS		317139	
	0092-801-4222-31950	455.00	POLYCHLORINATED BIPHENYLS		317139	
						963.00
WEST COAST ARBORISTS, INC.	0093-801-4229-31950	1,872.00	TREE MAINTENANCE SERVICES	18-0259	317140	
	0010-801-6516-31190	5,380.00	TREE MAINTENANCE SERVICES	18-0179	317140	
	0010-801-6516-31190	2,572.00	TREE MAINTENANCE SERVICES	18-0179	317140	

* Indicates an E-Payable transaction

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						9,824.00
WEST COAST LIGHTS & SIRENS	0060-850-4211-54050	10,725.47	POLICE CAR CONVERSION	17-0650	317141	10,725.47
WESTERN EXTERMINATOR COMPANY	0010-801-4210-38100	40.00	PEST CONTROL	18-0204	317142	
	0010-801-4210-38100	40.00	PEST CONTROL	18-0204	317142	
	0010-801-4210-38100	500.00	PEST CONTROL	18-0204	317142	
	0010-801-4210-38100	50.00	PEST CONTROL	18-0204	317142	630.00
WHITTIER FERTILIZER CO.	0010-801-6517-22100	134.51	SMALL BARK	18-0181	820 *	
	0010-801-6517-22100	134.51	SMALL BARK	18-0181	820 *	269.02
WITTMAN ENTERPRISES	0010-801-3220-31400	4,680.00	AMBULANCE BILLING SVC.	18-0106	317143	4,680.00
BOB WONDRIES FORD	0060-801-4211-38400	1,215.84	REPAIR-UNIT 019		317144	
	0060-801-4211-38400	572.16	REPAIR-UNIT 073		317144	
	0060-801-4211-38400	255.00	REPAIR-UNIT 094		317144	2,043.00
JEFFREY WONG	0075-450-0075-08915	200.55	BEST CITY TO LIVE EVENT (TRUST)		317145	200.55
RICKY WONG	0159-801-6507-31920	200.20	INSTRUCTOR-RECREATION CLASS		317146	200.20
WURTH USA INC	0060-801-4211-23500	607.59	FLEET SUPPLIES		317147	
	0060-801-4211-23500	38.82-	FLEET SUPPLIES-CREDIT		317147	568.77
GUOTAO ZENG	0010-801-3103-22310	116.59	UNIFORM REIMBURSEMENT		317148	116.59
ZUMAR INDUSTRIES, INC.	0022-801-4206-23800	522.86	STREET SIGNS		821 *	522.86

* Indicates an E-Payable transaction

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CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
	TOTAL FOR REGULAR WARRANTS					1,003,241.41
	PRINTED	985,632.35				
	E-PAYABLE	17,609.06				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017

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TOTAL FOR PREPAID WARRANTS	490,897.39
TOTAL FOR PREPAID E-PAYABLES	0.00
TOTAL FOR PRINTED WARRANTS	985,632.35
TOTAL FOR PRINTED E-PAYABLES	17,609.06
TOTAL WARRANTS	1,494,138.80
TOTAL VOID CHECKS	0
TOTAL PREPAID CHECKS	47
TOTAL PREPAID E-PAYABLES	0
TOTAL CHECKS PRINTED	169
TOTAL E-PAYABLES PRINTED	15
TOTAL CHECKS ISSUED	231

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/06/2017
FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0010	GENERAL FUND	79,167.71	199,995.65	279,163.36
0022	STATE GAS TAX FUND	495.06	15,803.44	16,298.50
0042	SEWER FUND	0.00	2,987.93	2,987.93
0043	REFUSE FUND	386,253.29	10,591.80	396,845.09
0060	CITY SHOP FUND	4,943.40	80,488.83	85,432.23
0063	TECHNOLOGY INTERNAL SERV FUND	0.00	999.03	999.03
0065	PAYROLL CLEARING ACCOUNT	576.00	0.00	576.00
0071	PUBLIC SAFETY IMPACT FEE FUND	0.00	407.51	407.51
0075	SPECIAL DEPOSITS FUND	4,643.54	37,324.97	41,968.51
0077	BUSINESS IMPROVEMENT AREA #1	480.78	19.78	500.56
0092	WATER FUND	8,787.72	13,235.09	22,022.81
0093	WATER TREATMENT FUND	0.00	14,685.55	14,685.55
0109	OPA PROPOSITION A	139.22	2,764.73-	2,625.51-
0110	MEASURE R FUND	0.00	12,389.73	12,389.73
0131	LIBRARY TAX FUND	0.00	5,000.00	5,000.00
0136	POST	1,866.10	0.00	1,866.10
0152	HOME HOUSING PROGRAM	0.00	3,434.00	3,434.00
0159	RECREATION FUND	0.00	12,596.55	12,596.55
0160	ASSET FORFEITURE	3,329.96	1,052.91	4,382.87
0166	PROPOSITION C	0.00	68,807.40	68,807.40
0169	CDBG FUND	87.06	0.00	87.06
0176	MAINTENANCE DISTRICT 93-1	0.00	1,787.21	1,787.21
0184	USED OIL RECYCLING BLOCK GRANT	0.00	237.50	237.50
0349	ELAC INSTRUCTIONAL SERV PROG	127.55	511.00	638.55
0360	SELECTIVE TRAFFIC ENFORCE (4)	0.00	979.26	979.26
0510	INTEGRATED REGIONAL WATER MGMT	0.00	522,671.00	522,671.00

CITY OF MONTEREY PARK
 FINAL WARRANT REGISTER
 COUNCIL MEETING DATE 12/06/2017
 FUND SUMMARY

45

FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
	TOTAL	490,897.39	1,003,241.41	1,494,138.80



City Council Staff Report

DATE: December 6, 2017

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 meetings of October 4, 2017, October 18, 2017, and November 1, 2017; and the special meetings of October 4, 2017 and November 1, 2017; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

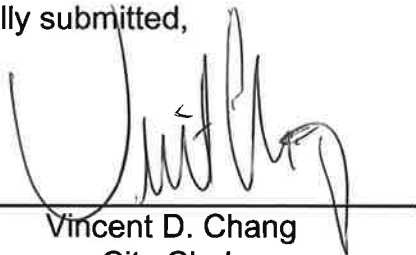
BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Vincent D. Chang", is written over a horizontal line.

Vincent D. Chang
City Clerk

Prepared by:

A handwritten signature in black ink, appearing to read "Jesus Hernandez", is written over a horizontal line.

Jesus Hernandez
Minutes Clerk

Approved By:

A handwritten signature in blue ink, appearing to read "Ron Bow", is written over a horizontal line.

Ron Bow
City Manager

Attachments: Minutes

ATTACHMENT 1

Minutes

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
OCTOBER 4, 2017**

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, October 4, 2017 at 7:00 p.m.

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

CALL TO ORDER:

Mayor Real Sebastian called the meeting to order at 7:11 p.m.

FLAG SALUTE:

The Monterey Park Fire Explorers led the flag salute.

ROLL CALL:

City Clerk Secretary Helena Cho called the roll:

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

Council Members Absent: None

ALSO PRESENT: City Manager Ron Bow, City Attorney Mark Hensley, City Treasurer Joseph Leon, Police Chief Jim Smith, Director of Human Resources and Risk Management Tom Cody, Director of Community & Economic Development Michael Huntley, Director of Management Services Annie Yaung, Interim Public Works Director Tito Haes, Interim Director of Recreation & Community Services Robert Aguirre, Assistant City Engineer Rey Alfonso, Fire Division Chief Mark Khail

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

City Manager announced the continuation of agenda item no. 1 from the 6:00 p.m. Special City Council Meeting.

ORAL AND WRITTEN COMMUNICATIONS

- Carol Sullivan and Tammy Louie invited the public to attend the City' Geranium Festival on October 14, 2017.
- Martha Zavala representing the League of Women Voters - Pasadena, invited the City Council to an upcoming educational workshop on the Los County

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

Community Choice Energy (CCE) Program at the Arcadia Public Library on October 13, 2017.

- Gary M. Clifford, Athens Services, addressed the recent issues that arose from the trash barrel roll-out through out the city.
- Alejandra and Kobe, Schurr High School students, provided an update on the upcoming school event.
- Jesus Ortiz invited the public to the "Hear the Music of Guitarist Luis Del Angel" event at the Bruggemeyer Library on October 22, 2017 celebrating Hispanic Heritage Month.
- Paul Perez, resident, commented on item no. 6E - South Garfield Village Street Improvements. He raised concerns about the amount of funds being utilized for the median work, due to the possibility of high speed rail project on Garfield.

1. PRESENTATIONS
None.

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 OCTOBER 4, 2017

See Successor Agency Minutes

2B. SUCCESSOR AGENCY MONTHLY INVESTMENT REPORT - SEPTEMBER 2017

See Successor Agency Minutes

2C. SUCCESSOR AGENCY (SA) MINUTES

See Successor Agency Minutes

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

3. CITY OF MONTEREY PARK CONSENT CALENDAR
None.

4. **PUBLIC HEARING**

None.

5. **OLD BUSINESS**

None.

6. **NEW BUSINESS**

6A. **WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF OCTOBER 4, 2017**

Disbursements will be made from the funds referenced in the attached Resolution in Warrants numbered 316121-316336 and e-Payables numbered 000756-000771.

Action Taken: The City Council approved payment of warrants and adopted Resolution No. 11965 allowing certain claims and demands per Warrant Register dated October 4, 2017 totaling \$1,549,097.16 specifying the funds out of which the same are to be paid.

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

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

Resolution No. 11965, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED OCTOBER 4, 2017 TOTALING \$1,549,097.16 SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

6B. **MONTHLY INVESTMENT REPORT – SEPTEMBER 2017**

As of September 30, 2017 invested funds for the City of Monterey Park is \$72,146,098.19.

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

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

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

6C. CITY COUNCIL MINUTES

Approve the minutes from the regular meetings of August 2, 2017, August 16, 2017 and September 6, 2017 and the special meeting minutes of August 2, 2017, August 7, 2017, August 16, 2017, September 6, 2017 and September 11, 2017

Action Taken: The City Council approved the minutes from the regular meetings of August 2, 2017, August 16, 2017 and September 6, 2017; and the special meetings of August 2, 2017, August 7, 2017, August 16, 2017, September 6, 2017 and September 11, 2017 as amended to exclude the adoption of the September 11, 2017 meeting.

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

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

6D. AWARD OF CONTRACT TO LINCOLN EQUIPMENT INC. TO PROVIDE CHEMICALS TO BARNES POOL, ELDER POOL AND CASCADES WATERFALL

In August 2017 staff requested bids from five pool chemical supply companies to provide and deliver pool chemicals to Barnes Pool, Elder Pool and the Cascades Waterfall. Lincoln Equipment Inc. submitted the lowest bid; it has been the City's service provider since February 2016. Lincoln has provided a positive experience and staff is happy with its level of service.

Lincoln Equipment	\$48,516/yr
Waterline Technologies	\$51,707/yr
Intervalley Pool	\$51,960/yr

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).

Recommendation: The City Council (1) Award a three year contract to Lincoln Equipment Inc. in the amount of \$48,516 per year, to provide necessary chemicals for two City pools and the Cascades waterfall; (2) Authorize the City Manager to execute a standard contract, in a form approved by the City Attorney, with Lincoln Equipment Inc.; and (3) Take such additional, related, action that may be desirable.

Action Taken: Mayor Real Sebastian requested a copy of the BID. The City Council by consensus continued the item to the next City Council meeting.

Discussion: Mayor Real Sebastian with the City Councils consensus stated that it will be a 'soft policy' of the City Council that vendors attend the City Council meeting for items with a budget approval of \$100,000 or more.

AGENDA ADDITION - ITEM NO. 1 FROM THE 6:00 P.M. SPECIAL CITY COUNCIL MEETING

1. RESOLUTION AMENDING THE FY 17-18 BUDGET TO INCORPORATE A LIST OF PROJECTS FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT

Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017), was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfall statewide. Beginning in November, portions of SB 1 revenues will be deposited into the RMRA and made available to eligible cities and counties, which must comply with RMRA funding requirements as determined by the California Transportation Commission (CTC).

RMRA funds made available for the Local Streets and Roads Funding Program are prioritized for expenditure on basic road maintenance and rehabilitation projects, and on critical safety projects. The CTC provided a number of example projects and uses for RMRA funding that include, but are not limited to, the following: Road Maintenance and Rehabilitation, Safety Projects, Railroad Grade Separations, Complete Streets Components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project), and Traffic Control Devices.

Action Taken: The City Council adopted Resolution No. 11966 amending the FY 17-18 Budget to incorporate a list of projects proposed to be funded with Road Maintenance and Rehabilitation Act (RMRA), in a form approved by the City Attorney.

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

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

Resolution No. 11966, entitled:

RESOLUTION OF THE CITY COUNCIL OF MONTEREY PARK AMENDING THE FISCAL YEAR 2017-18 BUDGET TO INCORPORATE A LIST OF PROJECTS FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT

6E. SOUTH GARFIELD VILLAGE STREET IMPROVEMENTS – AWARD OF CONTRACT

On June 21, 2017, the City Council approved bid specifications and authorized the City to solicit for bids to complete the South Garfield Village Street Improvements. Following a public bid opening on September 7, 2017, FS Contractors is the apparent the lowest responsive bidder in the amount of \$827,836.

CEQA (California Environmental Quality Act):

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

This item was heard after the addition of the Special Meeting Agenda Item No. 1.

Public Speakers:

- Ernesto Fierros, Project Manager for FS Contractors, was available to answer questions.

Action Taken: The City Council (1) authorized the City Manager to execute a public works contract, in a form approved by the City Attorney, with FS Contractors, in the amount of \$827,836 for the South Garfield Village Street Improvements; (2) authorized the Interim Public Works Director to approve construction change orders and contingency up to \$82,784 or 10% of the contract amount for this project; and (3) allocated an additional \$100,000 from Measure R reserve funds, to help pay for the total cost of the project.

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

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

6F. CONSIDERATION OF STREET SWEEPING SERVICES CONTRACT

The City Council directed staff to negotiate pricing and terms with Athens Services and incorporate additional services in the contract for the City Council's consideration at a future City Council meeting. This report includes the analysis of

street sweeping contract terms and services from San Gabriel Valley Council of Governments (SGVCOG) member cities and the best pricing and terms Athens Services could provide. Staff recommends the City Council provide direction on how to proceed with the street sweeping services contract.

Public Speakers:

- Gary M. Clifford, Executive Vice President and Ed Chen, Director of Governmental Affairs for Athens, were available for questions.

Discussion: The City Council directed staff to provide a cost comparison of staff cost versus vendor cost to perform bus shelter cleaning services, which locations are heavily used and a map showing the locations of all bus shelters in the city for Councils consideration at a future meeting.

Action Taken: The City Council authorized the City Manager to execute an agreement effective until August 31, 2024, in a form approved by the City Attorney, with Athens Services for street sweeping services at a monthly cost of \$26,625, including annual CPI increases as amended to change the terms of the agreement to five (5) years with one option of a three (3) year extension, with the agreement ending in August 31, 2025.

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

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

7. COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Council Member Liang had nothing to report.

Mayor Pro Tem Lam announced the Geranium Festival on October 14. He mentioned that the delegation from the friendship cities from Biyun and Guangdong visited Monterey Park. This November he and Council Member Chan along with members of the Monterey Park Police Department will be visiting Panyu.

Council Member Ing commended and thanked all the first responders including individuals who assisted those affected by the recent events in Las Vegas, Houston, Florida, Puerto Rico and Mexico for all that they do.

Council Member Chan reported that he along with the Mayor and Council Member Liang attended Ed Chau's event on September 28 at the Service Club House regarding appointment to a State Commission. He thanked Sun Yat Sen Chinese Institute, Inc. for providing a teacher to teach city staff Mandarin language.

Mayor Real Sebastian reminded the public that the next City Council Meeting will be held at East Los Angeles College in the multi-purpose room located in building F5, room 201. She also spoke about the delegation from the city's first Sister City Nachikatsuura, Japan on their visit to Monterey Park to commemorate and celebrate our 50 year relationship. She informed residents that applications are available for individuals interested in serving on the Civil Grand Jury. She invited everyone to attend her last "Walk and Talk with the Mayor" event on Saturday, October 7, 7:00 a.m. at Edison Trails Park.

8. CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 10:00 p.m. in memory of all the victims and those affected by the Las Vegas tragedy on October 1, 2017

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
OCTOBER 18, 2017**

The City Council of the City of Monterey Park held a Regular Meeting of the Council at East Los Angeles College, Building F5 (Campus Student Center), 2nd Floor Room 201 Multi-Purpose Room, located at 1301 Avenida Cesar Chavez in the City of Monterey Park, Wednesday, October 18, 2017 at 7:00 p.m.

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

CALL TO ORDER:

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

FLAG SALUTE:

City Manager Bow led the flag salute.

ROLL CALL:

City Clerk Vincent Chang called the roll:

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

Council Members Absent: None

ALSO PRESENT: City Manager Ron Bow, Assistant City Attorney Karl Berger, City Treasurer Joseph Leon, Police Chief Jim Smith, Fire Chief Scott Haberle, Director of Human Resources and Risk Management Tom Cody, Director of Community & Economic Development Michael Huntley, Director of Management Services Annie Young, Interim Public Works Director Tito Haes, Interim Director of Recreation & Community Services Robert Aguirre, Assistant City Engineer Rey Alfonso, Battalion Chief Ken Leasure, Fire Captain Justin Birrell, Deputy City Clerk Cindy Trang

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

- Marvin Martinez, President of East Los Angeles College (ELAC), welcomed the City Council to their campus. He invited the Council and residents to Los Angeles Philharmonic orchestra hosted by ELAC on November 25. He also announced that ELAC ranked fifth in transferring students to the Cal State

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

system and ranked thirteen in transferring students to the University California system.

- David Barron, representing the Greater Monterey Park Chamber of Commerce, announced the Mayor's State of the Address on October 24 at the Chamber.
- Shelton Dong and Stanley Lin, Mark Keppel High School students, provided an update on the upcoming school events.
- City Treasurer Joseph Leon provided a quarterly update on the city's investments.
- Kristen Mercado, resident, reported a public nuisance in her neighborhood that has been reoccurring for the last seven years.
- Stanley Lin, spoke on behalf of Planet Save, a local non-profit organization that promotes environmental awareness. He shared that the organization would like to continue to work with the community at city events.
- Steve Gregg, Monterey Park Firefighters Association, presented t-shirts to the council members to promote Breast Cancer Month.

1. PRESENTATIONS

1A. EMERGENCY PREPAREDNESS

Fire Captain Birrell provided a PowerPoint presentation on emergency preparedness.

Action Taken: The Fire Department will collaborate with ELAC to provide CERT classes to the student of ELAC.

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

NEW BUSINESS

2A. SUCCESSOR AGENCY (SA) MINUTES

See Successor Agency Minutes

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

3. CITY OF MONTEREY PARK CONSENT CALENDAR

None.

4. **PUBLIC HEARING**

None.

5. **OLD BUSINESS**

5A. **AWARD OF CONTRACT TO LINCOLN EQUIPMENT INC. TO PROVIDE CHEMICALS TO BARNES POOL, ELDER POOL AND CASCADES WATERFALL**

In August 2017 staff requested bids from five pool chemical supply companies to provide and deliver pool chemicals to Barnes Pool, Elder Pool and the Cascades Waterfall. Lincoln Equipment Inc. submitted the lowest bid; it has been the City's service provider since February 2016. Lincoln has provided a positive experience and staff is happy with its level of service.

Lincoln Equipment	\$48,516/yr
Waterline Technologies	\$51,707/yr
Intervalley Pool	\$51,960/yr

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).

Public Speakers:

- Larry Pfoutz, Regional Business Development Representative of Lincoln Equipment Inc., was available to answer questions.

Action Taken: The City Council awarded a three year contract to Lincoln Equipment Inc. in the amount of \$48,516 per year, to provide necessary chemicals for two City pools and the Cascades waterfall; and authorized the City Manager to execute a standard contract, in a form approved by the City Attorney, with Lincoln Equipment Inc.

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

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

5B. **SETTING SPEED LIMITS FOR CERTAIN STREETS; UPDATE TO THE MONTEREY PARK MUNICIPAL CODE REGARDING SPEED LIMIT REGULATIONS**

On August 2, 2017, the City Council adopted a Speed Survey prepared in accordance with the California Vehicle Code for city-wide speed limits. When it adopted that speed survey, however, the City Council specifically exempted the following streets from the recommended speed limits: El Repetto Drive, Garvey Avenue and Orange Avenue (the "Selected Streets"). As to the Selected Streets, the City Council directed that a supplemental speed survey be conducted to ensure that the recommended speed limits for those streets were accurate. Separately, the City Council asked the Public Works Department to prepare a traffic calming plan that would hold reduce vehicle speeds on the Selected Streets.

While the City Council also introduced two ordinances at the August 2nd meeting that would update the MPMC as to speed regulations, the second reading for those ordinances was inadvertently omitted from the next regular City Council meeting agenda. As a result, those ordinances are being recommended for reintroduction.

CEQA (California Environmental Quality Act):

The Ordinances are exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*) because they consists only of minor revisions and clarifications to an existing code of speed control regulations established in accordance with state law and will not have the effect of deleting or substantially changing any regulatory standards or findings. The Ordinances, therefore, are actions taken for enhanced protection of the environment and do not have the potential to cause significant effects on the environment. Consequently, they are categorically exempt in accordance with CEQA Guidelines §§ 15301 as minor alterations of existing public or private structures involving no expansion of use; 15305 as minor alterations in land use limitations which do not result in any changes in land use or density; and 15308 as actions taken by a regulatory agency as authorized by California law to assure maintenance or protection of the environment.

Public Speakers:

- Walter Okitsu, Principal, KOA Corporation, was available to answer questions.

Action Taken: The City Council (1) considered a supplemental speed survey prepared on August 29, 2017 in accordance with Vehicle Code § 627; (2) introduced and waived further reading of an Ordinance amending Monterey Park Municipal Code ("MPMC") Chapter 10.32 in its entirety to regulate speed limits; and (3) introduced and waived further reading of an Ordinance establishing speed limits for certain locations as provided by MPMC § 10.32.010(b) in accordance with Vehicle Code § 22357 based upon an engineering and traffic survey as approved on August 2, 2017 and the supplemental speed survey dated September 11, 2017, as amended to exclude the segment of Garvey Avenue between Atlantic Boulevard and Garfield Avenue.

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

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

Action Taken: The City Council (1) considered a supplemental speed survey prepared on August 29, 2017 in accordance with Vehicle Code § 627; (2) introduced and waived further reading of an Ordinance amending Monterey Park Municipal Code (“MPMC”) Chapter 10.32 in its entirety to regulate speed limits; and (3) introduced and waived further reading of an Ordinance establishing speed limits for certain locations as provided by MPMC § 10.32.010(b) in accordance with Vehicle Code § 22357 based upon an engineering and traffic survey as approved on August 2, 2017 and the supplemental speed survey dated September 11, 2017, as amended to approve the segment of Garvey Avenue between Atlantic Boulevard and Garfield Avenue.

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

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

Ordinance 1st Reading, entitled:
AN ORDINANCE AMENDING MONTEREY PARK MUNICIPAL CODE CHAPTER 10.32 IN ITS ENTIRETY TO REGULATE SPEED LIMITS

Ordinance 1st Reading, entitled:
AN ORDINANCE ESTABLISHING SPEED LIMITS FOR CERTAIN LOCATIONS AS PROVIDED BY MONTEREY PARK MUNICIPAL CODE § 10.32.010(B) IN ACCORDANCE WITH VEHICLE CODE § 22357 BASED UPON ENGINEERING AND TRAFFIC SURVEYS AS DEFINED BY VEHICLE CODE § 627

6. NEW BUSINESS

6A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF OCTOBER 18, 2017

Disbursements will be made from the funds referenced in the attached Resolution in Warrants numbered 316337-316540 and e-Payables numbered 000772-000780.

Action Taken: The City Council approved payment of warrants and adopted Resolution No. 11967, allowing certain claims and demands per Warrant Register dated October 18, 2017 totaling \$700,273.03 specifying the funds out of which the same are to be paid.

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

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

Resolution No. 11967, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED OCTOBER 18, 2017 TOTALING \$700,273.03 SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

6B. CITY COUNCIL MINUTES

Action Taken: Council Member Ing announced he will be abstaining as he was not present for the September 20, 2017 meetings. The City Council approved the minutes from the regular meeting of September 20, 2017; and the special meeting of September 11, 2017 and September 20, 2017.

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

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

6C. EMERGENCY REPAIRS TO WATER DIVISION AIR STRIPPER TREATMENT PLANT

Public Works staff responded to an alarm at the Water Stripper Treatment Plant. The alarm was the result of a power interruption. Staff discovered Tower Pump 1 was not operational. Immediate repair was required to ensure no interruption to the City's water supply. Staff requests that the City Council accept the repairs and make final payment to Brithinee Electric in the amount of \$15,932.28. A copy of the City Manager's administrative declaration of emergency is attached to the staff report.

CEQA (California Environmental Quality Act):

The project is exempt from review under the California Environmental Quality (Public Resources Code § 21000, *et seq.* ("CEQA")) and CEQA Guidelines (14 Cal. Code of Regs. § 15000, *et seq.*) § 15269(b) because the emergency purchase and related work is necessary to maintain service essential to the public, health and welfare.

Action Taken: The City Council (1) adopted Resolution No. 11968 finding that an emergency exists within the City and authorizing contracting without the need for bidding pursuant to Public Contracts Code §§ 20168 and 22050; (2) authorized the City Manager, or designee, to execute a public works contract, in a form approved by the City Attorney, with Brithinee Electric; and (3) authorized the City Manager, or designee, to accept the repairs completed by Brithinee Electric and make final payment in the amount of \$15,935.28.

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

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

Resolution No. 11968, entitled:

A RESOLUTION ADOPTED PURSUANT TO PUBLIC CONTRACTS CODE § 20168 FINDING THAT AN EMERGENCY EXISTS WITHIN THE CITY AND AUTHORIZING CONTRACTING WITHOUT THE NEED FOR BIDDING PURSUANT TO § 22050 AND MONTEREY PARK MUNICIPAL CODE ("MPMC") CHAPTER 2.52 AND FINDING THAT THE PROJECT IS EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AS AN EMERGENCY REPAIR

6D. SEWER SYSTEM CIPP RELINING AND SPOT REPAIRS – AWARD OF CONTRACT

On August 16, 2017, the City Council approved bid specifications and authorized the City to solicit for bids to complete the Sewer System Cured-In-Place Pipe (CIPP) Relining and Spot Repairs project. Following a public bid opening on October 5, 2017, Vasilj Inc. is the apparent lowest responsive bidder in the amount of \$706,932.

CEQA (California Environmental Quality Act):

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

Public Speakers:

- John Gavigan, Project Manager of Vasilj Incorporated, was available to answer questions.

Action Taken: Mayor Real Sebastian declared a potential conflict of interest and left the dais, as she lives within 500 feet of the project site. The City Council (1) authorized the City Manager to execute a public works contract, in a form approved by the City Attorney, with Vasilj Inc. of Irwindale, in the amount of \$706,932 for the Sewer System CIPP Relining and Spot Repairs project; and (2) authorized the Interim Public Works Director to approve construction change orders and contingency up to \$70,693.00 or 10% of the contract amount for this project.

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

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

7. COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Mayor Pro Tem Lam, Council Member Chan and Council Member Ing had nothing to report.

Council Member Liang announced he attended a meeting with the Sister City delegation from Quanzhou.

Mayor Real Sebastian reminded the public her State of the City Address is scheduled for October 24 at the Monterey Park Chamber of Commerce.

8. CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 9:59 p.m. in memory of those affected by the recent wild fires in California.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
NOVEMEBR 1, 2017**

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, November 1, 2017 at 7:00 p.m.

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

CALL TO ORDER:

Mayor Real Sebastian called the meeting to order at 7:05 p.m.

FLAG SALUTE:

The Monterey Park Fire Explorers led the flag salute.

ROLL CALL:

City Clerk Vincent Chang called the roll:

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

Council Members Absent: None

ALSO PRESENT: City Manager Ron Bow, City Attorney Mark Hensley, City Treasurer Joseph Leon, Fire Chief Scott Haberle, Police Chief Jim Smith, Director of Human Resources and Risk Management Tom Cody, Director of Community & Economic Development Michael Huntley, Director of Management Services Annie Yaung, City Librarian Norma Arvizu, Interim Public Works Director Tito Haes, Interim Director of Recreation & Community Services Robert Aguirre, Assistant City Engineer Rey Alfonso, Economic Development Specialist Donna Ramirez

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

City Manager Bow announced that on the Agenda, Old Business shows "None", that is a clerical error and to disregard as there are old business agenda items. He also stated that pages 61 and 62 on the iPad version of the Agenda should be disregarded.

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

ORAL AND WRITTEN COMMUNICATIONS

- Barbara Tang spoke about her recent incident of dogs being off their leases at Garvey Ranch Park. She asked if it was possible for city staff to tell residents about the dog leash law instead of waiting for an Animal Control Officer to arrive.
- Gilbert Ramirez spoke about parking issues at his residence due to new street sweeping signs on Andrix and Lupine.
- Robert Aguirre, Interim Director of Recreation and Community Services, invited the public to the grand opening ceremony of Garvey Ranch Park Basketball Courts. He also mentioned thereafter the city will be holding a celebration on being the #3 city in the nation by Money Market Magazine on Saturday, November 3, 2017.
- Dale Pedioche, Mar Investment, spoke on behalf of his tenants on the impact of the food trucks on Atlantic Boulevard.
- Donald Tsai, tenant at Mar Center, spoke about the restrictions place on his business that food trucks do not adhere to.

1. PRESENTATIONS

None.

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

NEW BUSINESS

None.

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

3. CITY OF MONTEREY PARK CONSENT CALENDAR

None.

4. PUBLIC HEARING

None.

5. **OLD BUSINESS**

5A. **SECOND READING AND ADOPTION: AN ORDINANCE AMENDING MONTEREY PARK MUNICIPAL CODE ("MPMC") CHAPTER 10.32 IN ITS ENTIRETY TO REGULATE SPEED LIMITS; AND AN ORDINANCE ESTABLISHING SPEED LIMITS FOR CERTAIN LOCATIONS AS PROVIDED BY MPMC CHAPTER 10.32.010(B) IN ACCORDANCE WITH CALIFORNIA VEHICLE CODE SECTION 22357 BASED UPON AN ENGINEERING AND TRAFFIC SURVEY AS APPROVED ON AUGUST 2, 2017 AND A SUPPLEMENTAL SPEED SURVEY APPROVED ON OCTOBER 18, 2017**

On October 18, 2017, the City Council introduced and waived the first reading of an ordinance amending Monterey Park Municipal Code ("MPMC") Chapter 10.32 in its entirety to regulate speed limits, and an ordinance establishing speed limits for certain locations as provided by MPMC Chapter 10.32.010(b) in accordance with California Vehicle Code Section 22357 based upon an engineering and traffic survey as approved on August 2, 2017 and a supplemental speed survey approved on October 18, 2017. The staff report from that meeting was attached to staff report for reference.

Second reading and adoption of the ordinance is recommended; the ordinance will become effective in 30 days.

This item was heard after Agenda Item No. 6I.

Action Taken: The City Council waived reading and adopted Ordinance No. 2143 amending Monterey Park Municipal Code ("MPMC") Chapter 10.32 in its entirety to regulate speed limits; and waived reading and adopted Ordinance No. 2144 establishing speed limits for certain locations as provided by MPMC Chapter 10.32.010(b) in accordance with California Vehicle Code Section 22357 based upon an engineering and traffic survey as approved on August 2, 2017 and a supplemental speed survey approved on October 18, 2017.

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

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

Ordinance No. 2143, entitled:
AN ORDINANCE AMENDING MONTEREY PARK MUNICIPAL CODE CHAPTER 10.32 IN ITS ENTIRETY TO REGULATE SPEED LIMITS

Ordinance No. 2144, entitled:

AN ORDINANCE ESTABLISHING SPEED LIMITS FOR CERTAIN LOCATIONS AS PROVIDED BY MONTEREY PARK MUNICIPAL CODE § 10.32.010(B) IN ACCORDANCE WITH VEHICLE CODE § 22357 BASED UPON ENGINEERING AND TRAFFIC SURVEYS AS DEFINED BY VEHICLE CODE § 627

5B. MOBILE FOOD FACILITIES – FOOD TRUCKS

In May and July, the City Council considered various matters affecting “food trucks.” Staff reports from those meetings were attached to the staff report for reference.

As noted in those reports, the Planning Commission asked for Council consideration of new regulations in May; in July, the City Council directed staff to take initial actions regarding line of site issues on North Atlantic Boulevard. It also directed staff to return with proposals for otherwise regulating food trucks throughout the City.

The May 17, 2017 staff report outlines several items that the City Council could implement. It also points out that there are certain limitations on what kinds of regulations may be imposed on food trucks.

Recommendation: Provide direction as to the types of regulations that should be considered at a future City Council meeting regarding food trucks; and take such additional, related action that may be desirable.

Discussion: The City Council provided staff with direction on regulating food truck.

- limit parking restrictions
- extend red curb areas
- look into the adjacent private parking lot or Garvey/Lincoln parking as a possible location
- verify insurance
- require city permits
- provide letter from Ralphs on authorization to use parking lot
- require Ralphs to add food trucks and related business to the their insurance policy
- paint curb green
- limit days of operation to 3 days
- limit commercial parking to 3 hours
- start time to 7 p.m.
- do not allow dining areas in right of way
- require proposed service route and hours of operation
- require permanently mounted GPS device
- look into a red curb on Riggan in front of the Dollar Tree on Garfield

- must show proof that they have access to a restroom within 200 feet of their location
- impose sales tax on Food Trucks
- allow Food Trucks to use the Dollar Tree's parking lot
- Restrict Food Trucks to only operate if they have a Health Department grade of an "A"
- speak to the City of Alhambra to see what they are doing in regards to their regulations on Food Trucks
- look into the parking lots ingress to make sure people have enough clearness.

Action Taken: Discussion only, no action taken.

RECESSED AND RECONVENED

The City Council recessed at 9:59 p.m. and reconvened with all council members present at 10:12 p.m.

6. NEW BUSINESS

6A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF NOVEMBER 1, 2017

Disbursements will be made from the funds referenced in the Resolution in Warrants numbered 316541-316732 and e-Payables numbered 000781-000790.

Action Taken: The City Council approved payment of warrants and adopted Resolution No.11969 allowing certain claims and demands per Warrant Register dated November 1, 2017 totaling \$1,275,938.83 specifying the funds out of which the same are to be paid

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

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

Resolution No. 11969, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED NOVEMBER 1, 2017 TOTALING \$1,275,938.83 SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

6B. CONSIDERATION OF BUSINESS IMPROVEMENT DISTRICT NO. 1 (BID) ANNUAL REPORT AND THE RESOLUTION OF INTENT TO SET THE PUBLIC HEARING DATE TO CONSIDER THE 2018 ASSESSMENTS

The Business Improvement District No. 1 (BID) was established in 1986. California law requires the BID to file an annual report with the City Clerk summarizing its activities and expenditures for the past year and proposing its budget for the upcoming year. The law also requires the BID assessments to be renewed annually after conducting a public hearing. The Advisory Board to the BID requested that the City Council set a public hearing on December 6, 2017 to consider the 2018 Levy of Assessment Fees.

Public Speakers:

- City Clerk Vincent Chang read into the record a written communication from Johnny Thompson which provided an update on their annual report.

Action Taken: Mayor Pro Tem Lam recused himself and left the dais due to a conflict of interest, as his wife is an employee of a business in the downtown BID District. The City Council received and filed the 2017 Annual Report with the City Clerk; and adopted Resolution of Intent No. 11970 and set the Public Hearing for December 6, 2017 for consideration of the 2018 BID assessments

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

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

Resolution No. 11970, entitled:

A RESOLUTION DECLARING THE CITY OF MONTEREY PARK'S INTENT TO LEVY AND COLLECT INCREASED ASSESSMENTS WITHIN BUSINESS IMPROVEMENT DISTRICT NO. 1 FOR PROGRAM YEAR 2018 AND SETTING A PUBLIC HEARING

6C. PURCHASE OF A 2017 F450 DUAL REAR WHEEL CAB CHASSIS AND TRAFFIC PAINTING SYSTEM

Monterey Park Municipal Code (MPMC) Section 3.20.050(5) allows for the purchase of products via "piggy-back" contract. Staff requests the City Council waive the bidding requirements and authorize the City Manager to purchase a 2017 Ford F450 Dual Rear Wheel Cab Chassis and Traffic Painting System in the amount of \$142,350.00 with Roadline Products, Inc.

The current Traffic Division's road marking/stencil vehicle is over 16 years old and is experiencing more repairs due to wear and age of the vehicle.

Staff recently was able to secure a "piggy back" contract from the November 21, 2015 contract between Roadline Products Inc. and the County of San Bernardino Department of Public Works. San Bernardino County RFP # PWG116-OPERA-1682 and Purchase Order # 165998.

Action Taken: The City Council, pursuant to Monterey Park Municipal Code Section 3.20.050(5), waived the bidding requirements and authorized the City Manager or designee to purchase a 2017 Ford F450 dual rear wheel cab chassis with traffic painting system in the amount of \$142,350.00 with Roadline Products, Inc.; and authorized a budget amendment of \$350.00 from the Motor Pool Shop.

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

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

6D. TEMPORARY PUBLIC WORKS INSPECTION SERVICES

Staff is requesting the City Council's authorization to issue a task order to SA Associates in the amount not to exceed \$81,600 to continue providing temporary public works inspection services. This work will be performed under the City's current on-call engineering services contract with SA Associates, until staff can recruit a new full-time public works inspector.

This Item was heard together with Agenda Item No. 6E.

Public Speakers:

- Shannon Leonard, consultant with SA Associates, was available for questions.

Action Taken: The City Council authorized the City Manager to issue a task order to SA Associates in the amount not to exceed \$81,600 to provide temporary public works inspection services under the city's current on-call engineering services contract with SA Associates.

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

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

6E. AUTHORIZE STAFF TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT FOR CONSTRUCTION INSPECTION SERVICES FOR THE CENTRALIZED GROUNDWATER TREATMENT SYSTEM

Per Monterey Park Municipal Code § 3.20.070, staff recommends approving a Professional Services Agreement (PSA) with SA Associates in an amount not to exceed \$63,000 for construction inspection services for the Centralized Groundwater Treatment System (CGTS) project and appropriating \$63,000 from Water Treatment funds to pay for this.

CEQA (California Environmental Quality Act):

The project is categorically exempt from the California Environment Quality Act (CEQA) per CEQA Guidelines S 15302, "Replacement or Reconstruction." The project consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced.

This Item was heard together with Agenda Item No. 6D.

Public Speakers:

- John Robinson, Project Manager; and Eric Schoenen, Construction Inspector, with SA Associates, were available for questions.

Action Taken: The City Council authorized the City Manager to execute a Professional Services Agreement, in a form approved by the City Attorney, with SA Associates for construction inspection services in an amount not to exceed \$63,000; and appropriated \$63,000 in Water Treatment funds for the contract as amended to change the contract amount to \$48,600.

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

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

6F. SIDEWALK IMPROVEMENTS AT EAST LOS ANGELES COLLEGE AND LANGLEY CENTER – AUTHORIZATION TO ADVERTISE

The Engineering Division prepared bid specifications for the Sidewalk Improvements at East Los Angeles College and Langley Center and is requesting the City Council's authorization to advertise the project for bids.

CEQA (California Environmental Quality Act):

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

Action Taken: The City Council adopted Resolution No. 11971 authorizing staff to advertise the Sidewalk Improvements at East Los Angeles College and Langley Center.

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

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

Resolution No. 11971, entitled:

A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE SIDEWALK IMPROVEMENTS AT EAST LOS ANGELES COLLEGE AND LANGLEY CENTER PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT

6G. AUTHORIZE PURCHASE OF TWO FORD POLICE INTERCEPTOR SUV'S

The 2017-18 budget includes replacement and conversion/up-fitting of two patrol vehicles for the Police Department. Staff researched optional vehicles and determined the Ford Police Interceptor SUV is the best replacement choice as this vehicle meets the Police Department's needs. Staff recommends the purchase of two Ford Police Interceptor SUV's.

Action Taken: The City Council waived bidding requirements pursuant to Monterey Park Municipal Code Section 3.20.050(5) and authorized the City Manager to amend the contract (Agreement # 1967-A) with Wondries Fleet Group in a form approved by the City Attorney, not to exceed \$64,000 for the purchase of two 2018 Ford Police Interceptor SUVs; and authorized the City Manager or designee to execute a contract in a form approved by the City Attorney for the conversion/up-fitting of three 2018 Ford Police Interceptor SUVs through an already approved City vendor, not to exceed \$22,000.

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

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

6H. AUTHORIZE PURCHASE OF FORD F350XL WITH ANIMAL BODY AND EMERGENCY EQUIPMENT

The approved 2017-18 fiscal budget includes \$70,000.00 for the replacement of the Animal Services Truck for the Police Department. Staff determined the Ford F350XL with Animal Body selected by the Los Angeles County Department of Animal Control Services was the best choice. Due to the inclusion of emergency equipment with the purchase of the vehicle in the bid award the total cost is approximately \$80,000.

Action Taken: The City Council waived bidding requirements pursuant to Monterey Park Municipal Code Section 3.20.050(5) and authorize the City Manager or designee to execute a contract with Diversified Leasing in a form approved by the City Attorney, not to exceed \$80,000 for the purchase of a Ford F350XL with “animal body” (see Los Angeles County vehicle specifications pages 8-11 for description) and emergency equipment; and amended the 2017-2018 budget capital improvement purchase for the Animal Services Truck from \$70,000 to \$80,000.

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

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

6I. LAW ENFORCEMENT DELEGATION VISIT TO TAIPEI POLICE DEPARTMENT AND TECHNICAL EXCHANGE PROGRAM

Five members of the Monterey Park Police Department will be accompanying Mayor Pro Tem Stephen Lam and Councilmember Peter Chan (collectively, the “Delegation”) in the Program that will be held in Taipei between November 15 and 19. The officers will be acting in a personal capacity, but interacting with their law enforcement counterparts in Taipei. Part of the Program includes a visit to Monterey Park’s Sister City, Yung-Ho.

The City Council is asked to concur that the Program is related to an important governmental function to ensure that the Delegation complies with applicable regulations regarding accepting travel expenses from third-persons.

This item was heard after Oral and Written Communications

Recommendation: The City Council (1) receiving and filing this report regarding a Technical Exchange Program (the "Program") with the Taipei Police Department between November 15 and 19; (2) acknowledge that the Program is related to an important governmental function, i.e., the policies, practices, and methods of effective law enforcement; and (3) take such additional, related, action that may be desirable.

Action Taken: Discussion only, no action taken.

7. COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Council Member Ing announced that he attended the Business and Professional Women's Foundation of East Los Angeles, where they recognized Carol Sullivan for her contributions to the community.

Council Member Liang announced that, he attended the 28th year gala for the Asian Youth Center, on October 27th, and received the May To Excellence Award: Volunteer of the Year, for 2017.

Council Member Chan invited everyone to attend the Garvey Ranch Basketball Court Ribbon cutting ceremony, and the #3 "Best Places to Live" Celebration on, Saturday, November 4, 2017. He also stated that he will miss the next council meeting because the delegation is going to visit Taiwan, with the police officers.

Mayor Pro Tem Lam had nothing to report.

Mayor Real Sebastian wanted everyone to know about Dia de Los Muertos. She states that Dia de Los Muertos is a time to remember, honor, and cherish our dear love ones that have passed away.

8. CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 10:43 p.m.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
OCTOBER 4, 2017**

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, October 4, 2017 at 6:00 p.m.

CALL TO ORDER:

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

ROLL CALL:

City Manager Ron Bow called the roll:

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

Council Members Absent: None

Also Present: City Manager Ron Bow, City Attorney Mark Hensley,
Human Resources and Risk Manager Tom Cody, Police
Chief Jim Smith

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

NEW BUSINESS

1. RESOLUTION AMENDING THE FY 17-18 BUDGET TO INCORPORATE A LIST OF PROJECTS FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT

Recommendation: (1) Adopt a resolution amending the FY 17-18 Budget to incorporate a list of projects proposed to be funded with Road Maintenance and Rehabilitation Act (RMRA), in a form approved by the City Attorney and; (2) Take such additional, related, action that may be desirable.

Action Taken: The City Council continued this item to the October 4, 2017 regular City Council meeting at 7:00 p.m.

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

CLOSED SESSION - The City Council adjourned to Closed Session at 6:05 p.m.

2. CONFERENCE WITH LABOR NEGOTIATORS – GOVERNMENT CODE § 54957.6

City Negotiators: Ron Bow, Interim City Manager, Tom Cody, Human Resources and Risk Management Director

Employee Bargaining Units: Service Employees' International
Organizations: Union, Local 721

3. CONFERENCE WITH LEGAL COUNSEL – THREAT OF LITIGATION - GOVERNMENT CODE § 54956.9(d)(2). Number of Cases: One

4. CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION - GOVERNMENT CODE § 54956.9(d)(4). Number of Cases: One

5. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - GOVERNMENT CODE § 54956.9(d)(2). Number of Case: One

Facts and Circumstances: Chu Thai v. City of Monterey Park (claim filed August 28, 2017) Monterey Park Claim Number: 2057-CL

Copies of claim available in the City Clerk's Office.

RECONVENE & ADJOURNMENT

The City Council reconvened from Closed Session with all Council Members present. The meeting was adjourned at 7:03 p.m.

Action Taken: No reportable action taken in Closed Session.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
NOVEMBER 01, 2017**

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, November 01, 2017 at 6:00 p.m.

CALL TO ORDER:

Mayor Real Sebastian called the meeting to order at 6:04 p.m.

ROLL CALL:

City Manager Ron Bow called the roll:

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

Council Members Absent: None

Also Present: City Manager Ron Bow, City Attorney Mark Hensley,
Human Resources and Risk Manager Tom Cody

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

NEW BUSINESS

1. APPOINT LABOR NEGOTIATORS:

Action Taken: The City Council appointed the City Attorney and Assistant City Attorney as the City's labor negotiators for with Executive Management Employees (unrepresented unit).

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

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

MISSION STATEMENT

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

CLOSED SESSION - The City Council adjourned to Closed Session at 6:07 p.m.

**2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION -
GOVERNMENT CODE § 54956.9(d)(2). Number of Case: One**

Facts and Circumstances: Chu Thai v. City of Monterey Park (claim filed August 28, 2017) Monterey Park Claim Number: 2057-CL

Copies of claim available in the City Clerk's Office.

**3. CONFERENCE WITH LABOR NEGOTIATORS – GOVERNMENT CODE §
54957.6**

City Negotiators: City Attorney and Assistant City Attorney

Employee Executive Management Employees (unrepresented
Organizations: unit).

RECONVENE & ADJOURNMENT

The City Council reconvened from Closed Session with all Council Members present excluding Council Member Ing, who left the meeting at 6:50 p.m. The meeting was adjourned at 7:00 p.m.

Action Taken: No reportable action taken in Closed Session.

Vincent D. Chang
City Clerk



City Council Staff Report

DATE: December 6, 2017

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

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:

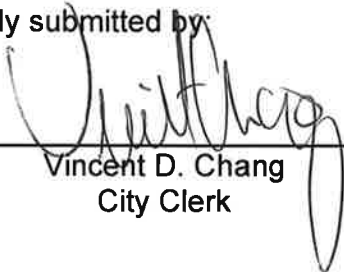
The City Council adopted the retention schedule in 2011 which was revised in 2013 and 2015. The City Clerk's office, working in collaboration with other city departments, identified the need to update the current retention schedule to reflect the current codes and make minor corrections.

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:



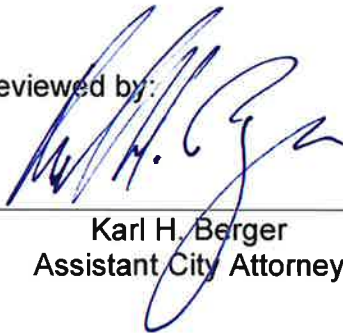
Cindy H. Trang
Deputy City Clerk

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

1. Draft Resolution
2. Exhibit "A" describes the proposed changes

ATTACHMENT 1

Draft Resolution

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.

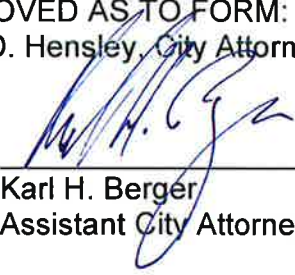
PASSED AND ADOPTED this 6th day of December, 2017.

Teresa Real Sebastian, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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

By: 

Karl H. Berger
Assistant City Attorney

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

I, VINCENT D. CHANG, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. _____ was duly adopted and passed at a regular meeting of the Monterey Park City Council on the 6th day of December , 2017 by the following vote:

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

Dated this 6th day of December, 2017.

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	Originals , 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 <u>2 years</u>	Refer to OFR <u>2 years</u>	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	Originals , Refer to OFR	Mag, OD, Ppr		GC §34090.7
City Clerk	RS-110 RS-112	Agreements & Contracts	Copies - When No Longer Needed	Originals , 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 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
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

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
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 Except - Design Review Board, Library Board, Personnel Board, and Planning Commission <u>Agendas, Agenda Packets, Minutes</u> <u>Commission on Aging, BIDAC, CPC, EDAC, Environmental, Recreation & Parks, Traffic</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 <i>Design Review Board, Library Board, Personnel Board, and Planning Commission</i> Resolutions / Minutes / Bylaws	Copies - When No Longer Needed	<u>Originals.</u> 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	<u>Originals.</u> Refer to OFR	Mag, OD, Ppr		Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Manag. Services / Finance	RS-169	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Needed	<u>Originals.</u> Refer to OFR	Mag, OD , Ppr		All details sent to Finance; Refer to RS105, RS174, RS212; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Originating Dept.	RS-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	Originals , 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 years	Mag, OD, Ppr	Yes	GC §34090
Originating Dept.	RS-524	Cloud Database Any service database that uses a cloud-based system for storage, retrieval, information e.g. Accela, NeoGov, ActiveNet, GoMpk, GRM	P	P	Mag, OD		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
Originating Dept.	RS-525	Cloud Database - Drafts Information, Notes, Draft Memoranda, Worksheet, etc. used to enter into the database to create an electronic record	When No Longer Needed	When No Longer Needed	Ppr		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
Originating Dept.	RS-527	Electronic Records - Records generated by the database based on information entered into the system	Copies - When No Longer Needed	P	Mag, OD, Ppr		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
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, Encroachments, Real Property, Dedications, Abandonment, Vacations, Rights of Ways, Road Deeds, Final Orders of Condemnations, etc.	Copies - When No Longer Needed	<u>Originals.</u> Refer to OFR	Mag, OD, Ppr		Send all originals to the City Clerk; GC §34090, GC §34090.7
Originating Dept.	RS-219	Department Files Project / Program Working Files	Completion +2 years	Completion +2 years or minimum 5 years	Mag, OD, Ppr	Yes	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Originating Dept.	RS-226	Drafts & Notes: Drafts that are revised (retain upon approval of final version)	Not More Than 90 Days or 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)
Originating Dept.	RS-246	Emails	90 days <u>2 years</u>	90 days <u>2 years</u>	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; <u>City Policy 40-28</u>
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	<u>No Depends</u>	Department Preference; GC §34090
Human Resources / Risk Mgmt	RS-316	Lawsuits / Litigation / Pending Litigation / Summons	Copies - When No Longer Needed	<u>Originals</u> , Refer to OFR	Mag, OD, Ppr		Risk Management administers claim; GC §§34090.7, 34090.6

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-320	Logs: Daily Logs, Watch Commander Logs, Daily Vehicle Inspection Logs, Sign-In Sheets, etc.	2 years	2 years	Mag, OD , Ppr		GC §34090
City Clerk	RS-334	Minutes	Copies - When No Longer Needed	<u>Originals</u> , Refer to OFR	Mag, OD, Ppr		Originals maintained by City Clerk Permanently; GC §34090.7
Originating Dept.	RS-336	MSDS (Material Data Safety Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years	30 years	Mag, OD, Ppr	Yes	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), GC §34090
City Clerk	RS-337	Municipal Code Supplements	Copies - When No Longer Needed	<u>Originals</u> , Refer to OFR	Mag, OD, Ppr		Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Originating Dept.	RS-341	Newspaper Clippings	When No Longer Needed	When No Longer Needed	Mag, OD , Ppr		Non-records - may be obtained from the newspaper company; GC §34090
Originating Dept.	RS-344	Notices: Public Hearing Notices Posting, Proofs of Publications, Returned/Mailed Notices	2 years	2 years	Mag, OD , Ppr		Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk	RS-351	Ordinances	Copies - When No Longer Needed	<u>Originals</u> , Refer to OFR	Mag, OD, Ppr		Originals maintained by City Clerk Permanently; GC §34090
Human Resources	RS-373	Personnel Supervisory Files (Supervisor's Notes)	Upon Separation, Send to Human Resources	<u>Originals</u> , Refer to OFR	Mag, OD , Ppr		Personnel is OFR; Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.; GC §34090.7
Originating Dept.	RS-375	Personnel Work Schedules	2 years	2 years	Mag, OD , Ppr		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-377	Photographs	When No Longer Needed	When No Longer Needed	Mag, OD, Ppr		Non-records - considered preliminary drafts; GC §§34090, 6252, 6254(a)
Originating Dept.	RS-453	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	<u>Originals</u> , Refer to OFR	Mag, OD , Ppr		GC §34090
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 <i>Forward Originals to City Clerk's Office</i>	When No Longer Needed	<u>Originals</u> , 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	<u>Originals</u> , 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	Originals , Refer to OFR	Mag, OD, Ppr		Originals maintained by City Clerk Permanently; GC §34090.7
Originating Dept.	RS-446	Service Requests 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	2 years	Mag, OD , Ppr		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)
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	Originals , Refer to OFR	Mag, OD , Ppr		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-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	Originals. 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	Video Recordings - Public Areas, Parking Lots, etc.	When No Longer Needed	When No Longer Needed See Comments	Mag, OD		Preliminary drafts unless retrieved within 10 days before written over. If retrieved, minimum 90 days 2 years ; GC §34090 et seq.
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-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-499	Volunteer Applications & Agreements / Reserves - Unsuccessful Applicants	3 years	3 years	Mag, OD, Ppr		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-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, <u>instructors</u>, <u>sports leagues</u>, franchises, housing, leases, loans, mutual aid, professional services, etc.	Completion	Completion + 4-5 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; Relocation Files- Settle + 5 years; CCP §§336(a), 337 et. seq.; GC §§34090, 34090.7
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

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	2 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference (The minutes are the permanent record); GC §34090 et seq.
City Clerk	RS-144	Boards, Commissions or Committees - Applications <i>(Active)</i>	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 <i>(Inactive / Separated)</i>	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 <i>Design Review Board, Library Board, Personnel Board, and Planning Commission</i> <i>Resolutions / Minutes / Bylaws</i>	2 years	P	Mag, Mfr , OD, Ppr	Yes	GC §34090
City Clerk	RS-142	Boards, Commissions & Committees: <i>Maddy Act List / Vacancy List</i> (List of Local Appointments)	2 years	2 years	Mag, OD, Ppr		GC §34090
City Clerk	RS-143	Boards, Commissions & Committees: <i>Master Appointment List</i>	5 years	P	Mag, Mfr , OD, Ppr	Yes	Retained for Historical Value, GC §34090
Human Resources / Risk Mgmt	RS-183	Claims Against Others (Damage to City Property, etc.)	2 years	Originals. 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, Final Orders of Condemnations, etc.	2 years	P	Mag, Mfr , OD, Ppr	Yes	GC §34090, GC §34090.7
City Clerk	RS-228	Elected Officials: Individual File	Term Expired + 2 years	P	Mag, OD, Ppr	Yes	Department preference; 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
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	2 years	2 years	Ppr		Department preference to be consistent with other types of ballots; Statewide guidelines propose permanent; EC §§ 17302, 17306; CA Constitution Art. VIII
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
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

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-518	Elections - Vote-by-Mail Summary Report (computer generated reports)	6 months	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	Ethics Training (AB1234) Certificate of Attendance	2 years	5 years	Mag, OD, Ppr		GC §53235.2
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)
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)

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-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	4 years	Mag, OD , Ppr	Yes	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)	2 years	7 years	Mag, OD , Ppr	Yes	Must post on website; 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	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	2 years	P	Mag, Mfr , OD, Ppr	Yes	GC §34090
City Clerk	RS-337	Municipal Code Supplements (retain 1 copy of each supplement)	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
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

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-519	Oaths of Office Board, Commission & Board members Employees & Volunteers	2 years	Termination + 6 years <u>Separation + 2 years</u>	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(e); 29 USC 1113 <u>Department preference; GC §34090</u>
City Clerk	RS-351	Ordinances	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-522	Recordings / DVD-R of Council Meetings (Beginning 2007)	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-410	Records Destruction Lists / Certificates of Records Destruction	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-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	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference; GC §34090
City Clerk	RS-436	Resolutions	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	2 years	2 years	Mag, OD , Ppr	Yes	Department Preference; 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

**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.	2 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference; GC §34090
Community Economic / Building	RS-155	Building Permits / Building Address Files - Permanent Documents Applications, Building Permits, Certificate of Occupancy, Modification Requests / Applications for Constructing Permits, Administrative Modification Decisions, Appeals & Appeal Decisions, Inspection Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	2 years	P	Mag, Mfr , OD, Ppr	Yes	GC §34090; H&S §19850; CBC §104.7
Community Economic / Building	RS-531	Building Permits / Building Address Files - Documents Geotechnical / Geological Investigation Reports, Final Inspection Approval, Special Inspection Reports, Structural Calculations, Energy Calculations, Lab Test Reports, Structural Observation Reports, Property Reports, Soils Reports	2 years	2 years	Mag, OD, Ppr		GC §34090
Community Economic / Building	RS-156	Building Plan Checks Commercials / Industrials	2 years	2 years	Mag, Ppr		Preliminary draft not retained in the ordinary course of business; GC §34090 et seq.
Community Economic / Building	RS-529	Building Plan Checks Residential	completion +2 years	completion +2 years	Mag, Ppr		CBC requires they be retained for at least completion + 180 days; H&S §19850; CBC §104.7; GC §34090
Community Economic / Building	RS-157	Building Plans and Construction Documents - Final - Single Family Residential - SFR and Appurtenances	completion +2 years	completion +2 years	Mag, Mfr , OD, Ppr	No	CBC requires they be retained for at least completion + 180 days; H&S §19850; CBC §104.7; 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-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.)	2 years	P	Mag, Mfr , OD, Ppr	Yes	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-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 + 2 years	P	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
CODE ENFORCEMENT							
Community Economic / Code Enforce.	RS-185	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	Minimum Close + 2 years	Minimum Close + 2 years	Mag, Mfr, OD, Ppr	Yes	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); GC §34090
Community Economic / Code Enforce.	RS-186	Code Enforcement / Abatement Case Files Notice of Restrictions, Recorded Liens & Releases	5 years	P	Mag, Mfr, OD, Ppr	Yes	GC §34090

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

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
PLANNING							
Community Economic / Planning	RS-116	Annexations / Boundaries / Consolidations / LAFCO	2 years	P	Mag, Mfr , OD, Ppr	Yes	Land Records; GC §34090
Community Economic / Planning	RS-257	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.	5 years	P	Mag, Mfr , OD, Ppr	Yes	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Community Economic / Planning	RS-279	General Plan, Elements and Amendments	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference; GC §34090
Community Economic / Planning	RS-278	General Plan - Working Files	5 years	When No Longer needed 5 years	Mag, OD, Ppr		Preliminary drafts; GC §34090
Community Economic / Planning	RS-314	Land Use Studies / Plans / Reports	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference; GC §34090
Community Economic / Planning	RS-329	Master Plans, Specific Plans, Bikeway Plans, etc.	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference; GC §34090
Community Economic / Planning	RS-378	Planning Project Files - Permanent Entitlements - Incomplete or Withdrawn	2 years	2 years	Mag, OD , Ppr		Department preference; GC§§34090, 34090.7
Community Economic / Planning	RS-379	Planning Project Files - Permanent Entitlements Approved, Denied or Expired (Includes Associated Conditions of Approval, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	Project Completion	P	Mag, Mfr , OD, Ppr	Yes	Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7

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

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

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

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
HOUSING							
Community Economic / Housing	RS-120	Applications for Loans: Rejected (First Time Home Buyers, Rehabilitation, etc.)	2 years	2 years	Mag, OD , Ppr		GC §34090
Community Economic / Housing	RS-268	Five Year Consolidated Action Plan and the related Action Plans	Expiration of Plan + 5 years	Expiration of Plan + 5 years	Mag, OD, Ppr		Consolidated Plan Requirement; GC §34090
Community Economic / Housing	RS-294	Housing Programs: Homeownership Housing Projects CDBG & HOME WITH a Recapture / Resale Restriction	5 years	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	Mag, OD, Ppr	Yes	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42, 92.508(a)(c)(2) & 570.502(b), 29 CFR 97.42, GC §34090
Community Economic / Housing	RS-295	Housing Programs: Loans (First Time Home Buyers, Trust Deeds, Loans, etc.) WITHOUT a Recapture / Resale Restriction	Loan Pay-off + 5 years	Loan Pay-off + 5 years	Mag, OD, Ppr	Yes	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 92.508(a)(c), & 570.502, 29 CFR 97.42

**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	<u>Originals</u> , 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-414	Redevelopment Project Areas - Formation of, Adopted Plans & Amendments	Copies - When No Longer Needed	<u>Originals</u> , 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	Project Completion + 5 years	Mag, Mfr , OD, Ppr	Yes	Department preference; Historical, cross-reference; GC §34090.7

RECORDS RETENTION SCHEDULE - FIRE

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

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
FIRE ADMINISTRATION							
Fire / Admin.	RS-108	After Action Reports	2 years	2 years	OD, Mag. Ppr		GC §34090
Fire / Admin.	RS-118	Annual Reports / Fire Incident Statistics	5 years	P	Mag, Mfr , OD, Ppr	Yes	Retained for historical and administrative value; GC §34090
Fire / Emergency Mgmt.	RS-178	Citizen's Emergency Response Training Neighborhood Training Course Records, Roster, etc.	5 years	5 years	Mag, OD, Ppr	Yes	Department preference; GC §34090
Fire / Emergency Mgmt.	RS-248	Emergency Plans / Disaster Preparedness Manuals, EOC Activation	When Superseded - Minimum 2 years	When Superseded - Minimum 2 years	Mag, OD, Ppr	Yes	Department preference; GC §34090
Fire / Admin.	RS-261	FEMA Reports / FEMA Reimbursements / EOC Activations / Strike Team Reimbursements	10 years	10 years	Mag, OD, Ppr	Yes	Department preference to allow for FEMA audits (up to 6 years & 3 months from the date of the final inspection report); Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; OSHA Standards; (Also See Grants on City-wide); GC §34090 et seq.
Fire / Admin. OR Fire Prevention or Police (for Arson)	RS-265	Fire Incident Reports	When No Longer Needed - Minimum 2 years	When No Longer Needed - Minimum 2 years	Mag, OD, Ppr		Department preference; data is in RMS database; GC §34090 et seq.
Fire / Admin.	RS-266	Fire Incident RMS Database	P	P	Mag, OD		Data is interrelated; GC §34090 et seq.
Fire / Admin.	RS-310	ISO Insurance Ratings	15 years	15 years	Mag, OD, Ppr	Yes	Department preference (rated every 10 years); GC §34090

RECORDS RETENTION SCHEDULE - FIRE

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

RECORDS RETENTION SCHEDULE - FIRE

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

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Fire / Fire Prevention	RS-399	Public Information / Education (when produced internally)	Minimum-2 years	Minimum-2 years	Mag, OD , Ppr		Department preference; GC §34090
Fire / Fire Prevention		Fire Plan Check Commercial, Non-commercial	2 years	2 years	Mag, OD , Ppr		GC §34090 et seq.

RECORDS RETENTION SCHEDULE - FIRE

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

RECORDS RETENTION SCHEDULE: **HUMAN RESOURCES**

(OFR) Office of Record	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
HUMAN RESOURCES							
Human Resources	RS-133	Awards - Service, Performance	2 years	2 years	Mag, OD , Ppr		GC §34090
Human Resources	RS-184	Classification / Reorganization Studies (for employee classifications and department structures)	3 years	3 years	Mag, OD , Ppr		Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources	RS-190	Compensation - Salary Schedule, Deferred Compensation, Holiday Pay, Reclassifications, Management Compensation and Benefits	3 years	3 years	Mag, OD , Ppr		Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources	RS-191	Compensation Surveys & Studies	3 years	3 years	Mag, OD , Ppr		Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources	RS-224	DMV - Addition, Deletion Form	2 years	2 years	Mag, OD, Ppr		GC §34090
Human Resources	RS-225	DMV -Pull Notices, Waivers for Pull Notices	When Superseded or Separated	When Superseded or Separated	Mag, OD, Ppr		Department preference; Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

(OFR) Office of Record	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Human Resources	RS-227	Drug Testing Program / DOT Testing - Eligible Pool Lists, Drug & Alcohol Test Results, Training, BIT Inspections, etc.	2 years	5 years	Mag, OD, Ppr	Yes	D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc, 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; CCP §342; GC §§911.2, 945; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.
Human Resources	RS-258	Equal Opportunity Employment - Complaints / Department of Fair Employment & Housing (DFEH or EEOC) Claims	Separation + 7 years	Separation + 7 years	Mag, OD, Ppr	Yes	Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090; CCP §342; GC §§ 911.2, 945
Human Resources	RS-259	Equal Opportunity Employment - EEOC Reports (EEO-4 Reports)	3 years	3 years	Mag, OD, Ppr		29 CFR 1602.30; 29 CFR 1602.32
Human Resources	RS-311	Job Descriptions	Minimum 3 years	Minimum 3 years	Mag, OD , Ppr	Yes	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
City Clerk	RS-436	MOUs (copies) <i>Set by Resolutions</i>	Copies - When No Longer Needed	Refer to OFR	Mag, OD, Ppr		GC §34090.7
Human Resources	RS-339	Negotiation Binders / Notes, Side Letters, Correspondence, etc.	5 years	10 years	Mag, OD, Ppr	Yes	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

(OFR) Office of Record	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Human Resources	RS-371	Personnel Files - All Employees Includes background checks from PD, and all training certificates (including Ethics Training Certificates)	Separation + 1 year	Separation + 7 years	Mag, OD, Ppr	Yes	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 53235.2(b); 29 USC 1113; CC § 1786.18 (ICRAA)
Human Resources	RS-372	Personnel Files - Medical Records (all employees) Includes Breathing Apparatus Fit Tests & LiveScan Log (RS-437)	Separation + 1 year	Separation + 30 years	Mag, Mfr , OD, Ppr	Yes	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 34090, 29 CFR 1910.1020(d)(1)(i)
Human Resources	RS-373	Personnel Supervisory Files (Supervisor's Notes)	Upon Separation, Send to Human Resources	Refer to OFR to RS-371, RS-372	Mag, OD, Ppr		Personnel is OFR; Notes maintained in a separate folder to be incorporated into performance evaluation, and/or notes to document progressive discipline <u>are drafts and can be destroyed after incorporated into performance evaluation</u> ; GC §34090 et seq.; GC §34090.7
Human Resources	RS-413	Recruitment Files (Includes Applications, Advertisements, Job Brochures, Test Data, Rating Sheets, Questions, Eligible Lists, Reference Checks, Background Checks from PD, etc.)	3 years	3 years	Mag, OD , Ppr		Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 7287.0(c)(2), 8 CCR §11040(7.(c)), GC §§12946, 34090
Human Resources	RS-462	Studies & Surveys Conducted on Behalf of the City (Attrition, Benefits, Succession Planning, etc.)	Minimum 3 years	Minimum 3 years	Mag, OD, Ppr		Department preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

(OFR) Office of Record	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
RISK MANAGEMENT							
Human Resources / Risk Mgmt	RS-104	Accident Reports that do Not result in a Claim (Public Injuries)	2 years	2 years	Mag, OD , Ppr		GC §34090
Human Resources / Risk Mgmt	RS-183	Claims Against Others (Damage to City Property, etc.)	Final Resolution	Final Resolution + 5 years	Mag, OD, Ppr	Yes	Department preference; Covers various statute of limitations; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
<u>Human Resources / Risk Manage.</u>	<u>RS-198</u>	<u>Cost Estimates for Damage to City Property (damaged stop signs, signals)</u>	<u>Final Resolution</u>	<u>Final Resolution + 10 years</u>	<u>Mag, OD, Ppr</u>		<u>Department preference; Covers various statute of limitations; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5</u>
Human Resources / Risk Mgmt	RS-302	Insurance Policies (General Liability)	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference for liability purposes; GC §34090
Human Resources / Risk Mgmt	RS-315	Lawsuits / Litigation / Pending Litigation / Summons	Final Resolution	Final Resolution + 5 10 years	Mag, OD, Ppr	Yes	Department preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
Human Resources / Risk Mgmt	RS-316	Lawsuits / Litigation / Pending Litigation / Summons	Copies—When No Longer Needed	Originals, Refer to OFR	Mag, OD, Ppr		Risk Management administers claim; GC §§34090.7, 34090.6
Human Resources / Risk Mgmt	RS-352	OSHA Inspections & Citations , Log 200 and Log 300, 301, 301A, etc.	2 years	5 years	<u>Mag</u> , OD, Ppr	Yes	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090; LC §6429(c)
Human Resources / Risk Mgmt	RS-398	Public Employee Bonds / Fidelity Bonds / Dishonesty, etc.	2 years	P	Mag, 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; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper After Imaged & QC'd?	Comments / Reference
Information Technology	RS-135	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-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-286	Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), IMLS (Institute of Museum & Library Services), <u>WIOA (Workforce Innovation Opportunity Act)</u> and PLF (Public Library Foundation) ONLY. For all others, follow City-wide Schedule. <u>(SUCSESSEFUL Reports and Financial</u>	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	1 week	1 week	Mag, OD	Yes	Data Fields / Records are interrelated; 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.
Library	RS-359	Patron Applications for Library Cards	2 years	2 years	Mag, Ppr		GC §34090
Library	RS-389	Program Sign Ups (e.g. Summer Reading)	2 years	2 years	Mag, OD , Ppr		GC §34090
Library Originating Dept.	RS-247	Release Forms (Photos of Children, etc.)	4 years Minors, age 18 +4 years	4 years Minors, age 18 +4 years	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 18 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
FINANCE / MANAGEMENT							
Manag. Services / Finance	RS-129	Assessment District 93-1 and Library Tax Annual Renewal Reports, Assessment Roll Reports	5 years	5 years	Mag, OD, Ppr	Yes	GC §34090
Manag. Services / Finance	RS-131	Audit Reports / CAFR / Single Audits	5 years	P	Mag, Mfr , OD, Ppr	Yes	GC §34090
Manag. Services / Finance	RS-132	Audit Work Papers / Audit Schedules	2 years	5 years	Mag, OD , Ppr	Yes	GC §34090
Manag. Services / Finance	RS-137	Bank Statements / Reconciliation Work Papers / Fiscal Agent Statements	2 years	5 years	Mag, OD, Ppr	Yes	GC §34090
Manag. Services / Finance	RS-151	Bonds: Debt Official Statements / Certificates of Participations (COPs) Other City Financing & Work papers	Cancellation, Redemption or Maturity + 10 years	Cancellation, Redemption or Maturity + 10 years	Mag, OD, Ppr	Yes	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.
Manag. Services / Finance	RS-153	Budgets - Adopted / Final	5 years	P	Mag, Mfr , OD, Ppr	Yes	GC §34090, 40802, 53901
Manag. Services / Finance	RS-181	City Investment Report - Quarterly & Annually	5-3 years	5-3 years	Mag, OD , Ppr	Yes	GC §34090
Manag. Services / Finance	RS-263	Financial Services Database (Refer to IT RS-135, RS-136)	Refer to IT	Refer to IT	Mag, OD		Refer to IT Retention Policy; 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
Lead Dept.	RS-285	Grants / Reimbursable Claims / Subventions - Finance's File	Grant Funding Agency Audit Complete	Grant Funding Agency Audit Complete	Mag, OD, Ppr	Yes	GC §34090.7
Manag. Services / Finance	RS-312	Journal Entries / Back Up Documents / Budget Adjustments	5 years	5 years	Mag, OD, Ppr	Yes	GC §34090, CCP § 337
Manag. Services / Finance	RS-324	Management Audit Letters	5 years	5 years	Mag, OD, Ppr	Yes	GC §34090
Manag. Services / Finance	RS-330	Master Schedule of Fees and Charges Publication / Work papers	3 years	3 years	Mag, OD, Ppr		Department preference; GC §34090
Manag. Services / Finance	RS-333	Mid-year Review Reports	2 years	2 years	Mag, OD , Ppr		Department preference; GC §34090
Manag. Services / Finance	RS-428	Reports / Registers - Balance Sheet, Revenue, Expenditure, Trial Balance, Year-End General Ledger, etc. Database generated reports	Copies - When No Longer Needed	Copies - When No Longer Needed	Mag, OD , Ppr		Backup copy of the reports is held on tape; GC §34090 et seq., and Department Policy
Manag. Services / Finance	RS-432	Reports: Annual State or Federal ; State Controller's Report, Street Report, etc.	5 years	5 years	Mag, OD, Ppr	Yes	Department preference; GC §34090
Manag. Services / Finance	RS-457	Statement of Indebtedness / Annual Report to State / State Controllers Report	5 years	5 years	Mag, OD, Ppr		GC §34090.7
Manag. Services / Finance Support Services	RS-493	Vehicle Titles "Pink Slips"	Upon Sale of Vehicle	Upon Sale of Vehicle	Ppr		Provided to new owner upon sale; GC §34090

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
FINANCE/ ACCOUNTS PAYABLE & RECEIVABLE							
Manag. Services / Finance	RS-100	1099's Issued / 1096 / W-9, etc.	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 / Finance	RS-105	Accounts Payable, Receivable, Invoices, Petty Cash, Warrant Requests, etc.	2 years	5 years	Mag, OD , Ppr	Yes	GC §34090
Manag. Services / Finance	RS-174	Checks / Warrants (Other Than Payroll) / Cancelled Checks / Invoices and Backups	2 years	7 years	Mag, OD, Ppr	Yes	GC §34090
Manag. Services / Finance Support Services	RS-187	Collection Agency Assignments	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 / Finance	RS-212	Daily Cash Receipts / Backups	2 years	5 years	Mag, OD , Ppr	Yes	GC §34090, 26 CFR 31.6001-1
Manag. Services / Finance	RS-503	Warrant (Check) Register Database generated reports	Copies - When No Longer Needed	Copies - When No Longer Needed	Mag, OD , Ppr		Backup copy of the reports is held on tape; GC §34090 et seq., and Department Policy

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
FINANCE / PAYROLL							
Manag. Services / Finance	RS-139	Benefit Report / Leave Report <u>Database generated reports</u>	4 years <u>Copies -</u> <u>When No</u> <u>Longer</u> <u>Needed</u>	40 years <u>Copies -</u> <u>When No</u> <u>Longer</u> <u>Needed</u>	Mag, OD, Ppr	Yes	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Manag. Services / Finance	RS-175	Checks / Warrants (Payroll Only) / Cancelled Checks	4 years	10 years	Mag, OD, Ppr	Yes	GC §34090
Manag. Services / Finance	RS-362	Payroll Processing File <u>check registers, personnel action forms, timesheets, leave sheets, check sign-in logs</u>	4 years	40 4 years	Mag, OD , Ppr	Yes	GC §34090
Manag. Services / Finance	RS-363	Payroll Records: Deduction Authorizations, Garnishments, etc. (Terminated Employees Files)	Separation + 10 years	Separation + 10 years	Mag, OD, Ppr	Yes	Department preference; GC §34090
Manag. Services / Finance	RS-364	Payroll Registers / Payroll Check Registers <u>Database generated reports</u>	4 years <u>Copies -</u> <u>When No</u> <u>Longer</u> <u>Needed</u>	40 years <u>Copies -</u> <u>When No</u> <u>Longer</u> <u>Needed</u>	Mag, OD, Ppr	Yes	GC §34090
Manag. Services / Finance	RS-367	PERS Report - Retirement Reports (CalPERS) <u>Database generated reports</u>	4 years <u>Copies -</u> <u>When No</u> <u>Longer</u> <u>Needed</u>	40 years <u>Copies -</u> <u>When No</u> <u>Longer</u> <u>Needed</u>	Mag, OD, Ppr	Yes	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Manag. Services / Finance	RS-468	Taxes - Per Pay Period, Monthly, Quarterly, Yearly Payroll Tax Reports, DE-6 & 941 Forms, Library Tax Exemption	4 years	10 years	Mag, OD, Ppr	Yes	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1
Manag. Services / Finance	RS-472 471	Timecards / Timesheets - Time Sheets / <u>Time Cards / Overtime Sheets /</u> <u>Overtime Cards</u>	4 years	10 years	Mag, OD, Ppr	Yes	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

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

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
SUPPORT SERVICES / BUSINESS LICENSES							
Manag. Services / Support Services	RS-159	Business License Applications, Licenses and Renewals, Letters	Close + 5 years	Close + 5 years	Mag, OD, Ppr	Yes	GC §34090
Manag. Services / Support Services	RS-160	Business License Database	P	P	Mag, OD		Data Fields / Records are interrelated; GC §34090
Manag. Services / Support Services	RS-264	Fire Code Permits / Special Event Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.) <u>Applications for operational permits, Fire Permits, Modification Requests, Inspection Notices</u>	Expiration + 2 years	Expiration + 2 years	Mag, OD , Ppr	Yes	GC §34090 et seq.
Manag. Services / Support Services	RS-468	Taxes - Library Tax Exemption	4 years	40 4 years	Mag, OD, Ppr	Yes	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1
Manag. Services / Support Services	RS-517	Transient Occupancy Tax	2 years	5 4 years	Mag, OD, Ppr	Yes	The civil statue of limitations for filing suit to recover TOTs is 4 years per Revenue & Taxation Code section 7283.51

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
SUPPORT SERVICES / PROCUREMENT							
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 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) Printed POs, Requisition, Backup copies, Justification, Quotes	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		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	Yes	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 - Utilities	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-530	Utility - Billing, Deposit, Receipts	Close + 2 years	Close + 2 years	Mag, OD , Ppr		GC §34090
Manag. Services / Support Services	RS-488	Utility Billing Database	P	P	Mag, OD		GC §34090
Manag. Services / Support Services	RS-489	Utility Users Tax Records (Low Income / Senior / Disabled) Gas, Electric, Phone, Cable, etc.	Close + 5 <u>3</u> years	Close + 5 <u>3</u> years	Mag, OD , Ppr	<u>Yes</u>	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: RECREATION AND COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Recreation & Community Services	RS-114	Agreements for Contractors: Class Instructors, Sports Leagues, etc.	5 years	Completion + 5 years	Mag, OD, Ppr	Yes	Department preference; CCP §337 et. seq., GC §34090
Recreation & Community Services	RS-182	City Publications - Cascades Newspaper, Activity Guide, Classes, etc.	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department Policy; GC §34090
Recreation & Community Services	RS-211	Daily Activity Reports	2 years	2 years	Mag, OD , Ppr		GC §34090
Recreation & Community Services	RS-213	Day Care - Administration Records Daily Attendance, Inspection Procedures, Admission Policies, Financial Records, Authority of Director, Emergency Care & Disaster Plan, List of Qualified Substitute Teachers, Exceptions & Waivers, etc.	3 years	3 years	Mag, OD , Ppr		Meets State Licensing requirements; Department of Social Services, Community Care, Licensing; Health & Safety Code § 1596.859(a)(1); GC §34090
Recreation & Community Services	RS-214	Day Care - Child Records / Participant Files: Health & Medication Forms, Consent Forms, Incident Reports, Child Abuse Prevention Pamphlet, Notice of Parents Rights, Day Care Roster, etc.	While Participant is in Program	End of Participation + 3 years	Mag, OD, Ppr		Meets State Licensing requirements; Department of Social Services, Community Care, Licensing; Health & Safety Code § 1596.859(a)(1); GC §34090
Recreation & Community Services	RS-215	Day Care - Personnel Records Employee Forms for State Licensing, Health Screening / First Aid Certification, Applications, Director & Teacher Permits, Personnel Roster, Fingerprint & Criminal Record Statement, Copies of Drivers License, etc.	Separation + 3 years	Separation + 3 years	Mag, OD, Ppr		Meets State Licensing requirements (Department of Social Services, Community Care, Licensing; Health & Safety Code § 1596.859(a)(1); GC §34090

RECORDS RETENTION SCHEDULE: RECREATION AND COMMUNITY SERVICES

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Recreation & Community Services	RS-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	Yes	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) prior to 2007	5 years	P	Tape (Mag), OD		Department preference; Video recording of meetings are only required for 90 days; City Clerk's office is the OFR for council meeting DVD-R videos since 2007; 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	Recreation Activities - Waivers / Release of Liability Registration , Applications, Waivers, Liability Forms, Release of Liability Forms, Permissions, etc.	4 years Minors, age 18 +4 years	4 years Minors, age 18 +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-454	Recreation Activities Sports Rosters, Ejection Letters, Trip permits, Fees & Charges, Sign -in Sheets, Injury Reports etc.	2 years	2 years	Mag, OD , Ppr		Statute of limitations for an action for injury caused by the neglect of another is 2 yrs. under CCP § 335.1; 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	Mag , 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
ADMINISTRATION							
Police / Admin.	RS-141	Billing: False Alarms	5 years	5 years	Mag, OD, Ppr	Yes	Department preference (meets municipal government auditing standards); GC §34090
Police / Admin.	RS-167	Carry Concealed Weapon Permits (CCW) - Approved	Expiration + 2 years	Expiration + 2 years	Mag, OD, Ppr	Yes	Department preference; GC §34090
Police / Admin.	RS-168	Carry Concealed Weapon Permits (CCW) - Denied	2 years	2 years	Mag, OD, Ppr		GC §34090
Police / Admin.	RS-277	General Orders / Policies & Procedures / Operation Directives (Department Policies and Procedures)	Superseded	P	Mag, Mfr , OD, Ppr	Yes	Department preference; GC § 34090 et seq.
Police / Admin.	RS-305	Internal Affairs Investigations / Disciplinary Files / Complaints / CITIZEN COMPLAINTS	Final Disposition + 5 years	Final Disposition + 5 years	Mag, OD, Ppr	Yes	State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; EVC §1045, GC §§12946, 34090, PC §832.5, VC §2547
Police / Admin.	RS-306	Internal Affairs Investigations / Disciplinary Files / Complaints / INTERNALLY-GENERATED	Final Disposition + 3 years	Final Disposition + 3 years	Mag, OD, Ppr	Yes	Not as a result of a citizen complain; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; EVC §1045, GC §§12946, 34090, PC §832.5, VC §2547
Police / Admin.	RS-313	Juvenile Crime Prevention Programs - G.R.E.A.T., Youth Services	2 years	2 years	Mag, OD , Ppr		GC §34090
Originating Dept.	RS-320	Logs: Daily Logs, Watch Commander Logs, Daily vehicle Inspection Logs, Sign-In Sheets, etc.	2 years	2 years	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.

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Police / Admin.	RS-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.
Police / Admin.	RS-426	Regulatory Permits - Secondhand / Pawn Shop, etc.	Expiration + 2 years	Expiration + 2 years	Mag, OD, Ppr		GC §34090
Police / Admin.	RS-431	Reports and Studies regarding Police operations (not historical - manpower, etc.)	Minimum 2 years	Minimum 2 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 Originating Dept.	RS-495-521	Video Recordings - Public Areas, Parking Lots, etc.	When No Longer Needed Minimum 100 days	When No Longer Needed Minimum 100 days	Mag, OD		Does not record "regular and ongoing operations"; <u>Preliminary drafts unless retrieved within 10 days before written over. If retrieved, 2 years.</u> GC §34090 et seq.
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.
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)

RECORDS RETENTION SCHEDULE: **POLICE**

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

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
PATROL							
Police / Patrol	RS-162	Canine (Police Dogs) Program Files: Animal Files (includes training)	Separation + 3 years	Separation + 3 years	Mag, OD, Ppr	Yes	3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Patrol	RS-290	Hearing Officer Records - Traffic Sergeant (Tows, Parking, etc.)	2 years	2 years	Mag, OD , Ppr		GC §34090
Police / Patrol	RS-347	Officer Recordings: Audio Recordings that are not evidence ("hip recorders", etc.)	When No Longer Needed	When No Longer Needed	Mag, OD		Department preference; Recordings that become evidence are stored with evidence - these are preliminary documents / transitory recordings not retained in the ordinary course of business; GC §34090.6(a)
Police / Patrol	RS-348	Officer Recordings: In Car Videos / Mobile Audio Video (MAV)	1 year	1 year	Mag, OD		Those segments of videos that are determined to be evidence are copied onto a different tape and retained for the same length of time as the crime report (see crime reports for legal citations); GC §34090.6 et seq.
Police / Patrol	RS-358	Patrol Ride-A-Long Waiver Form	3 years	4 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
PROPERTY & EVIDENCE							
Police / Property & Evidence	RS-199	Crime Report Photos, Mug Shots	Follows the Retention Period of the Arrest Record	Follows the Retention of the Arrest Record	Mag, OD, Ppr		Department preference; GC §34090
Police / Property & Evidence	RS-269	Forfeiture Notification	2 years	2 years	Mag, OD , Ppr		GC §34090
Police / Property & Evidence	RS-287	Gun and Narcotics Destruction Log (Documents related to)	5 years	P	Mag, OD, Ppr	Yes	Department preference to be consistent with Statewide guidelines; GC §34090
Police / Property & Evidence	RS-321	Logs: Evidence Database	5 years	P	Mag, OD, Ppr	Yes	Data is interrelated; GC §34090
Police / Property & Evidence	RS-355	PAS Device Calibration Logs	2 years	2 years	Mag, OD , Ppr		GC §34090 et seq.
Police / Property & Evidence	RS-392	Property Receipt	2 years	2 years	Mag, OD , Ppr		GC §34090
Police / Property & Evidence	RS-393	Property Release	2 years	2 years	Mag, OD , Ppr		GC §34090
Police / Property & Evidence	RS-394	Property Seizure	Disposal / Surplus of Property + 2 years	Disposal / Surplus of Property + 2 years	Mag, OD, Ppr		GC §34090
Police / Property & Evidence	RS-395	Property Tag Logs	2 years	2 years	Mag, 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 / Property & Evidence	RS-512	Weapons List / Department Weapons (Range master)	5 years	P	Mag, OD	Yes	Data Fields / Records are interrelated; GC §34090

RECORDS RETENTION SCHEDULE: POLICE

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

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Police / Records Bureau	RS-127	Arrest jackets / Arrest Files: Sealed Juvenile and Ward Cases - Except those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)	Sealing Date + 5 years (or Court Order)	Mag, OD, Ppr	Yes	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Records Bureau	RS-176	Citation Log Books (#s / ranges) - Parking, Traffic	2 years	2 years	Mag, OD , Ppr		GC §34090 et seq.
Police / Records Bureau	RS-177	Citations - Parking, Traffic Includes corrections and voids	2 years	2 years	Mag, OD, Ppr		GC §34090 et seq.
Police / Records Bureau	RS-208	Crime Reports/ Incident Reports: ALL, Except Those Specifically Mentioned in the Schedule	7 years	7 years	Mag, OD, Ppr	Yes	Department preference; Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age 18; H&S §11361.5, GC §34090, PC §802, PC §800 et seq.
Police / Records Bureau	RS-202	Crime Reports/ Incident Reports: Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered - Minimum 5 years	Firearm Found or Recovered - Minimum 5 years	Mag, OD, Ppr	Yes	PC§ 11108(b); GC§ 34090
Police / Records Bureau	RS-200	Crime Reports/ Incident Reports: Infraction/Misdemeanor - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years	2 years	Mag, OD, Ppr		("Shall" Destroy); H&S §11361.5

RECORDS RETENTION SCHEDULE: **POLICE**

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

RECORDS RETENTION SCHEDULE: POLICE

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

RECORDS RETENTION SCHEDULE: POLICE

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Police / Records Bureau	RS-421	Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years	Age 25 or Sealing Date + 5 years	Mag, OD, Ppr	Yes	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090
Police / Records Bureau	RS-422	Registrants: Narcotic	5 years	5 years	Mag, OD, Ppr	Yes	Department preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Records Bureau	RS-423	Registrants: Sex Offenders - Adults	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference; Pursuant to PC §290 et seq.
Police / Records Bureau	RS-424	Registrants: Sex Offenders - Juveniles	5 years	P or Sealing Date + 5 years (or Court Order)	Mag, Mfr , OD, Ppr	Yes	Pursuant to PC §290 et seq.; W&I §781;
Police / Records Bureau	RS-439	RMS Database	P	P	Mag, OD		Data Fields / Records are interrelated; GC §34090
Police / Records Bureau	RS-464-466	Subpoena Duces Tecum <u>Subpoenas for Records - Criminal Subpoenas</u>	2 years	2 years	Mag, OD , Ppr		Department preference (copies) GC §34090.7

RECORDS RETENTION SCHEDULE: **POLICE**

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

RECORDS RETENTION SCHEDULE: **POLICE**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
TRAFFIC							
Police / Traffic / Parking	RS-473	Traffic Collisions (PD Only)	3 years	3 years	Mag, 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
TRAINING							
Police / Training	RS-374	Personnel Training File - Tests, Bulletins, Certificates, Range Files, Program Information, Needs Assessment, Field Training <u>Upon separation, forward Originals to Human Resources</u>	<u>Copies - When No Longer Needed Upon separation, forward Originals to Human Resources</u>	Refer to OFR <u>HR RS-371, RS-372</u>	Mag, OD, Ppr		Department preference; GC §§12946, 34090 et seq.
Police / Training	RS-437	Respiratory Fit Tests for Breathing Apparatus <i>Forward Originals to Human Resources</i>	Copies - When No Longer Needed	Refer to OFR	Mag, OD, Ppr		Department preference; GC § 34090 et seq.
Police / Training	RS-442	Self-Contained Breathing Apparatus (SCBA)	Expiration of Certificate - Minimum 2 years	Expiration of Certificate - Minimum 2 years	Mag, OD, Ppr		Certificates are issued for 3-5 years; GC §34090 et. seq.
Police / Training	RS-476	Training - Department Training Records - <u>COURSE RECORDS</u> (Attendance Rosters, Outlines and Handouts / Materials; includes Use of Force Training, Safety Training, etc.)	2 years	5 years	Mag, OD, Ppr	Yes	Department preference; Rosters are sent to POST; Statewide guidelines propose 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Police / Training	RS-478	Training Database	P	P	Mag, OD		Department preference; Data is interrelated; GC §§12946, 34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
ENGINEERING / ADMINISTRATION							
Public Works / Engineering	RS-101	AB 939 Compliance / Solid Waste Tonnage Reports	10 years	10 years	Mag, OD, Ppr	Yes	Department preference; GC §34090
Public Works / Engineering	RS-102	Abandonments / Vacations (Streets) / Survey File	5 years	P	Mag, Mfr , OD, Ppr	Yes	GC §34090 et seq.
Public Works / Engineering	RS-106	Aerial Maps / Photographs - Analog or Digital & Index to Aerials	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference (Information Systems maintains digital aerials); GC §34090
Originating Dept.	RS-111	Agreements & Contracts - Backup / Working Files Project Schedules, Correspondence with Vendor, etc. <i>Forward Originals, Insurance Certificates, Notice of Completion to City Clerk's Office</i>	Completion	Completion + 10 years	Mag, 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
Public Works / Engineering	RS-128	Assessment / Maintenance / Landscape & Lighting / Street Improvement District Projects / Community Facilities Districts (Formation, Boundaries, Engineers Reports)	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

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

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Engineering	RS-386	Private Development Projects / Job Files: Working Files Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports <i>Examples: CUPs, Lot Line Adjustments, Specific Plans, Split Lots, TPMs, TSMs</i>	5 years	Completion + 10 years	Mag, OD, Ppr	Yes	Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	RS-397	Proposed Projects, Program Information	When No Longer Needed - Minimum 2 years	When No Longer Needed - Minimum 2 years	Mag, OD, Ppr		GC §34090
City Clerk	RS-218	Rights of Way <i>Forward Originals to City Clerk's Office</i>	Copies - When No Longer Needed	Refer to OFR	Mag, OD, Ppr	Yes	GC §34090
Public Works / Engineering	RS-440	Sanitary Sewer Overflows (SSOs)	5 years	5 years	Mag, OD, Ppr	Yes	Department preference; plans must be updated every 5 years, audits are required every 2 years; GC §34090
Public Works / Engineering	RS-449	Solid Waste - Recycling - SRRE	5 years	10 years	Mag, OD, Ppr	Yes	Department preference; GC §34090
Public Works / Engineering	RS-456	Standard Construction Drawings / Details / Plans	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Engineering	RS-460	Street Signal Outages & Maintenance	2 years	2 years	Mag, OD , Ppr		GC §34090
Public Works / Engineering	RS-463	Subdivisions	5 years	P	Mag, OD, Ppr	Yes	Official record held by City Clerk; GC §34090.7
Public Works / Engineering	RS-474	Traffic Speed Surveys	5 years	10 years	Mag, OD, Ppr	Yes	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering	RS-475	Traffic Studies / Traffic Count	When No Longer Needed Minimum 2 years	When No Longer Needed Minimum 2 years	Mag, OD, Ppr		Department preference; GC §34090
Public Works / Engineering	RS-480	Transportation - Master Plan	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering	RS-481	Transportation - Studies	When No Longer Needed Minimum 5 years	When No Longer Needed Minimum 5 years	Mag, OD, Ppr	Yes	Drafts / source records entered into database and not retained in the ordinary course of business; GC §34090
Lead Depart.	RS-484	Underground Service Alerts (USA's) -- City	5 years	5 years	Mag, OD, Ppr	Yes	Department preference (the warrantee period for work done is 5 years); CCP §337.15 for 10 years statute of limitations on latent defects; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
MAINTENANCE SERVICES							
Public Works / Maint. Services	RS-121	AQMD Permits (Generators, etc.)	Current + 2 years	Current + 2 years	Mag, OD, Ppr		Department preference; GC §34090
Public Works / Maint. Services	RS-288	Hazardous Materials Manifests	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department Preference; GC §34090
Public Works / Maint. Services	RS-289	Hazardous Materials Manifests - State Reports	5 years	10 years	Mag, OD, Ppr	Yes	Department preference; GC §34090
Public Works / Maint. Services	RS-301	Inspections: Bicycle Ways, Curbs, Sidewalks, etc.	5 years	10 years	Mag, OD, Ppr	Yes	Department preference; GC §34090
Public Works / Maint. Services	RS-323	Maintenance, Cleaning, Repairs, Stoppage Calls, Spills, Line Replacement	5 years	5 years	Mag, OD, Ppr	Yes	Department Policy (sewage sludge is required for 5 years); WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090
Public Works / Maint. Services	RS-349	Operations & Maintenance Manuals / O & M Manuals	5 years Disposal of Equipment	Disposal of Equipment	Mag, OD, Ppr	Yes	Department preference; GC §34090
Public Works / Maint. Services	RS-383	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Current + 2 Previous Certificates	Current + 2 Previous Certificates	Mag, OD, Ppr	Yes	Department preference; GC §34090 et. seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Maint. Services	RS-384	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years	2 years	Mag, Ppr		GC §34090
Human Resources	RS-437	Respiratory Fit Tests for Breathing Apparatus Forward Originals to Human Resources	Copies—When No Longer Needed	Originals, Refer to OFC	Mag, OD, Ppr		Department preference, GC § 34090 et seq.
Public Works / Maint. Services	RS-447	Sidewalk, Curb, Gutter Repair Worksheets	2 years	2 years	Mag, OD, Ppr		GC §34090
Public Works / Maint. Services	RS-459	Storm Drain & Culvert Inspections & Cleaning	3 years	3 years	Mag, OD, Ppr		NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Public Works / Maint. Services	RS-460	Street Light Outages & Maintenance	2 years	2 years	Mag, OD, Ppr		GC §34090
Public Works / Maint. Services	RS-461	Street Sweeping Logs (Source Records)	3 years	3 years	Mag, OD, Ppr		NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Public Works / Maint. Services	RS-482	Trash Citations / Bulky Items, etc.	2 years	2 years	Mag, OD, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Maint. Services	RS-487	Used Oil Disposal	5 years	10 years	Mag, OD, Ppr	Yes	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Maint. Services	RS-490	Vehicle & Equipment History Files	Disposal of Vehicle or Equipment + 2 years	Disposal of Vehicle or Equipment + 2 years	Mag, OD, Ppr	Yes	Department preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
PARKS MAINTENANCE							
Public Works / Parks Maint.	RS-322	Maintenance Pruning	Minimum 5 years	Minimum 5 years	Mag, OD, Ppr	Yes	Department Preference; GC §34090
Public Works / Parks Maint.	RS-376	Pesticide Application / Use	2 years	2 years	OD, Ppr		Department Preference (agricultural pesticide records are required for 2 years); GC §26202; 3 CCR 6623(c), 40 CFR 171.11 et seq.; GC §34090
Public Works / Parks Maint.	RS-491	Vehicle and Equipment Safety Checks	2 years	2 years	OD, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
WATER							
Public Works / Water	RS-171	Chains of Custody: Bacteriological & Organics	2 years	5 years	Mag, OD, Ppr	Yes	40 CFR 141.33(a); 22 CCR §64470
Public Works / Water	RS-172	Chains of Custody: Chemical	2 years	10 years	Mag, OD, Ppr	Yes	40 CFR 141.33(a); 22 CCR §64470
Public Works / Water	RS-173	Chains of Custody: Lead & Copper	2 years	12 years	Mag, OD, Ppr	Yes	Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.20; 22 CCR 64690.80
Public Works / Water	RS-210	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints	5 years	5 years	Mag, OD, Ppr	Yes	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Public Works / Water	RS-256	Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	When No Longer Needed Minimum 2 years	When No Longer Needed Minimum 2 years	Mag, OD , Ppr		Department preference; GC §34090
Public Works / Water	RS-296	Hydrant Inspections / Flushing / Valve Exercises / Valve Activations	5 years	5 years	Mag, OD, Ppr	Yes	Department preference; GC §34090 et seq.
Public Works / Water	RS-297	Hydrant Meters - Rentals / Temporary (Pools, Construction)	End of Rental + 2 years	End of Rental + 2 years	Mag, Ppr		Department preference; GC §34090
Public Works / Water	RS-332	Meter Changes / Replacements	Upon Change of Meter	Upon Change of Meter	Mag, OD, Ppr	Yes	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Water	RS-366	Perchlorate / South El Monte Operable Unit (SEMOU) - Superfund / Aerojet Cleanup	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference; GC §34090 et seq.
Public Works / Water	RS-441	SCADA Database (Supervisory Control and Data Acquisition)	P	P	Mag, OD		Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Public Works / Water	RS-469	Temporary Hydrant Meters	Close + 2 years	Close + 2 years	Mag, OD, Ppr		GC §34090
Public Works / Water	RS-486	Urban Water Management Plans (UWMP)	5 years	10 years	Mag, OD, Ppr	Yes	Department preference (copies) GC §34090.7
Public Works / Water	RS-497	Videos - Water Wells, Repairs, Reservoirs, Tanks, etc.	5 years	P	Mag, OD		Department preference; GC §34090
Public Works / Water	RS-501	Vulnerability Assessment	When Superseded - Minimum 2 years	When Superseded - Minimum 2 years	Mag, OD, Ppr		Confidential; GC §34090
Public Works / Water	RS-504	Water Analysis & Sampling: Bacteriological & Organics	2 years	5 years	Mag, OD, Ppr	Yes	40 CFR 141.33(a); 22 CCR §64470; CCP §340.8
Public Works / Water	RS-505	Water Analysis & Sampling: Chemical	2 years	10 years	Mag, OD, Ppr	Yes	40 CFR 141.33(a); 22 CCR §64470
Public Works / Water	RS-506	Water Analysis & Sampling: Lead & Copper	2 years	12 years	Mag, OD, Ppr	Yes	Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.20; 22 CCR 64690.80

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Public Works / Water	RS-507	Water Conservation Programs (rebates, etc.)	2 years	2 years	Mag, OD , Ppr		Department preference (meets auditing standards); GC §34090
Public Works / Water	RS-508	Water Pressure Charts	5 years	5 years	Mag, OD, Ppr	Yes	Department preference; GC §34090 et seq.
Public Works / Water	RS-509	Water Production Reports (to State DHS & DWR)	5 years	5 years	Mag, OD, Ppr	Yes	Department preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Water	RS-510	Water Quality Reports / Consumer Confidence Reports	12 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference; 40 CFR 141.33(a)
Public Works / Water	RS-511	Water Usage Reports	When No Longer Needed Minimum 2 years	When No Longer Needed Minimum 2 years	Mag, OD , Ppr		
Public Works / Water	RS-513	Well Video Logs	5 years	P	Mag, Mfr , OD, Ppr	Yes	Department preference; GC §34090 et seq.



City Council Staff Report

DATE: December 6, 2017

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

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: CONSIDERATION OF WHETHER TO CONSOLIDATE GENERAL MUNICIPAL ELECTIONS WITH A STATEWIDE GENERAL ELECTIONS IN EVEN YEARS

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a resolution ratifying its October 19, 2016 decision to postpone a decision to consolidate future elections with the statewide elections; AND
2. Introduce and waive first reading of an ordinance to change the election dates to November even years beginning March 3, 2020 or March 8, 2022 and repealing Ordinance No. 1885, and schedule second reading and adoption for December 20, 2017; OR
3. Provide other direction as to consideration of the California Voter Participation Rights Act (California State Senate bill 415) and consolidation with a statewide general election date; and
4. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

In October 2016, the City Council opted to postpone any decision regarding consolidating the City's general municipal elections with statewide elections until sometime before 2021. This decision allowed the City to continue conducting its elections in odd-numbered years pursuant to Ordinance No. 1885 (adopted December 12, 1994). Since then, the Los Angeles County Elections Division requested that the City Council memorialize its decision in a written resolution rather than simply rely upon the minute order from that date. By adopting the resolution, the City will have more time to further discuss and decide on an action.

Separately, on September 27, 2017 the Governor signed SB 568 which becomes effective in 2019. In brief, SB 568 only changes the date of the statewide direct primary and the presidential primary.

Starting in 2019, those will both be on the first Tuesday after the first Monday in March in either an even-numbered year or a year divisible by four.

SB 568 potentially affects the City Council's decision regarding consolidating the City's general municipal election. Specifically, Monterey Park's general election is held the first Tuesday after the first Monday in March of *odd*-numbered years. Changing the election date to the first Tuesday in March of *even*-numbered years (per SB 568) may extend the term for certain city councilmembers in accordance with applicable law (as explained in 2016).

Additionally, the conventional wisdom is that SB 568's enactment – and the resulting change in election dates by many municipalities – may cause the vendor traditionally providing election services to cease operations. There simply will be insufficient business from public entities for it to continue. Should that occur, Monterey Park would likely pay significantly more for holding municipal elections in odd-numbered years.

BACKGROUND:

A copy of the staff report from October 2016 is attached for reference. It provides an overview of the California Voter Participation Rights Act (SB 415) and its effect on the City of Monterey Park. In short, SB 415 mandates that cities holding elections during odd-numbered years with historically low voter turnout to consolidate with countywide elections in even numbered years. Cities can continue – up to 2022 – to hold elections in odd-numbered years if they adopt a plan before January 1, 2018 to implement consolidation. The City Council's plan was to implement changes before 2021. A resolution confirming that decision from October 2016 is attached for City Council consideration. This resolution should be adopted regardless of whether the Council opts to introduce the draft ordinance: the Board of Supervisor meeting occurs on December 19, 2017 – a day before the second reading of the ordinance (if it were introduced).

One of the reasons for the City Council's decision in 2016 was that changing the City's general municipal election to November of even years would reduce the terms for certain councilmembers by four months. Enactment of SB 568, however, would allow the City to consolidate with statewide elections in *March* of even numbered years. This would *extend* the term of certain councilmembers by one year pursuant to Elections Code § 10403.5(b).

Moving the election date to March 2020 will increase the term of office by 12 months for terms of offices beginning March 2015 and 2017. Moving the election date to March 2022 will increase the term of office by 12 months for terms of offices beginning March 2017 and March 2019.

Since 2015, SB 415 caused many cities to consolidate with county elections. As a result, the future viability of the City's vendor for election materials and implementation may be uncertain. That vendor provides elections consultant work, and all election materials and services including the certified ballot counter.

The company recently downsized and its level of services may be inadequate in the future. Moreover, cities will also see a substantial increase in costs for the similar type of services. Should the City's vendor cease operations, it may be difficult for the City to scramble to either consolidate with the County or trying to find a substitute vendor. The County is not legally obligated to accept the City's request for consolidation and the City would then be challenged in trying to operate an election using its own resources.

As of October 2017, 52 of the 88 cities in Los Angeles County either already consolidated with statewide elections or have plans to do so.

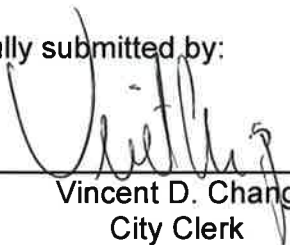
The City Council could opt to implement consolidation now. Attached is an ordinance – that is substantially the same as from October 2016 – that would implement election consolidation. A year for when this would be implemented is left blank for City Council direction.

FISCAL IMPACT:

Historically, the City Clerk's office expends approximately \$140,000 to conduct the municipal election every other odd-numbered year in March. With the fiscal implications associated with new legislation, the cost is unknown at this time. The County of Los Angeles will bill the City for the costs associated with conducting the City's election. There are many unknown factors, such as the cost of new voting equipment, staffing, elections materials that play into the costs. City staff will utilize \$140,000 as a baseline for future election budgeting.

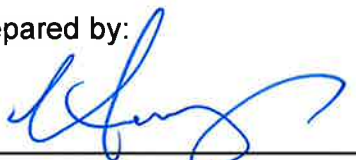
When the Council takes action to adopt an ordinance changing the election date, an additional \$12,000 will be required to satisfy the noticing requirement.

Respectfully submitted by:



Vincent D. Chang
City Clerk

Prepared by:



Cindy H. Trang
Deputy City Clerk

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

1. Draft Resolution for deferring actions
2. Draft Ordinance for implementing election consolidations
3. Monterey Park Ordinance No. 1885
4. October 19, 2016 City Council Meeting Staff Report
5. October 19, 2016 City Council Meeting Minutes
6. Los Angeles County SB 415 Activity Report

ATTACHMENT 1

Draft Resolution for deferring actions

RESOLUTION NO. ____

**A RESOLUTION RATIFYING THE CITY COUNCIL'S 2016
DECISION TO MAINTAIN MUNICIPAL ELECTIONS IN ODD-
NUMBERED YEARS IN ACCORDANCE WITH ORDINANCE NO.
1885.**

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 28, 1994, the City Council adopted Ordinance No. 1885 which established the schedule for general municipal elections.
- B. In accordance with Ordinance No. 1885, the City's general municipal elections are held on the first Tuesday after the first Monday in March of odd-numbered years.
- C. On October 19, 2016 the City Council considered its options under the California Voter Participation Rights Act (SB 415) and adopted a plan to continue implementing Ordinance No. 1885 until 2021.

SECTION 2: *Reaffirmation.* This Resolution reaffirms the City Council's plan from October 19, 2016 to hold elections on the first Tuesday after the first Monday in March of each odd-numbered year pursuant to Ordinance No. 1885. This will continue until the City moves its election date before 2021 in accordance with applicable law.

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

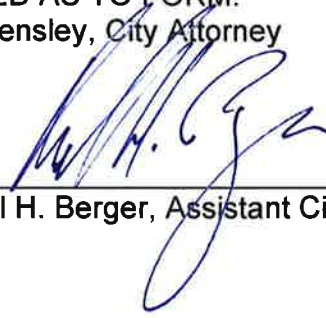
PASSED AND ADOPTED this ____ day of December, 2017.

Teresa Real Sebastian,
Mayor

ATTEST:

Vincent D. Chang,
City Clerk

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

By: 
Karl H. Berger, Assistant City Attorney

ATTACHMENT 2

Draft Ordinance for implementing election consolidations

ORDINANCE NO.

AN ORDINANCE REPEALING ORDINANCE NO. 1885 AND ADDING SECTION 2.04.050 TO THE MONTEREY PARK MUNICIPAL CODE AFFECTING THE ELECTION DATE OF GENERAL MUNICIPAL ELECTIONS AND REQUESTING CONSOLIDATION WITH LOS ANGELES COUNTY PURSUANT TO ELECTIONS CODE SECTION 10403.

THE CITY COUNCIL DOES ORDAIN AS FOLLOWS:

SECTION 1: *Recitals*. The City Council finds as follows:

- A. On November 28, 1994, the City Council adopted Ordinance No. 1885 which established the schedule for general municipal elections.
- B. In accordance with Ordinance No. 1885, the City's general municipal elections are held on the first Tuesday after the first Monday in March of odd-numbered years.
- C. Election Code § 1301 and § 10403.5 authorize the City to reschedule its general municipal election to the day of the statewide general election.
- D. The City requests consolidation of its elections with the statewide general election conducted by the County of Los Angeles on the first Tuesday after the first Monday in March of even-numbered years.
- E. In order to accomplish the change in election date, the term of incumbent City Council Members who would otherwise be up for election in March ____ must be lengthened from March ____ to March ____ when the Council Members elected in March ____ take office.

SECTION 2: *Change to Election Date*. Ordinance No. 1885 is repealed. In accordance with Elections Code §§ 1301 and 10403.5, a new § 2.04.050 is added to the Monterey Park Municipal Code ("MPMC") to read as follows:

"Section 2.04.050. Municipal Elections.

Beginning with elections held after March ____, the general municipal election will be held on the first Tuesday after the first Monday in March of even-numbered years. The first general municipal election after March ____ general municipal election will be held on the first Tuesday after the first Monday in March ____."

SECTION 3: *Adjustment of Terms of Office*. In accordance with Elections Code §§ 1301 and 10403.5(d), due to the change of election date, the terms of office of those

members of the City Council presently serving whose terms would previously have expired in March ____ will instead vacate in their office upon certification of the results and administration of oaths of office after the March ____ General Municipal Election. The terms of office of those members of the City Council elected in March ____ whose terms would previously have expired in March ____, will instead, vacate their office upon certification of the results and administration of oaths of office after the March ____ General Municipal Election.

SECTION 4: *Consolidated Election.* Pursuant to Elections Code § 1301, the City Council requests the County of Los Angeles approve consolidation of the City's March City Council election with the statewide general election conducted by the County in March of each even-numbered year.

SECTION 5: *Notice to Voters.* Pursuant to Elections Code § 10403.5, within 30 days after this Ordinance becomes effective, the City Clerk must cause a notice to be mailed to all registered voters of the City of Monterey Park (pursuant to the last report of registration by the County Clerk to the Secretary of State) informing the voters of the change in the election date. The notice must also inform the voters that as a result in the change in election date, elected city officeholders' terms in office will be changed.

SECTION 6: *Date of the First City Council Election in March.* If this Ordinance becomes effective, the first City Council election to be held in March will be March ____.

SECTION 7: *Request to the County.* The City Clerk is directed to forward, without delay, a certified copy of this Ordinance to the Los Angeles County Board of Supervisors and the County Election Department.

SECTION 8: *Savings Clause.* Repeal of any provision of the MPMC or any other regulation by this Ordinance does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 9: *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 10: *Validity of Previous Code Sections.* If this the entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal of the MPMC or other regulation by this Ordinance will be rendered void and cause such MPMC provision or other regulation to remain in full force and effect for all purposes.

SECTION 11: *Effective Date.* This Ordinance will only become effective upon approval by the Los Angeles County Board of Supervisors pursuant to Elections Code § 1301(b)(1).

SECTION 12: **Publication.** The City Clerk must certify as to the adoption of this ordinance and cause the summary thereof to be published within fifteen calendar (15) days of the adoption and post a certified copy of this ordinance, including the vote for and against the same, in the office of the City Clerk, in accordance with Government Code § 36993, for the City of Monterey Park.

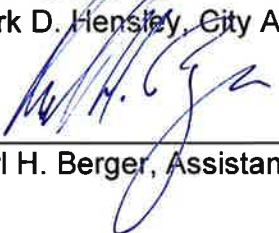
PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2017.

Teresa Real Sebastian, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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



Karl H. Berger, Assistant City Attorney

ATTACHMENT 3
Monterey Park Ordinance No. 1885

ORDINANCE NO. 1885

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTEREY
PARK CHANGING THE DATE OF THE GENERAL MUNICIPAL ELECTION

WHEREAS, the California presidential primary and statewide direct primary elections have been changed in 1996 to the fourth Tuesday in March by Assembly Bill No. 2196 (Statutes 1993, Chapter 828); and

WHEREAS, the General Municipal Election would therefore be held only two weeks after these elections, which would lead to extra costs to the City in conducting such election and possible voter confusion; and

WHEREAS, Elections Code Section 2601 was also amended by Assembly Bill No. 2196 to provide the City Council the authority to establish an alternative election date for the General Municipal Election so as to avoid such expense and confusion;

NOW, THEREFORE, the City Council of the City of Monterey Park, California, ordains as follows:

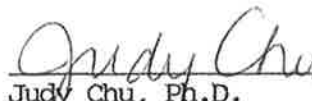
SECTION 1. The date of the General Municipal Election in the City of Monterey Park is hereby moved from the second Tuesday in April of even-numbered years to the first Tuesday after the first Monday in March in odd-numbered years.

SECTION 2. In accord with the provisions of Elections Code Section 2601 limiting the permissible length of change in terms of office resulting from a change of date of the General Municipal Election, the first General Municipal Election to which this ordinance applies, previously scheduled for April 9, 1996, shall be held on March 4, 1997, and the terms of two Councilmembers, City Clerk and City Treasurer, otherwise scheduled to terminate in April 1996, shall be extended until their successors are elected and qualified in 1997.

SECTION 3. This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk shall cause it to be published in a newspaper of general circulation in the City of Monterey Park hereby designated for that purpose.

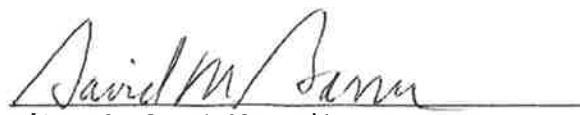
INTRODUCED THIS 28th day of November, 1994.

PASSED, APPROVED AND ADOPTED THIS 12th day of December, 1994.



Judy Chu, Ph.D.
Mayor

ATTEST:



City Clerk of the City of
Monterey Park, California

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

I, DAVID M. BARRON, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Ordinance No. 1885 was introduced, and placed upon its first reading at a meeting of the City Council of the City of Monterey Park, held on the 28th day of November, 1994. That thereafter on the 12th day of December, 1994, said Ordinance was duly passed, approved and adopted by the following vote:

AYES:	COUNCIL MEMBERS:	ALONSO, PURVIS, VALENZUELA, CHU
NOES:	COUNCIL MEMBERS:	NONE
ABSENT:	COUNCIL MEMBERS:	BALDERRAMA
ABSTAIN:	COUNCIL MEMBERS:	NONE

Dated this 12th day of December, 1994.


David M. Barron
City Clerk

ATTACHMENT 4
October 19, 2016 City Council Meeting Staff Report



City Council Staff Report

DATE: October 19, 2016

AGENDA ITEM NO: New Business
Agenda Item 6-J.

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: CONSIDERATION OF THE CALIFORNIA VOTER PARTICIPATION RIGHTS ACT (CALIFORNIA STATE SENATE BILL 415) AND CONSOLIDATION WITH A STATEWIDE GENERAL ELECTION DATE

RECOMMENDATION:

It is recommended that the City Council consider:

1. Provide direction to staff concerning the option desired for a statewide consolidation date, Option A or B:

Option A - introduce and waive first reading of an ordinance to change the election dates to November even years beginning November 6, 2018 or November 3, 2020 and repealing Ordinance No. 1885, and schedule second reading and adoption for November 2, 2016;

OR

Option B – take action to reaffirm the election date in Ordinance No. 1885 and plan to reconsider the matter not later than 2021; and

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

EXECUTIVE SUMMARY:

The California Voter Participation Rights Act (SB 415) was passed on September 1, 2015. This new legislation prohibits a local government from holding an election on any date other than a statewide election date if holding the election on a date nonconcurrent with the statewide election has previously resulted in a "significant decrease in voter turnout." A "significant decrease in voter turnout" is defined as voter turnout for a regularly scheduled election that is at least twenty-five percent (25%) less than the average voter turnout within that city for the previous four (4) statewide general elections. SB 415 requires cities with insufficient voter turnout to either change their election dates to June or November of even year, or, prior to January 1, 2018, adopt a plan to consolidate future election with a statewide election not later than the November 8, 2022, statewide general election.

BACKGROUND:

SB 415 adds a new chapter to the California Elections Code (Section 14050 -14057) that attempts to remedy declining voter turnout in municipal elections. Under SB 415, general law cities must hold municipal elections on a statewide election date if holding the municipal election on a date other than the statewide election previously resulted in a voter turnout that was at least 25% less than the average voter turnout of the previous four statewide elections. Such cities are required to consolidate their elections with the statewide elections in June or November of even years.

Accordingly, to determine if Monterey Park is required to consolidate with a statewide general election date, it is necessary to review the recent election voter turnout data.

Statewide General Election Data - Monterey Park			
Election Date	Registered Voters	Ballots Cast	Voter Turnout (percentage)
Nov. 2008	25,660	18,748	73.06%
Nov. 2010	26,785	12,753	47.61%
Nov. 2012	26,796	16,865	62.94%
Nov. 2014	27,565	7,328	26.58%
State subtotal of Four Years <i>(Ballots/Registered=Voter Turnout)</i>			210.19%
State Four Year Average <i>(210.19/4)</i>			52.55%
State Four Year Average Less 25% <i>(52.55x.25=13.14-52.55=39.41)</i>			39.41%
General Municipal Election Data - Monterey Park			
March 2015	27,474	5,356	19.49%

As the above data illustrates, the voter turnout for the City's most recent municipal election was 19.49%. This is lower than the minimum threshold of 39.41%. Since the City experienced a "significant decrease in voter turnout," Monterey Park must begin conducting its general municipal elections on statewide general election dates as soon as 2018. SB 415 requires the local jurisdiction to either consolidate its election with a statewide election, or by January 1, 2018 adopt a plan to consolidate its election with the statewide election not later than the November 8, 2022 statewide general election.

In order to accommodate the statewide election dates, cities are required to increase or decrease terms of office depending on their existing election schedule. Elections Code Section 10403.5(b) limits increases or decreases to terms of office to no more than twelve months. Since the City of Monterey Park (the "City") holds its regular elections in March of odd years, any term increase to June or November of the following even year exceeds the 12 month cap established by Elections Code Section 10403.5(b).

For the City Council's consideration, following are two potential options for compliance with the provisions of SB 415:

Reducing of the upcoming Council member terms of office by 4 months (March of an odd year, to the prior November of an even year).

Option A is reflected in the draft ordinance that changes the City's general municipal election to November of even years with consolidation to begin November 6, 2018 or November 3, 2020. Consolidation for the November 2018 election will affect the terms of office that began March 2015 and 2017; consolidation for the November 2020 will affect the terms of office beginning March 2017 and 2019. Option A requires adoption of an ordinance, requesting the County Board of Supervisors for approval for future consolidation, and compliance with the noticing requirement.

Option B is simply a decision to postpone taking any immediate action. Instead, the Council would plan on reexamining the issue until not later than 2021. At that time, the City Council could consider any changes to California law (which are anticipated in the next five years) and take appropriate action (if any). Option B would simply be a minute action that can be forwarded to the County Board of Supervisors with an accompanying cover letter (which would include Ordinance No. 1885).

Another possible option to consider is increasing the terms in a two-step process by changing the election dates from March of odd years to November of odd years and again, changing the election dates from November of odd years to November of even years. This action may cause voter confusion due to the changes of election dates in such a small window of time.

Actions to change the election date require the City to adopt an ordinance changing its current election date. Elections Code Section 1301(b)(1) provides for the City Council to enact an Ordinance requiring its general municipal election to be held on the same day as the statewide general election. The ordinance would become operative upon approval by the County Board of Supervisors. Due to the constraints of the County's current voting system, if the City Council desires to consolidate early, time is of the essence in submitting a request for consolidation to the County. The County needs to perform an analysis of the City to determine if consolidation is possible prior to 2020. City staff has reached out to the County and requested for a preliminary analysis and the County had expressed support for the City to consolidate its future elections with the County general elections beginning November 2018. The final decision, however, is dependent on the approval from the Board of Supervisors. Upon approval of the Board of Supervisors, the City is required to notify all registered voters of the City regarding the change of election date and the terms it affect. An additional funding of \$12,000 per notification is required to complete this task.

Per the County Elections Division, no city, on a nonconcurrent calendar, currently meets the 25% requirement and all will be required to shift to statewide consolidation. The County of Los Angeles is set to unveil a new voting system in 2020 and has expressed concern that cities transitioning to statewide elections prior to 2020 would exceed the capacity of its current optical scan voting system. There is speculation as to whether or

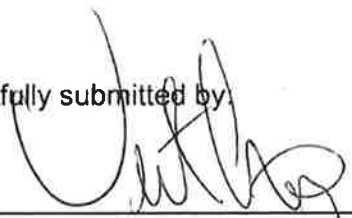
not the Los Angeles County has the capacity to handle all elections in June and November of even years by November 8, 2022. There are talks that some cities are considering circulating a petition seeking an alternate solution to increase voter participation and to allow the continuance of stand-alone elections. Some cities have already taken actions to move their election date to June or November of even years. Some cities are taking some actions by adopting a plan to consolidate future elections with the statewide elections no later than November 8, 2022. Still, some cities are deferring taking action while waiting to see if there will be a legislative solution, mindful of the January 1, 2018 deadline.

FISCAL IMPACT:

Traditionally, the City Clerk's office expends approximately \$140,000 to conduct the municipal election every other odd-numbered year in March. With the fiscal implications associated with new legislation, the cost is unknown at this time. The County of Los Angeles will bill the City for the costs associated with conducting the City's election. There are many unknown factors, such as the cost of new voting equipment, staffing, elections materials that play into the costs. City staff will utilize \$140,000 as a baseline for future election budgeting.

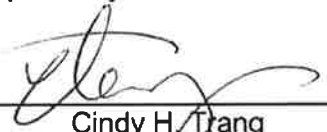
When the Council takes action to adopt an ordinance changing the election date, an additional \$12,000 will be required to satisfy the noticing requirement.

Respectfully submitted by:



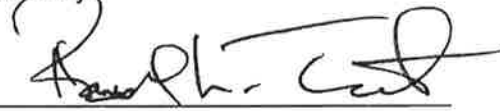
Vincent D. Chang
City Clerk

Prepared by:



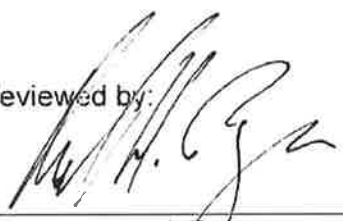
Cindy H. Trang
Deputy City Clerk

Approved by:



Paul L. Talbot
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

1. SB 415 (Voter Participation Rights Act)
2. Proposed Ordinance for changing the election date
3. County's Preliminary Analysis for Consolidation

ATTACHMENT 1
SB 415 (Voter Participation Rights Act)

Senate Bill No. 415

CHAPTER 235

An act to add Chapter 1.7 (commencing with Section 14050) to Division 14 of the Elections Code, relating to elections.

[Approved by Governor September 1, 2015. Filed with
Secretary of State September 1, 2015.]

LEGISLATIVE COUNSEL'S DIGEST

SB 415, Hueso. Voter participation.

Existing law generally requires all state, county, municipal, district, and school district elections be held on an established election date. Existing law also establishes certain dates for statewide elections. Existing law requires any state, county, municipal, district, and school district election held on a statewide election date to be consolidated with a statewide election, except as provided.

This bill, commencing January 1, 2018, would prohibit a political subdivision, as defined, from holding an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in voter turnout for a regularly scheduled election in that political subdivision being at least 25% less than the average voter turnout within the political subdivision for the previous 4 statewide general elections, except as specified.

This bill would require a court to implement appropriate remedies upon a violation of this prohibition. The bill would authorize a voter who resides in a political subdivision where a violation is alleged to file an action in superior court to enforce this prohibition, and it would allow a prevailing plaintiff other than the state or political subdivision to collect a reasonable attorney's fee and litigation expenses, as provided.

The people of the State of California do enact as follows:

SECTION 1. Chapter 1.7 (commencing with Section 14050) is added to Division 14 of the Elections Code, to read:

CHAPTER 1.7. VOTER PARTICIPATION

14050. This chapter shall be known and may be cited as the California Voter Participation Rights Act.

14051. As used in this chapter:

(a) "Political subdivision" means a geographic area of representation created for the provision of government services, including, but not limited

to, a city, a school district, a community college district, or other district organized pursuant to state law.

(b) “Significant decrease in voter turnout” means the voter turnout for a regularly scheduled election in a political subdivision is at least 25 percent less than the average voter turnout within that political subdivision for the previous four statewide general elections.

(c) “Voter turnout” means the percentage of voters who are eligible to cast ballots within a given political subdivision who voted.

14052. (a) Except as provided in subdivision (b), a political subdivision shall not hold an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in a significant decrease in voter turnout.

(b) A political subdivision may hold an election other than on a statewide election date if, by January 1, 2018, the political subdivision has adopted a plan to consolidate a future election with a statewide election not later than the November 8, 2022, statewide general election.

14053. Upon a finding of a violation of subdivision (a) of Section 14052, the court shall implement appropriate remedies, including the imposition of concurrent election dates for future elections and the upgrade of voting equipment or systems to do so. In imposing remedies pursuant to this section, a court may also require a county board of supervisors to approve consolidation pursuant to Section 10402.5.

14054. In an action to enforce subdivision (a) of Section 14052, the court shall allow the prevailing plaintiff other than the state or political subdivision of the state, a reasonable attorney’s fee consistent with the standards established in *Serrano v. Priest* (1977) 20 Cal.3d 25, 48-49, and litigation expenses including, but not limited to, expert witness fees and expenses as part of the costs. A prevailing defendant shall not recover any costs, unless the court finds the action to be frivolous, unreasonable, or without foundation.

14055. A voter who resides in a political subdivision where a violation of subdivision (a) of Section 14052 is alleged may file an action pursuant to that section in the superior court of the county in which the political subdivision is located.

14056. This chapter does not apply to special elections.

14057. This chapter shall become operative on January 1, 2018.

O

ATTACHMENT 2

Proposed Ordinance for changing the election date

ORDINANCE NO.

AN ORDINANCE REPEALING ORDINANCE NO. 1885 AND ADDING SECTION 2.04.050 TO THE MONTEREY PARK MUNICIPAL CODE AFFECTING THE ELECTION DATE OF GENERAL MUNICIPAL ELECTIONS AND REQUESTING CONSOLIDATION WITH LOS ANGELES COUNTY PURSUANT TO ELECTIONS CODE SECTION 10403.

THE CITY COUNCIL DOES ORDAIN AS FOLLOWS:

SECTION 1: *Recitals*. The City Council finds as follows:

- A. On November 28, 1994, the City Council adopted Ordinance No. 1885 which established the schedule for general municipal elections.
- B. In accordance with Ordinance No. 1885, the City's general municipal elections are held on the first Tuesday after the first Monday in March of odd-numbered years.
- C. Election Code § 1301 and § 10403.5 authorize the City to reschedule its general municipal election to the day of the statewide general election.
- D. The City requests consolidation of its elections with the statewide general election conducted by the County of Los Angeles on the first Tuesday after the first Monday in November of even-numbered years.
- E. A preliminary analysis was conducted by the Los Angeles County Registrar-Recorder/County Clerk's Election Division and found that the County of Los Angeles can accommodate the consolidation of the City's election with the statewide general election conducted by the County of Los Angeles.
- F. In order to accomplish the change in election date, the term of incumbent City Council Members who would otherwise be up for election in March 2019 must be shortened from March 2019 to December 2018 when the Council Members elected in November 2018 take office.

SECTION 2: *Change to Election Date*. Ordinance No. 1885 is repealed. In accordance with Elections Code §§ 1301 and 10403.5, a new § 2.04.050 is added to the Monterey Park Municipal Code ("MPMC") to read as follows:

"Section 2.04.050. Municipal Elections.

Beginning with elections held after March 2017, the general municipal election will be held on the first Tuesday after the first Monday in November

of even-numbered years. The first general municipal election after March 2017 general municipal election will be held on the first Tuesday after the first Monday in November 2018."

SECTION 3: Adjustment of Terms of Office. In accordance with Elections Code §§ 1301 and 10403.5(d), due to the change of election date, the terms of office of those members of the City Council presently serving whose terms would previously have expired in March 2019 will instead vacate in their office upon certification of the results and administration of oaths of office after the November 2018 General Municipal Election. The terms of office of those members of the City Council elected in March 2017 whose terms would previously have expired in March 2021, will instead, vacate their office upon certification of the results and administration of oaths of office after the November 2020 General Municipal Election.

SECTION 4: Consolidated Election. Pursuant to Elections Code § 1301, the City Council requests the County of Los Angeles approve consolidation of the City's November City Council election with the statewide general election conducted by the County in November of each even-numbered year.

SECTION 5: Notice to Voters. Pursuant to Elections Code § 10403.5, within 30 days after this Ordinance becomes effective, the City Clerk must cause a notice to be mailed to all registered voters of the City of Monterey Park (pursuant to the last report of registration by the County Clerk to the Secretary of State) informing the voters of the change in the election date. The notice must also inform the voters that as a result in the change in election date, elected city officeholders' terms in office will be changed.

SECTION 6: Date of the First City Council Election in November. If this Ordinance becomes effective, the first City Council election to be held in November will be November 2018.

SECTION 7: Request to the County. The City Clerk is directed to forward, without delay, a certified copy of this Ordinance to the Los Angeles County Board of Supervisors and the County Election Department.

SECTION 8: Savings Clause. Repeal of any provision of the MPMC or any other regulation by this Ordinance does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 9: Severability. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 10: Validity of Previous Code Sections. If this the entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal of the

MPMC or other regulation by this Ordinance will be rendered void and cause such MPMC provision or other regulation to remain in full force and effect for all purposes.

SECTION 11: *Effective Date.* This Ordinance will only become effective upon approval by the Los Angeles County Board of Supervisors pursuant to Elections Code § 1301(b)(1).

SECTION 12: *Publication.* The City Clerk must certify as to the adoption of this ordinance and cause the summary thereof to be published within fifteen calendar (15) days of the adoption and post a certified copy of this ordinance, including the vote for and against the same, in the office of the City Clerk, in accordance with Government Code § 36993, for the City of Monterey Park.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2016.

Mitchell Ing, Mayor

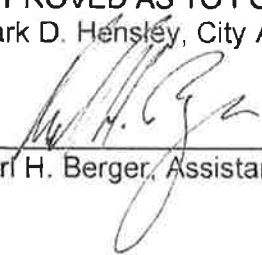
ATTEST:

Vincent D. Chang, City Clerk

I HEREBY CERTIFY that the above and foregoing ordinance was duly passed and adopted by the Monterey Park City Council at its regular meeting held on _____ of _____, 2016, by the following vote, to wit:

AYES;
NOES;
ABSENT:

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



Karl H. Berger, Assistant City Attorney

ORDINANCE NO.

AN ORDINANCE REPEALING ORDINANCE NO. 1885 AND ADDING SECTION 2.04.050 TO THE MONTEREY PARK MUNICIPAL CODE AFFECTING THE ELECTION DATE OF GENERAL MUNICIPAL ELECTIONS AND REQUESTING CONSOLIDATION WITH LOS ANGELES COUNTY PURSUANT TO ELECTIONS CODE SECTION 10403.

THE CITY COUNCIL DOES ORDAIN AS FOLLOWS:

SECTION 1: *Recitals.* The City Council finds as follows:

- A. On November 28, 1994, the City Council adopted Ordinance No. 1885 which established the schedule for general municipal elections.
- B. In accordance with Ordinance No. 1885, the City's general municipal elections are held on the first Tuesday after the first Monday in March of odd-numbered years.
- C. Election Code § 1301 and § 10403.5 authorize the City to reschedule its general municipal election to the day of the statewide general election.
- D. The City requests consolidation of its elections with the statewide general election conducted by the County of Los Angeles on the first Tuesday after the first Monday in November of even-numbered years.
- E. A preliminary analysis was conducted by the Los Angeles County Registrar-Recorder/County Clerk's Election Division and found that the County of Los Angeles can accommodate the consolidation of the City's election with the statewide general election conducted by the County of Los Angeles.
- F. In order to accomplish the change in election date, the term of incumbent City Council Members who would otherwise be up for election in March 2021 must be shortened from March 2021 to December 2020 when the Council Members elected in November 2020 take office.

SECTION 2: *Change to Election Date.* Ordinance No. 1885 is repealed. In accordance with Elections Code §§ 1301 and 10403.5, a new § 2.04.050 is added to the Monterey Park Municipal Code ("MPMC") to read as follows:

"Section 2.04.050. Municipal Elections.

Beginning with elections held after March 2019, the general municipal election will be held on the first Tuesday after the first Monday in

November of even-numbered years. The first general municipal election after March 2019 general municipal election will be held on the first Tuesday after the first Monday in November 2020."

SECTION 3: *Adjustment of Terms of Office.* In accordance with Elections Code §§ 1301 and 10403.5(d), due to the change of election date, the terms of office of those members of the City Council whose terms would have expired in March 2021 will instead vacate in their office upon certification of the results and administration of oaths of office after the November 2020 General Municipal Election. The terms of office of those members of the City Council elected in March 2019 whose terms would previously have expired in March 2023, will instead, vacate their office upon certification of the results and administration of oaths of office after the November 2022 General Municipal Election.

SECTION 4: *Consolidated Election.* Pursuant to Elections Code § 1301, the City Council requests the County of Los Angeles approve consolidation of the City's November City Council election with the statewide general election conducted by the County in November of each even-numbered year.

SECTION 5: *Notice to Voters.* Pursuant to Elections Code § 10403.5, within 30 days after this Ordinance becomes effective, the City Clerk must cause a notice to be mailed to all registered voters of the City of Monterey Park (pursuant to the last report of registration by the County Clerk to the Secretary of State) informing the voters of the change in the election date. The notice must also inform the voters that as a result in the change in election date, elected city officeholders' terms in office will be changed.

SECTION 6: *Date of the First City Council Election in November.* If this Ordinance becomes effective, the first City Council election to be held in November will be November 2018.

SECTION 7: *Request to the County.* The City Clerk is directed to forward, without delay, a certified copy of this Ordinance to the Los Angeles County Board of Supervisors and the County Election Department.

SECTION 8: *Savings Clause.* Repeal of any provision of the MPMC or any other regulation by this Ordinance does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 9: *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 10: *Validity of Previous Code Sections.* If this the entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal of the

MPMC or other regulation by this Ordinance will be rendered void and cause such MPMC provision or other regulation to remain in full force and effect for all purposes.

SECTION 11: ***Effective Date.*** This Ordinance will only become effective upon approval by the Los Angeles County Board of Supervisors pursuant to Elections Code § 1301(b)(1).

SECTION 12: ***Publication.*** The City Clerk must certify as to the adoption of this ordinance and cause the summary thereof to be published within fifteen calendar (15) days of the adoption and post a certified copy of this ordinance, including the vote for and against the same, in the office of the City Clerk, in accordance with Government Code § 36993, for the City of Monterey Park.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2016.

Mitchell Ing, Mayor

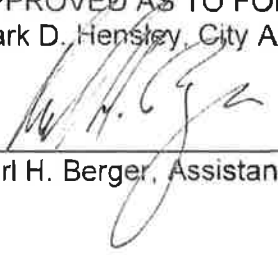
ATTEST:

Vincent D. Chang, City Clerk

I HEREBY CERTIFY that the above and foregoing ordinance was duly passed and adopted by the Monterey Park City Council at its regular meeting held on _____ of _____, 2016, by the following vote, to wit:

AYES;
NOES;
ABSENT:

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



Karl H. Berger, Assistant City Attorney

ATTACHMENT 3

County's Preliminary Analysis

Trang, Cindy

From: Alex Olvera [AOlvera@rrcc.lacounty.gov]
Sent: Monday, September 19, 2016 10:31 AM
To: Trang, Cindy
Subject: Preliminary Consolidation Impact Analysis

Hi Cindy,

Per our phone call earlier this morning, I have completed my preliminary analysis.

Looking at the historical factors for your city, I have determined that your city is right at average ballot capacity. Additionally, the fact that your city does not experience recall elections or a high number of candidates (not more than 10 for city council, city clerk, and city treasurer in general municipal elections) has also been considered. Therefore, I believe our Registrar of Voters would recommend to our Board of Supervisors that your city be allowed to change election dates and consolidate onto the County ballot in November even year cycles should you make that request in the future.

Also, as requested, cities that have already transitioned are Carson, El Monte, Malibu, Palmdale, and Santa Clarita. Cities that are officially transitioning are Agoura Hills and La Puente.

Let me know if you have any questions.

Thank you much.

For Help: Tap the Help icon in the top right corner of the app.
Alex Olvera, Division Manager
Election Information and Preparation
L.A. Registrar, Recorder & County Clerk
12400 Imperial Hwy, Norwalk, CA 90650
(562) 462-2815 aolvera@rrcc.lacounty.gov



NOTICE TO RECIPIENT: THIS E-MAIL IS MEANT ONLY FOR THE INTENDED RECIPIENT OF THIS TRANSMISSION, AND MAY BE A COMMUNICATION PRIVILEGED BY LAW. IF YOU RECEIVED THIS E-MAIL IN ERROR, ANY REVIEW, USE, DISSEMINATION, DISTRIBUTION, OR COPYING OF THIS E-MAIL IS STRICTLY PROHIBITED. PLEASE NOTIFY US IMMEDIATELY OF THE ERROR BY RETURN E-MAIL AND PLEASE DELETE THIS MESSAGE FROM YOUR SYSTEM. THANK YOU IN ADVANCE FOR YOUR COOPERATION. For more information about the Los Angeles County Registrar-Recorder/County Clerk, please visit <http://www.lavote.net/>

ATTACHMENT 5
October 19, 2016 City Council Meeting Minutes

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
OCTOBER 19, 2016**

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, October 19, 2016 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 Ing called the meeting to order at 7:01 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: Peter Chan, Mitchell Ing, Stephen Lam, Hans Liang, Teresa Real Sebastian

Council Members Absent: None.

ALSO PRESENT: City Manager Paul Talbot, Assistant City Attorney Karl Berger, City Treasurer Joseph Leon, Fire Chief Scott Haberle, Director of Management Services Chu Thai, Director of Human Resources Tom Cody, Community and Economic Development Director Michael Huntley, Deputy City Clerk Cindy Trang, Police Chief Jim Smith, Controller Annie Yaung, Public Works Maintenance Manager Tito Haes, Public Works Assistant City Engineer Rey Alfonso

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

- Jon Gin, representative of the Firefighters' Association, read a letter thanking city staff for their efforts in coming to a compromise regarding the memorandum of understanding.
- Nancy Arcuri, a resident, spoke against the increasing aircraft noise. She also spoke regarding possible code amendment changes and the Brown Act.

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

- Helen Liu, a resident, spoke regarding the increasing airplane noise.
- Virginia Kiehl, a resident, spoke regarding the increasing airplane noise.
- Margaret Leung, a resident, spoke regarding her position on the Planning Commission.
- Michael Schlegel, a resident, suggested reinstating a mandatory presale inspection.
- Tom Lu, a resident, spoke regarding the increasing airplane noise.

1. PRESENTATIONS

1A. SILVER LEVEL ACHIEVEMENT IN SOUTHERN CALIFORNIA EDISON'S LOCAL GOVERNMENT ENERGY LEADER PROGRAM

Adrian Garcia, representative of Southern California Edison, presented the Energy Leadership Partnership Silver Award to the City of Monterey Park.

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 OCTOBER 19, 2016

Disbursements will be made from the funds referenced in the attached Resolution in Warrants numbered 333-333.

Action Taken: The City Council, acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency, approved payments of warrants and adopted Resolution No. SA-128 of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated October 19, 2016 totaling \$245.00 and specifying the funds of which the same are to be paid.

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

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

Resolution No. SA-128, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED 19TH DAY OF OCTOBER 2016 TOTALING \$245.00 AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

2B. SUCCESSOR AGENCY MONTHLY INVESTMENT REPORT – SEPTEMBER 2016

As of September 30, 2016 invested funds for the Successor Agency of the City of Monterey Park is as follows:

• Successor Agency (SA) Checking	111,430.86
• Successor Agency (SA) RORF	156,595.00
Total	\$268,025.86

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

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

2C. SUCCESSOR AGENCY (SA) MINUTES

Approve the minutes from the regular meeting of September 21, 2016 and October 5, 2016 and the special meeting of September 21, 2016 and October 5, 2016.

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 of September 21, 2016 and October 5, 2016 and the special meeting of September 21, 2016 and October 5, 2016.

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

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

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

3. CITY OF MONTEREY PARK CONSENT CALENDAR

None.

4. PUBLIC HEARING

4A. A PUBLIC HEARING TO CONSIDER THE DRAFT 2015-2016 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.

The CAPER must be submitted to HUD in the fall of 2016. 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 September 16, 2016, for the due date of October 4, 2016. The CAPER will be distributed to the City Council under separate cover due to the document size.

Action Taken: The City Council (1) opened the public hearing at 7:59 p.m., received public comment and closed the public hearing at 7:59 p.m.; and (2) considered the evidence and adopted Resolution No. 11864 approving the draft 2015-2016 Consolidated Annual Performance and Evaluation Report (CAPER).

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

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

Resolution No. 11864 entitled:

A RESOLUTION APPROVING THE FY 2015-16 CAPER FOR THE PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT CDBG AND HOME PROGRAMS AND ACCEPTING COMMENTS ON THE HOUSING AND COMMUNITY DEVELOPMENT NEEDS

5. OLD BUSINESS

5A. SECOND READING AND ADOPTION: AN ORDINANCE AMENDING THE MONTEREY PARK MUNICIPAL CODE (MPMC) CHAPTER 21.22 REGULATING OFF-STREET PARKING REGULATIONS IN THE RESIDENTIAL DISTRICTS

The first reading and public hearing occurred on October 5, 2016. At the City Council meeting, minor edits to draft ordinance were requested by the Council. Those edits have been made to the draft ordinance and it is now ready for second reading and adoption by the City Council.

Action Taken: The City Council waived the second reading and adopted Ordinance No. 2137.

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

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

Ordinance No. 2137 entitled:

AN ORDINANCE AMENDING THE MONTEREY PARK MUNICIPAL CODE ("MPMC") AFFECTING REGULATIONS GOVERNING THE MULTI-FAMILY RESIDENTIAL OFF-STREET PARKING REQUIREMENTS

5B. SECOND READING AND ADOPTION: ORDINANCE AMENDING SPECIFIC SECTIONS OF TITLE 21 (ZONING REGULATIONS) OF THE MONTEREY PARK MUNICIPAL CODE RELATING TO RLUIPA AND NONCONFORMING USES

The first reading and public hearing occurred on October 5, 2016. At the City Council meeting, minor edits to draft ordinance were requested by the Council. Those edits have been made to the draft ordinance and it is now ready for second reading and adoption by the City Council.

Action Taken: The City Council waived the second readings and adopted Ordinance No. 2138 related to assembly-type uses and Ordinance No. 2139 related to nonconforming uses.

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

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

Ordinance No. 2138 entitled:

AN ORDINANCE AMENDING TITLE 21 OF THE MONTEREY PARK MUNICIPAL CODE REGARDING REGULATION OF ASSEMBLY-TYPE USES

Ordinance No. 2139 entitled:

AN ORDINANCE AMENDING THE MONTEREY PARK MUNICIPAL CODE CHAPTER 21.30 REGULATING NONCONFORMING USES AND CHAPTER 21.10.130 REGULATING ALCOHOL SALES AND USE WITHIN THE CITY OF MONTEREY PARK

6. NEW BUSINESS

6A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF OCTOBER 19, 2016

Disbursements will be made from the funds referenced in the attached Resolution in Warrants numbered 311410-311622 and e-Payables numbered 000428-000443.

Action Taken: The City Council approved payment of warrants and adopted Resolution No. 11865 allowing certain claims and demands per Warrant Register dated October 19, 2016 totaling \$2,113,149.35 and specifying the funds out of which the same are to be paid.

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

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

Resolution No. 11865, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED THE 19th DAY OF OCTOBER TOTALING \$2,113,149.35 AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

6B. MONTHLY INVESTMENT REPORT – SEPTEMBER 2016

As of September 30, 2016 invested funds for the City of Monterey Park is \$69,993,170.48.

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

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

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

6C. CITY COUNCIL MINUTES

Approve the minutes from the regular meeting of September 21, 2016 and October 5, 2016 and the special meeting of September 21, 2016 and October 5, 2016.

Action Taken: The City Council approved the minutes from the regular meeting of September 21, 2016 and October 5, 2016 and the special meeting of September 21, 2016 and October 5, 2016.

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

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

6D. PURCHASE AND CONVERSION OF FIVE 2017 FORD POLICE INTERCEPTOR SUV's

The 2016-17 budget includes \$350,000.00 for the replacement and conversion/up-fitting of five patrol vehicles for the Police Department. Staff researched optional vehicles and determined the Ford Police Interceptor SUV is the best replacement choice as this vehicle meets the Police Department's needs. As such, Staff recommends the purchase of five Ford Police Interceptor SUV's.

Action Taken: The City Council (1) waived bidding requirements pursuant to Monterey Park Municipal Code Section 3.20.050(5) and authorized the City Manager or designee to execute a contract in a form approved by the City Attorney for the purchase of five 2017 Ford Police Interceptor SUVs through Wondries Fleet Group for the amount of \$155,951.90; and (2) authorized the City Manager to execute a contract in a form approved by the City Attorney for the conversion/up-fitting of five 2017 Ford Police Interceptor SUVs through West Coast Lights and Siren for the amount of \$45,520.95 as amended to clarify the amounts of each contract.

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

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

6E. ADOPTING A RESOLUTION AUTHORIZING ADVERTISEMENT OF REPLACEMENT OF EXISTING ASPHALT STORAGE COVER AT THE CITY YARD

Staff has prepared bid specifications for the replacement of the existing asphalt storage area located at the Corporate Yard. Staff requests City Council authorization to advertise the project for bids.

Action Taken: The City Council adopted Resolution No. 11866 authorizing staff to advertise for the Replacement of the Existing Asphalt storage Cover at the City Yard.

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

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

Resolution No. 11866, entitled:

A RESOLUTION APPROVING THE BID SPECIFICATIONS FOR THE CITY YARD REPLACEMENT OF EXISTING ASPHALT STORAGE COVER PROJECT PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT

6F. CITYWIDE FLEET FUEL PURCHASING

Throughout the course of the year, staff purchases approximately 128,000 gallons of fuel to operate the City's fleet, including Police, Fire, Public Works, and other city vehicles. The City operates and maintains two fleet fueling stations located at Fire Station #61 and the Public Works Corporate Yard. Per the Monterey Park Municipal Code Chapter 3.20 Purchasing, staff completed the bidding process for Fleet Fuel Delivery and requests City Council authorization for the City Manager to execute an agreement, in a form approved by the City Attorney, with SC Fuels in the amount of \$280,000 per year for a three year term, for a total not to exceed \$840,000, for fleet fuel delivery.

Action Taken: The City Council authorized the City Manager to execute a three year agreement, in a form approved by the City Attorney, with SC Fuels, not to exceed the amount of \$840,000 with two 1-year options as amended to clarify that the agreement is for fleet fuel and delivery.

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

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

6G. ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA APPROVING AND ADOPTING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE MONTEREY PARK FIRE FIGHTERS; ASSOCIATION FIXING THE RATE OF COMPENSATION AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT FOR REPRESENTED EMPLOYEES FOR THE TERM JULY 1, 2016 TO JUNE 30, 2018

As the recent economic depression negatively impacted the region, state and nation, the City suffered significant economic contraction during the 2009-2013 years. This resulted in a fiscal and staff downsizing here in Monterey Park which included no cost of living adjustments or raises for the members of the FFA since 2009-2010. During this time, they paid for the employee portion of the CalPERS

pension cost. The 9% employee portion of PERS represented a cost pick-up of \$391,500 by the Firefighters' Association members annually beginning in 2012.

As a result of economic contraction and subsequent no salary rate adjustments, the compensation rates for the members of this association fell behind regional averages of similar sized full service cities. This contract is intended to increase compensation levels to a regionally competitive level.

Action Taken: The City Council (1) adopted Resolution No. 11867 authorizing the City Manager to execute the Memorandum of Understanding between the City of Monterey Park and the Monterey Park Fire Fighters' Association (FFA); and (2) authorized the expenditure of \$410,492 for the 2016-2017 fiscal year and amend the 2016-2017 Budget accordingly. Approval of the Resolution and language change is contingent upon acceptance by the Monterey Park FFA, the additional language is as follows:

"It is the shared view of the City and the Association that all employees of the Association will at all times conduct themselves in a profession and lawful manner and adhere to all federal, state, and local laws. The Association and its members agree that in the event that the conduct of the members does not adhere to this standard, that they should be subject to the appropriate level of counseling or discipline commensurate with the corresponding failure in conduct."

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

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

Pending Resolution No. 11867, entitled:

A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING FOR CONTRACT YEAR 2016-2018 BETWEEN THE CITY OF MONTEREY PARK AND THE MONTEREY PARK FIREFIGHTERS' ASSOCIATION

6H. CONFLICT OF INTEREST CODE FOR AMENDMENTS

Pursuant to the Political Reform Act, Government Code Section 81000, et seq., every local agency is required to review its Conflict of Interest Code disclosure biennially to determine if the Code is accurate or in need of amendment. The City staff has reviewed its previous determinations relating to disclosure levels and determined that Resolution No. 11695 should be amended to include revisions consistent with existing positions in the City.

Action Taken: The City Council adopted Resolution No. 11868 amending the City's Conflict of Interest Code as amended to include language regarding imposing a mandatory late fee as follows:

SECTION 5: A late fine of \$10 per day up to a maximum of \$100 will be assessed, commencing on the day after the form is due to the City Clerk's office. In addition, if a matter is referred to the FPPC's Enforcement Division for failure to file or failure to include all required economic interests, the fine may be substantially higher. If an individual does not pay a fine, the matter may be referred to the Franchise Tax Board for collection

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

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

Resolution No. 11868, entitled:

A RESOLUTION ADOPTING THE 2016 CONFLICT OF INTEREST CODE FOR THE CITY OF MONTEREY PARK IN ACCORDANCE WITH THE POLITICAL REFORM ACT

6I. RESOLUTIONS FOR MARCH 7, 2017 GENERAL MUNICIPAL ELECTION

The City of Monterey Park's (City) General Municipal Election is scheduled for Tuesday, March 7, 2017. The election will be for the purpose of electing two members of the City Council for a term of four years, one City Clerk for a term of four years, and one City Treasurer for a term of four years. Local ballot measures may also be added for the election.

The City of Los Angeles Primary Nominating Election is scheduled for Tuesday, March 7, 2017. The City of Los Angeles requested 15 municipalities to consolidate their elections with LA's.

The County of Los Angeles Board of Supervisors (Board) approved a motion to call a Countywide Special Election scheduled for March 7, 2017. The Los Angeles County Registrar Recorder/County Clerk's office (LARR/CC) requested 36 local jurisdictions to consolidate their elections with the County's.

Staff is seeking directions as to whether the City Council wants to conduct a standalone election in which the City will conduct its own election with the City of

Los Angeles's election consolidated onto the City's ballot or to consolidate the City's election onto the County of Los Angeles's (County) ballot.

If the City Council decides to consolidate its election with the County of Los Angeles and the County does not call a Special election to be held on March 7, 2017, the County will continue to administer the City's election. The last day for the County to call a special election is December 9, 2016.

Recommendation: It is recommended that the City Council (1) provide direction to staff whether the City of Monterey Park's General Municipal Election scheduled for March 7, 2017 should be a standalone election or consolidated to the Countywide Special Election.

- For a standalone election, the City Council will need to take the following actions:
 - a. Adopt a Resolution calling for a General Municipal election on March 7, 2017 pursuant to Elections Code §§ 1301 and 10403;
 - b. Adopt a Resolution requesting that the Los Angeles County Board of Supervisors provide election services for the March 7, 2017 election;
 - c. Adopt a Resolution establishing requirements for candidate statements filed with the city clerk to be included with voter information for the March 7, 2017 election;
 - d. Adopt a Resolution consenting to consolidation of the City of Los Angeles (including the Los Angeles Community College District and the Los Angeles Unified School District) elections with the City of Monterey Park's General Municipal election to be held on Tuesday, March 7, 2017;
 - e. Authorize the City Manager to execute the agreement, in a form approved by the City Attorney, with Martin & Chapman Company to conduct election services; and
- For a consolidated election, the City Council will need to take the following actions:
 - f. Adopt a Resolution calling for a General Municipal election on March 7, 2017 pursuant to Elections Code §§ 1301 and 10403;
 - g. Adopt a Resolution establishing requirements for candidate statements filed with the city clerk to be included with voter information for the March 7, 2017 election;
 - h. Adopt a Resolution requesting the Board of Supervisors of the County of Los Angeles to consolidate a General Municipal election to be held on March 7, 2017 with the County Of Los Angeles Special election to be held on that date pursuant to elections code § 10403;

and (2) take such additional, related, action that may be desirable.

Action Taken: The City Council chose to consolidate the March 7, 2017 election. The City Council (1) adopted Resolution No. 11869 calling for a General Municipal election on March 7, 2017 pursuant to Elections Code §§ 1301 and 10403; (2) adopted Resolution No. 11870 establishing requirements for candidate statements filed with the city clerk to be included with voter information for the March 7, 2017 election; and (3) adopted Resolution No. 11871 requesting the Board of Supervisors of the County of Los Angeles to consolidate a General Municipal election to be held on March 7, 2017 with the County of Los Angeles Special election to be held on that date pursuant to elections code § 10403.

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

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

Resolution No. 11869, entitled:
A RESOLUTION CALLING A GENERAL MUNICIPAL ELECTION ON MARCH 7, 2017 PURSUANT TO ELECTIONS CODE §§ 1301 AND 10403

Resolution No. 11870, entitled:
A RESOLUTION ESTABLISHING REQUIREMENTS FOR CANDIDATE STATEMENTS FILED WITH THE CITY CLERK TO BE INCLUDED WITH VOTER INFORMATION FOR AN ELECTION ON MARCH 7, 2017

Resolution No. 11871, entitled:
A RESOLUTION CONSENTING TO CONSOLIDATION OF THE CITY OF LOS ANGELES (INCLUDING THE LOS ANGELES COMMUNITY COLLEGE DISTRICT AND THE LOS ANGELES UNIFIED SCHOOL DISTRICT) ELECTIONS WITH THE CITY OF MONTEREY PARK'S GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, MARCH 7, 2017

6J. CONSIDERATION OF THE CALIFORNIA VOTER PARTICIPATION RIGHTS ACT (CALIFORNIA STATE SENATE BULL 415) AND CONSOLIDATION WITH A STATEWIDE GENERAL ELECTION DATE

The California Voter Participation Rights Act (SB415) was passed on September 1, 2015. This new legislation prohibits a local government from holding an election on any date other than a statewide election date if holding the election on a date nonconcurrent with the statewide election has previously resulted in a "significant decrease in voter turnout." A "significant decrease in voter turnout" is defined as voter turnout for a regularly scheduled election that is at least twenty-five percent (25%) less than the average voter turnout within that city for the previous four (4) statewide general elections. SB 415 requires cities with insufficient voter turn out to

either change their election dates to June or November of even year, or, prior to January 1, 2018, adopt a plan to consolidate future election with a statewide election not later than the November 8, 2022, statewide general election.

Recommendation: It is recommended that the City Council provide direction to staff concerning the option desired for a statewide consolidation date, Option A or B:

Option A – introduce and waive first reading of an ordinance to change the election dates to November even years beginning November 6, 2019 or November 3, 2020 and repealing Ordinance no. 1885, and schedule second reading and adoption for November 2, 2016; or

Option B – take action to affirm the election date in Ordinance No. 1885 and plan to reconsider the matter no later than 2021.

Action Taken: The City Council reaffirmed the election date in Ordinance No. 1885 and planned to reconsider the matter no later than 2021.

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

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

7. COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Council Member Chan reported that he attended the League of California Cities 2016 Annual Conference in Long Beach last week and announced the Halloween Celebration in Barnes Park on October 29 and October 30, 2016.

Council Member Liang did not have anything to report.

Council Member Lam reported that he attended the 105th National Concert for Taiwan and a painting exhibition. He also announced that the centennial dinner this weekend.

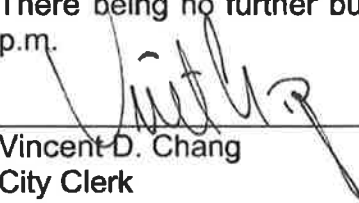
Vice Mayor Real Sebastian announced that she attended the Geranium Festival. She also announced the 5K Pajama Run/Walk is on November 5, 2016.

Mayor Ing announced to not forget to vote on the election on November 8, 2016.

8. **CLOSED SESSION**
None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 9:27 p.m.



Vincent D. Chang
City Clerk

Approved on December 7, 2016 at the Regular City Council Meeting

ATTACHMENT 6
Los Angeles County SB 415 Activity Report

CHANGE OF ELECTION DATE / CONSOLIDATION ACTIVITY PURSUANT TO
ELECTIONS CODE 14050–14057*

EFFECTIVE NOVEMBER 2016

Cities

Carson
Malibu
Palmdale
Santa Clarita

Schools

Santa Clarita CCD
Saugus Union SD

EFFECTIVE JUNE 2018

Cities

Bradbury
Rolling Hills Estates

Schools

Pasadena Area CCD

EFFECTIVE NOVEMBER 2018

Cities

Agoura Hills
Artesia
Baldwin Park
Bell Gardens
Bellflower
Calabasas
Cudahy
Diamond Bar
Duarte
El Monte
Hawaiian Gardens
Hawthorne
Irwindale
Lawndale
La Puente
Lomita
Lynwood
Maywood
Montebello
Pico Rivera
Santa Fe Springs
San Fernando
South Pasadena
Walnut
Westlake Village

West Covina

Libraries

Altadena

Schools

Acton-Agua Dulce USD
Antelope Valley CCD
Antelope Valley Joint Union HSD
Azusa USD
Baldwin Park USD
Bassett USD
Bellflower USD
Beverly Hills USD
Bonita USD
Castaic Union SD
Centinela Valley Union HSD
Charter Oak USD
Citrus CCD
Claremont USD
Compton CCD
Covina Valley USD
Culver City USD
Duarte USD
East Whittier City SD
Eastside Union SD
El Camino CCD
El Monte City SD
El Rancho USD
El Segundo USD
Gorman Joint SD
Hacienda La Puente USD
Hawthorne SD
Hermosa Beach City SD
Keppel Union SD
Lancaster SD
Las Virgenes USD
Lawndale SD
Lennox SD
Little Lake City SD
Los Nietos SD
Lynwood USD
Manhattan Beach USD
Monrovia USD
Montebello USD
Mount San Antonio CCD

* Highlighted jurisdictions are charter cities

** New since last update

CHANGE OF ELECTION DATE / CONSOLIDATION ACTIVITY PURSUANT TO
ELECTIONS CODE 14050–14057*

Mountain View SD
Newhall SD
Norwalk-La Mirada USD
Palmdale SD
Paramount USD
Palos Verdes Peninsula USD
Pomona USD
Rio Hondo CCD
Rosemead SD
Rowland USD
San Gabriel USD
San Marino USD
South Pasadena USD
South Whittier SD
Sulphur Springs SD
Temple City USD
Torrance USD
Valle Lindo SD
Walnut Valley USD
West Covina USD
Westside Union SD
William S. Hart Union HSD
Wilsona SD
Wiseburn USD

Water Districts

Crescenta Valley CWD
La Habra Heights CWD
La Puente Valley CWD
Newhall CWD
Orchard Dale CWD
Palmdale CWD
Pico CWD
Rowland CWD
San Gabriel CWD
Valley CWD
Walnut Valley California WD

EFFECTIVE MARCH 2020

Cities

Huntington Park**

EFFECTIVE NOVEMBER 2020

Cities

Hermosa Beach
Hidden Hills

Los Angeles

Manhattan Beach
Palos Verdes Estates
Rancho Palos Verdes
Rolling Hills
South El Monte
West Hollywood

Libraries

Palos Verdes

Schools

El Monte Union HSD
Los Angeles USD
Los Angeles CCD
Whittier City SD

EFFECTIVE NOVEMBER 2022

Cities

La Habra Heights

***PENDING APPROVAL IN NOVEMBER FOR
MARCH 2022***

Cities

Lancaster

***PENDING APPROVAL IN DECEMBER FOR
MARCH 2020***

Cities

Beverly Hills**
Gardena**

***PENDING APPROVAL IN DECEMBER FOR
NOVEMBER 2020***

Schools

Long Beach CCD**
Redondo Beach USD**

***PENDING APPROVAL IN DECEMBER FOR
MARCH 2022***

Cities

Lakewood**

* Highlighted jurisdictions are charter cities

** New since last update

CHANGE OF ELECTION DATE / CONSOLIDATION ACTIVITY PURSUANT TO
ELECTIONS CODE 14050–14057*

***CITIES CURRENTLY ON NON-STATEWIDE
ELECTION DATES***

Cities

Arcadia
Avalon
Azusa
Bell
Burbank
Cerritos
Claremont
Commerce
Compton
Covina
Culver City
El Segundo
Glendale
Glendora
Industry
La Canada-Flintridge
La Mirada
La Verne
Long Beach
Maywood
Monrovia
Monterey Park
Norwalk
Paramount
Pasadena
Redondo Beach
Rosemead
San Gabriel
Sierra Madre
Signal Hill
South Gate
Temple City
Vernon
Whittier

***CITIES ON STATEWIDE ELECTION DATES
PRE-DATING SB 415***

Cities

Alhambra
Downey
Pomona
Santa Monica
Torrance

***CITIES THAT HAVE OFFICIALLY DEFERRED
COMPLIANCE WITH SB 415***

Cities

Inglewood (non-mayoral contests)**
San Dimas
San Marino

* Highlighted jurisdictions are charter cities
** New since last update



City Council Staff Report

DATE: December 6, 2017

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

TO: The Honorable Mayor and City Council
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Consideration of a Resolution Appointing a Representative to the Independent Cities Risk Management Authority (ICRMA)

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt Resolution No. ____ appointing Director of Management Services Annie Young as an alternate representative to the Independent Cities Risk Management Authority (ICRMA) Governing Board, and maintain Tom Cody, Director of Human Resources and Risk Management as the primary representative and Raquel Richards, Human Resources Technician, as the substitute alternate representative.
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City of Monterey Park is a member of the Independent Cities Risk Management Authority (ICRMA). This Resolution notifies the ICRMA of the City Council's action to appoint Director of Management Services Annie Young as an alternate representative to the Independent Cities Risk Management Authority (ICRMA) Director of Human Resources & Risk Management Thomas J. Cody will remain the City's representative to the ICRMA Governing Board and Human Resources Technician Raquel Richards will continue to serve the board as the substitute alternate role.

BACKGROUND:

The ICRMA is a joint powers authority created pursuant to provisions of the Government Code and was formed to provide Liability, Workers' Compensation and Property Insurance as well as other risk management services.

The Joint Powers Agreement (JPA) provides that each Member City appoint representatives of the City to serve on the ICRMA Governing Board. In addition to the primary representative, appointment of an alternate and substitute alternate is also authorized.

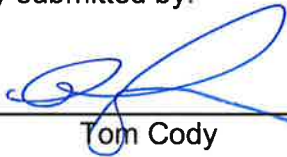
The appointment of the Director of Management Services Annie Young as an alternate representative to the ICRMA Governing Board will be beneficial for both the City and the Governing Board. The Director of Management Services financial background and

expertise would allow her to serve effectively as an alternate representative to the ICRMA Governing Board. Her knowledge and understanding of the annual actuarial reporting process that the ICRMA pool generates will allow him to collaborate with the HR Director with analysis and recommendations. In addition, the Director of Management Services will serve on a Finance Officers AdHOC committee for ICRMA as one of the 16 Agency Finance Directors.

FISCAL IMPACT:

None

Respectfully submitted by:



Tom Cody

Approved by:



Rom Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT:

1. Proposed Resolution
2. Prior Resolution No. 11751

ATTACHMENT 1

Proposed Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY
PARK APPOINTING A REPRESENTATIVE, AN ALTERNATE AND A
SUBSTITUTE ALTERNATE REPRESENTATIVE TO THE GOVERNING
BOARD OF THE INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY
(ICRMA)**

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

WHEREAS, the City of Monterey Park ("City") is a member of the Independent Cities Risk Management Authority ("ICRMA"), a joint powers authority created pursuant to the provisions of the California Government Code; and

WHEREAS, ICRMA provides a Liability Risk Management Program, Property Risk Management Program, Workers' Compensation Risk Management Program, and other programs for its members; and

WHEREAS, the Joint Powers Agreement provides that the city council of each member city shall appoint a representative to the ICRMA Governing Board and also authorizes the appointment of an alternate representative and a substitute alternate representative to represent the city's interest in the absence of the representative; and

WHEREAS, City desires to designate its representative to the ICRMA Governing Board;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Monterey Park does hereby find, determine and declare as follows:

SECTION 1. That Director of Human Resources & Risk Management Thomas J. Cody is hereby appointed to continue to serve on the ICRMA Governing Board and to the Risk Management Programs in which this City participates.

SECTION 2. That Director of Management Services Annie Young is hereby appointed to serve as the alternate on the ICRMA Governing Board and to the Risk Management Programs in which this City participates in the absence of the primary member noted in Section 1 above.

SECTION 3. That Human Resources Technician Raquel Richards is hereby appointed to continue to serve as the substitute alternate on the ICRMA Governing Board and to the Risk Management Programs in which the City participates in the absence of the primary member and the alternate member noted in Section 1 and 2 above.

SECTION 3. That the individuals designated by this City Council as the City's representative and alternate representatives to the ICRMA Governing Board and to the Risk Management Programs in which this City participates are hereby confirmed and designates as the City's delegates for all purposes of representing the City's interests and exercising the authority of the City with respect to the Coverage and the Program

and voting on behalf of the City on all matters delegated to the Governing Board and signing such amendments as are contemplated to be approved by the Governing Board.

RESOLVED, that a certified copy of this Resolution shall be provided to the General Manager of the ICRMA.

PASSED AND ADOPTED this 6th day of December 2017.

Teresa Real Sebastian, Mayor

ATTEST:

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

I, Vincent D. Chang, City Clerk of the City of Monterey Park, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ____ was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the 6th day of December 2017, and the same was so passed and adopted by the following vote:

AYES:

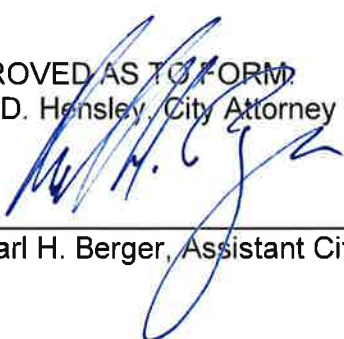
NOES:

ABSENT:

ABSTAIN:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM
Mark D. Hensley, City Attorney

By: 
Karl H. Berger, Assistant City Attorney

ATTACHMENT 2
Prior Resolution No. 11751

RESOLUTION NO. 11751

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY
PARK APPOINTING A REPRESENTATIVE, AN ALTERNATE AND A
SUBSTITUTE ALTERNATE REPRESENTATIVE TO THE GOVERNING
BOARD OF THE INDEPENDENT CITIES RISK MANAGEMENT
AUTHORITY (ICRMA)**

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

WHEREAS, the City of Monterey Park ("City") is a member of the Independent Cities Risk Management Authority ("ICRMA"), a joint powers authority created pursuant to the provisions of the California Government Code; and

WHEREAS, ICRMA provides a Liability Risk Management Program, Property Risk Management Program, Workers' Compensation Risk Management Program, and other programs for its members; and

WHEREAS, the Joint Powers Agreement provides that the city council of each member city shall appoint a representative to the ICRMA Governing Board and also authorizes the appointment of an alternate representative and a substitute alternate representative to represent the city's interest in the absence of the representative; and

WHEREAS, City desires to designate its representative to the ICRMA Governing Board;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Monterey Park does hereby find, determine and declare as follows:

SECTION 1. That Director of Human Resources & Risk Management Thomas J. Cody is hereby appointed to continue to serve on the ICRMA Governing Board and to the Risk Management Programs in which this City participates.

SECTION 2. That Director of Management Services Chu Thai is hereby appointed to serve as the alternate on the ICRMA Governing Board and to the Risk Management Programs in which this City participates in the absence of the primary member noted in Section 1 above.

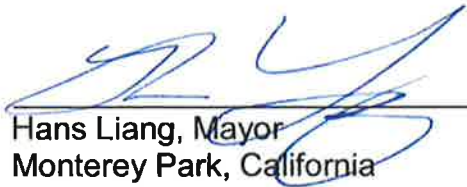
SECTION 3. That Human Resources Technician Raquel Richards is hereby appointed to continue to serve as the substitute alternate on the ICRMA Governing Board and to the Risk Management Programs in which the City participates in the absence of the primary member and the alternate member noted in Section 1 and 2 above.

SECTION 3. That the individuals designated by this City Council as the City's representative and alternate representatives to the ICRMA Governing Board and to the

Risk Management Programs in which this City participates are hereby confirmed and designates as the City's delegates for all purposes of representing the City's interests and exercising the authority of the City with respect to the Coverage and the Program and voting on behalf of the City on all matters delegated to the Governing Board and signing such amendments as are contemplated to be approved by the Governing Board.

RESOLVED, that a certified copy of this Resolution shall be provided to the General Manager of the ICRMA.

PASSED AND ADOPTED this 17th day of June 2015.



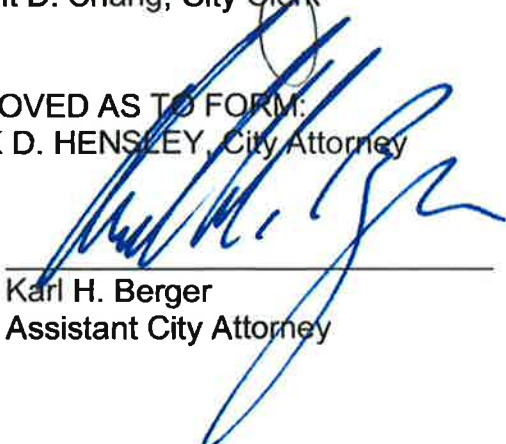
Hans Liang, Mayor
Monterey Park, California

ATTEST:



Vincent D. Chang, City Clerk

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

By: 

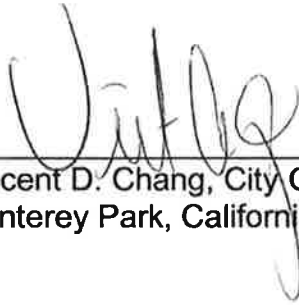
Karl H. Berger
Assistant City Attorney

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

I, VINCENT D. CHANG, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 11751 was duly and regularly adopted by the City Council of the City of Monterey Park at a regular meeting held on the 17th day of June 2015 by the following vote:

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

Dated this 17th day of June 2015



Vincent D. Chang, City Clerk
Monterey Park, California



City Council Staff Report

DATE: December 6, 2017

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

TO: The Honorable Mayor and City Council
FROM: Thomas J. Cody, Director of Human Resources and Risk Management
SUBJECT: Minimum Wage Increase per Labor Code Section 1182.12

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt Resolution approving the mandated minimum wage adjustments to effective pay period in order to have these wage adjustments in place as of January 1, 2018; or
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

On September 25, 2013, the California Legislature adopted AB 10 which amends Labor Code Section 1182.12 to increase the California minimum wage to \$15 an hour by year 2022. Effective July 1, 2014 the minimum wage was increased to \$9.00 per hour and Additional \$.50 cent increases in the months January 2015, January 2016 and January 2017 increased the minimum wage to \$10.50 per hour starting January 1, 2017. The next increase is also a \$.50 cent increase to \$11.00 an hour starting January 1, 2018.

The City currently has 10 part-time entry-level positions whose hourly wage falls below the mandated \$11.00 an hour state mandated increase. This state mandated wage increase will also impact the wage gap between related classifications within a particular field of approximately 23 other part-time classifications, whose hourly wages are currently at \$10.50-\$12.33.

Future Increases

In the next four years the minimum wage will be increased as follows:

January 2019 - \$12 an hour
January 2020 - \$13 an hour
January 2021 - \$14 an hour
January 2022 - \$15 an hour

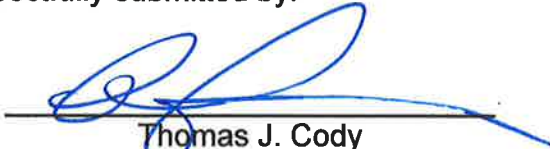
These increases will have a compression impact on a significant number on our part-time hourly wage scale and even impact a few lower level full time classification wage scales. Before the scheduled January 2019 increase Human Resources will bring a

comprehensive analysis and plan to handle these increases in these next four years for council consideration.

FISCAL IMPACT:

The Management Services Department has indicated these increased minimum wages will cost approximately \$37,000 for the last six months of FY 2017-2018 (January 2018 – June 2018) and a total impact of \$74,000 for the 2018-2019 fiscal year.

Respectfully submitted by:


Thomas J. Cody
Human Resources & Risk
Management

Approved by:


Ron Bow
City Manager

Reviewed by:


Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

1. Resolution
2. Current Part Time Salary Schedule
3. Part-Time Salary Table Effective 1/1/2018
4. Official Notice – Minimum Wage Increase

ATTACHMENT 1
Proposed Resolution

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING THE SALARY RANGES FOR
TEMPORARY PART-TIME, SEASONAL AND HOURLY EMPLOYEES
OF THE CITY OF MONTEREY PARK FOR THE 2018 CALENDAR
YEAR.**

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

SECTION 1: The City Council authorizes the City Manager, or designee, to compensate temporary part-time, seasonal and hourly job classifications at hourly rates set forth in attached Exhibit "A," which is incorporated by reference. Those rates will become effective January 1, 2018 pursuant to Labor Code § 1182.12.

SECTION 2: *Effective Date.* This Resolution becomes effective immediately upon adoption.

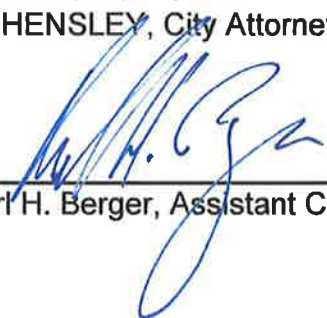
PASSED, ADOPTED AND APPROVED this 6th day of December 2017.

Teresa Real Sebastian, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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

By: 

Karl H. Berger, Assistant City Attorney

Resolution No. _____

Page 2 of 2

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 regular meeting held on the 6th day of December, 2017 by the following vote:

Ayes:	Council Members:
Nays:	Council Members:
Absent:	Council Members:
Abstain:	Council Members:

Dated this 6th day of December 2017.

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

ATTACHMENT 2

Current Part Time Salary Schedule

Effective 01/01/2017

Last Modified on 12/06/2016

Part-Time Salaries

Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Cashier	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.79	13.43
Clerical Trainee	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.79	13.43
Computer Clerk	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.79	13.43
Junior Lifeguard	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.79	13.43
Laborer	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.79	13.43
Library Page	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.79	13.43
Locker Room Attendant	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.79	13.43
Lunch Program Worker	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.79	13.43
School Crossing Guard	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.79	13.43
Student Worker	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.79	13.43
Lunch Program Site Supvsr	11.00	11.28	11.56	11.85	12.14	12.45	12.76	13.08	13.40	14.07
Recreation Leader	11.00	11.28	11.56	11.85	12.14	12.45	12.76	13.08	13.40	14.07
Lifeguard	11.00	11.28	11.56	11.85	12.14	12.45	12.76	13.08	13.40	14.07
Planning Intern	11.00	11.28	11.56	11.85	12.14	12.45	12.76	13.08	13.40	14.07
Lunch Program Monitor	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.71
Senior Lifeguard/Instructor	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.71
Video Technical Assistant	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.71
Data Entry Clerk	11.53	11.82	12.11	12.42	12.73	13.05	13.37	13.71	14.05	14.75
Janitor	11.53	11.82	12.11	12.42	12.73	13.05	13.37	13.71	14.05	14.75
Dial-A-Ride Driver	11.66	11.95	12.25	12.56	12.87	13.19	13.52	13.86	14.21	14.92
Police Cadet	11.66	11.95	12.25	12.56	12.87	13.19	13.52	13.86	14.21	14.92
Police Records Cadet	11.66	11.95	12.25	12.56	12.87	13.19	13.52	13.86	14.21	14.92
Police Records Intern	11.66	11.95	12.25	12.56	12.87	13.19	13.52	13.86	14.21	14.92
Assistant Pool Manager	11.93	12.23	12.53	12.85	13.17	13.50	13.84	14.18	14.54	15.26
Administrative Intern	12.33	12.64	12.95	13.28	13.61	13.95	14.30	14.66	15.02	15.77
Clerk Typist	12.33	12.64	12.95	13.28	13.61	13.95	14.30	14.66	15.02	15.77
Drafting Technician	12.33	12.64	12.95	13.28	13.61	13.95	14.30	14.66	15.02	15.77

Effective 01/01/2017

Last Modified on 12/06/2016

Part-Time Salaries

Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Engineering Aide	12.33	12.64	12.95	13.28	13.61	13.95	14.30	14.66	15.02	15.77
Storekeeper	12.33	12.64	12.95	13.28	13.61	13.95	14.30	14.66	15.02	15.77
Senior Recreation Leader	12.33	12.64	12.95	13.28	13.61	13.95	14.30	14.66	15.02	15.77
Child Care Teacher	12.74	13.06	13.38	13.72	14.06	14.41	14.77	15.14	15.52	16.30
Pool Manager	13.25	13.58	13.92	14.27	14.63	14.99	15.37	15.75	16.14	16.95
Elections Clerk	14.34	14.70	15.07	15.44	15.83	16.22	16.63	17.05	17.47	18.35
Library Clerk	14.34	14.70	15.07	15.44	15.83	16.22	16.63	17.05	17.47	18.35
Police Records Clerk	14.34	14.70	15.07	15.44	15.83	16.22	16.63	17.05	17.47	18.35
Library Technician	15.35	15.74	16.13	16.53	16.95	17.37	17.80	18.25	18.70	19.64
Permit Systems Technician	15.35	15.74	16.13	16.53	16.95	17.37	17.80	18.25	18.70	19.64
Planning Technician	15.41	15.80	16.19	16.60	17.01	17.43	17.87	18.32	18.78	19.72
Senior Clerk Typist	16.05	16.45	16.86	17.28	17.71	18.16	18.61	19.08	19.55	20.53
Account Clerk	16.05	16.45	16.86	17.28	17.71	18.16	18.61	19.08	19.55	20.53
Administrative Secretary	16.12	16.52	16.94	17.36	17.79	18.24	18.69	19.16	19.64	20.62
Community Service Officer	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	19.94	20.94
Evidence Officer	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	19.94	20.94
Maintenance Worker	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	19.94	20.94
Minutes Clerk	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	19.94	20.94
Crime Analyst	16.84	17.26	17.69	18.13	18.58	19.05	19.53	20.01	20.51	21.54
Dispatch Assistant	16.84	17.26	17.69	18.13	18.58	19.05	19.53	20.01	20.51	21.54
Animal Control Officer	17.04	17.47	17.90	18.35	18.81	19.28	19.76	20.26	20.76	21.80
Revenue Collection Spec.	17.04	17.47	17.90	18.35	18.81	19.28	19.76	20.26	20.76	21.80
Jailer	17.13	17.55	17.99	18.44	18.90	19.38	19.86	20.36	20.87	21.91
Permit Technician I	18.25	18.71	19.18	19.66	20.15	20.65	21.17	21.70	22.24	23.35

Effective 01/01/2017

Last Modified on 12/06/2016

Part-Time Salaries

Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Program Coordinator	18.25	18.71	19.18	19.66	20.15	20.65	21.17	21.70	22.24	23.35
Pool Maintenance Worker	19.55	20.04	20.54	21.05	21.58	22.12	22.67	23.24	23.82	25.01
Administrative Aide	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	25.36
Librarian	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	25.36
Senior Account Clerk	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	25.36
Equipment Service Specialist	20.54	21.06	21.58	22.12	22.67	23.24	23.82	24.42	25.03	26.28
Building Trades Technician	20.78	21.30	21.83	22.37	22.93	23.51	24.09	24.70	25.31	26.58
Equipment Mechanic	20.78	21.30	21.83	22.37	22.93	23.51	24.09	24.70	25.31	26.58
Police Records Mgmt Tech	21.38	21.91	22.45	23.01	23.59	24.18	24.78	25.41	26.04	27.34
Dispatcher	21.99	22.54	23.11	23.68	24.28	24.88	25.51	26.14	26.80	28.13
Code Enforcement Officer	23.05	23.63	24.22	24.82	25.44	26.08	26.73	27.40	28.09	29.49
Fire Safety Specialist	23.40	23.99	24.58	25.20	25.83	26.48	27.14	27.82	28.51	29.94
Electrician	23.50	24.09	24.69	25.31	25.94	26.59	27.26	27.94	28.64	30.07
Senior Librarian	23.50	24.09	24.69	25.31	25.94	26.59	27.26	27.94	28.64	30.07
Management Aide	23.76	24.36	24.96	25.58	26.22	26.88	27.55	28.24	28.94	30.39
Human Resources Technician	24.48	25.09	25.72	26.36	27.02	27.70	28.39	29.10	29.83	31.32
Accountant	24.50	25.11	25.74	26.38	27.04	27.72	28.41	29.12	29.85	31.34
Water Production System Operator	24.74	25.36	26.00	26.65	27.31	27.99	28.69	29.41	30.15	31.65
Assistant Planner	26.66	27.33	28.01	28.71	29.43	30.16	30.92	31.69	32.48	34.11
Building Inspector	26.66	27.33	28.01	28.71	29.43	30.16	30.92	31.69	32.48	34.11
Management Analyst	28.98	29.71	30.45	31.21	31.99	32.79	33.61	34.45	35.31	37.08
Recreation Superintendent	28.98	29.71	30.45	31.21	31.99	32.79	33.61	34.45	35.31	37.08
Transportation Prog Mgr	28.98	29.71	30.45	31.21	31.99	32.79	33.61	34.45	35.31	37.08

Effective 01/01/2017

Last Modified on 12/06/2016

Part-Time Salaries

Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Civil Engineering Assoc.	33.24	34.07	34.92	35.79	36.69	37.60	38.54	39.51	40.49	42.52
Literacy Program Admin.	33.24	34.07	34.92	35.79	36.69	37.60	38.54	39.51	40.49	42.52
Principal Management Analyst	36.39	37.30	38.23	39.18	40.16	41.17	42.20	43.25	44.33	46.55
Public Works Maintenance Manager	43.16	44.24	45.34	46.48	47.64	48.83	50.05	51.30	52.59	55.22
Attorney/Investigator	75.00									
Interim Fire Chief	85.00									
	101.00									

ATTACHMENT 3
Part-Time Salary Table Effective 1/1/2018

Effective 01/01/2018										
Last Modified on 12/6/2017										
Part-Time Salaries										
Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Cashier	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Clerical Trainee	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Computer Clerk	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Junior Lifeguard	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Laborer	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Library Page	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Locker Room Attendant	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Lunch Program Worker	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
School Crossing Guard	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Student Worker	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Planning Intern	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.72
Lunch Program Site Supvsr	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.72
Recreation Leader	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.72
Fire Explorer Intern	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.72
Lifeguard	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.72
Lunch Program Monitor	12.00	12.30	12.61	12.93	13.25	13.58	13.92	14.27	14.63	15.36
Senior Lifeguard/Instructor	12.00	12.30	12.61	12.93	13.25	13.58	13.92	14.27	14.63	15.36
Video Technical Assistant	12.00	12.30	12.61	12.93	13.25	13.58	13.92	14.27	14.63	15.36
Data Entry Clerk	12.03	12.33	12.64	12.96	13.28	13.61	13.95	14.30	14.66	15.39
Janitor	12.03	12.33	12.64	12.95	13.28	13.61	13.95	14.30	14.66	15.39
Dial-A-Ride Driver	12.06	12.36	12.67	12.99	13.31	13.64	13.98	14.33	14.69	15.42
Police Cadet	12.06	12.36	12.67	12.99	13.31	13.64	13.98	14.33	14.69	15.42
Police Records Cadet	12.06	12.36	12.67	12.99	13.31	13.64	13.98	14.33	14.69	15.42
Police Records Intern	12.06	12.36	12.67	12.99	13.31	13.64	13.98	14.33	14.69	15.42
Assistant Pool Manager	12.43	12.74	13.06	13.39	13.72	14.06	14.41	14.78	15.15	15.91
Administrative Intern	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.41

Effective 01/01/2018										
Last Modified on 12/6/2017										
Part-Time Salaries										
Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Clerk Typist	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.41
Drafting Technician	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.41
Engineering Aide	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.41
Storekeeper	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.41
Senior Recreation Leader	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.41
Child Care Teacher	13.24	13.57	13.91	14.26	14.61	14.98	15.35	15.74	16.13	16.93
Pool Manager	13.75	14.09	14.44	14.80	15.17	15.55	15.94	16.34	16.75	17.59
Elections Clerk	14.34	14.70	15.07	15.44	15.83	16.22	16.63	17.05	17.47	18.35
Library Clerk	14.34	14.70	15.07	15.44	15.83	16.22	16.63	17.05	17.47	18.35
Police Records Clerk	14.34	14.70	15.07	15.44	15.83	16.22	16.63	17.05	17.47	18.35
Library Technician	15.35	15.74	16.13	16.53	16.95	17.37	17.80	18.25	18.70	19.64
Permit Systems Technician	15.35	15.74	16.13	16.53	16.95	17.37	17.80	18.25	18.70	19.64
Planning Technician	15.41	15.80	16.19	16.60	17.01	17.43	17.87	18.32	18.78	19.72
Senior Clerk Typist	16.05	16.45	16.86	17.28	17.71	18.16	18.61	19.08	19.55	20.53
Account Clerk	16.05	16.45	16.86	17.28	17.71	18.16	18.61	19.08	19.55	20.53
Administrative Secretary	16.12	16.52	16.94	17.36	17.79	18.24	18.69	19.16	19.64	20.62
Community Service Officer	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	19.94	20.94
Evidence Officer	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	19.94	20.94
Maintenance Worker	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	19.94	20.94
Minutes Clerk	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	19.94	20.94
Crime Analyst	16.84	17.26	17.69	18.13	18.58	19.05	19.53	20.01	20.51	21.54
Dispatch Assistant	16.84	17.26	17.69	18.13	18.58	19.05	19.53	20.01	20.51	21.54
Animal Control Officer	17.04	17.47	17.90	18.35	18.81	19.28	19.76	20.26	20.76	21.80
Jailer	17.13	17.55	17.99	18.44	18.90	19.38	19.86	20.36	20.87	21.91
Permit Technician I	18.25	18.71	19.18	19.66	20.15	20.65	21.17	21.70	22.24	23.35
Program Coordinator	18.25	18.71	19.18	19.66	20.15	20.65	21.17	21.70	22.24	23.35

Effective 01/01/2018*Last Modified on 12/6/2017***Part-Time Salaries**

Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Pool Maintenance Worker	19.55	20.04	20.54	21.05	21.58	22.12	22.67	23.24	23.82	25.01
Administrative Aide	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	25.36
Librarian	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	25.36
Senior Account Clerk	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	25.36
Equipment Service Specialist	20.54	21.06	21.58	22.12	22.67	23.24	23.82	24.42	25.03	26.28
Building Trades Technician	20.78	21.30	21.83	22.37	22.93	23.51	24.09	24.70	25.31	26.58
Equipment Mechanic	20.78	21.30	21.83	22.37	22.93	23.51	24.09	24.70	25.31	26.58
Police Records Mgmt Tech	21.38	21.91	22.45	23.01	23.59	24.18	24.78	25.41	26.04	27.34
Dispatcher	21.99	22.54	23.11	23.68	24.28	24.88	25.51	26.14	26.80	28.13
Code Enforcement Officer	23.05	23.63	24.22	24.82	25.44	26.08	26.73	27.40	28.09	29.49
Fire Safety Specialist	23.40	23.99	24.58	25.20	25.83	26.48	27.14	27.82	28.51	29.94
Electrician	23.50	24.09	24.69	25.31	25.94	26.59	27.26	27.94	28.64	30.07
Senior Librarian	23.50	24.09	24.69	25.31	25.94	26.59	27.26	27.94	28.64	30.07
Management Aide	23.76	24.36	24.96	25.58	26.22	26.88	27.55	28.24	28.94	30.39
Human Resources Technician	24.48	25.09	25.72	26.36	27.02	27.70	28.39	29.10	29.83	31.32
Accountant	24.50	25.11	25.74	26.38	27.04	27.72	28.41	29.12	29.85	31.34
Water Production System Operator	24.74	25.36	26.00	26.65	27.31	27.99	28.69	29.41	30.15	31.65
Assistant Planner	26.66	27.33	28.01	28.71	29.43	30.16	30.92	31.69	32.48	34.11
Building Inspector	26.66	27.33	28.01	28.71	29.43	30.16	30.92	31.69	32.48	34.11
Management Analyst	28.98	29.71	30.45	31.21	31.99	32.79	33.61	34.45	35.31	37.08
Recreation Superintendent	28.98	29.71	30.45	31.21	31.99	32.79	33.61	34.45	35.31	37.08
Transportation Prog Mgr	28.98	29.71	30.45	31.21	31.99	32.79	33.61	34.45	35.31	37.08

Effective 01/01/2018										
<i>Last Modified on 12/6/2017</i>										
Part-Time Salaries										
Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Civil Engineering Assoc.	33.24	34.07	34.92	35.79	36.69	37.60	38.54	39.51	40.49	42.52
Literacy Program Admin.	33.24	34.07	34.92	35.79	36.69	37.60	38.54	39.51	40.49	42.52
Principal Management Analyst	36.39	37.30	38.23	39.18	40.16	41.17	42.20	43.25	44.33	46.55
Public Works Maintenance	43.16	44.24	45.34	46.48	47.64	48.83	50.05	51.30	52.59	55.22
Attorney/Investigator	75.00									
Interim Fire Chief	85.00									

ATTACHMENT 4
Official Notice-Minimum Wage Increase

Amends General
Minimum Wage
Order and IWC
Industry and
Occupation Orders

PLEASE POST NEXT TO YOUR IWC OR INDUSTRY OCCUPATION ORDER



OFFICIAL NOTICE California Minimum Wage

MW-2017

Minimum Wage — Every employer shall pay to each employee hourly wages not less than the following.

EFFECTIVE DATE	Employers with 26 or More Employees*	Employers with 25 or Fewer Employees*
January 1, 2017	\$10.50	\$10.00
January 1, 2018	\$11.00	\$10.50

* Employees treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626 are treated as employees of that single taxpayer.

To employers and representatives of persons working in industries and occupations in the State of California:

SUMMARY OF ACTIONS

TAKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the minimum wage for all industries. (SB 3, Stats of 2016, amending section 1182.12 of the California Labor Code.) Pursuant to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and republishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2014. Section 1, Applicability, and Section 4, Separability, have not been changed. Consistent with this enactment, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders.

This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by ordering on-line at www.dir.ca.gov/WP.asp, or by contacting your local Division of Labor Standards Enforcement office.

1. APPLICABILITY

The provisions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by statute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where any such provisions are enforceable and applicable to the employer.

2. MINIMUM WAGES

Every employer shall pay to each employee wages not less than those stated in the above table on each effective date.

3. MEALS AND LODGING CREDITS - TABLE

When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited pursuant to a voluntary written agreement may not be more than the following:

For an employer who employs:	EFFECTIVE JANUARY 1, 2017		EFFECTIVE JANUARY 1, 2018	
	26 or More Employees	25 or Fewer Employees	26 or More Employees	25 or Fewer Employees
LODGING				
Room occupied	\$49.38/week	\$47.03/week	\$51.73/week	\$49.38/week
Room shared	\$40.76/week	\$38.82/week	\$42.70/week	\$40.76/week
Apartment — two thirds (2/3) of the ordinary rental value, and in no event more than	\$593.05/month	\$564.81/month	\$621.29/month	\$593.05/month
Where a couple are both employed by the employer, two thirds (2/3) of the ordinary rental value, and in no event more than	\$877.27/month	\$835.49/month	\$919.04/month	\$877.26/month
MEALS				
Breakfast	\$3.80	\$3.62	\$3.98	\$3.80
Lunch	\$5.22	\$4.97	\$5.47	\$5.22
Dinner	\$7.09	\$6.68	\$7.35	\$7.01

Meals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and the employee. When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited may not be more than the amounts stated in the table above.

4. SEPARABILITY

If the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of this Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisions thereof shall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included herein.

5. AMENDED PROVISIONS

This Order amends the minimum wage and meals and lodging credits in MW-2014, as well as in the IWC's industry and occupation orders. (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IWC's industry and occupation orders.

These Amendments to the Wage Orders shall be in effect as of January 1, 2017.

Questions about enforcement should be directed to the Labor Commissioner's Office. For the address and telephone number of the office nearest you, information can be found on the internet at <http://www.dir.ca.gov/DLSE/dlse.html> or under a search for "California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Visalia.



City Council Staff Report

DATE: December 6, 2017

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

TO: The Honorable Mayor and City Council
FROM: Scott Haberle, Fire Chief
SUBJECT: Fiscal Year 2017-2018 Budget – Fire Defibrillator/ Police Department
Automatic External Defibrillator Purchase

RECOMMENDATION:

It is recommended that the City Council consider:

1. Waive bidding requirements pursuant to Monterey Park Municipal Code ("MPMC") §3.20.050(2) and award ZOLL Medical Corp a contract for equipment and maintenance of defibrillators used by the Monterey Park Fire and Police Departments in an amount not exceeding \$50,000. Funds in the amount of \$40,000 were budgeted in Fiscal Year 2017-18; Account Number 0010-801-5002-99724 and \$10,000 Trust Account Number 0339-8013103-54220.
2. Authorize the City Manager, or designee, to execute an agreement in a form approved by the City Attorney with ZOLL Medical Corp; and
3. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

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 updates. In Fiscal Year 2014-2015, staff began submitting annual budget requests for ZOLL X-Series defibrillator replacements. These requests were approved and adopted by the City Council as a capital priority project. This will be the fourth replacement since Fiscal Year 2013-2014. This year, the Police Department received a \$10,000 grant from Garfield Hospital (GMC) to provide five ZOLL Automatic External Defibrillator(S) (AED) to be carried by patrol units in their vehicles. Staff seeks City Council authorization to purchase the replacement ZOLL defibrillator/monitor and AEDs. Staff is also requesting approval for a five year

agreement with ZOLL Medical for \$40,000 annually to purchase replacement AEDs/Defibrillators and \$16,000 extended warranty, service, and software upgrades.

BACKGROUND:

The Monterey Park Fire Department provides advanced life support services through the service delivery platform of two, advanced life support Firefighter/Paramedic staffed rescue ambulances and two Firefighter/Paramedic assessment Fire Engines. The cardiac defibrillator/monitor is a key component in the assessment and treatment of a patient experiencing a cardiac emergency. The current ZOLL defibrillators/monitors in service have a front line service cycle of five years. The current defibrillators are at their five year recommended service life. This purchase will ensure consistent availability for patient care and ensure frontline inventory is compliant with manufacturer and industry standard software and upgrade requirements.

This year will be the first time the City's Police units will be carrying AEDs in the field. With these placements, Police Officers will also receive appropriate training for their use and CPR refreshers.

For this purchase, staff is seeking City Council approval to waive formal bidding requirements to allow purchase of one ZOLL X-series defibrillator/monitor and five AEDs from ZOLL Medical Corporation as a sole source purchase (Attachment 1). This will ensure uniform ease of use, consortium pricing, and assurance of city wide interoperability. This is consistent with the goals of the region and is becoming a standard for first responders in the area to use the same equipment, training procedures, and operating policies. This monitor is compliant with all the required 12 Lead EKG reading and transmission features required in the Los Angeles County Healthcare system. These monitors are also interoperable with the publicly accessible automatic external defibrillators ("AED") located in all Monterey Park' public buildings, facilities, and now patrol cars. In the event there is a need to use one of the law enforcement/public AEDs, the Fire Department's ZOLL X-Series defibrillator/monitor can be plugged into the public accessible AED pads without need of changing any equipment. It provides seamless patient care in a critical event in which every minute counts towards patient survivability.

Staff recommends award of purchase to ZOLL Medical Corporation for the replacement of the Fire Department defibrillator in the amount not to exceed \$40,000; five Police Department AED patrol units not to exceed \$10,000; and extended service contracts for the units, and accessories in an amount not to exceed \$16,000 annually. Staff also recommends entering into a five year agreement with ZOLL Medical as a sole source vendor for cardiac electronics and consumables.

FISCAL IMPACT:

\$40,000 has been budgeted in Fiscal Year 2017-2018 Capital Improvement Account Number 0010-801-5002-9924. The additional \$10,000 will come from a Trust account

Number 0339-801-3103-54220. The \$16,000 preventative maintenance and repair expenditures to come from Operations/EMS budget account number 3220-0010-38400.

Respectfully submitted by:



Scott Haberle
Fire Chief



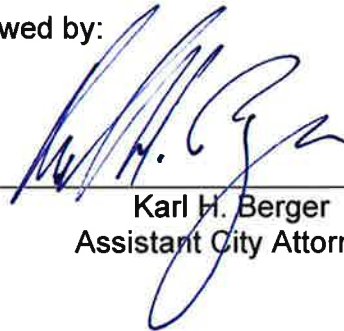
Jim Smith
Police Chief

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT 1:

1. Memorandum – Sole Source Purchase Request Justification

ATTACHMENT 1
MEMORANDUM- SOLE SOURCE PURCHASE REQUEST JUSTIFICATION

MONTEREY PARK FIRE DEPARTMENT INTEROFFICE MEMO

DATE: November 11, 2017

TO: Scott Haberle, Fire Chief

FROM: Ken Leasure, Division Chief-EMS

SUBJECT: ZOLL Sole Source Purchase Request Justification

I am respectfully requesting sole source approval for the purchase of one ZOLL X-Series 12-Lead EKG/Defibrillator and 5 Automatic External Defibrillators(AEDs) for Police use. This purchase is to replace a current unit which has reached its factory recommended service date.

The Monterey Park Fire Department uses ZOLL X-Series 12 Lead EKG/Defibrillators for frontline Paramedic service and treatments. Our city has chosen these units because of their compatibility and seamless interoperability with the City's current Automatic External Defibrillators installed in Monterey Park's municipal buildings and park facilities. In the event of a cardiac emergency in a city facility where the public access AED is being utilized, the Paramedic's advanced series defibrillator can be plugged into the AED pads without delaying cardiac care.

In addition, the ZOLL X-Series 12-Lead EKG/Defibrillator is currently the industry standard monitor being used by our neighboring fire department agencies. The purchase directly from ZOLL will assist in maintaining continuity of the regional standards and goals of interoperability and response efficiency between responding fire agencies.



City Council Staff Report

DATE: December 6, 2017

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

TO: Honorable Mayor and Members of the City Council
FROM: Michael A. Huntley, Community and Economic Development Director
SUBJECT: Time Extension (EX-17-06) for Tentative Map No. 73571 (TM-15-07) to subdivide air-rights for a 2-unit residential condominium development – 404 East Newmark Avenue.

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Adopting a resolution approving a Time Extension (EX-17-06) for Tentative Map No. 73571 (TM-15-07); and
- (2) Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

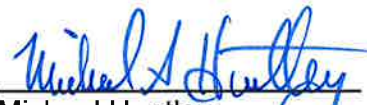
In compliance with Monterey Park Municipal Code (MPMC) § 20.10.020, the applicant, Jack Lee of Cal Land Engineering, on behalf the property owner, is requesting a one-year time extension for Tentative Map No. 73571 (TM-15-07) to subdivide air-rights for a 2-unit residential condominium development at 404 East Newmark Avenue. The property is zoned R-3 (High Density Residential) and is designated High Density Residential in the General Plan.

On November 24, 2015, the Planning Commission adopted Resolution No. 22-15 approving Tentative Map No. 73571 (TM-15-07). On November 1, 2017, the applicant submitted a request for a one-year time extension to allow for additional time to record the final map, which is currently being reviewed by the Engineering Division. Construction permits have been obtained and construction has commenced.

Pursuant to MPMC § 20.10.020, the City Council, upon good cause shown by the applicant, may extend the time limitation, once, for a period of not to exceed one year without a public hearing. Staff concurs with the request to allow additional time to work on the matter. If approved, Tentative Map No. 73571 (TM-15-07) will expire on November 24, 2018.

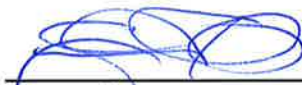
Respectfully submitted:

By:



Michael Huntley
Director of Community and
Economic Development

Prepared by:



Samantha Tewasart
Senior Planner

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

Attachments:

- Attachment 1: Time extension letter, dated November 1, 2017
- Attachment 2: Planning Commission Staff Report, dated November 24, 2015
- Attachment 3: Planning Commission Resolution No. 22-15
- Attachment 4: Tentative Map No. 73571
- Attachment 5: Draft Resolution

ATTACHMENT 1

Time extension letter, dated November 1, 2017

Cal Land Engineering, Inc.
dba Quartech Consultants
Geotechnical, Environmental, and Civil Engineering

November 1, 2017

City of Monterey Park
Planning Department
320 West Temple Street
Los Angeles, CA 90012

Subject: Application of Extension, 404 E. Newmark Avenue, TPM No. 73571, Monterey Park, California

Ladies and Gentlemen:

This letter is to apply the extension of the Tentative Parcel Map No. 73571 in the City of Monterey Park, California. Cal Land Engineering, Inc. prepared the parcel map. This map is being reviewed by the City consulting surveyor. This extension will provide sufficient time for the plan to be approved and parcel map to be recorded

If you should have any questions, please call the undersigned.

Respectfully submitted,
CalLand Engineering, Inc. (CLE)



Jack C. Lee, RCE, GE, LS, QSD
Principal Engineer



Dist: (1) Addressee

ATTACHMENT 2

Planning Commission Staff Report, dated November 24, 2015

ATTACHMENT 3

Planning Commission Resolution No. 22-15

RESOLUTION NO. 22-15

A RESOLUTION APPROVING TENTATIVE MAP NO. 073571 (TM-15-07) TO SUBDIVIDE AIR RIGHTS FOR A TWO-UNIT RESIDENTIAL CONDOMINIUM DEVELOPMENT AT 404 EAST NEWMARK AVENUE.

The Planning Commission of the City of Monterey Park does resolve as follows:

SECTION 1: The Planning Commission finds and declares that:

- A. On August 18, 2015, Bryant Bach Q. Nguyen, submitted an application pursuant to Title 20 of the Monterey Park Municipal Code ("MPMC") requesting approval of Tentative Map No. 073571 (TM-15-07) to subdivide air rights to establish and maintain a 2-unit condominium project at 404 East Newmark Avenue ("Project");
- B. The proposed Project was reviewed by the Community and Economic Development Department for, in part, consistency with the General Plan and conformity with the MPMC;
- C. In addition, the City reviewed the Project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines");
- D. The Community and Economic Development Department completed its review and scheduled a public hearing regarding the proposed Project, before the Planning Commission for November 24, 2015. Notice of the public hearing on the proposed Project was posted and mailed as required by the MPMC;
- E. On November 24, 2015, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed Project including, without limitation, information provided to the Planning Commission by City staff and public testimony, and representatives of the Applicant; and
- F. This Resolution and its findings are made based upon the testimony and evidence presented to the Commission at its November 24, 2015 hearing including, without limitation, the staff report submitted by the Community and Economic Development Department.

SECTION 2: *Factual Findings and Conclusions.* The Planning Commission finds that the following facts exist and makes the following conclusions:

- A. The Applicant seeks to construct two new residential dwelling units and subdivide the air rights for condominium purposes;
- B. 404 East Newmark Avenue is zoned R-3 (High Density Residential) and designated High Density Residential in the General Plan;

**PLANNING COMMISSION
RESOLUTION NO. 22-15
PAGE 2 OF 4**

- C. The Project property is located on the southeast corner of East Newmark Avenue and South Alhambra Avenue. To the north, south, and east are R-3 zoned lots, and west are R-2 zoned lots; and
- D. The Project property is 11,800 square feet (0.27 acres) in area and is currently developed with older detached residential dwelling units.

SECTION 3: *Environmental Assessment.* Because of the facts identified in Section 2 of this Resolution, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15315 as a Class 15 categorical exemption (Minor Land Divisions).

SECTION 4: *Tentative Map Findings.* The Commission finds as follows pursuant to Government Code § 66474 and MPMC Title 20:

- A. The proposed tentative map is consistent with applicable general and specific plans as required by Government Code § 66473.5. The tentative map for this project would allow two condominium units to be constructed on the site. This is less than the maximum density of 25 dwelling units per acre for this site. Consequently, the project complies with the General Plan. The property is located on East Newmark Avenue, a local street with a 50-foot right-of-way, which is adequate in size and capacity to accommodate the anticipated traffic that will be generated by the proposed development. There is no specific plan adopted for this area.
- B. The design or improvement of the proposed subdivision is consistent with applicable general and specific plans. The design of the proposed subdivision is consistent with the General Plan in that the project is a 2-unit condominium project, which is compatible with the high density housing either attached or detached allowed in the high density residential category. There is no specific plan adopted for this area.
- C. The site is physically suitable for the type of development and the proposed density of the development. The size of the property is 11,800 square feet (0.27 acres) and adequate in size to accommodate a 2-unit condominium project because in the R-3 Zone, one dwelling unit is allowed for every 3,000 square feet of lot area on lots of 7,000 square feet or more and having a front lot line of at least fifty feet.
- D. The design of the subdivision or the proposed improvements is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat. The subject property is bordered by residentially developed lots to the north, south, east, and west. There are no rare plants, wild animals nor cultural, historical or scenic aspects within the surrounding area.

**PLANNING COMMISSION
RESOLUTION NO. 22-15
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- E. The design of the subdivision or the type of improvements is not likely to cause serious public health problems. The proposed subdivision will not cause any public health problems in that the subject development will be constructed according to all City, State, and Federal regulations and specifications.
- F. The design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within proposed subdivision. There are no public easements for access within the proposed development.

SECTION 5: *Approval.* Subject to the conditions listed on the attached Exhibit "A," which are incorporated into this Resolution by reference, the Planning Commission approves Tentative Map No. 073571 (TM-15-07).

SECTION 6: *Reliance on Record.* Each and every one of the findings and determinations in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the Planning Commission in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 7: *Limitations.* The Planning Commission's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the Planning Commission's lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 8: *Summaries of Information.* All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 9: A copy of this Resolution will be mailed to the Applicant and to any other person requesting a copy.

SECTION 10: Pursuant to Government Code § 66452.5, this Resolution may be appealed within ten days after its adoption. All appeals must be in writing and filed with the City Clerk within this time period. Failure to file a timely written appeal will constitute a waiver of any right of appeal.

**PLANNING COMMISSION
RESOLUTION NO. 22-15
PAGE 4 OF 4**

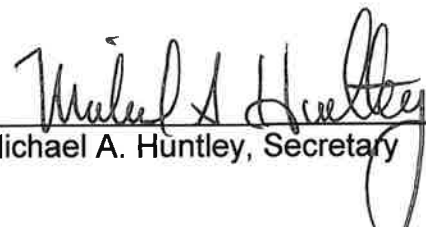
SECTION 11: Except as provided in Section 11, this Resolution is the Planning Commission's final decision and will become effective on the tenth day after its adoption.

ADOPTED AND APPROVED this 24th day of November 2015.


Chairperson Rodrigo Garcia

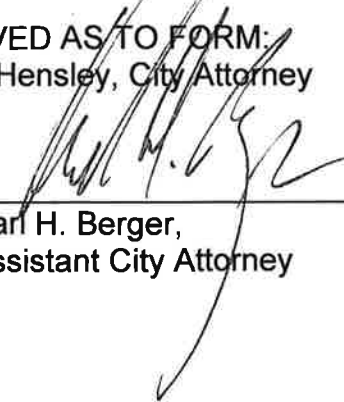
I hereby certify that the foregoing Resolution was duly adopted by the Planning Commission of the City of Monterey Park at the regular meeting held on the 24th day of November 2015, by the following vote of the Planning Commission:

AYES: Commissioners Garcia, Sullivan, Leung, and Lee
NOES: None
ABSTAIN: None
ABSENT: Commissioner Choi


Michael A. Huntley, Secretary

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

By:


Karl H. Berger,
Assistant City Attorney

PLANNING COMMISSION RESOLUTION NO. 22-15

Exhibit A

CONDITIONS OF APPROVAL

404 EAST NEWMARK AVENUE

In addition to all applicable provisions of the Monterey Park Municipal Code ("MPMC"), Bryant Bach Q. Nguyen agrees that he will comply with the following conditions for approval of Tentative Map No. 073571 (TM-15-07) ("Project Conditions").

PLANNING:

1. Bryant Bach Q. Nguyen (the "Applicant"), agrees to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of TM-15-05 except for such loss or damage arising from the City's sole negligence or willful misconduct. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of TM-15-07, the Applicant agrees to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "the City" includes the City of Monterey Park's elected officials, appointed officials, officers, and employees.
2. This approval is for the project as shown on the plans reviewed and approved by the Planning Commission and on file. Before the City issues a building permit, the Applicant must submit plans, showing that the project substantially complies with the plans and conditions of approval on file with the Planning and Building and Safety Division. Any subsequent modification must be referred to the Director of Community and Economic Development for a determination regarding the need for Planning Commission review and approval of the proposed modification.
3. The tentative map expires twenty-four months after its approval if the use has not commenced or if improvements are required, but construction has not commenced under a valid building permit. A total of three, one year, extensions may be granted by the Planning Commission upon finding of good cause. An application requesting an extension must be filed with the Community and Economic Development Department.
4. All conditions of approval must be listed on the plans submitted for plan check and on the plans for which a building permit is issued.
5. Before building permits are issued, the applicant must obtain all the necessary approvals, licenses and permits and pay all the appropriate fees as required by the City.

**PLANNING COMMISSION
RESOLUTION NO. 22-15**

6. The real property subject to TM-15-07 must remain well-maintained and free of graffiti.
7. Building permits are required for any interior tenant improvements.
8. Landscaping/irrigation must be maintained in good condition at all times.
9. A final map must be approved and recorded before the City issues a certificate of occupancy.
10. All enclosed garage spaces must be used for off-street parking only. There cannot be any personal storage or conversion of this space that would prevent the parking of vehicles in the enclosed garage. This condition must be included in the conditions, covenants and restrictions ("CC&Rs") recorded for this property.

BUILDING:

11. The second sheet of the building plans must list all City of Monterey Park conditions of approval.
12. A building permit does not permit excavations to encroach into adjacent properties. Requirements for protection of adjacent properties are defined in the Civil Code § 832.
13. The site plan must indicate the proposed path of building sewer, size of sewer line, location of cleanouts, and the invert elevation of the lateral at the property line.
14. A soils and geology report is required as part of plan check submittal.
15. Before the City issues a building permit, the applicant must obtain a permit from CAL-OSHA to construct the project.
16. The applicant must submit a compaction report for demolition of previous buildings to the Monterey Park Public Works Department for approval before the City allows the applicant to excavate new foundations.

ENGINEERING:

17. Under the Los Angeles County Municipal "National Pollutant Discharge Elimination System (NPDES) Permit," which the City of Monterey Park is a permittee; this project involves the distribution of soils by grading, clearing and/or excavation. The applicant/property owner is required to obtain a "General Construction Activity Storm Water" Permit, and the City of Monterey Park will condition a grading permit on evidence of compliance with this permit and its requirements. Compliance information is available in the office of the City Engineer. Upon approval of the NPDES document by the City, the

**PLANNING COMMISSION
RESOLUTION NO. 22-15**

applicant/property owner must submit an electronic copy of the approved NPDES file, including site drawings, before the City issues a building or grading permit.

18. The applicant must record the final map after the City approves the final map in accordance with the MPMC and accepts any applicable bonds or agreements. A refundable \$191 cash deposit must be submitted to guarantee that developer will provide the City with one (1) transparent 4 mil thick mylar tracing, one (1) electronic file of approved final map tracings transferable to City's AutoCAD and GIS systems and two (2) blueprints of the recorded map which must be filed with the City Engineer within three (3) months of recordation. If recorded copy is not submitted by the end of the three-month time period, developer will forfeit the \$191 cash deposit.
19. The applicant/property owner must provide written proof that there are no liens against the subdivision for unpaid taxes or special assessments and submit Los Angeles County tax bill, tax payment receipt, and copy of cancelled check before filing a Final Map with the City for approval.
20. Applicant agrees to pay City any development impact fees ("DIFs") that may be applicable to the Project. Applicant takes notice pursuant to Government Code § 66020(d) that City is imposing the DIFs upon the Project in accordance with the Mitigation Fee Act (Government Code § 66000, *et seq.*). Applicant is informed that it may protest DIFs in accordance with Government Code § 66020.
21. A homeowner's association must be established.
22. Covenants Conditions & Restrictions must be prepared and filed with the City to obtain City Attorney and the City Engineer approval. Developer/owner is responsible for securing the CC&R guidelines from the Office of the City Engineer. A copy of the recorded CC&Rs must be submitted before final inspection and clearance of the building permit. The applicant must pay for the City's costs associated with reviewing the CC&Rs including, without limitation, legal costs.
23. All improvement plans, including grading and public improvement plans must be based upon City approved criteria. Benchmark references to be obtained from the Engineering Division.
24. A water plan must be submitted for review and approval by the City Engineer. This plan must substantiate adequate water service for domestic flow, fire flow and identify backflow prevention. If current fire flow and pressure tests are not available to substantiate adequate pressure and flow to serve the development, the developer is responsible for conducting the appropriate tests and submitting copies of the test results for review and ultimate approval by the City.
25. Water Division requirements are to be determined upon completion and submittal of a water meter sizing sheet by the applicant. This may include up sizing of

**PLANNING COMMISSION
RESOLUTION NO. 22-15**

water meter and water services. All upgrading costs are the responsibility of the property owner.

26. The applicant must provide survey monuments denoting the new property boundaries and lot lines to the satisfaction of the City Engineer. All maps must be prepared from a field survey. Compiled maps are not permitted unless prior approval is granted by the City Engineer. Whenever possible, lot lines must be located to coincide with the top of all man-made slopes. Any deviation from this requirement must be approved by the City Engineer.
27. The applicant must provide a site drainage plan for review and approval by the City Engineer. The property drainage must be designed so that the property drains to the public street or in a manner otherwise acceptable to the City Engineer. Drainage from contiguous properties cannot be blocked and must be accommodated to the satisfaction of the City Engineer. A hydrology and hydraulic study of the site may be required for submittal to the City Engineer for review and approval.
28. All storm drainage facilities serving the development must accommodate a 50 year storm. If existing storm drain facilities are inadequate they must be enlarged as necessary. All storm drain facilities must be designed and constructed to Los Angeles County Department of Public Works standards and specifications and also the satisfaction of the City Engineer before approving grading and drainage plans.
29. Any damage done to existing street improvements and utilities during construction must be repaired before the City issues certificates of occupancy. Pre-existing damaged, deteriorated, substandard or off-grade curb, gutter, driveways and sidewalk must be repaired or replaced to the satisfaction of the City Engineer.
30. All public works improvements must comply with the standards and specifications of the City and to the satisfaction of the City Engineer. All public works improvements must be completed and accepted by the City or a public works improvement guarantee and agreement posted before final map approved by the City Council.
31. All electric, telephone and cable TV utility services must be installed fully underground and to required City standards. Satisfactory provisions for all other utilities and service connections, including water, sewer and gas, shall be made to City and public utility standards. A utility plan must be prepared and submitted showing all existing and proposed utilities. The utilities may be shown on either a separate plan or on the proposed site plan.
32. A sewer connection reconstruction fee will be assessed at the time the City issues a building permit in accordance with MPMC Chapter 14.06.

**PLANNING COMMISSION
RESOLUTION NO. 22-15**

33. All buildings must have roof gutters and all roof drainage must be conducted to the public street or an approved drainage facility in a manner approved by the City Engineer.
34. The grading and drainage plan must be submittal by the first plan check and must incorporate all pertinent site development comments from the City's geological and geotechnical consultants and must also include the approved geological report submitted by the developer's consultant.
35. Parkways must be irrigated and landscaped per plans submitted for review and approval by the City Engineer. The need for preserving existing street trees and/or providing additional street trees must be reviewed and approved by the City Recreation and Parks Department.
36. The City reserves the right to restrict driveway access to and from the project in the event that future traffic conditions warrant such restricted turn movements.
37. Automatic irrigation system controllers for landscaping must be weather- or soil moisture-based controllers that automatically adjust irrigation in response to conditions change.
38. Weather-based controllers without integral rain sensors or communication systems that account for local rainfall must have a separate wired or wireless rain sensor which connects or communicates with the controller(s). Soil moisture-based controllers are not required to have rain sensor input.
39. Each plumbing fixture and fitting must meet the 30 percent reduced flow rate specified. A calculation demonstrating a 30 percent reduction in the building "water use baseline" as established in Table A5.303.2.2 must be provided.

FIRE:

40. All conditions identified by the Fire Department are subject to the review and approval of the Fire Chief for determination of applicability and extent to which any condition may be required.
41. All structures must be fully sprinklered per National Fire Protection Association (NFPA) 13D and local amendments.
42. Fire flow for the entire project is 1,500 gallons per minute (gpm) at 20 (pounds per square inch (psi) for two hour duration. Verification of water supply available must be provided by the water purveyor upon building plan submittal. A reduction in the required fire flow up to 50 percent is allowed by a written request to the Monterey Park Fire Department per California Fire Code (CFC) Appendix B/C.
43. A fire hydrant must be provided to ensure all points of all structures are within 600 feet of a hydrant. The hydrant must be in place and operational prior to construction commencing per CFC 507.5.1.

**PLANNING COMMISSION
RESOLUTION NO. 22-15**

44. Address numbers must be provided on the street curb. Numerals must be 4 inches in height, two and one-half inches in width with a stroke width of approximately three-fourths inch. The house number must be centered on a six-inch by sixteen-inch rectangular background per MPMC 13.17.050.

POLICE:

45. Adequate exterior lighting must be provided so that the units are visible from the street during the hours of darkness.
46. The shrubbery on the property must be installed and maintained in such condition to permit good visibility of the units from the streets. Any shrubbery surrounding the complex and in the courtyard areas must be planted and maintained where the height of the greenery would not easily conceal persons.
47. The driveway leading into the complex must be constructed and maintained in such a condition that traffic is easily visible to those entering or leaving the location.
48. Any outside ladders leading to the roof top must be secured to prevent unauthorized access to the roof.
49. Address number must be illuminated during hours of darkness and positioned as to be readily readable from the street. Numbers must be at least 12 inches in height.
50. Each distinct unit within the building must have its address displayed on or directly above both the front and rear doors.
51. All common open areas must be well lit during the hours of darkness.
52. Signs must be posted at the guest parking areas and in the driveway leading into the complex.
53. A thoroughfare for residents, guests, and any necessary emergency vehicles and/or personnel must be maintained at all times. The Monterey Park Police Department Traffic Bureau must be contacted for sign verbiage and posting locations. The Traffic Bureau Sergeant can be reached at (626) 307-1481.

By signing this document, Bryant Bach Q. Nguyen, certifies that the Applicant read, understood, and agrees to the Project Conditions listed in this document.

Bryant Bach Q. Nguyen, Applicant

ATTACHMENT 4

Tentative Map No. 73571

IN THE CITY OF MONTEREY PARK, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
A PORTION OF LOT 5 IN BLOCK "O" OF TRACT NO. 786, IN THE CITY OF MONTEREY PARK, COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA, AS PER MAP RECORD IN BOOK 16 PAGES 58 AND 59 OF MAPS, IN THE OFFICE OF COUNTY
RECORDED OF SAID COUNTY

OWNER:
NGUYEN BRYANT B;
NGUYEN SHAWN K
404 E. NEWMARK AVENUE
MONTEREYPARK, CA 91755

BENCH MARK:

CITY BM 11
TOP OF N.W.CORNER OF CATCH BASIN FRAME COVER ON EAST SIDE OF ALHAMBRA AVENUE IN
FRONT OF HOUSE NO. 338
ELEVATION: 386.23'

LEGAL DESCRIPTION:

A PORTION OF LOT 5 IN BLOCK "O" OF TRACT NO. 786, IN THE CITY OF MONTEREY PARK,
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORD IN BOOK 16 PAGES 58
AND 59 OF MAPS, IN THE OFFICE OF COUNTY RECORDED OF SAID COUNTY
APN: 5259-004-028

UTILITY SERVICES:

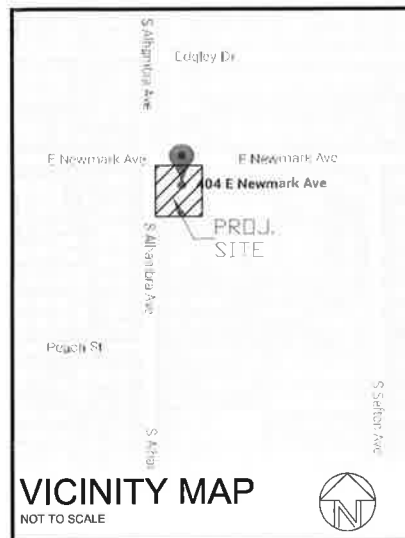
WATER - CITY OF MONTEREY PARK WATER DEPARTMENT
SEWER - COUNTY OF LOS ANGELES SANITATION DISTRICT
GAS - SOUTHERN CALIFORNIA GAS
ELECTRICAL - SOUTHERN CALIFORNIA EDISON
TELEPHONE - PACIFIC BELL
SCHOOL - GARVEY SCHOOL DISTRICT
FIRE - CITY OF MONTEREY PARK FIRE DEPARTMENT
SHERIFF - CITY OF MONTEREY PARK POLICE

NOTES:

ZONE: R-3 (PRESENT)
ZONE: R-3 (PROPOSED)
AREA OF EX. LOT: 11,808 SF (0.271 AC)
GROSS AREA OF PROPOSED LOT: 11,808 SF (0.271 AC)
NET AREA OF PROPOSED LOT: 11,808 SF (0.271 AC)
NO OF EX. UNITS: 1
NO OF PROP. UNITS: 2
NO OF EX. LOTS: 1
NO OF PROP. LOTS: 1
NO OF PROPOSED PARKINGS: 4 (RESIDENT) + 2 (GUEST)
SEWERAGE DISPOSAL : BY GRAVITY SEWER PIPES TO STREET MAIN.

LEGEND:

(527.63).....	EXISTING ELEVATION	T.C.....	TOP OF CURB
520.00.....	PROPOSED ELEVATION	F.L.....	FLOW LINE
(-530).....	EXISTING COUNTOUR	F.G.....	FINISH GRADE
←.....	DRAINAGE PATTERN	F.S.....	FINISH SURFACE
▬.....	PROPOSED STRUCTURE	F.F.....	FLOOR FINISH
▬▬.....	PROPOSED 6" BLOCK WALL	H.P.....	HIGH POINT
SW.....	SIDE WALK	P.P.....	POWER POLE
⊙.....	LIGHT	D.W.....	DRIVEWAY
⊕.....	CENTER LINE	W.M.....	WATER METER
⊕.....	PROPERTY LINE	INV.....	INVERT ELEVATION
⊕.....	CONSTRUCTION NOTES	T.G.....	TOP OF GRATE
⊕.....	SANDBAG LINE		
⊕.....	LANDSCAPE AREA		



CALLAND ENGINEERING, INC.
dba QUARTECH CONSULTANTS

576 E. LAMBERT ROAD, BREA, CA 92821
TEL: (714) 671-1050 FAX: (714) 671-1090

RELEASED

REVISIONS

PROJECT LOCATION:

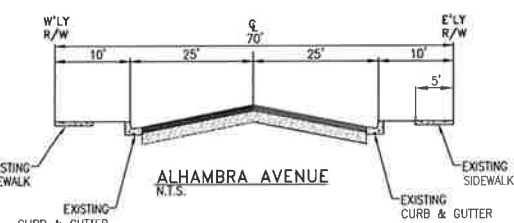
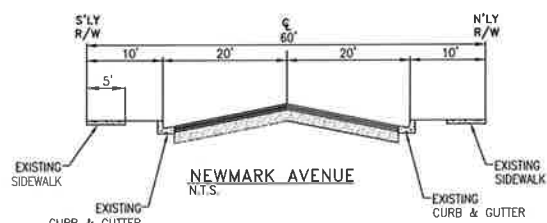
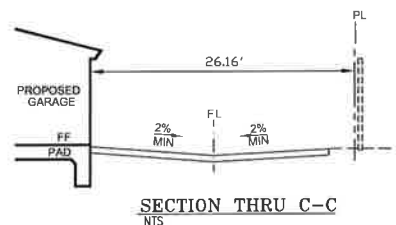
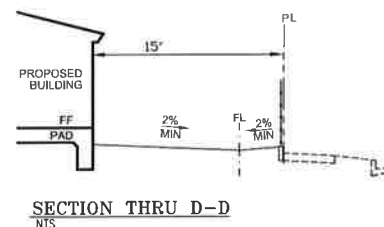
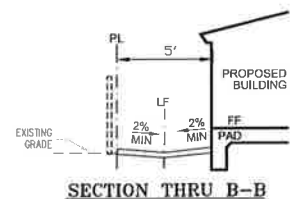
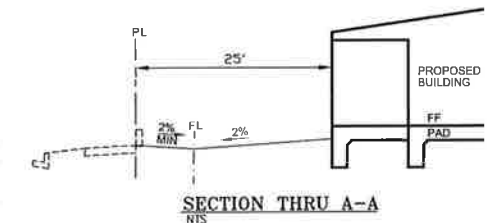
PARCEL MAP NO. 73571
404 E NEWMARK AVENUE
MONTEREY PARK, CA 917

DRAWN: X.Y.
CHECKED:
DATE: 04/18/2014
JOB NO: 14-023-128
SCALE: 1" = 10'
FILE NAME: 404 newmark_tentative.dwg

T-1

SHEET 1 OF 1 SHT.

Page 353 of 533



CONSTRUCTION NOTES

- ① EXISTING BLOCK WALL TO REMAIN
- ② EXISTING BUILDING TO BE REMOVED
- ③ CONSTRUCT NEW WALL/FENCE PER ARCHITECTURAL PLANS
- ④ EXISTING DRIVEWAY APPROACH WING TO BE REMOVED
- ⑤ EXISTING TREE TO BE REMOVED
- ⑥ CONSTRUCT NEW BUILDING PER ARCHITECTURAL PLANS
- ⑦ EXISTING BLOCK WALL TO BE REMOVED
- ⑧ CONSTRUCT NEW DRIVEWAY APPROACH PER SPPWC STANDARD 110-2
- ⑨ INSTALL 12" X 12" CATCH BASIN
- ⑩ INSTALL 3"x12" PARKWAY DRAIN PER SPPWC STD. 151-2 WITH 2% MIN. SLOPE.
- ⑪ INSTALL 6" AREA DRAIN
- ⑫ INSTALL 4" SCH. 80 PVC PIPE
- ⑬ INSTALL 4" SCH. 40 PVC PIPE

ATTACHMENT 5

Draft Resolution

RESOLUTION NO. _____

**A RESOLUTION APPROVING AN EXTENSION OF TIME (EX-17-04) FOR
TENTATIVE MAP NO. 73571 (TM-15-07) TO SUBDIVIDE AIR RIGHTS FOR
A TWO-UNIT RESIDENTIAL CONDOMINIUM DEVELOPMENT AT 404
EAST NEWMARK AVENUE.**

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

SECTION 1: The City Council finds as follows:

- A. On November 1, 2017, Jack Lee of Cal Land Engineering, on behalf of the property owner, submitted an application pursuant to Title 20 of the Monterey Park Municipal Code ("MPMC") requesting approval of a one-year time extension for Tentative Map No. 73571 (TM-15-07) to subdivide air rights for a two-unit condominium development at 221-223 South New Avenue ("Project");
- B. The proposed Project was reviewed by the Community and Economic Development Department for, in part, consistency with the General Plan and conformity with the MPMC;
- C. The City reviewed the Project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines"); and
- D. The Community and Economic Development Department completed its review and scheduled a public hearing regarding the proposed Project, before the City Council for December 20, 2017.

SECTION 2: *Factual Findings and Conclusions.* Based upon the entire administrative record and the evidence provided during the public hearing, the City Council finds as follows:

- A. The Applicant seeks a one-year time extension to construct five new residential dwelling units and subdivide the air rights for condominium purposes;
- B. 404 East Newmark Avenue is zoned R-3 (High Density Residential) and designated High Density Residential in the General Plan;
- C. The Project property is located at the southeast corner of East Newmark Avenue and South Alhambra Avenue. Properties located to the north, south, east and west of the subject property are residential uses; and
- D. The Project property is 11,800 square feet (0.27 acres) in area and is currently a vacant lot.
- E. The time extension is necessary to record the final map. Construction permits have already been obtained and construction has commenced.

SECTION 3: Environmental Assessment. Because of the facts identified in Section 2 of this Resolution, the Project is categorically exempt from the requirements of CEQA pursuant to CEQA Guidelines § 15315 as a Class 15 categorical exemption (Minor Land Division). The project consists of the division of property in an urbanized area that is zoned for residential use. The project conforms to the General Plan because, according to the Land Use Element, the High Density Residential land use category allows a broad range of dwelling unit types which may be attached or detached. The residential units consist typically of apartments, condominiums, and townhomes built at a maximum density of 25 units per acre. The project is the subdivision of air rights to establish and maintain a 2-unit condominium development. The project is consistent with the zoning.

SECTION 4: Determination. The City Council approves Time Extension (EX-17-06) for Tentative Map No. 73571 (TM-15-07) to November 24, 2018.

SECTION 5: Reliance on Record. Each and every one of the findings and determinations in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

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

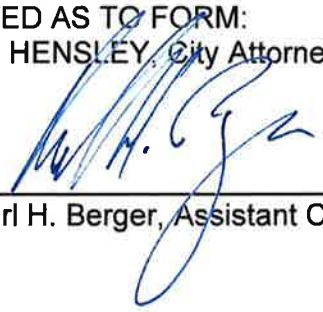
SECTION 7: Notice. The City Clerk is directed to provide a copy of this Resolution to the Planning Commission and any other person requesting a copy.

SECTION 8: Effective Date. This Resolution becomes effective immediately upon adoption and memorializes the City Council's final decision made on December 20, 2017. Note that persons dissatisfied with the City Council's decision may appeal it in accordance with application law to the Los Angeles Superior Court within 90 days of the City Council's decisions.

ADOPTED AND APPROVED this ____ day of December 2017.

Teresa Real Sebastian, Mayor

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

By: 

Karl H. Berger, Assistant City Attorney



City Council Staff Report

DATE: December 6, 2017

AGENDA ITEM NO: New Business
Agenda Item 6-I.

TO: The Honorable Mayor and City Council
FROM: Tito Haes, Interim Director of Public Works
SUBJECT: Authorize the City Manager to Execute the Funding Agreement between the City and Los Angeles County Metropolitan Transit Authority (Metro) under the 2015 Call for Projects Grant Program for the Monterey Pass Road Complete Streets Bike Project (Project ID: F9502)

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute the Funding Agreement, in a form approved by the City Attorney, between the City and the Los Angeles County Metropolitan Transit Authority (Metro) under the 2015 Call for Projects Grant Program for the Monterey Pass Road Complete Streets Bike Project (Project ID: F9502) in the amount of \$3,987,253;
2. Accept the funding received from Metro in the amount of \$1,993,627 and commit to provide the 50% local match in the amount of \$1,993,626, totaling to \$3,987,253; and
3. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

In September 2015, Metro awarded the City of Monterey Park \$1,993,627 in Call for Projects grant funding for the Monterey Pass Road Complete Streets Bike Project. The grant requires a local match of \$1,993,626, for a total project amount of \$3,987,252. A funding agreement must be executed between the City and Metro before starting the project. It is recommended that the City Council authorize the City Manager to execute the funding agreement.

BACKGROUND:

On January 30, 2015, the City of Monterey Park submitted a funding application to Metro under the Call for Projects 2015 Grant Program. A total of 178 applications were submitted to Metro's 2015 Call for Projects totaling \$795 million in project cost, with \$473 million of it being Metro grant fund requests. After evaluation of all submitted applications, only 84 applications were recommended for funding for a total amount funded of approximately \$199 million. The Monterey Pass Road Complete Streets Bike Project received a total score of 81 out of 100 and on September 16, 2015, Metro

approved awarding Monterey Pass Road Complete Streets Bike Project (F9502) in the amount of \$1,993,627, including a 50% local match of \$1,993,626 for a total project amount of \$3,987,252.

The project will consist of the installation of a Class II Cycle Track (At-grade, protected bike lane with parking & planter buffer) along Monterey Pass Road, a 1.6 mile corridor on both sides for continuous bike lanes between Floral Drive & Fremont Avenue/Garvey Avenue. The installation of the bike way will dedicate a protected space for bicyclists and maintain the same number of traffic lanes on Monterey Pass Road. The close proximity between the proposed improvements and public transit will significantly improve the level of bicycle and pedestrian connectivity to transit. The Monterey Pass Road corridor is also part of the San Gabriel Valley Regional Bike Master Plan. This project will play a key role in obtaining the City's vision to expand the bicycle network to the entire San Gabriel Valley Region.

In June 2017, the City received the funding agreement from Metro. The funding agreement must be executed before starting the project. The Agreement includes a general description of the project, the specific work elements to be completed, the source of all funds that will be used to complete the project and the project's cash flow.

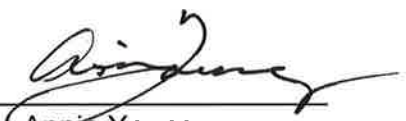
FISCAL IMPACT:

The local city match will be appropriated in FY 2017-18, FY 2018-19, and FY 2019-20 using the following funding sources: MTA Monterey Pass Bike Grant (Fund 0459) \$1,993,627, Measure R Fund (Fund 0110) \$300,000, Proposition A Fund (Fund 0109) \$750,000, Gas Tax Fund (Fund 0022) \$800,000, and City Franchise Fund (Fund 0092) \$143,626 for a total project amount of \$3,987,253.

Respectfully prepared and submitted,



Tito Haes
Interim Director of Public Works



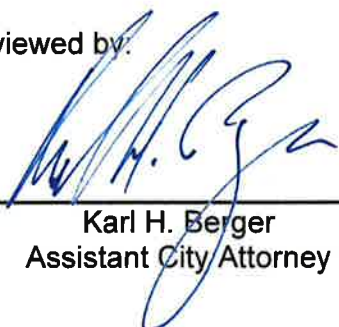
Annie Yaung
Director of Management
Services

Approved By:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

- Attachment 1 – Call for Projects Proposition C Funding Agreement
- Attachment 2 – Project Location Map
- Attachment 3 – Project Site Photos
- Attachment 4 – Conceptual Diagrams

ATTACHMENT1
Call for Projects Proposition C Funding Agreement

**CALL FOR PROJECTS
PROPOSITION C
FUNDING AGREEMENT**

This Funding Agreement ("Agreement") is made and entered into effective as of May 2, 2017 ("Effective Date"), and is by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and the City of Monterey Park ("GRANTEE") for the Monterey Pass Road Complete Streets Bike Project - LACMTA Call for Projects ID# F9502 and FTIP# LAF9502 (the "Project").

WHEREAS, as part of the 2015 Call for Projects, the LACMTA Board of Directors, at its meeting on September 24, 2015, authorized a grant to GRANTEE, subject to the terms and conditions contained in this Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

The terms and conditions of this Agreement consist of the following and each is incorporated by reference herein as if fully set forth herein:

1. Part I - Specific Terms of the Agreement
2. Part II - General Terms of the Agreement
3. Attachment A - Project Funding
4. Attachment B - Scope of Work
5. Attachment C - Reporting and Expenditure Guidelines
6. Attachment C-1 - Quarterly Progress/Expenditure Report
7. Attachment D - Federal Transportation Improvement Program (FTIP) Sheet
8. Attachment E - Special Grant Conditions
9. Attachment F - Sustainable Design Elements Requirements
10. Attachment G - Project Readiness Certification
11. Any other attachments or documents referenced in the above documents

In the event of a conflict, the Special Grant Conditions, if any, shall prevail over the Specific Terms of the Agreement and any attachments and the Specific Terms of the Agreement shall prevail over the General Terms of the Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: _____ Date: _____
Phillip A. Washington
Chief Executive Officer

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By: _____ Date: _____
Deputy

GRANTEE:

CITY OF MONTEREY PARK

By: _____ Date: _____
Ron Bow
City Manager

APPROVED AS TO FORM:

By: _____ Date: _____
Mark Hensley
City Attorney

PART I
SPECIFIC TERMS OF THE AGREEMENT

1. Title of the Project (the "Project"): Monterey Pass Road Complete Streets Bike Project. LACMTA Call for Projects ID# F9502, FTIP # LAF9502.
2. To the extent the Funds are available, LACMTA shall make to GRANTEE a one-time grant of the Proposition C 25% funds in the amount of \$1,993,627 (the "Funds") for the Project in accordance with the terms of this Agreement. LACMTA Board of Directors' action of September 24, 2015, granted the Funds to GRANTEE for the Project. The Funds are programmed over four years, Fiscal Years (FY) 2016-17; 2017-18; 2018-19; and 2019-20. LACMTA Board of Directors' action approved Funds for FY 2016-17 only in the amount of \$92,764. LACMTA Board of Directors' action will be required annually to approve Funds for each subsequent Fiscal Year prior to those Funds being allocated to GRANTEE.
3. The Project Funding documents all sources of funds programmed for the Project as approved by LACMTA and is attached as Attachment A. The Project Funding includes the total programmed budget for the Project, including the Funds granted by LACMTA and GRANTEE'S local match requirement (the "GRANTEE Funding Commitment"). The Project Funding also includes the fiscal years in which all the funds for the Project are programmed.
4. GRANTEE shall complete the Project as described in the Scope of Work. The Scope of Work for the Project is attached to this Agreement as Attachment B. The Scope of Work includes a description of the Project, a detailed description of the work to be completed by GRANTEE including, without limitation, Project milestones consistent with the lapsing policy, and a set schedule. Work shall be delivered in accordance with that schedule unless otherwise agreed to by the parties in writing. If a GRANTEE is consistently behind schedule in meeting milestones or in delivering the Project, then LACMTA will have the option to terminate this Agreement for default as described in Part II, Section 9.
5. Eligible Project expenses are defined in the Reporting and Expenditure Guidelines (Attachment C). The form of the Quarterly Progress/Expenditure Report is attached as Attachment C-1. LACMTA will withhold five percent (5%) of eligible expenditures per invoice as retention pending an audit of expenditures and completion of the Scope of Work.
6. The "FTIP PROJECT SHEET (PDF)" is attached as Attachment D and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at <https://program.metro.net>. All projects that receive funding through the LACMTA Call for Projects must be programmed into the FTIP which includes locally funded regionally significant projects for information and air quality modeling purposes. GRANTEE shall review the Project in ProgramMetro each year and update or correct the Project as necessary during a scheduled FTIP amendment or adoption to be consistent with the terms of this Agreement, as amended from time to time. GRANTEE will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after GRANTEE is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should GRANTEE fail to meet this date, it may affect

GRANTEE'S ability to access funding, delay the Project and may ultimately result in the Funds being lapsed. LACMTA shall review and approve any changes GRANTEE makes to the FTIP prior to incorporating such changes in to the TIP.

7. The "Sustainable Design Elements Requirements Special Grant Conditions" is attached as Attachment F. GRANTEE shall comply with the Special Grant Conditions as set forth in Attachment F.

8. An executed "Project Readiness Certification" is attached as Attachment G, which is evidence that GRANTEE can appropriately fund and staff the Project so that the Project can be completed in a timely manner.

9. Amendments to this Agreement shall be in writing executed by the parties. No changes to the (i) grant amount, (ii) Project Funding, (iii) the Scope of Work, or (iv) the lapse date of the Funds shall be allowed without a written amendment to this Agreement, approved and signed by the LACMTA Chief Executive Officer or his/her designee and GRANTEE.

10. Notice will be given to the parties at the address specified below unless otherwise notified in writing of change of address. Any notice required or permitted to be delivered hereunder shall be deemed to be delivered upon receipt by the correct address by United States mail, postage prepaid, certified or registered mail, return receipt requested, or by Federal Express or other reputable overnight delivery service addressed to the parties hereto as follows:

LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: Brett Thomas
Mail Stop: 99-22-2
(213) 922-7535
Email: thomasbj@metro.net

GRANTEE's Address:

City of Monterey Park
320 West Newmark Ave.
Monterey Park, CA 91754
Attention: Ron Bow
(626) 307-1255
Email: rbow@montereypark.ca.gov

11. On September 26, 2002, the LACMTA Board of Directors required that prior to receiving Proposition C 10% or 25% grant funds through the Call for Projects, GRANTEE must meet a Maintenance of Effort (MOE) requirement consistent with the State of California's MOE as determined by the State Controller's office. With regard to enforcing the MOE, LACMTA will follow the State of California's MOE requirement, including, without limitation, suspension and re-implementation.

PART II
GENERAL TERMS OF THE AGREEMENT

1. TERM:

1.1 The term of this Agreement shall commence on the Effective Date of this Agreement and shall expire upon the occurrence of all of the following, unless terminated earlier as provided herein: (i) the agreed upon Scope of Work has been completed; (ii) all LACMTA audit and reporting requirements have been satisfied; and (iii) the final disbursement of the Funds has been made to GRANTEE. All eligible Project expenses as defined in the Reporting Guidelines (Attachment C) incurred after the Effective Date shall be reimbursed in accordance with the terms and conditions of this Agreement. The parties understand and agree there are certain covenants and agreements which specifically remain in effect after expiration or termination of this Agreement.

1.2 Should LACMTA determine there are insufficient Funds available for the Project; LACMTA may terminate this Agreement by giving written notice to GRANTEE at least thirty (30) days in advance of the effective date of such termination. If this Agreement is terminated pursuant to this section, LACMTA will not reimburse GRANTEE any costs incurred after the effective date of such termination, except those necessary to return any facilities modified by the Project's construction to a safe state. LACMTA's share of these costs will be in equal proportion of the grant to GRANTEE Funding Commitment ratio.

2. **INVOICE BY GRANTEE:** Unless otherwise stated in this Agreement, the Quarterly Progress/Expenditure Report, with supporting documentation of expenses and Project progress as described in Part II, Section 4.1 of this Agreement, and other documents as required by LACMTA, shall satisfy LACMTA invoicing requirements.

Submit invoice with supporting documentation to:
accountspayable@metro.net (preferable)

or

mail to:

Los Angeles County Metropolitan Transportation Authority

Accounts Payable

P. O. Box 512296

Los Angeles, CA 90051-0296

All invoice material must contain the following information:

Re: LACMTA Project ID# F9502 and FA# 920000000F9502
Brett Thomas; Mail Stop 99-22-2

3. USE OF FUNDS:

3.1 GRANTEE shall utilize the Funds to complete the Project as described in the Scope of Work and in accordance with the Reporting and Expenditure Guidelines and the most recently adopted LACMTA Proposition C Guidelines for the type of Proposition C funds granted by LACMTA hereunder (the "Guidelines").

3.2 GRANTEE shall not use the Funds to substitute for any other funds or projects not specified in this Agreement. Further, GRANTEE shall not use the Funds for any expenses or activities beyond the approved Scope of Work (Attachment B).

*3.3 GRANTEE must use the Funds in the most cost-effective manner. If GRANTEE intends to use a consultant or contractor to implement all or part of the Project, LACMTA requires that such activities be procured in accordance with GRANTEE'S contracting procedures and consistent with State law. GRANTEE will also use the Funds in the most cost-effective manner when the Funds are used to pay "in-house" staff time. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

*3.4 GRANTEE'S employee, officers, councilmembers, board member, agents, or consultants (a "GRANTEE Party") are prohibited from participating in the selection, award, or administration of a third-party contract or sub-agreement supported by the Funds if a real or apparent conflict of interest would be involved. A conflict of interest would include, without limitation, an organizational conflict of interest or when any of the following parties has a financial or other interest in any entity selected for award: (a) a GRANTEE Party (b) any member of a GRANTEE Party's immediate family, (c) a partner of a GRANTEE Party; (d) any organization that employs or intends to employ any of the above. This conflict of interest provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

3.5 If the Project requires the implementation of an Intelligent Transportation Systems ("ITS") project, GRANTEE shall ensure the Project is consistent with the Regional ITS Architecture. ITS projects must comply with the LACMTA Countywide ITS Policy and Procedures adopted by the LACMTA Board of Directors including the submittal of a completed, signed self-certification form (Attachment E-1). For the ITS policy and form, also see http://www.metro.net/projects/call_projects/.

3.6 If any parking facilities are designed and/or constructed using the Funds, GRANTEE shall coordinate with LACMTA parking program staff (see METRO.net for staff listing) in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA adopted parking policy. For the parking policy, see http://www.metro.net/projects/call_projects/.

3.7 GRANTEE is obligated to continue using the Project consistent with the public transportation purposes for which the Project was approved. The Project right-of-way and real property purchased to implement the Project shall remain dedicated to public transportation use. The obligations set forth in this section shall survive termination of this Agreement.

3.8 If GRANTEE desires to use the Funds to purchase or lease equipment including, without limitation, vehicles, office equipment, computer hardware or software, or other personal property ("Equipment") necessary to perform or provide the services set forth in the Scope of Work, GRANTEE must obtain LACMTA's written consent prior to purchasing or

leasing any Equipment. Equipment purchased or leased without such prior written consent shall be deemed an unallowable expenditure of the Funds. Equipment acquired as part of the Project shall be dedicated to that Project use for their full economic life cycle, including any extensions of that life cycle achieved by reconstruction, rehabilitation, or enhancements.

3.9 If an Equipment ceases to be used for the proper use as originally stated in the Scope of Work, GRANTEE will be required to return to LACMTA the Funds used to purchase or lease such Equipment in proportion to the useful life remaining and in equal proportion of the Funds to GRANTEE Funding Commitment ratio. The obligations set forth in this section shall survive termination of this Agreement.

3.10 If any Project facilities or any real property purchased to implement the Project is no longer used or is no longer needed for the Project, including construction easements or excess property, GRANTEE will be required to return to LACMTA the Funds used to design, construct or acquire such Project facilities or real property in equal proportion of the grant to GRANTEE Funding Commitment ratio. The obligations set forth in this section shall survive termination of this Agreement.

3.11 If GRANTEE desires to use any Project facility or any real property purchased to implement the Project to generate revenue, GRANTEE shall first obtain LACMTA's written consent prior to entering into any such revenue generating arrangement. GRANTEE shall provide LACMTA with the applicable information regarding the transaction, including without limitation, the property at issue, the proposed use of the property, the amount of revenue, any impact to the Project and the proposed use of the revenue. LACMTA consent may be conditioned on whether bond funds were used, and how GRANTEE plans to use the revenue, including, without limitation, sharing any net revenues with LACMTA. If GRANTEE fails to obtain LACMTA's prior written consent, GRANTEE shall be considered in default and LACMTA shall have all rights and remedies available at law or in equity, including, without limitation the return of the Funds to cover the cost of the property in question. The obligations set forth in this section shall survive termination of this Agreement.

3.12 GRANTEE understands that this Agreement does not provide any rights for GRANTEE to use LACMTA real property needed for the Project. If the Project requires use of LACMTA Property, GRANTEE will need to enter into a separate agreement with LACMTA in accordance with LACMTA real property policies and procedures. Nothing in this Agreement obligates LACMTA to provide GRANTEE with any real estate right.

4. DISBURSEMENT OF FUNDS:

4.1 GRANTEE shall submit the Quarterly Progress/Expenditure Report (Attachment C-1) within 60 days after the close of each quarter on the last day of the months November, February, May and August. Should GRANTEE fail to submit such reports within 10 days of the due date and/or GRANTEE submits incomplete reports, LACMTA will not reimburse GRANTEE until the completed required reports are received, reviewed, approved. The Quarterly Progress/Expenditure Report shall include all supporting documentation (such as contractor invoices, timesheets, receipts, etc.) with a clear justification and explanation of their relevance to the Project for reimbursement. If no activity has occurred during a particular

quarter, GRANTEE will still be required to submit the Quarterly Progress/Expenditure Report indicating no dollars were expended that quarter. If a request for reimbursement exceeds \$500,000 in a single month, then GRANTEE can submit such an invoice once per month with supporting documentation.

4.2 Disbursements shall be made on a reimbursement basis in accordance with the provisions of this Agreement.

4.3 LACMTA will make all disbursements electronically unless an exception is requested in writing. Disbursements via Automated Clearing House (ACH) will be made at no cost to GRANTEE. GRANTEE must complete the ACH form and submit such form to LACMTA before grant payments can be made. ACH Request Forms can be found at http://www.metro.net/projects/call_projects/call_projects-reference-documents/.

4.4 GRANTEE must provide detailed supporting documentation with its Quarterly Progress/Expenditure Report.

4.5 GRANTEE shall demonstrate that the GRANTEE Funding Commitment has been spent in direct proportion to the Funds invoiced with each quarter's expenditures.

4.6 Expenses that are not invoiced within 60 days after the lapsing date specified in Part II, Section 8.1 below are not eligible for reimbursement.

4.7 Any Funds expended by GRANTEE prior to the Effective Date of this Agreement shall not be reimbursed nor shall they be credited toward the GRANTEE Funding Commitment requirement, without the prior written consent of LACMTA. GRANTEE Funding Commitment dollars expended prior to the year the Funds are awarded shall be spent at GRANTEE'S own risk.

4.8 Commencing with the Effective Date, Funds will be made available to GRANTEE for all work related to the initial Project milestone identified in Attachment B - Scope of Work. Funds for subsequent Project milestones will not be available until GRANTEE provides evidence that the current Project milestone has been completed, or is clearly on track to be completed on the approved schedule stated in Attachment B, as determined by LACMTA.

5. AUDIT REQUIREMENTS/PAYMENT ADJUSTMENTS:

*5.1 LACMTA, and/or its designee, shall have the right to conduct audits of the Project, as deemed appropriate, such as financial and compliance audits; interim audits; pre-award audits, performance audits and final audits. LACMTA will commence a final audit within nine months of receipt of an acceptable final invoice, provided the Project is ready for final audit (meaning all costs and charges have been paid by GRANTEE and invoiced to LACMTA, and such costs, charges and invoices are properly documented and summarized in the accounting records to enable an audit without further explanation or summarization including actual indirect rates for the period under review). GRANTEE agrees to establish and maintain proper accounting procedures and cash management records and documents in

accordance with Generally Accepted Accounting Principles (GAAP). GRANTEE shall reimburse LACMTA for any expenditure not in compliance with this Agreement and the Guidelines. GRANTEE'S eligible expenditures submitted to LACMTA for this Project shall be in compliance with the Reporting and Expenditure Guidelines (Attachment C) and 2 CFR Subtitle A, Chapter II, Part 200. The allowability of costs for GRANTEE'S contractors, consultants and suppliers submitted to LACMTA through Recipient's Quarterly Progress Reports/Expenditures shall be in compliance with 2 CFR Subtitle A, Chapter II, Part 200 or, 48 CFR Part 31 (FAR), whichever is applicable. Any use of the Funds which is expressly prohibited under this Agreement shall be an ineligible use of the Funds and may be disallowed by LACMTA audit. Findings of the LACMTA audit are final. When LACMTA audit findings require GRANTEE to return monies to LACMTA, GRANTEE shall return such monies within thirty (30) days after the final audit is sent to GRANTEE.

*5.2 GRANTEE'S records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records") shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Project. These records must be retained by GRANTEE for three years following final payment under this Agreement. Payment of retention amounts shall not occur until after the LACMTA's final audit is completed.

*5.3 GRANTEE shall cause all contractors to comply with the requirements of Part II, Sections 5.1 and 5.2 above. GRANTEE shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

*5.4 LACMTA or any of its duly authorized representatives, upon reasonable written notice shall be afforded access to all of the records of GRANTEE and its contractors related to the Project, and shall be allowed to interview any employee of GRANTEE and its contractors through final payment to the extent reasonably practicable.

*5.5 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of GRANTEE and its contractors, shall have access to all necessary records, including reproduction at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this Agreement.

5.6 In addition to LACMTA's other remedies as provided in this Agreement, LACMTA shall withhold the Funds and/or recommend not to award future Call for Projects grants to GRANTEE if the LACMTA audit has determined that GRANTEE failed to comply with the Scope of Work (such as misusing Funds or failure to return Funds owed to LACMTA

in accordance with LACMTA audit findings) and/or is severely out of compliance with other terms and conditions as defined by this Agreement and the Guidelines, including the access to records provisions of Part II, Section 5.

*5.7 When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service, as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

*5.8 GRANTEE shall certify monthly invoices by reviewing all contractor and subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable and reasonable and in accordance with 2 CFR Subtitle A, Chapter II, Part 200 or 48 CFR Part 31 (whichever is applicable) and the terms and conditions of this Agreement.

5.9 GRANTEE shall also certify final costs of the Project to ensure all costs are in compliance with 2 CFR Subtitle A, Chapter II, Part 200 or 48 FAR Part 31 (whichever is applicable) and the terms and conditions of this Agreement.

5.10 Whenever possible, in exercising its audit rights under this Agreement, LACMTA shall rely on GRANTEE'S own records and audit work to minimize direct audit of contractors, consultants, and suppliers.

6. **ONE TIME GRANT:** This is a one time only grant subject to the terms and conditions agreed to herein and in the Guidelines. This grant does not imply nor obligate any future funding commitment on the part of LACMTA.

7. **SOURCES AND DISPOSITION OF FUNDS:**

7.1 The obligation for LACMTA to grant the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors. If such Funds are not made available for the Project, LACMTA shall have no obligation to provide the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 GRANTEE shall fully fund and contribute the GRANTEE Funding Commitment, as identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, GRANTEE agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

7.3 GRANTEE shall be responsible for any and all cost overruns for the Project.

7.4 At any time, if GRANTEE receives outside funding for the Project in addition to the Funds identified in the Project Funding at the time this grant was awarded, this Agreement shall be amended to reflect such additional funding.

7.5 If, at the time of final voucher, available funding for the Project (including the Funds, GRANTEE Funding Commitment, and any additional funding) exceeds the actual Project costs, then the cost savings shall be applied in the same proportion as the sources of funds from each party to this Agreement as specified in the Project Funding and both the Funds and GRANTEE Funding Commitment required for the Project shall be reduced accordingly. LACMTA shall have the right to use any cost savings associated with the Funds at its sole discretion, including, without limitation, programming the unused Funds to another project or to another GRANTEE. If, at the time of final voucher, it is determined that GRANTEE has received Funds in excess of what GRANTEE should have received for the Project, GRANTEE shall return such overage to LACMTA within 30 days from final voucher.

8. **TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:**

8.1 GRANTEE must demonstrate timely use of the Funds by:

- (i) executing this Agreement within ninety (90) days of receiving formal transmittal of the Agreement from LACMTA, or by December 31st of the first Fiscal Year in which the Funds are programmed, whichever date is later; and
- (ii) meeting the Project milestones due dates as agreed upon by the LACMTA and GRANTEE in the Agreement; milestones include, but are not limited to the following:
 - a. for project development, GRANTEE must complete phase by the end of the second fiscal year following the year the Funds were first programmed; and
 - b. for right-of-way, GRANTEE must follow its right-of-way acquisition policies and must show a realistic schedule for completion of acquisition required for the project agreed upon by LACMTA and GRANTEE prior to Agreement execution; and
 - c. for construction or capital purchase projects, contracts shall be awarded within nine (9) months from the date of completion of design. Project design (preliminary engineering) must begin within six (6) months from the identified milestone start date; and
- (iii) submitting the Quarterly Progress/Expenditure Report; and
- (iv) expending the Funds granted under this Agreement for allowable costs by June 30, 2022 (lapse date), within 36 months from July 1 of the FY 2019-20, final Fiscal Year in which funds are programmed.

8.2 Quarterly Progress/Expenditure Reports will be used to evaluate compliance with the Project milestone due dates as identified in the Agreement. If the Project

does not meet the milestone due dates as agreed upon in the Agreement, LACMTA will issue a notice of non-compliance to the GRANTEE, and the GRANTEE will be required to develop a written recovery plan illustrating in detail the GRANTEE's actions to resolve the delay and to meet the Project completion date agreed upon in the Agreement (the "Recovery Plan"). If the Recovery Plan is deemed viable by LACMTA staff, and meets the Project completion date agreed upon in the Agreement, LACMTA may grant an administrative schedule update as long as the Funds are expended in compliance with (iv) above. If GRANTEE fails to submit a Recovery Plan within 30 days of the notice of non-compliance from LACMTA, or the Recovery Plan illustrates that the Project will not meet the lapse date in the Agreement, LACMTA may recommend potential deobligation of the Funds as part of its annual Call for Projects Recertification/Deobligation process. GRANTEE will ONLY be allowed to request a one-time lapsing date extension of 20-months from the final lapse date, which request is subject to LACMTA's Technical Advisory Committee (TAC) consideration as part of the annual Call for Projects Recertification/Deobligation process.

8.3 Recertification of Funds will be based on Project progress and is subject to meeting the Project milestones as agreed upon in the Agreement.

8.4 If GRANTEE does not complete one element of the Project, as described in the FTIP Project Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA's sole discretion. In the event that all the Funds are deobligated, this Agreement shall automatically terminate.

8.5 If GRANTEE fails to meet any of the conditions in paragraph 8.1 above, the Project shall be considered lapsed and will be submitted to the LACMTA Board for deobligation. Expenses that are not invoiced within 60 days after the lapsing date are not eligible for reimbursement.

9. **DEFAULT:** A Default under this Agreement is defined as any one or more of the following: (i) GRANTEE fails to comply with the terms and conditions contained herein or in the Guidelines; (ii) GRANTEE is consistently behind schedule in meeting milestones or in delivering the Project; or (iii) GRANTEE fails to perform satisfactorily or makes a material change, as determined by LACMTA at its sole discretion, to the Financial Plan, the Scope of Work, or the Project Funding without LACMTA's prior written consent or approval as provided herein.

10. **REMEDIES:**

10.1 In the event of a Default by GRANTEE, LACMTA shall provide written notice of such Default to GRANTEE with a 30-day period to cure the Default. In the event GRANTEE fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this Agreement; (ii) LACMTA may make no further disbursements of Funds to GRANTEE; and/or (iii) LACMTA may recover from GRANTEE any Funds disbursed to GRANTEE as allowed by law or in equity.

10.2 Effective upon receipt of written notice of termination from LACMTA pursuant to Section 10.1, GRANTEE shall not undertake any new work or obligation with respect to this Agreement unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of GRANTEE.

10.3 The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

11. COMMUNICATIONS:

*11.1 GRANTEE shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Agreement Communications Materials Guidelines" available on line or from the LACMTA Project Manager. Please check with the LACMTA Project Manager for the web address. The Funding Agreement Communications Materials Guidelines may be changed from time to time during the course of this Agreement. GRANTEE shall be responsible for complying with the latest Funding Agreement Communications Materials Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

*11.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Agreement Communications Materials Guidelines.

*11.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. These guidelines and logo files including scalable vector files will be available through the LACMTA Project Manager.

*11.4 GRANTEE shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

11.5 The LACMTA Project Manager shall be responsible for monitoring GRANTEE compliance with the terms and conditions of this Section. GRANTEE failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

12. OTHER TERMS AND CONDITIONS:

12.1 This Agreement, along with its Attachments and the Guidelines, constitutes the entire understanding between the parties, with respect to the subject matter herein. The Agreement shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original Agreement or the same level of authority. Adoption of revisions or supplements to the Guidelines shall cause such revisions

or supplements to become incorporated automatically into this Agreement as though fully set forth herein.

12.2 In the event that there is any court (proceeding between the parties to enforce or interpret this Agreement, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorney's fees.

*12.3 Neither LACMTA nor any subsidiary or their respective directors, officers, agents, or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by GRANTEE under or in connection with any work performed by or service provided by GRANTEE, its officers, agents, employees, contractors and subcontractors under this Agreement. GRANTEE shall fully indemnify, defend (with counsel approved by LACMTA) and hold LACMTA, and its subsidiaries and their respective directors, officers, agents and employees harmless from and against any suits and causes of actions, claims, losses, liability, damages, costs and expenses, including without limitation, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of property, any environmental obligation, and any legal fees in any way arising out of acts or omissions to act related to the Project or this Agreement, without requirement that LACMTA first pay such claim. The obligations set forth in this section shall survive termination of this Agreement.

12.4 Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.

*12.5 GRANTEE shall comply with and insure that work performed under this Agreement is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements including Federal Acquisition Regulations (FAR), and the applicable requirements and regulations of LACMTA. GRANTEE acknowledges responsibility for obtaining copies of and complying with the terms of the most recent federal, state, or local laws and regulations, and LACMTA requirements including any amendments thereto.

12.6 GRANTEE agrees that those sections of this Agreement marked with an asterisk shall be included in every contract entered into by GRANTEE or its contractors relating to work performed under this Agreement and LACMTA shall have the right to review and audit such contracts.

12.7 GRANTEE shall not assign this Agreement, or any part thereof, without prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable at the option of LACMTA.

12.8 This Agreement shall be governed by California law. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

12.9 The covenants and agreements of this Agreement shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

12.10 GRANTEE will advise LACMTA prior to any key Project staffing changes.

12.11 GRANTEE in the performance of the work described in this Agreement is not a contractor nor an agent or employee of LACMTA. GRANTEE attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. GRANTEE shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

PROJECT TITLE: Monterey Pass Road Complete Streets Bike Project
GRANTEE / PROJECT SPONSOR: City of Monterey Park
(\$ In Actual Dollars)

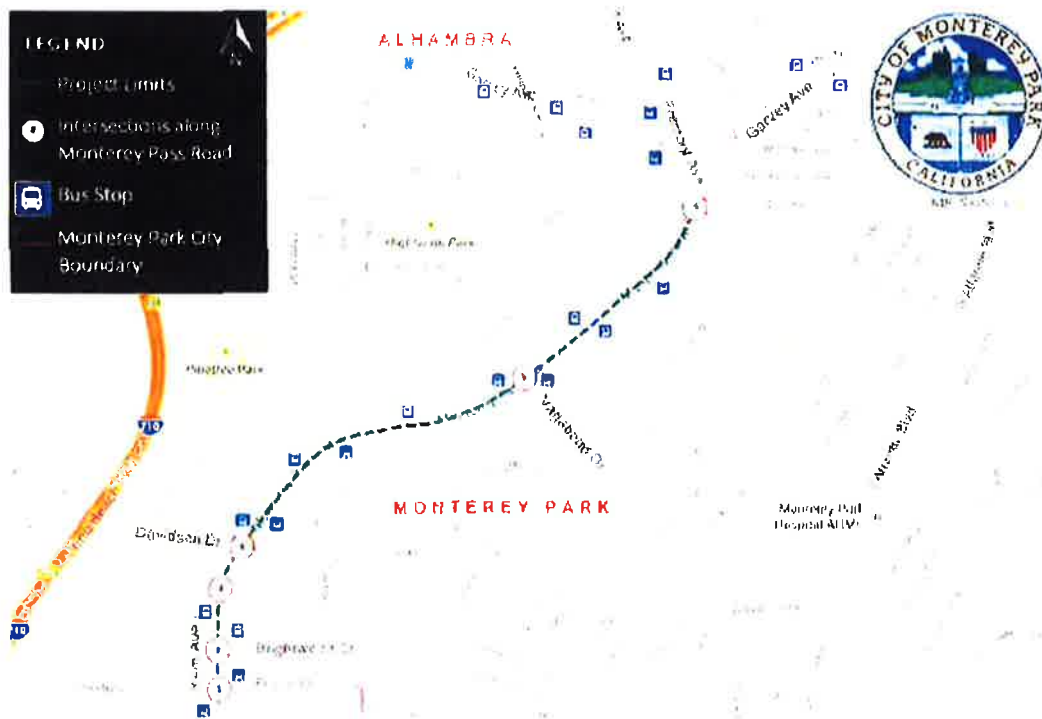
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ATTACHMENT B

SCOPE OF WORK

Project Limits: The project location is a 1.6 mile corridor along Monterey Pass Road within the City of Monterey Park between Floral Drive to the south and Garvey Avenue / Fremont Avenue to the north.

Project Description: (Also include map and pictures with legends or captions): The project will consist of the installation of a Class II Cycle Track (At-grade, protected bike lane with parking & planter buffer) between the sidewalk & the parking lane along Monterey Pass Road, a 1.6 mile corridor on both sides for continuous bike lanes between Floral Drive & Fremont Avenue/Garvey Avenue. The installation of the bike way will dedicate & protect space for bicyclists in order to improve perceived comfort & safety while eliminating risk & fear of collisions with over-taking vehicles.



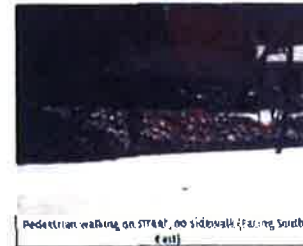
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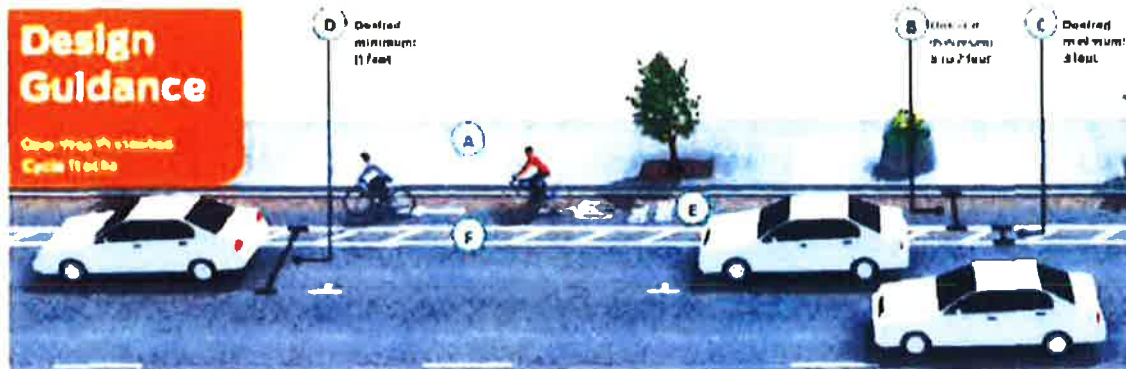
Class II Cycle Track (At-grade, protected bike lane with parking and planter buffer) will serve as an exclusive bike facility that combines the user experience of a separated path with the on-street infrastructure of a conventional bike lane. A cycle track is physically separated from motor traffic and distinct from the sidewalk. Below are conceptual renditions of what the Monterey Pass Road Complete Street Project will look like:



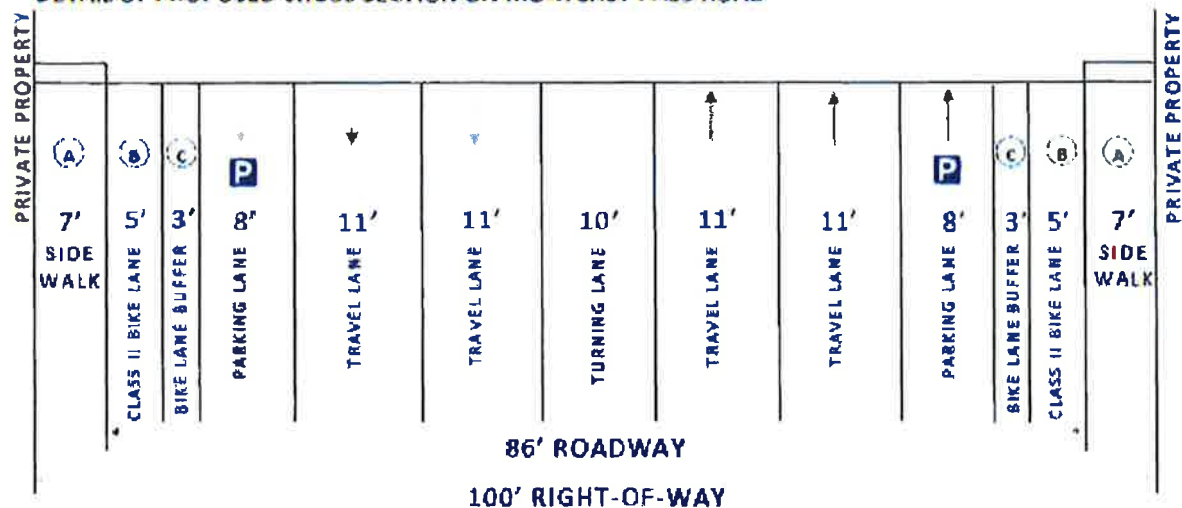
The proposed project will expand the region's existing bikeway and pedestrian networks by connecting gaps and ensuring greater local and regional connectivity and are consistent with the San Gabriel Valley regional goals to enhance the network.

Rev: 11.22.2016

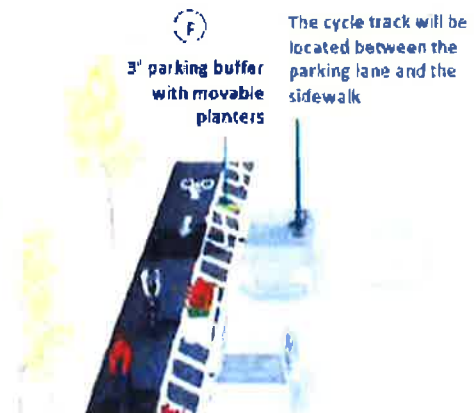
CYCLE TRACK DESIGN GUIDANCE INSTALLATION ON MONTEREY PASS ROAD



DETAIL OF PROPOSED CROSS SECTION ON MONTEREY PASS ROAD



- (A) 7 feet sidewalk: The width of sidewalk with shade trees along path
- (B) 5 feet bike lane: The minimum desired width for a cycle track is 5 feet.
- (C) 3 feet buffer lane: 3 feet is the desired width for a parking buffer to allow for passenger loading and to reduce door zone conflicts with bike.
- (D) 8 feet parking with 3 feet buffer lane: Parking will be prohibited near the intersection to improve visibility. The desirable no-parking area is 30 feet from each side of the crossing.
- (E) Bicycle lane word, symbol and/or arrow markings (MUTCD Figure 9c-3) will be placed at the beginning of the cycle track and at periodic intervals along the facility based on engineering judgment
- (F) Diagonal crosshatch markings will be installed in the buffer space in between the planter buffer along the roadway



Project Funding:

PROJECT ITEM	Grant funds (LACMTA)	LOCAL AGENCY	TOTAL
Design and PS&E	\$129,457	\$129,456	\$258,913
Outreach	\$29,590	\$29,590	\$59,180
Construction Engineering	\$207,130	\$207,130	\$414,260
Construction	\$1,627,450	\$1,627,450	\$3,254,900
TOTAL BUDGET COST	\$1,993,627	\$1,993,626	\$3,987,253

ESTIMATED PROJECT COSTS:

Item #	Item Description	Quantity	Unit	Unit Cost	Total Cost
1.	<u>Total Design</u>	n/a	n/a	n/a	\$318,093
1.1.	Environmental documentation	n/a	n/a	n/a	\$22,193
1.2.	Hazardous Waste studies	n/a	n/a	n/a	\$0
1.3.	Public Outreach	n/a	n/a	n/a	\$59,180
1.4.	Preliminary Design	n/a	n/a	n/a	\$70,000
1.5.	Final Design/Bid Package	n/a	n/a	n/a	\$166,720
1.6.	Right-of-way	n/a	n/a	n/a	\$0
2.	<u>Total Construction</u>	n/a	n/a	n/a	\$3,254,900
2.1.	Pavement	1	LS	\$1,461,856	\$1,461,856
2.2.	Drainage	1	LS	\$541,000	\$541,000
2.3.	Striping	1		\$120,000	\$120,000
2.4.	Landscaping	1		\$51,000	\$51,000
2.5.	Other: (curb and gutter replacement, sidewalk replacement, driveway replacement, mobilization, bonds, insurance, traffic control, street lighting)	1		\$1,081,044	\$1,081,044
3.	<u>Construction Management & Inspection</u>	n/a	n/a	n/a	\$399,260
4.	<u>Evaluation (before and after counts)</u>	n/a	n/a	n/a	\$15,000
5.	<u>Total Project Costs</u>	n/a	n/a	n/a	\$3,987,253

Milestones

Milestones	Begin	End	Duration
• Execute LOA or FA	Mar 2017	June 2017	4 months
• Completion of Environmental	Oct 2017	Apr 2018	7 months
• Final Design	Oct 2017	May 2018	8 months
• PS&E	Oct 2017	July 2018	10 months
• Advertise Bid & Award Construction	Aug 2018	Dec 2018	5 months
• Construction	Jan 2019	April 2020	16 months
• Report of Completion/ Project Close out	May 2020	Oct 2020	6 months

Schedule

Task	Begin	End	Duration
• Execute LOA or FA	Mar 2017	June 2017	4 months
• PES / Environmental Clearance. Permits / Design Review	Oct 2017	Apr 2018	7 months
• Final Design	Oct 2017	May 2018	8 months
• ROW certification (including utility notification)	Oct 2017	Apr 2018	6 months
• Construction Documents / Complete Bid Package (final design, specifications, cost estimate)	Oct 2017	July 2018	10 months
• Advertise Bid & Award Construction **	Aug 2018	Dec 2018	5 months
• Construction	Jan 2019	April 2020	16 months
• Report of Completion/ Project Close out (Metro Invoicing / Final Invoice Quarterly Narrative / Expense Reports)	May 2020	Oct 2020	6 months

FA ATTACHMENT C

REPORTING & EXPENDITURE GUIDELINES

REPORTING PROCEDURES

- Quarterly Progress/Expenditure Report (**Attachment C1**) is required for all projects. The Grantee shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, Grantee will submit a quarterly report to the LACMTA at P.O. Box 512296, Los Angeles, CA 90051-0296. Please note that letters or other forms of documentation may not be substituted for this form.
- The Quarterly Progress/Expenditure Report covers all activities related to the project and lists all costs incurred. It is essential that Grantee provide complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project. Expenses must reflect the proportionate share of local match, including in-kind, charged to the grant.
- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.
- Grantees are required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter. Projects not delivered in a timely manner will be reevaluated by LACMTA as part of the annual Call for Projects Recertification process and the Funds may be deobligated and reprogrammed by the LACMTA Board.
- The Quarterly Progress/Expenditure Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

<u>Quarter</u>	<u>Report Due Date</u>
July –September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

Upon completion of the Project a final report that includes project's final evaluation must be submitted.

EXPENDITURE GUIDELINES

- Any activity or expense charged above and beyond the approved Scope-of-Work (Attachment B) is considered ineligible and will not be reimbursed by the LACMTA unless prior written authorization has been granted by the LACMTA Chief Executive Officer or his designee.
- Any expense charged to the grant or local match, including in-kind, must be clearly and directly related to the project.
- Any activity or expense charged as local match cannot be applied to any other LACMTA-funded or non-LACMTA-funded projects; activities or expenses related to a previously funded project cannot be used as local match for the current project.
- Administrative cost is the ongoing expense incurred by the Grantee for the duration of the project and for the direct benefit of the project as specified in the Scope-of-Work (Attachment B). Examples of administrative costs are personnel, office supplies, and equipment. As a condition for eligibility, all costs must be necessary for maintaining, monitoring, coordinating, reporting and budgeting of the project. Additionally, expenses must be reasonable and appropriate to the activities related to the project.
- LACMTA is not responsible for, and will not reimburse any costs incurred by the Grantee prior to the execution of the FA, unless written authorization has been granted by the LACMTA Chief Executive Officer or her designee.
- The FA is considered executed when the LACMTA Chief Executive Officer or her designee signs the document.

DEFINITIONS

- Local Participation: Where local participation consists of “in-kind” contributions rather than funds, the following contributions may be included:
 - Costs incurred by a local jurisdiction to successfully complete the project. Examples include engineering, design, rights-of-way purchase, and construction management costs.
 - Donations of land, building space, supplies, equipment, loaned equipment, or loaned building space dedicated to the project.
 - Donations of volunteer services dedicated to the project.
 - A third-party contribution of services, land, building space, supplies or equipment dedicated to the project.
- Allowable Cost: To be allowable, costs must be reasonable, recognized as ordinary and necessary, consistent with established practices of the organization, and consistent with industry standard of pay for work classification.

- **Excessive Cost:** Any expense deemed “excessive” by LACMTA staff would be adjusted to reflect a “reasonable and customary” level. For detail definition of “reasonable cost”, please refer to the Federal Register *OMB Circulars A-87 Cost Principals for State and Local Governments; and A-122 Cost Principals for Nonprofit Organizations*.
- **Ineligible Expenditures:** Any activity or expense charged above and beyond the approved Scope-of-Work is considered ineligible.

LACMTA LOA ATTACHMENT C1**QUARTERLY PROGRESS REPORT****Project Sponsor to Complete**

LOA#

Quarterly Report #

Project Sponsors are requested to mail this report to the LACMTA PROJECT MANAGER.
Please submit Quarterly Progress Report with 60 days after the close of each quarter.
No later than November 30, February 28, May 31, and August 31.

SECTION 1: GENERAL INFORMATION**PROJECT TITLE:** _____**LOA#:** _____**QUARTERLY REPORT SUBMITTED FOR:**

Fiscal Year : ☐ 2013-2014 ☐ 2014-2015 ☐ 2015-2016
☐ 2016-2017 ☐ 2017-2018 ☐ 2018-2019

Quarter : ☐ Q1: Jul - Sep ☐ Q2: Oct - Dec
☐ Q3: Jan - Mar ☐ Q4: Apr - Jun
 (Attach photos of key components & milestones)

DATE SUBMITTED: _____**LACMTA MODAL CATEGORY:**

☐ RST1 ☐ Pedestrian ☐ Signal Synchronization
☐ TDM ☐ Bicycle ☐ Goods Movement
☐ Transit ☐ TEA

LACMTA Project Mgr.	Name:	
	Project Mgr:	
	Mailing Address:	
	Phone Number:	
	e-mail:	
Project Sponsor Contact / Project Manager	Contact Name:	
	Job Title:	
	Department:	
	City / Agency:	
	Mailing Address:	
	Phone Number:	
	e-mail:	

SECTION 2: Quarterly PROGRESS REPORT**1. Project-to-Date Expenditure**

% of Project Budget Expended to Date	
% of Project Completion	

2. DELIVERABLES & MILESTONES

duration DO NOT CHANGE THE ORIGINAL LOA MILESTONE START AND END DATES SHOWN IN THE 2ND AND 3RD COLUMNS BELOW.

Project sponsors must make every effort to accurately portray milestone dates in the original LOA Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original LOA Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your LOA. PER YOUR LOA AGREEMENT ANY CHANGES TO THE PROJECT SCHEDULE MUST BE

LOA Milestones	Original LOA Schedule in Scope of Work		Actual Schedule	
	Start Date	End Date	Start Date	End Date
Environmental Clearance				
Design Bid & Award				
Design				
Right-of-Way Acquisition				
Construction Bid & Award				
Ground Breaking Event				
Construction				
Ribbon Cutting Event				
Total Project Duration (Months)				

3. PROJECT COMPLETION

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

- ☐ On schedule per original LOA schedule
 ☐ Less than 12 months behind original schedule
 ☐ Between 12-24 months behind original schedule
 ☐ More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the LOA?

- ☐ Yes
 ☐ No
 ☐ Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- ☐ Yes
 ☐ No
 ☐ Not Applicable

4. TASKS / MILESTONES ACCOMPLISHED

List tasks or milestones accomplished and progress made this quarter.

5. PROJECT DELAY

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter."

6. ACTION ITEMS TO RESOLVE DELAY

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

I certify that I am the responsible Project Manager or fiscal officer and representative of _____ and that to the best of my knowledge and belief the information stated in this report is true and correct.

Signature

Date

Name

Title

ATTACHMENT D
FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM (FTIP)
Los Angeles Metropolitan Transportation Authority
2017 Federal Transportation Improvement Program (\$000)

TIP ID LAF9502		Implementing Agency Monterey Park, City of	
Project Description: Monterey Pass Road Complete Streets Bike Project is a 1.6 mile corridor providing multimodal transportation alternatives increasing ped, bike & transit use for the first last mile			
SCAG RTP Project # 10100/ Study/N/A Is Model NO Model #: PM: Amy Ho - (626) 307-1430 Email: amho@montereypark.ca.gov LS: N LS GROUP#: Conformity Category TCM Committed Completion Date 12/31/2023			
System : Local Hwy	Route :	Postmile :	Distance :
Phase : Environmental Document/Pre-Design Phase (PAED)			
Lane # Extd :	Lane # Prop :	Imprv Desc :	Air Basin : SCAB Envir Doc : DRAFT CATEGORICALLY EXEMPT - 12/01/2017
Toll Rate :	Toll Coll Loc :	Toll Method :	How acs eg loc :
		Uza : Los Angeles-Long Beach-Santa Ana	Sub-Area :
		CTIPS ID :	EA # : PPNO :
Program Code : NCN26 - BICYCLE FACILITY-NEW Stop Loc :			
		PHASE	PRIOR
		16/17	17/18
		18/19	19/20
		20/21	21/22
		BEYOND	TOTAL
CITY - City Funds		PE	\$0
		RW	\$0
		CON	\$93
		SUBTOTAL	\$93
PC25 - Los Angeles County Proposition "C25"		PE	\$0
		RW	\$0
		CON	\$93
		SUBTOTAL	\$93
TOTAL		\$186	\$186
TOTAL PE: \$0		TOTAL RW: \$0	TOTAL CON: \$3,988
- General Comment: Staff is in preliminary design of the project - Modeling Comment: - TCM Comment: 2015 CFP - Narrative: New Project CITY: ► Add funds in 16/17 in CON for \$93 ► Add funds in 17/18 in CON for \$39 ► Add funds in 18/19 in CON for \$1,395 ► Add funds in 19/20 in CON for \$467 PC25: ► Add funds in 16/17 in CON for \$93 ► Add funds in 17/18 in CON for \$39 ► Add funds in 18/19 in CON for \$1,395 ► Add funds in 19/20 in CON for \$467 Total project cost \$3,988			
Last Revised Amendment 17-02 - SCAG PENDING		Change reason NEW PROJECT	Total Cost \$3,988

**ATTACHMENT E
SPECIAL GRANT CONDITIONS**

Note: The 2015 COUNTYWIDE CALL FOR PROJECTS Board Report F9502 dated September 24, 2015 included various projects specific condition imposed by the LACMTA.

Monterey Pass Road Complete Streets Bike Project (*Project F9502*) will require Grantee to prepare a Project Completion Report to be provided to the MTA Bike Program Manager. The report must include a brief description of "lessons learned", a user survey and "before and after" bicycle counts taken on a mid-week day and weekend, excluding winter months. The "after" counts should not be taken until six (6) months after the completion of the project.

ATTACHMENT F
SUSTAINABLE DESIGN ELEMENTS REQUIREMENTS
SPECIAL GRANT CONDITIONS

1. Grantee shall ensure its Project is in compliance with the LACMTA Sustainable Design Elements Requirements by meeting the following conditions:
 - a. Grantee shall attend the LACMTA-hosted training on sustainable design prior to the initiation of the construction phase. The LACMTA training on sustainable design will be held every Fall. For training details, Grantee shall be responsible for contacting the LACMTA Sustainability Policy Manager.
 - b. Grantee shall develop a Sustainable Design Plan (Plan), for LACMTA review and approval, that contains, at a minimum, the following elements:
 1. A list of the sustainable design elements which will be included in the Project.
 2. A summary description of mitigation measures committed through project environmental review.
 3. A detail description of how the Project's proposed sustainable design elements will achieve either (1) the LACMTA Sustainable Design Performance Metrics ("LACMTA Metrics"), found in Appendix J of the Call for Projects Application; or (2) Alternative Metrics, as defined below. If Grantee desires to use an Alternative Metrics, the Plan must establish the alternative set of performance metrics Grantee intends to use.
 4. A description of how Grantee will achieve each LACMTA Metrics or the Alternative Metrics, as applicable to the Scope of Work.

The "Alternative Metrics" is defined as any alternative metrics that exceeds business-as-usual performance in the following areas: energy and water use; waste reduction; stormwater management; and reduction of urban heat island effects, as applicable to the Scope of Work. Grantee may cite performance metrics from standardized sources including but not limited to LEED, LEED-ND, Envision, and Sites Initiative.

2. Prior to initiation of the construction phase of the Project, Grantee must be found in compliance with the Plan. Grantee's compliance with the Plan can be determined in one of two ways: the LACMTA Sustainability Policy Manager shall determine and certify Grantee's compliance with the Plan or the Grantee must provide written self-certification of compliance to the LACMTA Sustainability Policy Manager with these conditions found in Section 1(b).

3. Grantee shall report on the implementation of the Plan. As part of the Project closeout, Grantee shall certify that the Plan has been completed, with approval from the LACMTA Sustainability Policy Manager.
4. LACMTA's Sustainability Policy Manager Contact Information:

Jacob Lieb
lieb@metro.net
(213) 922-4132



FA Attachment G PROJECT READINESS CERTIFICATION

As part of the 2015 Call for Projects, the LACMTA Board of Directors, authorized a grant to GRANTEE for the Monterey Pass Road Complete Streets Bike Project (the "Project").

Prior to execution of Funding Agreement for the Project, GRANTEE must assure LACMTA that GRANTEE has taken the necessary steps to ensure that the Project will be appropriately staffed, that the Project will be appropriately funded, and that the Project will be completed in a timely manner.

The undersigned, duly qualified and serving as City Manager for the City of Monterey Park, certifies that the below Project Readiness actions have been duly authorized and approved by its Governing Authority. The undersigned further certifies that the information submitted herein is true and accurate to the best of his/her knowledge.

Signature

Date

- 1) GRANTEE has incorporated the Project into the adopted Capital Improvement Program (CIP). The date the adopted CIP included the Project is set forth below and attached to this Certification is the CIP cover page and the date showing the Project.

Date of Adoption

- 2) GRANTEE hereby commits to provide its Local Match amount accepted by the LACMTA Board as follows:

Metro Grant Amount	Local Match Amount	Total Project Cost
\$ 1,993,627	\$ 1,993,626	\$ 3,987,627

- 3) GRANTEE hereby commits to the following Staffing Plan for the Project:

Staff Name	Job Title	% Project Responsibility

- 4) GRANTEE hereby commits to deliver the Project by the Project Lapse Date.

Project Lapse Date: June 30, 2022

- 5) GRANTEE has submitted all of the foregoing to the Governing Authority of GRANTEE for approval in the date set forth below.

Date of Governing Authority Approval

(Submit Governing Authority Clerk stamped agenda/minutes)

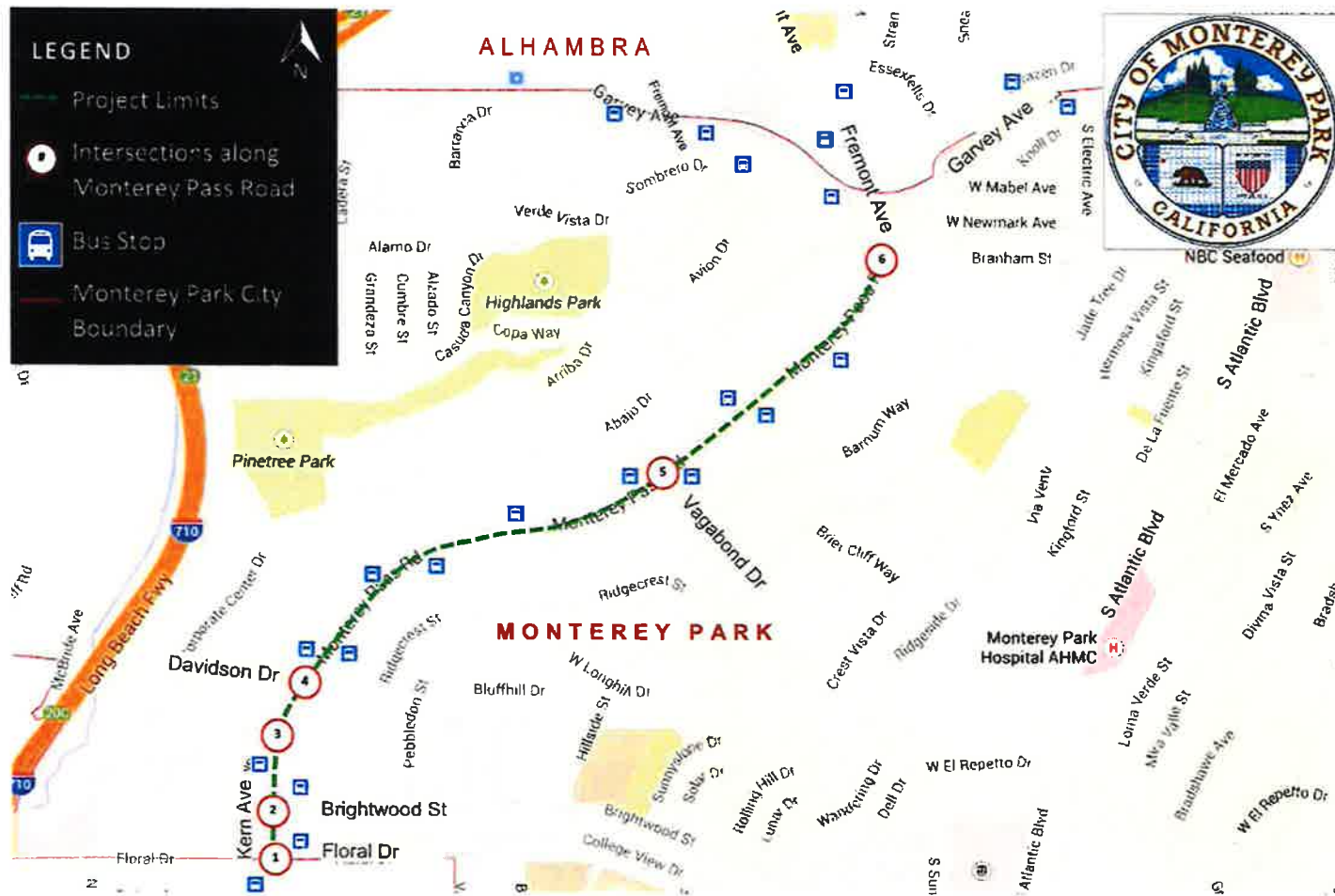
ATTACHMENT 2

Project Location Map

CITY OF MONTEREY PARK (SPONSORING AGENCY)

Project Location Map (8 ½ x 11)

Monterey Pass Road: Floral Drive to Garvey/Fremont Avenue



ATTACHMENT 3

Project Site Photos

2015 CALL FOR PROJECTS

PART III: PEDESTRIAN AND BICYCLE IMPROVEMENTS

Project Description – Question 10: Include color photos of project site.

COLOR PHOTOS OF PROJECT SITE



Pedestrian crossing Floral Dr (Facing West)



Traffic along Monterey Pass Rd (Facing North)



Traffic along Monterey Pass Rd (Facing South)



Pedestrian crossing Floral Dr, car waiting to make a left turn (Facing North)



Bicyclist crossing Monterey Pass Rd (Facing East)



Traffic along Monterey Pass Rd (Facing South)

2015 CALL FOR PROJECTS

PART III: PEDESTRIAN AND BICYCLE IMPROVEMENTS

Project Description – Question 10: Include color photos of project site.

COLOR PHOTOS OF PROJECT SITE



Pedestrian walking on sidewalk along Monterey Pass Rd
(Facing East)



Pedestrian walking along West side of Monterey Pass Rd,
side walk is a few feet to his right (Facing South)



Traffic along Monterey Pass Rd (Facing North)



Bicyclist riding along Monterey Pass Rd (Facing South)



Bicyclist on Monterey Pass Rd (Facing North)



Pedestrian walking along North side of Monterey Pass Rd,
there is no sidewalk (Facing South)

2015 CALL FOR PROJECTS

PART III: PEDESTRIAN AND BICYCLE IMPROVEMENTS

Project Description – Question 10: Include color photos of project site.

COLOR PHOTOS OF PROJECT SITE



Bus patron waiting on bus stop (Facing North)



Bicyclist riding along North-West side of Monterey Pass Rd (Facing North-East)



Pedestrian walking on North-West side of Monterey Pass Rd, there is no sidewalk (Facing South-West)



Pedestrian walking along South-East side of Monterey Pass Rd, no sidewalk (Facing South-East)



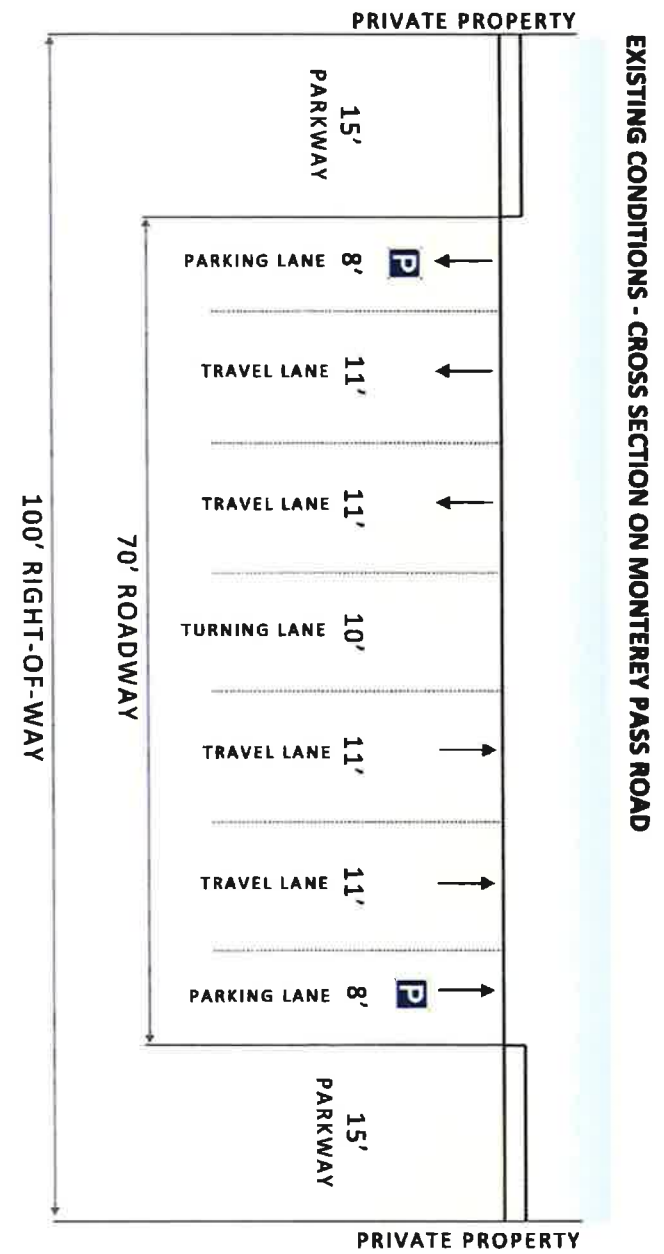
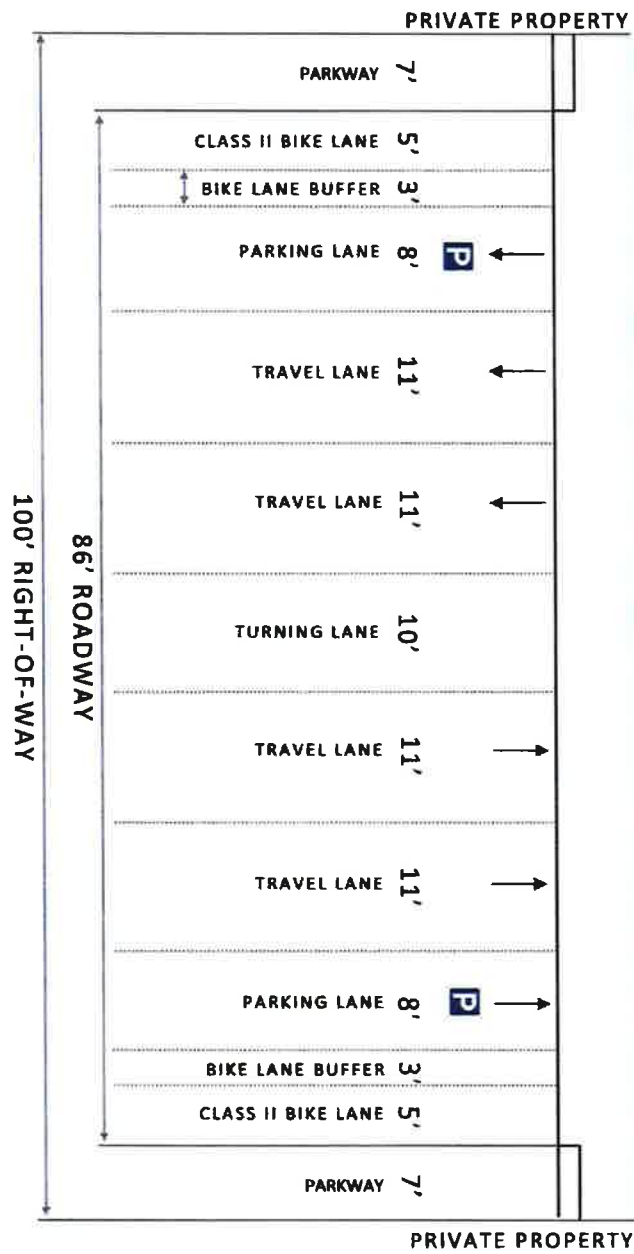
Pedestrian walking on street, no sidewalk (Facing South-East)



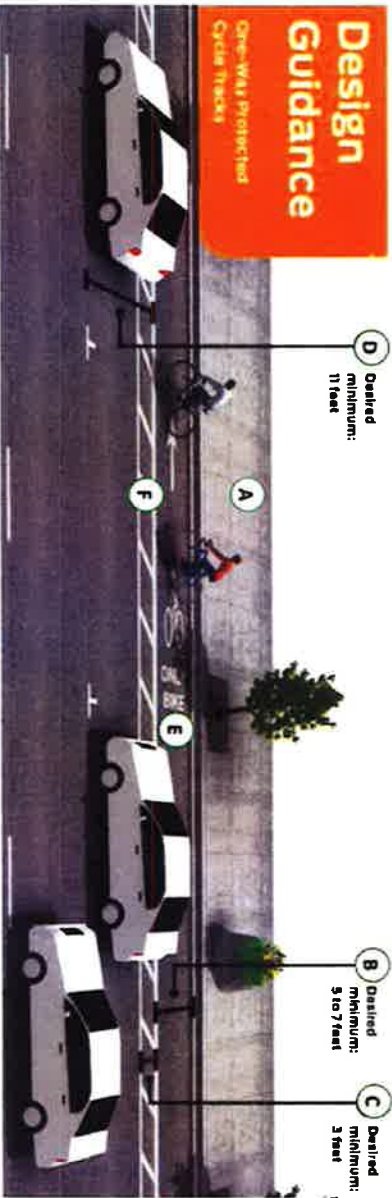
Traffic along Monterey Pass Rd (Facing North-East)

ATTACHMENT 4

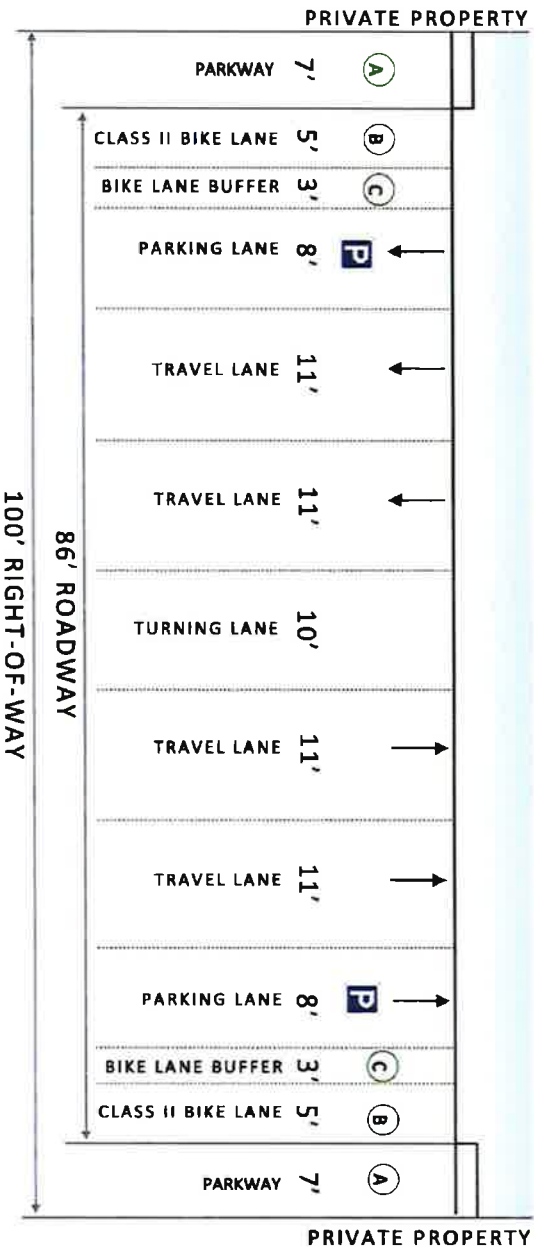
Conceptual Diagrams



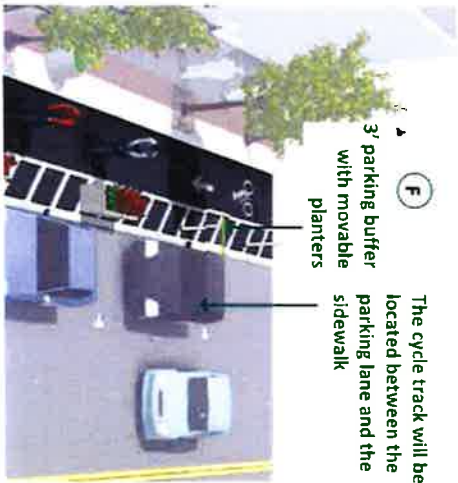
CYCLE TRACK DESIGN GUIDANCE INSTALLATION ON MONTEREY PASS ROAD



DETAIL OF PROPOSED CROSS SECTION ON MONTEREY PASS ROAD



- A 7 feet parkway: The width of parkway.
- B 5 feet bike lane: The minimum desired width for a cycle track is 5 feet.
- C 3 feet buffer lane: 3 feet is the desired width for a parking buffer to allow for passenger loading and to reduce door zone conflicts with bike.
- D 8 feet parking with 3 feet buffer lane: Parking will be prohibited near the intersection to improve visibility. The desirable no-parking area is 30 feet from each side of the crossing.
- E Bicycle lane word, symbol and/or arrow markings (MUTCD Figure 9c-3) will be placed at the beginning of the cycle track and at periodic intervals along the facility based on engineering judgment.
- F Diagonal crosshatch markings will be installed in the buffer space in between the planter buffer along the roadway.



Class II Cycle Track (At-grade, protected bike lane with parking and planter buffer) will serve as an exclusive bike facility that combines the user experience of a separated path with the on-street infrastructure of a conventional bike lane. A cycle track is physically separated from motor traffic and distinct from the parkway. Below are conceptual renditions of what the Monterey Pass Road Complete Street Project will look like:



The proposed project will expand the region's existing bikeway and pedestrian networks by connecting gaps and ensuring greater local and regional connectivity and are consistent with the San Gabriel Valley regional goals to enhance the network.



City Council Staff Report

DATE: December 6, 2017

AGENDA ITEM NO: New Business
Agenda Item 6-J.

TO: The Honorable Mayor and City Council
FROM: Tito Haes, Interim Director of Public Works
SUBJECT: Professional Services Agreement - Architectural/Engineering Services
for City Council Chambers Renovation

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager, or designee, to enter into a professional services agreement with IDS Group to provide Architectural/Engineering Services for the City Council Chambers Renovation in an amount not to exceed \$98,703.
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

Staff solicited a Request for Proposals (RFP) from architectural/engineering firms to design the City Council Chambers Renovation. Staff received one proposal from IDS Group. Based on the evaluation of the proposal, staff determined that IDS Group meets the technical requirements of the RFP and recommends entering into a Professional Services Agreement (PSA) with IDS Group to provide architectural/engineering services for the City Council Renovation in an amount not to exceed \$98,703.

BACKGROUND:

Staff sent an RFP to seven Electronic Plan Rooms and five architectural firms who have completed similar projects. They are listed below:

Electronic Plan Rooms

1. Bid America
2. Bid Clerk Electronic Bid Room
3. Blue Book Building & Construction Network Electronic Bid Room
4. Construction Market Data Group (CMD) formerly Reed Construction Data
5. Dodge Data & Analytics
6. iSqFt® Planroom
7. McGraw Hill Construction

Architectural Firms

1. CWA AIA, Inc.
2. Gonzales Goodale Architects
3. IDS Group
4. Miller Architecture
5. Pretty Smart

The City received one proposal; the IDS Group. Staff evaluated the proposal based on several factors identified on the RFP package, consultant selection methodology. These factors include:

<u>Evaluation Criteria</u>	<u>Max Points</u>
Compliance with the RFP Requirements	15
Project Understanding and Approach	25
Experience	25
Level of effort, schedule and cost effectiveness	35

Staff separately evaluated the technical proposal and fee proposal from IDS Group. Based on its evaluation, staff assigned a score of 93 out of 100 to IDS Group proposal. Staff also negotiated project scope and fee schedule with IDS Group. The IDS Group agreed to provide as needed limited construction phase architectural review services in addition to design phase services at a reduced fee.

Staff determined that the IDS Group has an excellent level of understanding the project scope, schedule and budget. The IDS Group is a reputable firm with a proven track record of similar projects. Therefore, staff recommends entering a professional service contract to IDS Group to provide architectural/engineering services for the City Council Renovation Project in an amount not to exceed \$98,703.

The project involves a complete renovation of the existing city council chambers at City Hall, including but not limited to the following:

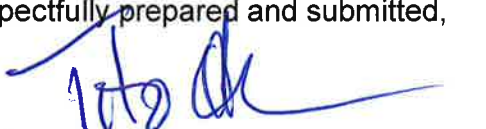
- Dais replacement
- Seating replacement
- Wall panel replacement
- Carpet replacement
- Floor layout changes including demolition and construction of walls, floors, etc.
- ADA accessibility related improvements
- Lighting improvements
- New electronic system improvements, including voting system and audio/video presentation system
- Architectural, electrical, mechanical, and all other necessary design elements.

The estimated construction budget is between \$750,000 and \$1,250,000, depending on the level of renovation. The actual estimated amount will be determined during the design development phase.

FISCAL IMPACT:

The FY 2017-18 budget includes \$100,000 for design of the Council Chamber Renovation funded by the Video Service Franchise Trust Account #0351-5002-96100. The proposed PSA is in an amount not to exceed \$98,703, within the budgeted amount.

Respectfully prepared and submitted,



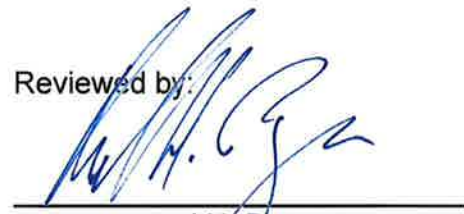
Tito Haes
Interim Director of Public Works

Approved By:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

Attachments:

1. IDS Group Evaluation Criteria Score Breakdown
2. IDS Group Technical Proposal
3. IDS Group Negotiated Fee Proposal

ATTACHMENT1

IDS Group Evaluation Criteria Score Breakdown

Attachment 1
IDS Group Evaluation Criteria Score Breakdown

CONSULTANT PROPOSAL EVALUATION FORM
IDS Group Proposal

	Max Points	IDS Group
Compliance with the RFP Requirements	15	14
Project Understanding and Approach	25	24
Experience	25	23
Level of effort, schedule and cost effectiveness to provide efficient services.	35	32
Total Points	100	93

Comments:

- IDS Group has good understanding of project scope and schedule.
- They have experience on similar projects.
- They have been willing to work with the City to negotiate/readjust budget and scoping at reduced fee.

ATTACHMENT 2

IDS Group Technical Proposal

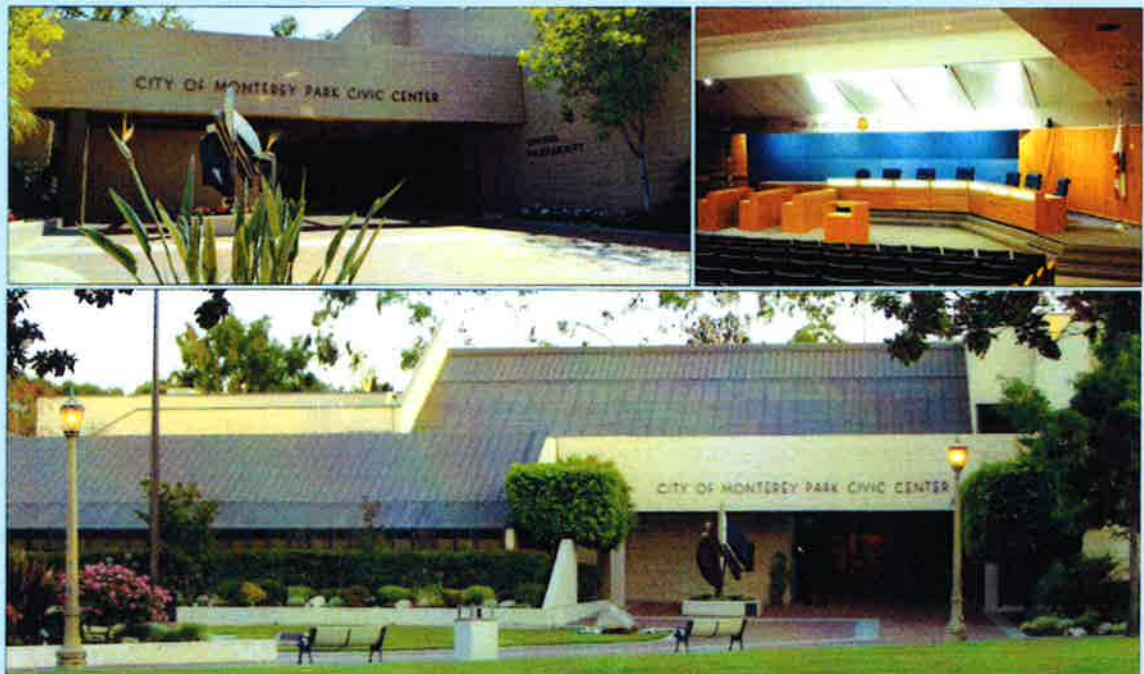
Attachment 2
IDS Group Technical Proposal



Proposal to Provide Professional Architectural/Engineering Services

For the Preparation of Plan, Specifications and Estimates for City Council Chambers Renovation in the City of Monterey Park

September 21, 2017



Submitted by:



1 Peters Canyon Road, Suite 130, Irvine California 92606
T: 949.387.8500 ▲ F: 949.387.0800 ▲ www.idsgi.com

September 21, 2017

Mr. Tito Haes, Interim Director of Public Works
320 West Newmark Avenue
Monterey Park, CA 91754

SUBJECT: Professional Architectural and Engineering Services for the Preparation of PS&E (Plan, Specifications and Estimates) for City Council Chambers Renovation

Dear Mr. Haes and Members of the Selection Committee:

IDS Group (IDS) understands that the City of Monterey Park is requesting architectural proposals to provide final design submittals, contract documents, specifications, contractor bid evaluation and construction phase services for upgrades and renovations to the existing council chambers at the City of Monterey Park City Hall located at 320 West Newmark Avenue. The intent of this RFP is for firms to specifically address the services required and provide a well-considered price proposal for those services.

"IDS" stands for Integrated Design Services, as our service delivery model. We bring a broad architectural and engineering understanding, inherent curiosity and sound technical expertise, and then apply these skills to each project's unique set of circumstances.

Architecture is the main core of what we do. We design successful buildings, additions, and renovations. For every project, we develop custom architectural solutions that are site specific, tailored to the needs of users, technologically innovative, and inspired.

Local government is the bedrock of our democracy, and city council chambers is the space where local government reaches the shared decision through open dialogue and a fair vote. It is essential that the Monterey Park Council Chambers be a place that facilitates dialogue and that shared decision based on a fair vote. IDS understand how to achieve this outcome and is committed to finding the unique design that best serves the City of Monterey Park.

IDS Group will serve as the prime consultant for this project:

Prime Consultant

(providing architectural and structural, civil, mechanical, plumbing, electrical engineering conceptual plans)

Name: IDS Group, Inc., (a California Corporation)

Address: 1 Peters Canyon Road, Suite 130
Irvine, California 92606

Contact: John Silber, AIA
949.387.8500 Ext. 154, john.silber@idsgi.com

Enclosures: IDS' Proposal highlighting our qualifications and experience

Differentiators that IDS will bring to the District include the following:

- **IDS' "all under one roof" A&E model.** Our model fosters innovation by breaking down the stilted lines of communication common to the typical consultant/sub-consultant model. Innovation happens when the team is talking to one another whenever an idea or question arises. IDS' value to the City of Monterey Park is a team

that is integrated; therefore, providing better coordination on your projects and ensuring no schedule or budget delays due to team conflicts.

- We have extensive experience with projects where an existing building must remain in service during remodeling, renovation, and making building systems improvement work. We know how to organize **move managements and phasing plans** to limit the cost impacts arising from construction in occupied buildings.
- IDS is one of the **most respected A/E firms** in California. Our proposed staff have renowned reputations, with significant hands-on experience with public agency rehabilitation and development projects
- Since our incorporation in 1961, IDS Group has completed numerous architectural and engineering projects involving government and public use facilities; a testament to the quality of our customer service is represented by the fact **approximately 80% of our clientele is repeat business.**
- We have been widely recognized for expertise in providing engineering services by **winning numerous project awards.** All of our divisions have received recognitions and awards of excellence from their respective technical and trade associations, clients and various agencies.

Minimum Requirement(s)

IDS certifies that we meet the minimum requirements of this solicitation.

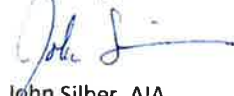
Statement of Insurance Compliance

IDS has a Combination Policy, which includes the following coverage: General Liability, Professional Liability, with limits of \$2,000,000 each Occurrence and \$4,000,000 General Aggregate, Automobile Liability with limits of \$1,000,000 each accident. Workers' Compensation with limits of \$1,000,000 each accident and Professional Liability insurance with limits of \$2,000,000 per claim aggregate.

We thank you for the opportunity to submit this proposal and look forward to presenting our team to you. IDS' Principal, Mr. Said Hilmy, Ph.D., PE, SE, LEED AP, will contractually bind the firm regarding matters pertaining to this proposal. Our Principal Architect, Mr. John Silber, AIA, will be the City's point-of-contact. Please do not hesitate to call John at 619.768.6784 should you have any questions.

Sincerely,

IDS Group, Inc.



John Silber, AIA
Principal Architect



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Section 1: Approach, Scope of Work and Schedule

Project Understanding

IDS understands that the project involves a complete renovation of existing City Council Chambers. The renovation may include, but are not limited to:

- Dais replacement
- Seating replacement
- Wall panel replacement
- Carpet replacement
- Floor layout changes including demolition and construction of walls, floors, etc.
- ADA accessibility related improvements
- Lighting improvements
- New electronic system improvements, including voting system and audio/video presentation system
- Architectural, electrical, mechanical, and all other necessary design elements

We understand that the City wishes to consider construction improvements such that budget will fall within a range between \$750,000 to \$1,250,000 and that the City wishes to determine the final budget target during design development phase. It is essential that when the time comes for the City to set the budget that it can be done with a clear idea of what \$750,000 will likely buy, what \$1,250,000 will likely buy, and what the intermediate sums will likely buy.

Furthermore, IDS understands that the City will provide any existing available plans from City records in pdf format, and that the City does not warrant that existing available plans are complete and accurate. We understand that we will be responsible for conducting necessary surveys, measurements, record search, and utilize other means and methods in conformance with industry practices to create accurate base plans depicting existing conditions of the facility to be renovated.

IDS will be responsible for all consulting services, and any and all aspects of the project necessary to develop a complete PS&E bid package ready for bidding. We understand that IDS will also be responsible for preparing the technical specifications for the project, and that the City will provide administrative sections of the specifications and for providing a cost estimate and a bid schedule for the project in an itemized format.

We understand that the City will waive or pay any plan check and permit fees required by the above departments and agencies.

IDS will be responsible for all aspects of preparing and submitting a complete PS&E Bid Package, approved by all required agencies and ready for bidding, and for providing support during bidding phase when requested for items related to the consultant's PS&E bid package. Our approach assumes that we must account for any and all services, costs and expenditures to provide its services as necessary (except those excluded in this proposal). We understand that the City will not accept any change order requests from the consultant for increased scope and/or claims that a service/cost was not part of the scope set forth in

Project Key Moment:

As-Built documentation needs to
include building systems
Solution

IDS' Solution:

Include MEP&E from day one, not
after concept design



the signed agreement between the City and IDS Group. Our proposal assumes that the City may request a change of scope, but only in such case would the scope change.

Approach

IDS is an award-winning, “all-under-one-roof” multi-discipline A/E firm with in-house construction cost-estimating services. Our approach insures that the project is studied from all points around the A/E compass – architecture, structural, mechanical, electrical, AV/Vote-Cast, and construction costs, and in real time design work we present to the City will reflect that comprehensive understanding of the project opportunities and constraints.

I. PS&E Phase Services

IDS will provide all necessary services to prepare a complete PS&E bid package, which is approved by the City and other involved regulatory agencies, and is ready for construction bidding.

a. Preliminary Design Development Phase

IDS will attend a kick-off meeting with the City to discuss the project. The discussion may include, but not necessarily limited to introduction of the IDS key team members and City project staff members. During this kick-off meeting, we will review with the City roles, responsibilities and authorities, communication protocol, project schedule, design and development criteria, budget, any phased approach of design and implementation of improvements. At that meeting or immediately following, we will anticipate receiving existing available plans and documents at the City. We discuss the City’s plan review and approval process, and other relevant items.

Prior to commencing design we will conduct necessary visual surveys, measurements, record search, and utilize other means and methods in conformance with industry practices to create accurate base plans depicting existing conditions of the facility to be renovated. This investigation will not include destructive testing unless and until we determine our professional opinion that destructive testing is required.

Upon establishing the type and level of improvements desired by the City thru initial joint project development meeting(s), IDS will prepare a concept level plan, which shows desired improvements, necessary upgrades/updates for code compliance, and a preliminary construction budget.

We will review this concept development plan and budget at joint design development meetings (two (2) meetings assumed) with the City.

The goal of this meeting is to finalize the level of improvements that the City would be able to implement within different levels of project budgets, such as:

- at \$750,000 level budget
- at \$1,000,000 level budget
- at \$1,250,000 level budget, and
- How the improvements can be phased/staged over a time period

Key moment:

Budget range needs to tie back to project objectives range

IDS’ Solution:

Simultaneously integrate cost estimating with design for options tradeoff exercise in real time



Upon approval of the final design approach and phasing from the above meetings, the IDS will proceed with the preliminary design development and prepare plans to a level that provides sufficient level of design layouts, dimensions, cost estimates, material, and color recommendations, recommended equipment code required improvements/updates, and other relevant information for City's review.

IDS will prepare a Power Point Presentation of the preliminary design and present it to the City Council at a scheduled Council Meeting for review and input.

Based on comments received, the IDS will proceed with the development of Draft PSE Package.

b. PS&E Package Development Phase

IDS will prepare the Draft PS&E Package including all necessary services and plans required for the construction of the project in all detail. IDS will develop a complete PS&E bid package ready for bidding including drawings and the technical specifications for the project. (City to provide administrative sections of the specifications.) We will also provide a cost estimate and a bid schedule for the project in an itemized format.

IDS will submit the plans to City's Building Department, Fire Department, Public Works Department, Water Department for plan check review and approvals. IDS will revise the plans based on comments received from various City Departments.

- IDS will coordinate with serving utility companies for any changes and upgrades that may be necessary to existing services.
- If necessary, IDS will submit the plans to County Health Department for any review and approvals.
- If necessary, IDS will submit the plans to any other agencies from which regulatory approvals may be required.
- Our approach anticipates the PS&E Package Development Phase will include minimum of three (3) reviews and meetings with City.
- IDS will revise the plans based on any comments received from the above departments and agencies, and resubmit as necessary until the plans are approved.
- IDS will prepare a Power Point Presentation of the PS&E Package and present it to the City Council at a scheduled Council Meeting for review and input.

Key Moment:

Conflicts when construction occurs in occupied buildings can raise construction costs without adding value

IDS' Solution:

Insure that move management minimizes conflict costs and that the cost estimate accounts for unavoidable conflicts

II. Bidding Phase Services:

IDS will provide necessary support services, including but not limited to:

- Attend pre-bid meeting (1 assumed)
- Respond to bidder's questions (consultant shall provide responses to questions to the City within three (3) working days of receiving question(s) from the City)
- Assist in review of bids received



III. Construction Phase Services:

Consistent with the RFP our approach assumes the following regarding the Construction Phase.

- Construction phase services is not included in this RFP package.
- City may request later a separate fee proposal from the selected Consultant firm after PS&E package is completed and the construction work scope and duration is established.

Deliverables

- In summary, our approach assumes that IDS will be responsible for all aspects of preparing and submitting a complete PS&E Bid Package, approved by all required agencies and ready for bidding, and for providing support during bidding phase when requested for items related to the consultant's PS&E bid package.
- Final Product: PS&E Bid Package ready for bidding, including one wet signed plan set, two hard copies, AutoCAD file of plans, MS Word file of Specifications, Excel file of Estimates, pdf file of all other documents.

Key Moment:

Slow responses to bidder's questions makes it more difficult to bid to best price

IDS' Solution:

Respond to questions quickly, but do not rush out incomplete answers



Section 2: Schedule

IDS proposes the following schedule in keeping with the City's goal of completing the Design Phase within six (6) months from the date of Notice-to-Proceed. The schedule assumes calendar days (seven day), not workweek. This schedule may require adjustment to accommodate holidays and City Council meeting schedule.

Task/Milestone		Day
1.	Notice to Proceed issued	1
2.	Kick-off Meeting held at City Hall	3
3.	Data-Gathering and As-built Conditions verified	3-17
4.	IDS Project Manager provides memo to the City regarding status of data gathering and any updates to the project objectives. (Deliverable #1)	18
5.	City responds to Deliverable #1 and provides to IDS any corrections or clarifications.	21
6.	IDS' Project Team completes and submits to the City Deliverable #2 consisting of: a.) Draft concept design variations, b.) Rough Order of Magnitude (ROM) Construction Cost Estimates for \$750,000, \$1,000,000, and \$1,250,000 budget targets, and c.) Corresponding phasing/staging assessments prepared.	59
7.	Joint design meeting #1 held to review Deliverable #2.	60
8.	IDS' Project Manager issues meeting notes and cover memo (Deliverable #3). Cover memo confirms understanding of going forward direction from meeting and lists items for which IDS seeks clarification.	63
9.	City responds to Deliverable #3.	66
10.	IDS prepares refined: a.) Concept design, b.) ROM Construction Cost Estimate and c.) Phasing/staging assessments, and delivers to the City as Deliverable #4.	79
11.	Joint design meeting #2 held to review Deliverable #4.	80
12.	IDS' Project Manager issues meeting notes and cover memo (Deliverable #5). Cover memo confirms understanding of going forward direction from meeting and lists items for which IDS seeks clarification.	83
13.	City responds to Deliverable #5.	87
14.	IDS prepares/makes City Council PowerPoint Presentation (Deliverable #6)	TBD
15.	IDS prepares the PS&E Package to documents ready for review completeness (90% completeness), the Construction Cost Estimate, and the draft Bid Schedule. (Deliverable #7)	142
16.	IDS submits Deliverable #7 to City's Building Department, Fire Department, Public Works Department, Water Department for plan check review and approvals (and other agencies having authority). Task includes three (3) reviews and meetings with the City.	143
17.	PS&E package 100% complete. (Deliverable #8)	182
18.	IDS prepares/makes City Council PowerPoint Presentation (Deliverable #9)	TBD
19.	IDS provides Bidding Phase services including pre-bid meeting, responses to bidder's questions, and assisting the City with Bid review. (Duration to be determined.)	TBD



Section 3: Project Team, Key Personnel and Resumes



As an architect with over 30 years of experience, I can provide you with the most up to date, cost effective methods to make your project comply with all Americans with Disabilities Act standards. I bring particular expertise in the areas of tenant improvements and space planning, having designed numerous facilities throughout Southern California. My focus is on problem solving in to meet accessibility standards, to include the ADA, the Uniform Federal Accessibility Standard, Architectural Barriers Act, Universal Design and other Codes.

Principal-in-Charge – John Silber, AIA

One of the most important aspects of our work is educating our clients, so that they can make the best decisions for their projects. We understand each project is our client's, not ours, and that their satisfaction with the end result has a direct relationship to the advice we provide along the way. We bring a broad architectural and engineering understanding, inherent curiosity and sound technical expertise, and then apply these skills to each project's unique set of circumstances. The result is an architectural solution that truly reflects the particular needs and desires of the client, is sensitive to the site, is technically sound, and provides lasting value.



Your project will benefit from direct daily attention from IDS' Principal Architect, Mr. John Silber, AIA, as he has provided architectural design services for over 30 years to public and private clients, lending his depth of experience to high performance design.

Across a broad range of project sectors, John leads each project team through an extensive programming investigation to establish and prioritize the diverse aspects of each building decision. With particular expertise in the complex programming and design, he brings a wealth of knowledge in building operations, technology, costing, and scheduling to each opportunity. John also leads the design of corporate, governmental, and institutional projects; integrating the various functional requirements of each particular challenge into a strong, clear, and flexible plan. Recent work includes City of La Palma City Hall, La Cañada Flintridge City Hall Access Improvements, City of West Hollywood Kings Road Community Center, among others. John focuses on close, personal service to deliver facilities that are finely crafted architectural solutions, and well suited to both the current needs and future expansion capabilities of each client we serve.

"Hi John,

I just wanted to let you know I am hugely impressed with the finished product of the Purple Yoga Studio. It looks AWESOME! A phenomenal finished product that truly enhances Fullerton's downtown. Thanks for making such a great sense of place and beautification of the City."



*Greg Seaborn, PLS
Mayor of the City of Fullerton*



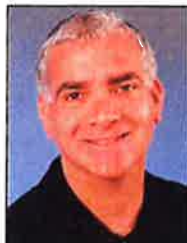
Said Hilmy
QA Manager

My specialties are related to providing organizational leadership with a focus on providing quality control in the delivery of construction documents as well as excellent customer service.



Andrew Chan
Project Manager

I will direct the overall success of projects assigned by the City of Monterey Park. My background includes managing all aspects of projects from conceptual design, space planning and programming, design development, contract document production involving departmental and peer reviews, and contract administration.



Michael Cecconi
Lead Architect

I will oversee your projects from conceptualization through construction. My strengths are keeping the team efforts organized, ensuring quality in project delivery, and managing the budget and schedule. I will champion your design and deliver your vision.



Rob O'Neil
MEP Lead

I have a broad background in Building MEP (mechanical, electrical, plumbing) systems and I lead the MEP group at IDS. By trade, I am an Electrical Engineer and familiar with not only building systems- but site electrical and lighting work as well. My staff is current with the latest version of the California Green codes and is well versed in the use of technology to prepare design studies for public facilities.



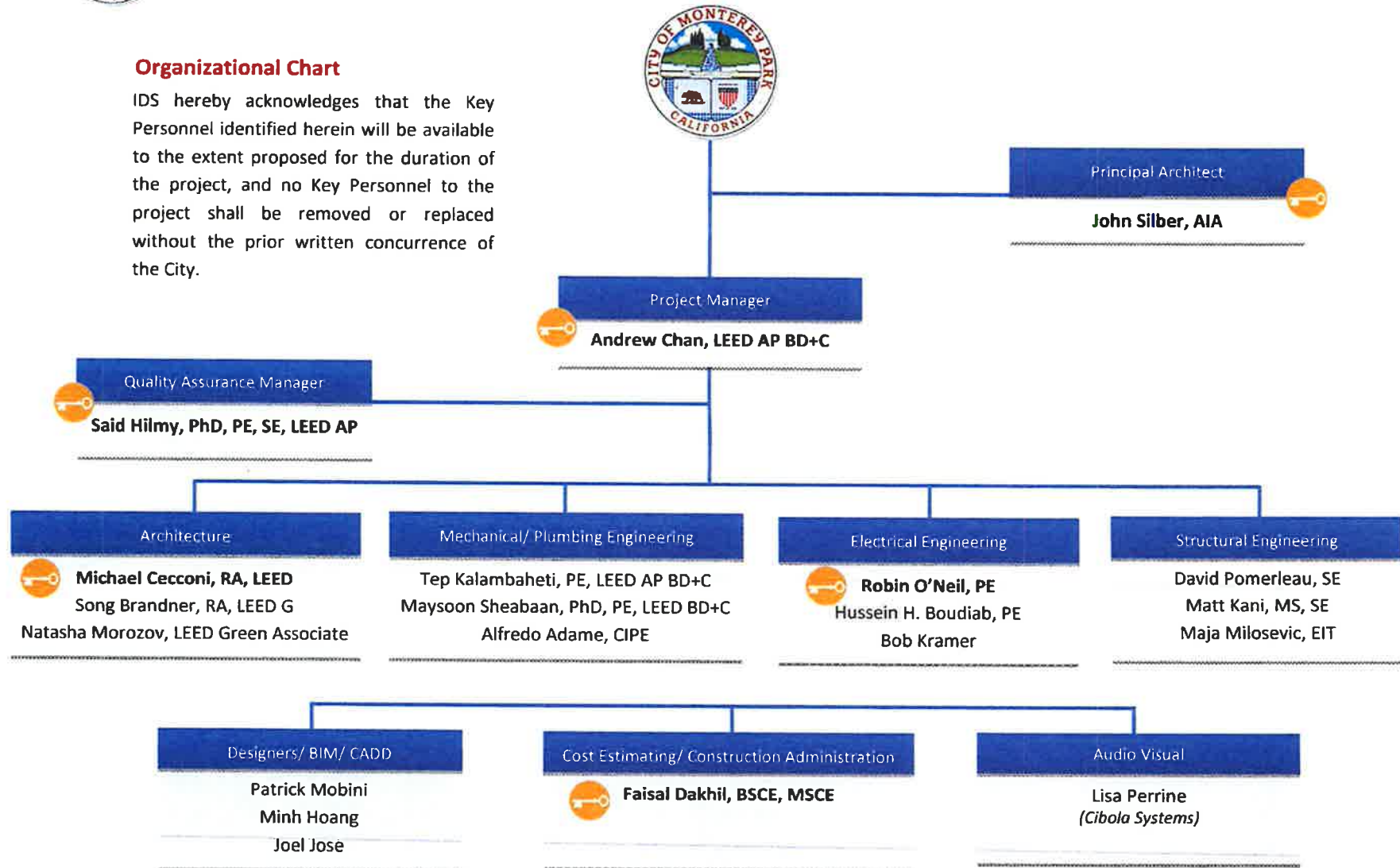
Faisal Dakhil
Cost Estimator

I have a significant amount of construction experience working as a contractor and as an estimator. The specialty that I offer the City of Monterey is estimating knowledge with a thorough understanding of how facilities are constructed and the cost implications of such construction. I have a track record of numerous successfully completed jobs coming in under budget and on time, resulting in substantial savings for the clients



Organizational Chart

IDS hereby acknowledges that the Key Personnel identified herein will be available to the extent proposed for the duration of the project, and no Key Personnel to the project shall be removed or replaced without the prior written concurrence of the City.





Key Personnel Resumes



Professional Credentials

Professional Architect:
CA (#15573)

Education

Masters of Architecture,
Southern California Institute of
Architecture

Professional Affiliations

American Institute of Architects
(AIA)

John Silber, AIA

Principal Architect/Project Manager

Mr. Silber is an award-winning architect covering a broad range of urban projects, including several in areas of special interest, showcasing the link public education creates between culture and economic vitality. He has mastered the interface between community design expectations, urban in-fill architecture and modern code standards for fire/life safety, energy, and accessibility. John has been an active member of the architectural and urban design community of Southern California.

Selected Project Experience

City of La Palma Civic Center ADA Assessment & Tenant Improvements, La Palma, CA: Principal Architect. IDS performed both architectural evaluations and assessments in house. The architectural evaluation included a review of the facility as well other City facilities for ADA/Accessibility compliance.

As-Needed Architectural Services, CalOptima, Orange CA: Principal Architect providing As-Needed professional architectural and engineering services for a variety of projects. These projects comprise a range of scope for Tenant Improvement (TI) work on numerous floors throughout the building.

City Hall & BTRCC Building Improvements, Rancho Santa Margarita, CA: Principal Architect for architectural services, property assessment and rehabilitation. Conducted a visual inspection, developed a move management plan, and a "pros-and-cons" assessment for installation of different building systems. Also provided Architect's Estimate of Probable Construction Cost (AESPCC) and provided updates of the Estimate as a part of the 85%, 100% and final deliverables.

City of Azusa Light & Water Department, Azusa, CA: Principal Architect providing architectural design service for the remodeling of the building to improve the safety and security for its employees. Scope of services include reconfiguration of an office supply and equipment storage room into an office with four workstations; demolish the solid partition wall dividing five (5) Customer Service Representative workstations, relocation of security video cameras, television screens, phone lines, network conduit; and installation of network switch, customer signage.

Jones & Mayer Law Office Tenant Improvements, Fullerton, CA: Principal Architect providing architectural design service for the 5,000 sf two-story office building. The building will provide private and open offices, a series of conference rooms, a kitchenette at each level, restrooms, file storage rooms, an employee break room area, and support functions.



John Silber, AIA

(Continued)

John Wayne Airport | County of Orange Terminal Improvements Project, Santa Ana, CA: Senior Architect. The Terminal Improvements Project consists of 31 distinct tasks of physical improvements occurring in and around Terminals A, B, and C. Focus of the work was on Terminals A and B, bringing them to the modern standard established in the nearly-new Terminal C. Project included the creation of bridging documents for improvements to life-safety, which included re-zoning the fire alarm system, redesign and modernization of selected customer dining areas and service counters, complete replacement of the car rental service counter, and design services for the new Flight Information Display Systems (FIDS) and Baggage Information Display Systems (BIDS).

Kings Road Park, West Hollywood, CA: Project Manager responsible for staff production of the renovation and upgrades of the Multi-Purpose (MP) Building.

City of Costa Mesa, Fire Station #4, Costa Mesa, CA: As Senior Architect completed the design of an addition to Fire Station #4's apparatus bay and a detached rescue vehicle storage building for the City of Costa Mesa. The addition of the apparatus bay will allow for the fire station to accommodate two ME-84 fire engines and one MT-84 ladder truck. The existing apparatus bay is approximately 40-feet wide by 60-feet long and will be extended 20-feet in length providing an additional 800-square feet to the existing building.

Lake Skinner Maintenance and Operations Building, Winchester, CA: As Senior Architect, provided schematic design, 3D modeling, design development, project team coordination (including project cost & specification), development of architectural construction documents, and client coordination / meetings for the new maintenance and operations building at Lake Skinner Regional Park.

Renovation and Modernization of Restroom #9 Building at Irvine Regional Park, Orange, CA: Managed the design effort to services for the renovation and modernization of the Restroom #9 building.



Professional Credentials

LEED Accredited Professional,
Building Design and Construction
(BD+C)

Education

Master's in Infrastructure
Planning (MIP), University of
Stuttgart

Bachelors in Architecture,
University of Santo Tomas,
College of Architecture and Fine
Arts

Andrew Chan, LEED AP BD+C

Project Manager

Mr. Chan is an experienced architectural project manager adept in various aspects of design and planning with emphasis on architectural planning, urban planning, space planning and programming, interior design, construction management, and project management. Andrew has managed award-winning multi-disciplinary projects and is responsible for all aspects of the project, from conceptual design, space planning and programming, design development, contract document production involving departmental and peer reviews, and contract administration. His experience ranges multiple project types from parks and community buildings to commercial, industrial and mixed-use buildings. His management approach places a high focus on collaboration, aimed at meeting both client and project goals and expectations.

Selected Project Experience

Beacon Park Ancillary Buildings, Great Park Neighborhoods, Irvine, CA: Project Manager responsible for the planning, design and management of ancillary buildings (community center and restrooms, pool area, utility room, playroom, storage and lookout feature) at Beacon Park, awarded as 2016 SoCal Master-planned Community of the Year. Design highlights include trails leading to nearby walkable and bikeable streets, a large outdoor sports court, a neighborhood pool and spa, a bocce court, children's play areas, an expansive lawn and a landmark lookout overlooking the nearby Orange County Great Park.

County of Los Angeles, Department of Public Works, Retrofitting for Compressed Natural Gas Vehicle Repair, 2 Locations (Westchester and Baldwin Park): Project Manager responsible for the planning, design and management of retrofitting existing garages for the County to allow the repair of compressed natural gas-fueled vehicles engines.

UPS Auto Tractor Repair Garage Expansion, Ontario, CA: Project Manager responsible for the planning, design and management of the proposed expansion of the existing auto tractor repair garage facility within the UPS complex for both gasoline and compressed natural gas-fueled vehicle engines.

Orange County Sheriff's Department (OCSD), Voice over Internet Protocol Telephone Modernization Project: Project Manager responsible for providing a condition assessment on existing OCSD facilities for adequately supporting the transformation of existing telephone lines to VOIP, including the planning, design and management of necessary building upgrades in support of the modernization project.

County of Riverside, Department of Public Social Services Office Building and Tenant Improvement: Project Manager responsible for the planning, design and management of the proposed new, modern office building and tenant improvement project for the County to more effectively serve its constituents.



**Andrew Chan, LEED AP
BD+C**

(Continued)

Nevada State Public Works Board Campos Parole and Probation Office Building and Tenant Improvement: Project Manager responsible for the planning, design and management of the proposed new office building and tenant improvement project that will modernize the existing facility with state-of-the art security and technological equipment as paired with an environmentally sensitive design.

Nevada State Public Works Board Southern Police Academy and Substation: Project Manager responsible for the planning, design and management of the proposed new academy building and substation that will modernize the existing facility with state-of-the art security and technological equipment as paired with an environmentally sensitive design.

Craig Ranch Regional Park Ancillary Buildings, Phase 1, City of North Las Vegas, NV: Project Manager responsible for the planning, design and management of ancillary buildings (welcome center, shade pavilion, restrooms) at Phase 1 of Craig Ranch Regional Park, a park conversion of a former 18-hole golf course on a historic ranch site. It utilized architectural forms from the early ranch days to accentuate the historic nature of the site.

Saddleback Church Global Leadership Training Center, Lake Forest, CA: Project Manager responsible for the planning, design and management of the conceptual phase for the Global Leadership Training Center of Saddleback Church, a state-of-the-art building to house leadership training programs, a global web broadcast studio, a prayer chapel with outdoor amenities such as outdoor prayer areas and open congregational spaces.



Professional Credentials

Licensed Architect: California
(#C-30141)

LEED Accredited Professional,
Building Design and Construction
(BD+C)

Education

Master of Architecture, Syracuse
University

Professional Affiliations

American Institute of Architects,
Orange County Chapter (AIAOC)

US Green Building Council
(USGBC)

Michael Cecconi, RA, LEED BD+C

Lead Architect

Mr. Cecconi has over 22 years of experience in architecture. His ability to transfer design intent into instructions for building is exemplary. His work has covered a broad range of civic and institutional projects and he brings extensive publicly funded project experience. His overall knowledge of all the many layers of building systems and ability to coordinate, denote, and manage creates a strong and complete project foundation. Michael will work closely with client representatives, professional consultants, approval agencies and construction team.

Additionally, his interests include the education of future architects he has served both as a member of the Orange Coast College Adjunct Faculty and as Co-Chair for the AIA Orange County Student Design Competition.

Selected Project Experience

As-Needed Architectural Services, CalOptima, Orange, CA: Architect, Project Manager. IDS is providing tenant improvement services for four floors of the CalOptima building. Scope-of-work includes design for an interface between cloud based IT and audio system for simultaneous remote teleconferencing into three conference rooms. Remodeling of the Audio/Visual Control Room to facilitate upgrade to the existing sound recording systems for the connecting conference rooms. A complete tenant improvement of the 18,211 SF third floor office suite to include private and open office areas, conference and computer training rooms, secured telecom room, toilet rooms, and a break room with kitchenette. The fifth floor expansion includes demolishing two conference rooms, evaluate the existing space including office, conference room, and secure file room. Additionally, IDS will evaluate the feasibility of making a portion of the existing space into a separate secured suite, and renovation of the men and women's restrooms.

Lake Skinner Maintenance and Operations Building, Winchester, CA: As Senior Architect, provided schematic design, 3D modeling, design development, project team coordination (including project cost & specification), development of architectural construction documents, and client coordination / meetings for the new maintenance and operations building at Lake Skinner Regional Park.

Jones & Mayer Law Office Tenant Improvements, Fullerton, CA: Project Architect. IDS is currently providing architectural design service for the 5,000 sf two-story office building. The building will provide private and open offices, a series of conference rooms, a kitchenette at each level, restrooms, file storage rooms, an employee break room area, and support functions.

Renovation and Modernization of Restroom #9 Building at Irvine Regional Park, Orange, CA: Managed the design effort to services for the renovation and modernization of the Restroom #9 building.

CCWRF Control and Server Rooms Modification, Inland Empire Utilities Agency, Chino, CA: Architect, Project Manager. Project consisted of turning an existing control room into a new ISS Server Room and changing an adjoining workroom into a new Control Room. Scope-of-work included design and room layout for the operator console desk, chairs, door removal, vertical sun blinds,



**Michael Cecconi, RA,
LEED BD+C**

(Continued)

an interior window between the two rooms, flooring, lighting, ceiling tiles, paint, whiteboard, power and data outlets, mounting hardware for desk and TV monitors, and networking cabling.

John Wayne Airport | County of Orange Terminal Improvements Project, Santa Ana, CA: Senior Architect. The Terminal Improvements Project consists of 31 distinct tasks of physical improvements occurring in and around Terminals A, B, and C. Focus of the work was on Terminals A and B, bringing them to the modern standard established in the nearly-new Terminal C. Project included the creation of bridging documents for improvements to life-safety, which included re-zoning the fire alarm system, redesign and modernization of selected customer dining areas and service counters, complete replacement of the car rental service counter, and design services for the new Flight Information Display Systems (FIDS) and Baggage Information Display Systems (BIDS).

Kings Road Park, West Hollywood, CA: Project Manager responsible for staff production of the renovation and upgrades of the Multi-Purpose (MP) Building.

City of Costa Mesa, Fire Station #4, Costa Mesa, CA: As Senior Architect completed the design of an addition to Fire Station #4's apparatus bay and a detached rescue vehicle storage building for the City of Costa Mesa. The addition of the apparatus bay will allow for the fire station to accommodate two ME-84 fire engines and one MT-84 ladder truck. The existing apparatus bay is approximately 40-feet wide by 60-feet long and will be extended 20-feet in length providing an additional 800-square feet to the existing building.



Robin O'Neil, PE

MEP Principal

Mr. O'Neil has over 30 years of Electrical Engineering experience in commercial, municipal lighting and utility infrastructure projects. His expertise encompasses conceptual planning through final design. He has managed design projects throughout California, Arizona, Nevada, and Texas.

Rob's background includes serving as the electrical project manager on multiple private and public agency projects. In this role, Rob collaborates with the in-house MEP team at IDS to deliver recommendations and deferred maintenance reports to his clients. Rob is also an industry expert in Title 24 Compliance, working with both clients and architects to educate them on the changes to the code.

Selected Project Experience

City of San Bernardino, City Hall Relocation, San Bernardino, CA: Rob was MEP Principal; retained to provide MEP Engineering and Design services for the renovation of an existing 20,000 sf office space in downtown San Bernardino to accommodate the IT department needs.

MEP scope included 24/7 conditioned air for the IT equipment, provision for future generator power, UPS power to back up secure IT data, new Title 24 compliant lighting and controls and power and data outlets for office areas. An electrical load evaluation of the existing service was performed to determine feasibility of new and future loads.

Intel San Diego Campus – Wireless Testing Lab Building, San Diego, CA: Rob was principal-in-Charge for the design and construction for the ±100,000 sf renovation of Intel's semiconductor and wireless office and testing facility.

The renovation project included power and data wiring to the new systems office furniture throughout the open office areas. In addition, design modifications to the existing 555-ton cooling and loop duct system included new VAV boxes for new conference rooms and private offices. IDS conducted a study of the buildings existing mechanical and electrical systems to evaluate its load capacity for the tenants future expansion. Testing equipment was added to the main lab room creating additional heat to the space. IDS mechanical and electrical engineers worked directly with Intel's technical staff to design a new cooling system to best accommodate the added heat load. Training rooms were added with state-of-the-art lighting, IT and AV equipment fully integrated into a single source control system.

Education

Bachelor of Science, Electrical
Engineering, Santa Barbara, CA

Professional Credentials

Professional Electrical Engineer,
California (E18557)

Professional Electrical Engineer,
Arizona (50904)

Professional Affiliations

State of California Board of
Professional Engineers and Land
Surveyors

Arizona State Board of
Professional Registration

Illuminating Engineering Society,
Orange County Section

Certified Engineering
Technologist (C.E.T.) Ontario,
Canada



Robin O'Neil, PE

(Continued)

Norris Hall Chemistry Lab, Occidental College, Los Angeles, CA: Rob is Principal-in-Charge for the design and construction of a 35,000 sq. ft. of a three story with basement, laboratory building. The mechanical system consisted of Air-Conditioning units on roof and VAV / CAV boxes throughout the building areas to maintain the set criteria for controlling the air circulation, pressurization and required exhaust air for all chemical fume-hoods throughout the building.

Nixon Presidential Library and Museum, Yorba Linda, CA: Serving as the Electrical Project Manager, Rob worked with our MEP team to complete the feasibility review of this project and design upgrades to included new duct distribution throughout the renovation area with re-use of the existing air handlers. New digital controls with remote sensors provided optimum climate control for each individual exhibit area. Linear diffusers were implemented to blend in with the architectural exhibit features.

General Atomics Building, Building 27, San Diego, CA: Serving as the Electrical Project Manager on this project, IDS provided a study of the existing mechanical and electrical systems and created a report with recommendations to upgrade building's HVAC system. The study included limited building load capacity, building ventilation system, and an energy analysis to enhance electrical consumption.

Arts District Building, Los Angeles, CA: Serving as the electrical project manager on this project, IDS provided a study of the existing mechanical and electrical systems and created a report with recommendations to upgrade building's HVAC system. The study included limited building load capacity, building ventilation system, and an energy analysis to enhance electrical consumption.



Education

Master of Science, Civil
Engineering, University of
Southern California, Los Angeles,
CA

Bachelor of Science, Civil
Engineering, University of
Southern California, Los Angeles,
CA

Faisal Dakhil, BSCE, MSCE

Cost Estimator

Mr. Dakhil has over 30 years of pre-construction, construction management, and estimating experience in a wide spectrum of projects ranging in values from \$1 million to more than \$250 million. As Senior PM and Chief Estimator, Faisal has accumulated a long track record of successful jobs coming in under budget and on-time, resulting in substantial savings for the clients.

Selected Project Experience

City Hall & BTRCC Building Improvements: Rancho Santa Margarita, CA. \$1.3M. IDS performed an analysis, which included a detailed baseline Architect's Estimate of Probable Construction Cost (AEPCC). In the event that the baseline AEPCC exceeded the construction budget to a significant degree IDS included an additional architectural services budget with the AEPCC so that the City could make a decision regarding budget. Faisal submitted an Architect's Estimate of Probable Construction Cost (AESPCC) and provided updates of the Estimate as a part of the 85%, 100% and final deliverables.

City Hall Access Improvements, La Cañada Flintridge, CA: As the Cost estimator for the project, Faisal was instrumental in assisting the City is in pricing the various renovation options of City-owned buildings and sites to comply with the Americans with Disabilities Act (ADA). Based on the findings to date, the City has programmed to improve City Hall's first and second floor entrances to provide ADA compliant access to the public. The proposed project shall assess and implement modifications to provide parking and access to and between the building's first and second floors, ensuring compliance with current ADA code requirements.

Inland Empire Utility Agency, Reclamation Plant No. 4 Chlorination Facilities and Maintenance Building Improvements: The scope of the project included a Tennant Improvement of the Maintenance Building as well as the construction of new Chlorination facilities and distribution systems. As the Cost Estimator for the project, Faisal provided critical decision making guidance to IEUA staff and the consulting team by providing construction preliminary cost estimates during Design Development as well as detailed estimates at the 60%, 85%, 95%, and 100% project milestones.



Section 4: Company Qualifications Firm Information

IDS Group (IDS) is a multidisciplinary architectural and engineering consulting firm with over a decade and a half of experience. Our integrated design team provides added value through our specialized divisions – architecture and structural, civil, mechanical, plumbing, and electrical engineering. Our corporate infrastructure creates optimum utilization of resources for our staff of over 100 professionals, maximizing service efficiency. IDS is committed to project excellence, providing turnkey design solutions to the building and infrastructure industries.

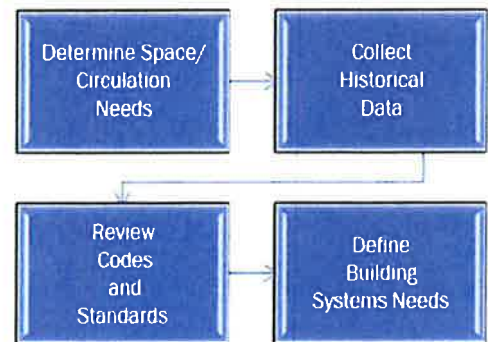
We have been involved in numerous renovations, additions, design, and upgrades for all types of projects throughout Southern California. IDS incorporates sustainable, energy-efficient, and environmentally conscious designs as a significant component of each project. We are recognized for our use of water-efficient plant materials, recycled materials, and water-efficient irrigation systems. IDS is a member of the Green Building Council, on design teams for LEED-certified building projects, and employs numerous full-time LEED Accredited Professionals.

IDS' Architects are committed to creating unique methods to combine sustainability with our client's needs and desires. Developing strategies early to address the building function and achieving acceptance and an understanding from the building users goes a long way to providing a smooth and efficient construction phase, which is the best means of achieving a successful project.

Like the work at Lynwood City Hall Annex & Council Chambers. This project consist of $\pm 30,000$ s.f. expansion to the existing City Hall building, the City Hall Annex and Council Chambers project consists of: a council chambers with seating capacity for approximately 140 people, conference rooms, public counter and lobby, and restrooms. The remaining office area will be for city departments and staff.

The City Hall annex is contained within a gently curving form with a diagonal circulation spline that marks the primary entrance as well as provides access to the public counter and lobby as well as the council chambers.

The council chambers is designed to act as a link between the existing structure and the new three-story annex. The chambers accessed from a forecourt that also allows for informal gathering. The council chambers has a separate entry and secure meeting room for city staff as well as Level 3 bullet resistant





design at the podium. Line of sight and acoustical considerations help guide the interior design. A CCTV system allows for both broadcast as well as viewing from just outside the council chambers.

In-house Services

Architecture: IDS provides architecture design, planning, project management and renovation services to public and private clients throughout California. As a full service architectural firm, IDS is experienced in all phases of architecture from pre-design through project closeout. In addition, Our architectural services involve alterations, building assessments, modifications, accessibility studies, ADA compliance studies and design, new design, fire and life safety assessment and design, code review, space planning, remodeling, repair of damaged and deteriorated structures, and expansions and additions to existing facilities. Project experience of IDS staff encompasses new construction, renovation, re-adaptation, and tenant improvements to a variety of building types.



Civil Engineering: Established in 1991 our civil engineering department offers a wide array of expertise and experience, specializing in providing planning and entitlement, civil engineering, surveying and mapping, construction survey, LEED, sustainable design, construction administration, and traffic engineering services.

Structural Engineering: Our structural engineering division is a recognized leader in the design, assessment, review, and retrofit of buildings. The depth of our work includes the design of new buildings utilizing steel, concrete, and masonry, the assessment and retrofit of numerous buildings of all sizes, the evaluation and repair of distressed structures, peer and plan review, constructability review, and forensic engineering.

Mechanical and Plumbing Engineering: The mechanical engineering division is comprised of professional engineers and designers who are experts in the fields of heating, ventilating, air conditioning, plumbing, piping, and fire protection. We have provided design services for HVAC, plumbing, and fire protection systems for countless public projects and facilities. These projects encompass new construction, retrofit, modernization, and expansions of facilities.

Electrical Engineering: The electrical engineering division of IDS has provided quality professional electrical engineering services to public and private clients. Our electrical engineers have extensive experience in a wide variety of projects and in the preparation of engineering studies, analyses, plan reviews, preparation of drawings and specifications for new construction projects; construction cost estimates; field investigations; concept studies; reports, and post-construction support for electrical engineering projects.

Design and Production Ability (CAD | BIM): IDS Group is at the forefront of computer aided design and data management, including Building Information Modeling (BIM). The scale and magnitude of many of our projects requires that we outfit our staff with state-of-the-art computer hardware and the best available software for performing the most advanced analysis and design.



Our computer software library includes, but not limited to, the latest versions of architectural, structural, mechanical/plumbing, and electrical analysis and design programs.

Dedication to Sustainable Engineering: IDS Group values the opportunity to remain at the forefront of "green technology". We combine sustainable, energy-efficient, and environmentally-conscious designs as a significant component of each project. Our mission is to integrate energy-saving systems and equipment that will improve the building performance while ensuring occupancy comfort to reduce the consumption natural resources and reduce environmental degradation. IDS has been recognized by Energy Users News for excellence and innovation in energy and building management.

Subconsultants

IDS Group will utilize Cibola Systems for any audio-visual services that will be required as a part of this contract.



CIBOLA
SYSTEMS

Cibola is a California corporation founded in 1971 and wholly owned by Lisa Perrine. Throughout Cibola's 46-year history they have designed and implemented over 2,000 communication environments. Cibola's team continues to work ahead of the curve as hardware and media evolve – not only incorporating the newest technologies, but also envisioning the next evolution and building growth into their Clients' solutions. At the same time, Cibola constantly deepens their understanding of human factors: *how people communicate, how they experience media, and how they interact with technology.*

From the beginning, Cibola has provided a single source of project accountability by offering AV consulting, AV implementation services, and on-site system maintenance. Cibola is flexible in structuring project engagements, providing staff continuity and accountability for results while working within each Client's preferred project format. Approximately half of Cibola's 2,000+ projects are technology-enabled spaces for professional collaboration, decision-making and learning. The balance are special purpose areas such as network operation centers, screening rooms, and production suites.

Cibola's clients are well served by their deep in-house technical capabilities and experience, coupled their unique focus on user experience. A large number of Cibola's Clients are multi-site professional services organizations requiring reliable, high-use conference facilities that integrate with their workflow communications platform.

Cibola delivers projects throughout the country from their primary location in the historic district of Orange, California. Cibola is certified by InfoComm International as an AV Provider of Excellence (APEX) firm. The APEX program recognizes AV design and integration companies for upholding industry excellence: providing quality service to Clients, using an approved quality control process, and supporting continuing education through individual InfoComm certification credentials.



Cibola also maintains the following firm-wide certifications:

- WBE Certification from the California Department of Transportation
- DBE Certification from the California Department of Transportation
- SBE Certification from the State of California



Core Team Members

Cibola's core team is comprised of 16 professionals with interdisciplinary backgrounds including system engineering, software development, architecture, electrical engineering and business strategy. The average tenure at Cibola is 13 years, and six individuals have earned a Master's degree, Doctorate, or professional license since completing their undergraduate degrees. Cibola places a heavy emphasis on learning from experience, in addition to formal and vocational training. Since many of our projects are completed using a design/build approach with staff continuity from conception to completion, we are in a unique position to learn about new technologies and approaches from every project experience. Key staff members are shown below.



Lisa Perrine Ed.D, CTS
CEO, Project Principal

BFA Design, MBA, Ed.D.

Relevant Project Examples:

United Talent Agency, First American NOC & Briefing Room, Latham & Watkins LLP, SAG-AFTRA, Jones Day LLP, Irvine Company Conference Center, The California Endowment, Edmunds.com, Wells Fargo Capital Finance, CalOptima Board Meeting Room



Chris Bertell, CTS-I, LEED AP
Project Manager

BSEE, MSEE

Relevant Project Examples:

Bel Air Investment Advisors, Venable LLP, Latham & Watkins LLP, Irvine Company Conference Center, Wells Fargo Capital Finance, Loyola Law School, William Morris Endeavor, SAG-AFTRA, United Talent Agency



JoAn Kenmotsu, RA, CTS-D, LEED AP, PMP
Project Designer

BS Architecture, Registered Architect

Relevant Project Examples:

Bel Air Investment Advisors, Norton Rose Fulbright LLP, First American NOC & Briefing Room, Latham & Watkins LLP, Jones Day LLP, Irvine Company Conference Center, Schools First FCU, Union Bank, CalOptima Board Meeting Room



Diana Theron, CTS-D
VP Engineering, Lead Engineer

BSEE, MBA

Project Examples:

Jones Day LLP, Latham & Watkins LLP, Norton Rose Fulbright LLP, Bryan Cave LLP, Los Angeles Police Department Headquarters, The California Endowment, Metropolitan Water District Technology Refit, City of Hope, CalOptima Board Meeting Room



Craig Eady, PE
Systems Engineer

BSEE

Relevant Project Examples:

Loyola Law School, Latham & Watkins LLP, Venable LLP, Edmunds.com, SAG-AFTRA LA, Blizzard Entertainment, William Morris Endeavor, Chapman Digital Media Arts Campus, City of Hope, SAG-AFTRA Los Angeles

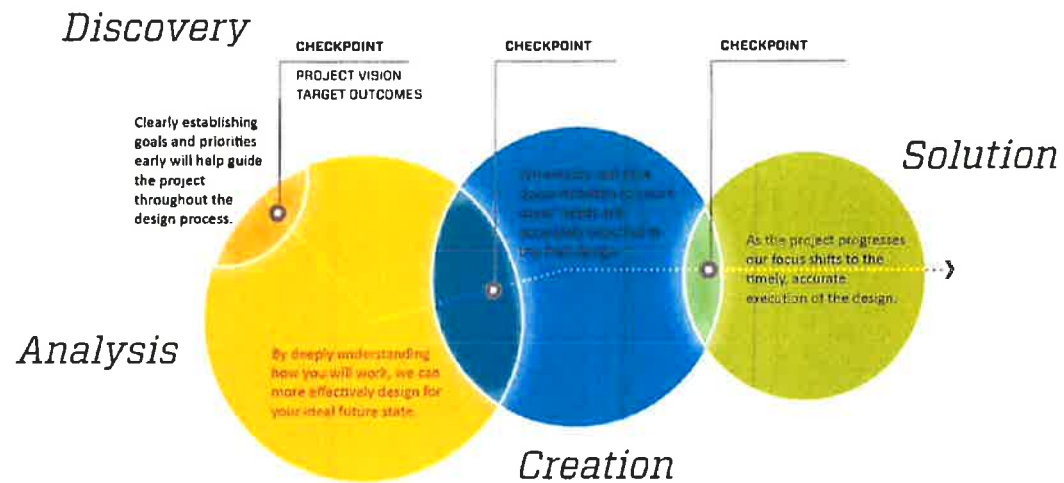


Benjamin Djou, PE, CTS, LEED AP
Senior Design Engineer

BSEE

Relevant Project Examples:

United Talent Agency Headquarters, Jones Day Los Angeles, Los Angeles Police Department Headquarters, The California Endowment, The Annenberg Foundation, Irvine Company Conference Center, Loyola Law School



Programming and Space Allocations

Architectural Programming is the process determining “what” should be designed. Programming is the time to define expectations, establish benchmarks, explore alternatives, balance scope and budget, and to uncover all of the functional issues that influence the project. The resulting document is a comprehensive definition of the project, incorporating:

- Dais replacement
- Seating replacement
- Wall panel replacement
- Carpet replacement
- Floor layout changes including demolition and construction of walls, floors, etc.
- ADA accessibility related improvements
- Lighting improvements
- New electronic system improvements, including voting system and audio/video presentation system

The City of Monterey Park’s Program will include all required office interiors and support spaces (conference rooms, break rooms, etc.) tenant improvements. These elements will be programmed to incorporate scalable best in practice technology integration. ADA compliance requirements for site elements at the Sweet Shade Community Center site, including the playground, will be enumerated. Infrastructure and space allocations for security and information technology will be described and quantified.

IDS’ expertise in Programming includes a current project in which we develop a detailed project program or project brief allocating space by function and detailed requirements of each space. This process was a collaborative effort between a three-person project committee and the IDS design team.



Sample of Similar Projects

IDS has completed numerous tenant improvement/ rehabilitation projects for public and private agencies including:

City of La Palma Civic Center ADA Assessment & Tenant Improvements

La Palma, CA

The Civic Center facility is critical to the operation of the City. IDS was requested to perform an evaluation of the Civic Center facility.

For this study, IDS performed the architectural evaluations and assessments in house. The architectural evaluation included a review of the facility as well other City facilities for ADA/accessibility compliance.

Our architectural assessment identified numerous items that were not in compliance with current accessibility regulations. Recommendations were made related to each of the issues identified. Several different options were developed for resolving the identified items and an opinion-of-cost was developed for those options.



IDS attended meetings with City representatives as well as City Council meetings to explain the results of the assessment and the recommendations that were made. IDS was retained and has completed design for improvements to the Civic Center addressing space planning and ADA compliance issues.

 Key Personnel Participation	Project Involvement of Proposed Staff						Issues Relevant to City of Monterey Park RFP								
	ADA	Programming/ Space Planning	Utility Coordination	Surveys	Record Search	Code Compliance	Cost Estimates	Quality Control	Chambers/ Building Renovations	Audio/ Video	Furnishings	Architectural	Structural	MEP	Construction Administration
John Silber, AIA, Principal-in-Charge	✓	✓		✓					✓			✓	✓	✓	✓
Said Hilmy, QA Manager								✓	✓						
Andrew Chan, Project Manager															
Michael Cecconi, Lead Architect									✓			✓			
Rob O’Neil, MEP Lead	✓													✓	✓
Faisal Dakhil, Cost Estimator							✓								✓



City Hall Access Improvements for the City of La Cañada Flintridge

La Cañada Flintridge, CA

The City is in the process of performing a comprehensive evaluation of City-owned buildings and sites for compliance under the Americans with Disabilities Act (ADA). Based on the findings to date, the City has programmed to improve City Hall's first and second floor entrances to provide ADA compliance access to the public. The proposed project requires preparing a topographic base map survey, conducting a building and site assessment, and developing plans to mitigate the deficiencies throughout the building, parking lot, and city hall site.



 Key Personnel Participation	Project Involvement of Proposed Staff						Issues Relevant to City of Monterey Park RFP								
	ADA	Programming/ Space Planning	Utility Coordination	Surveys	Record Search	Code Compliance	Cost Estimates	Quality Control	Chambers/ Building Renovations	Audio/ Video	Furnishings	Architectural	Structural	MEP	Construction Administration
John Silber, AIA, Principal-in-Charge	✓	✓				✓			✓			✓			
Said Hilmy, QA Manager								✓	✓						
Andrew Chan, Project Manager															
Michael Cecconi, Lead Architect					✓				✓			✓			
Rob O’Neil, MEP Lead			✓	✓					✓					✓	
Faisal Dakhil, Cost Estimator							✓		✓						



CCWRF Control and Server Rooms Modification

Chino, CA

The Client's objective was to turn an existing Control Room into a new ISS Server Room and change an adjoining Workroom into a new Control Room.

IDS' services consisted of two phases: the Design and the Construction. Each phase was coordinated to ensure a seamless Design/Build delivery.

Design included a new HVAC system to serve the Control & Server rooms, electrical, lighting, flooring, ceiling, window treatments, and entry system and a custom designed shelving and control console station.



During the design phase, IDS engineers determined that the existing HVAC system was not adequate to serve the new Server Room. Our in-house team presented to the Owner a state-of-the-art split system which was approved and installed.

Design elements included accommodating six (6) 55 inch digital wall monitors as well as eight (8) large screen computer monitors that were integrated into a custom designed and built control console station. To confirm that unobstructed viewing by Control Room technicians would be obtained for all fourteen screens, IDS designers rendered multiple perspectives - utilizing Revit - prior to console fabrication.

 Key Personnel Participation	Project Involvement of Proposed Staff						Issues Relevant to City of Monterey Park RFP								
	ADA	Programming/ Space Planning	Utility Coordination	Surveys	Record Search	Code Compliance	Cost Estimates	Quality Control	Chambers/ Building Renovations	Audio/ Video	Furnishings	Architectural	Structural	MEP	Construction Administration
John Silber, AIA, Principal-in-Charge	✓	✓				✓			✓	✓		✓			
Said Hilmy, QA Manager								✓					✓		
Andrew Chan, Project Manager															
Michael Cecconi, Lead Architect															✓
Rob O’Neil, MEP Lead						✓								✓	
Faisal Dakhil, Cost Estimator							✓		✓						



Kings Road Community Center
West Hollywood, CA

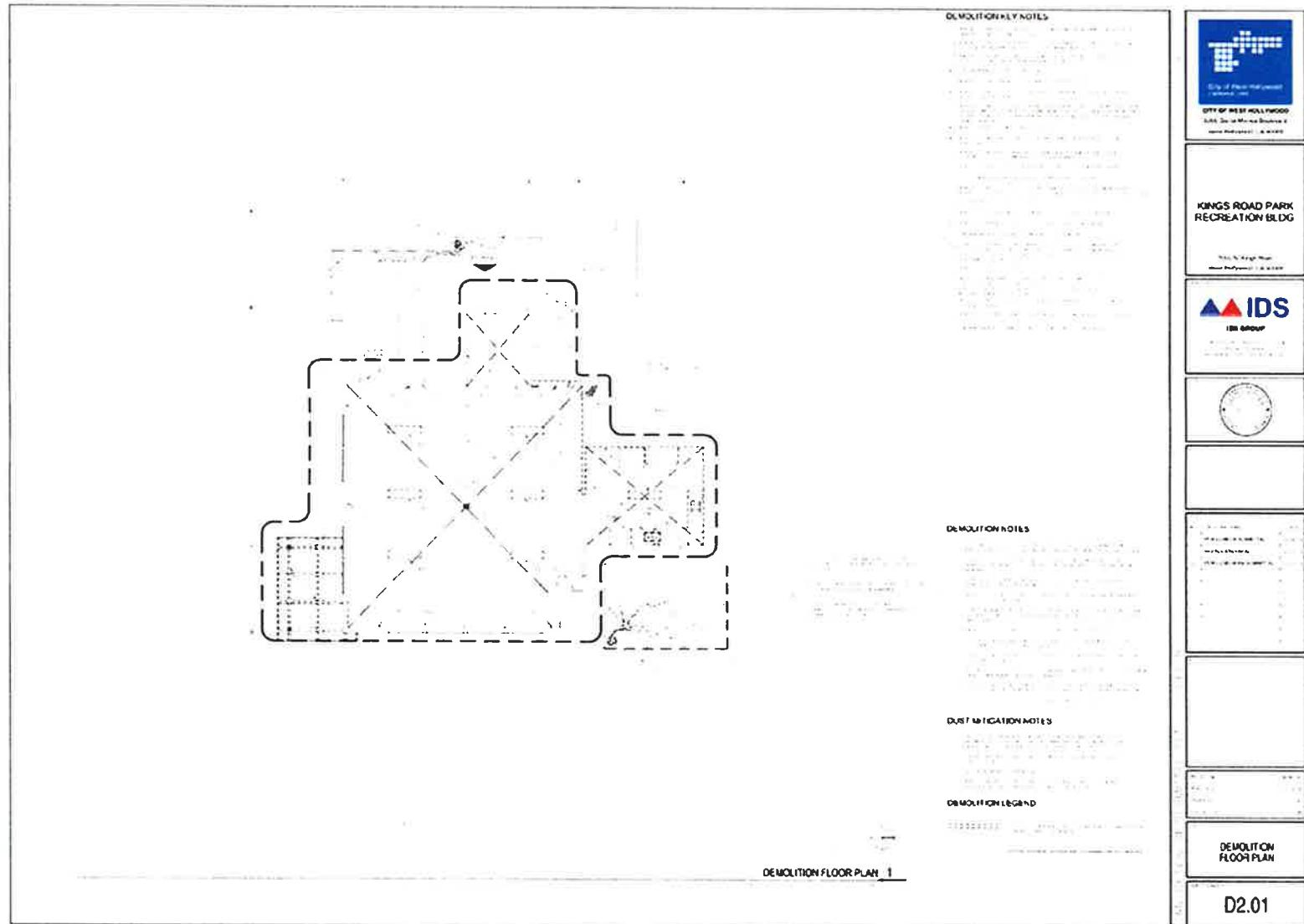
IDS provided building and site design services, plans, specifications, preliminary and final cost estimates as well as construction monitoring for the Tenant Improvements of the multipurpose building (MP) for the City of West Hollywood.

The building is a small 1,850 square foot located within Kings Park. The MP building has men and women's restroom, a kitchen, mechanical/storage space and a meeting area. It is of type V-B construction and has an A-3 occupancy. It has a slightly sloped roof and there is no ceiling in the meeting area which is open beamed.



The scope-of-work included upgrades to the MP by installing sound insulation, new flooring, replace single pane windows and the beam to allow removal of existing column. IDS will rework the existing ductwork, replace electrical wiring and outlet's and provide additional wiring/outlets for data accessibility in both the meeting room and kitchen as well as upgrades to the existing kitchen.

 Key Personnel Participation	Project Involvement of Proposed Staff						Issues Relevant to City of Monterey Park RFP									
	ADA	Programming/ Space Planning	Utility Coordination	Surveys	Record Search	Code Compliance		Cost Estimates	Quality Control	Chambers/ Building Renovations	Audio/ Video	Furnishings	Architectural	Structural	MEP	Construction Administration
	✓	✓		✓					✓				✓			✓
								✓						✓		
				✓	✓	✓							✓			✓
			✓	✓		✓									✓	✓
								✓		✓						







Inland Empire Utilities Agency Sludge Building

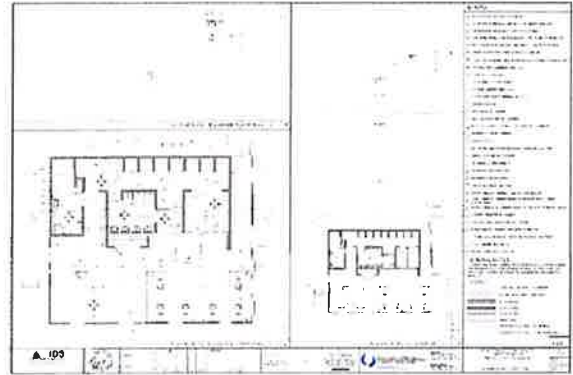
Rancho Cucamonga, CA

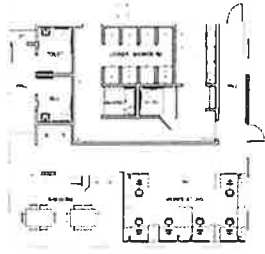
Located in the city of Rancho Cucamonga, the Regional Water Recycling Plant No. 4 (RP-4) has been in operation and producing recycled water since 1997. The major treatment processes include wastewater pumping, preliminary and primary treatment, primary effluent flow equalization and diversion, secondary treatment and tertiary treatment.

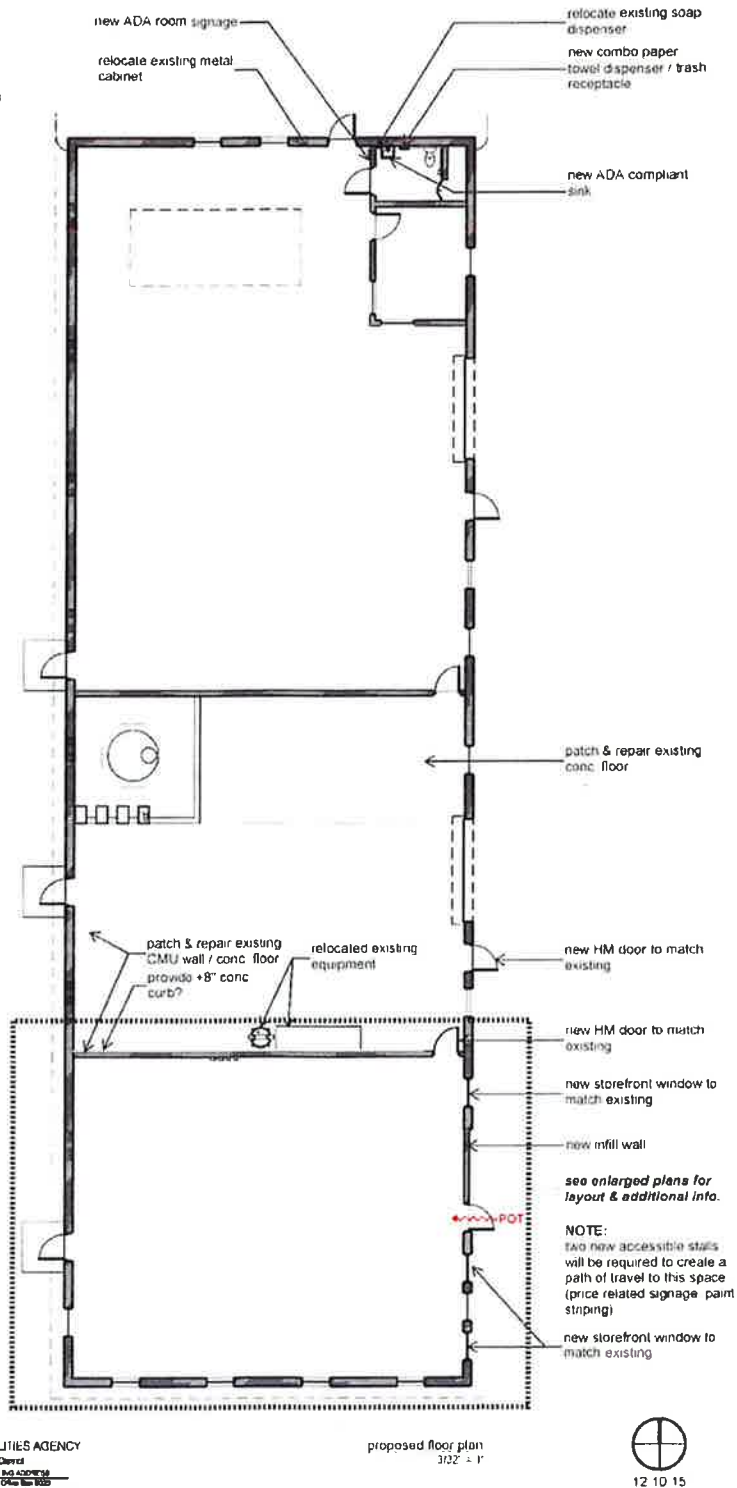
IDS was tasked with making improvements to the existing 'Sludge Building' to better suit the needs of the facility. These improvements included making substantial changes in two of the three bays within the 7,185 SF structure. The first bay contained a small breakroom, storage area, work shop, and a dilapidated locker room area. The second bay contained a series of chlorination tanks that were to be removed to allow for addition on-site storage of materials.

The existing locker room only provided facilities for four staff members and was not ADA compliant. IDS was asked to replace the existing facilities with eight showers, lockers for a minimum of sixteen staff members, a separate single occupant ADA compliant toilet room with shower, update and expand the existing breakroom, and provide six workstations within the former storage / work shop area.

In addition to the revised floor plan layout, new lighting and HVAC equipment was provided to address the new programmatic uses.



 Key Personnel Participation	Project Involvement of Proposed Staff						Issues Relevant to City of Monterey Park RFP									
	ADA	Programming/ Space Planning	Utility Coordination	Surveys	Record Search	Code Compliance		Cost Estimates	Quality Control	Chambers/ Building Renovations	Audio/ Video	Furnishings	Architectural	Structural	MEP	Construction Administration
John Silber, AIA, Principal-in-Charge	✓	✓		✓						✓			✓			✓
Said Hilmy, QA Manager									✓					✓		
Andrew Chan, Project Manager		✓											✓			
Michael Cecconi, Lead Architect				✓	✓	✓							✓			✓
Rob O’Neil, MEP Lead			✓	✓		✓									✓	✓
Faisal Dakhil, Cost Estimator								✓		✓						



NOTE:
provide new HVAC system
to condition entire space



INLAND EMPIRE UTILITIES AGENCY
A Municipal Water District
13600 E. Main Street
Chino, California 91710
Telephone (951) 625-1200
Fax (951) 625-1200



Section 5: References

IDS Group prides itself on successful and long lasting client relationships. Most of our clients utilize our professional services on many projects, and our collaborations span years of service. The following pages include public and private client references for our services and work on specific projects.

As-Needed Architectural Services, CalOptima

Orange, CA

CalOptima is a county organized health system that administers health insurance programs for low-income children, adults, seniors, and people with disabilities in Orange County. It is the County's largest health care insurer.

CalOptima has a continuous need for professional architectural and IDS was retained by the CalOptima to provide architectural and engineering services for tenant improvement and modernization projects for CalOptima's 10-story office building. IDS reviewed documents provided by the CalOptima, conducted a visual inspection of the facilities, developed designs and construction documents for multiple projects, and design for the installation of meeting audio system improvements in the Board Meeting Room.

Our analysis included detailed baseline Architect's Estimate of Probable Construction Cost (AEPCC). IDS assisted CalOptima with value-engineering decision making in those instances when the AEPCC exceeded budget.

Contact Information:

CalOptima
Gary Thomas, Manager, Facilities
714.796.6158
gthomas@caloptima.org

Project Relevance:

- Audio/ Video Upgrades
- Expansion and Upgrades
- Staff Relocation
- Furnishings
- Cost Estimates
- Phase/ Movement Plans
- Construction Administration



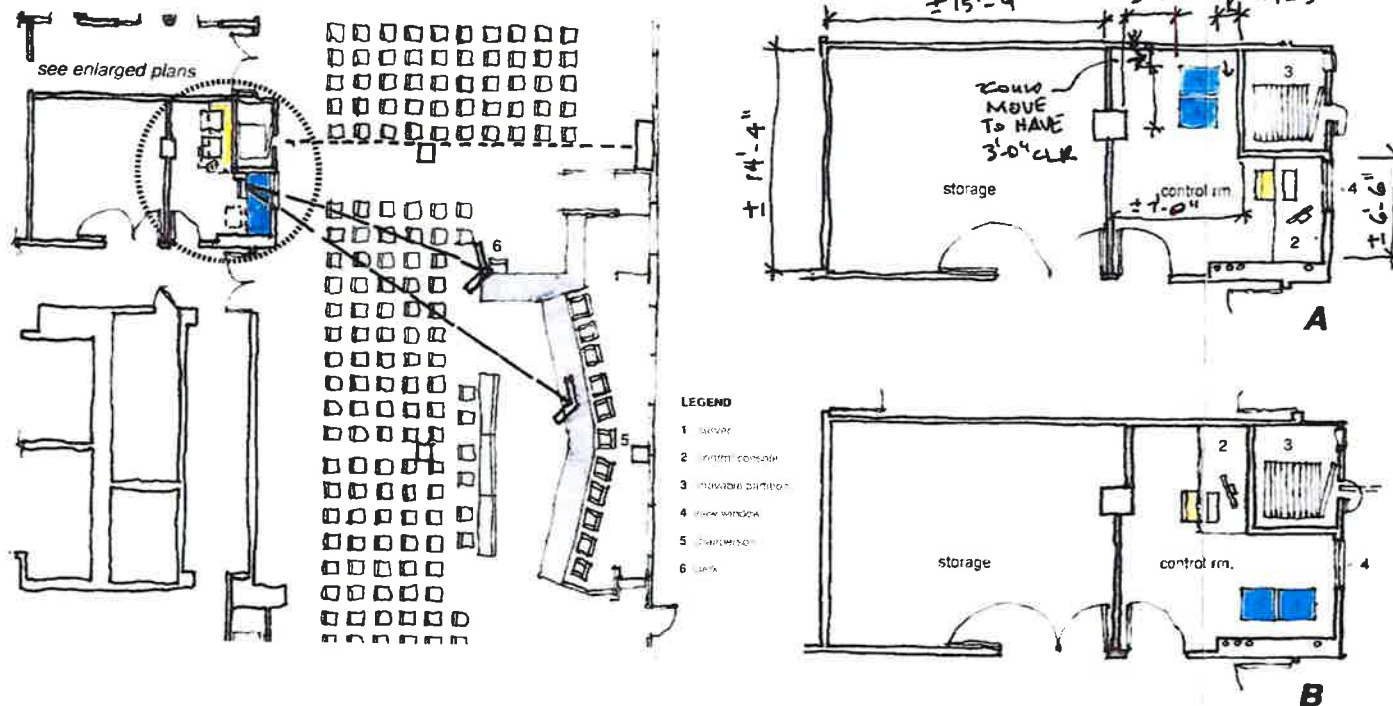
- **First Floor Board Meeting Conference Rooms:** The Board Meeting Room can serve as a single large meeting room or be partitioned into three rooms by means of operable walls. Specialty work included design for an interface between cloud based IT and audio system for simultaneous remote teleconferencing into three conference rooms. Remodeling of the Audio/ Visual Control Room to facilitate upgrade to the existing sound recording systems for the connecting conference rooms. The



new system includes ADA Assistive Listening capacity in compliance with the California Building Code as well as a 'vote cast' system within the Board Room conference area.

- **Fifth Floor Workplace Expansion:** The expansion of the fifth floor includes demolishing two conference rooms and Hotel work areas to maximize the cubicle count on the floor.
- **Eighth Floor HR Suite TI:** The HR Department will be converted and expanded into a secure suite. IDS will evaluate the existing space including office, conference room, secure file room, and cubicle counts to determine expansion. Additionally, IDS will evaluate the feasibility of making the existing spaced into a separate secure suite.
- **Third Floor Tenant Improvements (Completed):** Remodeling of an entire floor including the men and women's restrooms (4-count) and the elevator lobby covering approximately 20,167 sf of office space. Project permitted CalOptima to occupy space previously used by another company and to do so in an environment meeting CalOptima's adopted organizational facilities standards. Plans and finishes are to be in compliance with Cal Optima's existing design and engineering standards.





1st FLOOR - conference room, AV control booth



project address:
CalOptima
505 City Parkway West
Orange
California 92668

project no: 15X001.00

scale: 1/8" = 1'-0"

date: 5/12/2015

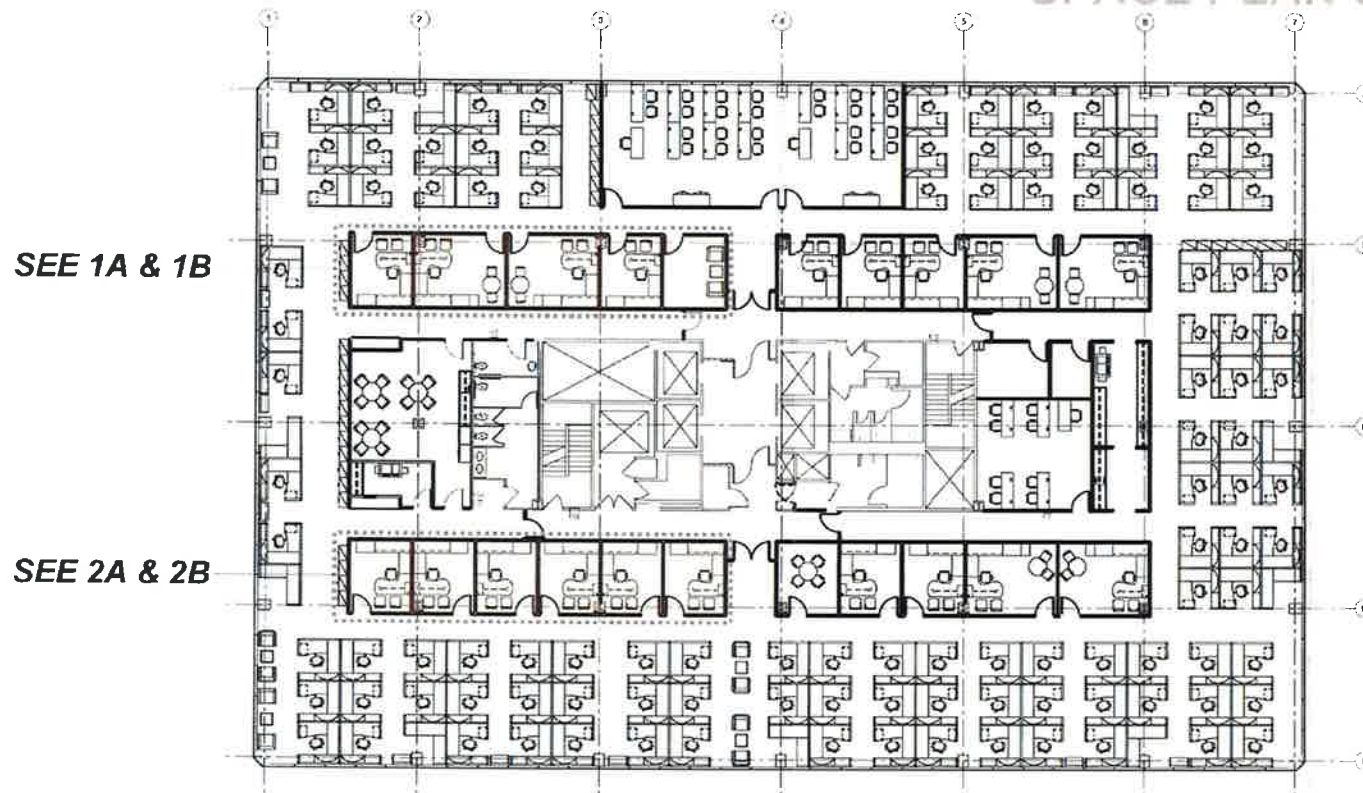
design firm:



sheet no:



SPACE PLAN STUDY



3rd FLOOR - tenant improvement



project address:
CalOptima
505 City Parkway West
Orange
California 92668

project no: 153001.00

scale: 1/8" = 1'-0"

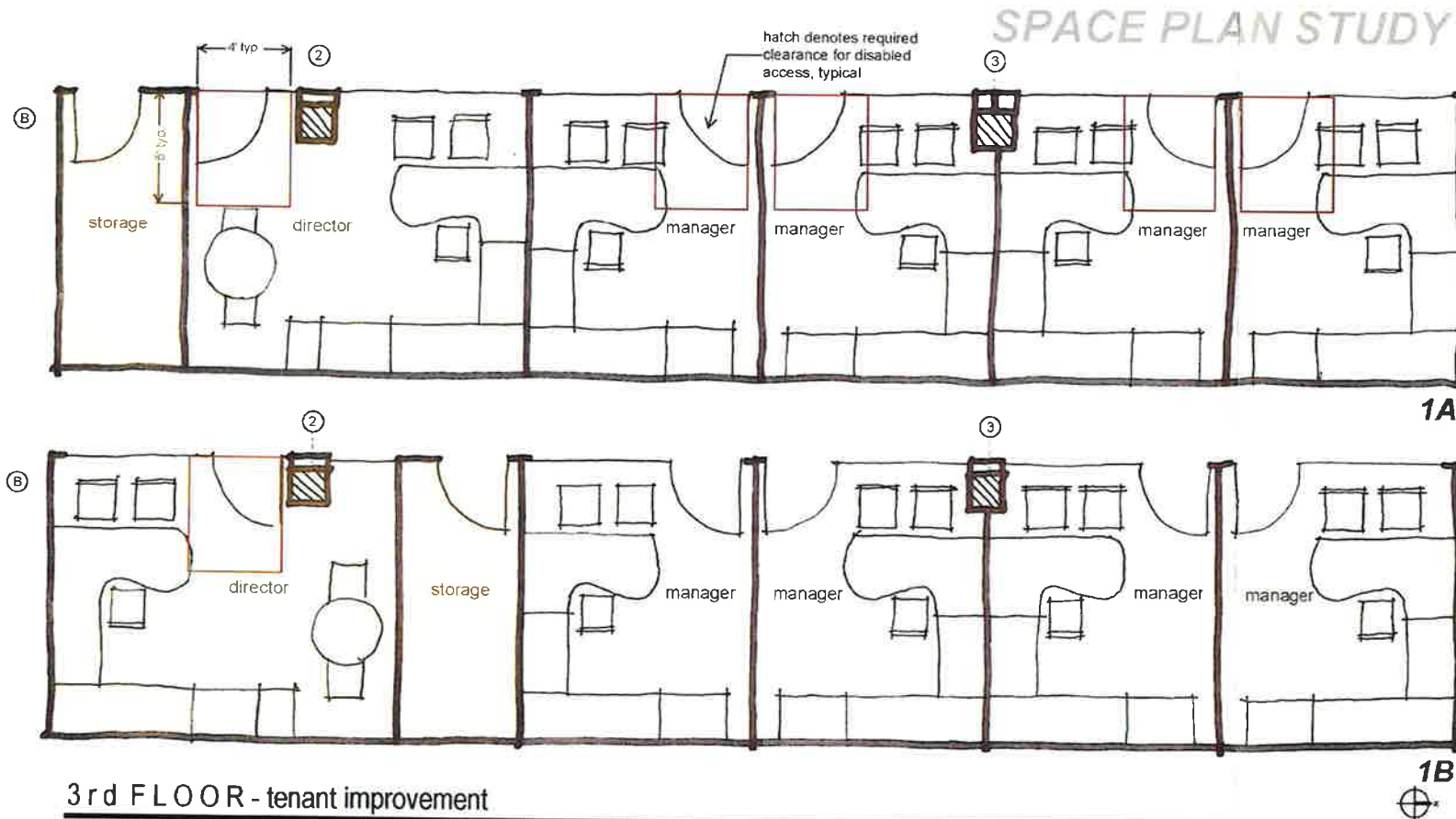
date: 6.1.2015

design firm:



sheet no:

1



project address:
Cal Optima
505 City Parkway West
Orange
California 92668

project no: 15J001.00

scale: 1/8" = 1'-0"

date: 6.1.2015

design firm:



sheet no:

2



City of Azusa Light & Water Department

Azusa, CA

The City of Azusa Light & Water (L&W) retained IDS to provide A/E services with the following goals in mind:

- Provide a more efficient office layout, safety and security for its employees.
- Reduce financial risk to Light & Water that could result from adverse customer interaction or event.

IDS is currently providing AE services to the City of Azusa for the remodeling and design services for its Customer Service Lobby area. Scope-of-work includes:

- Reconfiguration of the storage room into an office with four workstations
- Demolish the solid partition wall dividing five (5) Customer Service Representative workstations
- Install a bullet resistant transparent partition barrier with acrylic slot louvers on five (5) workstations to serve customers from secure side of partition
- Convert an area into children's seating/ entertainment zone
- Relocate security video cameras, television screens, phone lines, network conduit
- Installation of network switch, customer signage, and relocation of number system or installation of a green light or electronic arrow system to alert waiting customers of open workstations.

The Call Center will have fresh finishes and ergonomic, adjustable height workstations. In addition, with doors removed and a new opening, there is good connectivity to key customer service areas and shared daylight harvested from existing skylights.

The Kids Zone will delight the children. They will enter the illusion of an aquarium with blue Plexiglas enclosure with an underwater, hand painted mural and an interactive projector creating the illusion of fish swimming in a pond. Surrounded by soft banquettes and plush carpeting the kids will be safe and entertained while their parents take care of business.

Contact Information:

City of Azusa Light & Water Department
Mr. Steven Yang
626.812.5283

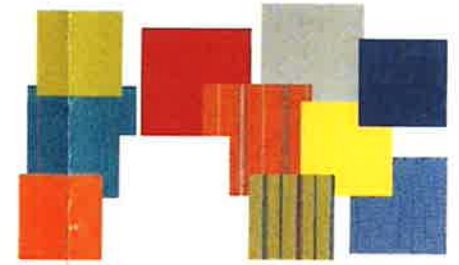
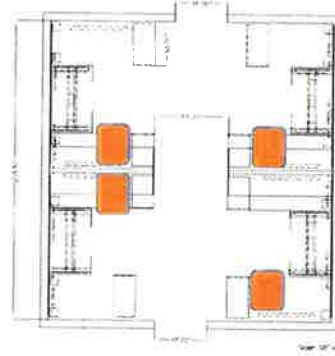
Project Relevance:

- Conceptual Design
- Cost Estimates
- Office Building
- Space Allocation
- AE Service
- Network and Security System
- Energy Efficient Upgrades





- PHASE 1
- PHASE 2.1
- PHASE 2.2
- PHASE 2.3
- PHASE 3
- PHASE 4





City Hall & BTRCC Building Improvements

Rancho Santa Margarita, CA

Due to unusually heavy rains, the City of Rancho Santa Margarita Civic Center Complex, consisting of City Hall and the Bell Tower Regional Community Center, experienced significant water intrusion from a variety of sources. IDS was retained by the City to provide architectural and engineering services, property assessment and rehabilitation. IDS reviewed documents provided by the City, conducted a visual inspection of the site, developed a move management plan, and a "pros-and-cons" assessment for installation of different building systems.

Our analysis included a detailed baseline Architect's Estimate of Probable Construction Cost (AEPCC). In the event that the baseline AEPCC exceeded the construction budget to a significant degree IDS included an additional architectural services budget with the AEPCC so that the City can make a decision regarding budget with "all the cards face up on the table."

IDS submitted an Architect's Estimate of Probable Construction Cost (AESPCC) and provided updates of the Estimate as a part of the 85%, 100% and final deliverables. The AESPCC included cost estimate for all contract bid items to successfully deliver the project. Quantity calculations were prepared and unit costs developed to prepare an accurate cost estimate. A cross reference check was provided to the City ensuring that each line item in the estimate is properly noted and described, including method of payment, with the contract specifications. This cross reference verification will be provided to the City with the deliverables.

IDS assisted the City with the process of pre-qualifying a contractor, which included review of a City draft Request for Qualifications and recommended edits.

Contact Information:

City of Rancho Santa Margarita
Mr. E. (Max) Maximous, PE, Public
Works Director/ City Engineer
949.635-1800

Project Relevance:

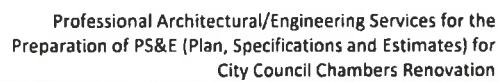
- Construction Documents
- Cost Estimates
- Civic Center Planning
- Space Allocation
- A/E Services
- Construction activity in a building in use during construction
- Energy Efficient Upgrades

"Your firm's contribution on one of the City's most important projects, was most appreciated and highly valued. The City Council and City Staff are genuinely grateful for the excellent work performed by IDS and the professionalism exhibited throughout. Without hesitation, The City would highly recommend IDS to any agency or entity seeking similar services."



Max Maximous, P.E.
Public Works Director/City Engineer
City of Rancho Santa Margarita







Jones & Mayer Law Office Tenant Improvements

Fullerton, CA

Located with the downtown core of Fullerton, the new 25,000 sf two-story office building will house legal offices as well as provide approximately 5,000 sf of leasable space.

The architectural scale of the structure is sympathetic to the existing urban fabric and material selections are fully compatible to the neighborhood.

The building will provide private and open offices, a series of conference rooms, a kitchenette at each level, restrooms, file storage rooms, an employee break room area, and support functions.

The organization of the building reflects a primary tenet of the ownership to provide 'equality and transparency'. Therefore, the office functions are carefully organized about a centrally located light-filled double height lobby space that serves not only as a welcome to the building, but also as the main circulation spine.

Generous amounts of exterior and interior glazing promote daylighting while reinforcing the concept of openness and transparency. A catwalk at the second level encourages collaboration and communication between staff and helps to animate the lobby space, while a glass encased stairway vertically connects each level.

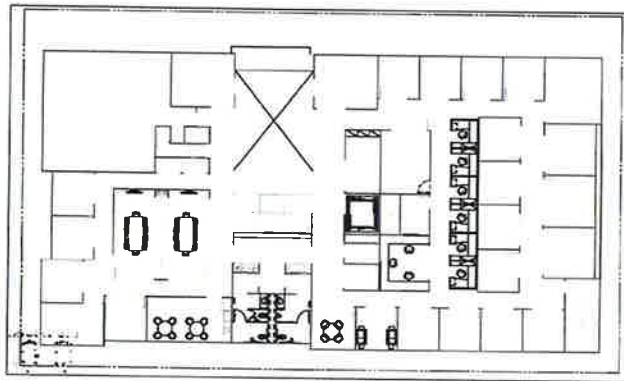
Contact Information:

Jones & Mayer
Richard D. Jones, Attorney
3777 N Harbor Blvd, Fullerton, CA 92835
714.446.1400

Project Relevance:

- Conceptual Design
- Cost Estimates
- Office Building
- Space Allocation
- AE Service
- Energy Efficient Upgrades





FULLERTON LAW OFFICES

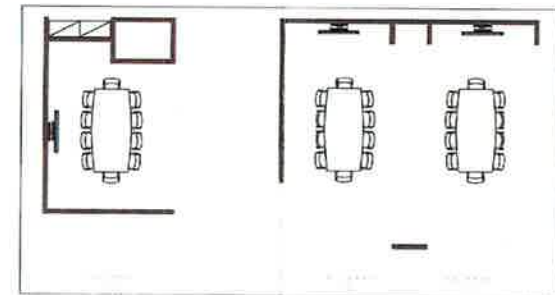
Floor Plan Study - Level 2



project address:
J&M
FULLERTON, CALIFORNIA
333 E. Broadway Avenue Fullerton, CA

project no.: 1546112.00
scale: 1/8" = 1'-0"
DATE: 12/1/15

IDS
IDS GROUP
ARCHITECTS



FULLERTON LAW OFFICES

CONFERENCE

IDS
IDS GROUP
ARCHITECTS



John Wayne Airport | County of Orange, Terminal Improvements Project

Santa Ana, CA

The Terminal Improvements Project consists of 31 distinct tasks of physical improvements occurring in and around Terminals A, B, and C (250,000 square feet). The focus of the work was on Terminals A and B, bringing them to the modern standard established in the new Terminal C. In addition to the physical improvements, additional important elements of the project include the utilization of JWA Revit models and specific guidance/restrictions through construction planning.

Task groups included the following.

- Access compliance improvements to ADA standards including modifications to handrail/guardrail, signage, and terminal amenities such as restrooms, phones and drinking fountains
- Selective replacement of worn wall finishes, acoustical ceilings, and the painting of vaulted metal ceilings
- Selective replacement of flooring to address wear, access, and trip-hazards
- Achieving energy conservation and renewing service life of building mechanical and electrical systems including the installation of more energy efficient LED lighting and replacement of boilers and HVAC subcomponents and controls.

Contact Information:

John Wayne Airport, County of
Orange

Larry Serafini, Deputy Airport Director

3160 Airway Avenue, Costa Mesa, CA
92626

949.252.5270

Project Relevance:

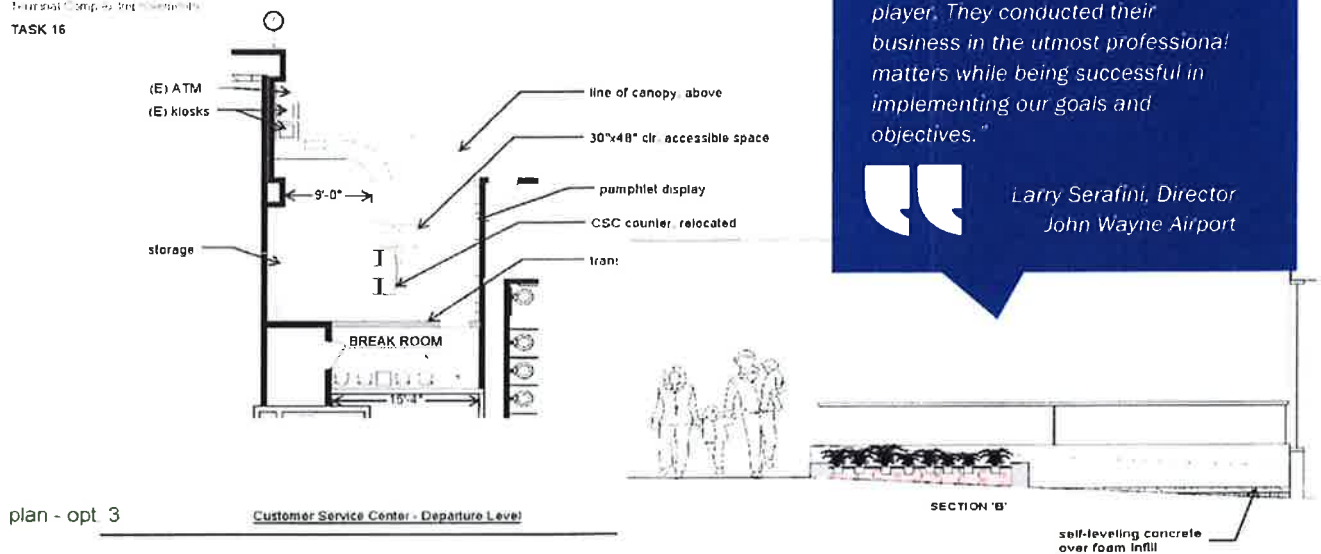
- Renovations and Modifications of Building occupied during construction
- Cost Estimation
- ADA/ Accessibility Improvements
- HVAC Equipment, Controls Replacement and Ductwork Modification
- Phase/ Movement Plans
- Construction Administration

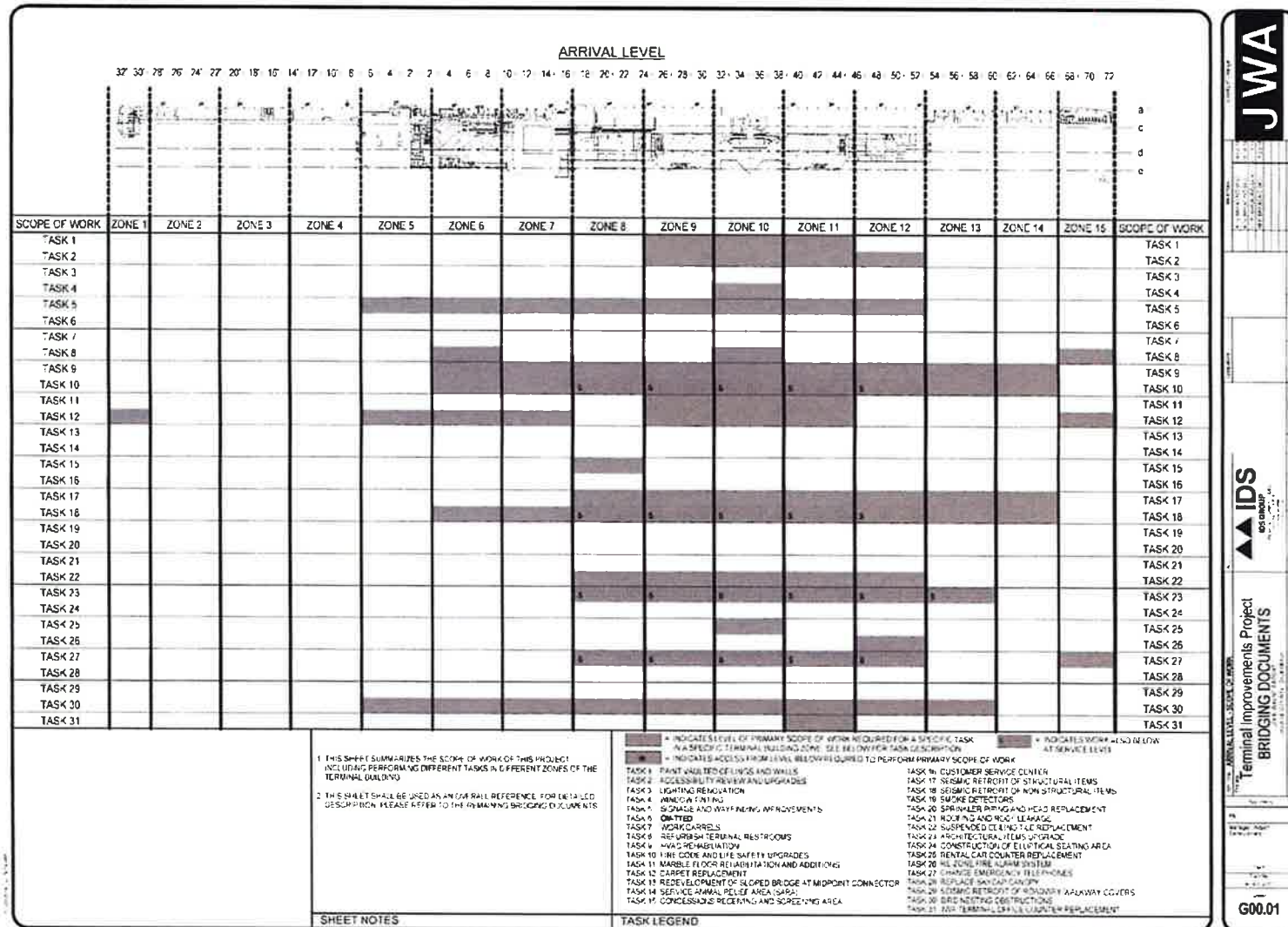
"It has been a great pleasure working with IDS Group which proved to be an excellent team player. They conducted their business in the utmost professional matters while being successful in implementing our goals and objectives."

Larry Serafini, Director
John Wayne Airport

JOHN WAYNE AIRPORT
Terminal Improvements Project
TASK 16

IDS GROUP







U.S. Department of Labor Job Corps Buildings, Upgrade, Retrofit and Phasing/ Move Management

Los Angeles, CA

The buildings were originally constructed in late 1920s or early 1930s. Buildings 2 and 3 are constructed of URM with a total of 20,000 SF of area. Building 4 is a five-story reinforced concrete shear wall building that encloses 43,800 SF.

Without available documentation and with a long history of numerous renovations and modifications over the buildings life, one of the first challenges was to obtain property, building and building system information to develop record drawings for each building. IDS' design team performed extensive site investigations including the use of laser measurement tools and photographic documentation outside and inside each building including above existing ceilings and limited removal of finishes.

Our surveys were crucial to document and identify conditions of obstructions and to fully identify and define the project scope of

work. Additionally, as the design progressed, the design team endeavored to identify the areas that would provide the most benefit and cause least impact to the building systems and construction progress. ***Creative solutions were identified that solved these issues in the most cost effective manner.***

Move management plans were developed to specify the sequence, extent, and scope of the moves as well as the work and temporary tenant improvements necessary to accomplish the moves. IDS worked closely with the Department of Labor as well as the facility users to develop the move management plans ensuring that all necessary items and issues were addressed.

IDS provided coordinated multi-discipline services to facilitate the construction. The contractor was able to work smoothly through the construction. ***Coordination along with our detailed plans provided a clear road map for the contractor as well as the building users on what they could expect.***

Contact Information:

US Department of Labor
Mr. Johannes Hoffman, DOL Contracting
Officer's Technical Representative
202.693.8012

Project Relevance:

- Renovations and Modifications of Multiple Buildings
- Site Investigations
- Cost Estimation
- ADA/ Accessibility Improvements
- HVAC Equipment, Controls Replacement and Ductwork Modification
- Phase/ Movement Plans
- Construction Administration

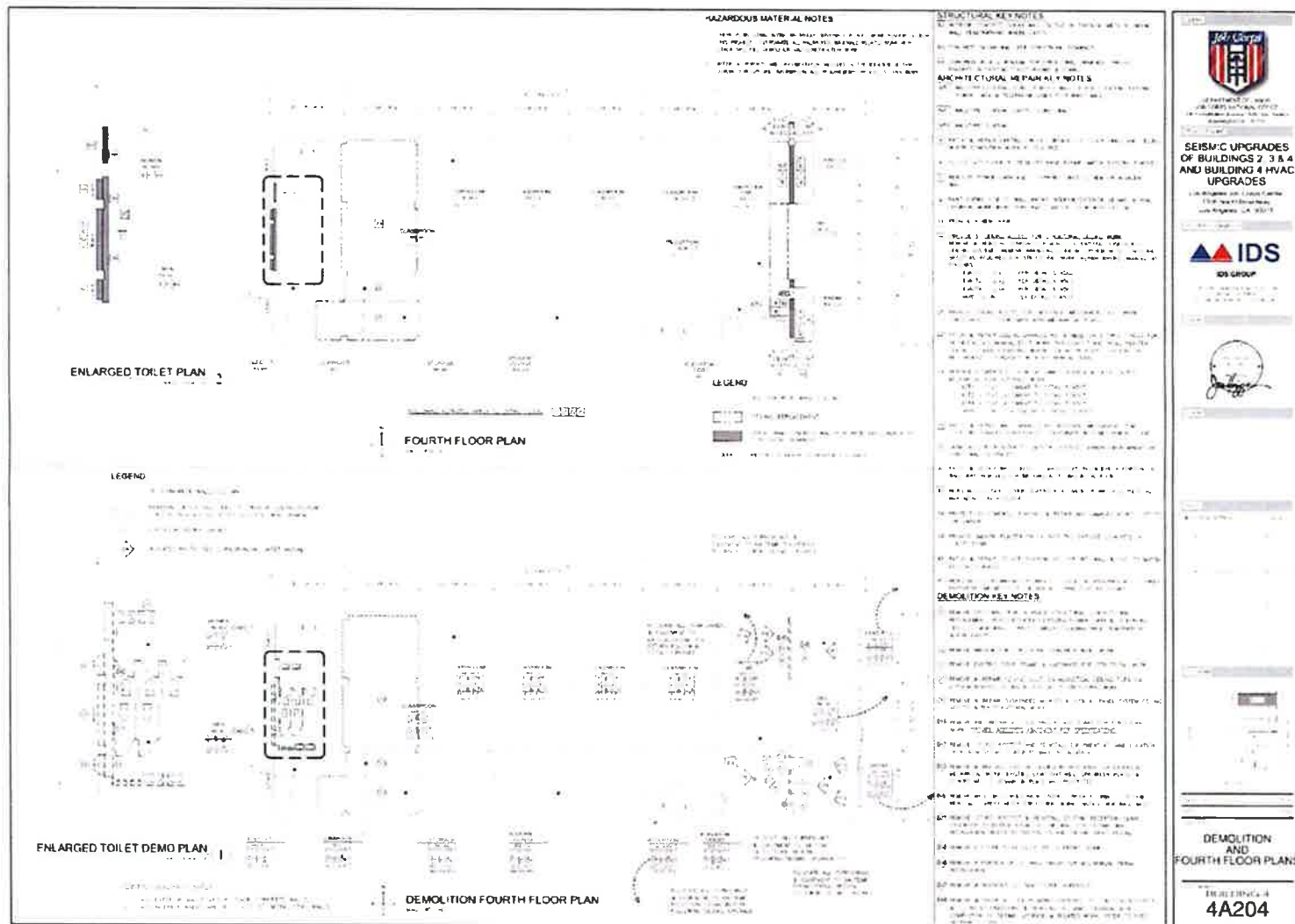
Kudos

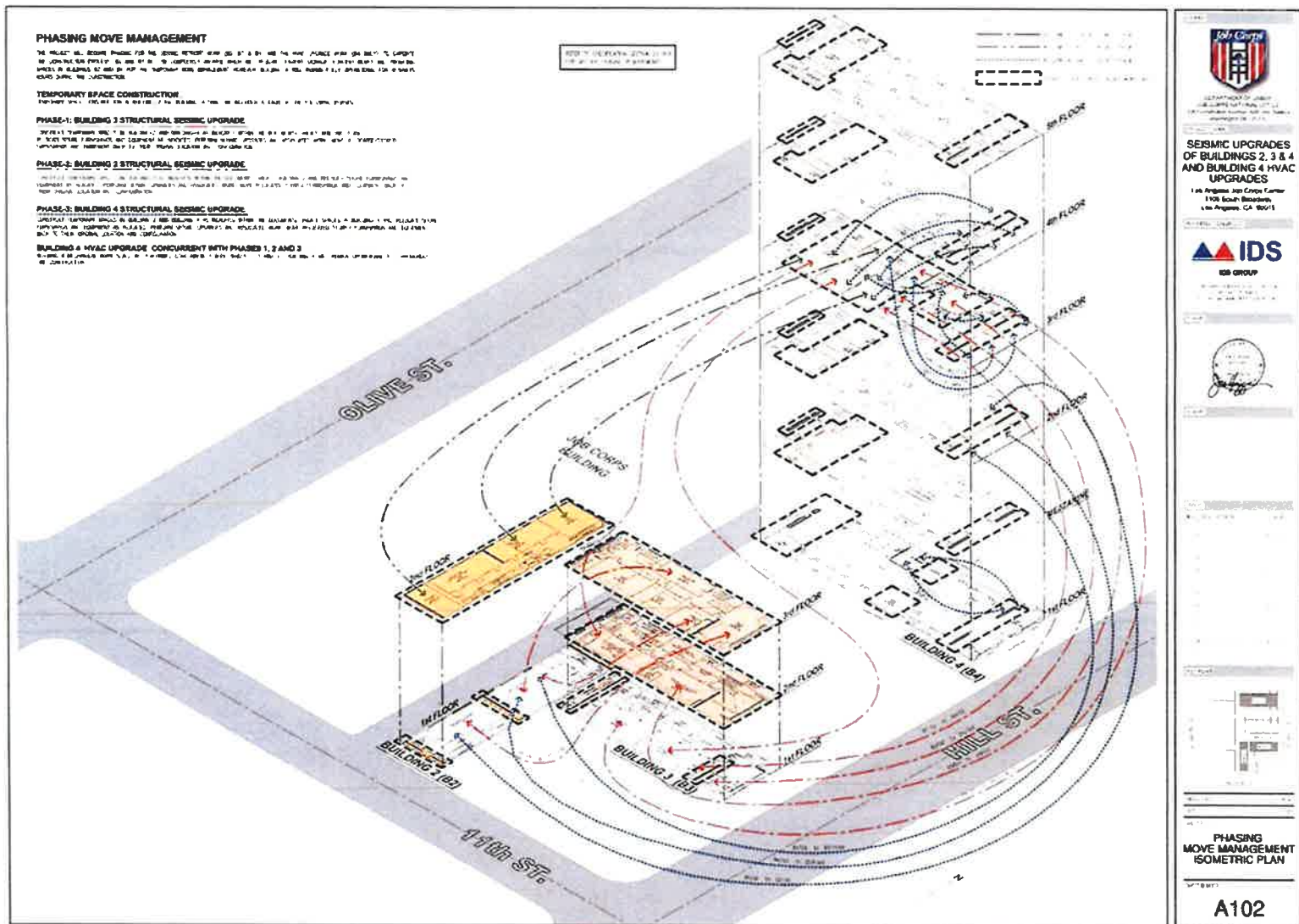
"IDS Group produced a very good set of construction documents. Now, during construction, IDS has been very timely with RFI responses and RFC recommendations, which has helped the GC keep on schedule. In addition, IDS Group has been doing a good job reviewing change order requests keeping the contractor in check on cost and time extension requests."

"I would recommend them for similar requirements in the future."

Maria Pizarro, Chief Contracting Officer, Department of Labor









Los Angeles Job Corps Center
Seismic Upgrade of Buildings 2, 3, 4; HVAC Upgrade of Building 4
DOLJ111A21652

Opinion of Probable Cost
100% CD Submittal - February 1, 2013
Page 51 of 57

100% Construction Documents Submittal Cost Estimate - Summary

CSI Code	Description	Quantity	Units	Building 16	Building 2	Building 3	Building 4	Equipment	Summary Cost	Notes
01	GENERAL CONDITIONS									
01 51	Temporary Utilities (water, power, toilets)	12	months					\$150	\$9,000	
01 52	Construction Facilities (field office, storage)	12	months	\$2,000				\$800	\$24,800	
01 54	Scaffolding	32000	sf					\$3	\$96,000	
01 54	Crane Rental	5	days					\$2,400	\$12,000	
01 56	Temporary Barriers and Enclosures	12	months					\$667	\$8,000	
0199	Parking Lot Space Rental	12	months	\$12,000					\$144,000	
	<i>Subtotal</i>								\$293,800	
02	EXISTING CONDITIONS									
02 10	Move and store furniture and equipment			\$22,000	\$8,000	\$12,000	\$8,000		\$50,000	
02 41	Demolition	756	mh	\$7,450	\$19,465	\$13,715	\$24,465	\$0	\$65,095	
02 42	Removal of construction materials	27	loads	\$700	\$6,000	\$5,000	\$1,500		\$13,200	
02 81	Removal of Hazardous Materials	16200	sf	\$0	\$65,000	\$73,000	\$24,000		\$162,000	
	<i>Subtotal</i>			\$30,150	\$98,465	\$103,715	\$57,965	\$0	\$290,295	
03	CONCRETE									
03 11	Concrete Forming	17360	sf	\$0	\$50,000	\$30,000	\$133,848		\$213,848	
03 21	Reinforcement	117875	lbs.	\$0	\$19,500	\$24,000	\$97,763		\$141,263	
03 30	Cast-In Place Concrete - Foundations	281	cy	\$0	\$11,475	\$8,910	\$62,900	\$1,500	\$84,785	
03 30	Cast-In Place Concrete - Slab on Grade	1152	sf	\$0	\$4,169	\$5,037	\$2,860	\$700	\$12,766	
03 31	Structural Concrete	365	cy	\$0	\$46,000	\$36,960	\$104,750	\$10,000	\$197,710	
03 21	Drill and set dowels	7022	ea	\$0	\$9,300	\$41,250	\$125,000		\$175,550	
	<i>Subtotal</i>			\$0	\$140,444	\$146,157	\$552,712	\$12,200	\$825,922	
04	MASONRY									
04 01	Repoint Brick Walls	15900	sf	\$0	\$20,304	\$17,061	\$0		\$37,365	
	<i>Subtotal</i>							\$0		
05	METALS									
05 05	Bolts, plates, straps, anchors, etc.	900	pcs	\$0	\$5,000	\$7,000	\$0		\$12,000	
05 12	Steel Framing for Roof/HVAC	10	ton	\$0	\$34,657	\$25,513	\$150	\$2,000	\$62,320	
05 41	Metal Stud Framing/Partitions	2840	sf	\$6,550	\$300	\$200	\$0		\$7,050	
05 51	Elevator Guide Rail Mounting	10	md	\$0	\$0	\$0	\$3,400		\$3,400	
05 52	Install new stair rails	60	lf	\$0	\$0	\$1,860	\$0		\$1,860	
05 53	Install new steel grate, R&R existing	1	ca	\$0	\$3,000	\$0	\$0		\$3,000	
	<i>Subtotal</i>			\$6,550	\$42,957	\$34,573	\$3,550	\$2,000	\$89,630	
06	WOOD, PLASTICS, COMPOSITES									

IDS GROUP



Section 6: City's Standard Professional Agreement

IDS Group hereby acknowledges that we have reviewed and take no exception to the terms and conditions, including insurance coverage, as set forth in Attachment 01, City Standard Contract of the City of Monterey Park's RFP for Architectural/Engineering Services for the Preparation of PS&E (Plan, Specifications and Estimates) for City Council Chambers Renovation.

"The projects were led by various L.A. County project managers, and they all found IDS staff to be professional, responsive, knowledgeable, and pleasant. All projects were completed well within the budget and schedule."



Zaim A. Khayat, Project
Management Division II,
County of Los Angeles DPW



Section 7: Other Information

Reputation and Standings

IDS has been honored with numerous architectural awards, some of which are shown below:

- San Diego project, Cedar Gateway Apartments, 2014 Global Awards for Excellence as well as recognized for an "outstanding contribution in design" by the AIA Orange County as part of the chapter's 2012 Awards program and received an "Honor Award" in the Residential Design Award Category.
- La Casita de las Mamas, Downey: Historical Home Restoration Award, 1920's Craftsman House, Downey Historical Society
- Marisol Apartments, Oceanside: Paul Davidoff Award, American Planning Association
- La Pensione Hotel, San Diego: American Institute of Architects - California Council Honor Award, American Institute of Architects – San Diego Honor Award
- Malibu Studio Hotel, San Diego: American Institute of Architects, San Diego Citation Award
- The Veltman Addition, Los Angeles: American Institute of Architects, Los Angeles Award Los Angeles
- Expanding Horizons, Designers West Magazine, October 1990
- An Upscale Clinic for the Down and Out, American Medical News, March 9, 1990
- Free Clinic-New Setting, Same Mission, Los Angeles Times, February 12, 1990
- Designers Pitch in to Cure Space Lack at the L.A. Free Clinic, Los Angeles Times, November 8, 1989
- Now Exhibit & Publication: 1983, the Architectural Association, London, England

IDS has been honored with numerous structural engineering awards, some of which are shown below:

- 2016, "Outstanding Achievement", for the Seismic Evaluation and Retrofit of the MWD Santa Ana River Crossing by Bentley Systems Be Inspired Awards
- 2016 "Excellence in Structural Engineering Award" for the Vehicle and Cargo Inspection System FRP Platforms, Port of Long Beach Middle Harbor Terminal by the Structural Engineers Association of California (SEAOC)
- 2016 "Excellence in Structural Engineering Award" for the Metropolitan Water District Santa Ana River Crossing by the Structural Engineers Association of Southern California (SEAOSC)
- 2014 "Engineering Excellence Awards – Honor Award" for John Wayne Airport, Airport Improvement Program by the American Council of Engineering Companies (ACEC).
- 2013 "Excellence in Structural Engineering Award for 'Retrofit'" by the Structural Engineers Association of Southern California (SEAOSC) for Cerritos College Gymnasium Building.



- 2013 "Calibre25 Team Nomination" John Wayne Airport, Airport Improvement Program by the International Interior Design Association (IIDA).
- 2013 "Excellence in Structural Engineering" Award for 'Retrofit | Alteration' by the Structural Engineers Association of Southern California (SEAOSC) for the seismic retrofit of the Cerritos College Gymnasium Building in Norwalk, California.
- 2012 "Outstanding Structural Engineering Project" Award by the American Society of Civil Engineers (ASCE), State of California, Region 9 for the John Wayne Airport Improvement Program.
- 2012 "Outstanding Government Civil Engineering Project" Award by the American Society of Civil Engineers (ASCE), Los Angeles Section for the John Wayne Airport Improvement Program.
- 2012 "Project of the Year" Award by the American Society of Civil Engineers (ASCE), Orange County Branch for the John Wayne Airport Improvement Program.
- 2012 "Engineering Project of the Year" Award by the Orange County Engineering Council (OCEC) for the John Wayne Airport Improvement Program.
- 2012 "Excellence in Structural Engineering" Award for 'New Construction' by the Structural Engineers Association of California (SEAOC) and Southern California (SEAOSC) for the new Terminal C at John Wayne Airport in Santa Ana, California.
- 2012 "Excellence in Structural Engineering" Award for 'Special-Use Structures' by the Structural Engineers Association of Southern California (SEAOSC) for the New Helistop atop an Existing Parking Structure at Riverside Community Hospital in Riverside, California.
- 2012 Design Award for "Excellence in Developing Innovative Solutions" by the Concrete Reinforcing Steel Institute (CRSI) for Learning Resources Center at Golden West College in Huntington Beach, California.
- 2012 "Engineering Project Achievement" Award by the Orange County Engineering Council (OCEC) for the John Wayne Airport Parking Structure C – the first use of Buckling Restrained Braces (BRB) technology in a parking structure in the United States.
- 2012 "Award of Merit" by the American Institute of Steel Construction (AISC) for the Learning Resource Center at Golden West College in Huntington Beach, California.
- 2012 "Project of the Year" by the American Society of Civil Engineers (ASCE), Los Angeles Section and Orange County Branch for the John Wayne Airport Expansion Program.
- 2012 "Engineering Project of the Year" by the Orange County Engineering Council (OCEC) for the John Wayne Airport Expansion Program.
- 2012 "Excellence in Structural Engineering" Award for "New Construction" by the Structural Engineers Association of California (SEAOC) and the Structural Engineers Association of Southern California (SEAOSC) for the new Terminal 'C' at John Wayne Airport in Santa Ana, California.
- 2012 "Excellence in Structural Engineering" Award for "Special-Use Structures" by the Structural Engineers Association of Southern California (SEAOSC) for the New Helistop atop an Existing Parking Structure at Riverside Community Hospital in Riverside, California.



- 2012 Design Award for “Excellence in Developing Innovative Solutions” by the Concrete Reinforcing Steel Institute (CRSI) for Learning Resources Center at Golden West College in Huntington Beach, California.
- 2011 “Excellence in Engineering” Award by the Structural Engineers Association of Southern California (SEAOSC): “New Construction” of New Parking Structure C at John Wayne Airport
- 2010 International Parking Award of Merit from International Parking Institute, Rady Children’s Hospital Ronald McDonald House and Parking Structure
- 2009 “Excellence in Engineering” Awards by the Structural Engineers Association of Southern California (SEAOSC): “New Construction” of Rady Children’s Hospital Parking Structure” in San Diego and “Best Retrofit/Alteration Award” for the partial deconstruction of John Wayne Airport Parking Structure, Santa Ana
- 2008 “Excellence in Engineering” Award by the Structural Engineers Association of Southern California (SEAOSC) for Rowland Hall at University of California, Irvine
- 2006 “Excellence in Engineering” Award by the Structural Engineers Association of Southern California (SEAOSC) for Cerritos College Administration building
- 2005 “Excellence in Engineering” Award by the Structural Engineers Association of California (SEAOC) for Intel Corporation Building D2P4 in Santa Clara
- 2005 “Excellence in Engineering” Award by the Structural Engineers Association of California (SEAOC) for the 8 East Figueroa Avenue building in Santa Barbara
- 2005 “Excellence in Engineering” Award by the Structural Engineers Association of California (SEAOC) for Harbor-UCLA Medical Center, Torrance

Our **MEP division** has been honored with many awards including:

- Providence Holy Cross Medical Center, Mission Hills, CA - Responsible for staff production of grading, drainage, utilities, and other civil site improvement plans for various projects located within the medical complex.
- Providence Holy Cross Medical Center, Tarzana, CA - Conduct feasibility studies pertaining to utility services to the medical center and supervise the production of utility plans.
- Val Mesa Medical Building - Development of plans for horizontal control, grading, drainage, erosion control, and wet utilities to service the expansion of existing medical facilities. Manage topographic survey map production and construction layout staking. Supervise the production of ALTA Survey.
- Harbor Mesa Medical Building - Development of plans for grading, drainage, erosion control, and wet utilities to service the construction of new medical building. Prepare Water Quality Management Plan documents. Prepare legal description for easement services, supervise construction layout staking.
- Martin Luther King (MLK) Medical Center, Los Angeles, CA - Performed topographic survey and base map production and prepare site plans for the placement of modular buildings.
- United States Department of Energy: Award for Energy Innovation



- California Energy Commission: resolution recognizing our firm for outstanding efforts to conserve and develop natural energy resources by co-sponsoring the unique conservation and renewable energy project for the Santa Ana Unified School District Century High School
- Southern California Edison Design for Excellence: Certificate of Distinction, Institutional Category, Santa Ana Unified School District Century High School
- Orange Empires Chapter ASHRAE Energy Award: Buena Park Main Library, HVAC Renovation and Retrofit
- ASHRAE Region X, First Place Energy Award: Existing Industrial Category, Unocal Corporation/Fred L. Hartley Research Center Expansion
- Owens Corning Fiberglas Energy Conservation Award: Santa Ana Unified School District, Fremont Elementary School
- Engineering Project Achievement Award Orange County Engineering Council: Thermal Energy Storage System - California State University - Los Angeles, California
- Certificate of Merit for Excellence and Innovation in Energy Efficiency for New Construction: Central Chilled Water Plant with Thermal Energy Storage System – CSULA
- Southern California Edison Company Design for Excellence, **Honorable Mention: Kaiser Regional Data Center, Corona, California**

IDS' civil engineering has been formally recognized by some of the nation's leading retailers and commercial real estate development companies as industry leaders on a national level, including:

- Wal-Mart Stores – selected IDS for their Neighborhood Market store roll-out for the entire Las Vegas market
- Lowe's HIW – West Coast Region Engineer of the Year
- Simon Properties Group – awarded IDS multiple contracts for premier mall development properties

ATTACHMENT 3
IDS Group Negotiated Fee Proposal

Attachment 3
IDS Group Negotiated Fee Proposal

November 1, 2017

Mr. Tito Haes, Interim Director of Public Works
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754

SUBJECT: Revised Fee Estimate Proposal for Professional Architectural and Engineering Services for the Preparation of PS&E (Plan, Specifications and Estimates) for City Council Chambers Renovation

Dear Mr. Haes and Members of the Selection Committee:

IDS Group (IDS) has enclosed our Revised Fee Proposal and Total Work Plan Hours, which clearly illustrates all costs broken down on a task order basis. Each task order has been itemized and clearly identified. In response to the City's request our fee proposal has been revised with regards to the A/V/Vote-Cast alternate and the addition of services during construction. This revision clarifies the scope of services and corresponding A/V/Vote Cast fee alternate and the addition of services during construction. No other changes to text or sums have been made.

Our fee proposal does not include the following assumptions and exclusions for the Monterey Park City Council Chambers:

Architectural

- Site work
- Excluded except for documentation of accessible parking and Path of Travel (POT) to the building entry. Design for correction of accessible Parking/POT deficiencies additional services.

Building

- Documentation of accessible POT to Council Chambers and accessible drinking fountain, public phone (if any) and restroom serving council chambers. Design for correction of any accessibility deficiencies additional services.

Building

- Design is for the interior of the Council Chambers and door entering the Council Chambers only. Design beyond this footprint additional services.

Structural

- Structural engineer limited to details for ceilings support, non-bearing partitions, and attachment/support of fixed equipment and furnishing only.

Seismic & Structural Defects Analysis and Corrective Design

- Excluded; provided upon request as additional services.

Mechanical

Plumbing Engineering excluded; provided upon request as additional services.

- HVAC engineering limited to design for relocating/sizing ductwork. Changes to equipment if required provided as additional services.

Electrical

- Design for new Council Chambers lighting and relocation of outlets, plugs and switches within the Council Chambers. Upgrades/replacement of sub-panels and/or main electrical switchgear/panels provided as additional services upon City request.

Fire Sprinkler Systems/Fire Alarm Systems

- If required IDS will provide performance specification only; final design to be done on a contractor design/build basis.

A/V/Vote-Cast (Revised October 23, 2017)

- The scope of the Project will include the City Council Chamber
- The scope of the Project may include the following Systems:
 - Voice Audio Reproduction
 - Voting System
 - Audio Routing and Distribution
- Alternate Scope of Services includes the following.

Preliminary Design Development Phase

Preliminary Design Development Phase will develop a written AV Basis of Design through interviews with the City of Monterey Park and the Design Team. Cibola will recommend appropriate communication tools, and assist in examining the physical impact of suggested technologies. Based on this program Cibola will prepare schematic equipment plans and sections for the team's use. Cibola will also prepare a preliminary budget for audiovisual systems implementation.

Deliverables will include:

- written AV Basis of Design
- conceptual equipment plans and sections
- high-level budget ranges
- audio/video teleconferences as required

PS&E package Development Phase

Audiovisual Bid Documentation Phase translating City of Monterey Park's audiovisual needs into bid specifications.

Deliverables will include:

- AV system block diagrams
- equipment schedules
- technical specifications
- instructions for system testing and commissioning
- instructions to bidders
- audio/video teleconferences as required

Bid Phase

Bidding Phase provides support during the bidding process.

Deliverables will include:

- Bidder question responses

- Bid review and leveling of up to 3 bids of City's choice

Addition of Task IV, Construction Phase (Revision dated November 1, 2017)

IDS will provide professional services during the construction phase as follows.

- Services provided on a "not-to-exceed" budget basis to include construction phase services including but may not be limited to the following:
 - RFI reviews
 - Submittal Reviews
 - limited field meetings
 - other Design Engineer/Architect tasks during construction on an as-needed basis
- Not-to-exceed budget assumes A/V/Voting System installation does not require construction phase support

(End of Text Revisions)

Other Low Voltage

- IDS will provide locations on drawing for connection points and a performance specification only; final design to be done on a contractor design/build basis.

Haz-Mat/Environmental

- Discovery of and mitigation of hazardous materials of any kind (including but not limited to asbestos and lead-based paint) by others; excluded from IDS scope of services.

Please feel free to contact John Silber, AIA at (949) 387-8500 or john.silber@idsgi.com, if you have any questions or concerns relating to our Fee Proposal.

Sincerely,

IDS Group, Inc.


John Silber, AIA
Principal Architect

IDS Group
2017 Rate Sheet

Title - Association	Hourly Rate
Principal	\$184
Associate	\$173
Quality Control Manager	\$173
Senior Project Manager	\$163
Project Manager	\$152
Senior Architect or Engineer	\$142
Senior Cost Estimator	\$131
Project Architect or Engineer	\$131
Designer Architect or Engineer	\$116
Engineering Designer - BIM	\$100
Architectural Job Captain Designer	\$95
CAD Drafting Engineer Architect	\$84
Office Administration	\$53

Expenses such as, but not limited to, plan check fees, permits, inspections, testing services, title company fees, special delivery charges, plotting/ presentation boards, maps, aerial photographs, and reprographics/ illustrations that may be required for community or other stakeholder presentation, shall be billed to the owner at Consultant's direct cost plus 5%.

IDS Group - Detailed Labor and Fee Breakdown
City of Monterey Park
Architectural and Engineering Services

**CITY COUNCIL CHAMBERS RENOVATION PROJECT
COMPENSATION/PAYMENT FEE SCHEDULE (REVISED NOVEMBER 1, 2017)**



Prime Consultant Team PROJECT FEE BY TASK BY PERSONNEL			IDS Architecture			IDS Mechanical			IDS Electrical			IDS Cost Estimating										
		PRINCIPAL ARCHITECT/ POINT OF CONTACT	PROJECT MANAGER	QA/QC	ARCHITECT	JOB CAPTAIN	SR. PROJECT ENGINEER	ENGINEER	CAD DRAFTING	SR. PROJECT ENGINEER	ENGINEER	CAD DRAFTING	SENIOR COST ESTIMATOR	TOTAL HOURS PRIME CONSULTANT	TOTAL FEE IDS Architectural	TOTAL FEE IDS Mechanical	TOTAL FEE IDS Electrical	TOTAL FEE IDS Cost Estimating & Timelines	TOTAL FEE IDS CIVIL	TOTAL FEE	TOTAL FEE	TOTAL PROJECT FEE
Task Description																						
		Burdened Hourly Rate	\$ 184	\$ 152	\$ 172	\$ 131	\$ 90	\$ 142	\$ 131	\$ 84	\$ 142	\$ 131	\$ 84	\$ 131								
I. Preliminary Design Phase Services																						
Tasks #1-#4	Kick-off Meeting; Data-Gathering; and Status Update (Deliverable #1)	3.0	4.0		6.0	6.0									\$2,516	\$0	\$0	\$0	\$0	\$0	\$0	\$2,516
Tasks #5-#6	Deliverable #1 review/comment; and Concept Design w/ estimates (Deliverable #2)	1.0	12.0	2.0	32.0	48.0	6.0			12.0			16.0		\$11,106	\$852	\$1,704	\$2,096				\$15,758
Tasks #7-#10	Meeting; Deliverable #2 review/comment (Deliverable #3); and Concept Design w/ estimate refined (Deliverable #4)	1.0	16.0	2.0	28.0	38.0							8.0		\$10,240	\$0	\$0	\$1,048				\$11,288
Tasks #11- #14	Meeting; Deliverable #4 review/comment (Deliverable #5); and City Council Presentation (Deliverable #6)	3.0	4.0		4.0										\$1,684	\$0	\$0	\$0				\$1,684
	SUBTOTAL	8.0	36.0	4.0	70.0	92.0	6.0	0.0	0.0	12.0	0.0	0.0	24.0	0.0	\$25,546	\$852	\$1,704	\$3,144	\$0	\$0	\$0	\$31,246.00
II. PS&E Phase Services																						
Task #15	PS&E Package to 90% Complete (Deliverable #7)	2.0	20.0	4.0	14.0	60.0	8.0	8.0	32.0	12.0	36.0	98.0			\$11,634	\$4,872	\$14,652	\$0	\$0	\$0	\$0	\$31,158
Task #16-#17	Deliverable #7 submittal to City for City Plan Check & Other reviews; includes 3 meetings	1.0	20.0	4.0	6.0	20.0									\$6,602	\$0	\$0	\$0				\$6,602
Task #18	City Council Presentation (Deliverable #8)	3.0													\$552	\$0	\$0	\$0				\$552
	SUBTOTAL	6.0	40.0	8.0	20.0	80.0	8.0	8.0	32.0	12.0	36.0	98.0	0.0	0.0	\$18,788	\$4,872	\$14,652	\$0	\$0	\$0	\$0	\$38,312.00
III. Bid Phase Services																						
Task #19	Bid Phase Services including prebid meeting, answer bidder's questions; and assist City with review of bids		16.0		8.0	18.0		4.0	4.0		6.0	6.0			\$5,190	\$860	\$1,290	\$0	\$0	\$0	\$0	\$7,340
	SUBTOTAL	0.0	16.0	0.0	8.0	18.0	0.0	4.0	4.0	0.0	6.0	6.0	0.0	0.0	\$5,190	\$860	\$1,290	\$0	\$0	\$0	\$0	\$7,340.00
IV. Construction Phase Services																						
Task #20	Construction Phase Services		24.0		4.0	6.0		8.0			12.0	2.0			\$4,742	\$1,048	\$1,740	\$0	\$0	\$0	\$0	\$7,530
	SUBTOTAL	0.0	24.0	0.0	4.0	6.0	0.0	8.0	0.0	0.0	12.0	2.0	0.0	0.0	\$4,742	\$1,048	\$1,740	\$0	\$0	\$0	\$0	\$7,530.00
	TOTAL LABOR	14.0	116.0	12.0	102.0	196.0	14.0	20.0	36.0	24.0	54.0	106.0	24.0	0.0	\$54,266	\$7,632	\$19,386	\$3,144	\$0	\$0	\$0	\$84,428.00
Other Direct Costs																						
Reimbursables	Mileage (Budget for 8 meeting) and printing for deliverables when printing required by the City														\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
	SUBTOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000.00
TOTAL ESTIMATED - BASE PROPOSAL															\$54,266.00	\$7,632.00	\$19,386.00	\$3,144.00	\$0.00	\$0.00	\$0.00	\$85,428.00
Alternate #1	Audio/Visual/Vote-Cast System Design/PS&E/Bid Phases (Cibola)													\$13,275.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,275.00
TOTAL ESTIMATED WITH ALTERNATE														\$13,275.00	\$54,266.00	\$7,632.00	\$19,386.00	\$3,144.00	\$0.00	\$0.00	\$0.00	\$98,703.00

CITY OF MONTEREY PARK
Fire Prevention Division
Phone # (626) 307-1308 Fax # (626) 307-2590
REQUEST FOR LOS ANGELES COUNTY INDUSTRIAL WASTE SERVICE

ATTENTION: Environmental Programs Division

Date: 11-01-2017

Receipt #: FA17-00029

Firm/ Applicant: COURTYARD MARRIOTT

Contact: ETHAN CAPITAL

Address: 555 N ATLANTIC BLVD., MONTEREY PARK CA 91754

Phone No: (626) 281-1168

We request the following service from your Division:

(✓) Industrial waste plan check service for the above firm/applicant.

() Process and return Industrial Waste Disposal Permit (application attached). Required fees and deposits have been paid. The following information is furnished for your use:

Request for: ☒ New Permit ☐ Change of Ownership ☐ Change of Business
☐ Non-Use Permit ☐ Permit Revision Effective Date: _____

Requested By: 

Name and Title: Chris Gomez, Deputy Fire Marshal

Los Angeles County Cost Breakdown - Table 026A

Identify Type and Class: A and 020

FEE:	RATE:	HOURS	\$ AMOUNT:
Application	110.00	6	660.00
Review	110.00	7	770.00
Permit	150.00	6	900.00
Other (specify)			
TOTAL HOURS AND AMOUNT		19	2330.00

By: Madison Evans

Title: CEA

Date: 11/22/17

FOR MONTEREY PARK FIRE PREVENTION OFFICE USE ONLY:

1.	Deposit for plan check review	\$638.00
2.	Plus MP 17% Admin. Fee	\$109.00
3.	MP Permit and Inspection Fee – Class E or Class F	\$ 756.00
<i>Total Due upon submittal of Request for LA County Industrial Waste:</i>		<u>\$ 1,503.00</u>

LA County Industrial Waste Service Fees (Third Party Costs):

1.	LA County – Review and Processing Fees	\$ _____
2.	LA County Permit Fee - Class _____	\$ _____
3.	Adjustments: _____	\$ _____

Total Third Party Costs: \$ _____
(\$638.00)

4. Minus Deposit

5. **BALANCE DUE:** \$ _____
OR REFUND DUE: \$ _____

APPLICATION FOR INDUSTRIAL WASTE DISPOSAL PERMIT



**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS**
Environmental Programs Division
900 South Fremont Avenue, 3rd Floor Annex Building
Alhambra, CA 91803-1331
Telephone: (626) 458-3517 Fax: (626) 458-3569
<http://www.CleanLA.com>

TO BE COMPLETED BY DPW ONLY

SITE _____ FILE _____

APP NO. _____ AREA _____

PERMIT TYPE & NO. _____

FA 1700029

CHECK ONE: ☒ New Permit ☐ Permit Revision ☐ Non-Use Permit ☐ Change of Ownership (Effective Date: _____)

BUSINESS NAME Atlantic Gateway Hotel / COURTYARD MARriott Tel. (626) 281-1168

LEGAL COMPANY NAME Ethan Capital

☒ Corporation / LLC ☐ Partnership ☐ Individual ☐ Government Agency

LOCATION ADDRESS 555 N Atlantic Blvd. Monterey Park 91754

MAILING ADDRESS 2290 Huntington Drive #100 San Marino CA 91108

TYPE OF INDUSTRY Hotel

PROPERTY OWNER NAME Ethan Capital **Federal SIC Number(s)** _____ **NAICS Number(s)** _____ Tel: (626) 281-1168

PROPERTY OWNER ADDRESS 2290 Huntington Drive #100 San Marino CA 91108

ASSESSOR'S PARCEL IDENTIFICATION: Map Book _____ Page _____ Parcel # _____ (From tax bill)

GENERAL DESCRIPTION: Describe each disposal method. Multiple disposal methods may require separate permits.

Method of disposal: ☒ Sanitary sewer ☐ Private underground disposal system ☐ Haul to legal disposal point

☐ Surface waters, stream or storm drain (provide NPDES Permit, if required) ☐ Rain Diversion System (RDS)

Subject to stormwater treatment BMP approval? ☐ Yes ☒ No Type(s) of BMPs: _____

Raw materials used (attach MSDS's, where appropriate): N/A

Products produced: N/A

Wastewater producing operations (describe): Commercial restaurant kitchen

Constituents of waste discharge: Grease waste from cooking

Hours of operation: 6am to 10pm Days per week (Check days): ☒ M ☒ T ☒ W ☒ Th ☒ F ☒ Sa ☒ Su

Average daily wastewater flow rate (gal per day): 600 Time of discharge: 6am to 10pm

Estimated five-minute peak wastewater flow rate (gal per min): 40 gpm ☐ Trade secret

PERSON RESPONSIBLE FOR INDUSTRIAL WASTE DISCHARGE:

AS A CONDITION OF THE ISSUANCE OF THE PERMIT HEREIN APPLIED FOR, THE APPLICANT AGREES TO SUBMIT ADDITIONAL INFORMATION AS MAY BE REQUIRED BY THE DIRECTOR OF PUBLIC WORKS. PERMITS MAY BE SUBJECT TO ADDITIONAL CONDITIONS AND LIMITATIONS. AN ANNUAL FEE MAY BE REQUIRED UPON PERMIT ISSUANCE.

I AFFIRM THAT ALL INFORMATION FURNISHED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

NAME (Please print) Juan Aquino **TITLE** Managing Director

SIGNATURE Juan Aquino **DATE** 4/17 **TEL.** 626 281 1162

RETURN THIS APPLICATION, REQUIRED PLANS, SUPPORTING INFORMATION, AND AN APPLICATION/PLAN REVIEW FEE (CHECK FOR FEE AMOUNT) OF: \$ _____	PAYABLE TO: COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS
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FA 170029

- The Permit application must be completely filled out and signed by the person responsible for the waste discharge. Since this is an operating permit application, the signature of the consultant is **NOT** acceptable.
- Alternatively, the responsible party can give their consent through a letter of authorization to another person such as a contractor or an architect. The authorization letter needs to be provided to us and must contain contact information of person responsible for the permit.
- Any proposed permit application may be subject to joint permit with County Sanitation District.

- Two (2) sets of plans for Domestic Waste Clearance (i.e. sanitary waste only)
- Four (4) sets of plans for Public Works Industrial Waste:
 - All plans shall be to scale with minimum size of 11" x 17" and preferably 24" x 36"
 - Site plan shows location of existing buildings on the property with the proposed pre-treatment system(s) indicated, address, property line, sanitary sewer and sewer connections where applies, parking spaces, occupancies of all adjoining suites, the direction North, etc.
 - Architectural floor plan identifying each area in the building by its use, i.e., food preparation, car wash, plating, laboratory, storage, office, restrooms, etc.
 - Plumbing plan showing all drains including floor drains, floor sinks, trench drains, service sinks, and supply/waste lines and facilities handling industrial wastewater from the point of origin to the connection to the point of disposal, i.e. public sewer, private disposal system, and/or holding facility for offsite disposal. All equipment or facilities generating industrial wastewater must be identified on the plans
 - Detail drawings of all pretreatment systems with dimensions and manufacturer's specifications

- To obtain guidelines for the discharge of rainwater, please refer to County Sanitation District's website:
 - <http://www.lacsd.org/wastewater/industrialwaste/wpolicies/waterdischarges.asp>

- A permit processing fee and a plan check fee will be determined based on the type of industry and the facility location. Please contact this office for further information.

- Obtaining SIC Codes: <https://www.osha.gov/p15/fimis/sicsearch.html>
- North American Industry Classification System (NAICS): <http://www.census.gov/eos/www/naics/>
- LA County Sanitation District (LACSD): <http://www.lacsd.org/>
- LA County - Los Angeles County Office of the Assessor: <http://assessor.lacounty.gov/>

CERTIFICATION OF COMPLIANCE WITH LOS ANGELES COUNTY LOBBYIST ORDINANCE

This is to certify that I, as permit applicant, for the project located at _____ CA _____
 LOCATION ADDRESS

am familiar with the requirements of Los Angeles County Code Chapter 2.160 et seq., (relating to the Los Angeles County Lobbyist Ordinance) and that all persons acting on behalf of myself have complied and will continue to comply therewith through the application process.

 APPLICANT (PRINT NAME)

 APPLICANT SIGNATURE

 COMPANY NAME (If employed by an entity/agency)

 DATE

38-0047-DMW/ Rev. 01/16

**Monterey Park**

320 W. NEWMARK AVENUE
MONTEREY PARK, CA 91754
(626) 307-1308

Number: **84486**

Date: **11/01/2017**

Submitted: **11/01/2017**

Fire Receipt

RECORD INFORMATION

Record ID: FA17-00029
Record Type: Industrial Waste Permit
Application Name: COURTYARD BY MARRIOTT
Property Address: 555 N ATLANTIC BLVD, MONTEREY PARK, CA 91754
5256017054
Description of Work:
Applicant: ETHAN CAPITAL, LLC
2290 HUNTINGTON DR
UNIT 100
SAN MARINO, CA 91108
Contractor: License No:

FEE DETAIL

<u>Fee Description</u>	<u>Invoice #</u>	<u>Fee Amount</u>	<u>Current Paid</u>
Industrial Waste Admin	64422	\$109.00	\$109.00
Industrial Waste Deposit	64422	\$638.00	\$638.00
Industrial Waste Restaurant Class E	64422	\$756.00	\$756.00
		\$1,503.00	\$1,503.00



City Council Staff Report

DATE: December 6, 2017

AGENDA ITEM NO: New Business
Agenda Item 6-K.

TO: The Honorable Mayor and City Council
FROM: Tito Haes, Interim Director of Public Works
SUBJECT: CNG Station Compression Services Tariff (CST) Agreement - Year 3 Appropriation

RECOMMENDATION:

It is recommended that the City Council:

1. Appropriate \$175,428 in Proposition A and Air Quality Funds for the third year costs associated with the Southern California Gas Company (SoCalGas) Compression Services Tariff (CST) Agreement; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

The Compression Services Agreement with SoCalGas provides for the purchase and installation of the Compressed Natural Gas (CNG) fueling equipment at the City Yard. Staff is requesting that the City Council appropriate funding for the third year costs.

BACKGROUND:

At the September 3, 2014 Council meeting, the City Council approved the CST Agreement with SoCalGas to install a CNG fueling system at the City Yard. The system is owned and maintained by SoCalGas for the term of the 5-year agreement. Construction was completed in August 2015 and the station is in full operation. The Year 3 cost for the CNG fueling station is \$175,428.

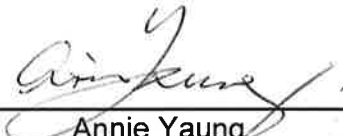
FISCAL IMPACT:

Per Amendment No. 2 to the Compression Services Agreement approved by the City Council on March 18, 2015, the total capital cost for the CST Agreement Year 3 is an annual cost of \$175,428. The CST capital cost will be paid using Proposition A Local Returns Funds (Account No. 0109-801-5002-96067) \$104,256 and Air Quality Funds (Account No. 0165-801-5002-96067) \$71,172. There are sufficient funds available to amend this budget.

Respectfully submitted by:

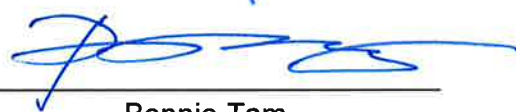


Tito Haes
Interim Director of Public Works



Annie Yaung
Director of Management
Services

Prepared by:



Bonnie Tam
Principal Management Analyst

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

Attachment:

1. Compression Services Tariff (CST) Agreement
2. Compression Services Tariff (CST) Agreement Amendment No. 2

ATTACHMENT1

Compression Services Tariff (CST) Agreement

COMPRESSION SERVICES AGREEMENT

This Compression Services Agreement ("Agreement") is entered into as of September 16, 2014 ("Effective Date") by and between Southern California Gas Company ("Utility"), a California corporation and City of Monterey Park ("Applicant"), a California general law city, for natural gas compression services for Applicant's facilities located at 751 S. Alhambra Ave, Monterey Park, CA 91754 (the "Site"). Capitalized terms not defined herein shall have the meaning ascribed to them in the Utility's Compression Service Tariff ("Tariff").

The Parties hereby agree as follows:

1. **COMPRESSION SERVICES** - Utility shall provide the following generally described Compression Services through the ownership, maintenance and operation of Compression Facilities consistent with its regulatory rules and requirements as further described in the Tariff and Exhibit A – Technical Services Scope of Work: Gas conditioning (drying) and compression services to increase the pressure of natural gas received at the outlet of a meter set assembly to a higher pressure for the purposes of on-Site CNG fueling. The location of Compression Facilities at the Site shall be described in Exhibit B – Location of Compression Facilities at Site.
2. **SERVICE FEE**
 - a. Applicant shall pay Utility the following monthly service fees ("Service Fee") for the duration of the contract term of five (5) years for the Compression Services: Nine Thousand Four Hundred Eight Five Dollars (\$9,485) per month for the capital component ("Capital Service Fee") and Two Thousand Seven Hundred Fifty Seven Dollars (\$2,757) per month for the operations and maintenance component ("O&M Service Fee"). The Capital Service Fee set forth in the foregoing sentence is dependent on Applicant remitting to Utility: (i) an amount equal to Three Hundred Thousand Dollars (\$300,000) ("First Payment") upon receipt of an invoice for the First Payment from Utility, which Utility shall deliver to Applicant no later than ten (10) days after the Effective Date; and (ii) an amount equal to One Hundred Fifty Thousand Dollars (\$150,000) ("Second Payment") upon receipt of an invoice for the Second Payment from Utility, which Utility shall deliver to Applicant no later than ten (10) days after the full installation, as determined by Utility in its sole discretion, of the Compression Facilities. If Applicant fails to remit the First Payment upon receipt of the invoice for the same, Utility shall recalculate the Capital Service Fee, which amount shall be increased in order to account for such payment failure and, in making such recalculation, Utility will assume that Applicant will also not pay the Second Payment, and Utility shall be under no obligation to send an invoice for or accept the Second Payment. If Applicant remits the First Payment upon receipt of the invoice for the same but fails to remit the Second Payment upon receipt of the invoice for the same, Utility shall recalculate the Capital Service Fee, which amount shall be increased in order to account for such payment failure, provided that in making such recalculation, Utility shall include in such recalculation Applicant's remittance of the First Payment. Promptly after a recalculation, if any, pursuant to this Section 2.a., Utility shall deliver

a notice to Applicant setting forth the new Capital Service Fee and this Agreement shall be deemed amended to incorporate, and Applicant shall be required to pay the new Capital Service Fee as of the date set forth in Utility's notice and subject to the terms of this Agreement.

- b. The baseline annual consumption used to calculate the monthly O&M Service Fee is 83,000 GGE (or 107,070 therms). Should this consumption increase on an annual basis, Applicant will be charged an additional \$0.40 per GGE (or \$0.31 per therm) for consumption exceeding the baseline, which will be calculated by December 15 of each year. The O&M Service Fee will NOT decrease if the annual consumption is below the baseline. The increased fee will be billed on or before the second billing cycle in the year. In addition, the O&M Service Fee is subject to adjustment up or down based on each of the following factors:
 - i. Commencing on January 1, 2016 or such date as the parties mutually agree upon and on each January 1 thereafter during the term of this Agreement (each such January 1 being hereinafter referred to as an "Adjustment Date"), the O&M Service Fee payable for the month of February immediately following such Adjustment Date may be adjusted to reflect a change in the same percentage that the Index for the month which is three (3) months immediately preceding such Adjustment Date shall increase over the Index for same month of the previous year. Utility shall notify Applicant of the change, if any, by December 31 of each year.
 - ii. Notwithstanding the foregoing, in no event shall any adjustment pursuant to this Section 2(b) result in the O&M Service Fee being increased or decreased by more than two percent (2%) of the Service Fee in effect immediately preceding such adjustment and in no event shall any adjustment result in an O&M Service Fee less than the initial amount of Two Thousand Seven Hundred Fifty Seven Dollars (\$2,757).
 - iii. The O&M Service Fee as adjusted shall be the new O&M Service Fee until the next Adjustment Date (or, if the parties otherwise agree, until such later date on which the O&M Service Fee is next adjusted pursuant to such other agreement of the parties).
 - iv. As used in this Agreement, the term "Index" shall mean the Consumer Price Index published by the United States Department of Labor, Bureau of Labor Statistics (the "Bureau") "All Items" for All Urban Consumers in the Los Angeles-Anaheim-Riverside metropolitan area (1982-84=100). Should the Bureau discontinue the publication of the Index, publish the same less frequently or alter the same in some other manner, the most nearly comparable index or procedure as reasonably determined by Utility shall be substituted as the Index. Additional pricing assumptions are listed in Exhibit C attached hereto and made a part hereof.
- c. The Service Fee will commence accruing on the first day of the month following the date the Utility is first ready to place the Compression Facilities into service ("Service Commencement Date") and continue to be payable monthly until the end of the term of this Agreement. Utility will notify Applicant, in writing (which may be through its invoice) of the Service Commencement Date. The Service Fee, and

any alternate payment arrangements are provided for at the discretion of Utility and are subject to the Applicant's creditworthiness, practicality of monthly or alternate payment arrangements, difficulty of administration of the Agreement, and other factors. Utility shall establish a credit requirement for the Applicant in a form and amount acceptable to Utility prior to the Service Commencement Date. Security may be required and/or supplemented at a future date if Utility determines that a material change has occurred, or becomes aware of a material change in Applicant's financial position. Upon request, Applicant shall be required to furnish Utility with financial and other relevant information satisfactory to Utility during the term of this Agreement.

- d. Utility will bill Applicant on a monthly basis and such bills shall be due and payable by Applicant within nineteen (19) calendar days after the date of the bill. If payment is not received by Utility by the due date, late payment charges will be imposed at a fixed amount equal to 0.7 % of the amount past due. Billing and late payment charges will be consistent with Utility's applicable tariff schedules as filed from time to time with the California Public Utilities Commission ("Commission"). If a bill remains unpaid for a period of seven (7) days following the date of past due notice to Applicant, Utility may, in addition to any other rights and remedies available under this Agreement or at law or in equity, suspend further the Compression Services until such bill is paid or in the alternative, terminate this Agreement, remove Compression Facilities and charge the Termination Payment in Section 10 below.
3. TERM - This Agreement shall commence as of the Effective Date and shall be in full force and effect for a period of five (5) years after the Service Commencement Date (the "Initial Term"), unless terminated earlier in accordance with the terms hereof. At the end of the Initial Term, this Agreement will automatically renew for consecutive six (6) month terms ("Renewal Terms") unless and until either party provides at least six (6) months' prior written notice to the other party to terminate the Agreement.
4. REGULATORY REQUIREMENTS – This Agreement shall at all times be subject to such changes or modifications by the Commission, as said Commission may, from time to time, direct in the exercise of its jurisdiction. This Agreement is subject to and incorporates by reference all of Utility's applicable tariff schedules as filed from time to time with the Commission, including, but not limited to, Rules 1, 2, 4, 9, 12, 13, 20, 21 and 22.
5. REPRESENTATIVES
 - a. Utility Representative: Jim Lucas
 - i. Utility designates, and Applicant accepts, the individual named above as Utility's representative for all matters relating to Utility's performance of Compression Services under this Agreement.
 - ii. The actions taken by Utility's representative regarding such performance shall be

deemed the acts of Utility. Utility may at any time, upon written notice to Applicant, change the designated representative.

- b. Applicant Representative: Ron Bow
 - i. Applicant designates, and Utility accepts, the individual named above as Applicant's representative for all matters relating to Applicant's obligations under this Agreement.
 - ii. The actions taken by Applicant's representative shall be deemed the acts of Applicant. Applicant may at any time, upon written notice to Utility, change the designated representative.

6. NOTICES OR DEMANDS - Any notice, request, demand or other communication required or permitted under this Agreement, shall be in writing and shall be deemed to be properly given by the sender and received by the addressee (1) when personally delivered; (2) as of the date of the signed return receipt if deposited with the U.S. Postal Service by certified or registered mail, postage prepaid, with a return receipt requested; or (3) upon electronic confirmation of successful transmission by the sending fax machine if sent by facsimile, with a hard copy in confirmation sent as provided in clause (2) above. Each party shall endeavor to cause all correspondence from it to the other party to reference the contract number specified on the cover page of this Agreement. Notices shall be addressed as follows to:

- a. Utility
Southern California Gas Company
555 W. Fifth Street
Los Angeles, CA 90013
Attn: Jim Lucas
Email: JLucas@semprautilities.com
- b. Applicant
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754
Attn: Ron Bow
Email: rbow@montercypark.ca.gov

7. INSURANCE

- a. Applicant agree to obtain and maintain at Applicant's sole cost and expense the following types and amounts of insurance coverage for the entire term of this Agreement to insure against any and all liabilities, claims, losses, damages or expenses resulting from Applicant's facilities located at the Site and Applicant's responsibilities under the Tariff and this Agreement:
 - i. Workers' Compensation and Employers' Liability Insurance - In accordance with

the laws of California, Applicant shall maintain in force Workers Compensation insurance for all of its employees. Applicant shall also maintain Employers' Liability coverage in an amount of not less than \$1,000,000 (One Million Dollars) per accident and per employee for disease. In lieu of such insurance, Applicant may maintain a self-insurance program meeting the requirements of California along with the required Employers' Liability insurance. Such insurance shall contain a waiver of subrogation in favor of Utility.

- ii. Commercial or Business Automobile Liability Insurance – Applicant shall maintain an automobile liability policy or policies insuring against liability for damages because of bodily injury, death, or damage to property, (including loss of use thereof), and occurring in any way related to the use by or on behalf of Applicant, including loading or unloading of any of Applicant's automobiles (including owned, non-owned, leased, rented and/or hired vehicles). Such coverage shall be in an amount of not less than \$1,000,000 (One Million Dollars) combined single limit.
 - iii. Commercial General Liability Insurance – Applicant shall carry and maintain on an "occurrence" form commercial general liability policy or policies, insuring against liability arising from bodily injury, death, property damage, personal and advertising injury, products/completed operations liability, contractual liability covering all operations of Applicant on the Site which policy shall contain a waiver of subrogation in favor of Utility. There shall be no explosion, collapse or underground exclusion. Such coverage shall be in an amount of not less than \$5,000,000 (Five Million Dollars) per occurrence. If the policy maintains a policy aggregate, such aggregate shall not be less than twice the per occurrence limit.
 - iv. Pollution Liability Insurance – Applicant shall maintain pollution liability insurance or insurance policies in an amount not less than \$1,000,000 (One Million Dollars) each claim. If the policy maintains a policy aggregate, such aggregate shall not be less than twice the per occurrence limit.
- b. On or before the effective date of this Agreement, and thereafter during its term, Applicant shall provide Utility with original, current certificates of insurance, and renewal certificates of insurance thereafter, executed by a duly authorized representative of each insurer, or by the insurance agent or broker authorized to do so, as evidence of all insurance policies required under this Section. Utility shall not commence Compression Services until Applicant has obtained all insurance required by this Section and has provided acceptable certificates of insurance to Utility for review and approval. No insurance policy may be canceled, materially revised, or subject to non-renewal without at least thirty (30) calendar days prior written notice being given to Utility, ten (10) days for non-payment of premium. Applicant shall provide Utility with renewal certificates of insurance or binders within five (5) business days prior to or after such expiration. Insurance shall be

maintained without lapse in coverage during the term of this Agreement.

- c. The required policies and any of Applicant's policies providing coverage in excess of the required policies shall provide that the coverage is primary for all purposes and Applicant shall not seek any contribution from any insurance or self-insurance maintained by Utility. All required policies of insurance shall be written by companies having an A.M. Best rating of "A -, VII" or better, or equivalent. Applicant shall be solely responsible for any deductible or self-insured retention on insurance required hereunder this Agreement.
- d. Utility, its parent company, and its subsidiaries, affiliates and their respective officers, directors, employees, successors and assigns shall be named as additional insureds for policies listed above, except for Workers' Compensation. Commercial General Liability insurance shall provide a severability of interest or cross-liability clause. Applicant shall not violate nor knowingly permit to be violated any condition of the policies required under this Section.

8. EXCUSABLE DELAYS

- a. Utility shall notify Applicant in writing immediately of any delay, or anticipated delay in Utility's performance of this Agreement due to the occurrence of events of Force Majeure (as hereinafter defined), including causes or circumstances beyond the reasonable control of Utility, and the reason for and anticipated length of such delay. Applicant will extend the Initial Term or any Renewal Terms for a period equal to the time lost by reason of the Force Majeure delay. Utility and Applicant shall mutually agree on any additional capital contribution of either party due to any such extension of time. Any extension to the term of this Agreement pursuant to this Section 8 shall be documented by a written amendment to this Agreement signed by both parties. For purposes of this Agreement, "Force Majeure" shall mean any occurrence beyond the reasonable control of and without the fault or negligence of the party claiming Force Majeure which causes the party to be unable to perform its obligations, except to make payments as required under this Agreement, which by exercise of due foresight such party could not reasonably have been expected to avoid and which such party is unable to overcome by the exercise of due diligence. Such occurrences may include, but are not limited to, acts of God, acts of terrorism, disruption of natural gas supplies, power outages or disruptions, labor disputes, sudden actions of the elements, actions or inactions by federal, state, and municipal agencies, and actions or inactions of legislative, judicial, or regulatory agencies.
- b. If either party, because of an occurrence of an event of Force Majeure, is unable to perform its obligations in a timely manner under this Agreement, that party shall be excused from whatever performance is affected by the event of Force Majeure to the extent so affected, except as to obligations to make payments as required under this Agreement, provided that:

- i. The non-performing party, within two weeks after the commencement of the Force Majeure event, gives the other party written notice describing the full particulars of the occurrence.
 - ii. The suspension of performance is of no greater scope and of no longer duration than is required by the event of Force Majeure.
 - iii. The non-performing party shall expeditiously remedy its inability to perform using due diligence until such remedy is complete.
- c. When the non-performing party is able to resume performance of its obligations under this Agreement, that party shall give the other party written notice to that effect. This Section shall not require the settlement of any strike, walkout, lockout or other labor dispute on terms that, in the sole but reasonable judgment of the party involved in the dispute, are contrary to its best interest. Settlement of strikes, walkouts, lockouts or other labor disputes shall be at the sole but reasonable discretion of the party having the difficulty.

9. TAXES

- a. Utility assumes exclusive liability for and shall pay (or cause to be paid by third parties) before delinquency, all federal, state, regional, municipal and local sales, use, excise, ad valorem and other taxes, charges or contributions imposed on, or with respect to, or measured by the Compression Facilities, Compression Services, materials, supplies or labor furnished hereunder, or the wages, salaries or other remunerations paid or provided to individuals contracted with or employed in connection with, the performance of the Compression Services.
- b. Without limiting the generality of this Section 9, Utility agrees to comply with all laws and regulations setting forth withholding requirements for federal and state income taxes, Social Security and Medicare taxes, unemployment and disability insurance premiums applicable to its employees (collectively, the "Withholding Requirements"). Utility also agrees to secure the agreement of each of its subcontractors to comply with all Withholding Requirements applicable to such subcontractor's employees.
- c. Applicant shall be responsible for any increased real property taxes it may be subject to as a result of the Compression Facilities.

10. APPLICANT'S DEFAULT - If Applicant (a) abandons the Site or fails to pay the Service Fee in Section 2 above, or (b) becomes bankrupt or insolvent, or assigns this Agreement, or sublets any part thereof, without the express prior written authorization of Utility, or (c) has a financial change that has or could adversely affect the creditworthiness of the Applicant and fails to provide adequate security acceptable to Utility, or if Applicant

does not provide the requested financial information, or (d) violates any of the provisions of this Agreement, and Applicant fails to cure such event of default within seven (7) calendar days after written notice from Utility, Utility may notify Applicant that it will discontinue all or any part of the Compression Services and Applicant shall be obligated to pay a make-whole amount equivalent to all of Utility's unrecovered capital and other ownership costs and including any costs resulting from early termination of Utility's subcontracts ("Termination Payment"). Utility shall be entitled to use any security held on Applicant's account to pay the Termination Payment or reimburse Utility for any costs, expenses or attorneys' fees incurred by Utility as a result of Applicant's default. The remedies herein shall be inclusive, consistent with applicable law, and additional to any other rights or remedies in law or equity, and no action by Utility shall constitute a waiver of any such other rights or remedies. Neither party shall be liable to the other, whether as a result of breach of contract warranty or alleged negligence or other tort, for any special, consequential, incidental or indirect damages including, but not limited to, loss of anticipated profits or revenues, cost of capital, downtime costs and loss of use resulting from either party's performance or nonperformance of its obligations under this Agreement.

11. **ASSIGNMENT** - No part of this Agreement shall be reassigned and/or sublet by Applicant to any other party without the prior written consent of Utility. Unless specifically provided therein, no such written authorization, however, shall be construed as discharging or releasing Applicant in any way from the performance of or the fulfillment of any obligation of Applicant specified in this Agreement. On no less than thirty (30) days' notice to Applicant (which notice shall provide the legal name of the assignee), Utility may assign any part or all of its right and/or delegate its duties under this Agreement to any third party approved by the Commission without further consent or approval of the Applicant.
12. **GOVERNING LAW** - The formation, interpretation and performance of this Agreement shall be governed by and enforced under the laws of the State of California, without reference to principles of conflicts of laws.
13. **VALIDITY** - The invalidity, in whole or in part, of any provisions hereof shall not affect the validity of any other provisions hereof. If any term or provision of this Agreement or the application thereof to any person or circumstance shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law. In the event that this Agreement is terminated prior to the expiration date of the term hereof due the invalidity or unenforceability of any term or provision of this Agreement, the parties hereto agree to use good faith efforts to enter into a new agreement or agreements in substantially similar form to this Agreement, correcting or removing the invalid or unenforceable term or provision, in order to carry out the purpose of this Agreement.
14. **COUNTERPARTS** - This Agreement may be executed in counterparts which, taken

together, shall constitute a single instrument.

15. **AUTHORITY** - Each individual executing this Agreement on behalf of Applicant and Utility represents and warrants that he or she is duly authorized to execute and deliver this Agreement on behalf of said party, and that this Agreement is binding upon said party in accordance with its terms and conditions.

16. **CAPTIONS** - The captions in this Agreement are for convenience and reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

17. **COMPLETE AGREEMENT** - This Agreement constitutes the complete and entire agreement between the parties and supersedes any previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. There are no additions to, or deletions from, or changes in, any of the provisions hereof, and no understandings, representations or agreements concerning any of the same, which are not expressed herein, unless stated below. **THE PARTIES HEREBY AGREE THAT NO TRADE USAGE, PRIOR COURSE OF DEALING OR COURSE OF PERFORMANCE UNDER THIS AGREEMENT SHALL BE A PART OF THIS AGREEMENT OR SHALL BE USED IN THE INTERPRETATION OR CONSTRUCTION OF THIS AGREEMENT.**

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IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

SOUTHERN CALIFORNIA GAS COMPANY	CITY OF MONTEREY PARK
By: <u>[Signature]</u>	By: <u>[Signature]</u>
Name: <u>Rodger F. Schwedde</u>	Name: <u>Pam Tarbot</u>
Title: <u>Vice President - Cust. Sol</u>	Title: <u>City Manager</u>
Date: <u>9/16/14</u>	Date: <u>9/15/14</u>

Exhibit A - Technical Services Scope of Work

1. The Compression Facilities shall include the following mechanical and electrical equipment, as well as any other equipment deemed necessary by Utility, in its sole discretion, for the proper operation of the Compressions Facility in accordance with this Agreement:
 - a. Mechanical equipment, including:
 - i. Natural gas compression skid -Quantity: 2 (each rated at 50hp 75 scfm at 17 psig suction pressure);
 - ii. Natural gas dryer skid – Quantity: 1 (tower gas dryer with manual regeneration);
 - iii. CNG sphere storage vessel – Quantity: 3 (each rated at 4,500 psig, 11,500 SCF each)
 - iv. Priority valve panel
 - v. CNG high-pressure tubing and sleeves;
 - vi. Natural gas supply piping between discharge of meter set assembly ("MSA") and inlet of SoCalGas' gas dryer, and between dryer and compressor skid; and
 - vii. Valves, fittings, fire extinguishers & safety signs required for above equipment.
 - b. Electrical equipment, including:
 - i. Distribution panel board
 - ii. Electronic Priority Panel
 - iii. Starter Panel
 - iv. Emergency shut-down buttons (where required);
 - v. Power conduit and wiring;
 - vi. Sensor and control conduit & wiring; and
 - vii. Equipment grounding wires to existing grounding system.
2. Utility shall perform, or shall cause the performance of, the following work, as well as any other work deemed necessary by Utility, in its sole discretion, for the proper construction, development, operation, and maintenance of the Compressions Facility in accordance with this Agreement:
 - a. Construction and development of the Compression Facilities, including :
 - i. Foundation installation;
 - ii. Trenching and backfilling;
 - iii. Equipment transportation and installation; and
 - iv. Construction necessary for the Compression Facility to perform in accordance with this Agreement.
 - v. Testing and startup of the Compression Facilities
 - b. Operation and maintenance of the Compression Facilities, including:
 - i. Regular inspections (once a week);
 - ii. Oil changes (including the oil);
 - iii. Oil filter changes (including the filter);

- iv. Other compressor skid filter changes;
- v. Dryer-filter changes for the gas dryer (including the filters);
- vi. Gas detection system inspection and calibration in the compressor skid;
- vii. Manual natural gas dryer skid desiccant regeneration as required per the skid's dew-point indicator;
- viii. Annual dew-point monitor calibration;
- ix. Regular overhauls;
- x. Repair or replacement of all necessary parts and performance of all necessary services to keep the Facilities in operation in compliance with its rated performance and this Agreement; and
- xi. Services associated with the Compression Facilities being out of service:
 - 1. If Compression Facilities are expected to be (or are unexpectedly) out of service for more than a consecutive twenty-four (24) hour period, Utility will notify Applicant as soon as reasonably possible. If Compression Facilities are expected to be (or are unexpectedly) out of service for more than two (2) calendar days, then subject to permitting requirements, Utility shall temporarily provide one ninety (90) scfm compressor as soon as reasonably practicable at a location mutually agreed upon by Utility and Applicant until such time as determined by Utility.
- b. Emergency services or unscheduled maintenance:
 - 1. The Services Fee does not include emergency or unscheduled maintenance services (as necessary for the Compression Facilities to operate in compliance with this Agreement). In the event of unscheduled maintenance or emergency services call, Utility's service fees are as follows:
 - a. Time
 - i. Business hour hourly-rate of \$98/hour *(6:30 am – 3pm)
 - ii. Off-Hours hourly- rate of \$135/hour *(including holidays)
 - b. Materials
 - i. Markup 20% plus shipping and handling for parts that are not included on the list of applicable manufacturer's recommended spare parts for scheduled maintenance
 - c. Mileage rate
 - i. Based on IRS published rate for the month

The estimated response time for call outs is four (4) hours depending on the time of day and traffic. We maintain a 24 hours on call pager (909) 819-3265.

*The hourly rate is applicable for 2014 and is subject to change. Applicant will be informed of the rate and an estimate for the any work is performed.

Unless otherwise noted, all work shall be performed by Utility or its agent at intervals as recommended or published by the component manufacturers; provided that if no such intervals are recommended or published by the manufacturers, then Utility shall perform the maintenance services at reasonable and prudent intervals.

The above work will be performed during normal operating hours, Monday to Friday (6:30am to 3:00pm). Applicant will be informed in advance (one week) for repair that would exceed four (4) hours.

Exhibit B – Location of Compression Facilities at Site



Location of Compression Facilities

Exhibit C – Pricing Assumptions and Credit Requirements

- Pricing includes 60 monthly payments (5 years, 1 payment per month).
- Pricing also includes the maintenance and operation costs which will be charged to Applicant. The maintenance and operation service will be provided by the Utility crew; however in the event Utility determines that it will need to bring in an outside O&M contractor, Applicant shall be responsible for the costs of such contractor.
- Utility remains the owner of the Compression Facilities at all times and will file a UCC-1 to secure its ownership rights.
- Utility, as owner of Compression Facilities, is liable for property tax related to the Compression Facilities.
- Utility is the tax owner of the Compression Facilities.
- Utility will depreciate the Compression Facilities on its books.
- Compression Facilities planned to be placed in-service in 2015.
- Compression Facilities economic life is 5 years.
- Applicant shall provide an easement to Utility for access and location rights.
- Removal cost of above-ground Compression Facilities is included in the price.
- At the end of the term of the Agreement, Applicant shall be responsible for costs to remove all below-ground Compression Facilities, such as conduits, sleeves and foundations.
- Pricing assumes no environmental contamination or remediation of site which shall be solely the responsibility of Applicant, including any installation delays as a result of clean-up by Applicant.
- Any upgrades to gas service, uncompressed gas transportation service and natural gas commodity costs, electric service bills and costs and the option to extend the Agreement are not included in pricing.

ATTACHMENT 2
Compression Services Tariff (CST) Agreement
Amendment No. 2

**Amendment No. 2
to
Compression Services Agreement**

This Amendment No. 2 (this "Amendment No. 2") to Compression Services Agreement is entered into and effective as of March 18, 2015 (the "Amendment Effective Date") by and between Southern California Gas Company, a California corporation ("Utility"), and the City of Monterey Park, a California general law city ("Applicant"). Utility and Applicant are sometimes referred to in this Amendment No. 2 individually as a "Party" and collectively as the "Parties." Any initially capitalized term used but not defined in this Amendment No. 2 has the meaning ascribed to it in the Agreement (as defined in Recital A).

Recitals

- A. The Parties entered into a Compression Services Agreement effective as of September 16, 2014, which was amended on December 17, 2014 pursuant to Amendment No. 1 to Compression Services Agreement (as amended, the "Agreement").
- B. The Parties desire to amend Exhibit A to the Agreement (a) to add certain additional services to be provided by Utility, which the Parties agree is necessary for the proper operation of the Compression Facilities, and (b) increase the Capital Service Fee from \$9,485 to \$11,862 in order to account for such additional services.

The Parties, intending to be legally bound, agree as follows:

- 1. **Service Fee.** In the first sentence of Section 2.a. of the Agreement, delete the phrase "Nine Thousand Four Hundred Eight Five Dollars (\$9,485)" and replace with "Eleven Thousand Eight Hundred Sixty Two Dollars (\$11,862)".
- 2. **Scope of Services.** In Exhibit A, add the following as Section 3 thereof:
 - "3. Utility shall perform, or shall cause the performance of, the following work, as well as any other work deemed necessary by Utility, in its sole discretion, in order to install and upgrade the infrastructure as necessary for the proper performance of the Compression Facilities, all in accordance with and subject to the terms and conditions of the Agreement:
 - a. Engineer, design, and construct the following:
 - i. Prepare and install concrete pad "Island form" for the dispenser and fuel management terminal;
 - ii. Perform excavation, trenching & backfilling for high pressure tubing;
 - iii. Perform connection on high-pressure tubing between discharge of the priority/time fill panel to dispenser island, encased in sleeves where routed below grade; and
 - iv. Perform connection on electrical breaker, wiring and conduits for equipment power and controls.
 - b. Engineer, design and/or construct the electrical upgrade for the city yard including:
 - i. New power supply to the Compression Facilities, re-configure power supply to the existing service panel, new power feed to the mobile trailer office;
 - ii. Prepare and install concrete pad to set electricity utility transformer;
 - iii. Prepare and install concrete pad for a 800amp switch gear;
 - iv. Prepare and install two step down transformers to feed existing service panel and the mobile trailer office; and
 - v. Perform underground wiring and conduits for the transformers, power and controls.

Applicant acknowledges and agrees that the Service Fee excludes (a) the procurement of the dispenser and fuel management terminal, and (b) the procurement of the switchgear and transformers. This equipment must be procured by Applicant in order for Utility to perform the foregoing services.”

3. Miscellaneous. Other than as specifically modified by this Amendment No. 2, the Agreement, as amended, shall remain in full force and effect and is hereby ratified, approved and confirmed. This Amendment No. 2 shall be subject to all of the terms and conditions of the Agreement, as amended, as if it were a part thereof.

[signature page follows]

IN WITNESS WHEREOF, each Party has caused this Amendment No. 2 to be executed by its authorized representative as of the Amendment Effective Date.

SOUTHERN CALIFORNIA GAS
COMPANY

By: _____

Name: Rodger Schwecke

Title: VP - Customer Solutions

CITY OF MONTEREY PARK

By: _____

Name: Paul Talbot

Title: CITY MANAGER



City Council Staff Report

DATE: December 6, 2017

AGENDA ITEM NO: New Business
Agenda Item 6-L.

TO: The Honorable Mayor and City Council
FROM: Tito Haes, Interim Director of Public Works
SUBJECT: 2017 Various Street Resurfacing – Award of Contract

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute a public works contract, in a form approved by the City Attorney, with Hardy & Harper Inc. of Santa Ana, in the amount of \$765,000 for the 2017 Various Street Resurfacing;
2. Authorize the Interim Public Works Director to approve change orders and contingency up to \$76,500.00 or 10% of the contract amount for this project;
3. Allocate an additional \$76,500 Measure R funds to cover the 10% contingency;
4. Authorize the City Manager to execute a separate three-year contract with Hardy & Harper in the amount of \$300,000 (Additive Bid Alternate 1) to provide on-call asphalt pavement repairs; and
5. Take such additional, related action that may be desirable.

CEQA (California Environmental Quality Act):

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

EXECUTIVE SUMMARY:

On May 17, 2017, the City Council approved bid specifications and authorized the City to solicit bids for the 2017 Various Street Resurfacing. Following a public bid opening on November 16, 2017, Hardy & Harper Inc. is the apparent lowest responsive bidder in the amount of \$765,000.

BACKGROUND:

The project involves the resurfacing of the following streets:

Street	Limits
Chandler Avenue	Newmark Avenue to Garvey Avenue
College View Drive	Ridgecrest Street to Valley Vista Drive
Copa Way	Casuda Canyon Drive to Arriba Drive
Crest Vista Drive	Brightwood Street to Wandering Drive

De La Fuente Street	Sevilla Street to Cadiz Street
Keller Street	Garfield Avenue to Kempton Avenue
Kingsford Street	Cadiz Street to Newmark Avenue
McPherrin Avenue	Avondale Avenue to Emerson Avenue
Moore Avenue	Newmark Avenue to Garvey Avenue
Woods Avenue	Cesar Chavez Avenue to Floral Drive
Woods Avenue	Dorner Drive to 1 st Street

The work includes cold milling the existing asphalt pavement and constructing a rubberized asphalt overlay; adjusting utility covers to grade; constructing new ADA curb ramps; replacing traffic loop detectors; restoring traffic striping and pavement markings; and providing and maintaining traffic control during construction. The project also includes an additive bid alternate item to provide asphalt pavement repairs on a monthly "on-call" basis (based on the placement of an estimated 15 tons of asphalt per month).

On November 16, 2017, a total of five bids were received and the results were as follows:

RANK	BIDDER	BASE BID AMOUNT
1	HARDY & HARPER INC., SANTA ANA	\$765,000.00
2	SULLY MILLER CONTRACTING, BREA	\$790,495.00
3	COPP CONTRACTING, BUENA PARK	\$813,376.00
4	ALL AMERICAN ASPHALT, CORONA	\$827,700.00
5	EXCEL PAVING CO., LONG BEACH	\$868,810.00

The additive bid alternate amounts are as follows:

RANK	BIDDER	ADDITIVE BID ALTERNATE 1
1	HARDY & HARPER INC., SANTA ANA	\$9,000/mo.
2	SULLY MILLER CONTRACTING, BREA	\$35,250/mo.
3	COPP CONTRACTING, BUENA PARK	\$14,835/mo.
4	ALL AMERICAN ASPHALT, CORONA	\$11,775/mo.
5	EXCEL PAVING CO.	\$10,500/mo.

The bid submitted by Hardy & Harper is the lowest responsive bid from a responsible bidder. Hardy & Harper's license was verified with the California State Contractor's License Board to be current, active and in good standing. Registration with the DIR (California Department of Industrial Relations) was verified. Staff also checked the contractor's references and received positive feedback. Hardy & Harper has completed street resurfacing projects in the Cities of Pasadena, Arcadia, and Chino Hills.

In order to take full advantage of Hardy & Harper's favorable bid pricing, staff is also requesting Council's authorization to utilize Hardy & Harper for monthly on-call asphalt pavement repairs under a separate 3-year contract. The monthly on-call street pavement repairs would be very helpful to the Public Works Department by allowing City street crews to focus on other maintenance activities and projects. Based on past budget history, the Street Maintenance Division anticipates spending \$100,000 per year for asphalt pavement repairs.

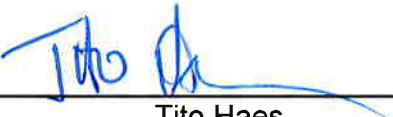
Assuming award of contract tonight, staff estimates that work will commence in January 2018 and be completed in March 2018.

FISCAL IMPACT:

The project was included in the FY 2016-17 adopted budget and will be funded with Measure R funds in the amount of \$515,000 (Account No. 0110-5001-91943) and Proposition C funds in the amount of \$250,000 (Account No. 0166-5001-91943). However, an additional allocation of \$76,500 in Measure R funds is requested to cover the 10 percent contingency.

There are Measure R funds (Account No. 0110-4202-23600) available in the current FY 2017-2018 operating budget for on-call asphalt pavement repairs

Respectfully submitted by:



Tito Haes
Interim Director of Public Works

Prepared by:



Rey Alfonso
Assistant City Engineer

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT:

1. Hardy & Harper Inc. Bid Proposal

ATTACHMENT1
Hardy & Harper Inc. Bid Proposal

SECTION C. BIDDERS PROPOSAL
(Entire section C shall be submitted with the bid)**BIDDER'S NAME:** Hardy & Harper, Inc

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

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

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

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

BID SCHEDULE

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

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

BID SCHEDULE					
For 2017 Various Street Resurfacing, Specification No. 871					
No.	Bid Item Description	Quantity	Unit	Unit Bid	Total Bid
1	Cold plane existing asphalt pavement, 2" deep, full width of street, complete and in place, the sum of:	504,300	SF	\$.21	\$105,903.00
2	Construct 2"-thick asphalt rubberized hot mix (ARHM) overlay, complete and in place, the sum of:	6,100	TON	77.77	474,397.00
3	Adjust manhole covers to grade, complete and in place, the sum of:	50	EA	500.00	25,000.00
4	Adjust water/gas valve covers to grade, complete and in place, the sum of:	35	EA	100.00	3,500.00
5	Construct PCC ADA curb ramps including detectable warning panels, complete and in place, the sum of:	31	EA	4,300.00	133,300.00
6	Furnish and install traffic striping & pavement markings in thermoplastic, complete and in place, the sum of:	1	LS	\$18,900.00	\$18,900.00
7	Furnish and install traffic detection loops, complete and in place, the sum of:	4	EA	1,000.00	4,000.00
TOTAL BASE BID AMOUNT IN NUMBERS					\$765,000.00
TOTAL BASE BID AMOUNT IN WORDS: <i>Seven hundred sixty five thousand even</i>					

ADDITIVE BID ALTERNATIVE 1					
For 2017 Various Street Resurfacing, Specification No. 871					
No.	Bid Item Description	Quantity	Unit	Unit Bid	Total Bid
1	Perform localized asphalt concrete pavement repairs using conventional asphalt per City Standards at various locations on a monthly "on-call" basis:	15	TON	\$ 600.00	\$ 9,000.00
TOTAL ADDITIVE BID AMOUNT IN NUMBERS					\$ 9,000.00
TOTAL ADDITIVE BID AMOUNT IN WORDS: <i>ninethousand even</i>					

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

- The City reserves the right to add, delete, increase or decrease the amount of any quantity shown and to delete any item from the contract and pay the contractor at the bid unit prices so long as the total amount of change does not exceed 25% (plus or minus) of the total bid amount for the entire project. If the change exceeds 25%, a change order may be negotiated to adjust unit bid prices.
- A bid is required for the entire work. The quantities set forth in the Bid Schedule will be used to calculate total bid amount. The final compensation under the contract will be based upon the actual quantities of work satisfactorily completed.

DESIGNATION OF SUBCONTRACTORS

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

Subcontractor Information	Work to be Performed	Dollar Amount
Name: <u>Caseland survey</u> Address: <u>92868</u> <u>614 N. Echolf St. - Orange, CA</u> Tel: <u>(714) 628-8448</u>	<u>Survey</u>	<u>\$ 13,000.00</u>
Name: <u>MD Rubberized</u> Address: <u>P.O. Box 15504, Santa Ana CA 92735</u> Tel: <u>(714) 656-7131</u>	<u>Crack Seal</u>	<u>\$ 23,400</u>
Name: <u>Superior Pavement</u> Address: <u>5312 Cypress St., Cypress CA 90630</u> Tel: <u>(714) 995-9100</u>	<u>Striping</u>	<u>\$ 9,700</u>
Name: <u>Smithson</u> Address: <u>Orange CA</u> <u>1438 E. Kerkella Ave, 92867</u> Tel: <u>(714) 947-9556</u>	<u>Traffic loops</u>	<u>\$ 1,700</u>
Name: <u>EKS</u> Address: <u>1320 E 6th, Corona, CA 92879</u> Tel: <u>(951) 274-6869</u>	<u>Manholes</u>	<u>\$ 56,750</u>
Name: _____ Address: _____		<u>\$ _____</u>

Tel:		
Name:		\$ _____
Address:		
Tel:		
Total Subcontract Amount (shall not exceed 49% of Total Bid Amount)		\$ _____

REFERENCES

References shall be for projects constructed by the bidding company; references for other projects performed by principals or other individuals of the bidding company may not be included. References shall be either minimum from 3 Public Agencies; or minimum from 2 Public Agencies plus 2 Private Entities for which BIDDER has performed similar work within the past three years.

Reference 1		
Agency Name Please see attachment "A"	Project Name and Brief Description	
Contact Name and Title		
Tel: _____ E-mail: _____	Contract Value: \$ _____	Year Completed: _____

Reference 2		
Agency Name	Project Name and Brief Description	
Contact Name and Title		
Tel: _____ E-mail: _____	Contract Value: \$ _____	Year Completed: _____

Reference 3		
Agency Name	Project Name and Brief Description	
Contact Name and Title		
Tel: _____ E-mail: _____	Contract Value: \$ _____	Year Completed: _____

Reference 4		
Agency Name	Project Name and Brief Description	
Contact Name and Title		
Tel: _____ E-mail: _____	Contract Value: \$ _____	Year Completed: _____

**PUBLIC WORKS REFERENCES
2016/2017**

Attachment A

Owner/Agency	Contact	Project (Amount & Completion Date)
City of Rancho Cucamonga 10500 Civic Center Drive Rancho Cucamonga, CA 91730	Romeo David (909)477-2740 Romeo.David@cityofrc.us	Foothill Blvd Pavement Rehabilitation \$1,076,200.00 11/15
City of Palm Desert 73-510 Fred Waring Drive Palm Desert, CA 92260	Bo Chen, P.E (310) 370-5099 bochen@cityofpalmdesert.org	Portola Ave STP Rehabilitation Project \$639,204.74 2/16
City of Lake Elsinore 130 South Main Street Lake Elsinore, CA 92530	Ken Rukavina (951) 674-3124 krukavina@lake-elsinore.org	FY 15-16 Citywide Pavement Rehab Phase 5 \$560,736.74 2/16
City of Lake Elsinore 130 South Main Street Lake Elsinore, CA 92530	Ken Rukavina (951) 674-3124 krukavina@lake-elsinore.org	FY 15-16 Citywide Pavement Rehab Phase 4 \$895,665.91 3/16
City of Villa Park 17855 Santiago Blvd Villa Park, CA 92861	Akram Hindiye (714) 998-1500 ahindiye@villapark.org	FY 15/16 Street Rehabilitation Project \$592,140.91 3/16
City of Colton 650 N. La Cadena Drive Colton, CA 92324	Jess Sotto (909) 370-5099 JSotto@coltonca.gov	FY 15-16 Asphalt Paving Project \$1,569,242.84 4/16
City of Pasadena 100 N. Garfield Ave Pasadena, CA 91109	Sean Singletary (626) 744-4273 ssingletary@cityofpasadena.net	Preventive Maintenance of Streets 2015 \$1,182,829.46 4/16
City of Westminster 8200 Westminster Blvd Westminster, CA 92683	Tuan Pham (714) 898-3311 tpham@westminster-ca.gov	Citywide Street Improvement For Various Residential Streets \$679,108.61 5/16
City of Arcadia 240 West Huntington Dr Arcadia, CA 91066	Jan Balanay (626) 256-6582 jbalanay@arcadiaca.gov	Pavement Rehab Program Camino Real Ave & 6th Ave Project # 33854016 \$632,386.21 7/16
City of Fontana 8353 Sierra Ave Fontana, CA 92335	Ticha Loera (909) 350-6696 tloera@fontana.org	Pavement Rehab of Slover Ave From Mulberry Ave to Cherry Ave \$1,313,161.86 8/16

**PUBLIC WORKS REFERENCES
2016/2017**

Attachment A

Owner/Agency	Contact	Project's Info
City of Rancho Cucamonga 10500 Civic Center Drive Rancho Cucamonga, CA 91730	Romeo David (909)477-2740 Romeo.David@cityofrc.us	Archibald Ave from Hillside Rd to N. City Limit & Haven Ave Wilson Ave \$796,042.98 8/16
City of La Canada Flintridge 1327 Foothill Blvd La Canada Flintridge, CA 91011	Greg Kwolek (818) 790-8880 gkwolek@lcf.ca.gov	2016 Citywide Street Resurfacing \$1,084,562.67 8/16
City of Huntington Beach 2000 Main Street Huntington Beach, CA 92648	Joseph Fuentes (714) 536-5431 jfuentes@surfcity-hb.org	Nichols Lane Rehabilitation from Slater Ave to Warner Ave \$644,000.00 9/16
City of Claremont 207 Harvard Ave Claremont, CA 91711	Vincent Ramos (909) 399-5396 vramos@ci.claremont.ca.us	Residential Slurry Preparation CIP 2016-02 \$579,000.00 10/16
City of Rancho Palo Verdes 30940 Hawthorne Blvd Rancho Cucamonga Palos Verdes	Lea Reis LReis@rpvca.gov (310) 544-5307	Residential Street Rehabilitation Project Phase I \$2,639,962.68 11/16
City of Cathedral City 68-700 Avenida Lalo Guerrero Cathedral City, CA 92234	Bill Simmons (760) 770-0340 bsimmons@cathedralcity.gov	Date Palm Dr. & Cathedral Canyon Pavement Rehab \$939,000.00 11/16
City of Moreno Valley 14177 Frederick St Moreno Valley, CA 92552	Henry Ngo (951) 413-3100 henryn@moval.org	Edgemont Neighborhood Pavement Rehabilitation \$383,000.00 12/16
City of Chino Hills 14000 City Center Drive Chino Hills, CA 91709	Fe Rama frama@chinohills.org (909) 364-2600	FY 2016-2017 Street Improvement Project \$1,039,000.00 12/16
County of San Bernardino 825 East 3rd Street San Bernardino, CA 92415	Melinda Barnes MeBarnes@dpw.sbcounty.gov (909) 387-7920	Slover Ave Phase II \$2,405,020.32 1/17
City of Newport Beach 100 Civic Center Drive Newport Beach, CA 92660	Frank Tran ftran@newportbeachca.gov (949) 644-3340	MacArthur Blvd Pavement Rehabilitation \$2,065,156.05 3/17

SITE INSPECTION

The Bidder declares that he/she has carefully read and examined the plans, specifications, bid documents, and he/she has made a personal examination of the site (indicate name of the person, representing the bidder, who inspected the site and date below) and that he/she understands the exact scope of the Project without question.

Name of Person who inspected the site: Corey Kirschner

Date of Inspection: 11/14/17

ADDENDA ACKNOWLEDGMENT

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

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

INSURANCE REQUIREMENTS

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

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$2,000,000
Business automobile liability	\$2,000,000
Workers compensation	Statutory requirement.

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

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

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

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

Bidder's Name:

Hardy & Harper, Inc.

Authorized Signature:



Name and Title:

Steve Kirschner - Vice President

Date:

11/14/17

PUBLIC CONTRACT CODE SECTION 7106**Noncollusion Declaration by Bidder**

The undersigned declares:

I am the Vice President of Hardy & Harper, Inc, the party making the foregoing bid.

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

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

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

Bidder's Name:

Hardy & Harper, Inc

Authorized Signature:



Name and Title:

Steve Kirschner - Vice President

Date:

11/14/17

PUBLIC CONTRACT CODE SECTION 10162

In conformance with the above Public Contract Code Section, the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder any officer of such bidder, or any employee of such bidder who has a proprietary interest in such bidder

has never been X has been (indicate YES or NO after applicable answer)

disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation, and if so to explain the circumstances.

If the answer is has been YES explain the circumstances below:

Bidder's Name:

Hardy & Harper, Inc

Authorized Signature:



Name and Title:

Steve Kirschner - Vice President

Date:

11/14/17

PUBLIC CONTRACT CODE SECTION 10232

In conformance with above Public Contract Code Section, the bidder hereby declares under penalty of perjury under the laws of the State of California that no more than one final, unappealable finding of contempt of court by a federal court

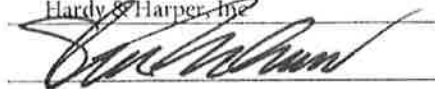
has not been X has been _____ (indicate YES or NO after applicable answer)

issued against the bidder within the immediately preceding two-year period because of the contractor's failure to comply with an order of a federal court which orders the contractor to comply with an order of the National Labor Relations Board. For purposes of this section, a finding of contempt does not include any finding which has been vacated, dismissed, or otherwise removed by the court because the contractor has complied with the order which was the basis for the finding.

Bidder's Name:

Hardy & Harper, Inc.

Authorized Signature:



Name and Title:

Steve Kirschner - Vice President

Date:

11/14/17

PUBLIC CONTRACT CODE SECTION 10285.1

In conformance with above Public Contract Code Section, the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder or any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof

has never been X has been _____ (indicate YES or NO after applicable answer)

convicted within the preceding three years by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity, as defined in Public Contract Code Section 1100, including, for the purposes of this article, the Regents of the University of California or the Trustees of the California State University.

Bidder's Name:

Hardy & Harper, Inc

Authorized Signature:



Name and Title:

Steve Kirschner - Vice President

Date:

11/14/17

BIDDER INFORMATIONBidder's Name: Hardy & Harper, IncAddress: 1312 East Warner Ave., Santa Ana, CA 92705

Form of Legal Entity: _____

If a Corporation, State of Incorporation: CaliforniaState Contractor's Class and License No.: 215952; A, C-8, C12**Contact Person Information:**Name: Corey Kirschner Title: Vice President OperationE-mail: ckirschner@hardyandharper.com Tel: 714-444-1851

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint venturers, and/or corporate officers having a principal interest in this proposal:

Fred T. Maas, Jr - President, Treasurer; 1312 E. Warner Ave., Santa Ana, CA 92705 (714) 444-1851Dan T. Maas - CEO; 1312 E. Warner Ave., Santa Ana, CA 92705 (714) 444-1851Steve Kirschner - Vice President 1312 E. Warner Ave., Santa Ana, CA 92705 (714) 444-1851Kristen S. Paulino - Secretary; 1312 E. Warner Ave., Santa Ana, CA 92705 (714) 444-1851

The date(s) of any voluntary or involuntary bankruptcy judgements against any principal having an interest in this proposal are as follows:

None

All current and prior DBA'S, alias, and/or fictitious business names for any principal having an interest in this proposal are as follows:

N/A

Previous contract performance history:

Was any contract terminated previously: _____

If the answer to the above is "yes", provide the following information:

City of Monterey Park

Contract/project name and number: _____

Date of termination: _____

Reason for termination: _____

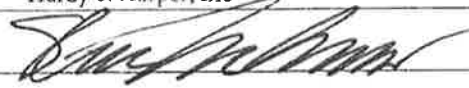
Owner's name: _____

Owner contact person and tel. no.: _____

IN WITNESS WHEREOF, BIDDER executes and submits this proposal with the names, titles, hands, and seals of all aforementioned principals this 15th day of November, 2017.

BIDDER

Hardy & Harper, Inc



Steve Kirschner - Vice President

Subscribed and sworn to this _____ day of _____, 20____.

NOTARY PUBLIC _____

CALIFORNIA JURAT WITH AFFIANT STATEMENT**GOVERNMENT CODE § 8202**

- ☐ See Attached Document (Notary to cross out lines 1-6 below)
☐ See Statement Below (Lines 1-6 to be completed only by document signer[s], *not* Notary)

 Signature of Document Signer No. 1

 Signature of Document Signer No. 2 (if any)

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

State of California

County of Orange

Subscribed and sworn to (or affirmed) before me

on this 15 day of November, 2017,
 by Steve Kirschner
Date Month Year

(1) Steve Kirschner
 (and (2) _____),
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence
 to be the person(s) who appeared before me.

Signature [Signature]
Signature of Notary Public



Seal
 Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached DocumentTitle or Type of Document: Bidder Information Document Date: November 15, 2017Number of Pages: 1 Signer(s) Other Than Named Above: None

PROPOSAL GUARANTEE

BID BOND

Bond No.: CSBA-6281

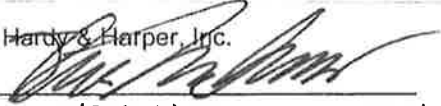
KNOW ALL MEN BY THESE PRESENTS that Hardy & Harper, Inc., as BIDDER, AND Fidelity and Deposit Company of Maryland, as SURETY, are held and firmly bound unto the City of Monterey Park, in the penal sum of Ten Percent of Amount Bid (\$ 10%) dollars, lawful money of the United States, which is 10 percent of the total amount bid by BIDDER to the City of Monterey Park for the 2017 VARIOUS STREET RESURFACING, SPECIFICATIONS NO. 871 ("Public Project"), for the payment of which sum, BIDDER and SURETY agree to be bound, jointly and severally, firm by these presents.

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

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this 13th day of November, 2017.

SIGNED AND SEALED this 13th day of November, 2017.

Hardy & Harper, Inc.


Steve Kirschner - vice president
PRINCIPAL

Fidelity and Deposit Company of Maryland


Dwight Reilly, Attorney-in-Fact
SURETY

PRINCIPAL's MAILING ADDRESS:

1312 E. Warner Avenue

Santa Ana, CA 92705

SURETY's MAILING ADDRESS:

777 South Figueroa Street, Suite 3900

Los Angeles, CA 90017

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

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**CIVIL CODE § 1189**

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

State of California)

County of Orange)On November 13, 2017 before me, Tina Pham, Notary Public,
Date Here Insert Name and Title of the Officerpersonally appeared Steve Kirschner
Name(s) of Signer(s)

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

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Tina Pham
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached DocumentTitle or Type of Document: Bid Bond Document Date: November 13, 2017Number of Pages: 1 Signer(s) Other Than Named Above: Dwight Reilly**Capacity(ies) Claimed by Signer(s)**Signer's Name: Steve Kirschner☒ Corporate Officer — Title(s): Vice President☐ Partner — ☐ Limited ☐ General☐ Individual ☐ Attorney in Fact☐ Trustee ☐ Guardian or Conservator☐ Other: _____

Signer Is Representing: _____

Hardy & Harper, Inc

Signer's Name: _____

☐ Corporate Officer — Title(s): _____☐ Partner — ☐ Limited ☐ General☐ Individual ☐ Attorney in Fact☐ Trustee ☐ Guardian or Conservator☐ Other: _____

Signer Is Representing: _____

ACKNOWLEDGMENT

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

State of California

County of Orange)

On November 13, 2017 before me, Susan Pugh, Notary Public
(insert name and title of the officer)

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

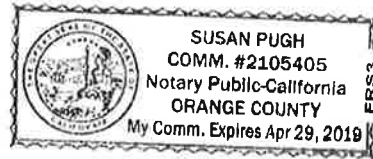
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Susan Pugh
Susan Pugh

(Seal)



**ZURICH AMERICAN INSURANCE COMPANY
 COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
 FIDELITY AND DEPOSIT COMPANY OF MARYLAND
 POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Maryland, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Maryland (herein collectively called the "Companies"), by **MICHAEL BOND, Vice President**, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **Daniel HUCKABAY, Dwight REILLY, Arturo AYALA, Shaunna Rozelle OSTROM and Michael CASTANEDA, all of Orange, California, EACH** its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 15th day of May, A.D. 2017.

ATTEST:

**ZURICH AMERICAN INSURANCE COMPANY
 COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
 FIDELITY AND DEPOSIT COMPANY OF MARYLAND**



By:



*Assistant Secretary
 Joshua Lecker*



*Vice President
 Michael Bond*

State of Maryland
 County of Baltimore

On this 15th day of May, A.D. 2017, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **MICHAEL BOND, Vice President**, and **JOSHUA LECKER, Assistant Secretary**, of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



*Constance A. Dunn, Notary Public
 My Commission Expires: July 9, 2019*



PROPOSAL GUARANTEE**CERTIFIED CHECK or CASHIER'S CHECK**

As an Alternative to Bid Bond, Bidder can provide Certified Check or Cashier's Check as follows

Accompanying this proposal is a certified check or a cashier's check payable to the order of the City of Monterey Park, in the amount of N/A (\$) dollars, lawful money of the United States, which is 10 percent of the total amount bid by BIDDER to the City of Monterey Park for the **2017 VARIOUS STREET RESURFACING, SPECIFICATIONS NO. 871** ("Public Project").

The proceeds of the same shall become the property of said City if, in case this proposal shall be accepted by said City through the City Council, the undersigned shall fail to execute a contract, with and furnish the insurance and bonds required by the City of Monterey Park within the specified time; otherwise, the same is to be returned to the undersigned as set forth in the Instructions to Bidders.

Bidder's Name: _____

Authorized Signature: _____

Name and Title: _____

Date: _____

--END OF SECTION--



City Council Staff Report

DATE: December 6, 2017

AGENDA ITEM NO: Council Communications
Agenda Item 7-A

TO: Honorable Mayor and Members of the City Council

FROM: Teresa Real Sebastian, Mayor

SUBJECT: RESOLUTION APPROVING THE 4TH AMENDMENT TO THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS' (SGVCOG) JOINT POWERS AGREEMENT (JPA)

RECOMMENDATION:

It is recommended that the City Council:

- (1) Adopt a Resolution approving the 4th Amendment to the San Gabriel Valley Council of Governments' (SGVCOG) Joint Powers Agreement (JPA).
- (2) Taking such additional, related, action that may be desirable.

BACKGROUND:

The Alameda Corridor-East Construction Authority (ACE) was created by the San Gabriel Valley Council of Governments in 1998 as a subsidiary of the SGVCOG, with a narrow mission to address the traffic congestion caused by the expansion of freight rail traffic from the Ports of Los Angeles and Long Beach. For the past 18 years, ACE has had great success in securing more than \$1.6 billion in funding to construct grade separations to facilitate freight railroad movement through the southern portion of the San Gabriel Valley.

With the passage of Measure M, Measure A, and SB 1, there is extensive opportunity for the SGVCOG to assist with the planning, design, and construction of numerous large capital projects across the San Gabriel Valley. The expertise and excellent reputation of the ACE organization presented an opportunity to address an expanded and new scope of projects.

As part of its Strategic Planning process in early 2016, the SGVCOG Governing Board identified the need to conduct an assessment about the future of ACE and the role of the SGVCOG in planning, funding, and constructing large capital projects.

After extensive discussion and review, the SGVCOG Governing Board approved the full integration of Alameda Corridor East Construction Authority (ACE) into the SGVCOG to accomplish the following objectives:

- Restructure ACE so it will be an ongoing operation as a division of SGVCOG, and not expire at the end of its mission (currently estimated to be in FY 2022-23).
- Expand the jurisdiction of ACE as a construction and projects entity that can serve all of the San Gabriel Valley.

- Restructure the ACE Board so that it has representation from the entire San Gabriel Valley and revise its role so it is no longer a separate Board with management control over ACE but instead will be a standing committee advisory to the Governing Board regarding the ACE operation.
- Integrate SGVCOG and ACE staff under a single personnel system reporting to the Executive Director of SGVCOG.

In undertaking any projects, the SGVCOG has adopted the following guiding principles:

Threshold Criteria & Member Benefit

- SGVCOG action will result in a measurable benefit to the region and member cities and/or non-action will result in a measurable disadvantage or loss to the San Gabriel Valley region.
- Collaborative relationships with impacted communities, LA Metro, Caltrans, LA County and/or other entities are explored before SGVCOG acts to plan or implement a program or project.
- Majority support from SGVCOG members is secured before a major program or project is undertaken.¹

Liability & Risk

- Structures are in place, including proper insurance and indemnification, to ensure there is no financial exposure or increased legal liability to member cities as a result of SGVCOG taking action.
- Agreements have been defined for long term ownership and maintenance by a responsible entity of the completed project.

Financial Impact

- SGVCOG may pursue funding for planning activities that may, or may not, result in programs or projects, but could fund staff costs.
- SGVCOG will not proceed with a program or project without securing all funding sources necessary to complete the phase.
- Member agencies may volunteer to fund a program, project, or study through an assessment in which only the participating members benefit from the work.
- SGVCOG may secure short term financing to fund start-up costs or accelerate a program or project with approval of a majority of SGVCOG members.

Legal Authority & Project Oversight

- Action will conform to SGVCOG's existing legal authority. If it does not, all legal risks and changes to authority will be identified before taking action.
- Oversight may be performed by a new organization created by SGVCOG that could plan, program, or implement projects in the San Gabriel Valley, and the SGVCOG might enter into agreements with this organization for the completion of those programs or projects.

A first step in this integration process is the revision of the SGVCOG JPA and bylaws. Any revision of the JPA requires the approval of the governing bodies of a majority of the member agencies. The bylaws are revised by the SGVCOG Governing Board. The SGVCOG Governing Board approved the revised JPA on October 19, 2017 and

¹ Preliminary concept planning is considered part of normal administration as part of assembling information for the SGVCOG Governing Board to consider as part of their review and approval of a program or project.

directed staff to distribute the JPA to all member agencies for adoption. Aside from minor modifications for clarification, the primary revisions to the JPA are as follows:

- To expand the jurisdiction of the SGVCOG's construction scope to include projects anywhere in the San Gabriel Valley;
- Modify all references to the ACE Construction Authority to instead reference Capital Projects and Construction Committee (Committee); and
- Strike all details regarding the operations and authority of the Committee, with all of that information being moved to the SGVCOG bylaws.

BENEFITS OF MEMBERSHIP

Our agency benefits in numerous ways from participating in the SGVCOG. The SGVCOG serves as a unified voice representing the cities in the San Gabriel Valley on County, regional and statewide level. The most recent update to the SGVCOG's Strategic Plan identified the following priority areas:

- Large Capital Transportation Projects
- Active Transportation (i.e. Bicycle and Pedestrian Improvements)
- Stormwater
- Homelessness
- Legislative Advocacy

Recent accomplishments related to those issues include the following:

- Secured a \$4.5 million grant from the California Transportation Commission to implement a regional bike share program.
- Supported cities' applications to develop city-level homelessness plans, which resulting in a total of \$890,000 being awarded to 23 participating cities.
- In partnership with 10 cities, awarded \$798K in funding for 5 projects submitted under SCAG's Sustainability Planning Grant program (i.e. Greenway Network Feasibility Plan; Arrow Highway Demonstration Project; Bike Friendly Business District - El Monte/South El Monte; Bike Friendly Business District - Baldwin Park; and Ramona Boulevard Complete Streets - El Monte).
- Awarded \$594,000 by Metro for Open Street event in partnership with cities of San Dimas, Pomona, La Verne, and Claremont.
- Initiated ATP Cycle 1 Grant to undertake Greenway Network Feasibility Study, which will complete Greenway Network Feasibility Study and Active Transportation Plans for 5 cities (Glendora, Monrovia, La Puente, Irwindale and Montebello), provide educational workshops, and develop a wayfinding/signage coordination plan.
- Secured \$1.355 million for Greenway Network projects in the cities of Baldwin Park and West Covina, which will design and develop bicycle and pedestrian paths along the existing flood control channel.
- Working with the San Gabriel Energy Wise Partnership, San Gabriel Valley cities have achieved over 5.1 million kWh in municipal energy savings and \$1.2 million in cash incentive payments over the past five years.
- Supported passage of Measure A, which will provide over \$92.7M annually for open space and trail projects including the SGV Greenway Network.

- Developed a Stormwater Policy and Legislative Platform that was adopted by Governing Board which resulted in five initiatives from the SGVCOG Legislative Platform being introduced in 2017 as follows:
 - AB 1180 (Holden): Creates a new tire fee to address stormwater pollution
 - SB 589 (Hernandez): Adopts Financial Capability Analysis (FCA) as a component of Municipal Separate Sewer Stormwater System (MS4) permits
 - SB 541 (Allen): Addresses school construction water capture design standards
 - SB 633 (Portantino): Allows use of existing infrastructure to convey stormwater for capture and infiltrationUltimately, SB 541 (Allen) was signed into law in October 2017.
- Supported Measure H which will provide over \$355M annually over the next 10 years for homeless services.
- Supported passage of Measure M, which will provide over \$3.3B in funding to San Gabriel Valley over next 40 years.
- Working with Gateway COG, secured \$34 million in funding for the environmental and final project approval phases of the 605/60 improvement project.

Additionally, participation in the SGVCOG is critical because the COG will be directly responsible for programming \$1.481 billion in Measure M funding for various transportation programs as follows:

- Active Transportation / Greenway Network (\$231 million)
- Bus System Improvement (\$55 million)
- First/last Mile and Complete Streets (\$198 million)
- Highway Demand (\$231 million)
- Goods Movement (\$33 million)
- Highway Efficiency (\$534 million)
- Subregional Equity Funds (\$199 million)

FISCAL IMPACT:

There is no anticipated fiscal impact of this action. The SGVCOG has not proposed any increase in dues as a result of this change in authority and scope.

Respectfully submitted by:

By:

Teresa Real Sebastian
Mayor

ATTACHMENTS:

Proposed Resolution

ATTACHMENT 1
Proposed Resolution

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____,
APPROVING AMENDMENTS TO THE SAN GABRIEL VALLEY COUNCIL OF
GOVERNMENTS JOINT POWERS AGREEMENT AS ADOPTED
BY THE COUNCIL'S GOVERNING BOARD**

WHEREAS, the San Gabriel Valley Council of Governments (the "Council") is a Joint Powers Authority, which was established pursuant to Chapter 5 of Division 7, Title 1 of the Government Code of the State of California (Sections 6500, et seq.);

WHEREAS, the City of _____ is one of the member agencies of the Council;

WHEREAS, the Council is currently governed by the Third Amended and Restated Joint Exercise of Powers Agreement, effective March 12, 2007, which was entered into, and modified from time to time, by its public entity members (the "Agreement");

WHEREAS, the City Council desires to approve modifications to the Agreement, as adopted by the Council of Government's Governing Board, in order to revise the structure of the Council and extend the role of the Council in developing and constructing projects in the San Gabriel Valley, and to restructure and integrate the Alameda Corridor East Construction Authority ("ACE Construction Authority"), as well as to clarify member tort liability and indemnification obligations of member agencies under the Agreement;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of _____ as follows:

Section 1. The City Council adopts, ratifies, and approves the modifications to the Agreement, namely the Fourth Amended and Restated Joint Exercise of Powers Agreement, approved by the Governing Board of the Council on October 19, 2017, relating to the extension of the Council of Government's role in developing and constructing projects throughout the San Gabriel Valley, to establish the Capital Projects and Construction Committee, and to clarify the agreement regarding tort liability and indemnification of member agencies, which Amendment is attached hereto and incorporated herein by reference;

Section 2. The City Council expressly states its intent that the City not be responsible for the debts, liabilities and obligations of the Council to the maximum extent permitted by law, and that each member agency shall indemnify other member agencies to the extent of any agency liability, as specified in the revisions adopted and ratified hereby.

Section 3. This Resolution shall take effect immediately upon its adoption. The City Clerk of the City of _____ is directed to send a certified copy of this resolution to the Secretary of the San Gabriel Valley Council of Governments upon adoption.

PASSED AND ADOPTED by the City Council of the City of _____ in the County of _____, State of California, on the ____ day of _____, 2017.

City of _____

, Mayor

Attest:

City Clerk