

**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
August 15, 2018
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.**

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 Police 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 - None

[2.] SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) - CONSENT CALENDAR ITEM NOS. 2A – 2C

2-A. WARRANT REGISTER FOR SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF AUGUST 15, 2018

It is recommended that the City Council (acting on behalf of the Successor 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 August 15, 2018 totaling \$845.00 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 MONTHLY INVESTMENT REPORT – JULY 2018

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

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

2-C. 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 and special meetings of July 18, 2018; and
- (2) Take such additional, related, action that may be desirable.

[3.] CITY OF MONTEREY PARK- CONSENT CALENDAR ITEMS NOS. 3A-3F

3-A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF AUGUST 15, 2018

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 August 15, 2018 totaling \$300,127.94 specifying the funds out of which the same are to be paid; and
- (2) Take such additional, related, action that may be desirable.

3-B. MONTHLY INVESTMENT REPORT – JULY 2018

It is recommended that the City Council:

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

3-C. CITY COUNCIL MINUTES

It is recommended that the City Council:

- (1) Approve the minutes from the regular and special meetings of July 18, 2018; and
- (2) Take such additional, related, action that may be desirable.

3-D. SECOND READING AND ADOPTION: AN ORDINANCE AMENDING THE MONTEREY PARK MUNICIPAL CODE (“MPMC”) TO ESTABLISH TERM LIMITS FOR THE TRAFFIC COMMISSION, PERSONNEL BOARD, AND LIBRARY BOARD

It is recommended that the City Council consider:

- (1) Waive the second reading and adopt the proposed ordinance; and
- (2) Take such additional, related, action that may be desirable.

3-E. FY 2017-18 ANNUAL REPORT FOR THE MONTEREY PARK BRUGGEMEYER LIBRARY

It is recommended that the City Council consider:

- (1) Continue the review of the Library’s Annual Report for FY 2017-18; and
- (2) Take such additional, related, action that may be desirable.

3-F. EMERGENCY MEDICAL SERVICES – APPROVAL OF AGREEMENT

It is recommended that the City Council:

- (1) Based on MPMC § 3.20.050, authorize the City Manager to execute an agreement with Life-Assist, Inc., in a form approved by the City Attorney, for the purchase of emergency medical supplies, equipment, drugs and pharmaceuticals from Account Nos. 0010-801-3220-22350 and 0010-801-3220-24200; and
- (2) Take such additional, related, action that may be desirable.

[4.] PUBLIC HEARING – None.

[5.] OLD BUSINESS – None.

[6.] NEW BUSINESS – None.

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

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

ADJOURN



City Council Staff Report

DATE: August 15, 2018

**AGENDA ITEM NO: SA CONSENT CALENDAR
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
August 15, 2018

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 **August 15, 2018 totaling \$845.00** 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 **364-364**.

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:

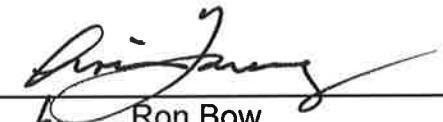
Disbursements from all funds total **\$845.00**.

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
15TH OF AUGUST 2018
TOTALING \$845.00 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	845.00
Total	<u>\$ 845.00</u>

PASSED, APPROVED AND ADOPTED THE 15TH OF AUGUST 2018.

Stephen Lam, 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 15th of August 2018 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 08/15/2018

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
HENSLEY LAW GROUP	0860-801-1203-31600	845.00	LEGAL-SA		364	845.00
TOTAL FOR PREPAID WARRANTS						845.00
PRINTED		845.00				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/15/2018

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TOTAL FOR PREPAID WARRANTS	\$845.00
TOTAL FOR PRINTED WARRANTS	\$0.00
TOTAL FOR ACH-PAYMENTS	\$0.00
TOTAL FOR PRINTED E-PAYABLES	\$0.00
TOTAL WARRANTS	\$845.00
TOTAL VOID CHECKS	0
TOTAL PREPAID CHECKS	1
TOTAL ACH-PAYMENTS PRINTED	0
TOTAL CHECKS PRINTED	0
TOTAL E-PAYABLES PRINTED	0
TOTAL CHECKS ISSUED	1

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/15/2018
FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0860	ATLANTIC/GARVEY CAP PROJECTS	845.00	0.00	845.00
	TOTAL	845.00	0.00	845.00



City Council Staff Report

DATE: August 15, 2018

AGENDA ITEM NO: SA CONSENT CALENDAR
AGENDA ITEM 2-B.

TO: The Honorable Mayor and City Council
FROM: Annie Yaung, CPFO, Director of Management Services
SUBJECT: Successor Agency Monthly Investment Report – July 2018

RECOMMENDATION: It is recommended that the City Council:

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

EXECUTIVE SUMMARY:

As of July 31, 2018 invested funds for the Successor Agency of the City of Monterey Park is as follows:

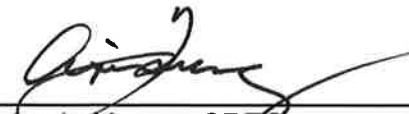
• Successor Agency (SA) Checking	205,866.77
• Successor Agency (SA) RORF	<u>137,861.00</u>
Total	<u>\$ 343,727.77</u>

BACKGROUND:

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

Respectfully submitted and prepared by:

Approved by:


Annie Yaung, CPFO
Director of Management Services


Ron Bow
City Manager



City Council Staff Report

DATE: August 15, 2018

AGENDA ITEM NO: SA CONSENT CALENDAR
AGENDA ITEM 2-C.

TO: The Honorable Mayor and City Council

FROM: Vincent D. Chang, City Clerk

SUBJECT: Successor Agency (SA) Minutes

RECOMMENDATION:

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

- (1) Approve the minutes from the regular and special meeting of July 18, 2018; 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)
SPECIAL MEETING
JULY 18, 2018**

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, July 18, 2018 at 6:00 p.m.

CALL TO ORDER:

Mayor Lam 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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

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

1. CONFERENCE WITH LABOR NEGOTIATORS, PURSUANT TO CALIFORNIA GOVERNMENT CODE § 54957.6

City Negotiators: Ron Bow, City Manager; Tom Cody, Human Resources Director

Employee Bargaining Units Monterey Park Firefighters' Association
Organizations: (MPFFA); Monterey Park Police Officers' Association (MPPOA); Monterey Park Professional Chief Officers' Association (PCOA), POA/Captains' Unit, Police Officer's Mid-Management Association (POMMA.)

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

Chu Thai v. City of Monterey Park (filed March 6, 2018), LASC Case No. BC696884.

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

RECONVENE & ADJOURNMENT

The City Council reconvened from Closed Session with all Council Members present.
The meeting was adjourned at 7:00 p.m.

Action Taken: No reportable action taken in Closed Session.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
JULY 18, 2018**

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, July 18, 2018 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 Lam called the meeting to order at 7:10 p.m.

FLAG SALUTE:

The Monterey Park Fire Explorers

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, Director of Human Resources and Risk Management Tom Cody, Director of Community & Economic Development Michael Huntley, Director of Management Services Annie Yaung, Director of Public Works Mark McAvoy, Director of Recreation & Community Services Inez Alvarez, Public Works Maintenance Manager Tito Haes, Assistant City Engineer Rey Alfonso, Police Captain Steve Coday, Economic Development Project Manager Thomas Welch, Economic Development Specialist Donna Ramirez, Code Enforcement Officer William Stecyk, Deputy City Clerk Cindy Trang

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

By consensus, the council moved the order of "Old Business" items to the following: 5A, 5C, 5B.

MISSION STATEMENT

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the quality of life for our entire community

ORAL AND WRITTEN COMMUNICATIONS

- Shannon Asquith, Manager for the Animal Care Center in Downey, showcased one of their kittens available for adoption. William Estrada, Animal Control Officer, invited the residents to attend the Vaccination, Microchip, and Licensing Clinic on July 21st at Garvey Ranch Park.
- Sarkis Antonian relayed his concerns regarding the different prices throughout the counties of Southern California in regards to taxes, gas, and healthcare and believes a fix cost would be beneficial.
- Tammy Sam relayed her concerns in regards to the Design Review Board. Speaker Sam Cheung gave his speaking time to Tammy Sam.

1. PRESENTATIONS

None.

2. SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) - CONSENT CALENDAR ITEM NO. 2A

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

Action Taken: The City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency approved and adopted Item Nos. 2A-2C on Consent Calendar. Council Member Ing abstained on Item No. 2C, the special meeting minutes of May 2, 2018 and June 6, 2018 and the regular meeting minutes of June 6, 2018, as he was absent for those meetings.

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

Ayes:	Council Members:	Real Sebastian, Ing, Liang, Chan, Lam
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	Ing on Item No. 2C

2A. WARRANT REGISTER FOR SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF JULY 4, 2018

Disbursements were made from the funds referenced in the Resolution, attached to the staff report, in Warrants numbered 362-363.

Action Taken: The City Council, acting on behalf of the Successor Agency, approved payment of warrants and adopted Resolution No. SA-153 of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated July 4, 2018 totaling \$595.29 and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. SA-153, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED 4TH DAY OF JULY 2018 TOTALING \$595.29 AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

2B. SUCCESSOR AGENCY MONTHLY INVESTMENT REPORT – JUNE 2018

As of June 30, 2018 invested funds for the Successor Agency of the City of Monterey Park is as follows:

•	Successor Agency (SA) Checking	129,287.48
•	Successor Agency (SA) RORF	<u>232,861.00</u>
	Total	<u>\$ 362,148.48</u>

Action Taken: The City Council, acting on behalf of the Successor Agency, received and filed the Monthly Investment Report on Consent Calendar.

2C. SUCCESSOR AGENCY (SA) MINUTES

Approve the minutes from the regular meetings of May 2, 2018 and June 6, 2018; and special meetings of May 2, 2018, May 29, 2018, May 31, 2018, June 4, 2018, and June 6, 2018.

Action Taken: The City Council, acting on behalf of the Successor Agency, approved the minutes from the regular meetings of May 2, 2018 and June 6, 2018; and special meetings of May 2, 2018, May 29, 2018, May 31, 2018, June 4, 2018, and June 6, 2018 on Consent Calendar. Council Member Ing abstained on the special meeting minutes of May 2, 2018 and June 6, 2018 and the regular meeting minutes of June 6, 2018, as he was absent for those meetings.

This is the end of Successor Agency (SA) items



City Council Staff Report

DATE: August 15, 2018

AGENDA ITEM NO: Consent Calendar
Agenda Item 3-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
August 15, 2018

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 **August 15, 2018 totaling \$300,127.94** 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 **320397-320592 and ACH numbered 000002-000004.**

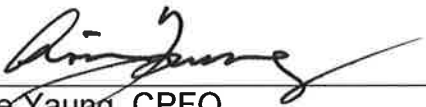
BACKGROUND:

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:

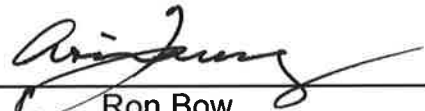
Disbursements from all funds total **\$300,127.94.**

Respectfully submitted:



Annie Young, CPFO
Director of Management Services

Approved By:



for 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
15TH OF AUGUST 2018
TOTALING \$300,127.94 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	\$ 131,495.86
State Gas Tax Fund	7,659.76
Refuse Fund	24,346.80
City Shop Fund	24,358.18
General Liability Fund	10,934.65
Public Safety Impact Fee Fund	59.13
Special Deposits Fund	13,367.29
Business Improvement Area #1	34.88
Water Fund	27,709.50
Water Treatment WQA-EPA Fund	8,461.70
OPA Proposition A	248.53
POST	1,459.70
Home Housing Program	7.25
Recreation Fund	24,840.08
Asset Forfeiture	506.20
Prop C	21,925.66
Prop A - Per Parcel Grant	518.46
Bulletproof Vest police Grant	314.81
ELAC Instructional Serv Prog	1,879.50
 TOTAL	 <u>\$ 300,127.94</u>

PASSED, APPROVED AND ADOPTED THE 15TH OF AUGUST 2018.

 Stephen Lam, Mayor
 City of Monterey Park, California

ATTEST

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

RESOLUTION NO.
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STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS.
CITY COUNCIL OF THE)
CITY OF MONTEREY PARK)

I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Monterey Park at a regular meeting held on the 15th of August 2018 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 08/15/2018

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ROBERTO A AGUIRRE	0010-801-6508-21350	87.59	HEAVE DUTY PAPER CUTTER		320420	
	0010-801-6502-21250	16.99	PADFOLIO FOLDER ORGANIZER		320420	
						104.58
AT & T	0010-801-3112-32050	85.23	PHONE SERVICE		320397	
	0022-801-4206-32050	631.90	PHONE SERVICE		320397	
	0092-801-4222-32050	117.73	PHONE SERVICE		320397	
						834.86
	0010-801-3201-32050	47.90	PHONE SERVICE		320398	
						47.90
AYRES HOTEL & SPA MORENO VALLEY	0136-801-3101-33250	537.70	POST TRAINING		320399	
						537.70
RON BOW	0010-801-1201-39400	97.88	ICA SUMMER SEMINAR		320400	
						97.88
CALIFORNIA CONTRACT CITIES ASSOCIATION	0010-801-1110-39300	5,090.00	MEMBERSHIP		320421	
						5,090.00
STATE BOARD OF EQUALIZATION	0010-431	2,397.88	USE TAX		320417	
	0010-701-0010-08100	0.49	USE TAX-ROUNDING		320417	
	0010-801-6003-22450	4.37	USE TAX-NON TAXABLE ITEM		320417	
						2,394.00
	0060-801-4211-22250	3,993.08	GOV ENTITY DIESEL TAX		320418	
						3,993.08
JOYCE CARDONA	0075-450-0075-08350	300.00	REFUND SECURITY DEPOSIT(TRUST)		320401	
						300.00
PETER CHAN	0010-801-1101-39400	97.88	ICA SUMMER SEMINAR		320402	
						97.88
CHARTER COMMUNICATIONS	0010-801-6505-38400	120.73	INTERNET/CABLE SERVICE		320403	
	0010-801-4210-38400	134.98	INTERNET/CABLE SERVICE		320403	
	0010-801-3230-32050	130.00	INTERNET/CABLE SERVICE		320403	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/15/2018

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CHARTER COMMUNICATIONS	0010-801-3210-32050	99.98	INTERNET/CABLE SERVICE		320403	
	0010-801-3210-32050	99.98	INTERNET/CABLE SERVICE		320403	
						585.67
	0010-801-6502-32050	79.99	INTERNET/CABLE SERVICE		320422	
	0010-801-6502-32050	79.99	INTERNET/CABLE SERVICE		320422	
						159.98
VANESSA DELGADO	0075-450-0075-08420	209.67	MPPD EXPLORER CONFERENCE-TRUST		320423	
						209.67
GUADALUPE MARIE FARIAS	0159-801-6507-31940	519.75	INSTRUCTOR-RECREATION CLASS		320404	
						519.75
SIU YING FONG	0010-701-0010-08025	400.00	REFUND CATALINA ISLAND TRIP		320405	
						400.00
GOVERNMENT FINANCE OFFICERS	0010-801-1403-31950	425.00	DISTINGUISHED BUDGET AWARD		320406	
						425.00
MATT HALLOCK	0349-801-3201-39400	319.50	FIRE RESCUE INT'L CONFERENCE		320407	
						319.50
HENSLEY LAW GROUP	0010-801-1601-31600	58.00	LEGAL-315 E NEWMARK		320424	
	0010-801-1601-31600	492.00	LEGAL-CC&R REVIEW		320424	
	0010-801-1601-31600	1,656.00	LEGAL-CODE ENFORCEMENT		320424	
	0010-801-1601-31600	3,346.00	LEGAL-GENERAL LITIGATION		320424	
	0010-801-1601-31600	2,088.00	LEGAL-KING'S INN		320424	
	0010-801-1601-31600	20,385.00	LEGAL-GENERAL SERVICES		320424	
						28,025.00
BENANCIO HERRERA JR.	0075-450-0075-08550	197.09	BLUETOOTH SPEAKER (TRUST)		320408	
						197.09
IZZY FLORES JR.	0136-801-3101-33250	250.00	POST TRAINING		320409	
						250.00
STEPHEN LAM	0010-801-1101-39400	97.88	ICA SUMMER SEMINAR		320410	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						97.88
LEAGUE OF CALIFORNIA CITIES	0043-801-1110-39300	1,260.25	MEMBERSHIP DUE		320425	
	0092-801-1110-39300	89.00	MEMBERSHIP DUE		320425	
						1,349.25
HANS J LIANG	0010-801-1101-39400	97.88	ICA SUMMER SEMINAR		320411	
						97.88
MONTEREY HILL STEAKHOUSE	0010-801-1704-31860	662.95	BROKER'S LUNCHEON		320412	
						662.95
MONTEREY PARK PETTY CASH	0075-450-0075-08550	86.94	PETTY CASH-SUPPLIES (TRUST)		320426	
	0010-801-6508-39720	78.83	PETTY CASH-JULY 4TH SUPPLIES		320426	
	0010-801-6503-31150	61.15	PETTY CASH-WRISTBANDS		320426	
	0010-801-6503-38100	12.93	PETTY CASH-KEYS		320426	
	0010-801-1403-39400	33.35	PETTY CASH-MILEAGE		320426	
	0010-801-3120-22750	56.47	PETTY CASH-MEETING SUPPLIES		320426	
	0010-801-3120-22750	24.06	PETTY CASH-MEETING SUPPLIES		320426	
	0010-801-6506-22750	73.33	PETTY CASH-DAY CARE SUPPLIES		320426	
	0159-801-6507-31970	11.68	PETTY CASH-POSTAGE		320426	
	0010-801-6502-31950	25.00	PETTY CASH-CERTIFICATE		320426	
	0075-450-0075-08420	25.00	PETTY CASH-ABC LICENSE-TRUST		320426	
	0075-450-0075-08550	38.07	PETTY CASH-SUPPLIES (TRUST)		320426	
						526.81
KAREN OGAWA	0075-450-0075-09010	1,696.34	CHERRY BLOSSOM REIMBURSE-TRUST		320413	
						1,696.34
PACIFIC TELEMAGEMENT SERVICES	0010-801-6502-32050	153.00	PAY PHONE SERVICE		320414	
						153.00
MAXWELL PHAN	0136-801-3101-33250	222.36-	VOID CHECK		319915	
						222.36-
	0136-801-3101-33250	222.36	POST TRAINING		320427	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						222.36
THE PHONE GUY	0043-801-1404-38400	3,004.65	VOICE/DATE CABLING		320428	3,004.65
PITNEY BOWES POSTAGE BY PHONE	0010-801-1301-32200	6.88	POSTAGE		320429	
	0010-801-1403-32200	184.13	POSTAGE		320429	
	0010-801-1406-32200	83.08	POSTAGE		320429	
	0010-801-1701-32200	3.66	POSTAGE		320429	
	0010-801-1702-32200	49.10	POSTAGE		320429	
	0010-801-1703-32200	14.72	POSTAGE		320429	
	0010-801-1704-32200	17.39	POSTAGE		320429	
	0010-801-1801-32200	12.78	POSTAGE		320429	
	0010-801-1802-32200	26.91	POSTAGE		320429	
	0010-801-1301-32200	16.36	POSTAGE		320429	
	0010-801-3102-32200	35.54	POSTAGE		320429	
	0010-801-3104-32200	9.30	POSTAGE		320429	
	0010-801-3113-32200	10.50	POSTAGE		320429	
	0010-801-3114-32200	75.06	POSTAGE		320429	
	0010-801-3120-32200	20.68	POSTAGE		320429	
	0010-801-3201-32200	0.94	POSTAGE		320429	
	0010-801-3205-32200	11.49	POSTAGE		320429	
	0010-801-3210-32200	3.62	POSTAGE		320429	
	0010-801-3220-32200	20.95	POSTAGE		320429	
	0010-801-6001-32200	32.43	POSTAGE		320429	
	0010-801-6502-32200	3.29	POSTAGE		320429	
	0043-801-4212-32200	15.20	POSTAGE		320429	
	0075-450-0075-09230	33.50	POSTAGE (TRUST)		320429	
	0077-801-1111-31950	34.88	POSTAGE		320429	
	0092-801-4220-32200	29.98	POSTAGE		320429	
	0092-801-4223-32200	9.72	POSTAGE		320429	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PITNEY BOWES POSTAGE BY PHONE	0152-801-2206-31850	7.25	POSTAGE		320429	769.34
PROGRESSIVE SOLUTIONS INC	0092-801-4221-38400	4,992.48	BUSINESS LIC,CASHIER SOFTWARE	19-0026	320415	11,331.47
	0092-801-1406-38400	6,338.99	BUSINESS LIC,CASHIER SOFTWARE	19-0026	320415	
RAQUEL RICHARDS	0010-801-1801-39550	6.30	PETTY CASH-ORAL BOARD		320430	298.53
	0010-801-1801-22670	99.50	PETTY CASH-ICE CREAM SOCIAL		320430	
	0010-801-1801-33100	25.40	PETTY CASH-MILEAGE		320430	
	0010-801-1801-32200	27.45	PETTY CASH-POSTAGE		320430	
	0010-801-1801-39550	18.07	PETTY CASH-ORAL BOARD		320430	
	0010-801-1801-33100	24.58	PETTY CASH-MILEAGE		320430	
	0010-801-1802-39400	75.25	PETTY CASH-SAFETY TRAINING		320430	
	0010-801-1802-39400	21.98	PETTY CASH-SAFETY TRAINING		320430	
SA ASSOCIATES	0093-801-4224-82259	8,461.70	GROUND WATER INSPECTION	19-0023	320416	8,461.70
SAN GABRIEL VALLEY COUNCIL OF GOVT	0010-801-1110-39300	5,000.00	MEMBERSHIP		320431	26,925.66
	0166-801-1110-39300	21,925.66	MEMBERSHIP		320431	
SAN GABRIEL VALLEY ECONOMIC	0010-801-1110-39300	7,875.00	MEMBERSHIP		320432	7,875.00
SOUTHERN CALIFORNIA	0092-801-1110-39300	5,000.00	MEMBERSHIP		320433	6,169.00
	0043-801-1110-39300	1,169.00	MEMBERSHIP		320433	
LISA UNG	0010-801-1801-22670	250.00	ICE CREAM SOCIAL		320419	250.00

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TOTAL FOR PREPAID WARRANTS						114,259.00
PRINTED		114,259.00				

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
"CIVIC PLUS" AND "EPOWEREDSCHOOLS"	0010-801-6509-31850	1,505.70	CITY WEBSITE SSL CERTIFICATE	19-0024	320434	
	0043-801-6509-31850	1,505.70	CITY WEBSITE SSL CERTIFICATE	19-0024	320434	
	0092-801-6509-31850	1,390.60	CITY WEBSITE SSL CERTIFICATE	19-0024	320434	4,402.00
ABC POULTRY, INC.	0010-701-0010-06850	32.00	REFUND INDUSTRIAL WASTE FEE		320435	32.00
ADVANCED BATTERY SYSTEMS, INC.	0060-801-4211-23500	83.13	BATTERY-UNIT CT11		320436	83.13
ROBERT AGUILAR	0010-701-0010-02500	137.09	REFUND BUILDING PERMIT		320437	137.09
ALL STAR GLASS, INC	0060-801-4211-38400	498.19	WINDSHIELD-UNIT 112		320438	
	0060-801-4211-38400	99.00	WINDSHIELD-UNIT 081		320438	597.19
ALLSTAR FIRE EQUIPMENT INC.	0010-801-3210-22750	2,445.14	FIREFIGHTING FOAM		2 **	2,445.14
ARAMARK UNIFORM & CAREER APPAREL GF	0010-801-3210-39050	21.14	UNIFORM CLEANING		320439	
	0010-801-3210-39050	32.64	UNIFORM CLEANING		320439	
	0010-801-3210-39050	4.82	UNIFORM CLEANING		320439	
	0060-801-4211-22300	45.59	UNIFORM CLEANING		320439	
	0060-801-4211-22300	45.59	UNIFORM CLEANING		320439	
	0060-801-4211-22300	45.59	UNIFORM CLEANING		320439	
	0060-801-4211-22300	45.59	UNIFORM CLEANING		320439	240.96
ARC IMAGING RESOURCE - CALIFORNIA	0010-801-4212-37500	1,142.14	ENGINEERING PRINTER RENTAL		320440	1,142.14
BRENT ARCHIBALD	0010-801-3103-22310	32.80	UNIFORM REIMBURSEMENT		320441	
	0010-801-3103-22310	53.98	UNIFORM REIMBURSEMENT		320441	
	0010-801-3103-22310	13.99	UNIFORM REIMBURSEMENT		320441	

** Indicates an ACH-Payment transaction

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						100.77
ASTRO PLUMBING SUPPLY CO (DBA)	0010-801-4210-23300	33.91	ANGLE STOPS		320442	
	0010-801-4210-23300	153.99	ADA BOWL		320442	
	0010-801-4210-23300	33.91	ANGLE STOPS		320442	
						221.81
AUTOZONE WEST, INC	0060-801-4211-23500	43.79	WIPER ARM-UNIT 049		320443	
	0060-801-4211-23500	31.49	CAR WASH		320443	
	0060-801-4211-23500	137.86	BATTERY		320443	
	0060-801-4211-23500	8.75	MINI BULBS-UNIT 961		320443	
	0060-801-4211-23500	2.18	THROTTLE BODY GASKET-UNIT 038		320443	
						224.07
B & W AUTOMOBILE INC. (DBA) BRAVO	0060-801-4211-23500	67.13	ADAPTER		320444	
	0060-801-4211-23500	10.67	SUN VISOR CLIPS-UNIT 079		320444	
						77.80
BAKER & TAYLOR INC	0010-801-6002-40000	12.78	BOOK(S) 1		320445	
	0010-801-6002-40000	33.13	BOOK(S) 1		320445	
	0010-801-6002-40000	309.29	BOOK(S) 7		320445	
	0010-801-6002-40000	17.94	BOOK(S) 1		320445	
	0010-801-6002-40000	124.88	BOOK(S) 7		320445	
	0010-801-6002-40000	38.78	BOOK(S) 1		320445	
	0010-801-6002-40000	17.94	BOOK(S) 12		320445	
	0010-801-6006-40000	43.53	BOOK(S) 4		320445	
	0010-801-6006-40000	7.29	BOOK(S) 1		320445	
	0010-801-6006-40000	16.57	BOOK(S) 1		320445	
	0010-801-6006-40000	13.24	BOOK(S) 2		320445	
	0010-801-6006-40000	10.88	BOOK(S) 1		320445	
	0010-801-6006-40000	67.39	BOOK(S) 7		320445	
	0010-801-6006-40000	10.88	BOOK(S) 1		320445	
	0010-801-6006-40000	89.77	BOOK(S) 5		320445	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						814.29
DARREN BRADEN	0010-801-1801-39400	1,665.00	TUITION REIMBURSEMENT		320446	1,665.00
BRAVO BUSINESS RESOURCES	0010-801-6001-39250	260.00	TRANSLATION SERVICES		320447	260.00
BREAKWATER INTERNATIONAL CALIFORNIA	0010-801-3210-38400	379.50	HYDRO TESTING OF SCBA CYLINDER		320448	379.50
BRENNTAG PACIFIC INC	0092-801-4222-23300	685.24	WATER CHEMICALS		320449	685.24
CALBO TRAINING INSTITUTE	0349-801-3201-39400	1,170.00	BUILDING TRAINING		320450	1,560.00
	0349-801-3201-39400	390.00	BUILDING TRAINING		320450	
	0010-801-1703-39300	295.00	MEMBERSHIP		320451	295.00
CALIFORNIA WATER SERVICE CO.	0092-801-4222-36300	43.71	WATER SERVICE		320452	476.29
	0092-801-4222-36300	54.53	WATER SERVICE		320452	
	0092-801-4222-36300	17.51	WATER SERVICE		320452	
	0092-801-4222-36300	360.54	WATER SERVICE		320452	
CALOX, INC	0010-801-3220-24200	29.75	CYLINDER OXYGEN		320453	68.00
	0010-801-3220-24200	21.25	CYLINDER OXYGEN		320453	
	0010-801-3220-24200	8.50	CYLINDER OXYGEN		320453	
	0010-801-3220-24200	8.50	CYLINDER OXYGEN		320453	
CAMINO REAL CHEVROLET	0060-801-4211-23500	301.13	CLUSTER-UNIT 937		320454	301.13
CANON FINANCIAL SERVICES, INC.	0010-801-1301-37500	2,378.03	COPIER MACHINE RENTAL		320455	
	0010-801-4209-37500	1,203.05	COPIER MACHINE RENTAL		320455	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CANON FINANCIAL SERVICES, INC.	0010-801-6505-39250	186.57	COPIER MACHINE RENTAL		320455	
	0010-801-3210-37500	1,721.70	COPIER MACHINE RENTAL		320455	5,489.35
CANON SOLUTIONS AMERICA, INC	0010-801-6505-39250	290.20	COPIER MAINTENANCE		320456	290.20
CHINA CLASSICS (DBA)	0010-801-6002-40000	271.44	BOOK(S) 13		320457	271.44
CHINESE DAILY NEWS, INC.	0010-801-6002-40000	500.00	LIBRARY SUBSCRIPTION		320458	500.00
CINTAS CORPORATION NO. 3 (DBA) CIN	0010-801-6505-22150	711.85	JANITORIAL SUPPLIES-LANGLEY		320459	
	0010-801-6505-22150	602.11	JANITORIAL SUPPLIES-LANGLEY		320459	
	0010-801-6505-22150	668.04	JANITORIAL SUPPLIES-LANGLEY		320459	1,982.00
COUNTY OF ORANGE - SHERIFF CORONER	0160-801-3101-39400	50.00	POLICE TRAINING		320460	50.00
CATHY CSULAK	0010-701-0010-03630	56.00	REFUND PARKING CITATION		320461	56.00
D-PREP, LLC	0136-801-3101-33250	446.00	POST TRAINING		320462	446.00
	0136-801-3101-33250	136.00	POST TRAINING		320463	136.00
DAMEWOOD CONSULTING GROUP	0010-801-1802-39400	500.00	EMPLOYEE SAFETY TRAINING		320464	500.00
DAVE'S TROPHIES	0010-801-6503-31150	315.15	AQUATICS AWARDS		320465	315.15
DEPARTMENT OF JUSTICE	0010-801-1801-39550	228.00	FINGERPRINT PROCESSING		320466	
	0010-701-0010-03710	1,132.00	FINGERPRINT PROCESSING		320466	1,360.00

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
DEPT OF TRANSPORTATION	0022-801-4206-41100	1,948.04	TRAFFIC SIGNALS & LIGHTING		320467	1,948.04
DIAMOND A EQUIPMENT, LLC	0060-801-4211-38400	365.39	RELAYS-UNIT WD82		320468	365.39
DIGITAL EMS SOLUTIONS INC.	0010-801-3220-31950	11,000.00	EMS ELECTRONIC PATIENT CARE	19-0004	320469	11,000.00
DIRECTV,LLC	0010-801-3230-32050	134.24	SERVICES AT EOC		320470	134.24
DIVERSIFIED ALARM SERVICE	0010-801-3113-38400	530.00	REPLACEMENT VIDEO BALUN		320471	530.00
DUNN-EDWARDS CORPORATION	0010-801-5004-91737	246.90	PAINT		320472	695.14
	0010-801-5004-91737	207.09	PAINT		320472	
	0010-801-5004-91737	241.15	PAINT		320472	
DEAN N EDDOW	0159-801-6507-31910	514.33	INSTRUCTOR-RECREATION CLASS		320473	514.33
EMPIRE CLEANING SUPPLY	0010-801-6502-22150	453.98	MOP,PAPER TOWELS,ICE PACKS		320474	1,122.16
	0178-801-6502-22150	518.46	GLOVES,FIRST AID KIT,BROOM		320474	
	0010-801-3210-22150	149.72	DISHWASHING DETERGENT		320474	
ENTERPRISE FM TRUST	0060-801-4211-37800	6,033.78	POLICE LEASED VEHICLES	19-0008	320475	6,033.78
EXPRESS SERVICE, INC	0010-801-6003-11300	466.90	TEMPORARY STAFFING SERVICES		320476	466.90
JIA FAN	0075-450-0075-08200	10,240.00	REFUND CONSTRUCTION BOND-TRUST		320477	10,240.00
FOOTHILL FIRE PREVENTION	0010-801-3205-39300	75.00	FIRE MEMBERSHIP		320478	75.00

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
FORD OF MONTEBELLO	0060-801-4211-23500	1,349.35	TANK ASSY-UNIT 978		320479	
	0060-801-4211-23500	120.36	LATCH-UNIT 882		320479	
	0060-801-4211-23500	70.67	LENS-UNIT 081		320479	
	0060-801-4211-23500	58.02	THROTTLE SPACER-UNIT 038		320479	
	0060-801-4211-23500	380.29	THROTTLE BODY-UNIT 038		320479	
	0060-801-4211-23500	54.86	RESONATOR-UNIT 038		320479	
	0060-801-4211-23500	26.30	VALVE-UNIT 129		320479	
	0060-801-4211-23500	91.56	CYLINDER-UNIT 074		320479	
						2,151.41
FORWARD THINKING SYSTEMS, LLC	0109-801-6511-31180	60.00	DIAL-A-RIDE GPS SERVICE		320480	
						60.00
JOANN FRESCAS	0136-801-3101-33250	36.00	POST TRAINING		320481	
						36.00
ELEAZAR FUENTES	0075-450-0075-08630	300.00	REFUND FACILITY SECURITY-TRUST		320482	
						300.00
WINNIE FUNG	0159-801-6507-31910	418.11	INSTRUCTOR-RECREATION CLASS		320483	
						418.11
GALL'S, INC. (DBA) GALLS/QUARTERMASTER	0010-801-3210-22310	356.18	UNIFORMS-K TEMPLEMAN		320484	
	0010-801-3210-22310	199.95	UNIFORMS-S HABERLE		320484	
						556.13
GALLADE CHEMICAL, INC.	0092-801-4222-23300	1,770.62	WATER CHEMICALS		320485	
	0092-801-4222-23300	665.53	WATER CHEMICALS		320485	
						2,436.15
TERI GAO	0159-701-0159-07010	35.00	REFUND RECREATION CLASS		320486	
						35.00
STEPHEN GIOVANAZZI	0010-801-3103-22310	725.00	UNIFORM REIMBURSEMENT		320487	
						725.00
GOLDEN STATE WATER COMPANY	0092-801-4222-36300	66.00	WATER SERVICE		320488	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						66.00
GORDON TERMITE CONTROL INC	0092-801-4223-31950	175.00	PEST CONTROL		320489	175.00
GOUDY HONDA	0060-801-4211-23500	132.52	TRANS MOUNTS-UNIT 961		320490	
	0060-801-4211-23500	54.03	DOOR CYLINDER-UNIT 961		320490	186.55
GRAND PRIX TIRE & AUTO CENTER	0060-801-4211-23500	857.17	TIRES		320491	857.17
H & H AUTO PARTS WHOLESALE	0060-801-4211-23500	58.66	IGNITION CABLE-UNIT 049		320492	
	0060-801-4211-23500	28.12	SPARK PLUGS		320492	
	0060-801-4211-23500	91.78	IGNITION COIL		320492	
	0060-801-4211-23500	42.98	AIR FILTERS		320492	
	0060-801-4211-23500	95.70	BREAK PAD		320492	317.24
MATT HALLOCK	0010-801-3210-21350	32.84	LAMINATION SHEETS		320493	32.84
HAROLD'S KEY SHOP, INC.	0060-801-4211-38400	25.00	KEY/LOCK SERVICES		3 **	
	0010-801-4210-38100	336.38	KEY/LOCK SERVICES		3 **	
	0010-801-4210-38100	305.72	KEY/LOCK SERVICES		3 **	
	0060-801-4211-38400	67.52	KEY/LOCK SERVICES		3 **	
	0060-801-4211-38400	25.00	KEY/LOCK SERVICES		3 **	759.62
HOME DEPOT CREDIT SERVICES	0092-801-4222-24100	343.81	CONCRETE,WRENCH,WORK LIGHT		320494	
	0010-801-3210-38400	176.23	METAL CLAMPS		320494	
	0010-801-3210-38400	239.16	FAN,TIE DOWNS,BATTERIES,BLADE		320494	
	0010-801-3210-38100	275.20	PUTTY,KITCHEN FAUCET		320494	
	0010-801-3210-22750	43.76	PEDESTAL FAN		320494	
	0010-801-3210-22750	23.29	FLY TRAP,TRIMMER LINE		320494	

** Indicates an ACH-Payment transaction

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
HOME DEPOT CREDIT SERVICES	0010-801-4210-38100	21.55	FLY TRAP		320494	
	0010-801-3230-39460	124.32	CLAMP, ELBOW, WALL PLATE		320494	
	0010-801-3230-39460	15.57	SCREW		320494	
	0010-801-3230-39460	4.00	SCREW		320494	
	0010-801-3210-22750	7.14	HOOK		320494	
	0010-801-3210-38100	85.30	HOSES, SPRINKLERS		320494	
	0010-801-4210-23050	131.90	PEST CONTROL, SEAL PAINT, TAPES		320494	
	0010-801-4210-23050	55.76	MAILBOX LOCK, PULL PLATE		320494	
	0010-801-4210-23050	37.18	MAILBOX LOCK		320494	
	0010-801-4210-23050	21.25	MAILBOX LOCK		320494	
	0092-801-4222-23700	59.49	BRASS PIPE, HAND SOAPS		320494	1,664.91
YUPO BOB HUNG	0160-801-3101-39400	90.00	POLICE TRAINING		320495	90.00
IDENTIFIX, INC	0060-801-4211-31950	1,428.00	ONLINE VEHICLE TROUBLESHOOTING		320496	1,428.00
IN-N-OUT BURGER	0010-701-0010-06850	638.00	REFUND INDUSTRIAL WASTE FEE		320497	638.00
IP LEARNING CENTER	0159-801-6507-31910	1,029.65	INSTRUCTOR-RECREATION CLASS		320498	1,029.65
SHELLY MARIE ISHIDA	0159-801-6507-31910	605.30	INSTRUCTOR-RECREATION CLASS		320499	
	0159-801-6507-31910	519.72	INSTRUCTOR-RECREATION CLASS		320499	1,125.02
JARDINE DEVELOPMENT LLC	0010-701-0010-06850	41.00	REFUND INDUSTRIAL WASTE FEE		320500	41.00
JEANINE CARR (DBA) TIPPI TOES WEST	0159-801-6507-31910	1,123.33	INSTRUCTOR-RECREATION CLASS		320501	1,123.33
GUSTAVO JIMENEZ JR	0136-801-3101-33250	18.00	POST TRAINING		320502	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						18.00
SEBASTIAN JIMENEZ JR	0010-801-3103-22310	178.52	UNIFORM REIMBURSEMENT		320503	178.52
JOHNSON CONTROLS FIRE PROTECTION	0010-801-4210-38400	5,000.00	REPLACE DUCT DETECTORS	19-0050	320504	
	0092-801-4210-38400	478.69	REPLACE DUCT DETECTORS	19-0050	320504	
	0010-801-4210-38100	8,936.00	SMOKE DETECTOR TESTING	19-0041	320504	14,414.69
RICHARD KAGEYAMA	0159-801-6507-31910	32.97	INSTRUCTOR-RECREATION CLASS		320505	
	0159-801-6507-31910	126.58	INSTRUCTOR-RECREATION CLASS		320505	159.55
GABRIELA KASANJIAN	0159-801-6507-31910	491.41	INSTRUCTOR-RECREATION CLASS		320506	491.41
KEYSTONE UNIFORM CENTERS	0075-450-0075-08420	240.68	UNIFORMS-EXPLORERS (TRUST)		320507	240.68
TRANG KHIEM	0010-701-0010-07430	10.84	BOOK REFUND		320508	10.84
L.A.U.S.D. PERSONNEL	0010-801-1801-39400	270.00	BILINGUAL TESTING SERVICES		320509	270.00
STEPHEN LAM	0010-801-1101-11100	80.00	MAYOR'S EXPENSES		320510	
	0092-801-1101-11100	60.00	MAYOR'S EXPENSES		320510	
	0043-801-1101-11100	60.00	MAYOR'S EXPENSES		320510	200.00
LANGUAGE LINE SERVICES	0010-801-3112-32050	26.32	INTERPRETATION SERVICES		320511	26.32
LANGUAGE NETWORK, INC.	0010-801-1301-31950	395.00	TRANSLATION SERVICES		320512	395.00
LIEBERT CASSIDY WHITMORE	0010-801-1801-31953	162.00	PW GRIEVANCE APPEAL HEARING		320513	
	0010-801-1801-31951	162.00	PD APPEAL HEARING		320513	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
LIEBERT CASSIDY WHITMORE	0010-801-1601-31600	769.00	GENERAL SERVICES		320513	
	0010-801-1601-31600	5,079.30	PITCHES MOTIONS		320513	
	0010-801-1601-31600	724.35	SEIU 721		320513	
	0062-801-5101-31600	10,934.65	CT LITIGATION		320513	17,831.30
THE LIGHTHOUSE INC (DBA)	0060-801-4211-23500	135.78	BEACONS,BUSHINGS		320514	135.78
LINCOLN EQUIPMENT INC.	0010-801-6503-23050	576.19	LIQUID CHLORINE,MURIATIC ACID	19-0049	320515	
	0010-801-6503-23050	836.09	LIQUID CHLORINE,MURIATIC ACID	19-0049	320515	
	0010-801-6503-23050	651.53	LIQUID CHLORINE,MURIATIC ACID	19-0049	320515	
	0010-801-6503-23050	451.52	LIQUID CHLORINE,MURIATIC ACID	19-0049	320515	
	0010-801-6503-23050	375.75	LIQUID CHLORINE,MURIATIC ACID	19-0049	320515	2,891.08
LOS ANGELES AREA FIRE CHIEFS'	0010-801-3201-39300	1,000.00	MEMBERSHIP		320516	1,000.00
LOS ANGELES COUNTY DEPT. OF	0022-801-4206-41100	3,634.42	TRAFFIC SIGNALS MAINTENANCE		320517	3,634.42
LYNN PEAVEY COMPANY	0010-801-3103-22750	315.52	EVIDENCE SUPPLIES		320518	315.52
MATTHEW GEIGER (DBA) FSP DESIGNS	0109-801-6511-22310	118.65	LANGLEY STAFF UNIFORMS		320519	118.65
MCMASTER-CARR SUPPLY CO.	0092-801-4222-23400	202.52	CLEANERS,BATTERIES		4 **	
	0092-801-4222-23400	140.51	TAPES		4 **	
	0092-801-4222-23700	117.32	PIPE NIPPLES,PLASTIC SIGNS		4 **	
	0092-801-4222-23700	15.92	PLASTIC SIGNS		4 **	
	0092-801-4222-23700	83.05	SOLDER,CONNECT FITTINGS		4 **	
	0092-801-4222-23700	182.95	VALVES,FITTINGS		4 **	
	0092-801-4222-23700	77.96	PLASTIC BIN,DIVIDERS		4 **	

** Indicates an ACH-Payment transaction

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MCMASTER-CARR SUPPLY CO.	0092-801-4222-23700	63.13	BIN BOX		4 **	
	0092-801-4222-23700	276.30	COMPRESSION FITTINGS		4 **	
	0092-801-4222-23700	121.75	PVC PIPE FITTINGS,ADAPTERS		4 **	
	0092-801-4222-23700	222.06	BIX BOXES,STEEL ROD		4 **	
	0092-801-4222-23700	133.08	HEAVY DUTY TOILET SEAT		4 **	
						1,636.55
MERCEDES SORIANO	0159-801-6507-31910	906.62	INSTRUCTOR-RECREATION CLASS		320520	
	0159-801-6507-31910	2,554.31	INSTRUCTOR-RECREATION CLASS		320520	
						3,460.93
MISSION SUPER HARDWARE	0010-801-4210-23050	53.18	LUBE,BLUE,FLASHLIGHT		320521	
	0060-801-4211-23500	1.42	DUPLICATE KEY		320521	
						54.60
MONOPRICE, INC	0010-801-3114-21350	63.04	TONER		320522	
						63.04
MONTEREY HILL STEAKHOUSE	0010-801-1704-31860	662.00	BROKER'S LUNCHEON		320523	
						662.00
PETER MORRIS	0159-801-6507-31910	167.00	INSTRUCTOR-RECREATION CLASS		320524	
						167.00
MR. ROOTER PLUMBING (DBA)	0010-801-4210-38100	525.00	PLUMBING SERVICES		320525	
	0010-801-4210-38100	185.00	PLUMBING SERVICES		320525	
						710.00
MARGARET NALBANDIAN	0159-801-6507-31910	1,529.67	INSTRUCTOR-RECREATION CLASS		320526	
						1,529.67
NAVARRO'S TOWING	0060-801-3210-38400	450.00	TOWING SERVICES		320527	
						450.00
NETWORK INNOVATIONS US INC.	0010-801-3230-32050	31.02	EOC SATELLITE PHONE SERVICE		320528	
						31.02
NEW CENTURY BMW MOTORCYCLES	0060-801-4211-23500	356.62	BREAK PAD		320529	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						356.62
O'REILLY AUTO PARTS	0060-801-4211-23500	43.79	HANDLE-UNIT 978		320530	
	0060-801-3210-38400	24.60	MOTOR OIL		320530	
						68.39
OCLC, INC	0010-801-6003-31700	1,106.76	LIBRARY CATALOGING SERVICE		320531	
						1,106.76
OFFICE DEPOT INC.	0060-801-4211-21350	13.13	MICRO FIBER CLOTHS		320532	
	0010-801-3114-21350	418.28	LADDER, LABEL, FOLDER, MARKER		320532	
	0010-801-3114-21350	34.70	TRAY		320532	
	0010-801-3205-21350	63.92	FOLDER, CLIPS		320532	
	0010-801-4212-21250	68.23	CLEANER, POST IT NOTE, PAPER		320532	
	0010-801-6001-21350	58.54	REPORT COVERS, PAPER		320532	
	0010-801-1101-21350	26.29	REFRESHMENTS		320532	
	0010-801-1101-21350	97.92	WATER, PAPER, WIPES		320532	
	0010-801-6502-21250	57.58	AT A GLANCE PLANNERS		320532	
	0010-801-3114-21350	875.79	PAPER, FOLDER, LABEL, TONER		320532	
	0092-801-4222-21350	20.81	USB ADAPTER		320532	
	0092-801-4222-21350	7.99	ERASERS		320532	
	0092-801-4222-21350	152.48	PAPER, MARKER, PEN, HIGH LIGHTERS		320532	
						1,895.66
OFFICE SOLUTIONS	0010-801-1301-21250	139.50	BINDERS, PAPER		320533	
						139.50
NELSON ONG	0159-801-6507-31910	1,770.99	INSTRUCTOR-RECREATION CLASS		320534	
						1,770.99
ISMAEL PEREZ	0159-801-6507-31910	4,255.95	INSTRUCTOR-RECREATION CLASS		320535	
	0010-701-0010-07640	1,499.40	LIFE GUARD REIMBURSEMENT		320535	
						2,756.55
PERFORMANCE ELEVATOR CONTRACTORS INC	0010-801-4210-38400	320.00	ELEVATOR MAINTENANCE		320536	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PERFORMANCE ELEVATOR CONTRACTORS IN	0010-801-4210-38400	160.00	ELEVATOR MAINTENANCE		320536	
	0010-801-4210-38400	320.00	ELEVATOR MAINTENANCE		320536	800.00
PING-NAN LEE	0159-801-6507-31910	524.27	INSTRUCTOR-RECREATION CLASS		320537	524.27
PIZZA TIME	0010-701-0010-06850	293.00	REFUND INDUSTRIAL WASTE FEE		320538	293.00
PREFERRED ALLIANCE INC	0010-801-1801-31900	78.72	DRIVER TESTING		320539	78.72
PRINTLINK INC.,	0010-801-3103-22750	536.68	POLICE-PROPERTY RECEIPT		320540	536.68
PUI SHEUNG YUK (DBA) YACA EDUCATION	0159-801-6507-31910	1,354.71	INSTRUCTOR-RECREATION CLASS		320541	1,354.71
FLORANGEL RAMOS	0010-701-0010-07430	13.00	BOOK REFUND		320542	13.00
RCF BUILDING MATERIALS	0010-801-5004-91737	360.00	SINGLE TOWER SCAFFOLDING RENTL		320543	360.00
MANUEL REYES	0159-801-6507-31910	1,568.74	INSTRUCTOR-RECREATION CLASS		320544	1,568.74
RIK RIVAS	0010-801-1801-39400	393.00	TUITION REIMBURSEMENT		320545	393.00
ROADLINE PRODUCTS INC. USA	0022-801-4206-23100	1,445.40	GLASS BEADS		320546	1,445.40
SAFETY KLEEN SYSTEM, INC.	0060-801-4211-38400	399.09	SERVICED PARTS WASHER		320547	399.09
DANNY SALAZAR	0010-801-3103-22310	45.98	UNIFORM REIMBURSEMENT		320548	45.98
SAN ANDELL SWIMMING POOLS	0092-801-4222-23300	248.97	LIQUID CHLORINE		320549	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						248.97
SAN GABRIEL VALLEY COUNCIL OF GOVT	0043-801-4203-31950	17,332.00	CIMP,EWMP REIMBURSEMENT		320550	17,332.00
SAN LUIS BUTANE DISTRIBUTORS, INC	0060-801-4211-22250	60.71	PROPANE		320551	
	0060-801-4211-22250	9.31	PROPANE		320551	
	0060-801-4211-22250	68.49	PROPANE		320551	
	0060-801-4211-22250	44.95	PROPANE		320551	
	0060-801-4211-22250	37.61	PROPANE		320551	
	0060-801-4211-22250	15.48	PROPANE		320551	
	0060-801-4211-22250	28.81	PROPANE		320551	265.36
SCPLRC	0010-801-1801-39300	150.00	MEMBERSHIP		320552	150.00
RUBEN SEMERENA	0136-801-3101-33250	36.00	POST TRAINING		320553	36.00
SHINANO	0010-701-0010-06850	293.00	REFUND INDUSTRIAL WASTE FEE		320554	293.00
SHRED-IT US JV LLC	0010-801-3114-38400	336.76	DESTRUCTION SERVICES		320555	336.76
SMARDAN SUPPLY COMPANY	0010-801-4210-23300	22.88	ELBOWS,AQUA FLUXES		320556	
	0092-801-4222-23700	73.77	COPPER UNION,TUBING,ELBOWS		320556	96.65
SMART & FINAL #321	0010-801-3210-22750	22.96	FIRE WATER CACHE		320557	
	0010-801-3210-22750	172.20	FIRE WATER CACHE		320557	
	0010-801-3210-22750	74.00	FIRE WATER CACHE		320557	269.16
SONSRAY MACHINERY LLC	0060-801-4211-23500	19.51	LATCHS-UNIT 099		320558	19.51

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
SPOK, INC.	0010-801-3115-38400	805.85	PAGING SERVICES		320559	805.85
STATUS ONE MEDICAL INC	0010-801-1802-22750	35.94	FIRST AID SUPPLIES		320560	35.94
WILLIAM STECYK	0010-801-1702-33200	248.50	CACEO SEMINAR		320561	248.50
STETSON ENGINEERS, INC	0092-801-4222-31950	276.00	WATER CONSUMER CONFIDENCE RPT		320562	276.00
REGGIE STEVENS	0159-801-6507-31910	79.87	INSTRUCTOR-RECREATION CLASS		320563	79.87
SUCCESS PRINTING & SIGN INC.	0010-801-1101-39250	808.11	MAYORAL INVITATIONS		320564	808.11
SUPREME TROPHIES & GIFTS CO.	0010-801-6001-39250	82.13	NAME PLATES		320565	82.13
T-MOBILE USA	0109-801-6511-31180	69.88	DIAL-A-RIDE CELLULAR SERVICES		320566	69.88
TANK SPECIALISTS OF CALIFORNIA	0060-801-4211-31950	1,175.00	DESIGNATED OPERATOR INSPECTION		320567	1,175.00
PETER THAI	0159-801-6507-31910	1,653.72	INSTRUCTOR-RECREATION CLASS		320568	1,653.72
THOMSON REUTERS (LEGAL) INC.	0160-801-3104-39100	366.20	POLICE INFORMATION SERVICES	19-0013	320569	366.20
TITO AUTO TRIM (DBA)	0060-801-4211-38400	240.00	FLEET REPAIR-UNIT 978		320570	240.00
TOM'S CLOTHING & UNIFORMS INC	0010-801-3103-22310	245.28	UNIFORMS-K AKPAWU		320571	
	0010-801-3103-22310	112.79	UNIFORMS-R ESPARZA		320571	
	0010-801-3103-22310	104.03	UNIFORMS-J ORATE		320571	
	0010-801-3103-22310	60.23	UNIFORMS-B PFLUGHOFT		320571	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TOM'S CLOTHING & UNIFORMS INC	0010-801-3101-22310	300.00	UNIFORMS-O MARTINEZ		320571	
	0010-801-3104-22310	565.02	UNIFORMS-A VERA		320571	
	0010-801-3103-22310	27.38	UNIFORMS-O NUNEZ		320571	
	0010-801-3103-22310	400.77	UNIFORMS-B PFLUGHOFT		320571	
	0010-801-3103-22310	52.01	UNIFORMS-J SANCHEZ		320571	
	0010-801-3103-22310	32.30	UNIFORMS-J SANCHEZ		320571	
	0010-801-3103-22310	301.12	UNIFORMS-J SANCHEZ		320571	
	0010-801-3103-22310	240.90	UNIFORMS-J SNACHEZ		320571	
	0071-801-3120-22310	59.13	UNIFORMS-P YNIGUEZ		320571	
	0092-801-4223-22310	120.45	UNIFORMS-F DOMINGUEZ		320571	
	0092-801-4223-22310	60.23	UNIFORMS-F DOMINGUEZ		320571	
	0092-801-4223-22310	241.96	UNIFORMS-J MEDINA		320571	
						2,923.60
LAURA R. TORRES-HOAGLAND	0159-801-6507-31910	198.73	INSTRUCTOR-RECREATION CLASS		320572	
						198.73
TRANSTECH	0010-801-4212-31950	1,120.00	CDBG SPEC TEMPLATE PREPARATION		320573	
	0010-801-5004-91737	1,060.00	SERVICE CLUB ADA REVIEW		320573	
						2,180.00
LAURINDA SU TRUONG	0159-801-6507-31910	542.91	INSTRUCTOR-RECREATION CLASS		320574	
						542.91
DOROTHY TSU	0159-801-6507-31910	792.04	INSTRUCTOR-RECREATION CLASS		320575	
						792.04
RICHARD TULLIUS	0010-801-3210-21350	119.62	REIMBURSE OFFICE SUPPLIES		320576	
						119.62
TURNOUT MAINTENANCE COMPANY LLC	0010-801-3210-22300	506.53	FIRE UNIFORM CLEAN/REPAIR		320577	
						506.53
U S ARMOR CORP	0010-801-3103-22300	314.81	CONCEALABLE REMOVABLE CARRIER	19-0019	320578	
	0229-801-3103-22300	314.81	CONCEALABLE REMOVABLE CARRIER	19-0019	320578	

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						629.62
U S SAFETY AND SUPPLY COMPANY	0092-801-4223-38400	1,646.43	CABLE, TRIPOD		320579	
	0092-801-4223-22300	474.69	EYEWEAR, FACE SHIELDS, HEAD GEAR		320579	
						2,121.12
ULINE, INC.	0010-801-4210-38400	280.34	SAFETY CONES		320580	
						280.34
HARUNA URIU	0159-801-6507-31910	356.03	INSTRUCTOR-RECREATION CLASS		320581	
						356.03
ESTELA VARGAS	0010-801-1702-33200	248.50	CACEO SEMINAR		320582	
						248.50
AMBRIELL VILLALPANDO	0010-701-0010-07050	94.00	REFUND PICNIC RESERVATION		320583	
						94.00
JUDY VILLALTA	0010-701-0010-03630	373.00	REFUND PARKING CITATION		320584	
						373.00
BEATRIZ VIRREY	0159-701-0159-07020	65.00	REFUND RECREATION CLASS		320585	
						65.00
WARREN DISTRIBUTING, INC.	0060-801-4211-23500	74.67	LOCK-UNIT 978		320586	
	0060-801-4211-23500	3.92	WIPERS-UNIT 049		320586	
	0060-801-4211-23500	56.46	CAP-UNIT 998,049		320586	
	0060-801-4211-23500	403.40	SENSOR-UNIT 964		320586	
	0060-801-4211-23500	24.05	SENSOR-UNIT 998		320586	
	0060-801-4211-23500	31.22	HOUSING-UNIT 998		320586	
	0060-801-4211-23500	42.99	AIR FILTER		320586	
	0060-801-4211-23500	444.34	FAN, MOTOR-UNIT 942		320586	
	0060-801-4211-23500	178.33-	HUB-CREDIT		320586	
	0060-801-4211-23500	26.28-	BATTERY-CREDIT		320586	
	0060-801-4211-23500	26.28-	BATTERY-CREDIT		320586	
	0060-801-4211-23500	71.74	BATTERY		320586	

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WARREN DISTRIBUTING, INC.	0060-801-4211-23500	85.74	SWITCH-UNIT 891		320586	
	0060-801-4211-23500	201.31	BATTERY		320586	
	0060-801-4211-23500	338.72	BATTERY, POWER STEERING-UNIT961		320586	
	0060-801-4211-23500	15.46	AIR FILTER-UNIT 127		320586	1,563.13
WEST COAST LIGHTS & SIRENS	0060-801-4211-38450	1,710.39	REPAIR-UNIT 097		320587	
	0060-801-4211-38400	134.90	LIGHTS-UNIT 035		320587	1,845.29
BOB WONDRIES FORD	0060-801-4211-38400	85.00	CHECK ENG LIGHT-UNIT 127		320588	
	0060-801-4211-38400	340.85	THROTTLE BODY-UNIT 038		320588	
	0060-801-4211-38400	369.07	CAMBER/CASTER KIT-UNIT 132		320588	794.92
RICKY WONG	0159-801-6507-31910	141.83	INSTRUCTOR-RECREATION CLASS		320589	141.83
THOMAS WONG	0159-801-6507-31910	949.86	INSTRUCTOR-RECREATION CLASS		320590	949.86
WURTH USA INC	0060-801-4211-23500	114.72	VEHICLE HARDWARE		320591	114.72
ZOLL MEDICAL CORPORATION	0010-801-3220-38400	154.11	DEFIBRILATOR PARTS		320592	154.11
TOTAL FOR REGULAR WARRANTS						185,868.94
PRINTED		181,027.63				
E-PAYABLE		0.00				
ACH-PAYMENTS		4,841.31				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/15/2018

29

TOTAL FOR PREPAID WARRANTS	\$114,259.00
TOTAL FOR PRINTED WARRANTS	\$181,027.63
TOTAL FOR ACH-PAYMENTS	\$4,841.31
TOTAL FOR PRINTED E-PAYABLES	\$0.00
TOTAL WARRANTS	\$300,127.94
TOTAL VOID CHECKS	1
TOTAL PREPAID CHECKS	37
TOTAL ACH-PAYMENTS PRINTED	3
TOTAL CHECKS PRINTED	159
TOTAL E-PAYABLES PRINTED	0
TOTAL CHECKS ISSUED	199

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/15/2018
FUND SUMMARY

30

FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0010	GENERAL FUND	52,952.29	78,543.57	131,495.86
0022	STATE GAS TAX FUND	631.90	7,027.86	7,659.76
0043	REFUSE FUND	5,449.10	18,897.70	24,346.80
0060	CITY SHOP FUND	3,993.08	20,365.10	24,358.18
0062	GENERAL LIABILITY FUND	0.00	10,934.65	10,934.65
0071	PUBLIC SAFETY IMPACT FEE FUND	0.00	59.13	59.13
0075	SPECIAL DEPOSITS FUND	2,586.61	10,780.68	13,367.29
0077	BUSINESS IMPROVEMENT AREA #1	34.88	0.00	34.88
0092	WATER FUND	16,577.90	11,131.60	27,709.50
0093	WATER TREATMENT WQA-EPA FUND	8,461.70	0.00	8,461.70
0109	OPA PROPOSITION A	0.00	248.53	248.53
0136	POST	787.70	672.00	1,459.70
0152	HOME HOUSING PROGRAM	7.25	0.00	7.25
0159	RECREATION FUND	531.43	24,308.65	24,840.08
0160	ASSET FORFEITURE	0.00	506.20	506.20
0166	PROPOSITION C	21,925.66	0.00	21,925.66
0178	PROP A - PER PARCEL GRANT	0.00	518.46	518.46
0229	BULLETPROOF VEST POLICE GRANT	0.00	314.81	314.81
0349	ELAC INSTRUCTIONAL SERV PROG	319.50	1,560.00	1,879.50
TOTAL		114,259.00	185,868.94	300,127.94



City Council Staff Report

DATE: August 15, 2018

AGENDA ITEM NO:

**Consent Calendar
Agenda Item 3-B.**

TO: The Honorable Mayor and City Council
FROM: Joseph Leon, City Treasurer
SUBJECT: Monthly Investment Report – July 2018

RECOMMENDATION: It is recommended that the City Council:

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

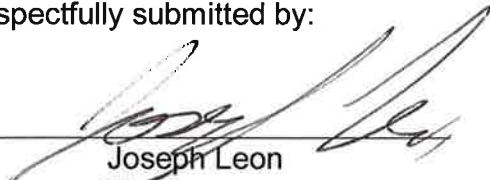
EXECUTIVE SUMMARY:

As of July 31, 2018 invested funds for the City of Monterey Park is \$75,564,542.86.

BACKGROUND:

In accordance with the City's Investment Policy, a monthly investment report is presented to the City Council showing the types of investments, dates of maturities, amounts of deposits, rates of interest, and the current market values for securities with maturity more than 12 months. The attached monthly investment report includes a summary investment report for the LA County Pooled Investment Fund, which displays the composition by type for the entire pooled investment fund.

Respectfully submitted by:



Joseph Leon
City Treasurer

Prepared by:



Annie Yaung, CPFO
Director of Management Services

Approved by:



Ron Bow
City Manager

**CITY OF MONTEREY PARK
INVESTMENT REPORT
AS OF JULY 31, 2018**

INVESTMENTS PORTFOLIO PROFILE:

TOTAL BALANCE AT 7/31/18

\$ 75,564,542.86

INVESTMENT COMPOSITION

(1) <u>LA COUNTY POOLED INVESTMENT FUND</u>		ON DEMAND	1.950%	<u>\$ 17,238,626.14</u>
(See Schedule A for LA County Pool Composition)				
(2) <u>LOCAL AGENCY INVESTMENT FUND</u>		ON DEMAND	1.960%	<u>\$ 45,437,916.72</u>
(3) <u>CERTIFICATES OF DEPOSIT</u>				
	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	
ASIAN PACIFIC NATIONAL BANK	03/03/17	09/04/18	1.25%	200,000
CATHAY BANK	08/14/16	08/14/18	1.20%	100,000
PACIFIC PREMIER BANK	02/28/18	08/28/19	2.10%	245,000
PREFERRED BANK	03/03/18	09/03/19	2.00%	140,000
ROYAL BUSINESS BANK	06/23/18	06/23/19	2.20%	250,000
ALLY BANK MIDVALE	10/06/17	10/05/20	1.95%	245,000
AMERICAN EXPRESS BANK	05/03/17	05/04/20	1.80%	245,000
AMERICAN EXPRESS CENTURION BANK	12/01/16	12/03/18	1.40%	245,000
BANK OF HOPE	05/26/17	11/26/19	1.70%	245,000
BANKUNITED NA	02/09/18	02/10/20	2.20%	245,000
BMW BK NORTH AMERICA	09/21/17	03/16/20	1.85%	238,000
BROOKLINE BANK	06/29/17	06/28/19	1.65%	245,000
CAPITAL ONE BANK	02/15/17	08/15/18	1.35%	245,000
CAPITAL ONE NATL BANK	10/25/17	10/26/20	2.00%	245,000
CHARTER BANK	04/10/18	04/10/19	2.05%	245,000
COMENITY CAP BK SALT LAKE CITY	09/21/15	09/21/18	1.70%	245,000
COMPASS BANK	12/29/17	12/28/18	1.75%	245,000
DIRECT CFED CREDIT UNION	11/22/17	11/23/20	2.00%	245,000
DISCOVER BANK	09/01/17	09/01/20	1.90%	245,000
EVERBANK	01/02/18	09/16/19	1.25%	245,000
FIRST FED SAVINGS & LOAN	12/22/17	12/20/19	2.05%	245,000
FIRST FINAL BANK	04/10/18	10/10/19	2.25%	245,000
FIRST MERCHANTS BANK	12/30/16	06/28/19	1.50%	245,000
FIRST TECH FEDERAL CREDIT UNION	10/16/17	10/16/19	1.80%	245,000
GOLDMAN SACHS BANK	10/18/17	10/19/20	1.95%	245,000
GRAND RIVER BANK	11/28/17	05/28/20	1.80%	245,000
GUARANTY BANK	03/15/18	09/15/20	2.40%	245,000
INFINITY FCU	02/12/18	02/12/19	1.90%	245,000
JP MORGAN CHASE BANK	04/19/16	04/19/19	1.20%	245,000
LAKESIDE BANK CHICAGO	05/10/17	05/11/20	1.65%	245,000
MB FINANCIAL BANK	08/24/17	02/24/20	1.75%	245,000
MERRICK BK SOUTH	04/19/17	04/18/19	1.50%	245,000
MIDLAND BANK	03/22/18	09/23/19	2.20%	245,000
MORGAN STANLEY	12/28/17	12/30/19	2.05%	245,000
MORGAN STANLEY BANK	11/30/17	12/02/19	1.90%	245,000
NATIONWIDE BANK	11/30/17	08/31/20	2.00%	245,000
POST OAK BANK	02/21/18	08/21/19	2.05%	245,000
SAFRA NATIONAL BANK	01/18/18	04/15/19	1.80%	245,000
SALLIE MAE BANK	10/07/15	10/09/18	1.65%	245,000
SYNCHRONY BK RETAIL	04/27/18	04/27/20	2.55%	245,000
THIRD FED SAVINGS & LOAN	12/21/17	12/21/20	2.10%	245,000
UNIVERSITY IOWA CMNTY	04/30/18	04/30/21	2.75%	245,000
WELLS FARGO BANK	11/12/15	11/13/18	1.40%	245,000
WEX BANK	06/02/17	06/02/20	1.80%	245,000
WHITNEY BANK	01/25/17	01/25/19	1.55%	245,000
WORLDS FOREMOST BANK	04/07/16	04/05/19	1.35%	200,000

**CITY OF MONTEREY PARK
INVESTMENT REPORT
AS OF JULY 31, 2018**

(3) CERTIFICATES OF DEPOSIT

DOUGLAS NATIONAL BANK	05/09/18	05/09/19	2.10%	245,000
GARRETT BANK	05/09/18	05/11/20	2.55%	245,000
UNITED BANKERS BANK	05/11/18	11/12/19	2.30%	245,000
FIFTH THIRD BANK	05/23/18	05/23/19	2.20%	245,000
COMMUNITY WEST BANK	05/29/18	05/29/19	2.25%	245,000
IBERIABANK	05/30/18	11/30/20	2.70%	245,000
STEARNS BANK	05/31/18	05/29/20	2.70%	245,000
COMMERCIAL BANK	06/21/18	06/22/20	2.75%	245,000

TOTAL CDs (54)

\$ 12,888,000.00

OTHER INFORMATION:

BANK BALANCE: ⁽¹⁾ **\$ 5,114,768.04**

AVERAGE MATURITY DAYS 82

AVERAGE INTEREST RATE FOR THE MONTH 1.953%

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

INTEREST EARNINGS FOR 4TH QUARTER 2017-2018 (CUMULATIVE) **\$1,130,613.32**

THERE HAVE BEEN NO VARIANCES TO THE INVESTMENT POLICY.

3-MONTH T-BILL **1.96%**

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

POOLED SURPLUS AND SPECIFIC PURPOSE INVESTMENTS
AS OF JUNE 30, 2018

SCHEDULE A

<u>PORTFOLIO PROFILE</u>	<u>Pooled Surplus Investments</u>	<u>Specific Purpose Investments</u>
Inventory Balance at 6/30/18		
At Cost	\$ 31,955,014,829	\$ 162,936,208
At Market	\$ 31,526,959,020	\$ 158,319,871
Repurchase Agreements	\$ -	\$ -
Reverse Repurchase Agreements	\$ -	\$ -
Composition by Security Type:		
Certificates of Deposit	6.10%	30.67%
United States Government and Agency Obligations	62.25%	41.54%
Bankers Acceptances	0.00%	0.00%
Commercial Paper	31.31%	0.00%
Municipal Obligations	0.08%	2.49%
Corporate and Deposit Notes	0.26%	0.00%
Repurchase Agreements	0.00%	0.00%
Asset-Backed	0.00%	0.00%
Other	0.00%	25.30%
1-60 days	35.60%	
61 days-1 year	13.77%	40.64%
Over 1 year	50.63%	59.36%
Weighted Average Days to Maturity	609	



City Council Staff Report

DATE: August 15, 2018

AGENDA ITEM NO:

**Consent Calendar
Agenda Item 3-C.**

TO: The Honorable Mayor and City Council

FROM: Vincent D. Chang, City Clerk

SUBJECT: City Council Minutes

RECOMMENDATION:

It is recommended that the City Council

- (1) Approve the minutes from the regular and special meeting of July 18, 2018; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

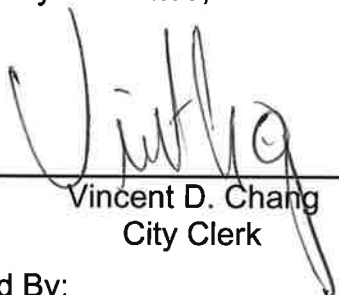
BACKGROUND:

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)
SPECIAL MEETING
JULY 18, 2018**

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, July 18, 2018 at 6:00 p.m.

CALL TO ORDER:

Mayor Lam 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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

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

1. CONFERENCE WITH LABOR NEGOTIATORS, PURSUANT TO CALIFORNIA GOVERNMENT CODE § 54957.6

City Negotiators: Ron Bow, City Manager; Tom Cody, Human Resources Director

Employee Bargaining Units Monterey Park Firefighters' Association
Organizations: (MPFFA); Monterey Park Police Officers' Association (MPPOA); Monterey Park Professional Chief Officers' Association (PCOA), POA/Captains' Unit, Police Officer's Mid-Management Association (POMMA.)

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

Chu Thai v. City of Monterey Park (filed March 6, 2018), LASC Case No. BC696884.

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

RECONVENE & ADJOURNMENT

The City Council reconvened from Closed Session with all Council Members present.
The meeting was adjourned at 7:00 p.m.

Action Taken: No reportable action taken in Closed Session.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
JULY 18, 2018**

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, July 18, 2018 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 Lam called the meeting to order at 7:10 p.m.

FLAG SALUTE:

The Monterey Park Fire Explorers

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, Director of Human Resources and Risk Management Tom Cody, Director of Community & Economic Development Michael Huntley, Director of Management Services Annie Yaung, Director of Public Works Mark McAvoy, Director of Recreation & Community Services Inez Alvarez, Public Works Maintenance Manager Tito Haes, Assistant City Engineer Rey Alfonso, Police Captain Steve Coday, Economic Development Project Manager Thomas Welch, Economic Development Specialist Donna Ramirez, Code Enforcement Officer William Stecyk, Deputy City Clerk Cindy Trang

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

By consensus, the council moved the order of "Old Business" items to the following: 5A, 5C, 5B.

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

- Shannon Asquith, Manager for the Animal Care Center in Downey, showcased one of their kittens available for adoption. William Estrada, Animal Control Officer, invited the residents to attend the Vaccination, Microchip, and Licensing Clinic on July 21st at Garvey Ranch Park.
- Sarkis Antonian relayed his concerns regarding the different prices throughout the counties of Southern California in regards to taxes, gas, and healthcare and believes a fix cost would be beneficial.
- Tammy Sam relayed her concerns in regards to the Design Review Board. Speaker Sam Cheung gave his speaking time to Tammy Sam.

1. PRESENTATIONS

None.

2. SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) - CONSENT CALENDAR ITEM NO. 2A

2A. WARRANT REGISTER FOR SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF JULY 4, 2018

See Successor Agency Minutes

2B. SUCCESSOR AGENCY MONTHLY INVESTMENT REPORT – JUNE 2018

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 CONSISTS OF ITEM NOS. 3A-3J

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

Consent Calendar was taken after Item No. 3E.

Action Taken: The City Council approved and adopted Item Nos. 3A, 3B, 3C, 3D, 3F, and 3H on Consent Calendar, except for Item Nos. 3G, 3I, and 3J, which were pulled for discussion and separate motions, reading resolutions and ordinances by the title only and waiving further reading thereof. Council Member Ing abstained on Item No. 3C, the special meeting minutes of May 2, 2018 and June 6, 2018 and the regular meeting minutes of June 6, 2018 from as he was absent for those meetings.

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

Ayes: Council Members: Real Sebastian, Ing, Liang, Chan, Lam
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: Ing on Item No. 3C

3A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF JULY 4 AND 18, 2018

Disbursements were made from the funds referenced in the Resolution, attached to the staff report, in Warrants numbered 319725-320189, and Automatic Clearing House (ACH) numbered 1.

Action Taken: The City Council approved payment of warrants and adopted Resolution No. 12020 allowing certain claims and demands per Warrant Register dated July 4 and 18, 2018 totaling \$2,245,740.91 specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. 12020, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED 4TH DAY and 18TH OF JULY 2018 TOTALING \$2,245,740.91 AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

3B. MONTHLY INVESTMENT REPORT – JUNE 2018

As of June 30, 2018 invested funds for the City of Monterey Park is \$91,713,453.60.

Action Taken: The City Council received and filed the Monthly Investment Report on Consent Calendar.

3C. CITY COUNCIL MINUTES

Approve the minutes from the regular meetings of May 2, 2018 and June 6, 2018; and special meetings of May 2, 2018, May 29, 2018, May 31, 2018, June 4, 2018, and June 6, 2018.

Action Taken: The City Council approved the minutes from the regular meetings of May 2, 2018 and June 6, 2018; and special meetings of May 2, 2018, May 29, 2018, May 31, 2018, June 4, 2018, and June 6, 2018 on Consent Calendar. Council Member Ing abstained on the special meeting minutes of May 2, 2018 and June 6, 2018 and the regular meeting minutes of June 6, 2018, as he was absent for those meetings.

3D. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA DECLARING THE MONTH OF JULY AS “PARKS MAKE LIFE BETTER” MONTH

During the month of July, the Recreation and Community Services Department is celebrating “Parks Make Life Better” month.

By designating July as “Parks Make Life Better” month, the City of Monterey Park, Recreation and Community Services Department urges all residents to enjoy and recognize the social, physical, mental, economic, environmental, and community benefits derived from our parks, which provide something of value to everyone.

As we observe “Parks Make Life Better” month, we recognize the vital contributions of our employees and volunteers who contribute to making parks and recreation facilities a great place to visit. These dedicated staff and volunteers keep our parks clean and safe for visitors, coordinate and organize special events, child care, summer day camp, swim lessons, educational classes, senior activities, and health and fitness programs. They ensure that parks and recreation facilities are safe and accessible places for all to enjoy.

Action Taken: The City Council adopted Resolution No. 12021 declaring the month of July as “Parks Make Life Better” month in Monterey Park on Consent Calendar.

Resolution No. 12021, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING THE MONTH OF JULY AS PARKS MAKE LIFE BETTER MONTH IN MONTEREY PARK

3E. CONSIDERATION OF CONTRACTING JANITORIAL/MAINTENANCE SERVICES FOR BUSINESS IMPROVEMENT DISTRICT NO. 1 (BID)

The City issued a Request for Proposal (RFP) for janitorial/maintenance services for the Business Improvement District (BID) area. The RFP went to 10 companies that perform janitorial services in commercial outdoor areas. Of these companies, two submitted proposal for consideration. In June, the Business Improvement District Advisory Committee (BIDAC) reviewed the proposals. After careful consideration, the BIDAC recommended that the City Council consider continuing to contract with Chrysalis Enterprises.

This Item was heard before Consent Calendar.

Public Speakers:

- Jeremy Lubin, Business Development Manager for CAM Services, stated that they are willing to remove their disclaimer stating that they are not liable for tenant's water splashed windows resulting from steam cleaning. He asked council to consider awarding the RFP to CAM Services instead of Chrysalis Enterprises.
- Grace Davis, Director of Operations for Chrysalis Enterprises, provided general information about the company and was available to answer questions.
- Nathan Ziadie, Senior Operations Manager for Chrysalis Enterprises, provided general information about the company and was available to answer questions.

Recommendation: (1) Award Chrysalis Enterprises a contract for janitorial/maintenance services; (2) authorized the City Manager to execute a contract with Chrysalis Enterprises in a form approved by the City Attorney; and (3) take such additional, related, action that may be desirable.

Action Taken: The City Council directed staff to take the item back to the BID members with the new information, which was provided by Jeremy Lubin, and resubmit their recommendation for Council's approval.

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

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

3F. AWARD OF CONTRACT – FIREFIGHTER UNIFORM PURCHASES

In accordance with the Memorandum of Understanding between the City of Monterey Park and the Monterey Park Firefighters Association, the Firefighters receive new uniform purchases each fiscal year. In preparation for the upcoming fiscal year, staff recently solicited bids for the purchase of firefighter uniforms and accessories and sought City Council approval to award a contract to Uniform Headquarters, Inc. DBA Keystone Uniform Depot.

Action Taken: The City Council based on MPMC § 3.20.040, awarded an agreement to Uniform Headquarters, Inc. DBA Keystone Uniform Depot for the purchase of firefighter uniforms from Account # 0010-801-3210-22310 and 0010-801-3210-22320; and authorized the City Manager to execute an agreement for Fiscal Year 2018-2019 on Consent Calendar.

3G. PURCHASE 2018 BMW R2100 RTP POLICE MOTORCYCLE

The 2018-19 budget includes the replacement of one police motorcycle for the Police Department. Staff researched optional motorcycles and determined the BMW R1200 RTP Police Motorcycle is the best replacement choice that meets the Police Department's needs. As such, staff recommended the purchase of one 2018 BMW R1200 RTP Police Motorcycle.

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 execute a contract with Long Beach BMW in a form approved by the City Attorney, not to exceed \$30,000 for the purchase of one 2018 BMW R1200 RTP Police Motorcycle.

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

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

3H. AUTHORIZE PURCHASE OF WATER METERS FROM METRON-FARNIER, LLC

The City has been replacing water meters throughout the water system with new "smart" water meters. Previous replacement projects have utilized Metron-Farnier smart meters and staff sought to maintain consistency in the water system by continuing to purchase these same meters for replacements and new installations. Approximately 400 meters remain to be installed, at a cost of \$160,000 spread over the next two years.

CEQA (California Environmental Quality Act):

The project is categorically exempt from the California Environment Quality Act (CEQA) per CEQA Guidelines § 15302, "Replacement or Reconstruction."

Action Taken: The City Council authorized the City Manager to purchase smart water meters from Metron-Farnier, LLC in an amount not-to-exceed \$80,000 annually for 2 years on Consent Calendar.

3I. REPLACEMENT OF VEHICLE HEAVY DUTY IN GROUND LIFT – AWARD OF CONTRACT

On April 18, 2018, the City Council approved the bid specifications and authorized the City to solicit bids for the Replacement of Vehicle Heavy Duty In Ground Lift Project. Staff recommended the contract be awarded to Southwest Lift & Equipment, Inc. of San Bernardino, CA, in the amount of \$166,485.65 and enter into a separate three-year maintenance contract in an amount not to exceed \$20,000 for on-call annual inspections and maintenance on automotive lifts.

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 (1) authorized the City Manager to execute a public works contract, in a form approved by the City Attorney, with Southwest Lift & Equipment, Inc. of San Bernardino, CA, in the amount of \$166,485.65 for the Replacement of Vehicle Heavy Duty In Ground Lift; (2) authorized the Director of Public Works/City Engineer to approve change orders and contingency up to \$16,648.56 or 10% of the contract amount for this project; and (3) authorized the City Manager to execute a separate three-year maintenance contract with Southwest Lift & Equipment in an amount not to exceed \$20,000 (Additive Bid Alternates 1&2) to provide annual inspections and on-call maintenance on automotive lifts.

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

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

3J. MONTEREY PARK BIKE CORRIDOR PROJECT – AUTHORIZATION TO ADVERTISE

Staff prepared bid specifications for the Monterey Park Bike Corridor Project and requested the City Council's authorization to advertise the project for construction 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).

Public Speakers:

- David Barron asked the council to approve the Monterey Park bike corridor project.
- Delario Robinson stated that it is a dangerous idea to add a bike lane in that particular street.
- Vincent Chang believes that the plan is necessary for the city since most bicyclist ride out of necessity.
- Joseph Leon stated that the plan will make the road safer for the bicyclist.
- Sam Cheung stated that the concern of the council should not be whether the funds will be lost instead they should worry about the opinion of the residents and the business owners.

Action Taken: The City Council adopted Resolution No. 12022 authorizing staff to advertise the Monterey Park Bike Corridor Project; and authorized the City Manager to execute an amendment to the Agreement (No. 920000000MX201413) between the City of Monterey Park and Los Angeles County Metropolitan Transportation Authority – Metro) dated June 5, 2015, for the Monterey Park Bike Corridor Project (Metro Express Lanes Net Toll Revenue Reinvestment Grant ID# MX 201413) in the amount of \$294,980 as amended to include an alternative BID with a center lane.

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

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

Resolution No. 12022, entitled:

A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE MONTEREY PARK BIKE CORRIDOR PROJECT PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT

RECESSED AND RECONVENED

The City Council recessed at 9:53 p.m. and reconvened with all council members present at 10:02 p.m.

4. PUBLIC HEARING

4A. PUBLIC HEARING – CONSIDERATION OF COSTS RESULTING FROM ABATING WEED NUISANCES AND AUTHORIZING COLLECTION VIA THE TAX ROLL

On February 7, 2018, the City Council adopted Resolution No. 11987 declaring that weeds growing upon and in front of certain properties in the City are public nuisances and directing that the County abate such nuisances. On February 21, 2018, the City Council held a protest hearing and subsequently approved the Weed Abatement Declaration List as posted by the County.

The County of Los Angeles Department of Agriculture Commissioner and Weights and Measures submitted the annual Weed Abatement Charge List to the City of Monterey Park for abating noxious or dangerous weeds and rubbish. Confirmation of the List by the City Council will authorize the Agricultural Commission/Weights and Measure to place abatement costs resulting from the County's efforts onto the tax roll. It should be noted that these charges are from work performed by the County of Los Angeles during Fiscal Year 2017-2018.

The County mailed notices before February 7, 2018 to the record owner of each parcel included in the declaration list declaring that their parcel is an existing, future or "potential" hazard. The County advised the owners that it considered a parcel a future or potential hazard if the parcel is not completely landscaped or irrigated and there is a potential for weed growth.

The County originally identified 1464 improved and unimproved parcels in the City as public nuisances. The County advised the City that March 21, 2018 was the last day the City could request or the County authorize removal of a parcel from the list. Of these 1464 parcels, 1437 parcels will be charged the annual inspection fee of \$38.44 as established by the County Board of Supervisors. The remaining 27 parcels will be charged an abatement fee that will be reflected on next year's weed abatement charge list. For this previous year, there were 6 parcels that required the county to perform weed abatement services. The 6 parcels were charged a total of \$9,117.91 that is reflected on the weed abatement charge list attached to the staff report.

Action Taken: The City Council opened the public hearing at 10:03 p.m. to receive verbal and documentary testimony regarding nuisance abatement costs and closed the public hearing at 10:03 p.m.; and adopted Resolution No. 12023 approving Weed Abatement Clearance Charge List and authorizing collection of such costs through the property tax rolls.

Motion: Moved by Council Member Liang and seconded by Mayor Pro Tem Chan, 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

Resolution No. 12023, entitled:

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

5. OLD BUSINESS

5A. CALLING SPECIAL MUNICIPAL ELECTION ON NOVEMBER 6, 2018 PURSUANT TO ELECTIONS CODE §§ 1301 AND 10403

At the June 20, 2018 City Council meeting, the Council directed staff to prepare ballot measures (and related resolutions) regarding CalPERS Accounts for Elected Officials and a Special Sales Tax. While the Council has not yet approved any ballot measures, it should consider calling the special municipal election and asking Los Angeles County to consolidate it with the County General Election scheduled for November 6, 2018.

Action Taken: The City Council (1) adopted Resolution No. 12024 calling for a special election on November 6, 2018 pursuant to Elections Code §§ 1301 and 10403; (2) adopted Resolution No. 12025 requesting the board of supervisors of the County of Los Angeles to consolidate the City of Monterey Park's Special Municipal Election to be held on Tuesday, November 6, 2018, with the General Election to be held on the date pursuant to Elections Code § 10403; and (3) allocated \$100,000 for the costs of conducting a special election.

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

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

Resolution No. 12024, entitled:

A RESOLUTION CALLING A SPECIAL MUNICIPAL ELECTION ON NOVEMBER 6, 2018 PURSUANT TO ELECTIONS CODE §§ 1003 AND 10403

Resolution No. 12025, entitled:

A RESOLUTION REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE THE CITY OF MONTEREY PARK'S SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 6, 2018, WITH THE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO ELECTIONS CODE SECTION 10403

5B. PROPOSITION FOR NOVEMBER 2018 BALLOT TO ELIMINATE PENSION AND MEDICAL BENEFITS FOR PERSONS ELECTED TO OFFICE WITHIN THE CITY OF MONTEREY PARK RETROACTIVELY FROM JULY 15, 2015

At the June 20, 2018 City Council meeting, the Council directed the City Attorney to prepare a ballot measure (and related resolutions) that, if approved by voters, would eliminate pension and medical benefits for persons elected to office within the City after July 15, 2015.

The City Attorney's office forwarded a draft proposition to the City Clerk's office to be considered by the City Council at its July 18, 2018 regular meeting.

CEQA (California Environmental Quality Act):

The ballot measure is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 2100, *et seq.*, "CEQA") and CEQA regulations (14 California Code of Regulations §§ 15000, *et seq.*) because it establishes rules and procedures to implement government funding mechanisms; does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this Proposition does not constitute a "project" that requires environmental review (*see specifically*, 14 CCR § 15378(b)(4-5)).

This Item was heard after Item No. 5C.

Recommendations: (1) Adopting a resolution adding a new proposition to the November 6, 2018 ballot to eliminate pension and medical benefits for persons elected to office within the City of Monterey Park after July 15, 2015; (2) adopting a resolution requesting the City Attorney prepare an impartial analysis; and (3) adopting a resolution establishing procedures for submitting ballot arguments; and (4) take such additional, related, action that may be desirable.

Action Taken: The City Council directed staff to bring this Item back for discussion when the City Council considers other ballot measures for future elections.

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

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

Draft Resolution, entitled:

A RESOLUTION ADDING A PROPOSITION TO THE BALLOT FOR THE NOVEMBER 6, 2018, SPECIAL MUNICIPAL ELECTION PURSUANT TO ELECTIONS CODE § 9222

Draft Resolution, entitled:

A RESOLUTION DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS OF THE PROPOSITION ELIMINATING PENSION AND MEDICAL BENEFITS FOR PERSONS ELECTED TO OFFICE WITHIN THE CITY OF MONTEREY PARK AFTER JULY 15, 2015

Draft Resolution, entitled:

A RESOLUTION ESTABLISHING REQUIREMENTS FOR BALLOT ARGUMENTS FILED WITH THE CITY CLERK TO BE USED WITH VOTER INFORMATION FOR A SPECIAL MUNICIPAL ELECTION ON NOVEMBER 6, 2018

5C. BALLOT PROPOSITION TO IMPOSE A ¾ CENT SALES TAX TO FUND CITYWIDE CAPITAL IMPROVEMENT PROJECTS, SAFETY EQUIPMENT FOR EMERGENCY SERVICES, LIBRARY COLLECTIONS AND PUBLIC ACCESS COMPUTERS

During the June 20, 2018 meeting, the City Council directed staff to return with proposed language for a special sales tax ballot proposition. Specifically, this item was brought by Council Member Real Sebastian during the FY 18-19 budget hearing. She is asking the City Council to consider placing a ballot measure in the November election that would ask voters to consider a sales tax that would be in place for 10 years and that the revenues would be used to fund specific public infrastructure and services within the City of Monterey Park as identified in the "Capital Improvement Program Estimations" (attachment 1 of the Staff Report). The funds could be used for goods and materials and that none of the funds could be used to pay for fees for consultants, professional or non-professional services, or City employee wages, benefits or pensions costs.

The Bradley-Burns Uniform Sales and Use Tax Law provides for our City of 1% to support the City's general funds. In many jurisdictions, additional sales and use taxes have been authorized. If this special sales tax ballot is approved by 2/3 of the voters, according to staff, the draft ballot proposition would generate approximately \$4,000,000 in annual revenue to support our City's capital improvements.

CEQA (California Environmental Quality Act):

This action is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 2100, *et seq.*, "CEQA") and CEQA regulations (14 California Code of Regulations §§ 15000, *et seq.*) because it establishes rules and procedures to implement government funding mechanisms; does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this Proposition does not constitute a "project" that requires environmental review (see specifically 14 CCR § 15378(b)(4-5)).

This Item was heard after Item No. 5A.

Public Speakers:

- City Clerk Chang read into the record a written communication from Dora Leung, President of The Greater Monterey Park Chamber of Commerce, expressing concerns for the proposed sales tax increase.

Recommendation: (1) Adopt a resolution placing a proposition on the November 6, 2018 ballot which, if adopted by 2/3 of voters, would impose a special sales tax; (2) determine whether to designate person(s) for filing an argument favoring the ballot proposition; (3) adopt a resolution requesting that the City Attorney prepare an impartial analysis for the ballot measure; and (4) Take such additional, related, action that may be desirable.

Action Taken: Discussion only, no action taken.

Draft Resolution, entitled:

A RESOLUTION ADDING A PROPOSITION TO THE BALLOT FOR THE PREVIOUSLY CALLED NOVEMBER 6, 2018, REGULAR MUNICIPAL ELECTION PURSUANT TO ELECTIONS CODE § 9222

Draft Resolution, entitled:

A RESOLUTION DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS OF THE PROPOSITION AUTHORIZING IMPOSITION OF A SPECIAL THREE-QUARTER CENT TRANSACTIONS AND USE TAX (SALES TAX) TO FUND PUBLIC INFRASTRUCTURE AND INFORMATION TECHNOLOGY PROJECTS TO BE ADMINISTERED BY THE STATE BOARD OF EQUALIZATION

EXTENSION OF COUNCIL MEETING

Action Taken: The City Council made a motion to extend the council meeting to 11:30 p.m.

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

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

EXTENSION OF COUNCIL MEETING

Action Taken: The City Council made a motion to extend the council meeting to 11:45 p.m.

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

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

5D. COMMISSION, BOARD AND COMMITTEE

At the March 21, 2018 council meeting, Council directed staff to bring back, for further discussion, the issue of term limits for specified board and commission members.

CEQA (California Environmental Quality Act):

This ordinance is exempt from review 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") because it constitutes an organizational or administrative activity of the City that will not result in direct or indirect physical changes in the environment. Accordingly, it is not a "project" that has the potential to cause significant physical effects on the environment and is not subject to CEQA pursuant to CEQA Guidelines §§ 15061 and 15378.

Recommendation: (1) Waive first reading and introduce an ordinance amending the Monterey Park Municipal Code ("MPMC") to establish term limits for the Traffic Commission, Personnel Board, and Library Board; or (2) take such additional, related, action that may be desirable.

Action Taken: The City Council continued this item to the August 1, 2018 Council Meeting.

Draft Ordinance, entitled:

AN ORDINANCE AMENDING MONTEREY PARK MUNICIPAL CODE CHAPTERS 2.28, 2.80 AND 2.90 TO LIMIT TERMS OF APPOINTED OFFICIALS SERVING ON THE CITY'S PERSONNEL BOARD, PUBLIC LIBRARY BOARD AND TRAFFIC COMMISSION

6. NEW BUSINESS

6A. APPOINTMENT OF COMMISSION, BOARD AND COMMITTEE MEMBERS FOR A ONE-YEAR TERM BEGINNING MAY 1, 2018 AND ENDING APRIL 30, 2019

In 2013, the City Council added Chapter 2.82 to the Monterey Park Municipal Code ("MPMC") restructuring the establishment of the Commissions, Boards and Committees, collectively "Commissions," and redefines the appointment procedures. In accordance with the MPMC, each council member appoints his/her respective representative(s) to the 9 commissions to serve a one year term beginning on May 1st and ending April 30th. Commissioners may serve not more than eight consecutive one year terms on the same commission.

Recommendation: (1) Appoint the following Commission/Board/Committee members as listed in Attachment 1 of the staff report and/or make the appointments for a one-year term beginning May 1, 2018 and ending April 30, 2019; and (2) take such additional, related action that may be desirable.

Action Taken: The City Council continued this item to the August 1, 2018 Council Meeting.

7. COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Council Member Real Sebastian stated that she will be unavailable to attend the August 1st Regular Council Meeting due to her celebrating her 20th wedding anniversary with her husband. She wanted to remind the residents that the reopening of the farmers market will be on July 18th at George Elder Park from 4 p.m. to 9 p.m. She also wished William Sanchez, former Army Sergeant and prisoner of war, a happy 100th birthday.

Council Member Ing recommended staff to place a street banner next year, which will inform the residents that they can receive a citation of up to \$1,000 for the use of illegal fireworks.

Council Member Liang had nothing to report.

Mayor Pro Tem Chan stated he attended the Independent Cities Association (ICA) 58th Annual Summer Seminar from July 12 through July 15th.

Mayor Lam stated he also attended the ICA 58th Annual Summer Seminar. He stated that he enjoyed the Fourth of July event in where they celebrated the Veterans and the new U.S. Citizens at the Barnes Park Amphitheater.

8. CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 11:45 p.m.

Vincent D. Chang
City Clerk



City Council Staff Report

DATE: August 15, 2018

AGENDA ITEM NO: **Consent Calendar
Agenda Item 3-D.**

TO: Honorable Mayor and Members of the City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Second Reading and Adoption: An ordinance amending the Monterey Park Municipal Code ("MPMC") to establish term limits for the Traffic Commission, Personnel Board, and Library Board

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Waive the second reading and adopt the proposed ordinance; and
- (2) Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

On August 1, 2018, the City Council introduced and waived the first reading of an ordinance amending the Monterey Park Municipal Code ("MPMC") to establish term limits for the Traffic Commission, Personnel Board, and Library Board.¹ Prior to introducing the ordinance for first reading, however, the City Council directed the City Attorney's office to amend the ordinance to allow a City Councilmember to re-appoint a commissioner, board member or committee member who has separated from a commission/committee/board, if the individual has not competed serving eight consecutive terms for that particular commission/committee/board. The proposed ordinance reflects the City Council's intent.

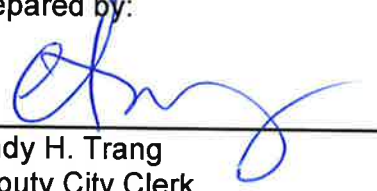
Second reading and adoption of this ordinance is recommended; the ordinance will become effective 30 days after adoption.

Respectfully submitted:



Vincent D. Chang
City Clerk

Prepared by:



Cindy H. Trang
Deputy City Clerk

¹ The staff report from the August 1, 2018 meeting is attached for reference.

Approved by:



Ron Bow
City Manager

Reviewed by:



Natalie C. Karpeles
Deputy City Attorney

ATTACHMENTS:

Attachment 1: Draft City Council Ordinance

Attachment 2: City Council Staff Report, dated August 1, 2018

ATTACHMENT 1

Draft City Council Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING MONTEREY PARK MUNICIPAL CODE CHAPTERS 2.28, 2.80 AND 2.90 TO LIMIT TERMS OF APPOINTED OFFICIALS SERVING ON THE CITY'S PERSONNEL BOARD, PUBLIC LIBRARY BOARD AND TRAFFIC COMMISSION.

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

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

- A. In 2013, voters overwhelmingly adopted Measure MP-EE which imposed term limits upon elected officials within the City of Monterey Park.
- B. After approval of Measure MP-EE, the City Council in 2013 placed limits upon the terms of appointed officials including, without limitation, the Planning Commission. These changes are partly reflected in Monterey Park Municipal Code ("MPMC") § 2.82.050.
- C. These limits were not, however, extended at that time to the Personnel Board, Library Board, or Traffic Commission.
- D. To help ensure equal treatment, it is in the public interest for the City Council to impose reasonable term limits on persons serving on all appointed boards and commissions to the extent permitted by applicable law.

SECTION 2: For the Personnel Board, MPMC § 2.28.030 is repealed as follows:

~~"2.28.030 Personnel board — Terms.~~

~~The terms of office of the members of the board shall be for four years."~~

SECTION 3: MPMC § 2.82.030 is amended to read as follows:

"2.82.030 Further provisions.

- (a) Member qualifications and/or committee duties or responsibilities may be revised or amended by city council resolution.
- (b) Members of the library board, ~~traffic commission, and personnel board~~ are not subject to this chapter, pursuant to Education Code § 18911.
- (c) Persons serving on one committee cannot simultaneously serve on another committee."

SECTION 4: Subsection (a) of MPMC § 2.82.050 is hereby amended to read as follows:

"2.82.050 Terms of office.

(a) Unless otherwise provided by law or resolution, each member may serve for a one-year term. No person may serve more than eight consecutive terms on the same commission. If an individual separates from serving on a board or commission because the individual has completed serving eight consecutive terms, such person cannot be reappointed to the same board or commission for at least twelve consecutive months. A person cannot serve on more than one board or commission at the same time."

SECTION 5: For the Library Board, MPMC § 2.80.030 is amended to read as follows:

"2.80.030 Term of office.

Pursuant to Education Code § 18911, The terms of office of for the a trustees shall be is for three years. No person may serve more than two consecutive terms as a member of the board. The members of the first board shall classify themselves by lot to stagger the five members' first term over the initial three year period. Each trustee, except those resigning or removed by the city council, shall serve until his or her successor is appointed."

SECTION 6: For the Traffic Commission, MPMC § 2.90.010 is amended to read as follows:

"2.90.010 Creation.

A There is created and established a traffic commission is created in accordance with Chapter 2.82. which shall consist of five members. Each of the five council members shall nominate one member for a total of five members. All nominations by the council members are subject to the ratification by the city council. However, should a nominee be rejected, the city council member recommending the appointment shall retain appointing authority to submit another nominee. The members serve at the pleasure of the city council."

SECTION 7: *Environmental Review.* This ordinance is exempt from review 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") because it constitutes an organizational or administrative activity of the City that will not result in direct or indirect physical changes in the environment. Accordingly, it is not a "project" that has the

potential to cause significant physical effects on the environment and is not subject to CEQA pursuant to CEQA Guidelines §§ 15061 and 15378.

SECTION 8: Repeal of any provision of the MPMC will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 9: 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: 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 11: This Ordinance will take effect on the 30th day following its final passage and adoption.

PASSED AND ADOPTED this ____ day of August, 2018.

Stephen Lam, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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

By:



Natalie C. Karpeles, Deputy City Attorney

ATTACHMENT 2
City Council Staff Report, dated August 1, 2018



City Council Staff Report

DATE: August 1, 2018

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

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Term Limits for Traffic Commission, Personnel Board and Library Board

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Waive first reading and introduce an ordinance amending the Monterey Park Municipal Code ("MPMC") to establish term limits for the Traffic Commission, Personnel Board, and Library Board; or
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

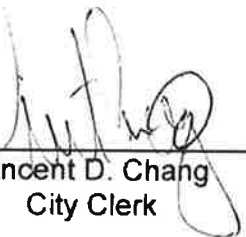
This item was continued from the July 18, 2018 City Council meeting. See Attachment 1 for the completed agenda packet from the July 18th meeting.

FISCAL IMPACT:

None.

Respectfully submitted,

Prepared by:



Vincent D. Chang
City Clerk



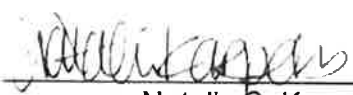
Cindy H. Trang
Deputy City Clerk

Approved By:

Reviewed by:



Ron Bow
City Manager



Natalie C. Karpeles
Deputy City Attorney

Attachments:

1. July 18, 2018 City Council Meeting Staff Report

ATTACHMENT 1
July 18, 2018 City Council Meeting Staff Report



City Council Staff Report

DATE: July 18, 2018

AGENDA ITEM NO:

Old Business
Agenda Item 5-D.

TO: The Honorable Mayor and City Council

FROM: Vincent D. Chang, City Clerk

SUBJECT: Commission, Board and Committee

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Waive first reading and introduce an ordinance amending the Monterey Park Municipal Code ("MPMC") to establish term limits for the Traffic Commission, Personnel Board, and Library Board; or
- (2) Take such additional, related, action that may be desirable.

CEQA:

This ordinance is exempt from review 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") because it constitutes an organizational or administrative activity of the City that will not result in direct or indirect physical changes in the environment. Accordingly, it is not a "project" that has the potential to cause significant physical effects on the environment and is not subject to CEQA pursuant to CEQA Guidelines §§ 15061 and 15378.

EXECUTIVE SUMMARY:

At the March 21, 2018 council meeting, Council directed staff to bring back, for further discussion, the issue of term limits for specified board and commission members.

BACKGROUND:

A. Consecutive Term Limits.

In 2013, voters overwhelmingly adopted Measure MP-EE, which imposed term limits upon elected officials with in the City of Monterey Park. After approval of Measure MP-EE, the City Council adopted Resolution No. 11589 and Ordinance No. 2098 in 2013 to establish general requirements for City commissions, boards and committees. These requirements are reflected in Chapters 2.28 (Personnel Board); 2.56 (Planning Commission); 2.78 (Design Review Board); 2.80 (Public Library Board); 2.82 (General

Requirements for City Commissions, Boards and Committees); and 2.90 (Traffic Commission) of the MPMC. While these requirements also place limits upon the terms of appointed officials, the MPMC does not currently provide consecutive term limits for members of the Personnel Board, Library Board and Traffic Commission. At the March 21, 2018 council meeting, Council directed staff to bring back, for further discussion, the issue of consecutive term limits for specified board and commission members.

MPMC Chapter 2.82 sets forth regulations for membership, terms of office, appointment procedures, removal by City Council, organization, attendance, and vacancy related to City boards, commissions and committees. Under this Chapter, members serve for one year and cannot serve more than eight consecutive terms on the same commission/board. Chapter 2.82 expressly exempts the Personnel Board, Library Board and Traffic Commission from its provisions.

Membership on the City's Personnel Board, Public Library Board and Traffic Commission are by appointment of the City Council. Members appointed to the City's Personnel Board serve a term of four years (MPMC § 2.28.030), while members appointed to the City's Public Library Board serve a term of three years (MPMC § 2.80.030). There are no term limits specified in the Monterey Park Municipal Code for members appointed to serve on the City's Traffic Commission. At the end of each term, the City Council may opt to either replace or reappoint members.

The Library Board of Trustees is governed by Education Code § 18911 and Chapter 2.80 of the MPMC. Additionally, the Library Board adopted By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library ("Library Board By-Laws"). Section 6 of Article IV of the Library Board By-Laws states that "[a]ll Board members shall serve no more than two consecutive three-year terms." Notably, the Library Board By-Laws is not a binding document, and its provisions are not codified in the MPMC.

The Traffic Commission is governed by MPMC Chapter 2.90. The Traffic Commission also adopted its own "rules and regulations" that are neither codified in the MPMC nor have legal effect.

The Personnel Board is governed by Chapter 2.28 of the MPMC. The MPMC does not provide term limits for this board.

If adopted, the proposed ordinance would codify the voters' overall intent to limit the time period within which individuals may serve the City as follows: (1) allow a maximum of two 3-year term limits for Library Board members; (2) allow a maximum of eight 1-year terms for Traffic Commissioners (by removing the exclusion of the Traffic Commission from Chapter 2.82); and (3) allow a maximum of eight 1-year terms for Personnel Board members (by repealing section 2.28.030 and removing the exclusion of the Personnel Board from Chapter 2.82). Because the Library Board is, in part,

governed by the Education Code, the City Council cannot reduce the three-year term to something less. It may, however, limit the number of terms by ordinance.

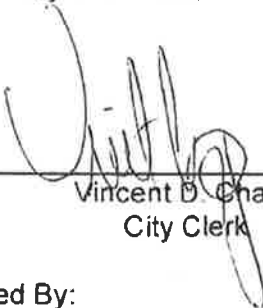
B. Other Considerations Related to the City's Commissions, Boards and Committees.

The City Clerk's office suggests that existing commissioner/board member terms automatically "rollover," unless any commissioner/board member expresses an opinion to the contrary. This suggestion is in line with MPMC § 2.82.050(b) and would help to alleviate the confusion, delay or disruption caused by waiting for a formal confirmation from the City Council. For instance, while waiting for formal confirmation, existing commissions/boards have not been able to reorganize because they do not know whether existing board members will be confirmed; and some commissions/boards have been left without Chair persons and meetings have been delayed pending confirmation. This uncertainty, for formality's sake, disrupts the processes for these bodies and the City Clerk is suggesting that, at the end of each term, existing commissioner/board members are automatically expected to serve – unless the commissioner, board member, or Council express any statements to the contrary.

FISCAL IMPACT:

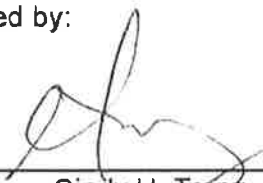
None.

Respectfully submitted,



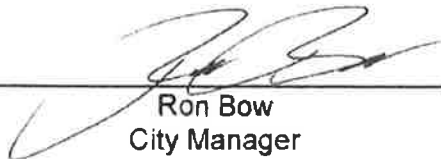
Vincent D. Chang
City Clerk

Prepared by:



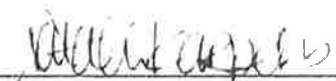
Cindy H. Trang
Deputy City Clerk

Approved By:



Ron Bow
City Manager

Reviewed by:



Natalie C. Karpeles
Deputy City Attorney

Attachments:

1. MPMC 2.82 and Resolution 11589 – General Requirements for Boards and Commissions
2. MPMC 2.80 and By-Laws – Library Board of Trustees
3. MPMC 2.28 – Personnel Board
4. Draft Ordinance

ATTACHMENT 1
MPMC 2.82 and Resolution 11589
General Requirements for Boards and Commissions

Monterey Park Municipal Code

Title 2 ADMINISTRATION AND PERSONNEL**Chapter 2.82 GENERAL REQUIREMENTS FOR CITY COMMISSIONS, BOARDS AND COMMITTEES****Note**

* Print ordinance history: Ords. 1520, 1523, 1753, 1756, 1874, 1888, 1988 and 1994.

2.82.010 Purpose.

This chapter is adopted for the purpose of setting forth the enabling provisions establishing the city's various bodies, boards, and commissions (collectively "committees") that assist the city council in conducting public business and prescribing the manner in which persons may be appointed to such committees. Additional committees may be created by city council resolution. (Ord. 2098 § 2, 2013)

2.82.020 Compensation.

The city council may, by resolution, determine whether, and in what amount, compensation will be provided for members of the committees established by this chapter. Without a city council resolution establishing compensation, it is conclusively presumed that no compensation is to be provided. (Ord. 2098 § 2, 2013)

2.82.030 Further provisions.

- (a) Member qualifications and/or committee duties or responsibilities may be revised or amended by city council resolution.
- (b) Members of the library board, traffic commission, and personnel board are not subject to this chapter.
- (c) Persons serving on one committee cannot simultaneously serve on another committee. (Ord. 2098 § 2, 2013)

2.82.040 Membership.

- (a) Unless otherwise provided, committees established pursuant to this chapter consist of five members who are appointed individually, one per city council member, in the manner provided by this chapter. Three members constitute a quorum. The city manager may designate an ex-officio staff person to serve as secretary and custodian of records who will not have a vote.
- (b) Unless otherwise provided, during their incumbency all members must be, and remain, a resident in fact of the city. Residency will be verified annually by the city clerk's office. Should any member cease to be a city resident, that office is deemed vacant and the term of such member terminated. The secretary will notify the city council and the city clerk of such termination as soon as administratively possible.
- (c) Convicted felons cannot serve on committees. (Ord. 2098 § 2, 2013)

2.82.050 Terms of office.

- (a) Unless otherwise provided by law or resolution, each member may serve for a one-year term. No person may serve more than eight consecutive terms on the same commission. If an individual separates from serving on a board or commission, such person cannot be reappointed to the same board or commission for at least twelve consecutive months. A person cannot serve on more than one board or commission at the same time.
- (b) Unless otherwise provided, all committee members will serve until a successor is qualified and appointed. (Ord. 2098 § 2, 2013)

2.82.060 Appointment procedures.

- (a) Persons seeking appointment to a committee should file applications, in a form prescribed by the city clerk, or designee, to the city clerk's office.
- (b) Unless otherwise provided, each councilmember may appoint one person to a particular board or commission. Persons nominated by a councilmember are announced at a council meeting, but the nomination does not require ratification by council action.
- (c) Every term begins May 1st and ends April 30th of the following year. (Ord. 2098 § 2, 2013)

2.82.070 Removal by city council.

Notwithstanding any other provision of this chapter, all members serve at the pleasure of the appointing city council member and may be removed by that council member at any time. (Ord. 2098 § 2, 2013)

2.82.080 Organization.

- (a) Each May, a committee will annually organize and elect a chairperson and vice-chairperson from its membership for a one-year term. In the chairperson's or vice-chairperson's absence or disability, the committee may designate a chairperson or vice-chairperson pro tempore.
- (b) Regular meetings may be held on a day and time established by committee resolution and may be amended from time to time.
- (c) Committees may establish a procedure for calling special meetings and may also adopt application requirements, meeting procedures, and other reasonable rules and regulations for conducting business. Minutes must be kept of all meetings and the secretary will deliver copies of minutes to the city clerk for filing.
- (d) Committees may designate one of its members, or a subcommittee composed of not more than two members, to study, review, consider, or make recommendations concerning any matter within the committee's purview. (Ord. 2098 § 2, 2013)

2.82.090 Nonattendance.

- (a) Unless otherwise provided, if a committee member fails to attend three consecutive meetings, unless excused for cause by the committee chairperson, that member's office is deemed vacant and the member's term ended. The committee secretary must immediately notify the city council and city clerk of such termination.
- (b) Any member of any city commission, board or committee appointed by a city council member, and terminated from said commission, board or committee for absences, whether excused or unexcused, cannot be nominated for appointment to any city commission, board or committee for a period of twelve months after said termination became effective. (Ord. 2098 § 2, 2013)

2.82.109 Vacancy.

If a vacancy occurs other than term expiration, notice must be given to the city council and city clerk. The appointing city council member may appoint a new member in accordance with this chapter for the remaining portion of the term, subject to the Maddy Act (Government Code Section 54970 et seq.); any partial term of service will count as a full year toward the term of office. (Ord. 2098 § 2, 2013)

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RESOLUTION NO. 11589

**A RESOLUTION ESTABLISHING VARIOUS BOARDS AND
COMMISSION IN ACCORDANCE WITH CHAPTER 2.82 OF
THE MONTEREY PARK MUNICIPAL CODE.**

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

SECTION 1: Unless otherwise provide by this Resolution, all Boards and Commissions established by this Resolution will conform with Monterey Park Municipal Code ("MPMC") Chapter 2.82 as to membership, terms, and procedures.

SECTION 2: **Commission on Aging.** The City Council establishes a Commission on Aging as follows:

A. *Membership.* The Commission on Aging will consist of ten individuals. Each councilmember may appoint two individuals to the Commission on Aging in accordance with MPMC Chapter 2.82.

B. *Responsibilities.* The Commission on Aging may undertake the following activities:

1. Provide liaison and coordination among the senior citizen community, the city council, the recreation and parks commission, the community relations commission, community service organizations, and other governmental and private agencies in relation to aging;
2. Promote and encourage community interest and responsibility to correct and prevent problems of aging;
3. Obtain resources for available grants and funds for senior citizen projects;
4. Improve the physical and social environment with respect to senior citizens;
5. Obtain and distribute resource information for various services intended to benefit senior citizens such as legal aid, medical programs, housing and transportation;
6. Encourage established agencies to take responsibility for meeting needs as they are discovered and to take all appropriate action;

7. Develop and assist in planning appropriate services or projects if existing agencies are unable to meet the need;
8. Participate in the establishment of the policy and/or program development of such service or project during and after its formulation; and
9. Act in an advisory capacity to the city council in all matters pertaining to senior citizen problems.

SECTION 3: Business Improvement District Advisory Committee. The City Council establishes a Business Improvement District Advisory Committee as follows:

- A. *Membership.* Members serving on the Business Improvement District Advisory Committee must own or operate a business within the business improvement district.
- B. *Responsibilities.* The Business Improvement District Advisory Committee may undertake the following activities:
 1. Make recommendations to the City Council regarding operations and marketing for the downtown business area;
 2. Make recommendations to the City Council regarding the methods and ways in which the revenue is derived from the charges, assessments and contributions imposed or authorized by Chapter 5.82 of this Code and California Streets and Highways Code §§ 36500, *et seq.*

SECTION 4: Youth Advisory Board. The Youth Advisory Board established by Resolution No. 9939 and Resolution No. 9984 is dissolved and Resolution Nos. 9939 and 9984 are repealed.

SECTION 5: Community Participation Commission. The City Council establishes a Community Participation Commission as follows:

- A. *Membership.* The Community Participation Commission will consist of ten members plus seven non-voting youth members. Each councilmember may appoint two individuals to the Community Participation Commission in accordance with MPMC Chapter 2.82.
- B. Youth members will be selected by the Community Participation Commission as follows:
 1. Three members from the Alhambra Unified School District;

2. Two members from the Montebello Unified School District;
3. Two members at large from the community to accommodate students attending private schools
4. Members must be currently attending high school or attended within the last six months.

C. *Responsibilities.* The Community Participation Commission may undertake the following activities:

1. Coordinate activities and programs with the Youth Advisory Board;
2. Seek out and publicize artistic, cultural and historic exhibits, performances and opportunities that enhances the community;
3. Increase public awareness and appreciation of Monterey Park's history and heritage;
4. Preserve memorabilia and records of the history of Monterey Park and maintain a written history of the city;
5. Conduct and recommend programs which will increase good will among residents of the community and open new opportunities into all phases of community life for all residents;
6. To make residents aware of the services, programs and organizations available in the community;
7. Provide information and opportunities for newcomers to become involved in the community;
8. Foster mutual regard and understanding among all racial, religious and ethnic groups in the community;
9. Participate in community affairs;
10. Promote and encourage community interest and responsibility to correct and prevent conditions of neighborhood blight and deterioration by developing programs and resources in order to provide for a more suitable living environment for all residents;
11. Involve youths in community activities; and

12. Act in an advisory capacity to the city council on all matters pertaining to the city's community participation activities.

13. Review existing youth programs and make recommendations to improve these programs;

14. Inform the Community Participation Commission and City Council of the needs, concerns, achievements, goals and problems of the youth in the community;

15. Promote increased interest and participation among the youth in community affairs;

16. Foster increased understanding between youth groups within the community by providing conflict resolution; and

17. Provide an annual report to the City Council via the Community Participation Commission regarding the status of the community's youth.

SECTION 6: Economic Development Advisory Commission. The City Council establishes an Economic Development Advisory Commission as follows:

A. *Membership.* Each member must be either a resident of the city or have business experience with a background in finance, economics or development.

B. *Responsibilities.* The Economic Development Advisory Commission may undertake the following activities:

1. Monitor implementation of the most current economic development strategic plan adopted by the city council;

2. Recommend updates or amendments to the economic development strategic plan as deemed necessary;

3. Provide the city council with annual reports on progress towards meeting economic and community development goals as identified in the economic development strategic plan; and

4. Act in an advisory capacity to the city council on the needs of local businesses, and the availability of economic development opportunities and resources.

SECTION 7: Environmental Commission. The City Council establishes an Environmental Commission as follows:

A. *Membership.* The Environmental Commission will consist of five members plus two ex officio youth members appointed by the Environmental Commission. Each member may be a resident of the city of Monterey Park, an individual operating or working in the city of Monterey Park, or a professional or scholar in the environmental field.

B. *Responsibilities.* The Environmental Commission may undertake the following activities:

1. Develops and implement policies and procedures relevant to the environment and sustainability of the community;
2. Promote programs to increase the education and awareness of the environment, in addition to providing direct benefits to individual residents and businesses through dollar savings;
3. Investigate potential funding in order to implement programs directly in the community and to operate the activities of the commission;
4. Monitoring legislative activities that would affect the city and provide recommendations to the city council;
5. Undertake such activities as directed by the city council for other issues deemed necessary as the environmental integrity of the city that affects numerous areas of municipal government, planning, transportation, air quality, congestion management, and community improvement; and
6. Serve in advisory capacity to the city council on issues deemed relevant to the environment and sustainability of the city.

SECTION 8: Recreation and Parks Commission. The City Council establishes a Recreation and Parks Commission as follows:

A. *Membership.* The Recreation and Parks Commission will consist of five members plus ex officio member(s) as approved by the city manager or it's designees. Regular members cannot hold any paid office or employment in the city government.

B. *Responsibilities.* The Recreation and Parks Commission may undertake the following activities:

1. Act in advisory capacity to the city council and administrative personnel in all matters pertaining to parks, parkways and public recreation and to cooperate with other governmental agencies and civic groups in the acquisition, planning and programming thereof;
2. Formulate and propose policies on recreation services for approval by the city council;
3. Make periodic inventories of recreation services that may be needed and interpret the needs of the public to the city council and administration;
4. Aid in coordinating the recreation services with the programs of other governmental agencies and voluntary organizations;
5. Inform the public of the policies and functions of the recreation and parks program; and
6. Inform, advise and cooperate with boards of education and boards of school trustees of school districts comprising a part of the city or being immediately adjacent to the city to the extent that such information, advice and cooperation shall be proper and desirable in preparing, revising or carrying out the park or recreation program of the city.

SECTION 9: All boards and commissions nametags, business cards and letterheads must be approved by the city manager or his designee.

SECTION 10: Resolution is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, "CEQA") and CEQA regulations (14 California Code of Regulations §§ 15000, *et seq.*) because it consists only of revisions and clarifications to existing codes and procedures regarding appointing persons to City commissions, boards, and committees. Adopting this Resolution will not have the effect of deleting or substantially changing any regulatory standards or required findings.

SECTION 11: This Resolution will become effective on the same date as Ordinance No. 2098 and will remain effective unless repealed or superseded.

SECTION 12: The City Clerk will certify to the passage and adoption of this Resolution; will enter the same in the book of original Resolutions of said City; and will make a minute of the passage and adoption thereof in the record of proceedings of the City Council of said City, in the minutes of the meeting at which the same is passed and adopted.

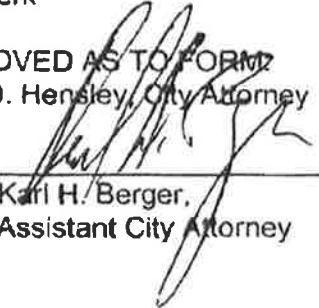
PASSED AND ADOPTED this 19th day of June, 2013.


Teresa Real Sebastian,
Mayor

ATTEST: 

Vincent Chang,
City Clerk

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

By: 

Karl H. Berger,
Assistant City Attorney

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

I, Vincent D. Chang, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 11589 was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 19th day of June, 2013, by the following vote:

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

Dated this 19th day of June, 2013.



Vincent Chang, City Clerk
City of Monterey Park, California

ATTACHMENT 2

MPMC 2.80 and By-Laws – Library Board of Trustees

TRIC 2 ADMINISTRATION AND PERSONNEL**Chapter 2.80 PUBLIC LIBRARY****2.80.010 Establishment.**

A public library is established in and for the city to be known as the Monterey Park Bruggemeyer Library, which public library shall be free to the residents, and nonresident property owners and employees of the city, and residents of the Metropolitan Cooperative Library System jurisdictions, subject always to such rules, regulations and bylaws as may be made by the board of library trustees. Fees for library services for patrons other than provided above shall be established by resolution of the city council. (Ord. 2032 § 1, 2005; Ord. 1880 § 1, 1994)

2.80.020 Board of library trustees.

There is created and established a board of library trustees consisting of five members appointed by the mayor with the approval of the city council. (Ord. 1880 § 1, 1994)

2.80.030 Term of office.

The terms of office of the trustees shall be for three years. The members of the first board shall classify themselves by lot to stagger the five members' first term over the initial three-year period. Each trustee, except those resigning or removed by the city council, shall serve until his or her successor is appointed. (Ord. 1880 § 1, 1994)

2.80.040 Meetings and procedures.

The board of library trustees shall adopt rules and regulations to govern its proceedings. The board shall set a time and place for regular meetings by resolution, which shall be held at least once each month. The meeting of the board shall be recorded and properly kept. The board shall appoint one of its trustees president, who shall serve for one year and until his or her successor is appointed. (Ord. 1880 § 1, 1994)

2.80.050 Powers.

The board of library trustees shall have the following powers:

- (a) To make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the library and all property belonging thereto;
- (b) To administer any trust declared or created for the library, and received by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library;
- (c) To appoint and prescribe the duties and powers of the city librarian, who shall hold office at and during the pleasure of the board of library trustees. The board shall also fix the compensation for the city librarian;
- (d) To purchase necessary books, journals, publications and other personal property;
- (e) To purchase real property, and erect or rent or equip such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the city council for the library;
- (f) To request the appropriate state officials to furnish the library of any and all reports, laws and other publications of the state not otherwise disposed of by law;
- (g) To borrow books from, lend books to, and exchange books with other libraries, and to allow nonresidents to borrow books under such conditions as the board may prescribe; and
- (h) To do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter. (Ord. 1880 § 1, 1994)

2.80.060 Annual report.

The board of library trustees shall, on or before August 31st, in each year, report to the city council and to the state librarian on the condition of the library for the year ending the thirtieth day of June preceding. The report shall, in addition to other matters deemed expedient by the board of library trustees, contain such statistical and other information as deemed desirable by the state librarian. (Ord. 1880 § 1, 1994)

2.80.070 Library fund.

All money acquired by gift, devise, request, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund, and shall be applied to the purposes authorized in this chapter. (Ord. 1880 § 1, 1994)

2.80.080 Title to property.

The title to all property acquired for the purposes of the library, when not inconsistent with the terms of its acquisition, or otherwise designated, shall vest in the name of the city of Monterey Park, and the city may be sued for and defended by action at law or otherwise. (Ord. 1880 § 1, 1994)

2.80.090 Penalty.

Any person who maliciously cuts, tears, defaces, breaks or injures any book, map, chart, picture, engraving, statue, model, or other work of literature, art, mechanics or object of curiosity deposited in the library, is guilty of a misdemeanor. Any person who wilfully detains any book, newspaper, magazine, pamphlet,

manuscript, or other property belonging to the library, for thirty days after notice in writing to return the article or property, given after the expiration of the time for which by the rules of the library the article or property may be kept, is guilty of a misdemeanor. The parent or guardian of a minor who wilfully and maliciously commits any act within the scope of this section will be liable for any damages so caused by the minor. (Ord. 1880 § 1, 1994)

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Monterey Park Bruggemeyer Library Policy	Policy Number: 59-01
	Issue Date: May 28, 1959
	Revised Date: 6/16/59; 12/4/95; 5/9/96; 6/13/96; 8/8/96; 9/15/98; 6/19/01; 5/20/03; 12/14/04; 6/21/05; 8/21/06
Subject: By-Laws of the Library Board of Trustees	Library Board of Trustees' Approval
	Page Number 1 of 4
<u>Purpose:</u> These By-Laws establish a frame work for the Library Board of Trustees to conduct its business. <u>Provisions:</u> See attached pages.	

Monterey Park Bruggemeyer Library
May 28, 1959

By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library

- Article I
NAME This organization shall be called "The Library Board of Trustees of the Monterey Park Bruggemeyer Library" existing by virtue of the provisions of the Educational Code of the State of California (Sections 18910-18927) and the Monterey Park Municipal Code (Sections 2.80.020-2.80.060) and exercising the powers and authority and assuming the responsibilities delegated to it as under the said statute.
- Article II
OBJECT The object shall be to promote and strengthen the development of the Monterey Park Bruggemeyer Library particularly, and of libraries generally; to keep informed of national and state library developments and to convey that information to the electorate of the city so that there shall be an intelligent public opinion relative to libraries and the services they render.
- Article III
OFFICERS Section 1: Officers of the Board (President and Secretary) shall rotate annually at the July meeting. The Secretary rotates into the Presidency. The order of rotation into the Presidency shall be by date of appointment subject to a confirming vote.
Section 2: The President of the Board shall conduct meetings, appoint committees, fill all vacancies in committees, participate in discussions, make and second motions, vote, and perform the duties of a presiding officer.
Section 3: The Secretary shall keep the minutes of the regular meeting, or cause the Library's Secretary, who may be the ex-officio recording secretary, to keep the minutes. The Secretary shall also notify the members of any special meetings, write such correspondence as is necessary, and shall perform such other duties delegated by the President.
- Article IV
MEETINGS Section 1: The Board shall hold regular monthly meetings in the Monterey Park Bruggemeyer Library at 7:00 P.M. on the third Tuesday of each month unless the third Tuesday falls on a holiday, in which case the meeting may be held on the following Tuesday.
Section 2: All agendas shall be posted in the library and at City Hall at least seventy-two hours prior to the time of the meeting.
Section 3: Special meetings may be called by the President or Secretary and shall be called at the request of two members of the Board. Such a meeting shall be posted to conform with the Brown Act.
Section 4: When a Board member has four absences in a calendar year his/her seat will be considered vacant. After the third absence, the President shall send a

warning notice to the delinquent Board member via registered mail. Upon the fourth absence, the President will notify the Board member and the Mayor regarding the members= termination on the Board.

Section 5: A quorum for the transaction of business shall consist of three members of the Board.

Section 6: All Board members shall serve no more than two consecutive three-year terms. The exception to this is a member who was appointed to fill an unexpired term. If the time remaining is less than eighteen months, the person could serve two additional three-year terms. If the time remaining is more than eighteen months, the term would be considered as one of the three year terms. Trustees serve until their respective successors qualify and are appointed. Trustees who serve at least one full-term before they leave the Library Board will receive a plaque for their service.

Article V A City Librarian shall be appointed by the Board to serve during the pleasure of LIBRARIAN the Board. The librarian shall be considered an ex-officio executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. Specifically, the librarian shall be held responsible for the following:

- (1) Care of buildings and equipment
- (2) Direction of the staff
- (3) Appointment, dismissal, promotion, or demotion of staff members
- (4) A reasonable and progressive plan for extending the use of books and other communication media, and for developing information and reference services
- (5) Preparation of clear and definite reports on the library=s progress
- (6) Cooperation with other public officials
- (7) Maintenance of good public relations and of adequate publicity about the library and its services
- (8) Recommendations concerning the budget which will provide for the library=s orderly expansion
- (9) Expenditures and operation of the library within the terms of the budget
- (10) Determination of plan layout for the most efficient functional relationships and work areas. The City Librarian or his/her representative shall attend all Board meetings, except those at which his/her performance or salary is to be discussed.

Article VI
COMMIT-
TEES

Section 1: Special committees for the special purpose study and investigation may be appointed by the President, with the approval of the Board, such committees to serve until the completion of the work for which they were appointed.

Section 2: The Board shall meet as a Committee of the Whole to serve as the

evaluation committee for the City Librarian.

- Article VII
LIAISONS
- Section 1: A Board member, appointed by the President, will sit on the Library Foundation Board of Directors as a voting member. This appointment will be made each July for a term of one year.
Section 2: The President or a representative of the Friends of the Monterey Park Bruggemeyer Library shall be invited to attend each Board meeting.
Section 3: The MCLS Systems Advisory Board member shall be invited to attend all meetings of the Library Board of Trustees.
- Article VIII
- Section 1: The order of business shall include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.
Section 2: The City Librarian can add items to the agenda.
Section 3: Once the agenda is posted items cannot be withdrawn.
Section 4: The order may be changed by a vote of the majority of those members present.
Section 5: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board shall, by a two-thirds vote of its members, or a unanimous vote if less than two-thirds of its members are present, make findings of the existence of the emergency situation and include such facts in the minutes prior to taking any action on the item.
- Article IX
ANNUAL
REPORT
- The Board shall on or before August 31 of each year report to the City Council on the condition of the library, for the year ending the 30th day of June preceding.
- Article X
AMMEND-
MENTS
- These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present; provided a written copy of the proposed amendment shall be mailed to each Board member at least 15 days prior to the meeting at which such amendment is to be voted upon.
- Article XI
AUTHORITY
FOR
MATTERS
NOT
COVERED
- The current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall be the authority on all questions of parliamentary law unless in conflict with these by-laws or with the statutes of the State of California.

ATTACHMENT 3
MPMC 2.28 – Personnel Board

Monterey Park Municipal Code

Title 2 ADMINISTRATION AND PERSONNEL**Chapter 2.28 UNIFORM PERSONNEL SYSTEM****2.28.010 Adoption.**

In order to establish an equitable and uniform procedure for dealing with personnel matters, to attract to municipal service the best qualified persons available, to assure that appointments and promotions of employees will be based on merit and fitness as determined by competitive test, and to provide a reasonable degree of security for qualified employees, the following personnel system is adopted as a continuation of the existing uniform personnel system. (Prior code § 2200)

2.28.020 Personnel board—Creation.

There is created a personnel board of five members appointed by the city council in accordance with the provisions of Section 2.28.050 of this chapter, and sometimes referred to in this chapter as "the board." (Prior code § 2201)

2.28.030 Personnel board—Terms.

The terms of office of the members of the board shall be for four years. (Ord. 1571 § 1, 1982; prior code § 2201.1)

2.28.040 Personnel board—Vacancies.

Vacancies of the board shall be filled by appointment by the city council in the same manner as that in which the member being replaced was originally appointed. Each member, except those resigning or removed by the council, shall serve until his or her successor is appointed. (Ord. 1888 § 1, 1995; Ord. 1571 § 1, 1982; prior code § 2201.2)

2.28.050 Personnel board—Appointment.

(a) The city council shall appoint the members of the personnel board in the following manner: One member from a list of three persons nominated by the personnel of the Monterey Park fire and police departments, one member from a list of three persons nominated by the remaining employees of the city, two members from the community at large, and one member from a list of three persons nominated by a majority of the four previously appointed members. A majority vote of the city council shall be required to appoint a member of the personnel board.

(b) Nominations as required in subsection (a) of this section shall be made to the council within thirty days following notification by the council that such nominations are required. In the event nominations are not received within the thirty-day period, the council may proceed to fill the vacancies by appointment from the community at large. (Ord. 1888 § 2, 1995; prior code § 2201.3)

2.28.060 Personnel board—Qualifications.

Members of the personnel board shall be qualified electors of the city who are in sympathy with the application of merit principles to public employment. No person shall be appointed to the board who holds any salaried office or employment with the city, nor shall any member, while on the board or for a period of one year after his term has expired, be eligible for appointment to any office of employment of the city. (Prior code § 2201.4)

2.28.070 Personnel board—Organization—Officers.

The election of a chairman shall take place at the first meeting of the board held during the month of January of each year. The board may fill for the unexpired term any vacancy occurring in the office of chairman. (Prior code § 2201.5)

2.28.080 Personnel board—Meetings—Quorum.

The board shall hold a regular meeting at least once a month at times fixed by resolution. Special meetings may be called by the chairman or any three members of the board upon twenty-four-hours' notice. The board shall determine the order of business for the conduct of its meetings. Three members of the board shall constitute a quorum for the transaction of business. (Prior § 2201.6)

2.28.090 Personnel board—Powers—Duties.

The powers and duties of the personnel board shall be the following:

(1) As provided by the personnel system rules and regulations, the hearing of appeals submitted by any person in the competitive service relative to any disciplinary action, dismissal, demotion or alleged violation of this chapter or the personnel rules and the certification of its findings and recommendations as provided in this chapter;

(2) In any investigation or hearing conducted by the board, it shall have the power to examine witnesses under oath and compel their attendance or production of evidence by subpoenas issued in the name of the city and attested by the city clerk. It shall be the duty of the chief of police to cause all such subpoenas to be served and refusal of a person to attend or to testify in answer to such a subpoena shall subject the person to prosecution in the same manner set forth by law for failure to appear before the city council in response to a subpoena issued by the council. Each member of the personnel board shall have the power to administer oaths to witnesses;

(3) When requested by the city council or the city manager, the personnel board shall make inquiries and recommendations on any matter of personnel administration, such as standardization of hours of work, attendance and leave regulations, vacations, holidays and working conditions;

(4) The preparation and adoption by resolution, subject to the approval of the city council, of rules and regulations to supplement this chapter and establishing specific procedures governing such phases of the personnel system as:

- (A) Preparation, installation, revision and maintenance of a position classification plan covering all positions in the competitive service,
- (B) Formulation of standards and qualifications for each class, including residential requirements, if any,
- (C) Public announcement of all tests and the acceptance of applications for employment,
- (D) Preparation and conduct of tests and the establishment, approval and use of resulting employment lists containing names of persons eligible for appointment,
- (E) Certification and appointment of persons from employment lists, and the making of temporary and emergency appointments,
- (F) Evaluation of employees,
- (G) Transfer, promotion, demotion and reinstatement of employees in the competitive service,
- (H) Separation of employees from the city service through layoff, suspension and dismissal,
- (I) Development of employee morale, welfare and training programs,
- (J) Content, maintenance and use of personnel records and forms. (Ord. 1382 § 1, 1974; Ord. 1289 §§ 1, 2, 1971; prior code § 2201.7)

2.28.095 City council review.

Any decision, action, or failure to act or consider, by the board regarding or in connection with the establishment, amendment or revision of the classification plan may be reviewed by the city council for final approval. Within ninety days of any such action or inaction by the board, the city council, by majority vote, shall set a time, place and date for hearing and considering the action or inaction by the board. At the time of consideration by the city council, any interested person may appear and be heard. The decision of the city council shall be final. (Ord. 1820 § 1, 1991)

2.28.100 Personnel officer.

The city manager shall appoint a personnel officer, after consultation with the personnel board. The personnel officer shall perform the following duties:

- (1) Administer all provisions of this chapter and the rules established hereunder, in accordance with the policies and directives established by the personnel board;
- (2) Attend meetings of and serve as secretary of the personnel board, with such clerical assistance as may be necessary;
- (3) Have custody of all personnel records;
- (4) Accept all notices, requests for hearings, complaints and other official documents which are required to be filed with the personnel board;
- (5) Prepare rules and amendments thereof, for the consideration of the board;
- (6) Prepare a position classification plan, class specifications and revisions thereof, for the consideration of the board;
- (7) Prepare a plan of compensation, and revisions thereof, covering all classifications in the competitive service. This compensation plan and all revisions thereof shall be transmitted to the city council by the city manager with his recommendation for city council approval.

The duties of the office of personnel officer may be combined with those of any other office in the event the work involved does not warrant, in the discretion of the city manager, the creation of a special position. (Ord. 1289 § 3, 1971; prior code § 2202)

2.28.110 Competitive service.

The provisions of this chapter and the personnel system rules and regulations adopted pursuant to this chapter shall apply to all offices, positions and employment now in the service of the city, except:

- (1) Elective offices; provided, however, that in the event the people of the city by election change the status of any of the elective offices of the city to that of appointive offices, then at the expiration of his term of office, the person holding such office shall assume regular status without competitive test, providing that he or she has served in such position continuously for at least six months immediately prior to the expiration of his term of office. Thereafter, the incumbent and the position shall be subject in all respects to the provisions of this chapter and the personnel rules;
- (2) Positions on appointive boards, commissions and committees;
- (3) Persons under contract to supply expert, professional or technical services;
- (4) Volunteer personnel who receive no regular compensation from the city;
- (5) Part-time employees (such as crossing guards), per diem, hourly and seasonal employees;
- (6) Building official;
- (7) City librarian;
- (8) City manager;
- (9) Director of community development;
- (10) Director of economic development;
- (11) Director of human resources and risk management;
- (12) Director of management services;
- (13) Director of public works/city engineer;
- (14) Director of recreation and parks;
- (15) Financial services manager;
- (16) Fire chief;
- (17) Police chief;
- (18) Support services manager;

- (19) All of those transitional positions authorized by motion of the city council, which are funded in whole or in part by the federal government pursuant to Public Law 92-302 entitled the "Comprehensive Employment Training Act of 1973" and pursuant to amendments and extensions thereof. (Ord. 1969 § 1, 2000;

Ord. 1540 § 1, 1981; Ord. 1497 § 1, 1979; Ord. 1458 § 1, 1978; Ord. 1396 § 1, 1975; Ord. 1383 § 1, 1974; Ord. 1310 § 1, 1971; Ord. 1309 § 1, 1971; Ord. 1289 § 4, 1971; prior code § 2203)

2.28.120 Appointments.

Appointments to vacant positions in the competitive service shall be made in accordance with the personnel rules. Appointments and promotions shall be based on merit and fitness to be ascertained so far as practicable by competitive test. Appointments shall be made by the city council, city manager or other officer in whom the power to make appointments is vested by law, as the case may be. (Prior code § 2204)

2.28.130 Competitive service—Name certification.

If appointment is to be made from an employment or promotional list, the names of persons willing to accept appointment shall be certified by the personnel officer to the appointment power in the order they appear on the appropriate lists. The number of names certified shall be made in accordance with the personnel rules. (Ord. 1936 § 1, 1998; prior code § 2204.1)

2.28.140 Competitive service—Temporary.

In the absence of an appropriate employment list, or in the case of a temporary position that will not exist for more than six months, a temporary appointment of a person meeting the minimum training and experience qualifications for the position may be made by the appointing authority for a period not to exceed six months. An employment list shall be established within six months for any permanent position filled by temporary appointment. When a position is filled by temporary appointment, the personnel board shall record such action in the minutes of its meeting. (Prior code § 2204.2)

2.28.150 Competitive service—Temporary—Credit.

No credit shall be allowed in meeting any qualification or in the giving of any test or the establishment of any employment or promotional lists, for service rendered under a temporary appointment made in accordance with provisions of Section 2.28.140. (Prior code § 2204.3)

2.28.160 Probationary period.

Except as otherwise provided in any resolution and/or memorandum of understanding which is or has been approved, ratified or authorized by the city council and/or any administrative policy approved and authorized by the city manager to implement same, all appointments to position in the competitive service, except temporary and/or "at-will" appointments shall be in accordance with the personnel rules. During the probationary period the employee may be rejected at any time without the right of appeal or hearing. (Ord. 1968 § 1, 2000; prior code § 2205)

2.28.170 Probationary period—Promotion—Rejection.

An employee rejected during the probationary period from a position to which he or she has been promoted shall be reinstated to the position from which he or she was promoted, unless he or she is dismissed from the city service as provided in this chapter and the rules. (Prior code § 2205.1)

2.28.180 Status of present employees.

Any person holding a position included in the competitive service who, on the effective date of Ordinance No. 695* shall have served continuously in such position or in some other position in the competitive service, for a period equal to the probationary period prescribed in the rules for his class, shall assume regular status in the competitive service in the position held on such effective date without qualifying test, and shall thereafter be subject in all respects to the provisions of this chapter and the personnel rules.

Any other persons holding positions in the competitive service shall be regarded as probationers who are serving out the balance of their probationary periods as prescribed in the rules before obtaining regular status. The probationary period shall be computed from the date of appointment or employment. (Prior code § 2206)

* Ordinance 695 is included in the original codification.

2.28.190 Appointments subject to chapter.

The city council, city manager and any other officer in whom is vested the power to appoint, make transfers, promotions, demotions, reinstatements, layoffs and to suspend or dismiss employees, shall retain such power, subject to the provisions of this chapter and the personnel rules. (Prior code § 2207)

2.28.200 Suspension.

Any person holding a position in the competitive service shall be subject to disciplinary suspension without pay by the appointing power. Such suspensions shall not exceed ten calendar days for any one suspension nor a total of thirty calendar days in any fiscal year. A department head not having power of appointment may make disciplinary suspensions in accordance with the personnel rules. (Prior code § 2208)

2.28.205 Automatic resignation.

Any employee holding a position in the competitive service who is absent without a valid leave of absence for more than two consecutive working shifts, shall be deemed to have abandoned his position and to have resigned from the service, unless, within fifteen calendar days from the last day he or she worked or the last day he or she was on a valid leave of absence, he or she proves to the satisfaction of appropriate departmental supervision and the city manager that the absence was excusable.

Any person who has been terminated pursuant to this section shall have the right to appeal the automatic resignation decision to the personnel board in the time and manner as prescribed in personnel system rules and regulations. Nothing in this section, however, shall prevent the city from suspending or discharging an

employee for unauthorized absence. (Ord. 1382 § 1, 1974; Ord. 1316 § 1, 1972; prior code § 2208.1)

2.28.210 Transfer—Work assignment.

Employees may be transferred between departments by the city manager where such transfers involve work of the same civil service class as that in which the employee has status. Employees may be assigned within their department by the department head to work appropriate to their civil service class. No assignments or transfers shall be made to work of a civil service class different from that in which the employee has status, except work which is purely temporary and incidental thereto, or except in the event of grave emergency involving danger to life or property, and then only for such limited periods of time as may be required because of such emergency. Transfers and work assignments shall not be made for punitive reasons. An employee shall have the right of appeal to the personnel board in any case in which he or she believes the provisions of this section have been violated. (Prior code § 2209)

2.28.220 Disciplinary action.

No permanent employee in the competitive service shall be suspended, demoted, dismissed or subjected to any other disciplinary action unless such action is taken in accordance with and pursuant to personnel system rules and regulations. This section shall not apply to the abolition of a position pursuant to Section 2.28.230. (Ord. 1382 § 1, 1974; prior code § 2210)

2.28.230 Abolition of position.

Whenever in the judgment of the city council it becomes necessary in the interest of economy or because the necessity for the position or employment involved no longer exists, the city council may abolish any position or employment. The employee holding such position or employment shall be laid off, demoted or transferred without the filing of written charges and without the right of appeal in accordance with rules established by the personnel board. If, within two years, an appointment is to be made to any position or employment in any existing or new class having the same, or, substantially similar qualifications and duties as the position abolished, the employee laid off, demoted or transferred shall have the right to such appointment, unless he or she files a waiver in writing with the personnel officer; or, if laid off, he or she fails to report to the personnel officer within twenty working days after notice is mailed to his last known address. (Prior code § 2211)

2.28.270 Discrimination prohibited.

No person in the competitive service or seeking admission thereto shall be employed, promoted, demoted, discharged or in any way favored or discriminated against because of race, color, religion, national origin, political opinions or affiliations, sex, age, or physical handicap, except where sex, age, or absence of physical handicap constitute a bona fide occupational qualification. (Ord. 1516 § 1, 1980; prior code § 2215)

2.28.280 Age limits.

Minimum or maximum age limits for any examination for a position in the competitive service shall not be established and age shall not be a minimum qualification for any employment in the competitive service. Any person possessing all the minimum qualifications for a position is eligible to take any examination hereunder regardless of age, and neither the personnel board, personnel officer or appointing power shall adopt any rule prohibiting the employment of any person otherwise qualified solely because of age. This section shall be subject to the provisions of any applicable retirement system, and this section shall not prevent the city council from fixing minimum or maximum age limits for employment of policemen or firemen. (Prior code § 2216)

2.28.300 Right to contract for special services.

The personnel board shall consider and make recommendations to the city council regarding the extent to which the city should contract for the performance of technical services in connection with the establishment or operation of the personnel system. The city council may contract with any qualified person or agency for the performance of all or any of the following responsibilities and duties imposed by this chapter:

- (1) The preparation of personnel rules and subsequent revisions and amendments thereof;
- (2) The preparation of a position classification plan, and subsequent revisions and amendments thereof;
- (3) The preparation of a plan of compensation, and subsequent revision and amendments thereof;
- (4) The preparation, conduct and grading of competitive tests;
- (5) Special and technical services of advisory or informational character on matters relating to personnel administration. (Prior code § 2218)

2.28.310 Appropriation of fund.

The city council shall appropriate such funds as are necessary to carry out the provisions of this chapter. (Prior code § 2219)

View the [mobile version](#).

ATTACHMENT 4

Draft Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING MONTEREY PARK MUNICIPAL CODE CHAPTERS 2.28, 2.80 AND 2.90 TO LIMIT TERMS OF APPOINTED OFFICIALS SERVING ON THE CITY'S PERSONNEL BOARD, PUBLIC LIBRARY BOARD AND TRAFFIC COMMISSION.

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

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

- A. In 2013, voters overwhelming adopted Measure MP-EE which imposed term limits upon elected officials within the City of Monterey Park.
- B. After approval of Measure MP-EE, the City Council in 2013 placed limits upon the terms of appointed officials including, without limitation, the Planning Commission. These changes are partly reflected in Monterey Park Municipal Code ("MPMC") § 2.82.050.
- C. These limits were not, however, extended at that time to the Personnel Board, Library Board, or Traffic Commission.
- D. To help ensure equal treatment, it is in the public interest for the City Council to impose reasonable term limits on persons serving on all appointed boards and commissions to the extent permitted by applicable law.

SECTION 2: For the Personnel Board, MPMC § 2.28.030 is repealed as follows:

~~"2.28.030 Personnel board — Terms.~~

~~The terms of office of the members of the board shall be for four years."~~

SECTION 3: MPMC § 2.82.030 is amended to read as follows:

"2.82.030 Further provisions.

- (a) Member qualifications and/or committee duties or responsibilities may be revised or amended by city council resolution.
- (b) Members of the library board, ~~traffic commission, and personnel board~~ are not subject to this chapter, pursuant to Education Code § 18911.
- (c) Persons serving on one committee cannot simultaneously serve on another committee."

SECTION 4: For the Library Board, MPMC § 2.80.030 is amended to read as follows:

"2.80.030 Term of office.

~~Pursuant to Education Code § 18911, The terms of office of for the a trustees shall be is for three years. No person may serve more than two consecutive terms as a member of the board. The members of the first board shall classify themselves by lot to stagger the five members' first term over the initial three year period. Each trustee, except those resigning or removed by the city council, shall serve until his or her successor is appointed."~~

SECTION 5: For the Traffic Commission, MPMC § 2.90.010 is amended to read as follows:

"2.90.010 Creation.

~~A There is created and established a traffic commission is created in accordance with Chapter 2.82, which shall consist of five members. Each of the five council members shall nominate one member for a total of five members. All nominations by the council members are subject to the ratification by the city council. However, should a nominee be rejected, the city council member recommending the appointment shall retain appointing authority to submit another nominee. The members serve at the pleasure of the city council."~~

SECTION 6: *Environmental Review.* This ordinance is exempt from review 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") because it constitutes an organizational or administrative activity of the City that will not result in direct or indirect physical changes in the environment. Accordingly, it is not a "project" that has the potential to cause significant physical effects on the environment and is not subject to CEQA pursuant to CEQA Guidelines §§ 15061 and 15378.

SECTION 7: Repeal of any provision of the MPMC will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 8: If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 9: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Monterey Park's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 10: This Ordinance will take effect on the 30th day following its final passage and adoption.

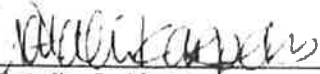
PASSED AND ADOPTED this ____ day of July, 2018.

Stephen Lam, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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

By: 

Natalie C. Karpeles, Deputy City Attorney



City Council Staff Report

DATE: August 15, 2018

AGENDA ITEM NO: Consent Calendar
Agenda Item 3-E.

TO: Honorable Mayor and Members of the City Council
FROM: Diana Garcia, Acting City Librarian
SUBJECT: FY 2017-18 Annual Report for the Monterey Park Bruggemeyer Library

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Continue the review of the Library's Annual Report for FY 2017-18; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Staff is submitting the library's annual report as per Municipal Code 2.8.060 and is requesting a continuation of its review to the regularly scheduled meeting of September 19, 2018.

By:


Diana Garcia
Acting City Librarian

Approved by:


Ron Bow
City Manager

Reviewed by:


Karl H. Berger
Assistant City Attorney

ATTACHMENT:

1. Library Annual Report for fiscal year 2017-2018

ATTACHMENT 1
Library Annual Report for fiscal year 2017-2018



Monterey Park Bruggemeyer Library Annual Report 2017 /18





Message from the City Librarian

The Monterey Park Bruggemeyer Library is a community based organization that serves the City of Monterey Park and surrounding communities in the San Gabriel Valley. The mission of the library is to meet the cultural, educational, and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services.

The Library, known as the “gem” of the city, supports the community in advancing learning and knowledge by linking learning theory and practice in all disciplines and preparing community members for lifelong exploration, from early childhood to adult leadership and careers in a changing multicultural world.

Librarians and paraprofessional staff are sorters of information and educators with a wide range of specializations. As such, they have developed active and engaging programs to help patrons in their discovery, evaluation, and use of information resources. Of equal importance is our work with students from our local schools to teach them how to critically and ethically use information. The library supports student success, helps our community to understand what is necessary and valuable to improve the quality of learning and prepares them to be better researchers, as well as informed citizens.

The primary sources of revenue for the library were contributions from the City's General Fund and Retirement at **\$2,192,000**, Measure C with **\$532,000** and **\$164,000** in grants, and Passports Services as well as some donations. Overall, the library had a **\$2,887,539** million budget for the 2017/18 fiscal year that included funding from all these resources with a **26.25 Full-Time Equivalent (FTE)** - the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on **full-time** schedules. Revenues were used to help fully fund and support operations of the library, salaries and benefits of full time and part time staffing, support operational expenses, comply with building renovation debt payment, and expand the library's collection.

Approximately **287,188** patrons visited the library in fiscal year 2017/18 to enjoy the opportunities to read, be entertained, become better educated or just sit and read a book or newspaper in a friendly environment. The library continued to increase the depth of programming to expand and incorporate more on- hands technology instruction to our patrons and invite patrons to interact in book clubs, attend cultural and historical presentations, look for employment in our career center and enjoy the diversity of children's programs and literacy. Several computer classes addressed how to construct social media sites, teach young parents how to protect their children while on the internet and learn basic to advanced computer skills. Computer classes for adults in Basic Mandarin continued to be offered. The library also supported children with literacy challenges through the Reading Rockets program.

TECHNOLOGY

The kinds of projects that save money and that move the library forward technologically require a diversity of voices — the input and expertise of library personnel from multiple divisions and other City departments. Library staff continued reaching out to other City Information Technology (IT) staff as well as other libraries and had discussions on their platforms and integrated systems. It has been very beneficial to have formal lines of communication between departments and libraries, and I know I have appreciated the “staff voice” as part of my leadership team in discussions and in the decision making process that was intrinsic for successful outcomes of technology resources and services. This was a logical extension of the partnerships and collaboration between City departments that has only increased over time.

Sharing expertise makes day-to-day work flow more efficiently. There are also several high-level projects that made tremendous progress this year, thanks to the hard work of dedicated staff from diverse organizations. The Kiwanis organization secured additional support for Children’s Services by providing funding for additional books and most recently a portable language translator for all reference desks to better serve immigrant patrons’ language gap exchange. Additionally, Asian American Economic Development Enterprise (AAEDE) reestablished support for the children’s literacy project Reading Rockets and supported the purchase of the Starlet App tracker of early literacy exposure in the pre-formative years of our toddler population.

The newly formed web-based committee which was composed of IT leaders from all library divisions also made great progress through collaborations, thus taking the lead on implementing up-to-date information on the library’s website and Twitter account. This newly formed committee has increased protection of our website network by monitoring and establishing revised and current data classifications, implementing programs on the virtual network, and expanding outreach to the community with educated information about library resources, computer classes on safe and secure computing practices and many other resources available to our public.

High Performance Server and storage systems are traditionally upgraded every three years, and the older systems retired. In order to increase to such capacity, the library needs to upgrade to cloud based systems as planned to expand the cycle from three years upgrades to unlimited wide variety of high-end storage systems flexible to augment the current systems rather than replacing them. This will double the available processing internet and network power and meet the more unique needs of our integrated systems and public demand.

DESIGNING COLLABORATIVE CLASSROOMS AND LEARNING SPACES

Staff, administrators, and technologists have been exploring the use of new innovative learning spaces and pedagogies to enhance student reading centers and learning outcomes. The literacy program which supports adult literacy and Citizenship Preparation has been working on creating an online long distance bilingual Spanish ESL curriculum that can be uploaded to iPads while Children’s Services staff is exploring projects to establish an active learning space environment that will provide an ambiance of extended learning areas.

ADMINISTRATION



The purpose of the Administration Division of the Monterey Park Bruggemeyer Library is to oversee the day to day operations of the library. These operations include maintaining a balanced budget, managing staff, enhancing services to the community and encouraging and promoting diversity in programs that range from educational to art exhibits and entertainment. The scope of management include ensuring

that the library provides these services to the public which include resources such as reference transactions, book collection, public computers, internet access, career center services, instructional curriculum for personal and workforce education and information to the community. Under the governance of the Library Board of Trustees, the administrative staff adopts necessary policies and procedures to preserve an equitable and conducive environment. Collaborating with other City Departments, the Administration Division also develops cooperative relationships to ensure the administration of necessary compliance with building codes, safety measures, personnel relations and compliance to the city administrative policies and procedures. Staff trainings are also promoted and encouraged through administration to support the professional development of library staff.

Library Board of Trustees

Under Municipal Code 2.80.050, the five-member Library Board makes and enforces all rules, regulations, and bylaws necessary for the administration, government and protection of the Monterey Park Bruggemeyer Library. The Library Board of Trustees for 2017/18 consisted of **David Barron, Betty Morín, Jason Dhing, Gloria Guerrero and Andrew Yam.**



Above from left: City Clerk Vincent Chang, Trustee Andrew Yam and City Librarian Norma Arvizu

Following interviews on September 11, 2017, the City Council reappointed David Barron to the Library Board of Trustees for his second term and appointed Andrew Yam to his first term. Both terms will expire June 30, 2020.

Trustee Barron continued as President of the Library Board through June 2018. At 18, Trustee Yam was the youngest candidate ever appointed as a trustee. He graduated from Mark Keppel High School and is now enrolled at the University of California at Irvine majoring in Political Sciences. He is the son of former Library Board Trustee Janet Yu. Trustees Barron and Yam officially began their terms at the Library Board of Trustees meeting on September 19, 2017 with the oath of office administered by City Clerk Vincent Chang.



Library Gala

Record-setting turn-out and donations marked the Monterey Park Library Foundation's annual Gala on Friday, April 27, 2018 at Luminarias restaurant. Library supporters filled 32 tables and the event raised more than \$44,000 with some donations still forthcoming!

The Library Foundation honored former Library Board member Janet Yu for her contributions to the library and community. U.S. Congresswoman Judy Chu flew in from Washington D.C. to present the award to Janet and commend her for dedication and innovation. Janet gave heartfelt thanks to the Foundation, her fellow Trustees and her family.



Above from left: Library Foundation President Bob Gin, Janet Yu, U.S. Congresswoman Judy Chu and Charles Yam.

Below: City Manager Ron Bow surveying available raffle prizes.



Mike Eng, former State Assembly member, Monterey Park City Council member and Library Board Trustee, emceed the event and kept the audience entertained with his unique humor. For the first time a photo booth was available so those in attendance could pose with friends and colleagues and receive a memento of the evening. This proved to be very popular.

Attendees purchased raffle tickets and bid on items in the silent auction. Prizes ranged from tickets to a Los Angeles Dodgers game to gift certificates to local restaurants to a sapphire-encrusted ladies watch. Keeping in the spirit of the evening, supporters were generous.

Day at the Races



From left, Dora Leung, Theresa Amador, Jason Dhing, Stephen Lam, Alicia Martinez and Dolores Rillos

The **Library Foundation** held the third annual **Day at the Races** fundraiser at the Santa Anita Park race track on Saturday, October 7, 2017. It was a gorgeous day for enjoying the thrill of the races, connecting with friends and savoring a delicious gourmet buffet lunch while supporting the library. Among those in attendance were Library Foundation members Bob Gin, Theresa Amador, Dolores Rillos, Alicia Martinez, Carol Sullivan and Mary Ann Garcia-Barlow; Library Board of Trustees Dave Barron, Jason Dhing and Andrew Yam; Friends of the Library members Nancy Gilmore, Lilian Kawaratani, and Rosalie Toltzman; Monterey Park City Council member Stephen Lam; Los Angeles Community College District Trustee Mike Eng and other prominent members of the community.



Clockwise from bottom left, Jason Dhing, Carol Sullivan, Walter Beaumont, Shirley Hwong, Dan Costley and Larry Sullivan

High Tea at the Library

On the afternoon of Saturday, February 3, 2018, instead of the usual mix of adults reading newspapers, using computers or increasing their literacy, students researching for school and children enjoying books and creative play, the library was visited by 85 stylish women in fashionable dresses and fancy hats and handsome men in equally fine-looking apparel for the Library Foundation's inaugural High Tea.



From left: Bob Gin, City Librarian Norma Arvizu, Carol Sullivan, Theresa Amador and Jason Dhing



High Tea participants gathered at tables to enjoy the food, musical entertainment provided by the Mark Keppel High School String Ensemble and the Alhambra High School Jazz Band and each other's company. Among those attending included Library Board members Jason Dhing, David Barron, Betty Morín and Andrew Yam (who also roamed the event serving as a volunteer photographer for the event, which is why he is not visible in any of these photos!); Library Foundation members Bob Gin, Theresa Amador, Dolores Rillos, Carol Sullivan, Mary Ann Garcia-Barlow and Alicia Martinez; Mayor Stephen Lam and City Council members Peter Chan and Hans Liang; and Library staff Norma Arvizu, Gwen Kishida, Diana Garcia, Evena Shu and Jose Garcia (who also took photos). Response from those who attended was extremely positive – guests said that they had a wonderful time and were looking forward to next year!



Friends of the Monterey Park Bruggemeyer Library

Since 1962 the **Friends of the Library** have continued to be a positive force in the Monterey Park community by providing volunteers and financial support to the Monterey Park Bruggemeyer Library. Membership dues, donations, and proceeds from the sales of donated books in the Friends Bookstore allow the Friends to be an on-going benefactor for the library. The Friends have been able to provide financial support for library programs and have contributed funding for

literary, educational, technological and cultural events to serve the diverse needs of this community.

The Friends helped sponsor the Summer Reading Program by funding the prizes children received for reading and reporting on what they read. They also fund the refreshments for the various programming throughout the year. The Friends also sponsored a staff appreciation lunch for Library Workers Day during National Library Week. **In all, the Friends sponsored library programs and activities in the amount of approximately \$10,000 for the year!**



The **Friends of the Library Bookstore**, staffed by a core group of dedicated volunteers, continues to offer discounted books, magazines and DVDs for the education and enjoyment of library patrons. **The bookstore raised \$7,905.20 in sales from July 2017 – June 2018.**

Thank you to the dedicated volunteers who staff the bookstore and make it possible to provide this service to library patrons and generate income to support the library's activities! The entire community benefits from their efforts.

Community Outreach



Volunteers

Volunteer hours for fiscal year 2017-2018 totaled 7,441 hours with as many as 1,135 enthusiastic and dedicated volunteers offering their time and talents to the library.

According to Independent Sector, a nonpartisan leadership network for

nonprofits, foundations and other organizations, the estimated value of volunteer time is \$24.14 per hour. Carrying out that calculation would mean that **volunteers provided over \$179,626 worth of work for the library!** Even if the value of volunteer time was calculated only at California's current minimum wage of \$11.00 per hour, it would mean that this past year volunteers provided \$8,851 worth of work to the library!

credit, Victor, Gil, Leo, Cecilio and Lisa continue to ready and willing to help out wherever needed. The condition of the library would suffer greatly without their hard work!

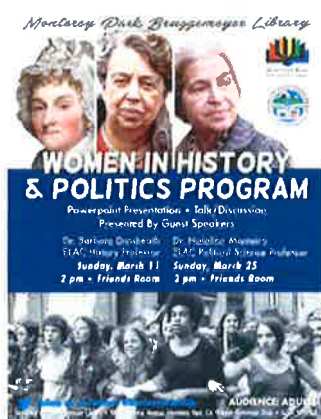
2017 – 2018 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Design a strategic marketing and outreach plan with efforts such as printing, advertising, or promotional items for library publications with a new recognizable logo.	Staff has discussed branding and is implementing consistency in library name font style and other promotional efforts. With improvements to the library website, event flyers are featured more prominently and are updated regularly.
2. Create excellent directional aids so that information and services can be found efficiently throughout the library.	The library has discussed the need for additional specific signage for Passport Services and other revamped areas.
3. Conduct assessment of customer services on a quarterly basis and compare results against established baseline and benchmarks.	The library's management team has met to discuss the parameters of the assessment and determine the format and content of a survey to be presented to patrons on-site and on the website.
4. Further integrate the library services into the local school and business communities by participating in local fairs and public events.	Staff participated in the City's Geranium Festival on October 14 and the Lunar New Year Festival on February 3 and 4 as well as several Farmers Markets and the National Night Out on August 1. At the Cherry Blossom Festival in April, the Teen/YA Librarian and Junior Friends had a booth promoting library services and activities while LAMP staff provided passport services. Staff continue to make school visits on a regular basis.



Geranium Festival

Reference staff participated in several City festival programs including the Chinese New Year Festival, Cherry Blossom Festival and the Geranium Festival. The Junior Friends participated at the events assisting with craft activities with the public while staff shared information about library programs and services to festival visitors.



Women's History Month Program Series

A Women's History Month program series engaged the community in celebrating the stories of women who made and are currently making a difference in women's history. The program series also helped to raise awareness of the many issues women currently face. This year, the library partnered with East Los Angeles College (ELAC), inviting two professors from the Women/Gender Studies program to present lectures and discussions at the library on women in history and politics on March 11 and March 25 in the Friends Room. The partnership helped to build bridges between the library and ELAC. Professors Dr. Barbara Dunsheath and Dr. Natalina Monteiro publicized their library lectures on ELAC's National Women's History

Month program flyer that was posted online for ELAC students. The professors also encouraged students to attend their lectures at the library.



Cultural Programs

Cultural heritage programs were presented at the library to celebrate the Chinese New Year, Mid-Autumn Festival and National Hispanic Heritage month. Cultural foods, films, guest speakers, music, folk dance performers, and art workshops engaged the community in the festivities.



Art Exhibits

The public had the opportunity to view award winning artwork from the Chinese American Citizens Alliance biennial national student art competition at the library. The theme *Our Community, Our Future* provided youth K-12 with the opportunity to illustrate, what community means to them and their hopes for the future. The competition was co-sponsored by the Chinese American Museum. Reference staff installed the art exhibit for public viewing in the front lobby.

TECHNICAL SERVICES



GRANT PROJECTS: Evena Shu, Technical Services Senior Librarian, successfully applied for multiple grants for the library so the library participated in the following:

- 1) California Humanities: California Center for the Book's *Californians: Community Conversations about Immigration* grant which includes a bookshelf of 20 books and DVDs representing a variety of cultures and immigration.
- 2) *21st Century Technology for Tweens and Teens* grant of \$5,000 from Southern California Edison to purchase 10 Chrome books and technology equipment: Evena implemented three inaugural Google CS First coding classes with 175 Tweens and teens in attendance. Kiwanis Club donated 6 additional chromebooks for the Children's Department.
- 3) *Building 21st Century Robotics Skills for Tweens and Teens* grant from Southern California Edison for the second year: the library was awarded \$5,000 to purchase Lego Robotics sets and Arduino sets for the coding classes. Evena planned two Robotics workshops for Children Department in May 2018 and three Robotics series program for the Teen Summer Reading Program.
- 4) *Libraries Illuminated* grant: for \$23,066 to fund 20 laptops and wireless printing software
- 5) *The Federal Depository Library Program's Cataloging Record Distribution Program*: The library receives free catalog records for the government documents to allow 24/7 access on the web.
- 6) *Open Data Equity for the Main Street* test beta curriculum, a California statewide project: Evena and Jessica Rodriguez, Library Technician, taught four community classes about open data.

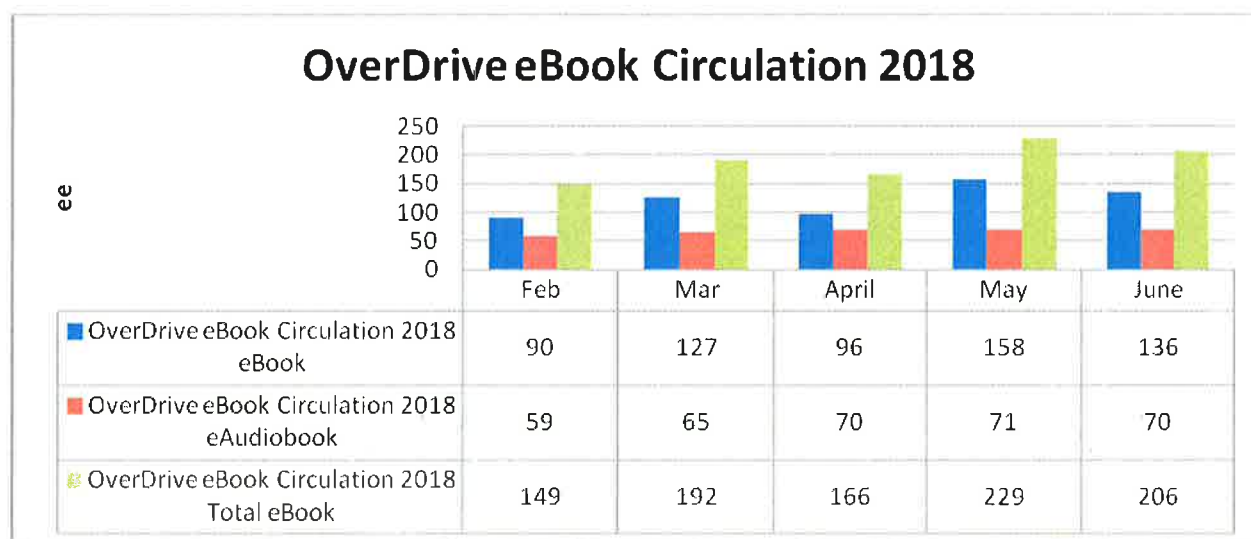
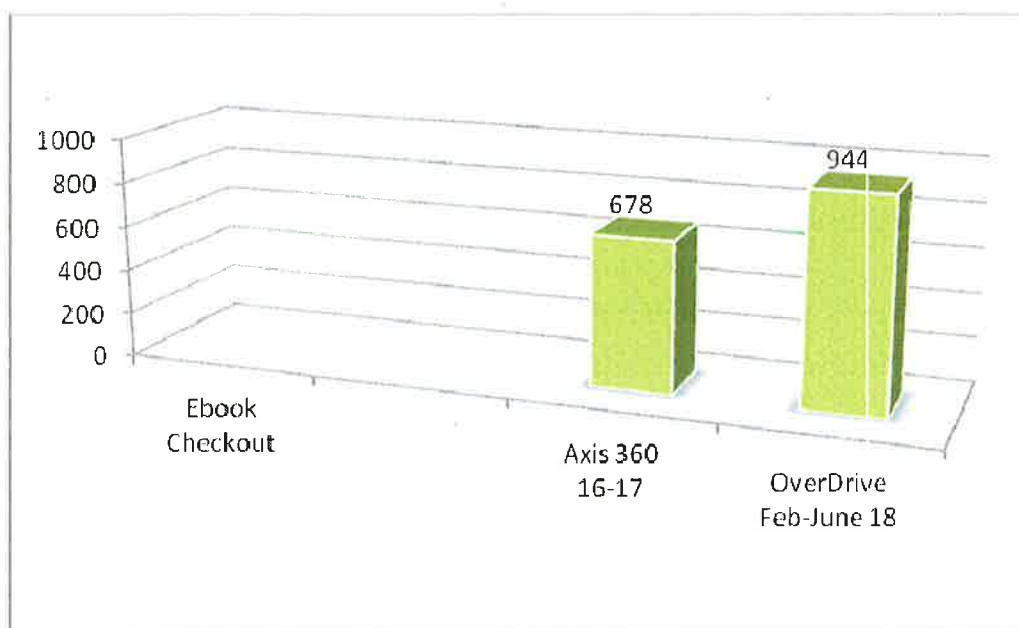
COMPUTERS/WIRELESS: The library replaced six computers for Circulation and three public computers for the Career Center computers.

TECHNOLOGY: The library continues to use Sam/Comprise for the timeout management and printing. The timeout management and printing software is paid by the Library Foundation.

SELF- CHECK: Library patrons continued to use the 3M's self-check machine as a convenient alternative to checking out materials through Circulation desk staff.

SECURITY CAMERA: The library continued to use the security camera server for both internal and external cameras.

EBOOKS: The library discontinued eBooks using Baker's and Taylor Axis 360 in November 2017 and switched to Overdrive. Total checkout from February to June 2018 for Overdrive was 944 compared to 640 with Axis 360 in 2016-17.



GIFTS: The library added 562 gifts with a value of \$6,929.56

INTERLIBRARY LOAN: The library borrowed 8 items from other libraries for our patrons and lent 6 items to other libraries for their patrons.

MENDING: Technical Services staff and volunteers repaired 1,076 items. Staff cleaned 32 CDs and DVDs.

CIRCULATION SERVICES



HOURS OPEN: The library was open seven days a week for a total of 44 hours per week. Total hours for this fiscal year were 2,127 hours open for the public.

ATTENDANCE: Attendance at the library for the fiscal year was 301,135.

CIRCULATION TRANSACTIONS: Library materials borrowed by patrons totaled 206,763 items for the year. *For specific library material checkout numbers, see chart.*

Patrons returned to the library 179,068 items which were then checked in, sensitized and shelved within 48 hours by Circulation library staff.



LIBRARY CARDHOLDERS: A total of 43,772 cards allowing access to the facilities and collection of the Monterey Park Bruggemeyer Library are currently active. Of these cards, 3,157 were issued this fiscal year.

NOTICES SENT: The library will send out reminder emails to patrons who allow the library access to their email account. The library sent 2,303 emails to patrons reminding them to return late library materials. Using postal mail the library sent 4,689 overdue notices of items one week late to patrons. Following that notice were 932 billed notices of library materials 21 days late.

HOLDS REQUESTED: Patrons have made requests for 976 specific titles. Of those requests Circulation was able to fill 786. The following numbers show the resident cities of those requests that we were able to fill this fiscal year with Monterey Park residents being the primary users:

Filled	570
Monterey Park	648
Alhambra	26
Cerritos	5
Los Angeles County	84
Montebello	12
Rosemead	53
Los Angeles (City)	6
Monrovia	3
San Francisco	1
Santa Fe Springs	9
Whittier	1
Other	3
TOTAL	786

CIRCULATION STAFFING:

Circulation staff who received Employee of the Month honors included all part-time Library Pages in July 2017 for continuing to shelve by carrying boxes of books upstairs while the elevator was out of order for an extended period of time, full-time Library Clerk Lina Nguyen in April 2018 and part-time Library Page Jeffrey Lau in June 2018, both for exceptional job performance.

July 2017 Circulation part-time Library Pages shifted the BluRay DVDs to make more room for the growing collection. The library began using a new mends procedure to assist in tracking where library material is and how long it remains in Technical Services for repair.

August 2017 Circulation part-time Library Pages shifted the Children's International collection and the Adult International DVD collection to increase shelving space.

September 2017 Circulation part-time Library Page Lauren Frazier was promoted to Circulation Library Clerk. Circulation also hired Carina Li as a new Circulation Library Page.

October 2017 Library staff was trained in the use of the MeeScan checkout app for mobile phones and a soft opening began to the public.

November 2017 Part-time Library Pages relocated the Adult paperback spin racks to the Adult Fiction area to increase visibility. Part-time Library Clerk Otto Ly separated from the library in November.

December 2017 Emily Thammavongsa began her position of part-time Library Page.

January 2018 Part-time Library Page Dorothy Inouye retired after 20 years of service. Part-time Library Pages shifted and relocated the Children's DVD and CD collections to visually highlight the collections. Shelving was also removed in that area.

April 2018 The library celebrated National Library Week with giveaways to our patrons. Library staff attended training on Starling usage and Circulation reviewed the agreement and checkout policy for the Starlings. Long time part-time Library Clerk Belinda Tran left the library after obtaining a full-time library position with the County.

May 2018 Part-time Library Clerk Lauren Frazier began working in both Circulation and Children's department to assist that department with coverage. Part-time Library Page Emily Thammavongsa began working in both Circulation and Technical Services to assist that department with coverage.

June 2018 Circulation lost two employees: Lauren Frazier resigned for a full-time library position and Carina Li, part-time Library Page, who graduated from Mark Keppel High School in June and will be attending California State University Fullerton in the fall.

CIRCULATION (CHECKOUT) STATISTICS		
ALL LOCATIONS		
LOCATION	Jul 17-Jun 18	
	PERCENT	QTY
Adult Fiction	1.5%	3042
Adult Non-Fiction	3.3%	6753
Adult Paperbacks	0.4%	880
Audio Collection	0.1%	152
Audio Books Collection	0.2%	384
Children's Board	5.7%	11858
Blu-Ray New Release	0.2%	317
Blu-Ray Feature	0.2%	350
Career	0.0%	62
Children's Books on CD	0.0%	37
Children's CD	0.3%	559
Compact Disk	0.8%	1749
CDVD	0.5%	1026
CDVD Feature	0.2%	356
Children's Easy Fiction	11.0%	22760
Children's Easy Non-Fiction	4.3%	8948
Children's Fiction	27.3%	56390
Children's Graphic Novels	4.5%	9343
Children's REF DESK	0.0%	8
Adult RefDesk	0.3%	555
Children's International	3.7%	7682
Classic Collections	0.6%	1244
CHINESE LEARNING COLLECTION	0.0%	103
Children's Non-Fiction	6.5%	13506
Children's Office	0.0%	6
Children's Paperbacks	11.0%	22679
Children's Periodical	0.1%	196
Children's Recordings	0.4%	839
Children's Audio Books	0.1%	121
DVD	0.2%	451
DVD Feature	1.3%	2654
New Release DVD	0.4%	910

LAMP LITERACY



The LAMP Literacy Program continued to flourish in the 2017/18 fiscal year. With Acting Literacy Administrator Jose Garcia at the helm for the second year, part-time Library Clerk Angelica Marquez taking on greater responsibilities, and part-time Library Clerks Hannah Chin, Jay Delgado and Gloria Nguyen with one year of experience under their belt, there was a measure of stability in

the LAMP program that had been missing the last couple of years. Now that the staff was comfortable and familiar with their respective roles, everyone was able to contribute to the growth of the program. Through innovation and teamwork, this year the LAMP Literacy Program began to create an identity for itself.

Marketing was the main strategy in building the identity of the LAMP Program and it started with the Library website. In August 2017, Jose along with Children's Librarian Kristin Olivarez put together a Website Committee consisting of one member from each department with the purpose of restructuring the library homepage and improving visibility and navigation. The committee members brainstormed ideas to create more intuitive menu items and remove unnecessary clutter from the homepage. From there, Jose cleaned up the Literacy page and updated the information about the services offered.

During Adult Literacy Awareness Month in September, LAMP staff placed posters in strategic locations throughout the library with statistics about the effects of illiteracy and information about how to help. They also purchased a custom tablecloth and set up an information table at the library entrance with a sign-up sheet for the tutor training that month. The display drew a lot of attention as many people stopped by the table to ask about the program. Thanks to this effort, they were able to recruit 12 new tutors for the program.



ESL and Citizenship Preparation Classes

ESL and Citizenship classes continued to be as popular as ever. The library offered eight ESL classes and three Citizenship preparation classes this year in which LAMP staff and teachers served 728 students who received 26,421 hours of instruction thanks to the 46 volunteers who contributed 2,381 hours of service. Majority of the classes filled up shortly after registration began and the waiting list grew to 130.



Citizenship Preparation remains as one of the more popular components of our literacy program and attracts students across several counties. This year, the literacy program assisted 78 Citizenship Preparation students gain their Citizenship status by passing their Naturalization Exams.



*From left:
David Barron,
Jose Garcia,
Andrew Yam,
Mike Eng,
Sam Fechenbach,
Norma Arvizu and
Jason Dhing*

Tutor Recognition

The Tutor Recognition event was held on Saturday, December 16, 2017 at Luminarias Restaurant in Monterey Park. Acting Literacy Administrator Jose Garcia was the Master of Ceremonies. The 50 people in attendance enjoyed a delicious spread of organic baby greens salad and fresh seasonal fruit to begin with, followed by Lemon Pepper Chicken and Roast Top Sirloin of Beef along with scalloped potatoes and seasonal vegetables.

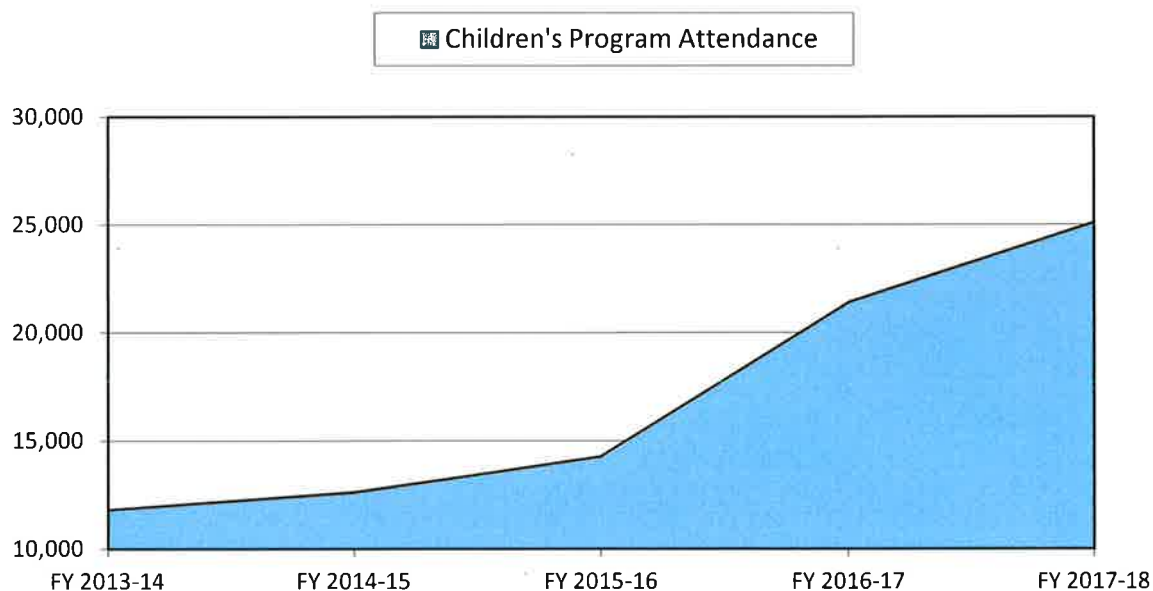
The program began with current LAMP citizenship student Ai Ping Lu leading attendees in the pledge of allegiance, followed by a warm welcome by City Librarian Norma Arvizu. City Council member Peter Chan also shared a few words of encouragement before the Honorable Mike Eng presented the Harvey Elparin Tutor of the Year Award to ESL Instructor Sam Fechenbach. Sam has contributed over 650 hours to the LAMP Literacy program since he started volunteering in 2014 and his dedication and determination to help others has been a big contributing factor to the success of the LAMP Program. Jose Garcia concluded the event by presenting certificates to all LAMP volunteers.

LAMP Classes for Fiscal Year 2017/18

Citizenship Preparation	Mondays	6:00 – 8:00 p.m.	Lilian Kawaratani
Citizenship Preparation	Wednesdays	10:00 a.m. – 12:00	Anabelle Chu
Citizenship Preparation	Sundays	p.m.	Lee Zambrana
Citizenship Support	Wednesdays	1:00 – 3:00 p.m.	Betty Li
		12:00 – 1:00 p.m.	

2017 – 2018 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Develop a distance learning program that offers Citizenship Preparation to the community's Spanish speaking adult residents unable to attend onsite Citizenship classes.	Ongoing. Staff has begun researching content for citizenship preparation that can be loaded onto iPads for circulation.
2. Restructure initial assessment of adult learners to better assist the tutors in developing their curriculum around the needs and goals of the student.	Ongoing. Staff is researching what other Library Literacy Programs are currently using to assess their learners.
3. Boost passport application intake by increasing service hours and extending to include passport services during special events.	Completed. LAMP has increased passport acceptance hours during peak months to include Sundays from 1-4 p.m. Another passport event was offered during the City's Cherry Blossom Festival on April 21 and 22.



Programming and Services

Storytimes

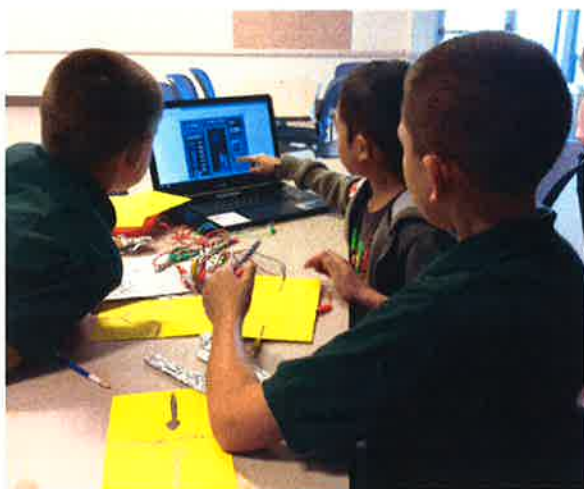
The Children's Department holds five storytimes weekly: two for babies and toddlers, a preschool storytime for 3-5 year olds, and two all ages family storytimes. These continue to be at the core of our early literacy offerings and are designed to model effective reading practices for parents and to inspire a lifelong love of reading in children. **Due to the talents of Children's staff storytimes are very well-attended, attracting up to 450 children and caregivers each week.**

Attendance at baby storytimes grew this year, averaging approximately 170-200 attendees in each program, and prompting the addition of a second, concurrent session in the Friends Room beginning in August 2017. Staff created a ticketing system and attendance has remained high since the dual storytime system was implemented.

Spanish bilingual storytimes began in May 2018, to a robust response— programs have averaged 30-40 attendees. Storytimes are conducted by Jennifer Garcia, a trained volunteer, and occur once a month.

Programming

Educational and enrichment programs offered in the Children's Department include Little Explorers, a sensory and process art program for children 0-5 and their caregivers; monthly Afterschool Art and Tween programming; holiday programs such as Santa Storytime and the Halloween Carnival for families; Homeschooler meet-ups; and author visits. These activities serve children birth through 12 years of age, and their families, and are developed to encourage discovery, exploration and learning in the library.



Homework Help

The Children's Department offers homework help afterschool during the school year for elementary school children. This program, run using high school volunteers as tutors, continues to be popular with parents and children. During FY 2017-18, under the administration of Children's Librarian Kristin Olivarez the Homework Help program was enormously successful. The library **served 280 children and assisted with 942 homework questions**, and tutors volunteered **over 284 hours**.



Reading Incentive Programs

In-N-Out Cover to Cover Program

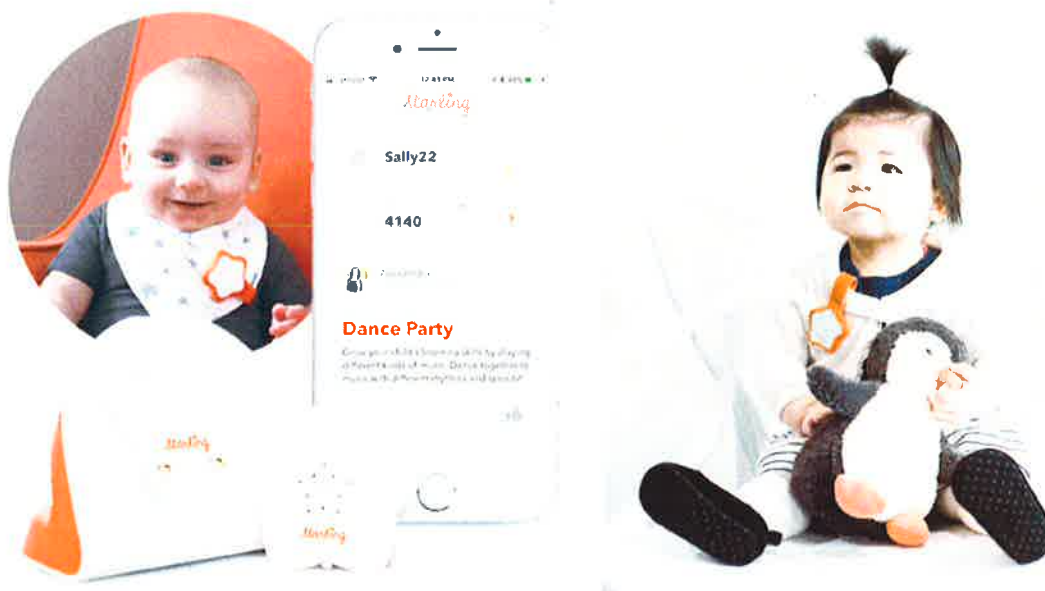
Each year the Children's Department partners with In-N-Out to offer the "Cover to Cover" reading program to library patrons ages 4-12. This year the program ran October 7 through November 18. **503 children participated and read a total of 4,430 books** during the 2017 "Cover to Cover" program.



1,000 Books Before Kindergarten

The 1,000 Books Before Kindergarten reading marked its four year anniversary in 2018. The goals of the program are to encourage parents to begin reading to their child at birth and to make sharing books a daily habit. To date **919 children have registered for the program and 34 children have completed the program**, reading at least 1,000 books with their caregivers. In total **participants have read over 127,000 books** together.

important factor in brain development for young children. Staff has received very positive feedback from families who have checked out the devices and the Starlings have become a popular item with families.



Boys & Girls Club of the West San Gabriel Valley

During the summer months the Children's Department enjoys a close partnership with the Boys & Girls Club. Children visit the library to read and watch movies, and in 2017 year the library created a special reading incentive program dubbed *Power Hour* solely for Boys & Girls Club's students.

Chinatown Service Center

Established in 1971, the Chinatown Service Center is the largest community-based Chinese American health and human services organization in Southern California. The Behavioral Health Division provides linguistically and culturally relevant services to children and families in Asian/Pacific Islander communities. In FY 2017-18 CSC provided bilingual programming for Chinese-American families of Monterey Park. The programs offered by CSC are consistently some of the most popular programs in the Children's Department.





This year staff added genre labels to all books in the Children's Fiction section in an effort to improve accessibility for young patrons. Staff identified fifteen common genres; purchased labels; and began the intensive work of evaluating each book individually, determining the genre it best fit into and applying labels. Staff individually inspected nearly 4,500 books for damage and condition, checked circulation statistics and made a genre determination before

applying labels. Staff also weeded approximately 400 damaged and non-circulating books from the collection. Technical Services staff cleaned up inconsistencies in Millennium records so that staff has more accurate information on the collection. All of this work has improved accessibility for young patrons and resulted in a better collection for the library.

**NEED
HELP
PICKING
OUT A
BOOK?**

**LOOK
FOR
OUR
GENRE
LABELS!**

	Adventure Fast paced, action-packed stories of suspense or survival.
	Animal Story Stories told by animals or with animal characters. These include books like "Charlotte's Web", "The One and Only Ivan" and the "Warriors" series.
	Classic Popular books that have stood the test of time. These include books like "The Wizard of Oz", "Peter Pan" and "Alice in Wonderland".
	Dystopian Books set in a futuristic or imagined world with oppressive control over society, poverty, or environmental disaster. These often include elements of adventure, suspense and survival.
	Fairy Tales Fantastical stories with princesses and princes, queens and kings and castles.
	Fantasy Books with magical elements, fantastical creatures, and characters with special abilities. Stories can be set in imaginary worlds or in the real world with fantastical elements.
	Historical Fiction Stories that are set in the past and have fictional characters and situations that could have really taken place.
	Horror Spooky, eerie or scary stories often involving ghosts, monsters or other supernatural characters.
	Mystery Suspenseful stories with crimes, detectives, clues and mysteries to solve.
	Realistic Fiction Stories about kids in real world settings. These can be funny, serious or silly and usually include family, friends and school situations.
	Romance Stories about crushes and puppy love.
	Science Fiction Stories involving futuristic science and technology, spaceflight, time travel, parallel universes, and aliens.
	Sports Realistic stories involving young athletes and sports.

In April Children's Staff began circulating Chromebooks in the Children's Department. This service was funded by a generous donation from the Kiwanis Club of Monterey Park.



Website Committee

The library created a committee to evaluate possible improvements to the library website. The committee consists of representatives from every library division: **Jose Garcia, Acting Literacy Program Administrator; Evena Shu, Technical Services Senior Librarian; Kristin Olivarez, Children's Librarian; Darren Braden, YA Librarian; Jessica Wahl, Circulation Library Clerk; and Gwen Kishida, Administrative Secretary.** The committee members met several times to assess the current website and

offer ideas to improve its usability and aesthetics. The initial changes have been implemented, greatly enhancing the website. Members of the Website Committee were trained on how to update the information in their section pages and how to upload flyers to promote library programs on their own to ensure that the website is kept fresh and relevant.



Professional Development/Growth

Training/Workshops/Classes

On July 27, 2017, **Adult/Reference/Teen Services Senior Librarian Cindy Costales, Technical Services Senior Librarian Evena Shu, Children's Senior Librarian Diana Garcia and Circulation Services Supervisor Julie Villanueva** attended a Team Building workshop for mid-level staff facilitated by Patrick

Ibarra at the City's Emergency Operations Center. This day-long session addressed characteristics of effective leadership and brought together managers from across the City's departments to discuss issues relevant to the community. The all day workshop covered topics such as change as process, not an event; ingredients for a high-performance organization; participants' evaluations of how the City is doing; profiles of success including attitude, behavior, conduct, knowledge, passion, performance, skill set and values; the role of leader and manager; the Monterey Park way; employee motivation and opportunity makers. Characteristics of a productive team, staff's roles and overcoming any obstacles to becoming a high-performing organization were also discussed. Julie noted that collaborating with staff from other departments in the City was informative and reinforced that City employees including library staff are striving to achieve success.

Adult/Reference/Teen Services Senior Librarian Cindy Costales, Technical Services Senior Librarian Evena Shu, Children's Senior Librarian Diana Garcia and Acting Literacy Program Administrator Jose Garcia attended the *Managing the Marginal Employee* workshop on September 20. The workshop provided tips on identifying, motivating, evaluating and disciplining the marginal employee including the characteristics of the Marginal Employee, the

as well as Librarians **Darren Braden** and **Maggie Wang (Adult/Reference/Teen Services)** and **Kristin Olivarez (Children's)**, Library Clerks **Jessica Wahl**, **Lina Nguyen** and **Mona Ying (Circulation)** and **Christi Chavez (Children's)**, and Library Technicians **Michael Bathan** and **Jessica Rodriguez (Technical Services)**. Part-time staff who participated included Library Clerks **Lauren Frasier** and **Amy Wu (Circulation)** and **Angelica Marquez**, **Jay Delgado**, **Hannah Chin** and **Gloria Nguyen (LAMP)**. Jose reported that presenter **Gerry Preciado** did a good job of describing what is considered harassment based on the protected categories and helped the participants to think outside the box or look beyond "our own paradigm" as he put it. Overall, it was a useful and timely reminder of how easily the line for harassment can be crossed and considering the wide-spread harassment problems happening in Hollywood. Gwen agreed that Mr. Preciado noted that this type of training was particularly relevant given recent news regarding public figures being accused of harassment and assault within their workplaces. Generally, employees would not consider such behavior acceptable and would not think of acting in such a manner but behavior does not have to be egregious to be unacceptable. As employees work together and become familiar, boundaries might not seem as clear-cut. All behavior must be viewed through individual paradigms. Mr. Preciado said that a loss of civility or professionalism usually indicates a lack of leadership. An employee is not required to confront another employee whose behavior is offensive to him or her before making a complaint, but if one is approachable and the act was not particularly deplorable, it is likely that others will attempt to talk it out before resorting to a formal complaint.



Technical Services Senior Librarian Evena Shu arranged for a live, real-time online tutorial on Overdrive for library staff on November 14 before the new eBooks service was implemented. Evena, **Library Technician Michael Bathan**, **Children's Senior Librarian Diana Garcia**, **Adult/Reference Librarians Maggie Wang** and **Darren Braden**, **Acting Literacy Program Administrator Jose Garcia**,

Children's Library Clerk Christi Chavez and **Administrative Secretary Gwen Kishida** participated in this training session, learning the differences between the Overdrive options to order to better advise patrons as to which service would work best for them. The training covered accessing OverDrive through Southern California Digital Library website, Libby, Kindle Books and OverDrive App. This tutorial was also made available to other library staff to view at their desks at any other time.

City Librarian Norma Arvizu, **Adult/Reference/Teen Services Senior Librarian Cindy Costales**, **Technical Services Senior Librarian Evena Shu** and **Circulation Services Supervisor Julie Villanueva** attended the workshop *Workplace Bullying: A Growing Concern*, on December 13. Julie noted that the workshop offered tips on how bullying differs from unlawful harassment, how to recognize when it occurs, and address the impact of this conduct on the workplace. It also stressed the role of the "bystander" in managing workplace bullying. The workshop also covered cyberbullying. Evena reported that the session provided pragmatic advice for holding bullies accountable for their conduct and for assisting "targets" of bullying in reporting and responding to bullying conduct.

curriculum California statewide project. They taught community classes about open data to library stakeholders and the community.

From March to June 2018, Evena attended five Infopeople online classes focus on the *Data Informed Public Libraries* (DIPL). DIPL is an initiative sponsored by the California State Library and implemented by InfoPeople project. Through a variety of online courses, case studies, and webinars, Evena collaborated with others at the library to discover and apply new practices, tools, and methods for data collection, analysis, and use. The online courses included:

- Telling the Library Story with Data
- Using Infographics for Big Impact
- A Library Guide to Getting Started with Needs Assessments
- Using Data Analysis for Collection Development
- Capturing Outcomes of Library Programming



To continue to improve job skills and customer service, **Circulation staff** attended workshops, webinars and other strategies were employed to gain new information.

All Circulation Library Clerks viewed the CLA conference session *Free Your Fines and the Rest Will Follow*. The discussion in this conference session was libraries that had reduced or eliminated

overdue fines. This became of strong interest when LA County libraries eliminated fines for patrons under 21 who participated in a ReadAway program.

Library Clerk Mona Ying viewed *Managing Challenging Patrons: Security for the New Library Environment*. This webinar stressed the importance of posted rules of conduct which should be enforced in a firm, fair and consistent manner. It was also suggested to get law enforcement involved. This led to training by the MPPD in October on dealing with the homeless and also all clerks viewing a LAPL YouTube video on dealing with homeless patrons. The information provided by both was very helpful with suggestions for interactions with the homeless. City employees were asked to attend workplace harassment training to meet AB1825 requirements.

Part-time Library Clerk and library school student Lauren Frazier watched the webinar *The Heart of Librarianship*. This focused on retaining compassion, empathy and humanity as library workers. Discussion centered on how viewing librarianship through a user-centered and community-based lens can improve patron service and included showing various innovative programs used in other libraries.

All Circulation staff read the article *Want to be Happier? Ask Yourself This Question Every Morning*. By starting your day with a conscious decision that the world is good you are less likely to react in a negative way when things happen.

- To provide training to staff (especially PT staff who often don't have an opportunity to attend traditional trainings) on child development, parenting, community needs and resources.
- To gain a better understanding of the community resources available in order to better serve families on a daily basis.

Children's Senior Librarian Diana Garcia completed several in-person trainings on library services and programming during FY 2017-18, including Children's Literature Council's 2017 Fall Gala and Awards Ceremony; Southern California Library Cooperative's Children's Interest Group meetings; and the Early Learning with Families Meeting at the Glendale Central Library. This training, presented by the California State Library, focused on the importance of play for children's learning and development.

Diana attended CLA's *Straight Talk About Leadership* Institute at the Pasadena Public Library. The event featured library directors from Southern California speaking on various topics regarding leadership including values and ethics, taking risks, motivating staff, managing crises, and knowing your personal and professional strengths.

From December 4 through December 8 Diana attended the Public Library Association's Leadership Academy in Chicago. She was one of 28 librarians nationwide selected to participate in the immersive leadership development experience. Diana spent the week with a cohort of accomplished professionals working at all levels in public libraries and benefitted from the mentorship of academics, library directors and Public Library Association leadership. Topics addressed during the week included asset based community development, working within the municipal government structure, building professional networks, connecting organizations and community groups to the library, and personal leadership development.

On April 6 Diana attended full-day leadership institute presented by the California Library Association that focused on emotional intelligence, communication skills and team-building.

Children's Librarian Kristin Olivarez started on October 24, 2016. Kristin spent the months of October and November receiving training on all aspects of Children's Services, including reference work, storytimes for all ages, public computers, library resources and the policies and procedures of the Monterey Park Library. Kristin is responsible for weekly Preschool and Baby & Toddler Storytimes, monthly Little Explorers and Afterschool Art, Literacy Extension activities, book displays and collection maintenance.

Kristin attended a webinar on the committees of the Association for Library Service to Children and the selection and appointment processes for these professional service opportunities. Kristin will be applying for committee service this year for the first time.

On May 9 Kristin attended a full-day Early Learning with Families Meeting at the Glendale Central Library. This training, presented by the California State Library, focused on the importance of play for children's learning and development and provided attendees with a toolkit with ideas for incorporating play opportunities into library services.

Diana currently serves on the Board of Directors and the Literature Awards Committee of the Children's Literature Council of Southern California, an organization founded in 1961 to promote excellence in literature for children and young adults. CLCSC presents annual awards to authors and illustrators living in Southern California and organizes several annual professional development opportunities for children's book authors and illustrators, public and school librarians, teachers, and others interested in children's literature. Diana is currently serving as Second Vice President and is the Chair of the Publicity Committee. CLCSC events organized by Diana this fiscal year included the 2016 Fall Gala and Awards Ceremony; and the Librarian/Author Meet and Greet which brought together public and school librarians, teachers, authors, publishers, agents and book bloggers for an evening of networking and socializing.

Diana served as Chair of Association for Library Service to Children's Program Coordinating Committee which was charged with selecting the programs presented at ALSC's 2018 National Institute and at the American Library Association's Annual Conference.

Diana also began her service on the Public Library Association's *Public Libraries* Magazine Advisory Committee. This group provides input and guidance to PLA staff in the design and content of *Public Libraries* magazine.

Since the beginning of the 2017 Summer Reading Program the Children's Department has **signed up 1,237 kids**, given out **thousands of prizes**, and presented programs to **5,273 individuals**. With two weeks remaining in the program our Department has already increased registrations by 53% and increased programming attendance by 35% over last year, and I want to acknowledge the massive amount of effort that goes into such an accomplishment, as well as the stamina it requires to run a program of this scope. It takes a huge amount of work to pull off SRP each year and every staff member has contributed to this achievement. Christine, Anita and Joyce helped prepare materials and prizes and decorated the department; Kristin and Christi designed and printed materials and promoted to the schools; and all staff members have run the program, given out prizes and handled huge summer crowds at our storytimes. Children's Staff deserves accolades for their incredible work this summer!



September 2017

Part-time LAMP Library Clerk Angelica Marquez and Children's Librarian Kristin Olivarez

Acting Literacy Program Administrator José Garcia nominated **Angelica Marquez** stating: *This year the LAMP Program had to submit End of Year Data to the Department of Education on July 15, which is one month earlier than previous*

years. With our Citizenship classes running through the end of June, that only left us two weeks to process Update and Test Records for approximately 300 students. Angelica worked tirelessly to verify that all records were correctly filled out, checking each and every Test to make sure the answers were bubbled appropriately. Thanks to her meticulous attention to detail we were not only able to complete the task on time, but she corrected several errors that resulted in additional Payment Points for the LAMP program. Overall, Angelica has really stepped up to help our program continue to run smoothly with limited staff.

Administrative Secretary Gwen Kishida nominated **Kristin Olivarez** stating:

When it was agreed that the library homepage and subsequent content pages needed restructuring to make them easier to navigate as well as more attractive, a website committee was created. Although Acting Literacy Program Administrator José Garcia facilitated the efforts of the committee and Technical Services Senior Librarian Evena Shu provided much expertise, it was Kristin who led the way and did much of the actual design and development. Kristin's previous experience with websites meant that she had the knowledge and skills to offer guidance and to make the actual changes to the website quickly and efficiently. Following the consensus of the website committee, Kristin streamlined and de-cluttered the web pages, reconfigured the formatting and reorganized and consolidated information whenever possible. As a result, the library website is much more orderly and user-friendly.



April 2018
Circulation Library Clerk Lina Nguyen

Circulation Services Supervisor Julie Villanueva nominated Lina, stating: *During the month of February Circulation was down 2 full-time library clerks. Lina graciously completed her own job tasks but also did the two clerks daily off-desk duties. She also often had long desk hours but never complained and made sure all jobs were completed. She is always willing to help out! She is also helping with the Adult Vietnamese book order for this fiscal year, selecting titles and called to ensure with a large order the library also received a 20% discount which enabled her to suggest more titles! She became aware of our shortage of DVD security cases and searched the Internet to find cases for sale, ordered and paid for them up front until the Foundation reimburses her. She will volunteer to help or offer assistance enthusiastically to all staff and does so without a complaint. Her assistance this month has been an exceptional help to Circulation and the library this month in particular, but always beneficial!*



May 2018
Rudy Jimenez, Part-Time Library Page

Acting Literacy Program Administrator Jose Garcia nominated Rudy, stating: *The LAMP Literacy program held another Passport event during the Cherry Blossom festival this year, and once again it was a huge success. In total we helped 132 people apply for their passport between the two days. Although it took a team effort to pull-off such feat, I would like to single out Rudy for demonstrating initiative and willingness to do whatever was asked of him. Rudy is not a certified Passport Acceptance Agent, but that did not stop him from assisting patrons who had questions while waiting in line. He was on his feet all day, walking back and forth handing out applications, making photocopies or taking photos. In between all that, he quietly made sure our area was kept nice and tidy, disposing of trash, reorganizing materials, and even pushing in chairs after patrons finished their applications. Rudy may not have processed a single application, but his quiet diligence made all the difference in allowing things to flow smoothly and uninterrupted.*



June 2018
Part-time Library Page (Circulation) Jeffrey Lau

Circulation part-time Library Page Jose Mendez nominated Jeffrey, stating: *"I nominate Jeffrey Lau for his excellent commitment to his job and going above and beyond what is expected. On Saturday, Jeffrey was upstairs recovering the floor/doing closing clean-up when a young kid approached him for help. Jeffrey went out of his way to help the patron even though he was pressured for time to finish recovering. Jeffrey was determined to help despite the option of sending the child to the reference desk. I admired what Jeffrey did and as a witness I helped Jeffrey finish cleaning up the floor in time."*



City Council Staff Report

DATE: August 15, 2018

AGENDA ITEM NO: Consent Calendar
Agenda Item 3-F.

TO: The Honorable Mayor and City Council
FROM: Scott Haberle, Fire Chief
SUBJECT: Emergency Medical Services – Approval of Agreement

RECOMMENDATION:

It is recommended that the City Council:

1. Based on MPMC § 3.20.050, authorize the City Manager to execute an agreement with Life-Assist, Inc., in a form approved by the City Attorney, for the purchase of emergency medical supplies, equipment, drugs and pharmaceuticals from Account Nos. 0010-801-3220-22350 and 0010-801-3220-24200; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Fire Department provides emergency medical response through 9-1-1 calls, which requires maintaining an inventory of supplies, disposable tools, and pharmaceuticals. Staff is seeking approval of a Services Agreement with Life-Assist, Inc. to provide the Fire Department's emergency medical supplies, equipment, drugs and pharmaceuticals.

BACKGROUND:

The Monterey Park Fire Department provides EMT and Paramedic services to the community through emergency response 9-1-1 calls. In accordance with providing these services and complying with the Los Angeles County Department of Health Services Emergency Medical Service ("EMS") protocol, it is required to carry an inventory of specific supplies and other ancillary items on the City's response vehicles. Due to the nature of these services, the Fire Department needs a reliable vendor that can provide a quick turn-around on orders, maintain the ability to replace critical equipment and tools within a short time frame, and possess a working knowledge of EMS service delivery needs and developments. The recommended vendor is Life-Assist, Inc.

The Fire Department's current contract with Life-Assist, Inc. will expire in September 2018 and staff was in the process of conducting a formal bid. However, in May 2017, the City of Pasadena conducted a formal bid process on behalf of its Fire Department. To ensure fair purchasing practices, Pasadena posted its Bid on its City's online bidding site, Planet Bids, and notices were advertised in the Pasadena Journal and the Pasadena Weekly. The formal bid process closed on June 13, 2017 and four responses

were received. On July 24, 2017, the Pasadena City Council approved the award of contract to the lowest bidder Life-Assist, Inc.

Life-Assist, Inc. has extended Pasadena's pricing to Monterey Park. Staff recommends approval of the Service Agreement with Life-Assist, Inc. for a period of two years with an extension of Agreement Terms for two additional one-year periods if service and pricing are satisfactory.

FISCAL IMPACT:

Funding for the purchase of emergency medical supplies, equipment, drugs and pharmaceuticals are provided each fiscal year in the Fire Department's Emergency Medical Services budget. The funding accounts are Drugs & Pharmaceuticals Account Number 0010-801-3220-22350 in the amount of \$25,000, and Instruments & Minor Med Equip Account Number 0010-801-3220-24200 in the amount of \$36,000. These are both general fund accounts.

Approved by:



Ron Bow
City Manager

Respectfully submitted by:



Scott Haberle
Fire Chief

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT:

1. Sample Services Agreement
2. Pasadena Staff Report and Bid
3. Pasadena Authority for Pricing

ATTACHMENT 1

Sample Services Agreement

Services Agreement

CONTRACTOR: _____

DATE MAILED: _____

Below you will find a checklist relating to Insurance and other requirements that are required for doing business with the City of Monterey Park. Only those items checked-off are MANDATORY, however if your standard policies exceed the minimum requirements please include. Commercial general liability insurance must meet or exceed the requirements of ISO-CGL Form No. CG 00 01 11 85 or 88. The amount of insurance set forth below will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies will be endorsed to name the City, its elected and appointed officials, employees and volunteers 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 insurance must 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.

☐ Comprehensive General Liability, including coverage for premises, products and completed operations, independent contractors, personal injury and contractual obligations with combined single limits of coverage of at least \$2,000,000 up to \$5,000,000+ per occurrence.

☐ \$2,000,000 per occurrence or; ☐ \$_____ per occurrence

☐ Auto Liability, including owned, non-owned and hired vehicles with at least \$500,000 up to \$1,000,000+.

☐ \$500,000 per occurrence or; ☐ \$1,000,000 per occurrence or; ☐ \$_____ per occurrence

☐ Workers' Compensation Insurance: as required by State Statutes. (Not needed if Self-employed with no employees and CONTRACTOR signs statement to this effect.)

☐ Errors & Omissions or Malpractice or Professional Liability: depending on type of contract/service. At least \$500,000 up to \$2,000,000+ per occurrence.

☐ \$500,000 per occurrence or; ☐ \$1,000,000 per occurrence or; ☐ \$_____ per occurrence

☐ Business License: The CONTRACTOR shall agree to have a current City of Monterey Park license on file at City Hall or purchase said license (at no cost to the City).

☐ Permits: Plans must be approved and permit(s) issued by the respective Department if appropriate. Building, Planning, Public Works, etc

☐ Exhibits - Scope of Work as Exhibit "A" and Budget as Exhibit "B"

See Insurance Matrix Resolution No. 11750 for applicable coverage

PLEASE NOTE: ALL APPLICABLE INFORMATION LISTED ABOVE MUST BE OBTAINED AND ON FILE, PRIOR TO THE ISSUANCE OF A CITY PURCHASE ORDER BEING SENT TO YOU (VIA FAX OR HARD COPY) BY THE RISK MANAGER/PURCHASING AGENT, THUS AUTHORIZING COMMENCEMENT OF WORK FOR THE CITY.

Submitted by (complete all blanks):

COLOR COPY REQUIRED BACK TO THE CITY

Company Name:	By (Print name & title):
Company Street Address:	Vendor's Authorized Signature required:
City, State, Zip:	Date signed:
Phone:	Agreement Date & Expiration Date:
Services Rendered:	Agreement Amount

Originator/Department Contact: _____ Date initiated: _____

Department Head Review: _____ City Manager Approval: _____

City Attorney Approval: _____

1.GENERALLY. The materials, supplies, or services (collectively, "Purchase") covered by this purchase order ("order") must be furnished by Seller subject to all the terms and conditions contained in this order which Seller, in accepting this order, agrees to be bound by and comply with in all particulars. No other terms or conditions are binding upon the parties unless subsequently agreed to in writing. Written acceptance or shipment of all or any portion of the Purchase covered by this order constitutes unqualified acceptance of all terms and conditions in this order. The terms of any proposal referred to in this order are included and made a part of the order only to the extent it specified the Purchase ordered, the price, and the delivery, and then only to the extent that such terms are consistent with the terms and conditions of this order.

2.INSPECTION. The Purchase furnished must be exactly as specified in this order, free from all defects in Seller's performance, design, workmanship, and materials, and, except as otherwise provided, is subject to inspection and test by City at all times and places. If, before final acceptance, any Purchase is found to be incomplete, or not as specified, City may reject it, require Seller to correct it without charge, or require delivery of such Purchase at a reduction in price that is equitable under the circumstances. If seller is unable or refuses to correct such items within a time deemed reasonable by City, City may terminate the order in whole or in part. Seller bears all risks as to rejected Purchases and, in addition to any costs for which Seller may become liable to City under other provisions of this order, must reimburse City for all transportation costs, other related costs incurred, or payments to Seller in accordance with the terms of this order for unaccepted Purchases. Notwithstanding City's acceptance of any Purchase, Seller is liable for latent defects, fraud, or such gross mistakes as constitute fraud.

3.CHANGES. City may make changes within the general scope of this order in drawings and specifications for specially manufactured supplies, place of delivery, method of shipment or packing of the order by giving notice to Seller and subsequently confirming such changes in writing. If such changes affect the cost of or the time required for performance of this order, an equitable adjustment in the price or delivery or both must be made. No change by Seller is allowed without City's written approval. Any claim by Seller for an adjustment under this section must be made in writing within thirty (30) days from the date of receipt by Seller of notification of such change unless City waives this condition in writing. Nothing in this section excuses Seller from proceeding with performance of the order as changed.

4. TERMINATION. City may terminate this order at any time, either verbally or in writing, with or without cause. Should termination occur, City will pay Seller as full performance until such termination the unit or pro rata order price for the performed and accepted portion of the Purchase. City may provide written notice of termination for Seller's default if Seller refuses or fails to comply with this order. If Seller does not cure such failure within a reasonable time period, or fails to perform the Purchase within the time specified (or allowed by extension), Seller will be liable to City for any excess costs incurred by City.

5.TIME EXTENSION. City may extend the time for completion if, in City's sole determination, Seller was delayed because of causes beyond Seller's control and without Seller's fault or negligence. In the event delay was caused by City, Seller's sole remedy is limited to recovering money actually and necessarily expended by Seller because of the delay; there is no right to recover anticipated profit.

6.REMEDIES CUMULATIVE. City's rights and remedies under this order are not exclusive and are in addition to any rights and remedies provided by law.

7.TITLE. Title to materials and supplies purchased under this order pass directly from Seller to City upon City's written acceptance following an actual inspection and City's opportunity to reject.

8.PAYMENT. City will pay Seller after receiving acceptable invoices for materials and supplies delivered and accepted or services rendered and accepted. City will not pay cartage, shipping, packaging or boxing expenses unless specified in this order. Drafts will not be honored.

9.INDEMNIFICATION. Seller agrees to indemnify and hold City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of the Purchase or the order, or their performance, except for such loss or damage arising from City's sole negligence or willful misconduct. Should City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the Purchase or order, or their performance, Seller will defend City (at City's request and with counsel satisfactory to City) and indemnify City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "City" includes City's officers, elected officials, and employees. It is expressly understood and agreed that the foregoing provisions will survive termination of this order. The requirements as to the types and limits of insurance coverage to be maintained by Seller, and any approval of such insurance by City, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by Seller pursuant to this order, including, without limitation, to the provisions concerning indemnification.

10.WARRANTY. Seller agrees that the Purchase is covered by the most favorable commercial warranties the Seller gives to any customer for the same or substantially similar supplies or services, or such other more favorable warranties as is specified in this order. Warranties will be effective notwithstanding any inspection or acceptance of the Purchase by City.

11.ASSIGNMENT. City may assign this order. Except as to any payment due under this order, Seller may not assign or subcontract the order without City's written approval. Should City give consent, it will not relieve Seller from any obligations under this order and any transferee or subcontractor will be considered Seller's agent.

12.INSURANCE. Seller must provide the insurance indicated on the face sheet of this order.

13.PERMITS. Seller must procure all necessary permits and licenses, and abide by all federal, state, and local laws, for performing this order.

14.INDEPENDENT CONTRACTOR. City and Seller agree that Seller will act as an independent contractor and will have control of all work and the manner in which it is performed. Seller will be free to contract for similar service to be performed for other employers while under contract with City. Seller is not an agent or employee of City and is not entitled to participate in any pension plan, insurance, bonus or similar benefits City provides for its employees. Any provision in this order that may appear to give City the right to direct Seller as to the details of doing the work or to exercise a measure of control over the work means that Seller will follow the direction of the City as to end results of the work only.

15.WAIVER. City's review or acceptance of, or payment for, work product prepared by Seller under this order will not be construed to operate as a waiver of any rights City may have under this Agreement or of any cause of action arising from Seller's performance. A waiver by City of any breach of any term, covenant, or condition contained in this order will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this order, whether of the same or different character.

15.INTERPRETATION. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

ATTACHMENT 2

Pasadena Staff Report and Bid

CITY OF PASADENA
City Council Minutes
July 24 2017 – 5:30 P.M.
City Hall Council Chamber

REGULAR MEETING

OPENING:

Mayor Tomek called the regular meeting to order at 5:30 p.m.
(Absent: Councilmembers Hampton, Madison)

On the order of the Mayor, the regular meeting recessed at 5:30 p.m., to discuss the following closed session:

CITY COUNCIL CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Addresses of Properties: 391 South Orange Grove Boulevard, Pasadena; 835 South Raymond Avenue, Pasadena; 700 Seco Street, Pasadena; and 360 North Arroyo Boulevard, Pasadena

Agency Negotiator: Steve Mermell

Negotiating Party: Tournament of Roses Association, David Eads

Under Negotiation: Price and terms of payment

CITY COUNCIL CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code Section 54956.8

Property Location: 835 South Raymond Avenue

Agency Negotiator: Steve Mermell

Negotiating Party: Gilles d'Amecourt

Under Negotiation: Price and terms of payment

The above closed session items were discussed, with no reportable action at this time.

On the order of the Mayor, the regular meeting reconvened at 6:32 p.m. The pledge of allegiance was led Councilmember Wilson.

ROLL CALL:

Councilmembers:

Mayor Terry Tomek
Vice Mayor John J. Kennedy
Councilmember Victor Gordo
Councilmember Tyron Hampton
Councilmember Steve Madison (Absent)
Councilmember Gene Masuda
Councilmember Margaret McAustin
Councilmember Andy Wilson

Staff:

City Manager Steve Mermell
Chief Assistant City Attorney Javan Rad
City Clerk Mark Jomsky

CEREMONIAL MATTERS

The City Clerk administered the oath of office to Beverly Sim as Northwest Commissioner.

**PUBLIC COMMENT ON
MATTERS NOT ON THE
AGENDA**

Joe Brown, Pasadena resident, commended Vice Mayor Kennedy and the City Council for their positions and policy on immigration, and Police Chief Sanchez for his critical advocacy role in the City.

Maria Bejarano and Herminia Ortiz, Pasadena residents, spoke on the parking challenges on Esther Street and asked the City to consider parking alternatives for impacted residents.

In response to public comment, City Manager Mermell stated that staff would contact Ms. Bejarano and Ms. Ortiz to address their concerns.

Annette Wong, Pasadena Rose City Poets, recited poetry.

Amari Stewart, Black Lives Matter, and Emoni Waiters, Pasadena resident, spoke on the need for affordable opportunities and resources in Northwest Pasadena for youths; and expressed concerns with any cameras installed in La Pintoresca Park.

In response to Councilmember Hampton's inquiry regarding cameras in the City's parks, City Manager Mermell stated that the City does not have a program with cameras in parks, however the Pasadena Police Department has deployed cameras for a short period, and will confirm with staff if there are cameras at La Pintoresca Park.

Vice Mayor Kennedy stated that he would work with staff, and the community, to address Ms. Stewart and Ms. Waiters concerns related to the costs associated with La Pintoresca Teen Education Center.

Jasmine Abdulla, Black Lives Matter, expressed concerns with cameras in the City's parks; and recent news regarding Pasadena Police personnel and firearm waivers.

Nadine Pensis, Pasadena resident, expressed concerns with illegal activities in her neighborhood and asked the City for assistance.

In response to public comment, Councilmember Gordo asked that Pasadena Police and Code Enforcement staff investigate Ms. Pensis concerns, and report back to the City Council.

CONSENT CALENDAR

Item discussed separately

AUTHORIZATION TO ENTER INTO A CONTRACT WITH LIFE-ASSIST, INC., TO FURNISH AND DELIVER MEDICAL SUPPLIES AS REQUIRED FOR AN AMOUNT NOT-TO-EXCEED \$1,000,000

AMENDMENT TO CONTRACT NO. 30092 WITH ESA PCR TO INCREASE THE NOT-TO-EXCEED AMOUNT FROM \$199,713 TO \$237,893 FOR ENVIRONMENTAL SERVICES FOR THE HUNTINGTON MEMORIAL HOSPITAL MASTER PLAN AMENDMENT PROJECT

Recommendation:

- (1) Find that the amendment to Contract No. 30092 with ESA PCR is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule); and
- (2) Authorize the City Manager to amend Contract No. 30092 with ESA PCR to increase the contract amount by \$38,180, thereby increasing the not-to-exceed amount from \$199,713 to \$237,893 for the amendment to the Final Environmental Impact Report (EIR) for the Huntington Memorial Hospital Master Plan Amendment project. (Contract No. 30092-6)

AUTHORIZATION TO ENTER INTO A CONTRACT WITH VOCOM INTERNATIONAL TELECOMMUNICATION, INC., FOR FIBER OPTIC CABLE AND MICRODUCT

Recommendation:

- (1) Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15301 (Existing Facilities);
- (2) Accept the bid dated June 28, 2017, submitted by Vocom International Telecommunication, Inc., in response to the specifications to furnish fiber optic cable and microduct, rejecting all other bids received; and
- (3) Authorize the City Manager to enter into a two-year contract with Vocom International Telecommunication, Inc., with a total not-to-exceed amount of \$258,000. (Contract No. 30969)

AUTHORIZATION TO ENTER INTO A CONTRACT WITH ACCO ENGINEERED SYSTEMS, INC., TO PROVIDE MAINTENANCE, INSPECTION AND REPAIR SERVICES FOR THE GLENARM POWER PLANT GAS TURBINES INLET AIR CHILLERS

Recommendation:

- (1) Find that the authorization to enter into a contract with ACCO Engineered Systems, Inc., is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15301, Existing Facilities; and

(2) Authorize the City Manager to enter into a contract with ACCO Engineered Systems, Inc., without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, for maintenance, inspection, and repair services for the Glenarm Power Plant Gas Turbines Inlet Air Chillers in an amount not-to-exceed \$310,000 over a period of five years. The contract would include an optional two-year extension not-to-exceed \$124,000, subject to the approval of the City Manager. If this option is exercised the total contract amount would be \$434,000. (Contract No. 30970)

PURCHASE ORDER AWARD TO BODYWORKS EQUIPMENT, INC., FOR AS-NEEDED LABOR AND REPAIR ON REFUSE COLLECTION VEHICLES FOR A NOT-TO-EXCEED AMOUNT OF \$330,000

Recommendation:

- (1) Find that the proposed action is exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
- (2) Accept the bid dated June 5, 2017, submitted by Bodyworks Equipment, Inc., in response to specifications for Certified Heil Labor and Repair, and authorize the issuance of a purchase order with Bodyworks Equipment, Inc., in an amount not-to-exceed \$330,000 over a three-year period with the option for two additional one-year terms in the annual amount of \$110,000, at the discretion of the City Manager, for a maximum total contract length of five years and a total contract amount of \$550,000.

PURCHASE ORDER AWARD TO THORSON GMC BUICK MOTOR COMPANY FOR AS-NEEDED LABOR AND REPAIR ON GENERAL MOTORS VEHICLES FOR A NOT-TO-EXCEED AMOUNT OF \$225,000

Recommendation:

- (1) Find that the proposed action is exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
- (2) Accept the bid dated June 6, 2017, submitted by Thorson GMC Buick Motor Company in response to specifications for Certified General Motors Labor and Repair, and authorize the issuance of a purchase order with Thorson GMC Buick Motor Company in an amount not-to-exceed \$225,000 over a three-year period with the option for two additional one-year terms in the annual amount of \$75,000, at the discretion of the City Manager, for a maximum total contract length of five years and a total contract amount of \$375,000.

Item discussed separately

CONTRACT AWARD TO COMMERCIAL ROOFING SYSTEMS, INC., FOR SENIOR CENTER ROOF RESTORATION PROJECT FOR AN AMOUNT NOT-TO-EXCEED \$107,883

CONTRACT AWARD TO HARDY AND HARPER, INC., FOR RESURFACING OF HILL AVENUE BETWEEN NORTH CITY LIMIT AND MAPLE STREET FOR AN AMOUNT NOT-TO-EXCEED \$700,000

Recommendation:

(1) Find the project in the agenda report to be categorically exempt under the California Environmental Quality Act (CEQA) State Guidelines in accordance with Title 14, Chapter 3, Article 19, Section 15301, Class 1, minor alterations of existing public facilities involving negligible or no expansion of use beyond that previously existing at the time of the lead agency's determination; and

(2) Accept the bid dated June 30, 2017, submitted by Hardy & Harper, Inc., in response to the Plans and Specifications for the Resurfacing of Hill Avenue between North City Limit and Maple Street, and authorize the City Manager to enter into such contract for an amount not-to-exceed \$700,000. (Contract No. 30960)

Item discussed separately

AUTHORIZE THE GENERAL MANAGER OF THE WATER AND POWER DEPARTMENT TO ENTER INTO A FUNDING AGREEMENT WITH THE UNITED STATES DEPARTMENT OF THE INTERIOR, BUREAU OF RECLAMATION FOR THE PASADENA NON-POTABLE WATER PROJECT, PHASE 1

AUTHORIZATION TO ENTER INTO A PURCHASE ORDER WITH STORAGE BATTERY SYSTEM FOR AN AMOUNT NOT-TO-EXCEED \$80,162 TO FURNISH AND DELIVER VALVE-REGULATED LEAD ACID BATTERIES; AND AUTHORIZATION TO ENTER INTO A PURCHASE ORDER WITH ONE SOURCE DISTRIBUTORS FOR AN AMOUNT NOT-TO-EXCEED \$284,985 TO FURNISH AND DELIVER FLOOD-TYPE LEAD ACID BATTERIES

Recommendation:

(1) Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15302 (Class 2 Replacement and Reconstruction);

(2) Accept the bid received on April 25, 2017, submitted by Storage Battery System in response to Specification LD-17-05 Valve-Regulated Lead-Acid Batteries; reject all other bids, and authorize the issuance of a Purchase Order with Storage Battery System for Valve-Regulated Lead Acid Batteries in an amount not-to-exceed \$80,162; and

(3) Accept the bid received on May 30, 2017, submitted by One Source Distributors in response to Specification LD-17-01 Flood-Type Lead Acid Batteries; reject all other bids, and authorize the issuance of a Purchase Order with One Source Distributors for Flood-Type Lead Acid Batteries in an amount not-to-exceed \$284,985

Item discussed separately

AUTHORIZE A SERVICES CONTRACT WITH CABLE ENGINEERING SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$350,000 FOR THE WATER AND POWER DEPARTMENT

Item discussed separately

JOINT TAX TRANSFER RESOLUTION BETWEEN THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT, LOS ANGELES COUNTY, AND THE CITY OF PASADENA (ANNEXATION 2016-34)

AUTHORIZATION TO ENTER INTO A CONTRACT WITH TMG CONSULTING TO PERFORM A REQUIREMENTS DEFINITION AND NEEDS ASSESSMENT FOR A UTILITY CUSTOMER INFORMATION SYSTEM

Recommendation:

(1) Find that the proposed contract is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule); and
(2) Authorize the City Manager to enter into a services contract with TMG Consulting to perform a Requirements Definition and Needs Assessment for a Customer Information System in an amount not-to-exceed \$285,120. Competitive Bidding is not required pursuant to City Charter Article X Section 1002(F), Contracts for professional or unique services. (Contract No. 30967)

Vice Mayor Kennedy stated for the record: "In educating the Council, Steve, I believe that it would have been helpful to find out, maybe I missed it, but I did read it, what other agencies were doing in this area, in reference to the Utility Customer Information System. One, on the private sector level and on the public sector as well. For example, LADWP, and our neighbor just to the south is obviously in operation in the City of Pasadena as well, not providing electric services, but certainly they have lines transmission and otherwise and that's Edison. So, I felt that the report was a little less circumspect in terms of educating the Council; and then at least some information would have been helpful, if what is contemplated in the Agenda Item 13, is there a relationship between the \$7,000,000 investment that we are making in Tyler Munis with what is contemplated here, because it's an additional cost associated with Agenda Item 13.

So, we don't have that...I believe we don't have that information, but it is certainly something maybe you can come back to us on in the City Manager's News Letter."

In response to Vice Mayor Kennedy's comments, City Manager Mermell, responded that the City's goal, with the assistance of the consulting firm, is to assess the City's utility billing system and determine whether to upgrade the current platform or replace the billing system; and agreed to provide further information in the newsletter.

Gurcharan Bawa, General Manager of Water and Power, responded that the scope of the analysis for the consultant includes analyzing all the City's systems that interface with the Water and Power's billing system.

RESIGNATION OF SAHAG YEDALIAN FROM THE HUMAN RELATIONS COMMISSION (District 2 Nomination)

RESIGNATION OF MANDIP SAMRA FROM THE HUMAN RELATIONS COMMISSION (District 7 Nomination)

**CLAIMS RECEIVED
AND FILED**

Claim No. 12,914	Wilshire Law Firm, representing Erick Schellenger	\$ 25,000.00+
Claim No. 12,915	State Farm Insurance as subrogee for Luis Cendejas	3,248.36
Claim No. 12,916	Wilshire Law Firm, representing Nereida Rodriguez	25,000.00+
Claim No. 12,917	Wesley G. Ouchi, The Ouchi Law Firm, representing Salvador Flores	25,000.00+
Claim No. 12,918	Heather Justice	3,053.00
Claim No. 12,919	Margaret Ewing	136.49
Claim No. 12,920	Mercury Insurance Group	2,700.00
Claim No. 12,921	Kenneth Romo	25,000.00+
Claim No. 12,922	James P. Leuper	507.03
Claim No. 12,923	State Farm Mutual Automobile Insurance Company as subrogee for Hwannie Shen	3,463.29

It was moved by Councilmember Gordo, seconded by Councilmember Hampton, to approve all items on the Consent Calendar, with the exception of Item 1 (Authorization to Enter into A Contract With Life-Assist), Item 7 (Contract Award to Commercial Roofing Systems, Inc.), Item 9 (Agreement With The United States Department of The Interior), Item 11 (Authorize A Services Contract with Cable Engineering Services), and Item 12

(Joint Tax Transfer Resolution Between The San Gabriel Valley Mosquito and Vector Control District), which were discussed separately. (Motion unanimously carried) (Absent: Councilmember Madison)

CONSENT ITEMS
DISCUSSED SEPARATELY

AUTHORIZATION TO ENTER INTO A CONTRACT WITH LIFE-ASSIST, INC., TO FURNISH AND DELIVER MEDICAL SUPPLIES AS REQUIRED FOR AN AMOUNT NOT-TO-EXCEED \$1,000,000

Recommendation:

(1) Find that the proposed action in the agenda report is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule); and
(2) Accept the bid dated June 5, 2017, submitted by Life-Assist, Inc., in response to a Bid Invitation to furnish and deliver medical supplies as requested, reject all other bids received, and authorize the City Manager to enter into a contract with Life-Assist, Inc., for an amount not-to-exceed \$1,000,000, which includes \$600,000 for an initial three year terms and two optional one-year terms with each year not-to-exceed \$200,000 subject to approval by the City Manager. (Contract No. 30966)

CONTRACT AWARD TO COMMERCIAL ROOFING SYSTEMS, INC., FOR SENIOR CENTER ROOF RESTORATION PROJECT FOR AN AMOUNT NOT-TO-EXCEED \$107,883

Recommendation:

(1) Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section 15301, Existing Facilities, which exempts minor alteration of existing public facilities where no expansion of the use will take place; and
(2) Accept the bid dated July 5, 2017, submitted by Commercial Roofing Systems, Inc., in response to the Project Plans and Specifications for the Senior Center Roof Restoration Project, and authorize the City Manager to enter into such contract for an amount not-to-exceed \$107,883. (Contract No. 30959)

The above two items were discussed concurrently.

Vice Mayor Kennedy spoke on the need for staff to encourage Pasadena-based businesses to participate in the bidding process for City contracts, and suggested that staff actively call local business to inform them of the City's bid opportunities.

Steve Mermell, City Manager, responded to questions regarding City staff's outreach and notification efforts to Pasadena businesses regarding bidding opportunities, stated that the Finance Department will host and schedule a local community workshop, "Doing Business with the City", and that staff can include the names of all bidders in future staff reports.

Councilmember Hampton expressed concerns with including the name of unresponsive bidders in the agenda reports due to possible negative impacts to the company labeled as unresponsive; and echoed Vice Mayor Kennedy's suggestion regarding outreach to local business on bidding opportunities.

Following discussion, it was moved by Vice Mayor Kennedy, seconded by Councilmember McAustin, to approve the staff recommendations. (Motion unanimously carried) (Absent: Councilmember Madison)

AUTHORIZE THE GENERAL MANAGER OF THE WATER AND POWER DEPARTMENT TO ENTER INTO A FUNDING AGREEMENT WITH THE UNITED STATES DEPARTMENT OF THE INTERIOR, BUREAU OF RECLAMATION FOR THE PASADENA NON-POTABLE WATER PROJECT, PHASE 1

Recommendation:

(1) Find that the federal funding from the United States Department of the Interior, Bureau of Reclamation ("USBR") for the Pasadena Non-Potable Water Project, Phase I was subject to adequate environmental review in the Environmental Impact Report certified by City Council on February 22, 2016, and there are no changes to the project, changed circumstances or new information, proposed with this action which would trigger additional environmental review; and

(2) Authorize the General Manager of the Water and Power Department ("PWP") to sign on behalf of the City of Pasadena the funding agreement with the USBR for the Pasadena Non-Potable Water Project, Phase I; conduct all negotiations with the federal agency; and execute all documents including other agreements, amendments, payment requests, and others, as may be necessary to implement the funding agreement, including potential future increases to the maximum grant amount awarded for Phase I. (Contract No. 22,807)

Nina Chomsky, Linda Vista - Annandale Association, spoke on the need for the City to provide with certainty on the funding for Pasadena Non-Potable Water Project, Phase I.

Avis Kawahara, Pasadena resident, expressed concerns with the funding of the project related to the start of construction on the project and water rates increase.

Gurcharan Bawa, General Manager of Water and Power, responded to public comment, and provided a brief update on grant funding and obtaining necessary permits.

Councilmember McAustin, Chair of the Municipal Services Committee, spoke in support of the staff recommendation allowing the City to recover associated project costs incurred.

Following discussion, it was moved by Councilmember McAustin, seconded by Vice Mayor Kennedy, to approve the staff recommendations. (Motion unanimously carried) (Absent: Councilmember Madison)

AUTHORIZE A SERVICES CONTRACT WITH CABLE ENGINEERING SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$350,000 FOR THE WATER AND POWER DEPARTMENT

Recommendation:

- (1) Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (General Rule); and
- (2) Authorize the City Manager to enter into a contract without competitive bidding, pursuant to City Charter Section 1002(F), Contracts for Professional or Unique Services, with Cable Engineering Services dba Prescott Communication for three years in the amount of \$210,000 with two additional one-year options each not-to-exceed \$70,000 subject to the approval of the City Manager for Pole Asset Management. (Contract No. 30957)

Following a brief discussion, it was moved by Vice Mayor Kennedy, seconded by Councilmember Masuda, to approve the staff recommendations. (Motion unanimously carried) (Absent: Councilmember Madison)

JOINT TAX TRANSFER RESOLUTION BETWEEN THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT, LOS ANGELES COUNTY, AND THE CITY OF PASADENA (ANNEXATION 2016-34)

Recommendation:

- (1) Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15319 Annexations of Existing Facilities and Lots for Exempt Projects and ~~Section 15320 Changes in Organization of Local Agencies~~; and
- (2) Adopt a resolution approving a joint tax transfer between the San Gabriel Valley Mosquito and Vector District ("District"), Los Angeles County, and the City of Pasadena ("City"). (Resolution No. 9585)

Michael Johnson, Director of Public Health, stated that a correction to the agenda report is necessary, as follows, remove the following language from Recommendation No. 1: "and Section 15320 Changes in Organization of Local Agencies."

In addition, Mr. Johnson responded to questions regarding the proposed revenue stream, Local Agency Formation Commission for the County of Los Angeles (LAFCO) annexation process, and services provided to the community.

Councilmember McAustin asked staff to ensure robust outreach to all Pasadena property owners and to provide notification of the new tax assessment.

Jared Dever, District Manager San Gabriel Valley Mosquito and Vector Control District (District), responded to questions regarding LAFCO public meetings, the protest process, and the District's notification process and response to a mosquito vector emergency; and stated that the District will host, in collaboration with the City's Health Department, community meetings to address public concerns and ensure transparency.

Councilmember Hampton expressed concerns with the tax increase to Pasadena property owners and the possible financial burden that the proposed tax assessment will create without proper outreach.

Steve Mermell, City Manager, spoke on the importance of the annexation into the District in the event of an emergency outbreak, and responded to questions regard the City's role in such an outbreak.

Councilmember Wilson suggested that proactive notification letters are mailed to Pasadena property owners with educational information on mosquito-borne viruses, and the costs associated with the program.

Following discussion, it was moved by Councilmember Wilson, seconded by Councilmember McAustin, to approve the amended staff recommendations, as detailed above:

AYES: Councilmembers Gordo, Masuda, McAustin, Wilson,
Vice Mayor Kennedy, Mayor Tornek
NOES: Councilmember Hampton
ABSENT: Councilmember Madison
ABSTAIN: None

PUBLIC HEARING

PUBLIC HEARING: MODIFICATION TO CITY COUNCIL APPROVAL OF CONDITIONAL USE PERMIT NO. 6222 AND ASSOCIATED MITIGATED NEGATIVE DECLARATION FOR THE ARROYO SECO CANYON PROJECT

Recommendation:

(1) Acknowledge that the Final Initial Study/Mitigated Negative Declaration ("IS/MND") and Conditional Use Permit No. 6222 ("CUP") for the Arroyo Seco Canyon Project ("Project") were approved by City Council at a public hearing on June 1, 2015; a lawsuit was filed against the City seeking to invalidate the City's approval of the IS/MND and CUP for the underlying Project; the Los Angeles Superior Court issued its Statement of Decision on March 20, 2017 against the City; and that the Court entered

Judgment Granting a Peremptory Writ of Mandate on June 26, 2017 (Attachment A of the agenda report) that severs the defectively analyzed Project elements and allows the remainder of the Project to proceed; and

(2) Consistent with the Writ of Mandate and as detailed in the staff report, rescind the approval of the CUP and IS/MND for the Project components that were found by the court to have been inadequately analyzed under the California Environmental Quality Act, and are severable from the remainder of the Project, thereby leaving in place the IS/MND and CUP for the remainder of the Project.

The City Clerk opened the public hearing; reported that the public hearing notice was published in the Pasadena Star News on July 10, 2017; no correspondence was received by the City Clerk's office regarding this item.

Gurcharan Bawa, General Manager of Water and Power, provided historical information and introductory comments, and Theresa Fuentes, Assistant City Attorney, presented a PowerPoint presentation on the item, and responded to questions.

Tim Brick, Arroyo Seco Foundation (ASF), spoke in favor of the staff recommendation; and discussed the role and goals of ASF related to the Arroyo Seco Canyon project.

Following discussion, it was moved by Councilmember McAustin, seconded by Councilmember Hampton, to close the public hearing. (Motion unanimously carried) (Absent: Councilmember Madison)

Following further discussion, it was moved by Councilmember McAustin, seconded by Councilmember Hampton, to approve the staff recommendation. (Motion unanimously carried) (Absent: Councilmember Madison)

PUBLIC HEARING: AMENDMENT TO PASADENA MUNICIPAL CODE SECTION 4.19 – TRAFFIC REDUCTION AND TRANSPORTATION IMPROVEMENT FEE

Recommendation:

(1) Find that the action proposed in the agenda report is exempt from environmental review under the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15378(b)(4)(definition of "project" does not include funding which does not commit to a project);

(2) Find that the Transportation Development Impact Fee Study complies with California Government Code Section 66001 by establishing the basis for imposition of fees on new development;

(3) Amend Municipal Code Section 4.19.040(A) – Fees of Chapter 4.19 – Traffic Reduction and Transportation Improvement Fee to set the following fee at:

- a. \$1.13 per square of net new industrial use
- b. \$10.79 per square foot of net new retail use
- c. \$8.13 per square foot for net new office use
- d. \$3,448 per net new unit multi-family residential
- e. \$8,905 per net new of single family residential;

(4) Replace Municipal Code Sections 4.19.050(B) and (C) with an exemption that provides a transition period of six months for development projects to pay at a level equivalent to the current fees;

(5) Amend Municipal Code Section 4.19.060 to enumerate the list of transportation improvements funded through the fee as set forth in Attachment A of the agenda report; and

(6) Direct the City Attorney to prepare an ordinance within 60 days amending Municipal Code Section 4.19 as set forth above.

Recommendation of the Transportation Advisory Commission (TAC): On May 25, 2017, TAC unanimously supported staff's recommendation with a vote of 6 members in favor, 1 member against, and 2 members absent for adoption of the updated fee and additionally recommended that for-profit educational institutions be subject to the updated fee. Staff did not recommend that for-profit institutions be subject to the fee.

Recommendation of the Planning Commission: On June 14, 2017, staff presented the updated fee to the Planning Commission. Staff's response to Commission's comments has been provided in attachment D of the agenda report.

The City Clerk opened the public hearing; reported that the public hearing notice was published in the Pasadena Star News on July 14, 2017 and July 19, 2017; and that the City Clerk's Office received 3 letters in opposition and 1 letter providing comments and concerns, which were distributed to the City Council and made part of the public hearing record.

Fred Dock, Director of Transportation, provided introductory comments and reported that the staff agenda report is amended to reflect the recommendation of the Transportation Advisory Commission as follows: remove "unanimously" and add in the words "with a vote of 6 members in favor, 1 member against, and 2 members absent...."

Mike Bagheri, Transportation Development Manager, presented a PowerPoint presentation on the item, and responded to questions.

David Taussig, consultant, responded to questions regarding the Transportation Development Impact Fee study and information on the Vehicle Miles Traveled criteria utilized by CEQA.

Vice Mayor Kennedy expressed concerns with the Traffic Reduction and Transportation Impact Fee's (TR/TIF), Single-Family (per family unit) proposed increase from \$2,889.70 to \$8,905 and stated his opposition to the staff's recommendation.

The following individuals spoke in opposition to the staff recommendation, and/or provided comments and/or suggestions:

David Whitehead, Pasadena resident
DeAndre Valencia, Business Industry Association-Los Angeles Ventura Chapter
Jill Shook, Greater Pasadena Affordable Housing Group
Michelle White, Pasadena resident

The following individuals spoke in favor of the staff recommendation, and/or provided comments and/or suggestions:

Dr. Gene Ester, Pasadena resident
Blair Miller, Pasadena resident
David Azevedo, Pasadena Complete Streets Coalition
Wesley Reutimann, Pasadena resident
Jonathan Edwards, Pasadena resident

Following public comment, it was moved by Councilmember McAustin, seconded by Councilmember Hampton, to close the public hearing. (Motion unanimously carried) (Absent: Councilmember Madison)

Councilmember Wilson spoke in support of staff's recommendation, specifically with regard to the citywide Complete Street projects, as well as the need to conduct a refresh cycle during the project. In addition, Mr. Wilson requested that staff confirm whether the proposed project considered the impact fees to Accessory Dwelling Units (ADU) that were not contemplated in the General Plan.

In response, staff agreed to go back and confirm whether the zoning classifications incorporated ADU's and will return with any necessary amendments.

Councilmember McAustin, spoke in support of staff's recommendation, stating residents of permanent supportive housing are heavy public transit users and the TR/TIF's will be used to upgrade and expand the City's public transit system. In addition, Ms. McAustin asked staff to consider when discussing ADU's and the related layering of applicable fees, that staff does not inadvertently create a disincentive of ADU's.

Councilmember Gordo, Chair of the Economic Development and Technology Committee, stated that he would ask staff to consider the applicability of TR/TIF to ADU's at a future EdTech Committee meeting.

Vice Mayor Kennedy suggested moderate increases to TR/TIF's for Single-Family (per family unit), based on Consumer Price Index increases.

City Manager Mermell responded that the TR/TIF's are in the General Fee Schedule, which is submitted yearly to the City Council for review, approval and/or rejection.

Following discussion, it was moved by Councilmember Wilson, seconded by Councilmember Hampton, to close the public hearing. (Motion unanimously carried) (Absent: Councilmember Madison)

Motion:

Following discussion, it was moved by Vice Mayor Kennedy, seconded by Councilmember Hampton, to approve the recommendation, amended to maintain the current Traffic Reduction and Transportation Impact Fee for Single Family (per family unit) at \$2,889.70 (not increase to \$8,905):

AYES: Councilmember Hampton, Vice Mayor Kennedy
NOES: Councilmembers Gordo, Masuda, McAustin, Wilson, Mayor Tornek
ABSENT: Councilmember Madison
ABSTAIN: None

Motion:

It was moved by Councilmember McAustin, seconded by Councilmember Wilson, to approve the staff recommendation, with the amendment to the Transportation Advisory Committee recommendation, as detailed above:

AYES: Councilmembers Gordo, Hampton, Masuda, McAustin, Wilson, Mayor Tornek
NOES: Vice Mayor Kennedy
ABSENT: Councilmember Madison
ABSTAIN: None

**RECOMMENDATIONS FROM
OFFICERS AND
DEPARTMENTS**

**SET A PUBLIC HEARING FOR THE PROPOSED CHANGES
TO THE WATER RATE STRUCTURE AND ADJUSTMENTS TO
THE WATER RATES**

Recommendation:

(1) Find that the Public Hearing for Proposed Changes to the Water Rates are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15273 (Rates, Tolls, Fares, and Charges); and

(2) Establish a date of September 25, 2017 to conduct a public hearing on the Proposed Changes to the Water Rate Structure and Water Rates as described in the agenda report.

Gurcharan Bawa, General Manager of Water and Power, and Steve Mermell, City Manager, summarized the agenda report, and responded to questions.

Vice Mayor Kennedy asked staff to provide information on water rate structures of similarly sized cities, and how water rates are determined by those municipalities.

Following a brief discussion, it was moved by Vice Mayor Kennedy, seconded by Councilmember Hampton, to approve the staff recommendations. (Motion unanimously carried) (Absent: Councilmember Madison)

AUTHORIZATION TO ENTER INTO A CONTRACT WITH LAZ PARKING FOR THE MANAGEMENT, OPERATION AND MAINTENANCE OF THE PASEO SUBTERRANEAN, MARENGO, LOS ROBLES, HOLLY STREET, DEL MAR STATION, SCHOOLHOUSE, DE LACEY AND MARRIOTT PARKING GARAGES IN AN AMOUNT NOT-TO-EXCEED \$9,665,500 FOR THREE-YEAR TERMS

Recommendation:

(1) Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and

(2) Authorize the City Manager to enter into a contract, based on a competitive selection process pursuant to Pasadena Municipal Code Section 4.08.047, with LAZ Parking for the management of the Paseo Subterranean, Marengo, Los Robles, Holly Street, Del Mar Station, Schoolhouse, DeLacey and Marriott parking garages for an amount not-to-exceed \$9,665,500 for three-years, with the option for two additional one-year terms at the discretion of the City Manager.

Fred Dock, Director of Transportation provided introductory comments, and Mike Woolson, Management Analyst, presented a PowerPoint presentation on the item, and responded to questions.

Vice Mayor Kennedy stated for the record: "I have met with a number of parking contractors over my four and half years on the Council. I don't believe anything that I have done will preclude me from participating tonight, but I think it's important for transparency sake that I make that admission."

Councilmember Gordo expressed concerns regarding the evaluated pricing criteria and the low percentage it received in terms of grading and importance; and the lack of knowledge and experience the committee members who reviewed and evaluated the proposals have with the City's current parking garage structure (i.e. familiarity with Pasadena, mixed-use components, reliance of parking by retail establishments, etc.). Furthermore, Mr. Gordo spoke on the need to conduct background checks of all proposers as it relates to cash handling and other performance audits, to ensure that the awarded vendor is qualified, responsible and does not have any outstanding issues in other jurisdictions; asked staff to provide information on the level of consideration given when evaluating proposals from companies that may have active negative actions in other jurisdictions; and the City Council's notification or review process.

City Manager Mermell responded to questions regarding the percentage distribution on the criteria used to evaluate the submitted proposals, and spoke on the importance of cash management, accurate reporting, and audit trails.

Jon Hamblen, Parking Manager, responded to questions and stated he would provide additional information on the selection committee members' professional experience.

The Mayor echoed Councilmember Gordo's concerns regarding the rating panel and expressed additional concern as to why staff (with the most experience managing the City's garages) did not evaluate the proposals, and suggested that a future committee be comprised of a combination of staff and peers from other agencies to review proposals.

Javan Rad, Chief Assistant City Attorney, responded to questions regarding staff's purview on active actions in other jurisdictions that have not been resolved during the competitive selection process, and the City's inability to compel local hiring.

Councilmember Wilson expressed concerns with the possibility of committee members who reviewed and evaluated the proposals, whom may have professional relationships with the vendors who submitted proposals.

Gary Pitts, Modern Parking, Inc. submitted articles regarding LAZ Parking, spoke in opposition to the Request For Proposal (RFP) process and staff recommendation.

Rio Lupisan, LAZ Parking, spoke in favor of the staff recommendation; and responded to concerns regarding disclosed information, and working relations with other customers pertaining to LAZ Parking.

In response to Councilmember McAustin's inquiry on how to proceed in light of new information, City Manager Mermell stated that at the City Council's direction, the staff can reject all proposals and commence a new RFP process, or reconstitute the proposals received to an internal staff review, with the proposers allowed to submit supplemental information pertinent to the issues raised, consulting the City Attorney as to what information can be considered during the reevaluation.

Councilmember McAustin spoke in support of asking staff to conduct an internal reevaluation of the proposals.

Councilmember Gordo asked staff to address the concerns raised by the proposers regarding the lack of adherence to the RFP and give the proposers an opportunity to provide additional information.

The Mayor expressed concerns with the City's purchasing standards on requesting reports on "faults and determination" which he believes are not sufficient, and asked staff to consider requiring additional reporting information from proposers.

Councilmember Wilson expressed concerns with the Better Business Bureau's rating on LAZ Parking, and asked staff to consider the procurement activity (cash handling) involved with the contracts and suggested requiring additional credit reporting from proposers.

Following discussion, by consensus of the City Council, and on order of the Mayor, the City Council directed staff to reconstitute the proposals received from the RFP, conduct an internal staff review, if necessary request supplemental information from the proposers, in consultation with the City Attorney's Office as to the appropriate information to be considered during the re-evaluation.

DESIGNATION OF A VOTING DELEGATE AND AN ALTERNATE FOR THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE ON SEPTEMBER 13, 2017 TO SEPTEMBER 15, 2017 IN SACRAMENTO, CALIFORNIA

Mayor Tornek introduced the item and provided historical information on the item.

Following a brief discussion, it was moved by Councilmember McAustin, seconded by Councilmember Wilson, to designate Steve Mermell, City Manager, as voting delegate, and Julie Gutierrez, Assistant City Manager, as alternate, for the League of California Cities Annual Conference on September 13, 2017 to September 15, 2017 in Sacramento, California. (Motion unanimously carried) (Absent: Councilmember Madison)

CERTIFICATION OF SUFFICIENCY OF A REFERENDUM PETITION AGAINST ORDINANCE NO. 7302 ADOPTED BY THE PASADENA CITY COUNCIL ON MAY 22, 2017, PERMITTING SUSPENSION OF CITY UTILITY SERVICES FOR VIOLATION OF SPECIFIED SECTIONS OF THE PASADENA MUNICIPAL CODE, AND AMENDING TITLE 14, CHAPTER 14.04, SECTION 14.04.030 (VIOLATIONS) OF THE PASADENA MUNICIPAL CODE REGARDING ADDITIONAL ENFORCEMENT PROVISIONS

Recommendation:

- (1) Find that the proposed actions are exempt from review pursuant to the California Environmental Quality Act ("CEQA") and in accordance with State CEQA Guidelines Section 15061(b)(3) (General Rule);
- (2) Receive and accept the certification (Attachment A of the agenda report) of the sufficiency of a referendum petition against Ordinance No. 7302 adopted on May 22, 2017 by the City Council based upon the examination and verification of signatures by the Los Angeles County Registrar-Recorder/County Clerk's Office;
- (3) Pursuant to California Elections Code (EC) Section 9241, the City Council shall do one of the following:
 - a. Direct the City Attorney to prepare an ordinance to repeal Ordinance No. 7302, in its entirety; or
 - b. Submit Ordinance No. 7302 to the voters, either at the next regular municipal election occurring not less than 88 days after the order of the legislative body (March 2019), or at a special election called for the purpose, not less than 88 days after the order of the legislative body. The ordinance shall not become effective until a majority of the voters voting on the ordinance vote in favor of it.

The City Clerk summarized the agenda report as part of the PowerPoint presentation and responded to questions.

Theresa Fuentes, Assistant City Attorney, responded to questions regarding the content of future ordinances pertaining to this item.

Councilmember Wilson asked the City Attorney to determine if there is an alternative solution that will provide the City with additional enforcement capability within the City's land-use policies.

Following discussion, it was moved by Councilmember Hampton McAustin, seconded by Councilmember Hampton, to approve staff recommendations Nos. 1 and 2. (Motion unanimously carried) (Absent: Councilmember Madison)

**ORDINANCE – FIRST
READING**

Conduct first reading of "AN ORDINANCE OF THE CITY OF PASADENA AMENDING TITLE 9, CHAPTER 9.75 (TENANT PROTECTION) OF THE PASADENA MUNICIPAL CODE CLARIFYING THE CONDITIONS UNDER WHICH TENANTS ARE ELIGIBLE TO RECEIVE RELOCATION ALLOWANCE AND MOVING EXPENSE ALLOWANCE AND UPDATING THE ORDINANCE"

Michelle White and Jill Shook, Affordable Housing Services, expressed concerns with the ordinance language regarding relocation benefits and retaining low income renters in the City.

Brad Fuller, Assistant City Attorney, responded to questions regarding the proposed ordinance compliance with state law, tenant privileges, and leases.

The Mayor asked the staff to amend ordinance, Section 2, Chapter 9.75.020 – Definitions, Item H (page 2), "Tenant in good standing" means a tenant that, as of the date of eviction, is in compliance with all terms and conditions of the lease, written or un-written..."

Jim Wong, Senior Project Manager, responded to questions regarding the Housing Department's outreach to apartment owners, realtors associations, educational institutions, and housing advocates.

Following discussion, the above ordinance, with the amendment detailed above, was offered for first reading by Councilmember Hampton:

AYES: Councilmembers Gordo, Hampton, Masuda,
McAustin, Wilson, Vice Mayor Kennedy, Mayor
Tornek
NOES: None
ABSENT: Councilmember Madison
ABSTAIN: None

UPDATE REGARDING THE CALIFORNIA VOTER PARTICIPATION RIGHTS ACT (CVPRA) AND STATE ATTORNEY GENERAL'S ISSUED OPINION NO. 16-603

Recommendation: The following report is for information only; no City Council action is required

The City Clerk summarized the agenda report as part of the PowerPoint presentation and responded to questions.

The Mayor asked the City Council to review the illustration of election dates provided in the PowerPoint presentation, and send questions and/or alternatives to the City Clerk for response, and consideration.

Dale Gronemeier, Eagle Rock resident, spoke against transitioning from the City's odd-year election cycle to statewide election dates, citing down ballot issue concerns and local races having to compete with well-funded state and federal races for attention; and stated his belief that the State Attorney General's opinion is inaccurate.

Javan Rad, Chief Assistant City Attorney, responded to questions regarding the City's next steps related to the State Attorney General's opinion.

The Mayor asked the City Attorney's Office to provide input on the City's ability to seek a declaratory judgement regarding the City's requirement to participate in CVPRA.

Councilmember Masuda asked the City Clerk to provide information on the number of Cities that will be moving their elections to statewide election dates.

Councilmember Hampton stated his preference that the City not transition to a statewide election dates in order to protect local control as a Charter City.

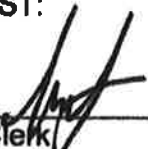
Following discussion, by consensus of the City Council, and on order of the Mayor, the information was received and filed.

ADJOURNMENT

On order of the Mayor, the regular meeting of the City Council adjourned at 11:50 p.m.


Terry Tornek, Mayor
City of Pasadena

ATTEST:



City Clerk



Agenda Report

July 24, 2017

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACT WITH LIFE-ASSIST, INC. TO FURNISH AND DELIVER MEDICAL SUPPLIES AS REQUIRED FOR AN AMOUNT NOT TO EXCEED \$1,000,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed actions herein are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule); and
2. Accept the bid dated June 5, 2017 submitted by Life-Assist, Inc. in response to a Bid Invitation to furnish and deliver medical supplies as requested, reject all other bids received, and authorize the City Manager to enter into contract with Life-Assist, Inc. for an amount not to exceed \$1,000,000 which includes \$600,000 for an initial three year term and two optional one-year terms, with each year not to exceed \$200,000 subject to approval by the City Manager.

BACKGROUND:

The Fire Department responds to nearly 16,000 emergency medical calls annually and uses a variety of medical supplies when responding to those calls that require the provision of emergency medical care. In support of this effort, staff purchases a variety of medical supplies and equipment to ensure the Department's first responders are prepared to treat patients with medical conditions and traumatic injuries. This helps to ensure the Department is able to provide critical pre-hospital emergency medical care, as required by Los Angeles County Emergency Medical Services Agency. Supplies and equipment purchased by staff include necessary items such as bandages, splints, intravenous supplies, oxygen masks, medications, and airway equipment.

On May 24, 2017 the City published a Notice Inviting Bids to furnish and deliver medical supplies as required by the Fire Department in accordance with City specifications. The bid was posted on the City's online bidding site, Planet Bids, and notices were

advertised in the Pasadena Journal and the Pasadena Weekly in accordance with City Charter and Municipal Code provisions. A total of 305 vendors were notified, of which 10 prospective vendors downloaded the bid. None of the prospective bidders were local to Pasadena. Four bids were received and publicly opened on June 13, 2017. One bidder was deemed non-responsive as they were unable to agree to the City's standard purchasing policies.

Staff had requested for vendors to bid on 45 of the most commonly ordered products based on historical purchases of the Department to evaluate pricing. Of the three responsive bids received, the bid results were as follows:

<u>Bidders</u>	<u>Total Weighted Bid Price</u>
Life Assist, Inc., Rancho Cordova, CA	\$93,121.8
Henry Schein, Inc., Irmo, SC	\$183,061
AGIA Pharmacy & Cafe, Inc., Tehachapi, CA	\$511,904

Following a formal bid process, Life-Assist Inc. is recommended as the selected vendor to furnish and deliver medical supplies in accordance with the City's specifications. Life-Assist is an established California corporation, and was the lowest bidder that was able to provide all specified goods and meet all indicated requirements. Total expenditures are not to exceed \$1,000,000, which includes \$600,000 for an initial three-year term and two optional one-year terms with each year not to exceed \$200,000.

Life-Assist was previously awarded a three-year contract with two optional one-year terms with the Fire Department through a formal bid process, for a not to exceed amount of \$150,000 each year for the first four years and a not to exceed amount of \$200,000 for the final one-year term. The contract amount increase for the final term was approved by City Council on August 15, 2016. The original bid was awarded on July 9, 2012 and the current contract expires on August 31, 2017.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic planning goals to ensure public safety.

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061 (b) (3), the general rule that CEQA only applies to projects that may have an effect on the environment. The action proposed herein, the purchase of medical supplies and equipment will not have a potentially significant environmental effect.

FISCAL IMPACT:

The total cost of this action will be \$1,000,000 if the two additional one-year terms are exercised. Funding will be addressed by utilization of existing budgeted appropriations in the Fire Department General Fund operating budget account for EMS (10131021-810100). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



BERTRAL T. WASHINGTON
Fire Chief

Prepared by:



Stephanie Chang
Management Analyst

Approved by:



STEVE MERMELL
City Manager

EQUIVALENTS:

For bidders proposing "Equivalents" to the items listed in the BIDDER'S PROPOSAL, please complete all the information below. Bidders must bid on all items listed. No substitutions for the items listed in the Bid Table will be accepted. The City reserves the right to determine whether the alternate brand is equal to the brand specified or the stated technical specifications. Supporting materials must be provided by the vendor upon request for any items proposed as "Equivalents" or the bid may be deemed non-responsive. The decision of the City regarding equality shall be final. Incomplete bids may be deemed non-responsive.

Item Number	Description	Description	Manuf Number	Manufacturer
1	KING LTS-D™ Airway Convenience Bundle, Size 3			
2	KING LTS-D™ Airway Convenience Bundle, Size 4			
3	KING LTS-D™ Airway Convenience Bundle, Size 5			
4	Guedel Airway, 60mm, Black			
5	Guedel Airway, 70mm, White			
6	Guedel Airway, 80mm Green			
7	Guedel Airway, 90mm, Yellow			
8	Guedel Airway, 100mm, Red			
9	COMBITUBE® Airway, 41 fr. in Soft Pack			
10	LITE-BLADE SLIMS™ Laryngoscope Blade, Macintosh Blade, #3			
11	LITE-BLADE SLIMS™ Laryngoscope Blade, Macintosh Blade, #4			
12	Masimo M-LNCS DCI-I Reusable Sensor, Adult			
13	Masimo M-LNCS PDTX Disposable Sensor, Pedi, 18"			
14	PHYSIO-CONTROL EDGE Electrode w/QUIK-COMBO Connector, Adult			
15	DIAGNOSTIX™ Palm Style BP Unit, Adult, Navy Blue			
16	Ambu® BLUE SENSOR Electrode, 1.5in h (Packs of 50)			

Item Number	Description	Description	Manuf Number	Manufacturer
17	Ambu® BLUE SENSOR Electrode, 1.5in h (Packs of 10)			
18	Ambu® Perfit™ ACE Extrication Collar			
19	Ambu® Perfit™ Mini ACE Extrication Collar			
20	Laerdal™ STA-BLOCK™ Head Immobilizer			
21	AMSAFE® Dual Set, 15 drop, 100" with MicroClave/Preslit			
22	AMSAFE® Dual Set, 60 drop, 100" with MicroClave/Preslit			
23	ViaValve™ Safety IV Catheter, 18 ga. x 1 1/4"			
24	ViaValve™ Safety IV Catheter, 20 ga. x 1 1/4"			
25	NitroMist® Nitroglycerin Spray, 230 Metered Sprays			
26	BD PassFlush™ Pre-Filled Saline Syringe, 10 ml (pack of 30)			
27	Epinephrine, 1:10,000 1 mg, 10 ml LifeShield® Syringe			
28	Naloxone, 2 mg, 2 ml Luer- JET™ SYRINGE			
29	Sodium Chloride IV Solution, 0.9%, Hospira, 1000 ml Bag	Sodium Chloride IV Solution, 0.9%, B Braun 1000ml bag, E3	E8000	B Braun Medical Inc.
30	EMS-2 Fanny Pack, Navy Blue			
31	Ambu® SPUR® II Bag Mask Resuscitator, Adult			
32	Ambu® SPUR® II Bag Mask Resuscitator, Pediatric			
33	Ambu® SPUR® II Bag Mask Resuscitator, Infant			
34	CONTINUOUS CARE Nebulizer, Hand Held			
35	GRAHAM® MegaMover® Portable Transport Unit			
36	LifeStar™ EC Nitrile Exam Glove, Small			

FURNISH AND DELIVER MEDICAL SUPPLIES AS REQUIRED
3 00PM, June 13 2017

Item Number	Description	Description	Manuf Number	Manufacturer
37	LifeStar™ EC Nitrile Exam Glove, Medium			
38	LifeStar™ EC Nitrile Exam Glove, Large			
39	LifeStar™ EC Nitrile Exam Glove, X-Large			
40	STROBE Eyewear, Black Frame, Clear Lens			
41	Simulaids O.B. Manikin			
42	DYNAREX Adhesive Bandage, Sheer Strips, 3/4" x 3"			
43	DUKAL™ Trauma Dressing, 10" x 30"			
44	KERLIX™ Gauze Bandage, 4.5" x 4.1 yds, Sterile			
45	QuikClot® Combat Gauze LE™, 3" x 4 yds 2-fold			

5.0 BIDDER'S PROPOSAL

To the Honorable City Council of the City of Pasadena, California

In response to the Notice Inviting Bids for **FURNISH AND DELIVER MEDICAL SUPPLIES AS REQUIRED** the undersigned proposes and agrees to furnish the required material in strict conformity with the general and detailed specifications and data on manufacturer's data sheets and/or exceptions made part of the bid and accepted by the City in writing.

Each bidder must bid on the items shown in the Bidder's Proposal. If any bidder makes any alteration, interlineation or deviation in any of the printed matter of the proposal or if the signature of the bidder is incomplete, the bid will be considered informal and may be rejected.

Instructions: For each Item, please multiply the Unit Price by the corresponding Quantity to determine the Item Price. Sum the Item Prices to determine the Item Total. For the Miscellaneous Medical Supplies, include your percentage discount or markup with the estimated amount to calculate your unit price in dollars. Sum the Item Total and the Sales Tax to determine the Grand Total Price. *All bids along with any required attachments must be entered and uploaded electronically into Planet Bids (www.planetbids.com) by the set bid date and time for this bid.*

Bidders must bid on all items. Incomplete bids will not be deemed responsive. Bids submitted must include catalog or website part numbers for each bid item. No minimum charges will be accepted. Per item charges shall be clearly indicated. All items are to be delivered Free On Board (FOB) to Fire Station 37 in the City of Pasadena, and delivery costs under the weekly order schedule must be included in the unit pricing.

Item #	Description	Manuf Number	Manufacturer	Unit of Measure	Quantity	Unit Price Dollars Cents	ITEM PRICE Dollars Cents	
1	KING LTS-D™ Airway Convenience Bundle, Size 3	LTSD3-KIT	AMBU	ea	15	\$30.50	\$457.50	AC403BUNDL
2	KING LTS-D™ Airway Convenience Bundle, Size 4	LTSD4-KIT	AMBU	ea	23	\$30.50	\$701.50	AC404BUNDL
3	KING LTS-D™ Airway Convenience Bundle, Size 5	LTSD5-KIT	AMBU	ea	7	\$30.50	\$213.50	AC405BUNDL
4	Guedel Airway, 60mm, Black	43060-50	ADC	ea	0	\$0.52	\$0.00	AA16
5	Guedel Airway, 70mm, White	43070-50	ADC	ea	10	\$0.52	\$5.20	AA17
6	Guedel Airway, 80mm Green	43070-50	ADC	ea	42	\$0.52	\$21.84	AA18
7	Guedel Airway, 90mm, Yellow	43090-50	ADC	ea	100	\$0.52	\$52.00	AA19
8	Guedel Airway, 100mm, Red	43100-50	ADC	ea	100	\$0.52	\$52.00	AA20
9	COMBITUBE® Airway, 41 fr. in Soft Pack	5-18441	TYCO	ea	5	\$45.00	\$225.00	AC541
10	LITE-BLADE SLIMS™ Laryngoscope Blade, Macintosh Blade, #3	4803300	RUSCH	ea	5	\$5.99	\$29.95	LY73D

Item #	Description	Manuf Number	Manufacturer	Unit of Measure	Quantity	Unit Price Dollars Cents	ITEM PRICE Dollars Cents	
11	LITE-BLADE SLIMS™ Laryngoscope Blade, Macintosh Blade, #4	4804400	RUSCH	ea	5	\$5.99	\$29.95	LY74D
12	Masimo M-LNCS DCI-I Reusable Sensor, Adult	2501	MASIMO	ea	2	\$196.00	\$ 392.00	PO2501
13	Masimo M-LNCS PDTX Disposable Sensor, Pedi, 18"	2510	MASIMO	ea	5	\$16.50	\$ 82.50	PO2510
14	PHYSIO-CONTROL EDGE Electrode w/QUIK-COMBO Connector, Adult	11996-000091	PHYSIO-CONTROL	ea	5	\$33.00	\$ 165.00	EL7091
15	DIAGNOSTIX™ Palm Style BP Unit, Adult, Navy Blue	703-11AN	ADC	ea	2	\$50.42	\$ 100.84	SG2074
16	Ambu® BLUE SENSOR Electrode, 1.5in h (Packs of 50)	SP 00 S 50	AMBU	pk	5	\$12.00	\$ 60.00	EL9050SP
17	Ambu® BLUE SENSOR Electrode, 1.5in h (Packs of 10)	SP 00 S 10	AMBU	pk	6000	\$1.75	\$ 10,500.00	EL9010SP
18	Ambu® Perfit™ ACE Extrication Collar	00 281 000	AMBU	ea	780	\$4.00	\$ 3,120.00	CXACE
19	Ambu® Perfit™ Mini ACE Extrication Collar	106 281 000	AMBU	ea	60	\$4.36	\$ 261.60	CXMINI
20	Laerdal™ STA-BLOCK™ Head Immobilizer	700-00001	LAERDAL	ea	150	\$3.63	\$ 544.50	SY975
21	AMSAFE® Dual Set, 15 drop, 100" with MicroClave/Preslit	MRA15-100	AMSINO	ea	1806	\$1.78	\$ 3,214.68	IV5100
22	AMSAFE® Dual Set, 60 drop, 100" with MicroClave/Preslit	MRSA60-100	AMSINO	ea	5	\$2.20	\$ 11.00	IV6100
23	ViaValve™ Safety IV Catheter, 18 ga. x 1 1/4"	326510	SMITH	ea	1800	\$1.60	\$ 2,880.00	IT326500
24	ViaValve™ Safety IV Catheter, 20 ga. x 1 1/4"	326610	SMITH	ea	3400	\$1.60	\$ 5,440.00	IT326600
25	NitroMist® Nitroglycerin Spray, 230 Metered Sprays	240990-0410-08	ROUSES POINT PHARM.	ea	46	\$148.00	\$ 6,808.00	DR0410-08
26	BD PosiFlush™ Pre-Filled Saline Syringe, 10 ml (pack of 30)	306546	BECTON DICKENSON	pk	57	\$17.00	\$ 969.00	DR3065-46
27	Epinephrine, 1:10,000 1 mg, 10 ml LifeShield® Syringe	0409-4921-34	PFIZER DDP INJECTABLES	ea	310	\$4.98	\$ 1,543.80	DR4921-34
28	Naloxone, 2 mg, 2 ml LUER-JET™ SYRINGE	76329-3369-1	Intern'l Medication Sys.	ea	120	\$32.35	\$ 3,882.00	DR3369-00
29	Sodium Chloride IV Solution, 0.9%, Hospira, 1000 ml Bag	7983-09	HOSPIRA WORLDWIDE, INC.	ea	1944	\$2.24	\$ 4,354.56	SL7800-09
30	EMS-2 Fanny Pack, Navy Blue	WP06-C3	HAWKE PAKS	ea	20	\$21.17	\$ 423.40	FS104-BLU
31	Ambu® SPUR® II Bag Mask Resuscitator, Adult	000 211 520	AMBU	ea	240	\$8.35	\$ 2,004.00	OM5200
32	Ambu® SPUR® II Bag Mask Resuscitator, Pediatric	000 213 530	AMBU	ea	12	\$12.08	\$ 144.96	OM5300
33	Ambu® SPUR® II Bag Mask Resuscitator, Infant	000 212 540	AMBU	ea	5	\$12.00	\$ 60.00	OM5400
34	CONTINUOUS CARE	MS 101	MEDSOURCE	ea	350	\$1.31	\$ 458.50	OM8101

FURNISH AND DELIVER MEDICAL SUPPLIES AS REQUIRED

3:00PM, June 13, 2017

Item #	Description	Manuf Number	Manufacturer	Unit of Measure	Quantity	Unit Price Dollars Cents	ITEM PRICE Dollars Cents	
	Nebulizer, Hand Held							
35	GRAHAM® MegaMover® Portable Transport Unit	51926	GRAHAM	ea	300	\$ 16.00	\$ 4,800.00	BS800
36	LifeStar™ EC Nitrile Exam Glove, Small (case of 1,000)	LSE-104-S	MICROFLEX	case	5	\$104.00	\$ 520.00	GL0104S
37	LifeStar™ EC Nitrile Exam Glove, Medium (case of 1,000)	LSE-104-M	MICROFLEX	case	5	\$104.00	\$ 520.00	GL0104M
38	LifeStar™ EC Nitrile Exam Glove, Large (case of 1,000)	LSE-104-L	MICROFLEX	case	5	\$104.00	\$ 520.00	GL0104L
39	LifeStar™ EC Nitrile Exam Glove, X-Large (case of 1,000)	LSE-104-XL	MICROFLEX	case	5	\$104.00	\$ 520.00	GL0104XL
40	STROBE Eyewear, Black Frame, Clear Lens	49GN80	GATEWAY	ea	5	\$1.54	\$ 7.70	IC54-BLK
41	Simulaids O.B. Manikin	180	SIMULAIDS	ea	5	\$485.10	\$ 2,425.50	TR180
42	DYNAREX Adhesive Bandage, Sheer Strips, 3/4" x 3" (box of 100)	3601	DYNAREX	box	48	\$1.56	\$ 74.88	BA3601
43	DUKAL™ Trauma Dressing, 10" x 30"	1030TD	DUKAL	ea	50	\$1.02	\$ 51.00	BA1030
44	KERLIX™ Gauze Bandage, 4.5" x 4.1 yds, Sterile	6715	KENDALL	ea	310	\$1.40	\$ 434.00	BA6715
45	QuikClot® Combat Gauze LE™, 3" x 4 yds Z-fold	350	Z-MEDICA	ea	168	\$ 32.50	\$ 5,460.00	BA7350
46	Miscellaneous Medical Supplies	NA	Percentage Discount or Markup on vendor's catalogue	Dollars	\$30,000	\$ 25% discount off list price	\$ 22,500.00	
						ITEM TOTAL	\$87,041.86	
						SALES TAX 8.75%	\$ 6,079.94	
47	Deliveries for emergency orders within 24 hours	NA	NA	ea	10	\$ 0.00	\$ 0.00	**
						TOTAL	BIDS ARE TO BE SUBMITTED THROUGH PLANET BIDS	

The Fire Department may order additional medical supplies from the vendor that are not listed in the Bid Table, as listed in Item #46. Please list the percent discount OR markup of the vendor's list price for related Miscellaneous Medical Supplies:

25 % discount off list price. Please see the attached file for more information regarding this.

** Emergency orders can be placed for next day delivery, no additional fees are applied and actual shipping charges for next day air delivery will be charged.

Terms _____ Net _____ 30 days

Delivery shall be no more than fifteen (15) days after receipt of City purchase order.

Firm

Life-Assist, Inc.

Contact

Michael Murray

name

Address

11277 Sunrise Park Drive, Rancho Cordova, CA 95742

Phone No. (800) 824-6016

Fax No. (800) 290-9794

Email Address

Quotes@Life-Assist.com

6.0 SIGNATURE PAGE AND LEGAL STATUS

The undersigned certifies that he is an official legally authorized to bind his firm and to enter into a contract should the City accept this proposal.

Bid proposal by Life-Assist, Inc.
(Name of Firm)

Legal status of bidder: Please check the appropriate box

- ☒ Corporation State of Incorporation California
- ☐ Partnership List Names _____
- ☐ DBA State full name _____ DBA
- ☐ Other Explain _____

Signature of Bidder Michael Murray Title Pricing Analyst
(Authorized Signature)

Address 11277 Sunrise Park Dr. City Rancho Cordova State CA Zip 95742

Telephone No. () (800) 824-6016

Signed this 5th day of June, 2017

	ADDENDUM NO.	BIDDER'S INITIALS
1.	_____	_____
2.	_____	_____
3.	_____	_____

BIDDER'S CHECKLIST

TO THE BIDDER:

The following list is provided for the convenience of both you and the City and to help eliminate errors and omissions which may render your bid unacceptable. Please check all appropriate boxes and submit with your bid.

- ☒ BID PROPOSAL (Signed by Bidder)
- ☒ DECLARATION OF NON-COLLUSION (Signed by Bidder)
- ☒ VENDOR QUESTIONNAIRE (forms AA1; AA2; and AA3 signed by Bidder)
- ☒ VENDOR CATALOGUE OF MEDICAL SUPPLIES (must include list pricing and detailed descriptions)
- ☒ VENDOR MARKUP PERCENTAGE

6.1 DECLARATION OF NON-COLLUSION BY CONTRACTOR

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Michael Murray being first duly sworn deposes

and says that he/she is Pricing Analyst

(Insert "Sole Owner", "Partner", "President", "Secretary", or other proper title)

of Life-Assist, Inc. (Insert name of bidder)

who submits herewith to the City of Pasadena a proposal;

That all statements of fact in such proposal are true;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such proposal is genuine and not collusive or sham;

That said bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Pasadena, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

- a. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
- b. Did not directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposal;
- c. Did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his proposal price, or of that of anyone else;
- d. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except the City of Pasadena, or to any person or persons who have a partnership or other financial interest with said bidder in his business.

I certify under penalty of perjury that the above information is correct

By: Michael Murray Title: Pricing Analyst

Date: 6/5/2017

6.2 Vendor Questionnaire (Form AA-1)

**Purchasing & Payables Division**

100 N. Garfield Ave., Room 328

Pasadena, CA 91101

(626) 744-6755

(626) 744-6757 Fax

Internet: www.cityofpasadena.net/purchasing**Vendor Questionnaire (Form AA-1)****Affidavit of Equal Opportunity Employment & Non-segregation**

By submitting this form you are declaring under penalty of perjury under the laws of the State of California and the laws of the United States that the information is true and correct. Furthermore, you are certifying that your firm will adhere to equal opportunity employment practices to assure that applicants and employees are not discriminated against because of their race, religion, color, national origin, ancestry, disability, sex or age. And, your firm does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

Name of Company Life-Assist, Inc. Telephone (800) 824-6016Address 11277 Sunrise Park Drive Fax Number (800) 290-9794
(optional)City Rancho Cordova State CA Zip 95742Contact Person Michael Murray E-mail Address Quotes@Life-Assist.com

DBA (if applicable) _____

Active City of Pasadena Business License Number N/A

Remit Address (if different) _____

Please state clearly and concisely the type(s) of goods and services your company would provide on this contract:

Emergency medical supplies, equipment and pharmaceuticals

Required For All Public Works: Pursuant to Division 2, Part 7, Chapter 1 (commencing with section 1720) of the California Labor Code, you must provide your **Registration Number** under the **Department of Industrial Relations**:

Small and Micro Business Preference Program: If certified by California Department of General Services as a small or micro business, please provide DGS Reference Number: (Visit the Purchasing Division website for additional information)

The following section is **OPTIONAL** and is for statistical reporting purposes only. Ownership (please check all that apply):

African-American _____ Asian _____ Armenian _____ Hispanic _____ Native American _____ Disabled _____ Female _____

FURNISH AND DELIVER MEDICAL SUPPLIES AS REQUIRED

3:00PM, June 13, 2017

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6.3 Project Workforce Utilization (Form AA-2)

This form is to be included in all bid documents for projects involving labor or services valued at \$25,000 or more.

Instructions: Please indicate the job titles/classifications to be used in the performance of this contract should it be awarded to your firm. Please indicate the number of employees in each job classification as well as the number of new hires, if any, as a result of this contract.

Name of Company: Life-Assist, Inc. Project: Furnish & Deliver Medical Supplies

Job Titles/Classification	Estimated number of existing staff to be employed in this classification if awarded the contract	Estimated number of new hires to be employed in this classification if awarded the contract
N/A	N/A	N/A

Are any current employees or potential new hires Pasadena residents? If so, how many?		
---	--	--

Michael Murray

Current Permanent Workforce Utilization (Form AA-3)
(OPTIONAL)

Completion of this form is OPTIONAL. Any information supplied by bidders is for reporting purposes only and will not be factored into the award of any contract.

Instructions: Please indicate the number of employees in each Job Classification belonging to the following groups.

Name of Company: Life-Assist, Inc. Project: Furnish & Deliver Medical Supplies

	White (not of Hispanic origin)	African-American (not of Hispanic origin)	Hispanic	Asian/Pacific Islander	Native American	Armenian	Male	Female
CLASSIFICATION								
Officials/Managers	9						2	7
Professionals	1			1			1	1
Technicians								
Office/Clerical	14		2	1			7	10
Skilled Craft Workers								
Operators (semi-skilled)	12		1		1		3	11
Laborers	3	1	2	2	1		9	
Service Workers								
TOTAL	39	1	5	4	2	0	22	29

Michael Murray

FURNISH AND DELIVER MEDICAL SUPPLIES AS REQUIRED
3:00PM, June 13, 2017

[Home](#) > [Products](#)

Products

0.9% Sodium Chloride Injection USP, 1,000 mL

E³™ IV Container

0.9% Sodium Chloride Injection USP, 1,000 mL

Description

0.9% Sodium Chloride Injection USP is indicated for extracellular fluid replacement, treatment of metabolic alkalosis in the presence of fluid loss, and mild sodium depletion.

Not manufactured with latex, PVC, or DEHP.

Specific Gravity: 1.006.

Contact a Representative

[more](#)

Specifications

[Images](#)
[PMF/U](#)
[Product Info](#)
[More Info](#)

Product Identification

Product ID (Product Code)	E8000
Reference Number	E8000
NDC / WSN Number	00264-7800-09

Storage and Shipping

Maximum Shelf Life (months)	30
Ordering Unit	Case
Units per Case	12
Products Dimensions per Case	15.142 x 12.992 x 6.890 inches
Product Shipping Weight per Case	29.488 lb

This site is intended for U.S. audiences only.

Please consult a product catalog, your sales representative or customer support for product availability. For product usage, please refer to B. Braun product labeling.

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City of Pasadena Fire Department

Less Expensive Alternatives

Item	Description	Alternate Brand/Item#	Price
#25	NitroMist 90 dose	NitroMist/DR0410-04	\$138.00
#25	NitroTabs, 0.4mg bottle/25	Nitrostat/DR0418-13	\$30.00
#44	Kerlix Type Gauze, Sterile CS/100	Dukal/BA3645	\$58.00

4.0 Bid Specifications for: Furnish and Deliver Medical Supplies as Required

4.1 Scope of Services

- Life-Assist is an authorized distributor for all the products offered in our bid response. We have included manufacturer letters stating Life-Assist as an authorized distributor. Life-Assist honors all warranties offered by the manufacturer.
- Your local sales representative is Sylvia Mattison Michelltree who is based out of Mission Viejo, CA. Sylvia offers sales support through manufacturer product training, demonstrations, introducing new products, offering cost savings options to the city and providing the excellent level of customer service that our customer have come to expect.

Delivery

- Life-Assist is located in Northern California, all orders placed Monday through Friday by 5:00pm PST are shipped the same day they are received. Standard shipping time to Pasadena is 2 days via UPS. Emergency orders can be placed for next day delivery, no additional fees are applied and actual shipping charges for next day air delivery will be charged. Next day air charges depend on the size and weight of the packages which is determined at the time of shipment. Life-Assist charges our discounted freight rates on shipments requiring Next Day Air service- no other fees apply.

Brands

- Life-Assist bid all items "as specified" and we only sell new and unused supplies and equipment. Our part numbers have been included for verification purposes and all items bid are currently being used by the Pasadena Fire Department.

4.2 Miscellaneous Medical Supplies

- A PDF catalog has been provided. Life-Assist offers a 25% discount off all items in the catalog. As a medical supplies distributor we have the option of creating our own list prices, as do other vendors/bidders and the prices can vary greatly amongst vendors/bidders. Life-Assist offers some of the lowest catalog prices in the EMS industry. *Please see attached letter.*

Unlike many industries, most of the retail pricing in the medical supply industry is not subject to adherence of a manufacturer's minimum advertised pricing (MAP) policy. Therefore, the retail/catalog price of each supplier is established independently and can vary greatly.

Life-Assist has always established our pricing at "best value" to our customers or potential customers and our catalog pricing for the same products is often significantly lower than other EMS suppliers. Therefore, although Life-Assist's percent off catalog list may be lower, our value is often higher.

We have provided an example below with a 10% VS 20% discount from list price on a few items from the current bid.

Description	Life-Assist Catalog Price	Other Suppliers Catalog Price
ViaValve Catheters	\$640.00/cs (10% off = \$576.00)	\$772.00/cs (20% off = \$617.60)
Amsino IV Admin Set	\$155.00/cs (10% off = \$139.50)	\$200.50/cs (20% off = \$160.40)
Dynarex Sterile Sheer Strips	\$52.32/cs (10% off = \$47.09)	\$68.88/cs (20% off = \$55.10)
	Total after 10% discount = \$762.59 Life-Assist is 8% lower	Total after 20% discount = \$833.10

As you can see, even with the competitors 20% discount they are still 8% higher than our prices after our 10% discount. In fact, their prices after the 20% discount are higher than our standard catalog prices on some items.

These items and prices are taken from the Life-Assist current catalog and a competitor's current catalog, who has been invited to bid on this IFB. Life-Assist offers our discount from the best catalog pricing, such as case or box pricing, regardless of the quantity purchased. Our competitor's catalog and website doesn't offer quantity price breaks for ordering by the box or case.

The bidder who has the highest percentage discount doesn't always mean they are lowest bidder or the best overall value for the City of Pasadena. I hope this information is helpful and will be considered when determining the successful bidder.

Thank you for your consideration,

Michael Murray
Pricing Analyst



LIFE-1

OP ID: TB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/05/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Foothill Valley Ins Agency 13 Sierragate Plaza, Bldg A Roseville, CA 95678 Wilhelm H Stenken		916-773-4560		CONTACT Wilhelm H Stenken NAME: PHONE (A/C, No, Ext): 916-773-4560 FAX (A/C, No): 916-773-4583 E-MAIL: ADDRESS:	
INSURED Life Assiat, Inc. 11277 Sunrise Park Drive Rancho Cordova, CA 95742				INSURER(S) AFFORDING COVERAGE INSURER A: Admiral Insurance Company INSURER B: Oak River Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
				NAIC # 24858 34630	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOG OTHER:			CA00000250016	01/01/2017	01/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			CA00000250016	01/01/2017	01/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	LIWC806163	01/01/2017	01/01/2018	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Ongoing Operations per Written Contract
City of Pasadena, its City Counsel, officers, officials, agents, employees and volunteers are named additional insured per CG2010(04/13) attached.

CERTIFICATE HOLDER

CITY024

City of Pasadena
100 N. Garfield Ave., Rm S-349
Pasadena, CA 91109

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Any person or organization that is an owner or manager of real property or personal property on which you are performing ongoing operations, or a contractor on whose behalf you are performing ongoing operations, but only if coverage as an additional insured is required by a written contract or written agreement that is an "insured contract", and provided the "bodily injury" or "property damage" first occurs, or the "personal and advertising injury" offense is first committed, subsequent to the execution of the contract or agreement.	All locations at which the Named Insured is performing ongoing operations.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
 2. The acts or omissions of those acting on your behalf,
- in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:**

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

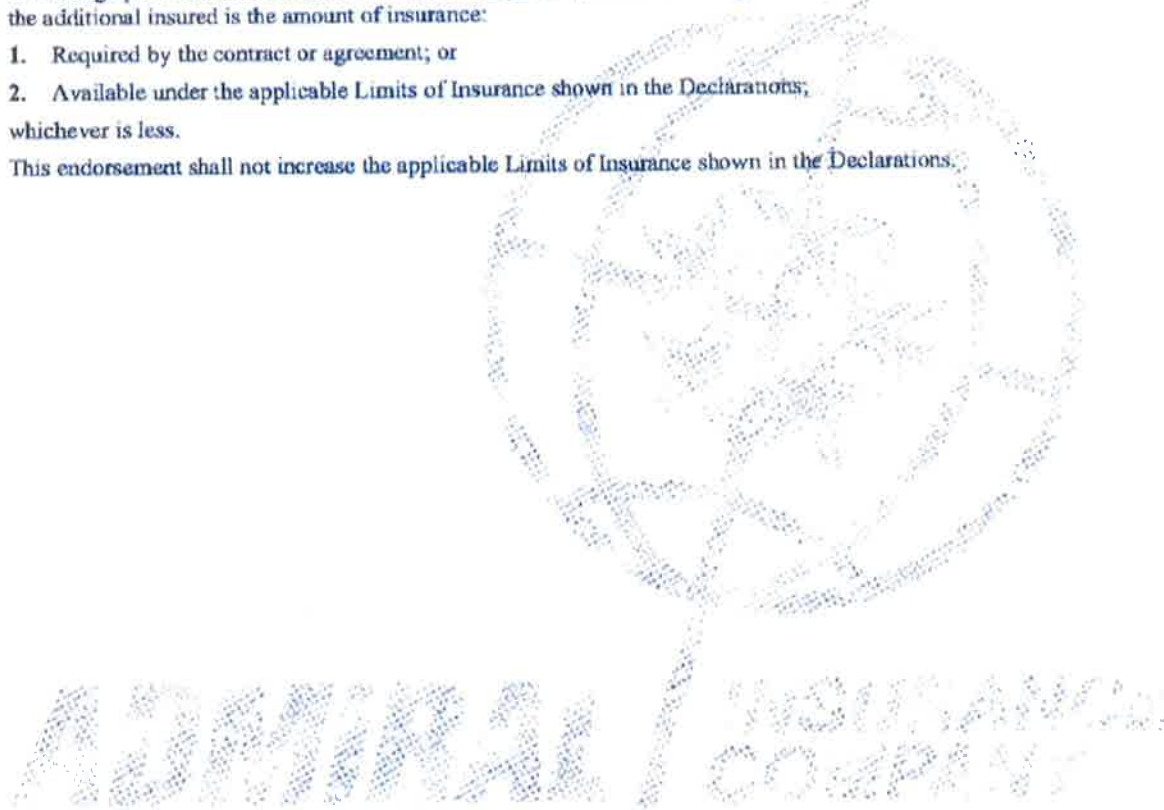
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.





April 11, 2017

Dear To Whom it May Concern:

This letter confirms Life Assist is an authorized distributor for our company's products.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Carl Huff

Director of Distribution

chuff@masimo.com

October 25, 2016

Christine Waugh
Purchasing Manager
Life-Assist, Inc.
11277 Sunrise Park Dr.
Rancho Cordova, CA 95742

Re: Optimal/Physio-Control Authorized Reseller

Dear Christine,

In response to your recent request, I am writing to confirm that Optimal and Life-Assist, Inc. have entered into a legal agreement authorizing Life-Assist to distribute, stock, and offer for sale the following Physio-Control products to the Public Access and Alternate Care Market Segment including industrial and commercial customers for placement within the USA:

- LIFEPAK® Express AED
- LIFEPAK CR® Plus AED
- LIFEPAK 1000 AED
- SAMARITAN 350P
- SAMARITAN 450P
- LIFEPAK 15
- LIFEPAK AED trainers
- LUCAS® 2
- Accessories and consumables (Pre-Hospital)
- Heart Safe Solutions™



Zane Wells, Sales Manager

Optimal

10/25/16

Date

Christine Waugh, Purchasing Manager

Life-Assist, Inc.

Date





Laerdal
helping save lives

LAERDAL MEDICAL CORP
167 Myers Corners Road
Wappingers Falls, NY 12590
Telephone 845-297-7770 x 3373
Toll-Free 1-800-648-1851
Fax 800-205-4782
www.laerdal.com

June 12, 2017

To Whom It May Concern:

Please be advised that **Life Assist, 11277 Sunrise Park Dr. Rancho Cordova, CA 95742**, is an authorized Laerdal Medical Distributor.

As an authorized distributor, **Life Assist** has access to our full line of products with the exception of the following:

- SimBaby, SimNewb, SimJunior, SimMom
- SimMan 3G, SimMan Essential

Should you have any questions, please feel free to contact directly at 845-296-6773.

Sincerely,

Wendy M. Faulkner
Distributor Operations Coordinator
Laerdal Medical
845.296.6773
FAX:800.205.4782
167 Myers Corners Road
Wappingers Falls, NY 12590
Wendy.faulkner@Laerdal Medical



April 11, 2017

Life-Assist
11277 Sunrise Park Drive
Rancho Cordova, CA 95742

LETTER OF AUTHORIZATION

To Whom It May Concern:

Microflex Corporation, duly incorporated in the state of Delaware, USA does hereby confirm that Life-Assist (Distributor) is an authorized, non-exclusive distributor of Microflex products in the United States (the Territory) unless terminated in writing by either party with 6-month notice.

As such, Distributor is entitled to promote, market, sell, service and give its customers scientific and technical support for Microflex products as well as participate in appropriate public tenders.

As deemed necessary and appropriate, Distributor is provided with Microflex support and assistance in the marketing, sales, and distribution of Microflex products within the designated Territory.

This Letter of Authorization supersedes and replaces any previous such authorizations which may have been in place.

For more information, please contact the following:

David E. Driesner
Phone: (775) 470-7101
E-Mail: david.driesner@ansell.com

Microflex Corporation
2301 Robb Drive
Reno, Nevada 89523
USA

Best Regards,

A handwritten signature in blue ink, appearing to read "D. E. Driesner".

David E. Driesner
Vice President Commercial Operations



PO Box 1289 – 16 Simulaids Drive – Saugerties NY 12477
800-431-4310 • 845-679-2475 • Fax 845-679-8996

Life-Assist, Inc.
Purchasing Manager
11277 Sunrise Park Drive
Rancho Cordova, CA 95742

Life Assist of Rancho Cordova CA, is authorized to provide sales of products manufactured by Simulaids.

They are authorized to make full deliveries of the items included in our catalog and price list.

Dianne Wentz

January 1, 2016

Printed Name
Manufacturer Representative
Simulaids
PO Box 1289
16 Simulaids Drive
Saugerties NY 12477

Signature

Date



Ambu Inc.
6235 Old Dobbin Lane
Columbia, MD 21045
P: 800-262-8462
F: 800-262-8673
www.ambuusa.com

May 8, 2017

To Whom It May Concern:

This letter is to confirm that Life Assist Inc. located at 11277 Sunrise Park Dr, Rancho Cordova, CA 95742 is an authorized distributor of Ambu products in the US market.

Sincerely,

Allan Toft Jensen
Vice President of Sales, EMS and Patient Monitoring



April 17, 2017

Attn: Christine Waugh
Life-Assist
11277 Sunrise Park Drive
Rancho Cordova, CA 95742

Dear Christine,

In the next 30 days we'll be mailing a major update to our terms and conditions of sale to ALL of our dealer partners. We're doing our best to draft a straightforward succinct addendum that is devoid of unnecessary legalese.

Two of the more important new terms we're implementing are IMAP (internet minimum advertised price) and limitations on use of third party e-commerce sites to sell ADC products. Because we have identified you as an e-commerce partner we're contacting you in advance of the general announcement. We want to provide you with ample time to make any changes needed to your operation and work with us to ensure compliance.

As the retail landscape for our products (and SO many others) has changed, our policies need to evolve to recognize these changes; to protect the ADC brand, our valued dealer network, and the ultimate consumers of our products.

Effective immediately we will no longer permit 3rd party sellers of our products online. (a dealer of ours selling our products through another ecommerce site). Those sites include, but are not limited to Amazon, Ebay, Jet, Walmart and other sites that allow merchants to set up stores. We've found that a preponderance of the supposedly ADC products sold in this manner are forgeries. In other instances, firms use company names unfamiliar to us making it difficult if not impossible to determine if the merchant is an authorized ADC reseller. If you currently utilize one or more of these sites, we will require that you either cease, OR, identify the company names you are using so that we can work to grandfather you in.

Our new IMAP policy requires that ADC products be advertised for no more than 20% off of ADC's published prevailing MSRP, except the Advview and accessories which may not be

55 Commerce Drive
Hauppauge, NY 11788
Customer Service: 1-800-ADC-2870
Voice: 1-631-273-9600
Fax: 1-631-273-9659
email: info@adctoday.com
<http://www.adctoday.com>
NEW YORK • LONDON • TAIPEI • TOKYO



advertised for any more than 10% off MSRP. IMAP in no way limits the price at which the product can be sold – our dealers are free to sell our products at ANY price they deem appropriate. IMAP only limits the price at which they may be advertised on the INTERNET. Our IMAP policy is necessary to ensure our dealers earn a margin sufficient to deliver an appropriate level of service to support our products and their customers.

To facilitate implementation of these policies, we have subscribed to a variety of services that will alert us to IMAP and third party seller violations. Failure to abide by either of these policies will result in the immediate suspension of dealer privileges and if not remedied within a week, the termination of dealership.

Our new terms and conditions – including the two outlined above take effect on May 15, 2017. We recognize this is a significant departure from our current policies and understand that you may want to discuss them with us. We welcome the opportunity to have this dialogue.

Sincerely,

A handwritten signature in blue ink that reads 'Steve Kelly'.

Steve Kelly
Vice President Of Sales

55 Commerce Drive
Hauppauge, NY 11788
Customer Service: 1-800-ADC-2670
Voice: 1-831-273-9600
Fax: 1-831-273-9659
email: info@adctoday.com
<http://www.adctoday.com>
NEW YORK • LONDON • TAIPEI • TOKYO



May 12, 2017

Life-Assist Inc.
11277 Sunrise Park Drive
Rancho Cordova, CA 95742

Teleflex

3015 Carrington Mill Blvd
Morrisville, NC 27560
USA

Phone 919-544-8000

www.teleflex.com

To Whom It May Concern,

Teleflex Medical Incorporated authorizes Life-Assist Inc. to distribute our products in the pre-hospital market.

Sincerely,

A handwritten signature in blue ink, appearing to read "Harry Green", followed by a long horizontal flourish.

Harry Green
Key Account Manager

April 25, 2016

To: Life-Assist Inc.

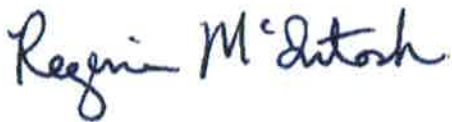
RE: IV Administration Sets for the EMS market

Dear Valued Customer

In late 2015, ICU Medical and Amsino International communicated important information regarding our partnership for the EMS market. An agreement was reached authorizing Amsino as the exclusive manufacturer and supplier of ICU Medical patented needlefree IV connectors in IV therapy products, including administration sets, extension sets and standalone connectors for use in EMS. Amsino has a long history of providing a full line of IV products specifically designed for application in the EMS setting. The *AmSafe*® portfolio will now include options with the Clave® technology, the standard of care for infection control. Amsino offers the most clinically advanced and broadest product offering to you and your customers.

In conjunction with this alliance, ICU Medical have chosen to discontinue direct sales into the EMS market. ICU Medical and Amsino mutually agreed the needs of the EMS market can be met through one supplier, offering the ability to standardize and rationalize the number of vendors for you to manage. Effective May 1st, future orders for your IV disposables formerly supplied by ICU Medical will be available from Amsino. Please see the attached FAQ sheet for more detailed information.

On behalf of Amsino and ICU Medical, we thank you for your business and look forward to the opportunity to continue to serve your needs. We trust the efficiencies gained by consolidating products with one supplier will be beneficial to you on many levels. Most importantly, we are very pleased to offer clinically advanced solutions for your customers and, ultimately, the patients we serve.



Regina McIntosh
Executive Vice President
& General Manager



Alison Burcar
Vice President, General Manager
Infusion Systems

Amsino International, Inc.
708 Corporate Center Drive, Pomona, CA 91768, USA
Tel: (909) 626-5888 | Fax: (909) 626-3888 | Toll Free: 1-800-MD-AMSINO
<http://www.amsino.com> | e-mail: amsino@amsino.com

Amsino International and ICU Medical Partnership EMS Market – US

Frequently asked Questions

When will Amsino have inventory?

- Amsino can accept orders effective May 1st.
- First shipments from Amsino will occur on May 23rd.

Have the items codes changed?

- Yes, the product codes have changed. All Amsino *AmSafe*® IV products containing Clave® technology begin with MR.
- A few items were discontinued. Details for your specific account will be provided by your Amsino Regional Sales Manager.
- ICU Medical is actively discontinuing the Bravo® needleless connector in favor of the MicroClave® clear connector, which has been shown to be clinically preferred.

When will ICU Medical stop accepting orders?

- Last date to place orders is May 9th. It is recommended, however, that orders after May 1st be placed directly with Amsino. Amsino has been building inventory based upon your order history with ICU Medical and will begin shipping on May 23rd.

Will my pricing change?

- Amsino have agreed to honor the existing ICU Medical pricing to your end user customers.
- A pricing tool has been prepared with the product cross reference, by customer, by sku. If you have not received this tool, please contact Amsino immediately.
- If there are existing rebate contracts, these will be grandfathered.

What about custom sets?

- Custom sets for specific opportunities are still an option. Check with Amsino on lead times, minimum order quantities and shipping terms if such a need arises.

Why ICU Medical chose to partner with Amsino:

- Amsino specializes in IV administration products for the EMS market
- Amsino has a reputation for quality and value
- Amsino offers manufacturing efficiencies
- ICU Medical will focus on products for other market segments including acute care, surgery centers and oncology

Amsino Customer Service

+1 (800)-632-6746

cssupport@amsino.com

Amsino Regional Sales Managers

Carl Modrick - West	(480) 319-1995
Jennifer Roman - Central	(909) 576-8938
Rebecca Bushy - Northeast	(401) 651-3707
Robert Knight - Southeast	(615) 430-4674

Toll Free: 800-876-8264

Phone: 952-472-0131

Fax: 952-472-0136

www.gomedsource.com



Medical Supplies for the Healthcare Professional

4201 Norex Drive Chaska, MN 55318 USA

Date: September 1, 2015

MedSource
4201 Norex Drive
Chaska, MN. 55318

SUBJECT: MedSource – Authorization of Life-Assist

To Whom It May Concern:

MedSource hereby names Life-Assist as an authorized distributor of MedSource products. By signing this letter, MedSource hereby authorizes Life-Assist to offer MedSource products.

. If you have any questions concerning this matter, please contact Mike Wenshau at 1(800)875-8264.

Sincerely,

Mike Wenshau
Vice-President Sales



INTERNATIONAL MEDICATION SYSTEMS, LIMITED

1886 Santa Anita Avenue
South El Monte, California 91733
Telephone: (800) 423 4136 • (626) 442 6757
Fax: (626) 443 2481

June 5, 2017

Life-Assist, Inc.
11277 Sunrise Park Drive
Rancho Cordova, CA 95742

To Whom It May Concern:

RE: Authorized Distributor of Record

The letter is to verify that Life-Assist, Inc. is an Authorized Distributor of Record for International Medication Systems, Ltd.

This agreement shall commence on the date stated above and continue for two years. The terms may be extended by mutual written agreement between parties. In the absence of a formal written extension, the parties will continue under this agreement which will remain in full force and effect until terminated by (a) the mutual written agreement of the parties; or (b) sixty (60) days' prior written notice of termination without cause by either party to the other party.

Should you have any questions feel free to contact me at (909) 942-4156 or by email at JuanitaG@amphastar.com.

Thank you,

Juanita Moxley
Marketing Assistant Manager



Amphastar
Pharmaceuticals
Company



906 Barstow Ave., Ste. F
Clovis, CA 93612
Phone: 559-298-5640
Fax: 559-298-0919
E-Mail: hawkepaks@yahoo.com
Web: hawkepaks.com

06/05/2017

To whom it may concern:

Life Assist has been a valued customer of Hawkepaks, since 1998.

We have built stock, and custom products for them for over 20 years.

Sincerely,

Edwin Hawke
CEO

Hawkepaks.com, Inc.



WE CARE LIKE FAMILY

Corporate Headquarters
10 Glenshaw Street, Orangeburg, NY 10962
Tel: 845.365.8200 • Fax: 845.365.8201
Toll-Free: 888.DYNAREX

June 5, 2017

To Whom It May Concern:

Life-Assist, 11277 Sunrise Park Drive, Rancho Cordova, CA 95742 is an authorized reseller/distributor of Dynarex. As such they are permitted to sell all Dynarex items through their various channels.

For any questions, please do not hesitate to contact me.

Sincerely,

Bob Perry

Region Manager – Dynarex

June 5, 2017

Dear Sir or Madam,

This letter is to verify that Life-Assist Inc. is an authorized Reseller of Z-Medica, LLC/QuikClot Products.

Please contact the undersigned with any questions.

Respectfully,



Neil Murphy
Manager, Military/Tactical Programs
Reseller Relations
Z-Medica, LLC (QuikClot Products)
nmurphy@z-medica.com
203-294-0000 x2272
www.z-medica.com

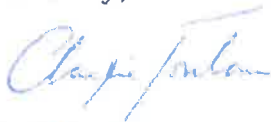
LETTER OF AUTHORIZATION

June 6, 2017

The intent of this letter is to state that Life-Assist, Inc. is an authorized distributor for Medtronic Minimally Invasive Therapies business.

Please contact me if you require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Charlie Jordan", is positioned below the word "Sincerely,".

Charlie Jordan

Vice President, Distributor Sales Operations & Programs | Strategic Channel Solutions

Medtronic

Minimally Invasive Technologies

15 Hampshire Street | Mansfield, MA 02048 | USA

Office 508.261.8202 | Mobile 508.982.8913 | Fax 508.261.8562

charlie.h.jordan@medtronic.com

medtronic.com

LET'S TAKE HEALTHCARE
FURTHER, TOGETHER

Smiths Medical
6000 Nathan Lane N
Minneapolis MN 55442
T: 763 383 3000
F: 763 383 3679
www.smiths-medical.com

June 9, 2017

To whom it may concern:

This is to confirm that Life-Asisst, Inc., is an authorized distributor of Smith Medical products. They are authorized to make full deliveries of items included in our catalog and price list. Thank you for your support, your loyalty and as always your business.

Best Regards,

A handwritten signature in blue ink, appearing to read "Louis Washington". The signature is stylized with a large initial "L" and a prominent "W".

Louis Washington

Strategic Business Manager, Smith Medical



June 12, 2017

To whom it may concern:

This is to confirm that Life-Asisst, Inc., is an authorized distributor of (Rouses Point Pharmaceuticals, LLC) products. They are authorized to make full deliveries of items included in our catalog and price list. Thank you for your support, your loyalty and as always your business.

Best Regards,

A handwritten signature in blue ink, appearing to read "Jane O'Brien", is written over a faint, light blue circular stamp.

Jane O'Brien

VP, Sales

Rouses Point Pharmaceuticals, LLC



Date: June 5, 2017

To Whom It May Concern:

This hereby certifies that as of June 5, 2017, Life-Assist is authorized to purchase product from BD (Becton Dickinson and Company) and resell to customers in the United States healthcare market.

The product they are authorized to purchase and resell would include product from the following BD business units:

- Medical Surgical Systems
- Preanalytical Systems
- Diabetes Care

The list of authorized BD distributors is also available on our web site via the following URL:

http://www.bd.com/trading/us_distributors.asp

Sincerely,

A handwritten signature in blue ink, appearing to read "Thomas J. DiStanislao", written in a cursive style.

Thomas J. DiStanislao
Vice President, Channel Management

A second handwritten signature in blue ink, identical to the one above, appearing to read "Thomas J. DiStanislao".



B. Braun Medical Inc.
874 Twelfth Avenue
Bethlehem, PA 18018

Telephone: (610) 691-5400
Fax: (610) 997-4316

June 6 2017

Life-Assist, 11277 Sunrise Park Drive, Rancho Cordova, CA is an authorized distributor for B. Braun Medical products.

Sincerely,

Steve Swinehart
Manager, EMS & Vet Care
B. Braun Medical, OPM Division

steve.swinehart@bbraun.com



2273 Larsen Road
P.O. Box 19031
Green Bay, WI 54307-9031
800-558-6765
www.grahammedical.com

June 6, 2017

To whom it may concern,

This letter is to inform you that Life-Assist, Inc., is an authorized distributor of Graham Medical products. They are authorized to make full deliveries of items included in our catalog and price list.

Thank you for your support, your loyalty, and as always your business

Best regards,

A handwritten signature in blue ink, appearing to read "Stephanie Bohrer", written over a light blue horizontal line.

Stephanie Bohrer
Director of Sales
Graham Medical



June 1, 2017

Dear Sir / Madam –

Founded in 1944, Gateway Safety designs and manufactures industrial safety equipment, specializing in 'above-the-shoulders' product categories. These categories include eye, face, head, hearing, and respiratory protection.

It gives me great pleasure to inform you that Life-Assist, Inc. is an authorized distributor of Gateway Safety. They are authorized to market and re-sell ALL Gateway Safety products.

Should you have any questions, do not hesitate to reach out to me.
Thanks!

Regards –

A handwritten signature in blue ink, appearing to read 'Matthew J. Love', with a long, sweeping horizontal line extending to the right.

Gateway Safety, Inc.
Matthew J. Love
Vice President

Michael Murray

From: Poslajko, John A <John.Poslajko@pfizer.com>
Sent: Thursday, June 8, 2017 7:56 AM
To: Michael Murray
Cc: Cherise Akers; Cherie Prior; Bryan Holliday
Subject: RE: Request for Letter of Authorization
Attachments: 2017_Terms of Sale and Return Goods Policy.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Michael,

Thank you for your patience! I have a received a response from legal and we do not offer any letter of authorized distributor any longer. I was told to refer you to the list on our website of our authorized distributors. You are of course listed on our website. I have been instructed that we would not supply any letter. I was told this in in line with DSCSA changes in 2013.

Thank you for your understanding and please let me know if I assist in any way.

Thank you!

<http://www.pfizer.com/products/medicine-distributors/pfizer/state>

PFIZER DISTRIBUTORS

THIS PRODUCT INFORMATION IS INTENDED ONLY FOR RESIDENTS OF THE UNITED STATES.

Pharmacists can take an active role in preventing counterfeit drugs by ensuring that they source products only from a reputable wholesaler or distributor.

Use the search tool below to find PDs of our pharmaceutical products in the US and Puerto Rico.

Select from list below

US Wholesalers - By State ▼

PFIZER U.S. WHOLESALERS

Pfizer's terms of sale and trade policies are designed to help prevent the introduction of counterfeit products. To be designated a Pfizer distributor (PD) a wholesaler must, in addition to other business requirements, agree to the following:

1. Pfizer wholesale customers and specialty distributors may only purchase Pfizer Pharmaceutical products directly from Pfizer or in the event of a supply shortage, another Pfizer distributor.
2. Pfizer may revoke Pfizer distributor status at any time. Pfizer pharmaceutical products may only be sold to providers operating within the United States (and its Territories) who are appropriately licensed by states/territories in which they dispense or distribute product or other Pfizer distributors and in Puerto Rico DACO priced product may only be sold to other Puerto Rico Pfizer distributors or providers operating within Puerto Rico who are appropriately licensed by the Commonwealth of Puerto Rico in which they dispense product.
3. Each Pfizer distributor must have a comprehensive program to ensure compliance with the Drug Supply Chain Security Act, and to assess all offers prior to purchase using a defined procedure that helps identify suspect product and suspicious orders.

Pfizer has the right to audit or request information on all purchases and sales of Pfizer Pharmaceutical products at any time and to audit processes used to purchase product from other Pfizer distributors.
4. Pfizer distributors must maintain their wholesale distributor license in good standing in each state/territory where it has operations.

Our wholesalers share our commitment to patient safety. You can best serve your patients by purchasing Pfizer pharmaceutical products only from Pfizer wholesalers and specialty distributors.

Life Assist Inc

11277 Sunrise Park Dr

Rancho
Cordova

CA 95742



PASSION. PARTNERSHIP. POSSIBILITIES.

June 6, 2017

To Whom It May Concern:

This letter is to serve as an official notice that Life-Assist Inc. is a customer in good standing and an authorized distributor of DUKAL products.

If there are any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Brooks", with a long horizontal flourish extending to the right.

Chris Brooks
Vice President – Sales
DUKAL Corporation

ATTACHMENT 3

Pasadena Authority for Pricing



F I R E D E P A R T M E N T

July 11, 2017

To Cherise Akers,

The Pasadena Fire Department will allow for other agencies and organizations to utilize the pricing that Life Assist, Inc. offers to the Department for its purchases of medical supplies and equipment. Pricing was originally secured through a formal bid process in May 2017, for the furnishing and delivery of medical supplies.

Other agencies may obtain a price at least equal to that of which Life Assist offers to the Pasadena Fire Department for the same items.

Thank you,

Michael Barilla
EMS Battalion Chief, Pasadena Fire Department

July 20, 2018

City of Monterey Park
Attn: Bonnie To
320 West Newmark
Monterey Park, CA 91754

Re: Pasadena bid

Life-Assist is happy to extend the Pasadena bid pricing to the City of Monterey Park. The Pasadena bid to furnish and deliver medical supplies as required close 6/13/2017 and is valid through 7/24/2020, with 2, 1-year renewal options. The totals for the bid are as follows:

Subtotal	87,042.38
Sales Tax (8.75%)	<u>6,079.94</u>
Total	93,122.32

This bid also allows for a 25% discount from our current website on all items not identified in the bid. There is an item on the bid for .52 however no estimated usage was listed so the staff report reflects \$93, 121.80. The tax rate is 8.75% however several items on the bid are pharmaceuticals which are non-taxable. Life-Assist was awarded as the lowest responsive responsible bidder. We look forward to the continued successful relationship with the City of Monterey Park. Please reach out to me if you have any questions or need any additional documentation.

Thank You,



Cherise Akers
Contracts Manager

Cc Sylvia Mattison-Mitcheltree