

**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
September 19, 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

1-A. RING DOORBELL PROGRAM UPDATE

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

2-A. SUCCESSOR AGENCY MONTHLY INVESTMENT REPORT – AUGUST 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.

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

3-A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF SEPTEMBER 19, 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 September 19, 2018 totaling \$1,907,820.33 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 – AUGUST 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. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING THE MONTH OF OCTOBER AS BREAST CANCER AWARENESS MONTH

It is recommended that the City Council:

- (1) Adopt a resolution declaring the month of October as Breast Cancer Awareness Month, and:
- (2) Alternatively, discuss and take other action related to this item.

3-D. CONSIDERATION AND POSSIBLE ACTION TO ADOPT RESOLUTION NO. _____ - A RESOLUTION ADOPTING THE 2018 CONFLICT OF INTEREST CODE FOR THE CITY OF MONTEREY PARK IN ACCORDANCE WITH THE POLITICAL REFORM ACT

It is recommended that the City Council consider whether to:

- (1) Adopt Resolution No. _____; and direct the City Manager to sign the verification on the City's 2018 Local Agency Biennial Notice; or
- (2) Alternatively, discuss and take other action related to this item.

3-E. SECOND READING AND ADOPTION: AN ORDINANCE AMENDING THE LAND USE MAP OF THE GENERAL PLAN (GPA-17-01) TO CHANGE THE LAND USE DESIGNATION FROM C TO MDR AND THE ZONING MAP (ZC-17-01) TO CHANGE THE ZONING FROM C-S TO R-2 TO ALLOW CONSTRUCTION OF AN 8-UNIT RESIDENTIAL CONDOMINIUM DEVELOPMENT AT 2011 POTRERO GRANDE DRIVE

It is recommended that the City Council:

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

3-F. AWARD CONTACT TO DATA TICKET INC. FOR PARKING CITATION MANAGEMENT SERVICES AND CITATION ISSUANCE DEVICES

It is recommended that the City Council:

- (1) Authorize the City Manager to execute an agreement, in a form approved by the City Attorney, with Data Ticket Inc. for parking citation management services and citation issuance devices; and
- (2) Take such additional, related, action that may be desirable.

3-G. LIBRARY ANNUAL REPORT TO COUNCIL FROM THE LIBRARY BOARD OF TRUSTEES

It is recommended that the City Council:

- (1) Review and File this staff report regarding the 2017/18 Library Annual Report; and
- (2) Take such additional, related, action that may be desirable.

[4.] PUBLIC HEARING

4-A. A PUBLIC HEARING TO CONSIDER THE PROPOSED SUBSTANTIAL AMENDMENT TO THE 2018-2019 ANNUAL ACTION PLAN

It is recommended that the City Council consider:

- (1) Opening the public hearing to receive testimonial and documentary evidence;
- (2) Approving the proposed Substantial Amendment to the 2018-2019 Annual Action Plan;
- (3) Authorizing the City Manager, or designee, to execute and submit the necessary documents to HUD for its review and approval; and
- (4) Take such additional, related, action that may be desirable.

4-B. A PUBLIC HEARING TO CONSIDER THE DRAFT 2017-2018 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

It is recommended that the City Council consider:

- (1) Opening the public hearing, receive public comment and close the public hearing;
- (2) Approving the draft 2017-2018 Consolidated Annual Performance and Evaluation Report (CAPER);
- (3) Authorizing the City Manager, or designee, to execute and submit the necessary documents to HUD for its review and approval; and
- (4) Take such additional, related, action that may be desirable.

[5.] OLD BUSINESS

5-A. 2018 ADA CURB RAMPS AND SIDEWALK REPAIRS – AWARD OF CONTRACT

It is recommended that the City Council:

- (1) Authorize the City Manager to execute a public works contract in a form approved by the City Attorney, with All Cities Engineering located in Jurupa Valley, CA, in the amount of \$248,300.00 for the 2018 ADA Curb Ramps and Sidewalk Repairs Project; and
- (2) Authorize the Director of Public Works to approve construction change orders and contingency up to \$12,415.00 or 5% of contract amount for this project; and
- (3) Authorize an additional allocation of \$30,715 in SB-821 Funds to cover the final cost of the project; and
- (4) Take such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

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

[6.] NEW BUSINESS - None

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

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

ADJOURN

PRESENTATION



City Council Staff Report

DATE: September 19, 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: Successor Agency Monthly Investment Report – August 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 August 31, 2018 invested funds for the Successor Agency of the City of Monterey Park is as follows:

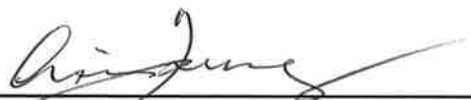
• Successor Agency (SA) Checking	145,569.74
• Successor Agency (SA) RORF	<u>137,861.00</u>
Total	<u>\$ 283,430.74</u>

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: September 19, 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
September 19, 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 **September 19, 2018** totaling **\$1,907,820.33** 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 **320861-321007** and ACH numbered **000021-000029**.

BACKGROUND:

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

FISCAL IMPACT:

Disbursements from all funds total **\$1,907,820.33.**

Respectfully submitted:

Approved By:



Annie Young, CPFO
Director of Management Services

Ron Bow
City Manager

Attachments 1: Resolution
Attachments 2: Warrant Register

ATTACHMENT 1

Resolution

RESOLUTION NO.
 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
 MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS
 PER WARRANT REGISTER DATED
 19TH OF SEPTEMBER 2018
 TOTALING \$1,907,820.33 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	\$ 272,986.77
State Gas Tax Fund	4,663.30
Sewer Fund	2,713.49
Refuse Fund	386,855.00
Technology Internal Service Fund	545.00
Payroll Clearing Account	1,086.81
Special Deposits Fund	33,916.45
Business Improvement Area #1	2.35
Water Fund	1,171,232.60
OPA Proposition A	79.83
Measure R Fund	386.63
POST	1,318.00
Recreation Fund	6,075.74
Asset Forfeiture	18,426.64
Maintenance District 93-1	1,071.74
Prop A - Per Parcel Grant	799.09
Bulletproof Vest police Grant	346.30
Maintenance Grant (075)	1,517.00
ELAC Instructional Serv Prog	658.74
Selective Traffic Enforce (4)	1,133.25
CA Initiatives Books Grant	2,005.60
 TOTAL	 <u>\$ 1,907,820.33</u>

PASSED, APPROVED AND ADOPTED THE 19TH OF SEPTEMBER 2018.

 Stephen Lam, Mayor
 City of Monterey Park, California

ATTEST

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

RESOLUTION NO.

Page 2

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

I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Monterey Park at a regular meeting held on the 19th of September 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 09/19/2018**

PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ROBERTO A AGUIRRE	0075-450-0075-08616	30.00	GERANIUMS SUPPLIES (TRUST)		320878	
	0010-801-6506-22750	49.15	DAY CARE SEAT BELT COVERS		320878	
	0010-801-6507-31160	285.33	SERVICE CLUB HOUSE PODIUM		320878	
	0075-450-0075-08616	109.28	GERANIUM FESTIVAL DECOR(TRUST)		320878	473.76
AT & T	0010-801-3112-32050	89.63	PHONE SERVICE		320880	
	0022-801-4206-32050	631.90	PHONE SERVICE		320880	
	0092-801-4222-32050	117.73	PHONE SERVICE		320880	839.26
	0010-801-3201-32050	48.36	PHONE SERVICE		320879	48.36
CALIFORNIA ASSOCIATION OF	0065-464	576.00	LTD FIREFIGHTERS		320881	576.00
CHARTER COMMUNICATIONS	0010-801-6502-32050	79.99	INTERNET/CABLE SERVICE		320861	
	0010-801-6502-32050	79.99	INTERNET/CABLE SERVICE		320861	
	0092-801-4210-38100	99.98	INTERNET/CABLE SERVICE		320861	259.96
	0010-801-6505-38400	122.53	INTERNET/CABLE SERVICE		320882	
	0092-801-4210-38400	99.98	INTERNET/CABLE SERVICE		320882	
	0092-801-4210-38400	134.98	INTERNET/CABLE SERVICE		320882	357.49
MICHELLE CHEN	0075-450-0075-08550	14.97	LANGLEY TUESDAY DANCE (TRUST)		320883	
	0010-801-6505-23910	60.91	LANGLEY SUPPLIES		320883	
	0010-801-6505-23910	158.96	LANGLEY LUAU EVENT SUPPLIES		320883	
	0010-801-6505-23910	27.43	LANGLEY LUAU EVENT SUPPLIES		320883	262.27
LORENA CHENG	0043-701-0043-05300	197.28	REFUND TRASH FEE		320884	
	0043-701-0043-05360	7.90	REFUND TRASH FEE		320884	

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						205.18
CITY OF MONTEREY PARK	0092-450-0092-09000	1,421.00	REFUND-WATER DEPOSIT		320885	
	0092-701-0092-07510	784.41-	REFUND-WATER USAGE		320885	
	0092-701-0092-07510	3,052.39	REFUND-WATER PAYMENT		320885	
						3,688.98
STEVEN CODAY	0136-801-3101-33250	54.00	POST TRAINING		320862	
						54.00
COSTCO WHOLESALE MONTEREY PARK 1318	0010-801-3103-38400	357.39	POLICE DISPATCH MONITOR		320863	
						357.39
CSULB FOUNDATION -	0136-801-3101-33250	378.00	POST TRAINING		320864	
						378.00
EAST SAN GABRIEL VALLEY JAPANESE CC	0075-450-0075-09010	850.00	CHERRY BLOSSOM PERFORMER-TRUST		320886	
						850.00
FRANKIE DOMINGUEZ	0092-801-4220-39400	150.00	WATER TRAINING		320887	
						150.00
GRM INFORMATION MANAGEMENT	0063-801-5004-99068	255.00	DOCUMENT SYSTEM SERVICES	19-0134	320865	
	0063-801-5004-99068	290.00	DOCUMENT SYSTEM SERVICES	19-0134	320865	
						545.00
MARC GUILLERMO	0360-801-3102-33100	577.85	POLICE TRAINING		320888	
						577.85
	0360-801-3102-33100	199.31	POLICE TRAINING		320889	
						199.31
HARBOR VIEW HOTEL VENTURE LLC	0160-801-3101-39400	862.92	POLICE TRAINING		320866	
						862.92
HECKLER & KOCH DEFENSE, INC	0160-801-3101-39400	725.00	POLICE TRAINING		320867	
						725.00
ROBERT JULIAN	0136-801-3101-33250	90.00	POST TRAINING		320868	
						90.00

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
LOS ANGELES AREA FIRE CHIEFS'	0010-801-3201-33200	775.00	DESERT CONFERENCE		320869	1,275.00
	0349-801-3201-39400	500.00	EXE CHIEF OFFICER ACADEMY		320869	
MONTEREY PARK PETTY CASH	0010-801-3210-22670	22.17	PETTY CASH-SUPPLIES		320890	870.79
	0022-801-4202-24100	32.86	PETTY CASH-LOCK BOX		320890	
	0010-801-6508-31990	80.00	PETTY CASH-TEXT SERVICES		320890	
	0010-801-1801-39550	74.13	PETTY CASH-ORAL BROAD		320890	
	0092-801-4222-31950	17.90	PETTY CASH-CREW REFRESHMENTS		320890	
	0092-801-4222-31950	52.97	PETTY CASH-CREW REFRESHMENTS		320890	
	0010-801-3210-38100	23.76	PETTY CASH-REPAIRS		320890	
	0010-801-6506-22550	99.41	PETTY CASH-TINY TOTS SUPPLIES		320890	
	0109-801-4201-34200	10.03	PETTY CASH-MILEAGE		320890	
	0010-801-6502-31150	42.52	PETTY CASH-REFRESHMENTS		320890	
	0043-801-4208-22750	50.00	PETTY CASH-PHONE COVER		320890	
	0010-801-6505-23910	91.43	PETTY CASH-LANGLEY SUPPLIES		320890	
	0075-450-0075-08550	100.00	PETTY CASH-HOLLYWOOD BOWL		320890	
	0022-801-4202-39400	80.00	PETTY CASH-TRAINING		320890	
	0022-801-4202-39400	40.00	PETTY CASH-TRAINING		320890	
	0010-801-6502-31150	53.61	PETTY CASH-DISPLAY CASE		320890	
WAYNE KUNIO NAGAO	0075-450-0075-09010	2,000.00	CHERRY BLOSSOM PERFORMER-TRUST		320891	2,000.00
GEORGE NORIEGA	0092-801-4220-39400	150.00	WATER TRAINING		320892	1,434.44
	0092-801-4220-22300	84.00	WATER UNIFORM		320892	
	0092-801-4221-22310	871.04	WATER TACTICAL WORK CLOTHING		320892	
	0092-801-4221-24100	210.40	WATER TACTICAL WORK GEAR		320892	
	0092-801-4223-24150	119.00	WATER BATTERY		320892	
LEE O NORRIS	0136-801-3101-33250	180.00	POST TRAINING		320893	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018

PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						180.00
PACIFIC TELEMAGEMENT SERVICES	0010-801-6502-32050	153.00	PAY PHONE SERVICE		320894	
						153.00
PITNEY BOWES POSTAGE BY PHONE	0010-801-1301-32200	3.56	POSTAGE		320895	
	0010-801-1403-32200	98.57	POSTAGE		320895	
	0010-801-1406-32200	67.48	POSTAGE		320895	
	0010-801-1407-32200	24.06	POSTAGE		320895	
	0010-801-1701-32200	1.88	POSTAGE		320895	
	0010-801-1702-32200	73.77	POSTAGE		320895	
	0010-801-1801-32200	28.27	POSTAGE		320895	
	0010-801-1802-32200	30.91	POSTAGE		320895	
	0010-801-3101-32200	10.64	POSTAGE		320895	
	0010-801-3102-32200	45.47	POSTAGE		320895	
	0010-801-3104-32200	10.40	POSTAGE		320895	
	0010-801-3113-32200	7.00	POSTAGE		320895	
	0010-801-3114-32200	76.48	POSTAGE		320895	
	0010-801-3120-32200	43.24	POSTAGE		320895	
	0010-801-3201-32200	19.39	POSTAGE		320895	
	0010-801-3205-32200	24.76	POSTAGE		320895	
	0010-801-3210-32200	4.38	POSTAGE		320895	
	0010-801-3220-32200	173.57	POSTAGE		320895	
	0010-801-6001-32200	18.43	POSTAGE		320895	
	0010-801-6502-32200	22.40	POSTAGE		320895	
	0043-801-1201-32200	8.05	POSTAGE		320895	
	0043-801-4212-32200	15.61	POSTAGE		320895	
	0075-450-0075-09230	53.60	POSTAGE (TRUST)		320895	
	0077-801-1111-31950	2.35	POSTAGE		320895	
	0092-801-4220-32200	197.15	POSTAGE		320895	
						1,061.42

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
RAFTELIS FINANCIAL CONSULTANTS, INC	0042-850-5002-99024	2,667.50	RATE STUDY-WATER, TRASH, SEWER	18-0552	320870	2,672.50
	0092-850-5002-99024	5.00	RATE STUDY-WATER, TRASH, SEWER	18-0552	320870	
REGIONAL TRAINING CENTER	0160-801-3101-39400	576.00	POLICE TRAINING		320871	576.00
RIO HONDO COMMUNITY COLLEGE	0136-801-3101-33250	228.00	POST TRAINING		320896	228.00
RIVERSIDE COUNTY SHERIFFS DEPT	0136-801-3101-33250	388.00	POST TRAINING		320872	388.00
RLJ LODGING TRUST MASTER TRS, INC.	0160-801-3101-39400	850.85	POLICE TRAINING		320873	850.85
EVERARDO ROMO	0160-801-3101-39400	250.00	POLICE TRAINING		320874	250.00
SAN DIMAS CANYON CLUBHOUSE	0075-450-0075-08420	520.00	POLICE-GOLF TOURNAMENT-TRUST		320897	520.00
	0075-450-0075-08420	10,369.25	POLICE-GOLF TOURNAMENT-TRUST	19-0067	320898	10,369.25
THE STANDARD INSURANCE CO.	0065-464	510.81	EXECUTIVE PREMIUM		320875	510.81
T-MOBILE USA	0109-801-6511-31180	69.80	DIAL-A-RIDE CELLULAR SERVICES		320899	69.80
DAVID VERA	0092-801-4220-32200	123.50	REIMBURSE PRIORITY MAIL		320900	423.50
	0092-801-4220-39400	300.00	WATER TRIANING		320900	
VERIZON WIRELESS	0010-801-1701-32050	38.20	WIRELESS VOICE & DATA SERVICE		320876	
	0010-801-1702-32050	164.99	WIRELESS VOICE & DATA SERVICE		320876	
	0010-801-1703-32050	49.65	WIRELESS VOICE & DATA SERVICE		320876	
	0010-801-1701-32050	38.35	WIRELESS VOICE & DATA SERVICE		320876	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018

PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
VERIZON WIRELESS	0010-801-1702-32050	160.78	WIRELESS VOICE & DATA SERVICE		320876	498.28
	0010-801-1703-32050	46.31	WIRELESS VOICE & DATA SERVICE		320876	
	0010-801-1101-32050	56.12	WIRELESS VOICE & DATA SERVICE		320901	535.86
	0010-801-1408-32050	0.19	WIRELESS VOICE & DATA SERVICE		320901	
	0010-801-1701-32050	38.01	WIRELESS VOICE & DATA SERVICE		320901	
	0010-801-1702-32050	19.22	WIRELESS VOICE & DATA SERVICE		320901	
	0010-801-1703-32050	38.01	WIRELESS VOICE & DATA SERVICE		320901	
	0010-801-3112-32050	138.02	WIRELESS VOICE & DATA SERVICE		320901	
	0010-801-4209-32050	54.41	WIRELESS VOICE & DATA SERVICE		320901	
	0010-801-4212-32050	150.44	WIRELESS VOICE & DATA SERVICE		320901	
	0010-801-6517-32050	13.66	WIRELESS VOICE & DATA SERVICE		320901	
	0092-801-4221-32050	27.59	WIRELESS VOICE & DATA SERVICE		320901	
	0092-801-4222-32050	0.19	WIRELESS VOICE & DATA SERVICE		320901	
ERNESTO A VILLARROEL	0092-801-4220-39400	150.00	WATER TRAINING		320902	150.00
SCOTT WIESE	0160-801-3101-39400	250.00	POLICE TRAINING		320877	250.00
TOTAL FOR PREPAID WARRANTS						36,768.23
PRINTED		36,768.23				

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
AAA ELECTRICAL SUPPLY, INC.	0010-801-4210-23400	395.83	HEATER ELEMENTS,DOTTIE WRT		320903	
	0010-801-4210-23400	707.26	HEATER ELEMENTS,STRTR OP		320903	1,103.09
ACCELA INC	0010-801-1703-38400	35,111.29	CITIZEN ACCESS SUBSCRIPTION	19-0104	320904	35,111.29
AEF SYSTEMS CONSULTING, INC.	0010-850-1403-31950	2,645.00	ERP SYSTEMS SELECTION SERVICES	18-0465	320905	2,645.00
ALL STATE POLICE EQUIPMENT CO	0160-850-3103-22310	9,100.00	POLICE TACTICAL HELMETS	18-0419	320906	
	0010-850-3103-22310	514.33	POLICE TACTICAL HELMETS	18-0419	320906	9,614.33
ANIMAL PEST MANAGEMENT SVCS INC	0010-801-3111-31950	3,000.00	TRAPPING SERVICES	19-0029	21 **	3,000.00
APPLEONE EMPLOYMENT SERVICES	0010-801-1704-31950	917.32	TEMPORARY STAFFING SERVICES		320907	
	0010-801-1704-31950	1,033.60	TEMPORARY STAFFING SERVICES		320907	1,950.92
ARC IMAGING RESOURCE - CALIFORNIA	0010-850-4212-37500	222.73	ENGINEERING PRINTER RENTAL	17-0390	320908	222.73
ARGIL BLDG. MATERIAL CO.	0110-801-4202-23600	191.63	STREETS CONCRETE MIX		320909	191.63
ARROYO BACKGROUND INVESTIGATIONS	0010-801-3104-31950	400.00	BACKGROUND INVESTIGATIONS	19-0074	320910	400.00
ASTRO PLUMBING SUPPLY CO (DBA)	0010-801-4210-23300	302.86	BRACKETS,HANGERS,WASHERS,NUTS		320911	
	0010-801-4210-23300	84.96	MALE ADAPTORS,SAWZALL BLADES		320911	387.82
ATHENS SERVICES	0043-801-4208-41200	386,516.16	REFUSE COLLECTION SERVICES		320912	386,516.16
BAKER & TAYLOR INC	0010-801-6002-40000	14.90	BOOK(S) 1		320913	
	0010-801-6002-40000	45.82	BOOK(S) 2		320913	

** Indicates an ACH-Payment transaction

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
BAKER & TAYLOR INC	0010-801-6002-40000	37.77	BOOK(S) 2		320913	
	0010-801-6006-40000	35.87	BOOK(S) 2		320913	
	0010-801-6006-40000	37.37	BOOK(S) 4		320913	
	0010-801-6006-40000	58.64	BOOK(S) 6		320913	
	0010-801-6006-40000	64.96	BOOK(S) 7		320913	
	0533-801-6002-40000	1,118.68	BOOK(S) 57		320913	
	0533-801-6002-40000	886.92	BOOK(S) 60		320913	
						2,300.93
BISHOP COMPANY	0010-801-6517-22100	289.97	FOLDING SAW,HAND PRUNERS,SHEAR		320914	
						289.97
BRANDON CHEVELLE SMITH	0010-450-3101-09000	290.52	SAFEKEEPING REFUND		320915	
						290.52
BROWNELLS INC	0010-801-3102-22300	204.92	POLICE-FOLDING SHOT GUN STOCKS		320916	
	0010-801-3102-22300	19.09	POLICE-SHOT GUN STOCKS-USE TAX		320916	
	0010-431	19.09-	POLICE-SHOT GUN STOCKS-USE TAX		320916	
						204.92
CALBO TRAINING INSTITUTE	0010-801-1703-33200	645.00	CALBO EDUCATION WEEK		320917	
						645.00
CALIFA	0010-850-6001-38100	1,116.70	CENIC BROADBAND	18-0550	320918	
	0010-801-6001-38100	518.79	CENIC BROADBAND		320918	
						1,635.49
CALIFORNIA WATERS DEVELOPMENT, INC.	0010-850-5004-91738	1,178.96	REPAIR BARNES POOL PUMP	18-0471	320919	
						1,178.96
CANON FINANCIAL SERVICES, INC.	0010-801-1403-37500	1,708.80	COPIER MACHINE RENTAL		320920	
	0010-801-3115-38400	342.47	COPIER MACHINE RENTAL		320920	
						2,051.27
VALERIE CARTER	0010-801-3112-22310	54.75	UNIFORM REIMBURSEMENT		320921	
						54.75

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
DAVID CASTELLANO	0360-801-3102-33100	356.09	SUPPLIES FOR TRAFFIC COURSE		320922	356.09
CHRIS THOMPSON	0349-801-3201-39400	158.74	FIRE TRAINING		320923	158.74
BRIAN CHU	0010-801-3101-22670	1,356.42	RESERVE PEACE OFFICERS CONF		320924	1,356.42
CINTAS CORPORATION NO. 3 (DBA) CINT	0010-801-4210-38100	258.83	LANGLEY-ULTRA CLEAN SERVICES		320925	1,290.04
	0178-801-6505-22150	188.34	LANGLEY-ULTRA CLEAN SERVICES		320925	
	0010-801-6505-22150	596.36	JANITORIAL SUPPLIES-LANGLEY		320925	
	0010-801-6505-22150	563.77	JANITORIAL SUPPLIES-LANGLEY		320925	
	0010-801-6505-22150	317.26-	JANITORIAL SUPPLIES-CREDIT		320925	
CITATION MANAGEMENT (DBA)	0010-701-0010-03630	5,527.32	PARKING CITATIONS SERVICE		320926	5,527.32
CITY OF GLENDALE	0010-801-3104-31950	900.00	DNA PROCESSING	19-0034	320927	3,075.00
	0010-801-3104-31950	400.00	DNA PROCESSING	19-0034	320927	
	0010-801-3104-31950	1,775.00	DNA PROCESSING	19-0034	320927	
COLLICUTT ENERGY SERVICES INC	0010-801-4210-38100	300.00	FIRE PUMP INSPECTION	19-0007	22 **	
	0010-801-4210-38100	250.00	GENERATOR INSPECTION	19-0007	22 **	
	0010-801-4210-38100	250.00	GENERATOR INSPECTION	19-0007	22 **	
	0010-801-4210-38100	316.00	GENERATOR INSPECTION	19-0007	22 **	
	0010-801-4210-38100	316.00	GENERATOR INSPECTION	19-0007	22 **	
	0010-801-4210-38100	250.00	GENERATOR INSPECTION	19-0007	22 **	
	0010-801-4210-38100	250.00	GENERATOR INSPECTION	19-0007	22 **	
	0010-801-4210-38100	764.73	HEATER SERVICED	19-0007	22 **	
	0010-801-4210-38100	350.00	GENERATOR INSPECTION	19-0007	22 **	
	0010-801-4210-38100	300.00	GENERATOR INSPECTION	19-0007	22 **	

** Indicates an ACH-Payment transaction

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
COLLICUTT ENERGY SERVICES INC	0010-801-4210-38100	350.00	GENERATOR INSPECTION	19-0007	22 **	3,696.73
COMPLETE LANDSCAPE CARE, INC.	0010-801-6516-31190	7,200.00	WEED ABATEMENT	19-0133	320928	
	0010-801-6516-31190	950.00	SPRAY FOR WEED CONTROL	19-0133	320928	
	0010-801-6516-31190	825.00	CLEAN UP SERVICE	19-0133	320928	
	0010-801-6516-31190	5,945.00	MONTHLY MAINTENANCE	19-0133	320928	
	0010-801-6516-31190	5,945.00	MONTHLY MAINTENANCE	19-0133	320928	
	0010-801-6516-31190	825.00	CLEAN UP SERVICE		320928	
	0022-801-4202-31950	1,440.00	WEED ABATEMENT		320928	23,130.00
COPWARE INC	0010-801-3101-39350	700.00	POLICE-LEGAL SOURCE BOOK		320929	700.00
COUNTY OF LOS ANGELES	0010-801-3111-31950	7,251.67	ANIMAL CONTROL SERVICE	19-0032	320930	7,251.67
COUNTY OF LOS ANGELES/DEPARTMENT OF	0010-801-6503-22150	133.00	PUBLIC HEALTH PERMIT		320931	
	0010-801-6503-22150	133.00	PUBLIC HEALTH PERMIT		320931	266.00
CPRS	0010-801-6508-39300	165.00	MEMBERSHIP		320932	
	0010-801-6508-39300	150.00	MEMBERSHIP		320932	
	0010-801-6508-39300	170.00	MEMBERSHIP		320932	485.00
DAILY JOURNAL CORPORATION	0110-801-5003-91945	99.00	LEGAL NOTICE		320933	
	0110-801-5003-91945	96.00	LEGAL NOTICE		320933	195.00
DAPEER ROSENBLIT & LITVAK	0010-801-1702-31600	129.00	LEGAL FEES-COMM DEVELOPMENT		320934	129.00
DELL MARKETING LP	0010-801-3115-38400	191.87	DISPLAY ADAPTOR		320935	191.87

** Indicates an ACH-Payment transaction

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
DIVERSIFIED ALARM SERVICE	0010-801-4210-38400	127.50	SERVICE CALL	19-0116	320936	
	0010-801-4210-38400	2,732.50	SERVICE CALL	19-0116	320936	
	0010-801-4210-38400	681.50	SERVICE CALL	19-0116	320936	
	0010-801-4210-38400	25.00	SERVICE CALL	19-0116	320936	
	0010-801-3113-38400	675.00	SERVICE CALL		320936	
	0010-801-3112-38400	135.00	MONITORING SERVICE		320936	
	0010-801-3112-38400	135.00	MONITORING SERVICE		320936	
	0010-801-3112-38400	135.00	MONITORING SERVICE		320936	
						4,646.50
E.R.S. SECURITY ALARM SYSTEMS,	0010-801-6001-38400	135.00	LIBRARY SECURITY MONITORING		320937	
						135.00
EAST LOS ANGELES COLLEGE BAND	0075-450-0075-08110	200.00	REFUND-FIREWORK DEPOSIT(TRUST)		320938	
						200.00
ELAC CLASSIFIED EMPLOYEES ASSOCIATI	0075-450-0075-08110	200.00	REFUND-FIREWORK DEPOSIT(TRUST)		320939	
						200.00
ELAC WOMEN'S SOFTBALL	0075-450-0075-08110	200.00	REFUND-FIREWORK DEPOSIT(TRUST)		320940	
						200.00
EMPIRE CLEANING SUPPLY	0010-801-6001-22150	585.01	TOILET TISSUE,SEAT COVER,GLOVE		320941	
	0010-801-6517-22150	670.14	JANITORIAL SUPPLIES-PARKS	19-0093	320941	
	0010-801-6517-22150	782.65	JANITORIAL SUPPLIES-PARKS	19-0093	320941	
	0178-801-6502-22150	159.23	JANITORIAL SUPPLIES-GYM		320941	
						2,197.03
EXPRESS SERVICE, INC	0010-801-6003-31950	426.30	TEMPORARY STAFFING SERVICES		320942	
	0010-801-6003-31950	426.30	TEMPORARY STAFFING SERVICES		320942	
	0010-801-6003-31950	426.30	TEMPORARY STAFFING SERVICES		320942	
	0010-801-6003-31950	426.30	TEMPORARY STAFFING SERVICES		320942	
	0010-801-6003-31950	426.30	TEMPORARY STAFFING SERVICES		320942	
						2,131.50

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
EZEQUIEL LOPEZ VELASCO (DBA) EFFICI	0010-801-3113-38250	2,326.88	JAIL JANITORIAL SERVICES	19-0165	320943	2,326.88
FEDERAL EXPRESS CORP.	0010-801-1403-32200	20.49	DELIVERY SERVICES		320944	20.49
FENSCO SERVICES INC	0010-801-6517-31950	1,109.00	FENCE REPAIR/INSTALLATION		320945	1,109.00
FORENSIC NURSE RESPONSE TEAM (DBA)	0010-801-3104-39100	1,300.00	INVESTIGATION SERVICE		320946	
	0010-801-3104-38400	740.00	INVESTIGATION SERVICE		320946	2,040.00
CRISTINA GARCIA	0075-450-0075-08360	2,305.49	EE COMPUTER PROGRAM (TRUST)		320947	2,305.49
GARVEY EQUIPMENT COMPANY	0010-801-6517-23050	295.49	TRIMMER'S,HAT,GUARD ASSY	19-0097	320948	
	0010-801-6517-23050	338.77	MULCH BLADES,HAT,EDGER BLADES	19-0097	320948	634.26
GEOSYNTEC CONSULTANTS, INC.	0010-801-4212-31500	5,984.56	GOODVIEW REVIEW SERVICES	19-0127	320949	5,984.56
GOLDEN STAR TECHNOLOGY INC/DBA: GST	0010-850-1404-31700	2,257.98	HARD DRIVES FOR BACKUP SERVERS		23 **	2,257.98
GRICELDA GOMEZ	0010-801-3205-39400	34.88	SCHOOL CAMPUS SAFETY		320950	34.88
GOVCONNECTION INC.	0010-801-3115-38400	226.61	HARD DRIVE		320951	
	0010-801-1404-22750	54.64	DVD DRIVE		320951	
	0010-801-1404-22750	312.02	UPS BATTERY		320951	593.27
GRAINGER	0010-801-4210-23700	108.04	MAGNETIZER,LEAD KITS		320952	
	0010-801-4210-23700	536.94	METER KIT,FLASHLIGHT,GLASSES		320952	644.98
HAAKER EQUIPMENT COMPANY	0042-801-4204-23700	45.99	TIGER TAIL ASS		24 **	

** Indicates an ACH-Payment transaction

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						45.99
HAROLD'S KEY SHOP, INC.	0010-801-3104-38400	58.31	KEY/LOCK SERVICES		25 **	
	0176-801-6516-23050	542.29	KEY/LOCK SERVICES		25 **	
	0176-801-6516-23050	370.28	KEY/LOCK SERVICES		25 **	
						970.88
HDL COREN & CONE	0010-801-1403-31400	4,562.50	PROPERTY TAX SERVICES	19-0151	320953	
	0010-801-1403-31950	745.00	CAFR STATISTICAL REPORTS		320953	
						5,307.50
HINDERLITER, DE LLAMAS & ASSOC.	0010-801-1403-31400	1,465.01	CONTRACT SERVICES-SALES TAX	19-0158	320954	
	0010-801-1403-31950	663.17	CONTRACT SERVICES-SALES TAX		320954	
						2,128.18
HOWROYD-WRIGHT EMPLOYMENT AGENCY, I	0010-801-6006-31950	111.60	TEMPORARY STAFFING SERVICES		320955	
	0010-801-6006-31950	292.95	TEMPORARY STAFFING SERVICES		320955	
	0010-801-6006-31950	588.24	TEMPORARY STAFFING SERVICES		320955	
	0010-801-6002-31950	519.84	TEMPORARY STAFFING SERVICES		320955	
	0010-801-6006-31950	328.32	TEMPORARY STAFFING SERVICES		320955	
	0010-801-6002-31950	519.84	TEMPORARY STAFFING SERVICES		320955	
	0010-801-6006-31950	506.16	TEMPORARY STAFFING SERVICES		320955	
	0010-801-6006-31950	834.48	TEMPORARY STAFFING SERVICES		320955	
	0010-801-6002-31950	410.40	TEMPORARY STAFFING SERVICES		320955	
	0010-801-6002-31950	519.84	TEMPORARY STAFFING SERVICES		320955	
						4,631.67
BRENDA IGLESIAS	0010-801-3103-22310	60.63	UNIFORM REIMBURSEMENT		320956	
						60.63
INFINITY GUARD SERVICES	0010-701-0010-02010	37.50	REFUND BUSINESS LICENSE FEE		320957	
	0010-701-0010-02020	4.00	REFUND SB1186 FEE		320957	
						41.50
INTERWEST CONSULTING GROUP, INC	0010-801-1703-31950	1,480.00	PLAN CHECK SERVICES	19-0139	320958	

** Indicates an ACH-Payment transaction

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
INTERWEST CONSULTING GROUP, INC	0010-801-1703-31950	3,280.00	PLAN CHECK SERVICES	19-0138	320958	5,640.00
	0010-801-1703-31950	880.00	PLAN CHECK SERVICES	19-0140	320958	
JAMES P. RODINO (DBA) INVESTIGATIVE	0010-801-3104-31950	780.00	BACKGROUND INVESTIGATIONS	19-0030	320959	1,165.00
	0010-801-3104-31950	385.00	BACKGROUND INVESTIGATIONS	19-0030	320959	
JCL TRAFFIC SERVICES	0022-801-4206-23800	329.86	CHALK LINE REL,PRO CHALK	19-0058	320960	1,564.37
	0022-801-4206-23800	87.60	ARROWS	19-0058	320960	
	0022-801-4206-23800	484.54	SPEED LIMIT SIGNS	19-0058	320960	
	0022-801-4206-23800	662.37	WHITE FAST DRY	19-0058	320960	
JHM SUPPLY INC	0010-801-4203-23300	53.66	BARON WATTLE		26 **	212.83
	0176-801-6516-23300	159.17	ELEC VALVES, COUPLING	19-0094	26 **	
KEYSTONE UNIFORM CENTERS	0010-801-3101-22320	105.07	UNIFORMS-M ABASOLO		320961	213.42
	0010-801-3103-22310	108.35	UNIFORMS-A CHAIDEZ		320961	
KNORR SYSTEMS, INC	0010-801-6503-38200	96.80	POOL REPAIR		320962	96.80
L3 TECHNOLOGIES MOBILE-VISION, INC	0010-801-3103-38400	744.55	BATTERY, CABLES, SENSOR		320963	6,261.77
	0160-801-4211-54060	5,517.22	CAMERA, ANTENNA, MONITOR	19-0077	320963	
STEPHEN LAM	0010-801-1101-11100	80.00	MAYOR'S EXPENSES		320964	200.00
	0092-801-1101-11100	60.00	MAYOR'S EXPENSES		320964	
	0043-801-1101-11100	60.00	MAYOR'S EXPENSES		320964	
LIEBERT CASSIDY WHITMORE	0010-801-1801-39400	200.00	GROUP TRAINING		320965	200.00

** Indicates an ACH-Payment transaction

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
LINCOLN EQUIPMENT INC.	0010-801-6503-23050	472.22	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0010-801-6503-23050	383.41	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0010-801-6503-23050	476.98	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0010-801-6503-23050	366.06	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0010-801-6503-23050	596.45	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0010-801-6503-23050	193.82	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0010-801-6503-23050	208.05	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0010-801-6503-23050	655.30	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0010-801-6503-23050	116.29	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0010-801-6503-23050	408.44	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0010-801-6503-23050	208.05	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0178-801-6503-23050	451.52	LIQUID CHLORINE, MURIATIC ACID		320966	
	0010-801-6503-23050	677.70	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0010-801-6503-23050	252.51	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0010-801-6503-23050	793.98	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	
	0010-801-6503-23050	1,335.47	LIQUID CHLORINE, MURIATIC ACID	19-0049	320966	7,180.15
LISA XIE DIEP	0010-701-0010-07430	12.00	BOOK REFUND		320967	12.00
ROBIN LOPEZ	0010-801-3104-22310	66.27	UNIFORM REIMBURSEMENT		320968	66.27
LORENA EGURVIDE	0075-450-0075-08360	2,500.00	EE COMPUTER PROGRAM (TRUST)		320969	2,500.00
LOS ANGELES COUNTY DEPT. OF	0022-801-4206-41100	874.17	TRAFFIC SIGNALS MAINTENANCE		320970	874.17
LOS ANGELES COUNTY SHERIFF'S	0160-801-3103-31950	294.65	HELICOPTER SERVICE	19-0031	320971	294.65
MAIN SAN GABRIEL BASIN	0092-801-4222-22900	1,145,742.40	PRODUCTION ASSESSMENT 17/18		320972	

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						1,145,742.40
MARK KEPPEL H.S. ALLIANCE	0075-450-0075-08110	200.00	REFUND-FIREWORK DEPOSIT(TRUST)		320973	200.00
MEGA HERTZ ELECTRIC INC	0010-801-4210-38100	270.00	GARVEY RANCH LIGHTING REPAIR		320974	270.00
	0010-701-0010-06100	278.29	REFUND PERMIT FEE		320975	
	0010-701-0010-02500	342.72	REFUND PERMIT FEE		320975	
	0010-701-0010-02600	40.80	REFUND PERMIT FEE		320975	
	0010-450-1703-02520	7.80	REFUND PERMIT FEE		320975	
	0010-450-1701-02530	15.60	REFUND PERMIT FEE		320975	
	0010-701-0010-09200	2.18	REFUND PERMIT FEE		320975	
	0010-701-0010-09202	1.00	REFUND PERMIT FEE		320975	688.39
METROPOLITAN WATER DISTRICT	0010-801-6517-37700	1,891.84	LEASE-GARVEY RESERVOIR		320976	1,891.84
MIDORI GARDENS	0344-801-5002-99290	1,000.00	SPRAY HEAD REPLACED		320977	
	0344-801-5002-99290	450.00	PINE TREE REMOVAL		320977	
	0344-801-5002-99290	67.00	INSTALLED PLANTS		320977	1,517.00
MONTEREY PARK SISTER CITY	0075-450-0075-09080	1,500.00	EXCHANGE STUDENT EXP (TRUST)		320978	1,500.00
MOORE IACOFANO GOLTSMAN, INC.	0075-450-0075-08660	6,677.46	ENVIRONMENTAL SERVICES (TRUST)	19-0009	320979	6,677.46
MOUNTAIN VIEW POOL REMODELING	0010-850-5004-91738	1,122.50	ELDER POOL CONCRETE DECK	18-0459	320980	1,122.50
MP-QZ SISTER CITIES ASSOCIATION	0075-450-0075-09080	1,500.00	STUDENT EXCH. PROGRAM (TRUST)		320981	1,500.00
MR. ROOTER PLUMBING (DBA)	0010-801-4210-38100	370.00	PLUMBING SERVICES		320982	

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MR. ROOTER PLUMBING (DBA)	0010-801-4210-38100	370.00	PLUMBING SERVICES		320982	
	0010-801-4210-38100	277.50	PLUMBING SERVICES		320982	
	0010-801-4210-38100	615.00	PLUMBING SERVICES		320982	
	0010-801-4210-38100	731.40	PLUMBING SERVICES		320982	2,363.90
MUSIC GEM	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)		320983	
	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)		320983	380.00
OFFICE SOLUTIONS	0092-801-4220-39250	151.68	PAPER		320984	
	0010-801-1403-22750	151.68	PAPER	19-0152	320984	
	0010-801-1403-22750	336.88	FASTENERS,POCKET FILE,NOTES	19-0152	320984	
	0010-801-1403-22750	29.88	WASTE BAGS	19-0152	320984	
	0010-801-1403-22750	88.01	LABELS, INDEX TABS, FOLDERS	19-0152	320984	758.13
OPENGOV, INC	0010-850-1403-31950	8,500.00	INFORMATION SERVICES SOFTWARE		320985	8,500.00
PYRO-COMM SYSTEMS, INC	0010-801-6001-38400	135.00	FIRE ALARM MONITORING		320986	135.00
REFRIGERATION SUPPLIES DISTRIBUTOR	0010-801-4210-23050	120.54	BLOWER MOTOR,GLOVES,CLAMPS		320987	120.54
MANUEL REYES	0159-801-6507-31910	1,563.94	INSTRUCTOR-RECREATION CLASS		320988	1,563.94
ROSENDO GARCIA	0010-450-3101-09000	447.00	REFUND FOR SAFEKEEPING		320989	447.00
SAN GABRIEL VALLEY BASKETBALL CLUB	0075-450-0075-08110	200.00	REFUND-FIREWORK DEPOSIT(TRUST)		320990	200.00
SERGIO BALANDRAN (DBA) THE SAUCE CF	0010-801-6508-39860	509.90	PICNIC SHELTER SIGNS		320991	
	0010-801-6508-31950	381.40	GERANIUM FESTIVAL BANNER		320991	

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						891.30
SMART ENERGY SYSTEMS LLC	0092-850-4225-82261	11,239.93	DEVICES FOR WORKFORCE PROGRAM	18-0356	320992	
	0092-850-4221-23300	7,438.20	DEVICES FOR WORKFORCE PROGRAM	18-0356	320992	
						18,678.13
SOTH-UNITED METHODIST CHRUCH	0075-450-0075-08110	200.00	REFUND-FIREWORK DEPOSIT(TRUST)		320993	
						200.00
ST STEPHENS CHURCH	0075-450-0075-08110	200.00	REFUND FIREWORKS DEPOSIT-TRUST		320994	
						200.00
SUCCESS PRINTING & SIGN INC.	0159-801-6509-31880	4,511.80	CASCADES NEWSPAPER	19-0082	320995	
						4,511.80
SUPERIOR COURT OF CALIFORNIA - COUN	0010-701-0010-03620	13,991.60	CITATION PROCESSING		320996	
						13,991.60
SUPREME TROPHIES & GIFTS CO.	0010-801-1703-24100	21.90	STAMP		320997	
						21.90
TALLEY COMMUNICATIONS	0010-801-3103-38400	118.27	ANTENNA		320998	
						118.27
RICHARD R. TERZIAN	0010-801-1702-31600	575.00	HEARING SERVICES	19-0162	320999	
						575.00
THE CORPORATE GIFT SERVICE, INC.	0075-450-0075-08420	3,606.40	GOLF TOURNAMENT (TRUST)	19-0125	321000	
						3,606.40
TOM'S CLOTHING & UNIFORMS INC	0010-801-1702-22310	120.45	UNIFORMS-E VARGAS		321001	
	0010-801-1702-22300	153.30	UNIFORMS-E VARGAS		321001	
	0010-801-3104-22310	134.69	UNIFORMS-G ALVAREZ		321001	
	0010-801-3104-22310	86.51	UNIFORMS-R LOPEZ		321001	
	0010-801-3101-22320	47.09	UNIFORMS-M ABASOLO		321001	
	0010-801-3101-22320	32.85	UNIFORMS-F LAM		321001	
	0010-801-3103-22310	549.00	UNIFORMS-A CHAIDEZ		321001	
	0010-801-3103-22310	9.86	UNIFORMS-J ORATE		321001	

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TOM'S CLOTHING & UNIFORMS INC	0010-801-4209-22310	52.56	UNIFORMS-M RUBIO		321001	
	0010-801-6516-22310	300.00	UNIFORMS-R VALENZUELA		321001	1,486.31
U S ARMOR CORP	0010-801-3103-22300	346.29	CONCEALABLE REMOVABLE CARRIER	19-0019	321002	
	0229-801-3103-22300	346.30	CONCEALABLE REMOVABLE CARRIER	19-0019	321002	692.59
ULINE, INC.	0010-801-1703-21350	58.65	METAL RIM TAGS		321003	58.65
VALLEY MAINTENANCE CORP.	0010-801-6517-38250	4,300.00	PARKS JANITORIAL SERVICES	19-0091	321004	
	0010-801-6517-38250	384.00	PARKS JANITORIAL SERVICES	19-0091	321004	4,684.00
VCA CODE / VCA GREEN	0010-801-1703-31950	15,120.00	PLAN CHECK SERVICE	19-0146	27 **	
	0010-801-1703-31950	810.00	PLAN CHECK SERVICE	19-0146	27 **	
	0010-801-1703-31950	1,680.00	PLAN CHECK SERVICE	19-0043	27 **	17,610.00
WAXIE SANITARY SUPPLY	0010-801-6517-23050	472.34	PARKS-DOGGIE WASTE BAG		321005	
	0010-801-6517-22100	423.75	PARKS-DOGGIE WASTE BAG		321005	896.09
WECK LABORATORIES INC (DBA)	0010-701-0010-02010	75.00	REFUND BUSINESS LICENSE FEE		28 **	75.00
WEST COAST ARBORISTS, INC.	0010-801-6516-31190	2,889.00	TREE MAINTENANCE SERVICES	19-0086	29 **	
	0010-801-6516-31190	59,198.00	TREE MAINTENANCE SERVICES	19-0086	29 **	62,087.00
WHITTIER FERTILIZER CO.	0010-801-6517-22100	81.70	FLOWER MIX	19-0088	321006	81.70
YUPING XIONG	0010-701-0010-02010	75.00	REFUND BUSINESS LICENSE FEE		321007	75.00

** Indicates an ACH-Payment transaction

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TOTAL FOR REGULAR WARRANTS						1,871,052.10
	PRINTED	1,781,095.69				
	ACH-PAYMENTS	89,956.41				

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018**

TOTAL FOR PREPAID WARRANTS	\$36,768.23
TOTAL FOR PRINTED WARRANTS	\$1,781,095.69
TOTAL FOR ACH-PAYMENTS	\$89,956.41
TOTAL WARRANTS	\$1,907,820.33
TOTAL VOID CHECKS	0
TOTAL PREPAID CHECKS	42
TOTAL ACH-PAYMENTS PRINTED	9
TOTAL CHECKS PRINTED	105
TOTAL CHECKS ISSUED	156

**CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 09/19/2018
FUND SUMMARY**

FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0010	GENERAL FUND	4,565.72	268,421.05	272,986.77
0022	STATE GAS TAX FUND	784.76	3,878.54	4,663.30
0042	SEWER FUND	2,667.50	45.99	2,713.49
0043	REFUSE FUND	278.84	386,576.16	386,855.00
0063	TECHNOLOGY INTERNAL SERV FUND	545.00	0.00	545.00
0065	PAYROLL CLEARING ACCOUNT	1,086.81	0.00	1,086.81
0075	SPECIAL DEPOSITS FUND	14,047.10	19,869.35	33,916.45
0077	BUSINESS IMPROVEMENT AREA #1	2.35	0.00	2.35
0092	WATER FUND	6,600.39	1,164,632.21	1,171,232.60
0109	0PA PROPOSITION A	79.83	0.00	79.83
0110	MEASURE R FUND	0.00	386.63	386.63
0136	POST	1,318.00	0.00	1,318.00
0159	RECREATION FUND	0.00	6,075.74	6,075.74
0160	ASSET FORFEITURE	3,514.77	14,911.87	18,426.64
0176	MAINTENANCE DISTRICT 93-1	0.00	1,071.74	1,071.74
0178	PROP A - PER PARCEL GRANT	0.00	799.09	799.09
0229	BULLETPROOF VEST POLICE GRANT	0.00	346.30	346.30
0344	MAINTENANCE GRANT (075)	0.00	1,517.00	1,517.00
0349	ELAC INSTRUCTIONAL SERV PROG	500.00	158.74	658.74
0360	SELECTIVE TRAFFIC ENFORCE (4)	777.16	356.09	1,133.25
0533	CA INITIATIVES BOOKS GRANT	0.00	2,005.60	2,005.60
TOTAL		36,768.23	1,871,052.10	1,907,820.33



City Council Staff Report

DATE: September 19, 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 – August 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.

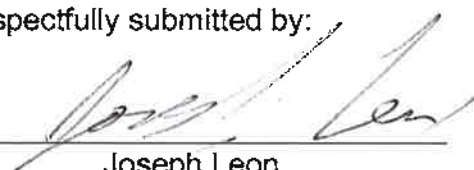
EXECUTIVE SUMMARY:

As of August 31, 2018 invested funds for the City of Monterey Park is \$75,709,542.86.

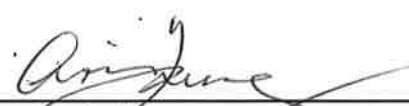
BACKGROUND:

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 AUGUST 31, 2018**

INVESTMENTS PORTFOLIO PROFILE:

TOTAL BALANCE AT 8/31/18 **\$ 75,709,542.86**

INVESTMENT COMPOSITION

(1) **LA COUNTY POOLED INVESTMENT FUND** ON DEMAND 1.920% **\$ 14,238,626.14**
(See Schedule A for LA County Pool Composition)

(2) **LOCAL AGENCY INVESTMENT FUND** ON DEMAND 2.020% **\$ 48,437,916.72**

(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
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 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 AUGUST 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
AFFINITY FEDERAL BANK	08/03/18	08/02/19	2.65%	245,000
MEMORIAL CREDIT UNION	08/15/18	08/15/19	2.60%	245,000

TOTAL CDs (54)	1.971%	<u>\$ 13,033,000.00</u>
----------------	--------	--------------------------------

OTHER INFORMATION:

BANK BALANCE: ⁽¹⁾	<u>\$ 3,795,121.11</u>
-------------------------------------	-------------------------------

AVERAGE MATURITY DAYS	79
------------------------------	-----------

AVERAGE INTEREST RATE FOR THE MONTH	1.994%
--	---------------

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)	<u>\$1,130,613.32</u>
---	------------------------------

THERE HAVE BEEN NO VARIANCES TO THE INVESTMENT POLICY.

3-MONTH T-BILL	<u>2.03%</u>
-----------------------	---------------------

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

POOLED SURPLUS AND SPECIFIC PURPOSE INVESTMENTS
AS OF JULY 31, 2018

SCHEDULE A

<u>PORTFOLIO PROFILE</u>	<u>Pooled Surplus Investments</u>	<u>Specific Purpose Investments</u>
Inventory Balance at 7/31/18		
At Cost	\$ 28,824,356,910	\$ 163,140,294
At Market	\$ 28,370,976,353	\$ 158,040,120
Repurchase Agreements	\$ -	\$ -
Reverse Repurchase Agreements	\$ -	\$ -
Composition by Security Type:		
Certificates of Deposit	5.29%	30.65%
United States Government and Agency Obligations	69.20%	41.48%
Bankers Acceptances	0.00%	0.00%
Commercial Paper	25.13%	0.00%
Municipal Obligations	0.09%	2.48%
Corporate and Deposit Notes	0.29%	0.00%
Repurchase Agreements	0.00%	0.00%
Asset-Backed	0.00%	0.00%
Other	0.00%	25.39%
1-60 days	28.80%	
61 days-1 year	15.00%	40.72%
Over 1 year	56.20%	59.28%
Weighted Average Days to Maturity	654	



City Council Staff Report

DATE: September 19, 2018

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

TO: The Honorable Mayor and City Council
FROM: Jim Smith, Chief of Police
SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING THE MONTH OF OCTOBER AS BREAST CANCER AWARENESS MONTH

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt a resolution declaring the month of October as Breast Cancer Awareness Month, and;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

National Breast Cancer Awareness Month takes place every year during the month of October. It is an annual health campaign organized by major breast cancer charities to increase the awareness of the disease and to raise funds for research into its cause, prevention, diagnosis, treatment and cure.

BACKGROUND:

Breast cancer touches the lives of Monterey Park residents from every background. Though great strides have been made in combating this devastating illness about 40,920 women in the U.S. are expected to die in 2018 from breast cancer, though death rates have been decreasing since 1989. These decreases are thought to be the result of treatment advances, earlier detection through screening, and increased awareness. We recognize the ongoing efforts of dedicated advocates, researchers, and health care providers who strive each day to defeat this terrible disease.

The #PinkPatchProject is a collaborative effort between the Los Angeles County Police Chiefs' Association and numerous public safety agencies in Los Angeles County and beyond. The program centers on vibrant pink versions of the public safety officer's uniform patch. These bright pink patches have been specially designed by each participating agency specifically for the #PinkPatchProject campaign. The Monterey Park Police Department and Monterey Park Police Officers' Association (MPPOA) have partnered with the #PinkPatchProject. MPPD Officers will be wearing a pink version of the uniform patch in support of the awareness campaign in October. The pink patches are intended to stimulate conversation with the community and to encourage public awareness about the importance of early detection and the on-going fight against this

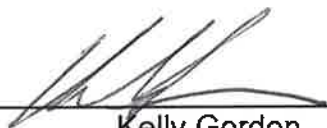
disease. All proceeds from the sale of the merchandise (pink patches, t-shirts, and challenge coins) will be donated to cancer research.

Respectfully submitted by:



Jim Smith
Chief of Police

Prepared by:



Kelly Gordon
Police Captain

Approved by:



Ron Bow
City Manager

ATTACHMENTS:

(1) Draft Resolution

ATTACHMENT 1

Draft Resolution

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA DECLARING THE MONTH OF OCTOBER AS BREAST CANCER AWARENESS MONTH

The City Council does resolve as follows:

SECTION 1. The City Council finds and declares that:

- A. In 2018, an estimated 266,120 new cases of invasive breast cancer are expected to be diagnosed in women in the U.S., along with 63,960 new cases of non-invasive (in situ) breast cancer.
- B. About 2,550 new cases of invasive breast cancer are expected to be diagnosed in men in 2018. A man's lifetime risk of breast cancer is about 1 in 1,000.
- C. About 40,920 women in the U.S. are expected to die in 2018 from breast cancer, though death rates have been decreasing since 1989. Women under 50 have experienced larger decreases. These decreases are thought to be the result of treatment advances, earlier detection through screening, and increased awareness.
- D. For women in the U.S., breast cancer death rates are higher than those for any other cancer, besides lung cancer.
- E. Besides skin cancer, breast cancer is the most commonly diagnosed cancer among American women. In 2017, it's estimated that about 30% of newly diagnosed cancers in women will be breast cancers.
- F. As of January 2018, there are more than 3.1 million women with a history of breast cancer in the U.S. This includes women currently being treated and women who have finished treatment.
- G. The #PinkPatchProject is a collaborative effort between the Los Angeles County Police Chiefs' Association and numerous public safety agencies in Los Angeles County and beyond. The program centers on vibrant pink versions of the public safety officer's uniform patch.
- H. The pink patches are intended to stimulate conversation with the community and to encourage public awareness about the importance of early detection and the on-going fight against this disease.

SECTION 2. The City Council further declares:

- A. The Month of October as Breast Cancer Awareness Month and pause to remember all those who are fighting this disease, including families and friends, advocates, researchers and health care providers as well as those we have lost to breast cancer.

- B. We encourage all our citizens to pursue early detection efforts.
- C. The Monterey Park Police Department and Monterey Park Police Officers' Association (MPPOA) have partnered with the #PinkPatchProject. MPPD Officers will be wearing a pink version of the uniform patch in support of the awareness campaign in October.
- D. All employees are encouraged to wear pink on Fridays in October as a show of support for breast cancer awareness.

SECTION 3. This resolution takes effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 19th day of September, 2018.

Stephen Lam
Mayor
Monterey Park, California

ATTEST:

Vincent D. Chang, City Clerk
Monterey Park, California

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

I, Vincent D. Chang, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 19th day of September, 2018, by the following vote:

Ayes:
Naes:
Absent:
Abstain:

Dated this 19th day of September, 2018.

Vincent D. Chang, City Clerk
Monterey Park, California



City Council Staff Report

DATE: September 19, 2018

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

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Consideration and possible action to adopt Resolution No. _____ - A Resolution Adopting the 2018 Conflict of Interest Code for the City of Monterey Park in accordance with the Political Reform Act.

RECOMMENDATION:

It is recommended that the City Council consider whether to:

1. Adopt Resolution No. _____; and direct the City Manager to sign the verification on the City's 2018 Local Agency Biennial Notice; or
2. Alternatively, discuss and take other action related to this item.

EXECUTIVE SUMMARY:

Pursuant to the Political Reform Act (Government Code § 81000, *et seq.*) every local agency is required to review its Conflict of Interest Code ("COI") biennially and file its biennial notice with its code reviewing body – the City Council – by October 1 of even-numbered years. to determine if the COI requires amendments. Pursuant to the City Council's previous direction, the City Clerk's office reviewed the COI in consultation with other City departments. After that review, the recommendation is that the COI be updated to reflect existing positions in the City and changes in applicable law.

DISCUSSION:

The City Council previously directed the City Clerk's office to conduct the biennial review of the COI. Government Code § 87306.5 requires every local government agency to conduct this review in even-numbered years and submit its findings to the governing board (here, the City Council) before October 1. Within 90 days after receiving any proposed amendments or revisions, the City Council must consider:

- Approving the proposed COI as submitted;
- Revising the proposed COI and approving it as revised; or
- Returning the proposed COI for revision and resubmission within 60 days, at which time the code reviewing body will either approve the revised COI or revise it and approve it (Government Code § 87303).

In reviewing the COI, the Council must ensure that it reflects the current structure of the City and that it properly identifies officials and employees whose position entails

making, or participating in making, governmental decisions ("Designated Persons").^{1,2} Designated Persons can only be required to disclose financial interests that may be materially affected in the course of performing the position's duties.³

"Making a governmental decision" means the person: (1) votes on a matter; (2) approves the budget; (3) adopts a policy; (4) makes purchasing decisions; or (5) enters into any contractual agreement on behalf of the City.

"Participating in the making of a governmental decision" means the person: (1) negotiates the terms of a contract; (2) writes the specifications of a bid; or (3) advises or makes recommendations to the decision-maker without significant intervening substantive review.

The City Clerk, in consultation with the City Manager and Department Heads, completed the review of the COI and has determined that the following amendments to individual positions are recommended to reflect current City operations and complete the 2018 biennial review:

TITLE CHANGES

FROM:	Public Works/Assistant City Manager
TO:	Director of Public Works/City Engineer
FROM:	Community Relations Bureau Commander
TO:	Community Services Bureau Commander

ADDED POSITIONS

Assistant City Manager
Economic Development Project Manager
Senior Management Analyst (Risk Management)
Financial Services Manager
Information Systems Specialist
Civil Engineering Associate
Civil Engineer Technician
Public Works Inspector

///

¹ While Government Code § 87200 lists those City officials who are required to submit Statements of Economic Interests (i.e., Mayor/Council members; Chief Administrative Officer; City Manager; City Attorney; Planning Commissioners; Treasurer), this statute does not enumerate other government employees or consultants who would otherwise be "Designated Persons" required to file a Statement of Economic Interests with the Fair Political Practices Commission.

² Gov. Code § 82019

³ *Ibid.*

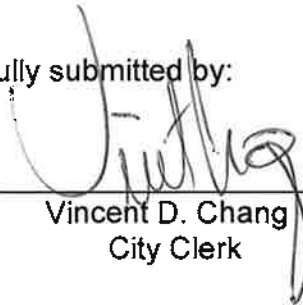
ELIMINATED POSITIONS

Controller
Members of the Oversight Board for the Successor Agency
to the former Monterey Park Redevelopment Agency

FISCAL IMPACT:

Administrative costs associated with staff review and recommendations to the City Council.

Respectfully submitted by:



Vincent D. Chang
City Clerk

Prepared by:



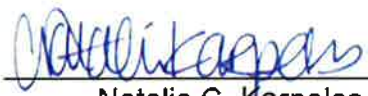
Cindy H. Trang
Deputy City Clerk

Approved by:



Ron Bow
City Manager

Reviewed by:



Natalie C. Karpeles
Deputy City Attorney

ATTACHMENT 1: Draft Resolution

Attachment 1

Draft Resolution

RESOLUTION NO. __

A RESOLUTION ADOPTING THE 2018 CONFLICT OF INTEREST CODE FOR THE CITY OF MONTEREY PARK IN ACCORDANCE WITH THE POLITICAL REFORM ACT.

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

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

- A. The Political Reform Act (Government Code §§ 81000, *et seq.*; the "PRA") and regulations adopted pursuant to the PRA (2 Cal. Code of Regs. §§ 18700, *et seq.*; "FPPC Regs.") require local government to adopt conflict of interest codes ("COI").
- B. The Fair Political Practices Commission promulgated FPPC Regs. § 18730, which contains the terms of a standard conflict of interest code that can be incorporated by reference as the City's COI.
- C. The City Council previously directed the City Clerk's office to review the COI pursuant to the PRA (Government Code § 87306.5).
- D. The City Clerk finished that review and made recommendations which the City Council incorporated into this Resolution.
- E. To fulfill its obligations under the PRA and FPPC Regs., the City Council adopts this 2018 Monterey Park COI as set forth in this Resolution.

SECTION 2: *2018 Monterey Park COI – Generally.* FPPC Regs. § 18730 is adopted by reference as the City of Monterey Park's 2018 COI. Except as modified in this Resolution, all requirements of FPPC Regs. § 18730 apply as if fully set forth in this Resolution.

SECTION 3: *Monterey Park 2018 COI - Changes.* The 2018 Monterey Park COI includes the following changes:

- A. The term "investment" applies to financial interests in non-profit organizations as well as business entities;
- B. The term "Appendix" refers to Section 4 of this Resolution.

SECTION 4: *Designated Officials, Employees and Consultants.* For purposes of FPPC Regs. § 18730, designated employees and consultants are set forth below:

A. Designated Officials and Employees:

The positions listed below are designated positions. Officers and employees holding those positions are designated employees and are deemed to make or participate in making decisions which may foreseeably have a material effect on a financial interest. Disclosure includes specific types of investments, business positions, interests in real property, and sources of income which may foreseeably be materially affected by any decision made or participated in by the designated employee. Such disclosures must be made at the times and circumstances described by the City's Conflict of Interest Code.

Designated employees must disclose all interests as required by the Political Reform Act and regulations promulgated thereto. When a new position classification is created by the Administrative Services Department for City Council approval, the Administrative Services Department will recommend that the City Council decide whether the new position will be required to file a Statement of Economic Interest and be included as a designated position in the Conflict of Interest Code.

When the City Council establishes a Commission, Committee, or Board, the City Council will decide whether the members of the Commission, Committee or Boards be included as a designated position in the Conflict of Interest Code and the members of the Commission, Committee or Board so designated by the City Council, will be required to file a Statement of Economic Interest.

COUNCIL, COMMISSIONS, COMMITTEES & BOARDS:

- * Members of the City Council
- * Members of the Planning Commission
- Members of the Design Review Board
- Members of the Business Improvement District Advisory Committee
- Members of the Board of Library Trustees
- Members of the Successor Agency to the Former Monterey Park Redevelopment Agency

OFFICE OF THE CITY MANAGER:

- * City Manager
- Assistant City Manager

OFFICE OF THE CITY ATTORNEY:

- * City Attorney
- Assistant City Attorney
- Deputy City Attorney

OFFICE OF THE CITY CLERK:

- * City Clerk
Deputy City Clerk

OFFICE OF THE CITY TREASURER:

- * City Treasurer

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT:

Director of Community and Economic Development
Senior Planner
Associate Planner
Assistant Planner
Building Inspector
Building Official
Code Enforcement Officer
Economic Development Specialist
Economic Development Project Manager
Housing and Community Development Coordinator Rehabilitation
Specialist
Plan Checker

FIRE DEPARTMENT:

Fire Chief
Apprentice Fire Inspector
Battalion Chief
Captain
Deputy Fire Marshall
Fire Inspector

HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT:

Director of Human Resources and Risk Management
Senior Management Analyst
Human Resource Analyst

LIBRARY:

City Librarian
Senior Librarian
Literacy Administrator

MANAGEMENT SERVICES DEPARTMENT:

Director of Management Services

Financial Services Manager
Support Services Manager
Support Services Supervisor
Information Systems Specialist

POLICE DEPARTMENT:

Police Chief
Community Services Bureau Commander
Computer Services Manager
Fleet Manager
Police Captain
Police Lieutenant
Range Master
Technical Services Manager
Traffic Bureau Commander

PUBLIC WORKS DEPARTMENT:

Director of Public Works/City Engineer
Assistant City Engineer
Parks Superintendent
Public Works Maintenance Manager
Water Utility Manager
Civil Engineering Associate
Civil Engineer Technician
Public Works Inspector

RECREATION & COMMUNITY SERVICES DEPARTMENT

Director of Recreation and Community Services
Recreation Superintendent
Recreation Supervisor

* Listed in the code for information purposes only. These positions file under Government Code Section 87200 with the Fair Political Practices Commission.

B. Consultants:

The City Manager may determine in writing that a particular consultant is hired to perform a range of duties that requires the consultant to fully comply with the disclosure requirements described in this section. Such written determination must include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager determination is a public record and must

be retained for public inspection in the same manner and location as this conflict of interest code."

SECTION 5: *Statement of Economic Interests: Place of Filing.*

Designated employees must file Statements of Economic Interests with the City of Monterey Park, on forms created by the Fair Political Practices Commission, in conformance with the individual disclosure categories and state guidelines, when requested by the City Clerk. The City Clerk will retain custody of the Statements and make them available for public inspection and reproduction. Designated employees listed in the Code with an asterisk (*) must either file their Statements directly with the Fair Political Practices Commission in conformance with state guidelines, or file one original copy of their Statement of Economic Interest with the City Clerk, who must make and retain a copy and forward the original to the California Fair Political Practices Commission. All other designated employees must file one original copy of their Statement of Economic Interest with the City Clerk.

SECTION 6: *Disclosure and Disqualification – Interest and Positions in Non-Profit Organizations.* Whenever a disclosure category requires disclosure of specific financial interests or positions in business entities, disclosure of equivalent financial interests or positions in non-profit organizations is required. Disqualification must be required as to a disclosed interest or position in a non-profit organization whenever disqualification would have been required as a result of an equivalent financial interest or position in a business entity.

SECTION 7: *Travel Payments, Advances and Reimbursements.* If a payment, including an advance or reimbursement, for travel is required to be reported pursuant to Government Code § 87207, it may be reported on a separate travel reimbursement schedule which shall be included in the filer's statement of economic interests. A filer who chooses not to use the travel schedule shall disclose payments for travel as a gift, unless it is clear from all surrounding circumstances that the services provided were equal to or greater in value than the payments for the travel, in which case the travel may be reported as income.

SECTION 8: Resolution No. 11868 (adopted October 19, 2016) and any other resolution or policy purporting to establish a conflict of interest code, are superseded by this Resolution.

SECTION 9: Repeal of any provision of any resolution or policy herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Resolution'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 Resolution.

SECTION 10: A late fine of \$10 per day up to a maximum of \$100 will be assessed, commencing on the day after the form is due to the City Clerk's office. In addition, if a matter is referred to the FPPC's Enforcement Division for failure to file or failure to include all required economic interests, the fine may be substantially higher. If an individual does not pay a fine, the matter may be referred to the Finance Tax Board for collection.

SECTION 11: The City Clerk will certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

SECTION 12: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this ____ day of _____, 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

CERTIFICATION

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. XXXXX was duly adopted by the City Council of the City of Monterey Park, at a regular meeting held on the _____ day of _____, 2018, by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Dated this XXX day of XXXX, 2018.

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



City Council Staff Report

DATE: September 19, 2018

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

TO: Honorable Mayor and Members of the City Council

FROM: Michael Huntley, Director of Community and Economic Development

SUBJECT: Second Reading and Adoption: An ordinance amending the Land Use Map of the General Plan (GPA-17-01) to change the land use designation from C to MDR and the Zoning Map (ZC-17-01) to change the zoning from C-S to R-2 to allow construction of an 8-unit residential condominium development at 2011 Potrero Grande Drive.

RECOMMENDATION:

It is recommended that the City Council:

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

SUMMARY:

On September 5, 2018, the City Council introduced and waived the first reading of an ordinance amending the General Plan Land Use Map and Zoning Map. The staff report from that meeting is attached for reference. At the meeting, the City Council approved the first reading subject to the addition of three conditions of approval as outlined in the attached draft ordinance.

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

Respectfully submitted by,

By:



Michael Huntley
Director of Community and
Economic Development

Approved:



Ron Bow
City Manager

Reviewed:



Karl H. Berger
Assistant City Attorney

Staff Report
Page 2

Attachments:

Attachment 1: Draft Ordinance

Attachment 2: September 5, 2018 City Council Staff Report

ATTACHMENT 1

Draft Ordinance

ORDINANCE NO.

AN ORDINANCE AMENDING THE LAND USE MAP OF THE GENERAL PLAN (GPA-17-01) TO CHANGE THE LAND USE DESIGNATION FROM C TO MDR; AND AMENDING THE ZONING MAP (ZC-17-01) TO CHANGE THE ZONING FROM C-S TO R-2 TO ALLOW CONSTRUCTION OF AN 8-UNIT RESIDENTIAL CONDOMINIUM DEVELOPMENT AT 2011 POTRERO GRANDE DRIVE.

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

SECTION 1: The City Council finds and declares that:

- A. On October 19, 2017, Enterprise One Inc., submitted an application pursuant to Title 21 of the Monterey Park Municipal Code ("MPMC") requesting approval of General Plan Amendment (GPA-17-01) and Zone Change (ZC-17-01) to construct a new 8-unit residential development at 2011 Potrero Grande Drive ("Project");
- B. The proposed Project was reviewed by the Community and Economic Development Department for, in part, consistency with the General Plan and conformity with the MPMC;
- C. In addition, the City reviewed the Project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines");
- D. The Community and Economic Development Department completed its review and scheduled a public hearing regarding the proposed Project, before the Planning Commission for April 24, 2018. Notice of the public hearing on the proposed Project was posted and mailed as required by the MPMC;
- E. On April 24, 2018, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed Project, including, without limitation, information provided to the Planning Commission by City staff, members of the public, and the applicant's representatives. The Planning Commission adopted Resolution No. 07-18 which recommended that the City Council adopt the General Plan Amendment (GPA-17-01) and Zone Change (ZC-17-01);
- F. The City Council reviewed the proposed Project and related environmental aspects of the proposal as required by the MPMC at the September 5, 2018 hearing; and
- G. The City Council has carefully considered all pertinent testimony and the staff report offered in the case as presented at the public hearing of September 5, 2018.

SECTION 2: *Factual Findings and Conclusions.* The City Council finds as follows:

ORDINANCE NO.

PAGE 2 of 4

- A. The applicant requests a General Plan Amendment to change the land use designation for the Project site from Commercial (C) to Medium Density Residential (MDR) and a Zone Change to change the zone regulating the Project site from Commercial Services (C-S) to Medium Density Residential (R-2). The General Plan Amendment and Zone Change are necessary to allow construction of the proposed 8-unit residential development and would allow the subject property to be more consistent and compatible with the land uses in the immediate vicinity.
- B. The City has not received a commercial development proposal for the site for the past few decades. Commercial tenant spaces in the area experience high levels of turnovers and vacancies. The property abuts property owned by SCE to the north, south, and west. Located to the east of the project site is Encanto Walk, a residential development approved by referendum and the City Council in 2014 (Measure A: the "Potrero Grande Drive Initiative"). The proposed Zone Change would be compatible with the land use designation to the north and will have minimal impacts on the residential properties located north of the SCE right-of-way.
- C. The property is a 32,424 (0.74 acres) square feet vacant lot. The lot is regularly shaped and relatively flat. The proposed project is an 8-unit condominium development which will not exceed the density prescribed in the R-2 zone. The lot size will not change and the maximum allowable height will be less intensive than the current commercial zone, decreasing from 40 feet, 3-stories to 30 feet, 2-stories.

SECTION 3: Environmental Assessment. Because of the facts identified in Section 2 of this Resolution, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines §§ 15315 and 15332 as a Class 15 categorical exemption (Minor Land Divisions) and Class 32 categorical exemption (Infill Development).

SECTION 4: Voter Approval not Required. The City Council finds that the proposed amendment does not exceed one acre of land and consequently does not require voter approval pursuant to MPMC § 21.42.020(E). Furthermore, to the extent that these amendments change use and requirements within zones, they do not increase residential densities (defined as total number of dwelling units per gross acre as prescribed by the MPMC), or change lot size or building height requirements in the commercial or manufacturing zones as currently defined by the zoning regulations within the meaning of MPMC § 21.42.020(C).

SECTION 5: Approvals.

- A. The Monterey Park General Plan Land Use Map is amended to change the land use designation for the Project site from Commercial (C) to Medium Density

ORDINANCE NO.
PAGE 3 of 4

Residential (MDR) as set forth in attached Exhibit "A," and incorporated by reference.

- B. The zoning for the Project site is changed from Commercial Services (C-S) to Medium Density Residential (R-2). Accordingly, the Zoning Map is amended as set forth in attached Exhibit "B," and incorporated by reference.
- C. The City Council approves GPA-17-01 and ZC-17-01, provided that 1) the applicant submit complete construction drawings to the City within 12 months of the adoption of this ordinance; 2) a security gate be installed, subject to the review and approval of Fire Department and Public Works Department; and 3) no home businesses are allowed.

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

SECTION 7: *Limitations.* The City Council's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the City Council's lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 8: *Summaries of Information.* All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 9: Repeal of any provision of the MPMC, or any other City resolution or ordinance herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 10: If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

ORDINANCE NO.
PAGE 4 of 4

SECTION 11: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Monterey Park's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within ten (10) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 12: This Ordinance will take effect on the 30th day following its final passage and adoption.

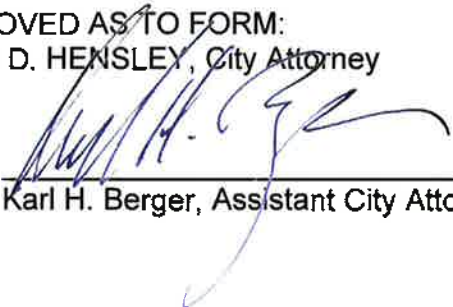
PASSED, APPROVED, AND ADOPTED this September 5, 2018.

Stephan Lam, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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

By: 

Karl H. Berger, Assistant City Attorney

ATTACHMENT 2

September 5, 2018 Staff Report



City Council Staff Report

DATE: September 5, 2018

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

TO: Honorable Mayor and Members of the City Council
FROM: Michael A. Huntley, Community and Economic Development Director
SUBJECT: A Public Hearing to consider a General Plan Amendment (GPA-17-01), Zone Change (ZC-17-01), and Tentative Map No. 77195 (TM-17-10) to subdivide air rights for an 8-unit residential development – 2011 Potrero Grande Drive.

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Opening the continued public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Taking the following action:
 - a. Waive first reading and introduce an Ordinance approving a General Plan Amendment (GPA-17-01) and Zone Change (ZC-17-01);
 - b. Adopt a Resolution approving a Tentative Map No. 77195 (TM-17-10) subject to GPA-17-01 and ZC-17-01 along with conditions of approval; and
- (5) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act)

The Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines §§ 15315 and 15332 as a Class 15 categorical exemption (Minor Land Divisions) and Class 32 categorical exemption (Infill Development) in that the project is the subdivision of air rights to establish and maintain an 8-unit condominium development. The proposed development occurs within City limits on a project site of no more than five acres substantially surrounded by urban uses. The project site is a vacant dirt lot and has no value as habitat for endangered, rare or threatened species. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality. The site can be adequately served by all required utilities and public services because the City is the utilities and public services provider. No variances are required for this project, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous two years, and the parcel is relatively flat and does not have an average slope greater than 20 percent.

EXECUTIVE SUMMARY:

On April 24, 2018, the Planning Commission adopted Resolution No. 07-18 which recommends that the City Council adopt a General Plan Amendment (GPA-17-01),

Zone Change (ZC-17-01), and Tentative Map No. 77195 (TM-17-10). Collectively, these actions would allow construction of an 8-unit residential development. The Planning Commission staff report dated April 24, 2018 and the minutes from the April 24, 2018 Planning Commission meeting are attached for reference. The Planning Commission found that there was sufficient evidence to support the General Plan Amendment, Zone Change, and Tentative Map for the proposed project.

BACKGROUND AND ANALYSIS:

The applicant, Enterprise One Inc., seeks a General Plan Amendment, Zone Change, and Tentative Map to subdivide air rights to develop an 8-unit condominium project at 2011 Potrero Grande Drive ("Project Site"). The subject property is currently zoned C-S (Commercial Services) and the General Plan designation is Commercial. An in-depth analysis of the Project is set forth in the Planning Commission staff report dated April 24, 2018 (which is attached for reference).

The Planning Commission asked about the following matters during its meeting on April 24, 2018:

- proximity of the proposed residential units to the transmission towers;
- the project's relationship to the Climate Action Plan;
- the proposed changes and incremental modification of the General Plan;
- opportunity to revitalize and enhance the intersection and underutilization of the property;
- impacts on the school district; and
- adequacy of fire and safety services and infrastructure.

As was explained at that time, the nearest Southern California Edison tower is approximately 150 feet from the subject property. The proposed project will be a less intensive use than a commercial development. The project will result in a reduction in vehicle trips. There will be less impervious surfaces and substantially more landscaping than a commercial project. The project will be less impactful to the environment. The project is an appropriate use considering that the property is situated between Encanto Walk, the Edison right-of-way, and other SCE properties, and there is a need for more housing. The Montebello School District is supportive of a residential development because it currently has a slight decline in its student population and the project will help to increase the student population. There have been many improvements to the infrastructure within the last two to three years because of all the projects occurring on Potrero Grande Drive. A copy of the unofficial minutes from that Planning Commission meeting is attached for reference.

At the end of the public hearing, the Planning Commission found that the proposed Project met the requirements of applicable law and adopted Resolution No. 07-18.

OTHER ITEMS:

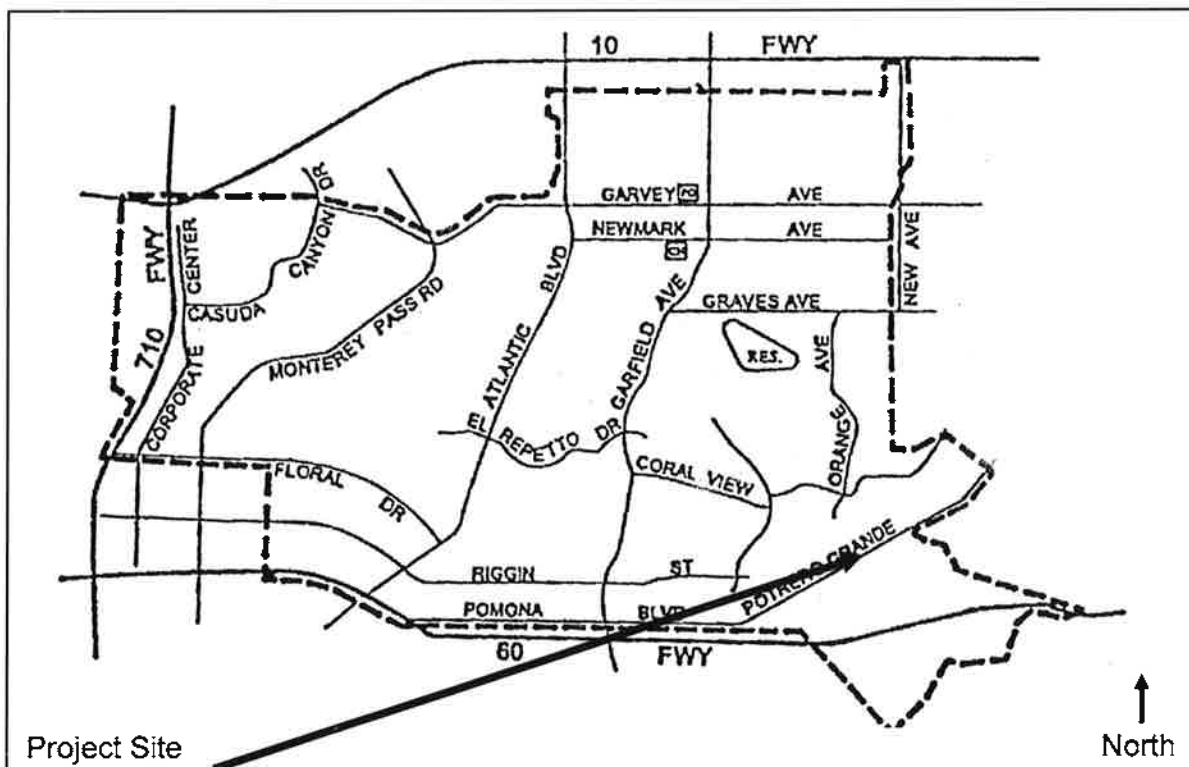
Ballot Measures

Staff reviewed all Ballot Measures that affect land use and development in the City. Measure L (Ordinance No. 1578) is the only relevant Ballot Measure; it is codified at MPMC Chapter 21.42. Because the project site is less than one acre (32,424 square feet or 0.74 acres), approval is not required for the proposed zone change.

Legal Notification

The legal notice of this hearing was posted at the subject site, City Hall, Monterey Park Bruggemeyer Library, and Langley Center on **July 3, 2018** and published in the Wave on **July 12, 2018**, with affidavits of posting on file. The legal notice of this hearing was mailed to **91** property owners within a 300 foot radius and current tenants of the property concerned on **July 3, 2018**.

Vicinity Map



Aerial Map



ALTERNATIVE COMMISSION CONSIDERATIONS:

None.

FISCAL IMPACT:

There will be an increase in property tax revenue, and an incidental increase in sales tax revenue by the introduction of additional housing along Potrero Grande Drive.

By:

Michael Huntley
Director of Community and
Economic Development

Approved by:

Ron Bow
City Manager

Reviewed by:

Karl H. Berger
Assistant City Attorney

Attachments:

- Attachment 1: Draft Ordinance
- Attachment 2: Draft Resolution
- Attachment 3: Tentative Map No. 77195
- Attachment 4: Planning Commission Staff Report dated April 24, 2018
- Attachment 5: Planning Commission Minutes dated April 24, 2018

ATTACHMENT 1

Draft Ordinance

ORDINANCE NO.

AN ORDINANCE AMENDING THE LAND USE MAP OF THE GENERAL PLAN (GPA-17-01) TO CHANGE THE LAND USE DESIGNATION FROM C TO MDR; AND AMENDING THE ZONING MAP (ZC-17-01) TO CHANGE THE ZONING FROM C-S TO R-2 TO ALLOW CONSTRUCTION OF AN 8-UNIT RESIDENTIAL CONDOMINIUM DEVELOPMENT AT 2011 POTRERO GRANDE DRIVE.

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

SECTION 1: The City Council finds and declares that:

- A. On October 19, 2017, Enterprise One Inc., submitted an application pursuant to Title 21 of the Monterey Park Municipal Code ("MPMC") requesting approval of General Plan Amendment (GPA-17-01) and Zone Change (ZC-17-01) to construct a new 8-unit residential development at 2011 Potrero Grande Drive ("Project");
- B. The proposed Project was reviewed by the Community and Economic Development Department for, in part, consistency with the General Plan and conformity with the MPMC;
- C. In addition, the City reviewed the Project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines");
- D. The Community and Economic Development Department completed its review and scheduled a public hearing regarding the proposed Project, before the Planning Commission for April 24, 2018. Notice of the public hearing on the proposed Project was posted and mailed as required by the MPMC;
- E. On April 24, 2018, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed Project, including, without limitation, information provided to the Planning Commission by City staff, members of the public, and the applicant's representatives. The Planning Commission adopted Resolution No. 07-18 which recommended that the City Council adopt the General Plan Amendment (GPA-17-01) and Zone Change (ZC-17-01);
- F. The City Council reviewed the proposed Project and related environmental aspects of the proposal as required by the MPMC at the September 5, 2018 hearing; and
- G. The City Council has carefully considered all pertinent testimony and the staff report offered in the case as presented at the public hearing of September 5, 2018.

SECTION 2: *Factual Findings and Conclusions.* The City Council finds as follows:

ORDINANCE NO.
PAGE 2 of 4

- A. The applicant requests a General Plan Amendment to change the land use designation for the Project site from Commercial (C) to Medium Density Residential (MDR) and a Zone Change to change the zone regulating the Project site from Commercial Services (C-S) to Medium Density Residential (R-2). The General Plan Amendment and Zone Change are necessary to allow construction of the proposed 8-unit residential development and would allow the subject property to be more consistent and compatible with the land uses in the immediate vicinity.
- B. The City has not received a commercial development proposal for the site for the past few decades. Commercial tenant spaces in the area experience high levels of turnovers and vacancies. The property abuts property owned by SCE to the north, south, and west. Located to the east of the project site is Encanto Walk, a residential development approved by referendum and the City Council in 2014 (Measure A: the "Potrero Grande Drive Initiative"). The proposed Zone Change would be compatible with the land use designation to the north and will have minimal impacts on the residential properties located north of the SCE right-of-way.
- C. The property is a 32,424 (0.74 acres) square feet vacant lot. The lot is regularly shaped and relatively flat. The proposed project is an 8-unit condominium development which will not exceed the density prescribed in the R-2 zone. The lot size will not change and the maximum allowable height will be less intensive than the current commercial zone, decreasing from 40 feet, 3-stories to 30 feet, 2-stories.

SECTION 3: *Environmental Assessment.* Because of the facts identified in Section 2 of this Resolution, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines §§ 15315 and 15332 as a Class 15 categorical exemption (Minor Land Divisions) and Class 32 categorical exemption (Infill Development).

SECTION 4: *Voter Approval not Required.* The City Council finds that the proposed amendment does not exceed one acre of land and consequently does not require voter approval pursuant to MPMC § 21.42.020(E). Furthermore, to the extent that these amendments change use and requirements within zones, they do not increase residential densities (defined as total number of dwelling units per gross acre as prescribed by the MPMC), or change lot size or building height requirements in the commercial or manufacturing zones as currently defined by the zoning regulations within the meaning of MPMC § 21.42.020(C).

SECTION 5: *Approvals.*

ORDINANCE NO.
PAGE 3 of 4

- A. The Monterey Park General Plan Land Use Map is amended to change the land use designation for the Project site from Commercial to Medium Density Residential as set forth in attached Exhibit "A," and incorporated by reference.
- B. The zoning for the Project site is changed from C-S (Commercial Services) to R-2 (Medium Density Residential). Accordingly, the Zoning Map is amended as set forth in attached Exhibit "B," and incorporated by reference.

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

SECTION 7: Limitations. The City Council's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the City Council's lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 8: Summaries of Information. All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 9: Repeal of any provision of the MPMC, or any other City resolution or ordinance herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 10: If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 11: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Monterey Park's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within ten (10) days after the passage and adoption of this Ordinance, cause it to be

ORDINANCE NO.
PAGE 4 of 4

published or posted in accordance with California law.

SECTION 12: This Ordinance will take effect on the 30th day following its final passage and adoption.

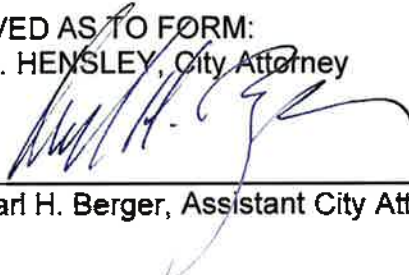
PASSED, APPROVED, AND ADOPTED this September 5, 2018.

Stephan Lam, Mayor

ATTEST:

Vincent D. Chang, City Clerk

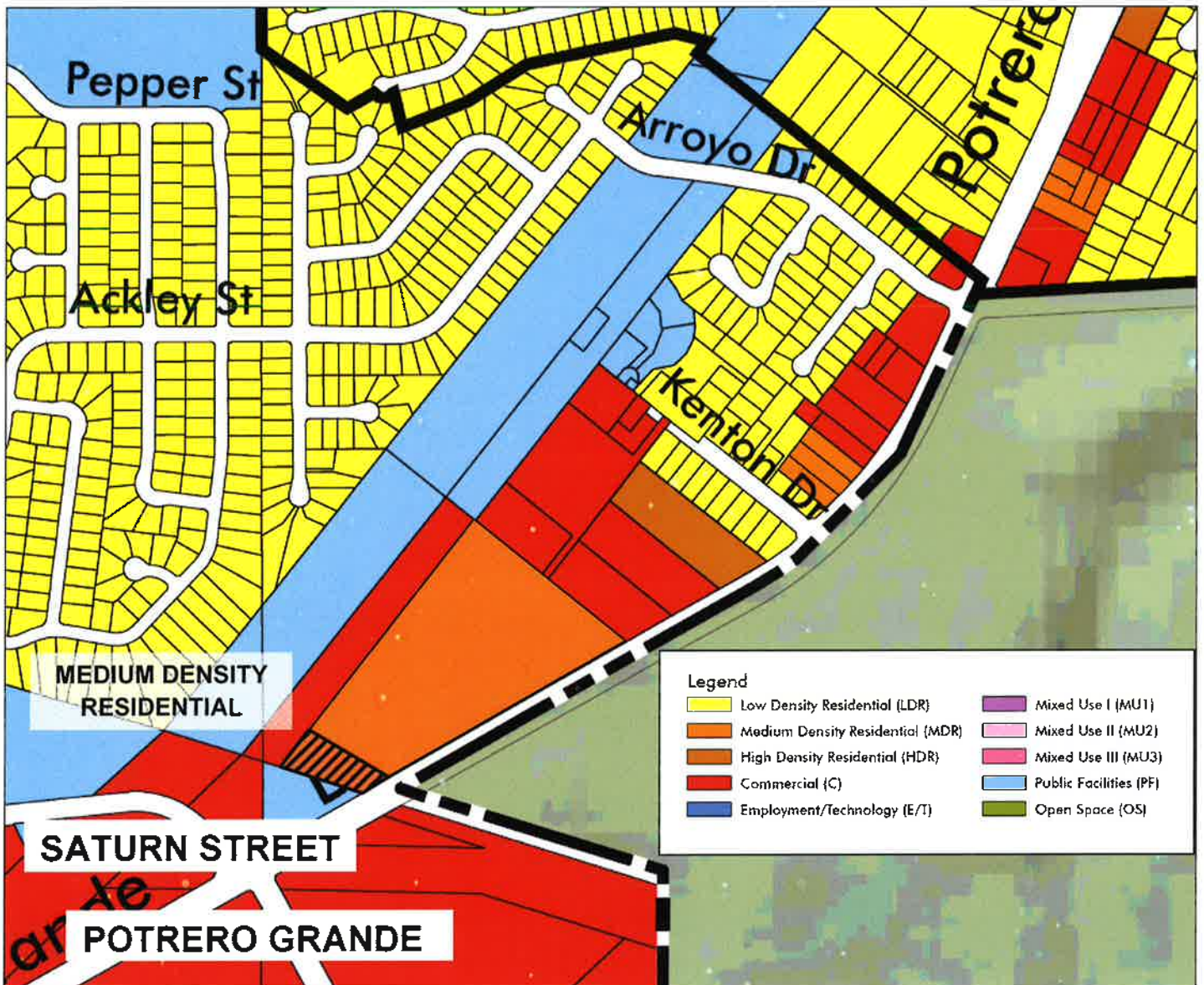
APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: 

Karl H. Berger, Assistant City Attorney

Exhibit B

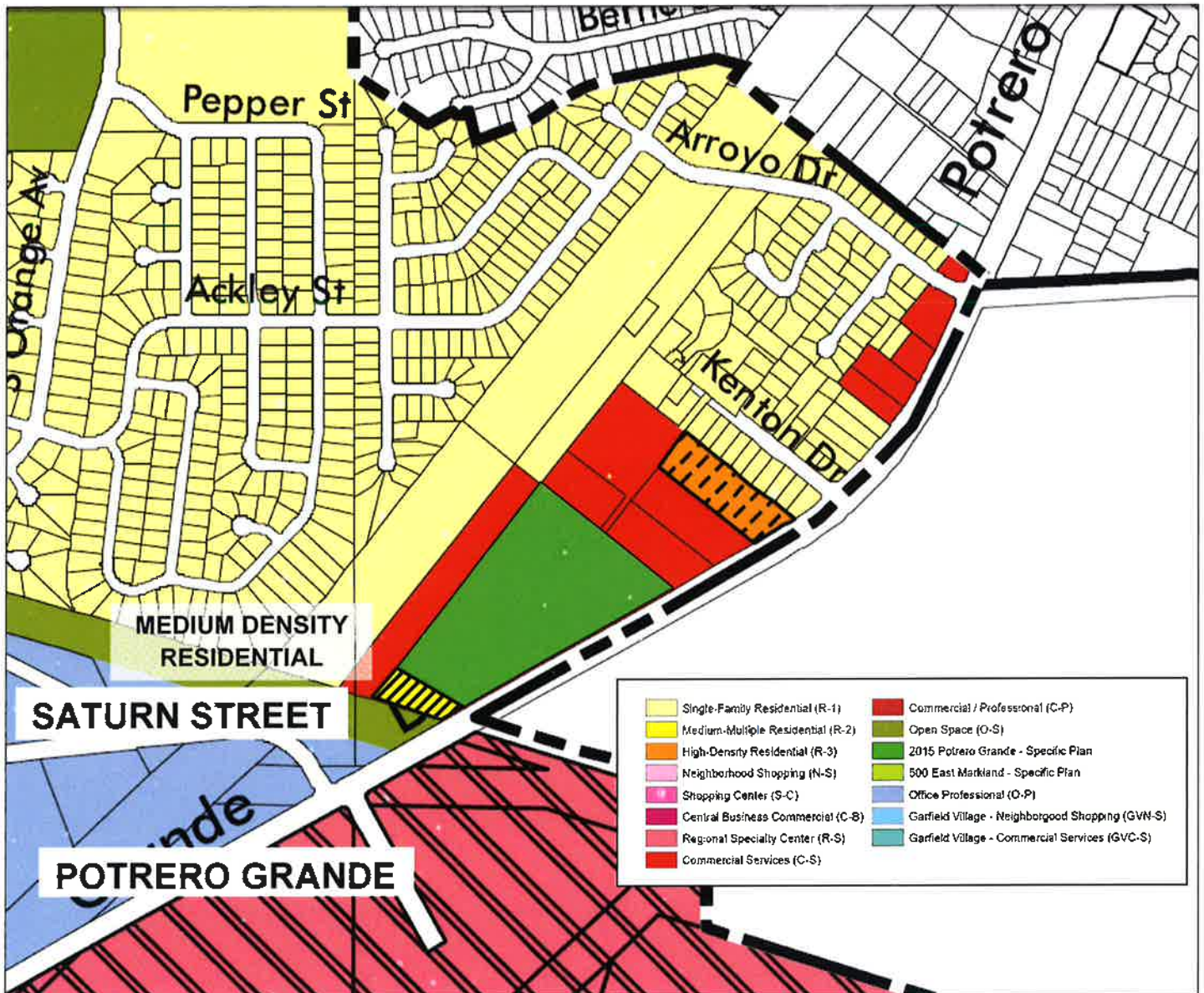
2011 POTRERO GRANDE DRIVE



Amendment of the Land Use Map from Commercial to Medium Density Residential

Exhibit C

2011 POTRERO GRANDE DRIVE



Amendment of the Zoning Map from Commercial Services (C-S) to Medium Density Residential (R-2)

ATTACHMENT 2

Draft Resolution

RESOLUTION NO.

A RESOLUTION APPROVING TENTATIVE MAP NO. 77195 (TM-17-10) TO SUBDIVIDE AIR RIGHTS FOR AN 8-UNIT RESIDENTIAL CONDOMINIUM DEVELOPMENT AT 2011 POTRERO GRANDE DRIVE

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

SECTION 1: The City Council finds and declares that:

- A. On October 19, 2017, Enterprise One Inc., submitted an application pursuant to Title 20 and 21 of the Monterey Park Municipal Code ("MPMC"), requesting approval of Tentative Map No. 77195 (TM-17-10) to construct a new 8-unit residential development at 2011 Potrero Grande Drive ("Project");
- B. The proposed Project was reviewed by the Community and Economic Development Department for, in part, consistency with the General Plan and conformity with the MPMC;
- C. In addition, the City reviewed the Project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines");
- D. The Community and Economic Development Department completed its review and scheduled a public hearing regarding the proposed Project, before the Planning Commission for April 24, 2018. Notice of the public hearing on the proposed Project was posted and mailed as required by the MPMC;
- E. On April 24, 2018, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed Project including, without limitation, information provided to the Planning Commission by City staff, members of the public, and the applicant's representatives. The Planning Commission adopted Resolution No. 07-18 which recommended that the City Council approve Tentative Map No. 77195 (TM-17-10);
- F. The City Council reviewed the proposed Project and related environmental aspects of the Project as required by the MPMC at the September 5, 2018 hearing; and
- G. The City Council has carefully considered all pertinent testimony and the staff report offered in the case as presented at the public hearing of September 5, 2018.

SECTION 2: *Factual Findings and Conclusions.* The City Council finds that the following facts exist and makes the following conclusions:

- A. The property for the Project is currently zoned C-S (Commercial Services) and the General Plan designation is Commercial. The Project includes the subdivision of air rights to create and develop the subject property at a maximum density of 8 dwelling units per acre. Because residential use is currently prohibited in the C-S zone, the applicant is requesting a General Plan Amendment and a Zone Change

RESOLUTION NO.

PAGE 2 of 4

to change the land use designation of the property from C-S to Medium Density Residential (R-2) to allow the proposed 8-unit condominium project.

- B. The project site is located on the north side of Potrero Grande Drive, three lots east of Saturn Street. Properties located to the north of the subject property include an easement owned by Southern California Edison ("SCE") and single-family dwellings, to the south are Potrero Grande Drive and SCE's administrative office headquarters, to the west is a vacant lot owned by SCE, and to the east is an 80-unit residential development (Encanto Walk), a public storage facility, wholesaling and warehousing buildings and a few other commercial tenant spaces, and a 114-unit affordable senior housing apartment development.
- C. The property is a 32,424 (0.74 acres) square feet vacant dirt lot. The lot is regular shaped and relatively flat.
- D. The property is accessible from Potrero Grande Drive, a principal arterial street with a width ranging from 84 to 100 feet curb-to-curb within a 100- to 120-foot right-of-way.
- E. There are no rare plants, wild animals nor cultural, historical or scenic aspects within the surrounding area. The property is not located within a natural watershed or wildlife corridor.
- F. There are no public easements for access within the proposed development.
- G. The site on which the property is located is not identified as a hazardous site and is not located in close proximity to any known health hazards.

SECTION 3: Environmental Assessment. Because of the facts identified in Section 2 of this Resolution, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines §§ 15315 and 15332 as a Class 15 categorical exemption (Minor Land Divisions) and Class 32 categorical exemption (Infill Development).

SECTION 4: Tentative Map Findings. The City Council finds as follows pursuant to Government Code § 66474 and MPMC Title 20:

- A. The proposed tentative map will be consistent with applicable general and specific plans, when amended, as required by Government Code § 66473.5. The tentative map for this project would allow eight condominium units to be constructed on the site. This is less than the maximum density of 16 dwelling units per acre for this site. Consequently, the project complies with the General Plan, as amended. The lot is accessible from Potrero Grande Drive, a principal arterial with a width ranging from 84 to 100 feet curb-to-curb within a 100- to 120-foot right-of-way, which is adequate in size and capacity to accommodate the anticipated traffic that will be generated by the proposed development.

RESOLUTION NO.

PAGE 3 of 4

- B. The design or improvement of the proposed subdivision is consistent with applicable general and specific plans, as amended. The design of the proposed Project is consistent with the General Plan, as amended, in that the project is an 8-unit condominium project, which is compatible with the medium density housing either attached or detached allowed in the medium density residential category. There is no specific plan adopted for this area
- C. The site is physically suitable for the type of development and the proposed density of the development. The size of the lot is 32,424 (0.74 acres) square feet; under the regulations of the Medium Density Zone requirements, this lot size could accommodate up to 11 units (as the Medium Density Residential Zone allows for a building density of 1 unit per 2,723 square feet of lot area for a lot at least 100 feet wide and 15,000 square feet in size). The proposed application is for an 8-unit condominium project. The size of the lot will accommodate the type and density of the Project.
- D. The design of the subdivision or the proposed improvements is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat. The subject property is bordered by residentially developed lots to the north, south, east, and west. There are no rare plants, wild animals nor cultural, historical or scenic aspects within the surrounding area. The property is not located within a natural watershed or wildlife corridor and therefore is not likely to disrupt environmentally sensitive areas outside of the immediate project area.
- E. The design of the subdivision or the type of improvements is not likely to cause serious public health problems. The proposed subdivision will not cause any public health problems in that the subject development will be constructed according to all City, State, and Federal regulations and specifications. The site on which the property is located is not identified as a hazardous site and is not located in close proximity to any known health hazards. The type of use of the property is to be residential, which is unlikely to result in serious health problems.
- F. The design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within proposed subdivision. There are no public easements for access within the proposed development.

SECTION 5: Approvals. Subject to the General Plan Amendment and Zone Change contemplated by this Resolution along with conditions listed in attached Exhibit "A," which is incorporated into this Resolution by reference, the City Council approves Tentative Map No. 77195.

SECTION 6: Reliance on Record. Each and every one of the findings and determinations in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the Project. The findings and determinations

RESOLUTION NO.
PAGE 4 of 4

constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 7: Limitations. The City Council's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the City Council's lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 8: Summaries of Information. All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 9: This Resolution will become effective immediately upon adoption and remain effective unless superseded by a subsequent resolution.

SECTION 10: A copy of this Resolution will be mailed to the applicant and to any other person requesting a copy.

SECTION 11: This Resolution will become effective immediately upon adoption.

ADOPTED AND APPROVED this ____ day of September 2018.

Stephan Lam, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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

By: 

Karl H. Berger, Assistant City Attorney

Exhibit A

CONDITIONS OF APPROVAL

2011 POTRERO GRANDE DRIVE

In addition to all applicable provisions of the Monterey Park Municipal Code ("MPMC"), Enterprise One Inc. agrees that it will comply with the following provisions as conditions for the City of Monterey Park's approval of Tentative Map No. 77195 (TM-17-10) ("Project Conditions").

PLANNING:

1. Enterprise One Inc. (the "Applicant"), agrees to indemnify and hold the City harmless from and against any claims, actions, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of GPA-17-01, ZC-17-01, and TM-17-10 except for such loss or damage arising from the City's sole negligence or willful misconduct. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City's approval of GPA-17-01, ZC-17-01, and TM-17-10, the Applicant agrees to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "the City" includes the elected officials, appointed officials, officers, and employees of the City of Monterey Park.
2. This approval is for the project as shown on the plans reviewed and approved by the Planning Commission and on file. Before the City issues a building permit, the Applicant must submit plans, showing that the project substantially complies with the plans and conditions of approval on file with the Planning and Building and Safety Division. Any subsequent modification must be referred to the Director of Community and Economic Development for a determination regarding the need for Planning Commission review and approval of the proposed modification.
3. The tentative map expires twenty-four months after its approval if the use has not commenced or if improvements are required, but construction has not commenced under a valid building permit. A total of three, one year, extensions may be granted by the Planning Commission upon finding of good cause. An application requesting an extension must be filed with the Community and Economic Development Department.
4. All conditions of approval must be listed on the plans submitted for plan check and on the plans for which a building permit is issued.

5. Before building permits are issued, the applicant must obtain all the necessary approvals, licenses and permits and pay all the appropriate fees as required by the City.
6. The real property subject to TM-17-10 must remain well-maintained and free of graffiti.
7. Building permits are required for any interior tenant improvements.
8. Landscaping/irrigation must be maintained in good condition at all times.
9. A final map must be approved and recorded before the City issues a certificate of occupancy.
10. All enclosed garage spaces must be used for off-street parking only. There cannot be any personal storage or conversion of this space that would prevent the parking of vehicles in the enclosed garage. This condition must be included in the conditions, covenants and restrictions ("CC&Rs") recorded for this property.

BUILDING:

11. The second sheet of the building plans must list all City of Monterey Park conditions of approval.
12. A valid building permit does not allow excavations to encroach into adjacent property. Requirements for protection of adjacent property are defined in Civil Code § 832.
13. The site plan must indicate the proposed path of building sewer, size of sewer line, location of cleanouts, and the invert elevation of the lateral at the property line.
14. A soils and geology report is required as part of plan check submittal.
15. Before the City issues a building permit, the applicant must obtain a permit from CAL-OSHA to construct the project.
16. The applicant must submit a compaction report for demolition of previous buildings to the Monterey Park Public Works Department for approval before the City allows the applicant to excavate new foundations.

ENGINEERING:

17. Under the Los Angeles County Municipal "National Pollutant Discharge Elimination System (NPDES) Permit," which the City of Monterey Park is a permittee; this project involves the distribution of soils by grading, clearing and/or excavation. The applicant/property owner is required to obtain a "General Construction Activity Storm Water" Permit, and the City of Monterey Park will condition grading permits on evidence of compliance with this permit and its requirements. Compliance information is available in the office of the City

Engineer. Upon approval of the NPDES document by the City, the applicant/property owner must submit an electronic copy of the approved NPDES file, including site drawings, prior to the issuance of a building or grading permit.

18. The applicant must record the Final Map after the City Council approves the final map and the City Council accepts any applicable bonds or agreements.
19. The applicant/property owner must provide written proof that there are no liens against the subdivision for unpaid taxes or special assessments and submit Los Angeles County tax bill, tax payment receipt, and copy of cancelled check before filing a Final Map with the City for approval.
20. The developer/owner is responsible for paying all applicable City development impact fees as required by the MPMC.
21. Covenants Conditions & Restrictions ("CC&Rs") conforming to these conditions of approval must be filed with the City Engineer, or designee, for approval. The CC&Rs must be approved as to form by the City Attorney; the applicant must pay for all costs associated with such review. A copy of the approved recorded CC&Rs must be submitted before final inspection and clearance of the building permit.
22. All improvement plans, including grading and public improvement plans must be based upon City approved criteria. Benchmark references to be obtained from the Engineering Division.
23. A water plan must be submitted for review and approval from the City Engineer, or designee. This plan must substantiate adequate water service for domestic flow, fire flow, and identify backflow prevention. A water system analysis must be provided by the developer to demonstrate that the new development does not negatively impact the existing system. If the existing system does not have adequate pressure and fire flow to serve the development, the developer will be responsible for upgrading the water main as necessary in the public right-of-way.
24. The domestic water demand study must be provided to the City in the form (Average Hourly Demand) and (Peak Hourly Demand) at the time building plans are submitted for plan check. If it is determined that the surrounding infrastructure is inadequate to meet the additional demand of the project, the developer must provide recommendations to improve the system to a level needed to meet the additional demand. This must include hydraulic modeling and calculations supporting the recommendation. The proposed system improvements will be reviewed and validated by the City's Water Division and the City Engineer, or designee.
25. The applicant must provide survey monuments denoting the new property boundaries and lot lines to the satisfaction of the City Engineer. All maps must be prepared from a field survey. Compiled maps are not permitted unless approval is granted by the City Engineer. Whenever possible, lot lines must be located to

coincide with the top of all man-made slopes. Any deviation from this requirement must be approved by the City Engineer.

26. The applicant must provide a site drainage plan for review and approval by the City Engineer. The property drainage must be designed so that the property drains to the public street or in a manner otherwise acceptable to the City Engineer. Drainage from contiguous properties must not be blocked and must be accommodated to the satisfaction of the City Engineer. A hydrology and hydraulic study of the site may be required for submittal to the City Engineer for review and approval.
27. All storm drainage facilities serving the development must accommodate a 50-year storm. If existing storm drain facilities are inadequate they must be enlarged as necessary. All storm drain facilities must be designed and constructed to Los Angeles County Department of Public Works standards and specifications. The City Engineer must approve all plans for such design and construction before the Public Works Director, or designee, approves grading and drainage plans.
28. The applicant must provide a street improvement plan for Potrero Grande Drive up to the street centerline. The street improvement must consist of pavement grinding and rubberized asphalt overlay and may require localized pavement repairs depending on the conditions of the streets. The new curb and gutter, main entry driveway, 5-foot wide sidewalk and 5-foot wide parkway must be constructed with landscape and irrigation. The improvements along the entire property frontage must be approved by the City Engineer.
29. A street lighting/photometric plan must be prepared for the review and approval of the City Engineer.
30. The applicant must prepare landscaping and irrigation plans and all parkway tree types must be reviewed and approved by the Recreation and Community Services Director, or designee.
31. All public works improvements must comply with the standards and specifications of the City and to the satisfaction of the City Engineer. All public works improvements must be completed and accepted by the City or the applicant must enter into a public improvement agreement, in a form approved by the City Attorney that is secured by an appropriate surety before a final map may be approved by the City Council.
32. All electric, telephone and cable TV utility services must be installed fully underground and in accordance with City standards. A utility plan must be prepared and submitted showing all existing and proposed utilities. The utilities may be shown on either a separate plan or on the proposed site plan.
33. The applicant must provide a Sewer Study for existing wastewater contributory flow and sewer connection at the time building plans are submitted for plan check. A sewer connection reconstruction fee will be assessed at the time the City issues a building permit in accordance with MPMC Chapter 14.06 .

34. All buildings must have roof gutters and all roof drainage must be conducted to the streets or an approved drainage facility in a manner approved by the City Engineer prior to the approval of the drainage plans.
35. The grading and drainage plan must be submitted by the first plan check and must incorporate all pertinent site development comments from the approved geotechnical report. The removals of any onsite pesticide contaminated soil must be included as part of the grading and drainage plan for the site.
36. The Tentative Map must incorporate the adopted conditions of approval and any specific criteria noted by the City Engineer. The tentative map must also show existing drainage patterns of all properties adjacent to the site, including relevant topographic elevations from the adjacent properties.
37. The City reserves the right to restrict driveway access to and from the project in the event future traffic conditions warrant such restricted turn movements.

FIRE:

38. All conditions identified by the Fire Department are subject to review and approval by the Fire Chief for determination of applicability and extent to which any condition may be required.
39. All structures must be fully sprinklered per National Fire Protection Association (NFPA) 13D and local amendments.
40. The proposed fire hydrant must be able to provide 1,000 gallons per minute (gpm) at 20 pounds per square inch (psi) for 1 hour duration. Verification of water supply available must be provided by the water purveyor upon building plan submittal. A reduction in the required fire flow up to 50 percent is allowed by a written request to the Fire Department, per California Fire Code (CFC) Appendix B and C.
41. Address numbers must be provided on the street curb. Numerals must be four inches in height, two and one-half inches in width with a stroke width of approximately three-fourths inch. The house number must be centered on a six-inch by 16-inch. Rectangular background, per MPMC § 13.17.050.

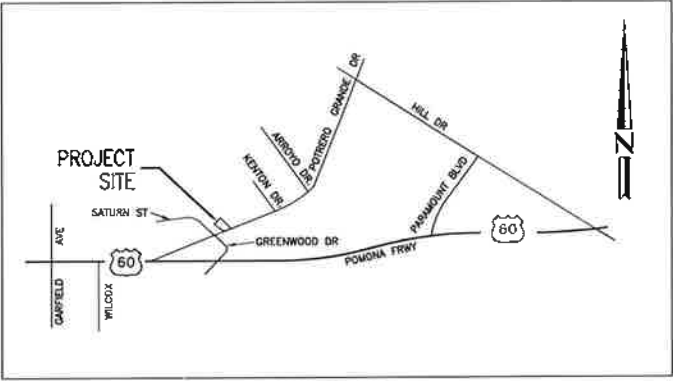
By signing this document, Enterprise One Inc., certifies that the Applicant read, understood, and agrees to the Project Conditions listed in this document.

Enterprise One Inc., Applicant

ATTACHMENT 3

Tentative Map No. 77195

TENTATIVE TRACT MAP NO. 77195
FOR CONDOMINIUM PURPOSES
CITY OF MONTEREY PARK, COUNTY OF LOS ANGELES COUNTY
STATE OF CALIFORNIA



VICINITY MAP
N.T.S.
THOMAS GUIDE: PAGE 636
GRID 05

SHEET INDEX	
TENTATIVE TRACT MAP	1
SITE PLAN	2



OWNER:
TEXAS LAND AND CATTLE CORPORATION
5560 S FORT APACHE ROAD STE 100
LAS VEGAS, NV, 89148

APPLICANT/DEVELOPER:
ENTERPRISE ONE INC.
5560 S FORT APACHE ROAD, #100
LAS VEGAS, NV 89148
ATTN: ERIC EVERMIST
(909) 438-6224

SITE ADDRESS:
2011 POTRERO GRANDE DRIVE
MONTEREY PARK, CALIFORNIA, 91755

ARCHITECT:
EBE ASSOCIATES INC.
3125 ANORITA STREET
LOS ANGELES, CA 90005
(323) 550-8335

SOILS ENGINEERS:
ALBUS-KEEFE & ASSOCIATES
1011 N ARMONDO ST.
ANAHEIM, CA 92805
(714) 630-1626

BASIS OF BEARINGS:
THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING OF N60°37'53"E ALONG THE CENTERLINE OF POTRERO GRANDE DRIVE PER P.M. NO. 23456, P.M.B. 267/79-80.

BENCHMARK:
THE ELEVATIONS SHOWN HEREON ARE BASED ON LACPM BENCHMARK NO. "Y 11037" DESCRIBED AS FOLLOWS:
LACPM TAG IN S CB POTRERO GRANDE DR @ E SIDE OF DRIVE TO EDISON BLDG 1000.
ELEV: 372.635' NAVD-88

FLOOD ZONE:
PER FEMA'S WEBSITE ZONE X (AREA'S DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN) PER MAP NO. 06037C1865F DATED SEPT. 26, 2008.

EXISTING LAND USE:
1 PARCEL - NURSERY

EXISTING ZONING:
POTRERO GRANDE SPECIFIC PLAN

TAX ASSESSOR'S PARCEL NO.:
5276-018-004

GENERAL PLAN:
MEDIUM DENSITY RESIDENTIAL

LAND AREA:
GROSS AREA : 32,436 SQ. FT. (0.745 ACRES±)

LEGAL DESCRIPTION
THE FOLLOWING LEGAL DESCRIPTION IS FROM PRELIMINARY TITLE REPORT PREPARED BY TIGOR TITLE INSURANCE COMPANY ORDER NO. 00391164-996-B01 DATED MARCH 23, 2016.

REAL PROPERTY IN THE CITY OF MONTEREY PARK, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

PARCEL 2 IN THE CITY OF MONTEREY PARK, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS SHOWN ON PARCEL MAP NO. 23456 FILED IN BOOK 267 PAGES 79 AND 80 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

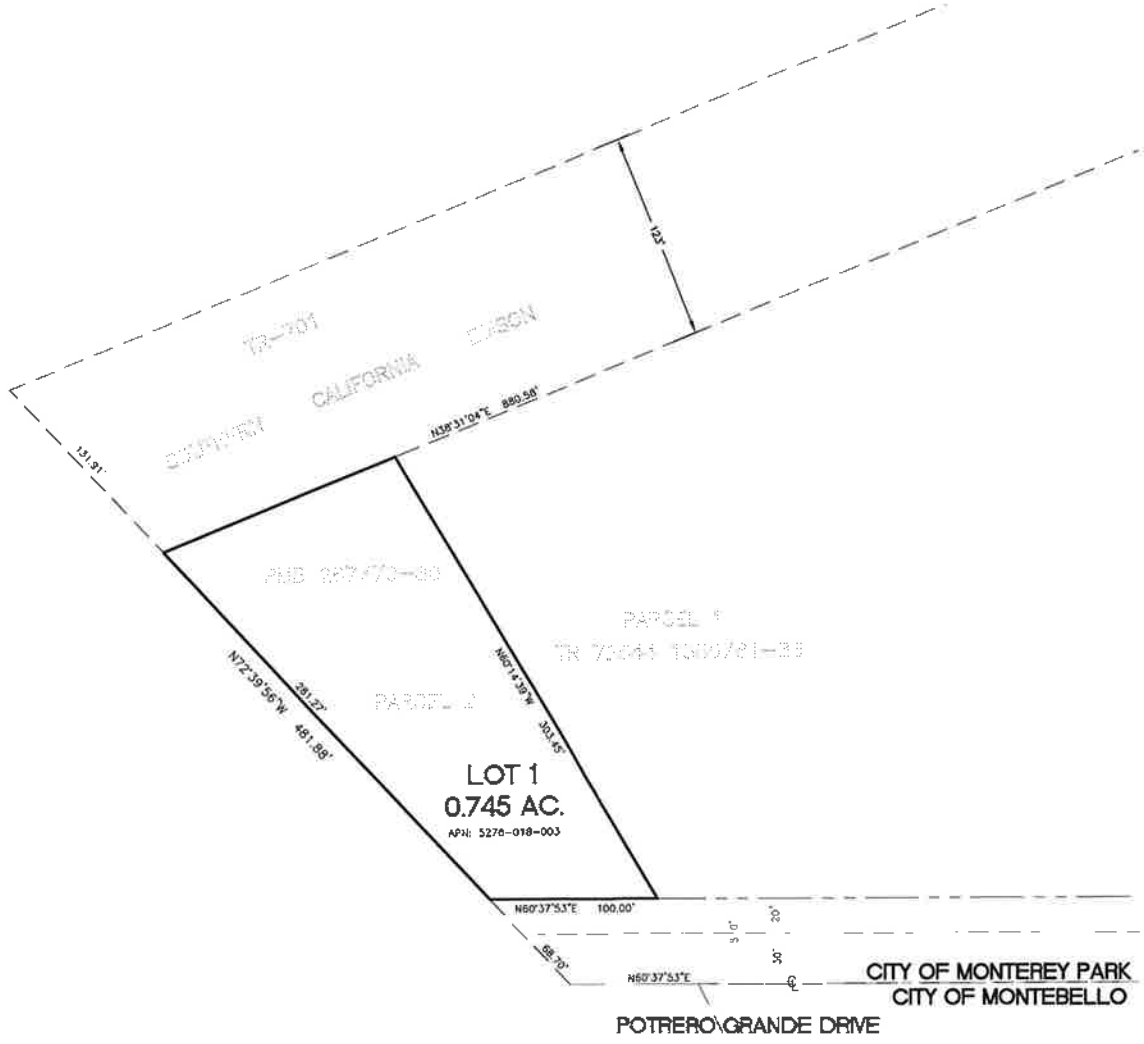
EXCEPT THEREFROM 51 PERCENT OF ALL OIL, GAS, MINERALS, AND OTHER HYDROCARBON SUBSTANCES BUT WITHOUT RIGHT OF SURFACE ENTRY THERETO ABOVE A DEPTH OF 500 FEET OF THE SURFACE, WHICH WAS EXCEPTED IN THE DEED FROM ERNEST H. GRAFTEN, A MARRIED MAN, RECORDED JUNE 20, 1958 AS INSTRUMENT NO. 422 IN BOOK 0-132 PAGE 852, OFFICIAL RECORDS.

APN: 5276-018-004

TITLE INFORMATION
THE FOLLOWING INFORMATION IS FROM PRELIMINARY TITLE REPORT PREPARED BY TIGOR TITLE INSURANCE COMPANY ORDER NO. 00391164-996-B01 DATED MARCH 23, 2016.

NO EASEMENTS ON CURRENT SITE

- GENERAL INFORMATION:**
1. CONTOUR INTERVAL IS 1 FOOT.
 2. ALL DIMENSIONS ARE APPROXIMATE.
 3. ALL IMPROVEMENTS REQUIRED BY THE CITY OF MONTEREY SHALL BE INSTALLED TO THE SATISFACTION OF THE CITY ENGINEER.
 4. ON-SITE SANITARY SEWER SYSTEM SHALL BE PRIVATE.
 5. ON-SITE WATER SYSTEM SHALL BE PRIVATE.
 6. ON-SITE STORM DRAIN SHALL BE PRIVATE, UNLESS OTHERWISE NOTED.
 7. ON-SITE DRIVE AISLES SHALL BE PRIVATE.
 8. SETBACK REQUIREMENTS PER POTRERO WALK SPECIFIC PLAN
 9. DATE OF SURVEY: 8/14/17
 10. DATE OF PREPARATION: 8/14/17



UTILITY PURVEYORS:

ELECTRICITY: SOUTHERN CALIFORNIA EDISON COMPANY
PH. (626) 302-4544
GAS: SOUTHERN CALIFORNIA GAS COMPANY
PH. (800) 427-2000
TELEPHONE: AT&T
PH. 1-888-944-8447
WATER: SAN GABRIEL VALLEY WATER CO.
PH. (626) 448-8183
SEWER: SAN GABRIEL VALLEY WATER CO.
PH. (626) 448-8183
CABLE T.V.: AT&T BROADBAND
PH. (909) 624-5566
TRASH: ATMENS DISPOSAL SERVICES
PH. (626) 336-8100

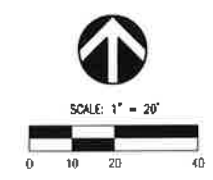
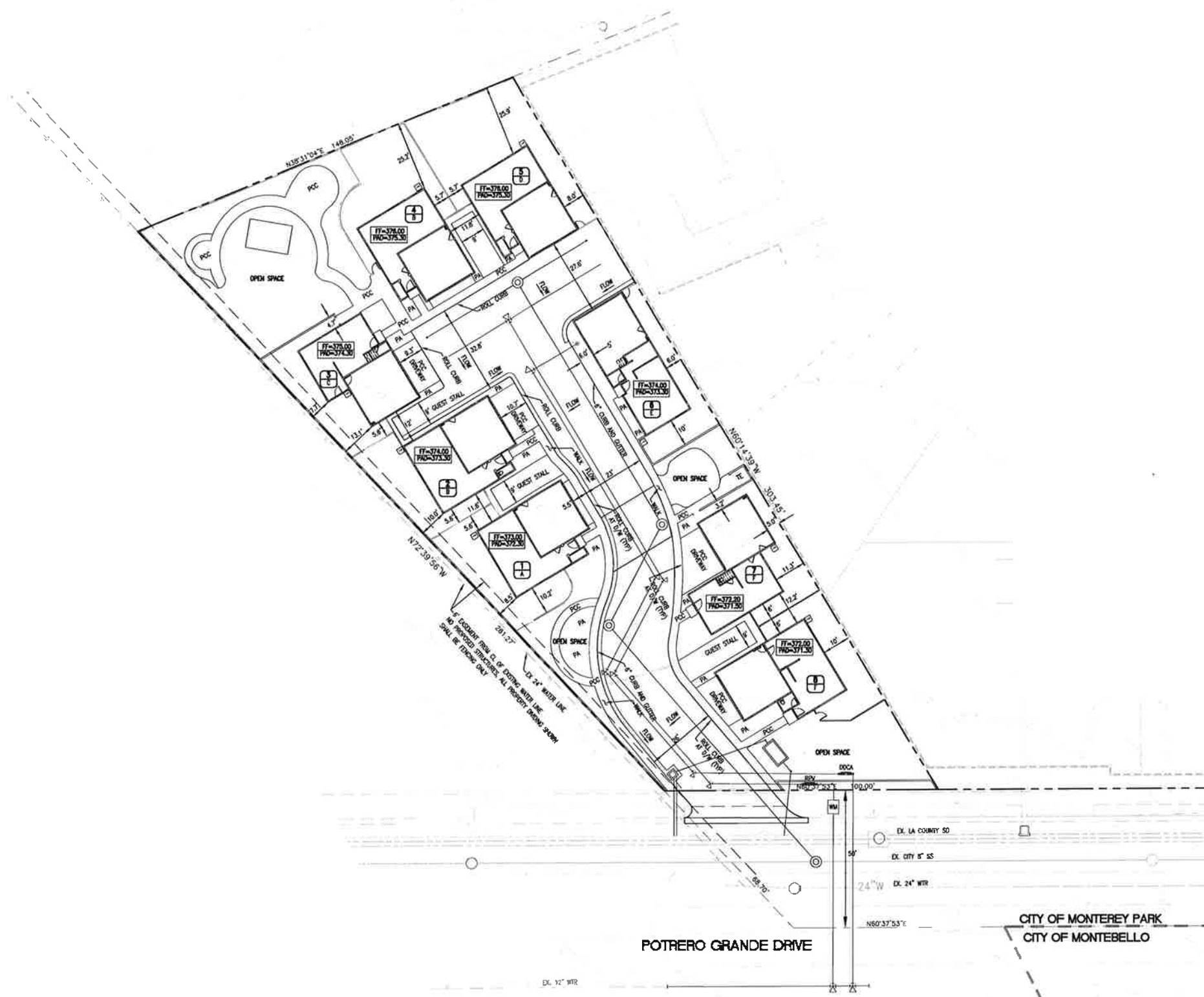


REVISIONS		
REV	DATE	DESCRIPTION

PREPARED BY:
KES TECHNOLOGIES INC
CIVIL ENGINEERING
LAND PLANNING AND SURVEYING
1 VENTURE STE 100
DRIVING, CALIFORNIA 9208

TENTATIVE TRACT MAP NO. 77195
2011 POTRERO GRANDE DRIVE

SHEET 1
OF 2



REVISIONS		
REV	DATE	DESCRIPTION

PREPARED BY:
KES TECHNOLOGIES INC
 CIVIL ENGINEERING
 LAND PLANNING AND SURVEYING
 1 VENTURE STB CO
 DOWNE, CALIFORNIA 92628

SITE PLAN
TENTATIVE TRACT MAP NO. 77195
2011 POTRERO GRANDE DRIVE

SHEET 2
OF 2

ATTACHMENT 4

Planning Commission Staff Report dated April 24, 2018



Planning Commission Staff Report

DATE: April 24, 2018

AGENDA ITEM NO: 3-A

TO: The Planning Commission
FROM: Michael A. Huntley, Community and Economic Development Director
SUBJECT: A Public Hearing to consider a General Plan Amendment (GPA-17-01), Zone Change (ZC-17-01), and Tentative Map No. 77195 (TM-17-10) to subdivide air rights for an 8-unit residential development – 2011 Potrero Grande Drive.

RECOMMENDATION:

It is recommended that the Planning Commission consider:

- (1) Opening the public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Adopting the Resolution recommending that the City Council approve General Plan Amendment (GPA-17-01), Zone Change (ZC-17-01), and Tentative Map No. 77195 (TM-17-10) subject to conditions of approval; and
- (5) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act)

The Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines §§ 15315 and 15332 as a Class 15 categorical exemption (Minor Land Divisions) and Class 32 categorical exemption (Infill Development) in that the project is the subdivision of air rights to establish and maintain an 8-unit condominium development. The proposed development occurs within City limits on a project site of no more than five acres substantially surrounded by urban uses. The project site is a vacant dirt lot and has no value as habitat for endangered, rare or threatened species. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality. The site can be adequately served by all required utilities and public services because the City is the utilities and public services provider. No variances are required for this project, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel is relatively flat and does not have an average slope greater than 20 percent.

EXECUTIVE SUMMARY:

The applicant, Eric Everhart of Enterprise One Inc., seeks a General Plan Amendment, Zone Change, and Tentative Map to subdivide air rights to develop an 8-unit condominium project at 2011 Potrero Grande Drive ("Project Site"). The subject

property is zoned C-S (Commercial Services) and the General Plan designation is Commercial.

Property Description

The project site is located on the north side of Potrero Grande Drive, three lots east of Saturn Street. The property is a 32,424 (0.74) square feet vacant lot. The lot is regular shaped and relatively flat. Properties located to the north of the subject property include a Southern California Edison (SCE) easement, to the south is Potrero Grande Drive and SCE property, to the west is a SCE vacant lot, and to the east is an 80-unit residential development (Encanto Walk). The property is accessible from Potrero Grande Drive, a principal arterial street with a width ranging from 84 to 100 feet curb-to-curb within a 100- to 120-foot right-of-way.

General Plan Amendment

The applicant proposes to amend the General Plan designation from Commercial to Medium Density Residential. According to the General Plan Land Use Element, the Medium Density Residential land use provides for moderate density housing either as attached or detached units at a density range of 0 to 16 units per acre. The applicant proposes to construct 8 units to the acre or 70 percent of the maximum density allowed. The lot size will not change and the maximum allowable height will be less intensive than the current commercial zone, decreasing from 40 feet, 3-stories to 30 feet, 2-stories. Therefore, the applicant is not proposing to exceed the density prescribed in the R-2 zone. According to Monterey Park Municipal Code (MPMC) § 21.42.020 (C) and (E) voter approval of changes does not apply to general plan and/or zone changes which neither increases residential density, nor exceeds one acre of land.

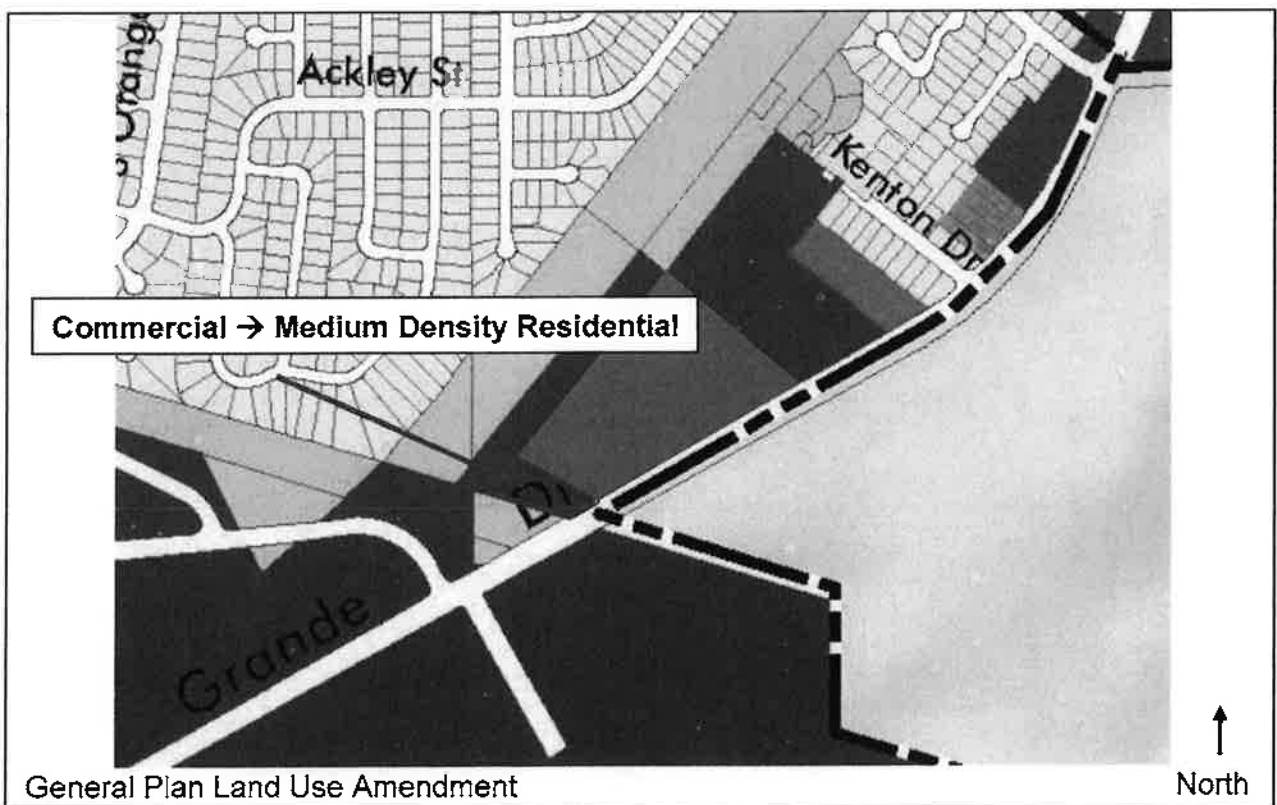
The proposed General Plan Amendment is appropriate for the site for several reasons. First, although the property is currently zoned Commercial Services (C-S) and designated Commercial in the General Plan, the City has not received a commercial development proposal for the site for the past few decades. In fact, the only proposal received for the site was another residential development in 2005. In addition, as stated above, the property abuts SCE property to the north, south, and west. To the east of the project site is Encanto Walk, a residential development approved by referendum and the City Council in 2014, a public storage facility, wholesaling and warehousing buildings and a few other commercial tenant spaces that have experienced high levels of turnovers and vacancies. Since the subject property is surrounded on three sides by SCE property and a new housing project to the east, residential development at the density proposed would be the most appropriate development pattern in this location.

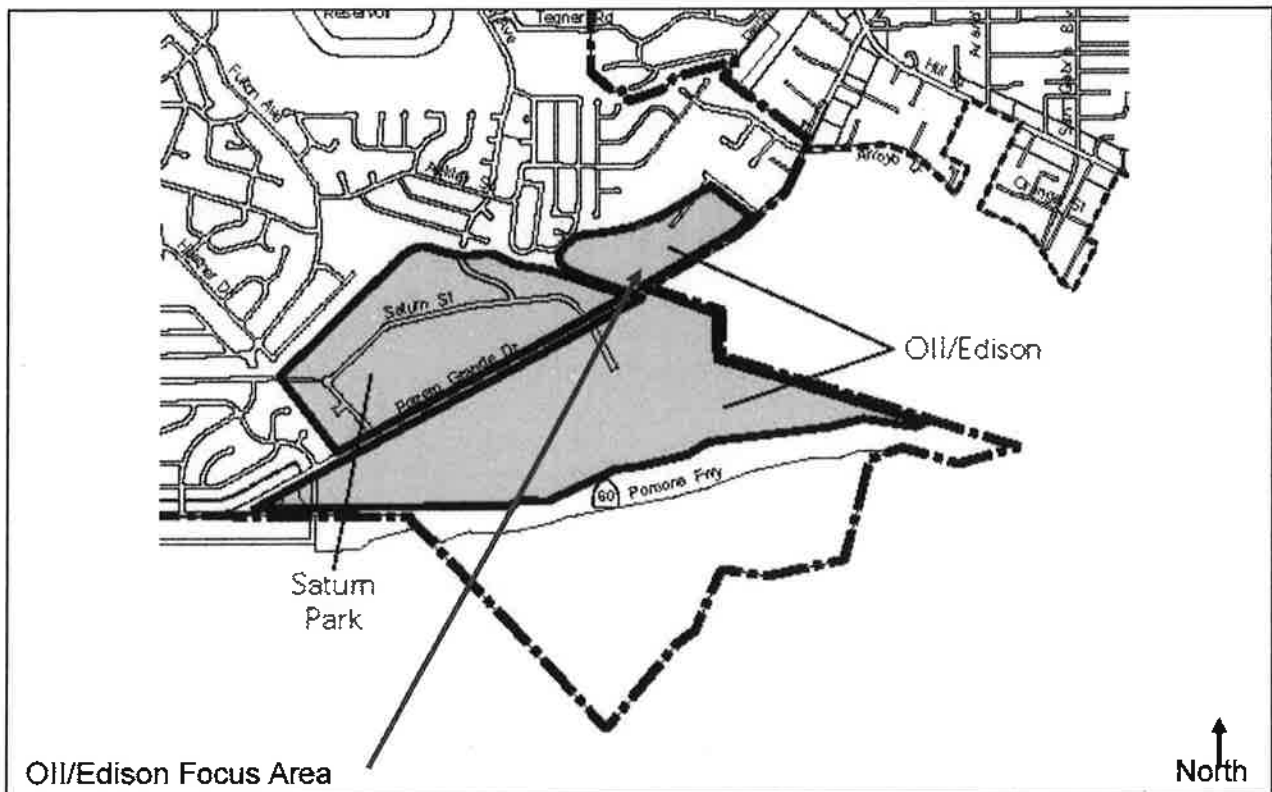
The subject site is located in the OII/Edison Focus Area. According to the OII/Edison Focus Area, SCE owns properties east of Saturn Street and north of Potrero Grande Drive. SCE could potentially consolidate operations on the property to create potential development sites, utilizing areas beneath power lines for parking. According to the General Plan, it is the intent of the City to maintain the Saturn Park area as a suitable location for diverse industrial and professional office activity, while ensuring that permitted uses do not pose a substantial risk to surrounding residential neighborhoods. By approving the requested Zone Change, the permitted use of the lot as residential

only will guarantee that the land will not be used for industrial processes, laboratory, light manufacturing, and/or warehouse use. Therefore, the requested Zone Change would comply with the City's General Plan by reducing the risk to surrounding residential neighborhoods. Furthermore, housing represents a key City asset; Goal 9.0 of the General Plan explains that it is the intent of the City to maintain and enhance the quality of life of existing residential neighborhoods. By approving the requested Zone Change, the applicant will be able to use the site to create more housing options in the City and utilize the land for residential – rather than commercial- use.

Without any long term plans from SCE to consolidate property for development, the focus of commercial development on the Oil/Edison area south of Potrero Grande Drive and north of the Pomona Freeway, and the development of Encanto Walk to the east, there is less potential for a future commercial development on the project site. The project site is currently underutilized and is more suitable for the proposed residential development.

According to MPMC Chapter 21.42, General Plan Amendment application must be filed; the Planning Commission conducts a public hearing; and following the public hearing, the Planning Commission makes a recommendation to the City Council regarding the proposed General Plan Amendment.



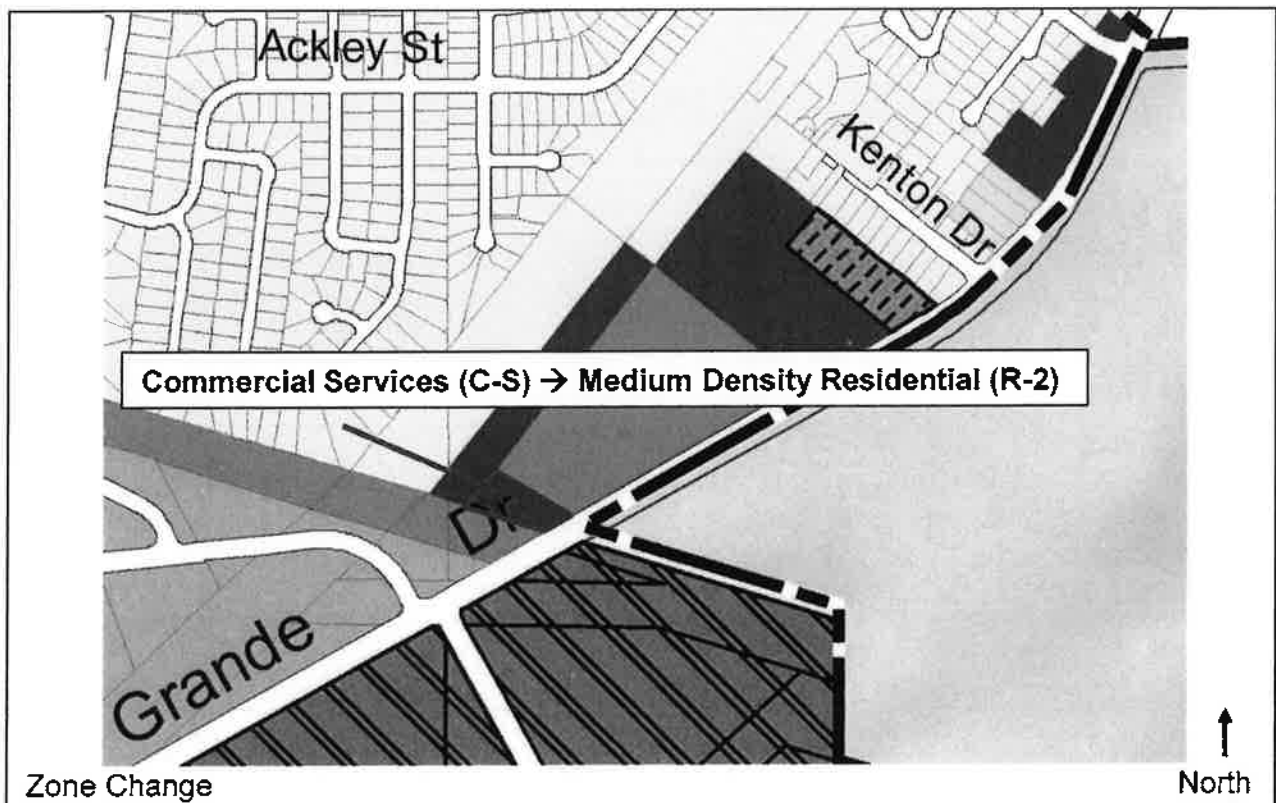


Zone Change

The applicant proposes to change the current zone from C-S (Commercial Services) to R-2 (Medium Density Residential). The proposed density will allow 8 units per acre, which is consistent with the density allowed for the R-2 (Medium Density Residential) Zone. According to MPMC Table 21.08(F), the Medium Density Residential Zone allows for a building density of 1 unit per 2,723 square feet of lot area for a lot at least 100 feet wide and 15,000 square feet in size or up to 11 units for the project site. The proposed project is an 8 unit residential development. The proposed project will provide the setbacks required an R-2 zoned residential development, including a 25 feet front setback, 25 feet rear setback, 5 feet side setback for the first floor, and a 10 feet side setback for the second floor. The proposed 8-units will range in size from 1,328 square feet to 1,473 square feet will all have 3-bedrooms. According to MPMC § 21.22.050, the parking requirement is a two-car garage plus one guest parking space per unit. Each unit will provide a two-car garage plus one guest parking space per two units. The project includes a 26 feet wide driveway. According to MPMC Table 21.08(E), the minimum required private open space is 250 square feet per unit and 600 square feet of common open space per unit. The proposed project will provide more than the minimum 250 square feet private open space requirement. The required common open space for the development is 4,800 square feet and 4,811 square feet will be provided.

The proposed Zone Change is appropriate for this property because, as previously stated, the project site abuts SCE property on three sides, including a 373 feet right-of-way to the north, vacant SCE-owned property to the west and Potrero Grande Drive and SCE-owned property to the south. Also, the General Plan land use and zoning for the

property to the east was changed from commercial to residential in 2014 to allow an 80-unit residential development. At that time, it was noted that a few lots to the east of that property had already been approved for higher density residential development, including a 114-unit affordable senior housing apartment development and a few other R-2 zoned lots and that the area would serve as a transition zone between the lower intensity residential uses to the north and higher intensity commercial land uses to the south. Additionally, the proposed zone change would be compatible with the land use designation to the north and will have minimal impacts on the residential properties located north of the SCE right-of-way. Currently, the proposed Zone Change would make the subject property more consistent and compatible with the land uses in the immediate vicinity. Lastly, there are changed conditions since the adoption of the existing zoning to warrant additional zoning of the type requested, in that there exists a higher demand for housing to serve the growing population and the proposed Zone Change will allow for greater housing opportunities in the City.



Tentative Map

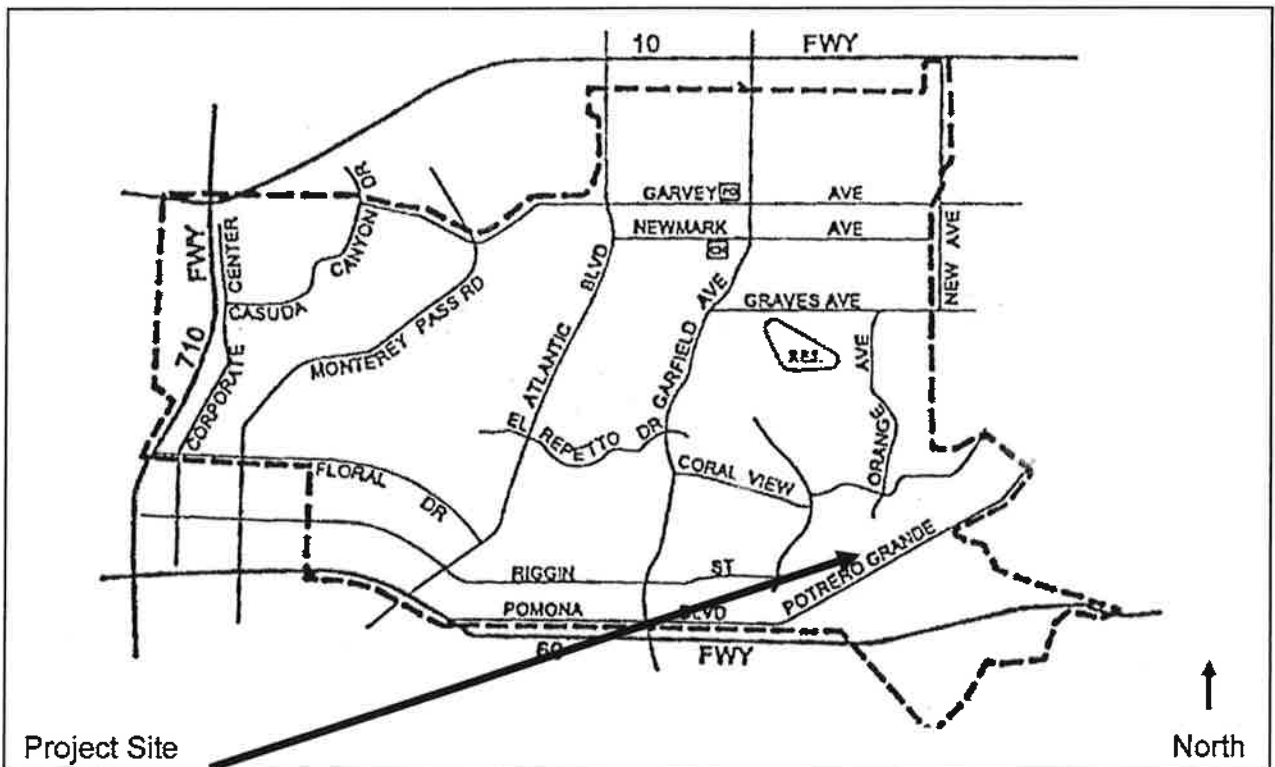
The request also includes a Tentative Tract Map to subdivide air rights to develop 8 condominium units. The property will remain as one lot. Under California law, a tentative map is required to allow for the subdivision of air space for separate ownership of each of the units. The common open space area will be maintained by a Homeowner's Association, which will be a requirement of the covenants, conditions and restrictions ("CC&Rs") that must be recorded. This proposal will allow for the subdivision of air rights for condominium purposes only.

OTHER ITEMS:

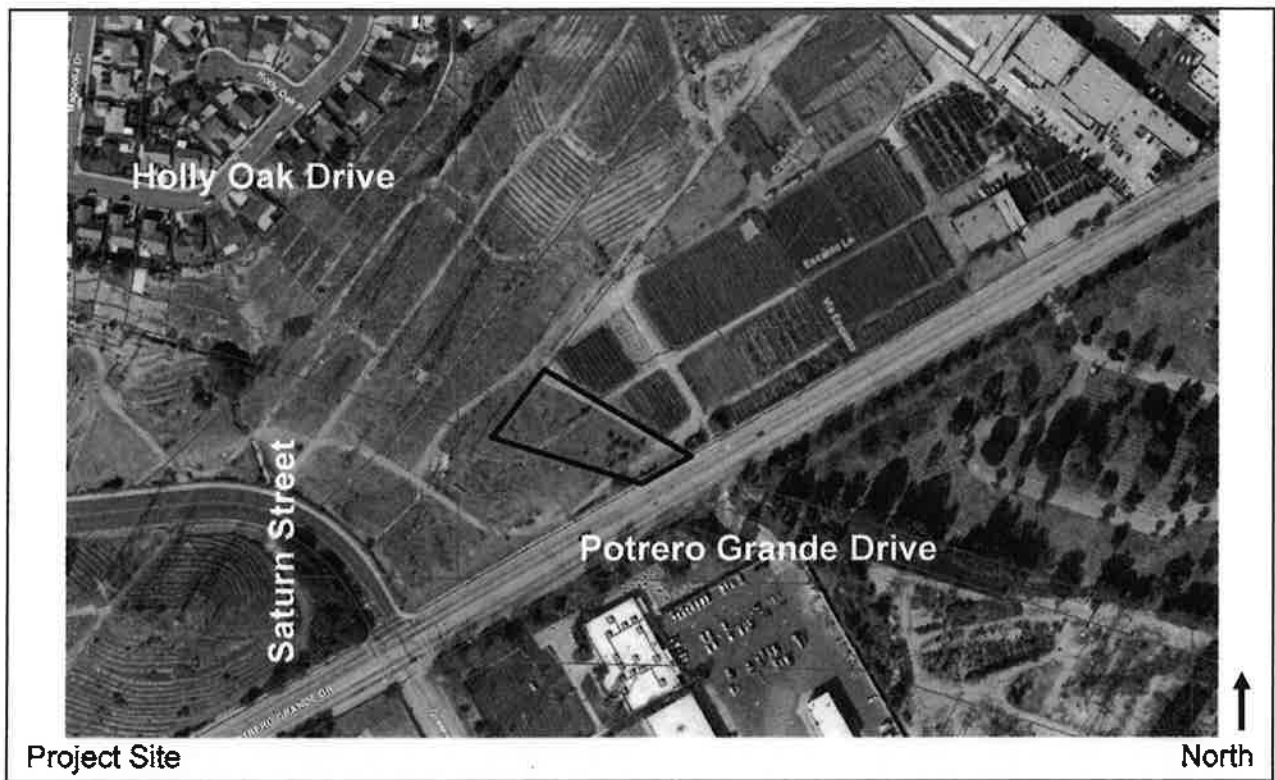
Legal Notification

The legal notice of this hearing was posted at the subject site, City Hall, Monterey Park Bruggemeyer Library, and Langley Center on **March 30, 2018** and published in the Wave on **April 5, 2018**, with affidavits of posting on file. The legal notice of this hearing was mailed to **91** property owners within a 300 foot radius and current tenants of the property concerned on **March 30, 2018**.

Vicinity Map



Aerial Map



ALTERNATIVE COMMISSION CONSIDERATIONS:

None.

FISCAL IMPACT:

There will be an increase in property tax revenue, and an incidental increase in sales tax revenue by the introduction of additional housing along Potrero Grande Drive.

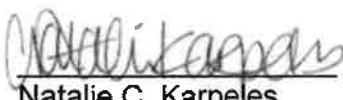
Respectfully submitted,


Michael A. Huntley
Community and Economic
Development Director

Prepared by:


Samantha Tewasart
Senior Planner

Reviewed by:


Natalie C. Karpeles
Deputy City Attorney

Attachments:

Attachment 1: Draft Resolution

Attachment 2: Tentative Map No. 77195

RESOLUTION NO. 07-18

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL ADOPT GENERAL PLAN AMENDMENT (GPA-17-01), ZONE CHANGE (ZC-17-01), AND TENTATIVE MAP NO. 77195 (TM-17-10) TO SUBDIVIDE AIR RIGHTS FOR AN 8-UNIT RESIDENTIAL CONDOMINIUM DEVELOPMENT AT 2011 POTRERO GRANDE DRIVE

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

SECTION 1: The Planning Commission finds and declares that:

- A. On October 19, 2017, Enterprise One Inc., submitted an application pursuant to Tile 20 and 21 of the Monterey Park Municipal Code ("MPMC"), requesting approval of General Plan Amendment (GPA-17-01), Zone Change (ZC-17-01), and Tentative Map No. 77195 (TM-17-10) to construct a new 8-unit residential development at 2011 Potrero Grande Drive ("Project");
- B. The proposed Project was reviewed by the Community and Economic Development Department for, in part, consistency with the General Plan and conformity with the MPMC;
- C. In addition, the City reviewed the Project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines");
- D. The Community and Economic Development Department completed its review and scheduled a public hearing regarding the proposed Project, before the Planning Commission for April 24, 2018. Notice of the public hearing on the proposed Project was posted and mailed as required by the MPMC;
- E. On April 24, 2018, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed Project, including, without limitation, information provided to the Planning Commission by City staff, members of the public, and the applicant's representatives; and
- F. This Resolution and its findings are made based upon the testimony and evidence presented to the Commission at its April 24, 2018 hearing including, without limitation, the staff report submitted by the Community and Economic Development Department.

SECTION 2: *Factual Findings and Conclusions.* The Planning Commission finds that the following facts exist and makes the following conclusions:

- A. The property is zoned C-S (Commercial Services) and the General Plan designation is Commercial. The project includes the subdivision of air rights to create and develop the subject property at a maximum density of 8 dwelling units per acre. Because residential use is prohibited in the C-S zone, the applicant is requesting a General Plan Amendment and a Zone Change to change the land use designation of the property

**PLANNING COMMISSION
RESOLUTION NO. 07-18
PAGE 2 OF 6**

from C-S to Medium Density Residential (R-2) in order to accommodate the proposed 8-unit condominium project.

- B. The project site is located on the north side of Potrero Grande Drive, three lots east of Saturn Street. Properties located to the north of the subject property include an easement enjoyed by Southern California Edison ("SCE") and single-family dwellings, to the south are Potrero Grande Drive and SCE's administrative office headquarters, to the west is a vacant lot owned by SCE, and to the east is an 80-unit residential development (Encanto Walk), a public storage facility, wholesaling and warehousing buildings and a few other commercial tenant spaces, and a 114-unit affordable senior housing apartment development.
- C. The property is a 32,424 (0.74) square feet vacant dirt lot. The lot is regular shaped and relatively flat.
- D. The property is accessible from Potrero Grande Drive, a principal arterial street with a width ranging from 84 to 100 feet curb-to-curb within a 100- to 120-foot right-of-way.
- E. The City has not received a commercial development proposal for the site for the past few decades. Additionally, commercial tenant spaces in the area experience high levels of turnovers and vacancies. The property abuts property owned by SCE to the north, south, and west. To the east of the project site is Encanto Walk, a residential development approved by referendum and the City Council in 2014. Residential development at the density proposed would be appropriate in this location. Without any long-term plans from SCE to consolidate property for development, the focus of commercial development on the OII/Edison area south of Potrero Grande Drive and north of the Pomona Freeway, and the development of Encanto Walk to the east, there is less potential for a future commercial development on the project site. The project site is currently underutilized and is more suitable for the proposed residential development.
- F. The proposed Zone Change is appropriate for this property because, as previously stated, the project site abuts SCE property on three sides, including a 373 feet right-of-way to the north, vacant SCE-owned property to the west and Potrero Grande Drive and SCE-owned property to the south. Also, the General Plan land use and zoning for the property to the east was changed from commercial to residential in 2014 to allow an 80-unit residential development; few lots to the east of that property had already been approved for higher density residential development, including a 114-unit affordable senior housing apartment development and a few other R-2 zoned lots and that the area would serve as a transition zone between the lower intensity residential uses to the north and higher intensity commercial land uses to the south. There are changed conditions since the adoption of the existing zoning to warrant additional zoning of the type requested, in that there exists a higher demand for housing to serve the growing population and the proposed Zone Change will allow for greater housing opportunities in the City.

**PLANNING COMMISSION
RESOLUTION NO. 07-18
PAGE 3 OF 6**

- G. There are no rare plants, wild animals nor cultural, historical or scenic aspects within the surrounding area. The property is not located within a natural watershed or wildlife corridor.
- H. There are no public easements for access within the proposed development.
- I. The site on which the property is located is not identified as a hazardous site and is not located in close proximity to any known health hazards.

SECTION 3: Environmental Assessment. A tentative map is not a project as defined by the California Environmental Quality Act (CEQA) Guidelines and therefore not subject to environmental review. A project is defined as "the whole of the action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment." Because of the facts identified in Section 2 of this Resolution, the Project is categorically exempt from the requirements of CEQA pursuant to CEQA Guidelines §§ 15315 and 15332 as a Class 15 categorical exemption (Minor Land Divisions) and Class 32 categorical exemption (Infill Development) in that the project is the subdivision of air rights to establish and maintain an 8-unit condominium development. The proposed development occurs within City limits on a project site of no more than five acres substantially surrounded by urban uses. The project site is a vacant dirt lot and has no value as habitat for endangered, rare or threatened species. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality. The site can be adequately served by all required utilities and public services, because the City is the utilities and public services provider. No variances are required for this project, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel is relatively flat and does not have an average slope greater than 20 percent.

SECTION 4: General Plan Amendment and Zone Change Findings. After considering the factual findings of this Resolution and the accompanying staff report, the Commission finds as follows pursuant to MPMC § 21.42.020(E):

- A. The applicant is requesting a General Plan Amendment and Zone Change to change the land use designation of the property from Commercial Services (C-S) to Medium Density Residential (R-2). The City has not received a commercial development proposal for the site for the past few decades. Additionally, commercial tenant spaces in the area experience high levels of turnovers and vacancies. The property abuts property owned by SCE to the north, south, and west. To the east of the project site is Encanto Walk, a residential development approved by referendum and the City Council in 2014. The proposed Zone Change (and necessary amendments to the General Plan in order to accommodate the Zone Change) to allow for development of the proposed 8 unit residential development would conform with the General Plan by making the subject property more consistent and compatible with the land uses in the immediate vicinity. The proposed zone change would be compatible with the land use

**PLANNING COMMISSION
RESOLUTION NO. 07-18
PAGE 4 OF 6**

designation to the north and will have minimal impacts on the residential properties located north of the SCE right-of-way.

- B. General plan changes which neither exceed one acre of land nor increase residential density do not require voter approval. The property is a 32,424 (0.74) square feet vacant lot. The lot is regular shaped and relatively flat. The proposed project is an 8-unit condominium development which will not exceed the density prescribed in the R-2 zone. The lot size will not change and the maximum allowable height will be less intensive than the current commercial zone, decreasing from 40 feet, 3-stories to 30 feet, 2-stories. A General Plan Amendment application must be filed; the Planning Commission conducts a public hearing; and following the public hearing, the Planning Commission makes a recommendation to the City Council regarding the proposed General Plan Amendment.

SECTION 5: Tentative Map Findings. The Commission finds as follows pursuant to Government Code § 66474 and MPMC Title 20:

1. The subject property is proposed to be developed at a maximum density of 8 dwelling units per acre, which will not exceed the maximum allowed standard of 16 dwelling units per acre for medium density residential uses. The lot is accessible from Potrero Grande Drive, a principal arterial with a width ranging from 84 to 100 feet curb-to-curb within a 100- to 120-foot right-of-way, which is adequate in size and capacity to accommodate the anticipated traffic that will be generated by the proposed development.
2. The site is physically suitable for the type of development and the proposed density of the development. The size of the lot is 32,424 (0.74) square feet; under the parameters of the Medium Density Zone requirements, this lot size could accommodate up to 11 units (as the Medium Density Residential Zone allows for a building density of 1 unit per 2,723 square feet of lot area for a lot at least 100 feet wide and 15,000 square feet in size). The proposed application is for an 8-unit condominium project; therefore, the size of the lot is physically suitable for the type and density of the development proposed.
3. The design of the subdivision or the proposed improvements is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat. The subject property is bordered by residentially developed lots to the north, south, east, and west. There are no rare plants, wild animals nor cultural, historical or scenic aspects within the surrounding area. The property is not located within a natural watershed or wildlife corridor and therefore is not likely to disrupt environmentally sensitive areas outside of the immediate project area.
4. The design of the subdivision or the type of improvements is not likely to cause serious public health problems. The proposed subdivision will not cause any public health problems in that the subject development will be constructed according to all City,

**PLANNING COMMISSION
RESOLUTION NO. 07-18
PAGE 5 OF 6**

State, and Federal regulations and specifications. The site on which the property is located is not identified as a hazardous site and is not located in close proximity to any known health hazards. The type of use of the property is to be residential, which is unlikely to result in serious health problems.

5. The design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within proposed subdivision. There are no public easements for access within the proposed development.

SECTION 6: *Recommendation.* The Planning Commission recommends that the City Council:

- A. Adopt the Ordinance set forth in Exhibit "A," and incorporated by reference, that would approve General Plan Amendment (GPA-17-01), Zone Change (ZC-17-01), and Tentative Map No. 77195 (TM-17-10) in its entirety including, without limitation, the conditions of approval set forth within the draft Ordinance.

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

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

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

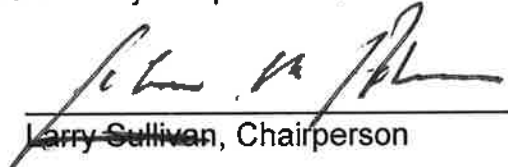
SECTION 10: This Resolution will become effective immediately upon adoption and remain effective unless superseded by a subsequent resolution.

SECTION 11: A copy of this Resolution will be mailed to the applicant and to any other person requesting a copy.

**PLANNING COMMISSION
RESOLUTION NO. 07-18
PAGE 6 OF 6**

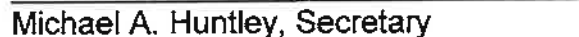
SECTION 12: This Resolution may be appealed within ten (10) calendar days after its adoption. All appeals must be in writing and filed with the City Clerk within this time period. Failure to file a timely written appeal will constitute a waiver of any right of appeal.

ADOPTED AND APPROVED this 24th day of April 2018.

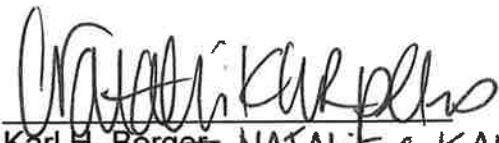

Larry Sullivan, Chairperson

I hereby certify that the foregoing Resolution was duly adopted by the Planning Commission of the City of Monterey Park at the regular meeting held on the 24th day of April 2018, by the following vote of the Planning Commission:

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


Michael A. Huntley, Secretary

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

By: 
~~Karl H. Berger,~~ NATALIE C. KARPELES
~~Assistant City Attorney~~
DEPUTY

PLANNING COMMISSION RESOLUTION NO. 07-18

Exhibit A

CONDITIONS OF APPROVAL

2011 POTRERO GRANDE DRIVE

In addition to all applicable provisions of the Monterey Park Municipal Code ("MPMC"), Enterprise One Inc. agrees that it will comply with the following provisions as conditions for the City of Monterey Park's approval of General Plan Amendment (GPA-17-01), Zone Change (ZC-17-01), and Tentative Map No. 77195 (TM-17-10) ("Project Conditions").

PLANNING:

1. Enterprise One Inc. (the "Applicant"), agrees to indemnify and hold the City harmless from and against any claims, actions, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of GPA-17-01, ZC-17-01, and TM-17-10 except for such loss or damage arising from the City's sole negligence or willful misconduct. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City's approval of GPA-17-01, ZC-17-01, and TM-17-10, the Applicant agrees to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "the City" includes the elected officials, appointed officials, officers, and employees of the City of Monterey Park.
2. This approval is for the project as shown on the plans reviewed and approved by the Planning Commission and on file. Before the City issues a building permit, the Applicant must submit plans, showing that the project substantially complies with the plans and conditions of approval on file with the Planning and Building and Safety Division. Any subsequent modification must be referred to the Director of Community and Economic Development for a determination regarding the need for Planning Commission review and approval of the proposed modification.
3. The tentative map expires twenty-four months after its approval if the use has not commenced or if improvements are required, but construction has not commenced under a valid building permit. A total of three, one year, extensions may be granted by the Planning Commission upon finding of good cause. An application requesting an extension must be filed with the Community and Economic Development Department.
4. All conditions of approval must be listed on the plans submitted for plan check and on the plans for which a building permit is issued.

**PLANNING COMMISSION
RESOLUTION NO. 07-18**

5. Before building permits are issued, the applicant must obtain all the necessary approvals, licenses and permits and pay all the appropriate fees as required by the City.
6. The real property subject to TM-17-10 must remain well-maintained and free of graffiti.
7. Building permits are required for any interior tenant improvements.
8. Landscaping/irrigation must be maintained in good condition at all times.
9. A final map must be approved and recorded before the City issues a certificate of occupancy.
10. All enclosed garage spaces must be used for off-street parking only. There cannot be any personal storage or conversion of this space that would prevent the parking of vehicles in the enclosed garage. This condition must be included in the conditions, covenants and restrictions ("CC&Rs") recorded for this property.

BUILDING:

11. The second sheet of the building plans must list all City of Monterey Park conditions of approval.
12. A valid building permit does not allow excavations to encroach into adjacent property. Requirements for protection of adjacent property are defined in Civil Code § 832.
13. The site plan must indicate the proposed path of building sewer, size of sewer line, location of cleanouts, and the invert elevation of the lateral at the property line.
14. A soils and geology report is required as part of plan check submittal.
15. Before the City issues a building permit, the applicant must obtain a permit from CAL-OSHA to construct the project.
16. The applicant must submit a compaction report for demolition of previous buildings to the Monterey Park Public Works Department for approval before the City allows the applicant to excavate new foundations.

ENGINEERING:

17. Under the Los Angeles County Municipal "National Pollutant Discharge Elimination System (NPDES) Permit," which the City of Monterey Park is a permittee; this project involves the distribution of soils by grading, clearing and/or excavation. The applicant/property owner is required to obtain a "General

**PLANNING COMMISSION
RESOLUTION NO. 07-18**

Construction Activity Storm Water" Permit, and the City of Monterey Park will condition the issuance of the grading permit on evidence of compliance with this permit and its requirements. Compliance information is available in the office of the City Engineer. Upon approval of the NPDES document by the City, the applicant/property owner must submit an electronic copy of the approved NPDES file, including site drawings, prior to the issuance of a building or grading permit.

18. The applicant must record the Final Map after the City Council approves the final map and the City Council accepts any applicable bonds or agreements.
19. The applicant/property owner must provide written proof that there are no liens against the subdivision for unpaid taxes or special assessments and submit Los Angeles County tax bill, tax payment receipt, and copy of cancelled check before filing a Final Map with the City for approval.
20. The developer/owner is responsible for paying all applicable City development impact fees as required by the MPMC.
21. Covenants Conditions & Restrictions ("CC&Rs") conforming to these conditions of approval must be filed with the City Engineer, or designee, for approval. The CC&Rs must be approved as to form by the City Attorney; the applicant must pay for all costs associated with such review. A copy of the approved recorded CC&Rs must be submitted before final inspection and clearance of the building permit.
22. All improvement plans, including grading and public improvement plans must be based upon City approved criteria. Benchmark references to be obtained from the Engineering Division.
23. A water plan must be submitted for review and approval from the City Engineer, or designee. This plan must substantiate adequate water service for domestic flow, fire flow, and identify backflow prevention. A water system analysis must be provided by the developer to demonstrate that the new development does not negatively impact the existing system. If the existing system does not have adequate pressure and fire flow to serve the development, the developer will be responsible for upgrading the water main as necessary in the public right-of-way.
24. The domestic water demand study must be provided to the City in the form (Average Hourly Demand) and (Peak Hourly Demand) at the time building plans are submitted for plan check. If it is determined that the surrounding infrastructure is inadequate to meet the additional demand of the project, the developer must provide recommendations to improve the system to a level needed to meet the additional demand. This must include hydraulic modeling and calculations supporting the recommendation. The proposed system improvements will be reviewed and validated by the City's Water Division and the City Engineer, or designee.

**PLANNING COMMISSION
RESOLUTION NO. 07-18**

25. The applicant must provide survey monuments denoting the new property boundaries and lot lines to the satisfaction of the City Engineer. All maps must be prepared from a field survey. Compiled maps are not permitted unless approval is granted by the City Engineer. Whenever possible, lot lines must be located to coincide with the top of all man-made slopes. Any deviation from this requirement must be approved by the City Engineer.
26. The applicant must provide a site drainage plan for review and approval by the City Engineer. The property drainage must be designed so that the property drains to the public street or in a manner otherwise acceptable to the City Engineer. Drainage from contiguous properties must not be blocked and must be accommodated to the satisfaction of the City Engineer. A hydrology and hydraulic study of the site may be required for submittal to the City Engineer for review and approval.
27. All storm drainage facilities serving the development must accommodate a 50-year storm. If existing storm drain facilities are inadequate they must be enlarged as necessary. All storm drain facilities must be designed and constructed to Los Angeles County Department of Public Works standards and specifications. The City Engineer must approve all plans for such design and construction before the Public Works Director, or designee, approves grading and drainage plans.
28. The applicant must provide a street improvement plan for Potrero Grande Drive up to the street centerline. The street improvement must consist of pavement grinding and rubberized asphalt overlay and may require localized pavement repairs depending on the conditions of the streets. The new curb and gutter, main entry driveway, 5-foot wide sidewalk and 5-foot wide parkway must be constructed with landscape and irrigation. The improvements along the entire property frontage must be approved by the City Engineer.
29. A street lighting/photometric plan must be prepared for the review and approval of the City Engineer.
30. The applicant must prepare landscaping and irrigation plans and all parkway tree types must be reviewed and approved by the Recreation and Community Services Director, or designee.
31. All public works improvements must comply with the standards and specifications of the City and to the satisfaction of the City Engineer. All public works improvements must be completed and accepted by the City or the applicant must enter into a public improvement agreement, in a form approved by the City Attorney that is secured by an appropriate surety before a final map may be approved by the City Council.
32. All electric, telephone and cable TV utility services must be installed fully underground and in accordance with City standards. A utility plan must be

**PLANNING COMMISSION
RESOLUTION NO. 07-18**

prepared and submitted showing all existing and proposed utilities. The utilities may be shown on either a separate plan or on the proposed site plan.

33. The applicant must provide a Sewer Study for existing wastewater contributory flow and sewer connection at the time building plans are submitted for plan check. A sewer connection reconstruction fee will be assessed at the time the City issues a building permit in accordance with the provisions of Chapter 14.06 of the Monterey Park Municipal Code.
34. All buildings must have roof gutters and all roof drainage must be conducted to the streets or an approved drainage facility in a manner approved by the City Engineer prior to the approval of the drainage plans.
35. The grading and drainage plan must be submitted by the first plan check and must incorporate all pertinent site development comments from the approved geotechnical report. The removals of any onsite pesticide contaminated soil must be included as part of the grading and drainage plan for the site.
36. The Tentative Map must incorporate the adopted conditions of approval and any specific criteria noted by the City Engineer. The tentative map must also show existing drainage patterns of all properties adjacent to the site, including relevant topographic elevations from the adjacent properties.
37. The City reserves the right to restrict driveway access to and from the project in the event future traffic conditions warrant such restricted turn movements.

FIRE:

38. All conditions identified by the Fire Department are subject to review and approval by the Fire Chief for determination of applicability and extent to which any condition may be required.
39. All structures must be fully sprinklered per National Fire Protection Association (NFPA) 13D and local amendments.
40. The proposed fire hydrant must be able to provide 1,000 gallons per minute (gpm) at 20 pounds per square inch (psi) for 1 hour duration. Verification of water supply available must be provided by the water purveyor upon building plan submittal. A reduction in the required fire flow up to 50 percent is allowed by a written request to the Fire Department, per California Fire Code (CFC) Appendix B and C.
41. Address numbers must be provided on the street curb. Numerals must be four inches in height, two and one-half inches in width with a stroke width of approximately three-fourths inch. The house number must be centered on a six-inch by 16-inch. Rectangular background, per MPMC § 13.17.050.

**PLANNING COMMISSION
RESOLUTION NO. 07-18**

By signing this document, Enterprise One Inc., certifies that the Applicant read, understood, and agrees to the Project Conditions listed in this document.

Enterprise One Inc., Applicant

ATTACHMENT 5

Planning Commission Minutes dated April 24, 2018

**UNOFFICIAL MINUTES
MONTEREY PARK PLANNING COMMISSION
REGULAR MEETING
April 24, 2018**

The Planning Commission of the City of Monterey Park held a regular meeting of the Board in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Tuesday, April 24, 2018 at 7:00 p.m.

CALL TO ORDER:

Chairperson Delario Robinson called the Planning Commission meeting to order at 7:00 p.m.

ROLL CALL:

Planner Tewasart called the roll:

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

Board Members Absent: None

ALSO PRESENT: Natalie Karpeles, Deputy City Attorney, Michael A. Huntley, Director of Community and Economic Development, and Samantha Tewasart, Senior Planner

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS: None

ORAL AND WRITTEN COMMUNICATIONS: None

[1.] PRESENTATIONS: None

[2.] CONSENT CALENDAR:

March 13, 2018 –

Action Taken: The Planning Commission approved the minutes of March 13, 2018 with amendments.

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

Ayes: Commissioners: Sullivan, Robinson, Amador, Choi, and Brossy de Dios

Noes: Commissioners: None

Absent: Commissioners: None

Abstain: Commissioners: None

[3.] PUBLIC HEARING:

3-B GENERAL PLAN AMENDMENT (GPA-17-01), ZONE CHANGE (ZC-17-01), AND TENTATIVE MAP NO. 77195 (TM-17-10) TO SUBDIVIDE AIR RIGHTS FOR AN 8-UNIT RESIDENTIAL DEVELOPMENT – 2011 POTRERO GRANDE DRIVE

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

Planner Tewasart provided a brief summary of the staff report.

Commissioner Brossy de Dios inquired about the ownership of the C-S (Commercial Services) zoned strip of land behind the subject parcel and Encanto Walk and the right-of-way. Planner Tewasart replied that it belongs to Southern California Edison and is part of the easement.

Commissioner Brossy de Dios inquired if the City has regulations regarding the proximity of residential units to power lines. Planner Tewasart replied no.

Commissioner Brossy de Dios inquired to what degree does the provisions of the Climate Action Plan has bearing on decisions made in terms of the requested General Plan Amendment. Director Huntley replied that since the adoption of the Climate Action Plan, the City has also adopted two additional cycles of the Building Code and that includes specific requirements from the state of California on building techniques, which do reduce some of the impacts to the climate. This case would be a multi-family residential development with substantially more landscaping than a commercial project would typically provide. Generally speaking, it would be less intensive and less impactful to the environment.

Commissioner Brossy de Dios inquired if the thought is that having 8 residences with potentially 16 to 20 cars parking on site would have a less intensive transportation impact from a climate greenhouse gas perspective. Director Huntley replied that typically with commercial development traffic is a lot higher throughout the day. With residential it is usually in the morning and evening times when people come and go from their residences, so generally speaking there would be fewer trips than with a commercial development, but it also depend on what type of commercial development. The current zoning would allow for a wide variety of commercial activities, including a drive-thru restaurant as an example would generate substantially more than a residential development would on this property.

Commissioner Brossy de Dios inquired from a public transit stand point if there are any plans related to the Climate Action Plan. Director Huntley replied that with the Monterey Park Market Place project, a short distance away, one of the conditions of approval requires the project to provide a bus stop on site. So currently the Public Works Department is looking at the routes, so the route would go down Potrero Grande wrap around and come through the eastern side and pick up patrons from the shopping center and come back up.

Commissioner Choi expressed reservations about considering a zone change, specifically changing a parcel from the commercial zone to a residential zone. He does not see Potrero Grande as a residential corridor. Commissioner Choi inquired about the Edison Focus Area and if it is a zoning overlay or special district. Planner Tewasart replied that it is a focus area in the General Plan Land Use Element and it generally describes the character of the area and types of uses that can be found in the area. The reason why it is titled the Edison Focus Area is because it recognizes that predominately many of the properties are owned by Edison. The Area focuses on any future potential Edison development and the consideration of consolidating properties for expanded office headquarters or more towers.

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

The Focus Area also mentions the long-range plans for the Market Place Development as well.

Commissioner Choi stated that he sees it as an opportunity to revitalize that corner and once the Market Place is open, there is the potential for it to be more attractive and enhanced. There is not much at the intersection. It is an underutilized parcel.

Commissioner Amador stated that there are small businesses and storage on the other side of Encanto Walk and a senior housing development. Further towards the freeway are commercial buildings. She inquired aside from the Market Place and the smaller businesses if there is any available land for commercial development being that the Market Place will have the two big box stores and some chain restaurants that are fast food and not dine-in restaurants. She inquired if there are any other opportunities for smaller commercial developments. Planner Tewasart replied that staff has not observed any other properties that have been placed on the market within the vicinity.

Commissioner Amador inquired how the project would impact the school districts. Director Huntley replied that when Encanto Walk was processed a representative from the Montebello School District was present and spoke in favor of it. They were encouraging it because for the Montebello School District they have a slight decline in their student population, so they were very supportive of seeing the residential go in as a way to generate more revenue for the school district and help increase the student population. Commissioner Amador inquired if the students in that area would go to the Montebello School District. Director Huntley replied yes.

Commissioner Amador inquired which fire house the Fire Department would be coming from. Director Huntley replied from Fire Station 2 over on Garfield. Commissioner Amador inquired about the number of firefighters. Director Huntley replied that there is two staffed engines. This area also almost sits on the border between Monterey Park and Montebello and they have mutual aid. If our crew was called somewhere else, then Montebello would help backup or cover that. Also, all new construction, the fire requirement is stricter nowadays. All the units have fire sprinklers, automatic smoke detectors, and carbon monoxide detectors. The way the codes are today even if there was a fire it would take longer for a house to burn and the Fire Department should be able to respond.

Commissioner Robinson stated that this development is in his neck of woods. It would be a good addition to continue the residential use. Across Saturn are commercial uses and Market Place is coming and there will be a need for more housing. We have to develop and go along with the growth of the city.

Chairperson Sullivan inquired how long the applicant has owned the property. Director Huntley replied that the applicant can respond to the question. Chairperson Sullivan expressed concerns about changing another commercial property into a residential property. He inquired about the waterline. Director Huntley replied that there is a split between the city and the Water Company. Chairperson Sullivan inquired about the location of the city boundary line. Director Huntley replied that the boundary line for both cities run down the center of the street. Chairperson Sullivan inquired who takes responsibilities for

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

construction work. Director Huntley replied that there is a condition of approval that requires the applicant to provide street maintenance for anything that is damaged, just like the Olson project. Chairperson Sullivan inquired who finances the construction on the street. Director Huntley replied that the work is inspected by the city. Chairperson Sullivan inquired about the age of pipeline at the center of the street. Director Huntley replied that a lot of the line has been upgraded. There have been many improvements since there are a lot of activities and projects on Potrero today, so most of the lines have been upgraded within the last two to three years. Chairperson Sullivan inquired if it was financed by the City. Director Huntley replied this part no, other parts yes.

Chairperson Sullivan expressed concerns about the City's ability to supply fire and police. He stated that there is one engine and one ambulance. There are three staff persons, a captain, engineer, and fire fighter. Chairperson Sullivan inquired if the City is trying to do something with some of the vacant properties around the project site. Director Huntley replied that the vacant site are owned Southern California Edison, so there is not much else out there that is available today. The only ability is as the Market Place moves forward the City is hoping that some of the less performing centers will be able to pick up some tenants and be more successful. There is not much for the City to do because the vacant properties are owned by Edison.

Chairperson Sullivan opened the public hearing.

Applicant, Eric Everheart of Enterprise Inc., provided a brief presentation of the project. He stated that they would want Southern California Edison to sell them some parcels, but that is not going to happen. Enterprise One is a developer of not just residential, but commercial and industrial as well. The obvious go-to to not take anything to City Council is to keep with the current zoning, but that is not what this property wants to be. It is almost as if this property is a remnant parcel to the adjacent development and it just flows to where you would bring residential to this parcel. It is not something that was taken lightly in the design of the parcel. They could have designed more units, but they are about livability and people owning new homes.

Commissioner Brossy de Dios inquired about the property line to the nearest Edison tower. Applicant Everheart replied that they are further away than they are tall. Commissioner Brossy de Dios inquired about the access from Potrero Grande Drive and current lane configuration and how the driveway relates to traffic in both directions. Applicant Everheart replied that the project will not be a gated community, so an extra deceleration lane will not be needed to turn into it. Commissioner Brossy de Dios inquired if there is a middle lane. Applicant Everheart replied yes.

Commissioner Choi inquired about other residential projects that Enterprise One has worked on in the area or outside of the area. Applicant Everheart replied that they have developments in Nevada, Arizona, and several in Colorado. They have been focused primarily on industrial and commercial. They are looking at development all the time and residential is becoming a bigger part of their business plan. Commissioner Choi inquired if this is their first residential development. Applicant Everheart replied not at all. This is the only residential opportunity that they have going on right now in California. Commissioner

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

Choi inquired where the completed residential developments are. Applicant Everheart replied Nevada and Arizona.

Commissioner Amador inquired about the distance between a tower and a unit. Applicant Everheart stated that he would speculate 150 feet, two football fields. Commissioner Amador stated that it could be within walking distance if someone wanted to go for a walk. Applicant Everheart replied that there will be a 6-foot tall perimeter fence around the property. They will not have access.

Commissioner Robinson stated that for the past 20 years that property has been vacant and the Commission should not be short sighted. If an additional fire engine is going to be required, then one should be requested. Around some properties the towers are almost on the property that is not abnormal.

Chairperson Sullivan inquired about the public drainage. Director Huntley replied that all the properties are responsible for their drainage. Edison is required to maintain their properties and any drainage associated with their properties as well.

Chairperson Sullivan closed the public hearing.

Commissioner Brossy de Dios stated that he was initially concerned about the proposed changes and incremental modification of the General Plan, but after hearing further about the project and understanding the context of it, it seems that given that Encanto Walk now exist, this sliver of land between it and the Edison right-of-way is not an inappropriate use. He stated that he is still concerned particularly if they are going to higher density residential uses in a more remote area in the city, whether it is public services or providing transit. This is not a particularly walkable part of the city, but it is becoming better serviced with the new commercial developments within the area and given that the City seems to be heading towards providing greater transit services he is in better support of this request. The proximity to the power lines still bothers him. The main concern is to not create an adverse condition, but it sounds like the power lines are far enough away they do not provide an immediate hazard to an adjacent property.

Commissioner Choi stated that he does not think that it is inappropriate to change the zoning because more housing is needed in the city. However, the city needs new low-income housing. There are not that many vacant commercial parcels left in that area of the city. He stated that he would like to encourage commercial uses in that area for that corner of the city and encourage sales tax revenue and create jobs. All the services and retail will be a benefit to all the residents in the Encanto Walk development and the surrounding community. He stated that his priority is to enhance the quality of life for those in the existing neighborhood and adding the additional residences in the neighborhood may not be the best thing to do there at this point in time given all the commercial development and activities that are upcoming in that area of the city.

Commissioner Amador stated that her initial concern was the towers in relations to the new development, but the development does compliment Encanto Walk that is there now. She stated that her other concern, with the Market Place coming in and they have the small

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

mom and pop stores right next to and on the other side the senior housing, is that they have the infrastructure in place to support the new development which will bring new residents and families. Perhaps the Commission can recommend to the City Council to look at the infrastructure since they are going through the budget process and look to see if there is a need because they do have Market Place which will be opening and they do have added residences that are fully developed, which is Encanto Walk. She stated that it is important to have proper infrastructure to support all the development that is going into that area and maybe look at how fast traffic is going.

Commissioner Robinson stated that he lives in the area and he would rather see an 8-unit condominium rather than a gas station on that corner. He would like to see a continuous flow of residential units from Encanto Walk to the subject property. A commercial use will bring more cars and more traffic. At one time he asked the Traffic Commission to look into adding a light and was told it would be problematic. There are funeral processions there in that area and on that street. Condominiums would not be a traffic concern.

Chairperson Sullivan stated that it is 8-units, but that area is going through growth. They are trying to figure out how to manage that growth so that residents in Monterey Park are happy. He stated that the city needs a partner to invest in the city.

Action Taken: The Planning Commission after considering the evidence presented during the public hearing **approved** the requested general plan amendment, zoning map change, and tentative map for 2011 Potrero Grande Drive.

Motion: Moved by Commissioner Robinson and seconded by Commissioner Brossy de Dios, motion carried by the following vote:

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

[4.] OLD BUSINESS: None

4-A TENTATIVE MAP NO. 73622 (TM-15-04) TO ALLOW FOR A ONE LOT SUBDIVISION INTO 9-LOTS IN THE R-1 (LOW DENSITY RESIDENTIAL) ZONE – 1585 SOMBRERO DRIVE

Planner Tewasart provided a brief summary of the staff report.

Commissioner Brossy de Dios stated that the private street at the north end of the property seems to be passing through the adjacent property and inquired if the property owner has retained an easement. Planner Tewasart replied that the Applicant owns both properties. Commissioner Brossy de Dios inquired if that is addressed in the conditions and if not, it would be appropriate to add to the conditions.

Commissioner Robinson stated that he looked at the site and saw how a house was sitting on level land and that property looked like it would be the signature property for the other

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

properties. With the geotechnical report before the Commission, it appears the land will be stable, although there will be a sharper incline than normal.

Chairperson Sullivan stated that the tentative tract map and sheet T-1 shows the garage sizes to be different square footages. Planner Tewasart replied that the tentative map shows graded buildable area and sheet T-1 shows square footage. Chairperson Sullivan inquired about the parking requirement. Planner Tewasart replied that the parking requirement is based on the number of bedrooms.

Chairperson Sullivan inquired about the conditions of approval on the first page, the second condition under Planning, and what 'subsequent modifications' mean. Director Huntley replied that 'subsequent modification' means any changes that come after the approval of the project. If the project is in substantial compliance it is fine. If there are substantial changes then it would have to come back to the Planning Commission. Chairperson Sullivan stated that the level of authority held by the Planning Division is such that it still fits within the main criteria of what is approved then it is fine, but if it steps outside of that then it has to be brought back to the Planning Commission. Director Huntley replied yes.

Chairperson Sullivan inquired about page two of conditions of approval number eight, who takes responsibility of the landscaping during construction. Planner Tewasart replied the property owner. Chairperson Sullivan inquired on page four of the conditions of approval numbers 29 and 30, if the conditions regarding street lighting and street improvements also applied to Campanita. Director Huntley replied it applied to the cul-de-sac and Sombrero, but Campanita can be added as well.

Commissioner Amador inquired about the mailboxes on Campanita and to consider the aesthetics. Director Huntley replied that staff can reach out to the postal office.

Chairperson Sullivan opened the public hearing.

Project Civil and Soils Engineer Hang Jong stated that the soils report is a preliminary report based on the current development plan and that soils report will be updated in the future because the seismic code has been continuously changing. At the time when they submit for building plan check the report will have to be updated to provide the new seismic code and any modifications of the development plan will have to be considered.

Chairperson Sullivan inquired on page 4 of 6 about the location of the construction trucks. Engineer Jong replied that during grading the trucks will be on Sombrero. The report states to prevent any heavy trucks and loading in the immediate vicinity of a cut for a slope in order to not damage a temporary cut or fill slope. Chairperson Sullivan inquired about the shoring during the construction. Engineer Jong replied that most of the slope will be stable under certain recommendations of the vertical cut and slope back with a one-to-one slope. Also, in some areas in the analysis shoring will be needed in order to stabilize the slope. In every section they analyzed the grading for every proposed lot. Shoring means using a structure member to stabilize the slope. The soils review is very thorough requiring them to analyze the grading operation of every lot. During and after construction the lots will be

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

stable. Chairperson Sullivan stated that his main concern is not the part that they are building but how it affects the people below.

Chairperson Sullivan closed the public hearing.

Action Taken: The Planning Commission after considering the evidence presented during the public hearing **approved** the requested tentative map for 1585 Sombrero Drive.

Motion: Moved by Commissioner Robinson and seconded by Commissioner Brossy de Dios with two amendments to the conditions of approval 1) the requirement that the property owner obtain and record appropriate easements for access to the property through adjacent property as indicated on the tentative map, and 2) modify condition number 30 to provide a street improvement plan for both Sombrero Drive and Campanita Court to the street centerline, motion carried by the following vote:

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

[5.] NEW BUSINESS: None

[6.] COMMISSION COMMUNICATIONS AND MATTERS: None

[7.] STAFF COMMUNICATIONS AND MATTERS: None

ADJOURNMENT:

There being no further business for consideration, the Planning Commission meeting was adjourned at 8:50 p.m.

Next regular scheduled meeting on May 8, 2018 at 7:00 p.m. in the Council Chambers.

Michael A. Huntley
Director of Community and Economic Development

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



City Council Staff Report

DATE: September 19, 2018

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

TO: The Honorable Mayor and City Council
FROM: Jim Smith, Chief of Police
SUBJECT: Award Contact to Data Ticket Inc. for parking citation management services and citation issuance devices

RECOMMENDATION:

It is recommended that the City Council:

- (1) Authorize the City Manager to execute an agreement, in a form approved by the City Attorney, with Data Ticket Inc. for parking citation management services and citation issuance devices; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City of Monterey Park contracted with Duncan Solutions (formerly recognized as ETEC) for parking citation management services since the early 1990s. The City's contract expired and staff circulated a Request for Proposal (RFP) for this service. After considering the proposals, staff recommends awarding a contract to Data Ticket, Inc.

BACKGROUND:

The City relies on consistent enforcement of parking laws provided for in the Monterey Park Municipal Code and in the California Vehicle Code. Enforcement enables the critical management of parking for the convenience, safety and operational capacity by vehicle operators within the City. Improved parking management technology is available for use by parking enforcement officers and support staff that is instrumental in managing this process. This technology will also provide improved service and convenience for the end-user, who responds to a citation issued to their vehicle. Improved technology will allow for a lower cost to process each ticket and greatly reduced time required by staff. A Request for Proposal (RFP) was issued and four citation management service organizations responded. The companies that provided proposals were: Turbo Data Systems; Data Ticket Inc; Duncan Solutions; and Phoenix Group. Staff reviewed each proposal in detail for thoroughness, regional and professional experience, cost, and ability to provide a service that reflects MPPD's expectations for a premier service provider. Of the four providers, Data Ticket Inc., provided the most cost effective proposal to the City.

The review shows that Data Ticket Inc. is actively engaged in providing services to several communities close in size and geographical proximity to Monterey Park. References were checked and all reviews were extremely positive. Data Ticket Inc. provided a cost proposal that has the lowest projected cost and demonstrated its ability to provide comprehensive citation management services that will improve service to all stakeholders. The Data Ticket Inc. proposal will result in a significant savings to the City over the current provider.

Data Ticket, Inc. proposes the following fees:

Fees per Electronic Citation	\$0.35
Fees per Manual Citation	\$0.40
Notice of Violation Letter	\$0.72
Out-of-State Collection Fee	23% of amount collected
Automated Citation Devices	\$130 per month per unit

Projections of cost are based on the historical averages of citations issued for the past two years. Using an estimate reflecting 11,400 citations annually, and inclusive of all required software, maintenance and services, from Data Ticket Inc. the projection of cost is approximately \$34,000 annually. The other three vendors' costs ranged from approximately \$36,000 to \$42,000 annually. The City paid \$72,000 to the current vendor in 2017 – 2018 fiscal year. Costs will vary and be higher or lower depending on the number of citations issued, citations collected, attempts at collections and court tariffs, and other county and state governmental fees.

Start up and transition costs will vary based on the final configuration for services. The majority of cost will be for new ticket stock and envelopes, which will be covered in the approved 2018 - 2019 Police Budget.

Increases in cost exist for common economic adjustments such as the Consumer Price Index and U.S. Postage. The contractor will confer with the City when it requests price adjustments for any and all aspects of their service.

Revenues from parking citations will vary according to the number of citations issued and the number of fees collected. In addition, the City pays an established court fee for every citation issued and other county and state governmental fees are collected as prescribed by legislation. These governmental tariffs and fees can change and are beyond the City's control.

FISCAL IMPACT:

The cost for new citation and envelope stock is budgeted in the 2018-2019 Police Traffic budget (0010-801-3102-39250). The total monthly citation fees would be deposited into a joint escrow account set up between the City of Monterey Park and Data Ticket, Inc. The processing costs would be paid out of the escrow account and report will be provided to the City.

Respectfully submitted by:



Jim Smith
Chief of Police

Prepared by:



Kelly Gordon
Police Captain

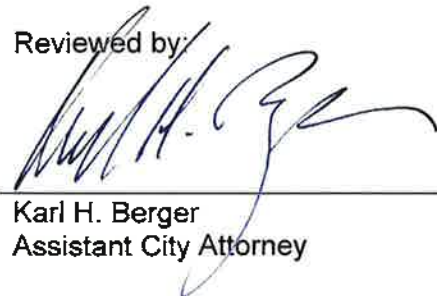
Annie Yaung
Director of Management Services

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT(S):

1. RFP No. PD – 1801
2. Data Ticket Inc. Proposal

ATTACHMENT 1

RFP No. PD – 1801

City of Monterey Park



REQUEST FOR PROPOSALS RFP NO. PD -1801

FOR

**Parking Citation Issuance, Processing
and Delinquent Collections Solutions**

KEY RFP DATES

Issue Due: April 25, 2018

Mandatory meeting May 16, 2018

Proposal Due Date: June 06, 2018 by 08:00 a.m.

SEND TO:

City of Monterey Park

City Clerk

Attention: David Elliott, Traffic Bureau Commander

Re: RFP No. PD-1801

320 W Newmark Avenue

Monterey Park, CA 91754

REQUEST FOR PROPOSALS

Sealed proposals must be received before 0800 a.m. on June 06, 2018 by the City Clerk's office for the City of Monterey Park, 320 W. Newmark Ave, Monterey Park, CA 91754.

Packets may be obtained from the City Clerk's office or by Federal Express. Call (626) 307-1359, for delivery via Federal Express. Have your Federal Express account number available. Please refer to specifications for complete details and bid requirements.

The specifications in this notice are a part of any contract awarded in accordance with this RFP.

Purchasing
(626) 307-1340

CITY OF MONTEREY PARK

REQUEST FOR PROPOSAL

PROPOSAL # PD-1801

PROPOSALS ARE DUE: NOT LATER THAN 08:00 A.M. on June 06, 2018.

The City of Monterey Park invites sealed proposals for Parking Citation Issuance,
Processing Delinquent Collections Solutions

1. Return original of Proposal to:

City of Monterey Park City Clerk
Attn: David Elliott, Traffic Bureau Commander
320 W. Newmark Ave
Monterey Park, CA
2. Proposer must honor proposal prices for sixty (60) days.
3. Proposals must include this Proposal form and be signed by the vendor's authorized representative.
4. Award of a contract will be made by the City Council based upon the criteria set forth in this RFP and will be made based upon the best qualified proposer rather than lowest price.

PROPOSER TO READ

I have, read, understood, and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the commodity or service stipulated on this proposal as stated above.

Company

Address

Name (Print)

Signature

Company Phone No.

Title of Person Signing Bid

PROPOSAL INSTRUCTIONS

1. **Submitting Proposals.** (a) Proposals must include this form, in its entirety, in a sealed envelope with the wording "Proposal," proposal number and closing date marked on the outside; (b) Proposals/corrections received after the closing time will not be opened. The City is not responsible for proposals not properly marked and delivered. Upon award, all submissions become a matter of public record.
2. **Alternatives.** Any changes or alternatives must be set forth in a letter attached to this proposal. The City has the option of accepting or rejecting any alternative proposal.
3. **Currency.** All references to dollar amounts in this solicitation and in vendor's response refer to United States currency.
4. **Preparation.** All proposals must be typed or written in black ink. Errors may be crossed out and corrected in ink, then initialed in ink by the person signing the proposal.
5. **Rejection.** The City may reject any or all proposals and waive irregularity in any proposal.
6. **Default.** In case of default by the vendor of any of the conditions of this proposal or contract resulting from this proposal, the vendor agrees that the City may procure the services from other sources and may deduct from the unpaid balance due the vendor, or collect against the bond or surety, or may invoice the vendor for excess costs so paid, and prices paid by the City will be considered the prevailing market price at the time such purchase is made.
7. **Assignment.** No assignment by the vendor of contract or any part hereof, or of funds to be received hereunder, is binding upon the City unless the City gave written consent before such assignment.
8. **Sub contractors.** The Bidder must list any subcontractors that will be used, the work to be performed by them, and total number of hours or percentage of time they will spend on the project.
9. **Indemnification.** The extent of a successful contractor's obligation to indemnify and defend the City is set forth in the sample contract attached to this RFP.
10. **Bonds.** When deemed necessary by the City, bid bonds must be furnished by all proposers in the amount of at least 10% of the bid to guarantee that proposers will enter into contract to furnish goods at prices stated. Likewise, a Performance Bond must be required of the successful proposer when stated in the specification (cash deposit, certified or cashier's check or money order may be substituted in lieu of either bond).

11. Insurance. This is a contract involving services and the City requires insurance. Insurance must be primary insurance and must name the City of Monterey Park as an additional insured. Proof of insurance in the following amounts must be provided before contract signing; General liability in the amount of \$2,000,000.00 automotive in the amount of \$500,000.00 worker's compensation in accordance with California law. Specific insurance requirements are set forth in the sample contract. **BIDDERS MUST SIGN AND RETURN EXHIBIT B, INSURANCE REQUIREMENTS, WITH THEIR PROPOSAL.**
12. On-Site Inspection. As requested
13. Proposal Rejection. The City may reject the proposal of any proposer who previously failed to perform properly, or complete on time, contracts of a similar nature, or to reject the proposal of a proposer who is not in a position to perform such a contract satisfactorily. The City may reject the proposal of any proposer who is in default of the payment of taxes, licenses or other monies due to the City of Monterey Park.
14. Contract Pricing. Except as otherwise provided, price proposals must remain consistent through the term of this contract.
15. Proposal Questions.

Questions should be forwarded on letterhead to:

City of Monterey Park City Clerk
Attn: David Elliott, Traffic Bureau Commander
320 W. Newmark Avenue
Monterey Park, CA 91754

Questions may also be faxed to (626) 307-2536. The last day for questions and site visits will be the Friday before the proposals are due.

1.3. Accuracy of RFP and Related Documents.

The City assumes no responsibility for conclusions or interpretations derived from the information presented in this RFP, or otherwise distributed or made available during this procurement process. In addition, the City is not bound or responsible for any explanation, interpretation or conclusions of this RFP or any documents provided by the City other than those provided by the City by issuing addenda. In no event can a bidder rely on any oral statement by the City or its agents, advisors or consultants. Should a bidder find discrepancies or omissions in this RFP or any other documents provided by the City, the bidder should immediately notify the City of such potential discrepancy in writing, and a written addendum may be made available to each bidder, via email, if the City determines clarification to be necessary. Each bidder requesting an interpretation

will be responsible for delivering such requests to the City's designated representative as indicated in Section 2.3.

1.4. City Rights and Options.

The City at its sole discretion reserves the following rights:

- To cancel this RFP with or without the substitution of another RFP;
- To take any action affecting this RFP, this RFP process, or the Services or facilities subject to this RFP that would be in the best interests of the City;
- To issue additional requests for information;
- To require one or more bidders to supplement, clarify or provide additional information in order for the City to evaluate the Proposals submitted;
- To conduct investigations with respect to the qualifications and experience of each bidder;
- To waive any defect, formality or irregularity in any Proposal received;
- To reject any or all Proposals;
- To award all, none, or any part of the Services that are in the best interests of the City, with one or more of the bidders responding, which may be done with or without re-solicitation;
- To discuss and negotiate with selected Vendors any terms and conditions in the Proposals including without limitation, financial terms; and,
- To enter into any Agreement, in a form approved by the City Attorney, deemed by the City to be in the best interests of the City with one of the Vendors responding.

1.5. Expense of Submittal Preparation.

The City accepts no liability for the costs and expenses incurred by the bidder in responding to this RFP, in preparing responses for clarification, in attendance at interviews, participating in contract development sessions, or in meetings and presentations required for the contract approval process. Each bidder that enters into the proposal process must prepare the required materials and submittals at its own expense and with the express understanding that the bidder cannot make any claims whatsoever for reimbursement from the City for the costs and expenses associated with the procurement process.

1.6 Proposal Conditions.

The following terms are applicable to this RFP and the Vendor's Proposal.

1.6.1. RFP Not an Offer.

This RFP does not constitute an offer by the City, and does not commit the City of Monterey Park to accept a proposal. No binding contract, obligation to negotiate, or any other obligation is created on the part of the City unless the City and the Vendor execute an Agreement. No recommendations or conclusions from this RFP process concerning the Vendor constitutes a right (of property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of California.

1.6.2. Right to Terminate Discussions.

The Vendor's participation in this process might result in the City selecting the Vendor to engage in further discussions. The commencement of such discussions, however, does not signify a commitment by the City to execute an Agreement or to continue discussions. The City can terminate discussions at any time and for any reason.

1.6.3. Requirement for Representation as to Accuracy and Completeness of Proposal.

Each Vendor must make the following representations and warranty in its Proposal Cover Letter, the material misrepresentation of which might result in rejection of its Proposal:

"The information contained in this Proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to the City, are true, accurate, and complete to the Vendor's knowledge. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts."

1.6.4. Trade Secrets/Confidentiality.

Upon receipt, Proposals may be considered a public record except for material which qualifies as "trade secret" information under California law. To properly designate material as trade secret under these circumstances, each Vendor must take the following precautions:

- a. any trade secrets submitted by a Vendor should be submitted in a separate, sealed envelope marked **"Trade Secret—Confidential and Proprietary Information—Do Not Disclose Except for the Purpose of Evaluating this Proposal,"** and
- b. the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Each original and copy of the Proposal must include all trade secret materials.

In submitting a Proposal, each Vendor agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process, and to any outside consultant or other third parties who serve on the Evaluation Committee or who are hired by the City to assist in the selection process. The City will use the same level of effort it takes as to its own confidential materials to ensure that trade secrets are not improperly disseminated. Furthermore, each Vendor agrees to indemnify and hold harmless the City and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with its refusal to disclose any material which the Vendor has designated as a trade secret. **Any Vendor that designates its entire Proposal as a trade secret may be disqualified.**

1.6.5. Statutory Requirements.

The Services performed by the Vendor in accordance with an Agreement executed pursuant to this RFP must be in full conformance with all requirements, laws, rules and regulations of the State of California, all laws, rules, requirements and regulations of the Federal Government, and all local ordinances to the extent applicable.

1.6.6. Reservation of Right to Change Schedule.

It is the City's right to determine the timing and sequence of events resulting from this RFP. The City reserves the right to delay the closing date and time for any phase if City staff believes that an extension would be in the best interests of the City.

1.6.7. Reservation of Right to Amend RFP.

The City reserves the right to amend this RFP at any time during the process, if it believes that doing so is in the best interests of the City. Any addenda will be mailed/emailed to all qualified Vendors. Vendors are required to acknowledge their receipt of each addendum by signing the addendum and emailing to delliott@montereypark.ca.gov and including the signed copy in their RFP submission.

1.6.8. Additional Evidence of Ability.

Vendors must be prepared to present additional evidence of experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserves the right to request such information at any time during the Proposal evaluations for this RFP.

1.6.9. No Collusion or Conflict of Interest.

By responding to this RFP, the Vendors are deemed to have represented and warranted that the Proposal is not made in connection with any competing Vendor submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud.

1.6.10. Proposal Terms Firm and Irreversible.

The signed Proposal constitutes a firm offer on the part of the Vendor. The City can negotiate pricing and services. All Proposal responses (including all statements, claims, declarations, prices and specifications in the Proposals) are considered firm and irrevocable for purposes of future contract negotiations unless specifically waived in writing by the City. The Vendor chosen for award should be prepared to have its Proposal and any relevant correspondence incorporated into an Agreement, either in part or in its entirety, at the City's election. Any false or misleading statements found in the Proposal may be grounds for disqualification.

1.6.11. Use of the City's Name.

No advertising, sales promotion or other materials of the Vendor or its agents or representatives may identify or reference the City in any manner without the

City's prior written consent.

1.6.12. Withdrawal for Modification of Proposals.

Vendors may change or withdraw their Proposals at any time before the Proposal submission deadline. Oral modifications, however, are not allowed. Only letters, mailed or hand-delivered, which are addressed in the same manner as the Proposal and received by the City before the Submission Date, will be accepted. The Proposal, when opened, will then be corrected in accordance with such written request[s], provided that the written request is contained in a sealed envelope, which is plainly marked "**Modifications to Proposal.**" Emailed modifications to any Proposal will not be accepted.

1.6.13. No Bribery.

In submitting a response to this RFP, each Vendor certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed, or attempted to bribe, a City elected or appointed officer employee, agent, or consultant in connection with the Agreement.

1.6.14. Fair Trade Certifications.

By submitting a Proposal, the Vendor certifies that in connection with this solicitation:

- a. The prices have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with anyone;
- b. Unless otherwise required by law, the prices which have been quoted in its Proposal have not been knowingly disclosed by the Vendor and will not knowingly be disclosed by the Vendor before opening; and
- c. No attempt has been made or will be made by the Vendor to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition.

1.6.15. Proposal Binding for 180 Days.

Each Proposal must contain a statement to the effect that the Proposal is a firm offer for 180 days from the Submission Date. This statement must be signed by an individual authorized to contractually bind the Vendor, and must include his/her name, title, address, and telephone number. All prices quoted must be firm and fixed for the full contract period.

1.6.16. Clarification of Ambiguities.

Any Vendor believing that there is any ambiguity, inconsistency or error in this RFP must promptly notify the City in writing of such apparent discrepancy. Failure to notify will constitute a waiver of claim of ambiguity, inconsistency or error. Any claim under this Section must be delivered to the City in accordance with the schedule set forth in Section 2 below.

1.6.17. Vendors' Obligation to Fully Inform Themselves.

Vendors or their authorized representatives are expected to fully inform themselves as to all conditions, requirements and specifications of this RFP before submitting Proposals. Failure to do so will be at the Vendor's own risk.

1.6.18. Disclaimer.

Each Vendor must perform its own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City.

Dear Interested Parties:

The City of Monterey Park is now accepting Proposals for Parking Citation Issuance, Processing and Delinquent Collections Solutions. The requirements for submitting a Proposal are stated in the attached Request for Proposal (the "RFP"). Please review them carefully. Any questions must be sent in writing to:

City of Monterey Park City Clerk
Attention: David Elliott, Traffic Bureau Commander
Re: RFP No. PD-1801
320 W Newmark Avenue
Monterey Park, CA 91754

All Proposals are due to the City Clerk's Office at City Hall, June 06, 2018, no later than 8:00 a.m. PST. One (1) original and five (5) copies of your Proposal response should be submitted in a sealed envelope or box plainly marked with the Proposal name and service description, as follows:

City of Monterey Park City Clerk
Attention: David Elliott, Traffic Bureau Commander
320 W. Newmark Ave.
Monterey Park, CA. 91754
Name of Vendor Submitting

RE: RFP# PD-1801 Parking Citation Issuance, Processing and Delinquent Collections Solutions

We thank you for your time and attention in reviewing this RFP.

Sincerely,

Jim Smith, Chief of Police
City of Monterey Park

Parking Citation Issuance, Processing and Delinquent Collections Solutions

CONTRACT SAMPLE

The successful bidder will be required to enter into the sample contract that is attached as Exhibit "A."

The City of Monterey Park (City) requests proposals for the following purpose according to the terms and conditions attached. In the preparation of this Request for Proposal the words "Bidder," "Contractor," and "Consultant" are used interchangeably.

1. **Purpose:**

The primary purpose of this procurement is to secure a contract with a qualified agency to provide a comprehensive parking citation issuance, processing and delinquent collection solution.

2. **Proposal Schedule:** Following is a tentative schedule of events:

Pre-Proposal Meeting - Mandatory

May 16, 2018 at 2:00 P.M. in the Community Room at 320 W. Newmark Ave Monterey Park, CA 91754

Proposal Requirements

Three copies of the proposal must be received by the City of Monterey Park, 320 W. Newmark Ave, Monterey Park, CA 91754, Attn: City Clerk, not later than 08:00 a.m. on June 06, 2018.

Evaluation of Proposals

The proposals will be reviewed by City staff during the week of June 11, 2018. Proposals will be evaluated based on the following qualifications criteria:

- A. Contractor's understanding of scope of work.
- B. Contractor's approach to performing the tasks defined in the Scope of Work.
- C. Capability of firm and key project personnel to handle the project in terms of workload, experience, and efficient staff utilization.

Recommendation to City Council for Contract Award

Interviews of the top firms may be required. The successful contractor will be selected

by the City Council based upon the criteria set forth above and the City's sole discretion. The Council is under no obligation to contract with any applicant.

3. Introduction/Background:

Monterey Park is located in Los Angeles County, California at 320 West Newmark Avenue. It is a municipality with a service area of approximately 7.73 square miles. Monterey Park is a full service City, operating under the Council/Manager form of government, offering its residents a wide range of municipal services in public safety, highways and streets, sanitation, water and sewer services, development and public infrastructure improvements, culture and leisure programming, general government functions, and others.

The City of Monterey Park is seeking proposals from qualified proposers, also hereinafter referred to as the Contractor or Vendor, to provide Parking Citation Issuance, Processing and Delinquent Collections Solutions for the Police Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

The City of Monterey Park reserves the right to reject any or all proposals submitted, waive any informality in proposals, and to accept or reject any items thereon. It is the intent of these specifications to provide Parking Citation Issuance, Processing and Delinquent Collections Solutions to the Monterey Park Police Department.

4. Objective(s)/Work Products:

The primary purpose of this procurement is to secure a contract with a qualified agency to provide a comprehensive parking citation issuance, processing, and delinquent collection solution. The proposed solution will include electronic citation issuance devices, access to hosted citation processing system, specified citation processing services, delinquent account collection services, project transition, and implementation services as well as ongoing maintenance and support. The Contractor must be able to demonstrate experience in providing, implementing and supporting a reliable and efficient citation issuance, processing and collection solution that, at a minimum, meet the specifications in this document and the evaluation criteria outlined in this RFP.

The contractor's responsibilities include such elements providing handheld issuance devices, ticket stock and payment envelopes related enforcement hardware, hosted enforcement software, manual ticket data entry, tracking of parking citations and related data, pursuit of payment, providing timely production of all correspondence, including notices and letters, accurate processing of all DMV transactions, support for the City's boot/tow process, coordination of appeals processing and scheduling, support for residential permit parking, and the maintenance of records and data for all services provided. Services must be accurately and consistently reported and monitored, and the City of Monterey Park must be able to conduct in-depth audits of all aspects of services provided.

The proposed solution must promote the overall efficiency, reliability, performance, and success of the City of Monterey Park's parking management program. The City of Monterey Park has established the following objectives for enhancing its parking enforcement program.

- Provide an easy-to-use, reliable and comprehensive solution
- Improve enforcement efficiencies
- Deliver exceptional customer service
- Leverage innovative technologies
- Deliver enhanced management visibility to key performance indicators for the program
- Reduce overall program costs
- Improve revenue recoveries

5. Work Statement: Refer to the terms of the Agreement included as Exhibit A

Products and Services

The City of Monterey Park is seeking an experienced provider of a comprehensive and proven parking citation management system and related services.

Enforcement Solution Requirements

In general, the enforcement solution to be delivered includes replacing six (6) handheld enforcement devices, all related supplies, related equipment and issuance management software, project implementation, training and ongoing system support.

Handheld Enforcement Devices

Respondents must describe their proposed solution as it relates to the following minimum mandatory and other optional handheld device specifications, features and functions as described below:

Device Specifications-Handheld Samsung Note8

• Battery: Non-removable Li-Ion 3300 mAh battery; (fuel tank) indicator
• Casing: Front/back glass (Gorilla Glass 5) & aluminum frame
o Must use Corning Gorilla Glass 5
• Communication: Wi-Fi 802.11 a/b/g/n/ac, dual-band, Wi-Fi Direct, hotspot; 3G/4G LTE
• Dimensions: 6.40 x 2.94 x 0.34 in D
• Weight: 6.88 oz.
• Display: 6.3 in High Definition (1280 x 720), exceptionally bright, outdoor viewable
• Backlight: LED backlit
• Virtual Keys: 26 alpha, 10 numeric, 50+ symbols, edit control, backlit, Qwerty keyboard
• Notification: Audible tone; multi-color LED's; Vibration
• Expansion Slot: microSD, up to 256 GB (uses SIM 2 slot) - dual SIM model only
• CPU: Octa-core (4x2.35 GHz Kryo & 4x1.9 GHz Kryo)

• Memory: 64/128/256 GB, 6 GB RAM
• Operating System: Android 7.1.1 (Nougat)
• Operating Temperature: 32°F to 95°F operating
• Sensors-Iris scanner, fingerprint (rear-mounted), accelerometer, gyro, proximity, compass, barometer, heart rate, SpO2
• Weather Conditions: Sealed IP68 -dust/water proof over 1.5 meter and 30 minutes
• Charging: Fast Charging on wired and wireless
• Voice/Audio: UHQ 32-bit & DSD support
• Camera: Dual 12 MP (26mm, f/1.7, PDAF & 52mm, f/2.4, AF), OIS, autofocus, 2x optical zoom, LED flash, check quality
• Bluetooth: 5.0, A2DP, EDR, LE-syncs with most Bluetooth printers
<i>Optional Components</i>
• Other Accessories: Cover case/belt clip, stylus, charging unit

Device Specifications-Printer Zebra ZQ510

Printer Features:
• Direct thermal printing of barcodes, text and graphics
• Battery: 2600 mAh removable Li-Ion smart battery, with optional extended battery
• Printer can be used in any orientation
• Black mark and gap media sensing using fixed center position sensors
• Bluetooth 4.0 Smart Ready Low Energy radio
• Simple easy-to-read LCD with large icons for battery and wireless status
• Semi-sleep/instant on mode – which allows the printer to “wake” on touch (Wake on BT only supported in BT 4.0 radio), or on Bluetooth print job transmission
• Zebra Print Touch simplifies Bluetooth pairing and launches web-based help pages with Near Field Communication (NFC) enabled devices
• Power Smart Print Technology – anticipates upcoming printing to optimize battery consumption and print speed
• Printer Specifications:
o Dimensions: 5.9 in L, 4.7 in W, 2.4 in D
o Weight (with battery): 1.39lbs
o Maximum Media Width: 3.15"
o Maximum Media Roll OD: 2.0"
o Resolution: 203 dpi resolution (8 dots/mm)
o Maximum Print Width: 2.83"
o Maximum Media Thickness: 0.0063" (0.1600 mm) for labels and 0.0055" (0.1397 mm) for tag/receipt
o Operating Temperature: -4° to 131°F
o Print Speed: Up to 5"/127mm per second
o IP Rating: IP54 (IP65 with exoskeleton)

o Bluetooth enabled
<i>Optional Components</i>
• Other Accessories: soft case, belt clip, Exoskeleton case, shoulder strap,
• Single/4 bay charging stations, vehicle charger

Related Supplies

Respondents must describe their proposed solution as it relates to the following mandatory and optional supply requirements:

Supply Requirements	Mandatory	Optional
• 12,000 Electronic citation ticket stock; easily carried and re-loaded in the field	✓	
• 12,000 Payment Envelopes; small, pre-addressed and bar coded	✓	
• Manual ticket stock per City of Monterey Park specifications		✓

Related Equipment

Respondents must describe their proposed solution as it relates to the following mandatory and optional related equipment and supply requirements:

Related Equipment Requirements	Mandatory	Optional
Charging and Communication		
• Multi-unit charging and communication station in quantities to support required volume of handhelds located at the following site within the City of Monterey Park o (Police Department)	✓	
• The charging and communication device must interface between the handhelds and the issuance management system	✓	
• Connection must provide for high speed USB communication	✓	
• Data can be transferred and the handhelds charged through the same cord connection	✓	
• Solution must provide for the linking of multiple charger/communication stations depending on device deployment and the current or future the needs of the City of Monterey Park	✓	
• Solution must provide for a remote 12 volt single		✓

Related Equipment Requirements	Mandatory	Optional
unit car charger and supporting cables		
Solution must provide for a remote 12 volt single unit wall charger and supporting cables		✓
Desktop Workstation		
One or more complete Host PC workstation including PC, display, keyboard, mouse, network communication capability, all cables and connectors for back office enforcement system management and reporting depending on device deployment and the current or future the needs of the City of Monterey Park	✓	
One or more network printer for connection to back office workstation depending on device deployment and the current or future the needs of the City of Monterey Park	✓	
Note: the City of Monterey Park will provide: - a high-speed internet connection for system access - a copy of the City of Monterey Park's prescribed anti-virus software consistent with City of Monterey Park's security standards	✓	

Enforcement Management Software

The Contractor must provide a comprehensive enforcement management system that will confirm their compliance and describe their proposed solution as it relates to the following mandatory and optional issuance management software requirements:

Issuance Management System Functional Requirements	Mandatory	Optional
Solution is fully hosted by the respondent		✓
Single-site / single user license version	✓	
Secured access to management system	✓	
Handheld computers link to a computer running the citation issuance host application through the charger box for uploading of citation data, and the downloading of new Scofflaw lists and other changes that need to be transmitted to the handheld daily	✓	
System can interface with multiple citation processing systems to upload and download data	✓	
System operates in Microsoft Windows 2000, XP and/or Windows Server 2000 and 2003 environment	✓	
System supports Firebird, Microsoft SQL Server	✓	

Issuance Management System Functional Requirements	Mandatory	Optional
2000, 2005, 2008 and/or Oracle 8i, 9i, 10g database management environments		
System provides batch support for collection and formatting data for transfer to the main citation processing system	✓	
- System supports and provides maintenance for the following tables (at minimum): - violations - officers - patrol beats, areas or zones - streets - state codes - vehicle make - vehicle model - vehicle color - stored standard remarks	✓	
System provides inquiry capability	✓	
System can print a facsimile of a citation	✓	
System automatically synchronizes date, time, citation numbers, software versions, lists and edit rules with handheld devices	✓	
System can interface with multiple citation processing systems to upload and download data	✓	
System has the ability to interface with other business systems as may be required by the City of Monterey Park	✓	
System provides for online help	✓	
- System provides standard reporting for the following (at minimum): - Violation Summary Report - Violation Summary Report by Officer - Violation Summary Report by Area - Violation by Location - Violation Detail Print-Out (with photo images) - Voided Reason Report - Officer Activity Log - Officer Productivity - Violation Print-Out Report - Hot List (boot and tow eligible) of Vehicles - Disposition Code Report - Citation Audit Trail	✓	

Issuance Management System Functional Requirements	Mandatory	Optional
○ Damaged Sign Report ○ Device Sync Status Report ○ Device Usage Report ○ Handheld Usage Report ○ Mark Mode & Ticket Activity ○ Mark Mode Report ○ Meter Status Report ○ Officer Attestation Report ○ Session Activity Log		
● System provides the flexibility to make changes to the agency software; changes can be made daily to stored list features, or tables such as vehicle makes, styles, streets, violations, remarks, etc.	✓	
● Multi-media information review		✓
● GIS map-based reporting		✓
● System can be installed at and hosted by the City of Monterey Park		✓
● Multi-site/ multi user version with support for up to (1) one site and (2) two named users	✓	
● Habitual offender fine escalation list management		✓
● Warning tracking list management		✓

Parking Ticket Processing Solution Requirements

In general, the services to be performed include data conversion, hosted citation processing system access, specific processing services, project implementation, training, and ongoing system support. The City of Monterey Park is seeking an experienced vendor to provide parking citation processing products and services that include:

- Complete program implementation services
- Conversion of existing data to the new citation management system
- Comprehensive, fully integrated and real time parking citation management and data processing system
- Capacity to receive and integrate citation data from both handheld ticket writers, manual systems and other input sources
- Interface with Department of Motor Vehicles (DMV) both locally and nationwide
- Interface with Nlets for registered owner information support
- DMV registration suspension/hold placements and releases, where applicable
- Late fee assessment

- Notification generation and mailing services regarding all phases of parking citation management
- Inbound correspondence management and outbound correspondence generation and mailing services regarding all phases of parking citation management
- Document imaging and workflow management for inbound documents
- Document imaging of all outbound notices and correspondence
- A variety of payment methods which provide convenience for violators including cash, credit card, debit card and check
- Mail-in payment services including designated P.O Box, mail pick-up, Lockbox services with appropriate controls and reporting
- Ability to support skeletal citation entry to record payment or contestation before ticket entry
- Pay by web service including PCI compliant credit card processing
- Pay by phone including PCI compliant credit card processing
- Convenience fee passed on to debtor for all credit card processing
- Toll-free, multi-lingual telephone customer services to include Customer Service Call Center, Interactive Voice Response (IVR) system, payment by phone, and real-time information related to citation status
- Internet customer services to include real-time payments and inquiry information related to citation status
- Receipt and posting of all payments
- Cash management and reconciliation services including banking
- Ability to support the adjudication process including such components as Administrative Reviews, Appeals, Hearings, correspondence, noticing, posting of decisions and generation of adjudication management reports
- Ability for violator to submit an appeal request online via the internet
- Ability for a citizen to submit additional information for adjudication request online via the internet (Optional)
- Residential permit parking management program support including issuance, tracking, renewal, payment and reporting (Optional)
- Scofflaw reporting and support for special enforcement list management (stolen vehicles, exempt, etc.)
- Integrated booting and towing program support (Optional)
- Standard management and statistical reporting
- Integrated Ad Hoc reporting tool
- Graphical management dashboard reporting (Optional)
- City of Monterey Park access to online query and ad hoc reporting for up to two named users
- Multi-media functionality for document imaging, management and subsequent access for documents, photos and audio related data
- Complete audit trail for all citation processing and activities
- Automated interface for collection on delinquent citations
- Initial and ongoing customer support and training regarding proposer's system
- Ongoing parking industry information consulting services.

The Contractor must provide a complete data processing system including all designated operational and support services capable of processing between 12,000 and 20,000 handwritten and electronically generated parking citations per year for in-state and out-of-state owners of parking violations, and of collecting related fines and fees regulated by the City of Monterey Park. Approximately 90% of all citations

issued annually are from handheld devices and the balance of 10% are handwritten. Accordingly, the contractor must be capable of processing both types of citations throughout the period of this contract.

Citation processing includes all phases, from initial entry, transfer to a computer database to final closure by payment, dismissal or other disposition including transfer to delinquent collection services as may be designated by the City of Monterey Park. Citations must be processed by a mutually agreed upon means on a daily basis within one (1) business day of receipt of transmission from Monterey Park. Deletions, holds, and dispositions (e.g., payments, dismissals) must be processed within two (2) business days; dispositions must provide rejection capability to avoid duplication of citation numbers.

Automated Citations

The Contractor is responsible for ensuring the transmission, integrity, loading, and reconciliation of electronically issued citations. The citation processing system must prepare and transmit scofflaw and other designated special enforcement conditions to the issuance management system for use during electronic enforcement.

Manual Citations

The Contractor must provide data entry services to input, capture and process all manual (handwritten) citations, and is responsible for ensuring the integrity of this process.

- Batch, record and verify receipt of all manual citations within two business days of receipt of transmittal sheet from Monterey Park.
- Reconcile the physical count and the number of batches noted on the control log.
- Image copy and data enter manual citation. Include applicable edits and error handling. Manual citation images must be retrievable from the citation processing application.
- File and store citations and/or transmittal sheets and/or electronic transmittals in easily retrievable format.
- File and store electronic copy of citations for a minimum of five years, and then contact Monterey Park regarding purging.
- Provide a rejected citation workflow application that allows for the correction of citations by the City of Monterey Park.

Citation Processing

The system must process all manually and electronically issued citations. Electronic citations data must be available online within 24 hours of date of issuance, and manual citations must be available online within 48 hours of receipt by the Contractor. System must include data verification, quality control processes, and edit capability to correct dates, duplicate citations, violation codes, fine/penalty/fee amounts, and any other transmittal data.

Contractor must research any rejects or errors, process data entry corrections and

correction notices, and notify Monterey Park of any citations unable to be entered for any reason, such as no violation code, unreadable license, etc., within five (5) business days from the date the error appears on a report.

The system must provide scofflaw information/reports to identify vehicles that have accumulated five or more delinquent parking violations as define by Monterey Park. This scofflaw information as well as other designated special enforcement lists must be downloaded for use with handheld ticket writers and/or by telephone communication, and/or electronic communication, and as hard copy reports on a scheduled basis as agreed upon by the City of Monterey Park. The system must provide clearly readable reproductions or facsimiles of all citations and records upon request.

Payment Processing

Services must provide for the timely collection of fines, penalties and fees from parking violators whether they are currently located in-state or out-of-state. Payment can be accepted for single or multiple citations issued to one vehicle license. The accurate and timely processing of mail-in payments is critical and directly affects subsequent collection actions, such as application of late penalties, delinquent noticing and applying registration holds at the DMV. The Contractor must provide a mechanism and system for payment processing, conducted in a secure environment that includes the following:

- **Mail**

- A Post Office Box where payments, administrative review/hearing correspondence, and other documents are to be mailed
- Daily collection of mail from designated Post Office Box, except Saturdays, Sundays and designated holidays when the U.S. Postal Service is closed

- **Data Entry and Posting**

- Daily sort, batch, and posting (by postmark date) of all of successful proposer's incoming mail from designated Post Office Box
- Within one (1) business day, scanning, entry and processing of payments received, to include opening of all mail received, verifying payment amounts, updating database/computer records, and making daily bank deposits
- All payment source documents must be electronically imaged and retrievable from the citation processing application
- Provide equipment and staff to process mail-in payments, as well as research and answer telephone and written inquiries from the public
- System must accept citation dispositions and payments made by IVR and online
- Provide various access and approval levels necessary to protect information
- Adequate levels of control, audit, and redundancy to ensure accurate and timely receipt, processing and update of mail-in payments

- A process for the collection of citation fines, penalties and fees from lessees or vehicle car renters, which are returned by the registered owner claiming lessee/rental as a defense against violation
- Broad range of balancing and reconciliation procedures
- **Bank Deposits**
 - Daily reconciliation of all payments entered with bank deposits
 - Bank deposits made daily using armored courier service
 - Deposit reports provide daily record and citation payment detail
- **Credit Card Payments**
 - Ability to accept and process credit card (minimum of VISA, Master Card, Discover Card and American Express by automated telephone system and the Internet)
 - Capability of securing immediate authorization from the banking institution
 - Payments to be updated in the database immediately and in real-time
 - Convenience fees must be reasonable and charged to the violator
 - A current PCI Level-1 compliance certificate should be included in the proposal
- **NSF Processing**
 - The Contractor will prepare and send letters to the issuers of NSF checks to inform such issuers of the return check and to provide notification that a NSF penalty charge has been added to the total citation; In these cases, the City of Monterey Park will receive the original penalty amount and the Contractor will be entitled to the NSF fee collected
 - A full accounting reconciliation for this NSF account will be prepared each month
- **Late Fee/Penalty Processing**
 - Must include updating citation information with fine, penalty and fee amount owed as well as date of notification to violator
 - Penalties are to be added to citation information within one business day of the citation becoming delinquent
- **Remittance**
 - By the 15th of each month, the Contractor must remit to the City of Monterey Park the previous month's citation revenue
- **Shortages, Overages and Refunds**
 - The Contractor must be responsible for collection shortages, which may occur during the collection and processing
 - Shortages or losses must be reimbursed to the City of Monterey Park by the contractor
 - Overages must be researched and resolved by the Contractor to the City of Monterey Park's satisfaction

- Overages are the property of the City of Monterey Park
- Notification to City of Monterey Park of citations found to be not liable, but payments have been processed or are cancelled
- City of Monterey Park will issue refunds
- **Tracking and Reporting**
 - Ability to update a payment or disposition before posting the original citation, process payment of single citations, multiple citations, and citations on one or more vehicle license plate, in an online real-time environment
 - Tracking and reporting of rebilling on partial payments, checks returned for insufficient funds, non-payment of approved payment plans, re-entered citations for payment, vehicle change of ownership, and leased vehicle information
- **Security**
 - The contractor is responsible for ensuring the integrity and security of the City of Monterey Park's revenue throughout the entire processing procedure

Lockbox Cash Management

The Contractor must establish a P.O. Box for the receipt of payments by mail. These payments will be processed by the Contractor's lockbox cash management staff and then deposited into a Trust Account established with the Contractor's bank in the name of the Contractor and the City of Monterey Park.

- All activity within the Trust Account will be restricted to transactions for the City of Monterey Park
- Contractor will act as the owner of the Trust Account and have signatory control over the Trust Account
- A full accounting will be made to the City of Monterey Park at the end of each month
- Records of deposits, management reports and statistical summaries of activity for the period, together with supporting detail, will be provided
- Compensating balances normally offset bank-processing charges
- If the balances are not sufficient to offset the charges, those charges will be deducted from the amount due the City of Monterey Park
- In addition, return deposit items, citizen refunds, deposit adjustments and other bank adjustments will be deducted from or added to the amount due to the City of Monterey Park
- Contractor must electronically monitor and record all payment processing activities

Transaction Accounting, Financial Reconciliation and Audit

The Contractor must provide complete, daily oversight and reconciliation of all aspects of transaction processing and is accountable for any loss of funds. The monitoring, effectiveness, and accuracy of the Contractor's functions include, without limitation:

- Monitoring and oversight of subcontractor service delivery

- Auditing and reconciliation of suspended citations
- Correcting erroneous data
- Reconciling all deposits
- Making refunds and adjustments
- Processing Non-Sufficient Fund (NSF) checks
- Balancing revenue distribution reports
- Control, quality assurance and distribution of all reports required by the department
- Effective management of system security
- All monies deposited to the City of Monterey Park must be balanced to revenue reports based on citations paid and fees collected as reflected in the successful proposer's parking citation database
- The Contractor must immediately research and resolve any discrepancies between processing logs/worksheets and the database
- The Contractor must perform and monitor all financial corrections and adjustments transactions applied to the parking citation database; These include bad check processing and the application of funds from one citation to another. Full documentation must be created and filed to provide complete financial control over all exception processing
- Reconcile all transactions updated to the database
- All transactions entered into the system must have an audit trail
- Various financial adjustment transactions must be routinely processed to update to the parking citation database to accurately reflect conditions which occur after a payment is received

Online Cashiering

The Contractor must provide the ability to install on-line cashiering equipment at a City of Monterey Park office for accepting over-the-counter payments, providing receipts, updating the citation status, and controlling and balancing cash receipts at the request of the City of Monterey Park.

- Operate in an online mode and enable user access to the ticket number, license plate number, and vehicle owner name
- Apply all payments and adjustments directly to the database on a real-time basis
- Provide continuous cashiering operations in case of computer or communication outages
- Enable the user to perform payment transactions, print, display transaction totals, make adjustments, and list entries that have been made
- Provide audit control features

Customer Service

The Contractor must provide efficient, courteous, and professional processing all of the telephone calls, correspondence and any service requests received each day and responding with accurate, complete information. The proposed solution must include:

- A toll-free telephone number must be provided for the public to obtain information and make inquiries. This number will be in operation 24 hours a day, 7 days a week.
- Customer Service Representatives
 - Available during normal business hours of the City of Monterey Park to provide instructions and information on general parking policies and procedures, to handle complaints, and how to pay and contest citations
 - At least one customer service representative must be available for English and Spanish translation and a Chinese translation service available during regular business hours Monday through Friday
 - Sufficient staffing will be maintained to meet desired performance levels
 - Procedures must be in place for random monitoring of phone calls to check for accuracy and courtesy the information and instructions given out by the Contractor's staff
- Automated Systems - To augment service representatives for a user-friendly, convenient, and cost effective means of increasing public access to both general and specific parking citation information, and to provide an electronic means of making payments and/or contesting citations

Telephone - IVR (Interactive Voice Response) System

Internet - Web Site

- Available to the public 24 hours a day, 7 days a week
- Fully integrated with the parking citation processing system of retrieving parking citation data
- Comprehensive and clear information that is easy to comprehend in a system that supports easy, quick and smooth navigation
- Provide online, detailed, real-time custom information in response to standard inquiries regarding penalties and acceptable methods of payment, due dates for payment of penalties, procedures for appealing citations, and other related questions to which standardized responses may be given. Immediate, real-time updates
- For specific citation inquiries and encrypted or secure inquiry by license number or citation number: detailed, real-time information on a specific vehicle/citation regarding citation issuance and delinquency date, amount owed, penalties applied, due date for payment of penalty, account status and status of administrative review or hearing, ability to make remote electronic payment by credit card, debit card or e-check and obtain immediate authorization by banking institutions. Information / data to validate refund balances specific to request for refunds
- IVR - Professionally recorded messages regarding the City of Monterey Park's parking policies and procedures.
- IVR - During normal business hours, option to speak with a live representative and receive up-to-date information on the status of a citation
- IVR – Voice recognition capability to receive inquiries
- Web Site - For specific citations and encrypted or secure inquiry by license number or citation number, citizen can contest his/her citation by filing online appeal, attaching supporting evidence, and request for administrative review; These online submissions

will be integrated into the processing services workflow and batched and queued for adjudicator review

- Images captured by parking enforcement officers using camera enabled handhelds will be presented to the public through the web page
- When a hearing for an individual citation is requested online, web page to include a link to pay by web page, to encourage and facilitate prompt payment of the fine
- Web Site – Ability for citizens to complete a form online that allows them to request additional detailed citation information, including copies of citations, notices and correspondence
- Complaints will receive immediate and focused attention
 - Telephone response should be provided within one (1) business day
 - Suspend processing on citations when appropriate, initiate an administrative investigation when necessary, and notify the complainant of the status until matter is concluded
 - Complaints for which resolution is not simple or obvious, which are contested, or which draw high visibility, must be immediately reported to the City of Monterey Park
 - When correspondence is appropriate, it should be mailed within two (2) business days of last telephone contact or receipt of written complaint, whichever is later.
 - Provider will maintain a log of complaints received, response provided and action taken; These will be provided to the City of Monterey Park on a monthly basis
- Original citations to be voided when requested by authorized City of Monterey Park personnel
- Correspondence Processing
 - All correspondence (except complaint) must be processed within five (5) business days from the date and time of receipt
 - All inbound correspondence must be scanned for online review and processing
 - Adequate staffing to open, count, scan, review, track, audit and process all parking citation related correspondence received
 - Sort and process all correspondence by postmark date
- Privacy and Security – highest level of data security and data privacy in regards to all transactions; the Contractor will not share, sell or otherwise access City of Monterey Park data for reasons other than the normal processing of payments or as otherwise required by law

Department of Motor Vehicles (DMV) Registered Owner Inquiry

The Contractor must have the ability to efficiently and effectively obtain registered owner information and must have a working relationship with Nlets. This to include that ability to process:

- Requests for registered owner information from California DMV
- Provide enhanced services to include request for registered owner information directly from Nlets on behalf of the City of Monterey Park

- Ability to validate DMV vehicle makes upon return of DMV information to ensure the proper make of vehicle was issued the citation
- Ability to retrieve registered owner information from all 50 states, the District of Columbia, and Canadian provinces that permit acquisition of registration information and registered owner name
- At least three (3) documented attempts must be made to obtain registered owner information
- When the citation becomes delinquent (pursuant to State law), the registered owner name must be on file and available for the automatic generation of a Late Notice
- Implement edits and checks to ensure the accuracy of all data returned by the DMV before updating the parking citation database
- Requests for DMV Registration Holds from California DMV; For those vehicles for which no response to the Late Notice was made within five (5) days of the time allowed by law, a DMV Registration Hold Notice must be transmitted to the DMV
- Requests for DMV Registration Releases from California DMV; A Release of DMV Registration Hold must be transmitted to DMV if the successful proposer receives payment of a citation previously submitted to DMV for Hold; The data base must be updated immediately
- The Contractor must have the ability to release DMV Registration Holds upon the City of Monterey Park's request
- The Contractor must reimburse the City of Monterey Park for all successful registration holds
- The contractor must provide the ability for the City of Monterey Park to inquire the California DMV by plate, VIN or placard

Late Notices & Correspondence Generation and Mailing

The Contractor must provide the content, forms, format and initial postage for notices which are to be mailed first class and include a return pre-addressed envelope. Postage for all notices and correspondence mail by the Contractor will be reimbursed by the City of Monterey Park. Late Notices must be generated based on approved content and rules defined by the City of Monterey Park. Late Notices generated will be mailed on a mutually agreed upon schedule to registered owners and contain all information required by the State including, at a minimum:

- Registered owner name and address
- Vehicle license number
- Vehicle make
- Parking violation issue date, number, and time
- Location where parking violation was issued
- Issuing Agency
- Violation and description

- Information on how and where to make payment
- Amount of payment required
- Consequences of non-payment (penalties and DMV Registration hold)
- Contact information including toll free phone number and website address
- Ability to prepare multiple notices of delinquency of individual citations
- Composite notices and notices of partially paid citations
- Late Notice 1 - 7 days after issuance

Returned Check Notices will be mailed to individuals immediately upon notification that a check has been returned for nonpayment. The notices will state the amount of original fine, any delinquent penalties, and the appropriate returned check fee.

Partial Payment will be mailed at least daily. These notices must indicate the amount that was paid, late fees and the remainder that is due.

Drive Away Notices, which include an electronic facsimile of the issued citation, must be mailed daily. All notice forms and correspondence must conform to all applicable Federal, State and local rules, laws and regulations. Prior approval by the City of Monterey Park must be obtained before the use or changes to any such forms or notices. The Contractor must communicate with violators by mail in response to inquiries and correspondence regarding topics such as incomplete registration, citation, administrative review/appeals or payment information. The Contractor must be responsible for issuing notifications and must research the mail addresses on all returned mail, and re-mail a notice to the correct address, within five (5) business days of receiving the returned mail. The system must maintain a record of all notices and correspondence mailed and their mailing dates.

Administrative Review and Hearings

The proposed solution must provide for receiving, tracking, scheduling and supporting the City of Monterey Park's administrative review and hearing process. The proposer must describe their abilities and experience to provide adjudication support capabilities in accordance with the following requirements: Provide staff to respond to telephone inquiries regarding how to contest citations, time frames for contesting citations, outstanding amounts due, or any other pertinent information to contest a citation by mail, online or in-person. Such communications must maintain sensitivity to the needs of the public that promotes a positive perception of the City of Monterey Park's Parking Management program.

- Sort and batch administrative review and hearing requests by postmark date, online date received and/or type of investigation required
- Maintain a database of all review and/or hearing requests and correspondence received showing the current status of each request, integrated with parking citation issuance and processing system(s); The hearing tracking system must be integrated with the citation database obtain citation information such as citation issue date, delinquent date, amount

owed, and other citations open with the same license plate numbers; The system must be capable to do the following:

- Record data and comments for historical background and audits
- Suspend action while claims are under investigation
- Sort citations by type of violation and/or defense
- Record case decisions
- Generate letters
- Provide inquiry capabilities for citations in the review or hearing process
- Enter to tracking system database all administrative review and/or hearing requests received (within two (2) business days from date of receipt)
- Track case progress and enter updates, as needed
- Monitor all open cases and ensure that a result is received for each within required time frame
- Adjudication Scheduling Services – All records and information regarding adjudication must be carefully tracked and coordinated between the successful proposer and the City of Monterey Park
 - Administrative Reviews must be conducted by the City of Monterey Park, in coordination with information provided by the successful proposer
 - Administrative Hearings are provided by the City of Monterey Park's hearing officers; Based on the hearing schedule established by the City of Monterey Park, the successful proposer must schedule individual hearings
- Print and mail (by first class mail) hearing notification letters notifying the parking violator of the time and location of the hearing at least three (3) weeks in advance, no later than 6 weeks in advance, and within 60 days of receipt of the request from the City of Monterey Park
- Successful proposer must provide online, real-time access to the hearing schedule for authorized Monterey Park personnel to review pertinent information
- Respond to inquiries from the City of Monterey Park and the public regarding date of hearing, mailing date, location of hearing and directions to hearing location
- Re-send letters if location or date changes are necessary
- Forward to the City of Monterey Park for review and action, all inquiries regarding citations that are in the midst of a review and/or hearing process
- Enter into the database the results of all administrative review and/or hearing requests (within 2 business days from date of receipt)
- Print and promptly mail (by first class mail) all administrative review and hearing result letters explaining the results of the review or hearing in sufficient detail so that the complainant is able to understand why the citation was upheld as valid or why it was dismissed; the notice must also explain the procedures that must be followed if the complainant wishes to contest the citation further
- All source documents must be accounted for, logged in and out, and filed and stored for ease of retrieval if necessary

- System must provide updating of appeal dispositions and a complete audit trail of all information related to each case
- System must provide monthly reporting of review and hearing results by citation number

Booting/Towing Support

As an option and based on scofflaw criteria established by the City of Monterey Park, the system must provide the ability to identify vehicles eligible for booting or towing and allow the City of Monterey Park to update ticket database to indicate that a vehicle has been booted or towed, indicating date and time, location, type of vehicle, etc. In addition, the system must provide the ability to update the ticket database with boot/tow release information when verification of ticket payments or resolution as authorized. The System must provide the ability for designated staff to perform the following on-line inquiries, updates, and processes:

- On-line inquiry of habitual violator status within the ticket database
- Lists of violators eligible for booting/towing
- Upload of scofflaw lists to handheld ticket issuance computers
- Inquiry by:
 - License plate number
 - Vehicle owner's name
 - Vehicle Identification Number (VIN)
 - Ticket number

Both the boot and tow system modules will enable the City of Monterey Park and as maybe required by its towing contractor to track the status of vehicles from the point of apprehension to the point of release or disposal. The requisite notices will be generated at designated milestones within the City of Monterey Park's custody of the vehicle.

The system must also generate a daily listing of vehicles and vehicle information eligible for booting and/or towing. The boot and tow modules must operate online and real time mode and should require several data verifiers before the booting or towing of a vehicle to ensure the planned action is correct. The system must automatically assess boot and/or tow fees and include them in the total amount owed in order for vehicle release.

As an additional option and in an effort to provide increased levels of customer service to those individuals who have had their vehicles towed, the City of Monterey Park requires the capability of accepting payment for all fees due (tickets, boot/tow fee, and/or taxes) at the point of vehicle impoundment. This requires a real time online cashiering terminal with the same online capabilities as those found within the City of Monterey Park designated cashiering location. All information required for the release of a towed vehicle should be available at this terminal. This cashiering function must have the ability to accept cash, check, credit and debit cards.

This terminal, placed at the authorized agent location(s), must maintain the same level of reporting capabilities as those placed at City of Monterey Park cashiering locations and must be password level protected to allow access to specific modules as determined by the City of Monterey Park.

Permit Issuance and Management

The system must include a parking permit management module that provides for the application, issuance, management and reporting for City of Monterey Park authorized parking permits.

Key features of this module must include:

- Permit application management
- Ability to support and manage a permit wait list
- Housing an inventory of permit types, districts and the regulated streets within districts
- Full integration with the ticket processing module, enabling the resolution of parking citations issued incorrectly to permit holders, or the withholding of permit sales due to outstanding parking tickets
- Financial controls for the tracking and reconciliation of fees collected, and inclusion of fees in a permit collection report
- Ability to perform all maintenance, updates and payments online
- Ability to inquire online using a variety of search parameters
- Ability to generate notices for use in renewal or informational mailings
- Integration with the ticket processing system cashiering module, allowing outstanding balances for parking tickets and new permit sales to take place in one transaction
- Configurable to match existing permit data entry flow, for easy transition
- Ability to interface with other systems, such as accepting payments via payroll deduction through periodic file import and/or export
- Ability to utilize assign/allocate multiple permits to a single address
- Ability to assign multiple vehicles to a single permit tag (carpools, multi-vehicle families)

- Allows permit types to be defined with flat-rate, prorated or tiered fee schedules

Reporting

The system must include a comprehensive suite of standard financial and operational management reports that are selectable by authorized City of Monterey Park personnel. These reports must be comprehensive in nature and include real time data. The system must provide the ability to view, print and save a full complement of daily, monthly and annual management, processing, collection, and enforcement reports for the City of Monterey Park. These must include standard reports that provide information such as:

- Parking citations issued – month/year-to-date, with violation code and fine plus penalty amounts added
- Parking citations processed/collected - monthly activity status: month beginning - current month activity - month end. Typical items that would be included: payments on citations, payments on delinquent notices, payments on DMV holds, dismissals, Registered Owner (RO) notified, RO placed on DMV hold, DMV holds placed/released, etc.
- Status history of open and closed parking violations
- Revenue collected month/year-to-date; remittance; distribution; deposits
- Aged Accounts Receivable
- Payment analysis by original citation, Late Notice and DMV Hold
- Monthly Habitual Violators Report listing registered violations
- Out-of-State vehicle citations
- Violation analysis by issuing agency
- Citation issuance by location
- Tow/Boot activity
- Administrative review/hearing activity and outcomes
- Complaint log
- Delinquent collections
- Variety of additional processing and collections reports, e.g. re: credit balances, cleared citations, voids, cancellations, NSF, operator productivity, late payments, suspended citations, duplicates, etc.
- Special reports as requested

The system must also provide the City of Monterey Park with the ability to generate ad-hoc reports. The Contractor must provide training to City of Monterey Park staff in the use and interpretation of the reports produced by the system as well as the use of the ad hoc reporting tool. The proposer must submit with samples of reports as part of the proposal package.

Database and Data Access/Retrieval

The Contractor must provide online, real time access to all citation data, vehicle registration owner data, payment information and history, appeal history and status, and complete records of all processing status and public contacts by phone or mail. System to have controls, checks and balances sufficient to ensure data integrity for all information processed for the department. Provide inquiry capabilities which allow users to retrieve parking citation data by entering appropriate information into key citation data fields. Display and present cross reference information clearly with an indicator to alert the user if more related data is available, but not presented on the data screen in use. Capable of providing user specified methods of inquiry and presenting information in formats determined by the department. The system must be dynamic and capable of being readily and efficiently adaptable to changes in policy, user preference or future changes in the processing, collection and public service environments.

Delinquent Collection Solution Requirements

The City of Monterey Park requires the Contractor to provide and manage the following processes and procedures at a minimum. The City of Monterey Park will evaluate proposers for the comprehensiveness and effectiveness of their proposed solutions.

Account Placements

Account placements will be sent via electronic file exchange in a format and on a schedule specified by the City of Monterey Park.

Acknowledgements

The Contractor must provide referral acknowledgements for all debt submitted and ensure that the amount and content of the data sent by the City of Monterey Park exactly matches the amount and content of the data received by the Contractor.

Account Updates and Interface Management

Contractor must provide an automated process to handle updates to accounts referred to collections whereby the City of Monterey Park may continue to receive payments or effect account status changes outside of the collection process. This will be provided in the form of automated data exchanges with City of Monterey Park systems in a format and on a schedule defined by the City of Monterey Park.

Account Inquiries

As an option, the Contractor must provide the City of Monterey Park with secured inquiry access to the collection database. In this case, the system must provide the ability to manage access to functions and data through the use of sophisticated user identification and password control.

Collection Notices

The Contractor must work with the City of Monterey Park to craft and approve delinquent notices to be generated and mailed to debtors. This will include notice layout, language, and mailing frequency. A custom designed, laser printed delinquent notice must be mailed to each debtor immediately after the accounts are entered into

the collection system. A series of personalized letters must be sent on each account. All letters sent to debtors must be custom designed and laser printed. All of the letters must provide the debtor with a toll-free phone number for obtaining account information, a remittance slip bearing the assigned reference number, and a return remittance envelope. In addition, the Contractor must use payment reminder, postdated check, and broken promise letters to collect the debt. The Contractor must ensure that the City of Monterey Park has final approval control over letter content including text and layout.

Address Correction Handling

The Contractor must provide address corrections for returned mail.

Interactive Voice Response

The Contractor must provide customers and debtors 24/7 access to a toll-free automated phone system for payment and customer support services. All of these would be local time to the City of Monterey Park. The Contractor must utilize an IVR system to provide coverage. The IVR must be capable of handling all incoming phone calls, taking messages, providing account information and accepting automated payment. The Contractor must ensure that the City of Monterey Park has approval control over automated script content.

Call Center Support

In addition, the Contractor must provide person-to-person customer service support from 8:00am to 8:00pm, Monday through Friday and 8:00am to 12:00pm Saturday. The Contractor must handle inquiries, discrepancies and complaints. This will include defining agreed upon procedures for handling different types of complaints as well as dispute resolution procedures to include supervisory levels at the Contractor and the City of Monterey Park and account settlement parameters.

Multiple Payment Options

The Contractor must accommodate a myriad of payment options. The proposed solution must accept payments via IVR, through the Internet, Western Union Quick Collect and mail. Payment may be made in the form of credit cards (Visa, MasterCard Discover or American Express), Automated Check/Bank drafts, Checks over the phone, Post Dated Checks, cash, and promise to pay Installment Plans.

Lockbox Services

The Contractor must provide secured lockbox services to address mail payments. This will include a PO Box established, provided by the Contractor, for collection related payments. The Contractor will be responsible for any and all PO Box management fees.

Process Compliance

The Contractor must provide a client compliance feature that gives the City of Monterey Park the ability to define a due diligence contract which requires specific actions on an account within certain time-periods. If that action is not taken, the Contractor is alerted so special attention can be given to the account. The client compliance feature of the system ensures full compliance with the requirements of the City of Monterey Park, which requires its accounts be worked in a specific manner.

Account Closure

The Contractor must have the ability to support account closure based on rules defined by the City of Monterey Park. This includes, but is not limited to, closing an account, discontinue collection and return the account to the City of Monterey Park. The Contractor must also have the ability to provide account closure and return debt that is recalled by the City of Monterey Park.

Licensing and FDCPA Compliance

Contractor must be a licensed collection agency with a license to practice collections in the State of California. All collection related activities must properly follow all applicable State & local laws & regulations.

Funds Management

Contractor must establish funds transfer parameters to include type of funds transfer, bank/account specifications and frequency of deposits.

Collection Schedule

The collection schedule must be developed to provide maximum coverage during the following hours at minimum:

- Monday through Friday from 8:00am to 8:00pm; and
- Saturday from 8:00am to 2:00pm.

Productivity and Performance Management

Contractor's management must be able to monitor and review the daily milestones, call volumes, and goal status of collector activity.

Technical Solution Requirements

The Contractor must provide evidence of a technology solution that is in compliance with the requirements outlined below.

Proven Information System

The Contractor must use a proven and fully developed delinquent account collection system and related tools. The system must include full audit functionality for each collection activity as well as timely back-ups and effective recovery procedures. The Contractor must provide an information technology system that allows for flexibility within the application for any future changes required by the City of Monterey Park.

Facility

The Contractor must provide a facility to perform the required services. The Contractor's facility must include all equipment, communications and resources necessary to perform the required services. The Contractor must make available its facilities including its information system for audit or inspection by the City of Monterey Park at any time.

Security

The Contractor must develop and provide physical and systems security.

Procedural Requirements

The following requirements directly reflect the guidelines published by the City of

Monterey Park regarding the collection portion of this procurement. No exceptions or deviations of any kind must be granted or accepted.

General

1. The Contractor must comply with all applicable federal, state and local laws and State rules, including, without limitation, all applicable State & local laws & regulations the Federal Fair Debt Collection Practices Act, 15, U.S.C.A. §§1692 – 1692p.
2. The Contractor must ensure the confidentiality of all records received from the City of Monterey Park. These records are the property of the City of Monterey Park and may not be used by the Contractor for any other purpose.
3. The Contractor must institute collection activities in accordance with these regulations on all debts received from the City of Monterey Park.
4. The Contractor or any of its employees may not be a creditor, an officer or an employee of the City of Monterey Park that contracts with the Contractor.
5. The Contractor and its personnel may not, in any way, represent themselves as employees of the municipality, county, State or City of Monterey Park.
6. The Contractor must be responsible for training its staff in the relevant law governing collection agencies, the due process remedies available to debtors, and these procedures and guidelines, so that its staff can converse knowledgeably with debtors about their accounts.
7. Upon learning that a debtor is deceased, the Contractor must notify the City of Monterey Park and must immediately cease all collection efforts with respect to that debtor.
8. The Contractor may not undertake any litigation in regard to its collection activities under its contract with the City of Monterey Park unless authorized.
9. The Contractor must accept electronic files from the City of Monterey Park on behalf of the City of Monterey Park or reports from the City of Monterey Park identifying cases selected for collection. The Contractor must be responsible for converting supplied information or report data from the municipal court to the Contractor's computer system.
10. The Contractor must maintain individual records by the debtor's name, driver's license number and social security number, where available. Records must contain notations for both correspondence and telephone contact. Correspondence must be stored electronically.

11. The Contractor must have the ability to obtain the most recent addresses of persons who owe money from outstanding time payment orders.
12. The Contractor must retain appropriate records of all payments and case status information reported by the City of Monterey Park in order to provide a clear audit trail for the City of Monterey Park and to settle disputes that may arise from processing and collection activities.
13. The Contractor must discontinue all collection activities immediately upon notification that the debtor's account is paid in full.
14. Termination or suspension of the contract must be done in accordance with the provisions contained in the contract established with the Contractor.
15. Upon termination or suspension of the contract, the Contractor must provide the City of Monterey Park with a timely report of the final status of all current collection cases.

Subcontractors

1. The Contractor may contract with a third party subcontractor to perform collection services under the negotiated contract between the City of Monterey Park and the Contractor.
2. Subcontracting of any work by the Contractor must not relieve the Contractor of its full obligations under contract. The Contractor must notify and receive the approval of the City of Monterey Park before hiring any subcontractor for work specified in the contract.
3. The subcontractor must comply with all applicable federal, state and local laws, State rules and procedures, including, without limitation, the Federal Fair Debt Collection Practices Act, 15 U.S.C.A. §§ 1692 – 1692p. which apply to the contract.
4. The subcontractor or any of its employees may not be a creditor, an officer or an employee of the City of Monterey Park that has contracted with the Contractor.

Reporting

1. The Contractor must forward to the City of Monterey Park on a timely basis all statistical data requested by the City of Monterey Park in any format required. The City of Monterey Park must have the right to prescribe forms or electronic files which the Contractor must use to report collection and status of accounts. Minimum reporting requirements are as follows:

- a) A list in last name sequence of all open accounts indicating the status of those accounts. The report must also indicate the collection agency's efforts and results for obtaining address information.
 - c) A revenue report, showing summary and detail information of all collections generated in a particular timeframe.
 - d) A regression report, showing the monthly incremental dollar and percentage amount collected by the Contractor for each assigned batch of accounts.
2. The Contractor must provide all reports as required by the contract in accordance with the agreed upon schedule for providing each.
 3. The Contractor must instruct debtors to notify them of any address or name changes. The Contractor must note these changes in its file, in addition to maintaining the name and address given by the municipal court. The Contractor must promptly notify the City of Monterey Park of any name or address changes of which it becomes aware.

Other

Other rules as may be required.

Related Products and Services

Proposers may offer any additional or related services which may complement the core Contractor Services which are the purpose of this procurement process.

Project Management and Implementation

The Contractor must provide a structured approach, detailed work plan and preliminary schedule for transition as well as support for ongoing program operation. The Contractor must provide a comprehensive approach for efficiently and effectively defining, designing, configuring, documenting, converting, testing, training, implementing and supporting the required solution. The Contractor must provide the required staff, management and supervision necessary to successfully fulfill the implementation as well as ongoing operations and support of a resulting contract. The Contractor must participate in initial as well as ongoing status meetings as may be required by the City of Monterey Park.

Ongoing Support Services

The respondent will describe its solution for the provision of ongoing system administration including without limitation:

- Backup and restart capabilities
- Configuration management (*devices, management system, related equipment)
- List management
- Security management

- Replacement devices
- System upgrades and enhancements
- Customer service
- Warranty
- Maintenance

6. Required Qualifications:

The selected respondent must have a minimum three (3) most recent years of experience performing similar services for a Los Angeles County police agency or government municipality as those detailed in the Technical Requirements Section of this RFP.

The respondent must also:

- Be registered and maintain proper business licenses and remain in good standing within the State of California and the City of Monterey Park;
- Have sufficient size and depth of management, resources and staff to support the services required in the specifications;
- Have sufficient financial resources to meet payroll, equipment and supplies to meet operational requirements and ensure quality service;
- Provide Parking Citation Issuance, Processing and Delinquent Collections Solutions as the primary function of their business;
- Have been in business for at least five years providing Parking Citation Issuance, Processing and Delinquent Collections Solutions to similar sized city governments;
- Contractor must, at its own expense, carry and maintain, during the period of performance: California required Worker's Compensation Insurance and Employer's Liability Insurance for its employees with limits of \$2,000,000, per occurrence, or evidence of self-insurance where permitted by law; Comprehensive General Liability Insurance with minimum limits of \$2,000,000 and on which the City of Monterey Park, its Officers, Officials, Employees and Volunteers are named as additional insured.
- Evaluate City Parking Citation Issuance, Processing and Delinquent Collections Solutions needs and then recommend, appropriate technological enhancements, processes, and standards.

7. Time Schedule:

There is no expressed or implied obligation of the City of Monterey Park to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et. seq.), unless exempt.

The City of Monterey Park reserves the right to reject any or all proposals submitted and/or waive any irregularity.

During the evaluation process, the City of Monterey Park reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

This RFP does not constitute any form or offer to contract.

The initial term of this Agreement is five years. The Contract may be extended for an Extension Term of two additional two-year periods for a total of four additional years at City's sole discretion.

8. Response Submittal Requirements.

A. CONTENTS OF PROPOSAL

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit proposals in the required format will result in elimination from proposal evaluation.

FORMAT

Each proposal must be submitted in two parts:

Part I must relate to the Technical Proposal

Part II must relate to the Cost Proposal

PART I - TECHNICAL PROPOSAL

Cover Letter - Must include the name, address, and telephone number of the company, and be signed by the person or persons authorized to represent the firm.

Table of Contents - Clearly identify material contained in the proposal by section and page number.

Introduction (Section 1) - Contents to be determined by contractor.

Project Analysis (Section 2) - Provide an explanation and interpretation of the challenges identified in this RFP.

Objective, Scope, Nature of Proposed Program (Section 3) - Describe the overall approach to the challenges, including the objective and scope of work to be performed by the contractor

Work Program (Section 4) - Describe the work or tasks to be performed.

Methodology (Section 5) - Describe the methodology and techniques to be employed.

Project Management (Section 6) - Describe the proposed management structure, organization of contracting group, and facilities available.

Assigned Personnel (Section 7) - Identify the principals having primary responsibility for implementing the proposal. Discuss their professional and academic backgrounds. Provide a summary of similar work they have previously performed. List the amount of time, on a continuous basis, that each principal will spend on this project. Describe the responsibilities and capacity of the technical personnel involved. Substitution of project manager and/or lead personnel will not be permitted without prior written approval of the City.

Schedule (Section 8) - List the proposed schedule of activities including labor hours.

Program Monitoring (Section 9) - Describe the quality control procedures to be utilized during the project to ensure conformance with the scope of work.

City Resources (Section 10) - Describe City services and staff resources needed to supplement contractor activities to achieve identified objective(s).

Subcontractors (Section 11) - If subcontractors are to be used, identify each of them in the proposal. Describe the work to be performed by them and the number of hours or the percentage of time they will devote to the project. Provide a list of their assigned staff, their qualifications, relationship to project management, schedule, costs, and hourly rates.

Contractor Capability and References (Section 12) - Provide a summary of the firm's relevant background experience. Discuss the applicability of such experience to this RFP. Include examples of projects completed for other similar agencies that are of a similar nature and a contact person for each of those clients.

Alternative Proposals (Section 13) - Provide statements of alternative proposals, if any, labeled "Alternative Proposal Number One, Alternative Proposal Number Two," etc. The format of each alternative proposal submitted may be abbreviated to address just the following:

- a. Work Program

- b. Methodology
- c. Assigned Personnel

Conflict of Interest (Section 14) - Address possible conflicts of interest with other clients affected by actions performed by the firm on behalf of the City. Although the bidder will not be automatically disqualified by reason of work performed for other parties, the City reserves the right to consider the nature and extent of such work in evaluating the proposal.

PART II - COST PROPOSAL

Name and Address

The Cost Proposal must list the name and complete address of the bidder in the upper, left-hand corner.

Cost Proposal

The Cost/Price format for the proposal must be as outlined in the Agreement for services. Exhibit A

Total cost must be clearly indicated at the end of the Cost Proposal and entered on the first page of the proposal.

Costs must be itemized per the agreement for services.

Charges for supplies, equipment, travel, and subcontractors will be paid at cost. It is expected that general, overhead, and administrative costs are included in the hourly rate for labor. Bids submitted will be held to the total cost given in the response quote. It will be assumed that all contingencies and/or anticipated escalations are included. No additional funds will be paid above and beyond the original quote given by the selected bidder.

B. PROPOSAL SUBMISSION

All proposals must be submitted according to specifications set forth in Section 8 (a) - Contents of Proposal and this section. Failure to adhere to these specifications may be cause for rejection of proposal.

- I. Signature. An authorized representative of the bidder MUST sign all proposals.
- II. Due Date. The proposer must submit THREE (3) complete copies of the proposal in a sealed envelope, plainly marked in the upper, left-hand corner with the name and address of the bidder and the words "Request for Proposal # PD-1801." All proposals must be received before June 06, 2018 08:00 a.m. and should be directed to:

City of Monterey Park City Clerk
Attn: David Elliott, Traffic Bureau Commander
320 W. Newmark Ave
Monterey Park, CA 91754

Late bids/proposals will not be accepted. Any correction or resubmission done by the proposer will not extend the submittal due date.

III. Addenda. City may modify the proposal and/or issue supplementary information or guidelines relating to the RFP during the proposal preparation period of April 25, 2018 to June 06, 2018.

IV. Rejection. A proposal may be deemed nonresponsive and may be immediately rejected if:

- It is received at any time after the exact date and time set for receipt of proposals and/or;
- It is not prepared in the format prescribed and/or;
- It is signed by an individual not authorized to represent the firm.

V. Disposition of Proposals. The City reserves the right to reject any or all proposals. All responses become the property of the City. One copy of the proposal must be retained for City files. Additional copies and materials will be returned only if requested and at the bidder's expense.

VI. Proposal Changes. Once submitted, proposals, including the composition of the contracting team, cannot be altered without the prior written consent of the City. All proposals constitute an offer to the City and may not be withdrawn for a period of sixty (60) days after the last day to accept proposals.

Proposals will be evaluated on the following criteria:

1. Contractor's understanding of scope of work.
2. Contractor's approach to performing the tasks defined in the Scope of Work.
3. Capability of firm and key project personnel to handle the project in terms of workload, experience, and efficient staff utilization

During the selection process, the evaluation panel may wish to interview bidders with scores above a natural break, for clarification purposes only. No new material will be permitted at this time.

Exhibit A: Sample Contract

Exhibit B: Insurance Requirements (signed copy must be included with proposal)

Exhibit A – Sample Contract

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF MONTEREY PARK AND**

This AGREEMENT is entered into this ____ day of _____, 20__, by and between the CITY OF MONTEREY PARK, a municipal corporation and general law city ("CITY") and _____[name]_____, a _____[type of organization]_____ ("CONSULTANT").

1. CONSIDERATION.

A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, below;

B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;

C. As additional consideration, CITY agrees to pay CONSULTANT a sum not to exceed _____ dollars (\$_____) for CONSULTANT's services. CITY may modify this amount as set forth below. Unless otherwise specified by written amendment to this Agreement, CITY will pay this sum as specified in the attached Exhibit "B," which is incorporated by reference.

2. SCOPE OF SERVICES.

A. CONSULTANT will perform services listed in the attached Exhibit "A," which is incorporated by reference.

B. CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as herein otherwise expressly specified to be furnished by CITY, necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

3. PERFORMANCE STANDARDS. While performing this Agreement, CONSULTANT will use the appropriate generally accepted professional standards of practice existing at the time of performance utilized by persons engaged in providing similar services. CITY will continuously monitor CONSULTANT's services. CITY will notify CONSULTANT of any deficiencies and CONSULTANT will have fifteen (15) days after such notification to cure any shortcomings to CITY's satisfaction. Costs associated with curing the deficiencies will be borne by CONSULTANT.

4. PAYMENTS. For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit a detailed invoice to CITY which lists the hours worked and hourly rates for each personnel category and reimbursable costs (all as set forth in Exhibit "B") the tasks performed, the percentage of the task completed during the billing period, the cumulative percentage completed for each task, the total cost of that work during the preceding billing month and a cumulative cash flow curve showing projected and actual expenditures versus time to date.

5. NON-APPROPRIATION OF FUNDS. Payments due and payable to CONSULTANT for current services are within the current budget and within an available, unexhausted and unencumbered

appropriation of the CITY. In the event the CITY has not appropriated sufficient funds for payment of CONSULTANT services beyond the current fiscal year, this Agreement will cover only those costs incurred up to the conclusion of the current fiscal year.

6. ADDITIONAL WORK.

A. CITY's city manager ("Manager") may determine, at the Manager's sole discretion, that CONSULTANT must perform additional work ("Additional Work") to complete the Scope of Work. If Additional Work is needed, the Manager will give written authorization to CONSULTANT to perform such Additional Work.

B. If CONSULTANT believes Additional Work is needed to complete the Scope of Work, CONSULTANT will provide the Manager with written notification that contains a specific description of the proposed Additional Work, reasons for such Additional Work, and a detailed proposal regarding cost.

C. Payments over \$_____ for Additional Work must be approved by CITY's city council. All Additional Work will be subject to all other terms and provisions of this Agreement.

7. FAMILIARITY WITH WORK.

A. By executing this Agreement, CONSULTANT agrees that it has:

- i. Carefully investigated and considered the scope of services to be performed;
- ii. Carefully considered how the services should be performed; and
- iii. Understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.

B. If services involve work upon any site, CONSULTANT agrees that CONSULTANT has or will investigate the site and is or will be fully acquainted with the conditions there existing, before commencing the services hereunder. Should CONSULTANT discover any latent or unknown conditions that may materially affect the performance of the services, CONSULTANT will immediately inform CITY of such fact and will not proceed except at CONSULTANT's own risk until written instructions are received from CITY.

8. TERM. The term of this Agreement will be from _____ to _____. Unless otherwise determined by written amendment between the parties, this Agreement will terminate in the following instances:

- A. Completion of the work specified in Exhibit "A";
- B. Termination as stated in Section 16.

9. TIME FOR PERFORMANCE.

A. CONSULTANT will not perform any work under this Agreement until:

- i. CONSULTANT furnishes proof of insurance as required under Section 23 of this Agreement; and

ii. CITY gives CONSULTANT a written notice to proceed.

B. Should CONSULTANT begin work on any phase in advance of receiving written authorization to proceed, any such professional services are at CONSULTANT's own risk.

10. TIME EXTENSIONS. Should CONSULTANT be delayed by causes beyond CONSULTANT's control, CITY may grant a time extension for the completion of the contracted services. If delay occurs, CONSULTANT must notify the Manager within forty-eight hours (48 hours), in writing, of the cause and the extent of the delay and how such delay interferes with the Agreement's schedule. The Manager will extend the completion time, when appropriate, for the completion of the contracted services.

11. CONSISTENCY. In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement takes precedence over the attached Exhibits; this Agreement supersedes any conflicting provisions. Any inconsistency between the Exhibits will be resolved in the order in which the Exhibits appear below:

A. Exhibit A: Scope of Work;

B. Exhibit B: Budget; and

C. Exhibit C: Proposal for Services.

12. CHANGES. CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

13. TAXPAYER IDENTIFICATION NUMBER. CONSULTANT will provide CITY with a Taxpayer Identification Number.

14. PERMITS AND LICENSES. CONSULTANT, at its sole expense, will obtain and maintain during the term of this Agreement, all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

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

16. TERMINATION.

A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause.

B. CONSULTANT may terminate this Agreement at any time with CITY's mutual consent. Notice will be in writing at least thirty (30) days before the effective termination date.

C. Upon receiving a termination notice, CONSULTANT will immediately cease performance under

this Agreement unless otherwise provided in the termination notice. Except as otherwise provided in the termination notice, any additional work performed by CONSULTANT after receiving a termination notice will be performed at CONSULTANT's own cost; CITY will not be obligated to compensate CONSULTANT for such work.

D. Should termination occur, all finished or unfinished documents, data, studies, surveys, drawings, maps, reports and other materials prepared by CONSULTANT will, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination, not to exceed the total costs under Section 1(C).

E. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.

F. By executing this document, CONSULTANT waives any and all claims for damages that might otherwise arise from CITY's termination under this Section.

17. OWNERSHIP OF DOCUMENTS. All documents, data, studies, drawings, maps, models, photographs and reports prepared by CONSULTANT under this Agreement are CITY's property. CONSULTANT may retain copies of said documents and materials as desired, but will deliver all original materials to CITY upon CITY's written notice. CITY agrees that use of CONSULTANT's completed work product, for purposes other than identified in this Agreement, or use of incomplete work product, is at CITY's own risk.

18. PUBLICATION OF DOCUMENTS. Except as necessary for performance of service under this Agreement, no copies, sketches, or graphs of materials, including graphic art work, prepared pursuant to this Agreement, will be released by CONSULTANT to any other person or public CITY without CITY's prior written approval. All press releases, including graphic display information to be published in newspapers or magazines, will be approved and distributed solely by CITY, unless otherwise provided by written agreement between the parties.

19. INDEMNIFICATION.

A. CONSULTANT agrees to the following:

i. Indemnification for Professional Services. CONSULTANT will save harmless and indemnify and at CITY's request reimburse defense costs for CITY and all its officers, volunteers, employees and representatives from and against any and all suits, actions, or claims, of any character whatever, brought for, or on account of, any injuries or damages sustained by any person or property resulting or arising from any negligent or wrongful act, error or omission by CONSULTANT or any of CONSULTANT's officers, agents, employees, or representatives, in the performance of this Agreement, except for such loss or damage arising from CITY's sole negligence or willful misconduct.

ii. Indemnification for other Damages. CONSULTANT indemnifies and holds CITY harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of this Agreement, or its performance, 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 this Agreement, or its performance, CONSULTANT will defend CITY (at CITY's request and with counsel satisfactory to CITY) and will indemnify CITY for any judgment rendered against it or any sums paid out in settlement or otherwise.

B. For purposes of this section "CITY" includes CITY's officers, officials, employees, agents, representatives, and certified volunteers.

C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.

D. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 23, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

20. ASSIGNABILITY. This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

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

22. AUDIT OF RECORDS. CONSULTANT will maintain full and accurate records with respect to all services and matters covered under this Agreement. CITY will have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. CONSULTANT will retain such financial and program service records for at least three (3) years after termination or final payment under this Agreement.

23. INSURANCE.

A. Before commencing performance under this Agreement, and at all other times this Agreement is effective, CONSULTANT will procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

Type of Insurance	Limits
Commercial general liability:	\$2,000,000
Professional Liability	\$1,000,000
Business automobile liability	\$1,000,000
Workers compensation	Statutory requirement

B. Commercial general liability insurance will meet or exceed the requirements of the most recent ISO-CGL Form. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies will be

endorsed to name CITY, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by CITY will be excess thereto. Such endorsement must be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. Such insurance will be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to CITY.

C. Professional liability coverage will be on an "occurrence basis" if such coverage is available, or on a "claims made" basis if not available. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

D. Automobile coverage will be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).

E. CONSULTANT will furnish to CITY duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement and such other evidence of insurance or copies of policies as may be reasonably required by CITY from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII."

F. Should CONSULTANT, for any reason, fail to obtain and maintain the insurance required by this Agreement, CITY may obtain such coverage at CONSULTANT's expense and deduct the cost of such insurance from payments due to CONSULTANT under this Agreement or terminate pursuant to Section 16.

G. Self-Insured Retention/Deductibles. All policies required by this Agreement must allow CITY, as additional insured, to satisfy the self-insured retention ("SIR") and deductible of the policy in lieu of CONSULTANT (as the named insured) should CONSULTANT fail to pay the SIR or deductible requirements. The amount of the SIR or deductible is subject to the approval of the City Attorney and the Finance Director. CONSULTANT understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by CONSULTANT as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should CITY pay the SIR or deductible on CITY's behalf upon the CONSULTANT'S failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages in any action against CONSULTANT for breach of this Agreement in addition to any other damages incurred by CITY due to the breach.

24. USE OF SUBCONTRACTORS. CONSULTANT must obtain CITY's prior written approval to use any consultants while performing any portion of this Agreement. Such approval must approve of the proposed consultant and the terms of compensation.

25. INCIDENTAL TASKS. CONSULTANT will meet with CITY monthly to provide the status on the project, which will include a schedule update and a short narrative description of progress during the past month for each major task, a description of the work remaining and a description of the work to be done before the next schedule update.

26. NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY
City of Monterey Park
320 W Newmark Ave
Monterey Park, CA 91754
Attn:

CONSULTANT

Attn:

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

27. CONFLICT OF INTEREST. CONSULTANT will comply with all conflict of interest laws and regulations including, without limitation, CITY's conflict of interest regulations.

28. SOLICITATION. CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

29. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.

30. 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.

31. COMPLIANCE WITH LAW. CONSULTANT agrees to comply with all federal, state, and local laws applicable to this Agreement.

32. ENTIRE AGREEMENT. This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written. There are () Attachments to this Agreement. This Agreement will bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.

33. RULES OF CONSTRUCTION. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

34. SEVERABILITY. If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.

35. AUTHORITY/MODIFICATION. The Parties represent and warrant that all necessary action has

been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment. CITY's executive manager, or designee, may execute any such amendment on behalf of CITY.

36. ACCEPTANCE OF FACSIMILE SIGNATURES. The Parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.

37. CAPTIONS. The captions of the paragraphs of this Agreement are for convenience of reference only and will not affect the interpretation of this Agreement.

38. TIME IS OF ESSENCE. Time is of the essence for each and every provision of this Agreement.

39. FORCE MAJEURE. Should performance of this Agreement be prevented due to fire, flood, explosion, acts of terrorism, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' reasonable control, then the Agreement will immediately terminate without obligation of either party to the other.

40. STATEMENT OF EXPERIENCE. By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public CITY.

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF MONTEREY PARK

Ron Bow,
City Manager

ATTEST:

Vincent D. Chang,
City Clerk

Taxpayer ID No. _____
Business License No. _____

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

By: _____
Karl H. Berger,
Assistant City Attorney

EXHIBIT B

**INSURANCE REQUIREMENTS
[MUST BE SUBMITTED WITH PROJECT PROPOSAL]**

Insurance reviewed by: _____ To be awarded this contract, the successful bidder must procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$2,000,000.00
Business automobile liability	\$500,000.00
Workers compensation	Statutory requirement.

Commercial general liability insurance must meet or exceed the requirements of the most recent ISO-CGL Form Number. The amount of insurance set forth above must be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies must be endorsed to name the City, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by the City will be excess thereto. Such 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.

Professional liability coverage must be on an "occurrence basis" if such coverage is available, or on a "claims made" basis if not available. When coverage is provided on a "claims made basis," the Consultant must continue to maintain the insurance in effect for a period of three (3) years after this Agreement expires or is terminated ("extended insurance"). Such extended insurance must have the same coverage and limits as the policy that was in effect during the term of this Agreement, and cover the Consultant for all claims made by the City arising out of any errors or omissions of the Consultant, or its officers, employees or agents during the time this Agreement was in effect.

Automobile coverage must be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).

The Consultant must furnish to the City duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement, endorsements as required herein, and such other evidence of insurance or copies of policies as may be reasonably required by the City from time to time. Insurance must be placed with admitted insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII." Certificate(s) must reflect that the insurer will provide thirty (30) day notice of any cancellation of coverage. The Consultant will require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

By signing this form, the bidder certifies that it has read, understands, and will comply with these insurance requirements if it is selected as the City's consultant. Failure to provide this form may render the bidder's proposal "nonresponsive."

Date

Bidder

ATTACHMENT 2
Data Ticket Inc. Proposal

MONTEREY PARK *California*

**Request for Proposal
RFP NO. PD-1801
for**

**Parking Citation Issuance, Processing and Delinquent
Collections Solutions**

PART I - TECHNICAL PROPOSAL

**JUNE 6, 2018
8:00AM**

COPY



SUBMITTED BY

DATA TICKET, INC.

**Brook Westcott
Chief Operating Officer
2603 Main Street, Suite 300
Irvine, CA 92614
Phone: (949) 428-7240 | Fax: (949) 281-3195**

COVER LETTER

City of Monterey Park
Attention: David Elliott, Traffic Bureau Commander
Re: RFP No. PD-1801
320 W. Newmark Avenue
Monterey Park, CA 91754



June 4, 2018

Dear Selection Committee:

Data Ticket, Inc. appreciates the opportunity to respond to the Request for Proposals No. PD - 1801 for Parking Citation Issuance, Processing and Delinquent Collections for the City of Monterey Park. Data Ticket has been providing parking citation processing for over 29 years and permit processing services for the past 12 years. Our services are offered to our clients nation-wide, but we partner with a significant number of Cities surrounding Monterey Park. We believe this unique characteristic is favorable given the ability to share data with neighboring Cities.

As we listened to Commander Elliott during the required pre-bid meeting, we wondered what we could offer the City that other vendors in the meeting could not. We listened intently as he described the City's fast-paced growth, long relationship with its existing vendor, requirement for the very best service available, and the ability of a vendor to better itself over time and hold itself to a higher standard. We believe probably each vendor in the meeting was checking these items off in their heads, thinking, yes, we do that. But do we all really? Data Ticket does. And we intend to prove it in our response to the City's RFP.

But what do we want this letter to say about Data Ticket? 3 items stand out:

1. Cost. We may not offer the cheapest rates. Cheap often comes at a cost and that cost is usually to the person paying for the product or service. Cheap often results in poor customer service, little to no technological roadmap, limited development and enhancements. Data Ticket is not cheap. We offer fair prices for stellar customer service, a robust and wide-thinking product road-map, and a guarantee that we have our Client's interest at heart.

2. People. Simply put, we have the most stable workforce that is the educated, polite, firm and experienced. We have had no major personnel changes in the past 15 years. We have had no lawsuits, ever, against us by anyone, any agency, any vendor, or any other entity. We owe no one. We fund or own development. We are forward-thinking because we love what we do, and we have more to offer.

3. Customer Service. We are in business because we have great clients. We have great clients because we offer the most extensive customer service to our clients' customers. Its that simple. Parking citations are a pain. They are. Ask anyone and you'll get the same reaction. We handle these "pains" because we are paid to but more importantly because we love what we do, and we do it better than anyone.

Data Ticket, Inc.

2 | Page



We believe Data Ticket is the most forward-thinking parking citation processing vendor in the industry. Our business model is simple:

- We offer our software and our services to our clients at fair prices.
- We offer "living" software that is consistently enhanced to provide the most advanced features in the industry.
- We offer services to our clients and to their customers to create a cohesive experience for the public regardless of communication points.
- We believe that consistency in messaging and transparency in processing and services is the key to an efficient, effective parking citation program.

Data Ticket concentrates our efforts on providing superior, full service parking citation processing and collections, citation issuance devices and citation issuance software and parking permit solutions for our Clients nationwide. We are confident that after review of the enclosed proposal, you will agree that we are the most technically-capable qualified partner to provide the professional, focused service necessary for superior parking citation processing, the provision of handheld devices and handheld citation issuance software and permit management software.

Data Ticket has read and understands the City's RFP. The individual authorized to negotiate and bind the firm contractually to all statements in this proposal is Brook Westcott, Chief Operating Officer. Questions regarding this proposal should be directed to Brook Westcott at Data Ticket's corporate headquarters, where all work will be performed.

2603 Main Street, Suite 300 | Irvine, CA 92614 | Direct Dial: 949-428-7240

Data Ticket, Inc. is a California Corporation, a California Certified Small Business Enterprise and a California Certified Woman-Owned Business. This proposal shall remain valid for 180 days from the submission date.

We believe after review of the enclosed proposal, you will agree that Data Ticket, Inc. is the most qualified partner to provide the professional, focused service necessary for superior parking citation processing and collections and permit processing.

Best Regards,

A handwritten signature in black ink, appearing to read "Brook Westcott".

Brook Westcott
Chief Operating Officer

TABLE OF CONTENTS

<u>DESCRIPTION</u>	<u>CHAPTER</u>	<u>PAGE NUMBER</u>
PART 1 - TECHNICAL PROPOSAL		
Cover Letter		2
Table of Contents		4
Introduction	1	5
Project Analysis	2	7
Objective, Scope, Nature of Proposed Program	3	10
Work Program	4	13
Methodology	5	41
Project Management	6	44
Assigned Personnel	7	47
Schedule	8	52
Program Monitoring	9	57
City Resources	10	59
Subcontractors	11	62
Contractor Capability and Reference	12	64
Alternative Proposals	13	70
a. Work Program		
b. Methodology		
c. Assigned Personnel		
Conflict of Interest	14	73
Other	15	75
RFP Proposal # PD-1801 Proposer Signature		
Exhibit B – Insurance Requirements Acknowledgment		
PCI Compliance Certificate		
SOC II Type 2 Certificate		
California Certified Small Business Enterprise		
Women Owned Business Certification		
Better Business Bureau Certificate A+ Rating		

PART II - COST PROPOSAL

Under Separate Cover

CHAPTER 1:

Introduction



Data Ticket partners with over 350 Agencies nationwide. It is our exceptional client and customer services that attract and help us to retain our client base. We are a California Certified Small Business and a Woman Owned Business. In the last several years we have converted many agencies from the City's existing vendor.

We have given great thought as to why the City should select Data Ticket as its partner to provide the required software and services necessary to successfully manage a parking program. The answer is a little more complex than simply stating we are the best at what we do. While we certainly believe that, other companies can make the same statement. But what sets Data Ticket apart is that we truly seek to understand our clients, their public and their processing needs. We don't force our clients into "*our way*" of processing, we mold our software into our "*clients' way*" of processing. We view our software and our services as enhancements to our clients' parking programs that contribute and drive each program to success.

Of course, there are more reasons than that, so we've provided some here:

- We are **Local**: We will be on-site as needed during the implementation as well as on a regular basis to ensure that all personnel are trained, and that the solution is working for the City.
- We are **Stable**: We have not changed names, acquired another company, been acquired by another company and we have had no major changes in staffing for the last 10 years. Simply put, City Personnel will work with a consistent, knowledgeable and professional workforce at Data Ticket.
- We are **Evolving**: We refer to our Solution as "Living Software" because it changes based on our clients' needs. We do not ever charge a client for an enhancement, an integration effort, or any special or unique development efforts. We believe the only way to provide the most advanced technological solution is to consistently add features and to never let any client have "old" or "outdated" software.
- We are **Small**: Being small does not mean we offer fewer features or capabilities. In fact, being small enables Data Ticket to be fast-paced, forward-thinking, and proactive without any of the bureaucracy and long lead-times that hold other vendors back.
- We are **Passionate**: We love what we do, and it shows. We love providing statistics to our clients (they are that good!), we love providing enhancements to our clients and we love brainstorming, whether it is to add customer friendly features, increase collections or solve a client specific issue. We have over 100 years of experience processing parking citations at Data Ticket and we have fun doing what we do and we are serious about helping to make our clients and their parking programs successful.

We understand the City has been with its existing vendor for quite some time. We also believe the City requires and deserves enhanced services, modern technology and client and customer support above and beyond what is currently in place.

CHAPTER 2:

Project Analysis

This section of the RFP asks Data Ticket to provide an explanation and interpretation of the challenges identified in this RFP. We simply don't see any challenges. We see a City that has partnered with an out of state vendor for a very long time. We see a City that can and will benefit significantly from enhanced technology and enhanced services.

When we consider challenges we look at them from two different angles.

The first set of challenges can present themselves to the potential client. Challenges that often present themselves to new clients are:

- **Adoption of the New Solution** – This point is critical if a city is going to change - vendors. The reality is that everyone at the City is probably well-trained on the existing solution and its capabilities, however limited they may be. Often a city is hesitant to change vendors simply because it means learning a new solution.

So, how do we plan to overcome this "challenge"? Well, our Solution is very user friendly. It is 100% web-based and aside from having online help available 24/7, we will provide on-site training at the City's preferred location for as many individuals as required. Sessions typically take 1 hour and are customized to suit everyone's needs. In addition to the initial training, on-going training is provided as required. We believe if everyone using the system is properly trained and comfortable with the Solution, the adoption rate will be high, and the success of the program will be unquestionable.

- **Use of New Handheld Ticket Writers and Citation Issuance Software** – The City's existing ticket writers are undoubtedly outdated. The City has provided a preferred handheld unit that is Android based. This is super. The City's Officers will benefit from these new, light-weight devices that provide so much more functionality than is being utilized today, including video recording, voice recording, and unlimited photo taking. In addition, the citation issuance software Data Ticket provides decreases the time it takes to issue a citation, provides added officer safety measures, provides the officer with a wealth of knowledge regarding the vehicle being cited and provides management with the ability to view historical and real-time information regarding officer location.
- **New, More Advanced Processes** – Every vendor handles the processing of parking citation and permits a little differently. We believe our processing garners the best collection rate while also providing the most courteous, customer-friendly staff. Data Ticket handles all daily processing, delinquent processing and Franchise Tax Board processing internally. We do not outsource any of that processing to another vendor. We do utilize a third party FDCPA certified Collection Firm to provide advanced collections; however, our Solution will always be the system of record for the City.

We have converted a lot of agencies from the City's current vendor. We provide a 100% transparent solution that provides our clients with the ability to view the

processing timeline of each citation in the system to verify it is consistent with the most effective collections process. Citations in our Solution never “sit”. They are always being worked to provide the City with the best results.

The second set of challenges can present themselves to the potential client’s customers. Challenges that often present themselves to new client’s customers are:

- **Adoption of the New Solution** – That’s right. Just like the City’s Personnel, the City’s Customers will start to access a new website, they will have new toll-free numbers, and they will have a new set of Customer Service Representatives to speak with. This can often create a sense of distrust or confusion; however, it is our responsibility to manage that change to reduce any impact on the City’s Customers.

To help manage this responsibility, we suggest driving all website traffic to a City-hosted webpage that explains a new vendor is place. This webpage will have a link to a Data Ticket hosted website where citizens will be able to use our Google Translation services to change the language presented to 1 of 104 languages available. This website will be branded to resemble the City’s hosted website, so the user interface is similar. Each of these minor changes helps build confidence and trust in the public which translates into paid citations.

- **New Features on the Web** – Just like the Officers will have new features on the handheld citations, the City’s Customers will have access to new features on the website, if the City elects to offer them.
 - Customers will be able to pay using American Express
 - Customers will be able to appeal their citations on the web and attach supporting documentation
 - Customers will be able to view images taken at the time the citation was issued (if the City so chooses)
 - Customers will be able to request an Indigent and Non-Indigent Payment Plan online and attach supporting documentation (if the City so choose)
 - Customers will be able to pay a single or more than one citation AND incur a single credit / debit card convenience fee
 - Customers will be able to access a mailing address that is in California! Imagine how happy customers will be to not send documentation and payments to Wisconsin.

In addition to the features on the web, each notice will clearly provide the dates when penalties will be added if they are not paid in a timely manner. Each notice will be mailed from California and each payment or piece of correspondence sent by a customer will be mailed to an address in Newport Beach or Huntington Beach, California.

The bottom line is that each of these challenges are easily overcome with the proper guidance and expertise we will provide the City.

CHAPTER 3:

Objective, Scope, Nature of Proposed Program

In this section of the City's RFP, the City asks Data Ticket to describe how we will approach the challenges identified in the prior section as well as to define the objective and scope of work to be performed. We have provided our approach to mitigating the challenges in the prior section so in this section we will focus on what we believe the objective is and the scope of work to provide that objective.

So, what is the objective of this RFP and to that point, what is our objective in response to the City's RFP? Data Ticket's objective is to exceed the City's Customer Service requirements, provide the most advanced, forward-thinking technology and increase the City's current collection rates.

How we intend to reach those objectives is through the scope of work we will perform. In the Section 4 we have provided details on the work to be performed, as required. Below we have provided a summary of the work that is not required by the City's RFP but will greatly enhance the City's offerings. You will note the items selected below demonstrate one thing: Customer Service. Customer Service is a powerful tool few agencies use to their advantage. Providing excellent customer service can change the way customers view a program and policies just like poor customer service can change a program and policies. Similarly, technology can provide excellent customer service, but it also can provide very poor customer service.

We have reviewed what we can of the City's current process and technology and we have highlighted below how we propose to enhance the customer service experience for the City of Monterey Park's Residents, Visitors and Customers:

Use a Translation Service:

Data Ticket utilizes Google Translate so visitors of our website can change the language from English to 1 of 104 available languages. Given the City's requirements surrounding Customer Service, we can't imagine the City isn't already using this feature. A feature like this is easy to use and encourages individuals to use the web to manage their parking citations simply because they can understand their options and they can do it on their own time at any location they choose.

Increase the Number of Payment Types Accepted:

Data Ticket accepts Visa, MasterCard, Discover and American Express. The City's current vendor and others in the industry exclude the acceptance of American Express due to processing costs. We believe as many payment options are possible should be offered to recipients of parking citations and to customers of permit solution to promote prompt payments.

Increase the Access Points to Information:

We provide unlimited access points via the web for customers to obtain information about their parking citation(s). The City's current vendor only provides access to the solution via citation number or license plate and state. We believe providing access to the online solution is one of the most valuable communication tools available to the City. Why would you limit access to a citation number?

Data Ticket, Inc.

11 | Page

Provide Additional Customer Service Hours and Enhanced Caller Features:

Data Ticket provides an advanced Customer Service Department via several toll-free numbers that is available Monday – Friday 7am – 5pm, Pacific. All calls are recorded and can be provided to the City for review. We find that providing multiple toll-free numbers allows our Customer Service Representatives to better understand the types of issues a caller may be having, based on the number dialed. This, combined with the additional hours of operation of our live customer service representatives, provides for a better customer experience.

Utilize a Processing Agency with Familiarity of the Area:

Data Ticket is the citation processing vendor for many cities in close proximity to Monterey Park. We are intimately familiar with the area, its residential and visitor demographics and the high level of attention required to manage a successful program. The City's current processor is not located in the State of California and may have limited knowledge of the area. While this may not seem like a big deal, you may want to consider something as simple as when penalties are applied, when credit card processing is captured. Are these items happening during Pacific Standard Time or are they based on where the vendor is located?

Customized Software:

Our Citation Processing Software and our Permit Processing Software is offered as a Software as a Service or a SaaS. As such we will install anything at the City's location or on any of the hardware provided by the City. Our Software is 100% proprietary, providing us with the ability to integrate it with any other software in the industry via the most streamlined processes possible. The data processed is the City's data and we firmly believe in presenting that data to the City in a manner that is useful and efficient.

Our software is being utilized by hundreds of clients nationwide and by thousands of officers nationwide. The reason? We customize our Solution to meet each clients' needs. We don't force a client into a box or a model and we won't do that for the City. We interface with LPR Solutions, RMS Solutions, Finance Solutions, Financial Kiosks, Mobile Pay, Pay by Plate and Pay by Space Solutions. The options are limitless, and they are included. They're included? What does that mean? That means we never charge a client for an integration with any other software provided and we never charge a client for customization or configuration. We simply believe that our ability to provide excellent software and service demands we be as flexible as possible.

Stable, Flexible and Forward-Thinking:

We have not changed names, acquired another company or been acquired by another company. We have had no major changes in staffing for the last 15 years. We have not been involved in any lawsuit and we are not currently involved in any lawsuits. Simply put, City Personnel will work with a consistent, knowledgeable and professional workforce at Data Ticket. We think that when our clients pick up the phone and know who will answer, that is invaluable and that is customer service.

CHAPTER 4:

Work Program

The City has requested we describe the work or tasks we intend to perform. Below and on the following pages, we have provided a high-level approach and a detailed approach.

High Level Approach

Our approach to citation processing is continually evolving. We have been processing parking citations for 29 years. We use our experience and expertise to continually improve our software and our services so that our partnerships with our Clients continue to evolve and grow.

During the life of any contract, we believe it is our responsibility to benefit our Clients technically by providing regular enhancements. Our software is living software. It is provided as a Software as a Service (SaaS) model. Because our Clients do not own the software, it is Data Ticket's responsibility to enhance that software regularly, thereby providing our clients with new, forward-thinking functionality.

Data Ticket's Citation Management Solution is available to our clients via a 100% web-based solution. We are the leader in the industry with regard to our customer service, industry knowledge and willingness to partner on every level with our Clients. Since we have the benefit of processing for many agencies across the United States we have the access and ability to observe and understand "best practices" in the industry and to share those best practices with our Clients. We partner 100% with our Clients to meet and exceed their needs and we expect our Clients to rely on us for our expertise.

Data Ticket offers several models to meet the City's Citation Management Processing requirements. These models range from Data Ticket performing all services in-house to the City performing all services in-house to a combination of sharing or dividing tasks and services. Based on the City's RFP, we understand the City wishes to provide the highest level of customer service for all types of customers while potentially removing some of the daily responsibilities. Based on this information, we have provided what we believe to be best practices that will provide the maximum benefit for the City's Customers and Staff.

The table below represents our **suggestion only** of how we believe the daily citation processing and collections responsibilities can be shared to maximize the efficiency of the process. Again, all services can be reviewed individually and the City, Data Ticket or a combination of both can perform each service.

Functionality	City Personnel Performs	Data Ticket Performs
Data Entry of Manually Written Citations		✓
Automated Electronic Transmission of Citations	✓	
Real-time automated registered owner retrieval		✓
Generation, printing and sending notices		✓

Functionality	City Personnel Performs	Data Ticket Performs
View photos, videos and voice recordings of citations in the format in which they are sent	✓	✓
Automated Bail Escalation		✓
Automated management of the FTB and Delinquent Processes		✓
Place citations on adjudication holds and scan all supporting documentation		✓
Enter 1 st Level Dispositions	✓	
Send all Adjudication Letters		✓
Schedule 2 nd Level Hearings		✓
Enter notes to be viewed by the City and Data Ticket	✓	✓
Handle Customer Service, including IVR and live, bi-lingual customer service phone lines		✓
Review Parking Permit applications		✓
Issue Parking Permits	✓	✓
Handle Customer Service, including IVR and live, bi-lingual customer service phone lines for permits		✓



Summary Scope of Work

Data Ticket has read and understands the City's Scope of Work. We are fully capable of meeting the required services and we will exceed the service and technology level expectations of the City and the public. Below we have provided a summarization of the technology and services we recommend the City utilize. This is simply a recommendation. A vast majority of our services are offered as options the City may elect to utilize.

Service / Technology	Data Ticket's Recommendation	Sample City of Monterey Park - branded Parking Citation Public Experience
Automated Online Processing	Our Solution is 100% web-based The Solution will be accessible by City Personnel via unique usernames and passwords As shown, we recommend providing the public with a branded web interface to reflect the City's branding for the payment and appeal of citations As shown, we recommend the Public is provided with as many search options as possible to find their citation(s)	

Service / Technology	Data Ticket's Recommendation	Sample City of Monterey Park Personnel Experience
Accessibility to all Parking Citations	Real-time Status is displayed in Red for quick recognition Amounts owed at the Citation, Person and Plate level will be displayed All Parking Citations, images, video, voice recordings and all other transactions related to parking citations will be available 24/7 on our website. Every letter sent on behalf of the City will be hyperlinked to the citation for ease in viewing A complete audit trail will be provided to the City for every citation in the Solution.	The screenshot displays the 'CPC CITATION PROCESSING CENTER' interface. It includes a navigation bar with links like Home, Search, Citations, Payments & Refunds, etc. The main content area shows a citation for 'ON HOLD 04/12/17: Review - Request Accepted.' with details for 'Citation # 123456789', 'Plate # 123456789', and 'Amount \$50.00'. It also shows a 'Violation Information' table with columns for Violation Code, Description, Amount, and Transaction. A 'Transaction History' table at the bottom shows a list of transactions with columns for Date, Transaction, and Description.

Service / Technology	Data Ticket's Recommendation	Sample Android Handheld Device / GPS Mapping Feature
Handheld Ticket Writers	We recommend the use of Android-based handheld ticket writers that provide the most advanced features, including: - 12MP photos - Video Recording - Voice Recording - GPS Mapping - Cite by Voice - Real-time Connection to DMV - Real-time Communication with other handhelds while in the field - Real-time Scofflaw, Permit, VIP and other files - Real-time transmission of citations - Auto-population of vehicle fields - Integrated, customized camera feature - License Plate Picture to Text Translation - Digital Chalking for timed spaces	The screenshot displays a web-based interface titled 'CITATION PROCESSING CENTER'. It features a map with a high density of black pins, each representing a citation location. The map is overlaid with a grid and includes various navigation and data controls. An arrow points from the 'GPS Mapping' feature in the list to this screenshot. Samsung Galaxy S8 & S8+ Two black Samsung Galaxy S8 and S8+ smartphones are shown vertically. The screens display the time '12:45' in a large, white, digital font. The phones are positioned side-by-side, with the S8+ on the right being slightly taller than the S8 on the left.

Service / Technology	Data Ticket's Recommendation	Access Methods Utilized
Access to DMV	Data Ticket will utilize our online connection with CA DMV to obtain registered owner information and place registration holds and releases Data Ticket will utilize our real-time NLETS connection to obtain out of state registered owner information Please note: access using these solutions is real-time. We do not obtain RO information via a batch method	
Service / Technology	Data Ticket's Recommendation	Reporting Features
Reporting Capabilities	All reporting provided by Data Ticket is done so online Our reporting home page is customizable and provides our clients with a quick snapshot of real-time parking citation data	

Service / Technology	Data Ticket's Recommendation	Reporting Features
	We provide our clients with over 35 standard reports that can be run real-time for any time required We make available to our clients specific Adjudication Reports that provide drill down capabilities to truly understand the processing of parking citations and permits In addition, we provide our clients with a Report Generator feature The Report Generator feature provides our clients with the ability to create, save and share custom reports amongst co-workers	 The screenshot displays the 'CITATION PROCESSING CENTER' interface. It includes a navigation bar with options like Home, Search, Citations, Permits & Returns, Adjudication, Reporting, Metrics, and Notifications. The main content area shows a 'Citizen Status Report' section with filters for 'Reported Citations' (e.g., Reported Date, Closed Date, Open Date) and 'Optional Filters' (e.g., Status, Date Range). Below these are 'Report Columns' and 'Columns Included in Report' lists. At the bottom, there are 'Save Report' and 'Run Report' buttons.

Detail Scope of Work

On the prior pages, we provided the City with a high-level summary of the services we recommend the City utilize to modernize the current parking and permit processing programs. Below and on the following pages, we have provided a detailed accounting of how we believe our services and technology will assist the City in that modernization.

Manual Citation Data Entry

Data Ticket's Mail Department accepts, data enters, and updates manually written citations Monday – Friday from 8am -5pm, Pacific. Citations manually issued can be sent to Data Ticket via email, regular US Mail, FedEx or some other expedited mail delivery service. If received via paper, the citations will be opened, batched and provided to our on-site Data Entry Department. If manually written citations are emailed to Data Ticket, the citations will be opened and keyed immediately. Manually written citations are keyed and available on the Internet within 24-48 hours of receipt. In addition, electronically received citations are confirmed via an email from our Data Entry Department. Hard copies of manually issued citations are scanned and stored on our network for any period defined by the City. Once scanned, the physical copies of these citations are destroyed.

Electronic Citation Importation

Data Ticket will accept the City's electronically issued citations via our Secure File Transfer Protocol or via a wireless connection, depending on the City's preference. If the City elects not to use wireless transmission, electronic files can be sent as often as the City requires and do not require any human intervention on our side. Once a file has been received, it is automatically downloaded to the database and available for viewing on our website. This process is automated and can be performed 24/7. Electronically issued citations are stored in our Solution for as long as the City defines.

DMV Interface for Registered Owner (R/O) Information and Holds:

Data Ticket is online with California DMV for registered owner information, and has been for the past 29 years. We are the only vendor in the industry who, within 1-2 minutes of receipt of a citation, obtains CA registered owner information via an online connection with CA DMV.

In addition, Data Ticket can lookup registered owner information and place holds and releases manually. In the event the City requires a manual hold or release be placed, that will be processed the same business day the request is received.

Data Ticket's in-house Operations Department reviews all citations daily that are returned as a make/mismatch from DMV. In the event a Make Mismatch occurs, the citation is automatically placed on real-time report available to the City 24/7. In addition, Data Ticket supplies our Clients with real-time notification of all make mismatches via our online, real-time reports. Of course, these reports can also be generated at month-end if the City prefers.

Our Operations Department reviews all “No Hits” to ensure the data provided on the citation is accurate. In addition, Data Ticket provides our Clients with a real-time report where they can view all citations for which a “No Hit” was received. Finally, Data Ticket attempts to obtain a registered owner once every 30 days from all DMVs to ensure we obtain a registered owner as soon as one is available. In addition, we will also resubmit citations upon request to determine if a registered owner is available. Finally, we treat citations written with a VIN in the same manner we treat citations issued with a Plate.

Registered Owner Retrieval from Out-of-State DMV

Data Ticket obtains registered owner information for out-of-state plates utilizing NLETs. NLETs functions much like a CLETs interface whereby Data Ticket has access to out-of-state registered owner information 24/7, compared with dependence on each individual state.

DMV Registration Holds / Releases

Real-time, through our online connection with DMV, Data Ticket places California registration holds and releases. In addition, our connection to California DMV is different from the City's current vendor and many other vendors. Our connection ***automatically provides us with next day confirmation that a registration hold or release was successful.***

Other processing vendors do not get that confirmation until the monthly DMV file is provided by DMV. This significantly impacts the ability to process holds and releases effectively as it means there could be up to 4 weeks of duration before the City can be guaranteed a hold or release was successful.

Data Ticket understands a requirement of the City's RFP is to reimburse the City for DMV Registrations Holds successfully placed. Data Ticket will not reimburse the City for successfully placed DMV Holds because Data Ticket does will not charge the City any percentage of collections if a payment is made at DMV.

Registered Owner Correspondence

Data Ticket will be responsible for mailing all 1st Courtesy Notices for citations unpaid after the City's specified timeframe. These notices will be mailed via 1st Class Mail daily as soon as a citation is eligible to have a notice sent. In addition, a 2nd 1st Courtesy Notice will be mailed to a Renter or Lessee when a rental car agency or a leasing agency provides the corrected information.

Data Ticket sends all notices daily, dependent upon the event and/or the timeframe defined by the City. Each citation is treated independently so as each citation has fulfilled the requirements set forth by the City, the appropriate notices are sent. All notices sent by Data Ticket have the citation number, citation date, plate and state, make, notice date, violation(s) and amount due prominently positioned on them. In addition, each notice identifies the due date and dollar amount owed at each of the escalation dates, so the recipient is clear on what is owed and when. In addition, all notices define how to pay for the citation, appeal the citation (if applicable), inquire

about the citation and provide a signoff section (if applicable) for the citation or show proof of non-liability.

Each notice, except for the FTB notice, allows for customized text to be defined by the City of Orinda and each notice provides a toll-free, bi-lingual telephone number that is answered by both a bi-lingual IVR (integrated voice response) system and bi-lingual customer service agents that are all in-house. All notices are sent to the recipients with a #10 windowed envelope that allows the recipient to send a portion of their notice and their payment for processing. In addition to the allowance of the submission of check or money order, recipients may also submit a credit/debit card number for processing.

Further, Data Ticket will be responsible for the receipt and processing of all correspondence received. Our in-house Mail Department will be responsible for the receipt, tracking and processing of all inbound correspondence via US Mail. The Mail Department will ensure all received correspondence is provided to the correct department for processing.

Our full-service Adjudication Department will be responsible for the receipt of all mailed-in 1st Level, 2nd Level and 3rd Level Adjudication requests and correspondence. All requests and correspondence will be scanned onto our network and attached to the applicable citation. This eliminates the need for any paper to be mailed to the City and increases the efficiency of processing.

Payment Collection and Processing

Data Ticket provides for the acceptance of payments via US Mail. Correspondence and payments accepted via our Newport Beach PO Box are picked up daily by 7:00am and delivered via bonded, insured courier to our office for processing.

All incoming mail is sorted and batched by postmark. In the event a postmark date is not available, we will utilize either the receipt date or the check date, depending on which date the City prefers. Utilizing the postmark date will automatically reverse penalties that may have applied from the postmark date to the receipt date.

Payments received via US Mail are processed in-house and deposited within 24 hours of receipt. As payments are made, the City will have access to real-time reports, available 24/7 and reflecting each payment. Daily and monthly, Data Ticket reconciles deposits made to ensure all payments have been properly accounted for. All backup received with payment data is scanned and stored on our network for as long as the City is a Client. In addition, all bank deposit information will be stored on behalf of the City for as long as the City requires.

Our Solution accepts Visa, MasterCard, Discover and American Express credit / debit cards via the Internet, our bi-lingual automated voice response system (IVR), via our live, bi-lingual Customer Service Representatives and via Client specific locations.

Online payments are authorized and processed real-time via VISA, MasterCard, Discover and American Express and the Citizen is provided with a confirmation

number that matches the real-time authorization number. Our website and IVR will be available to the City 24/7. We do not have any scheduled downtime during which our Solution is not available. Our live, bi-lingual Customer Service Representatives are available Monday – Friday from 8am – 5pm Pacific. Our Solution is PCI Compliant to provide the City and the public with the peace of mind that our Solution is hacker-safe and credit card information is kept in the highest regard.

Payments received and processed via check, cash and money order can either be deposited into the City's bank or the City may elect to utilize an escrow bank account. If the City elects to utilize an escrow bank account, daily all checks and money orders will be deposited directly into the escrow account using Remote Check Deposit (RCD). Weekly, Data Ticket's Accounting Department will reconcile the account and issue refunds to those individuals who are due a refund. Additionally, the account is reconciled at month-end using the funds in the account to pay the Data Ticket invoice, pay the City's County / State surcharges, and issue a check or wire to the City for the net collections. Finally, credit / debit cards accepted are reconciled and disbursed at month-end.

Data Management, Reporting and Statistical Capabilities

Data Ticket will maintain provisions for proven database management and software and all required servers. Data Ticket will provide the city with a fully hosted Software as a Service (SaaS) solution. The City will not be responsible for the installation, maintenance or enhancements associated with any hardware or software. Data Ticket will take responsibility for the entire Solution.

Data Ticket takes the security of the data that we hold be behalf of our clients very seriously. We realize we hold Personally Identifiable Information that does not belong to us. All data that resides on our servers belongs to our clients. At any time the city may request a copy of their data and if the city ever requires a daily feed of data, we would be happy to provide it in an automated fashion.

Data Ticket does not purge our clients' data unless specifically required to do so. We find this provides our clients with the ability to generate real-time reports on their data whenever they choose. If the city's current vendor has maintained the city's data since 1992, we would recommend we convert all that data if the city is open to it. Again, this will provide the city with the ability to generate statistical reports for the last 24 years which can be invaluable.

All of Data Ticket's reports will be available to City Staff real-time. There is no limit to the amount of reporting the city will be able to generate. In the event the city ever requires a custom report or additional fields or optional criteria on a report, we will gladly add the custom report, field or optional criteria at no charge.

Below and on the following pages, we have provided a full listing of all our "Standard Report" that will be available for City Personnel to generate. These reports can be generated "as-is" without any changes to the fields displayed or the criteria used to

generate them, or City Personnel can run them via our "Report Generator" capability that will allow them to add optional criteria and add and remove report columns.

Reporting

The Reporting capability within our Solution will provide the City with the ability to run, print and save real-time Standard Reports. A list of these reports with descriptions has been provided on the following pages.

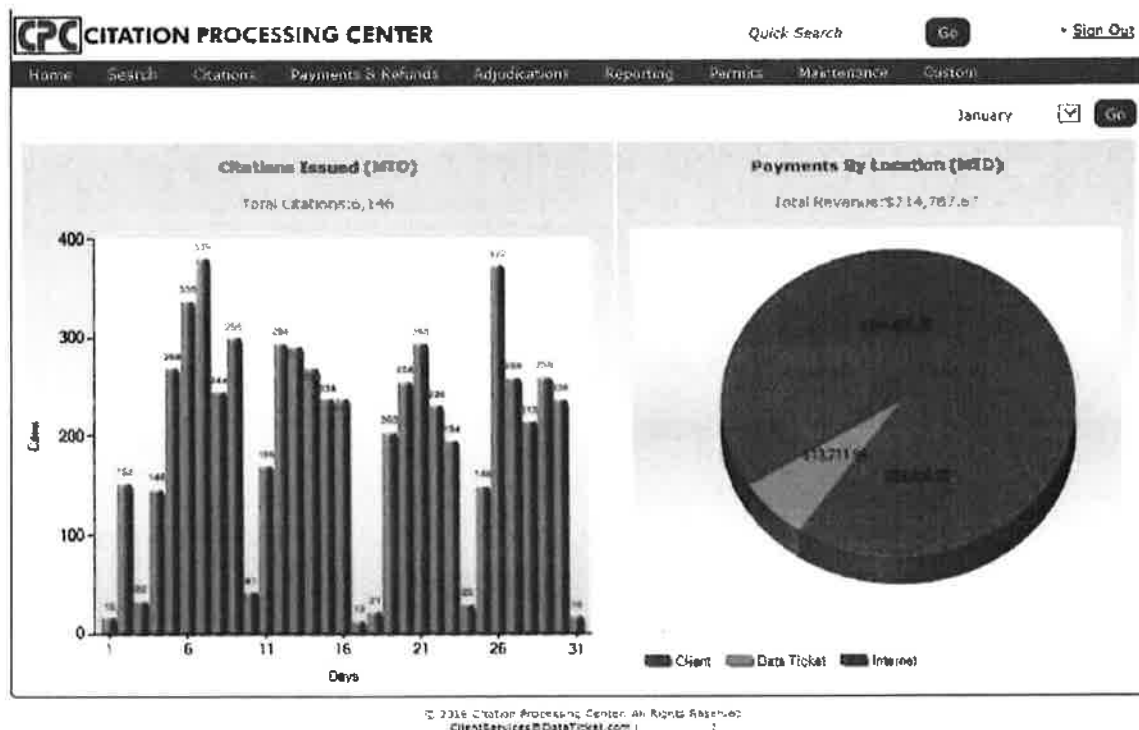
Report Title	Report Description
Bail Schedule	Displays the violation code, violation description, original bail amount, corresponding penalties and timing of each penalty for each violation for which a client writes citations.
Client Billing Summary Report	Provides details on each billing item on each invoice, including citation number, plate / state, notice type, adjudication matter, etc.
Client Billing Detail Report	Provides a summary level of each billed item as a category that matches each invoice.
Written Deposited Report by Data Ticket (Summary & Detail Levels)	Provides a summary level set of data, by day of the month that details the total funds deposited, total credit/debit cards accepted, total NSF's and credit card charge-backs and payments backed out by Data Ticket for each day of which the report is run. In addition, the report displays the details that make up each day's deposit, including citation number, payment received date, payment deposit date, check number, and amount paid.
Written Received and Posted by Client (Summary & Detail Levels)	Provides a summary level set of data, by day of month that details the total funds deposited, total credit/debit cards accepted, total NSF's and credit card charge-backs, and payments backed out by a Client for each day of which the report is run. In addition, the report displays the details that make up each day's deposit, including citation number, payment received date, payment deposit date, check number, and amount paid.
Credit/Debit Card Payment Summary Report	Provides a summary level set of data, by day of the month that details the total funds deposited, total credit /debit cards accepted, total NSF's and credit card charge-backs and payments backed out by a Client for each day of which the report is run.
Refund Request Report	Displays citations for which a refund has been requested either by a registered owner, an appellant, or a responsible party. As refunds are issued, the citation is removed from the report real-time.
Officer Summary Report - Summary	Displays a summary level of citations, by issuing Officer, that includes total number of citations written, original bail amount, added penalties, number and dollar amount of citations dismissed, voided, adjusted and the total number and dollar amount of citations paid and outstanding. Citation Date drives this report. This report can be generated for all Officers or one.
Officer Summary Report - Detail	Displays the summary level information provided on the Summary report, as well as the detail, by Issuing Officer, for each citation issued. Citation Date drives this report. This report can be generated for all Officers or one.

Report Title	Report Description
Violation Statistics Report	Displays a cumulative view of the number of violations issued for each violation code the City writes per month.
Violation Statistics Report By Violation	Displays a summary level and detailed view of each citation for which a particular violation is written. This report can be generated for all violations or for one and is summarized by month.
Outstanding Collections Report	Displays the total number of citations written, their current status in the collections lifecycle and all activity as it pertains to the citation processing lifecycle. This report is divided into citations in the daily, delinquent, FTB and Third Party Collections stage and is generated by citation date.
Citation Status Report	Displays the citation written for a specified period of time and all activity that has taken place. The citation number, cite date, cite location, RO Hit, number of notices, original bail, applied penalties, payments, outstanding balance and whether the citation has been adjudicated are all fields that are displayed.
Citation Activity Report	Displays, by month, citations in various categories including RO Miss, Make Mismatch, Registration Hold Successful, Notices sent, Bad addresses, Proofs of non-liability, etc. The report displays the total number of citations for each category and the percentage of citation compared with the year.
Scofflaw Report (Summary and Detail)	Displays a summary level set of data, based on a plate / state, for the total number of citations issued and outstanding and the total amount due. This report then provides the detailed information behind each state / plate, including the RO information, citation number, citation date, citation location, violation and amount owed. This report can be generated for 3, 4, 5 or more citation issued and outstanding and it can also be generated to include or exclude vehicles determined to be 'Junked' by CA DMV.
Closed/ Dismissed/ Void Report (Summary and Detail)	Displays citations as grouped into Closed, Dismissed and Voided sections in both a summary format and a detailed format. The summary version provides the original bail amount, penalties and charges, payments and amount owed. The detail then provides, for each grouping, the citation number, date, time, plate, State, make, location, status, number of notices sent, RO hit or miss, appeal status, DMV hold status, FTB status, the original bail amount, applied penalties and charges, payments and an amount owed, if any.
Payments by Violation Report	Displays, by date run, the citation number, citation date, payment amount, deposit date, type of payment received, violation code and violation description. This report can be generated for all violations or for a single violation.
Payments Grouped Report (Summary and Detail)	Provides an accounting of all payments received during a specified period, grouped by Department. For example, if a client has multiple departments issuing citations for which they need to account separately, this report will can be run for all departments and will display the data grouped by department, or it can be run for a single department. A summary level of data display, by Department, the total number of citations issued, the amount paid, and the amount owed. A detail section then displays, by Department, the citation number, amount paid and amount outstanding.

Report Title	Report Description
Payment Exception Report (Summary and Detail)	Provides any citation for which there is an overpayment, a partial payment or an orphan payment. The first section of the report displays a summary level of information that displays, by type, the number of payments and the total dollar amount per payment. The second section displays the citation details including, citation number, date paid, batch number, amount paid, original balance of the citation, the new balance of the citation, a description of the status and the violations for which the citation was written.
DMV Activity Report	Displays the citations for which a successful CA DMV Registration Hold was placed during the month, a payment was received at DMV and a successful CA DMV Registration Release was placed
DMV Additions Report	Displays the citations for which a successful CA DMV Registration Hold was placed during the month. This report is generated directly from the CA DMV file.
DMV Payments Report	Displays the citations for which a payment was made at CA DMV during the month. This report is generated directly from the CA DMV file.
DMV Removals Report	Displays the citations for which a successful CA DMV Registration Release was placed during the month. This report is generated directly from the CA DMV file.
Payment Plan Report	Displays all citations for which a payment plan has been set up and displays the status, all payments and amount owed.
Appeal Report	Displays a summary level set of data that provides the user with the total number of citations in the adjudication process, including the number of review requests, hearing requests, and court requests and the outcome for each level. This report also provides the details of each adjudication matter.

All the reports available to our clients are available on our website. This will provide City Personnel with the ability to generate reports on their timeframe while reducing their dependency on a vendor. We find the more control we provide our clients the better able they are to do their jobs, on their timeframe. If there are specific reports the city requires on a specific timeframe to be provided by Data Ticket, we will gladly provide those reports as required.

Below we have provided an overview of a small sampling of the reporting we provide to our clients, online. On the following page is a screen shot of our Reporting Home page that displays citation statistics in a graphical manner for our clients. As you can see from this screen print, a dropdown box is provided in the top right corner that allows the user to select the month that he/she wishes to view. In addition, this screen is configurable to display a variety of statistics.



In addition to the reports provided on the previous pages, our Solution provides our Clients with the most advanced reporting capabilities available in our Report Generator feature. This feature provides City Personnel with the ability to select a "Standard Report" or to select a "Data Grouping" and create custom, real-time reports. These reports can be saved, shared amongst co-workers, or just run and viewed.

On the following page we have provided a screen shot of our "**Report Generator**" capability. This capability provides our City Personnel with the ability to select a "Standard Report" from the table on the prior pages and set Optional Criteria, as well as drag and drop Report Columns into and out of the Report. If you choose, you can also start with a "Data Collection" and create a totally custom report.

CPC CITATION PROCESSING CENTER Quick Search [Sign Out](#)

[Home](#) [Search](#) [Citations](#) [Payments & Refunds](#) [Adjudications](#) [Reporting](#) [Permits](#) [Maintenance](#)

Citation Status Report

This report lists all open and adjudicated citations by department, date, and features the total unpaid fees, penalty, payment, and owing amount.

Required Criteria

Agency: ☒ Include Current ☒ Include Delinquent

Department Name: All Departments

Citation Start Date: 01/01/2018

Citation End Date: 02/01/2018

Optional Criteria

Select Columns:

Report Columns

Optional Columns	Columns Included in Report
Adjustments	Citation
Badge	Cite Date
Beat	Time
Case #	Plate/VIN
Cite Date and Time	State
Comments	Made
Days Old	Location
Days Since Activity	Status
Delinquent?	# Notices
Department	RD
DMV Hold Unsuccessful Message	Appealed?
F40?	DMV Hold?

Sort Order

Primary Sort: Notice

Secondary Sort: Notices

Tip: After clicking "Run Report" if your report has less than 1,000 rows, you can click on the column headings for sorting.

Once you have created the report you would like to run on a regular basis, you can delete the report, clone the report or share the reports amongst co-workers.

In addition, City Personnel has the option to simply save the report to your "My Reports" list as depicted on the following screen shot. This feature provides users with the ability to re-run the report, delete it, share it or clone it for future use with a slightly different or altogether different set of criteria.


CITATION PROCESSING CENTER

Go Or Search

[Home](#)
[Search](#)
[Citations](#)
[Payments & Refunds](#)
[Adjudications](#)
[Reporting](#)
[Permits](#)
[Maintenance](#)

Saved Reports

Report Name	Description	Created By	Creation Date	Delete	Clone	Share
Allocation of Funds by Agency	Testing		7/28/2014 8:19:43 AM	Delete	Clone	Share
Allocation of Funds by Agency - DMV	Testing		7/28/2014 8:10:43 AM	Delete	Clone	Share
AT FTB OR CBR CITES	This report pulls all open citations at FTB or CBR by citation start date.		1/28/2016 3:35:23 PM	Delete	Clone	Share
CA Plate RO Miss Report	This report details all citations issued for a CA Plate that have not had an RO Request made in the last 30 days. The citations listed on this report should have had 5 attempts made to obtain an RO. If citation are on this report and have had fewer than 5 attempts made and the last attempt was not made in the last 30 days, there is a problem.		10/9/2013 3:23:36 PM	Delete	Clone	Share
Cheryl's Month End Reports	This report pulls by officer the number of citations written, paid, and total owing amount. Cheryl, please change out the badge number under Optional Criteria to get the totals for each officer.		6/30/2014 12:51:37 PM	Delete	Clone	Share

All the reports available to our clients are available on our website. This provides City Personnel with the ability to generate reports on their timeframe while reducing their dependency on a vendor. We find the more control we provide to our clients; the better able they are to do their jobs, on their timeframe. If there are specific reports City Personnel require on a specific timeframe to be provided by Data Ticket, we will provide those at no cost to the City.

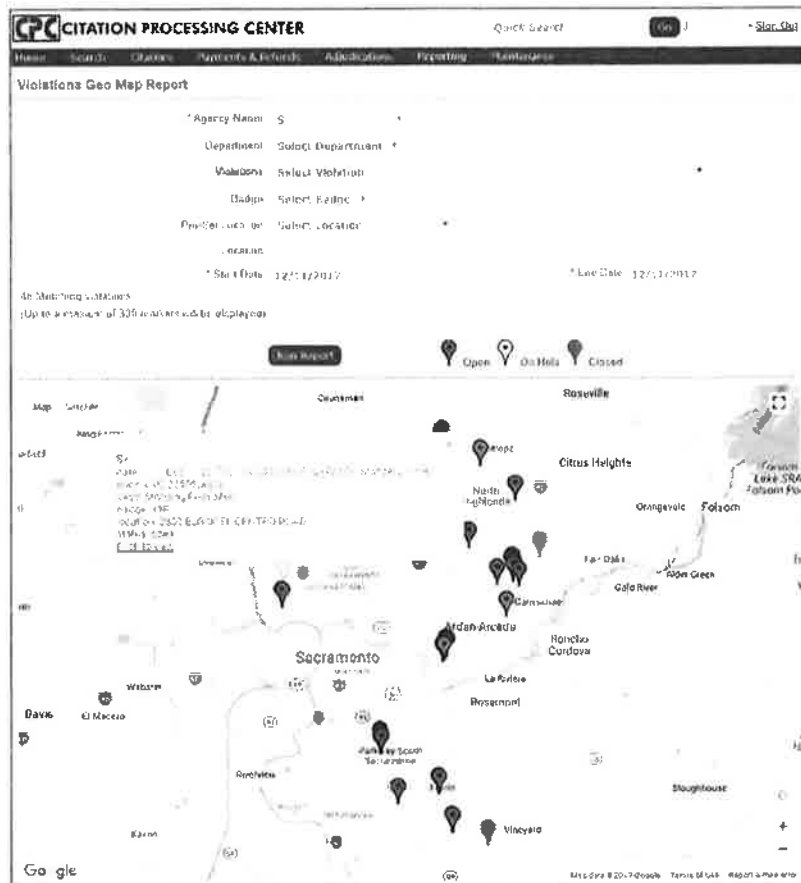
Our Solution provides our Clients with the ability to export each report to Excel with exact precision. There is no need to manually adjust any data once exported as all data aligns perfectly in its own unique cell. Below and on the following pages, we have provided some samples of our reports. While we offer over 46 Standard Reports, the system is more than capable of generating hundreds of unique reports.

Sample Officer Summary Report:

[illegible]



Sample Geo Mapping Report:



Sample Citation Status Report (Summary):

Citation Status Report						All Departments	
Date Range: 12/01/2017-12/14/2017							
Status	# Citations	Original	Charges/Fees	Payments	Owing		
Closed	14	\$1,023.50		\$1,023.50	\$0.00		
On Hold	4	\$226.00			\$226.00		
Open	223	\$14,314.00			\$14,314.00		
Warn	10	\$0.00			\$0.00		
Totals	251	\$15,563.50	\$0.00	\$1,023.50	\$14,540.00		

4 records matched your report criteria (Including: Current and Delinquent Citations, Section 6, 7, 8 Notices)

Report Generated: 12/14/2017 5:12:28 PM. Powered by: Citation Processing Center, a Data Ticket Inc. Property.
[Export to Excel](#)

Sample Citation Status Report (Detail):

Citation Status Report																All Departments	
Date Range: 12/01/2017-12/14/2017																	
Citation	Exp. Date	Time	Plate/VIN	State	Make	Location	Status	# Notices	NO	Appealed?	DMV Hold?	TOY?	Original	Charges/Fees	Payments	Owing	
BE	12/1	04:22	ND	CA	TOYT	2147 E	Warn	0	Warn	No	No	No	\$0.00			\$0.00	
BE	12/1	02:39	02	CA	PETE	5500 E	Warn	0	Warn	No	No	No	\$0.00			\$0.00	
BE	12/1	02:56	84	CA	SEXE	7102 E	Closed	0	Warn	No	No	No	\$56.50		\$56.50	\$0.00	
BE	12/1	02:57	80	CA	TOYT	6309 E	Warn	0	Warn	No	No	No	\$0.00			\$0.00	
BE	12/1	03:29	71	CA	NUTS	6323 E	Open	0	Warn	No	No	No	\$56.50			\$56.50	
BE	12/1	04:16	63	CA	HOHO	2108 E	Closed	0	Warn	No	No	No	\$56.50		\$56.50	\$0.00	
BE	12/1	04:00	57	CA	TOYT	6699 S	Hold	0	Warn	Yes	No	No	\$56.50			\$56.50	
BE	12/1	07:00	50	CA	TOYT	6315 E	Closed	0	Warn	No	No	No	\$56.50		\$56.50	\$0.00	
E	12/1	03:53	44	CA	TOYT	4679 E	Closed	0	Warn	No	No	No	\$56.50		\$56.50	\$0.00	
E	12/1	03:29	28	CA	FOKO	6336 E	Closed	0	Warn	No	No	No	\$56.50		\$56.50	\$0.00	
BE	12/1	02:46	5C	CA	SHV	6324 E	Hold	0	Warn	Yes	No	No	\$56.50			\$56.50	
BE	12/1	02:55	50	CA	JEOP	6322 E	Closed	0	Warn	No	No	No	\$56.50		\$56.50	\$0.00	
BE	12/1	03:54	71	CA	TOYT	6323 E	Open	0	Warn	No	No	No	\$56.50			\$56.50	



RFP NO. PD-1801
Parking Citation Issuance Processing,
and Delinquent Collections Solutions

Payments Grouped by Received Date (Summary):

Payments Grouped by Received Date

Location	Sub-Location	# Citations	Net Amount	Reversals	# Reversals
State	OTC	43	\$2,944.50	\$0.00	0
State Ticket		4	\$140.50	\$0.00	0
Out-of-State		75	\$5,168.75	\$0.00	0
Totals:		122	\$2,944.50	\$0.00	0

Records matched your report criteria (including Current and Delinquent Citations). Sorted By: Citation

Report Generated 12/14/2017 12:35:00 PM. Printed At: Citrus Fireless up Center - a Data Ticket Inc. Please go to [Report to Excel](#)

Payments Grouped by Received Date (Detail):

Payments Grouped by Received Date

Payment Location	Payment Sub-Location	Citation	Paid Amount	Date Paid	Transaction Date
State	OTC	5617	\$112.00	12/11/2017	12/11/2017
State	OTC	5618	\$74.50	12/11/2017	12/11/2017
State	OTC	5619	\$112.00	12/05/2017	12/05/2017
State	OTC	5620	\$112.00	12/12/2017	12/12/2017
State	OTC	5621	\$84.75	12/12/2017	12/12/2017
State	OTC	5622	\$84.75	12/04/2017	12/04/2017
State	OTC	5623	\$58.50	12/04/2017	12/04/2017
State	OTC	5624	\$84.75	12/07/2017	12/07/2017
State	OTC	5625	\$84.75	12/07/2017	12/07/2017
State	OTC	5626	\$76.50	12/01/2017	12/01/2017
State	OTC	5627	\$76.50	12/04/2017	12/04/2017
State	OTC	5628	\$76.50	12/04/2017	12/04/2017
State	OTC	5629	\$76.50	12/04/2017	12/04/2017
State	OTC	5630	\$56.50	12/04/2017	12/04/2017
State	OTC	5631	\$56.50	12/04/2017	12/04/2017
State	OTC	5632	\$56.50	12/04/2017	12/04/2017

Daily Posted by Client (Summary):

Daily Posted by Client Report

Day	# In State Payments	In State Amount	# Out of State Payments	Out of State Amount	# Orphan Payments	Orphan Amount	# Total Payments	Total Credit Payments	Total Other Payments	Total NOI	Total Reversals	Total Payments
Tue	0	\$310.00	0	\$0.00	0	\$0.00	0	\$0.00	\$112.00	\$0.00	\$0.00	\$310.00
Tue	0	\$226.00	0	\$0.00	0	\$0.00	0	\$165.75	\$74.50	\$0.00	\$0.00	\$124.00
Tue	11	\$938.75	0	\$0.00	0	\$0.00	11	\$854.75	\$480.25	\$0.00	\$0.00	\$698.25
Tue	4	\$792.75	0	\$0.00	0	\$0.00	4	\$0.00	\$792.75	\$0.00	\$0.00	\$1282.25
Tue	4	\$728.00	0	\$0.00	0	\$0.00	4	\$56.50	\$168.50	\$0.00	\$0.00	\$1238.00
Tue	10	\$590.25	0	\$0.00	0	\$0.00	10	\$112.00	\$480.25	\$0.00	\$0.00	\$1192.25
Tue	2	\$115.00	0	\$0.00	0	\$0.00	2	\$76.50	\$56.50	\$0.00	\$0.00	\$119.00
Tue	4	\$255.50	0	\$0.00	0	\$0.00	4	\$56.50	\$173.00	\$0.00	\$0.00	\$255.50
Tue	1	\$56.50	0	\$0.00	0	\$0.00	1	\$0.00	\$56.50	\$0.00	\$0.00	\$56.50
Totals:	33	\$2,944.50	0	\$0.00	0	\$0.00	33	\$916.50	\$2,028.00	\$0.00	\$0.00	\$2,944.50

Records matched your report criteria (including Current and Delinquent Citations). Sorted By: Citation, Condition, Payment Location - Client

Report Generated 12/14/2017 12:35:00 PM. Printed At: Citrus Fireless up Center - a Data Ticket Inc. Please go to [Report to Excel](#)

Permits by Valid Date and Lot:

Permits by Valid Date and Lot

Lot Name	Account #	Permit Holder	StreetAddress	City/State/Zip Code	Permit #	Permit Type	Valid From	Valid To	Price Paid?	Pay Date
State Avenue Parking Garage	20	SP	1506 #MARBLE AVENUE	REAL BEACH 90740	00	Overst	11/01/2017	10/11/2018	\$20.00	10/11/2017
State Avenue Parking Garage	21	SP	1506 #MARBLE AVENUE	REAL BEACH 90740	00	Overst	11/01/2017	10/11/2018	\$20.00	10/11/2017
State Avenue Parking Garage	22	SP	1506 #MARBLE AVENUE	REAL BEACH 90740	00	Overst	11/01/2017	10/11/2018	\$20.00	10/11/2017



Permits by Payment Date and Lot:

Permits by Payment Date and Lot
Date Range: 12/01/2017-12/31/2017

Account #	Permit Holder	City/State/Zip Code	Permit #	Permit Type	Valid From	Valid To	Price Paid?	Payment Type	Payment Location	Lot Name	Pay Date
21	Ja	CA	G2401	Guest	11/01/2017	10/31/2018	\$20.00	Yes	Check	Palm Avenue Parking Garage	12/03/2017
2	Ja	Seal Beach, CA 90740	R2093	Resident	11/01/2017	10/31/2018	\$15.00	Yes	Cash		12/03/2017
21	Ja	CA	G2404	Guest	11/01/2017	10/31/2018	\$20.00	Yes	Cash		12/06/2017
21	Ja	CA	R2108	Resident	11/01/2017	10/31/2018	\$15.00	Yes	Cash		12/06/2017
21	Ja	CA	G2390	Guest	11/01/2017	10/31/2018	\$20.00	Yes	Cash		12/06/2017
21	Ja	CA	G2409	Guest	11/01/2017	10/31/2018	\$20.00	Yes	Check		12/07/2017
21	Ja	CA	G2410	Guest	11/01/2017	10/31/2018	\$20.00	Yes	Check		12/07/2017
21	Ja	CA	R2108	Resident	11/01/2017	10/31/2018	\$15.00	Yes	Check		12/07/2017
21	Ja	CA	R2113	Resident	11/01/2017	10/31/2018	\$15.00	Yes	Cash		12/08/2017
21	Ja	CA	G2411	Guest	11/01/2017	10/31/2018	\$20.00	Yes	Cash		12/08/2017
21	Ja	CA	G2412	Guest	11/01/2017	10/31/2018	\$20.00	Yes	Cash		12/08/2017
21	Ja	CA	R2101	Resident	11/01/2017	10/31/2018	\$15.00	Yes	Cash		12/08/2017
21	Ja	Seal Beach, 90740	G2408	Guest	11/01/2017	10/31/2018	\$20.00	Yes	Cash		12/07/2017
21	Ja	CA	R2093	Resident	11/01/2017	10/31/2018	\$15.00	Yes	Check		12/04/2017
21	Ja	CA	G2390	Guest	11/01/2017	10/31/2018	\$20.00	Yes	Check		12/04/2017
21	Ja	CA	G2391	Guest	11/01/2017	10/31/2018	\$20.00	Yes	Check		12/04/2017
21	Ja	CA	G2396	Guest	11/01/2017	10/31/2018	\$20.00	Yes	Cash		12/05/2017
21	Ja	CA	G2392	Guest	11/01/2017	10/31/2018	\$20.00	Yes	Cash		12/05/2017

Permits by Lot:

Permit by Lot
12/11/2017

Lot Name	Permit Holder	Street Address	City/State/Zip Code	Permit #	ONV Verified
Palm Avenue Parking Garage	Ja	44	SEAL BEACH, 90740	92	No
Palm Avenue Parking Garage	Ja	44	SEAL BEACH, 90740	95	No
Palm Avenue Parking Garage	Ja	30	Seal Beach, 90740	11	Yes
Palm Avenue Parking Garage	Ja	30	Seal Beach, 90740	11	Yes
Palm Avenue Parking Garage	Ja	30	Seal Beach, 90740	91	Yes
Palm Avenue Parking Garage	Ja	30	Seal Beach, 90740	91	Yes
Palm Avenue Parking Garage	Ja	30	Seal Beach, 90740	90	Yes
Palm Avenue Parking Garage	Ja	30	Seal Beach, 90740	90	Yes

Again, these are simply samples of the over 200 reports available for City Personnel to generate, save, print and share.

Processing Administrative Review Requests

Data Ticket is the only citation processing agency that has a 100% dedicated Appeals Department that focuses all its time on 1st level Administrative Reviews and 2nd level Administrative Hearings. Each member of this department has gone through the California Public Parking Association's administrative review and hearing officer training and each member attends an annual review course provided by the CPPA. Data Ticket handles the administrative reviews for many of our clients, using our online adjudication processing system that allows the City, the public and Data Ticket, to expedite the adjudication process.

Our online system allows the City to determine whether their Personnel would like to receive and process Administrative Reviews or whether the City would prefer Data Ticket receive and process Administrative Reviews. If Data Ticket is to process Administrative Reviews, we guarantee each administrative review request will be scanned and attached to the citation within 1 day of receipt.

Regardless of who processes each Administrative Review request, all citations in the system have a complete audit trail that allows the City to view each action taken for the citation, including each adjudication function and all adjudication letters are customized to the City's specifications. If Data Ticket is to send Disposition Letters, all letters will be mailed via first class mail, daily.

Data Ticket provides our Clients with the ability to view and reprint adjudication letters at any time directly from the Internet and a real-time report that provides details on all Adjudication related matters. This report may be run at any time for any timeframe.

Data Ticket's system can store all historical data regarding a citation; in addition, once a citation record is created in the system, Data Ticket will not purge this record from its database, ever. This is important as many citation processing agencies purge data after a period to reduce the amount of data on their servers. Data Ticket believes the City's data should be made available to the City if the City is a Client.

Processing Administrative Hearings

In addition to providing support services for the Administrative Hearing process, Data Ticket provides independent, certified, insured Hearing Officers to our clients for in-person, toll-free phone and written hearings. These Hearing Officers are independent Contractors who work with Data Ticket and are certified to perform Hearings in the State of California based on CVC 40215.

Data Ticket's Citation Management System accepts requests for 2nd Level Appeals via the web and via mail. Online acceptance of 2nd Level Hearings is unique in the industry, as it does not require the citizen to send anything via the US Mail. All documentation can be submitted via the web. A complete audit trail is provided for the entire adjudication process, including 2nd level Hearings. Finally, all correspondence is provided by Data Ticket, using verbiage and a layout reviewed and approved by the City.

Data Ticket will enter and maintain all Hearing data in the single database and all data will be displayed via the web and all information is available real-time. As mentioned above, our Adjudication System and our Citation System are the same system and provide a complete audit trail for each transaction made at the citation level. In the event a citation has a review, hearing, refund, payment, notices or any other transaction, the City will find that information on a single web page. In addition, a result will be mailed for each correspondence.

Data Ticket offers our Clients the ability to schedule all Hearings using our online adjudication system. The system is user-friendly and fully integrated with the Citation Management System. This makes the scheduling of Hearings very easy because the City's Personnel will have the ability to view all citations placed on a Hearing Hold and will have the ability to select each Hearing to schedule. Data Ticket can also schedule administrative hearings for the City and will provide the schedule to the City and the Hearing Officer for information. If the City chooses, we will work with the City to determine the date and location for in-person hearings and we will work directly with the Hearing Officer to provide a schedule and all required back-up for all in-person, written and phone Hearings.

Our website, www.CitationProcessingCenter.com will be the single point of contact for the City's staff, the Hearing Officers, and our internal staff to process all parking

citation and adjudication matters. Access will be provided to each Hearing Officer to review the online documentation, enter a judgment and generate a judgment letter.

Handheld Citation Hardware

Data Ticket has read and understands the City's requirements regarding handheld citation equipment. All requirements identified in the City's RFP will be met by Data Ticket's offerings. Data Ticket offers our Clients a range of handheld ticket writers to select from which exceed the City's needs. On the following pages, we have provided descriptions of 2 of the most commonly used handheld devices offered to our Clients.

If City Personnel do not see the unit they would like to utilize, we are happy to work with the City to determine which unit(s) the City prefers and install our Handheld Citation Issuance Application on the preferred solution. Additionally, the City would not be confined to selecting a single handheld unit. A combination of units may be utilized across issuing Officers to accommodate each Officer's needs. If 2 Officers like the N5 Print and 1 Officer likes the Android-based Unit, we will accommodate that.

The units offered below are:

- ☛ **Samsung Galaxy S8 or Similar Android Device** – This unit is being used more frequently by Officers because of its flexibility in offerings. The units typically act as phones, are capable of texting and are generally very easy to use as many Officers carry a similar device today. In addition, the screen is typically larger than the more ruggedized devices. These units are two-piece units that connect to a separate printer via a Bluetooth connection.
- ☛ **N5 Print** – This unit is a single piece unit that incorporates a Samsung Android Device and a printer to provide those Clients looking for a single piece unit combined with the Android Operating System.

On the following page, we have provided a brief comparison of the units provided so City Personnel can easily compare each unit against the other:

Item	Samsung Galaxy S8 or Similar Device	N5 Print
Dimensions: W, L, D	2.67", 5.866", .318"	4.73", 10.8", 2.65"
Screen Size	5.8" Diagonal	5.7" Diagonal
Weight	.341 lbs	1.66 lbs
Wirelessly Enabled	With a cellular plan	With a cellular plan
Printer Type	External	Integrated Thermal
Operating System	Android 7.0 Nougat	Android OS 5
Camera	Front: 8MP Color Rear: 12 MP - Color	Front: 2 MP Color Rear: 16 MP - Color
Keyboard	Virtual Keyboard with separate numbers / letters	Virtual Keyboard with separate numbers / letters
Operating Period	~14 – 37 hours	~ 14 -32 hours
Charge Time	2 hours	5 hours
Drop Durability	Not measured	Not measured
Temperature Range	-4 F to 122 F	-4 F to 122 F
Bar Code Reader	1D / 2D	1D / 2D

Samsung Galaxy or Similar Device



N5 Print



Printers Offered by Data Ticket for 2 Piece Units

Data Ticket recommends the use of a 3" or 4" Bluetooth printer. The selection of a printer is like the selection of a handheld ticket writer. City Personnel may select a single printer to use for all Officers or City Personnel may wish to use a variety of printers. Of course, we do recommend City Personnel use a single ticket width, so a single ticket order will work, regardless of the printer selected.

Below we have provided 2 of the popular models used by our Clients that elect a 2-piece unit:

- 3" or 4" TSC Printer** – The TSC Alpha-3R and the Alpha-4L 4-inch direct thermal portable printers features a rugged design and reliable performance that will continue to operate long after other printers have failed. Both units are comfortable, light-weight printers capable of working with any mobile printing application where you need citations printed wherever you are. With its optional cases, the printers are IP54-rated to resist dust and water and each printer endures to a 6-foot fall and keeps printing. These small and light printers can be worn comfortably for a full shift, without interfering with the Officer's tasks.

Handheld Printer Images

3" TSC Printer



4" TSC Printer



Citation Issuance Application

Data Ticket has read and understands the City's requirements for a citation issuance application. All requirements identified in the City's RFP will be met by Data Ticket's Solution. All handheld software is developed, owned and fully supported by Data Ticket, Inc. Should the City need to replace or repair a unit, we have dedicated handheld resources available to you for troubleshooting, repairs, upgrades, general question inquiry and technical support.

Data Ticket has provided the City with multiple options for handheld ticket writers that we believe meet or exceed the City's requirements. Below and on the following pages is a short list of the features available in our citation issuance application:

- ✱ **Live, Wirelessly Enabled Software** – Citation data is transferred wirelessly to our solution using either an automated transmission mode or a batch mode. No workstation or software is required to wirelessly transmit citations to our Solution.
- ✱ **Immediate Payment** – Because the handheld can transmit citations in real-time, citation recipients can immediately pay on their cell phone, PDA, PC or other internet connected device.
- ✱ **Bar Code / OCR Scan Line Usage** - Our handheld software utilizes the printing of barcodes and OCR scan lines to better integrate our client's financial and or cashiering systems and eliminate data entry by cashiers.

- ✱ **Real-Time Scofflaw / VIP Alerts** - Officers in the field can be notified by a visual and audible alert when a license plate is a scofflaw (habitual offender) or is on a VIP list.
- ✱ **Pre-population of Citation Data** – Upon entering a license plate number if the vehicle has been cited in the past, the vehicle information including the make, model, VIN, and color will be pre-populated on the citation
- ✱ **Prior Citation Look-up** – Upon entry of a license plate that has been cited in the past, the Officer will be alerted to the number of and types of violations issued in the past and the amount owed, if any. In addition, the citation information is used to pre-populate the current citation, saving the Officer valuable time.
- ✱ **Electronic Chalking** – Officers can perform electronic chalking that alerts them of a violator, automatically.
- ✱ **Integrated Video Recordings, Audio Recordings and Pictures** – The android based software solution includes the ability to capture video, audio and pictures and transmits them at the time the citation is transmitted. These items are then displayed to City Personnel when viewing the citation online.
- ✱ **GPS** – Wirelessly enabled citation writers can utilize the built-in GPS capabilities that provide for tracking of each device, as well as tracking and images of citation issuance areas.
- ✱ **Multiple Violation Issuance** – If authorized by the City, Officers can issue an unlimited number of violations per citation. Should the City require the ability to issue more or fewer violations per citations, a simple configuration change will update the handhelds immediately.
- ✱ **Warning / Courtesy Notice Citations** – The Solution provides Officers with the ability to issue warning or courtesy citations, as well as track those citations.
- ✱ **Issuance Mapping** – Our Solution can track the issuance of citations and display that in map format to understand what types of violations are being issued and where they are being issued. An image of this feature is provided below.

As you can see on the screen capture below, the map displays violations by color and provides the ability to zoom in and out of an area, as well as to click in a citation and have it take the user directly to the citation in question.



Regardless of the handheld units the City decides to move forward with, the electronic transmission of the citation files occurs automatically. This capability means the City can transmit cites 24/7 and they will be automatically loaded into our Solution without ever having to be touched. This means the City's electronic citations will be available on the web faster than with any other vendor can provide.

CHAPTER 5:

Methodology

This section of the City's RFP asks responders to describe the methodology and techniques to be employed through the implementation phase as well as for the life of the contract.

Data Ticket understands the City requires a parking citation processing vendor who will provide City Personnel with the ability to utilize a fully hosted solution to manage parking citations. This approach alleviates the use of any City IT resources that are responsible for supporting and maintaining any hardware or software.

We understand the City is looking to find a Solution and a Solution Provider that will combine technology and services to provide the highest level of service. Given that, we will:

- Data enter manually issued parking citations
- Provide for the electronic transfer, perhaps wirelessly, of electronically issued citations
- Provide handheld ticket writers and citation issuance software that provides features that expedite the citation issuance process, provide for increased Officer safety, and increase citation issuance accuracy
- Provide for the receipt and data entry of payments received via US Mail
- Acquire, real-time, CA registered owner information
- Acquire, real-time, out of state registered owner information
- Send daily noticing processes for all regular notices
- Provide live, bi-lingual customer service representatives knowledgeable in how the City handles all customer service related issues
- Provide for the call recording of all inbound calls that can be provided to City Personnel upon request
- Provide a multi-lingual Interactive Voice Response System that provides the City's residents and visitors with real-time information regarding their citation(s) as well as the ability to pay, 24/7
- Provide a customizable website that provides the public with the ability to lookup, pay for and appeal their citation(s) online
- Process all payments and transactions real-time
- Customize user access levels for City Personnel to access the Solution
- Provide extensive, customizable reporting features that allow Personnel to create, save and share custom reports
- Provide full service citation processing, including daily processing, delinquent processing and the use of the Franchise Tax Board's interagency intercept program
- Provide robust disaster recovery procedures and a fully redundant Solution so as to avoid the loss of any data
- Provide a complete and detailed audit trail at the citation level for every transaction in the Solution
- Provide a fully staffed, knowledgeable Staff that can share in the responsibilities of daily citation management
- Share best practices that are communicated to the City on a consistent basis to ensure processing is as efficient and effective as possible



- Provide a full-service Adjudication Department that will place citations on hold, schedule hearings, scan all received documentation into the Solution and attach it for City review
- Scan all received envelope and payment back-up
- Provide for the implementation of a customized Permit Solution
- Provide for all customer service as it relates to permits, if so desired

Data Ticket's management philosophy and approach to each project we undertake is to:

- ☼ Represent each client as they would represent themselves if they were providing the same or similar citation and permit management services in-house
- ☼ Provide progressively advanced hardware and software, so that our clients have reports and information available as they need
- ☼ Provide professional and well-trained staff to service our clients and their customers
- ☼ Provide maximum revenue collections for our clients, politely and proficiently

CHAPTER 6:

Project Management



Data Ticket, Inc. is a California Corporation that provides parking citation software and management as well as permit management and collection services for Cities, Counties, Universities, Districts and other Public entities nationwide. Data Ticket employs 49 full time Staff. Data Ticket was incorporated in California in 1989. We provide expertise to ensure that citations get processed and collected in a timely manner for over 350 Agencies, nationwide.

Data Ticket is in Irvine, California. All work performed will be handled out of this office. Our offices are always open to our clients and we encourage in-person communication on a regular basis. Data Ticket, Inc. is a California certified Small Business Enterprise and a California certified Woman-Owned Business Enterprise.

Data Ticket is fiscally conservative and financially sound. There are no known financial issues that will prevent Data Ticket, Inc. from providing, implementing, and maintaining the proposed system for the term of the contract.

Data Ticket, Inc. has never been, nor is currently, involved in any bankruptcy. Likewise, we are not involved in a reorganization, liquidation or dissolution proceeding. A trustee or receiver has neither been appointed overall or to a substantial portion of the property of Data Ticket, Inc. under federal bankruptcy law or any state of insolvency law.

Financial Stability & Capacity

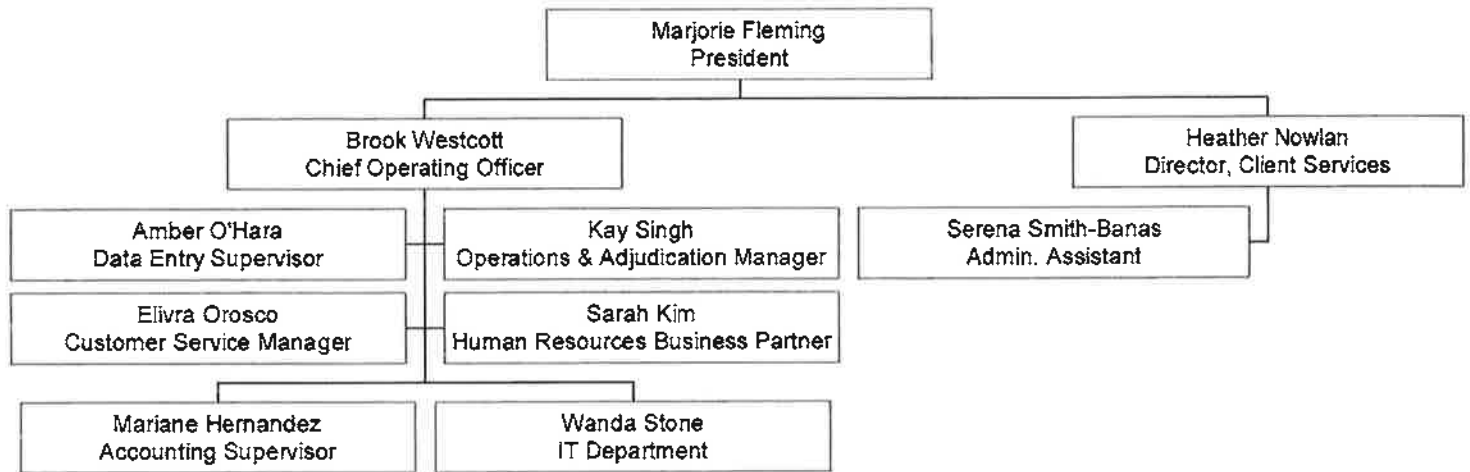
Data Ticket is privately owned and operated; we have no loans or debt. All our hardware and software are 100% owned, maintained, supported and upgraded by the company. We outsource nothing.

All our hardware and software are 100% owned, maintained, supported and upgraded by the internal staff members.

In summary, we are fiscally conservative and financially sound, consistently planning for the future and ensuring that our research and system upgrades keep us at the forefront of the industry and provide our clients with fully tested, stable, leading edge technology and services.

Organizational Structure

Below, we have provided the City with an Organization Chart depicting the major areas of work Data Ticket handles on behalf of our clients. All the individuals identified on the organization chart work in the Irvine, California office and each of the individuals identified in the organization chart provided below will be made available to City Personnel throughout the life of the contract.



CHAPTER 7:

Assigned Personnel

Data Ticket understands that our service and technology offerings are only as good as our Staff. It is our goal with each client to ensure we have a partnership based on solid, effective communication.

We understand the City has been working with its current vendor for a lengthy period and that change is often difficult. We will provide City Personnel with a fully dedicated Project Manager to facilitate the implementation of our Solution and to manage all aspects of the project. In addition to a Project Manager, we will provide a supplemental Project Manager. These two individuals will be available during normal business hours, Monday – Friday 7:00am – 5:00pm Pacific and City Personnel will have their cell numbers for after hour assistance. This is normal protocol for Data Ticket as we service clients on the east coast and in other states.

Individual	Assignment of Tasks	Allocation of Time
Heather Nowlan, Director Client Services, Project Manager for the City	Client setup and maintenance Initial and on-going User Training Correspondence Review Attendance at Required Meetings User and Administrator Setup Daily Questions	100% as needed
Brook Westcott, Chief Operating Officer & Supplemental Project Manager for the City	IT Oversight Enhancement Prioritization Accounting Oversight Attendance at Required Meetings Monthly Performance Review Collection Rate Statistics / Financial Analysis Internal Oversight of Operational Processes	100% as needed
Wanda Stone, Mobile Support Manager for the City	Handheld Training Handheld Customization Handheld Assistance / Follow-up	100% as needed

Resumes

Heather Nowlan, Director Client Services

Heather joined Data Ticket 9 years ago and is responsible for managing our clients' needs via email, phone, and personal visits. She is responsible for assisting in the implementation of new clients, as well as for the retention of existing clients by ensuring Data Ticket staff understands our clients' business rules and processing needs.

Heather is a graduate of Texas Christian University and her experience includes more than 17 years of customer service in a fast paced, high energy, client-facing business. She brings a solid foundation to Data Ticket by utilizing effective communication skills with a detail-oriented service mentality.

She has worked on numerous CRM (customer relationship management) programs in her prior experience and has been able to apply this knowledge directly to Data Ticket. Heather's goal is to enhance the experience that our clients receive through personalized attention.

Heather Nowlan, Director of Client Services, will be the individual responsible for working directly with the City on a day to day basis. Specifically, she will be responsible for processing any requests the City may have, including providing each of the City's Personnel with unique usernames and passwords that will provide access to the Citation Processing System at the appropriate, requested level. In addition, Heather will be responsible for providing all user training about the Citation Processing System Software. This training will be performed in person, via the Internet and over the phone. Finally, Heather will be responsible for reviewing all noticing and correspondence to be sent on behalf of the City.

Brook Westcott, Chief Operating Officer

Brook brings more than 14 years of parking citation experience in addition to 12 years of administration citation processing experience. Brook has been a key member of the Data Ticket team for the past 14 years, actively managing each client's citation processing to ensure each implementation is successful.

Brook's expertise in Project Management includes planning, designing, testing and executing client conversion, IT enhancements, new IT development, data management and process re-engineering. Brook's focus since joining Data Ticket has been to develop new processes to streamline the flow of data through the system to provide more detailed data to our clients via real-time, online reporting. Brook also focuses her time on managing the collection rates that Data Ticket obtains for its clients. Her goal is to keep Data Ticket's collection rates above the competition, while enhancing continually enhancing operational efficiencies.

Brook is a graduate of Baylor University with a Bachelor of Business Administration in Business Management. Prior to joining Data Ticket, Brook was a Senior Manager at Accenture for 11 years. During her time there, she served as project manager for high-profile projects in Spain, France, Italy, Chicago, New York, San Francisco, Minneapolis, Memphis and Orange County. Brook is responsible for overseeing the Information Technology, Accounting, Data Entry, Adjudication, and Operations Departments at Data Ticket.

Wanda Stone, Mobile Support Manager

Wanda is a Microsoft Certified Applications Developer with a Henley Certificate in Supervisory Management 1995 from the Graduate Institute of Management and Technology, South Africa. She has been with Data Ticket for 10 years and serves as a Senior Programmer within our IT Department. Wanda is responsible for managing the IT staff that focus their time on development, as well as improving and maintaining our proprietary applications including our website and our electronic handheld units. Wanda has been primarily responsible for releasing a wireless handheld unit to our clients in 2009. This unit allows our clients to transmit citations wirelessly to our

database, so citizens can pay for and/or appeal instantaneously. Wanda is responsible for all handheld software development, integration into existing database and implementation. This includes all hardware and software research. In addition, our IT Department has released a new look and feel for our website this year to provide a more user-friendly and sleeker image. Our IT Department also excels in developing and maintaining existing software solutions using VB.net, as well as for maintaining the Microsoft SQL Server and creating and maintaining databases.

Wanda Stone, Mobile Support Manager, will be responsible for providing training to all Police Department and Parking Control Officers at the City's preferred location(s). Wanda will also be responsible for providing regular enhancements to our Mobile Software and she will be responsible for working directly with City Personnel to ensure the handhelds are being utilized accurately to provide the most benefit to the Officers and to the City.

Staffing Plan

In addition to the individuals dedicated to the City, Data Ticket provides the highest level of services to each of our clients by providing access via phone, email and in person to all our Department Managers. We have adequately staffed each Department to accommodate each client's needs. We do not share resources across Department; rather we have hired and maintain each Department such that there is no need to share resources; however, personnel are cross-trained to ensure our entire staff is well versed in the entire citation processing lifecycle.

City Personnel will have access to all Managers, as well as individuals within each Department. In addition, individual and group emails as well as direct phone lines will be provided to City Personnel to ensure Data Ticket is always accessible. Finally, cell numbers for specific individuals will be provided to City Personnel should the need for after-hours assistance ever be required.

Name	Department	Function	Years of Experience
Marjorie Fleming	President	Overall contract management	23 Years
Brook Westcott	Chief Operating Officer	Contract management, IT oversight, Accounting oversight, enhancement management, City Council attendance – Project Manager	14 Years
Heather Nowlan	Client Services	Implementation management, training coordination, report generation	9 Years



Name	Department	Function	Years of Experience
Kay Singh	Operations & Adjudication	Daily operational assistance, including citation adjustments, DMV access, real-time DMV lookups, etc. Daily adjudication assistance, Hearing Office Scheduling and 1 st Level Administrative Review dispositions	21 Years
Amber O'hara	Data Entry	Daily data entry assistance	3 Years
Mariane Hernandez	Accounting	Daily accounting / banking assistance	7 Years
Wanda Stone	Programming	Daily assistance with the handheld solution chosen	10 Years
Elvira Orosco	Customer Service	Daily customer service assistance	9 Years

Substitution of Personnel

Data Ticket understands that key personnel are a critical factor for any agency, let alone an Agency considering a change to a new vendor. Our Staff is consistent. We do not experience high levels of turnover and we do not substitute personnel for other personnel. Data Ticket understands the City will not accept a change of key personnel once our proposal has been submitted

CHAPTER 8:

Schedule

Implementation Plan

Our approach to citation processing is continually evolving. We have been processing parking citations for 29 years. We use our experience and expertise to continually improve our software and our services so that our partnerships with our Clients continue to evolve and grow.

During the life of any contract, we believe it is our responsibility to benefit our Clients technically by providing regular enhancements. Our software is living software. It is provided as a Software as a Service (SaaS) model. Because our Clients do not own the software, it is Data Ticket's responsibility to enhance that software regularly, thereby providing our clients with new, forward-thinking functionality.

Data Ticket's Citation Management Solution is available to our clients via a 100% web-based solution. We are a leader in the industry with regard to our customer service, industry knowledge and willingness to partner on every level with our Clients. Since we have the benefit of processing for many agencies we have the access and ability to observe and understand "best practices" in the industry and to share those best practices with our Clients. We partner 100% with our Clients to meet and exceed their needs and we expect our Clients to rely on us for our expertise.

The table below represents our **suggestion only** of how we believe the daily citation processing and collections responsibilities can be shared to maximize the efficiency of the process. Again, all services can be reviewed individually and the City, Data Ticket or a combination of both can perform each service. The check marked items indicate who will take the primary responsibility for the items below:

Functionality	City Personnel Provides	Data Ticket Provides
Citation Management Software		✓
Permit Management Software		✓
Citation Issuance Hardware and Software		✓
Personal Computers	✓	
Cellular / WiFi Data Plans	✓	✓

Data Ticket offers several models to meet the City's requirements. These models range from Data Ticket performing all services in-house to the City performing all services in-house to a combination of sharing or dividing tasks and services. Based on the City's RFP, we understand the City wishes to provide the highest level of customer service for all types of customers while potentially removing some of the daily responsibilities.

Based on this information, we have provided what we believe to be best practices that will provide the maximum benefit for the City's Customers and Staff.

Functionality	City Personnel Performs	Data Ticket Performs
Data Entry of Manually Written Citations		✓
Automated Electronic Transmission of Citations	✓	
Real-time automated registered owner retrieval		✓
Generation, printing and sending notices		✓
View photos, videos and voice recordings of citations in the format in which they are sent	✓	✓
Automated Bail Escalation		✓
Automated management of the FTB and Delinquent Processes		✓
Place citations on adjudication holds and scan all supporting documentation		✓
Enter 1 st Level Dispositions	✓	
Send all Adjudication Letters		✓
Schedule 2 nd Level Hearings		✓
Enter notes to be viewed by the City and Data Ticket	✓	✓
Handle Customer Service, including IVR and live, bi-lingual customer service phone lines		✓

High Level Plan

Data Ticket is well versed in both the implementation and conversion efforts associated with parking citations and permit solutions. We believe we are the only vendor who is well equipped to handle the processing and collection requirements set forth in the City's RFP. We will convert all the City's data at no cost to the City.

Prior to an implementation, Data Ticket recommends a series of meetings to define when each notice will be sent, when each penalty will be added, and all other business rules that will be adhered to through the citation processing lifecycle. Our Solution will use this information to process the City's citations smoothly and effectively with as little human intervention as possible.

A high-level Parking Citation Processing functional implementation plan has been provided below that outlines the tasks the City and Data Ticket's Project Managers should review prior to implementation.

Parking Citation Processing Implementation

Task	Responsibility	Time Frame
Data Ticket is selected as the vendor of choice for the City's citation processing and collection services	The City	Week 1
Weekly conference calls to discuss progress of account setup	The City & Data Ticket	Weekly
Contract reviews complete and contract is signed and approved by City Council	The City & Data Ticket	Week 1
Termination letter sent to prior vendor outlining a test conversion file and a final conversion file timeline	The City & Data City	Week 1
Perform introductions of the key individuals at both the City and Data Ticket, including: Accounting – Operations - Data Entry - Appeals	The City & Data Ticket	Week 1
Provide and submit DMV parc code reassignment paperwork	The City & Data Ticket	Week 1
Provide ORI or obtain S-ORI Paperwork	The City	Week 2
Discuss and agree on handheld solution options	The City & Data Ticket	Weeks 1-2
Provide the following to Data Ticket: Bail schedule & penalty increments Officer list Location list Copy of a manually written citation Copy of an electronic citation	The City & Data Ticket OR City's existing vendor & Data Ticket	Week 1-2
Approve Parking Citation forms	The City & Data Ticket	Week 2
Provide a sample conversion file and definitions	Prior Vendor	Week 2
Review noticing wording and configure noticing timing	The City & Data Ticket	Week 3
Review the City's standards for Customer Service	The City & Data Ticket	Week 3
Implement the City's business rules, including penalty escalation, NSF and chargeback fees and adherence to AB503	The City & Data Ticket	Week 3
Review invoicing practices, reconciliation spreadsheets, tax reports and detailed billing reports	The City & Data Ticket	Week 4
Review file and seek clarification on outstanding questions; execute test conversion effort	Data Ticket	Week 3
Receive final conversion file	Data Ticket	Week 5
Signoff on conversion data	The City & Data Ticket	Weeks 5-6
Review available reports for month-end and invoice details	The City & Data Ticket	1st Invoice Month



Permit Processing Implementation

Task	Responsibility	Time Frame
Data Ticket is selected as the vendor of choice for the City's citation processing and collection services	The City	Week 1
Weekly conference calls to discuss progress of account setup	The City & Data Ticket	Weekly
Contract reviews complete and contract is signed and approved by City Council	The City & Data Ticket	Week 1
Perform introductions of the key individuals at both the City and Data Ticket, including: Accounting – Operations - Data Entry – Permit Fulfillment	The City & Data Ticket	Week 1
Identify existing and new permit types	The City & Data Ticket	Week 1
Identify prioritization order of permit integration	The City & Data Ticket	Week 1
Define business rules associated with each permit type	The City & Data Ticket	Weeks 2-4
Design permit solution configuration points	Data Ticket	Weeks 3-6
Build permit solution for individual permit types	Data Ticket	Weeks 5-7
Test permit solution for individual permit types	The City & Data Ticket	Weeks 7-9

Data Ticket's IT Department has expertly converted parking citation data from the City's current vendor without issue. We will work with the City's current vendor to convert the data into our system in a timely manner and have done so for cities like the City of Long Beach who issues over 360,000 citations per year.

On the prior pages we provided a high-level timeline for the work to be performed. If Data Ticket is the selected vendor, we will prepare a detailed timeline for the City to include all components of the work to be performed.

As you will hear from our References, we recognize parking programs are never static. Client needs are always changing, Customer needs evolve, and we work closely with our clients to continue to grow and adapt to meet the ever-changing industry.

CHAPTER 9:

Program Monitoring



Data Ticket processes parking citations and performs collections for over 350 clients, nationwide. We have never had a contract terminated and we have been able to perform exactly as required for all clients.

To ensure client satisfaction, Data Ticket works closely with each of our Clients to contain costs and ensure that schedules are adhered to. Our system is time and event driven so each transaction that occurs in the system, such as acquiring a registered owner, sending notices, applying penalties and managing the adjudication process occur for each client when each client business rules require it to occur. We do not batch process and our system does not require human intervention to perform most of the above-mentioned processes. Based on the timing required by each client, as each citation encounters the next step in processing, our Citation Processing System performs that step automatically.

With regard to cost containment, we do not structure our contracts such that there are hidden fees nor do we 'nickel and dime' our clients. Our costs are provided in a very clear and concise manner. In addition, when we begin work with each client, we set out a cost model that helps define the expectations for the client and Data Ticket so that there are realistic expectations for monthly, quarterly and annual costs.

Quarterly, we compare the cost model laid out at contract inception, to the actual costs that have been realized, to determine whether we're on track to meet our expectations. As we proceed, the estimates are adjusted, if needed and we discuss our findings with our clients. During this process we also provide suggestions for best practices to help our clients receive the best value at the lowest cost.

The detailed implementation phase will help us best understand the City's requirements, current operations, staffing levels and capabilities for performing work in-house. In turn, the implementation phase helps new Clients best understand the capabilities of the system and how they/we can best use the system to serve the City and what roles and responsibilities the City would like to start or continue performing.

Constant communication in the form of on-site visits at the City, at Data Ticket or via teleconference or web conference further help foster our communication effort so the City knows what to expect at every turn. We don't believe there should ever be surprises, either when it comes to processing, invoicing, handling customer service matters or any other processing related matter.

Data Ticket does not view our work with any Client as a "project". We view each endeavor as a long-term relationship that requires communication to ensure our Clients are happy and using the system to its fullest capabilities.

CHAPTER 10:

City Resources

This section of the City's RFP asks responders to provide details on what is required of City Personnel to make this partnership a success. We have provided some of that information in our response to Section 8; however, the single most important area City Personnel will be depended on is training.

Training of City Staff is extremely important to gain full acceptance of the Solution. We have provided a high-level over-view of the **on-site training** at the City's location for all users of the Solution. **This overview will be customized to meet the City's exact needs.**

Our Project Managers and the City's designated representative will agree on the logistics required of the training to be performed. Specifically, we will identify the number of individuals who will require training, the types or groups of individuals who will require training and the type of training required.

For example, Finance may require training on a subset of the reports offered, while the Officers may require training on a different subset of the reports offered. In addition to the types of training offered, we will work with City Staff to determine which type(s) of training are required: (i.e. in-person, Internet, user manual or specialized).

Data Ticket will rely on the City's staff to support the training efforts by:

- Aiding the Data Ticket Project Manager in defining the number of and types of training sessions to be held
- Aiding the Data Ticket Project Manager in defining the individuals for whom training will be performed
- Providing feedback on each training session

Once the initial training plan is mapped, we will begin to execute the training sessions.

Training Group	Type of Training	Duration	Format
Supervisors	Overview of: Website usage for citation processing Payment acceptance Receipt generation Keying of manual citations Payment Plan processes NSF processes Credit card acceptance Reduction of fees Void/Dismissal of citations Partial payment acceptance, if applicable Refund processing Report generation	~ 1 hour	In Person

Training Group	Type of Training	Duration	Format
Cashiers / Front Office Staff	Overview of: Website usage for citation processing Acceptance of payments Noticing/Penalty timeline review Handicap citation review Adjudication system review Report generation	~ 1 hour	In Person
Adjudication	Overview of: Website usage for citation processing Acceptance of payments Noticing/Penalty timeline review Handicap citation review Adjudication system review Report generation Generation of judgment Generation of disposition letters Appeal Scheduling	~ 1 hour	In Person
Enforcement	Overview of: Usage of the handheld units Usage of the scofflaw reports Usage of the permit reports Chalking capabilities Report generation Usage of meter messages Transfer of files Website usage for permit processing	1 ~ 2 hours	In Person

CHAPTER 11:

Subcontractors



RFP NO. PD-1801
Parking Citation Issuance Processing,
and Delinquent Collections Solutions

Data Ticket does not intend to use any subcontractors to perform any work required by the City.

CHAPTER 12:

Contractor Capability and References

Data Ticket understands the City is in search of a parking citation processing and collections vendor that is focused on the totality of the parking program. This includes the requirement to be conscientious of the costs involved in performing the work as well as the requirements for efficiency and effectiveness of the program while providing the highest level of customer service available. What was considered good enough or acceptable 10, 5, or even 1 year ago is no longer the benchmark of a successful program. We believe the City's selected vendor must be proactive in provide technology and software to the University but also be proactive in terms of providing customer service that exceeds the expectations of City Personnel and Customers.

The parking citation processing vendor should be fully integrated with other technology and software the City is currently utilizing to provide a comprehensive solution to Personnel but also to better understand parking needs as well as how parking impacts other areas of transportation within the City. Data Ticket wants to work with the City to increase efficiencies of the program and to identify areas of current successes and failures.

Too often agencies believe parking citations are simple, but the reality is that the analysis of where citations are issued and when citations are issued often uncovers issues that can easily be addressed and that when addressed can help to build a better image and a better transportation program.

In the event the City elects to move forward with Data Ticket, you will find that we are focused on growth. Our experience during the last five (5) years reflects tremendous growth internally as we continually provide enhanced software and solutions for our clients. In the last 5 years alone, we have provided our clients with the following new features:

- A new user interface for our clients to manage their parking citations that is streamlined and efficient
- Administrative rights provided to our clients to manage who has access to each feature on the web – our clients no longer need to email with a request to add, remove or modify a user's access rights!
- Enhanced ability to accept out of country payments and mail notices to out of country violators
- Report Generator feature provided to our clients to create, save and share custom reports from any field in the database
- Automatic linking of all payment plan letters so our clients can view the custom letter when viewing a citation online
- Addition of 20 new online reports
- Display of a violation geo-map that provides our clients with a map of citations previously issued
- Deployment of our "Easy Cite" feature which allows Officers to issue a citation in a few as 4 fields
- Release of our Citizen Search Translator that translates our customer facing website to over 100 languages in a nanosecond

- Replacement of our batch interface with CA DMV for registered owner information DMV registration holds and release to a real-time interface to CA DMV to obtain registered owner information, place registration holds and releases
- Built in SOS feature on our handheld unit software to notify individuals of an officer in distress
- Real-time communication amongst all handheld devices in the field
- Real-time interface with CA DMV from the handheld citation issuance software to obtain the current registered and whether any payments have been made in the last 30 days

This, of course is just a snapshot of what we have been doing for the past five years. There are simply too many enhancements to list. Our Solution is a living solution based solely on the Customer Service we provide to our clients. You might be thinking to yourself, what does that mean? That means that we partner with our clients to ensure they have all off the service and technology required to process parking citations in the most efficient and effective manner possible.

The last 5 years have not only been about internal growth. The last 5 years have also been about external growth. How does this help you? That's the simple part: this helps you because we view ourselves as an aggregator of 3 key elements in parking citation processing that are critical to the success of any client:

- **Data** – The more data we gather the more analysis we can perform to help us easily see trends in the industry and convey those trends to you. You see, the City has access to its parking citation data. If you're lucky or very proactive, you also have access to parking data at other surrounding cities, but chances are that's not the case and if it is, what are you doing with that data? We have access to over 275 clients nationwide. We analyze this data to inform our clients when citations in a specific area are most likely to be paid, who will most likely appeal and why, what types of payment plans work best and, most recently, how clients are reacting to Assembly Bill 503.
- **Processes** – In the RFP, you have provided the processes followed by City Personnel to administer parking citations. When was the last time you learned about how another agency processed adjudication requests or handled notice timing or even used Franchise Tax Board to impact collections? Have you considered tying parking citations to the ability to purchase a parking permit and the ramifications of such a decision? These are all processes we think about daily simply because we have exposure to a vast array of clients.
- **Knowledge** – This one is simple. The more data we analyze, the more processes we are familiar with, the more knowledge we gain and share with our clients. This knowledge transfer is critical to increasing efficiencies within our client's parking programs. It is also critical to understand new technologies and integration points that will help our clients' programs be more effective. We have never and will never charge a client for any integration. It's just know how we operate. We believe our clients operate most efficiently when their software providers and internal software speak to one another. The data is yours so let's integrate it for a single, cohesive view of your entire parking program, not just citations!



Per the City's request, below and on the following pages we have provided references for work currently being performed for Agencies with similar requirements as the City of Monterey Park.

Reference #1

Customer Name	City of Santa Ana
Purpose of Reference:	
We have selected the City of Santa Ana as a reference for the City of Monterey Park because Data Ticket was awarded the contract in 2016 during a RFP process over the incumbent vendor. This reference will be able to talk to City Personnel about what it was like to go through an implementation and conversion effort and what was successful or not. If the City does elect to change vendors, it will be important for Personnel to understand from another agency's perspective what the process was like and how much, if any, work was involved. This client issues over 100,000 citations per year and while that may be above the City's issuance rate, it speaks to our ability to handle all aspects of the citation processing program.	
Project Description	
Data Ticket was recently awarded the contract to process the City's parking citations, including: Daily & Delinquent citations, in state and out of state citations, CA and out of state registered owner retrieval, CA DMV Holds and releases, manual citation processing, citation issuance software, payment processing, FTB processing, credit card collections, online adjudication, adjudication correspondence, in-house, bi-lingual customer service, NSF processing, and chargeback processing. This contract was awarded over the incumbent, Phoenix Group, Turbo Data, Duncan Solutions and T2.	
Project Start and End Dates	February 2017 to current
Contact Individual	Enrique Esparza, Commander Traffic Division
Address	60 Civic Center Plaza, Santa Ana, CA92701
Telephone Number	(714) 245-8210



Reference #2

Customer Name	City of Seal Beach
Purpose of Reference:	
We have selected the City of Seal Beach as a reference for the City of Monterey Park because Data Ticket started partnering with the City to provide parking citation processing services in October 2015. In addition, we developed a parking permit program for residents and beach goers and are currently expanding the permit solution to Merchants and Contractors in the busier downtown areas. This reference will be able to talk to City Personnel about the current processing model and the efficiency we have been able to achieve by working together. In addition, this Agency is currently implementing an LPR Solution as well as mobile pay options, all which Data Ticket is integrating with at no cost.	
Project Description	
Daily & Delinquent in state and out of state citation processing, CA and out of state registered owner retrieval, CA DMV Holds and releases, Payment processing, Delinquent payment processing, FTB processing and FTB refunds, Credit Reporting collections, Online Appeals –First Level Support, Second Level Hearings, Third Level Court, Custom adjudication letters, Payment plan processing, In-house, bi-lingual customer service , Handheld ticket writers, Full service – Customer service, Online Adjudication documents, Online credit card payment and settlement and a multi-faceted Permit Solution	
Project Start and End Dates	Continuous since October 2015
Contact Individual	Vicki Beatley, Director of Finance / City Treasurer
Address	211 Eighth Street, Seal Beach, CA 90740
Telephone Number	(562) 431-2527, ext. 1311



Reference #3

Customer Name	Bay Area Rapid Transit District
Purpose of Reference:	
We have selected the Bay Area Rapid Transit District (BART) as a reference for the City because Data Ticket has partnered with the BART for the past 8 years to provide parking citation processing and collection services. This client is reflective of an agency that relies on our constant and consistent upgrades to the solution and our willingness to modify our solution to meet their needs. BART represents over 12 Locations and issues over 100,000 citations annually. This reference will be able to talk to City Personnel about the history we have together and the various changes that have taken place over the years. In addition, this Agency will be able to speak with the City about our ability to add required services. Recently the District adopted a Code Enforcement process that will utilize Data Ticket handheld ticket writers and citation issuance software.	
Project Description:	
Data Ticket was re-awarded the contract through an RFP process in 2015. Data Ticket processes BART's parking citations, including: Daily & Delinquent citations, in state and out of state citations, CA and out of state registered owner retrieval, CA DMV Holds and releases, electronic citation processing, citation issuance software, payment processing, FTB processing, credit card collections, online adjudication, adjudication correspondence, in-house, bi-lingual customer service, NSF processing, and chargeback processing.	
Project Start and End Dates	September 2009 to current
Contact Individual	Jason DeVera, Administrative Supervisor – Traffic / Parking Enforcement
Address	101 8 th Street, Oakland, CA 94607
Telephone Number	(510) 464-7785

CHAPTER 13:

Alternative Proposals

This section of the City's RFP asks responders to provide statements of alternative proposals. Data Ticket will process citations and permits as required by the City's RFP; however, we believe the City could benefit from the items below that are not included as requirements for the City's program.

- ✱ **Single, Cohesive Customer Portal View with Increased Customer Functionality** – The City's website for paying parking citations, appealing parking citations and managing permits should provide customers with a single, cohesive look that is consistent with the City's website. We suggest we host a City branded website that looks like the City website but when clicked, takes the Customer directly to a search screen that provides the ability to search for a parking citation by: Citation Number or by Notice Number or License Plate / State and then takes the Customer directly to a page to either Pay or Appeal their citation(s). This suggestion will result in a better Customer experience, more trust in the process and a higher payment rate. Additionally, today to view a citation on the web, an individual must enter an email address. While this may be the City's method for capturing additional data about an individual, it most certainly prevents individuals from paying or viewing their citation on the web. Finally, the City does not take American Express. Accepting this form of payment may increase the number of individuals who pay a citation electronically.
- ✱ **Daily Notices** – Data Ticket sends notices Monday – Friday as citations are eligible to have notices sent. Each notice is sent in a #10 windowed envelope via 1st Class Mail and includes a return, #9 envelope in which the citation recipient can return payment.
- ✱ **GeoMapping** – Our handheld solution provides the latitude and longitudinal coordinates of every citation issued. We use this information to provide a map of the City's location and then chart each citation issued, color coded based on the status of the citation. An image of this feature has been included in our response to provide City Staff with a better understanding of this feature.
- ✱ **Cite by Voice, ALPR and Cite Pop Features** - These are all features our wireless, Android-based handheld ticket writers provide to our Clients and we feel the City's Officers would benefit greatly from them. The Cite by Voice allows an Officer to issue a citation simply by speaking each field. The process is simple, fast and effective and reduces the data entry aspect for the Officer. Additionally, our software provides the Officer with the ability to take a picture of a license plate and have it translated into the license plate field, thus eliminating more data entry for the Officer. And finally, we provide a "Cite Pop" feature that pre-populates all fields on a citation if a prior citation to that particular plate has been issued. This feature increases Officer safety by reducing the time it takes to issue a parking citation.
- ✱ **SOS Feature**– Our Android based handheld ticket writers provide Officers with an SOS feature that, when pressed, automatically sends the latitude and longitude coordinates, along with a link to the exact location of the Officer on a map. This feature is used by Officers who do not have time to make a phone call. The recipients can receive this information either via text message and/or email, depending on the City's preference.
- ✱ **Video Recording and Voice Recording** – The Android based handheld ticket writers we recommend provide the Officers with the ability to take and transmit video recordings and voice recordings at the time the citation is being issued. When

transmitted to our Solution, these items automatically display at the citation level for City Personnel.

- 
Report Generator Capability – We provide our Clients with the most advanced reporting tool available in the industry. This tool is online and provides our Clients with the ability to run one of 37 standard reports and it provides our Clients with the ability to create custom reports using virtually every field in the database. Further our Clients can save their reports to their own, unique “My Reports” section of the web and they can choose to “Share” their reports with any other individual within the Agency who has access to the Solution. This feature is heavily used by our Clients; however, for those who do not have the time nor the desire to create and save new reports, our Client Services team will do all of it upon request at no cost.
- 
Quarterly Review of Collection Rates / Processing Timelines – Our Client Services Department understands that a regular review of processing timelines, citation issuance, collection rates and other pertinent data elements is essential to understanding how to modify the citation processing effort to experience the highest rate in customer satisfaction as well as the highest collection rate possible. We perform quarterly reviews of our Client’s data and make recommendations on how to adjust for a more efficient and effective processing solution.
- 
Lowest Single Transaction Cost for Credit Card Use – Data Ticket has always charged the Public a single transaction fee, regardless of the number of citations paid in a single transaction. This is not the case with other vendors who can charge exorbitant fees for the public to pay their citations online.
- 
Real-time Shared Data – Our Android-based handheld devices, when paired with a wireless plan, share data instantaneously, whether it is a chalk, a citation issued an update to the scofflaw list. As soon as an Officer in the field chalks a vehicle, that chalking is made available to all handhelds in the field. Similarly, as soon as a citation is issued, or a Scofflaw update is made, all handhelds have access to the most current data. This feature enables Officers to have the most accurate data from the field when issuing citations.

CHAPTER 14:

Conflict of Interest



This section of the City's RFP asks responders to address possible conflicts of interest with other clients affected by actions performed by Data Ticket on behalf of the City.

Data Ticket has not identified any possible conflicts on interest with other clients or entities.

CHAPTER 15:

Other



RFP Proposal # PD-1801 Proposer Signature

CITY OF MONTEREY PARK

REQUEST FOR PROPOSAL

PROPOSAL # PD-1801

PROPOSALS ARE DUE: NOT LATER THAN 08:00 A.M. on June 06, 2018.

The City of Monterey Park invites sealed proposals for Parking Citation Issuance,
Processing Delinquent Collections Solutions

1. Return original of Proposal to:

City of Monterey Park City Clerk
Attn: David Elliott, Traffic Bureau Commander
320 W. Newmark Ave
Monterey Park, CA

2. Proposer must honor proposal prices for sixty (60) days.
3. Proposals must include this Proposal form and be signed by the vendor's authorized representative.
4. Award of a contract will be made by the City Council based upon the criteria set forth in this RFP and will be made based upon the best qualified proposer rather than lowest price.

PROPOSER TO READ

I have, read, understood, and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the commodity or service stipulated on this proposal as stated above.

Data Ticket, Inc.
Company

2603 Main Street, Suite 300 Irvine, CA 92614
Address

Brook Westcott
Name (Print)


Signature

(949) 428-7240
Company Phone No.

Chief Operating Officer
Title of Person Signing Bid

Exhibit B – Insurance Requirements Acknowledgment

EXHIBIT B

INSURANCE REQUIREMENTS [MUST BE SUBMITTED WITH PROJECT PROPOSAL]

Insurance reviewed by: Brook Westcott ^{BW} To be awarded this contract, the successful bidder must procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$2,000,000.00
Business automobile liability	\$500,000.00
Workers compensation	Statutory requirement.

Commercial general liability insurance must meet or exceed the requirements of the most recent ISO-CGL Form Number. The amount of insurance set forth above must be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies must be endorsed to name the City, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by the City will be excess thereto. Such 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.

Professional liability coverage must be on an "occurrence basis" if such coverage is available, or on a "claims made" basis if not available. When coverage is provided on a "claims made basis," the Consultant must continue to maintain the insurance in effect for a period of three (3) years after this Agreement expires or is terminated ("extended insurance"). Such extended insurance must have the same coverage and limits as the policy that was in effect during the term of this Agreement, and cover the Consultant for all claims made by the City arising out of any errors or omissions of the Consultant, or its officers, employees or agents during the time this Agreement was in effect.

Automobile coverage must be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).

The Consultant must furnish to the City duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement, endorsements as required herein, and such other evidence of insurance or copies of policies as may be reasonably required by the City from time to time. Insurance must be placed with admitted insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII." Certificate(s) must reflect that the insurer will provide thirty (30) day notice of any cancellation of coverage. The Consultant will require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

By signing this form, the bidder certifies that it has read, understands, and will comply with these insurance requirements if it is selected as the City's consultant. Failure to provide this form may render the bidder's proposal "nonresponsive."

June 5, 2018

Date

 Data Ticket Inc.
Bidder

PCI Compliance Certificate

Data Ticket is PCI Compliant, with version SAQ D 3.2.

		PCI DSS Certificate of Compliance 3030-FF5A-3459-0038
Self-Assessment Questionnaire		
Status:	Pass 2017-12-18 12:32:40, valid through 2018-12-18	
Version:	SAQ D 3.2	
Attested By:	Brook Westcott, Chief Operating Officer	
Vulnerability Scan		
Status:	Pass 2018-06-02 17:15:52, valid through 2018-08-02	
Scan Vendor (ASV):	Trustwave	
Awarded To:	CITATION PROCESSING CENTER	
Client Authorization:	Brook Westcott Digitally signed by Brook Westcott DN: cn=Brook Westcott, o=Data Ticket, Inc, email=brookwestcott@dataticket.com, c=US Date: 2018.06.05 17:29:54 -0700 Sign Name Print Name	
The signed context of CITATION PROCESSING CENTER agrees to the accuracy of all information provided within TrustKeeper PCI Manager		
To maintain compliance, the above named client (referred to herein as "CLIENT") must be aware of and validate against its individual requirements as set by the Payment Card Industry Security Standards Council and the payment card brands. For information on requirements, please visit www.pcisecuritystandards.org. In addition, CLIENT must continuously identify and provide to Trustwave information regarding any new system, process, or sensitive cardholder data, as that this system can be included in the scope of the validation process. This certificate is valid through the expiration date stated above. It is CLIENT's sole responsibility to achieve and maintain compliance with the card association security requirements and obtain validation on at least a quarterly basis. Trustwave makes no representation or warranty as to whether CLIENT's systems are secure from either an internal or external attack or whether cardholder data is at risk of being compromised. This certificate of self-assessment is based on unverified information provided by CLIENT and is for the sole purpose of identifying attention for compliance by CLIENT and cannot be used for any other purpose without the express written consent of Trustwave's legal counsel.		
Participating organizations: Visa Europe, Visa Inc., MasterCard Worldwide, American Express, Discover Financial Services, JCB Co., Ltd.		

SOC 2 Type 2 Certificate

Annually, Data Ticket engages Assure Professional to perform a SOC 2 Type 2 Audit our technical environments and processes as well as our functional processes. This audit is all encompassing and spans several weeks. Below is our most recent confirmation of passing the audit.





California Certified Small Business Enterprise

Supplier Profile
State of California Certification



Certification ID : 3830

Legal Business Name
DATA TICKET INC

Doing Business As (DBA) Name1:
DATA TICKET INC

Doing Business As (DBA) Name2:

Office Phone Number
949/752-6937

Business Fax Number
949/752-6033

Business Web Address
<http://www.dataticket.com> {}

Address
4800 CAMPUS DR STE 200
NEWPORT BEACH
CA 92660-1631
Email:
mflaming@dataticket.com (<mailto:mflaming@dataticket.com>)

Total No. of Employees
40

Business Types
Service

Notification Preference
Email

Service Areas

Alameda , Alpine , Amador , Butte , Calaveras , Colusa , Contra Costa , Del Norte , El Dorado , Fresno , Glenn , Humboldt , Imperial , Inyo , Kern , Kings , Lake ,
Lassen , Los Angeles , Madera , Marin , Mariposa , Mendocino , Merced , Modoc , Mono , Monterey , Napa , Nevada , Orange , Placer , Plumas , Riverside ,
Sacramento , San Benito , San Bernardino , San Diego , San Joaquin , San Luis Obispo , San Mateo , Santa Barbara , Santa Clara , Santa Cruz , Shasta , Sierra ,
Siskiyou , Solano , Sonoma , Stanislaus , Sutter , Tehama , Trinity , Tulare , Tuolumne , Ventura , Yolo , Yuba

[View Keywords](#)

[View Classifications](#)

Active Certifications

?

Certification Type	Status	From	To
SB	Approved	09/11/2013	09/30/2019

Certification History

?

[Return to Search](#)

<http://www.dgs.ca.gov/>

<http://www.fiscal.ca.gov/>

© 2015-2017 Cal eProcure

[Search \(search.aspx\)](#) | [Privacy Policy](#)
(http://fiscal.ca.gov/Privacy_Policy/index.html)



<https://www.facebook.com/CalDGS>



<https://twitter.com/CalIDGS>



Women Owned Business Certification

MINORITY OR WOMEN OWNED BUSINESS ENTERPRISE CERTIFICATION

I hereby certify that this firm is a Minority or Women Owned Business Enterprise as defined in law. In making this certification, I am aware of Section 12650 et seq. of the Government Code providing for the imposition of treble damages for making false claims against the state, and Section 10115.10 of the Public Contract Code making it a crime to intentionally make an untrue statement in this certificate.

Date: June 1, 2005 Name: Marjorie A. Fleming
Title: President
Signature of Contractor or Authorized Agent: [Signature] Firm Name: Data Ticket, Inc.
Address: 4600 Campus Dr, Ste 200
Newport Beach, CA 92660
Phone Number: (949) 752-6937

Please insert in the appropriate space the percentage which best describes the ownership and control of your business:

Business Ownership: Ethnic/Gender Classification	% Male	% Female
Black American	_____	_____
Hispanic American	_____	_____
American Indian	_____	_____
Alaskan Native	_____	_____
Asian Indian American	_____	_____
Asian Pacific Islander	_____	_____
Pacific Islander	_____	_____
Filipino American	_____	_____
Caucasian	_____	<u>100%</u>

DEFINITIONS

"Minority" OR "Women-owned business" (M/WBEs) is a business concern:

- (1) Which is at least 51% owned by one or more minorities or women or, in the case of a publicly owned business, at least 51% of the stock of which is owned by one or more minorities or women, and
- (2) Whose management and daily business operations are controlled by one or more such individuals, and
- (3) Domestic corporation-A corporation with its home office in the United States which is not a branch or subsidiary of a foreign corporation, firm or other business

"Minority" means an ethnic person of color including American Indians, Asians (including, but not limited to, Chinese, Japanese, Koreans, Pacific Islanders, Samoans and Southeast Asians), Blacks, Filipinos and Hispanics.



Better Business Bureau Certificate A+ Rating

Data Ticket Inc

[Submit a Review](#)[Overview](#)[Reviews & Complaints](#)[BBB Accreditation](#)

(888) 752-0512

Data Ticket Inc
27 years in business
4600 Campus Dr #200
Newport Beach, CA 92660

[EMAIL](#)[WEBSITE](#)

See More Contact Options

[Find a Location](#)

Business Started: 09/15/1989
Business Incorporated: 09/16/1989 in CA

Type of Entity
Corporation

Business Management
• Ms. Marjorie Fleming, President
• Mr. Brook Westcott, Chief Operating Officer

Overview

This company offers traffic ticket consultation.

BBB Reason for Ratings

BBB rating is based on 13 factors. Get the details about the factors considered.

BBB Reports On:

Licensing

Advertising Review

Government Actions

Out of Business

Website of Better Business Bureau Name/Logo

**THIS BUSINESS IS NOT BBB
ACCREDITED**

Data Ticket Inc



Customer Review Rating:

100%

[0] Positive Reviews
[0] Neutral Reviews
[0] Negative Reviews
[0] Total Customer Reviews

MONTEREY PARK

California

**Request for Proposal
RFP NO. PD-1801
for**

**Parking Citation Issuance, Processing and Delinquent
Collections Solutions**

PART II - COST PROPOSAL

**JUNE 6, 2018
8:00AM**

COPY



SUBMITTED BY

DATA TICKET, INC.

**Brook Westcott
Chief Operating Officer
2603 Main Street, Suite 300
Irvine, CA 92614
Phone: (949) 428-7240 | Fax: (949) 281-3195**



RFP NO. PD-1801
Parking Citation Issuance Processing,
and Delinquent Collections Solutions

Bidder Name: Data Ticket, Inc.
Bidder Address: 2603 Main Street, Suite 300
Irvine, CA 92651

Total Cost: Total cost will be a calculation of the costs identified below multiplied times the number of instances the City incurs.

Data Ticket, Inc.
Office: 949 428-7240

2603 Main Street, #300 Irvine, CA
ClientServices@DataTicket.com



PARKING CITATION PROCESSING FEE DESCRIPTION

Manual Parking Citation Processing: **\$0.40**

Services for the above-mentioned items include:

- On-site data entry of manually written citations performed within 48 hours of receipt
- On-site quality assurance verification of manually entered citations
- Scanning of all manually written citations onto our network for storage and ease of retrieval
- Bi-monthly shredding of manually written citations

Electronic Parking Citation Processing: **\$0.35**

Services for the above-mentioned items include:

- Automated citation transmission into Data Ticket's Citation Management Solution 24/7
- Automated confirmation email detailing successfully transmitted citations
- Automated transmission of photos attached to citations

Courtesy Notice: **\$0.72**

Services for the above-mentioned item include:

- Semi-custom Courtesy Notice that is printed on an 8 ½ x 11" piece of paper with a perforated tear-off payment stub provided in a window envelope sent to the registered owner of a vehicle
- All notices are attached to the citation online and are viewable via the web
- All notices sent via 1st Class Mail
- All notices include a return envelope in which the responsible party may submit payment
- This charge is only incurred if the individual does not pay off the windshield and a notice is sent to the individual as a result

Out-of-State Collections: **23% of revenue collected**

- This fee will cover all expenses associated with obtaining out-of-state registered owner information and will only be due when a citation is paid
- Data Ticket is a recognized Strategic Partner with NLETs and we are currently utilizing the City's and our ORI
- This fee is not combined with any other contingency fee. For example, if a citation is rolled to a delinquent status, only 23% of revenue collected will be charged
- If Data Ticket does not collect on a citation that is issued to an out of state plate, the City does not owe this fee.

Delinquent Collections: **23% of revenue collected**

- This fee will be assessed when a citation is ninety (90) days past the citation issue date, assuming a first notice has been sent to the registered owner and the citation is not on hold for any reason
- Three Delinquent Notices will be sent to the registered owner at no cost to the City



- All notices are sent via First Class mail and all notices are printed on an 8 ½ x 11" sheet of paper and folded into a window envelope; in addition, a window envelope is provided for the recipient to return payment
- All notices are attached to the citation online and are viewable via the web
- If Data Ticket does not collect on a citation that is delinquent, the Agency does not owe this fee
- Notices will be sent via 1st Class Mail, and Data Ticket will be responsible for the cost incurred and all customer service and payment entry

Franchise Tax Board Processing (Optional)

SSN Look-up

\$2.00 per SSN

- This fee will be assessed to lookup a social security number associated with a registered owner and address
- This charge is charged per unique SSN, not per citation

FTB Collections:

15% of revenue collected

- This fee is charged if a citation is paid at the Franchise Tax Board
- This charge is not combined with any other charge; for example, if a citation is rolled to delinquent status and paid at FTB, only the 15% of revenue collected will be charged
- Data Ticket will send an FTB Notice to the Customer as required by the Interagency Intercept Program; this notice will be sent via 1st Class Mail and will be sent at no cost to the City
- All notices are attached to the citation online and are viewable via the web
- Data Ticket will pay for the Agency's cost to participate in the FTB program; annually, FTB will send an invoice to the Agency for the number of debts placed at FTB; the Agency will simply provide this invoice to Data Ticket and Data Ticket will pay it in full
- If Data Ticket does not collect on a citation that is at FTB, the Agency does not owe the collection fee

Advanced Collections Processing (Optional)

Advanced Collections Legal Action Not Required

30% of revenue collected

- This fee is charged if a citation is paid at Advanced Collections
- This charge is not combined with any other charge; for example, if a citation is rolled to delinquent status and paid at Credit Reporting Collections, only the 30% of revenue collected will be charged

Adjudication:

1st Level Review Hold & Scanning of Review Request

\$0.60 per citation

- Data Ticket will review all documentation received by the Appellant and determine whether the request received within the required timeframe
- If the request was received within the required timeframe, Data Ticket's Adjudication Department will place the citation on an Administrative Review Request Hold and



scan all received documentation into the Citation Management Solution where it is displayed on the web for the Agency's Staff

- If the request is received outside the required timeframe, the Agency will have the option to proceed as though the request was received within the timeframe or it may elect to have Data Ticket send a "time expired letter" rejecting the appeal

1st Level Review Disposition Letters **\$1.25 per letter**

- Data Ticket will send a custom disposition letter to the Appellant via 1st Class Mail
- All letters are attached to the citation online and are viewable via the web

2nd Level Hearing Hold, Scanning and Scheduling of Hearing **\$0.60 per citation**

- Data Ticket will review all documentation received by the Appellant and determine whether the request received within the required timeframe
- If the request was received within the required timeframe, Data Ticket's Adjudication Department will place the citation on an Administrative Hearing Request Hold and scan all received documentation into the Solution where it is displayed on the web for the Agency's Staff and the Hearing Officer
- If the request is received outside the required timeframe, the Agency will have the option to proceed as though the request was received within the timeframe or it may elect to have Data Ticket send a "time expired letter" rejecting the appeal
- Data Ticket will work with the designated Hearing Officer to schedule the Hearing based on either a pre-determined schedule or an ad hoc basis, depending on the Agency's schedule

2nd Level Hearing Disposition **\$85.00 per hour**

- Data Ticket's independent, certified, insured hearing officers will be provided to the to perform in-person, phone and written hearings
- Each hearing request will be reviewed, heard or read and all required research will be performed
- The Hearing Officer will enter a judgment into the Citation Processing System for viewing by the Agency, Appellant and Data Ticket
- Hearings will be scheduled
- The Agency will incur costs associated with mileage as defined by Federal guidelines
- Data Ticket will work with the Agency to arrange for the use of a conference room at an Agency location or the Agency may elect to have citations heard at a centralized location within the County

2nd Level Hearing Schedule & Disposition Letters **\$1.25 per letter**

- Data Ticket will send a custom disposition letter to the Appellant via 1st Class Mail
- All letters are attached to the citation online and are viewable via the web
- Disposition letters will be sent Monday – Friday

Joint / Escrow Banking Services (Optional) **\$100.00 per month**

Services for the above-mentioned item include:

- Daily deposits of funds to the Agency's escrow account

Data Ticket, Inc.
Office: 949 428-7240

2603 Main Street, #300 Irvine, CA
ClientServices@DataTicket.com



- Online, real-time reconciliation reports that tie directly to the bank statement
- Processing of all credit card charge-backs and Insufficient Funds
- Month-end reconciliation of all funds collected
- Disbursement of County / State Surcharges at month-end
- Payment of Data Ticket's invoice
- Disbursement of the net remittance to the Agency
- Scanning of all payments directly to joint bank account daily using remote check deposit
- The Agency will be responsible for the purchase of banking supplies, including checks and endorsement stamps; these fees typically run \$200.00 per year

Charge-backs and NSF's (Optional) \$1.25 per issued instance

- Data Ticket will process credit card charge-backs and NSF's when notified of each occurrence
- Once processed, Data Ticket will send a custom letter to the individual detailing the returned item and the amount due on the citation

Refunds (Optional) \$2.50 per issued instance

- Data Ticket will process refunds when notified by the Agency
- In the event the Agency utilizes Joint Banking, Data Ticket will verify, generate and send each refund due when notified by the bank
- Refunds will be issued weekly
- Refunds will be sent via 1st Class Mail

Credit Card Convenience Fee \$3.50 per transaction charged to the Citizen

- This fee is not charged to the City, rather it is charged to the citizen in the event they elect to pay their parking citation(s) via credit or debit card
- This fee is charged per transaction such that an individual may pay as many citations as they choose at any point in time and incur only 1 fee

Assembly Bill 503 Changes:

With many of our Agencies focused on the implementation of AB 503, a significant concern is the impact it may have on City's Staff's time and responsibilities. Given this, we have offered to accept and review all payment plan requests for persons claiming indigency. This new process includes the acceptance of documentation via the web and US Mail, the review of this documentation and the scanning of all the documentation and attachment to the citation to which it applies. Based on each City's unique business rules, Data Ticket will either accept or deny each request and then proceed to setup the payment or issue a letter of denial with a reason for the denial. The costs for these services are provided below:

**Acceptance and Scanning of Indigent Payment Plan Requests
(Approval/Denial by Data Ticket) \$5.00 per request**

Data Ticket, Inc.
Office: 949 428-7240

2603 Main Street, #300 Irvine, CA
ClientServices@DataTicket.com



**Accepting and Scanning of Indigent Payment Plan Requests
(Approval/Denial by City)** **\$2.00 per request**

Indigent Payment Plan Letters **\$0.85 per letter**

Parking Citation Services Included in the Above Costs:

Online Access for the Agency's Customers: **Included**
The Agency's Customers will have the ability to perform the following functions online:

- View real-time citation(s) data
- Pay for a single or many citation(s)
- Request a 1st Level Administrative Review and attach up to three documents supporting their position
- Request a 2nd Level Administrative Hearing Request and attach up to three documents supporting their position
- Print a receipt
- View pictures of the citation taken by the issuing officer (if the Agency allows)

Online Access for the Agency's Staff: **Included**
Access to the Agency's data is based on unique usernames and passwords assigned to each individual who requires access to the system. Data Ticket does not limit the number of individuals who have access to the system and the number and types of access can change at any point with a simple email request to Data Ticket.

Our Solution is setup to maintain a complete audit trail for each transaction in the system, therefore, the username is displayed next to every transaction in the system, indicating who performed the transaction and when.

Reporting: **Included**

- Data Ticket offers 24 reports online for our Clients to generate, print and re-print 24/7. We provide real-time reports that can be generated for any timeframe required and we provide pre-processed/month-end reports that reflect the month-end view of data.
- All reports are available online and because we do not purge data unless specifically requested to do so by a Client, the data is available if the Agency is a Client.
- All reports are generated in HTML, so our Clients can copy and paste the data into Excel for data manipulation purposes.
- If the Agency were to request a report that was not already available using the standard reports or report generator, Data Ticket would work with the Agency to design the report and provide it to the Agency at no cost.

Manual Payment Processing: **Included**

- Manually received payments (checks, cash, money orders and credit card payments sent via US Mail) are received at our PO Box in Newport Beach where a bonded and insured courier picks up the mail daily and delivers it to our Newport Beach office



- On-site Mail Department opens, sorts and batches the payments before providing them to our on-site Data Entry Department
- After double-blind entry of each payment, the citations are updated by our Quality Assurance team
- Payments are then provided to our Accounting Department where daily deposit slips are completed and provided to a bonded, insured courier who takes them to the bank

Registered Owner Information: **Included**

- Registered owner information for all citations issued on California license plates
- Turnaround time for acquisition of California registered owner information is same day
- Registered owner information for all citations issued on out of state license plates
- Data Ticket is a recognized Strategic Partner with NLETs and has access to registered owner information nationwide real-time through NLETs service
- Access to this system requires the use of the City's ORI for tracking purposes only; Data Ticket will utilize its own ORI for acquiring the out of state RO data

CA DMV Holds and Releases: **Charged to Agency by DMV**

- California DMV Holds and Release performed daily via an online connection
- Holds and releases can also be performed real-time, upon request
- Citation amounts placed on hold are updated daily in the event a partial payment is made
- DMV will deduct this amount from the City's monthly check; Data Ticket will not reimburse the City for this fee because citations paid at DMV incur no Delinquent or Out of State contingency fee. **100% of the funds collected at DMV go to the City.**

Customer Service: **Included**

- Data Ticket provides a live, bi-lingual, on-site Customer Service Department that is fully trained to answer questions related to citation issuance, payment, adjudication, fix-it tickets, sign-offs, FTB, advanced credit reporting collections and more
- All calls are recorded to quality assurance and recordings can be sent to the Agency at any time for review
- Data Ticket's IVR is bi-lingual and accessible via several toll-free numbers; the IVR provides real-time information to the caller regarding current status, including the amount due
- The IVR accepts VISA; MasterCard, Discover, and American Express

Web Presence: **Included**

- Data Ticket's Solution is 100% web-based and Section 508 Compliant and is provided at: www.CitationProcessingCenter.com; this is a generic website in the sense that it is not Agency branded. This website allows for the Agency and the Agency's Customers to access citations online

Data Ticket, Inc.
Office: 949 428-7240

2603 Main Street, #300 Irvine, CA
ClientServices@DataTicket.com



RFP NO. PD-1801
Parking Citation Issuance Processing,
and Delinquent Collections Solutions

- If the Agency prefers an Agency branded website, one in which the look and feel mimics that of the Agency's website, Data Ticket can and will provide this feature to the Agency.



RFP NO. PD-1801
Parking Citation Issuance Processing,
and Delinquent Collections Solutions

Cost Increases:

Postal Rate Increase Offset – If postal rates increase during the term of the agreement, fees to DTI shall be raised immediately to offset the effect of the actual postal rate increase.

CPI Increases – There will be **NO** CPI increases for the duration of the agreement.



PERMIT MANAGEMENT PRICING

Annual Software Fee **\$5,000.00**

This fee includes the customization of the website for Customers to obtain and manage their permits, as well as any customization required for City Personnel to manage the permit process. An extensive design phase will be implemented to ensure the capture of all business rules to be utilized by the City.

Permit Fulfillment Fees – if Performed by Data Ticket **\$4.00 per mailing**

This fee is only charged if Data Ticket Staff will fulfill permit requests. If City Personnel will fulfill permit requests, no fee is charged to the City. This fee excludes the actual permit cost.

Online / Digital Permit Fulfillment **Included**

For permits that are printed by the Customer via our web-based Solution, there will be no charge to the City.

Renewal Letters **\$1.25 per letter**

In the event the City wishes to send an annual renewal letter, Data Ticket will send this letter via 1st Class Mail to all current permit holders.



Detailed Android Pricing (Optional)

Data Ticket has provided the following handheld unit pricing for **Three Year Lease Price** option. If the City is interested in a purchase prices we are happy to provide that as an option.

Item	N5 Print	Samsung Galaxy S8 Plus w/ TSC 3" Printer
3 Year Lease Price	\$105.00 / per month	\$54.00 / per month

HANDHELD LICENSING AND SUPPORT COSTS

Handheld Software License Fee **\$300.00 per unit per year, 1st year only**
\$150.00 per unit per year, 2nd and subsequent years
This fee is for the software application and all enhancements.

Support **\$25.00 per month per unit**
Support includes full repair or replacement of any units which fail to perform. There is no deductible charged.

Training **No Charge**
Onsite training at the City's preferred location will be provided free of charge for both the handheld ticket writer training and the system training. Training typically takes place over the course of a few hours and will be customized to meet the City's requirements.

Ticket Stock **to be Quoted based on Quantity**
Ticket stock pricing may vary depending on the quantity, coloring, artwork, and set up fee if applicable. We would be happy to supply pricing upon request.

Wireless Services **Actual Cost**
If the City elects to utilize a wireless data plan by which to transmit citations, Data Ticket will pass the cost of the data plan directly from the wireless vendor

MONTEREY PARK POLICE DEPARTMENT

Mutual Aid Report

Agency Requesting: Alhambra PD
Agency Responding: Monterey Park PD

File #:18-38795 (18-5862)

Date & Time: 09/12/18 2037 hours

Incident Location: 33 W Main St.

Nature of Mutual Aid: Assist with containment for 664/187 PC Suspect

Officers Assisting:

Agency	Rank	Name	ID #	Time On Call	Time Cleared	Total Time
MPPD	Ofr	Andrus	#411	2113	2149	36 mins
Total Time Committed						36 mins

Canine Name and Agency: N/A

Additional Remarks: N/A

Prepared By: Lt. B. Cuevas

Watch Commander: Lt. B. Cuevas

Reviewing Captain:



City Council Staff Report

DATE: September 19, 2018

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

TO: The Honorable Mayor and City Council
FROM: Diana Garcia, Acting City Librarian
SUBJECT: Library Annual Report to Council from the Library Board of Trustees

RECOMMENDATION:

It is recommended that the City Council:

1. Review and File this staff report regarding the 2017/18 Library Annual Report
2. Take such additional, related, action that may be desirable.

BOARD/COMMISSION REVIEW:

The Library Board of Trustees approved the attached 2017/18 Library Annual Report at its meeting on July 17, 2018.

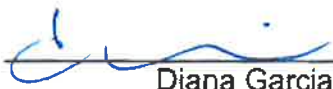
EXECUTIVE SUMMARY:

The Monterey Park Bruggemeyer Library provides an annual report to the City Council in accordance with Monterey Park Municipal Code ("MPMC") § 2.80.060. This report is to be presented to the City Council by the end of August each year. A request to continue its review to the regularly scheduled City Council meeting of September 19, 2018 was presented at the City Council meeting on August 15, 2018. A Copy of the report is available in the City Clerk's office for review.

FISCAL IMPACT:

None.

Respectfully submitted by:


Diana Garcia
Acting City Librarian

Prepared by:

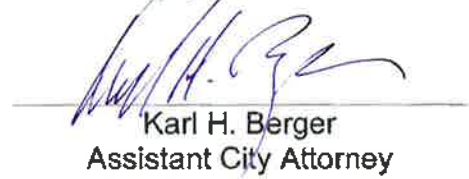

Gwen Kishida
Administrative Secretary

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT:

1. 2017/18 Library Annual Report

ATTACHMENT 1
2017/18 Library Annual Report



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 Morin, 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 Morin 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!

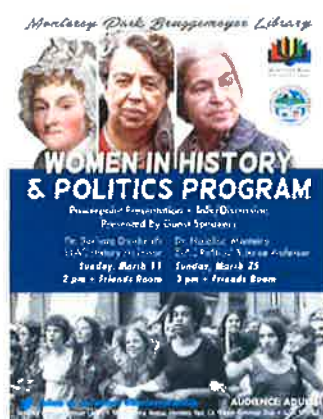
2017 – 2018 ADMINISTRATION GOALS AND OBJECTIVES

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.

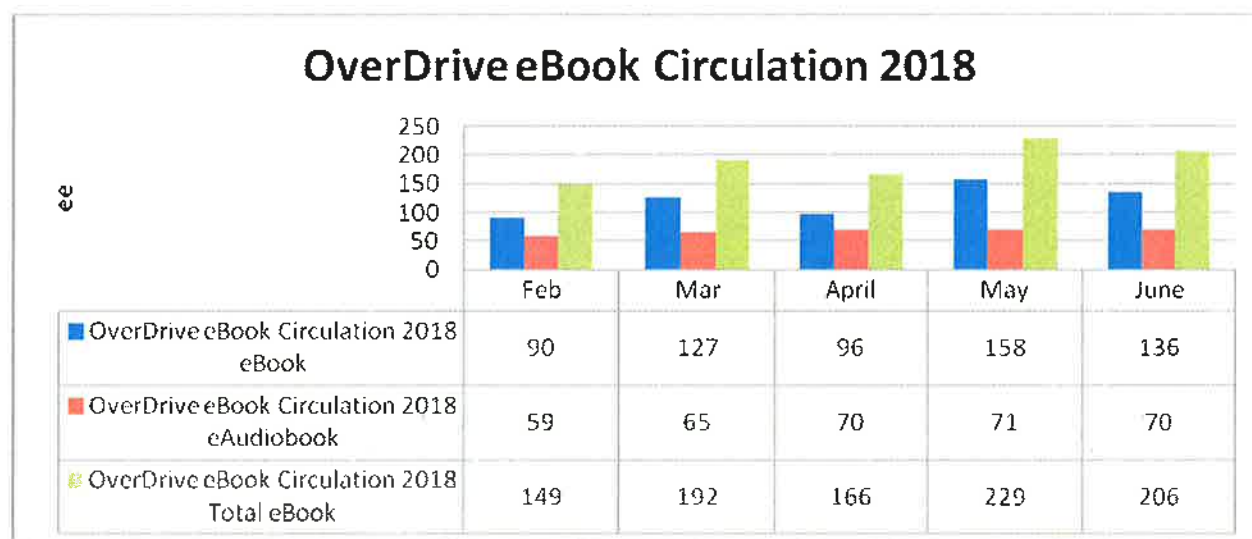
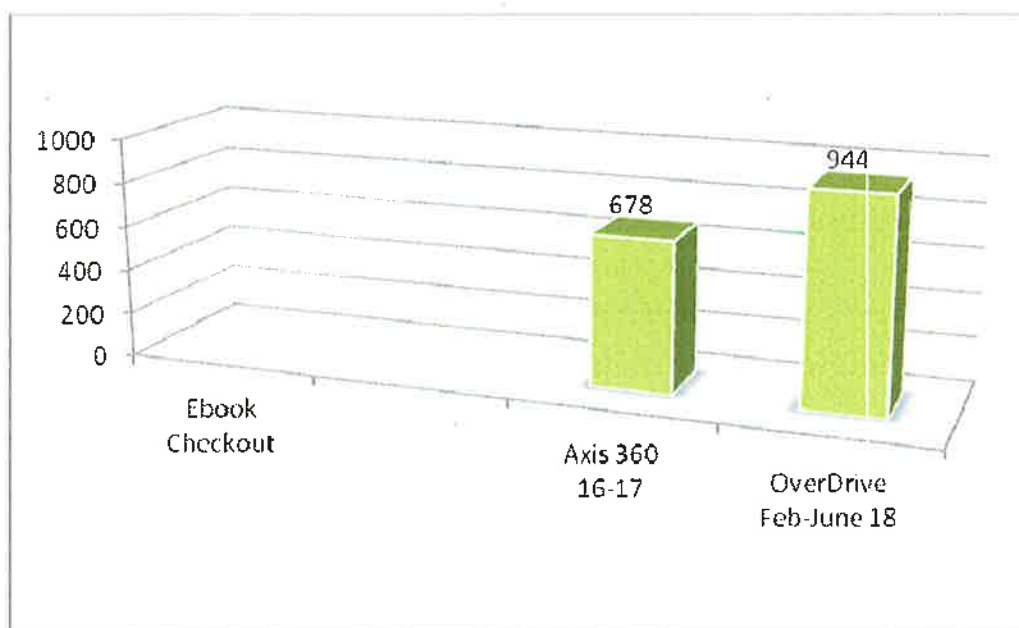
COMPUTERS/WIRELESS: The library replaced six computers for Circulation and three public computers for the Career Center computers.

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.

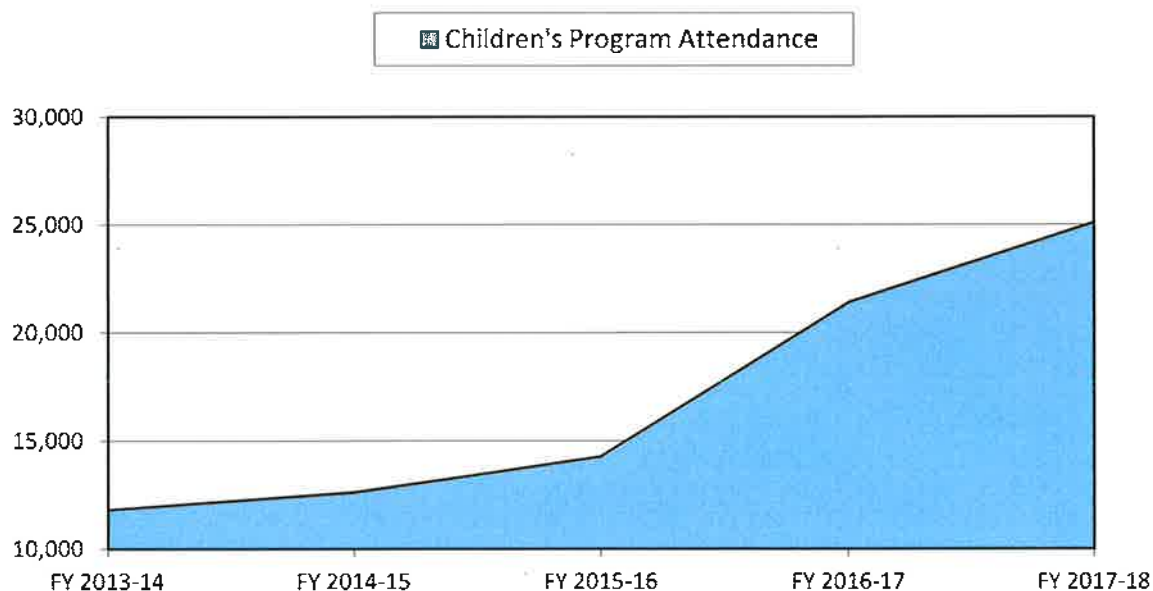
The program began with current LAMP citizenship student Ai Ping Lu leading attendees in the pledge of allegiance, followed by a warm welcome by City Librarian Norma Arvizu. City Council member Peter Chan also shared a few words of encouragement before the Honorable Mike Eng presented the Harvey Elparin 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

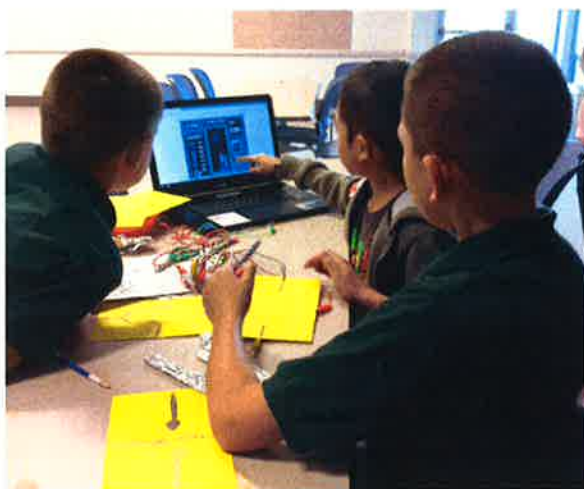
The Children's Department holds five storytimes weekly: two for babies and toddlers, a preschool storytime for 3-5 year olds, and two all ages family storytimes. These continue to be at the core of our early literacy offerings and are designed to model effective reading practices for parents and to inspire 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

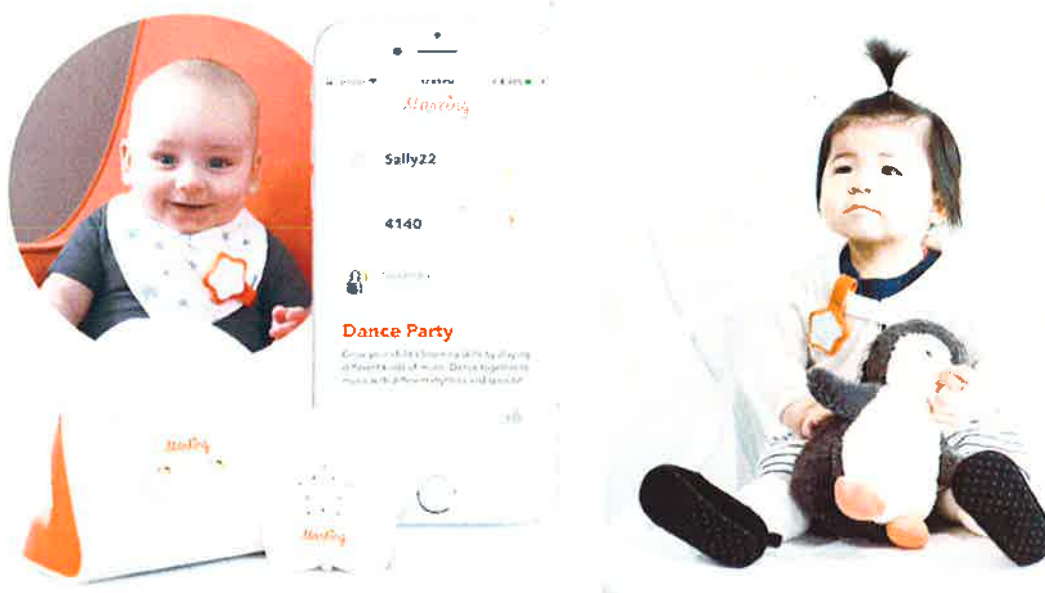
Each year the Children's Department partners with In-N-Out to offer the "Cover to Cover" reading program to library patrons ages 4-12. This year the program ran October 7 through November 18. **503 children participated and read a total of 4,430 books** during the 2017 "Cover to Cover" program.



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: September 19, 2018

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

TO: The Honorable Mayor and City Council
FROM: Michael Huntley, Director of Community & Economic Development
SUBJECT: A public hearing to consider the proposed Substantial Amendment to the 2018-2019 Annual Action Plan.

RECOMMENDATION:

It is recommended that the City Council consider:

- 1) Opening the public hearing to receive testimonial and documentary evidence;
- 2) Approving the proposed Substantial Amendment to the 2018-2019 Annual Action Plan;
- 3) Authorizing the City Manager, or designee, to execute and submit the necessary documents to HUD for its review and approval; and
- 4) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The U.S. Department of Housing and Urban Development provides funding to states, counties and cities in the form of Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) funds. Since the City of Monterey Park is an Entitlement City, the City is eligible to receive both CDBG and HOME funds which it has for many years.

Before Monterey Park can receive these funds, federal regulations require that a Consolidated Plan (i.e., five year plan) be adopted by the City that serves as the federal planning document for those jurisdictions receiving Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Program funds. The Consolidated Plan was adopted by the City Council in 2015. In addition, federal regulations also require the adoption of an Annual Action Plan to the Consolidated Plan that operates on a single program year established by the City (i.e., July 1, 2018 through June 30, 2019). As required by federal requirements, the City submitted its One Year Annual Action Plan to the U. S. Department of Housing and Urban Development (HUD) in August 2018.

The City is proposing the following amendment to its PY 2018-2019 Annual Action Plan:

ADA Curb Ramps and Sidewalk Repairs – The City is proposing to add this project to its 2018-2019 Annual Action Plan. The project involves the installation of approximately 40 new ADA (Americans with Disabilities Act) curb ramps and related sidewalk repairs at various locations throughout the city. The new ramps and sidewalk will generally be installed in the vicinity of local schools, parks, and commercial areas to improve access for pedestrians, persons in wheelchairs, and the visually impaired. If approved, the total amount of CDBG funds awarded for this project will be \$100,000.

A Copy of the proposed Substantial Amendment was made available for the required public review period.

BACKGROUND:

24 Code of Federal Regulations § 91.505 requires that the City amend its approved plans whenever it makes one of the following decisions:

1. To make a change in its allocation priorities or a change in the method of distribution of funds;
2. To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income) not previously described in the action plan; or
3. To change the purpose, scope, location, or beneficiaries of an activity.

The Regulation further requires that the City identify in its Citizen Participation Plan the criteria used to determine what constitutes a substantial amendment. Consistent with these requirements, the Citizen Participation Plan adopted by the City of Monterey Park identifies four criteria that will require a Substantial Amendment:

1. Increase or decrease of the amount for any particular activity that exceeds \$25,000 or 25% of the original allocation, whichever is greater;
2. Deletion of any original activity or addition of a new activity;
3. Re-designation of any activity in terms of the number of or characteristics of its beneficiaries; or
4. Revisions of the stated purpose for the implementation of an activity.

The proposed change meets one of these four criteria, and so requires a Substantial Amendment.

The public notice was published on August 16, 2018 in the Monterey Park Progress newspaper to inform the public of the September 19, 2018 Public Hearing for discussions on the Substantial Amendment to the 2018-2019 Annual Action Plan. The public notice contained information in Spanish and Chinese encouraging those seeking further information to contact the City. The document was available for public review on August 16, 2018. At the time of preparing this staff report, City staff has not received any written comments concerning the Substantial Amendment.

FISCAL IMPACT:

There is no fiscal impact to the General Fund.

ATTACHMENTS:

Attachment 1 – Draft PY 2018/2019 Substantial Amendment

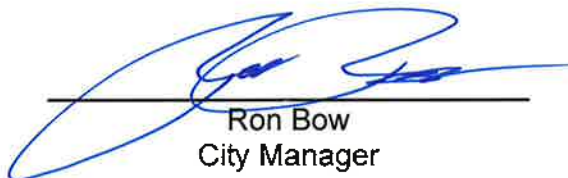
Respectfully submitted:

By:



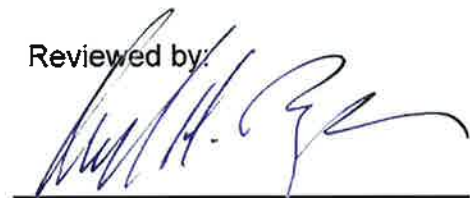
Michael Huntley,
Director of Community and
Economic Development

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT 1
Substantial Amendment to
PY 2018-19 Annual Action Plan

**CITY OF MONTEREY PARK'S
SUBSTANTIAL AMENDMENT TO
PY 2018-2019
ANNUAL ACTION PLAN**



**Community and Economic Development Department
320 West Newmark Ave.
Monterey Park, CA 91**

SUBSTANTIAL AMENDMENT TO PY 2018-2019 ANNUAL ACTION PLAN CDBG PROGRAM

INTRODUCTION

As a recipient of Community Development Block Grant (“CDBG”) funding from the U.S. Department of Housing and Urban Development (“HUD”) the City is required to prepare and submit to HUD an Annual Action Plan. The Annual Action Plan describes how the City will utilize and distribute funds between eligible activities during the program year. This Annual Action Plan implements our jurisdiction’s Five-Year Consolidated Plan and are developed through significant public input, analyses, and planning. This document is a Substantial Amendment to the City of Monterey Park’s 2018-2019 Annual Action Plan, which was submitted to the U.S. Department of Housing and Urban Development (HUD).

REGULATORY BASIS

Title 24 Section 91.505 of the Code of Federal Regulations stipulates that the City of Monterey Park shall amend their approved plans whenever they make one of the following decisions:

1. To make a change in its allocation priorities or a change in the method of distribution of funds;
2. To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income) not previously described in the action plan; or
3. To change the purpose, scope, location, or beneficiaries of an activity.

The Regulation further requires that the City identify in its Citizen Participation Plan the criteria used to determining what constitutes a substantial amendment. Consistent with these requirements, the Citizen Participation Plan adopted by the City of Monterey Park identifies four criteria that will require a Substantial Amendment:

1. Increase or decrease of the amount for any particular activity that exceeds \$25,000 or 25% of the original allocation, whichever is greater;
2. Deletion of any original activity or addition of a new activity;
3. Re-designation of any activity in terms of the number of or characteristics of its beneficiaries; or
4. Revisions of the stated purpose for the implementation of an activity.

The proposed change meets one of these four criteria, and so requires a Substantial Amendments.

PROPOSED COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SUBSTANTIAL AMENDMENT

The City is proposing the following amendment to its PY 2018-2019 Annual Action Plan (2015-2019 Consolidated Plan):

ADA Curb Ramps and Sidewalk Repairs – The City is proposing to add this project to its 2018-2019 Annual Action Plan. The project involves the installation of approximately 40 new ADA (Americans with Disabilities Act) curb ramps and related sidewalk repairs at various locations throughout the city. The new ramps and sidewalk will generally be installed in the vicinity of local schools, parks, and commercial areas to improve access for pedestrians, persons in wheelchairs, and the visually impaired. If approved, the total amount of CDBG funds awarded for this project will be \$100,000.

CITIZEN PARTICIPATION

In accordance with 24 CFR 91.105(c)(3) for local governments, the Substantial Amendment Public Notice for the use of CDBG funds was released for citizen review and comments. During the 30-day public comment period from August 16, 2018 through September 18, 2018, the Public Notice for the Proposed Substantial Amendment was made available for public inspection at Monterey Park City Hall. The City Council of the City of Monterey Park will hold a public hearing on September 19, 2018 at 7:00 p.m., in the City Council Chambers located at Monterey Park City Hall, 320 West Newmark Avenue, Monterey Park. After conducting the Public Hearing, the City Council will consider approving the proposed Substantial Amendment.

A copy of the public hearing notice will be presented in the Final Substantial Amendment as Exhibit 1. *INSERT written and/or oral comments.*

EXHIBIT 1
PROOF OF PUBLICATION, 30-DAY COMMENT PERIOD, AND PUBLIC HEARING

CALIFORNIA NEWSPAPER SERVICE BUREAU

DAILY JOURNAL CORPORATION

Mailing Address : 915 E FIRST ST, LOS ANGELES, CA 90012
Telephone (800) 788-7840 / Fax (800) 464-2839
Visit us @ www.LegalAdstore.com

HELENA CHO
CITY OF MONTEREY PARK, CITY CLERK
320 W NEWMARK AVE
MONTEREY PARK, CA 91754-2818

COPY OF NOTICE

Notice Type: HRG NOTICE OF HEARING
Ad Description: 19-04 PH and Notice to Amend 2018-19 Annual Action Plan

To the right is a copy of the notice you sent to us for publication in the MONTEREY PARK PROGRESS. Please read this notice carefully and call us with any corrections. The Proof of Publication will be filed with the County Clerk, if required, and mailed to you after the last date below. Publication date(s) for this notice is (are):

08/16/2018

The charge(s) for this order is as follows. An invoice will be sent after the last date of publication. If you prepaid this order in full, you will not receive an invoice.

Publication	\$198.00
Total	\$198.00

EWA# 3163251

PUBLIC HEARING AND NOTICE
THE CITY OF MONTEREY PARK IS PROPOSING TO AMEND ITS PY 2018-2019 ANNUAL ACTION PLAN.

NOTICE IS HEREBY GIVEN that the City of Monterey Park is proposing to amend its PY 2018-2019 Annual Action Plan. As a recipient of Community Development Block Grant ("CDBG") funding from the U.S. Department of Housing and Urban Development ("HUD") the City is required to prepare and submit to HUD an Annual Action Plan. The Annual Action Plan describes how the City will utilize and distribute funds between eligible activities during the program year. The City is proposing the following amendment to its PY 2018-2019 Annual Action Plan:

Substantial Amendment #1 to PY 2018-2019 Annual Action Plan (2018-2019 Consolidated Plan)

ADA Curb Ramps and Sidewalk Repairs - The City is proposing to add this project to its 2018-2019 Annual Action Plan. The project involves the installation of 40 new ADA (Americans with Disabilities Act) curb ramps at various locations throughout the city. The new ramps will generally be installed in the vicinity of local schools, parks, and commercial areas to improve access for pedestrians, persons in wheelchairs, and the visually impaired. If approved, the total amount of CDBG funds awarded for this project will be \$100,000.

REVIEW AND COMMENT PERIOD

The City is seeking input from residents regarding the proposed Substantial Amendment. A thirty (30) day review period is being provided during which time written comments may be submitted to the Community and Economic Development Department at the address and telephone number listed below. At the conclusion of the review and comment period, the Monterey Park City Council will be asked to approve the final Substantial Amendment for submission to the U.S. Department of Housing and Urban Development (HUD). Copies of the Plan will be available for review from Thursday, August 16, 2018 to Tuesday, September 18, 2018 at 5:30 p.m. at the Community and Economic Development Department.

The City Council will conduct the Public Hearing to consider approving the proposed Substantial Amendment on September 19, 2018 at 7:00 p.m. in the City Council Chambers located at Monterey Park City Hall, 320 West Newmark Avenue, Monterey Park. The Monterey Park City Council will consider approval of the Substantial Amendment on September 19, 2018.

ESPAÑOL

Información en español acerca de este aviso de audiencias públicas y disponibilidad para revisar el proyecto de CDBG 2018-2019 Plan de acción puede ser obtenida llamando al (626) 307-1385.

CHINESE

我們歡迎所有有意義的市民前來參加公共聽證會。對市政府提出的2018-2019財政年度CDBG計劃資金項目提供意見和建議。此外，市民可致電 (626) 307-1385 與社區發展部聯繫，獲取報告書副本，或在公共聽證會召開之前，以書面形式向社區發展部門遞交意見和建議。地址：320 West Newmark Avenue, Monterey Park, California, 91754

EWA-3163251#

MONTEREY PARK PROGRESS





City Council Staff Report

DATE: September 19, 2018

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

TO: The Honorable Mayor and City Council
FROM: Michael Huntley, Director of Community & Economic Development
SUBJECT: A public hearing to consider the draft 2017-2018 Consolidated Annual Performance and Evaluation Report (CAPER).

RECOMMENDATION:

It is recommended that the City Council consider:

- 1) Opening the public hearing, receive public comment and close the public hearing;
- 2) Approving the draft 2017-2018 Consolidated Annual Performance and Evaluation Report (CAPER);
- 3) Authorizing the City Manager, or designee, to execute and submit the necessary documents to HUD for its review and approval; and
- 4) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

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

The CAPER must be submitted to HUD by the end of September 2018. Federal regulations require the CAPER to be comprised of specific statistics and narratives showing the expenditure of funds and the accomplishments achieved. Additionally, narratives are required on the CDBG and HOME funds. Required narratives also include the status of various strategies such as: the Fair Housing Strategy, the Lead-Based Paint Hazard Reduction Strategy, and the Continuum-of-Care Strategy for the homeless and the Poverty Reduction Strategy.

A copy of the draft CAPER was made available for public review on August 30, 2018 through September 18, 2018. All comments will be incorporated into the final CAPER. The CAPER will be distributed to the City Council under separate cover due to the document size; it is also available for public review in the City Clerk's office.

BACKGROUND:

HUD allocates federal funds to Participating Jurisdictions (PJs) to further federal objectives in promoting, sustaining and securing affordable housing, providing suitable living environments, and expanding economic opportunities. For the 2017-2018 Program Year, the City of Monterey Park again received CDBG and HOME funds which are used to support a variety of programs and activities.

As part of the application and allocation process for these federal funds, the City must prepare and submit the CAPER. This report presents a summary of resources made available during the program year, accomplishments based on priorities established by the Consolidated Plan and documented in the 2017-2018 Annual Action Plan, and an assessment of the City's annual performance toward meeting its five-year goals.

The CAPER is the City of Monterey Park's annual performance report on the five year Consolidated Plan. Monterey Park's Consolidated Plan covers the five-year period of PY 2015-2019.

FISCAL IMPACT:

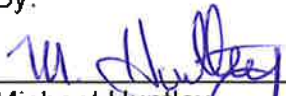
There is incidental funding from the General Fund used to cover the cost of the public notification.

ATTACHMENTS:

Attachment 1 – Draft PY 2017/2018 CAPER

Respectfully submitted:

By:



Michael Huntley,
Director of Community and
Economic Development

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT 1
Draft PY 2017/2018 CAPER

CITY OF MONTEREY PARK

CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

PROGRAM YEAR (PY) 2017- 2018



**Community and Economic Development Department
320 West Newmark Ave.
Monterey Park, CA 91754**

TABLE OF CONTENTS

CR-05 - Goals and Outcomes	1
CR-10 - Racial and Ethnic composition of families assisted	4
CR-15 - Resources and Investments 91.520(a)	5
CR-20 - Affordable Housing 91.520(b)	11
CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)	13
CR-30 - Public Housing 91.220(h); 91.320(j)	15
CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)	16
CR-40 - Monitoring 91.220 and 91.230	21
CR-45 - CDBG 91.520(c)	23
CR-50 - HOME 91.520(d)	24
Appendix A	26
Appendix B	27

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City's mission statement, outlined in the Five-Year Consolidated Plan and voicing the City's goals, is to enhance the quality of life for all its residents by maximizing the use of available resources in order to assure the availability of safe, decent and affordable housing. The City continues to face significant problems as the number of low-income Monterey Park residents increase and the costs of providing affordable housing skyrocket. The housing stock is aging and many residents continue to pay more than 50% of their income towards housing expenses. Yet, in spite of these obstacles, the City strives to develop a viable community principally for low- and moderate-income residents by preserving and rehabilitating existing housing stock, promoting affordable housing and expanding affordable housing stock.

The CDBG and HOME Programs made significant progress in meeting the annual goals. This report will demonstrate how the City achieved its housing non-housing priorities of fair housing and repayment of the Section 108 loan were met.

In evaluating the effectiveness of serving low- and moderate-income residents, the City is pleased to report that CDBG funds were expended on eligible activities benefiting low- and moderate-income residents. All HOME funding beneficiaries were persons of low and – moderate-income residents.

The City is proud of its achievements during PY 2017 and looks forward to serving its residents in PY 2018. We remain confident that we will increase our level of performance as we continue exploring innovative opportunities to improve the quality of life of our low- and moderate-income citizens.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing	Affordable Housing	CDBG: \$0 HOME: \$165,505	Homeowner/Rental Housing Rehabilitated	Household Housing Unit	40	11	27.5%	3	0	0%
Fair Housing	Non-Housing Community Development	CDBG: \$10,000 HOME: \$0	Other	Other	250	317	94%	50	81	100%
Planning and Admin.	Planning and Admin.	CDBG: \$120,197 HOME: \$22,067	Other	Other	n/a	n/a	n/a	n/a	n/a	n/a
Infrastructure & Public Facility	Non-Housing Community Development	CDBG: \$ 100,000	Project	Project	0	0	0	1	0	0

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The following narratives report the effectiveness of the City's performance during the 2017-2018 reporting period in achieving its five-year strategy objectives and priorities. The City will continue to address the needs of its underserved populations by promoting its housing and continuing to work with community service programs. The Priority Needs Summary Table, contained in the 2015-2019 Consolidated Plan, prioritizes activities to assist renters, homeowners and other persons with special needs who are in the very low-income to moderate-income categories.

During Program Year 2017-2018, the City made progress toward accomplishing the goals of developing a viable community by providing affordable decent housing, a suitable living environment and expanding economic opportunity for low income persons as described in pertinent Consolidated Plan documents.

The highest priorities listed in the City's Five Year Consolidated Plan cover:

- Improve, Maintain, and Expand Affordable Housing
- Promote Equal Housing Opportunity
- Support Economic Development Opportunities
- Planning and Administration

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	13	0
American Indian/Alaskan Native	3	0
Asian	16	0
Asian & White	1	
Multi-Racial	47	0
Native Hawaiian or Other Pacific Islander	1	0
Total	81	0
Hispanic	44	0
Not Hispanic	37	0

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

CDBG assisted 81 persons during the reporting period. The chart above reflect the racial and ethnic status of families assisted.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG		\$600,988	\$511,499.49
HOME		\$220,673	\$204,658

Table 3 - Resources Made Available

Narrative

For Program Year 2017-2018, the City received a total of \$821,661 in federal funds, which included \$600,988 in Community Development Block Grant (CDBG), and \$220,673 in HOME Investment Partnership funds. The City received \$0 in CDBG Program income and \$36,055.27 in HOME program income for program year 2017-2018.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
N/A			

Table 4 – Identify the geographic distribution and location of investments

Narrative

The geographic area established for all proposed activities is the incorporated limits of the City of Monterey Park. All housing rehabilitation programs are administered City-wide.

The City will not establish geographic priorities for investment for special needs populations. CDBG funded supportive services will be designed to meet the national objective of benefiting low and moderate-income persons. The following groups of persons are currently presumed by HUD to be made up principally of low and moderate-income persons: elderly persons, homeless persons, severely disabled persons, victims of domestic violence and persons living with AIDS.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Monterey Park and HUD share a mutual interest in leveraging HUD resources to the maximum extent possible in order to deliver high-quality affordable housing, neighborhood improvement programs, supportive services, and economic development.

Entitlement Funds - Leverage, in the context of CDBG funding, means bringing other local, state, and federal financial resources to maximize the reach and impact of the City's U.S. Department of Housing and Urban Development (HUD) funded programs. HUD, like many other federal agencies, encourages the recipients of federal monies to demonstrate that efforts are being made to strategically leverage additional funds in order to achieve greater results. Leverage is also a way to increase project efficiencies and benefit from economies of scale that often come with combining sources of funding for similar or expanded scopes. Funds will be leveraged if financial commitments toward the costs of a project from a source other than the originating HUD program are documented.

Other Federal Grant Programs - In addition to the entitlement dollars listed above, the federal government has several other funding programs for community development and affordable housing activities. These include: the Section 8 Housing Choice Voucher Program, Section 202, the Affordable Housing Program (AHP) through the Federal Home Loan Bank, and others. It should be noted that in most cases the City would not be the applicant for these funding sources as many of these programs offer assistance to affordable housing developers rather than local jurisdictions.

State Housing and Community Development Sources - In California, the Department of Housing and Community Development (HCD) and the California Housing Finance Agency (CalHFA) administer a variety of statewide public affordable housing programs that offer assistance to nonprofit affordable housing developers. Examples of HCD's programs include the Multifamily Housing Program (MHP), Affordable Housing Innovation Fund (AHIF), Building Equity and

Growth in Neighborhoods Program (BEGIN), and CalHome. Many HCD programs have historically been funded by one-time State bond issuances and, as such, are subject to limited availability of funding. CalHFA offers multiple mortgage loan programs, down payment assistance programs, and funding for the construction, acquisition, and rehabilitation of affordable ownership units. The State also administers the federal Low Income Housing Tax Credit (LIHTC) program, a widely used financing source for affordable housing projects. As with the other federal and state grant programs discussed above, the City would either have to competitively apply or affordable housing developers could apply for funding through these programs for particular developments in the City.

County and Local Housing and Community Development Sources - There are a variety of countywide and local resources that support housing and community development programs. Some of these programs offer assistance to local affordable housing developers and community organizations while others provide assistance directly to individuals. The Mortgage Credit Certificates (MCC) Program provides assistance to first-time homebuyers by allowing an eligible purchaser to take 20 percent of their annual mortgage interest payment as a tax credit against federal income taxes. The County administers the MCC Program on behalf of the jurisdictions, including Monterey Park.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$2,762,126.17
2. Match contributed during current Federal fiscal year	
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	
4. Match liability for current Federal fiscal year	
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
N/A								

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
17,711.75	36,055	53,724	0	0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 – Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	3	0
Number of households supported through Acquisition of Existing Units	0	0
Total	0	0

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City did not meet its goal of assisting three homeowners during the program year. However, seven households were approved for loans and were under construction during the fiscal year and an additional four applications are being processed. The City's aggressive marketing during the fiscal year increased the number of applicants. The City will more than exceed its goal for the upcoming fiscal year.

Discuss how these outcomes will impact future annual action plans.

The City has made a concerted effort to successfully complete all its rehabilitation loans over the five-year Consolidated Plan period. The City is continuing its marketing of the program through community newsletter articles, flyers, and Residential Rehabilitation efforts. This program addresses the City's priority of the preservation and rehabilitation of existing housing stock.

The City continues to receive an increased number of inquiries from Monterey Park residents that are interested in this program due to its marketing efforts. Staff continues to promote the program, explain the program to residents, review and verify eligibility of applicant, and process loans.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	44	0
Low-income	20	0
Moderate-income	10	0
Above Low-income	7	
Total	81	0

Table 13 – Number of Persons Served

Narrative Information

None.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City is located within the Los Angeles Homeless Services Authority (LAHSA) Continuum. The continuum provides oversight of federal homeless assistance dollars and collaborates with local communities to provide the best service to our residents who are homeless. The Los Angeles Continuum conducts quarterly community meetings and the public is invited. However, for the 2017-18 program year, and for the foreseeable future, the City of Monterey Park will not receive enough funds from HUD to address the needs of the homeless.

For PY 2017-18, LAHSA reported that 23 unsheltered individuals are located in the City of Monterey Park. Twelve were living on the streets, two in tents, seven in their cars/vans, and two in RVs/Campers. The City will continue its efforts in the prevention and reduction of homelessness by supporting the LAHSA and its outreach programs, and providing referrals to public assistance programs offered by the County. If additional CDBG funds become available the City will reconsider funding public service agencies that assist in the prevention and reduction of homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City will continue its efforts in addressing the emergency shelter and transitional housing needs of the homeless by collaborating with agencies that provide shelter for the homeless. If additional CDBG funds become available the City will reconsider funding public service agencies that assist in the emergency shelter and transitional housing needs of homeless persons.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City will continue its efforts in helping low-income individuals and families avoid becoming homeless. The City will also provide referrals to public assistance programs offered by other agencies in the County.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City will continue its efforts in helping homeless persons make the transition to permanent housing and independent living by collaborating with agencies that provide shelter for the homeless. The City will also provide referrals to public assistance programs offered by other agencies to aid in preventing the recently homeless from becoming homeless again.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

There are no public housing units in the City of Monterey Park; therefore, this section does not apply.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

There are no public housing units in the City of Monterey Park; therefore, this section does not apply.

Actions taken to provide assistance to troubled PHAs

There is no public housing authority in the City of Monterey Park. The City relies on the the County of Los Angeles Housing Authority, to address public housing needs and OCHA is not designated as troubled.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

In the Housing Element Update, the City has established barrier removal goals, policies and programs. The following goals will be implemented:

- Remove or reduce governmental constraints on affordable housing development.
- Continue efforts to streamline administrative procedures for granting approvals and permits. Review residential development standards, regulations, ordinances, review procedures and permitting fees related to the development of housing. Adjust, as appropriate, those that are determined to be a constraint to the development of housing.
- Encourage the use of density bonuses and provide other regulatory concessions to facilitate affordable housing development.
- Provide appropriate definitions and zoning designations in the Zoning Ordinance to allow and facilitate the development of housing for extremely low-income and special needs persons.
- Streamline the development process, particularly for affordable housing projects, which reduces the costs associated with holding on to land until it can be developed.

The City offers three different density bonus options to encourage the development of affordable housing, senior housing, and mixed-use projects.

As part of the Governmental Constraints analysis for the Housing Element update, revisions to the Monterey Park Zoning Ordinance were identified as appropriate to better facilitate the provision of a variety of housing types such as: emergency shelters, transitional housing, supportive housing, and single-room occupancy (SRO) units.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Efforts to address obstacles to meeting underserved needs included:

- The City obtained data from the Housing Authority of the County of Los Angeles on the number of Section 8 households assisted by race, ethnicity, age and disability status. The City will compare who is being served to the demographics characteristics of the community. In this way, the City is able to estimate more precisely underserved populations.

- The City encouraged and supported the efforts of the Housing Authority of the County of Los Angeles to seek additional Section 8 Housing Choice Vouchers.
- The City encouraged and supported the efforts of non-profit housing development corporations to seek funding from federal, state and local sources for special needs housing.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Lead based paint abatement is encouraged through the use of HOME and CDBG funds. Staff has incorporated procedures in their rehabilitation program which ensure that the potential for lead-based paint hazards will be identified and addressed. Once properties have been deemed eligible for rehabilitation, staff selects a lead-based paint consultant to conduct a Lead-based Paint Evaluation Report prior to the bidding phase of the rehabilitation project. Once the Evaluation Report has been provided by the consultant, copies of the report are included in the bid package to bidding contractors. Based on the results of the tests, contractors include in their bid a work description and cost estimate for abatement either through their own company or an abatement sub-contractor. In addition, the City will continue to work with the County's Childhood Lead Poisoning Prevention Program to provide information to City residents on lead hazards, lead-poisoning prevention, and lead-based paint abatement.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

While the City has no control over the majority of the factors affecting poverty, it may be able to assist those living below the poverty line. The City supports other governmental, private, and non-profit agencies involved in providing services to low- and moderate-income residents and coordinates efforts with these groups where possible to allow for more efficient delivery of services.

During the Consolidated Plan period, the City will continue to implement its strategy to help impoverished families achieve economic independence and self-sufficiency. The City's anti-poverty strategy utilizes existing County job training and social service programs to increase employment marketability, household income, and housing options. As funds become available, the City will consider allocating CDBG funds to public service agencies that offer supportive services in the fight against poverty.

Improved employment opportunities are important in reducing the number of people living in poverty. The City addresses this issue by increasing resident's employability through training, and increasing the number of higher paying local jobs. The City will coordinate with Mexican American Opportunity Foundation, Management Career Solutions, West San Gabriel WorkSource, and Asian Youth Center, and Chinatown Service Center in conjunction with the Employment Development Department, East Los Angeles Community College, and the County of Los Angeles Community Development Commission. These agencies provide job search services such as workshops, computer classes, phones, fax, computers with internet access, job leads, newspapers, and a resource library for job seekers aged 18 and above. Similarly, employers use some of these agencies to recruit and advertise job openings as well as for job fairs, bringing together top local companies and job seekers.

During the Consolidated Plan period, the City's Economic and Community Development Department will foster economic growth by encouraging economic development opportunities that result in:

1. A jobs/housing balance established through quality employment opportunities for residents;
2. A jobs/housing balance established through quality employment opportunities for residents;
3. Economic wealth by attracting external monies to the local economy.

As funding availability permits, the City will consider assistance to public agencies and nonprofit organizations providing neighborhood housing services, supportive services to the homeless, older adults with physical or mental impairment, the mentally ill, victims of domestic violence, and households with abused children, in addition to other services. The City will also continue coordinating with public agencies providing job training, life skills training, lead poisoning prevention and remediation, and other community education programs.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City's Community and Economic Development Department is the key department involved in the 5 year Consolidated Plan and Annual Action Plan process. The Community and Economic Development Department is responsible for administration of the CDBG and HOME programs, including the Annual Action Plan, CAPER and program monitoring.

Additionally, the City focusus on:

- Strengthening the working relationship with the Housing Authority of the County of Los Angeles by providing input to and coordinating with that organization. Efforts to strengthen the institutional structure involves reviewing the five-year and annual plans of the Housing Authority of the County of Los Angeles, encouraging the Authority to conduct outreach to local landlords, providing information to the Authority on the location of housing suitable for disabled persons, and other similar considerations.
- Developing a working alliance with private institutions such as local lenders and associations of Realtors. Local lenders may be a source of referrals for applicants to the Residential Rehabilitation Program. Local associations of Realtors may help the City to develop ways of increasing homeownership among all populations.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City has developed an inventory of public and private housing, health and social services agencies. The City regularly updates the inventory and maintains a point of contact for each agency. Additionally, the City obtains the agency-specific 5-Year Consolidated and 1-Annual Action Plans and maintain these plans in a resource binder to facilitate coordination in future program years.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City completed a new Analysis of Impediments in May 2015 which covers the period of 2015–2019. It is important to note that carrying out this analysis alone is not considered sufficient to constitute fair housing action in and of itself. The City works with the Housing Rights Center to address the impediments identified in the report.

One of the most common impediments to Fair Housing choice is discrimination towards race and familial status. The HRC uses a diverse pool of skilled testers to investigate complaints. When an investigation is complete, each client is advised of the findings and available legal options. Referrals are made to the U.S. Department of Housing and Urban Development (HUD) for complaints regarding lending discrimination, to the Department of Justice (DOJ) for class action cases, to the State Department of Fair Employment and Housing (DFEH), Small Claims Court and to private attorneys for other matters as appropriate. HRC follows the desired legal path selected by the Complainant and mediates the situation if requested to do so. Legal training seminars are available to property owners as a means to educate them on Fair Housing regulations and requirements.

The City of Monterey Park's goal is to ensure that all available avenues are maximized to make sure there are fair housing opportunities for all residents within the City.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

This part describes the City's compliance with the five monitoring requirements that are contained in 91.230. These requirements include topics such as standards and procedures and ensuring compliance with City housing codes.

1. Standards and Procedures - The City monitors each funded activity to ensure compliance with the CDBG and HOME regulations, national objectives, and subrecipient agreement. The City requires any sub-recipients to execute an agreement with specific performance measures prior to the release of funds. In addition, all records must be maintained for a five-year period. Pursuant to the CDBG contract, progress reports are required to be submitted quarterly and one annual report. Staff conducts periodic site visits to ensure program records are in order and services are being provided in compliance with the sub-recipient agreements. The City further ensures compliance with the Strategic Plan and Action Plan by placing guidelines or conditions in its contracts with consultants that ensure implementation of the annual monitoring goals. All CDBG and HOME funds are disbursed on a reimbursement basis. Invoices must be submitted for payment and must include a description of activities being reimbursed. Audit reports are further required at the close of the year.

2. Monitoring of City's Performance - The previously described Performance Measurement System will be used to monitor the City's performance in meeting its goals and objectives as set forth in the Strategic Plan and Action Plan.

3. Ensuring Compliance with Planning and Monitoring Requirements - The City makes every effort to comply with all CDBG, HOME and Consolidated Plan regulations. The Citizen Participation Plan ensures input from the community prior to action to approve or amend the Consolidated Plan or Action Plan. Housing rehabilitation, construction and professional services agreements are prepared to guarantee compliance with applicable CDBG and HOME program regulations. CDBG subrecipient agreements also contain language consistent with the program regulations. Additionally, the City continues on-site monitoring of CDBG recipients and housing units assisted by HOME funds and subject to affordability covenants.

4. Compliance with Housing Codes and On-Site Inspections - The City has established program guidelines requiring all rental units must meet the City's Housing Code, Building Code, and Zoning Code.

In order to verify compliance with property standards and the information submitted by owners on tenant's incomes, rents and other requirements during a project's period of affordability, the City conducts on-site inspections of HOME properties according to the total number of units in a project as follows:

1-4 units	every 3 years
5-25 units	every 2 years
25 or more units	annually

5. Monitoring of Subrecipients - As previously described, the City requires sub-recipients to execute an agreement with specific performance measures prior to the release of funds. In addition, all records must be maintained for a five-year period. Progress reports are required to be submitted quarterly and one annual report. Staff conducts periodic site visits to ensure program records are in order and services are being provided in compliance with the sub-recipient agreements.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City makes every effort to comply with all CDBG, HOME and Consolidated Plan regulations. The Citizen Participation Plan ensures input from the community prior to action to approve or amend the Consolidated Plan or Action Plan.

The City has made every effort to involve the community in this and every aspect of the CDBG and HOME programs. Public Participation has been encouraged in compliance with the City of Monterey Park Citizen Participation Plan. The City published a Public Notice in the Monterey Park Progress on August 30, 2018, announcing that the 15-day public review period begins and runs through Tuesday, September 18, 2018; and 2) that the Public Hearing will be held before the City Council on September 19, 2017. *INSERT written and/or oral comments.*

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

None.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?	No
--	-----------

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Staff conducted on-site inspections of all rental properties according to HOME guidelines for HOME – assisted rental housing developments as required.

The City completed all 2017 on-site inspections by June 2018. The remaining development on-site inspections are due 2018 and 2019.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.

92.351(b)

The City maintains an affirmative marketing approach that consists of steps to provide information and attract eligible persons to available housing without regard to race, color, national origin, sex, religion, family status or disability. The City also uses marketing procedures that inform potential program participants about Federal fair housing laws and equal housing opportunities. Additionally, the City uses special public outreach programs that include its network of community-based organizations, real estate organizations, public service groups and employment centers to solicit applications and inform the public about eligible programs and available assistance.

For all HOME funded rental projects, the City has obtained, reviewed and approved Marketing Plans and Tenant Leases for compliance with HOME Program regulations.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

Please review IDIS reports regarding this information.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

Monterey Park's annual CDBG and HOME entitlement allocations are limited. The City's HOME rehabilitation program assist with fostering and maintaining affordable housing to low- and moderate-income individuals and families with their housing needs. Another important element in the City's approach to decent housing is the use of Section 8 Rental Vouchers administered through the County of Los Angeles Housing Authority.

Appendix A
Proof of Public Notice

CALIFORNIA NEWSPAPER SERVICE BUREAU

DAILY JOURNAL CORPORATION

Mailing Address : 915 E FIRST ST, LOS ANGELES, CA 90012
Telephone (800) 788-7840 / Fax (800) 464-2839
Visit us @ www.LegalAdstore.com

HELENA CHO
CITY OF MONTEREY PARK, CITY CLERK
320 W NEWMARK AVE
MONTEREY PARK, CA 91754-2818

EWA# 3167942

COPY OF NOTICE

Notice Type: GPN GOVT PUBLIC NOTICE
Ad Description 19-07 Public Notice for the CAPER

To the right is a copy of the notice you sent to us for publication in the MONTEREY PARK PROGRESS. Please read this notice carefully and call us with any corrections. The Proof of Publication will be filed with the County Clerk, if required, and mailed to you after the last date below. Publication date(s) for this notice is (are):

08/30/2018

The charge(s) for this order is as follows. An invoice will be sent after the last date of publication. If you prepaid this order in full, you will not receive an invoice.

Publication	\$108.00
Total	\$108.00

CITY OF MONTEREY PARK
NOTICE OF COMMENT PERIOD A
ND PUBLIC HEARING FOR PY 2017-2018
CONSOLIDATED ANNUAL PERFORMANCE
AND EVALUATION REPORT (CAPER)
NOTICE IS HEREBY GIVEN that the City of Monterey Park has completed its draft Consolidated Annual Performance and Evaluation Report (CAPER) for the 2017-2018 Program Year. This CAPER includes how Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds were spent in 2017-2018, the results achieved, and progress made in achieving the five-year objectives set out in the 2015-2019 Consolidated Plan. Citizens are invited to provide comments on the performance of the City in meeting its goals set forth in the Consolidated Plan before its submittal to HUD. Public comments will be received and considered beginning on or about August 30, 2018 through September 18, 2018. Draft Copies of the Consolidated Annual Performance and Evaluation Report are available for public review at the City of Monterey Park, Community and Economic Development Department, Monday through Thursday from 7:30 a.m. to 5:30 p.m. NOTICE IS HEREBY FURTHER GIVEN that a public hearing to solicit comments will be held on Wednesday, September 19, 2018 at 7:00 p.m. in the City Council Chambers located at Monterey Park City Hall, 320 West Newmark Avenue, Monterey Park. All comments will be incorporated into the CAPER. The City's CAPER will be forward to the U.S. Department of Housing and Urban Development (HUD) shortly thereafter. Comments may be submitted in writing to the Community and Economic Development Department, 320 West Newmark Avenue, Monterey Park, California, 91754 or feel free to telephone (626) 307-1385 with comments. 8/30/18

EWA-3167942#
MONTEREY PARK PROGRESS



* A 0 0 0 0 0 4 8 4 5 0 7 0 *

Appendix B
IDIS Reports (PR03, PR06, PR23, PR26, PR27, PR33)



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
HOME Summary of Accomplishments

DATE: 09-04-18
TIME: 15:44
PAGE: 1

Program Year: 2017

Start Date 01-Jul-2017 - End Date 30-Jun-2018

MONTEREY PARK

Home Disbursements and Unit Completions

Activity Type	Disbursed Amount	Units Completed	Units Occupied
Existing Homeowners	\$65,171.88	1	1
Total, Homebuyers and Homeowners	\$65,171.88	1	1
Grand Total	\$65,171.88	1	1

Home Unit Completions by Percent of Area Median Income

Activity Type	Units Completed		
	51% - 60%	Total 0% - 60%	Total 0% - 80%
Existing Homeowners	1	1	1
Total, Homebuyers and Homeowners	1	1	1
Grand Total	1	1	1

Home Unit Reported As Vacant

Activity Type	Reported as Vacant
Existing Homeowners	0
Total, Homebuyers and Homeowners	0
Grand Total	0



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
HOME Summary of Accomplishments

DATE: 09-04-18
TIME: 15:44
PAGE: 2

Program Year: 2017

Start Date 01-Jul-2017 - End Date 30-Jun-2018

MONTEREY PARK

Home Unit Completions by Racial / Ethnic Category

Existing Homeowners

	Units Completed	Units Completed - Hispanics
White	1	1
Total	1	1

**Total, Homebuyers and
Homeowners**

Grand Total

	Units Completed	Units Completed - Hispanics	Units Completed	Units Completed - Hispanics
White	1	1	1	1
Total	1	1	1	1



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Summary of Accomplishments
Program Year: 2017

DATE: 09-04-18
TIME: 15:43
PAGE: 1

MONTEREY PARK

Count of CDBG Activities with Disbursements by Activity Group & Matrix Code

Activity Group	Activity Category	Open Count	Open Activities Disbursed	Completed Count	Completed Activities Disbursed	Program Year Count	Total Activities Disbursed
Public Facilities and Improvements	Other Public Improvements Not Listed in 03A-03S (03Z)	1	\$0.00	0	\$0.00	1	\$0.00
	Total Public Facilities and Improvements	1	\$0.00	0	\$0.00	1	\$0.00
Public Services	Fair Housing Activities (if CDBG, then subject to 15% cap) (05J)	1	\$10,000.00	0	\$0.00	1	\$10,000.00
	Total Public Services	1	\$10,000.00	0	\$0.00	1	\$10,000.00
General Administration and Planning	General Program Administration (21A)	1	\$49,862.54	1	\$0.00	2	\$49,862.54
	Fair Housing Activities (subject to 20% Admin Cap) (21D)	0	\$0.00	1	\$0.00	1	\$0.00
	Total General Administration and Planning	1	\$49,862.54	2	\$0.00	3	\$49,862.54
Repayment of Section 108 Loans	Planned Repayment of Section 108 Loan Principal (19F)	1	\$451,636.95	1	\$0.00	2	\$451,636.95
	Total Repayment of Section 108 Loans	1	\$451,636.95	1	\$0.00	2	\$451,636.95
Grand Total		4	\$511,499.49	3	\$0.00	7	\$511,499.49



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Summary of Accomplishments
Program Year: 2017

DATE: 09-04-18
TIME: 15:43
PAGE: 2

MONTEREY PARK

CDBG Sum of Actual Accomplishments by Activity Group and Accomplishment Type

Activity Group	Matrix Code	Accomplishment Type	Open Count	Completed Count	Program Year Totals
Public Facilities and Improvements	Other Public Improvements Not Listed in 03A-03S (03Z)	Public Facilities	0	0	0
	Total Public Facilities and Improvements		0	0	0
Public Services	Fair Housing Activities (if CDBG, then subject to 15% cap) (05J)	Persons	5	0	5
	Total Public Services		5	0	5
Grand Total			5	0	5



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Summary of Accomplishments
Program Year: 2017

DATE: 09-04-18
TIME: 15:43
PAGE: 3

MONTEREY PARK

CDBG Beneficiaries by Racial / Ethnic Category

Housing-Non Housing	Race	Total Persons	Total Hispanic Persons	Total Households	Total Hispanic Households
Non Housing	White	5	3	0	0
	Total Non Housing	5	3	0	0
Grand Total	White	5	3	0	0
	Total Grand Total	5	3	0	0



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Summary of Accomplishments
Program Year: 2017

DATE: 09-04-18
TIME: 15:43
PAGE: 4

MONTEREY PARK

CDBG Beneficiaries by Income Category

Income Levels		Owner Occupied	Renter Occupied	Persons
Non Housing	Extremely Low ($\leq 30\%$)	0	0	5
	Low ($> 30\%$ and $\leq 50\%$)	0	0	0
	Mod ($> 50\%$ and $\leq 80\%$)	0	0	0
	Total Low-Mod	0	0	5
	Non Low-Mod ($> 80\%$)	0	0	0
	Total Beneficiaries	0	0	5

U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
PR06 - Summary of Consolidated Plan Projects for Report
Year

DATE: 9/4/2018
TIME: 3:43:02 PM
PAGE: 1/2

IDIS

Plan IDIS Year Project	Project Title and Description		Program	Project Estimate	Committed Amount	Amount Drawn Thru Report Year	Amount Available to Draw
2017 1	City Hall ADA Counter Improvement Project	The project involves improvement to infrastructure and public facilities to meet ADA compliance. This project will take place at Monterey Park City Hall -320 W. Newmark Avenue, Monterey Park, CA 91754. This activity/project will assist persons with disabilities by removing architectural barriers at City Hall.	CDBG	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00
2	Repayment of Section 108 Loan	Repayment of Section 108 Loan	CDBG	\$451,648.00	\$451,648.00	\$451,636.95	\$11.05
3	HOME Administration	HOME Administration.	HOME	\$0.00	\$22,067.30	\$22,067.30	\$0.00
4	CDBG Administration	CDBG Administration.	CDBG	\$0.00	\$120,197.60	\$49,862.54	\$70,335.06
5	Fair Housing	HRC will assist the City in taking actions to affirmatively further fair housing. HRC will handle housing discrimination complaints or tenant/landlord counseling.	CDBG	\$0.00	\$10,000.00	\$10,000.00	\$0.00
6	CDBG Administration	CDBG Administration.	CDBG	\$120,197.00	\$0.00	\$0.00	\$0.00
7	Homeowner/Renter Rehabilitation Program	Homeowner Rehab.	HOME	\$80,000.00	\$319,000.00	\$107,556.34	\$211,443.66
8	Homeowner/Renter Rehabilitation Program	Homeowner/Renter Rehabilitation Program	HOME	\$68,000.00	\$0.00	\$0.00	\$0.00

U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
PR06 - Summary of Consolidated Plan Projects for Report
Year

DATE: 9/4/2018
TIME: 3:43:02 PM
PAGE: 2/2

IDIS

Plan IDIS Year Project	Project Title and Description		Program	Amount Drawn in Report Year
2017 1	City Hall ADA Counter Improvement Project	The project involves improvement to infrastructure and public facilities to meet ADA compliance. This project with take place at Monterey Park City Hall -320 W. Newmark Avenue, Monterey Park, CA 91754. This activity/project will assist persons with disabilities by removing architectural barriers at City Hall.	CDBG	\$0.00
2	Repayment of Section 108 Loan	Repayment of Section 108 Loan	CDBG	\$451,636.95
3	HOME Administration	HOME Administration.	HOME	\$22,067.30
4	CDBG Administration	CDBG Administration.	CDBG	\$49,862.54
5	Fair Housing	HRC will assist the City in taking actions to affirmatively further fair housing. HRC will handle housing discrimination complaints or tenant/landlord counseling.	CDBG	\$10,000.00
6	CDBG Administration	CDBG Administration.	CDBG	\$0.00
7	Homeowner/Renter Rehabilitation Program	Homeowner Rehab.	HOME	\$107,556.34
8	Homeowner/Renter Rehabilitation Program	Homeowner/Renter Rehabilitation Program	HOME	\$0.00



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
Program Year 2017
MONTEREY PARK, CA

DATE: 09-11-18
TIME: 16:49
PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	566,529.91
02 ENTITLEMENT GRANT	600,988.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,167,517.91

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	10,000.00
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	10,000.00
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	49,862.54
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	451,636.95
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	511,499.49
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	656,018.42

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	10,000.00
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	10,000.00
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2015 PY: 2016 PY: 2017
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	10,000.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	10,000.00
32 ENTITLEMENT GRANT	600,988.00
33 PRIOR YEAR PROGRAM INCOME	39.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	601,027.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	1.66%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	49,862.54
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 + LINE 40)	49,862.54
42 ENTITLEMENT GRANT	600,988.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	600,988.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	8.30%



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
Program Year 2017
MONTEREY PARK, CA

DATE: 09-11-18
TIME: 16:49
PAGE: 2

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	5	567	6126602	Fair Housing	05J	LMC	\$5,000.00
2017	5	567	6164584	Fair Housing	05J	LMC	\$2,500.00
2017	5	567	6177042	Fair Housing	05J	LMC	\$2,500.00
					05J	Matrix Code	\$10,000.00
Total							\$10,000.00

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	5	567	6126602	Fair Housing	05J	LMC	\$5,000.00
2017	5	567	6164584	Fair Housing	05J	LMC	\$2,500.00
2017	5	567	6177042	Fair Housing	05J	LMC	\$2,500.00
					05J	Matrix Code	\$10,000.00
Total							\$10,000.00

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	4	566	6092536	CDBG Administration	21A		\$11,848.56
2017	4	566	6105849	CDBG Administration	21A		\$1,483.63
2017	4	566	6118151	CDBG Administration	21A		\$10,358.84
2017	4	566	6126602	CDBG Administration	21A		\$3,591.73
2017	4	566	6137677	CDBG Administration	21A		\$4,494.77
2017	4	566	6150111	CDBG Administration	21A		\$5,615.56
2017	4	566	6164584	CDBG Administration	21A		\$8,263.35
2017	4	566	6177042	CDBG Administration	21A		\$4,206.10
					21A	Matrix Code	\$49,862.54
Total							\$49,862.54



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Status of HOME Grants
MONTEREY PARK

DATE: 09-04-18
TIME: 15:45
PAGE: 1

IDIS - PR27

Commitments from Authorized Funds

Fiscal Year	Total Authorization	Admin/CHDO OP Authorization	CR/CL/CC – Amount Committed to CHDOS	% CHDO Cmtd	SU Funds-Subgrants to Other Entities	EN Funds-PJ Committed to Activities	Total Authorized Commitments	% of Auth Cmtd
1995	\$374,000.00	\$0.00	\$374,000.00	100.0%	\$0.00	\$0.00	\$374,000.00	100.0%
1996	\$413,000.00	\$0.00	\$413,000.00	100.0%	\$0.00	\$0.00	\$413,000.00	100.0%
1997	\$404,000.00	\$0.00	\$404,000.00	100.0%	\$0.00	\$0.00	\$404,000.00	100.0%
1998	\$433,000.00	\$0.00	\$433,000.00	100.0%	\$0.00	\$0.00	\$433,000.00	100.0%
1999	\$467,000.00	\$0.00	\$467,000.00	100.0%	\$0.00	\$0.00	\$467,000.00	100.0%
2000	\$352,200.00	\$38,600.00	\$294,660.00	83.6%	\$0.00	\$18,940.00	\$352,200.00	100.0%
2001	\$518,000.00	\$0.00	\$113,340.00	21.8%	\$0.00	\$404,660.00	\$518,000.00	100.0%
2002	\$515,000.00	\$0.00	\$0.00	0.0%	\$0.00	\$515,000.00	\$515,000.00	100.0%
2003	\$527,273.00	\$13,082.00	\$0.00	0.0%	\$0.00	\$514,191.00	\$527,273.00	100.0%
2004	\$524,455.00	\$52,445.50	\$0.00	0.0%	\$0.00	\$472,009.50	\$524,455.00	100.0%
2005	\$504,631.00	\$50,463.10	\$0.00	0.0%	\$0.00	\$454,167.90	\$504,631.00	100.0%
2006	\$475,606.00	\$47,560.60	\$0.00	0.0%	\$0.00	\$428,045.40	\$475,606.00	100.0%
2007	\$473,014.00	\$47,301.40	\$70,952.10	15.0%	\$0.00	\$354,760.50	\$473,014.00	100.0%
2008	\$457,870.00	\$45,787.00	\$68,680.50	15.0%	\$0.00	\$343,402.50	\$457,870.00	100.0%
2009	\$508,799.00	\$50,879.90	\$76,319.85	15.0%	\$0.00	\$381,599.25	\$508,799.00	100.0%
2010	\$504,282.00	\$50,428.20	\$75,642.30	15.0%	\$0.00	\$378,211.50	\$504,282.00	100.0%
2011	\$443,123.00	\$44,312.30	\$66,468.45	15.0%	\$0.00	\$332,342.25	\$443,123.00	100.0%
2012	\$294,380.00	\$29,438.00	\$44,157.00	15.0%	\$0.00	\$220,785.00	\$294,380.00	100.0%
2013	\$250,507.00	\$21,926.51	\$0.00	0.0%	\$0.00	\$191,004.44	\$212,930.95	85.0%
2014	\$249,322.00	\$0.00	\$0.00	0.0%	\$0.00	\$211,923.70	\$211,923.70	85.0%
2015	\$205,370.20	\$0.00	\$0.00	0.0%	\$0.00	\$17,742.12	\$17,742.12	8.6%
2016	\$227,643.00	\$22,763.07	\$0.00	0.0%	\$0.00	\$0.00	\$22,763.07	9.9%
2017	\$220,673.00	\$22,067.30	\$0.00	0.0%	\$0.00	\$0.00	\$22,067.30	9.9%
Total	\$9,343,148.20	\$537,054.88	\$2,901,220.20	31.0%	\$0.00	\$5,238,785.06	\$8,677,060.14	92.8%



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System

DATE: 09-04-18
TIME: 15:45
PAGE: 2

Status of HOME Grants
MONTEREY PARK

IDIS - PR27

Program Income (PI)

Program Year	Total Receipts	Amount Suballocated to PA	Amount Committed to Activities	% Committed	Net Disbursed	Disbursed Pending Approval	Total Disbursed	% Disbursed
1995	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
1996	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
1997	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
1998	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
1999	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2000	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2001	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2002	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2003	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2004	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2005	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2006	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2007	\$11,666.50	N/A	\$11,666.50	100.0%	\$11,666.50	\$0.00	\$11,666.50	100.0%
2008	\$248,020.05	N/A	\$248,020.05	100.0%	\$248,020.05	\$0.00	\$248,020.05	100.0%
2009	\$13,215.01	N/A	\$13,215.01	100.0%	\$13,215.01	\$0.00	\$13,215.01	100.0%
2010	\$49,695.79	N/A	\$49,695.79	100.0%	\$49,695.79	\$0.00	\$49,695.79	100.0%
2011	\$46,245.23	N/A	\$46,245.23	100.0%	\$46,245.23	\$0.00	\$46,245.23	100.0%
2012	\$125,950.16	\$12,217.59	\$113,732.57	100.0%	\$113,732.57	\$0.00	\$113,732.57	100.0%
2013	\$136,649.78	\$13,664.98	\$122,984.80	100.0%	\$122,984.80	\$0.00	\$122,984.80	100.0%
2014	\$85,284.12	\$8,528.41	\$76,755.71	100.0%	\$76,755.71	\$0.00	\$76,755.71	100.0%
2015	\$34,330.75	\$0.00	\$34,330.75	100.0%	\$34,330.75	\$0.00	\$34,330.75	100.0%
2016	\$9,595.36	\$0.00	\$9,595.36	100.0%	\$9,595.36	\$0.00	\$9,595.36	100.0%
2017	\$36,055.27	\$0.00	\$36,055.27	100.0%	\$36,055.27	\$0.00	\$36,055.27	100.0%
Total	\$796,708.02	\$34,410.98	\$762,297.04	100.0%	\$762,297.04	\$0.00	\$762,297.04	100.0%



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Status of HOME Grants
MONTEREY PARK

DATE: 09-04-18
TIME: 15:45
PAGE: 3

IDIS - PR27

Program Income for Administration (PA)

Program Year	Authorized Amount	Amount Committed to Activities	% Committed	Net Disbursed	Disbursed Pending Approval	Total Disbursed	% Disbursed
2012	\$12,217.59	\$12,217.59	100.0%	\$12,217.59	\$0.00	\$12,217.59	100.0%
2013	\$13,664.98	\$13,664.98	100.0%	\$13,664.98	\$0.00	\$13,664.98	100.0%
2014	\$8,528.41	\$8,528.41	100.0%	\$8,528.41	\$0.00	\$8,528.41	100.0%
2015	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2016	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2017	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
Total	\$34,410.98	\$34,410.98	100.0%	\$34,410.98	\$0.00	\$34,410.98	100.0%



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Status of HOME Grants
MONTEREY PARK

DATE: 09-04-18
TIME: 15:45
PAGE: 4

IDIS - PR27

Recaptured Homebuyer Funds (HP)

Program Year	Total Receipts	Amount Committed to Activities	% Committed	Net Disbursed	Disbursed Pending Approval	Total Disbursed	% Disbursed
2015	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2016	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2017	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
Total	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Status of HOME Grants
MONTEREY PARK

DATE: 09-04-18
TIME: 15:45
PAGE: 5

IDIS - PR27

Repayments to Local Account (IU)

Program Year	Total Receipts	Amount Committed to Activities	% Committed	Net Disbursed	Disbursed Pending Approval	Total Disbursed	% Disbursed
2015	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2016	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2017	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
Total	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Status of HOME Grants
MONTEREY PARK

DATE: 09-04-18
TIME: 15:45
PAGE: 6

IDIS - PR27

Disbursements from Treasury Account

Fiscal Year	Total Authorization	Disbursed	Returned	Net Disbursed	Disbursed Pending Approval	Total Disbursed	% Disb	Available to Disburse
1995	\$374,000.00	\$374,000.00	\$0.00	\$374,000.00	\$0.00	\$374,000.00	100.0%	\$0.00
1996	\$413,000.00	\$413,000.00	\$0.00	\$413,000.00	\$0.00	\$413,000.00	100.0%	\$0.00
1997	\$404,000.00	\$404,000.00	\$0.00	\$404,000.00	\$0.00	\$404,000.00	100.0%	\$0.00
1998	\$433,000.00	\$433,000.00	\$0.00	\$433,000.00	\$0.00	\$433,000.00	100.0%	\$0.00
1999	\$467,000.00	\$467,000.00	\$0.00	\$467,000.00	\$0.00	\$467,000.00	100.0%	\$0.00
2000	\$352,200.00	\$352,200.00	\$0.00	\$352,200.00	\$0.00	\$352,200.00	100.0%	\$0.00
2001	\$518,000.00	\$518,000.00	\$0.00	\$518,000.00	\$0.00	\$518,000.00	100.0%	\$0.00
2002	\$515,000.00	\$515,000.00	\$0.00	\$515,000.00	\$0.00	\$515,000.00	100.0%	\$0.00
2003	\$527,273.00	\$527,273.00	\$0.00	\$527,273.00	\$0.00	\$527,273.00	100.0%	\$0.00
2004	\$524,455.00	\$524,455.00	\$0.00	\$524,455.00	\$0.00	\$524,455.00	100.0%	\$0.00
2005	\$504,631.00	\$504,631.00	\$0.00	\$504,631.00	\$0.00	\$504,631.00	100.0%	\$0.00
2006	\$475,606.00	\$475,606.00	\$0.00	\$475,606.00	\$0.00	\$475,606.00	100.0%	\$0.00
2007	\$473,014.00	\$473,014.00	\$0.00	\$473,014.00	\$0.00	\$473,014.00	100.0%	\$0.00
2008	\$457,870.00	\$457,870.00	\$0.00	\$457,870.00	\$0.00	\$457,870.00	100.0%	\$0.00
2009	\$508,799.00	\$508,799.00	\$0.00	\$508,799.00	\$0.00	\$508,799.00	100.0%	\$0.00
2010	\$504,282.00	\$504,282.00	\$0.00	\$504,282.00	\$0.00	\$504,282.00	100.0%	\$0.00
2011	\$443,123.00	\$443,123.00	\$0.00	\$443,123.00	\$0.00	\$443,123.00	100.0%	\$0.00
2012	\$294,380.00	\$294,380.00	\$0.00	\$294,380.00	\$0.00	\$294,380.00	100.0%	\$0.00
2013	\$250,507.00	\$212,930.95	\$0.00	\$212,930.95	\$0.00	\$212,930.95	85.0%	\$37,576.05
2014	\$249,322.00	\$16,325.43	\$0.00	\$16,325.43	\$0.00	\$16,325.43	6.5%	\$232,996.57
2015	\$205,370.20	\$4,898.29	\$0.00	\$4,898.29	\$0.00	\$4,898.29	2.3%	\$200,471.91
2016	\$227,643.00	\$22,763.07	\$0.00	\$22,763.07	\$0.00	\$22,763.07	9.9%	\$204,879.93
2017	\$220,673.00	\$22,067.30	\$0.00	\$22,067.30	\$0.00	\$22,067.30	9.9%	\$198,605.70
Total	\$9,343,148.20	\$8,468,618.04	\$0.00	\$8,468,618.04	\$0.00	\$8,468,618.04	90.6%	\$874,530.16



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Status of HOME Grants
MONTEREY PARK

DATE: 09-04-18
TIME: 15:45
PAGE: 7

IDIS - PR27

Home Activities Commitments/Disbursements from Treasury Account

Fiscal Year	Authorized for Activities	Amount Committed to Activities	% Cmt'd	Disbursed	Returned	Net Disbursed	% Net Disb	Disbursed Pending Approval	Total Disbursed	% Disb
1995	\$374,000.00	\$374,000.00	100.0%	\$374,000.00	\$0.00	\$374,000.00	100.0%	\$0.00	\$374,000.00	100.0%
1996	\$413,000.00	\$413,000.00	100.0%	\$413,000.00	\$0.00	\$413,000.00	100.0%	\$0.00	\$413,000.00	100.0%
1997	\$404,000.00	\$404,000.00	100.0%	\$404,000.00	\$0.00	\$404,000.00	100.0%	\$0.00	\$404,000.00	100.0%
1998	\$433,000.00	\$433,000.00	100.0%	\$433,000.00	\$0.00	\$433,000.00	100.0%	\$0.00	\$433,000.00	100.0%
1999	\$467,000.00	\$467,000.00	100.0%	\$467,000.00	\$0.00	\$467,000.00	100.0%	\$0.00	\$467,000.00	100.0%
2000	\$313,600.00	\$313,600.00	100.0%	\$313,600.00	\$0.00	\$313,600.00	100.0%	\$0.00	\$313,600.00	100.0%
2001	\$518,000.00	\$518,000.00	100.0%	\$518,000.00	\$0.00	\$518,000.00	100.0%	\$0.00	\$518,000.00	100.0%
2002	\$515,000.00	\$515,000.00	100.0%	\$515,000.00	\$0.00	\$515,000.00	100.0%	\$0.00	\$515,000.00	100.0%
2003	\$514,191.00	\$514,191.00	100.0%	\$514,191.00	\$0.00	\$514,191.00	100.0%	\$0.00	\$514,191.00	100.0%
2004	\$472,009.50	\$472,009.50	100.0%	\$472,009.50	\$0.00	\$472,009.50	100.0%	\$0.00	\$472,009.50	100.0%
2005	\$454,167.90	\$454,167.90	100.0%	\$454,167.90	\$0.00	\$454,167.90	100.0%	\$0.00	\$454,167.90	100.0%
2006	\$428,045.40	\$428,045.40	100.0%	\$428,045.40	\$0.00	\$428,045.40	100.0%	\$0.00	\$428,045.40	100.0%
2007	\$425,712.60	\$425,712.60	100.0%	\$425,712.60	\$0.00	\$425,712.60	100.0%	\$0.00	\$425,712.60	100.0%
2008	\$412,083.00	\$412,083.00	100.0%	\$412,083.00	\$0.00	\$412,083.00	100.0%	\$0.00	\$412,083.00	100.0%
2009	\$457,919.10	\$457,919.10	100.0%	\$457,919.10	\$0.00	\$457,919.10	100.0%	\$0.00	\$457,919.10	100.0%
2010	\$453,853.80	\$453,853.80	100.0%	\$453,853.80	\$0.00	\$453,853.80	100.0%	\$0.00	\$453,853.80	100.0%
2011	\$398,810.70	\$398,810.70	100.0%	\$398,810.70	\$0.00	\$398,810.70	100.0%	\$0.00	\$398,810.70	100.0%
2012	\$264,942.00	\$264,942.00	100.0%	\$264,942.00	\$0.00	\$264,942.00	100.0%	\$0.00	\$264,942.00	100.0%
2013	\$228,580.49	\$191,004.44	83.5%	\$191,004.44	\$0.00	\$191,004.44	83.5%	\$0.00	\$191,004.44	83.5%
2014	\$249,322.00	\$211,923.70	85.0%	\$16,325.43	\$0.00	\$16,325.43	6.5%	\$0.00	\$16,325.43	6.5%
2015	\$205,370.20	\$17,742.12	8.6%	\$4,898.29	\$0.00	\$4,898.29	2.3%	\$0.00	\$4,898.29	2.3%
2016	\$204,879.93	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%
2017	\$198,605.70	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%
Total	\$8,806,093.32	\$8,140,005.26	92.4%	\$7,931,563.16	\$0.00	\$7,931,563.16	90.0%	\$0.00	\$7,931,563.16	90.0%



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System

DATE: 09-04-18
TIME: 15:45
PAGE: 8

Status of HOME Grants
MONTEREY PARK

IDIS - PR27

Administrative Funds (AD)

Fiscal Year	Authorized Amount	Amount Committed	% Auth Cmtd	Balance to Commit	Total Disbursed	% Auth Disb	Available to Disburse
1995	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1996	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1997	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1998	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1999	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2000	\$38,600.00	\$38,600.00	100.0%	\$0.00	\$38,600.00	100.0%	\$0.00
2001	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2002	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2003	\$13,082.00	\$13,082.00	100.0%	\$0.00	\$13,082.00	100.0%	\$0.00
2004	\$52,445.50	\$52,445.50	100.0%	\$0.00	\$52,445.50	100.0%	\$0.00
2005	\$50,463.10	\$50,463.10	100.0%	\$0.00	\$50,463.10	100.0%	\$0.00
2006	\$47,560.60	\$47,560.60	100.0%	\$0.00	\$47,560.60	100.0%	\$0.00
2007	\$47,301.40	\$47,301.40	100.0%	\$0.00	\$47,301.40	100.0%	\$0.00
2008	\$45,787.00	\$45,787.00	100.0%	\$0.00	\$45,787.00	100.0%	\$0.00
2009	\$50,879.90	\$50,879.90	100.0%	\$0.00	\$50,879.90	100.0%	\$0.00
2010	\$50,428.20	\$50,428.20	100.0%	\$0.00	\$50,428.20	100.0%	\$0.00
2011	\$44,312.30	\$44,312.30	100.0%	\$0.00	\$44,312.30	100.0%	\$0.00
2012	\$29,438.00	\$29,438.00	100.0%	\$0.00	\$29,438.00	100.0%	\$0.00
2013	\$21,926.51	\$21,926.51	100.0%	\$0.00	\$21,926.51	100.0%	\$0.00
2014	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2015	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2016	\$22,763.07	\$22,763.07	100.0%	\$0.00	\$22,763.07	100.0%	\$0.00
2017	\$22,067.30	\$22,067.30	100.0%	\$0.00	\$22,067.30	100.0%	\$0.00
Total	\$537,054.88	\$537,054.88	100.0%	\$0.00	\$537,054.88	100.0%	\$0.00



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Status of HOME Grants
MONTEREY PARK

DATE: 09-04-18
TIME: 15:45
PAGE: 9

IDIS - PR27

CHDO Operating Funds (CO)

Fiscal Year	Authorized Amount	Amount Committed	% Auth Cmtd	Balance to Commit	Total Disbursed	% Auth Disb	Available to Disburse
1995	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1996	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1997	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1998	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1999	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2000	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2001	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2002	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2003	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2004	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2005	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2006	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2007	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2008	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2009	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2010	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2011	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2012	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2013	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2014	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2015	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2016	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2017	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
Total	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System

DATE: 09-04-18
TIME: 15:45
PAGE: 10

Status of HOME Grants
MONTEREY PARK

IDIS - PR27

CHDO Funds (CR)

Fiscal Year	CHDO Requirement	Authorized Amount	Amount Suballocated to CL/CC	Amount Subgranted to CHDOS	Balance to Subgrant	Funds Committed to Activities	% Subg Cmt'd	Balance to Commit	Total Disbursed	% Subg Disb	Available to Disburse
1995	\$56,100.00	\$374,000.00	\$0.00	\$374,000.00	\$0.00	\$374,000.00	100.0%	\$0.00	\$374,000.00	100.0%	\$0.00
1996	\$61,950.00	\$413,000.00	\$0.00	\$413,000.00	\$0.00	\$413,000.00	100.0%	\$0.00	\$413,000.00	100.0%	\$0.00
1997	\$60,600.00	\$404,000.00	\$0.00	\$404,000.00	\$0.00	\$404,000.00	100.0%	\$0.00	\$404,000.00	100.0%	\$0.00
1998	\$64,950.00	\$433,000.00	\$0.00	\$433,000.00	\$0.00	\$433,000.00	100.0%	\$0.00	\$433,000.00	100.0%	\$0.00
1999	\$70,050.00	\$467,000.00	\$0.00	\$467,000.00	\$0.00	\$467,000.00	100.0%	\$0.00	\$467,000.00	100.0%	\$0.00
2000	\$69,900.00	\$294,660.00	\$0.00	\$294,660.00	\$0.00	\$294,660.00	100.0%	\$0.00	\$294,660.00	100.0%	\$0.00
2001	\$77,700.00	\$113,340.00	\$0.00	\$113,340.00	\$0.00	\$113,340.00	100.0%	\$0.00	\$113,340.00	100.0%	\$0.00
2002	\$77,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2003	\$79,090.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2004	\$78,668.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2005	\$75,694.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2006	\$71,340.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2007	\$70,952.10	\$70,952.10	\$0.00	\$70,952.10	\$0.00	\$70,952.10	100.0%	\$0.00	\$70,952.10	100.0%	\$0.00
2008	\$68,680.50	\$68,680.50	\$0.00	\$68,680.50	\$0.00	\$68,680.50	100.0%	\$0.00	\$68,680.50	100.0%	\$0.00
2009	\$76,319.85	\$76,319.85	\$0.00	\$76,319.85	\$0.00	\$76,319.85	100.0%	\$0.00	\$76,319.85	100.0%	\$0.00
2010	\$75,642.30	\$75,642.30	\$0.00	\$75,642.30	\$0.00	\$75,642.30	100.0%	\$0.00	\$75,642.30	100.0%	\$0.00
2011	\$66,468.45	\$66,468.45	\$0.00	\$66,468.45	\$0.00	\$66,468.45	100.0%	\$0.00	\$66,468.45	100.0%	\$0.00
2012	\$44,157.00	\$44,157.00	\$0.00	\$44,157.00	\$0.00	\$44,157.00	100.0%	\$0.00	\$44,157.00	100.0%	\$0.00
2013	\$37,576.05	\$37,576.05	\$0.00	\$0.00	\$37,576.05	\$0.00	0.0%	\$37,576.05	\$0.00	0.0%	\$37,576.05
2014	\$37,398.30	\$37,398.30	\$0.00	\$0.00	\$37,398.30	\$0.00	0.0%	\$37,398.30	\$0.00	0.0%	\$37,398.30
2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2016	\$34,146.45	\$34,146.45	\$0.00	\$0.00	\$34,146.45	\$0.00	0.0%	\$34,146.45	\$0.00	0.0%	\$34,146.45
2017	\$33,100.95	\$33,100.95	\$0.00	\$0.00	\$33,100.95	\$0.00	0.0%	\$33,100.95	\$0.00	0.0%	\$33,100.95
Total	\$1,387,736.70	\$3,043,441.95	\$0.00	\$2,901,220.20	\$142,221.75	\$2,901,220.20	100.0%	\$142,221.75	\$2,901,220.20	100.0%	\$142,221.75



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System

DATE: 09-04-18

TIME: 15:45

PAGE: 11

Status of HOME Grants

MONTEREY PARK

IDIS - PR27

CHDO Loans (CL)

Fiscal Year	Authorized Amount	Amount Subgranted	Amount Committed	% Auth Cmtd	Balance to Commit	Total Disbursed	% Auth Disb	Available to Disburse
1995	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1996	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1997	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1998	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1999	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2000	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2001	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2002	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2003	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2004	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2005	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2006	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2007	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2008	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2009	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2010	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2011	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2012	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2013	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2014	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2015	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2016	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2017	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
Total	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System

DATE: 09-04-18
TIME: 15:45
PAGE: 12

Status of HOME Grants
MONTEREY PARK

IDIS - PR27

CHDO Capacity (CC)

Fiscal Year	Authorized Amount	Amount Subgranted	Amount Committed	% Auth Cmtd	Balance to Commit	Total Disbursed	% Auth Disb	Available to Disburse
1995	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1996	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1997	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1998	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1999	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2000	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2001	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2002	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2003	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2004	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2005	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2006	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2007	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2008	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2009	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2010	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2011	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2012	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2013	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2014	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2015	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2016	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2017	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
Total	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System

DATE: 09-04-18
TIME: 15:45
PAGE: 13

Status of HOME Grants
MONTEREY PARK

IDIS - PR27

Reservations to State Recipients and Sub-recipients (SU)

Fiscal Year	Authorized Amount	Amount Subgranted to Other Entities	Amount Committed	% Auth Cmtd	Balance to Commit	Total Disbursed	% Auth Disb	Available to Disburse
1995	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1996	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1997	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1998	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
1999	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2000	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2001	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2002	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2003	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2004	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2005	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2006	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2007	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2008	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2009	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2010	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2011	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2012	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2013	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2014	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2015	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2016	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
2017	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00
Total	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	0.0%	\$0.00



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System

DATE: 09-04-18
TIME: 15:45
PAGE: 14

Status of HOME Grants
MONTEREY PARK

IDIS - PR27

Total Program Funds

Fiscal Year	Total Authorization	Local Account Funds	Committed Amount	Net Disbursed for Activities	Net Disbursed for Admin/CHDO OP	Net Disbursed	Disbursed Pending Approval	Total Disbursed	Available to Disburse
1995	\$374,000.00	\$0.00	\$374,000.00	\$374,000.00	\$0.00	\$374,000.00	\$0.00	\$374,000.00	\$0.00
1996	\$413,000.00	\$0.00	\$413,000.00	\$413,000.00	\$0.00	\$413,000.00	\$0.00	\$413,000.00	\$0.00
1997	\$404,000.00	\$0.00	\$404,000.00	\$404,000.00	\$0.00	\$404,000.00	\$0.00	\$404,000.00	\$0.00
1998	\$433,000.00	\$0.00	\$433,000.00	\$433,000.00	\$0.00	\$433,000.00	\$0.00	\$433,000.00	\$0.00
1999	\$467,000.00	\$0.00	\$467,000.00	\$467,000.00	\$0.00	\$467,000.00	\$0.00	\$467,000.00	\$0.00
2000	\$352,200.00	\$0.00	\$313,600.00	\$313,600.00	\$38,600.00	\$352,200.00	\$0.00	\$352,200.00	\$0.00
2001	\$518,000.00	\$0.00	\$518,000.00	\$518,000.00	\$0.00	\$518,000.00	\$0.00	\$518,000.00	\$0.00
2002	\$515,000.00	\$0.00	\$515,000.00	\$515,000.00	\$0.00	\$515,000.00	\$0.00	\$515,000.00	\$0.00
2003	\$527,273.00	\$0.00	\$514,191.00	\$514,191.00	\$13,082.00	\$527,273.00	\$0.00	\$527,273.00	\$0.00
2004	\$524,455.00	\$0.00	\$472,009.50	\$472,009.50	\$52,445.50	\$524,455.00	\$0.00	\$524,455.00	\$0.00
2005	\$504,631.00	\$0.00	\$454,167.90	\$454,167.90	\$50,463.10	\$504,631.00	\$0.00	\$504,631.00	\$0.00
2006	\$475,606.00	\$0.00	\$428,045.40	\$428,045.40	\$47,560.60	\$475,606.00	\$0.00	\$475,606.00	\$0.00
2007	\$473,014.00	\$11,666.50	\$437,379.10	\$437,379.10	\$47,301.40	\$484,680.50	\$0.00	\$484,680.50	\$0.00
2008	\$457,870.00	\$248,020.05	\$660,103.05	\$660,103.05	\$45,787.00	\$705,890.05	\$0.00	\$705,890.05	\$0.00
2009	\$508,799.00	\$13,215.01	\$471,134.11	\$471,134.11	\$50,879.90	\$522,014.01	\$0.00	\$522,014.01	\$0.00
2010	\$504,282.00	\$49,695.79	\$503,549.59	\$503,549.59	\$50,428.20	\$553,977.79	\$0.00	\$553,977.79	\$0.00
2011	\$443,123.00	\$46,245.23	\$445,055.93	\$445,055.93	\$44,312.30	\$489,368.23	\$0.00	\$489,368.23	\$0.00
2012	\$294,380.00	\$125,950.16	\$390,892.16	\$390,892.16	\$29,438.00	\$420,330.16	\$0.00	\$420,330.16	\$0.00
2013	\$250,507.00	\$136,649.78	\$327,654.22	\$327,654.22	\$21,926.51	\$349,580.73	\$0.00	\$349,580.73	\$37,576.05
2014	\$249,322.00	\$85,284.12	\$297,207.82	\$101,609.55	\$0.00	\$101,609.55	\$0.00	\$101,609.55	\$232,996.57
2015	\$205,370.20	\$34,330.75	\$52,072.87	\$39,229.04	\$0.00	\$39,229.04	\$0.00	\$39,229.04	\$200,471.91
2016	\$227,643.00	\$9,595.36	\$9,595.36	\$9,595.36	\$22,763.07	\$32,358.43	\$0.00	\$32,358.43	\$204,879.93
2017	\$220,673.00	\$36,055.27	\$36,055.27	\$36,055.27	\$22,067.30	\$58,122.57	\$0.00	\$58,122.57	\$198,605.70
Total	\$9,343,148.20	\$796,708.02	\$8,936,713.28	\$8,728,271.18	\$537,054.88	\$9,265,326.06	\$0.00	\$9,265,326.06	\$874,530.16



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System

DATE: 09-04-18
TIME: 15:45
PAGE: 15

Status of HOME Grants
MONTEREY PARK

IDIS - PR27

Total Program Percent

Fiscal Year	Total Authorization	Local Account Funds	% Committed for Activities	% Disb for Activities	% Disb for Admin/CHDO OP	% Net Disbursed	% Disbursed Pending Approval	% Total Disbursed	% Available to Disburse
1995	\$374,000.00	\$0.00	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	0.0%
1996	\$413,000.00	\$0.00	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	0.0%
1997	\$404,000.00	\$0.00	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	0.0%
1998	\$433,000.00	\$0.00	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	0.0%
1999	\$467,000.00	\$0.00	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	0.0%
2000	\$352,200.00	\$0.00	89.0%	89.0%	10.9%	100.0%	0.0%	100.0%	0.0%
2001	\$518,000.00	\$0.00	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	0.0%
2002	\$515,000.00	\$0.00	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	0.0%
2003	\$527,273.00	\$0.00	97.5%	97.5%	2.4%	100.0%	0.0%	100.0%	0.0%
2004	\$524,455.00	\$0.00	90.0%	90.0%	10.0%	100.0%	0.0%	100.0%	0.0%
2005	\$504,631.00	\$0.00	90.0%	90.0%	9.9%	100.0%	0.0%	100.0%	0.0%
2006	\$475,606.00	\$0.00	90.0%	90.0%	9.9%	100.0%	0.0%	100.0%	0.0%
2007	\$473,014.00	\$11,666.50	90.2%	90.2%	10.0%	100.0%	0.0%	100.0%	0.0%
2008	\$457,870.00	\$248,020.05	93.5%	93.5%	10.0%	100.0%	0.0%	100.0%	0.0%
2009	\$508,799.00	\$13,215.01	90.2%	90.2%	10.0%	100.0%	0.0%	100.0%	0.0%
2010	\$504,282.00	\$49,695.79	90.8%	90.8%	9.9%	100.0%	0.0%	100.0%	0.0%
2011	\$443,123.00	\$46,245.23	90.9%	90.9%	10.0%	100.0%	0.0%	100.0%	0.0%
2012	\$294,380.00	\$125,950.16	92.9%	92.9%	10.0%	99.9%	0.0%	99.9%	0.0%
2013	\$250,507.00	\$136,649.78	84.6%	84.6%	8.7%	90.2%	0.0%	90.2%	9.7%
2014	\$249,322.00	\$85,284.12	88.8%	30.3%	0.0%	30.3%	0.0%	30.3%	69.6%
2015	\$205,370.20	\$34,330.75	21.7%	16.3%	0.0%	16.3%	0.0%	16.3%	83.6%
2016	\$227,643.00	\$9,595.36	4.0%	4.0%	9.9%	13.6%	0.0%	13.6%	86.3%
2017	\$220,673.00	\$36,055.27	14.0%	14.0%	9.9%	22.6%	0.0%	22.6%	77.3%
Total	\$9,343,148.20	\$796,708.02	88.1%	86.0%	5.7%	91.3%	0.0%	91.3%	8.6%

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Home Matching Liability Report

DATE: 09-04-18
TIME: 15:46
PAGE: 1

MONTEREY PARK, CA

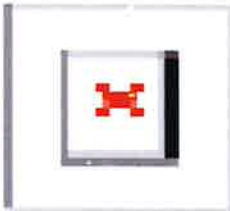
Fiscal Year	Match Percent	Total Disbursements	Disbursements Requiring Match	Match Liability Amount
1997	12.5 %	\$2,918.00	\$2,918.00	\$364.75
1998	12.5 %	\$395,500.00	\$395,500.00	\$49,437.50
1999	12.5 %	\$725,000.00	\$725,000.00	\$90,625.00
2000	12.5 %	\$467,922.00	\$467,922.00	\$58,490.25
2001	12.5 %	\$8,000.00	\$8,000.00	\$1,000.00
2004	12.5 %	\$65,656.30	\$18,940.00	\$2,367.50
2005	12.5 %	\$452,445.50	\$400,000.00	\$50,000.00
2006	12.5 %	\$388,110.81	\$334,370.00	\$41,796.25
2007	12.5 %	\$1,015,058.74	\$979,443.29	\$122,430.41
2008	12.5 %	\$103,485.72	\$56,590.45	\$7,073.80
2009	12.5 %	\$686,547.64	\$633,228.65	\$79,153.58
2010	12.5 %	\$967,051.19	\$921,882.12	\$115,235.26
2011	12.5 %	\$122,047.82	\$84,647.21	\$10,580.90
2012	25.0 %	\$558,663.76	\$537,928.72	\$134,482.18
2013	25.0 %	\$528,357.69	\$488,411.73	\$122,102.93
2014	25.0 %	\$149,827.08	\$111,100.81	\$27,775.20
2015	25.0 %	\$706,276.55	\$672,816.14	\$168,204.03

IDIS - PR33

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
Home Matching Liability Report

DATE: 09-04-18
TIME: 15:46
PAGE: 2

2016	25.0%	\$98,361.14	\$75,895.33	\$18,973.83
2017	25.0%	\$335,414.27	\$312,651.20	\$78,162.80



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

Date: 04-Sep-2018

Time: 15:40

Page: 1

PGM Year: 2016

Project: 0003 - CDBG Administration

IDIS Activity: 558 - CDBG Administration

Status: Completed 9/19/2017 5:47:29 PM

Location:

Objective:

Outcome:

Matrix Code: General Program Administration (21A)

National Objective:

Initial Funding Date: 10/05/2016

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	AD	2016	B16MC060548	\$48,266.59	\$0.00	\$48,266.59
Total	Total			\$48,266.59	\$0.00	\$48,266.59

Proposed Accomplishments

Actual Accomplishments

Number assisted:

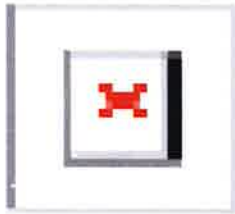
	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0			0	0		
Black/African American:	0	0			0	0		
Asian:	0	0			0	0		
American Indian/Alaskan Native:	0	0			0	0		
Native Hawaiian/Other Pacific Islander:	0	0			0	0		
American Indian/Alaskan Native & White:	0	0			0	0		
Asian White:	0	0			0	0		
Black/African American & White:	0	0			0	0		
American Indian/Alaskan Native & Black/African American:	0	0			0	0		
Other multi-racial:	0	0			0	0		
Asian/Pacific Islander:	0	0			0	0		
Hispanic:	0	0			0	0		
Total:	0	0	0	0	0	0	0	0

Female-headed Households:

0

Income Category:

Owner Renter Total Person



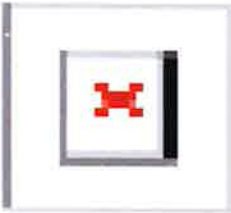
U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

Date: 04-Sep-2018
Time: 15:40
Page: 2

Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

Date: 04-Sep-2018
Time: 15:40
Page: 3

PGM Year: 2016
Project: 0005 - Fair Housing
IDIS Activity: 559 - Fair Housing
Status: Completed 9/19/2017 5:48:02 PM
Location:

Objective:
Outcome:
Matrix Code: Fair Housing Activities (subject to
20% Admin Cap) (21D) National Objective:

Initial Funding Date: 10/05/2016

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	AD	2016	B16MC060548	\$10,000.00	\$0.00	\$10,000.00
Total	Total			\$10,000.00	\$0.00	\$10,000.00

Proposed Accomplishments

Actual Accomplishments

Number assisted:

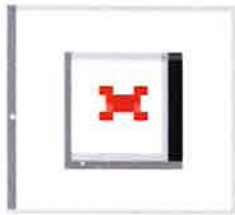
	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	0	0	0	0	0	0	0	0

Female-headed Households:

0

Income Category:

Owner Renter Total Person



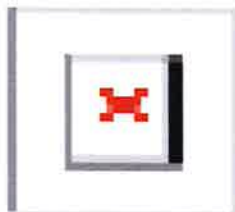
U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

Date: 04-Sep-2018
Time: 15:40
Page: 4

Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

Date: 04-Sep-2018

Time: 15:40

Page: 5

PGM Year: 2016

Project: 0004 - Repayment of Section 108 Loan

IDIS Activity: 560 - Section 108 Repayment

Status: Completed 9/19/2017 5:47:08 PM

Location:

Objective:

Outcome:

Matrix Code: Planned Repayment of Section 108
Loan Principal (19F)

National Objective:

Initial Funding Date: 10/05/2016

Description:

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2015	B15MC060548	\$240,423.41	\$0.00	\$240,423.41
		2016	B16MC060548	\$191,607.89	\$0.00	\$191,607.89
	PI			\$39.00	\$0.00	\$39.00
Total	Total			\$432,070.30	\$0.00	\$432,070.30

Proposed Accomplishments

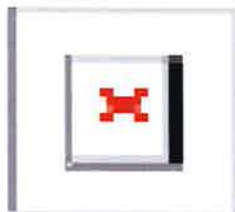
Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	0	0	0	0	0	0	0	0

Female-headed Households:

0



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

Date: 04-Sep-2018

Time: 15:40

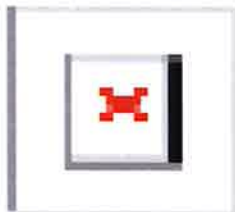
Page: 6

Income Category:

	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

Date: 04-Sep-2018
Time: 15:40
Page: 7

PGM Year: 2017
Project: 0002 - Repayment of Section 108 Loan
IDIS Activity: 564 - Repayment of Section 108 Loan

Status: Open
Location:

Objective:
Outcome:
Matrix Code: Planned Repayment of Section 108
Loan Principal (19F) National Objective:

Initial Funding Date: 10/25/2017

Description:

Repayment of Section 108 Loan
Financing

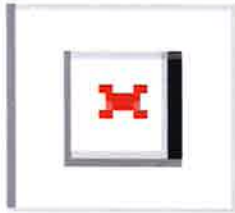
	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	Pre-2015		\$62,829.53	\$0.00	\$0.00
		2014	B14MC060548		\$62,829.53	\$62,829.53
		2015	B15MC060548	\$160,964.23	\$160,964.23	\$160,964.23
		2016	B16MC060548	\$227,854.24	\$227,843.19	\$227,843.19
Total	Total			\$451,648.00	\$451,636.95	\$451,636.95

Proposed Accomplishments

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	0	0	0	0	0	0	0	0



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

Date: 04-Sep-2018
Time: 15:40
Page: 8

Female-headed Households:

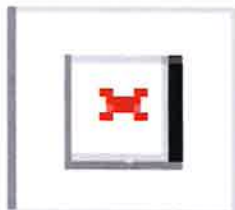
0

Income Category:

	Owner	Renter	Total	Person
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

Date: 04-Sep-2018
Time: 15:40
Page: 9

PGM Year: 2017
Project: 0001 - City Hall ADA Counter Improvement Project
IDIS Activity: 565 - City Hall ADA Counter Improvement Project
Status: Open
Location: 320 W Newmark Ave Monterey Park, CA 91754-2818

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Other Public Improvements Not Listed
National Objective: LMC
in 03A-03S (03Z)

Initial Funding Date: 10/25/2017

Description:

The project involves improvement to infrastructure and public facilities to meet ADA compliance.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC060548	\$100,000.00	\$0.00	\$0.00
Total	Total			\$100,000.00	\$0.00	\$0.00

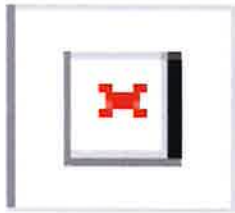
Proposed Accomplishments

Public Facilities : 1

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	0	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	0	0
Female-headed Households:	0		0		0			



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

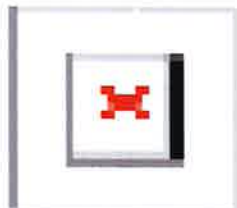
Date: 04-Sep-2018
Time: 15:40
Page: 10

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	0
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

Date: 04-Sep-2018
Time: 15:40
Page: 11

PGM Year: 2017
Project: 0004 - CDBG Administration
IDIS Activity: 566 - CDBG Administration

Status: Open
Location:

Objective:

Outcome:

Matrix Code: General Program Administration (21A)

National Objective:

Initial Funding Date: 10/25/2017

Description:

CDBG Administration

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	AD	2017	B17MC060548	\$120,197.60	\$49,862.54	\$49,862.54
Total	Total			\$120,197.60	\$49,862.54	\$49,862.54

Proposed Accomplishments

Actual Accomplishments

Number assisted:

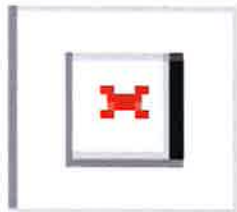
	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
Total:	0	0	0	0	0	0	0	0

Female-headed Households:

0

Income Category:

Owner Renter Total Person



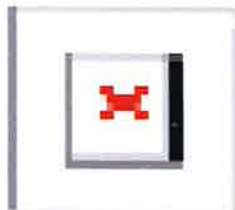
U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

Date: 04-Sep-2018
Time: 15:40
Page: 12

Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
Total	0	0	0	0
Percent Low/Mod				

Annual Accomplishments

No data returned for this view. This might be because the applied filter excludes all data.



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

Date: 04-Sep-2018
Time: 15:40
Page: 13

PGM Year: 2017
Project: 0005 - Fair Housing
IDIS Activity: 567 - Fair Housing

Status: Open
Location: 3255 Wilshire Blvd Ste 1150 Los Angeles, CA 90010-1453

Objective: Create suitable living environments
Outcome: Availability/accessibility
Matrix Code: Fair Housing Activities (if CDBG, then subject to 15% cap) (05J)
National Objective: LMC

Initial Funding Date: 10/25/2017

Description:

Fair Housing.

Financing

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2016	B16MC060548	\$10,000.00	\$10,000.00	\$10,000.00
Total	Total			\$10,000.00	\$10,000.00	\$10,000.00

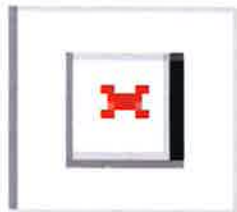
Proposed Accomplishments

People (General) : 50

Actual Accomplishments

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	5	3
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
Total:	0	0	0	0	0	0	5	3
Female-headed Households:	0		0		0			



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

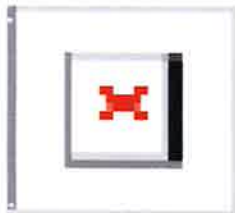
Date: 04-Sep-2018
Time: 15:40
Page: 14

Income Category:

	Owner	Renter	Total	Person
Extremely Low	0	0	0	5
Low Mod	0	0	0	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	5
Percent Low/Mod				100.0%

Annual Accomplishments

Years	Accomplishment Narrative	# Benefitting
2017		



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
CDBG Activity Summary Report (GPR) for Program Year 2017
MONTEREY PARK

Date: 04-Sep-2018
Time: 15:40
Page: 15

Total Funded Amount:	\$1,172,182.49
Total Drawn Thru Program Year:	\$1,001,836.38
Total Drawn In Program Year:	\$511,499.49



City Council Staff Report

DATE: September 19, 2018

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

TO: The Honorable Mayor and City Council
FROM: Mark A. McAvoy, Director of Public Works/City Engineer
SUBJECT: 2018 ADA Curb Ramps and Sidewalk Repairs – Award of Contract

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute a public works contract in a form approved by the City Attorney, with All Cities Engineering located in Jurupa Valley, CA, in the amount of \$248,300.00 for the 2018 ADA Curb Ramps and Sidewalk Repairs Project; and
2. Authorize the Director of Public Works to approve construction change orders and contingency up to \$12,415.00 or 5% of contract amount for this project; and
3. Authorize an additional allocation of \$30,715 in SB-821 Funds to cover the final cost of the project; and
4. Take such additional, related action that may be desirable.

CEQA (California Environmental Quality Act):

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

EXECUTIVE SUMMARY:

On May 2, 2018, the City Council adopted a resolution authorizing advertisement to solicit bids for the 2018 ADA Curb Ramps and Sidewalk Repairs Project. The public bid opening was held on July 17, 2018. Staff has completed its review of bids, and recommends that the contract be awarded to All Cities Engineering, the lowest responsive bidder, in the amount of \$248,300.00.

BACKGROUND:

The project involves the installation of 40 new ADA (Americans with Disabilities Act) curb ramps at various locations throughout the city. The new ramps will generally be installed in the vicinity of local schools, parks, and commercial areas to improve access for pedestrians, persons in wheelchairs, and the visually impaired. The project also includes the removal and replacement of over 15,000 square feet of concrete sidewalk

at approximately 150 locations to repair damaged sidewalk and some curb & gutter sections uplifted by street trees. On July 17, 2018, a total of seven bids were received. The bid results were as follows:

RANK	BIDDER	BASE BID AMOUNT
1	ALL CITIES ENGINEERING	\$248,300.00
2	FS CONTRACTORS	\$252,500.00
3	KALBAN	\$283,800.00
4	RUIZ CONCRETE AND PAVING	\$318,860.98
5	EBS GENERAL ENGINEERING	\$351,200.00
6	MINCO CONSTRUCTION	\$404,800.00
7	EC CONSTRUCTION	\$538,670.00

Staff performed a bid analysis consistent with Community Development Block Grant (CDBG) program guidelines, reviewing all of the bids for compliance with Section 3 (Federal Labor Standards) requirements.

The bid submitted by All Cities Engineering in the amount \$248,300 is the lowest responsive bid from a responsible bidder. All Cities Engineering's license was verified with the California State Contractor's License Board to be current, active and in good standing. Staff also verified the contractor's registration with the California Department of Industrial Relations and contacted its references, receiving positive feedback. All Cities Engineering has completed ADA curb ramp and sidewalk repair projects in the Cities of Pico Rivera, San Jacinto, and Duarte.

Assuming the City Council awards the contract at tonight's meeting, construction is anticipated to begin in September 2018 and be completed by December 2018.

FISCAL IMPACT:

The project will be funded with SB-821, Measure R, and CDBG Funds (Account Nos. 0023-5003-91945, 0110-5003-91945, and 0169-5003-91945) in the amount of \$230,000 carried over from the 2017-2018 capital improvement budget. The estimated cost of the project, including 5% contingency, is \$260,715. Therefore, staff is requesting an additional allocation of \$30,715 in SB-821 Funds to cover the cost of the project.

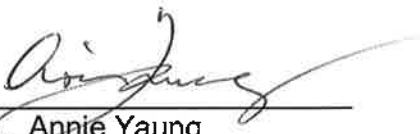
Respectfully submitted by:


Mark A. McAvoy
Director of Public Works/
City Engineer

Prepared by:


Rey Alfonso
Assistant City Engineer

Approved by:



Annie Yaung
Director of Management Services

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT:

1. All Cities Engineering Bid Proposal

ATTACHMENT 1

All Cities Engineering Bid Proposal

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

BIDDER'S NAME: All Cities Engineers, Inc.

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

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

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

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

BID SCHEDULE

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

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

BID SCHEDULE					
For 2018 ADA Curb Ramps & Sidewalk Improvements, Specification No. 880					
No.	Bid Item Description	Quantity	Unit	Unit Bid	Total Bid
1	Mobilization	Lump Sum	L.S.	\$7,500 ⁰⁰	\$7,500 ⁰⁰
2	Sawcut existing PCC sidewalk and AC pavement	Lump Sum	L.S.	\$10,000 ⁰⁰	\$10,000 ⁰⁰
3	AC slot patch adjacent to curb ramp location	Lump Sum	L.S.	\$6,500 ⁰⁰	\$6,500 ⁰⁰
4	Construct new PCC curb ramp per S.P.P.W.C. Standard 111-5. See Appendix 5 for location, case and type.	43	EA	\$2,300 ⁰⁰	\$98,900 ⁰⁰
5	Remove and reconstruct PCC sidewalk. See Appendix 6 for location.	15,400	SF.	\$7.50	\$115,500 ⁰⁰
6	Remove and reconstruct CURB AND GUTTER. See Appendix 6 for location.	200	LF.	\$27 ⁰⁰	\$5,400 ⁰⁰
7	Re-establish centerline tie. See Appendix 5 for locations.	9	EA.	\$500 ⁰⁰	\$4,500 ⁰⁰
TOTAL BID AMOUNT IN NUMBERS					\$248,300⁰⁰
TOTAL BID AMOUNT IN WRITING: Two hundred forty-eight thousand, three hundred dollars					

The low bid will be established based on the "Base Bid". Any "Additive Alternate" bid items must also be filled out, but will not be taken into account in determining the lowest responsible bidder, but may be awarded to the awardee at the sole and complete discretion of the City as part of the performance of the contract

- The bid prices shall include any and all costs, including labor, materials, appurtenant expenses, taxes, royalties and any and all other incidental costs to complete the project, in compliance with the Bid and Contract Documents and all applicable codes and standards.
- All other work items not specifically listed in the bid schedule, but necessary to complete the work per bid and contract documents and all applicable codes and standards are assumed to be included in the bid prices.
- The City reserves the right to add, delete, increase or decrease the amount of any quantity shown and to delete any item from the contract and pay the contractor at the bid unit prices so

long as the total amount of change does not exceed 25% (plus or minus) of the total bid amount for the entire project. If the change exceeds 25%, a change order may be negotiated to adjust unit bid prices.

- A bid is required for the entire work. The quantities set forth in the Bid Schedule will be used to calculate total bid amount. The final compensation under the contract will be based upon the actual quantities of work satisfactorily completed.

DESIGNATION OF SUBCONTRACTORS

BIDDER proposes to subcontract certain portions of the work which are in excess of one-half of one percent of the bid and to procure materials and equipment from suppliers and vendors as follows:

Subcontractor Information	Work to be Performed	Dollar Amount
Name: <i>N/A</i>		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Total Subcontract Amount (shall not exceed 49% of Total Bid Amount)		\$ _____

REFERENCES

References shall be for projects constructed by the bidding company; references for other projects performed by principals or other individuals of the bidding company may not be included. References shall be either minimum from 3 Public Agencies; or minimum from 2 Public Agencies plus 2 Private Entities for which BIDDER has performed similar work within the past three years.

Reference 1		
Agency Name <u>City of Pico Rivera</u>	Project Name and Brief Description <u>city wide Sidewalk Improvements</u>	
Contact Name and Title <u>Robert (Engineer)</u>	<u>- Remove and Reconstruct sidewalk, curb ramps, curbs and gutter at various locations throughout the city.</u>	
Tel: <u>562-801-4364</u> E-mail: <u>Rdelgadillo@pico-rivera.org</u>	Contract Value: <u>\$230K</u>	Year Completed: <u>2017</u>

Reference 2		
Agency Name <u>City of San Jacinto</u>	Project Name and Brief Description <u>Pedestrian upgrades</u>	
Contact Name and Title <u>Sean (Engineer)</u>	<u>- Replace various curb ramps throughout city.</u>	
Tel: <u>(949) 232-6153</u> E-mail: <u>Sean@inlakeconsultants.com</u>	Contract Value: <u>\$272K</u>	Year Completed: <u>2017</u>

Reference 3		
Agency Name <u>City of Duarte</u>	Project Name and Brief Description <u>city wide sidewalk Improvements</u>	
Contact Name and Title <u>Teresa (Project Manager)</u>	<u>- Remove and replace sidewalk, curbs, and color pavement throughout the city.</u>	
Tel: <u>(626) 705-4837</u> E-mail: <u>Parker1st@accessduarte.com</u>	Contract Value: <u>\$70K</u>	Year Completed: <u>2018</u>

Reference 4		
Agency Name <u>City of Pico Rivera</u>	Project Name and Brief Description <u>Annual Citywide Sidewalk and Curb Imp.</u>	
Contact Name and Title <u>Kenner (Asst Engineer)</u>	<u>- Remove trees, curbs, sidewalk, ADA Ramps, drain inlets, throughout the city.</u>	
Tel: <u>(562) 801-4351</u> E-mail: <u>Kguerrero@Pico-Rivera.org</u>	Contract Value: <u>\$300K</u>	Year Completed: <u>2018</u>

SITE INSPECTION

The Bidder declares that he/she has carefully read and examined the plans, specifications, bid documents, and he/she has made a personal examination of the site (indicate name of the person, representing the bidder, who inspected the site and date below) and that he/she understands the exact scope of the Project without question.

Name of Person who inspected the site: Javier Castro

Date of Inspection: July 10, 2018

ADDENDA ACKNOWLEDGMENT

The Bidder acknowledges receipt of the following Addenda and has included their provisions in this Proposal:

Addendum No. 1 Dated 07-07-18

Addendum No. 2 Dated 07-10-18

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

BIDDER certifies that all previous contracts or subcontracts, all reports which may have been due under the requirements of any Agency, Site, or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

AFFIRMATIVE ACTION CERTIFICATION

BIDDER certifies that affirmative action has been taken to seek out and consider minority business enterprises for those portions of work to be subcontracted, and that such affirmative actions have been fully documented, that said documentation is open to inspection, and that said affirmative action will remain in effect for the life of any contract awarded hereunder. Furthermore, BIDDER certifies that affirmative action will be taken to meet all equal employment opportunity requirements of the contract documents.

INSURANCE REQUIREMENTS

To be awarded this contract, the successful bidder shall procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$2,000,000
Business automobile liability	\$2,000,000
Workers compensation	Statutory requirement.

Commercial general liability insurance shall meet or exceed the requirements of ISO-CGL Form No. CG 00 01 11 85 or 88. The amount of insurance set forth above shall be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies shall be endorsed to name the City, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by the City will be excess thereto. Such endorsement shall be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. Such insurance shall be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to the City.

Automobile coverage shall be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).

The Contractor shall furnish to the City duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement, endorsements as required herein, and such other evidence of insurance or copies of policies as may be reasonably required by the City from time to time. Insurance shall be placed with admitted insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII." Certificate(s) shall reflect that the insurer will provide thirty (30) day notice of any cancellation of coverage. The Contractor shall require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

By signing this form, the bidder certifies that it has read, understands, and will comply with these insurance requirements if it is selected as the City's Contractor. Failure to provide this insurance will render the bidder's proposal "nonresponsive."

Bidder's Name: All Cities Engineering, Inc.
Authorized Signature: [Signature]
Name and Title: Javier Castro (Project Manager)
Date: 07-16-18

PUBLIC CONTRACT CODE SECTION 7106**Noncollusion Declaration by Bidder**

The undersigned declares:

I am the Project Manager of All Cities Engineering, Inc. the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Bidder's Name: All Cities Engineering, Inc.
Authorized Signature: [Signature]
Name and Title: Javier Castro (Project Manager)
Date: 07-16-18

PUBLIC CONTRACT CODE SECTION 10162

In conformance with the above Public Contract Code Section, the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder any officer of such bidder, or any employee of such bidder who has a proprietary interest in such bidder

has never been ✓ has been _____ (Indicate YES or NO after applicable answer)

disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation, and if so to explain the circumstances.

If the answer is has been YES explain the circumstances below:

Bidder's Name: All Cities Engineering, Inc.

Authorized Signature: [Signature]

Name and Title: Javier Castro (Project Manager)

Date: 01-16-18

PUBLIC CONTRACT CODE SECTION 10232

In conformance with above Public Contract Code Section, the bidder hereby declares under penalty of perjury under the laws of the State of California that no more than one final, unappealable finding of contempt of court by a federal court

has not been ✓ has been _____ (Indicate YES or NO after applicable answer)

issued against the bidder within the immediately preceding two-year period because of the contractor's failure to comply with an order of a federal court which orders the contractor to comply with an order of the National Labor Relations Board. For purposes of this section, a finding of contempt does not include any finding which has been vacated, dismissed, or otherwise removed by the court because the contractor has complied with the order which was the basis for the finding.

Bidder's Name: All Cities Engineering, Inc.

Authorized Signature: [Signature]

Name and Title: Javier Castro (Project Manager)

Date: 07-16-18

PUBLIC CONTRACT CODE SECTION 10285.1

In conformance with above Public Contract Code Section, the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder or any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof

has never been ✓ has been _____ (indicate YES or NO after applicable answer)

convicted within the preceding three years by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity, as defined in Public Contract Code Section 1100, including, for the purposes of this article, the Regents of the University of California or the Trustees of the California State University.

Bidder's Name:

All Cities Engineering, Inc.

Authorized Signature:

[Signature]

Name and Title:

Javier Castro (Project Manager)

Date:

07-16-18

BIDDER INFORMATION

Bidder's Name: All Cities Engineering, Inc.
Address: 5881 Snowgrass Tr. Jumps Valley, CA 92509
Form of Legal Entity: S corporation
If a Corporation, State of Incorporation: California
State Contractor's Class and License No.: 1009171

Contact Person Information:

Name: Javier Castro Title: Project Manager
E-mail: Javier_allcities@yahoo.com Tel: (909) 241-3632

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint venturers, and/or corporate officers having a principal interest in this proposal:

Apolonio Ramirez (owner) (909) 643-3348
Kimberly Weber (treasurer/secretary) (951) 453-8862

The date(s) of any voluntary or involuntary bankruptcy judgements against any principal having an interest in this proposal are as follows:

N/A

All current and prior DBA'S, alias, and/or fictitious business names for any principal having an interest in this proposal are as follows:

N/A

Previous contract performance history:

Was any contract terminated previously: NO

If the answer to the above is "yes", provide the following information:

Contract/project name and number: _____

Date of termination: _____

Reason for termination: _____

Owner's name: _____

Owner contact person and tel. no.: _____

IN WITNESS WHEREOF, BIDDER executes and submits this proposal with the names, titles, hands, and seals of all aforementioned principals this ____ day of _____, 20__.

BIDDER

All Cities Engineering, Inc.5881 Snowmass Tr. Turpin Valley CA, 92509(909) 241-3672[Signature]

Subscribed and sworn to this ____ day of _____, 20__.

NOTARY PUBLIC _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of San Bernardino

Subscribed and sworn to (or affirmed) before me on

this 17 day of July, 20 18by Javier Castro.

proved to me on the basis of satisfactory evidence to be
the person(s) who appeared before me.

[Signature]
Notary Public

BID BOND

KNOW ALL BY THESE PRESENTS, That we, ALL CITIES ENGINEERING, INC.

of 5881 SNOWGRASS TRAIL JURUPA VALLEY, CA 92509 (hereinafter called the Principal),

as Principal, and UNITED STATES FIRE INSURANCE COMPANY

(hereinafter called the Surety), as Surety are held and firmly bound unto CITY OF MONTEREY PARK

(hereinafter called the Obligor) in the penal sum of TEN PERCENT OF AMOUNT BID

Dollars (\$ 10%)

for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That WHEREAS, the Principal has submitted or is about to submit a proposal to the Obligor on a contract for 2018 ADA RAMPS & SIDEWALK IMPROVEMENTS PROJECT

NOW, THEREFORE, If the said Contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing, and give bond, if bond is required, with surety acceptable to the Obligor for the faithful performance of the said Contract, then this obligation shall be void; otherwise to remain in full force and effect.

Signed and sealed this 16TH day of JULY, 2018.



Witness

ALL CITIES ENGINEERING, INC. (Seal)
Principal


Title

Witness

UNITED STATES FIRE INSURANCE COMPANY
By 

KEVIN VEGA, Attorney-in-Fact

POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY

04594432918

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint:

Philip E. Vega, Kevin Vega, Britton Christiansen, Myrna Smith

each, his true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: Seven Million, Five Hundred Thousand Dollars (\$7,500,000).

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney revokes all previous Powers of Attorney issued on behalf of the Attorneys-In-Fact named above and expires on January 31, 2019.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

(a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;

(b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 10th day of March, 2016.

UNITED STATES FIRE INSURANCE COMPANY



Anthony R. Slimowicz

Anthony R. Slimowicz, Senior Vice President

State of New Jersey }
County of Morris }

On this 10th day of March 2016, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.

SONIA SCALA
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES 3/25/2019

Sonia Scala

Sonia Scala

(Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 16th day of July 2018
UNITED STATES FIRE INSURANCE COMPANY



Al Wright

Al Wright, Senior Vice President

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of LOS ANGELES)

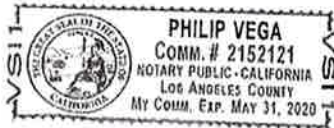
On 07/16/2018 before me, PHILIP VEGA, NOTARY PUBLIC
Date Here Insert Name and Title of the Officer

personally appeared KEVIN VEGA
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature _____
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

☐ Corporate Officer -- Title(s): _____

☐ Partner -- ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: _____

Signer Is Representing: _____

Signer's Name: _____

☐ Corporate Officer -- Title(s): _____

☐ Partner -- ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: _____

Signer Is Representing: _____

PROPOSAL GUARANTEE

BID BOND

Bond No.: 045A4423918

KNOW ALL MEN BY THESE PRESENTS that All Cities Engineering, Inc. as BIDDER, AND United States Fire Insurance Company as SURETY, are held and firmly bound unto the City of Monterey Park, in the penal sum of 10 % (\$) dollars, lawful money of the United States, which is 10 percent of the total amount bid by BIDDER to the City of Monterey Park for the 2018 ADA CURB RAMPS AND SIDEWALK IMPROVEMENTS, SPECIFICATIONS NO. 880 ("Public Project"), for the payment of which sum, BIDDER and SURETY agree to be bound, jointly and severally, firm by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas BIDDER is about to submit a bid to the City of Monterey Park for the above stated project, if said bid is rejected, or if said bid is accepted and a contract is awarded and entered into by BIDDER in the manner and time specified, then this obligation shall be null and void, otherwise it shall remain in full force and effect in favor of the City of Monterey Park.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this 16th day of July, 2018.

SIGNED AND SEALED this 16th day of July, 2018.

All Cities Engineering, Inc.

PRINCIPAL

United States Fire Insurance Company

SURETY

PRINCIPAL'S MAILING ADDRESS:

5881 Snowgrass Tr.
Juniper Valley CA 92509

SURETY'S MAILING ADDRESS:

534 E. Badillo St.
Contra Costa, CA 94723

NOTE: All signatures shall be acknowledged by a notary public.

PROPOSAL GUARANTEE

N/A

CERTIFIED CHECK or CASHIER'S CHECK

As an Alternative to Bid Bond, Bidder can provide Certified Check or Cashier's Check as follows:

Accompanying this proposal is a certified check or a cashier's check payable to the order of the City of Monterey Park, in the amount of _____ (\$ _____) dollars, lawful money of the United States, which is 10 percent of the total amount bid by BIDDER to the City of Monterey Park for the **2018 ADA CURB RAMPS AND SIDEWALK IMPROVEMENTS, SPECIFICATIONS NO. 880** ("Public Project").

The proceeds of the same shall become the property of said City if, in case this proposal shall be accepted by said City through the City Council, the undersigned shall fail to execute a contract, with and furnish the insurance and bonds required by the City of Monterey Park within the specified time; otherwise, the same is to be returned to the undersigned as set forth in the Instructions to Bidders.

Bidder's Name: _____

Authorized Signature: _____

Name and Title: _____

Date: _____

--END OF SECTION--

1. NON-SEGREGATED FACILITIES CERTIFICATION**NON-SEGREGATED FACILITIES CERTIFICATION
FEDERALLY-ASSISTED CONSTRUCTION PROJECTS**

The federally-assisted construction contractor certifies that he/she DOES NOT and WILL NOT:

1. Maintain or provide, for his/her employees, any segregated facilities at any of his/her establishments.
2. Permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained.

The federally-assisted contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification, the term segregated facilities means any waiting room, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise.

The federally-assisted contractor agrees that (except where he/she has obtained identical certifications from proposed subcontractors for specific time periods) he/she will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause, and that he/she will retain such certifications in his/her files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date: 07-16-18 Project Number: 880
Company: All Cities Engineering, Inc.
Address: 5881 Snowgrass Tr. Jupa Valley, CA 92509
By: [Signature]
Title: Project Manager

2. PAST PERFORMANCE CERTIFICATION

CERTIFICATION WITH REGARD TO THE PERFORMANCE OF PREVIOUS CONTRACTS OR SUBCONTRACTS SUBJECT TO THE EQUAL OPPORTUNITY CLAUSE AND THE FILING OF REQUIRED REPORTS

The ☒ bidder, ☐ proposed sub-contractor, hereby certifies that he/she ☒ has, ☐ has not, participated in a previous contract or subcontract subject to the Equal Opportunity Clause, as required by Executive Orders 10925, 11114, or 11246, and that he/she ☒ has, ☐ has not, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

Date: 07-16-18 Project Number: 880 Contract Award: \$ 240k

Awarding Agency: City of Monterey Park

Contractor Name: 2018 ADA Curb Ramp/Sidewalk Total Number of Employees 20

Affiliate Company: N/A

By: [Signature]

Title: Project Manager

NOTE: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b)(1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5 (Generally only contracts or subcontracts of \$10,000 or under are exempt).

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b)(1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the U.S. Department of the Interior or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

SF-100 (EEO-1) must be filed by:

(A) All private employers who are:

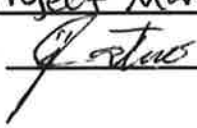
- (1) Subject to Title VII of the Civil Rights Act of 1964 (as amended) with 100 or more employees.
- (2) Subject to Title VII who has fewer than 100 employees, if the company is owned or affiliated with another company, or there is centralized ownership, control or management so that the group legally constitutes a single enterprise, and the entire enterprise employs a total of 100 or more employees.

(B) All federal contractors (private employers), who:

- (1) Are not exempt as provided for by 41 CFR 60-1.5
- (2) Have 50 or more employees, and
 - a. Are prime contractors or first-tier subcontractors, and have a contract, subcontract, or purchase order amounting to \$50,000 or more; or
 - b. Serve as a depository of Government funds in any amount, or
 - c. Is a financial institution, which is an issuing, and paying agent for U.S. Savings Bonds and Notes.

4. WORKER'S COMPENSATION CERTIFICATION**WORKER'S COMPENSATION CERTIFICATION**

I certify, by signature below, that I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Date: 07-16-18Project Number: 880Project Name: 2018 ADA Curb Ramps & Sidewalk ImprovementsCompany Name: City of Monterey ParkAddress: 320 West Newmark Avenue Monterey Park CA 91754Print Name: Javier CastroTitle: Project ManagerSignature: 

This form will be submitted by the selected contractor after determination of lowest responsive bidder and when requested by the City.

For the bid submittal, bidders shall complete the table on Page C-3 in Section titled "DESIGNATION OF SUBCONTRACTORS"

CONTRACTOR LIST OF PROPOSED SUBCONTRACTORS

[illegible]

Signature: [Signature] Date: 07-16-2018

Name and Title: Javier Castro (Project Manager)

Company Name: Al Cities Engineering Inc.

6. REQUEST FOR ADDITIONAL CLASSIFICATION AND RATE

N/A

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT REPORT OF ADDITIONAL CLASSIFICATION AND RATE		HUD FORM 4230A OMB Approval Number 2501-0011 (Exp. 09/30/2008)				
1. FROM (name and address of requesting agency)	2. PROJECT NAME AND NUMBER					
	3. LOCATION OF PROJECT (City, County and State)					
4. BRIEF DESCRIPTION OF PROJECT	5. CHARACTER OF CONSTRUCTION ☐ Building ☐ Residential ☐ Heavy ☐ Other (specify) ☐ Highway					
6. WAGE DECISION NO. (Include modification number, if any) ☐ COPY ATTACHED		7. WAGE DECISION EFFECTIVE DATE				
8. WORK CLASSIFICATION(S)	HOURLY WAGE RATES <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center; border-bottom: 1px solid black;">BASIC WAGE</th> <th style="width: 40%; text-align: center; border-bottom: 1px solid black;">FRINGE BENEFIT(S) (if any)</th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"></td> <td></td> </tr> </tbody> </table>		BASIC WAGE	FRINGE BENEFIT(S) (if any)		
BASIC WAGE	FRINGE BENEFIT(S) (if any)					
9. PRIME CONTRACTOR (name, address)	10. SUBCONTRACTOR/EMPLOYER, IF APPLICABLE (name, address)					
Check All That Apply: ☐ The work to be performed by the additional classification(s) is not performed by a classification in the applicable wage decision. ☐ The proposed classification is utilized in the area by the construction industry. ☐ The proposed wage rate(s), including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage decision. ☐ The interested parties, including the employees or their authorized representatives, agree on the classification(s) and wage rate(s). ☐ Supporting documentation attached, including applicable wage decision.						
Check One: ☐ Approved, meets all criteria. DOL confirmation requested. ☐ One or more classifications fail to meet all criteria as explained in agency referral. DOL decision requested.						
_____ Agency Representative (Typed name and signature)		_____ <i>Date</i> _____ <i>Phone Number</i>				
		FOR HUD USE ONLY LR2000: Log in: Log out:				

HUD-4230A (7-03) PREVIOUS EDITION IS OBSOLETE

7. NOTICE OF EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT**EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT**

TO:

(Name of Labor Union, Workers Representative, etc.)

(Address)

Name of Business (Contractor): All Cities Engineering, Inc.
Project Name: 2018ADA Curb ramps & Sidewalks Project Number: 880

The Undersigned currently holds a contract with City of Monterey Park, involving funds of the U. S. Government, or a subcontract with a prime contractor holding such contract.

You are advised that under the provisions of the above contract or subcontract, and in accordance with Executive Order 11246, the undersigned is obligated not to discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. This obligation not to discriminate in employment includes, but is not limited to the follow:

1. Hiring, placement, upgrading, transfer or demotion;
2. Recruitment, advertising or solicitation for employment;
3. Treatment during employment;
4. Rates of pay or other forms of compensation;
5. Selection for training, including apprenticeship; and
6. Layoff or termination.

This notice is furnished to you pursuant to the provisions of the above contract or subcontract and Executive Order 11246. Copies of this notice will be posted by the undersigned in conspicuous places available to employees or applicants for employment.

Javier Castro
(Print Name)

By:

[Signature]
(Signature)

07-16-2018
(Date)

Project Manager
(Title)

8. NOTICE OF SECTION 3 COMMITMENT

NOTICE OF SECTION 3 COMMITMENT

TO:

(Name of Labor Union, Workers Representative, etc.)

(Address)

Name of Business (Contractor): All Cities Engineering, Inc.Project Name: 2018 ADA Ramp & sidewalks Project Number: 880

The Undersigned currently holds a contract with City of Monterey Park involving Block Grant (CDBG) funds from the U. S. Department of Housing and Urban Development or a subcontract with a prime contractor holding such contract.

You are advised that under the provisions of the above contract or subcontract and in accordance with Section 3 of the Housing and Urban Development Act of 1968, the undersigned is obligated to the greatest extent feasible, to give opportunities for employment and training to lower income residence of the CDBG-assisted project area and to award contracts for work on the project to business concerns which are located in or are owned in substantial part by project area residence.

Regarding employment opportunities for Section 3, the minimum number and job titles are:

Minimum Number	Job Classification
<u>4</u>	<u>Labor</u>

Regarding job referrals, request that consideration be given, to the greatest extent feasible, to assignment of persons residing in the service area or neighborhood in which the project is located.

The anticipated date the work will begin is _____. For additional information, you may contact Javier Castro (Contact Person's Name), Project Manager (Title) at (909) 241-3632.

This notice is furnished to you pursuant to the provisions of the above contract or subcontract and Section 3 of the Housing and Urban Development Act of 1968. Copies of this notice will be posted by the undersigned in conspicuous places available to employees or applicants for employment.

Javier Castro
(Print Name)

By:

[Signature]
(Signature)

07-20-18
(Date)

Project Manager
(Title)

9. SECTION 3 ECONOMIC OPPORTUNITY PLAN

SECTION 3 ECONOMIC OPPORTUNITY PLAN

1. Name and Address of Reporting Entity (Recipient, Sub-recipient, Contractor, Subcontractor) All Cities Engineering, Inc. 5881 Snowmass Dr. Jurupa Valley, CA 92509	2. Federal Identification: (Contract/Award No.) 820	3. Dollar Amount of Award: \$248k
	4. Contact Person: Javier Castro	5. Phone: (include Area Code) 909-241-3672
	6. Reporting Period: 1	7. Date Report Submitted 6-20-18
8. Program Code: 8 (Use a separate sheet for each Program Code)		
Program Codes 1. Flexible Subsidy 2. Section 202(b)(1) 3. Public/Indian Housing Development, Operation and Modernization 4. Homeless Assistance 5. HOME 6. HOME - State Administered 7. CDBG - Entitlement 8. CDBG - State Administered 9. Other CD Programs 10. Other Housing Programs		

Part I: Employment and Training Commitment

JOB CLASSIFICATION	TOTAL NEW HIRES	SECTION 3 NEW HIRES	% of Aggregate Hires Who are Section 3 Residents
Professionals			%
Technicians			%
Office/Clerical			%
Trade: Labor	1	1	100 %
Trade:			%
Trade:			%
Trade:			%
Total:			%

Part II: Contract Award Commitment to Section 3 Businesses (Subcontractors, Suppliers, Vendors, or Service Providers)

NAME OF SECTION 3 BUSINESS CONCERN	SPECIFY CONSTRUCTION OR NONCONSTRUCTION CONTRACT	CONTRACT AMOUNT
N/A		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL		\$
Percentage of the total dollar amount to be awarded to Section 3 Business Concerns:		%

9. SECTION 3 ECONOMIC OPPORTUNITY PLAN (continues)

A Section 3 responsive bidder who commits to hire Section 3 Residents by directing employment and training opportunities toward low- and very low-income persons, particularly those who are recipients of government assistance for housing, may use any combination of outreach efforts to meet the Section 3 commitment made when a Section 3 Economic Opportunity Plan has been submitted.

REMEMBER: All employees of a business/firm count toward meeting your Section 3 compliance goals—Section 3 New Hires do not have to be construction workers, they just have to be a part of your permanent, full-time staff.

**SAMPLE OUTREACH EFFORTS FOR CONTRACTORS
SEEKING SECTION 3 RESIDENT EMPLOYEES**

- Enter into "first-source" hiring agreements with organizations representing Section 3 residents, such as *Work Source* or a local Workforce Investment Board. For more information, visit <http://www.calwia.org/lwia/index.cfm>
- Sponsor a HUD-certified "Step-Up" employment and training program for Section 3 residents.
- Advertise training and employment positions by distributing flyers (Notice of Section 3 Commitment or other flyer that identifies the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to every occupied dwelling unit in the housing development(s) adjacent to the project site.
- Post training and employment position flyers in public housing developments, offices of the local government, and other conspicuous places.
- Contact State-approved apprenticeship programs to gain access to potentially low-income residents who are actively seeking job-placement and training. For more information on local apprenticeship programs, you can visit the California Department of Industrial Relations' database of local apprenticeship programs by visiting <http://www.dir.ca.gov/databases/das/aigstart.asp>
- Contact agencies administering HUD Youthbuild programs, and requesting their assistance to recruit current HUD Youthbuild program participants who are in need of permanent placement.
- Advertise any positions to be filled through the local media, such as community television networks, newspapers of general circulation, or commonly-used job placement websites such as www.monster.com

10. SECTION 3 RESIDENT CERTIFICATION

SECTION 3 RESIDENT CERTIFICATION
(2017 INCOME GUIDELINES)

Name: N/A

Address: _____

I hereby certify that I am a Section 3 resident; based on the following qualification(s):

1. ☐ I am a Public Housing Resident (Specify Name of the Public Housing site):

2. ☐ I am a low-income resident of the metropolitan area.

Select your Family size and gross annual income Limits (from all sources):

Number of Persons	2017 INCOME LIMITS		
	Extremely Low-Income	Low-Income	Moderate-Income
1	☐ \$18,950 to \$31,549	☐ \$31,550 to \$50,499	☐ \$50,500 or more
2	☐ \$21,650 to \$36,049	☐ \$36,050 to \$57,699	☐ \$57,700 or more
3	☐ \$24,350 to \$40,549	☐ \$40,550 to \$64,899	☐ \$64,900 or more
4	☐ \$27,049 to \$45,049	☐ \$45,050 to \$72,099	☐ \$72,100 or more
5	☐ \$29,250 to \$48,699	☐ \$48,700 to \$77,899	☐ \$77,900 or more
6	☐ \$32,960 to \$52,299	☐ \$52,300 to \$83,649	☐ \$83,650 or more
7	☐ \$37,140 to \$55,899	☐ \$55,900 to \$89,449	☐ \$89,450 or more
8	☐ \$41,320 to \$59,499	☐ \$59,500 to \$95,199	☐ \$95,200 or more

3. ☐ I am not a Public Housing or low-income resident of the metropolitan area.

Under penalty of perjury, I certify that the above information is true and correct:

Employee Signature

Date

To Be Completed by Employer

The above-named person is a permanent full-time employee who was hired on: _____

This person's Job Classification is: _____

Business Name: _____

Print Name of Owner/Agent: _____ Signature of Owner/Agent: _____

11. SECTION 3 BUSINESS CERTIFICATION**SECTION 3 BUSINESS CERTIFICATION FORM**

Business Name: All Cities Engineering, INC.
Business Address: 5881 Snowmass Tr.
Juniper Valley CA 92509
Telephone Number: (909) 241-3632 Contract/Bid Amount: \$ 248K

1. The above mentioned business firm is a Section 3 business concern based on the following qualifications:

- ☐ **51-percent owned by Section 3 Residents**
(Submit Resident Certifications with this business certification form)
- ☐ **At least 30-percent Permanent, full-time employees are Section 3 Residents**
Total Number of all full-time employees _____, Number of Section 3 qualified Employees _____
(Submit the Resident Certification form(s) with this Business Certification form)

2. The above mentioned business firm is not a Section 3 business concern, but commits to the Section 3 goal:

- ☒ **Written Commitment** (Section 3 Economic Opportunity Plan), outline intentions to:
Hire Section 3 qualified residents at least 30-percent aggregate new hire positions, and/or
Subcontract 25-percent or more of the contract amount to Section 3 qualified business concerns.

THE UNDERSIGNED DECLARES THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT

Apolonio Ramirez
Signature of Owner/Principal

07-16-18
Date

All Cities Engineering, INC.
Business Name

1009171
License Number

To Be Completed by Local Contracting Agency

Preference Category: ☐ Targeted Service Area: ☐ Youthbuild ☐ Other - Census Tract Number: _____

12. SECTION 3 SUMMARY REPORT

Contractor's SECTION 3 Economic Opportunity Report

Name and Address ☒ Contractor ☐ Subcontractor ACE, INC 5881 Snowmass Tr. Jupiter Valley CA 92504	Date Report Submitted 6-7-16-18	
	Contract Person Javier Castro	Phone: (include Area Code) 924-241-3636
	Federal EIN 611-17-2434	Dollar Amount of Contract: \$244,300
	Project Number: 880	Project Name: 2018 Curb and Sidewalk Impr.

Part I: Employment & Training Opportunities provided to low-income individuals (Minimum Goal: 30% of New Hires)

JOB CLASSIFICATION	TOTAL NEW HIRES	LOW-INCOME NEW HIRES	% of Aggregate Hires Who are low-income
Technicians	0	0	0 %
Office/Clerical	0	0	0 %
Professionals	0	0	0 %
Construction Trade:	0	0	0 %
Construction Trade:	0	0	0 %
TOTALS	0	0	0 %

Part II: Subcontracts Awarded (Minimum Subcontract Goal is 25% of the Prime Contract Amount)

Name of Qualified Business Concern	Construction or Non-construction Contract	Amount
	N/A	\$
		\$
		\$
Total Dollar Amount of Subcontracts awarded to Section 3 qualified Business Concerns:		\$
Dollar Amount of All Subcontracts:		\$
Percentage of the total dollar amount awarded to qualified Business Concerns:		%

Part III: Summary of the efforts that were made to generate economic opportunities

☐ Trained and/or Employed _____ low-income individuals equal to _____ (%) of the aggregate new hires. (Check if not applicable)

☐ Awarded Subcontracts to _____ qualified Business Concerns equal to _____ (%) of the contract amount. (Check if not applicable)

☐ Attempted to recruit low-income individuals through:

- ☐ Adversised through local media, television, radio, newspaper (check appropriate box(es))
- ☐ Signs prominently displayed at the project site (postered by 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100)
- ☐ Contacts with community organizations
- ☐ Contacted management to notify residents and posted or distributed flyers at public housing authority (check if no)
- ☐ Participated in a program which promotes the training or employment of low-income individuals (check if not applicable)
- ☐ Participated in a program which promotes the award of contracts to Section 3 Qualified Businesses (check if not applicable)
- ☐ Contacted agencies administering HUD Youth-Build programs. (check if no)
- ☐ Maintained a file of eligible, qualified low-income Residents and qualified Business Concerns for future employment opportunities.

OTHER: N/A

(Check appropriate box(es))

12. SECTION 3 SUMMARY REPORT (Continued)

Section 3 Summary Report

Economic Opportunities for Low- and Very Low-Income Persons

U.S. Department of Housing
and Urban Development
Office of Fair Housing
and Equal Opportunity

OMB Approval No. 2529-0043
(exp. 6/30/2004)

HUD Field Office:

See back of page for Public Reporting Burden statement

1. Recipient Name & Address: (street, city, state, zip)	2. Federal Identification: (contract/award no.)	3. Dollar Amount of Award:
	4. Contact Person:	5. Phone: (include area code)
	6. Reporting Period:	7. Date Report Submitted:

8. Program Code:	(Use a separate sheet for each program code)	9. Program Name:
------------------	--	------------------

Part I: Employment and Training (** Include New Hires in columns E & F.)

A Job Category	B Number of New Hires	C Number of New Hires That are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	E** % of Total Staff Hours for Section 3 Employees and Trainees	F** Number of Section 3 Employees and Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade (List) Trade					
Trade					
Trade					
Trade					
Trade					
Other (List)					
Total					

¹Program Codes

1 = Flexible Subsidy
2 = Section 202/811

3 = Public/Indian Housing

A = Development,
B = Operation
C = Modernization

4 = Homeless Assistance

5 = HOME
6 = HOME-State Administered
7 = COBG-Entitlement

8 = COBG-State Administered

8 = CDBG-State Administrative
9 = Other CD Programs
10 = Other Housing Programs

Page 1 of 2

form HUD-60002 (6/2001)
rel 24 CFR 135

12. SECTION 3 SUMMARY REPORT (Continued)

Part II: Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$
B. Total dollar amount of contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving contracts	

2. Non-Construction Contracts:

A. Total dollar amount of all non-construction contracts awarded on the project/activity	\$
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving non-construction contracts	

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- ☐ Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- ☐ Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- ☐ Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- ☐ Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- ☐ Other; describe below.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a data base and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

12. SECTION 3 SUMMARY REPORT (Continued)

Form HUD-60002, Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.

Instructions: This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **public and Indian Housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F) or the number of new hires utilized on the Section 3 covered project (columns B, C and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' efforts to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.* A recipient of Section 3 covered assistance shall submit two copies of this report to the local HUD Field Office. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name forwarding the Section 3 report.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

Submit two (2) copies of this report to the HUD Field Office of Fair Housing and Equal Opportunity, Program Operations and Compliance Center Director, at the same time the performance report is submitted to the program office. For those programs where such a report is not required, the Section 3 report is submitted by January 10. Include only contracts executed during the reporting period specified in item 8. PHAs/HAs are to report all contracts/subcontracts.

* The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.

9. Program Name: Enter the name of the HUD Program corresponding with the "Program Code" in number 8.

Part I: Employment and Training Opportunities

Column A: Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e., supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

Column B: Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New Hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column C: Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column D: Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

Column E: Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

Column F: Enter the number of Section 3 residents that were employed and trained in connection with this award.

Part II: Contract Opportunities

Block 1: Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Block 2: Non-Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Part III: Summary of Efforts - Self-explanatory

smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

13. FEDERAL LOBBYIST CERTIFICATION

EXHIBIT - 15

FEDERAL LOBBYIST CERTIFICATION

Name of Firm: All cities Engineering, Inc.
 Address: 5881 Snowmass Tr. Juniper Valley
 State: CA Zip Code: 92509 Telephone Number: (951) 241-3632

Acting on behalf of the above named firm, as its Authorized Official, I make the following Certification to the U. S. Department of Housing and Urban Development, County of Los Angeles.

- 1) No Federal appropriated funds have been paid by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and;
- 3) The above name firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Official:

ACE inc.
 (Contractor/Subcontractor)

07-16-18
 (Date)

By:

[Signature]
 (Signature)

Project Manager
 (Title)