

**CITY COUNCIL OF MONTEREY PARK
AND THE CITY COUNCIL ACTING ON BEHALF OF THE SUCCESSOR AGENCY OF THE
FORMER REDEVELOPMENT AGENCY
AGENDA**

SPECIAL MEETING – STARTS AT 6:00 P.M

REGULAR MEETING – STARTS AT 7:00 P.M.

**Monterey Park City Hall Council Chambers
320 W. Newmark Avenue, Monterey Park, CA 91754**

**Wednesday
November 21, 2018**

**NOTE: THE CITY COUNCIL MEETING WILL COMMENCE AT 6:00 P.M. THE SPECIAL
MEETING AND REGULAR MEETING WILL BE COMBINED FOR PURPOSES OF ACTION
TAKEN AND OFFICIAL MINUTES**

MISSION STATEMENT

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

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

PUBLIC COMMENTS ON AGENDA ITEMS

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

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

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

CALL TO ORDER Mayor

FLAG SALUTE The Monterey Park Police Explorers

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

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

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATION – None.

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

2-A. WARRANT REGISTER FOR SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF NOVEMBER 21, 2018

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

- (1) Approve payment of warrants and adopt a Resolution of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated November 21, 2018 totaling \$120.00 and specifying the funds out of which the same are to be paid; and
- (2) Take such additional, related, action that may be desirable.

2-B. SUCCESSOR AGENCY MONTHLY INVESTMENT REPORT – OCTOBER 2018

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

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

2-C. SUCCESSOR AGENCY (SA) MINUTES

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

- (1) Approve the minutes from the regular and special meetings of October 17, 2018; and
- (2) Take such additional, related, action that may be desirable.

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

3-A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF NOVEMBER 21, 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 November 21, 2018 totaling \$572,775.70 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 – OCTOBER 2018

It is recommended that the City Council:

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

3-C. CITY COUNCIL MINUTES

It is recommended that the City Council:

- (1) Approve the minutes from the regular and special meetings of October 17, 2018; and
- (2) Take such additional, related, action that may be desirable.

3-D. AUTHORIZE TRANSFER OF UNCLAIMED MONIES TO THE GENERAL FUND PURSUANT TO GOVERNMENT CODE §§ 50050-50056

It is recommended that the City Council:

- (1) Adopt a Resolution authorizing the transfer of unclaimed monies into the City's General Fund pursuant to Government Code §§ 50050-50056 and Administrative Policy and Procedure No. 20-26 (Attachment 4); and
- (2) Take such additional, related, action that may be desirable.

3-E. AWARD OF CONTRACT TO SUCCESS PRINTING & SIGN INC. FOR CASCADES NEWSLETTER PRINTING SERVICES

It is recommended that the City Council:

- (1) Award a three-year contract for the Cascades Newsletter Printing Services;
- (2) Authorize the City Manager to execute a standard contract, in a form approved by the City Attorney, with Success Printing & Sign Inc.; and/or
- (3) Take such additional, related, action that may be desirable.

[4.] PUBLIC HEARING – None.

[5.] OLD BUSINESS

5-A. CITY'S BIRTHDAY CELEBRATION PARADE ROUTE, PARADE TIME, AND NAME OF EVENT

It is recommended that the City Council:

- (1) Provide direction regarding the route for the City's annual birthday parade;
- (2) Provide direction regarding the time of day for the City's annual birthday parade;
- (3) Provide direction regarding changing the name for the City's annual birthday parade and carnival; and
- (4) Take such additional, related, action that may be desirable.

[6.] NEW BUSINESS

6-A. DIRECT THE CITY MANAGER TO ISSUE A REQUEST FOR PROPOSAL (RFP) FOR THE GENERAL PLAN UPDATE PROJECT

It is recommended that the City Council consider:

- (1) Directing the City Manager to issue a RFP for the General Plan Update Project; and
- (2) Take such additional, related, action that may be desirable.

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

7-A. PER MAYOR PETER CHAN: CONSIDERATION AND POSSIBLE ACTION, WHILE CONTINUING TO ADHERE TO THE DRAFT SCHEDULE TO FORM VOTING DISTRICTS WITH THE CITY

It is recommended that the City Council:

- (1) Seek legislation that would amend the California Voting Rights Act ("CVRA") such that the City would have the option of allowing voters to decide whether the City should switch to district based elections and/or that would exempt cities from the CVRA if they have a demonstrated history of having representation that is consistent with the minority populations in the City;
- (2) Authorizing the City Manager to expend up to \$25,000 on hiring a lobbyist to assist the City in its efforts to seek legislative relief from the CVRA; and
- (3) Take such additional, related, action that may be desirable.

7-B. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING DECEMBER 17, 2018 TO BE THE DAY OF COMMEMORATION OF THE CHINESE EXCLUSION REPEAL ACT OF 1943 (Requested by Mayor Chan)

It is recommended that the City Council:

- (1) Adopt the resolution declaring December 17, 2018 to be the day of commemoration of the Chinese Exclusion Repeal Act of 1943
- (2) Take such additional, related, action that may be desirable.

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

ADJOURN



City Council Staff Report

DATE: November 21, 2018

**AGENDA ITEM NO: SA CONSENT CALENDAR
AGENDA ITEM 2-A.**

TO: The Honorable Mayor and City Council
FROM: Annie Yaung, CPFO, Director of Management Services
SUBJECT: Warrant Register for Successor Agency to the Former Community Redevelopment Agency of
November 21, 2018

RECOMMENDATION:

It is recommended that the City Council:

- (1) Approve payment of warrants and adopt a Resolution of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated **November 21, 2018 totaling \$120.00** and specifying the funds out of which the same are to be paid; and
- (2) take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Disbursements will be made from the funds referenced in the attached Resolution in Warrants numbered **369**.

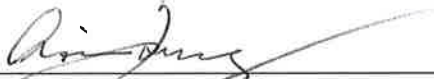
BACKGROUND:

The claims and demands on the attached warrant register have been duly audited. I certify that the said claims and demands are accurate, are proper charges against the City of Monterey Park, Acting as the Successor Agency to the Former Community Redevelopment Agency (SA). I also certify that there are monies available for the payments thereof. Please note that amounts being paid by the SA funds in this warrant register represented expenditures incurred, which are pending for approval by the Oversight Board.

FISCAL IMPACT:

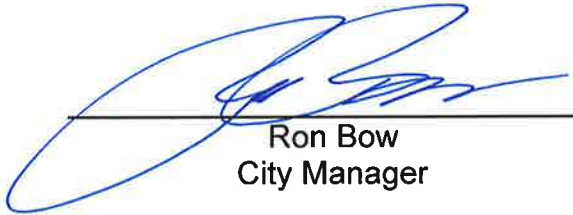
Disbursements from all funds total **\$120.00**.

Respectfully submitted:



Annie Young, CPFO
Director of Management Services

Approved By:



Ron Bow
City Manager

Attachments 1: Resolution
Attachments 2: Warrant Register

ATTACHMENT 1

Resolution

RESOLUTION NO. SA-_____

**A RESOLUTION OF THE
SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA)
ALLOWING CERTAIN CLAIMS AND DEMANDS
PER WARRANT REGISTER DATED
21ST OF NOVEMBER 2018
TOTALING \$120.00 AND SPECIFYING THE FUNDS OUT
OF WHICH THE SAME ARE TO BE PAID**

THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY
DOSE RESOLVE AS FOLLOWS:

SECTION 1. That the following claims and demands have been audited and that the same
are hereby allowed from various funds in the following amounts:

Atlantic/Garvey Projects	120.00
Total	<u>\$ 120.00</u>

PASSED, APPROVED AND ADOPTED THE 21ST OF NOVEMBER 2018.

Peter Chan, Mayor
City of Monterey Park, California

ATTEST:

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

Resolution No. SA-
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STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY)
OF CITY OF MONTEREY PARK)

I hereby certify that this resolution was duly adopted by the
Successor Agency to the Former Community Redevelopment Agency,
at a regular meeting held on the 21st of November 2018 by the following vote.

AYES:
NOES:
ABSTAIN:
ABSENT:

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

ATTACHMENT 2

Warrant Register

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/21/2018

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
HENSLEY LAW GROUP	0860-801-1203-31600	120.00	LEGAL-SA		369	120.00
TOTAL FOR PREPAID WARRANTS						120.00
PRINTED		120.00				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/21/2018

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TOTAL FOR PREPAID WARRANTS	\$120.00
TOTAL FOR PRINTED WARRANTS	\$0.00
TOTAL FOR ACH-PAYMENTS	\$0.00
TOTAL WARRANTS	\$120.00
TOTAL VOID CHECKS	0
TOTAL PREPAID CHECKS	1
TOTAL ACH-PAYMENTS PRINTED	0
TOTAL CHECKS PRINTED	0
TOTAL CHECKS ISSUED	1

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/21/2018
FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0860	ATLANTIC/GARVEY CAP PROJECTS	120.00	0.00	120.00
	TOTAL	120.00	0.00	120.00



City Council Staff Report

DATE: November 21, 2018

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

TO: The Honorable Mayor and City Council
FROM: Annie Yaung, CPFO, Director of Management Services
SUBJECT: Successor Agency Monthly Investment Report – October 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 October 31, 2018 invested funds for the Successor Agency of the City of Monterey Park is as follows:

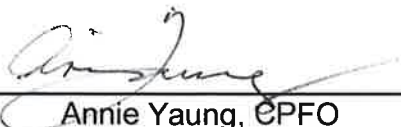
• Successor Agency (SA) Checking	124,155.33
• Successor Agency (SA) RORF	<u>137,861.00</u>
Total	<u>\$ 262,016.33</u>

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: November 21, 2018

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

TO: The Honorable Mayor and City Council

FROM: Vincent D. Chang, City Clerk

SUBJECT: Successor Agency (SA) Minutes

RECOMMENDATION:

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

- (1) Approve the minutes from the regular and special meetings of October 17, 2018; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted,

A blue ink signature of Vincent D. Chang, written over a horizontal line.

Vincent D. Chang
City Clerk

Prepared by:

A blue ink signature of Jesus Hernandez, written over a horizontal line.

Jesus Hernandez
Minutes Clerk

Approved By:

A blue ink signature of Ron Bow, written over a horizontal line.

Ron Bow
City Manager

Attachments: Minutes

ATTACHMENT 1

Minutes

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
OCTOBER 17, 2018**

The City Council of the City of Monterey Park held a Special Meeting of the Council in Room 266, Second Floor of City Hall, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, October 17, 2018 at 6:00 p.m.

CALL TO ORDER:

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

ROLL CALL:

City Manager Ron Bow called the roll:

Council Members Present: Peter Chan, Mitchell Ing, Stephen Lam, Teresa Real
Sebastian arrived at 6:14 p.m.

Council Members Absent: Hans Liang

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

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

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

This item was heard after Agenda Item No. 2.

City Negotiators:	Ron Bow, City Manager; Tom Cody, Human Resources Director
Employee Organizations:	Bargaining Units Monterey Park Police Officers' Association (MPPOA)

MISSION STATEMENT

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

2. CONFERENCE LEGAL COUNSEL, EXISTING LITIGATION (Government Code § 54956.9 (d)(1)). Number of Cases: One

This item was heard before Agenda Item No. 1.

Council Member Real Sebastian arrived during Agenda Item No. 2.

Gustavo Jimenez v. City Of Monterey Park
WCAB No.: Unassigned
Claim No.: 17-132680

3. CONFERENCE WITH LEGAL COUNSEL, INITIATION OF LITIGATION (Government Code § 54956.9(d)(4)). Number of Potential Cases: One.

RECONVENE & ADJOURNMENT

The City Council reconvened from Closed Session with all Council Members present. The meeting was adjourned at 6:53 p.m.

Action Taken: No reportable action taken in Closed Session.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
OCTOBER 17, 2018**

The City Council of the City of Monterey Park held a Regular Meeting of the Council in the Council Chamber, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, October 17, 2018 at 7:00 p.m.

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

CALL TO ORDER:

Mayor Chan called the meeting to order at 7:06 p.m.

FLAG SALUTE:

The Monterey Park Police Explorers

ROLL CALL:

City Clerk Vincent Chang called the roll:

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

Council Members Absent: Hans Liang

ALSO PRESENT: City Manager Ron Bow, City Attorney Mark Hensley, Fire Chief Scott Haberle, Police Chief Jim Smith, Director of Human Resources and Risk Management Tom Cody, Director of Community & Economic Development Michael Huntley, Director of Public Works Mark McAvoy, Director of Recreation & Community Services Inez Alvarez, Acting City Librarian Diana Garcia, Police Captain Kelly Gordon, Water Utility Manager Richard Gonzalez, Recreation Superintendent Robert Aguirre, Financial Services Manager Harry Wong, Fire Captain Justin Birrell, Deputy City Clerk Cindy Trang

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

By consensus, the City Council postponed agenda Item No. 6B to the regular City Council Meeting of November 7, 2018, due to the absence of Mayor Pro Tem Liang.

ORAL AND WRITTEN COMMUNICATIONS

- Justin Birrell, representative of the Fire Department and the Community Risk Reduction Division, informed the community about the statewide Great Shakeout earthquake drill occurring on October 18.
- Lydia Lee, representative of the United States Census Bureau, encourage the City to form a committee to prepare for the 2020 Census.

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

- Joseph Leon, City's representative of the San Gabriel Valley Mosquito and Vector Control Board, informed the residents about the new pool inspection program, which offers free mosquito and pesticide inspections for the residents of the San Gabriel Valley.
- Sarkis Antonian urged the City Council to consider making changes to the roads that lead up to the Market Place in an effort to reduce traffic.
- Robert Aguirre, Recreation Superintendent, thanked everyone involved in the Geranium Festival and ArtWalk for making the event a success. He announced the winners of the Dog Costume Contests and the Dia de los Muertos Costume Contests.
- Inez Alvarez, Director of Recreation & Community Services, and Diana Garcia, Acting City Librarian, invited the community to attend the Monster Mash and Movie Bash event on October 26 at Barnes Park.

1. PRESENTATIONS

1A. SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT – WATER CONSERVATION

Thomas Wong, President of the San Gabriel Valley Municipal Water District, and Steve Placido, Director of the San Gabriel Valley Municipal Water District, provided a PowerPoint presentation on the current status of the California drought.

Action Taken: Discussion only, no action taken.

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

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

Action Taken: The City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency approved and adopted Item Nos. 2A-2C on Consent Calendar.

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

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

2A. WARRANT REGISTER FOR SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF OCTOBER 17, 2018

Disbursements will be made from the funds referenced in the Resolution, attached to the staff report, in Warrants numbered 366.

Action Taken: The City Council, acting on behalf of the Successor Agency, approved payment of warrants and adopted Resolution No. SA-158 of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated October 17, 2018 totaling \$182.00 and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. SA-158, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED 17TH DAY OF OCTOBER 2018 TOTALING \$182.00 AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

2B. SUCCESSOR AGENCY MONTHLY INVESTMENT REPORT – SEPTEMBER 2018

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

•	Successor Agency (SA) Checking	135,261.97
•	Successor Agency (SA) RORF	<u>137,861.00</u>
	Total	<u>\$ 273,122.97</u>

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

2C. SUCCESSOR AGENCY (SA) MINUTES

Approve the minutes from the regular and special meetings of September 19, 2018.

Action Taken: The City Council, acting on behalf of the Successor Agency, approved the minutes from the regular and special meetings of September 19, 2018 on Consent Calendar.

This is the end of Successor Agency (SA) items



City Council Staff Report

DATE: November 21, 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
November 21, 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 **November 21, 2018 totaling \$572,775.70** 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 **321667-321801** and ACH numbered **000104-000122**.

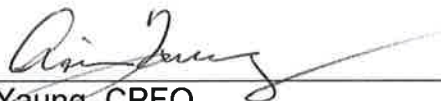
BACKGROUND:

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 **\$572,775.70.**

Respectfully submitted:



Annie Yaung, CPFO
Director of Management Services

Approved By:



Ron Bow
City Manager

Attachments 1: Resolution
Attachments 2: Warrant Register

ATTACHMENT 1

Resolution

RESOLUTION NO.
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS
PER WARRANT REGISTER DATED
21ST OF NOVEMBER 2018
TOTALING \$572,775.70 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	\$ 337,353.65
Retirement Fund	631.00
State Gas Tax Fund	30,655.77
Sewer Fund	99.22
Refuse Fund	13,212.51
City Shop Fund	2,677.13
Public Safety Impact Fee Fund	255.37
Special Deposits Fund	6,732.65
Business Improvement Area #1	186.12
Water Fund	24,701.95
Water Treatment WQA-EPA Fund	71,952.29
Water Treatment City Fund	1,064.00
OPA Proposition A	661.07
Measure R Fund	2,498.82
POST	192.00
Home Housing Program	12,243.72
Recreation Fund	8,697.80
Asset Forfeiture	10,130.63
Construction Agency Fund	21,112.18
Cal Library Literacy Svc Grant	68.64
Maintenance District 93-1	156.55
Used Oil Recycling Block Grant	427.50
Beverage Container Recycling	1,756.46
Bulletproof Vest police Grant	314.81
Maintenance Grant (075)	1,300.00
ELAC Instructional Serv Prog	23,693.86
 TOTAL	 <u>\$ 572,775.70</u>

PASSED, APPROVED AND ADOPTED THE 21ST OF NOVEMBER 2018.

 Peter Chan, Mayor
 City of Monterey Park, California

ATTEST

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

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

I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Monterey Park at a regular meeting held on the 21st of November 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 11/21/2018

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ROBERTO A AGUIRRE	0010-801-6508-22670	40.47	CANDY		321667	
	0010-801-6508-31990	76.50	REFRESHMENTS-MONSTER BASH		321667	
	0010-801-6508-31990	3.29	CANDY BAGS-MONSTER BASH		321667	
	0010-801-6508-31990	9.58	POPCORN-MONSTER BASH		321667	
	0010-801-6508-31990	60.82	CANDY-MONSTER BASH		321667	
	0075-450-0075-08665	200.00	CANDY-MONSTER BASH (TRUST)		321667	
	0075-450-0075-08616	572.75	HAY FOR GERANIUM (TRUST)		321667	
	0010-801-6508-38400	390.73	MICROPHONES,BAG,CLIPS,STANDS		321667	
	0010-801-6508-31990	21.99	GAMES FOR MONSTER BASH		321667	
						1,376.13
AT & T	0010-801-3201-32050	49.77	PHONE SERVICE		321677	
						49.77
CALIFORNIA POLICE CHIEFS ASSOCIATION	0160-801-3101-39400	198.00	POLICE TRAINING		321668	
						198.00
CHARTER COMMUNICATIONS	0010-801-3201-32050	617.18	INTERNET/CABLE SERVICE		321669	
	0092-801-4222-32050	128.66	INTERNET/CABLE SERVICE		321669	
	0092-801-4222-32050	128.66	INTERNET/CABLE SERVICE		321669	
	0010-801-6502-32050	79.99	INTERNET/CABLE SERVICE		321669	
	0092-801-4222-32050	79.99	INTERNET/CABLE SERVICE		321669	
	0010-801-6502-32050	59.90	INTERNET/CABLE SERVICE		321669	
						1,094.38
COMPUTER SERVICE COMPANY	0010-801-4206-38400	8,708.03	TRAFFIC SIGNAL MAINTENANCE	19-0103	321670	
						8,708.03
DELL MARKETING LP	0010-801-6003-38400	1,920.30	COMPUTERS		321678	
						1,920.30
DIVERSIFIED RISK INSURANCE BROKERS	0075-450-0075-08350	171.38	SPECIAL EVENT INSURANCE (TRUST)		321679	
						171.38
FRANKIE DOMINGUEZ	0092-801-4223-23400	150.00	WATER TRAINING		321680	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						150.00
LOUIS GORDON	0152-801-2206-38620	8,990.00	HOME REHAB-218 B AVONDALE	19-0223	321681	8,990.00
HENSLEY LAW GROUP	0010-801-1601-31600	21,215.00	LEGAL-GENERAL SERVICES	19-0172	321671	
	0010-801-1601-31600	1,128.90	LEGAL-CC&R REVIEW	19-0173	321671	
	0010-801-1601-31600	9,237.80	LEGAL-CODE ENFORCEMENT	19-0173	321671	
	0010-801-1601-31600	1,131.00	LEGAL-DEV REIMB GENERAL	19-0173	321671	
	0010-801-1601-31600	480.00	LEGAL-GOODVIEWS	19-0173	321671	
	0010-801-1601-31600	58.00	LEGAL-TOWNE CENTER	19-0173	321671	
	0010-801-1601-31600	2,052.50	LEGAL-GENERAL LITIGATION	19-0173	321671	
	0010-801-1601-31600	1,800.00	LEGAL-KING'S INN	19-0173	321671	37,103.20
LOS ANGELES COMMUNITY COLLEGE	0010-701-0010-01015	39,381.37	ERAF LITIGATION SETTLEMENT		321672	39,381.37
MONTEREY PARK PETTY CASH	0092-801-6508-31990	82.40	PETTY CASH-MOVIE NIGHT		321682	
	0092-801-4223-24100	52.17	PETTY CASH-FOOD FOR CREW		321682	
	0092-801-4223-24100	34.65	PETTY CASH-FOOD FOR CREW		321682	
	0010-801-4212-39350	38.91	PETTY CASH-HALLOWEEN SUPPLY		321682	
	0010-801-4212-33100	14.17	PETTY CASH-MILEAGE		321682	
	0010-801-6503-39300	48.32	PETTY CASH-MILEAGE		321682	
	0010-801-6502-31150	86.00	PETTY CASH-MILEAGE		321682	
	0010-801-6502-23050	3.01	PETTY CASH-KEY		321682	
	0109-801-6511-22310	71.07	PETTY CASH-UNIFORM-M TRINH		321682	
	0010-801-3205-39400	6.99	PETTY CASH-HALLOWEEN SUPPLY		321682	
	0092-801-4221-21350	38.30	PETTY CASH-DRY MARKER		321682	
	0092-801-4221-39300	15.20	PETTY CASH-PARKING		321682	
	0092-801-4220-33200	50.00	PETTY CASH-CBWA LUNCHEON		321682	
	0010-801-6503-22300	48.00	PETTY CASH-CPR TRAINING		321682	589.19

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MT. SAN ANTONIO COLLEGE	0010-801-3230-39460	580.00	FIRE CPR CARD		321673	580.00
PACIFIC TELEMAGEMENT SERVICES	0010-801-6502-32050	153.00	PAY PHONE SERVICE		321683	153.00
PITNEY BOWES POSTAGE BY PHONE	0010-801-1301-32200	13.59	POSTAGE		321674	
	0010-801-1403-32200	87.32	POSTAGE		321674	
	0010-801-1406-32200	75.09	POSTAGE		321674	
	0010-801-1701-32200	4.23	POSTAGE		321674	
	0010-801-1702-32200	67.13	POSTAGE		321674	
	0010-801-1704-32200	0.47	POSTAGE		321674	
	0010-801-1801-32200	31.53	POSTAGE		321674	
	0010-801-1802-32200	17.95	POSTAGE		321674	
	0010-801-3101-32200	6.75	POSTAGE		321674	
	0010-801-3102-32200	17.08	POSTAGE		321674	
	0010-801-3104-32200	7.26	POSTAGE		321674	
	0010-801-3113-32200	3.50	POSTAGE		321674	
	0010-801-3114-32200	113.58	POSTAGE		321674	
	0010-801-3120-32200	13.63	POSTAGE		321674	
	0010-801-3201-32200	0.47	POSTAGE		321674	
	0010-801-3205-32200	15.82	POSTAGE		321674	
	0010-801-3210-32200	3.95	POSTAGE		321674	
	0010-801-3220-32200	15.84	POSTAGE		321674	
	0010-801-6001-32200	28.88	POSTAGE		321674	
	0010-801-6502-32200	25.49	POSTAGE		321674	
	0043-801-4212-32200	3.92	POSTAGE		321674	
	0075-450-0075-09230	40.20	POSTAGE (TRUST)		321674	
	0077-801-1111-31950	186.12	POSTAGE		321674	
	0092-801-4220-32200	17.86	POSTAGE		321674	
	0092-801-4221-32200	38.70	POSTAGE		321674	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PITNEY BOWES POSTAGE BY PHONE	0152-801-2206-31850	3.72	POSTAGE		321674	840.08
BRIAN RODRIGUEZ	0349-801-3201-39400	143.16	FIRE EXPLORER MUSTER		321684	143.16
SAN ANTONIO WINERY	0075-450-0075-08550	1,209.43	SENIOR RECREATION TRIP (TRUST)		321685	1,209.43
SPRINT SOLUTIONS, INC.	0010-801-3115-38400	1,413.88	MOBILE DATA SERVICES	19-0211	321686	1,413.88
LISA UNG	0010-801-1801-33200	833.51	NEOGOV CONFERENCE		321687	833.51
	0075-450-0075-08330	900.00	EE HOLIDAY LUNCHEON (TRUST)		321688	900.00
VCA CODE / VCA GREEN	0010-801-1703-31950	21,600.00	PERMIT TECH,PLAN CHECK SERVICE	19-0014	321689	21,600.00
VERIZON WIRELESS	0010-801-3104-38400	38.01	WIRELESS VOICE & DATA SERVICE		321675	
	0010-801-3115-38400	38.01	WIRELESS VOICE & DATA SERVICE		321675	
	0010-801-3115-38400	100.01	WIRELESS VOICE & DATA SERVICE		321675	
	0010-801-6502-32050	38.01	WIRELESS VOICE & DATA SERVICE		321675	
	0010-801-6502-32050	36.76	WIRELESS VOICE & DATA SERVICE		321675	
	0092-801-4222-32050	152.04	WIRELESS VOICE & DATA SERVICE		321675	
	0010-801-3115-38400	38.01	WIRELESS VOICE & DATA SERVICE		321675	
	0010-801-3205-32050	90.68	WIRELESS VOICE & DATA SERVICE		321675	
	0010-801-3210-32050	177.63	WIRELESS VOICE & DATA SERVICE		321675	
	0010-801-3220-32050	374.36	WIRELESS VOICE & DATA SERVICE		321675	1,010.00
	0010-801-1101-32050	56.25	WIRELESS VOICE & DATA SERVICE		321690	
	0010-801-1408-32050	0.19	WIRELESS VOICE & DATA SERVICE		321690	
	0010-801-1701-32050	38.01	WIRELESS VOICE & DATA SERVICE		321690	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
VERIZON WIRELESS	0010-801-1702-32050	7.28	WIRELESS VOICE & DATA SERVICE		321690	
	0010-801-1703-32050	38.01	WIRELESS VOICE & DATA SERVICE		321690	
	0010-801-3112-32050	136.30	WIRELESS VOICE & DATA SERVICE		321690	
	0010-801-4209-32050	56.42	WIRELESS VOICE & DATA SERVICE		321690	
	0010-801-4212-32050	150.70	WIRELESS VOICE & DATA SERVICE		321690	
	0010-801-6517-32050	37.22	WIRELESS VOICE & DATA SERVICE		321690	
	0092-801-4221-32050	25.79	WIRELESS VOICE & DATA SERVICE		321690	
	0092-801-4222-32050	0.19	WIRELESS VOICE & DATA SERVICE		321690	
						546.36
JULIE MARIE VILLANUEVA	0010-801-6006-22450	90.57	PETTY CASH-PACKING SUPPLIES		321676	
	0010-801-6001-22150	78.16	PETTY CASH-BUG ZAPPERS		321676	
	0010-801-6001-21350	51.64	PETTY CASH-NAME PLATE		321676	
	0010-801-6004-22450	24.59	PETTY CASH-CALENDAR, TAPE		321676	
						244.96
ERNESTO A VILLARROEL	0092-801-4223-23400	150.00	WATER TRAINING		321691	
						150.00
RYAN WEDDLE	0349-801-3201-39400	1,712.44	IWCE CLC FORUM		321692	
						1,712.44
TOTAL FOR PREPAID WARRANTS						131,068.57
	PRINTED	131,068.57				

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
.BAXTER'S FRAME WORKS AND BADGE FR	0075-450-0075-08420	747.79	POLICE GLOSSY SEALS (TRUST)		104 **	747.79
72 HOUR LLC	0010-850-4211-54070	33,493.02	TRANSIT VEH-UNIT 145	18-0551	321693	33,493.02
AAA ELECTRICAL SUPPLY, INC.	0010-801-4210-23400	438.44	LIGHT BULB		105 **	438.44
ADAMSON POLICE PRODUCTS (DBA)	0010-801-3103-22620	547.50	POLICE-MARKING CARTRIDGE		106 **	
	0010-801-3103-22620	201.81	POLICE-DEF TEC TRAINING BODY		106 **	749.31
AECOM TECHNICAL SERVICES, INC	0161-450-4212-06910	6,900.00	GEOTECHNICAL REVIEW SERVICES	19-0275	321694	6,900.00
AEF SYSTEMS CONSULTING, INC.	0010-850-1403-31950	562.50	ERP SYSTEMS SELECTION SERVICES	18-0465	107 **	562.50
ALLSTAR FIRE EQUIPMENT INC.	0010-801-3210-22300	308.69	LEATHER STATION BOOTS		108 **	
	0010-801-3210-38400	1,180.18	USAR VESTS AND HELMETS		108 **	1,488.87
APPLEONE EMPLOYMENT SERVICES	0010-801-1704-31950	891.48	TEMPORARY STAFFING SERVICES		321695	
	0010-801-1704-31950	1,136.96	TEMPORARY STAFFING SERVICES		321695	2,028.44
APT US&C	0010-801-1403-39300	232.00	MEMBERSHIP		321696	232.00
ARROYO BACKGROUND INVESTIGATIONS	0010-801-3104-31950	1,500.00	BACKGROUND INVESTIGATIONS	19-0074	321697	1,500.00
ATHENS SERVICES	0022-801-4205-41200	25,325.00	STREET SWEEPING SERVICES	19-0061	321698	
	0344-801-5002-99290	1,300.00	STREET SWEEPING SERVICES	19-0061	321698	26,625.00
B W GRAPHICS	0010-801-1701-39250	290.18	YARD SALE PERMIT FORM		321699	290.18

** Indicates an ACH-Payment transaction

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
BACKFLOW APPARATUS & VALVE CO	0092-801-4221-23300	104.63	REDUCED PRESSURE ASSEMBLY		321700	104.63
BARTEL ASSOCIATES LLC	0012-801-5102-31850	631.00	ACTUARIAL SERVICES	19-0204	321701	631.00
KATALINA BELTRAN	0159-801-6507-31920	3,237.46	INSTRUCTOR-RECREATION CLASS		321702	3,237.46
BISHOP COMPANY	0176-801-6516-23050	156.55	SCABBARD, PRUNER, KNIFE, GLOVES		321703	156.55
BOY SCOUTS OF AMERICA	0010-801-3210-39400	895.00	FIRE EXPLORER MEMBERSHIP		321704	895.00
CALACT (DBA)	0109-801-4201-31950	590.00	PUBLIC WORKS MEMBERSHIP		321705	590.00
CALIFORNIA DEPT. OF FORESTRY	0349-801-3201-39400	448.00	CERTIFICATION FEES		321706	448.00
CALIFORNIA EQUINE PRODUCTS INC.	0010-801-3210-24100	816.00	AXE SCABBARD		321707	816.00
CALIFORNIA WATER SERVICE CO.	0092-801-4222-36300	49.20	WATER SERVICE		321708	602.41
	0092-801-4222-36300	451.91	WATER SERVICE		321708	
	0092-801-4222-36300	30.90	WATER SERVICE		321708	
	0092-801-4222-36300	70.40	WATER SERVICE		321708	
CANON FINANCIAL SERVICES, INC.	0092-801-4220-37500	865.88	COPIER MACHINE RENTAL		109 **	865.88
CARE FOR THE CHILDREN	0010-701-0010-02010	75.00	REFUND BUSINESS LICENSE FEE		321709	75.00
PETER CHAN	0010-801-1101-11100	52.00	MAYOR'S EXPENSES		321710	
	0092-801-1101-11100	39.00	MAYOR'S EXPENSES		321710	
	0043-801-1101-11100	39.00	MAYOR'S EXPENSES		321710	

** Indicates an ACH-Payment transaction

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						130.00
APRIL CHEW	0159-701-0159-07020	89.00	REFUND RECREATION CLASS		321711	89.00
CINTAS CORPORATION NO. 3 (DBA) CINTAS	0010-801-3210-22150	178.06	JANITORIAL SUPPLIES-FS61	19-0200	321712	
	0010-801-3210-22150	178.45	JANITORIAL SUPPLIES-FS61	19-0200	321712	
	0010-801-3210-22150	393.32	JANITORIAL SUPPLIES-FS61	19-0200	321712	
	0010-801-3210-22150	178.07	JANITORIAL SUPPLIES-FS61	19-0200	321712	
	0010-801-3210-22150	178.07	JANITORIAL SUPPLIES-FS61	19-0200	321712	
	0010-801-3210-22150	60.86	JANITORIAL SUPPLIES-FS62	19-0200	321712	
	0010-801-3210-22150	60.93	JANITORIAL SUPPLIES-FS62	19-0200	321712	
	0010-801-3210-22150	213.72	JANITORIAL SUPPLIES-FS62	19-0200	321712	
	0010-801-3210-22150	60.86	JANITORIAL SUPPLIES-FS62	19-0200	321712	
	0010-801-3210-22150	60.86	JANITORIAL SUPPLIES-FS62	19-0200	321712	
	0010-801-3210-22150	62.70	JANITORIAL SUPPLIES-FS63	19-0200	321712	
	0010-801-3210-22150	62.77	JANITORIAL SUPPLIES-FS63	19-0200	321712	
	0010-801-3210-22150	204.74	JANITORIAL SUPPLIES-FS63	19-0200	321712	
	0010-801-3210-22150	62.70	JANITORIAL SUPPLIES-FS63	19-0200	321712	
	0010-801-3210-22150	62.70	JANITORIAL SUPPLIES-FS63	19-0200	321712	2,018.81
CITY OF GLENDALE	0010-801-3104-31950	450.00	DNA PROCESSING	19-0034	321713	450.00
CLINICAL LABORATORY OF	0093-801-4229-31950	120.00	WATER ANALYSIS		321714	
	0093-801-4229-31950	195.00	WATER ANALYSIS		321714	
	0093-801-4229-31950	225.00	WATER ANALYSIS		321714	
	0093-801-4229-31950	15.00	WATER ANALYSIS		321714	555.00
COMPUTER SERVICE COMPANY	0010-801-4206-38400	3,200.00	TRAFFIC SIGNAL MAINTENANCE	19-0103	321715	3,200.00

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CORIDAN FUND 5, LP	0010-701-0010-06320	338.64	REFUND FIRE FLOW TEST FEE		321716	338.64
COUNTY OF LOS ANGELES	0010-801-6517-41100	1,371.73	WEED ABATEMENT SERVICES	19-0087	321717	1,371.73
DAY WIRELESS SYSTEMS (DBA)	0071-801-3210-38400	166.25	REPAIR RADIO EQUIPMENT		321718	
	0071-801-3210-38400	47.50	REPAIR RADIO EQUIPMENT		321718	213.75
DELL MARKETING LP	0010-801-1404-38400	1,815.84	COMPUTERS,MONITOR	19-0228	321719	
	0043-801-1404-38400	1,815.84	COMPUTERS,MONITOR	19-0228	321719	
	0092-801-1404-38400	1,815.85	COMPUTERS,MONITOR	19-0228	321719	5,447.53
DEPT OF TRANSPORTATION	0022-801-4206-41100	2,639.51	TRAFFIC SIGNALS & LIGHTING		321720	2,639.51
DIAMOND A EQUIPMENT, LLC	0060-801-4211-23500	56.89	RELAYS-UNIT WD82		321721	
	0060-801-4211-23500	108.89	COUPLER-UNIT WD82		321721	165.78
DIANA ACOSTA	0010-701-0010-07050	95.88	REFUND PICNIC RESERVATION		321722	95.88
DIVERSIFIED ALARM SERVICE	0010-801-4210-38400	135.00	MONITORING SERVICE	19-0116	110 **	
	0010-801-3115-38400	13,550.00	REPAIR JAIL CAMERA	19-0206	110 **	13,685.00
EMPIRE CLEANING SUPPLY	0010-801-6502-22150	433.39	JANITORIAL SUPPLIES-RECREATION		321723	
	0010-801-6517-22150	459.35	JANITORIAL SUPPLIES-PARKS	19-0093	321723	892.74
ENNIS TRAFFIC SAFETY SOLUTIONS	0022-801-4206-23100	2,135.26	STREET PAINT	19-0231	321724	2,135.26
RYAN ESQUIBEL	0136-801-3101-33250	18.00	POST TRAINING		321725	18.00

** Indicates an ACH-Payment transaction

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
EUROFINS EATON ANALYTICAL, INC.	0093-801-4226-31950	2,415.00	WATER ANALYSIS	19-0185	321726	
	0093-801-4231-23300	145.00	WATER ANALYSIS	19-0185	321726	
	0093-801-4227-23300	1,415.00	WATER ANALYSIS	19-0185	321726	
	0093-801-4229-23300	4,885.00	WATER ANALYSIS	19-0185	321726	
	0093-801-4230-23300	2,755.00	WATER ANALYSIS	19-0185	321726	11,615.00
EWING IRRIGATION PRODUCTS, INC.	0010-801-6517-23300	696.83	IRRIGATION REPAIRS	19-0095	321727	696.83
EZEQUIEL LOPEZ VELASCO (DBA) EFFICI	0010-801-3113-38250	2,326.88	JAIL JANITORIAL SERVICES	19-0165	321728	2,326.88
FIREFIGHTERS' SAFETY CENTER	0010-801-3210-22320	256.23	UNIFORM-RESERVE CACHE		321729	256.23
FS CONTRACTORS, INC	0010-801-6517-23050	6,916.00	IMPROVEMENT GRATES	19-0270	111 **	6,916.00
GALLADE CHEMICAL, INC.	0092-801-4222-23300	665.53	WATER CHEMICALS	19-0121	321730	
	0092-801-4222-23300	1,180.41	WATER CHEMICALS		321730	
	0092-801-4222-23300	282.76	WATER CHEMICALS	19-0121	321730	2,128.70
GALLS, LLC	0010-801-3210-22310	117.22	UNIFORMS-C CALLOWAY		321731	
	0010-801-3210-22310	33.89	UNIFORMS-R OLIVAREZ		321731	
	0010-801-3210-22310	171.56	UNIFORMS-J GIN		321731	
	0010-801-3210-22310	466.90	UNIFORMS-D PARK		321731	
	0010-801-3210-22310	119.52	UNIFORMS-S GREGG		321731	
	0010-801-3210-22310	22.89	UNIFORMS-R OLIVAREZ		321731	
	0010-801-3210-22310	276.71	UNIFORMS-M HALLOCK		321731	1,208.69
GARFIELD MEDICAL CENTER	0010-801-3113-22600	24.00	PHYSICAL		321732	24.00

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
GARVEY EQUIPMENT COMPANY	0010-801-6517-23050	94.71	MULCH BLADES,NOZZLES	19-0097	321733	94.71
GEOSYNTEC CONSULTANTS, INC.	0010-801-4212-31500	2,426.42	GOODVIEW REVIEW SERVICES	19-0127	321734	2,426.42
GOLDEN STATE WATER COMPANY	0092-801-4222-36300	69.28	WATER SERVICE		321735	69.28
GERALD GORNIK	0010-701-0010-06370	79.56	REFUND FIRE INSPECTION FEE		321736	79.56
GOVCONNECTION INC.	0010-801-1404-22750	77.29	CARD READERS		321737	232.00
	0010-801-1404-22750	49.21	CARD READERS-CREDIT		321737	
	0010-801-1404-22750	43.13	VIDEO ADAPTERS		321737	
	0010-801-1404-22750	129.62	FLASH DRIVE		321737	
	0010-801-1404-22750	31.17	KVM ADAPTER		321737	
GRAINGER	0010-801-6517-22300	392.01	SAFETY GLASSES,PLIERS SET		321738	517.50
	0092-801-4222-23700	125.49	MOTOR GREASE		321738	
HARRINGTON INDUSTRIAL PLASTICS	0092-801-4222-23400	630.43	EXHOSPAN TRANSMITTER		321739	836.44
	0092-801-4222-23400	206.01	PUMP HEAD COVER		321739	
HDL COREN & CONE	0010-801-1403-31400	4,562.50	PROPERTY TAX SERVICES	19-0151	321740	4,562.50
JESUS HERNANDEZ	0010-801-4212-39300	100.00	BUILDING CERTIFICATION		321741	100.00
HOME DEPOT CREDIT SERVICES	0010-801-3210-38100	154.01	PLANTS		321742	
	0010-801-3210-38100	292.09	LUMBER,HARDWARE		321742	
	0010-801-3210-38100	146.91	HARDWARE		321742	
	0010-801-3210-24100	393.11	HEDGE TRIMMER		321742	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
HOME DEPOT CREDIT SERVICES	0010-801-3210-22750	37.81	GAS CAN, SPOUT		321742	
	0010-801-3210-22750	57.45	RAT BAIT STATION		321742	
	0010-801-3210-24100	52.31	TOOL BAGS		321742	
	0010-801-3210-24100	475.92	BLUE TARP, PLIERS, SCREWDRIVER		321742	
	0010-801-3210-38100	273.62	PLANTS, CORDMATE, CONDUIT		321742	
	0010-801-3210-38100	26.30	HARDWARE		321742	
	0010-801-3210-38100	25.15	CLEANER		321742	
	0010-801-3230-39460	13.00	HOLE STAPES, COUPLINGS		321742	
	0010-801-3230-39460	115.25	PAST THUR CRIMP, JACK, MOUNT		321742	
	0349-801-3201-39400	30.45	HARDWARE		321742	
	0349-801-3201-39400	359.80	PLYWOOD, HARDWARE		321742	
	0349-801-3201-39400	94.97	HARDWARE, PAINT		321742	
	0010-801-3210-38100	303.24	KICK PLATE, CARPET		321742	
	0010-801-3210-38100	6.53	SHELF SUPPORTS		321742	
	0349-801-3201-39400	339.46	CROWN STAPLER		321742	
	0060-801-3210-38400	35.84	PAINTERS TOUCH		321742	
	0010-801-3210-38400	34.79	ADAPTER, QUICK CONNECT		321742	
	0010-801-3220-38400	14.97	ADAPTER, QUICK CONNECT		321742	
	0010-801-3210-38400	5.08	HARDWARE-CREDIT		321742	
	0010-801-3210-38400	4.56	HARDWARE		321742	
	0010-801-3210-24100	10.91	GREASE		321742	
	0010-801-3230-39460	52.80	PROPANE, TANK		321742	
	0010-801-3230-39460	21.87	TANK		321742	
	0110-801-4202-23600	22.96	RESPIRATOR		321742	
	0110-801-4202-23600	322.70	RESPIRATOR, CARTRIDGES		321742	
	0110-801-4202-23600	43.75	LEVEL PRO, TRIM KIT		321742	
	0042-801-4204-23700	17.31	FLORESCENT GREEN MARK		321742	
	0110-801-4202-23600	65.60	CONCRETE		321742	
	0042-801-4204-23700	81.91	PAINT, TRAP		321742	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
HOME DEPOT CREDIT SERVICES	0010-801-4210-23050	50.28	DRANO		321742	
	0010-801-4210-23050	30.28	QUICK MUD MIXER		321742	
	0010-801-4210-23050	383.75	UTILITY KNIFE, DRYWALL, LUMBER		321742	
	0010-801-4210-23050	24.07	DRYWALL SCREWS		321742	
	0010-801-4210-23050	340.84	DRYWALL SCREWS, BITS		321742	
	0010-801-4210-23050	219.00	PLYWOOD, FAST SET		321742	
	0010-801-4210-23050	17.41	BRUSHES, SPRAY GEL		321742	
	0010-801-4210-23050	49.71	STAIN BRUSH, RED ROSIN PAPER		321742	
	0010-801-4210-23050	166.01	CAULK GUN, WALL BASE, MASONRY SET		321742	
	0010-801-4210-23050	226.95	RESPIRATOR, PAINT, PRIMER		321742	
	0010-801-4210-23050	79.62	STORAGE BIN, ORGANIZER, CORDMATE		321742	
	0010-801-4210-23050	100.00	AUTO FEED DRAIN CLEANER		321742	
	0010-801-4210-23050	31.89-	AUTO FEED DRAIN CLEANER-CREDIT		321742	
	0010-801-4210-23050	95.09	TOOL BAG, STRIPPER, BLADE		321742	
	0010-801-4210-23050	305.23	CARPET TILE ADHESIVES		321742	
	0010-801-4210-23050	136.24	DRY VAC, TRIGGER CLAMPS, KNIFE		321742	
	0010-801-4210-23050	832.13	STERLING OAKS, MALLET, PULL BAR		321742	
	0010-801-4210-23050	300.73-	STERLING OAKS-CREDIT		321742	
	0010-801-4210-23050	100.00	AUTO FEE DRAIN CLEANER		321742	
	0010-801-4210-23050	19.93-	AUTO FEE DRAIN CLEANER-CREDIT		321742	
	0010-801-4210-23050	194.95	TOOL BAGS, CLAMP HINGES, SILICON		321742	
	0010-801-4210-23050	435.22	CLEANERS, BIT HOLDER, WRENCH		321742	
	0010-801-4210-23050	60.36	PORTABLE ZAPPER		321742	
	0010-801-4210-23050	9.82	ANCHOR KIT		321742	
	0092-801-4222-23700	554.02	PLIERS, LEVEL, STEP, WIRE STRIPE		321742	
	0010-801-4210-23400	168.95	NUT DRIVER, SCREWDRIVER, LIGHT		321742	
	0010-801-4210-23050	47.88	DOOR PULL, HINGE, BOLTS, DRYWALL		321742	
	0092-801-4223-24100	399.61	FLAPPER, PAINT, WRENCH, GLUES		321742	
	0010-801-6503-22150	57.38	SALT		321742	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
HOME DEPOT CREDIT SERVICES	0010-801-6508-23050	26.15	PAINT		321742	
	0010-801-6505-23050	189.97	GLOVES, TOWEL, BATTERIES	19-0163	321742	
	0010-801-6517-22100	45.88	RATCHET TIE DOWN, SCREWS, LUBE	19-0096	321742	
	0010-801-6517-22100	44.21	POTTING MIX, VINCA, MUM PLANTER	19-0096	321742	
	0010-801-6517-22100	40.87	GERANIUM, IMPATIENS	19-0096	321742	
	0010-801-6517-22100	22.06	COVER PLAT, PADLOCKS, KEY	19-0096	321742	
	0010-801-6517-22100	39.75	KEY RINGS, TAGS, PADLOCK	19-0096	321742	
	0010-801-6517-22100	43.71	GAS CANS, GERANIUM	19-0096	321742	
	0010-801-6517-22100	63.31	DRILL SET, PALM, PLANT STAND	19-0096	321742	
	0010-801-4210-23050	14.22	ADHESIVE		321742	
						9,184.65
BRENDA IGLESIAS	0010-801-3103-22310	53.99	UNIFORM REIMBURSEMENT		321743	
						53.99
INDUSTRIAL PIPE & STEEL	0092-801-4222-23700	54.11	GLOVES, ROUND TUBES		321744	
						54.11
INTERWEST CONSULTING GROUP, INC	0010-801-1703-31950	880.00	PLAN CHECK SERVICES	19-0267	112 **	
						880.00
JEDA WORKS (DBA) HOUSING PROGRAMS	0152-801-2206-38650	195.00	HOUSING REHAB SERVICES	19-0196	321745	
	0152-801-2206-38650	390.00	HOUSING REHAB SERVICES	19-0196	321745	
	0152-801-2206-38650	65.00	HOUSING REHAB SERVICES	19-0196	321745	
	0152-801-2206-38650	195.00	HOUSING REHAB SERVICES	19-0196	321745	
	0152-801-2206-38650	390.00	HOUSING REHAB SERVICES	19-0196	321745	
	0152-801-2206-38650	520.00	HOUSING REHAB SERVICES	19-0196	321745	
	0152-801-2206-38650	585.00	HOUSING REHAB SERVICES	19-0196	321745	
	0152-801-2206-38650	65.00	HOUSING REHAB SERVICES	19-0196	321745	
	0152-801-2206-38650	845.00	HOUSING REHAB SERVICES	19-0196	321745	
						3,250.00
JEFE LAW CORPORATION	0010-701-0010-02010	135.00	REFUND BUSINESS LICENSE FEE		321746	

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						135.00
JHM SUPPLY INC	0010-801-6517-23300	66.87	PVC CEMENT,HOSE,	19-0094	113 **	
	0010-801-6517-23300	372.96	VALVE,COUPLING,NIPPLES	19-0094	113 **	
	0010-801-6517-23300	64.56	COUPLING,BUSH,TEE	19-0094	113 **	
						504.39
JOHN L. HUNTER & ASSOC.,INC.	0043-801-4203-31950	8,763.75	NPDES SERVICES	19-0174	321747	
	0184-801-4208-31950	427.50	USED OIL PROGRAM	19-0174	321747	
						9,191.25
JOHNSON CONTROLS FIRE PROTECTION	0092-801-4210-38400	1,196.31	SERVICED ALARM PANEL	19-0050	321748	
	0010-801-4210-38400	866.96	SERVICED ALARM PANEL		321748	
						2,063.27
RICHARD KAGEYAMA	0010-701-0010-04020	371.28	REFUND GYMNASIUM RENTAL		321749	
						371.28
KNIGHT COMMUNICATIONS INC	0010-801-1301-38400	527.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0010-801-1404-38400	492.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0043-801-1404-38400	581.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0092-801-1404-38400	758.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0010-801-1701-38400	400.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0010-801-1702-38400	400.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0010-801-1703-38400	400.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0010-801-1801-38400	778.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0010-801-3115-38400	1,726.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0010-801-3201-38400	952.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0022-801-4202-38400	556.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0092-801-4210-38400	208.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0060-801-4211-38400	1,238.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0043-801-4212-38400	417.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0092-801-4220-38400	1,417.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0010-801-6001-38400	1,083.00	IT MANAGEMENT SERVICE	19-0129	321750	

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KNIGHT COMMUNICATIONS INC	0010-801-6502-38400	797.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0093-801-4226-38400	167.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0093-801-4227-38400	167.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0093-801-4229-38400	167.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0093-801-4230-38400	167.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0093-801-4231-38400	167.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0094-801-4226-38400	167.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0094-801-4227-38400	167.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0094-801-4229-38400	167.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0094-801-4230-38400	167.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0094-801-4231-38400	167.00	IT MANAGEMENT SERVICE	19-0129	321750	
	0010-801-3115-31700	1,537.50	IT MANAGEMENT SERVICE	19-0129	321750	
	0160-801-3115-31700	8,962.50	IT MANAGEMENT SERVICE	19-0129	321750	
						24,900.00
KNOWLES-MCNIFF	0010-801-1404-31700	5,006.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0010-801-3115-31700	599.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0010-801-3220-31700	209.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0010-801-6001-31700	803.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0043-801-1404-31700	1,571.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0092-801-1404-31700	1,964.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0092-801-4221-31700	989.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0093-801-4226-31700	204.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0093-801-4227-31700	241.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0093-801-4229-31700	193.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0093-801-4230-31700	204.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0093-801-4231-31700	246.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0093-801-4226-31700	42.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0094-801-4227-31700	52.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0094-801-4229-31700	40.00	FINANCE SOFTWARE MAINTENANCE		114 **	

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KNOWLES-MCNIFF	0094-801-4230-31700	42.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0094-801-4231-31700	53.00	FINANCE SOFTWARE MAINTENANCE		114 **	
	0094-801-4232-31700	42.00	FINANCE SOFTWARE MAINTENANCE		114 **	
						12,500.00
KOA CORPORATION	0010-701-0010-06300	19,053.00	MARKET PLACE WATER LINE INSP	19-0273	321751	
	0010-701-0010-06300	8,769.60	MARKET PLACE WATER LINE INSP	19-0273	321751	
						27,822.60
L N CURTIS & SONS	0349-801-3201-39400	14,011.90	QUANTIFIT RESP FIT TEST SYSTEM	19-0156	321752	
						14,011.90
DELON LAM	0010-801-3103-22310	28.93	UNIFORM REIMBURSEMENT		321753	
	0010-801-3103-22310	341.47	UNIFORM REIMBURSEMENT		321753	
						370.40
STEPHEN LAM	0010-801-1101-11100	28.00	MAYOR'S EXPENSES		321754	
	0092-801-1101-11100	21.00	MAYOR'S EXPENSES		321754	
	0043-801-1101-11100	21.00	MAYOR'S EXPENSES		321754	
						70.00
GABRIEL LAW	0075-450-0075-08630	300.00	REFUND SECURITY DEPOSIT (TRUST)		321755	
						300.00
LAWN MOWER CORNER/KNG POWER EQUIPME	0092-801-4223-24100	520.00	WATER PUMP REPAIRED		321756	
						520.00
LEHR AUTO ELECTRIC (CA CORP) STOMME	0160-850-5004-99323	970.13	RF ID DONGLES	17-0342	115 **	
						970.13
WILLIAM LEON	0136-801-3101-33250	18.00	POST TRAINING		321757	
						18.00
LIBERTY FLAGS INC.	0010-801-3210-22750	431.45	FLAGS		321758	
						431.45
LIFE-ASSIST INC	0010-801-3220-38400	3,865.90	FIRE MEDICAL SUPPLIES	19-0039	321759	
	0010-801-3220-24200	311.05	FIRE MEDICAL SUPPLIES	19-0039	321759	

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LIFE-ASSIST INC	0010-801-3220-24200	180.84	FIRE MEDICAL SUPPLIES	19-0039	321759	
	0010-801-3220-24200	295.65	FIRE MEDICAL SUPPLIES	19-0039	321759	
	0010-801-3220-24200	369.82	FIRE MEDICAL SUPPLIES	19-0039	321759	
						5,023.26
LINCOLN EQUIPMENT INC.	0010-801-6503-23050	864.72	POOL CHEMICALS	19-0049	321760	
	0010-801-6503-23050	164.74	POOL CHEMICALS	19-0049	321760	
	0010-801-6503-23050	537.86	POOL CHEMICALS	19-0049	321760	
						1,567.32
LOGAN SUPPLY CO., INC.	0092-801-4223-23900	398.90	GAS SAWS REPAIRED		321761	
	0092-801-4223-23100	373.01	MARKING CHALKS, SPRAY PAINTS		321761	
						771.91
DELANA LOPEZ	0075-450-0075-08630	300.00	REFUND SECURITY DEPOSIT (TRUST)		321762	
						300.00
LOS ANGELES COUNTY TAX	0092-801-4220-39300	300.24	18-19 PROPERTY TAX		321763	
	0093-801-4227-41100	196.51	18-19 PROPERTY TAX		321763	
	0093-801-4226-41100	3,667.65	18-19 PROPERTY TAX		321763	
	0092-801-4222-41100	82.39	18-19 PROPERTY TAX		321763	
	0092-801-4222-41100	349.73	18-19 PROPERTY TAX		321763	
	0092-801-4222-41100	297.37	18-19 PROPERTY TAX		321763	
	0092-801-4222-41100	83.32	18-19 PROPERTY TAX		321763	
	0092-801-4222-41100	117.52	18-19 PROPERTY TAX		321763	
	0092-801-4222-41100	144.15	18-19 PROPERTY TAX		321763	
	0092-801-4222-41100	77.23	18-19 PROPERTY TAX		321763	
						5,316.11
MARILYNN HARA (DBA) MARILYNN'S	0092-801-4221-22310	348.50	FLEX FIT CAPS		321764	
						348.50
MARTIN FLORIST	0092-801-6508-31990	219.00	FLORAL ARRANGEMENTS		321765	
						219.00

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MCMASTER-CARR SUPPLY CO.	0092-801-4222-23400	14.73	BATTERIES		116 **	
	0092-801-4222-23700	611.01	WATER HOSE		116 **	
	0092-801-4222-23700	559.76	PRESSURE GAUGES		116 **	
	0092-801-4222-23700	699.71	PRESSURE GAUGES		116 **	1,885.21
METRON-FARNIER, LLC	0092-801-4223-23350	1,226.94	TOP LOAD REPAIR KIT	19-0122	321766	1,226.94
MONOPRICE, INC	0010-801-3114-21350	126.08	TONER		321767	126.08
MUNICIPAL EMERGENCY SERVICES, INC.	0349-801-3201-39400	6,553.68	SEEK REVEAL FIRE PRO		321768	6,553.68
MUSICGEM	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)	19-0130	117 **	
	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)	19-0130	117 **	
	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)	19-0130	117 **	570.00
AARON NHAN	0159-701-0159-07020	37.00	REFUND RECREATION CLASS		321769	37.00
NORTHROP GRUMMAN	0092-801-4221-24150	793.00	WATER SOFTWARE ANNUAL FEE		321770	793.00
OFFICE DEPOT INC.	0010-801-1101-21350	59.08	PAPER, NOTEBOOKS		321771	
	0010-801-1101-21350	57.48	WATER, PAPER		321771	
	0010-801-1201-21350	126.31	WATER, PAPER		321771	
	0010-801-1201-21350	115.95	WATER, PAPER, PEN, NOTE		321771	
	0010-801-1407-21250	66.52	DESK PAD, CALENDAR		321771	
	0010-801-1408-21250	35.46	FOLDER		321771	
	0010-801-1701-21350	21.28	CLIP, STAPLE, MESSAGE BOOK		321771	
	0010-801-1701-21350	5.68	MESSAGE BOOK		321771	
	0010-801-1701-21350	38.33	TONER, FASTENER, LABEL, ENVELOPE		321771	

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OFFICE DEPOT INC.	0010-801-1702-22750	306.04	TONER, FASTENER, LABEL, ENVELOPE		321771	
	0010-801-1702-21350	123.54	TONER, FASTENER, LABEL, ENVELOPE		321771	
	0010-801-1704-24150	141.38	TONER, FASTENER, LABEL, ENVELOPE		321771	
	0010-801-1703-22750	256.11	CHAIR		321771	
	0010-801-1703-22750	33.62	STAPLES, PAPER, STENO		321771	
	0010-801-1704-21250	27.69	STAPLES, PAPER, STENO		321771	
	0010-801-1801-21250	41.99	LABEL, TAPE, TAPE, FOLDER, PLANNER		321771	
	0010-801-1801-21350	156.51	LABEL, TAPE, TAPE, FOLDER, PLANNER		321771	
	0010-801-3104-38400	150.45	DVD PAPER SLEEVE		321771	
	0010-801-3104-38400	134.90	CD SPINDLE		321771	
	0010-801-3104-38400	688.37	FLASH DRIVE, NOTEBOOK		321771	
	0010-801-3104-38400	150.23	FLASH DRIVE		321771	
	0010-801-3114-21350	581.24	MARKER, PAPER, PEN, CLIP, ENVELOPE		321771	
	0010-801-3114-21350	36.53	DESK PAD		321771	
	0010-801-3114-21350	750.38	PAPER, FOLDER, TONER		321771	
	0010-801-3114-21350	17.51	METAL SIGN		321771	
	0010-801-3114-21350	53.55	DESK PAD		321771	
	0010-801-3114-21350	71.86	DESK PAD-CREDIT		321771	
	0010-801-3114-21350	734.22	CALENDAR, PLANNER, PAPER, NOTE		321771	
	0010-801-3114-21350	7.70	DESK PAD		321771	
	0010-801-3113-22600	62.12	CUP		321771	
	0010-801-3210-21300	447.77	INK CARTRIDGE	19-0090	321771	
	0010-801-3201-21350	86.22	BATTERIES, ENVELOPES	19-0090	321771	
	0010-801-4209-21350	113.93	DESK PAD, CALENDARS, BATTERIES		321771	
	0010-801-4209-21350	37.84	REFRESHMENTS		321771	
	0060-801-4211-21350	36.76	REFRESHMENTS		321771	
	0060-801-4211-21350	57.14	STAPLER, TAPE DISPENSER, NOTE		321771	
	0010-801-4212-22700	84.73	STAMP, REFILL		321771	
	0010-801-4212-22700	13.78	PLANNER		321771	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
OFFICE DEPOT INC.	0010-801-4212-24100	25.94	HEADLIGHT		321771	
	0010-801-6001-21350	7.65	CALENDAR, PLANNER		321771	
	0010-801-6002-21350	7.65	CALENDAR, PLANNER		321771	
	0010-801-6004-22450	7.65	CALENDAR, PLANNER		321771	
	0010-801-6006-22450	7.65	CALENDAR, PLANNER		321771	
	0010-801-6003-22450	20.80	CALENDAR, PLANNER		321771	
	0010-801-6003-22450	9.58	CALENDAR, PLANNER		321771	
	0163-801-6005-21350	16.42	CALENDAR, PLANNER		321771	
	0163-801-6005-21350	28.14	CALENDAR, PLANNER		321771	
	0010-801-6001-21350	2.56	CALENDAR, PLANNER		321771	
	0010-801-6002-21350	24.08	CALENDAR, PLANNER		321771	
	0163-801-6005-21350	24.08	CALENDAR, PLANNER		321771	
	0010-801-6001-21350	137.54	PAPER		321771	
	0010-801-6001-21350	3.55	MOUNTING TAPE		321771	
	0010-801-6006-22450	47.10	DUCT TAPE, DOUBLE SIDED TAPE		321771	
	0010-801-6001-21350	6.83	DUCT TAPE, DOUBLE SIDED TAPE		321771	
	0010-801-6006-22450	43.44	EXTENSION CORD		321771	
	0010-801-6001-22150	11.92	LIQUID SOAP		321771	
	0010-801-6502-21250	98.94	TONER, DESK PAD, LABEL, TAPE		321771	
	0010-801-6502-21250	64.58	PAPER, TAPE		321771	
	0010-801-6505-21350	25.45	FLASH DRIVE	19-0135	321771	
	0010-801-6505-21350	262.54	TONER, PAPER, PENS	19-0135	321771	
	0010-801-6505-21350	58.77	LABEL		321771	
	0092-801-4222-21350	56.50	LETTERING TAPE, MARKERS		321771	
	0092-801-4222-21350	268.26	PAPER, PENS, MARKERS, PENCILS		321771	
	0092-801-4222-21350	171.54	STAPLER, FILE BOX, SANITIZER		321771	
						7,225.64
OFFICE SOLUTIONS	0010-801-1403-22750	109.42	FILE STORAGE, TAPE DISPENSER	19-0152	321772	
	0010-801-1701-21350	15.29	PEN, DESK PAD, WIPES, RED PENCILS		321772	

CITY OF MONTEREY PARK
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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
OFFICE SOLUTIONS	0010-801-1704-21350	58.02	PEN,DESK PAD,WIPES,RED PENCILS		321772	
	0010-801-1703-21350	40.29	PEN,DESK PAD,WIPES,RED PENCILS		321772	
	0010-801-1403-22750	235.24	FORMS W2,1099S,1095C	19-0152	321772	
						458.26
PETER PALOMINO	0010-801-3103-22310	168.06	UNIFORM REIMBURSEMENT		321773	
	0010-801-3103-22310	25.50	UNIFORM REIMBURSEMENT		321773	
	0010-801-3103-22310	139.95	UNIFORM REIMBURSEMENT		321773	
						333.51
PERFORMANCE ELEVATOR CONTRACTORS IN	0010-801-4210-38400	160.00	ELEVATOR MAINTENANCE	19-0059	321774	
	0010-801-4210-38400	320.00	ELEVATOR MAINTENANCE	19-0059	321774	
						480.00
REFRIGERATION SUPPLIES DISTRIBUTOR	0010-801-4210-23050	18.95	DUAL RUN CAPACITOR		118 **	
						18.95
MANUEL REYES	0159-801-6507-31920	1,568.74	INSTRUCTOR-RECREATION CLASS		321775	
						1,568.74
RIVERSIDE COUNTY SHERIFFS DEPT	0136-801-3101-33250	138.00	POST TRAINING		321776	
						138.00
RKA CONSULTING GROUP	0161-450-4212-06910	1,260.00	GEOTECHNICAL REVIEW	19-0256	321777	
	0161-450-4212-06910	1,952.13	GEOTECHNICAL REVIEW	19-0257	321777	
	0161-450-4212-06910	910.00	GEOTECHNICAL REVIEW	19-0257	321777	
	0161-450-4212-06910	3,254.50	GEOTECHNICAL REVIEW	19-0254	321777	
	0161-450-4212-06910	70.00	GEOTECHNICAL REVIEW	19-0255	321777	
	0161-450-4212-06910	1,470.00	GEOTECHNICAL REVIEW	19-0254	321777	
	0161-450-4212-06910	3,055.55	GEOTECHNICAL REVIEW	19-0255	321777	
	0161-450-4212-06910	70.00	GEOTECHNICAL REVIEW	19-0254	321777	
	0161-450-4212-06910	350.00	GEOTECHNICAL REVIEW	19-0254	321777	
	0161-450-4212-06910	1,820.00	GEOTECHNICAL REVIEW	19-0254	321777	
						14,212.18

** Indicates an ACH-Payment transaction

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
SAN GABRIEL VALLEY WATER CO.	0093-801-4233-22900	53,175.79	WATER SERVICES		321778	53,175.79
SCMAF-SAN GABRIEL VALLEY	0075-450-0075-08350	207.10	REC CLASS INSURANCE (TRUST)		321779	207.10
SMART & FINAL #321	0010-801-3210-22750	41.90	FIRE ENGINES WATER CACHE		321780	41.90
STETSON ENGINEERS, INC	0093-801-4229-31950	388.67	NPDES APP SERVICES	19-0153	321781	777.34
	0093-801-4230-31950	388.67	NPDES APP SERVICES	19-0153	321781	
SUCCESS PRINTING & SIGN INC.	0159-801-6509-31880	3,765.60	CASCADES NEWSPAPER	19-0082	321782	3,765.60
SUPERCO SPECIALTY PRODUCTS (DBA)	0010-801-6517-22300	220.56	ASPHALT		321783	220.56
SUPERIOR COURT OF CALIFORNIA - COUN	0010-701-0010-03620	11,255.30	CITATION PROCESSING		321784	11,255.30
T3 MOTION, INC	0010-801-3103-38400	1,817.22	REPAIR T3 PATROLLER		321785	1,817.22
THE ECOHERO SHOW LLC	0214-801-4208-31950	1,756.46	EDUCATIONAL SHOWS EXPENSE	19-0169	321786	1,756.46
THOMSON REUTERS (LEGAL) INC.	0010-801-3101-39350	1,326.05	POLICE CODE BOOKS		321787	1,326.05
TOM'S CLOTHING & UNIFORMS INC	0010-801-3103-22310	538.74	UNIFORMS-B CEVALLOS		321788	
	0010-801-3103-22300	136.88	UNIFORMS-R FLORES		321788	
	0010-801-3103-22310	74.46	UNIFORMS-J FRESCAS		321788	
	0010-801-3103-22310	167.54	UNIFORMS-T HUYNH		321788	
	0010-801-3103-22310	191.63	UNIFORMS-B PFLUGHOFT		321788	
	0010-801-3103-22310	168.60	UNIFORMS-I FLORES		321788	
	0010-801-3103-22310	9.86	UNIFORMS-J ORATE		321788	

CITY OF MONTEREY PARK
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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TOM'S CLOTHING & UNIFORMS INC	0010-801-3103-22310	21.90	UNIFORMS-B PFLUGHOFT		321788	
	0010-801-3104-22310	84.86	UNIFORMS-R LOPEZ		321788	
	0010-801-3104-22310	88.15	UNIFORMS-S WIESE		321788	
	0010-801-3113-22310	35.04	UNIFORMS-E DOMINGUEZ		321788	
	0010-801-3114-22310	160.97	UNIFORMS-C LUNA		321788	
	0071-801-3120-22310	31.76	UNIFORMS-V DELGADO		321788	
	0071-801-3120-22310	9.86	UNIFORMS-G SIMS		321788	
	0010-801-3210-22310	315.36	UNIFORMS-CAPTAIN BUGLES		321788	
	0010-801-4209-22310	300.00	UNIFORMS-D BURNETT		321788	
	0010-801-4209-22310	276.49	UNIFORMS-M BLACKBUCKE		321788	
	0010-801-4209-22310	293.46	UNIFORMS-R RIVAS		321788	
	0010-801-4209-22310	284.70	UNIFORMS-M CERVANTES		321788	
	0010-801-4209-22310	293.46	UNIFORMS-J TORO		321788	
	0010-801-4209-22310	149.47	UNIFORMS-S RODRIGUEZ		321788	
	0010-801-4209-22310	146.73	UNIFORMS-J MENDIVIL		321788	
	0010-801-4209-22310	300.00	UNIFORMS-V VALENZUELA		321788	
	0092-801-4221-22310	300.00	UNIFORMS-D MIRELES		321788	
	0092-801-4222-22310	300.00	UNIFORMS-R RICHARDS		321788	
	0092-801-4223-22310	281.42	UNIFORMS-E VILLARROEL		321788	
	0092-801-4223-22310	300.00	UNIFORMS-J CARMONA		321788	
	0092-801-4223-22310	131.40	UNIFORMS-C RICHARD		321788	
	0092-801-4223-22310	104.03	UNIFORMS-F DOMINGUEZ		321788	
	0010-801-6516-22310	49.28	UNIFORMS-E ALBA		321788	
	0010-801-6516-22310	78.84	UNIFORMS-R VALENZUELA		321788	
	0010-801-6516-22310	98.55	UNIFORMS-M RAMIREZ		321788	
						5,723.44
TRANSPORTATION ENGINEERING AND PLAN	0010-801-4212-31500	2,800.00	BIKE FACILITIES PLAN	19-0269	321789	
						2,800.00
TURNOUT MAINTENANCE COMPANY LLC	0010-801-3210-22300	35.00	FIRE UNIFORM CLEAN/REPAIR		321790	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						35.00
U S ARMOR CORP	0010-801-3103-22300	314.81	CONCEALABLE REMOVABLE CARRIER	19-0019	119 **	
	0229-801-3103-22300	314.81	CONCEALABLE REMOVABLE CARRIER	19-0019	119 **	
						629.62
ULINE, INC.	0010-801-1703-21350	57.85	METAL RIM TAGS		321791	
						57.85
UNDERGROUND SERVICE ALERT	0092-801-4223-39300	278.95	UNDERGROUND UTILITY SERVICES		120 **	
						278.95
VALLEY MAINTENANCE CORP.	0010-801-6517-38250	4,300.00	PARKS JANITORIAL SERVICES	19-0091	321792	
						4,300.00
MARICELA VASQUEZ	0010-801-6506-22750	200.00	DAY CARE SUPPLIES		321793	
						200.00
VCA CODE / VCA GREEN	0010-801-1703-31950	2,100.00	PLAN CHECK SERVICE	19-0181	121 **	
	0010-801-1703-31950	2,565.00	PLAN CHECK SERVICE	19-0014	121 **	
						4,665.00
VULCAN MATERIAL CO	0110-801-4202-23600	327.61	ASPHALT	19-0045	321794	
	0110-801-4202-23600	244.48	ASPHALT	19-0045	321794	
	0110-801-4202-23600	1,471.72	ASPHALT	19-0045	321794	
						2,043.81
WARREN DISTRIBUTING, INC.	0060-801-4211-23500	152.17	BLEND MOTOR A/C-UNIT 990	19-0154	321795	
	0060-801-4211-23500	101.72	BATTERY-UNIT 097	19-0154	321795	
	0060-801-4211-23500	49.84	SPARK PLUG-UNIT 923	19-0154	321795	
						303.73
WEST COAST ARBORISTS, INC.	0010-801-6516-31190	30,816.00	TREE MAINTENANCE SERVICES	19-0086	122 **	
						30,816.00
WITTMAN ENTERPRISES	0010-801-3220-31400	5,040.00	AMBULANCE BILLING SERVICES	19-0040	321796	
						5,040.00
BOB WONDRIES FORD	0060-801-4211-38400	839.88	REPAIR-UNIT 853		321797	

** Indicates an ACH-Payment transaction

CITY OF MONTEREY PARK
 FINAL WARRANT REGISTER
 COUNCIL MEETING DATE 11/21/2018

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						839.88
HOAMING XU	0075-450-0075-08200	1,050.00	REFUND CONSTRUCTION BOND-TRUST		321798	1,050.00
PAUL YNIGUEZ	0136-801-3101-33250	18.00	POST TRAINING		321799	18.00
RUIQING ZHU	0075-450-0075-08200	464.00	REFUND CONSTRUCTION BOND-TRUST		321800	464.00
ZOLL MEDICAL CORPORATION	0010-801-3220-24200	307.97	SOFTPACK CARRY CASE		321801	307.97
TOTAL FOR REGULAR WARRANTS						441,707.13
PRINTED		362,535.09				
ACH-PAYMENTS		79,172.04				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/21/2018

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TOTAL FOR PREPAID WARRANTS	\$131,068.57
TOTAL FOR PRINTED WARRANTS	\$362,535.09
TOTAL FOR ACH-PAYMENTS	\$79,172.04
TOTAL WARRANTS	\$572,775.70
TOTAL VOID CHECKS	0
TOTAL PREPAID CHECKS	26
TOTAL ACH-PAYMENTS PRINTED	19
TOTAL CHECKS PRINTED	109
TOTAL CHECKS ISSUED	154

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/21/2018
FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0010	GENERAL FUND	115,521.77	221,831.88	337,353.65
0012	RETIREMENT FUND	0.00	631.00	631.00
0022	STATE GAS TAX FUND	0.00	30,655.77	30,655.77
0042	SEWER FUND	0.00	99.22	99.22
0043	REFUSE FUND	3.92	13,208.59	13,212.51
0060	CITY SHOP FUND	0.00	2,677.13	2,677.13
0071	PUBLIC SAFETY IMPACT FEE FUND	0.00	255.37	255.37
0075	SPECIAL DEPOSITS FUND	3,093.76	3,638.89	6,732.65
0077	BUSINESS IMPROVEMENT AREA #1	186.12	0.00	186.12
0092	WATER FUND	1,144.61	23,557.34	24,701.95
0093	WATER TREATMENT WQA-EPA FUND	0.00	71,952.29	71,952.29
0094	WATER TREATMENT CITY FUND	0.00	1,064.00	1,064.00
0109	OPA PROPOSITION A	71.07	590.00	661.07
0110	MEASURE R FUND	0.00	2,498.82	2,498.82
0136	POST	0.00	192.00	192.00
0152	HOME HOUSING PROGRAM	8,993.72	3,250.00	12,243.72
0159	RECREATION FUND	0.00	8,697.80	8,697.80
0160	ASSET FORFEITURE	198.00	9,932.63	10,130.63
0161	CONSTRUCTION AGENCY FUND	0.00	21,112.18	21,112.18
0163	CAL LIBRARY LITERACY SVC GRANT	0.00	68.64	68.64
0176	MAINTENANCE DISTRICT 93-1	0.00	156.55	156.55
0184	USED OIL RECYCLING BLOCK GRANT	0.00	427.50	427.50
0214	BEVERAGE CONTAINER RECYCLING	0.00	1,756.46	1,756.46
0229	BULLETPROOF VEST POLICE GRANT	0.00	314.81	314.81
0344	MAINTENANCE GRANT (075)	0.00	1,300.00	1,300.00
0349	ELAC INSTRUCTIONAL SERV PROG	1,855.60	21,838.26	23,693.86

CITY OF MONTEREY PARK
 FINAL WARRANT REGISTER
 COUNCIL MEETING DATE 11/21/2018
 FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
	TOTAL	131,068.57	441,707.13	572,775.70



City Council Staff Report

DATE: November 21, 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 – October 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.

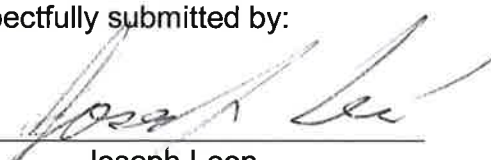
EXECUTIVE SUMMARY:

As of October 31, 2018 invested funds for the City of Monterey Park is \$68,999,911.66.

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 Young, CPFO
Director of Management Services

Approved by:



Ron Bow
City Manager

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

INVESTMENTS PORTFOLIO PROFILE:

TOTAL BALANCE AT 10/31/18

\$ 68,999,911.66

INVESTMENT COMPOSITION

(1) <u>LA COUNTY POOLED INVESTMENT FUND</u>		ON DEMAND	1.930%	<u>\$ 1,238,626.14</u>
(See Schedule A for LA County Pool Composition)				
(2) <u>LOCAL AGENCY INVESTMENT FUND</u>		ON DEMAND	2.170%	<u>\$ 51,683,285.52</u>
(3) <u>U.S. GOVERNMENT TREASURY BILLS</u>		Purchase Date	Maturity Date	Interest Rate
		10/16/2018	4/11/2019	2.35%
		10/22/2018	4/18/2019	2.35%
				\$ 1,000,000
				2,000,000
				2.35%
				<u>\$ 3,000,000</u>
(4) <u>CERTIFICATES OF DEPOSIT</u>		Purchase Date	Maturity Date	Interest Rate
PACIFIC PREMIER BANK		02/28/18	08/28/19	2.10%
PREFERRED BANK		03/03/18	09/03/19	2.00%
ROYAL BUSINESS BANK		06/23/18	06/23/19	2.20%
AFFINITY FEDERAL BANK		08/03/18	08/02/19	2.65%
AFFINITY FEDERAL CREDIT UNION		10/15/18	10/15/19	2.85%
ALLY BANK MIDVALE		10/06/17	10/05/20	1.95%
AMERICAN EXPRESS BANK		05/03/17	05/04/20	1.80%
AMERICAN EXPRESS CENTURION BANK		12/01/16	12/03/18	1.40%
BANK OF HOPE		05/26/17	11/26/19	1.70%
BANKUNITED NA		02/09/18	02/10/20	2.20%
BMW BK NORTH AMERICA		09/21/17	03/16/20	1.85%
BROOKLINE BANK		06/29/17	06/28/19	1.65%
CAPITAL ONE NATL BANK		10/25/17	10/26/20	2.00%
CHARTER BANK		04/10/18	04/10/19	2.05%
COMMERCIAL BANK		06/21/18	06/22/20	2.75%
COMMUNITY WEST BANK		05/29/18	05/29/19	2.25%
COMPASS BANK		12/29/17	12/28/18	1.75%
DIRECT CFED CREDIT UNION		11/22/17	11/23/20	2.00%
DISCOVER BANK		09/01/17	09/01/20	1.90%
DOUGLAS NATIONAL BANK		05/09/18	05/09/19	2.10%
ELGA CREDIT UNION		09/19/18	03/19/20	2.70%
EVERBANK		01/02/18	09/16/19	1.25%
FIFTH THIRD BANK		05/23/18	05/23/19	2.20%
FIRST FED SAVINGS & LOAN		12/22/17	12/20/19	2.05%
FIRST FINAL BANK		04/10/18	10/10/19	2.25%
FIRST MERCHANTS BANK		12/30/16	06/28/19	1.50%
FIRST TECH FEDERAL CREDIT UNION		10/16/17	10/16/19	1.80%
GARRETT BANK		05/09/18	05/11/20	2.55%
GOLDMAN SACHS BANK		10/18/17	10/19/20	1.95%
GRAND RIVER BANK		11/28/17	05/28/20	1.80%
GUARANTY BANK		03/15/18	09/15/20	2.40%
IBERIABANK		05/30/18	11/30/20	2.70%
INFINITY FCU		02/12/18	02/12/19	1.90%
JP MORGAN CHASE BANK		04/19/16	04/19/19	1.20%
LAKESIDE BANK CHICAGO		05/10/17	05/11/20	1.65%
MB FINANCIAL BANK		08/24/17	02/24/20	1.75%

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

MEMORIAL CREDIT UNION	08/15/18	08/15/19	2.60%	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
RIA FEDERAL CREDIT UNION	10/12/18	10/11/19	2.75%	245,000
SAFRA NATIONAL BANK	01/18/18	04/15/19	1.80%	245,000
STEARNS BANK	05/31/18	05/29/20	2.70%	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
UNITED BANKERS BANK	05/11/18	11/12/19	2.30%	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
<i>Total CDs (54)</i>			2.040%	<u>\$ 13,078,000.00</u>

OTHER INFORMATION:

BANK BALANCE: ⁽¹⁾ **\$ 6,581,562.55**

AVERAGE MATURITY DAYS 80

AVERAGE INTEREST RATE FOR THE MONTH 2.149%

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 1ST QUARTER 2018-2019 (CUMULATIVE) **\$99,042.46**

THERE HAVE BEEN NO VARIANCES TO THE INVESTMENT POLICY.

3-MONTH T-BILL **2.25%**

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

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

SCHEDULE A

<u>PORTFOLIO PROFILE</u>	<u>Pooled Surplus Investments</u>	<u>Specific Purpose Investments</u>
Inventory Balance at 9/30/18		
At Cost	\$ 27,420,855,121	\$ 163,140,367
At Market	\$ 26,960,951,528	\$ 157,103,495
Repurchase Agreements	\$ -	\$ -
Reverse Repurchase Agreements	\$ -	\$ -
Composition by Security Type:		
Certificates of Deposit	5.47%	30.65%
United States Government and Agency Obligations	74.71%	41.48%
Bankers Acceptances	0.00%	0.00%
Commercial Paper	19.42%	0.00%
Municipal Obligations	0.09%	2.48%
Corporate and Deposit Notes	0.31%	0.00%
Repurchase Agreements	0.00%	0.00%
Asset-Backed	0.00%	0.00%
Other	0.00%	25.39%
1-60 days	29.23%	
61 days-1 year	11.57%	56.04%
Over 1 year	59.20%	43.96%
Weighted Average Days to Maturity	657	



City Council Staff Report

DATE: November 21, 2018

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

TO: The Honorable Mayor and City Council

FROM: Vincent D. Chang, City Clerk

SUBJECT: City Council Minutes

RECOMMENDATION:

It is recommended that the City Council

- (1) Approve the minutes from the regular and special meetings of October 17, 2018; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

None.

FISCAL IMPACT:

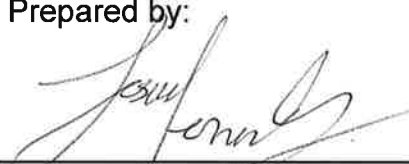
None.

Respectfully submitted,



Vincent D. Chang
City Clerk

Prepared by:



Jesus Hernandez
Minutes Clerk

Approved By:



Ron Bow
City Manager

Attachments: Minutes

ATTACHMENT 1

Minutes

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
OCTOBER 17, 2018**

The City Council of the City of Monterey Park held a Special Meeting of the Council in Room 266, Second Floor of City Hall, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, October 17, 2018 at 6:00 p.m.

CALL TO ORDER:

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

ROLL CALL:

City Manager Ron Bow called the roll:

Council Members Present: Peter Chan, Mitchell Ing, Stephen Lam, Teresa Real
Sebastian arrived at 6:14 p.m.

Council Members Absent: Hans Liang

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

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

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

This item was heard after Agenda Item No. 2.

City Negotiators:	Ron Bow, City Manager; Tom Cody, Human Resources Director
Employee Organizations:	Bargaining Units Monterey Park Police Officers' Association (MPPOA)

MISSION STATEMENT

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

2. CONFERENCE LEGAL COUNSEL, EXISTING LITIGATION (Government Code § 54956.9 (d)(1)). Number of Cases: One

This item was heard before Agenda Item No. 1.

Council Member Real Sebastian arrived during Agenda Item No. 2.

Gustavo Jimenez v. City Of Monterey Park
WCAB No.: Unassigned
Claim No.: 17-132680

3. CONFERENCE WITH LEGAL COUNSEL, INITIATION OF LITIGATION (Government Code § 54956.9(d)(4)). Number of Potential Cases: One.

RECONVENE & ADJOURNMENT

The City Council reconvened from Closed Session with all Council Members present. The meeting was adjourned at 6:53 p.m.

Action Taken: No reportable action taken in Closed Session.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
OCTOBER 17, 2018**

The City Council of the City of Monterey Park held a Regular Meeting of the Council in the Council Chamber, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, October 17, 2018 at 7:00 p.m.

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

CALL TO ORDER:

Mayor Chan called the meeting to order at 7:06 p.m.

FLAG SALUTE:

The Monterey Park Police Explorers

ROLL CALL:

City Clerk Vincent Chang called the roll:

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

Council Members Absent: Hans Liang

ALSO PRESENT: City Manager Ron Bow, City Attorney Mark Hensley, Fire Chief Scott Haberle, Police Chief Jim Smith, Director of Human Resources and Risk Management Tom Cody, Director of Community & Economic Development Michael Huntley, Director of Public Works Mark McAvoy, Director of Recreation & Community Services Inez Alvarez, Acting City Librarian Diana Garcia, Police Captain Kelly Gordon, Water Utility Manager Richard Gonzalez, Recreation Superintendent Robert Aguirre, Financial Services Manager Harry Wong, Fire Captain Justin Birrell, Deputy City Clerk Cindy Trang

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

By consensus, the City Council postponed agenda Item No. 6B to the regular City Council Meeting of November 7, 2018, due to the absence of Mayor Pro Tem Liang.

ORAL AND WRITTEN COMMUNICATIONS

- Justin Birrell, representative of the Fire Department and the Community Risk Reduction Division, informed the community about the statewide Great Shakeout earthquake drill occurring on October 18.
- Lydia Lee, representative of the United States Census Bureau, encourage the City to form a committee to prepare for the 2020 Census.

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

- Joseph Leon, City's representative of the San Gabriel Valley Mosquito and Vector Control Board, informed the residents about the new pool inspection program, which offers free mosquito and pesticide inspections for the residents of the San Gabriel Valley.
- Sarkis Antonian urged the City Council to consider making changes to the roads that lead up to the Market Place in an effort to reduce traffic.
- Robert Aguirre, Recreation Superintendent, thanked everyone involved in the Geranium Festival and ArtWalk for making the event a success. He announced the winners of the Dog Costume Contests and the Dia de los Muertos Costume Contests.
- Inez Alvarez, Director of Recreation & Community Services, and Diana Garcia, Acting City Librarian, invited the community to attend the Monster Mash and Movie Bash event on October 26 at Barnes Park.

1. PRESENTATIONS

1A. SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT – WATER CONSERVATION

Thomas Wong, President of the San Gabriel Valley Municipal Water District, and Steve Placido, Director of the San Gabriel Valley Municipal Water District, provided a PowerPoint presentation on the current status of the California drought.

Action Taken: Discussion only, no action taken.

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

2A. WARRANT REGISTER FOR SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF OCTOBER 17, 2018

See Successor Agency Minutes

2B. SUCCESSOR AGENCY MONTHLY INVESTMENT REPORT – SEPTEMBER 2018

See Successor Agency Minutes

2C. SUCCESSOR AGENCY (SA) MINUTES

See Successor Agency Minutes

This is the end of Successor Agency (SA) items

3. CITY OF MONTEREY PARK CONSENT CALENDAR CONSISTS OF ITEM NOS. 3A-3G

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

Action Taken: The City Council approved and adopted Items Nos. 3A, 3B, and 3C on Consent Calendar, expect for Items Nos. 3D, 3E, 3F, and 3G which were pulled for discussion and separate motion, reading resolutions and ordinances by the title only and waiving further reading thereof.

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

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

3A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF OCTOBER 3, 2018

Disbursements will be made from the funds referenced in the Resolution, attached to the staff report, in Warrants numbered 321224-321426 and Automatic Clearing House (ACH) numbered 000043-000071.

Action Taken: The City Council approved payment of warrants and adopted Resolution No. 12041 allowing certain claims and demands per Warrant Register dated October 17, 2018 totaling \$1,157,782.10 specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. 12041, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED 17TH OF OCTOBER 2018 TOTALING \$1,157,782.10 AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

3B. MONTHLY INVESTMENT REPORT – SEPTEMBER 2018

As of September 30, 2018 invested funds for the City of Monterey Park is \$73,509,542.86.

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

3C. CITY COUNCIL MINUTES

Approve the minutes from the regular and special meetings of September 19, 2018.

Action Taken: The City Council approved the minutes from the regular and special meetings of September 19, 2018 on Consent Calendar.

3D. CALIFORNIA LAW ENFORCEMENT RECORDS AND SUPPORT PERSONNEL DAY

Law Enforcement Records and Support Personnel Day, sponsored by the California Law Enforcement Association of Records Supervisors (CLEARs), is celebrated annually to honor the thousands of men and women who are depended upon by law enforcement and the public for the vital role that they play within the law enforcement system. In conjunction with CLEARs, the Monterey Park Police Department recommended that the City Council declare Tuesday, November 6, 2018 to be Law Enforcement Records and Personnel Day in the City of Monterey Park.

Action Taken: The City Council adopted Resolution No. 12042 declaring Tuesday, November 6th, 2018 to be Law Enforcement Records and Support Personnel Day.

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

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

Resolution No. 12042, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA DECLARING TUESDAY NOVEMBER 6, 2018 "LAW ENFORCEMENT RECORDS AND SUPPORT PERSONNEL" DAY IN MONTEREY PARK

3E. AUTHORIZE AN ADDITIONAL \$10,000 FOR PRIVATE SECURITY CAMERA SERVICES PROGRAM WITH HOME BOT AUTOMATION, INC (DBA RING)

In February 2018 the City established a one-year pilot program with Bot Home Automation, Inc. (dba Ring) whereby City residents could purchase Ring's private security camera products at a discounted price (\$100 off: \$50 City contribution and \$50 Ring subsidy).

The City Council authorized \$10,000 in City funds for the program, which funded subsidiaries for 200 residents. On July 17, 2018 the first event program event was held and all 200 subsidiaries were dispersed. Due to the success of the program, the Police Department requested additional funding for another 200 subsidiaries.

Action Taken: The City Council amended the City's approved FY 2018-19 Police Department Budget to include an additional \$10,000 to continue the program with Bot Home Automation, Inc. (dba Ring) for private security camera services as amended to formulate a plan that will track recipients' installation of the devices within a six month period, and if not installed require them to return the rebate that was provided by the city.

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

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

3F. AUTHORIZE CONTRACT FOR THE PROCUREMENT OF THE EMERGENCY OPERATIONS CENTER (EOC) TRAINING CADRE PROJECT

The City of Monterey Park has been selected by the Los Angeles County Office of Emergency Management (OEM) to be the fiscal agent for the EOC Training Cadre Project. The Urban Area Security Initiative (UASI) 16 Grant project budget has been approved for \$60,000, which is administered by the Los Angeles City Mayor's Office. Los Angeles County has approved a modification of an additional \$28,000 for this project and the modification is currently with the Los Angeles City Mayor's Office for review and approval. Staff recently solicited bids for the EOC Training Cadre Project it is recommended that City Council approve to award a contract to Michael Brady in an amount not to exceed \$60,000. Staff also requests approval from City Council to increase to the contract by an amount not to exceed \$28,000 if and only if the Los Angeles City Mayor's Office provides written approval of the additional \$28,000 budget modification. If this condition is not met by November 1, 2018, the maximum approved spending authority for the contract will be \$60,000.

Discussion: Fire Chief Haberle made a correction to the staff report in where the word indicated on page 93 of the IPAD Agenda (page 9 of the staff report) was incorrect due to a typographical error. The correct word should be training instead of trading.

Action Taken: The City Council based on MPMC § 3.20.040, awarded an agreement to Michael Brady to provide services for the Emergency Operations Center (EOC) Training Cadre Project; and authorized the City Manager to execute an agreement with Michael Brady, in a form approved by the City Attorney as amended to include language that would specify that the travel and per diem reimbursement requirements were requested by the City of Los Angeles.

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

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

3G. ACCEPT A \$25,000 DONATION ON BEHALF OF THE CITY FOR TWO (2) FITNESS COURTS

On April 4, 2018, the City Council approved a fundraising campaign to support the construction of two National Fitness Campaign (“NFC”) Fitness Courts – one at Edison Trails Park and one at Barnes Park. Following approval, City staff began seeking sponsorship from various corporations to support its fundraising efforts. Recently, staff received confirmation for a \$25,000 sponsorship from Transtech (a local engineering firm) towards the Fitness Court Fundraising Campaign.

Public Speakers:

- Melissa Demirci, Civil Engineer for Transtech, provided general information about the company and presented a check on behalf of Transtech.

Action Taken: The City Council accepted a \$25,000 donation on behalf of the City for the support and construction of two (2) National Fitness Campaign Fitness Courts (one at Edison Trails Park and on at Barnes Park).

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

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

4. PUBLIC HEARING None.

5. OLD BUSINESS

None.

6. NEW BUSINESS

6A. AWARD OF CONTRACT TO CARNIVAL MIDWAY ATTRACTIONS TO PROVIDE CARNIVAL SERVICES FOR THE CITY'S ANNUAL PLAY DAYS FESTIVAL AND APPROVAL OF NEW PARADE ROUTE

The City of Monterey Park traditionally celebrates its "birthday" in May with a four-day long celebration ("Play Days"). As part of the festivities, the City contracts with an amusement contractor to provide various rides, game booths and concessions. In addition to the carnival, the Play Days event also includes entertainment, food and a parade. For the 2019 Play Days Celebration, staff recommended that the City Council award the carnival-services contract to Carnival Midway Attractions (CMA) and approve a new parade route, as proposed by the City's Police Department.

Public Speakers:

- Shawnee Merten, Business Manager for Carnival Midway Attractions, provided general information about the company and was available to answer questions.

Recommendations: (1) Awarding a three-year contract to Carnival Midway Attractions to provide carnival services for the annual Play Days Festival; (2) Authorizing the City Manager, or his designee, to execute a contract on behalf of the City in a form approved by the City Attorney; (3) Approving the parade route for the Play Days Celebration, as proposed by the City's Police Department; and (4) Take such additional, related, action that may be desirable.

Action Taken: The City Council awarded a three-year contract to Carnival Midway Attractions to provide carnival services for the annual Play Days Festival; and authorized the City Manager, or his designee, to execute a contract on behalf of the City in a form approved by the City Attorney.

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

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

Action Taken: The City Council directed staff to bring this item back to council no later than November 21, 2018, with different ideas on how to promote the parade as well as the costs associated with it and a new parade route that will start and end at Barnes Park.

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

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

6B. ADOPT A RESOLUTION PURSUANT TO ELECTIONS CODE §10010(E)(3)(A) STATING THE CITY COUNCIL'S INTENT TO INITIATE PROCEDURES FOR ESTABLISHING AND IMPLEMENTING DISTRICT BASED ELECTIONS FOR CITY COUNCIL MEMBERS

In 2013 and earlier in 2018, the City Council considered whether to transition from an at large election system to a district based system. The staff reports from those meetings are attached to the staff report for reference.

Recommendations: (1) Adopting a resolution establishing a schedule for possible transition to a district based election system; and (2) Take such additional, related, action that may be desirable.

Action Taken: The City Council postponed this item to the regular City Council Meeting of November 7, 2018.

7. COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Council Member Lam invited the community to attend the Guitar Center Grand Opening Event on October 18 at the Monterey Park Market Place.

Council Member Real Sebastian stated that she will not be attending the San Gabriel Valley Council of Governments meeting due to her participation in the Guitar Center Grand Opening Event.

Council Member Ing stated that he did not attend the Geranium Festival and ArtWalk due to him attending a wedding.

Mayor Chan stated that he will be out of town to visit the City's sister City of Quanzhou.

8. **CLOSED SESSION**
None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 10:22 p.m.

Vincent D. Chang
City Clerk



City Council Staff Report

DATE: November 21, 2018

AGENDA ITEM NO:

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

TO: The Honorable Mayor and City Council

FROM: Annie Young, Director of Management Services

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

RECOMMENDATION It is recommended that the City Council:

- (1) Adopt a Resolution authorizing the transfer of unclaimed monies into the City's General Fund pursuant to Government Code §§ 50050-50056 and Administrative Policy and Procedure No. 20-26 (Attachment 4); and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City's Management Services Department maintains a listing of outstanding checks and deposits (Attachment 2). After three years, notice regarding unclaimed monies held by the City that exceed \$15.00 dollars must be published once a week, for two consecutive weeks, in a general circulation newspaper. If the monies remain unclaimed, the City Council may then transfer such funds to the General Fund.

BACKGROUND:

Escheat is the legal process of transferring ownership of unclaimed private monies to the government by operation of law. For any such funds held by the City which remain unclaimed, the City must provide notice per Government Code §§ 50050-50056 to attempt payment of such funds to the owners.

Government Code § 50051 requires the City to publish in a local newspaper a public notice (Attachment 3) which states the amount, the name of the payee and the date of the check when issued of all unclaimed money. If the owner of such monies fails to claim them within the time period stated in the public notice, the City Council may then escheat the funds and transfer them to the General Fund.

Government Code § 50052 describes the claiming process. A list of the unclaimed monies is attached in Attachment 2.

Fiscal Impact

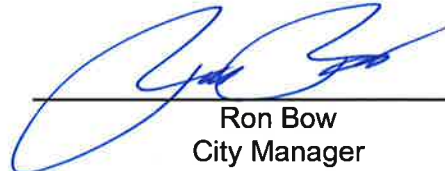
If the City Council takes action, the General Fund would receive \$80,443.83, less the public notice fee of \$245.00, for fiscal year 2018-19.

Respectfully submitted and prepared by:

Approved By:



Annie Yaung, CPFO
Director of Management Services



Ron Bow
City Manager

Reviewed By:



Karl H. Berger
Assistant City Attorney

ATTACHMENT(S):

1. Resolution
2. Exhibit A - Outstanding Checks & Deposits
3. Public Notice
4. Unclaimed Monies Administrative Policy 20-26

ATTACHMENT 1

Resolution

RESOLUTION NO. _____

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

SECTION 1: The attached Exhibit "A," which is incorporated by reference, lists monies held by the City of Monterey Park and unclaimed in a special fund(s) for more than three years.

SECTION 2: Proper notice was given at least forty-five (45) days before November 7, 2018 that if monies remained unclaimed, they would become property of the City in accordance with Government Code § 50051.

SECTION 3: The City processed all claims or verified complaints for such monies.

SECTION 4: In accordance with Government Code §50053, the unclaimed monies on the attached list in the total amount of \$80,443.83 is the property of the City of Monterey Park and may be transferred from the respective fund(s) to the General Fund's cash account.

SECTION 5: This Resolution becomes effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED, this 21st day of November, 2018.

Peter Chan
Mayor
Monterey Park, California

ATTEST:

Vincent D. Chang, City Clerk
Monterey Park, California

Resolution No.
Page 2

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

By: _____
Karl H. Berger
Assistant City Attorney

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

I, VINCENT D. CHANG, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. _____ was duly adopted and passed at a regular meeting of the Monterey Park City Council on the 21st day of November, 2018 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Dated this 21st day of November, 2018

Vincent D. Chang, City Clerk
Monterey Park, California

ATTACHMENT 2

Exhibit A - Outstanding Checks & Deposits

EXHIBIT A

CITY OF MONTEREY PARK
320 West Newmark Avenue
Monterey Park, CA 91754

Take Notice that the City of Monterey Park is holding funds as set forth below. If funds are not claimed by November 7, 2018, these funds will become the property of the City of Monterey Park in accordance with Government Code § 50052.

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

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

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

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

OUTSTANDING CHECKS AND DEPOSITS

Date	Receipt/Check #	Name	Amount
7/28/2000	173426	GREEN DEVELOPMENT	\$57,675.00
4/18/2006	214534	FORTUNE CRAFT	8,883.00
2/28/2007	221816	LONE STAR DEVELOPMENT	2,400.00
2/28/2007	221816	LONE STAR DEVELOPMENT	260.00
3/12/2007	222097	RAY WONG	1,875.00
8/3/2007	225359	NICK WANG	2,280.00
10/8/2007	226848	CHEE KHEONG KON	1,200.00
6/30/2015	305210	MARGARET RAMIREZ	25.00
6/30/2015	305006	SERGIO SILVA	35.70
4/15/2015	303771	MAE YOUNG	41.00
5/6/2015	303981	JIA YANG INTERNATIONAL INC	88.00
4/16/2015	303815	TENRIKYO YOKI DAIKO	100.00
4/9/2015	303775	TONY AZALTINE	125.00
2/18/2015	302782	JADEN & SON CONSTRUCTION INC	223.00
6/30/2015	305481	SARAJIAN LAW GROUP	253.00
3/18/2015	303165	JOHN A BATCHELOR CO INC	294.30
5/21/2015	304393	CA-NV-AWWA	375.00
8/31/2015	45155	ROSE HILLS	4,310.83

ATTACHMENT 3
Public Notice

CALIFORNIA NEWSPAPER SERVICE BUREAU

DAILY JOURNAL CORPORATION

Mailing Address : 915 E FIRST ST, LOS ANGELES, CA 90012
Telephone (213) 229-5300 / Fax (213) 229-5481
Visit us @ WWW.LEGALADSTORE.COM

HELENA CHO
CITY OF MONTEREY PARK, CITY CLERK
320 W NEWMARK AVE
MONTEREY PARK, CA 91754-2818

CNS 3171784

COPY OF NOTICE

Notice Type: GPN GOVT PUBLIC NOTICE

Ad Description 19-08 Unclaimed Monies

To the right is a copy of the notice you sent to us for publication in the MONTEREY PARK PRESS. 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):

09/10/2018 , 09/17/2018

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.

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DAILY COMMERCE, LOS ANGELES	(213) 229-5300
LOS ANGELES DAILY JOURNAL, LOS ANGELES	(213) 229-5300
ORANGE COUNTY REPORTER, SANTA ANA	(714) 543-2027
SAN FRANCISCO DAILY JOURNAL, SAN FRANCISCO	(800) 640-4829
SAN JOSE POST-RECORD, SAN JOSE	(408) 287-4866
THE DAILY RECORDER, SACRAMENTO	(916) 444-2355
THE DAILY TRANSCRIPT, SAN DIEGO	(619) 232-3486
THE INTER-CITY EXPRESS, OAKLAND	(510) 272-4747



CITY OF MONTEREY PARK
320 West Newmark Avenue
Monterey Park, CA 91754

Take Notice that the City of Monterey Park is holding funds as set forth below. If funds are not claimed by November 7, 2018, these funds will become the property of the City of Monterey Park in accordance with Government Code § 50052.

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

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

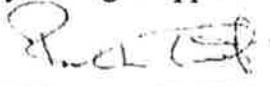
The Unclaimed Money Claim Form is available at the City of Monterey Park Finance Department, located at 320 West Newmark Avenue, on the 2nd Floor.

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

OUTSTANDING CHECKS

Date	Receipt/Check #	Name	Amount
7/28/2000	173426	GREEN DEVELOPMENT	\$57,675.00
4/18/2006	214534	FORTUNE CRAFT	8,883.00
2/28/2007	221816	LONE STAR DEVELOPMENT	2,400.00
2/28/2007	221816	LONE STAR DEVELOPMENT	260.00
3/12/2007	222097	RAY WONG	1,875.00
8/3/2007	225359	NICK WANG	2,280.00
10/8/2007	226848	CHEE KHEONG KON	1,200.00
6/30/2015	305210	MARGARET RAMIREZ	25.00
6/30/2015	305006	SERGIO SILVA	35.70
4/15/2015	303771	MAE YOUNG	41.00
5/6/2015	303981	JIA YANG INTERNATIONAL INC	88.00
4/16/2015	303815	TENRIKYO YOKI DAIKO	100.00
4/9/2015	303775	TONY AZALTINE	125.00
2/19/2015	302782	JADEN & SON CONSTRUCTION INC	223.00
6/30/2015	305481	SARAJIAN LAW GROUP	253.00
3/18/2015	303165	JOHN A BATCHELOR CO INC	294.30
5/21/2015	304393	CA-NV-AWWA	375.00
8/31/2015	45155	ROSE HILLS	4,310.83
			CNS-3171784#

ATTACHMENT 4
Unclaimed Monies Administrative Policy 20-26

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

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

II. Public Notification

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

III. Disbursement and Funds Transfer

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

**City of Monterey Park
Administrative Policy 20-26
Unclaimed Monies
Page 3 of 3**

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

Attachments:

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

EXHIBIT A

CITY OF MONTEREY PARK

320 W. Newmark Avenue

Monterey Park, CA 91754

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

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

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

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

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

OUTSTANDING CHECKS

[illegible]

EXHIBIT B

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

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

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

Vender or Individual Name (printed)

Taxpayer I.D. or Social Security No.

Vender or Individual Name (signature)

Telephone Number

Address

City/State/Zip Code

FOR FINANCE DEPARTMENT ONLY

Name of Payee: _____

Original Check No. _____ Check Date _____ Check Amount _____

Replacement Check No. _____ Check Date _____ Check Amount _____

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

Certificate _____

Verified By: _____ Date: _____

Approved By: _____ Date: _____

EXHIBIT C

RESOLUTION NO. ____

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

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

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

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

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

VIII. This Resolution becomes effective immediately upon adoption.

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

Mayor

ATTEST:

City Clerk

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

**By: _____
Karl H. Berger, Assistant City Attorney**



City Council Staff Report

DATE: November 21, 2018

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

TO: The Honorable Mayor and City Council
FROM: Inez Alvarez, Director of Recreation & Community Services
Robert Aguirre, Recreation Superintendent
Randy Ishino, Community Communications Coordinator
SUBJECT: Award of Contract to Success Printing & Sign Inc. for Cascades Newsletter Printing Services

RECOMMENDATION:

It is recommended that the City Council:

1. Award a three-year contract for the Cascades Newsletter Printing Services;
2. Authorize the City Manager to execute a standard contract, in a form approved by the City Attorney, with Success Printing & Sign Inc.; and/or
3. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Cascades newsletter is a monthly newspaper-style publication of city events, programs and services that is direct-mailed, ten times a year, to approximately 23,350 Monterey Park residential and business addresses. The City pays for postage via an account with the US Postal Service and qualifies for bulk mail pricing.

On June 20, 2018 City Council approved an amendment to a professional services agreement with Success Printing & Sign Inc. for a rate adjustment and extended the agreement until January 9, 2019. The amendment allowed continued distribution of the Cascades Newspaper to community members and provided staff with the time needed to prepare a Request for Proposals (RFP) to evaluate and consider options for printing services.

Request for Proposals

Staff circulated a Request for Proposal on the City's website and solicited proposals from nine printing companies (Attachment 1 - RFP) and received two proposals for consideration.

A review committee was formed, comprised of staff from Recreation and Community Services, Management Services, and Community and Economic Development Departments. The committee reviewed proposals and conducted interviews with each potential vendor to achieve a thorough understanding of each vendor's proposal and general operations.

Summary of Proposals

The first proposal was received from Barron Communications (BC) and staff's review of the proposal is listed below:

Experience: BC has not produced a comparable municipal or contracted monthly publication. The main publication that BC produces is the Monterey Park and West Valley Journal which is privately produced and published monthly or bi-monthly.

Staffing and Subcontracted Services: Main personnel would be David Barron handling the editing, layout, design, and soliciting advertisements. Samples provided comprised of mostly text with a few photos. BC has translation services for Chinese, but a Spanish translator has not been secured. Additional assistance would be provided by family members to proofread the publication. The printing service would be contracted with CA Web and mailhouse services would be handled by a subcontractor.

Cost and Revenue: BC would bill the City for the gross number of pages per issue and provide the City 25% of the revenue collected per advertisement. The vendor may be less concerned about the sale of advertisements, since the City would be responsible for paying for all additional pages.

Overall Proposal: BC submitted all requested materials. However, after the committee's review and follow-up interview with BC, it is the committee's conclusion that this vendor has limited experience with municipal or contractual monthly publications, fewer production personnel, and staff is unable to verify a long-term record of reliability of services.

The second proposal was received from Success Printing & Sign Inc. (SPS) and staff's review of the proposal is listed below:

Experience: SPS is the current vendor producing the City's monthly Cascades newspaper. SPS has been providing this service to the City for five years and produces another monthly magazine style publication for another client.

Staffing and Subcontracted Services: SPS has several in-house staff that assists with the layout, editing, design, and advertisement sales. This vendor has

contracted translation services for both Chinese and Spanish languages. The printing services are contracted with LA Web and the mailhouse services are provided locally in Monterey Park.

Cost and Revenue: SPS will continue to bill the City for pages containing City submitted content and will provide the City 20% of the revenue collected per advertisement. The City will not be billed for additional pages resulting from solicited advertisements.

Overall Proposal: SPS's proposal was missing elements. However, after the committee's review and follow-up interview with SPS, this vendor has the experience with both municipal and contractual monthly publications and sufficient staffing to continue to provide a satisfactory service.

Annual Cost Comparison

Staff prepared a cost comparison estimate based on fiscal year 2017-18 data and best available information provided by each vendor's proposal. The information below does not show advertisement credit or revenues.

Month / Issue	Gross pages	Barron Communications	Success Printing
July/August	16	\$4,050	\$3,960
September	24	\$5,350	\$4,970
October	16	\$4,050	\$3,960
November	16	\$4,050	\$3,960
Decemeber/January	20	\$4,700	\$4,970
February	16	\$4,050	\$3,960
Mar	20	\$4,700	\$4,970
Apr	20	\$4,700	\$4,970
May	20	\$4,700	\$4,970
Jun	24	\$4,750	\$5,870
	Total Annual Estimated Cost	\$45,100	\$46,560

Recommendation

City staff continues to receive positive feedback regarding the Cascades publication and community members indicate that it is a valuable communication tool that provides exposure to 23,350 Monterey Park residents and businesses. City staff recommends the continued publication of the Cascades due to the direct-mail nature of the

publication. Staff believes the Cascades complements the City's electronic messaging and fulfils a segment of the City's overall communications efforts.

For the past five years, Success Printing & Sign Inc. has been a reliable and responsive contractor. Staff has evaluated both proposals and recommends that the City Council authorize the City Manager, or his designee, to execute a three-year agreement with Success Printing & Sign Inc. for City's Cascades newsletter publication services.

BACKGROUND:

On July 3, 2013, the City entered into a professional services agreement with Success Printing & Sign Inc. to coordinate all aspects of the Cascades Newspaper. Services provided include the following: design, layout, artwork, editing, typesetting, advertising, production, and delivery to the post office/mail house.

On June 20, 2018 City Council approved an amendment to a professional services agreement with Success Printing & Sign Inc. for a rate adjustment and extended the agreement until January 9, 2019.

FISCAL IMPACT:

If approved, a mid-year budget adjustment increase would be needed in the amount of \$12,000 (\$10,000 for printing services and \$2,000 postage) for FY 2018/19 in Media Production, Recreation Division 6509.

Respectfully submitted by:



Inez Alvarez
Director of Recreation & Community Services



Robert Aguirre
Recreation Superintendent

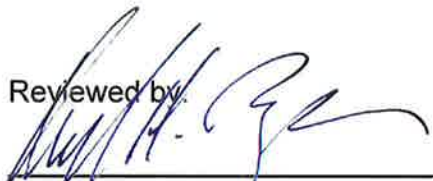


Randy Ishino
Community Communications Coordinator

Approved by:



Ron Bow
City Manager

Reviewed by:


Karl H. Berger
Assistant City Attorney

ATTACHMENT(S):

1. Request for Proposals
2. Barron Communications Proposal
3. Success Printing & Sign Inc. Proposal

ATTACHMENT 1

Request for Proposal

City of Monterey Park



REQUEST FOR PROPOSALS RFP NO. REC-318

FOR

NEWSLETTER PUBLICATION SERVICES

KEY RFP DATES

Issue Date: September 14, 2018

Mandatory Pre-bid Meeting: September 25, 2018 at 11:30 a.m.

Proposal Due Date: October 5, 2018 by 2:00 p.m.

SEND TO:

Attention: City Clerk
City of Monterey Park
320 W. Newmark Ave.
Monterey Park, CA. 91754

Name of Vendor Submitting

RE: RFP# REC-318 Newsletter Publication Services

Dear Interested Parties:

The City of Monterey Park is now accepting Proposals for **Newsletter Publication Services**. The requirements for submitting a Proposal are stated in the attached Request for Proposals (the "RFP"). Please review them carefully. Any questions must be sent in writing to:

City of Monterey Park
Attention: Randy Ishino, Community Communications Coordinator
Re: RFP No. REC-318
320 W. Newmark Avenue
Monterey Park, CA 91754
Email: rishino@montereypark.ca.gov

All Proposals are due to the City Clerk's Office at City Hall, **Friday, October 5**, no later than 2:00 p.m. PT. One (1) original and two (2) 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:

Attention: City Clerk
City of Monterey Park
320 W. Newmark Ave.
Monterey Park, CA. 91754

Name of Vendor Submitting
RE: RFP# REC-318 Newsletter Publication Services

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

Sincerely,

Randy Ishino

Randy Ishino
Community Communications Coordinator

REQUEST FOR PROPOSALS NEWSLETTER PUBLICATION SERVICES

BACKGROUND

The City of Monterey Park is centrally located within the San Gabriel Valley and in close proximity to Los Angeles and is primarily a residential community. It is a vibrant and culturally mixed community with a population of approximately 62,240.

The City of Monterey Park is a full-service municipal government, offering its residents police, fire and emergency medical protection, water, sewer, public infrastructure improvements and culture and leisure programming.

The City has provided ten issues of the Cascades Newspaper each year to all residents and businesses located in the City. The Cascades Newspaper is delivered by the United States Postal Service via bulk rate mail. The Cascades Newspaper features front page headline articles of hot topics, city news articles, recreation classes, school district articles, city council actions, crime log, and Chinese/Spanish translations of featured articles. Advertisements are solicited and help to offset the cost to the City for printing and mailing services. Samples of past Cascades Newspapers can be found at www.montereypark.ca.gov/576/Cascades-Newspaper.

The purpose of this RFP is to select a single supplier and total price for the production and distribution of the monthly Cascades Newspaper publication for the City of Monterey Park. The contractor will be responsible for creating a new design and continued monthly responsibilities of layout; editing; proofing; advertising sales; coordination/collaboration with city departments; additional content generation; printing; mail house services; and distribution of the newspaper to city hall and the post office.

Before publication, the paper will need to be approved by the City and then distributed via post office mass mail to all residences and businesses in the City of Monterey Park. The newspaper is published ten months of the year and dark in January and August. It is the intent of the City to use the successful contractor for the February 2019 issue of Cascades.

1. INTRODUCTION

1.1. Objective.

The purpose and intent of this RFP is to establish a Contract (Agreement) from qualified proposers, also hereinafter referred to as the Contractor or Vendor, who will own and furnish all labor, equipment, materials, tools, insurance, supervision and all other items necessary and specified to provide NEWSLETTER PUBLICATION SERVICES for newspaper layout, printing, and mailing services to all residents and businesses in the City of Monterey Park, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

1.2. Description of Exhibits.

Exhibit A: Sample Contract

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

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 rishino@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.

2.0. DESCRIPTION OF THE PROCUREMENT PROCESS.

2.1. Schedule and Process.

The following table shows the schedule of events to assist in the preparation of the Vendor's Proposal. The key events and deadlines for this process are as follows, some of which are set forth in more detail in the Sections that follow:

Request for Proposal Release	September 14, 2018
Mandatory Pre Bid Mtg.	September 25, 2018, 11:30 a.m.
Proposals Due	October 5, 2018 before 2:00 p.m. PT
Proposals Review	By October 12, 2018
Contract Award	Tentatively November 7, 2018
Contract Commencement	December 2018

Mandatory Pre-Bid Conference. All contractors must attend a mandatory pre-bid conference. This conference is scheduled for **Tuesday, September 25, 2018 at 11:30 a.m.** at City Hall, 320 West Newmark Avenue, Monterey Park, Community Room. At this conference, the City will layout its priorities for the publication and then responsible proposers will be able to outline a process that meets the City's priorities. If needed, a bid addendum with additional clarifications and requirements will be sent out to all prospective contractors who attend the conference.

Submission of Written Questions. *Following the Mandatory Pre-Bid Conference,* vendors are permitted to submit questions in writing only to the City, but only for purposes of clarifying this RFP or to identify ambiguities, inconsistencies or errors. All such questions must be in writing and mailed, hand-delivered, or, preferably, emailed to Randy Ishino at the address and number listed in Section 2.2 and must include the name of the Vendor contact person to receive the City's answers. Questions will not be addressed before the pre-bid conference and are due no later than **2:00 p.m. on Wednesday, September 26, 2018.**

Proposal Submission. **Proposals are due before 2:00 p.m. PST on Friday, October 5, 2018** at the City Clerk's Office, marked as described in the Cover Letter on page 2. All Proposals will be time-stamped upon receipt and held in a secure place until the evaluation team begins its evaluation.

Proposed Award Date. The Evaluation Team will review all submitted proposals and prepare a summary review for presentation to the City Manager and City Attorney. The review will then proceed to the preparation of a staff recommendation to the City Council at its regular meeting tentatively scheduled for **Wednesday, November 7, 2018.** If for any reason the evaluation period and report to the City Council are delayed, all bidders whose proposals were evaluated will be advised of a revised schedule as soon as possible.

2.2. Interpretations and Addenda.

No interpretation or clarification of the meaning of any part of this RFP will be made orally to any Vendor. Otherwise, Vendors must request such interpretations or clarifications in writing from the City. Requests for information or clarification of this RFP must be made in writing and addressed to staff at the address or email address listed below, with email being the preferred method. Questions should reference the RFP page and topic number.

Randy Ishino, Community Communications Coordinator
City of Monterey Park
320 W. Newmark Ave.
Monterey Park, CA. 91754
Email: rishino@montereypark.ca.gov
Phone: (626) 307-1365

When responding to Vendor questions, the City will email the answer or information to all Vendors. You must submit your questions no later than **2:00 p.m. on Wednesday, September 26, 2018.**

The City reserves the right to disqualify any Vendor who contacts a City employee, or agent concerning this RFP other than in accordance with this Section. Nothing in this Section prohibits the City from conducting discussions with Vendors after the Proposal opening.

2.3. Submission of Proposals.

Each Vendor must submit one (1) original Proposal signed in ink by a Vendor official authorized to make a legal and binding offer, along with the corporate seal, plus two (2) copies to the address listed in below by **2:00p.m. PT (Pacific Time) Friday, October 5, 2018.**

Attention: City Clerk
City of Monterey Park
320 W. Newmark Ave.
Monterey Park, CA. 91754

Name of Vendor Submitting
RE: RFP# REC-318 Newsletter Publication Services

The "original" Proposal and each of the two (2) copies must be complete and unabridged, with all copies including, if applicable, trade secret information, and cannot refer to any other copy or the signed/sealed original for any references, clarifications, or additional information. Proposals may also include a USB flash drive setting forth the entire Proposal in searchable format such as Adobe Acrobat. When received, all Proposals and supporting materials, as well as correspondence relating to this RFP, become the City's property. **Proposals sent by email will not be accepted. Proposals or any part thereof, received after the deadline are not considered.**

2.4. Correction of Errors.

The person signing the Proposal must initial erasures or other corrections in the Proposal. The Vendor further agrees that in the event of any obvious errors, the City reserves the right to waive such errors in its sole discretion. The City, however, has no obligation under any circumstances to waive such errors.

2.5. Evaluation.

The evaluation of proposals will be conducted by the Evaluation Committee, which will be selected by the City. All members of the Evaluation Committee will agree to hold the information in all Proposals confidential during the evaluation process and until the results are made available to the public by the City. The evaluation may include activities as follows:

- a. As part of the evaluation process, the Evaluation Committee may engage in discussions with any bidding Vendor. Discussions might be held with

individual Vendors to determine in greater detail the Vendor's qualifications, to explore with the Vendor the scope and nature of the required contractual Services, to learn the Vendor's proposed method of performance and the relative utility of alternative methods, and to facilitate arriving at an Agreement that will be satisfactory to the City.

- b. The City may at its discretion require one or more Vendors to make presentations to the Evaluation Committee or appear before the City and/or its representatives for an interview. During such interview, the Vendor may be required to orally and otherwise present its Proposal and to respond in detail to any questions posed. Additional meetings may be held to clarify issues or to address comments, as the City deems appropriate. Vendors will be notified in advance of the time and format of such meetings.
- c. Because the City may choose to award an Agreement without engaging in discussions or negotiations, the Proposals submitted must define the Vendor's best offer for providing the services described in this RFP.

2.6. Conditional Award by City Council.

As soon as practical after the opening of the Proposals and their evaluation (as set forth above), the name of the apparent successful Vendor(s) will be submitted to the City Council for consideration. Unless otherwise provided, the evaluation process will not be more than 3 weeks. If the Vendor is approved by City Council, the City and Vendor will execute the Agreement provided in the RFP. The final terms of the Agreement requires approval of the City Attorney as to form and substance.

2.7. Post-Award Conference.

If an Agreement is awarded, a Post-Award Conference will be held with the selected Vendor in November 2018 following the award by City Council.

3. SCOPE OF SERVICES.

3.1. General Scope.

The purpose and intent of this RFP is to establish a Contract (Agreement) from qualified proposers, also hereinafter referred to as the Contractor or Vendor, who will own and furnish all labor, equipment, materials, tools, insurance, supervision and all other items necessary and specified to provide NEWSLETTER PUBLICATION SERVICES for newspaper layout, printing, and mailing services to all residents and businesses in the City of Monterey Park, in accordance with the terms, conditions, and specifications contained in this RFP.

4. PROPOSAL EVALUATION CRITERIA.

Proposals will be evaluated based on the Vendor's ability to meet the performance requirements of this RFP. This section provides a description of the evaluation criteria that will be used to evaluate the Proposals. To be deemed responsive, it is important for the Vendor to provide appropriate detail to demonstrate satisfaction of each criterion and compliance with the performance provisions outlined in this RFP. Proposals must contain information specifically related to the proposed Services and specifically

requested herein. Failure of any Vendor to submit information requested may result in the elimination of the Proposal from further evaluation.

5. Evaluation Procedures.

5.1. Review of Proposals.

The proposals will be evaluated and scored during the review process by the Evaluation Committee. The technical section of each proposal will be evaluated before the cost/revenue section. Vendors with an unacceptably low score after the technical review part of the evaluation will be eliminated from further consideration. After the composite score for each firm has been established, the cost/revenue section will be scored based on the information provided.

The City of Monterey Park reserves the right to retain all proposals submitted and to use any idea in a proposal regardless of whether that proposal is selected.

5.1.1. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Vendors meeting the mandatory criteria will have their proposals evaluated and scored for technical qualifications and potential costs and/or revenues. The following represent the principal selection criteria that will be considered during the evaluation process:

1. Mandatory Elements
 - a. The Vendor is licensed to do business in the State of California.
 - b. The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.
2. Technical Quality
 - a. Expertise and Experience
The Vendor's past experience and performance in managing comparable events.
 - b. Approach of the Services to be provided
Adequacy of proposed staffing and equipment for performance of the Services described in the Request for Proposal.
3. Costs/Revenues
Costs/Revenues will not be the sole factor in the selection of a Vendor.

5.2. Overall Solution.

Vendors will be evaluated based upon their understanding, experience and qualifications in performing the same or substantially similar Services, as reflected by their experience in performing such Services.

5.3. Cost Effectiveness and Value.

Under this criterion, Proposals will be compared in terms of reasonable, and/or most

effective option[s] for delivering Newsletter Publication Services. Vendors should note that the City will be contemplating the proposed cost and/or revenue in conjunction with the overall proposed service as part of the evaluation.

5.4. Acceptance of the Terms of the Agreement.

The City will evaluate the Proposals for compliance with the terms, conditions, requirements, and specifications stated in this RFP.

6. CITY CONTRACTING REQUIREMENTS.

The City will enter into an Agreement written by the City with the successful Vendor that incorporates the terms of this RFP; contains the terms and conditions set forth in this Section; and includes such additional terms and conditions required by applicable law. Notwithstanding the foregoing, the City reserves the right to change the proposed Agreement terms and conditions before or during Agreement negotiations if it is in the City's best interest to do so. The terms and conditions set forth in this Section are not all-inclusive. The City will propose additional terms and conditions based on the responses to this RFP and the City's analysis of the successful Vendor's Proposal. As used in this Section of the RFP, the term "Agreement" refers to the Agreement entered into between the City and the successful Vendor, and the term "Vendor" refers to the successful Vendor.

6.1. Execution of Proposal.

Proposals must be executed, by the following persons:

- I. CORPORATION - The President or Vice President, and one of the following: Secretary, Treasurer, Assistant Secretary or Assistant Treasurer. If a Proposal is executed by any other person, a power of attorney, a copy of the bylaws, or a resolution of the Board of Directors documenting the authority of that person to sign the Proposal must accompany the Proposal. The power of attorney, bylaw, or resolution must be certified by the Corporate Secretary as a true and correct copy, still in force as of the date of the execution of the Agreement
- II. PARTNERSHIP - At least one (1) of the partners.
- III. SOLE PROPRIETORSHIP - The individual owner.
- IV. BUSINESS OPERATING UNDER A FICTITIOUS NAME - Entities operating a business under a Fictitious Name must execute the Agreement in the name of the person or entity trading and doing business under the Fictitious Name.

6.2. Execution of Financial Security.

Any financial security furnished must be an original, fully executed by both the prospective Vendor and the surety or sureties in ink and be in a form acceptable to the City. Where the prospective Vendor is a corporation, the security must be signed by two officers of the corporation who have been duly authorized to do so by appropriate action of the corporation, and the seal of the corporation must be affixed. Where the prospective Vendor is an individual or individuals, the security must be signed by the individual or individuals affixing the signature to the bid. Changes or additions to bid

security or to the signatures thereon are not permitted after the opening of Proposal.

6.3. Insurance Requirements Form.

Vendor must submit signed Insurance Requirements Form along with proposal. Any proposal not containing this signed form will be considered incomplete.

6.4. Anti-Discrimination.

Vendor cannot discriminate in its employment on the basis of race, color, religion, ancestry, national origin, place of birth, sex, age, disability, non-job related handicap, or sexual orientation.

Vendor must also comply with the applicable provisions of Title I and Title II of the Americans with Disabilities Act, any amendments thereto and any regulations issued there under. Vendor must incorporate, in any sub-contracts which may be permitted under the terms of the Agreement, a requirement that said sub-contracts also comply with the provisions of this section.

6.5. Agreement not to be Awarded to Persons in Arrears to City.

No Agreement will be awarded to any corporation, firm or individual who is, for any reason, in arrears to the City or who has failed, in any former Agreement with the City, to perform work satisfactorily, either as to the character of the work or the time consumed in its completion.

6.6. Vendor to Sustain All Losses.

It is agreed that all loss or damage arising out an Agreement, for any unforeseen obstruction or difficulties which may be encountered in the performance of the Services or from the action of the elements, or from any cause whatsoever, will be sustained and paid for by the Vendor until final payment has been made under the Agreement.

6.7. Each Party To Bear Its Own Negotiation Costs.

Each party will bear its own cost of negotiating an Agreement and developing the exhibits. The City cannot be charged for any Services or other work performed by the Vendor before the Effective Date.

6.8. No Publicity.

No advertising sales promotion or other materials of the Vendor or its agents or representations may identify or reference this Agreement or the City in any manner without the prior written consent of the City.

7. VENDOR'S RESPONSIBILITIES

The selected Vendor must be able to provide Newsletter Publication Services related to the section criteria listed below. The Vendor will provide all needed staff to complete and obtain all necessary work.

Quantity: Approximately 24,350 copies per month. (23,350 for the post office and 1,000 for city hall use.)

Format: Eight pages (or an area equal to) of city content with additional pages added as needed. Once a quarter, four additional pages will be required for the advertising of Recreation classes. City content may be interspersed over more than eight pages. The total number of pages in an issue is allowed to exceed 8 or 12, however the city will only be billed according to how much space the city content occupies. Contractor is allowed to add pages if advertising will pay for additional page charges. In cases where city content exceeds 8 or 12 pages, contractor must receive express city approval to bill in excess of the 8 or 12 page limit. This is a subject area where different proposals will be considered.

Size: 11 1/2" x 17" (folded)

Front Page: Self-cover, color graphics

Paper: NORPAC 35# White Hi-Brite, 80GE Brightness or equivalent. This is a subject area where different proposals will be considered.

Printing: Two sides, no bleeds, no borders

Ink: Black; color images on front page and on other pages as necessary.

Distribution: Approximately 23,350 copies are distributed to all residences and businesses within the City of Monterey Park postal carrier routes under the City's mail permit. The contractor will be responsible for all deliveries. Approximately 23,350 copies shall be made by US mail in conformance with the US Postal Service every door or equivalent specifications. The remaining balance of 1,000 copies produced shall be delivered to the City Hall for city use. There are no plans to deliver to any other locations or addresses. (Please note that the city is requesting a direct mail subscription option to be submitted with this RFP.)

Content and Visual Properties of the Paper:

The City of Monterey Park will provide the contractor with the majority of the editorial articles, images, and topics to be included in the monthly publication (at least four color pictures are to be used per issue). Contractor will make one page available for selected articles translated to Chinese and Spanish and one page (or equivalent) will be made available for school district content. On a monthly basis the contractor shall provide the following:

1. **Editorial Content** The City will provide the majority of editorial content via a combination of raw text articles, photos, flyers and other media. All content submitted by the City will have first priority in the publication. In addition to City content, one page (or equivalent) will be made available for school district(s) content. Additional editorial content that may be provided by the contractor must be approved by the City. The contractor will provide and maintain a Dropbox account for the production and transmission of files between the contractor and

city staff. The primary form of transmitting documents will be via Dropbox. The city may provide content in Word documents, PDFs, JPEGs, Photoshop files, Illustrator files, Adobe Creative Cloud apps, Microsoft Publisher, webpages, printed documents, faxes, and others as necessary.

2. **Design:** Contractor shall conceive of and present a new, updated layout for the newspaper. Moving forward on a monthly basis, the contractor shall layout the newspaper from the information, pictures, and topics provided by the City and other designated contributors. Contractor will insure that the newspaper have a professional, credible, consistent and effective visual style including, but not limited to: font styles, sizes and colors; text layouts/alignments; color usage; paragraph borders and alignment; etc.
3. **Layout:** The contractor shall provide all layout work for the newspaper.
4. **Artwork:** Contractor shall provide artwork, photos or images as needed to augment articles or information provided. Contractor will be responsible for complying with all applicable copyright issues for content they supply.
5. **Editing:** Contractor shall provide editing for the newspaper including, but not limited to, simplifying information, editing stories or topics, grammar and spelling check, proofreading, cropping and resizing of images and color correction. Contractor will provide translation of designated articles into Chinese and Spanish.
6. **Typesetting:** The contractor shall provide professional, consistent typesetting associated with the publication.
7. **Advertising:** The contractor shall actively solicit, obtain and manage advertisements and for the newspaper. Advertisements shall not exceed 40% on each page of the publication unless pre-approved by the City. No advertisement shall appear on the cover page of the newspaper. Approval from the City must be obtained for all advertisements within the publication. Advertisements will be clearly indicated. Contractor will provide a monthly breakdown of city's advertising revenue on contractor's monthly invoice.

Advertising Revenue: The contractor shall actively seek advertisements from businesses, groups, individuals and other potential parties and propose an advertisement revenue sharing arrangement with the City.

Advertising rate sheet: Contractor will provide a publicly available rate sheet of advertising rates.

Review: The contractor must submit a draft(s) of each monthly newspaper to the City for approval prior to its final production. The City retains full editorial control over this publication. Any revisions must be made to the City's requirements and the contractor shall submit a new draft to the City for approval. Contractor and city designee will exchange drafts until a final document is approved by the city. There is no limit to the number of drafts that may be required to achieve an approved final version. However both City and contractor will work together to make sure the post office delivery deadline is observed.

Production and Delivery Schedule: The monthly newspapers shall be distributed to all residences and businesses in the City by the first day of the month. The production schedule shall be based on the contractor's proposal submitted along with this bid and approved by the City.

Mail House: The Contractor will provide complete mail house services and coordinate delivery in proper form to the post office. The CITY will pay for and maintain the post office postage and permit fees. (Please note that the City is requesting a direct mail subscription option to be submitted with this RFP please see information below.)

Targeted Bulk Mail and E-mail Delivery Option

City is requesting that vendors provide an option to provide a targeted bulk mail delivery system. With this option, Contractor will provide, implement and maintain a targeted direct bulk mail system that includes subscription choices for Monterey Park postal addresses. Monterey Park residential and business addresses will be able to opt-in or opt-out of the hard copy and/or receive an emailed version of the newspaper. Customers will access the subscription options via website or phone. Contractor will maintain and host all customer service functions, processing of requests and mail house functions and emailing of newspaper. For RFP purposes, this option shall be broken out, itemized and priced separately. The city will have the option to either include or decline this option in the RFP. Vendor should clearly indicate if vendor is not able to provide this option in the RFP. The City will accept and consider proposals from vendors who state they are unable to provide this option. Please provide a brief explanation if unable to provide this option.

Coordinator: The contractor shall assign a coordinator to collaborate with a City designee on a monthly basis regarding the production of the newspaper. The coordinator will also be responsible for collaborating with the City departments with developing, receiving and planning articles and providing ideas or suggestions for news. In turn, a CITY designee will be the primary point of contact to oversee production from the city's side. Contractor will be responsible for being aware of city staff schedules and availability (city holidays, staff 9/80 and vacation time off) with respect to the production of the newspaper and monthly deadlines.

Translation Services: One page of the publication will be translations of selected articles in Chinese and Spanish. Contractor will be responsible for getting articles translated and typeset. City will indicate which articles are to be included. Contractor will provide translated articles to city staff for review and corrections in a timely manner before publication.

Prohibited topics: Contractor will review all content to insure that prohibited topics and/or references are not included in the newspaper such as political, tobacco, vaping, alcohol, religious, adult businesses, obituaries, personal ads such as matchmaking, and/or any other subject that the city may prohibit in the future.

8. CONTRACT TERM

The initial term of the Contract will be three 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.

9. SELECTION PROCESS

The evaluation process will consider the merits of the proposals by prospective Vendors in line with the City of Monterey Park's stated objectives. The City may also conduct reference checks to ascertain the quality of work performed previously. Those companies, who appear best suited, in the sole determination of the City, may be asked to participate in an additional interview to further evaluate their qualifications. We will review proposals that are received. Proposals that are non-responsive to the requirements of this RFP shall not be included for evaluation by the selection committee.

10. PROPOSAL REQUIREMENTS AND CONTENTS

Each Proposal should be in the format described below:

All Proposals must be 8 1/2" x 11" format with all standard text no smaller than twelve (12) point font. All submissions should use two-sided copying and be bound in a left-hand spine or three-ring binder with tab dividers corresponding to the content requirements specified below. Proposals may also include a USB flash drive including the entire Proposal in a searchable format such as Adobe Acrobat.

All proposals must include the signed "Insurance Requirements" form (Exhibit B).

Each Vendor shall meet all of the specifications. Non-substantial deviations may be considered provided the Vendor submits a full description and explanation of, and justifications, for the proposed deviations. Final determination of any proposed deviation will be made by the City of Monterey Park.

The City of Monterey Park, California, reserves the right to select the proposal, which in our opinion represents the best value to the City for the duty to be performed.

The proposals submitted for the Cascades Newspaper are to follow the outline described below and must address all requested information. Any additional information that the Vendor wishes to include should be included in an appendix to the proposal.

SECTION 1 – Introduction

Provide a brief description of the Vendor and a statement of qualifications for performing the requested services. Provide resume(s) of the key staff of the organization, plus any staff who may be assigned to work on the publication.

SECTION 2 – Experience

Describe your experience and expertise in the area of managing similar types of publications. Identify publications that are currently being managed or have been managed in the last five years.

SECTION 3 – References

Provide a minimum of three references. These references must include the name and phone numbers of jobs similar to the publication specified.

SECTION 4 – Samples

Provide samples of printed publications similar to the publication specified.

SECTION 5 – Newspaper Banner/Header

Provide a new design for the entire publication. The front page banner or header shall feature the words “The Monterey Park Cascades” and include the City seal.

SECTION 6 – Costs

Provide a proposal separately identifying costs for implementation and ongoing costs. This cost proposal must specify the monthly costs by page quantity.

SECTION 7 - Advertising Revenue: The contractor shall actively seek advertisements from businesses, groups, individuals and other potential parties and propose an advertisement revenue sharing arrangement with the City. Contractor will provide a rate sheet of advertising rates.

SECTION 8 – Recycling

The City of Monterey Park encourages all vendors to use recycled materials whenever possible. Please indicate if materials used are recycled.

SECTION 9 – Conflicts of Interest

Vendors submitting a proposal in response to this RFP must disclose any actual, apparent, direct, indirect, or potential conflicts of interest that may exist with respect to the Vendor, management, or employees of the Vendor or other persons relative to the services to be provided. If a Vendor has no conflicts of interest, include a statement to that effect in the proposal.

SECTION 10 – Insurance

Provide summary of the Vendors (and sub-consultant's) insurance coverage. Requirements for minimum limits and types of insurance are identified in the insurance Exhibit B.

SECTION 11 – Signatures

The proposal must be signed by an official authorized to bind the Vendor and must expressly state that the proposal is valid for 180 days.

SECTION 12 – Targeted Bulk Mail and E-mail Delivery Option

City is requesting that vendors provide an option to provide a targeted bulk mail delivery system. With this option, Contractor will provide, implement and maintain a targeted direct bulk mail system that includes subscription choices for Monterey Park postal addresses. Monterey Park residential and business addresses will be able to opt-in or opt-out of the hard copy and/or receive an emailed version of the newspaper. Customers will access the subscription options via website or phone. Contractor will maintain and host all customer service functions, processing of requests and mail house functions and emailing of newspaper. For RFP purposes, this option shall be broken out, itemized and priced separately. The city will have the option to either include or decline this option in the RFP. Vendor should clearly indicate if vendor is not able to provide this option in the RFP. The City will accept and consider proposals from vendors who state they are unable to provide this option. Please provide a brief explanation if unable to provide this option.

11. PROPOSAL TERMS AND CONDITIONS

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 Vendor 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 City 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.

12. SAMPLE CONTRACT (See Exhibit A)

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

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

Insurance reviewed by: _____

Exhibit B

INSURANCE REQUIREMENTS [MUST BE SUBMITTED WITH PROJECT PROPOSAL]

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
Business automobile liability	\$1,000,000
Workers compensation	Statutory requirement.

Commercial general liability insurance must meet or exceed the requirements of ISO-CGL Form No. CG 00 01 11 85 or 88. The amount of insurance set forth 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 endorsement must be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. 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.

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 insurance will render the bidder's proposal "nonresponsive."

Date

Bidder

ATTACHMENT 2

Barron Communications Proposal

CITY OF MONTEREY PARK
REQUEST FOR
PROPOSALS
RFP NO. REC-318
FOR NEWSLETTER
PUBLICATION SERVICES

Proposal by
Barron Communications

CITY OF MONTEREY PARK
REQUEST FOR PROPOSALS
RFP NO. REC-318
FOR NEWSLETTER
PUBLICATION SERVICES

Proposal by
Barron Communications

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Option

SECTION 1 - INTRODUCTION

REQUEST FOR PROPOSALS NEWSLETTER PUBLICATION SERVICES

RESPONDING VENDOR: Barron Communications

Description of Vendor:

Barron Communications is a sole proprietorship owned by David Barron. Barron Communications has been in business since 1996 providing public relations and publication services.

The business has a Home Occupation Business License in the City of Monterey Park and is located within the city. Barron Communications publishes the Monterey Park and West Valley Journal, a newspaper in both print and digital form and the www.sgvjournal.com, a local news website.

Following are resumes for:

David Barron, the principal, who will serve as the "coordinator" under this proposal;
Gilbert Barron II, assistant coordinator and printing/design consultant;
CA Web, Printer and Mailing House support, a business located and licensed in the city of Monterey Park. Director is Catherine Shih.

ATTACHED RESUMES

DAVID BARRON

General Resume

Email: barrondm@gmail.com

Home Phone: (626) 571-6377

Cell Phone: (626) 607-6837

David Barron is an experienced management and sales professional with careers in public relations, marketing and election management.

He currently serves as a volunteer executive with the Greater Monterey Park Chamber of Commerce and publishes a monthly newspaper/website in Monterey Park.

He has a background in public relations, marketing, sales and media relations. He is an excellent public speaker and writer. He is computer literate and maintains his skills with daily use of Microsoft word, Photo Shop, In Design, Facebook and Twitter. He is publishes (Monterey Park Journal) and manages a local news website (www.sgvjournal.com).

PROFESSIONAL HISTORY

He was previously City Clerk in the City of Monterey Park and understands their marketing and communications needs. He retired from Southern California Edison as a Media Relations and public relations professional. Prior to that time, he was Editor of the Belvedere Citizen, a weekly newspaper for nearly 10 years.

He has a Bachelor of Science degree in Communications from Calif. State University, Los Angeles.

VOLUNTEER COMMUNITY SERVICE

Former member of L.A. County Registrar-Recorder Voting Rights Advisory Committee.

Past President of Rosemead Kiwanis Club

Trustee, Monterey Park Library Board of Trustees

Member of Monterey Park LAMP Optimist Club.

President, Crown City Optimist Club

Past Board Member, Greater Monterey Park Chamber of Commerce

CA WEB PRINT INC.

673 Monterey Pass Road, Monterey Park

Director: Katherine Shih

CA Web, formerly JEJ Print, is located in Monterey Park, California. This organization primarily operates in the Commercial Printing, Lithographic business / industry within the Printing, Publishing and Allied Industries sector.

This organization has been operating for approximately 14 years. JEJ Print is estimated to generate \$1.8 million in annual revenues, and employs approximately 18 people at this single location. CA Web currently prints more than 90 community newspapers as well as commercial advertising flyers in newspaper format.

CA Web Print Inc. has the capabilities of printing a variety of materials. We provide printing services of newspapers, magazines, tabloids and yellow pages. We also offer additional services such as stitching, inserting, delivery, online proofing and etc.

CA Web Print Inc. is well known for its competitive pricing and efficiency. The main reason they maintain the lowest prices in Web Industry and against skyrocketing material cost in paper, plates and ink is due to their management and business concept.

Within 2 months, CA Web will be moving to a nicer and bigger warehouse at 602 Monterey Pass Rd., Monterey Park, CA 91754, and we soon will have two production lines for advanced quality and stability

GILBERT BARRON II

Gilbert Barron II is a professional printer employed by Alpha Printing and Graphics. Mr. Barron He has been employed in the Printing Industry for 25 years. He has extensive knowledge on computer operation, graphic design and print administrative operations.

He is an expert in Printing Production from design development, prepress, printing and bindery operations. Besides serving as a consultant he will have the role of a back-up for the Coordinator if needed.

His previous employment experience includes Montage Press and Columbia Color He graduated from Cal State Los Angeles with a Bachelors of Science degree in Printing Management. He is highly familiar with Photo Shop, Indesign and other printing software.

He is experienced in Adobe CC products. He interfaces with clientele to provide pre press technical support, file prep, and image color knowledge to create trouble free production files for printing.

In his private life he is an Assistant Scout Master and a volunteer AYSO Youth Soccer Referee.

SECTION 2 -- EXPERIENCE

Barron Communications has been in the public relations and newspaper publishing business for more than 40 years.

We currently publish the Monterey Park and West Valley Journal, a monthly publication circulating in Monterey Park, Alhambra and Rosemead. This publication has been in existence since 1998.

As publishers of the Journal newspapers, Barron has experience in production of newspaper content, advertising sales, billing and supervising contributing writers. While many local newspapers have ceased publication, the Journal continues to publish monthly.

Barron Communications also has experience in Social Media, news websites and coordination of the two with print newspapers. This is very important in today's environment. We have extensive experience in preparation of newspapers a working closely with printers using modern reproduction systems.

As a former City Clerk, David Barron has an understanding of the communications needs of local government in a time when reaching audiences is very difficult.

As a volunteer with the Greater Monterey Park Chamber of Commerce, Barron is familiar with the retail and service businesses in the city.

SECTION 3 - REFERENCES

DORA LEUNG, president of Greater Monterey Park Chamber of Commerce
(626) 570-9429; Cell: (626) 991-8881 for production of flyers, press releases,

KATHERINE SHIH: CA Web, contract printer of the Monterey Park & West Valley
Journal. (626) 281-7013 for production of pre-press newspaper PDF.

ROBERT AGUIRRE: Acting Superintendent Recreation Services and Monterey Park
City Play Days and Cinco de Mayo Committees Liaison for volunteer production of
Cinco De Mayo Program; Production of Play Days Newspaper type program. (626)
307-1390.

PUBLICATIONS PRODUCED

Monterey Park Journal & West Valley Journal

David Barron has published this tabloid newspaper since 1998. Publishing includes
writing articles, editing, laying out the publication, selling advertising, designing
advertisements and designing the publication. In addition management involves
record keeping, billing, collections, mailing and distribution of the newspaper.

SECTION 4 – SAMPLES

Enclosed are recent samples of the Journal and another publication.

Huge 6-Story Project for Downtown Monterey Park?



Conceptual Rendering of six-story buildings proposed for the Hong Kong Market site in downtown Monterey Park. Photo source www.Urbanize.LA and Facebook.

Concept Includes Condos, and Taiwanese Style Night Market

Urbanize.LA, an internet development publication, has published photos of plans for a six-story mixed use building which they report has been filed with the city of Monterey Park.

The article reported the LCW Group and Temple City-based developer Golden Valley Place, LLC have filed plans with the City of Monterey Park to construct a mixed-use complex consisting of condominiums and retail uses.

However, a city spokesman denied that any plans have been filed. The group did share architectural renderings for comment by the city planners, but no applications or development plans.

According to the article, the project is planned for a 2.3-acre property at 127 N. Garfield Avenue where the Hong Kong Market is currently sited.

The proposed design would feature an open courtyard between the two buildings, which is planned to house a Taiwanese-style night market - intended to draw visitors and showcase the Asian cuisine for which Monterey Park is known.

"Long Beach-based architecture firm Studio T-Square 2 is designing the podium-type buildings, which is modern in both form and materials," the article stated.

A glass elevator is intended to mark the main entrance to the night market, and would deposit passengers at a rooftop terrace overlooking a central corridor.

The article predicted the construction of 127 N. Garfield would be completed in 2020 and said the source was a representative of Studio T-Square 2. The plans would have to be approved by the

(Continued on Page 3)

Friends Salute Vet On His 100th Birthday

Bill Sanchez was P.O.W. During WWII

A crowd of more than two hundred well wishers gathered on Saturday, July 14, 2018 to honor long-time local resident William Sanchez, who was celebrating his 100th birthday.

The gathering was held at the city's American Legion Post. Local residents and friends lined up to take pictures and congratulate him.

Sanchez is a survivor. He survived the battle of Corregidor in the Philippines in 1942.

He then survived the Bataan Death March where Japanese forces forced thousands of soldiers to walk out of the city to prison camps. Many died in the cruel march, particularly those who were already injured or wounded.

Army Sgt. William Sanchez survived a voyage to Japan for prisoners of war troop ship that took him to enslavement in Japan. Of the 130,000 American POWs in WWII, at least 27,000 were held in Japan, according to the Navy Department Library.

He then survived prisoner of war camp in Japan where prisoners were put to work and given survival-level food. Bill helped construct barracks for more POWs and worked as a stevedore who unloaded barges and trains.

For many years, Sanchez has been a familiar face at many patriotic and national holiday events in Monterey Park. His sons attended local schools and he resided in the Brightwood

(Continued on Page 3)



100 YEARS OLD -- Bill Sanchez, salutes friends and other military friends. The World War II veteran recently celebrated his 100th birthday.

36TH ANNUAL
**CINCO
DE
MAYO**

SUNDAY MAY 6TH
1:00PM - 5:00PM

LIVE ENTERTAINMENT AND FOOD

AT BARNES PARK
350 S MCPHERRIN AVE MONTEREY PARK



EL TIANG

La revista de más alcance en la c

Printer's
in Magazine
Sample



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Ofrecemos:

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Puentes • Limpieza profunda • Dentadura postiza



SECTION 5 – Newspaper Banner/header

This bidder does not recommend a complete redesign of the Cascade publication. We suggest that the Basic Design and Heading remain the same for the newspaper because it is very familiar to readers in the city. In addition, a true professional redesign of the publication would be an added expense to either the contractor, the city or both.

We do suggest some changes in the front-page appearance to increase the “shelf life” of the shelf publication. That is because we believe the typical edition is “fresh” for only a few days because of the out-of-date information contained. The sample attached is an example of how the front page can be made more attractive and informative.

If the city truly wishes a redesign of the Cascade, we recommend an 8-1/2 x 11 inch magazine format that would give it a longer life. Please see the attached conceptual sample. This format is slightly more expensive than regular tabloid newspapers but using newspaper print paper can contain costs, rather than slick polished paper. You can also publish quarterly or by-monthly to reduce cost. Additionally, a magazine format would be much attractive in digital format distribution. Digital format examples can be provided upon request.

See this example of a magazine format.

Cascade

Monterey Park, CA

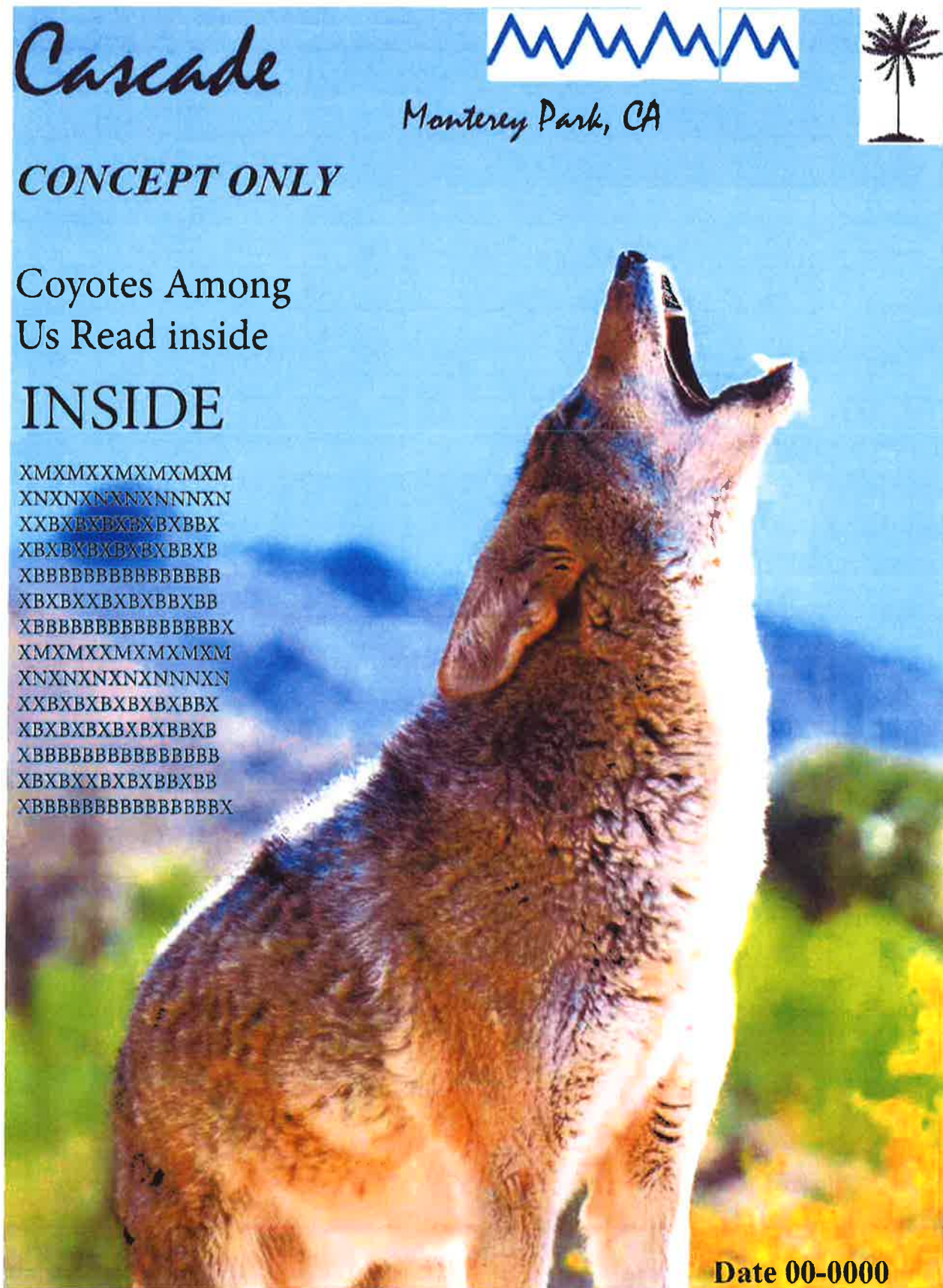


CONCEPT ONLY

Coyotes Among
Us Read inside

INSIDE

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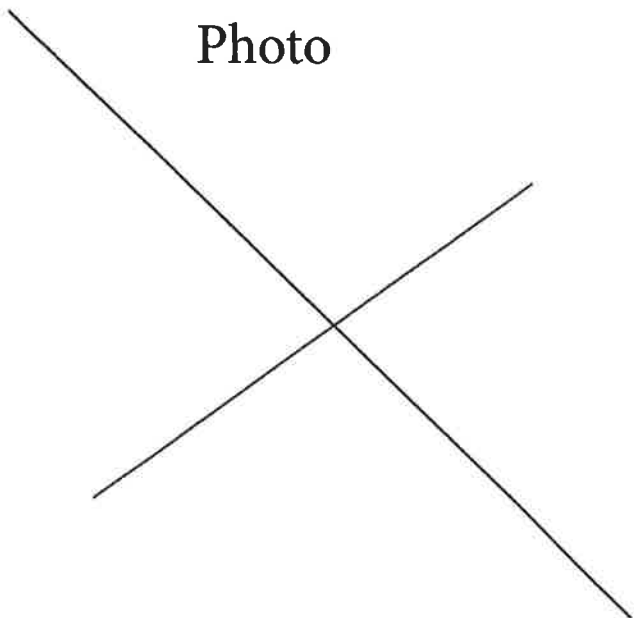


Photo

Photo

A large rectangular area with a black border. In the top-left corner, the word "Photo" is written in a black serif font. In the top-right corner, there is a small, dark, irregular icon resembling a pile of dirt or a small structure. A large, thin black 'X' is drawn across the entire rectangular area, from corner to corner.

Photo



Page 143 of 209

Cascade Banner

City Calendar of Events

Photo/

EVENT TITLE - DATE - PLACE

DESCRIPTION

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EVENT TITLE - DATE - PLACE

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EVENT TITLE - DATE - PLACE

DESCRIPTION

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EVENT TITLE - DATE - PLACE

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EVENT TITLE - DATE - PLACE

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EVENT TITLE - DATE - PLACE

DESCRIPTION

[illegible]

EXPERT TITLE DATE PAGE

DESCRIPTION

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. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

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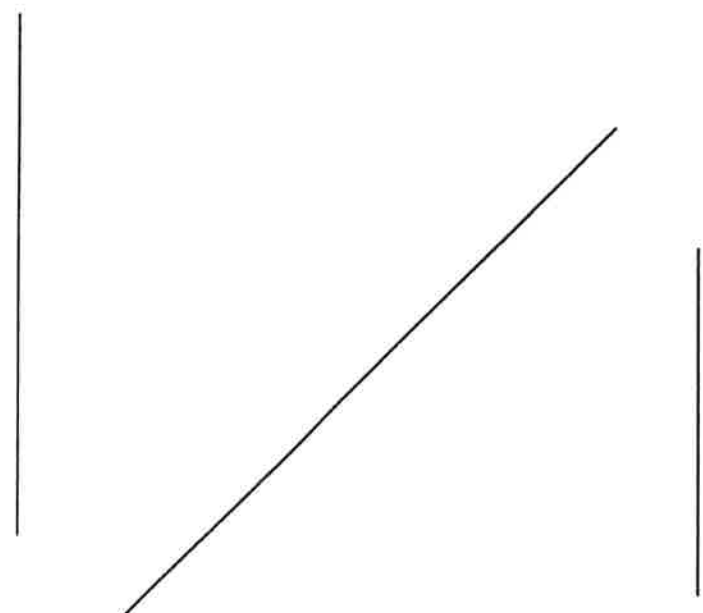
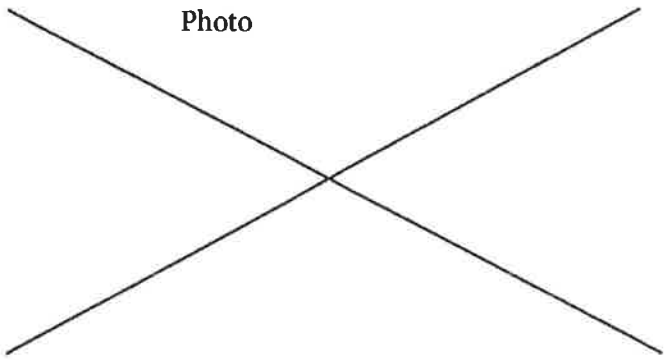
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Community profile

Entertaining article
about a local group or
individual

Photo



SECTION 6 –COSTS

CASCADE PRINTING EXPENSES

24,000 copies, Electric brite paper, 11x17 Tabloid

The prices in the table below are for 8, 12, or 16 pages with options for adding pages and color pages.

| NO OF PAGES | NO. OF COLOR PAGES | TOTAL CHARGE |
|-------------|--------------------|--------------|
| 8 | 4 | \$2,000 |
| 8 | 8 | \$2,150 |
| 12 | 4 | \$2,800 |
| 12 | 8 | \$2,950 |
| 12 | 12 | \$3,100 |
| 16 | 4 | \$3,600 |
| 16 | 8 | \$3,750 |
| 16 | 12 | \$3,900 |
| 16 | 16 | \$4,050 |
| | | |
| | | |

Add 4 pages black and White: \$500.00

Upgrade 4 color pages: \$150.00

SECTION 7 – ADVERTISING REVENUE

The contractor will actively seek local and national advertisers by any reasonable means. This includes emails, social media, and direct contact. We will offer a free directory of non-profit and community organizations directly serving the city residents. We will encourage non-profits pay for advertising for any Fund-Raising promotions. We will work closely with the Chamber of Commerce and the Economic Development Department to identify new businesses and potential advertisers and sponsors.

Revenue sharing: The contractor will share 25% of monthly advertising revenues with the city of Monterey Park. This will include payments for one-time ads, or payments for continuing ads, such as business cards.

Below is the proposed advertising rate card. We reserve the right to submit annual adjustments in the rates in response to market conditions.

SECTION 7 – ADVERTISING REVENUE

DRAFT

CASCADE ADVERTISING RATES TABLOID SIZE NEWSPAPER (11 X 17 INCHES) National Advertising Rates \$50 per column inch.

| Ad Size | 1 time | 2 nd time | 3rd time |
|------------------------|--------|----------------------|----------|
| FULL PAGE | \$850 | \$800 | \$750 |
| HALF PAGE | \$425 | \$400 | \$350 |
| 1/4 th PAGE | \$200 | \$175 | \$100 |
| 1/8 th PAGE | \$100 | \$90 | \$80 |
| BUS CARD | \$50 | \$50 | \$50 |

ANNUAL BUSINESS CARD (2 col. x 2 inches): 10 ISSUES. \$300

INSERTS: (with city approval)

| SIZE | 5,000 | ADDITIONAL 1,000. |
|-------------------|------------|---------------------------------|
| 8-1/2 x 11 inches | \$0.16 ea. | \$0.15 ea |
| TOTALS | \$800.00 | \$800 plus additional
amount |

SECTION 8 - RECYCLING

The Vendor will make all efforts possible to use recycled materials or materials that can be recycled. Recycled newsprint is very high priced and generally not available. We will encourage readers with printed notices that they should recycled newspapers.

SECTION 9 – CONFLICTS OF INTEREST

This vendor is not aware of any actual, apparent, direct, indirect or potential conflicts of interest that may exist with respect to the Vendor, management, or employees of the Vendor or other persons relative to the services to be provided. We do not believe there are any conflicts of interest.

SECTION 10

INSURANCE REQUIREMENTS

Barron Communications is prepared to contract for Insurance as required by Request for Proposal.

If awarded the Contract, the undersigned agrees that if granted the bid, the Contractor shall furnish the City Certificates of Insurance evidencing maintenance of insurance required under this agreement with the required endorsements.

| Type of Insurance | Limits |
|-------------------------------|--------------------------|
| General Liability | \$2,000,000 |
| Business Automobile Liability | \$2,000,000 |
| Workers Compensation | Californian requirements |

Exhibit B

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

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 |
| Business automobile liability | \$1,000,000 |
| Workers compensation | Statutory requirement. |

Commercial general liability insurance must meet or exceed the requirements of ISO-CGL Form No. CG 00 01 11 85 or 88. The amount of insurance set forth 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 endorsement must be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. 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.

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 insurance will render the bidder's proposal "nonresponsive."

Oct 3, 2018

Date

Daniel M. Barron
Barron Communications
Bidder

SECTION 11 – SIGNATURE

We the Undersigned, as sole proprietor of BARRON COMMUNICATION do commit and promise to complete the proposal as contained here-in in this response to RFP NO. REC-318.

The bidder is willing to perform the entire proposal or sections that the city may fund acceptable.

This proposal is valid for 180 Days.

A handwritten signature in cursive script, reading "David M. Barron", written in black ink.

David M. Barron
Proprietor, Barron Communications.

Exhibit B

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

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 |
| Business automobile liability | \$1,000,000 |
| Workers compensation | Statutory requirement. |

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Oct 3, 2018

Date

Daniel M. Barron
Barron Communications
Bidder

SECTION 12 -TARGETED BULK MAIL AND E-MAIL DELIVERY OPTION

We have reviewed the city's request for an option to provide a targeted mailing system with bulk mail delivery includes subscription choices for Monterey Park Postal Addresses.

WE HAVE A TWO PART RESPONSE

A. BULK MAIL CONVERSION

We do not believe this proposal Bulk Mailing is practical and may be more costly than the current system. The city currently pays the lowest possible rate for government saturation mailings. (About 15 Cents per ounce.)

We therefore cannot propose a response;

These are the our reasons;

1. It is not a practical option because it would be costlier for the city .
2. Preparing Bulk Mail delivery with individual addresses is labor intensive even when using an addressing machine.
3. Offering residents the option of a emailed (or cell phone text) information already exists ,
4. See attached receipt from this month's mailing demonstrating a rate of \$00.157 per newspaper.

B. DIRECT EMAIL SUBSCRIPTIONS.

To facilitate emailing of a PDF of the Cascade, we recommend a direct email distribution service such as "Constant Contact," where addresses can be added and removed without much effort. Readers can subscribe or un-subscribe by going to a link. Sign-up forms with a "subscribe here" link can be placed on the city website, all emails, and even printed paper documents.

Cost to email is reasonable, depending on the number of emails sent out. For example 10,000 to 15,000 email deliveries would cost about \$300 a month or more. Cost to maintain the email lists would depend on initial set-up time and ongoing maintenance on the part of this contractor. After set-up, MINIMUM COST would be \$200 a month. Preparation of the Editorial Content if required would be an additional \$250 a month.

The advantage of emailed news is that thel format and frequency can be varied. You can email weekly, biweekly or monthly using other available format. (City of San Gabriel is one good example.) The design can be adjusted to permit viewing on a Smart Phone or a desktop computer. Links can be provided to permit sharing of articles on Social Media.

You can place a PDF of the Cascade Newspaper or modified format, similar to the City of San Gabriel.

OUR PROPOSAL:

We propose that Barron Communications undertake a digital news email service for the city. Costs are as follows:

| Service | Format | Estimated Cost |
|--|--|--|
| Monthly Constant Contact Distribution | PDF of Newsletter or Reformatted Version | \$200 a month (based on about 5,000 addresses) |
| Initial Email Address set-up based on City Resources | Collecting available email addresses and loading on Constant Contact | \$500 |
| Email Address maintenance | Changes, additions, etc | \$100 monthly |
| Marketing & collecting of Email addresses | At special events, such as Farmers Market, festivals (max 2 times a month) | \$200 month |
| | | |

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Restricted Information

Reports > Mailing Activity (Search) > Mailing Activity Report > Display

Today's Date: 10/01/20

Mailing Group Summary Information

Mailing Group ID: 223815116

Mailer's Job #:

Open Date:

10-01-20

Preparer: 97-PI-CHINESE AMERICAN MAILING - MONTEREY

PO of Mailing

055112

Close Date:

Description:

Submission Type:

Postal Wizard

PS # 318390094, FIN - Transaction # 201827413484461M (processed by EM on 10/01/2018 01:48:44 PM)

[Confirmation Page](#)[Register](#)[Piece-Weight Information](#)

PS Form 3602-R - USPS Marketing Mail - Permit Imprint

Fina

Postage Summary

| | | | | | | | |
|---|---|--|---|-------------------------------|---|---------|-------|
| Account Holder: | CITY OF MONTEREY PARK
320 W NEWMARK AVE
MONTEREY PARK, CA 91754 -2898 | Mailing Agent: | CHINESE AMERICAN MAILING - MONTEREY
816 S ATLANTIC BLVD
MONTEREY PARK, CA 91754 -3818 | Mail Owner: | CITY OF MONTEREY PARK
320 W NEWMARK AVE
MONTEREY PARK, CA 91754 -2898 | | |
| Contact: | BETTY
(626) 307 - 1388 | | | | | | |
| Customer Number: | 141693445 | | | | | | |
| Account Number: | 1223119 | | | | | | |
| Permit: | Permit Imprint 97 | | | Processing Category: | Flats | | |
| CRID: | 3346592 | | CRID: | 2443670 | CRID: | 3346592 | |
| Statement FS Fee Waiver %: | 0% | | | | | | |
| Post Office Of Mailing: | MONTEREY PARK CA 91754-9998 | Mailer's Mailing Date: | 10/01/2018 | | | | |
| Post Office of Permit: | MONTEREY PARK CA 91754-9998 | | | | | | |
| Mailer Declared Weight of Single Piece: | 0.1188 lbs. | Mailer Declared Total Pieces: | 23,047 pcs. | Mailer Declared Total Weight: | 2,737.9836 lbs. | | |
| USPS Determined Weight of Single Piece: | 0.1188 lbs. | USPS Determined Total Pieces: | 23,047 pcs. | USPS Determined Total Weight: | 2,737.9836 lbs. | | |
| | | | | Total Postage: | \$ 3,618.38 | | |
| No of Containers: | 1' MM Trays | 2' MM Trays | 2' EMM Trays | Fat Trays | Sacks | Pallets | Other |
| | | | | | | 3 | |
| Move Update Method: | NCOALink | NSA: | NO | | | | |
| Political Mail: | NO | Official Election Mail: | NO | | | | |
| Mailpiece is a product sample: | NO | Mailpieces contain a DVD/CD or other Disk: | NO | | | | |
| Incentive/Discount AB Testing Claimed: | NO | Type of Fee: | N/A | | | | |
| Claimed: | NO | | | | | | |
| Mail Arrival Date and Time: | 10/01/2018 11:48 | Payment Date and Time: | 10/01/2018 11:48 | | | | |
| Comments: | | | | | | | |
| Copial Mailing Type: | | | | | | | |
| SSF TID Number: | | | | | | | |

Part F: Carrier Route Flats

| Line Number | Entry Discount | Title | Description | Price | Quantity | Subtotal Postage | Discount Total | Fee Total | Postage |
|-----------------------------------|----------------|------------|------------------------------------|-------|------------|---------------------------------|----------------|-----------|---------------|
| F26 | DDU | Saturation | Flats EDDM 4 oz (0.25 lbs) or less | 0.157 | 23047 pcs. | \$ 3,618.3790 | \$ 0.0000 | \$ 0.0000 | \$ 3,618.3790 |
| F53 | | | | | | | | | |
| For Extra Services and Other Fees | | | | | | Part F Total (Add lines F1-F52) | | | \$ 3,618.3790 |
| | | | | | | Total Postage From All Parts | | | \$ 3,618.3790 |
| | | | | | | Total From Attached Form 3540-S | | | N. |
| | | | | | | Total Postage | | | \$ 3,618.3 |

Certification

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any

ATTACHMENT 3
Success Printing & Sign Inc. Proposal

Success Printing & Sign Inc.

424 S. San Gabriel Blvd., San Gabriel, CA 91776

Tel: 626.280.5199 Fax: 626.280.6828 E-mail: success668@yahoo.com

Exhibit A

Scope of Services

Except as otherwise specifically provided herein, CONSULTANT shall provide the following services:

- a. **DESIGN:** Design the news paper from the information, pictures, and topics provided by the City.
- b. **LAYOUT:** Provide all layout work for the newspaper.
- c. **ARTWORK:** Provide mutually agreed artwork to correspond with topics or information provided.
- d. **EDITING:** Provide editing for the newsletter including without limitation simplifying information, editing stories or topics, grammar and spelling check and proofreading.
- e. **TYPESETTING:** Provide all typesetting work associated with the publication, including providing one page of translation that features articles in Spanish and Chinese.
- f. **ADVERTISING:** Solicit and obtain advertisements for this publication. Advertisements shall not exceed 40% on each page of the publication unless pre-approved by the CITY. No advertisement shall appear on the cover page of the newsletter. Approval from the City must be obtained for all advertisements within the publication. (Political, tobacco, alcohol, religious or adult business related advertisements shall not be included in the City's news publication.)
- g. **PRODUCTION SCHEDULE AND CITY APPROVAL:** CITY will provide CONSULTANT with initial articles, pictures, and topics to be included in the monthly publication by the 10th day of each month. CONSULTANT will provide a proof to the CITY 10 days prior to the final production of each publication. CITY will return proofs to CONSULTANT within 2 working days. Advertising space deadline is the 13th of the month and the advertising copy deadline is the 17th of the month. CONSULTANT must submit a draft of each monthly newsletter to CITY for final approval prior to its final production. CITY shall retain full editorial control over the monthly newspaper. Any revisions must be made to the CITY's requirements and the CONSULTANT must submit a new draft to CITY for approval.

- h. QUANTITY: Total number of newspapers needed is 24,350.
- i. DELIVERY: Delivery of the final publication shall be completed on the first of the month. CITY will provide the postal carrier route list. CONSULTANT will provide the mail house for the distribution of the publication. The parties agree that this default will result in damage and injury to CITY. The parties further agree, however that actual damages incurred by CITY as a result of such default is difficult if not impossible to ascertain with any degree of certainty or accuracy. Accordingly, the parties have negotiated and have agreed that CONSULTANT is liable, and must pay, to CITY for liquidated damages, and not as a penalty, in the amount of \$200 per day for such a default. Termination of this agreement will result should delays persist. CONSULTANT must document delivery receipt to the local post office. CITY will pay for postage.
- j. COORDINATOR: CONSULTANT shall assign a coordinator to meet with a CITY official on a monthly basis regarding the layout and contents of the publication. The coordinator will also be responsible for collaborating with CITY departments in developing the articles and providing ideas or suggestions for news.
- k. ADVERTISING REVENUE: As part of compensating CONSULTANT for its services, CITY agrees to share gross advertising revenue with CONSULTANT. Accordingly, CONSULTANT will take (80%) of all new advertising revenues (secured for the September 2013 issue or later) and CITY (20%) for the first \$5,000 in gross advertising revenue; and CONSULTANT (85%) and CITY (15%) for amounts \$5,001 or more in gross advertising revenue.

Exhibit B

There will be ten issues of the Cascades newspaper produced, at the following number of pages and price.

| <u>Issue</u> | <u># of Pages</u> | <u>Cost</u> |
|------------------|-------------------|-------------|
| September | 12 pages | \$4,570 |
| October | 8 pages | \$3,960 |
| November | 8 pages | \$3,960 |
| December/January | 12 pages | \$4,570 |
| February | 8 pages | \$3,960 |
| March | 12 pages | \$4,570 |
| April | 8 pages | \$3,960 |
| May | 8 pages | \$3,960 |
| June | 12 pages | \$4,570 |
| July/August | 8 pages | \$3,960 |

The prices above include 4 pages of color printing, black and white for all other pages.

| | | |
|----------------------------|------------------------------------|--------------|
| Additional charges: | Add 4 pages black and white | \$600 |
| | Upgrade 4 color pages | \$400 |

CONSULTANT can add additional pages to the newspaper if it secures the advertising to pay for the additional pages.

** All terms and conditions of the agreement shall remain the same except Success Printing, in upcoming every two years, will increase 3% the contract amount with City, according to the Consumer Price Index, in order to provide the best adequate professional printing service and as so that we can cover and offset the overall increase expenses.

Effective the beginning of February, 2021

Success Printing & Sign Inc.

424 S. San Gabriel Blvd., San Gabriel, CA 91776

Tel: 626.280.5199 Fax: 626.280.6828 E-mail: success668@yahoo.com

Exhibit C

Proposal for Services

October 2, 2018

Mr. Ishino
Community Communications Coordinator
City of Monterey Park
320 West Newmark
Monterey Park, CA 91754

Re: City Publication RFP No. REC-318

Dear Mr. Randy,

Thank you sincerely for the opportunity to submit my proposal for RFP No. REC-318

Success Printing would like to show our interest and commitment to work with the City of Monterey Park for the City's monthly Newsletter Publication. We have a group of culturally diversified bilingual staff that speaks both Cantonese and Mandarin. Based on our past experiences and strong community connections, we are able to cover and secure the advertisement needs.

Success Printing is capable, well qualified, and adeptly suited in carrying out this mission. Our staff has high proficiencies in working on both PCs and Macs. We are familiar with various computer programs including Adobe Illustrator, Photoshop, InDesign, Corel Draw, and Microsoft Word, Excel, Access, and PowerPoint, plus many others.

Furthermore, Success Printing staff members are cooperative, motivated, and have good communication skills. In addition, our abilities are augmented by extensive prior experience and thorough understanding of the nature of this business.

We hope the City will consider what Success Printing would bring in business opportunities to this publication. We are looking forward to having a productive year with the City of Monterey Park.

Sincerely,



Simon Yeung
President

Job Specification

Quantity: 24,350 Front page self-cover, color graphics
Page Size: 11.375 x 17 (folded) 2 sides
Paper stock: 34# electrobrite
Camera: Digital File with PDF format
Color: 4 color, on p-1 (front, back & center) rest 1/1 black

Qualification / Experiences

Success Printing was established in 1998 in Monterey Park. We are a leading professional printing company. We bought our building and moved to City of San Gabriel in 2011 to provide better services and are the largest retail printing shop in the San Gabriel Valley area. We have more than 20+ years of experience in printing and signage productions. We are working with more than 500 active customers Phoenix TV International, Herald Crusade, Cathay Bank, Monterey Park Chamber of Commerce, various casinos, EDI, G & E, and iTalkBB. We specialized in printing newsletters, flyers, business cards, postcards, Entertainment Program Booklets, Business Brochures, concert Posters, Yearbooks, Catalogs, Commercial Publication Booklets and all other printed materials. We do large format printing such as posters, banners, flags, billboards, illuminated and non-illuminated signs, ext. Our team member are experts in the filed and we always strive to provide the best quality products with 100% customer satisfaction.

Printing Cost

| | |
|----------|------------|
| 8 pages | \$3,960.00 |
| 12 pages | \$4,570.00 |

Additional charges: Add 4 pages black & white \$600
upgrade 4 color pages \$400

Proposed publication format and Distribution remain the same as current format

Scope of Service

- To promote the Cascades Newsletter in the Community in professional manner.
- To generate a successful partnership in advertising revenue sharing.
- To provide quality graphic layout and design.
- To target and broaden potential customer base including both Hispanic and Asian communities.
- To work and build close relationships with local service clubs, schools, non-profit community groups and Chambers of Commerce.
- To establish long term arrangements with potential advertisers.
- To set-up a reasonable display advertisement rate sheet to solicit advertisers.
- To meet all requirements set by city in a professional and timely manner.
- To distribute newsletters to post office & City Hall by deadlines.

Proposed Timeline - Production Delivery Schedule

- Display advertising artwork deadlines on the 15th of each month.
- Editorial copy deadline to contractor on the 15th of each month preceding month of publication.
- Translation of articles deadline to contractor on the 15th of each month.
- Proof of draft copy to City on 20th of each month before publication - with changes correction back to contractor within 24 to 48 hours.
- Revise correction copy return to City for final approval on the 23rd of each month.
- Final production goes to print on around the 24th of each month or sooner.
- Deliver 23,150 copies to post office on the 28th of each month.
 - » bundle tie in convenient count - Skid pack to meet conformance with post office specifications, and 1,000 remaining copies be delivered to designated location in City Hall on the same day.

Advertising Revenue Sharing (gross advertising)

- » Success Printing should provide to City all new clients and city receive 20% commission (City 20%, Success Printing 80%) on monthly advertisement when gross is under \$5,000.
- » When advertising sales amount is greater than \$5,001 then the city commission will be 15% (city 15%, Success Printing 85%) - Monthly Statement will identify the advertising sales.

After one year of service - Perhaps the advertising revenue sharing rate may possibly be increased to a higher percentage - subject to future discussion.

Success Printing will be responsible for editing, layouts, artworks, translation, soliciting advertisements, collecting artworks, photos and working with service clubs and local schools plus printing and distributing the Cascades Publications. Success Printing have had established many happy clients in the San Gabriel Vally. In the past five years we had good working relationships with Monterey Park Chamber of Commerce.

Success Printing is ready to work on City's monthly publication. Thank you for again for taking the time to consider our proposal. It is our goal to develop a collaborative working relation to benefit all parties. I am looking forward to a friendly and successful partnership with City of Monterey Park.

Please let me know if you have any questions, I can be reached at 626-280-5199 x 101.

Targeted Bulk Mail and E-mal Delivery Option

In response to the City of Monterey Park's request to create and manage an opt in and opt out system for their Cascades Newspaper, Success Printing has some concerns that they will not be able to 100% accommodate the City's request as they are not a mail delivery system.

Currently, the Cascades Newspaper is mailed in bulk and delivered to the residential and commercial address in the City of Monterey Park. This is done through a flat bulk rate arranged with the United States Postal Service (Presort Std. on Permit #97). To create an opt in or opt out system would remove the bulk rate mailing system we currently have in place which would require a dramatic increase on our end in monitoring, coordination, resources, and manpower.

It should be understood the fact that even with an opt in or opt out system that delivery is not always guaranteed and that delivery is NOT the responsibility of Success Printing. We can try to create such a directory of addresses interested in receiving a physical copy of the Cascades Newspaper but missed delivery or delivery to an address that has opted out is NOT the responsibility of Success Printing but rather USPS.

I bring up these limitations because residents may move, may change their preferences on whether they wish to receive the hard copy of the newspaper or not, and all this requires additional monitoring, coordination, resources, and manpower to manage the mailings through such a system. Costs to mail to select residences versus the bulk mail system now may also change the cost of mailings. At this point, we do not have any idea of how much those extra services will cost.

Success Printing is a professional design graphic & sign company which specializes in publish and printing services more than 20+ years of experiences. We are acting as a Cascades Newspaper consultant working with City, mainly responsible and coordinating for the design, layout, artwork, editing, typesetting, translating, proofreading, advertising, production, presorting to bundle, and prompt delivery to USPS by the deadline. We strive to provide the best of services to the City. With the understanding that Success Printing has no control over the monitoring delivery process once we drop and deliver the Cascades Newspaper to USPS.



City Council Staff Report

DATE: November 21, 2018

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

TO: The Honorable Mayor and City Council
FROM: Inez Alvarez, Director of Recreation & Community Services
Jim Smith, Police Chief
SUBJECT: City's birthday celebration parade route, parade time, and name of event.

RECOMMENDATION:

It is recommended that the City Council:

1. Provide direction regarding the route for the City's annual birthday parade;
2. Provide direction regarding the time of day for the City's annual birthday parade;
3. Provide direction regarding changing the name for the City's annual birthday parade and carnival; and
4. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City of Monterey Park traditionally celebrates its "birthday" in May with a four-day long celebration named "Play Days" parade and carnival. As part of the festivities, the City contracts with an amusement contractor to provide various rides, game booths, and concessions. On October 17, 2018 City Council approved a three-year agreement with Carnival Midway Attractions for the annual provision of carnival services. In addition to the carnival, the "Play Days" event also includes entertainment, food and a parade. City Council also directed staff to provide additional information regarding the feasibility of a night parade and name change to emphasize the City's birthday.

BACKGROUND:

Parade Route

The annual parade traditionally starts on Garvey Avenue (at the intersection with Alhambra Avenue), proceeds west to McPherrin Avenue, and continues south – ultimately concluding at Barnes Park (Attachment 1 – Traditional Route Map). Attendance at the parade has varied over the years and is comprised of residents; visitors watching a family member participating in the parade; and local business members. To maintain safety during the parade, various barricades are distributed along the parade route by the City's Public Works Department, while the City's Police

Department directs traffic at intersections (both along and surrounding the parade route). Because the area surrounding the traditional parade route is so large, the Police Department has trouble eliciting the number of volunteer Reserve Officers needed to maintain adequate supervision of the traditional route. As a result, the Police Department brought in off-duty staff to supervise the event – incurring costly overtime expenses.

Alternatively, the proposed parade route would (1) utilize water barriers at key locations, thereby reducing the number of Police personnel needed (from 38 staff members to 23); (2) eliminate the need for participants to arrange for transportation to the beginning of the parade route; (3) travel through a residential area, encouraging more residential audience participation; and (4) only impact Garvey Avenue, between Garfield Avenue and Atlantic Boulevard, allowing both Garfield Avenue and Atlantic Boulevard to remain open for north and southbound vehicular traffic.

Specifically, the proposed parade route would start on Ramona Avenue (at West Newmark Avenue) and proceed north, then travel west on Garvey Avenue continuing south on to Chandler Avenue, then proceed west onto West Newmark Avenue, and ultimately concluding at McPherrin Avenue (Attachment 2 – Proposed New Parade Route Map). Parade participants would disband on McPherrin Avenue south of West Newmark Avenue.

The Recreation & Community Services Department and Pageantry Parades (which is contracted to coordinate the parade) reviewed the proposed new route and can stage the parade properly utilizing the Library parking lot (which is closed each year for the parade) and Ramona Avenue (south of West Newmark Avenue). Additionally, the City's Fire Department reviewed the proposed route and identified sufficient access-areas in the event of an emergency. Lastly, the Public Works Department also reviewed the proposed route and can coordinate the traffic control equipment required.

City staff revisited alternative routes that commence and conclude at Barnes Park, however, the challenge is the street incline (topography) for marching bands along Ramona Avenue and Harding Avenue; and Park Avenue is too narrow. The only viable routes must commence and conclude on the north side of Barnes Park to avoid steep inclines and space needed for marching and parade units.

If the City Council approves a new route, staff will (1) coordinate and contact parade participants; (2) contact businesses and residences along the route to inform them of the event and provide them with information regarding parking restrictions and street closures; and (3) notify residents through articles in the Cascades, e-mail blasts, press releases, Twitter, the City website and other electronic media. Staff requests City Council direction on the parade route for the 2019 parade.

Parade Time

The City's annual parade traditionally begins at 11:00 a.m. and lasts approximately one and a half (1½) hours. Per City Council direction, City staff from Recreation and Community Services, Police, and Public Works Departments met to discuss and gather information for City Council's consideration of a night parade.

Street Closures

City staff met with the City's traffic engineer consultant, KOA Corporation to discuss the proposed route and traditional route for both a day and night parade. KOA opined that the proposed route would help to alleviate traffic congestion by keeping Atlantic Boulevard and Garfield Avenue open to northbound and southbound vehicular traffic. KOA also commented that a day time parade would be preferable due to visibility concerns associated with a night parade.

Timeframe for the Parade

The parade is scheduled to take place on Saturday, May 11, 2019 and sunset will be at approximately 7:45 p.m. If the desire is to have illuminated entries in the parade, then the start time would need to begin after sunset. The parade could possibly begin at 8:00 p.m. and if there are similar numbers of entries as in past parades, the parade may conclude at approximately 9:30 p.m.

Limited street access would begin at 6:00 p.m. and streets would not be reopened until all cleaning and tear down of equipment occurs and has taken about one and a half (1 ½) hours to complete, resulting in the streets being reopened at about 11:00 p.m.

Safety Equipment including Vests and Lighting

Hosting a parade in the evening would require that all staff and volunteers wear reflective vests. Police, Fire, and Public Works staff possess City-issued vests. The Recreation and Community Services Department would need to purchase reflective vests (\$25 per vest) for staff and volunteers at an approximate cost of \$400. Portable lighting will be needed and utilized along the parade route and announcer's area, as well as in the staging and disbanding areas. The Public Works Department estimates that approximately twenty-four (24) portable light towers would be needed to provide adequate lighting.

| | |
|--|----------------|
| Rental cost per light tower = \$175/day (two day rental) | \$8,400 |
| Delivery cost = \$340 (flat rate) | \$340 |
| Fuel Cost per light tower = \$25 | \$600 |
| Total for lighting | \$9,340 |

Staffing

The Public Works and Police Departments estimate that additional staffing would be needed for a night parade. The Public Works Department estimates that an additional twenty hours (10 staff / 2 additional hours) of staff time would be

needed to setup and remove portable light towers at a cost of \$920. The Police Department estimates six (6) additional staff would be needed at a cost of \$2,700 for the traditional route; and four (4) additional staff would be needed at a cost of \$1,800 for the proposed route. In addition, Police personnel would also be needed concurrently during both the parade and carnival, if held during the evening hours.

Parade Contractor - Pageantry Parades

City staff discussed a night parade with the City's parade contractor, Pageantry Parades. Based on its experience with other night parades the following information was provided.

- A. Entries can be encouraged to utilize reflective materials, battery operated lighting, or glowing supplies, which can create a more aesthetically appealing parade for the audience, however, not all groups are willing to participate in adding these types of elements to their costumes or vehicle entries.
- B. Changing the parade time and/or route can be challenging because residents, businesses, and parade participants are used to the traditional time and route. The first year of a time or route change is the most challenging for the parade participants and the community.
- C. Parade participation may be affected by changing the parade to evening hours because students may have school or family commitments and/or activities planned for Saturday evenings.
- D. Depending on the time of the parade, access to homes may be a challenge for the residents if the parade is held from 8:00 – 9:30 p.m.
- E. Parade participants may not stay for the awards following the parade since it would be late and this may reduce carnival attendance on Saturday, resulting in a decrease in carnival revenue to the City.
- F. Pageantry Parades rate increases by \$500 for a night parade. The cost for parade coordination for the 2019 parade is \$13,200 and a start time at 5:00 p.m. or later for the parade would be a total of \$13,700. Attachment 3 is a proposal from Pageantry Parades to provide parade coordination services for the City's birthday parade.
- G. Other evening parades are held during the holiday season and when it is darker earlier in the evening with sunset at approximately 4:45 p.m. Pageantry Parades coordinates three annual night parades for the Cities of Lynwood (parade begins at 7:00 p.m.); Huntington Park (parade begins at 6:00 p.m.); and Rolling Hills Estates (parade begins at 6:00 p.m.) all during the holiday season in the month of December.

In summary, the approximate additional costs associated with a night parade are safety vests (\$400), portable lighting (\$9,340), parade contractor (\$500), and additional staffing (\$2,720-\$3,620). Staff requests City Council direction on the time of day for the 2019 parade.

Name of City's Birthday Event

In past years, the City's "birthday" celebration has been held in May with carnival and parade referred to as "Play Days." City staff have tried various methods to highlight that the "Play Days" event is in celebration of the City's birthday by incorporating birthday type graphics and images such as a birthday cake, candles, cupcakes, as well as "Happy Birthday Monterey Park" wording. Attachment 4 are some recent examples of flyers illustrating an emphasis on the City's birthday. Staff requests City Council direction regarding the removal of the wording "Play Days" and renaming of the carnival and parade.

Subsequent to the determination of the parade route and time, additional discussion may be needed to identify creative ways to attract more participation including community/school contests, illuminated entries/floats, celebrity participation, or large inflatable balloons.

FISCAL IMPACT:

Depending upon City Council direction, there may be costs associated with a new parade route and/or night parade. Costs for increased outreach efforts may include new street banners (\$1,300 each banner); 20,000 full color double-sided flyers to be distributed to all residents and businesses in the affected area and to all schools within the City's boundary (\$1,400 color flyers); and posters to advertise event (\$200 color posters). If the proposed parade route is approved, the approximate cost to update the traffic plan for design services would be \$4,000. If a night parade is approved, the approximate costs are safety vests (\$400), portable lighting (\$9,340), parade contractor (\$500), and staffing (\$2,720-\$3,620) for a total of \$12,960 - \$13,860.

Respectfully submitted by:



Inez Alvarez
Director of Recreation & Community Services

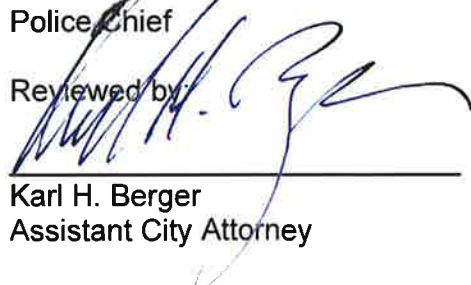


Jim Smith
Police Chief

Approved by:



Ron Bow
City Manager

Reviewed by:


Karl H. Berger
Assistant City Attorney

Attachments:

1. Traditional Parade Route Map
2. Proposed New Parade Route Map
3. Pageantry Parades Proposal
4. Examples of Event Flyers

Attachment 1

Traditional Parade Route Map

Traditional Parade Route

Total Distance = 0.8 mile

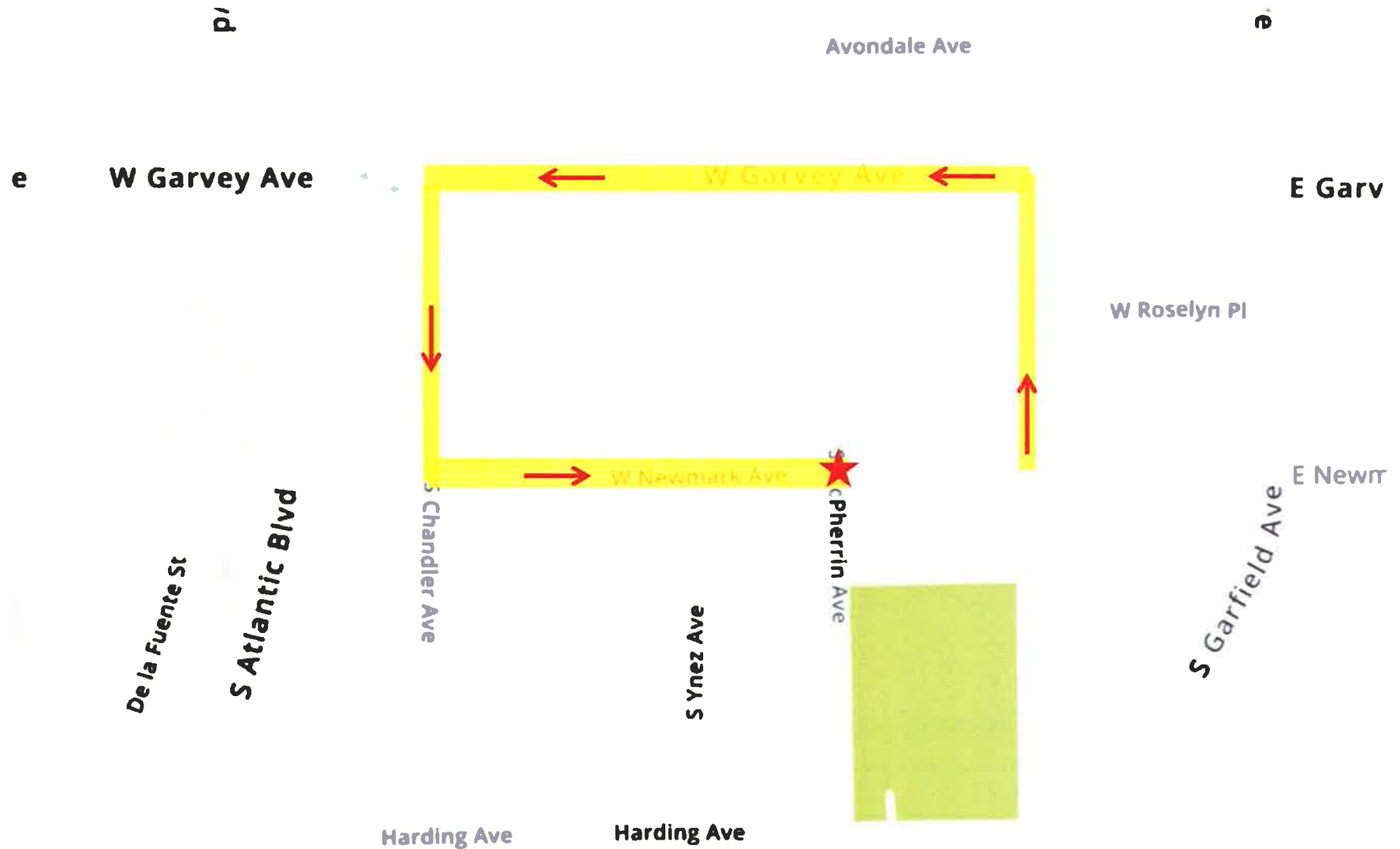


Attachment 2

Proposed New Parade Route Map

Proposed Parade Route

Total Distance = 1.0 mile



Attachment 3

Pageantry Parades Proposal



PAGEANTRY PARADES
PO Box 2400
DOWNEY, CA 90242
T : (562) 746 - 2300
F : (562) 869 - 1927
E : PAGEANTRYEVENTS@AOL.COM
W: PAGEANTRYPARADES.COM

NOVEMBER 1, 2018

CITY OF MONTEREY PARK
MONTEREY PARK PLAY DAYS PARADE
ATTN: ROBERT AGUIRRE
320 WEST NEWMARK AVENUE
MONTEREY PARK, CA 91754

WE AT **PAGEANTRY PARADES** HEREBY FURTHER KNOWN AS **PARADE** AGREE TO ASSIST THE CITY OF MONTEREY PARK, HEREBY FURTHER KNOWN AS **MPPD**, IN PRODUCING THEIR MONTEREY PARK PLAY DAYS, A COMPETITIVE EVENT, ON SATURDAY - MAY 11, 2019, SATURDAY - MAY 9, 2020, AND SATURDAY - MAY 8, 2021 AT 10:00AM.

WE AGREE TO ASSIST THE **MPPD** WITH THE USE OF OUR MOST UP-TO-DATE MAILING LIST TO OBTAIN ENTRIES FOR THE DAY OF PARADE.

I. PARADE IS RESPONSIBLE FOR THE FOLLOWING ITEMS:

- A. AWARDS
 - GRAND MARSHAL PLAQUE (1)
 - MUSICAL SWEEPSTAKES AWARD (1)
 - DRILL TEAM SWEEPSTAKES AWARD (1)
 - MAYOR'S AWARD (1) - BEST LOCAL ENTRY
 - ALL NECESSARY 1ST, 2ND, AND 3RD PLACE AWARDS FOR EACH CLASS / CATEGORY OFFERED
- B. ALL NECESSARY PARTICIPANT VEHICLE PASSES
- C. ALL NECESSARY UNIT NUMBERS WITH PINS FOR DAY OF PARADE
- D. PARADE STAFF, INCLUDING BUT NOT LIMITED TO, CHECK-IN, FORMATION AREA, AND ANNOUNCER
- E. A **PARADE** REPRESENTATIVE TO ATTEND ALL NECESSARY PARADE MEETINGS

- F. PREPARE, DISTRIBUTE, AND RECEIVE BY MAIL, E-MAIL, OR FAX ALL PARADE PAPERWORK, INCLUDING BUT NOT LIMITED TO, APPLICATIONS, LETTERS OF ACCEPTANCE, MAPS, PASSES, ETC ... IN CONJUNCTION WITH THE PARADE
- G. FORMULATE THE PARADE LINE-UP
- H. WRITE THE PARADE SCRIPT AND PROVIDE TWO (2) HARD COPIES IN A FOLDER TO THE ANNOUNCER(S) AND / OR TV FOR USE DAY OF THE EVENT
- I. COORDINATE / MANAGE ALL ASPECTS OF THE PARADE ON THE DAY OF THE EVENT INCLUDING BUT NOT LIMITED TO CHECK IN, FORMATION AREA(S), COMMUNICATION WITH **MPPD**, AND HAVING ON HAND ALL NECESSARY PAPERWORK (LINE-UPS. MAPS, LETTERS, PASSES, SCRIPTS), AND ANY ADDITIONAL PARADE COMMITTEE APPROVED ITEMS (AWARDS, RIBBONS, ETC)
- J. ANSWER CALLS, E-MAILS, AND FAXES TO THE **PARADE** OFFICE FROM PARTICIPANTS, AND LOCAL AGENCIES DURING OFFICE HOURS --- MONDAY - FRIDAY (10:00AM - 4:00PM)
- K. COORDINATE WITH LOCAL OFFICIALS IN REGARDS TO PERMITS, STREET CLOSURES, BARRICADES / BARRIERS, PORTABLE RESTROOMS, CITY STAFFING REQUIRED FOR THE PARADE
- L. MAINTAIN A MINIMUM GENERAL LIABILITY INSURANCE COVERAGE OF ...
 - GENERAL LIABILITY
 - I. \$1,000,000 (EACH OCCURRENCE)
 - II. \$2,000,000 (GENERAL AGGREGATE)
 - AUTO LIABILITY
 - I. HIRED
 - II. NON OWNED
 - III. SCHEDULED
 - IV. PHYSICAL DAMAGE
 - WORKERS COMPENSATION
- M. ACQUIRE A PARADE JUDGING ASSOCIATION TO JUDGE ALL NON-DIGNITARY UNITS IN THE PARADE
- N. ACQUIRE THE STAGE [PER SECONDARY BUDGET ITEMS - SEE BELOW] FOR THE USE OF **MPPD** TO HOLD THE PARADE ANNOUNCER(S) AND JUDGES, INCLUDING, PA SYSTEM, MICROPHONE, CANOPY, SKIRTING, RAILINGS, STEP(S), TABLES (2), AND CHAIRS (8)
- O. ACQUIRE VIP CARS (CONVERTIBLES) FOR USE BY DIGNITARIES IN THE PARADE. [LIMITED TO FIVE (5) TRIPS UNLESS OTHERWISE AGREED TO BY **PARADE**]
- P. ACQUIRE ANY ITEM(S), LISTED OR UNLISTED, UNDER ADDITIONAL BUDGET ITEMS (SECTION III) THAT HAVE NOT BEEN SPECIFICALLY NAMED IN THIS AGREEMENT

II. FEE SCHEDULE

2019 MONTEREY PARK PLAY DAYS PARADE

MAIN BUDGET ITEMS: (REQUIRED)

| | | |
|-------------------------|-------|-------------|
| PARADE COORDINATION | ----- | \$ 9,000.00 |
| <hr/> | | |
| TOTAL MAIN BUDGET ITEMS | ----- | \$ 9,000.00 |

SECONDARY BUDGET ITEMS: (REQUIRED)

| | | |
|---------------------------------|-------|-------------|
| STAGE * | ----- | \$ 2,000.00 |
| PROFESSIONAL JUDGES ASSOCIATION | ----- | \$ 1,500.00 |
| VIP CAR TRIPS (5) | ----- | \$ 550.00 |
| VIP / DIGNITARY SIGNS (5) | ----- | \$ 150.00 |

2020 MONTEREY PARK PLAY DAYS PARADE

MAIN BUDGET ITEMS: (REQUIRED)

| | | |
|-------------------------|-------|-------------|
| PARADE COORDINATION | ----- | \$ 9,250.00 |
| <hr/> | | |
| TOTAL MAIN BUDGET ITEMS | ----- | \$ 9,250.00 |

SECONDARY BUDGET ITEMS: (REQUIRED)

| | | |
|---------------------------------|-------|-------------|
| STAGE * | ----- | \$ 2,000.00 |
| PROFESSIONAL JUDGES ASSOCIATION | ----- | \$ 1,500.00 |
| VIP CAR TRIPS (5) | ----- | \$ 550.00 |
| VIP / DIGNITARY SIGNS (5) | ----- | \$ 150.00 |

2021 MONTEREY PARK PLAY DAYS PARADE

MAIN BUDGET ITEMS: (REQUIRED)

| | | |
|-------------------------|-------|-------------|
| PARADE COORDINATION | ----- | \$ 9,500.00 |
| <hr/> | | |
| TOTAL MAIN BUDGET ITEMS | ----- | \$ 9,500.00 |

SECONDARY BUDGET ITEMS: (REQUIRED)

| | | |
|---------------------------------|-------|-------------|
| STAGE * | ----- | \$ 2,000.00 |
| PROFESSIONAL JUDGES ASSOCIATION | ----- | \$ 1,500.00 |
| VIP CAR TRIPS (5) | ----- | \$ 550.00 |
| VIP / DIGNITARY SIGNS (5) | ----- | \$ 150.00 |

2019 / 2020 / 2021

ADDITIONAL BUDGET ITEMS: (IF REQUESTED)

| | | |
|---|-------|-------------|
| NEW ORLEANS JAZZ BAND | ----- | \$ 4,000.00 |
| PROFESSIONAL FLOATS (EACH) | ----- | \$ 4,000.00 |
| HORSE DRAWN VEHICLES (EACH) | ----- | \$ 1,100.00 |
| ANTIQUE FIRE TRUCK | ----- | \$ 600.00 |
| PARADE START TIME ** | ----- | \$ 500.00 |
| VIP / DIGNITARY RIBBONS | ----- | \$ 500.00 |
| CERTIFICATE OF INSURANCE | ----- | \$ 250.00 |
| VIP CARS (EACH, ADDITIONAL) | ----- | \$ 100.00 |
| PLAQUES (EACH, ADDITIONAL) | ----- | \$ 80.00 |
| VIP / DIGNITARY SIGNS (PER SET, ADDITIONAL) | ----- | \$ 30.00 |
| SCRIPTS (EACH, ADDITIONAL) | ----- | \$ 30.00 |
| ADDITIONAL INSURANCE | ----- | \$ TBD |
| BAND TRANSPORTATION | ----- | \$ TBD |
| PORTABLE RESTROOMS | ----- | \$ TBD |
| RADIO PACKAGE | ----- | \$ TBD |

* PER SECTION I, SUBSECTION N

** CHANGING THE START TIME OF THE PARADE TO 5:00PM OR LATER

III. MPPD HEREBY AGREES TO PROVIDE / PERFORM THE FOLLOWING:

- A. PARADE HOSTING FOR VIPS / DIGNITARIES (IF APPLICABLE)
- B. PORTABLE RESTROOMS IN THE FORMATION AREA, DISBANDING AREA, ANNOUNCERS STAND, AND THE PARADE ROUTE AS RECOMMENDED BY **PARADE**
- C. DISTRIBUTE APPLICATIONS TO LOCAL ENTRIES
- D. DISTRIBUTE ALL PRESS RELEASES TO LOCAL MEDIA
- E. ACT AS LIAISON BETWEEN LOCAL SERVICE CLUBS, BUSINESSES, CITY AGENCIES AND **PARADE**
- F. ACQUIRE THE GRAND MARSHAL AND ANY PARADE MARSHALS
- G. PROVIDE BANNERS AND BANNER CARRIERS
- H. CLEAR ALL NECESSARY PERMITS
- I. ARRANGE FOR ELECTRICAL POWER, TABLES, AND CHAIRS FOR THE STAGE ON THE NIGHT OF THE PARADE
- J. HAVE A PARADE COMMITTEE MEMBER IN ATTENDANCE THE DAY OF THE PARADE TO ACT AS A LIAISON AND PROVIDE ANY NECESSARY LAST MINUTE APPROVALS
- K. CARRY LIABILITY INSURANCE WHICH IS AT MINIMUM EQUAL TO THAT REQUIRED OF **PARADE**
- L. COORDINATE FOR THE FORMATION, PARADE ROUTE AND DISBANDING AREAS TO BE POSTED WITH "NO PARKING" SIGNS A MINIMUM OF 72 HOURS PRIOR TO THE PARADE
- M. DISTRIBUTE PARADE INFORMATION FLYER TO ANY BUSINESS AND / OR RESIDENCE ALONG THE PARADE ROUTE, FORMATION AREA, AND DISBANDING AREA A MINIMUM OF TWO (2) WEEKS PRIOR TO THE PARADE

IV. PAYMENT

WE PROPOSE TO FURNISH LABOR AND / OR MATERIALS, COMPLETED AND IN ACCORDANCE WITH / TO THE ABOVE SPECIFICATIONS, AND SUBJECT TO THE CONDITIONS OUTLINED IN THIS AGREEMENT FOR THE MINIMUM SUM UNDER MAIN BUDGET ITEMS AND SECONDARY BUDGET ITEMS OF ...

2019 PARADE

Thirteen Thousand Two Hundred Dollars and Zero Cents **\$13,200.00**

2020 PARADE

Thirteen Thousand Four Hundred Fifty Dollars and Zero Cents **\$13,450.00**

2021 PARADE

Thirteen Thousand Seven Hundred Dollars and Zero Cents **\$13,700.00**

PAYMENT IS DUE IN FULL AS FOLLOWS:

PAYABLE TO: PAGEANTRY PARADES
C/O DAVID & ELIZABETH SARELL
PO Box 2400
DOWNEY, CA 90242
(562) 746 - 2300

EVENT: 2019 MONTEREY PARK PLAY DAYS PARADE

DATE / TIME: WEDNESDAY - MAY 8, 2019 @ 12:00PM

EVENT: 2020 MONTEREY PARK PLAY DAYS PARADE

DATE / TIME: WEDNESDAY - MAY 6, 2020 @ 12:00PM

EVENT: 2021 MONTEREY PARK PLAY DAYS PARADE

DATE / TIME: WEDNESDAY - MAY 5, 2021 @ 12:00PM

ALL APPROVED ITEMS UNDER ADDITIONAL BUDGET ITEMS, WHICH ARE NOT INCLUDED IN THE FIGURES ABOVE, ARE ALSO DUE AT THE DATES / TIMES LISTED ABOVE.

V. CANCELLATION POLICY

IN THE EVENT OF CANCELLATION / TERMINATION BY **HPHP** FOR ANY REASON, THEY AGREE TO PAY **PARADE** BASED UPON THE FOLLOWING POLICIES AND / OR PENALTIES LISTED BELOW UNDER THIS SECTION.

2019 MONTEREY PARK PLAY DAYS PARADE

IF CANCELLED BY:

| | | |
|--------------------|-------|-------------|
| 12/11/18 @ 12:00PM | ----- | \$4,500.00* |
| 02/11/19 @ 12:00PM | ----- | \$5,750.00* |
| 03/11/19 @ 12:00PM | ----- | \$7,000.00* |
| 04/11/19 @ 12:00PM | ----- | \$8,250.00* |

2020 MONTEREY PARK PLAY DAYS PARADE

IF CANCELLED BY:

| | | |
|--------------------|-------|-------------|
| 12/09/19 @ 12:00PM | ----- | \$4,500.00* |
| 02/09/20 @ 12:00PM | ----- | \$5,750.00* |
| 03/09/20 @ 12:00PM | ----- | \$7,000.00* |
| 04/09/20 @ 12:00PM | ----- | \$8,250.00* |

2021 MONTEREY PARK PLAY DAYS PARADE

IF CANCELLED BY:

| | | |
|--------------------|-------|-------------|
| 12/08/20 @ 12:00PM | ----- | \$4,500.00* |
| 02/08/21 @ 12:00PM | ----- | \$5,750.00* |
| 03/08/21 @ 12:00PM | ----- | \$7,000.00* |
| 04/08/21 @ 12:00PM | ----- | \$8,250.00* |

* FOR REQUIRED **MAIN BUDGET ITEMS** AND **SECONDARY BUDGET ITEMS** ONLY. THIS DOES NOT INCLUDE ANY PENALTIES INCURRED FOR CANCELLATION OF CONFIRMED **ADDITIONAL BUDGET ITEMS** SUCH AS HORSE DRAWN VEHICLES, FLOATS, JUDGES, VIP RIBBONS, ETC ...

UPON WRITTEN NOTICE OF CANCELLATION, **PARADE** WILL SUBMIT A FINAL INVOICE(S) FOR TOTAL CANCELLATION COSTS. PAYMENT OF INVOICE(S) SHOULD BE MADE WITHIN 15 DAYS OF CANCELLATION NOTICE.

ANY NOTICE GIVEN AFTER 04/11/19, 04/09/20, AND 04/08/21, RESPECTIVELY, WILL RESULT IN A PENALTY OF 100% OF ALL **MAIN BUDGET ITEMS**, **SECONDARY BUDGET ITEMS**, AND **ADDITIONAL BUDGET ITEMS** APPROVED BY **MPPD** AND CONFIRMED BY **PARADE** AT THE TIME OF CANCELLATION.

VI. CONFIDENTIALITY AGREEMENT

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS OF THIS CONTRACT, RESPECTFULLY SUBMITTED ARE BETWEEN **PARADE** AND **MPPD**. THE CONTENTS OF THIS EIGHT PAGE AGREEMENT ARE A PRIVATE CONTRACT BETWEEN THE TWO PARTIES AND AS SUCH THE DETAILS SHALL NOT BE SHARED WITH ANY PERSON, BUSINESS, ORGANIZATION, SUB CONTRACTOR OR ENTITY ON THE PART OF **MPPD**, OUTSIDE OF THOSE APPROVED IN ADVANCE, WITHOUT THE EXPRESS WRITTEN CONSENT OF, **PARADE**, EXCEPT WHERE PROHIBITED OR REQUIRED BY LAW.

VII. ACCEPTANCE

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS RESPECTFULLY SUBMITTED ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZING **PARADE** TO DO THE WORK AS SPECIFIED.

DATE OF ACCEPTANCE:

BY: Elizabeth A. Sarell
(PAGEANTRY PARADES)

DATE: 11/01/18

BY: David A. Sarell
(PAGEANTRY PARADES)

DATE: 11/01/18

BY: _____
(CITY OF MONTEREY PARK)

DATE: _____

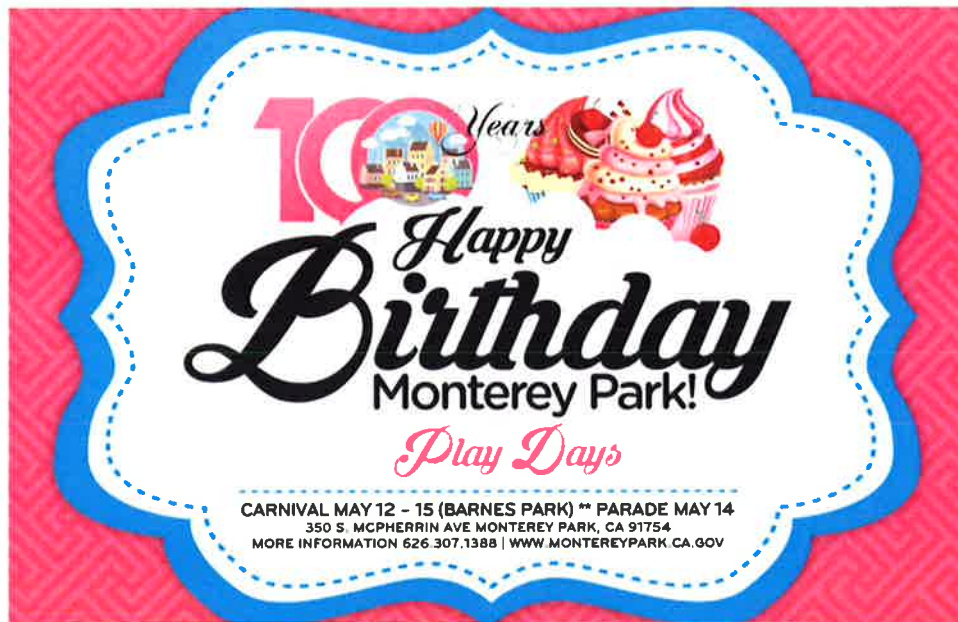
BY: _____
(CITY OF MONTEREY PARK)

DATE: _____

ALL PARADE PAPERWORK (APPLICATIONS, MAPS, PASSES, ACCEPTANCE LETTERS, ETC ..), THE INFORMATION CONTAINED WITHIN, AND THE SUBMITTED APPLICATIONS, WHETHER ON-LINE OR HARD COPY, WITH THE EXCEPTION OF LOCAL ENTRY CONTACT INFORMATION, IS THE SOLE PROPERTY OF **PARADE**. ANY USE OF THESE FORMS OR INFORMATION WITHOUT THE EXPRESS WRITTEN CONSENT OF **PARADE** IS PROHIBITED.

Attachment 4

Examples of Event Flyers



Happy 100 Years
Monterey Park!

PLAY DAYS

MAY 12TH - 15TH

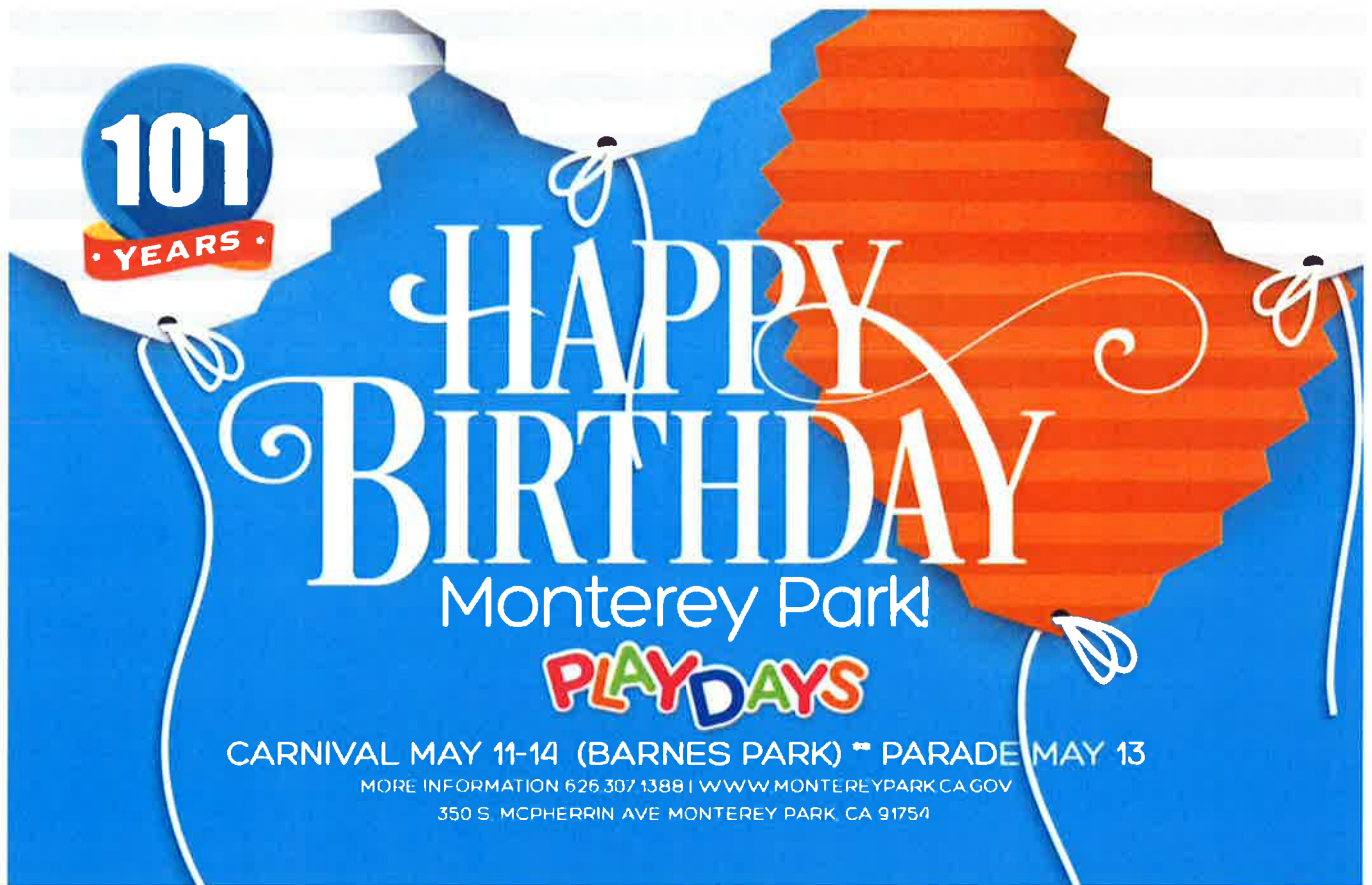
PARADE SATURDAY MORNING 11AM
(PARADE TRAVELS ON GARVEY AVE BETWEEN ALHAMBRA AVE AND MCPHERRIN AVE)

GRAND MARSHAL - RONALD MCDONALD

CARNIVAL (BARNES PARK)

| | | |
|----------|--------|-------------------|
| THURSDAY | MAY 12 | 5:00PM - 10:00PM |
| FRIDAY | MAY 13 | 5:00PM - MIDNIGHT |
| SATURDAY | MAY 14 | NOON - MIDNIGHT |
| SUNDAY | MAY 15 | 1:00PM - 10:00PM |

MORE INFORMATION (626) 307 - 1388 OR WWW.MONTEREYPARK.CA.GOV



HAPPY Birthday MONTEREY PARK



MAY 10-13



PARADE ON SATURDAY, MAY 12 • 11:00AM
(PARADE TRAVELS ON GARVEY AVE BETWEEN ALHAMBRA AVE & MCPHERRIN AVE)

CLOWNS • MARCHING BANDS
DRILL TEAMS • NOVELTY ACTS



BARNES PARK 350 S. MCPHERRIN AVE.
MONTEREY PARK, CA. 91754
FOOD, CARNIVAL GAMES, & RIDES



| | | | |
|---|--|--|---|
| THURSDAY, MAY 10
5:00PM-10:00PM | FRIDAY, MAY 11
5:00PM-MIDNIGHT | SATURDAY, MAY 12
NOON-MIDNIGHT | SUNDAY, MAY 13
1:00PM-10:00PM |
|---|--|--|---|

CARNIVAL RIDE SPECIALS

THURSDAY, MAY 10
\$1.00 PER RIDE

SUNDAY, MAY 13
1-5 P.M. - \$25.00
"RIDE ALL YOU WANT WRIST BAKES"



PARADE SPECIAL
GUESTS-THE KINJAZI!

FOR MORE INFO PLEASE CALL (626)307-1388 OR WWW.MONTEREYPARK.CA.GOV



City Council Staff Report

DATE: November 21, 2018

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

TO: Honorable Mayor and Members of the City Council
FROM: Michael A. Huntley, Community and Economic Development Director
SUBJECT: Direct the City Manager to issue a Request for Proposal (RFP) for the General Plan Update Project

RECOMMENDATION:

It is recommended that the City Council consider:

1. Directing the City Manager to issue a RFP for the General Plan Update Project;
and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

As part of the FY 2018/2019 annual budget, the City Council authorized funding to Community and Economic Development Department to prepare an update to the City's General Plan. The existing General Plan was approved by the City Council in 2001 for a planning period of 20 years. Since the useful life of the current General Plan is coming up on the 20 year mark, it is time to reevaluate the existing long range land use policies in the 2001 General Plan. Staff prepared the draft Request for Proposal (RFP) to solicit proposals from professional planning firms.

BACKGROUND:

The City's last comprehensive General Plan update occurred in 2001. The General Plan – particularly the Land Use Element – constitutes the City's "constitution" for economic, social, and land use development.

Since that time the City has seen some positive growth and development in the community. This was interrupted only by the economic downturn in 2007-2009 (the so-called "Great Recession"). Based on the effects of the Great Recession, there are emerging trends in the commercial and residential development market, changes in technology that revolutionize the way land use patterns develop and the way the business industries operate. Additionally, changes in State law require updates to the General Plan.

As part of the annual budget session this year, City Council members remarked that staff should evaluate both the General Plan and the City's zoning regulations. Council members commented that staff should evaluate the development potential along the City's major corridors on Garvey Avenue, Garfield Boulevard and Atlantic Boulevard. The Land Use Element and the development standards in the zoning regulations that implement the policies in the General Plan should also be reevaluated. In particular, staff should evaluate specific development standards including building height, floor area ratio (FAR), residential density, off-street parking and building separation between in-fill development projects and adjacent residential districts. Council also request that staff focus on the Downtown area at Garvey Avenue and Garfield Boulevard. It was inferred that the City Council wished to consider additional growth potential along the City's major corridors and downtown to facilitate long-term economic growth.

Staff prepared a draft Request for Proposal that is attached to this staff report. Because of the significance of the General Plan and its land use policies that guide long-term growth in the community, staff felt it was in the best interest of the project to allow the City Council the ability to review and comment on the draft document. The intent is to seek Council comments creating a more comprehensive RFP before the document is circulated to interested professional planning firms.

REQUEST FOR PROPOSAL:

The draft Request for Proposal document attached is a standardized format used for similar types of City projects. It is tailored, however, to focus on provide professional services for updating the General Plan. The four basic tasks expected of a planning consultant include:

1. Updating one or more of the General Plan Elements;
2. Updating the zoning regulations in the Monterey Park Municipal Code ("MPMC") making the regulations consistent with the General Plan Update;
3. Reconciling land use regulations affected by related voter approved ballot measures; and
4. Preparing the appropriate environmental document pursuant to CEQA.

The Scope of Services section of the RFP provides more specific details. Staff recommends that the City Council focus on the General Plan Vision and Scope of Services sections of the RFP. Those sections discuss the goals and objectives of the General Plan Update Project as well as policy-oriented direction.

FISCAL IMPACT:

The cost of the preparation and circulation of the RFP for the General Plan Update is covered in the FY 2018/2019 operating budget of the Community and Economic Development Department.

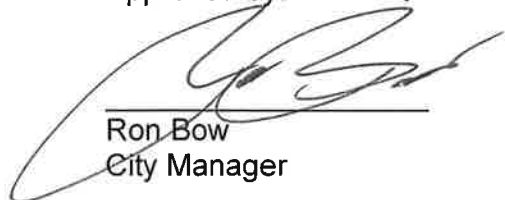
Respectfully submitted,

By:



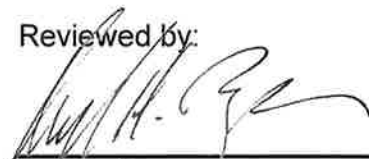
Michael Huntley
Director of Community and
Economic Development

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

1. Draft RFP

ATTACHMENT 1

Draft Request for Proposal



REQUEST FOR PROPOSALS

FOR

City of Monterey Park General Plan Update Project

RFP Issued: Thursday, November 29, 2018

TAKE NOTICE that the City of Monterey Park invites proposals for the above project. All proposals must be submitted to the offices of the City Clerk, 320 W. Newmark Ave, Monterey Park, California 91754 not later than 4:30 p.m. on Thursday, **December 20, 2018.**

CITY OF MONTEREY PARK

REQUEST FOR PROPOSAL

PROPOSALS ARE DUE: NOT LATER THAN 4:30 p.m. ON THURSDAY, DEC20, 2018.

The City of Monterey Park invites sealed proposals for: General Plan Update Project

The City of Monterey Park is seeking proposals from qualified firms to provide Planning and Environmental services.

1. Return original of Proposal to:

City of Monterey Park
City Clerk
320 W. Newmark Avenue
Monterey Park, CA 91754

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.
5. 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 proposal 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 Proposal

PROPOSAL INSTRUCTIONS

1. Submitting Proposals. (a) Proposals must include this form, in its entirety, in a sealed envelope with the wording "Proposal: City of Monterey Park General Plan Update Project," 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 Proposer 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 included with this RFP.
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 prior to contract signing; liability in the amount of \$2,000,000,

automotive in the amount of \$1,000,000, worker's compensation in accordance with California law and Pollution Liability or Errors & Omissions of \$1,000,000 each occurrence/\$2,000,000 policy aggregate. Specific insurance requirements are set forth in the sample contract attached as EXHIBIT A. **PROPOSERS MUST SIGN AND RETURN EXHIBIT B, INSURANCE REQUIREMENTS, WITH THEIR PROPOSAL.**

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
Community and Economic Development Department
Attn: Michael Huntley
320 W. Newmark Avenue
Monterey Park, CA 91754

Questions may also be e-mailed to mhuntley@monterypark.ca.gov

The last day for questions will be the Friday before the proposals are due.

16. Addenda. City may modify the proposal and/or issue supplementary information or guidelines relating to the RFP during the proposal preparation period.
17. 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.
18. Disposition of Proposals. The City may 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 proposer's expense.
19. 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.

DRAFT

1. INTRODUCTION

The City of Monterey Park ("City") is releasing this Request for Proposal ("RFP") to professional consulting firms ("Consultant(s)") who are interested in assisting the City with 1) updating one or more of the elements of the City's comprehensive General Plan; 2) updating zoning regulations in the Monterey Park Municipal Code ("MPMC") making them consistent with the General Plan Update; 3) reconciling land use regulations affected by voter approved ballot measures; and 4) environmental review pursuant to CEQA. Additional information is provided in the Scope of Services section of this RFP.

The update to the General Plan is necessary to address real estate and development activities and trends in and around the City and the region. Additionally, State mandates including, without limitation, green building, sustainable development, global warming, and transportation matters.

The City's Community and Economic Development Department will manage the consultant(s) contract. The consultant is required to maintain close communications with City staff to ensure that the project meets the project objectives, is kept on schedule and on or under budget. The consultant is required to designate a Project Manager who will facilitate the activities of the consulting team, manage the contract and deliverables, function as the liaison between the City and other consultants, and led the consulting team at community meetings and public hearings.

2. BACKGROUND

The City of Monterey Park was incorporated on May 29, 1916; encompasses an area of approximately 7.73 square miles and has a population of approximately 62,240. Monterey Park is a full-service city providing police, fire, library, planning public works, recreation, water service and a variety of other essential services to the community. Monterey Park is a General Law city and governed by five elected City Council members and established as a Council/Manager form of government.

Monterey Park is the most southwesterly city in the San Gabriel Valley, is located approximately seven miles east from downtown Los Angeles and is served by three major freeways providing convenient access to the greater Los Angeles metropolitan region.

Monterey Park is a very diverse community with a racial makeup of 66.9% Asian (47.7% Chinese, 5.8% Japanese, 4.4% Vietnamese, 1.9% Filipino, 1.3% Korean, 0.9% Thai, 0.8% Cambodian, 0.4% Burmese, 0.4% Indonesian, 0.3% Indian), 0.05% Pacific Islander, 19.4% White (5.0% Non-Hispanic White), 0.4% African American, 0.4% Native American, 10.0% from other races, and 2.9% from two or more races. Hispanic or Latino of any race were 26.9% (Data provided from the 2010 Census).

3. EXISTING GENERAL PLAN

The City of Monterey Park's last comprehensive update to the General Plan occurred in 2001. In 2013, the City adopted a new Housing Element for the planning period from 2014 to 2021. Shortly thereafter, the City adopted two new elements including the Sustainable Community and Healthy Community elements. The following is a list of the City's existing General Plan Elements and the year adopted:

Land Use Element (2001)
Economic Development Element (2001)
Housing Element (2014-2021)
Circulation Element (2001)
Safety and Community Services (2001)
Resources (2001)
Sustainable Community (2014)
Healthy Community (2014)

4. GENERAL PLAN VISION

The Monterey Park City Council determined that it is time to reevaluate the General Plan. Based on the effects of the Great Recession, the emerging trends in the commercial and residential development market, changes in technology and changes in State laws, it is time to reevaluate the vision, goals and policies established in the General Plan. The City also identified inconsistency between the Land Use Element, zoning regulations and voter approved ballot measures that need to be reconciled to reflect the long-term vision of the community.

The primary focus of this project is to update the Land Use Element, zoning regulations and reconcile various voter approved ballot measures. The project would also include the preparation of the appropriate CEQA documents. depending on the schedule and costs, additional general plan elements and technical work may also be included as part of the project.

Goals and Objectives.

It is the City's goal to create an innovative, forward thinking and comprehensive general plan that establishes a variety of policies for the organized development of the community over the next 20 years. The City wishes to achieve this through the following objectives:

- Prepare an innovative General Plan Land Use Element and zoning regulations that are forward thinking and take into account both technological and development trends;
- The Land Use Element and zoning regulations should be user-friendly and incorporate all of the State mandates since the last update in 2001;
- Should address area-specific issues from previously adopted specific plan documents and determine if such plans and/or strategies are still applicable and necessary;
- Reconcile voter approved ballot measures with the proposed Land Use Element and zoning regulations;

- Document a clear understanding of the current conditions of the city and build upon those successes when developing new policies;
- Develop policies that are comprehensive in nature, yet flexible enough to accommodate changes in technology and development trends; and
- Other objectives as they become apparent during the General Plan Update process.

Advisory Committee.

A component of the General Plan update process will include the City Council establishing a General Plan Advisory Committee (“GPAC”) with eleven members. Each Council member will appoint two members each and the City Manager will appoint the final or eleventh member. Committee members should have some understanding of planning, land use, environmental, development, public administration or public sector financial experience.

Community Participation.

The City Council requested that the General Plan update process include ample community outreach and participation. Community participation is a vital component of any General Plan update and should include all affected areas of the community (residential, commercial, industrial and institutional). In general, community outreach should include:

- *General Plan Kick-Off Meeting* – Host a community event to introduce residents and the business community to the General Plan update.
- *Community Outreach* – Publicize the General Plan update through various media sources.
- *Visioning Exercise and Scoping Workshops* – Host community workshops at various locations throughout the city.
- *Engagement of Commissions and Advisory Boards other than the GPAC*
- *GPAC Meetings*
- *Planning Commission Meetings*
- *City Council Meetings*

5. SCOPE OF SERVICES

Consulting firms responding to the RFP should submit proposals that reflect the following options:

Option A: This option includes the following tasks.

1. Update the Land Use Element;
2. Update the zoning regulations and reconcile issues with various voter

- approved ballot measures;
3. Prepare the appropriate CEQA documents;
 4. Provide an aggressive Project Schedule; and
 5. Submit a proposed Budget related to the items identified above including the and hourly rates of the project team.

Option B: This option includes the following tasks.

1. Update the Land Use Element;
2. Update the Circulation Element;
3. Update the Economic Development Element;
4. Prepare a fiscal impact/market analysis evaluating the fiscal implication of the proposed land use element;
5. Update the zoning regulations and reconcile issues with various voter approved ballot measures;
6. Prepare the appropriate CEQA documents;
7. Provide an aggressive Project Schedule; and
8. Submit a proposed Budget related to the items identified above including the and hourly rates of the project team.

Additional items that apply to both options.

- Prepare an Existing Conditions study;
- Prepare a Public Outreach Campaign and conduct outreach via press releases, website, social media, and newsletter articles, conduct public workshops to explain project scope, findings, and to solicit public comment;
- Participate in General Plan Advisory Committee meetings to discuss direction, options, policies, and public comments;
- Establish organization of the General Plan, prepare screen check, administrative review and public review drafts of the General Plan;
- Review and discuss public comments with City staff before completing the final draft for Planning Commission and City Council consideration;
- Attend public hearings with the Planning Commission and City Council;
- Attend meetings at City of Monterey Park: Up to six meetings with City staff to discuss progress and review materials (note: kick-off meeting is in addition to the six meetings); up to three public workshops with the community at-large and up to three focused stakeholder meetings to solicit public input and comment as well as to present preliminary findings and draft elements; up to four public hearings with the Planning Commission and City Council. The Proposal shall identify the cost for each of these meetings within the budget.

- Provide a timeline of activities and overall budget for the completion of the Scope of Work.
- Additional items as directed to advance the City's priorities; and
- Preparation of CEQA documentation is a part of the scope of services and City retains the right to modify the Scope of Work and/or budget pursuant to mutual agreement with Consultant.

6. SCHEDULE

The proposed project is a focused General Plan update. The City anticipates that the overall project should not take longer than 12 to 14 months to complete. Note, however, that updates to the Land Use Element are a priority; the City seeks to place a proposition on the ballot in time for the November 2019 election. That will require completion of the draft Land Use Element by approximately July 2019. Zoning regulation updates will be in conjunction with the General Plan update once the initial community outreach is complete and draft element(s) have begun.

7. SUBMITTAL REQUIREMENTS

The Proposal must be submitted in a sealed package, clearly marked with the consultant's name, address and the words "Proposal: City of Monterey Park General Plan Update." See pages 1 and 2 for the submittal address.

The Consultant must submit the following information with the package, including the same information for any subcontractors, in the following format:

Format and Submittal.

All submissions must be completed in 12 point font, 8.5"x11" paper. Submit one unbound reproducible original plus five bound copies and one electronic copy on flashdrive, CD, or DVD. Submissions made by fax or email will not be accepted.

Cover Letter.

In not more than two pages, the consultant must provide the name, address and phone number of the consultant, the primary contact name and phone number, any qualifying statements or comments regarding the submittal and identification of any subcontractors and their responsibilities. The cover letter should highlight the special strengths of the team to perform the work requested in this RFP. The letter should be signed by an authorized principal of the consulting firm. The signed letter should also state that the consultant is unaware of any conflict of interest in performing the work. The Cover Letter should be addressed to:

Michael Huntley
Director of Community and Economic Development
City of Monterey Park

Project Approach and Work Plan.

Describe the firm's ability to provide all of the services listed in the Scope of Work. If there is an alternative approach, which you believe would be more effective, please describe that approach as it relates to the Monterey Park community.

Describe the consultant's ability to manage project delivery within the timeframe established in this RFP. The Proposal must include a timeline with identifiable major milestones. The majority of the scope of services should be completed for City Council consideration and approval within 12 to 14 months of contract award.

Qualifications and Staffing.

This portion should include a description of the qualifications of the staff and subcontractors, relevant experience and the availability of the staff for the services provided. Resumes must be provided for the Project Manager and any other key staff members. For firms with multiple offices, the office location of all key staff must be identified. After selection of a consultant by the City, no substitution of key staff or subcontractors may occur without the written approval of the City.

A list of between three to five related projects should be included with the name of the contact person and telephone number for which the consultant has recently or currently provides services as outlined in the Scope of Services. Include electronic versions of work samples demonstrating the consultant's relevant work experience.

Proposed Budget.

The Proposal must include a fee schedule and a separate schedule of time and materials/reimbursable rates including relevant hourly rates for all levels of staff to be utilized, including subcontractors, if any.

References.

Provide a list of three references where the consultant or consulting team provided professional services in updating a General Plan, zoning regulations and environmental services.

Acceptance of Conditions.

This section consists of a statement offering the consultant's acceptance of all conditions listed in the RFP. Any exceptions or suggested changes to the RFP, the reasons for the change and the impact it may have on the project must be stated in the Proposal. Unless specifically noted by the consultant, the City will assume that the Proposal is in acceptance and compliance with all aspects of the RFP.

Submissions.

Submissions must be received on or before 4:30 p.m. on Thursday, December 20, 2018 in the City Clerk's office. Proposals postmarked on that date, but received afterward, will not be accepted; emailed proposals will not be accepted; faxed proposals will not be accepted.

Submitters must certify that such submissions constitutes their full and complete response to the RFP and evidences their acknowledgement that additional written material outside of such proposal will not be considered by the City in connection with this RFP, unless the City provides a request for additional materials . Absent such written request, Proposers are instructed not to submit to the City written or other materials outside of the proposal, either in a subsequent interview or otherwise.

Pre-submittal Conference.

A Pre-submittal Conference will be held on THURSDAY, December 6 at 3 p.m. in the City Council Chambers. Staff will provide an overview of the project and guidance on the tasks to be performed. This will also provide an opportunity for proposers to ask questions and/or seek clarity on various components of the project.

8. EVALUATION AND SELECTION PROCESS

The City intends to use a two-step process in the selection of the Consultant. The submitted proposals will first be ranked according to the qualifications to perform the work as described in the Request for Proposal. The highest ranked consultants will be invited to be interviewed as part of the final selection process.

Review of Qualifications.

Each submitted Proposal will be reviewed to determine if it meets the RFP requirements. Failure to meet the requirements of the RFP will be cause for rejection. Evaluation Criteria is as follows:

- Understanding of the proposed scope of work (25%);
- Overall proposed budget for the project (25%);
- Qualifications of the consulting team and sub consultants on similar projects (20%);
- Innovation and ability to update a General Plan addressing changes in technology and development trends (20%); and
- Specific methods and techniques to be employed by the consultant to complete the project (10%).

The City may request clarification or additional information from applicants during the proposal review process. The City may also reject any and all proposals and to waive any irregularities or informalities in proposals received.

Interview.

A list of the most qualified consulting firm(s) will be interviewed by City staff. The City will then select the most responsive firm with which to negotiate a Scope of Services. Assuming a successful negotiation process, a recommendation will be made to the City Council for final consultant selection.

Consultant Agreement.

The City will require a professional services agreement subject to the negotiation of a specified work program and scope of services, payment terms and other City requirements from the consultant firm found most qualified. A sample of the City's professional services agreement is attached. Nothing in this RFP should imply a contractual obligation for employment.

Contract Approval and Execution.

The agreement must be executed within 10 business days after award by the City Council.

9. General Conditions

Each respondent to this RFP agrees that the preparation of all materials for submittal to the City are at the respondent's sole cost and expense, and the City is not, under any circumstances, be responsible for any costs or expenses incurred by a respondent. In addition, each respondent agrees that all documentation and materials submitted with a proposal become the property of the City. The City rejects all proposals or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for City staff to analyze the proposals pursuant to the criteria outlined above.

The City may require consultants to participate in additional rounds of refined submittals the City Council's award. These rounds could encompass revisions of the submittal criteria in response to the nature and scope of the initial proposals.

The consultant submitting a response waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this request. Although it is the City's intent to interview only a small number of the most qualified consulting firms, the City reserves the right to choose any number of qualified finalists to participate in the RFP process.

Thank you for your consideration of the City of Monterey Park's Request for Proposals. Direct any questions to Michael Huntley, Director of Community and Economic Development at (626) 307-1315 or at mhuntley@montereypark.ca.gov.

Background Documents on the City's Website:

1. Land Use Element (2001)
2. Economic Development Element (2001)
3. Housing Element (2014-2021)
4. Circulation Element (2001)
5. Safety and Community Services (2001)
6. Resources (2001)
7. Sustainable Community (2014)
8. Healthy Community (2014)
9. Existing General Plan Land Use Map
10. Existing Zoning Map
11. Pedestrian Linkages Plan
12. Economic Development Strategic Plan (Stan Hoffman)
13. Climate Action Plan
14. Voter Approved Ballot Measures
15. Sample Professional Services Agreement
16. Insurance Requirements

DRAFT

Exhibit B

INSURANCE REQUIREMENTS [MUST BE SUBMITTED WITH PROJECT PROPOSAL]

To be awarded this contract, the successful proposer 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 |
| Professional liability | \$1,000,000 |
| Business automobile liability | \$500,000 |
| 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 proposer 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 proposer’s proposal “nonresponsive.”

Date

Proposer

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY
PARK DECLARING DECEMBER 17, 2018 TO BE THE DAY OF
COMMEMORATION OF THE CHINESE EXCLUSION REPEAL ACT OF
1943**

Whereas, the Chinese Exclusion Act of 1882 and subsequent derivative laws that severely restricted Chinese from immigrating to the United States and prevented them from becoming American citizens;

Whereas, the Magnuson Act, also known as the Chinese Exclusion Repeal Act of 1943, was proposed by Senator Warren G. Magnuson (when he was a member of the House of Representatives) and signed into law on December 17, 1943 by President Franklin Roosevelt;

Whereas, the Magnuson Act led to the more equitable and racially neutral policies and regulations of the Immigration and Nationality Act of 1965, which was signed into law by President Lyndon Johnson;

Whereas, in 2011 and 2012, the US Senate and US House of Representatives unanimously passed resolutions to condemn and express regret for the Chinese Exclusion Act and other legislation that discriminated against Chinese Americans;

Whereas, the City of Monterey Park has a very diverse demographics with a large Chinese population and was ranked third best place to live in America by Money Magazine in 2017;

Whereas, Chinese Americans have contributed substantially to the strength of our city and nation in government, culture, business, education, science, and other fields, and have defended the nation in all wars and from all threats;

Whereas, the year 2018 marks the 75th Anniversary of the Chinese Exclusion Repeal Act; and

NOW, THEREFORE, BE IT RESOLVED the City of Monterey Park recognizes and commemorates the 75th Anniversary of the Chinese Exclusion Repeal Act of 1943 on December 17, 2018.

PASSED, APPROVED, AND ADOPTED this 21st day of November 2018.

Peter Chan
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 21st day of November 2018, by the following vote:

Ayes:
Noyes:
Absent:
Abstain:

Dated this 21st day of November 2018.

Vincent D. Chang, City Clerk
Monterey Park, California