

**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 6:30 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
December 5, 2018**

**NOTE: THE CITY COUNCIL MEETING WILL COMMENCE AT 6:30 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.] OLD BUSINESS

1-A. LEGISLATIVE OPTIONS – CALIFORNIA VOTING RIGHTS ACT

It is recommended that the City Council consider:

- (1) Receiving and filing this report;
- (2) Receiving public input regarding potential next steps for legislative proposals;
- (3) Provide appropriate direction to the City Manager and City Attorney; and
- (4) Take such additional, related, action that may be desirable.

1-B. 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.

1-C. 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.

[2.] PRESENTATION – None.

[3.] CONSENT CALENDAR ITEMS NOS. 3A-3E

3-A. WARRANT REGISTER FOR SUCCESSOR AGENCY (SA) TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF DECEMBER 5, 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 December 5, 2018 totaling \$20.82 and 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. 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 November 7, 2018; and
- (2) Take such additional, related, action that may be desirable.

3-C. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF DECEMBER 5, 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 December 5, 2018 totaling \$469,188.44 specifying the funds out of which the same are to be paid; and
- (2) Take such additional, related, action that may be desirable.

3-D. CITY COUNCIL MINUTES

It is recommended that the City Council:

- (1) Approve the minutes from the regular and special meetings of November 7, 2018; and
- (2) Take such additional, related, action that may be desirable.

3-E. MINIMUM WAGE INCREASE PER LABOR CODE SECTION 1182.12

It is recommended that the City Council:

- (1) Adopt Resolution approving the State mandated minimum wage adjustments in order to have these wage adjustments in place as of January 1, 2019; or
- (2) Take such additional, related, action that may be desirable.

[4.] PUBLIC HEARING

4-A. PUBLIC HEARING TO RECEIVE INPUT FROM THE COMMUNITY REGARDING THE CREATION OF A CITY COUNCIL DISTRICT-BASED ELECTORAL SYSTEM PURSUANT TO ELECTIONS CODE §10010

It is recommended that the City Council consider:

- (1) Receive a report from staff concerning the districting process and permissible criteria to be considered to create district boundaries; and
- (2) Conduct a Public Hearing to received public testimony on the composition of districts for a district-based electoral system pursuant to Elections Code Section 10010; and
- (3) Provide direction to the City's consultant regarding the composition of districts for a district-based electoral system pursuant to Elections Code Section 10010; and
- (4) Take such additional, related, action that may be desirable.

4-B. A PUBLIC HEARING TO CONSIDER A CONDITIONAL USE PERMIT (CUP-17-10 TO ALLOW A NEW WIRELESS TELECOMMUNICATIONS FACILITY (VERIZON) – 1909 FULTON AVENUE

It is recommended that the City Council consider:

- (1) Opening the public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Adopting a Resolution approving Conditional Use Permit (CU-17-10) subject to conditions of approval; and
- (5) Take such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

As more specifically set forth in the draft Resolution, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15303 as a Class 3 categorical exemption (New Construction or Conversion of Small Structures), because the project consists of construction and location of one new, small facility or structure (see *Don't Cell Our Parks v. City of San Diego* (2018) 21 Cal.App.5th 338).

[5.] NEW BUSINESS

5-A. AWARD OF CONTRACT TO TYLER TECHNOLOGIES, INC. FOR ENTERPRISE RESOURCE PLANNING SOFTWARE SYSTEM; AND AWARD OF CONTRACT TO AEF SYSTEMS CONSULTING, INC. FOR ERP IMPLEMENTATION AND MANAGEMENT CONSULTING SERVICES

It is recommended that the City Council consider:

- (1) Authorize the City Manager to execute a contract, in a form approved by the City Attorney, with Tyler Technologies, Inc. for the purchase, installation, licensing and maintenance of an Enterprise Resource Planning (ERP) Software System for \$881,952 (*Attachment 1-2*); and
- (2) Authorize the City Manager to execute a Professional Services Agreement, in a form approved by the City Attorney, with AEF Systems Consulting, Inc. in an amount not to exceed \$270,720 for ERP System Implementation and Management Consulting Services (*Attachment 3*); and
- (3) Appropriate \$447,581 Technology Internal Service Fund (0063) to this ERP project; and
- (4) Take such additional, related, action that may be desirable.

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

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

ADJOURN



City Council Staff Report

DATE: December 5, 2018

Old Business

AGENDA ITEM NO:

Agenda Item 1-A.

TO: Honorable Mayor and Members of the City Council

FROM: Karl H. Berger, Assistant City Attorney

SUBJECT: Legislative Options – California Voting Rights Act

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Receiving and filing this report;
- (2) Receiving public input regarding potential next steps for legislative proposals;
- (3) Provide appropriate direction to the City Manager and City Attorney; and
- (4) Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

On November 21, 2018, the City Council discussed an agenda item from Mayor Peter Chan regarding potentially lobbying for changes to the California Voting Rights Act ("CVRA"). Mayor Chan proposed that the City retain a lobbyist to seek amendments to the CVRA that would, for example, allow cities to avoid lawsuits by demonstrating that elected officials appropriately reflect their constituency. The City Council ultimately directed that public input be solicited as part of the ongoing districting public hearings regarding what – if any – legislative changes might be desirable. Additionally, the City Council directed the City Attorney's office to provide an overview of the issues; that the City Manager provide outreach to the community (in addition to the already noticed public hearings regarding districting); and provided a budget of \$10,000 for these efforts.

OPTIONS:

The City Council was previously informed about the CVRA's background, intent, and effect upon local jurisdictions. As a result, the City Council adopted a resolution to transition to district-based elections. The first public hearing for this process is scheduled for December 5, 2018.

While related to that process, this Staff Report is independent. It seems practical, however, for the City Council to discuss the two items together and solicit public input regarding the options set forth below. Accordingly, the City Council may wish to combine the two Agenda Items for consideration.

Please note that this Staff Report is not intended to be an in-depth legal analysis of the various suggested legislative options; it provides a superficial overview only and is intended to allow the City Council to provide general direction (if any) following public input.

➤ Potential topics for legislative amendments

Various efforts to reform the CVRA occurred since 2003. Reviewing those actions shows that many were designed to strengthen the CVRA. For example, SB 1365 (Padilla) would have allowed plaintiffs to challenge district-based elections if district boundaries were found to undermine the influence of minority communities. While SB 1365 was vetoed in September 2014, it was supported by the ACLU, MALDEF, NAACP, NALEO, Asian Americans Advancing Justice (AAAJ), and Lawyers' Committee for Civil Rights of the San Francisco Bay Area. These organizations are a strong coalition that will advocate for greater voter protections in the CVRA; it is unlikely that they will be agreeable to a perceived dilution of the CVRA and will lobby against any proposal that would take such action. As a practical matter, therefore, it seems that legislative changes proposed by governments should be focused on clarifying existing laws and providing alternatives to strict district-based elections.

- At-Large Mayor System

The Government Code provides that a city may adopt various types of election systems including a by-district election system with a separately elected mayor that is selected "at large." Under such a system, the City would have four councilmembers elected by district with one mayor who was separately elected "at large."

If this type of system were desirable for the City, then the City Council could implement an effort to amend the CVRA's definition of "at-large election system" which is very broad. A helpful legislative amendment to the CVRA would be to reconcile its definitions with that of the Government Code¹ which specifically allows for an at-large elected mayor.²

- Cumulative Voting System

In July this year, the City of Mission Viejo entered into a settlement agreement with CVRA plaintiffs³ which reportedly made it the first City in California to elect councilmembers based upon "cumulative voting." This type of system is

"an at-large, cumulative voting scheme with the elimination of staggered terms. Each voter would be allotted the same number of votes as there are seats up for election and would be free to allocate them however he or she chooses. Voters may choose to "plump" all their votes on one candidate—the strategy of choice for minority communities who want to indicate a strong preference for a particular candidate."⁴

The Mission Viejo Case, however, is not the first one to suggest cumulative voting. In 2013, the City of Santa Clarita entered into a settlement agreement whereby it agreed –

¹ Government Code § 34886.

² This is also recognized by at least one trial court. See *Jauregui v. City of Palmdale* (2013) LASC Case No. BC483039; *aff'd Jauregui v. City of Palmdale* (2014) 226 Cal.App.4th 781.

³ *Southwest Voter Registration Education Project v. City of Mission Viejo* (2018) OCSC Case No. 30-2018-00981588-CU-CR-CJC (the "Mission Viejo Case").

⁴ *U.S. v. Village of Port Chester* (2010) 704 F.Supp.2d 411, 447 (used in the settlement of the Mission Viejo Case).

subject to approval by the California Secretary of State – to transition to a cumulative voting system.⁵ Ultimately, Santa Clarita did not transition to cumulative voting because of issues identified by the Secretary of State.

These issues were specifically (1) the Elections Code does not recognize cumulative voting; (2) that the State's election system (OPTO-MARK) was not tested or certified for cumulative voting as required by Elections Code § 19126; and (3) that the Secretary of State could not perform any such testing in the absence of statutory guidance, i.e., statutory criteria for the testing and certification of the machines for the purpose of cumulative voting. As to the first issue, the Secretary of State also noted that two previous bills that would have allowed cumulative voting did not become law. Those bills are attached for reference.⁶

The Mission Viejo Case is only four months old; it is unclear whether Mission Viejo will be able to implement cumulative voting for the reasons noted by the Secretary of State in the Santa Clarita case. If, however, the City Council is interested in cumulative voting, then it might seek legislation to amend the CVRA and specifically allow this type of voting system.

- Other changes

One of the central discussion points on November 21st was that the CVRA generally does not give the City a choice as to whether districting is appropriate or not, i.e., for all practical purposes the CVRA forces a by-district system upon governments challenged by potential plaintiffs. An option for a legislative fix, therefore, could be (in addition to those mentioned above) to give jurisdictions an opportunity to refute plaintiff's assertions with "real life" data. For example, an assertion in Monterey Park is that members of the City Council are not wholly representative of minority populations. Yet, the data show that past City Councils consisted of at least one person with a Hispanic surname and/or who identified as a Latino/Latina.⁷ With legislative changes, therefore, the City could demonstrate through some sort of non-litigious method that persons in protected classes were elected to the City Council.

There are some examples that the City Council could utilize to try achieving such a legislative change. In 2015, for example, AB 1301 (Jones-Sawyer and Alejo 2015) would have established a "preclearance" system where the Secretary of State would approve certain voting-related laws in a jurisdiction with two or more racial or ethnic groups. While AB 1301 was vetoed in October 2015, its underlying premise (that the Secretary of State provide some objective guidance) may be helpful.

Similarly, AB 2330 (Arambulo 2009) would have established a claim-filing requirement and a 30-day response period before a lawsuit could be filed against a school district. Like the Government Claims Act, it would have given school districts a method to avoid litigation and attorneys' fees. This bill died in committee. A similar process, however,

⁵ *Soliz, et al. v. City of Santa Clarita* (2013) LASC Case No. BC512735.

⁶ AB 1039 (Hancock 2003) and SB 596 (Bowen 2005).

⁷ See e.g., Teresa Real Sebastian 3/19/11 – Present; Sharon Martinez 11/6/01-3/2/09; Francisco Alonso 4/12/94 – 3/4/03; Rita Valenzuela 4/14/92 – 3/6/01; Marie Purvis 4/10/90-3/2/99; Fred Balderrama 4/10/90 – 3/4/03.

might be utilized to allow a public entity to assess CVRA claims (again, the Government Claims Act might serve as a model).

➤ Public Input; Council Direction

One of the City Council's goals for this item was to solicit public input on what might be desirable for a legislative "fix." It seems prudent, therefore, to obtain such information during the separate (but related) process for districting. Thereafter, the Council can provide appropriate direction to the City Manager and City Attorney on this matter.

ATTACHMENTS:

- AB 1039 (Hancock 2003)
- SB 596 (Bowen 2005)

ATTACHMENT 1

AB 1039 (Hancock 2003)

**AB-1039 Municipal elections: voting methods.** (2003-2004)

SHARE THIS:



CALIFORNIA LEGISLATURE— 2003–2004 REGULAR SESSION

ASSEMBLY BILL**No. 1039****Introduced by Assembly Member Hancock****February 20, 2003**

An act to add Section 10105 to the Elections Code, relating to municipal elections.

LEGISLATIVE COUNSEL'S DIGEST

AB 1039, as introduced, Hancock. Municipal elections: voting methods.

Existing law provides procedures for the nomination of candidates for elective offices in general law cities. It specifies the procedures for the conduct of the election, the canvass of ballots, and certification of persons elected to office. Related provisions require the holding of a runoff election if no candidate has been elected at the municipal election. It provides that a vacancy in an elective office may be filled by appointment, at a special election, or at the next regular municipal election, as specified.

This bill would provide that, notwithstanding any provision of law, a city may elect officers or fill vacancies in elective offices by means of a method of cumulative voting, limited voting, choice voting, or instant runoff voting. It would require the Secretary of State to adopt regulations for the conduct of elections and the counting of ballots by each of these voting methods. It would permit a voting method authorized by this bill to be enacted by ordinance enacted by any of three specified ways.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:**SECTION 1.** Section 10105 is added to the Elections Code, to read:

10105. Notwithstanding any provision of law, a city may elect officers or fill vacancies in elective offices by means of a method of cumulative voting, limited voting, choice voting, or instant runoff voting. The Secretary of State shall adopt regulations for the conduct of elections and the counting of ballots by each of these voting methods. A voting method authorized by this section may be enacted by any of the following ways:

(a) By ordinance enacted by the legislative body of the city.

(b) By approval of a proposition submitted to the voters at any general or special election, without a petition therefor, by the legislative body of the city.

(c) By initiative ordinance adopted pursuant to Chapter 3 (commencing with Section 9200) of Division 9.

ATTACHMENT 2

SB 596 (Bowen 2005)

**SB-596 Municipal elections: voting methods.** (2005-2006)

SHARE THIS:



AMENDED IN SENATE APRIL 28, 2005

AMENDED IN SENATE MARCH 31, 2005

CALIFORNIA LEGISLATURE— 2005–2006 REGULAR SESSION

SENATE BILL**No. 596****Introduced by Senator Bowen
(Coauthor(s): Assembly Member Hancock)****February 18, 2005**

An act to add Chapter 2 (commencing with Section 10050) to Part 1 of Division 10 of the Elections Code, relating to municipal elections.

LEGISLATIVE COUNSEL'S DIGEST

SB 596, as amended, Bowen. Municipal elections: voting methods.

Existing law provides procedures for the nomination of candidates for elective offices in general law cities. It specifies the procedures for the conduct of the election, the canvass of ballots, and certification of persons elected to office. Related provisions require the holding of a runoff election if no candidate has been elected at the municipal election. It provides that a vacancy in an elective office may be filled by appointment, at a special election, or at the next regular municipal election, as specified.

This bill would provide that, notwithstanding any provision of law, a city, county, or district may conduct a local election using ~~a preference voting method~~ *ranked voting*. This bill would also describe the ~~preference~~ *ranked* voting method as it applies to both a single-candidate election and a multiple-candidate election.

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Chapter 2 (commencing with Section 10050) is added to Part 1 of Division 10 of the Elections Code, to read:

CHAPTER 2. ~~Preference-Voting Methods~~ *Ranked Voting*

10050. (a) Any city, county, or district may conduct a local election using ~~a preference voting method~~ *ranked*

voting. The ballot shall allow voters to rank a number of choices in order of preference equal to the total number of candidates for each office. However, if the voting system, vote tabulation system, or similar or related equipment used by the city, county, or district cannot feasibly accommodate choices equal to the total number of candidates running for each office, then the elections official administering the election may limit the number of choices a voter may rank to no fewer than three if using the voting method enacted pursuant to Section 10051 and to two more than the number of seats to be filled if using the voting method enacted pursuant to Section 10052. The ballot shall in no way interfere with a voter's ability to cast a vote for write-in candidates.

(b) A voting method authorized by this section may be enacted by any of the following ways:

~~(1) By ordinance enacted by the governing body of the city, county, or district.~~

~~(2)~~

(1) By approval of a ballot measure submitted to the voters by the governing body of the city, county, or district at an election pursuant to Division 9 (commencing with Section 9000).

~~(3)~~

(2) By initiative ordinance or charter amendment adopted pursuant to Division 9 (commencing with Section 9000).

(c) Any city, county, or district using a preference voting method shall conduct a voter education campaign to familiarize voters with this method of voting.

10051. A voting method enacted pursuant to Section 10050 for an election to elect a single candidate to office shall be *known as "instant runoff voting" and shall be* conducted in the following manner:

(a) For the purposes of this section: (1) a candidate shall be deemed "continuing" if the candidate has not been eliminated, (2) a ballot shall be deemed "continuing" if it is not exhausted, (3) a ballot shall be deemed "exhausted," and not counted in further stages of the tabulation, if all of the choices have been eliminated or there are no more choices indicated on the ballot. If a ballot gives equal rank to two or more candidates, the ballot shall be declared exhausted when such multiple rankings are reached. If a voter casts a ballot but skips a rank, the voter's vote shall be transferred to that voter's next ranked choice.

(b) If a candidate receives a majority of the first choices, that candidate shall be declared elected. If no candidate receives a majority, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next ranked candidate on that voter's ballot. If, after this transfer of votes, any candidate has a majority of the votes from the continuing ballots, that candidate shall be declared elected.

(c) If no candidate receives a majority of votes from the continuing ballots after a candidate has been eliminated and his or her votes have been transferred to the next ranked candidate, the continuing candidate with the fewest votes from the continuing ballots shall be eliminated. ~~All votes~~ *Each vote* cast for that candidate shall be transferred to the next ranked continuing candidate on ~~each~~ *that* voter's ballot. This process of eliminating candidates and transferring their votes to the next ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots.

(d) If the total number of votes of the two or more candidates credited with the lowest number of votes is less than the number of votes credited to the candidate with the next highest number of votes, those candidates with the lowest number of votes shall be eliminated simultaneously and their votes transferred to the next ranked continuing candidate on each ballot in a single counting operation.

(e) A tie between two or more candidates *for the fewest votes as specified in subdivision (c)* shall be resolved ~~in accordance with Article 1 (commencing with Section 15650) of Chapter 10 of Division 15.~~ *by lot with the candidate chosen by lot being eliminated.*

10052. A voting method enacted pursuant to Section 10050 for an election to elect two or more candidates to office shall be *known as "choice voting" and shall be* conducted in the following manner:

(a) For the purposes of this section: (1) a candidate shall be deemed "continuing" if the candidate has not been eliminated or elected, (2) a ballot shall be deemed "continuing" if it is not exhausted, and (3) a ballot shall be deemed "exhausted," and not counted in further stages of the tabulation, if all of the choices have been eliminated or elected or there are no more choices indicated on the ballot. If a ballot gives equal rank to two or

more candidates, the ballot shall be declared exhausted when such multiple rankings are reached. If a voter casts a ballot but skips a rank, the voter's vote shall be transferred to that voter's next ranked choice.

(b) Each candidate that receives the minimum threshold of votes necessary to be elected shall be declared elected. The minimum threshold of votes necessary to be elected shall be determined by dividing the total number of votes cast for that office by one more than the number of offices to be filled and then adding one vote, *and then ignoring any fraction*, as shown in the following formula:

Total number of votes cast, divided by sum of one plus number of offices to be filled, plus one, equals minimum threshold of votes necessary to be elected

If no candidate receives the minimum threshold of votes necessary to be elected, the candidate who received the fewest first choices shall be eliminated and each vote cast for that candidate shall be transferred to the next ranked candidate on that voter's ballot. If, after this transfer of votes, any candidate has the minimum threshold of votes necessary to be elected from the continuing ballots, that candidate shall be declared elected.

If no candidate receives the minimum threshold of votes necessary to be elected from the continuing ballots after a candidate has been eliminated and his or her votes have been transferred to the next ranked candidate, the continuing candidate with the fewest votes from the continuing ballots shall be eliminated. ~~All votes~~ *Each vote* cast for that candidate shall be transferred to the next ranked continuing candidate on ~~each~~ *that* voter's ballot. This process of eliminating candidates and transferring their votes to the next ranked continuing candidate shall be repeated until a candidate receives the minimum threshold of votes necessary to be elected from the continuing ballots.

(c) Once a candidate receives the minimum threshold of votes necessary to be elected, any votes that candidate has received in excess of the minimum threshold of votes necessary to be elected shall be redistributed among the other continuing candidates as ~~follows: the second choices indicated on all of the ballots where the first choice was the elected candidate shall be redistributed~~ *follows: each vote received by the elected candidate shall be redistributed to the next available choice on that ballot* according to a transfer value *for each ballot*. The transfer value shall be determined by dividing the surplus votes cast for the elected candidate by the total number of votes received by the elected candidate as shown in the following formula:

Surplus votes cast for the elected candidate, divided by total number of votes received by the elected candidate, *calculated out five decimal places and rounded to the fourth decimal place* equals the transfer value

(d) If two or more candidates on the first count receive more than the minimum threshold of votes necessary to be elected, ~~all~~ *each* of those candidates shall be declared elected. Among these ~~candidates, the second choices indicated on all of the ballots of the candidate who receives the largest number of first choice votes, or the next available choice if the second preference candidate has already been elected, shall be redistributed at the transfer value to continuing candidates. This process shall be repeated for the ballots of any other elected candidate in the order of the number of first choice votes each candidate received.~~ *candidates each of the ballots of the candidate who receives the largest number of first choice votes shall be redistributed at its transfer value to the second choice indicated on that ballot, or the next available choice if the second preference candidate has already been elected.*

(e) If a candidate receives more than the minimum threshold of votes necessary to be elected as the consequence of a redistribution of surplus votes from a previously elected candidate, the number of votes in excess of the minimum threshold of votes necessary to be elected shall be redistributed to the continuing candidates. This redistribution shall be to the next available choice shown on each of the elected candidate's ballots. The transfer value for the ballots on which the candidate was the first choice shall be the same as the transfer value defined in subdivision (c). The transfer value for each ballot transferred to the candidate from one or more previously elected candidates shall be the surplus votes cast for the elected candidate divided by the total number of votes received by the elected candidate multiplied by the ~~transfer value of the votes received pursuant to the redistribution of the surplus votes from a previously elected candidate as shown in the following~~ *previous transfer value of that ballot as shown in the following* formula:

Surplus votes cast for the elected candidate, divided by total number of votes received by the elected candidate, multiplied by ~~the transfer value of the votes received from a previously elected candidate~~ *the previous transfer value of that ballot, calculated out five decimal places and rounded to the fourth decimal place*

(f) If no candidate receives more than the minimum threshold of votes necessary to be elected as the consequence of a redistribution of surplus votes from a previously elected candidate, the candidate with the smallest number of votes shall be eliminated. All of that eliminated candidate's votes—both first choice votes and any votes received from a previously elected candidate's surplus at the transfer value—shall be transferred to the continuing candidates according to the next available choice shown on the eliminated candidate's ballots. The eliminated candidate's first choice votes shall be transferred to the second, or next available, choice at full value. Votes received from previously elected or eliminated candidates shall be transferred at the transfer value at which ~~the votes were~~ *each vote was* received.

(g) Tabulation of votes shall continue in the following sequence:

(1) The surplus votes of elected candidates shall be redistributed until no more candidates receive the minimum threshold of votes necessary to be elected.

(2) The votes of eliminated candidates are redistributed until another candidate receives the minimum threshold of votes necessary to be elected.

~~(3) When all but one of the candidates to be elected has received the minimum threshold of votes necessary to be elected, and only two candidates are continuing, the candidate with the most votes is declared elected, whether or not that candidate has received the minimum threshold of votes necessary to be elected.~~

~~(h) A tie between two or more candidates shall be resolved in accordance with Article 1 (commencing with Section 15650) of Chapter 10 of Division 15.~~

(3) When the number of continuing candidates plus the number of elected candidates is equal to the number of candidates to be elected, all of the continuing candidates shall be declared elected, whether or not those candidates have received the minimum threshold of votes necessary to be elected.

(h) A tie between two or more candidates for fewest votes, as specified in subdivision (f), shall be resolved by lot and that candidate chosen by lot shall be eliminated. A tie between two or more candidates for the number of first choice votes received, as specified in subdivision (d), or votes above the threshold, as specified in subdivision (e), shall be resolved by lot and the candidate chose by lot shall be the first to have his or her surplus votes transferred.

10053. *For each office elected by ranked voting, the statement of the result shall show all of the following:*

(a) The number of votes cast at each precinct that are counted for each continuing candidate in each official round of counting.

(b) The number of exhausted ballots in each precinct in each official round of counting.

(c) The total number of votes cast that are counted for each continuing candidate in each official round of counting.

(d) The total number of exhausted ballots in each official round of counting.



City Council Staff Report

DATE: December 5, 2018

AGENDA ITEM NO: Old Business
Agenda Item 1-B.

TO: The Honorable Mayor and Members of the City Council
FROM: Michael Huntley, Director of Community & Economic Development
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:

This item was held over from the November 21, 2018 City Council meeting. No discussion occurred on this item.

ATTACHMENT:

November 21, 2018 City Council Staff Report and Draft RFP

Respectfully submitted by,



Michael Huntley
Director of Community and
Economic Development

Approved by:



Ron Bow
City Manager

ATTACHMENT 1
November 21, 2018 City Council Staff Report
and Draft RFP



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:



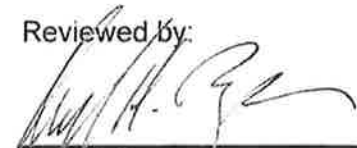
Michael Huntley
Director of Community and
Economic Development

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

320 W. Newmark Avenue
Monterey Park, CA 91754

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 reject 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



City Council Staff Report

DATE: December 5, 2018

AGENDA ITEM NO: Old Business
Agenda Item 1-C.

TO: The Honorable Mayor and Members of the 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:

This item was held over from the November 21, 2018 City Council meeting. No discussion occurred on this item.

ATTACHMENT:

November 21, 2018 City Council Staff Report

Respectfully submitted by:

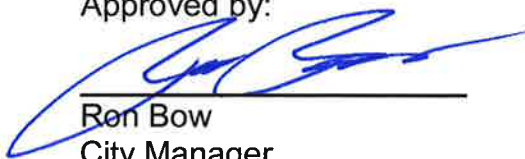


Inez Alvarez
Director of Recreation & Community Services



Jim Smith
Police Chief

Approved by:



Ron Bow
City Manager

ATTACHMENT 1
November 21, 2018 City Council Staff Report



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

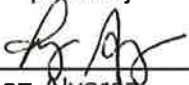
In past years, the City's "birthday" celebration has been held in May with carnival and parade referred to as "Play Days." City staff have tried various methods to highlight that the "Play Days" event is in celebration of the City's birthday by incorporating birthday type graphics and images such as 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:

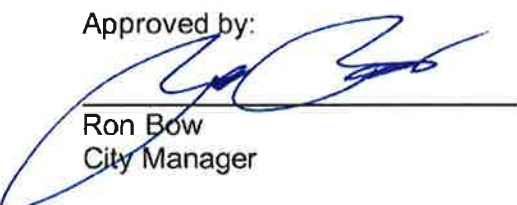


Inez Alvarez
Director of Recreation & Community Services

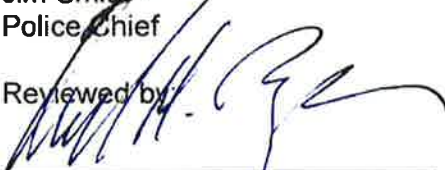


Jim Smith
Police Chief

Approved by:



Ron Bow
City Manager



Karl H. Berger
Assistant City Attorney

Attachments:

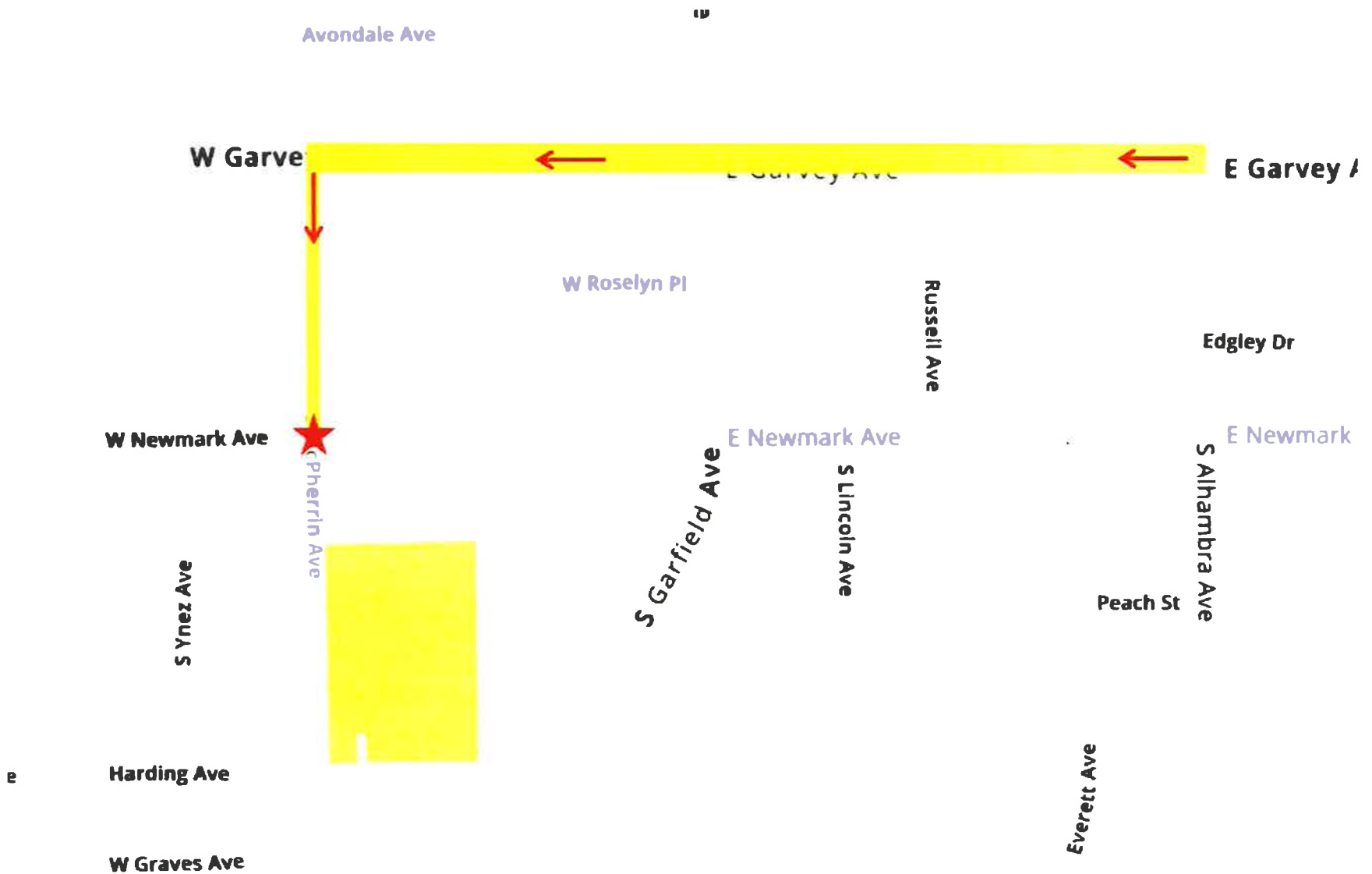
1. Traditional Parade Route Map
2. Proposed New Parade Route Map
3. Pageantry Parades Proposal
4. Examples of Event Flyers

Attachment 1

Traditional Parade Route Map

Traditional Parade Route

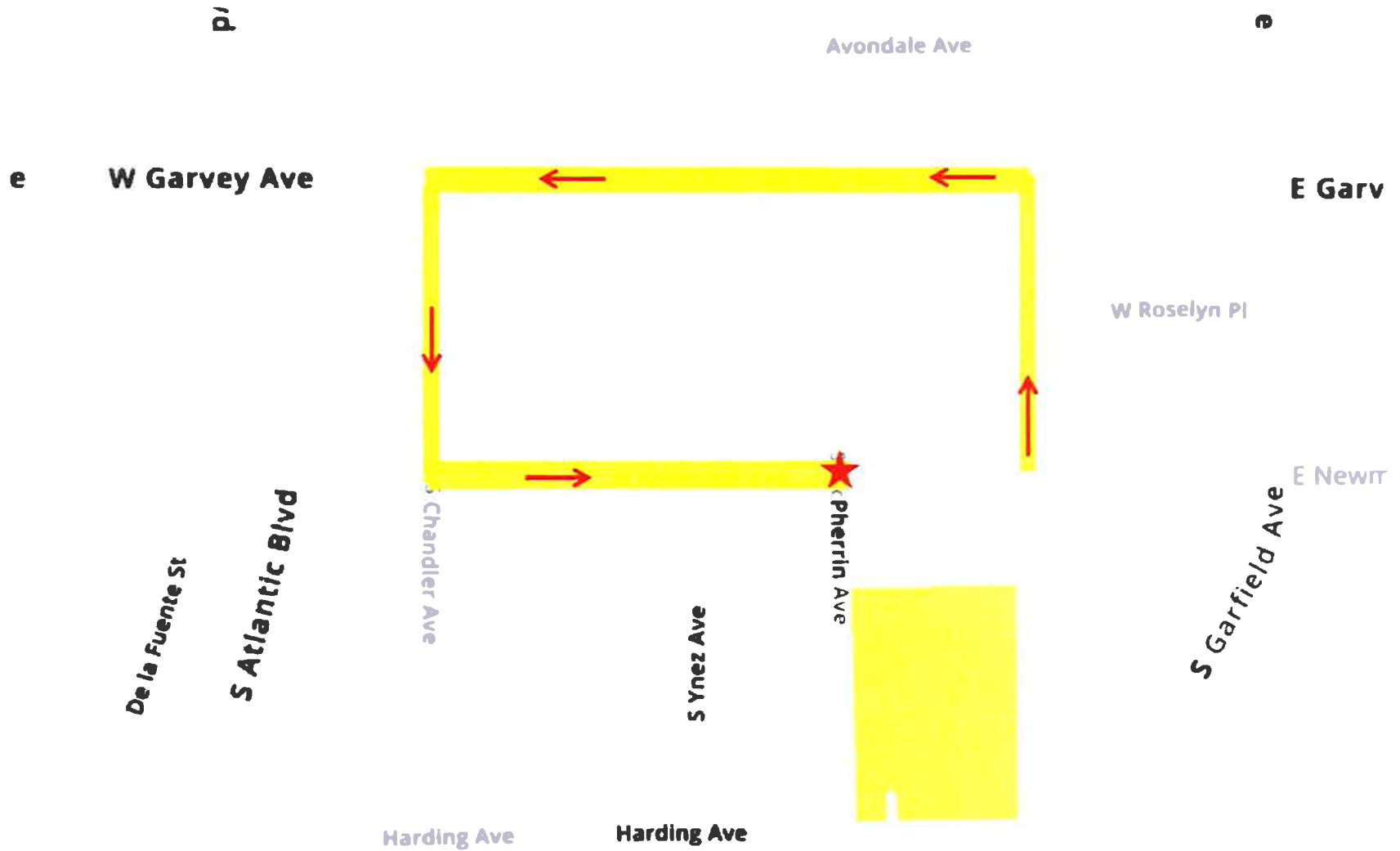
Total Distance = 0.8 mile



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
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TOTAL MAIN BUDGET ITEMS		\$ 9,000.00
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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
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TOTAL MAIN BUDGET ITEMS		\$ 9,250.00
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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
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TOTAL MAIN BUDGET ITEMS		\$ 9,500.00
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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. CANCELTATION POLICY

IN THE EVENT OF CANCELTATION / 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 CANCELTATION OF CONFIRMED **ADDITIONAL BUDGET ITEMS** SUCH AS HORSE DRAWN VEHICLES, FLOATS, JUDGES, VIP RIBBONS, ETC ...

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

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 DATE: 11/01/18
(PAGEENTRY PARADES)

BY: David A. Sarell DATE: 11/01/18
(PAGEENTRY PARADES)

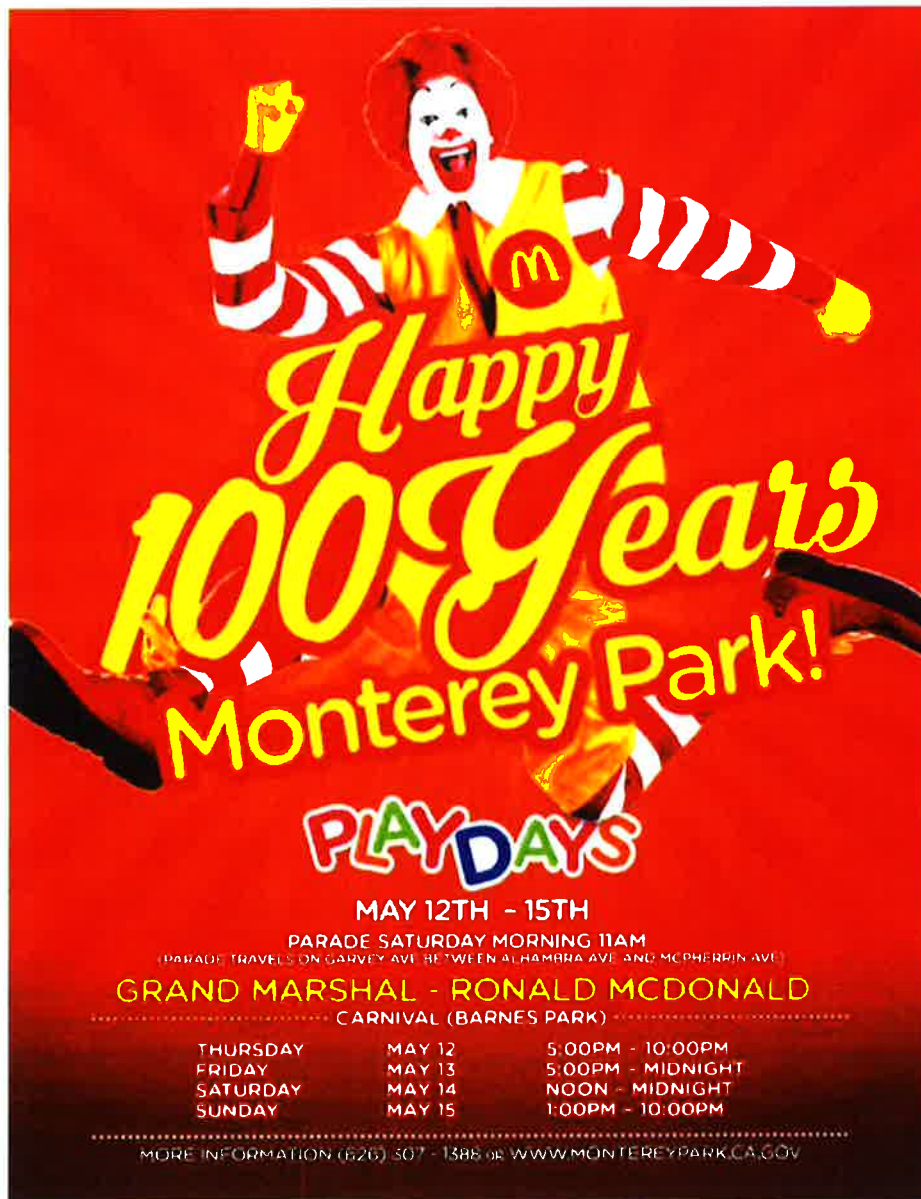
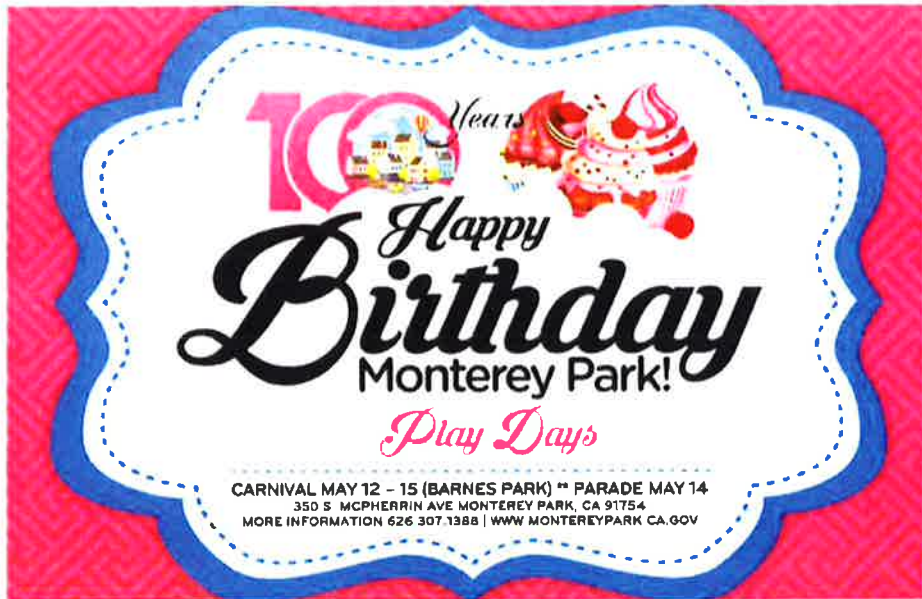
BY: _____ DATE: _____
(CITY OF MONTEREY PARK)

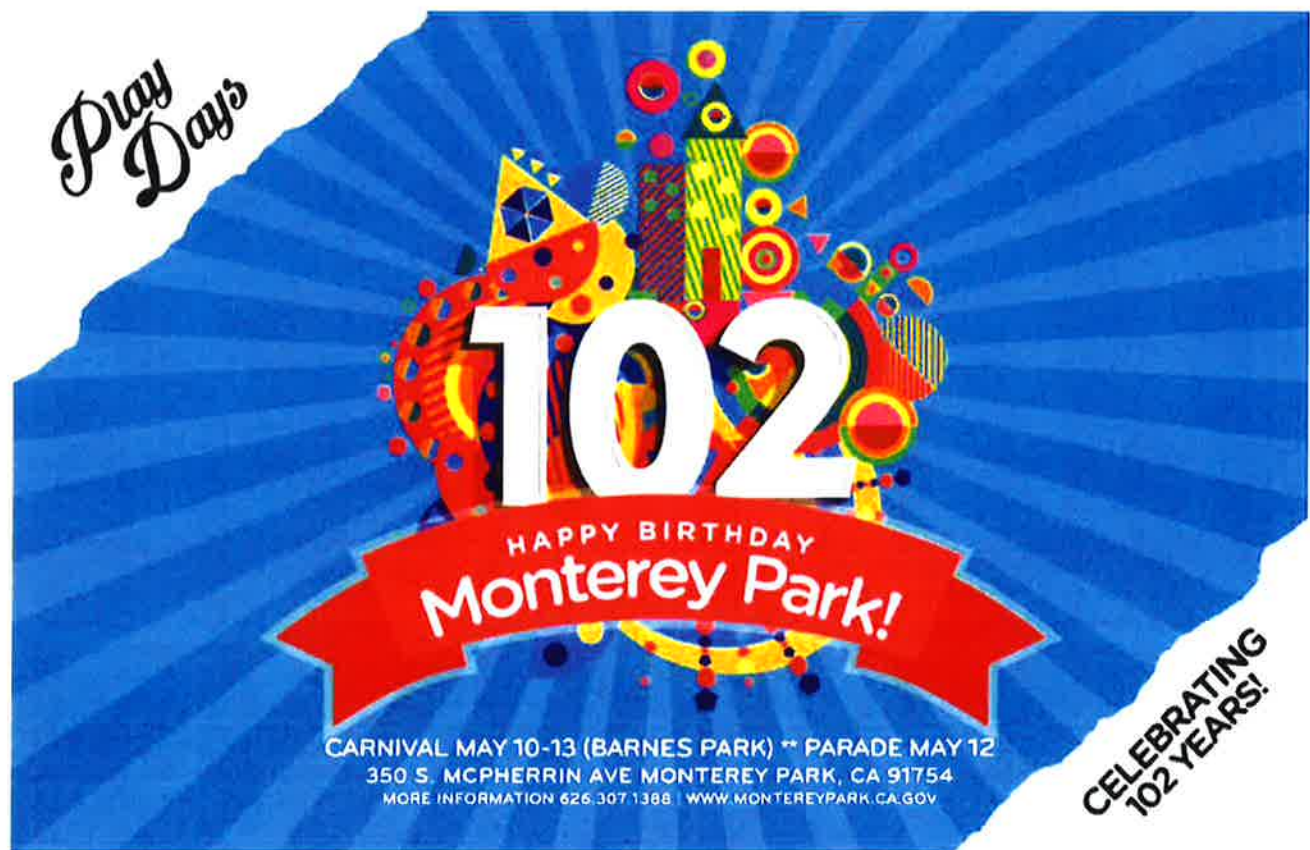
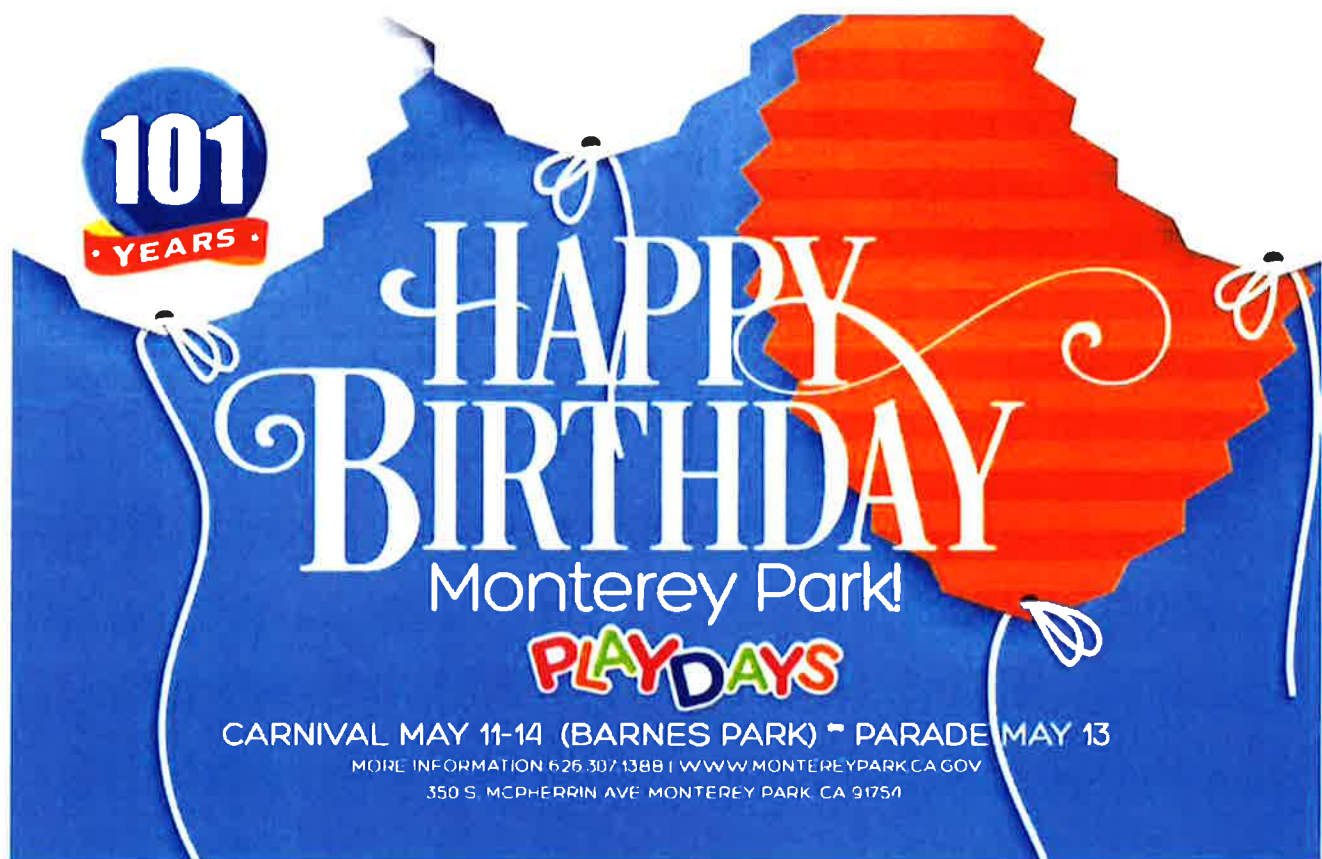
BY: _____ DATE: _____
(CITY OF MONTEREY PARK)

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 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 WREST BANGS"

A small illustration of a Ferris wheel with a person in a red shirt and yellow pants riding it.

**PARADE SPECIAL
GUESTS-THE KINJAZ!**

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



City Council Staff Report

DATE: December 5, 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 Successor Agency to the Former Community Redevelopment Agency of
December 5, 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 **December 5, 2018 totaling \$20.82** 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 **370**.

BACKGROUND:

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

FISCAL IMPACT:

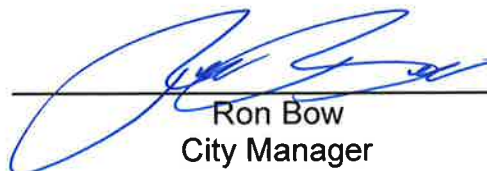
Disbursements from all funds total **\$20.82.**

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'Annie Yaung', written over a horizontal line.

Annie Yaung, CPFO
Director of Management Services

Approved By:

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

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
5TH OF DECEMBER 2018
TOTALING \$20.82 AND SPECIFYING THE FUNDS OUT
OF WHICH THE SAME ARE TO BE PAID**

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

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

Atlantic/Garvey Projects	20.82
Total	<u>\$ 20.82</u>

PASSED, APPROVED AND ADOPTED THE 5TH OF DECEMBER 2018.

Peter Chan, Mayor
City of Monterey Park, California

ATTEST:

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

Resolution No. SA-
Page 2

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 5th of December 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 12/05/2018

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
AT&T	0860-801-1203-32050	20.82	INTERNET/PHONE SERVICE		370	20.82
TOTAL FOR PREPAID WARRANTS						20.82
PRINTED		20.82				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/05/2018

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TOTAL FOR PREPAID WARRANTS	\$20.82
TOTAL FOR PRINTED WARRANTS	\$0.00
TOTAL FOR ACH-PAYMENTS	\$0.00
TOTAL WARRANTS	\$20.82
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 12/05/2018
FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0860	ATLANTIC/GARVEY CAP PROJECTS	20.82	0.00	20.82
	TOTAL	20.82	0.00	20.82



City Council Staff Report

DATE: December 5, 2018

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

TO: The Honorable Mayor and City Council

FROM: Vincent D. Chang, City Clerk

SUBJECT: Successor Agency (SA) Minutes

RECOMMENDATION:

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

- (1) Approve the minutes from the regular and special meetings of November 7, 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
NOVEMBER 7, 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, November 7, 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, Hans Liang, Teresa Real Sebastian arrived at 6:03 p.m.

Council Members Absent: None

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

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

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

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

Employee Bargaining Units Monterey Park Police Officers' Organizations: Association (MPPOA)

RECONVENE & ADJOURNMENT

The City Council reconvened from Closed Session with all Council Members present. The meeting was adjourned at 6:24 p.m.

Action Taken: No reportable action taken in Closed Session.

Vincent D. Chang
City Clerk

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

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
NOVEMBER 7, 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, November 7, 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 7:03 p.m.

FLAG SALUTE:

The Monterey Park Fire Explorers

ROLL CALL:

City Clerk Vincent Chang called the roll:

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

Council Members Absent: None

ALSO PRESENT: City Manager Ron Bow, City Attorney Mark Hensley, 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, Financial Services Manager Harry Wong, Public Works Maintenance Manager Tito Haes, Deputy City Clerk Cindy Trang

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

Mayor Chan announced that Item No. 5A will be heard after Oral and Written Communications.

ORAL AND WRITTEN COMMUNICATIONS

- Helen Chan, Leader of Girl Scout Troop 2891, introduced her community troop which consisted of; Roselyn Chin, Armina Li, Carmilla Chan, and Hailey Aoang, which all had the opportunity to introduce themselves.
- Sarkis Antonian relayed his concerns in regards to the lack of media coverage during the grand opening ceremonies at the Monterey Park Market Place.

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

1. **PRESENTATIONS**

None.

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

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

This item was heard after Agenda Item No. 5A.

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-2B on Consent Calendar.

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, Liang, Chan
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None

2A. **WARRANT REGISTER FOR SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF NOVEMBER 7, 2018**

Disbursements will be made from the funds referenced in the Resolution, attached to the staff report, in Warrants numbered 368.

Action Taken: The City Council, acting on behalf of the Successor Agency, approved payment of warrants and adopted Resolution No. SA-159 of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated November 7, 2018 totaling \$41.61 and specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. SA-159, entitled:

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED 7TH DAY OF NOVEMBER 2018 TOTALING \$41.61 AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

2B. SUCCESSOR AGENCY (SA) MINUTES

Approve the minutes from the regular meeting of October 3, 2018 and the special meetings of October 3, 2018 and October 11, 2018.

Action Taken: The City Council, acting on behalf of the Successor Agency, approved the minutes from the regular meeting of October 3, 2018 and the special meetings of October 3, 2018 and October 11, 2018 on Consent Calendar.

This is the end of Successor Agency (SA) items



City Council Staff Report

DATE: December 5, 2018

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

TO: The Honorable Mayor and City Council
FROM: Annie Yaung, CPFO, Director of Management Services
SUBJECT: Warrant Register for the City of Monterey Park of
December 5, 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 **December 5, 2018 totaling \$469,188.44** 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 **321802-321926** and ACH numbered **000123-000147**.

BACKGROUND:

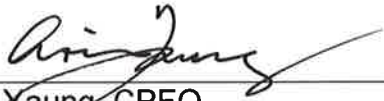
The claims and demands on the attached warrant register have been duly audited. I certify that the said claims and demands are accurate, are proper charges against the City of Monterey Park. I also certify that there are monies available for the payments thereof.

FISCAL IMPACT:

Disbursements from all funds total **\$469,188.44.**

Respectfully submitted:

Approved By:



Annie Yaung, CPFO
Director of Management Services

Ron Bow
City Manager

Attachments 1: Resolution
Attachments 2: Warrant Register

ATTACHMENT 1

Resolution

RESOLUTION NO.
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS
PER WARRANT REGISTER DATED
5TH OF DECEMBER 2018
TOTALING \$469,188.44 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	\$ 167,534.63
State Gas Tax Fund	1,581.82
Sewer Fund	48,051.59
Refuse Fund	1,536.90
City Shop Fund	38,453.66
General Liability Fund	3,800.00
Technology Internal Service Fund	645.19
Payroll Clearing Account	1,145.64
Special Deposits Fund	12,154.07
Business Improvement Area #1	23,361.65
Water Fund	20,935.42
Water Treatment WQA-EPA Fund	19,405.00
OPA Proposition A	8,959.95
Measure R Fund	114.15
Measure M Fund	6,462.25
POST	1,278.97
Home Housing Program	13,363.36
Recreation Fund	251.44
Asset Forfeiture	4,624.41
Construction Agency Fund	6,873.00
Prop C	73,428.37
CDBG Fund	2,562.64
Maintenance District 93-1	300.00
Prop A - Per Parcel Grant	105.10
Beverage Container Recycling	878.23
Bulletproof Vest police Grant	319.03
ELAC Instructional Serv Prog	7,075.22
Selective Traffic Enforce (5)	3,650.00
Library Passport Trust Grant	336.75
TOTAL	\$ 469,188.44

PASSED, APPROVED AND ADOPTED THE 5TH OF DECEMBER 2018.

Peter Chan, Mayor
City of Monterey Park, California

ATTEST

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

RESOLUTION NO.
 Page 2

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

I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Monterey Park at a regular meeting held on the 5th of December 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 12/05/2018

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
AT & T	0010-801-3113-32050	86.56	PHONE SERVICE		321814	86.56
AT&T	0010-801-1301-32050	20.82	INTERNET/PHONE SERVICE		321815	
	0010-801-1404-32050	112.47	INTERNET/PHONE SERVICE		321815	
	0010-801-1408-32050	725.91	INTERNET/PHONE SERVICE		321815	
	0010-801-1801-32050	19.18	INTERNET/PHONE SERVICE		321815	
	0010-801-3112-32050	4,413.08	INTERNET/PHONE SERVICE		321815	
	0010-801-3113-32050	19.22	INTERNET/PHONE SERVICE		321815	
	0010-801-3114-41100	20.82	INTERNET/PHONE SERVICE		321815	
	0010-801-3201-32050	1,146.94	INTERNET/PHONE SERVICE		321815	
	0010-801-4209-32050	290.37	INTERNET/PHONE SERVICE		321815	
	0010-801-6001-32050	246.97	INTERNET/PHONE SERVICE		321815	
	0010-801-6502-32050	182.88	INTERNET/PHONE SERVICE		321815	
	0010-801-6517-32050	20.86	INTERNET/PHONE SERVICE		321815	
	0022-801-4206-32050	432.31	INTERNET/PHONE SERVICE		321815	
	0043-801-1404-32050	68.74	INTERNET/PHONE SERVICE		321815	
	0092-801-1404-32050	83.47	INTERNET/PHONE SERVICE		321815	
	0092-801-4222-32050	553.34	INTERNET/PHONE SERVICE		321815	
	0109-801-6511-32050	69.52	INTERNET/PHONE SERVICE		321815	
	0169-801-2201-32050	62.64	INTERNET/PHONE SERVICE		321815	8,489.54
BANKCARD CENTER	0010-801-1101-39400	150.26	10/18-REFRESHMENTS		321816	
	0010-801-1301-22750	29.98	10/18-COMPUTER ACCESSORY		321816	
	0010-801-1704-33200	300.00	10/18-ECONOMIC SUMMIT		321816	
	0010-801-1801-39550	69.98	10/18-ORAL BOARD REFRESHMENTS		321816	
	0010-801-1802-39400	1,320.00	10/18-CPRS CONFERENCE		321816	
	0010-801-3101-22750	20.00	10/18-CAR WASH		321816	
	0010-801-3120-39250	176.57	10/18-LANYARDS		321816	
	0010-801-6001-22150	103.28	10/18-BUG ZAPPER		321816	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/05/2018

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
BANKCARD CENTER	0010-801-6006-22450	71.16	10/18-PLAY MAT		321816	
	0075-450-0075-08330	4,000.00	10/18-EE HOLIDAY LUNCHEON		321816	
	0075-450-0075-08550	364.11	10/18-LANGLEY SUPPLIES (TRUST)		321816	
	0092-801-1403-39400	2,160.81	10/18-TRAINING		321816	
	0092-801-4223-39300	605.00	10/18-AWWA CONFERENCE		321816	
	0160-801-3101-39400	4,029.41	10/18-LACPCA TRAINING		321816	
	0349-801-3201-39400	352.80	10/18-TRAINER REFRESHMENTS		321816	
	0454-801-6005-32200	336.75	10/18-FLAT RATE ENVELOPES		321816	
						14,090.11
CALIFORNIA ASSOCIATION OF	0065-464	576.00	LTD FIREFIGHTERS		321802	
						576.00
DAVID CASTELLANO	0136-801-3101-33250	180.00	POST TRAINING		321803	
						180.00
CHARTER COMMUNICATIONS	0010-801-3230-32050	130.00	INTERNET/CABLE SERVICE		321804	
	0010-801-3210-32050	99.98	INTERNET/CABLE SERVICE		321804	
	0010-801-3210-32050	101.47	INTERNET/CABLE SERVICE		321804	
						331.45
	0010-801-6505-38400	120.70	INTERNET/CABLE SERVICE		321817	
	0010-801-4210-38400	134.98	INTERNET/CABLE SERVICE		321817	
						255.68
E & J YUMMY KITCHEN	0010-701-0010-06850	383.00-	VOID CHECK		321304	
						383.00-
FIREFIGHTERS' SAFETY CENTER	0010-801-3205-22310	1,203.42-	VOID CHECK		320067	
	0010-801-3205-22300	105.77-	VOID CHECK		320067	
	0010-801-3205-22310	375.98-	VOID CHECK		320067	
						1,685.17-
	0010-801-3205-22310	236.30	UNIFORM-C GOMEZ		321818	
	0010-801-3205-22310	236.30	UNIFORM-W SHUM		321818	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/05/2018

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
FIREFIGHTERS'SAFETY CENTER	0010-801-3205-22300	105.78	UNIFORM-C GOMEZ		321818	578.38
FRANCISCO JAVIER PENA (DBA) COFFEE	0010-801-1801-22670	1,100.00	EE APPRECIATION REFRESHMENTS		321805	1,100.00
KRONOS INCORPORATED	0349-801-3201-39400	9,120.00	FIRE-TELESTAFF SOFTWARE	19-0003	321806	6,722.42
	0349-801-3201-39400	1,536.18-	FIRE-TELESTAFF SOFTWARE-CREDIT	19-0003	321806	
	0349-801-3201-39400	861.40-	FIRE-TELESTAFF SOFTWARE-CREDIT	19-0003	321806	
CHIA CHI LUO	0136-801-3101-33250	36.00	POST TRAINING		321807	36.00
	0136-801-3101-33250	18.00	POST TRAINING		321819	18.00
PITNEY BOWES POSTAGE BY PHONE	0010-801-1403-32200	577.29	POSTAGE		321820	
	0010-801-1406-32200	46.62	POSTAGE		321820	
	0010-801-1407-32200	16.92	POSTAGE		321820	
	0010-801-1701-32200	223.20	POSTAGE		321820	
	0010-801-1702-32200	162.38	POSTAGE		321820	
	0010-801-1703-32200	7.72	POSTAGE		321820	
	0010-801-1704-32200	0.47	POSTAGE		321820	
	0010-801-1801-32200	0.94	POSTAGE		321820	
	0010-801-1802-32200	5.59	POSTAGE		321820	
	0010-801-3101-32200	1.88	POSTAGE		321820	
	0010-801-3102-32200	50.02	POSTAGE		321820	
	0010-801-3104-32200	15.97	POSTAGE		321820	
	0010-801-3113-32200	17.50	POSTAGE		321820	
	0010-801-3114-32200	58.35	POSTAGE		321820	
	0010-801-3120-32200	160.74	POSTAGE		321820	
	0010-801-3201-32200	0.47	POSTAGE		321820	
	0010-801-3205-32200	24.88	POSTAGE		321820	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/05/2018

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PITNEY BOWES POSTAGE BY PHONE	0010-801-3220-32200	650.56	POSTAGE		321820	
	0010-801-6001-32200	26.32	POSTAGE		321820	
	0010-801-6502-32200	15.22	POSTAGE		321820	
	0043-801-4212-32200	9.79	POSTAGE		321820	
	0075-450-0075-09230	33.50	POSTAGE (TRUST)		321820	
	0152-801-2206-31850	3.36	POSTAGE		321820	
						2,109.69
RIVERSIDE COUNTY SHERIFFS DEPT	0136-801-3101-33250	559.00	POST TRAINING		321808	
						559.00
SOUTHERN CALIFORNIA WATER UTILITIES	0092-801-4221-39300	300.00	WATER TRAINING		321809	
						300.00
THE STANDARD INSURANCE CO.	0065-464	569.64	EXECUTIVE PREMIUM		321810	
						569.64
T-MOBILE USA	0109-801-6511-31180	69.84	DIAL-A-RIDE CELLULAR SERVICES		321821	
						69.84
THE GAS COMPANY (DBA)	0010-801-3114-36200	104.70	GAS SERVICES		321811	
	0060-801-4211-22250	6,131.19	GAS SERVICES		321811	
						6,235.89
UNITED PARCEL SERVICE	0010-801-1403-32200	54.53	DELIVERY SERVICES		321822	
	0010-801-1407-32200	121.50	DELIVERY SERVICES		321822	
	0010-801-3201-32200	68.73	DELIVERY SERVICES		321822	
	0010-801-3205-32200	132.79	DELIVERY SERVICES		321822	
	0092-801-4220-32200	26.15	DELIVERY SERVICES		321822	
						403.70
VCA CODE / VCA GREEN	0010-801-1703-31950	2,100.00-	VOID ACH	19-0181	121 **	
	0010-801-1703-31950	2,565.00-	VOID ACH	19-0014	121 **	
						4,665.00-
	0010-801-1703-31950	18,877.50	PLAN CHECK SERVICE	19-0276	321812	

** Indicates an ACH-Payment transaction

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/05/2018

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
VCA CODE / VCA GREEN	0010-801-1703-31950	5,332.50	PLAN CHECK SERVICE	19-0276	321812	24,210.00
	0010-801-1703-31950	2,100.00	PLAN CHECK SERVICE	19-0181	321823	
	0010-801-1703-31950	2,565.00	PLAN CHECK SERVICE	19-0014	321823	4,665.00
VERIZON WIRELESS	0010-801-3104-38400	38.01	WIRELESS VOICE & DATA SERVICE		321813	176.03
	0010-801-3115-38400	138.02	WIRELESS VOICE & DATA SERVICE		321813	
	0010-801-6502-32050	55.19	WIRELESS VOICE & DATA SERVICE		321824	2,353.47
	0010-801-3112-32050	56.25	WIRELESS VOICE & DATA SERVICE		321824	
	0010-801-3112-32050	1,608.56	WIRELESS VOICE & DATA SERVICE		321824	
	0010-801-1404-32050	608.01	WIRELESS VOICE & DATA SERVICE		321824	
	0010-801-1702-32050	25.46	WIRELESS VOICE & DATA SERVICE		321824	
TOTAL FOR PREPAID WARRANTS						67,383.23
PRINTED		67,383.23				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/05/2018

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ABM ONSITE SERVICES, WEST, INC.	0010-801-3104-38400	960.00	POLICE PARKING		321825	960.00
AFFILIATED SYSTEMS, INC.	0010-801-1801-31900	290.00	PRE-EMPLOYMENT/DMV/DOT PHYS		321826	290.00
ANELLE MANAGEMENT SERVICES, INC.	0060-801-4211-38400	90.00	BIT INSPECTIONS-UNIT 906		123 **	90.00
ANIMAL PEST MANAGEMENT SVCS INC	0010-801-3111-31950	3,000.00	TRAPPING SERVICES	19-0029	124 **	3,000.00
APPLE INC.	0010-801-3220-38400	2,373.78	FIRE-IPADS	19-0277	321827	2,373.78
APPLEONE EMPLOYMENT SERVICES	0010-801-1704-31950	923.78	TEMPORARY STAFFING SERVICES		321828	923.78
APRIL LOVE CADAO MEYERS/KENNETH K M	0060-801-4211-38400	35.00	SMOG CHECK-UNIT 038	19-0147	321829	315.00
	0060-801-4211-38400	35.00	SMOG CHECK-UNIT 999	19-0147	321829	
	0060-801-4211-38400	35.00	SMOG CHECK-UNIT 990	19-0147	321829	
	0060-801-4211-38400	35.00	SMOG CHECK-UNIT 039	19-0147	321829	
	0060-801-4211-38400	35.00	SMOG CHECK-UNIT 989	19-0147	321829	
	0060-801-4211-38400	35.00	SMOG CHECK-UNIT 004	19-0147	321829	
	0060-801-4211-38400	35.00	SMOG CHECK-UNIT 931	19-0147	321829	
	0060-801-4211-38400	35.00	SMOG CHECK-UNIT 882	19-0147	321829	
	0060-801-4211-38400	35.00	SMOG CHECK-UNIT 955	19-0147	321829	
ARAMARK UNIFORM & CAREER APPAREL GF	0060-801-4211-22300	48.64	UNIFORM CLEANING		321830	194.56
	0060-801-4211-22300	48.64	UNIFORM CLEANING		321830	
	0060-801-4211-22300	48.64	UNIFORM CLEANING		321830	
	0060-801-4211-22300	48.64	UNIFORM CLEANING		321830	
ARC IMAGING RESOURCE - CALIFORNIA	0010-850-4212-37500	233.72	ENGINEERING PRINTER RENTAL	17-0390	321831	

** Indicates an ACH-Payment transaction

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ARC IMAGING RESOURCE - CALIFORNIA	0010-850-4212-37500	228.10	ENGINEERING PRINTER RENTAL	17-0390	321831	461.82
ATLAS SERVICES SOLUTIONS CORP.	0010-801-1407-38250	9,149.92	JANITORIAL SERVICES	19-0114	321832	9,279.92
	0010-801-4210-22150	130.00	JANITORIAL SERVICES		321832	
AZTEC TECHNOLOGY CORP	0010-801-3104-38400	246.38	POLICE STORAGE CONTAINER		321833	246.38
B W GRAPHICS	0060-801-4211-38400	350.40	PRE-TRIP INSPECTION REPORT		321834	350.40
VINCENT BALTIERRA III	0010-801-1801-39400	278.19	TUITION REIMBURSEMENT		321835	889.24
	0010-801-1801-39400	305.02	TUITION REIMBURSEMENT		321835	
	0010-801-1801-39400	306.03	TUITION REIMBURSEMENT		321835	
VINCENT BALTIERRA	0136-801-3101-33250	227.81	POST TRAINING		321836	227.81
BEAR COMMUNICATIONS INC	0010-801-3112-38400	788.40	RADIO BATTERY	19-0237	125 **	788.40
BG PETRO SPECS DISTRIBUTING, INC.	0060-801-4211-22250	350.40	MOTOR OIL		126 **	350.40
BUCKNAM INFRASTRUCTURE GROUP, INC	0112-801-5001-89100	6,462.25	PAVEMENT MANAGEMENT PROGRAM	19-0192	321837	6,462.25
BURRO CANYON SHOOTING PARK	0010-801-3103-22750	230.00	POLICE RANGE FEES		321838	580.00
	0010-801-3103-22750	130.00	POLICE RANGE FEES		321838	
	0010-801-3103-22750	150.00	POLICE RANGE FEES		321838	
	0010-801-3103-22750	70.00	POLICE RANGE FEES		321838	
CAMINO REAL CHEVROLET	0060-801-4211-23500	178.24	MOUNT-UNIT 092		321839	
	0060-801-4211-23500	89.12-	MOUNT-UNIT 092-CREDIT		321839	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CAMINO REAL CHEVROLET	0060-801-4211-23500	38.49	TRANS MOUNT-UNIT 092		321839	
	0060-801-4211-23500	31.91	HEATER HOSE-UNIT 092		321839	159.52
CANON FINANCIAL SERVICES, INC.	0010-801-4209-37500	764.82	COPIER MACHINE RENTAL		127 **	
	0010-801-4209-37500	311.50	COPIER MACHINE RENTAL		127 **	1,076.32
CANON SOLUTIONS AMERICA, INC	0010-801-6505-39250	290.20	COPIER MAINTENANCE	19-0137	321840	290.20
CARL WARREN & COMPANY	0062-801-5101-35600	750.00	LIABILITY CLAIMS ADMIN FEES		321841	
	0062-801-5101-35600	50.00	LIABILITY CLAIMS ADMIN FEES		321841	
	0062-801-5101-35600	375.00	LIABILITY CLAIMS ADMIN FEES		321841	
	0062-801-5101-35600	750.00	LIABILITY CLAIMS ADMIN FEES		321841	
	0062-801-5101-35600	750.00	LIABILITY CLAIMS ADMIN FEES		321841	
	0062-801-5101-35600	375.00	LIABILITY CLAIMS ADMIN FEES		321841	
	0062-801-5101-35600	375.00	LIABILITY CLAIMS ADMIN FEES		321841	
	0062-801-5101-35600	375.00	LIABILITY CLAIMS ADMIN FEES		321841	3,800.00
CHARLIES TIRE RECYCLING	0060-801-4211-31950	227.00	FLEET TIRE RECYCLING		321842	227.00
CINTAS CORPORATION NO. 3	0010-801-6505-22150	606.16	JANITORIAL SUPPLIES-LANGLEY		321843	
	0010-801-6505-22150	248.96	JANITORIAL SUPPLIES-LANGLEY		321843	855.12
COBRA FIRE PROTECTION	0060-801-4211-31950	252.75	FIRE SYS/EXTINGUISHERS SERVICE		321844	
	0010-801-4210-38400	274.41	FIRE SYS/EXTINGUISHERS SERVICE		321844	
	0010-801-4210-38400	391.79	FIRE SYS/EXTINGUISHERS SERVICE		321844	
	0010-801-4210-38400	345.20	FIRE SYS/EXTINGUISHERS SERVICE		321844	
	0010-801-4210-38400	232.30	FIRE SYS/EXTINGUISHERS SERVICE		321844	
	0010-801-4210-38400	220.44	FIRE SYS/EXTINGUISHERS SERVICE		321844	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
COBRA FIRE PROTECTION	0010-801-4210-38400	145.90	FIRE SYS/EXTINGUISHERS SERVICE		321844	
	0010-801-4210-38400	387.75	FIRE SYS/EXTINGUISHERS SERVICE		321844	
	0010-801-4210-38400	332.05	FIRE SYS/EXTINGUISHERS SERVICE		321844	
	0010-801-4210-38400	75.61	FIRE SYS/EXTINGUISHERS SERVICE		321844	
	0010-801-4210-38400	65.00	FIRE SYS/EXTINGUISHERS SERVICE		321844	
	0010-801-4210-38400	128.90	FIRE SYS/EXTINGUISHERS SERVICE		321844	
	0010-801-4210-38400	201.40	FIRE SYS/EXTINGUISHERS SERVICE		321844	
	0010-801-4210-38400	65.00	FIRE SYS/EXTINGUISHERS SERVICE		321844	
						3,118.50
COMPLETE LANDSCAPE CARE, INC.	0010-801-6516-31190	825.00	DEMO GARDEN CLEAN UP	19-0133	321845	
	0010-801-6516-31190	825.00	DEMO GARDEN CLEAN UP	19-0133	321845	
						1,650.00
COMPUTER SERVICE COMPANY	0010-801-4206-38400	13,665.82	TRAFFIC SIGNAL MAINTENANCE	19-0103	321846	
	0010-801-4206-38400	3,200.00	TRAFFIC SIGNAL MAINTENANCE	19-0103	321846	
						16,865.82
CPS HUMAN RESOURCE SERVICES	0010-801-1801-31950	856.90	RECRUITMENT SERVICES		321847	
						856.90
BILL CUEVAS	0136-801-3101-33250	132.45	POST TRAINING		321848	
						132.45
CURVATURE, INC DBA CURVATURE LLC	0010-801-3115-38400	544.00	SERVER MAINTENANCE	19-0036	321849	
						544.00
DAMEWOOD CONSULTING GROUP	0010-801-1802-39400	500.00	EMPLOYEE SAFETY TRAINING		321850	
						500.00
DEKRA-LITE INDUSTRIES, INC.	0077-801-1111-31950	17,267.88	HOLIDAY DECORATION-BID	19-0217	321851	
	0075-450-0075-08915	5,806.46	HOLIDAY DECORATION-BID (TRUST)	19-0167	321851	
						23,074.34
DELL MARKETING LP	0010-801-1801-31900	37.66	COMPUTERS, MONITOR		321852	
						37.66

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
DEPARTMENT OF JUSTICE	0010-801-1801-39550	96.00	FINGERPRINT PROCESSING		128 **	
	0010-801-6502-31950	32.00	FINGERPRINT PROCESSING		128 **	
						128.00
DIGITAL TELECOMMUNICATIONS CORP	0092-801-1408-32050	610.00	PHONE MAINTENANCE,SERVICES		321853	
	0092-801-1408-32050	430.00	PHONE MAINTENANCE,SERVICES		321853	
						1,040.00
DUNN-EDWARDS CORPORATION	0010-801-6505-38400	191.44	PAINT		321854	
						191.44
ECHOSAT, INC.	0010-701-0010-06940	39.95	CNG STATION MERCHANT FEE		321855	
						39.95
ECONOMY RENTALS INC.	0010-801-4210-23700	490.00	SCISSOR LIFT RENTAL		321856	
						490.00
EMERGENCY REPORTING	0010-801-3210-24150	291.08	FIRE RECORDS SYSTEM		321857	
						291.08
EMPIRE CLEANING SUPPLY	0010-801-6505-22150	714.75	JANITORIAL SUPPLIES-LANGLEY		321858	
	0010-801-6502-22150	190.62	JANITORIAL SUPPLIES-RECREATION		321858	
						905.37
EMPLOYMENT DEVELOPMENT DEPT.	0010-801-5102-35700	9,832.00	UNEMPLOYMENT INS Q3 2018		321859	
						9,832.00
ENTERPRISE FM TRUST	0060-801-4211-37800	5,769.78	POLICE LEASED VEHICLES	19-0008	129 **	
						5,769.78
EUROFINS EATON ANALYTICAL, INC.	0093-801-4229-31950	4,885.00	WATER ANALYSIS	19-0185	321860	
	0093-801-4230-31950	2,605.00	WATER ANALYSIS	19-0185	321860	
	0093-801-4231-31950	8,345.00	WATER ANALYSIS	19-0185	321860	
	0093-801-4227-31950	1,155.00	WATER ANALYSIS	19-0185	321860	
	0093-801-4226-31950	2,415.00	WATER ANALYSIS	19-0185	321860	
						19,405.00
FILEKEEPERS, LLC	0010-801-1802-31950	192.00	STORAGE SERVICE		321861	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						192.00
FIRST TRANSIT INC	0166-801-4201-31960	73,218.72	SPIRIT BUS OPERATION	19-0175	321862	
	0166-801-4201-31960	209.65	SPIRIT BUS GPS	19-0175	321862	
	0109-701-0109-07680	3,214.41-	SPIRIT BUS FARE		321862	
						70,213.96
FORD OF MONTEBELLO	0060-801-4211-23500	14.32	BRACKET		321863	
	0060-801-4211-23500	427.05	SEAT BELT KIT-UNIT 955		321863	
						441.37
FORWARD THINKING SYSTEMS, LLC	0109-801-6511-31180	60.00	DIAL-A-RIDE GPS SERVICE		321864	
						60.00
GRICELDA GOMEZ	0010-801-3210-39050	17.96	UNIFORM CLEANING		321865	
	0010-801-3210-39050	14.97	UNIFORM CLEANING		321865	
						32.93
KELLY A. GORDON	0010-801-3111-22310	145.00	UNIFORM REIMUBRSEMENT		321866	
	0010-801-3112-22310	61.84	UNIFORM REIMBURSEMENT		321866	
						206.84
LOUIS GORDON	0152-850-2206-38620	11,020.00	HOME REHAB-213 GLEASON	18-0450	321867	
						11,020.00
GRAINGER	0010-801-4210-23400	388.76	RIGHT TO KNOW SDS KIT		321868	
						388.76
GRAND PRIX TIRE & AUTO CENTER	0060-801-4211-23500	580.13	TIRES	19-0020	321869	
	0060-801-4211-23500	890.35	TIRES	19-0020	321869	
	0060-801-4211-38400	60.00	ALIGNMENT-UNIT 077	19-0020	321869	
						1,530.48
GRETCHEN GOVEA	0075-450-0075-08630	300.00	REFUND SECURITY DEPOSIT(TRUST)		321870	
						300.00
GRM INFORMATION MANAGEMENT	0063-801-5004-99068	546.89	DOCUMENT SYSTEM SERVICES	19-0118	321871	
	0063-801-5004-99068	98.30	DOCUMENT SYSTEM SERVICES	19-0118	321871	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
GRM INFORMATION MANAGEMENT	0010-801-1301-31950	793.00	DOCUMENT SYSTEM SERVICES	19-0118	321871	
	0010-801-1802-38400	35.00	DOCUMENT SYSTEM SERVICES	19-0118	321871	1,473.19
H & H AUTO PARTS WHOLESALE	0060-801-4211-23500	129.43	BREAK PAD	19-0155	321872	129.43
HAAKER EQUIPMENT COMPANY	0042-801-5004-91955	1,372.04	WARTHOG ASSY		130 **	1,372.04
HOME DEPOT CREDIT SERVICES	0022-801-4206-24100	521.63	RESPIRATOR, TORCH BLADES, PLIERS		321873	
	0110-801-4202-23600	114.15	ABS PIPE, UNDERLAY, EPOXY		321873	
	0178-801-6502-23050	60.16	VINYL TAPE, JOB BOX		321873	
	0178-801-6502-23050	44.94	GLOVE, BIT SET, SCREW, TAPE		321873	
	0010-801-6505-23050	163.52	STORAGE BOX, EXT CORD, WIPES	19-0163	321873	
	0010-801-6517-23100	51.94	BRUSHES, ROLLERS	19-0096	321873	
	0010-801-6517-23100	341.78	GARDEN SOIL, CYCLAMEN	19-0096	321873	
	0010-801-6517-23100	21.81	GERANIUM	19-0096	321873	
	0010-801-6517-22100	108.39	BALL VALVES, KEYS, PADLOCK	19-0096	321873	
	0010-801-6517-22100	71.00	VIGORO, PALM	19-0096	321873	
	0010-801-6517-22100	35.41	GERANIUMS, IMPATIENS	19-0096	321873	
	0010-801-6517-22100	52.30	VIGORO	19-0096	321873	
						1,587.03
						2,500.00
HOUSING RIGHTS CENTER	0169-801-2201-41200	2,500.00	FAIR HOUSING	19-0279	321874	
HUANG, ZHI QING (JESSICA)	0136-801-3101-33250	75.24	POST TRAINING		321875	
	0136-801-3101-33250	50.47	POST TRAINING		321875	125.71
INTERWEST CONSULTING GROUP, INC	0010-801-1703-31950	783.75	PLAN CHECK SERVICES	19-0010	131 **	
	0010-801-1703-31950	1,472.50	PLAN CHECK SERVICES	19-0143	131 **	2,256.25

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
JEDA WORKS	0152-801-2206-31850	1,256.76	HOUSING REHAB SERVICES	19-0084	321876	
	0152-801-2206-31850	1,083.24	HOUSING REHAB SERVICES		321876	2,340.00
JHM SUPPLY INC	0010-801-6517-23300	67.61	POP UP,BLUE GLUE,ELL	19-0094	132 **	
	0010-801-6517-23300	446.26	PVC PIPE,TEE,NIPPLE,HOSE CLAMP		132 **	
	0010-801-6517-23300	26.82	PVC PIPE,TEE,TAPE	19-0094	132 **	
	0010-801-6517-23300	0.64	ELL	19-0094	132 **	
	0010-801-6517-23300	5.34	SOD STAPLE	19-0094	132 **	
	0010-801-6517-23300	228.90	VALVE,ELL,TEE,COUPLING,PIPE	19-0094	132 **	775.57
JOHNSON CONTROLS FIRE PROTECTION	0010-801-4210-38400	871.00	FIRE ALARM TEST		321877	871.00
L & M FOOTWEAR INC	0010-801-6517-22300	200.00	SAFETY BOOTS-J B ORBE	19-0053	133 **	200.00
L.A. AREA FIRE MARSHALS ASSOC.	0010-801-3205-39300	30.00	MEMBERSHIP-FIRE PREVENTION		321878	30.00
L.A.U.S.D. PERSONNEL	0010-801-1801-39400	90.00	BILINGUAL TESTING SERVICES		321879	90.00
L3 TECHNOLOGIES MOBILE-VISION, INC	0010-801-3104-38400	118.26	TRANSFER RIBBON		321880	118.26
LANGUAGE LINE SERVICES	0010-801-3112-32050	37.60	INTERPRETATION SERVICES		321881	37.60
DANIEL JAMES LAUGHLIN	0010-450-3101-09000	2,040.00	COURT ORDERED RETURN		321882	2,040.00
LIBERTY FLAGS INC.	0010-801-4210-23050	269.86	FLAGS		321883	269.86
LIEBERT CASSIDY WHITMORE	0010-801-1801-31951	50.00	TG GRIEVANCE APPEAL		321884	
	0010-801-1601-31600	2,884.60	PITCHES MOTIONS		321884	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
LIEBERT CASSIDY WHITMORE	0010-801-1601-31600	4,521.85	FLSA PAY AUDIT		321884	
	0010-801-1601-31600	460.00	FF ASSO MOU REVIEW		321884	
	0010-801-1601-31600	6,279.00	PERSONNEL RULES AUDIT		321884	
	0043-801-1601-31600	2,913.15	GENERAL SERVICES		321884	
	0043-801-1601-31600	1,454.78-	GENERAL SERVICES-CREDIT		321884	
						15,653.82
LINCOLN EQUIPMENT INC.	0010-801-6503-23050	96.91	POOL CHEMICALS	19-0049	321885	
	0010-801-6503-23050	663.84	POOL CHEMICALS	19-0049	321885	
						760.75
LONG BEACH BMW MOTORCYCLES (DBA)	0060-801-4211-38400	343.56	TIRE-UNIT 141	19-0239	134 **	
	0060-801-4211-38400	311.18	TIRE-UNIT 122	19-0239	134 **	
	0060-801-4211-38400	532.09	TIRE-UNIT 096	19-0239	134 **	
						1,186.83
LOS ANGELES COUNTY DEPT OF	0010-701-0010-06850	4,461.72	INDUSTRIAL WASTE PERMIT		321886	
	0010-701-0010-06850	410.14	INDUSTRIAL WASTE PERMIT		321886	
	0010-701-0010-06850	2,454.76	INDUSTRIAL WASTE INSPECTION		321886	
	0010-701-0010-06850	2,224.65	INDUSTRIAL WASTE INSPECTION		321886	
						9,551.27
LOS ANGELES COUNTY DEPT. OF	0022-801-4206-41100	627.88	TRAFFIC SIGNALS MAINTENANCE		321887	
						627.88
LOS ANGELES COUNTY POLICE	0010-801-3101-39300	300.00	SPRING CONFERENCE		321888	
						300.00
	0010-801-3101-39300	500.00	MEMBERSHIP		321889	
						500.00
LOS ANGELES REGIONAL TAP PROGRAM	0109-801-6511-41200	10.00	TAP CARD REG SV SR/DIS		321890	
						10.00
LU'S LIGHTHOUSE, INC.	0060-801-4211-23500	186.09	TRAILER PLUG		321891	
	0060-801-4211-23500	209.47	TRAILER BREAK CONTROLLER		321891	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
LU'S LIGHTHOUSE, INC.	0060-801-4211-23500	11.30	TRAILER LIGHT PLUGS		321891	
	0060-801-4211-23500	206.36-	BREAK CONTROLLER-CREDIT		321891	200.50
MAGIC TOUCH CARWASH, INC	0060-801-4211-38400	1,620.00	CAR WASHES		321892	1,620.00
MAK FIRE PROTECTION ENGINEERING & C	0010-801-3205-31950	103.00	FIRE PLAN CHECK	19-0112	321893	
	0010-801-3205-31950	103.00	FIRE PLAN CHECK	19-0112	321893	
	0010-801-3205-31950	170.00	FIRE PLAN CHECK	19-0112	321893	
	0010-801-3205-31950	4,534.80	FIRE PLAN CHECK	19-0112	321893	4,910.80
MARBLE MEDICS OF AMERICA, INC	0075-450-0075-08655	1,650.00	VETERANS MEMORIALS SVC (TRUST)		321894	1,650.00
MARILYNN HARA	0010-801-6517-22300	691.07	FLEX FIT CAPS		321895	691.07
MATTHEW GEIGER	0010-801-6502-22310	366.59	RECREATION STAFF UNIFORMS		135 **	366.59
METROPOLITAN TRANSPORTATION	0109-801-6511-41200	2,360.00	LANGLEY TAP CARD	19-0136	321896	
	0109-801-6511-41200	2,760.00	LANGLEY TAP CARD	19-0136	321896	
	0109-801-6511-41200	2,980.00	LANGLEY TAP CARD	19-0136	321896	
	0109-801-6511-41200	2,720.00	LANGLEY TAP CARD	19-0136	321896	10,820.00
MR. ROOTER PLUMBING	0010-801-4210-38100	15,363.49	PLUMBING SERVICES	19-0178	136 **	
	0010-801-4210-38100	2,055.42	PLUMBING SERVICES		136 **	17,418.91
MYERS AND SONS HI-WAY SAFETY INC	0361-801-3102-24100	3,650.00	BALLOON LIGHT, STAND, SAND BAG	19-0253	137 **	3,650.00
NADA BUS, INC	0109-801-4201-31950	1,015.00	GETTY VILLA TRIP		321897	
	0109-801-4201-31950	130.00	GETTY CENTER TRIP		321897	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						1,145.00
NEW CENTURY MOTORSPORTS LLC	0060-801-4211-23500	71.20	DRIVE SHAFT BOOT-UNIT 047		321898	
	0060-801-4211-23500	27.70	ABS O RING SEAL		321898	
						98.90
NEW PIG CORPORATION	0092-801-4223-23300	1,307.28	GUTTER GUARD		321899	
						1,307.28
O'REILLY AUTO PARTS	0060-801-4211-23500	86.20	CONTROL ARM BUSING	19-0119	321900	
	0060-801-4211-23500	55.17	COOLANT HOSES-UNIT 989	19-0119	321900	
						141.37
OFFICE DEPOT INC.	0010-801-1704-21350	256.11	CHAIR		321901	
	0010-801-3114-21350	62.40	DRAWER BOX		321901	
	0010-801-3114-21350	800.84	PAPER, TONER, PLANNER, CARDHOLDER		321901	
	0010-801-3114-21350	54.74	STAMP		321901	
	0010-801-3114-21350	123.87	LABELS		321901	
	0010-801-3114-21350	121.96	STOOL		321901	
	0010-801-3114-21350	335.71	TONER, PAPER, FILE STORAGE		321901	
	0010-801-3114-21350	13.27	MAXELL BLAST AWAY		321901	
	0010-801-3210-21300	81.99	PAPER	19-0090	321901	
	0010-801-3210-21300	81.99	PAPER, BATTERIES, POST IT NOTE	19-0090	321901	
	0010-801-3210-21350	80.87	PAPER, BATTERIES, POST IT NOTE	19-0090	321901	
	0010-801-3220-21250	200.00	CARD STOCK	19-0090	321901	
	0010-801-3220-21250	126.92	CARD STOCK		321901	
	0010-801-3201-21250	11.92	CLASP ENVELOPES	19-0090	321901	
	0060-801-4211-21350	90.10	CALENDAR, PLANNER, RULER		321901	
	0060-801-4211-21350	203.19	CHAIRMAT, CALCULATOR, MARKER		321901	
	0010-801-4212-22700	42.29	SPEAKER		321901	
	0010-801-4212-22700	70.59	PAPER		321901	
	0010-801-4212-22700	167.52	CHAIR		321901	
	0010-801-4212-22700	7.33	DUCT TAPE		321901	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/05/2018

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
OFFICE DEPOT INC.	0010-801-4212-22700	7.33-	DUCT TAPE-CREDIT		321901	
	0092-801-4220-21250	1,079.67	TONER,MARKERS,HIGHLIGHTER		321901	
	0092-801-4220-21250	195.55	DETERGENT		321901	
	0092-801-4220-21250	91.75	PLATES		321901	
	0092-801-4220-21250	177.11	DESKPAD,PLANNER		321901	
	0092-801-4222-21350	84.79	TAPE,MARKER		321901	
	0010-801-6502-21350	167.01	PAPER,INK,POST IT NOTE,STAPLES		321901	
	0010-801-6502-21350	58.77	LABEL		321901	
						4,780.93
OFFICE SOLUTIONS	0010-801-1703-21350	6.29	PEN REFILLS		321902	
						6.29
PARKHOUSE TIRE, INC.	0060-801-4211-23500	2,466.22	TIRES		321903	
						2,466.22
PREFERRED ALLIANCE INC	0010-801-1801-31900	78.72	DRIVER TESTING		321904	
						78.72
PRES-TECH MANUFACTURER'S . REPS., I	0092-801-4223-23900	377.50	REPAIR CALIBRATED TRANSMITTER		138 **	
						377.50
QUALITY CODE PUBLISHING LLC	0010-801-1301-39250	1,405.30	SUPPLEMENT 46	19-0038	139 **	
						1,405.30
R. M. BODY SHOP	0060-801-4211-38400	546.37	REPAIR-UNIT 985	19-0157	321905	
	0060-801-4211-38400	100.00	REPAIR-UNIT 073	19-0157	321905	
						646.37
RCF BUILDING MATERIALS	0060-801-4211-22250	46.90	PROPANE		321906	
						46.90
REFRIGERATION SUPPLIES DISTRIBUTOR	0010-801-4210-23400	877.47	YARD ROLL SAND CLOTH		140 **	
	0010-801-4210-23400	179.67	BELTS, STRAPS		140 **	
						1,057.14
REV PARTS LLC	0060-801-4211-23500	39.95	MUD FLAP LEADER		321907	

** Indicates an ACH-Payment transaction

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/05/2018

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						39.95
RKA CONSULTING GROUP	0161-450-4212-06910	350.00	GEOTECHNICAL REVIEW	19-0259	321908	
	0161-450-4212-06910	70.00	GEOTECHNICAL REVIEW	19-0259	321908	
	0161-450-4212-06910	140.00	GEOTECHNICAL REVIEW	19-0268	321908	
	0161-450-4212-06910	4,003.00	GEOTECHNICAL REVIEW	19-0268	321908	
	0161-450-4212-06910	210.00	GEOTECHNICAL REVIEW	19-0268	321908	
	0161-450-4212-06910	700.00	GEOTECHNICAL REVIEW	19-0268	321908	
	0161-450-4212-06910	1,400.00	GEOTECHNICAL REVIEW	19-0258	321908	
						6,873.00
ROXANA FLORES-MARTINEZ	0010-801-3103-22300	189.00	UNIFORM REIMBURSEMENT		321909	
						189.00
S C FUELS	0060-801-4211-22250	989.51	OIL	19-0017	141 **	
	0060-801-4211-22250	227.28	DIESEL	19-0017	141 **	
	0060-801-4211-22250	11,766.80	FUEL	19-0017	141 **	
						12,983.59
SA ASSOCIATES	0042-801-5002-82266	46,679.55	ATLANTIC BLVD WATER & SEWER	19-0113	142 **	
						46,679.55
SAFETY KLEEN SYSTEM, INC.	0060-801-4211-38400	409.09	PARTS WASHER		321910	
						409.09
SAN ANDELL SWIMMING POOLS	0092-801-4223-38500	32.78	LIQUID CHLORINE		321911	
	0092-801-4222-23700	151.93	LIQUID CHLORINE		321911	
						184.71
SAN GABRIEL VALLEY WATER CO.	0092-801-4222-36300	56.47	WATER SERVICES		321912	
						56.47
SHRED-IT US JV LLC	0010-801-3114-38400	701.25	DESTRUCTION SERVICES		321913	
						701.25
STATUS ONE MEDICAL INC	0092-801-4223-22300	48.29	FIRST AID SUPPLIES		143 **	
	0010-801-1802-22750	21.90	FIRST AID SUPPLIES		143 **	

** Indicates an ACH-Payment transaction

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/05/2018

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						70.19
THE CHRYSALIS CENTER	0077-801-1111-31950	6,093.77	BID MAINTENANCE	19-0252	321914	6,093.77
THE ECOHERO SHOW LLC	0214-801-4208-31950	878.23	EDUCATIONAL SHOWS EXPENSE	19-0169	321915	878.23
THOMSON REUTERS (LEGAL) INC.	0160-801-3104-39100	595.00	INVESTIGATION INFORMATION	19-0013	321916	595.00
TOM'S CLOTHING & UNIFORMS INC	0010-801-3113-22310	19.71	UNIFORMS-L FLORES		321917	
	0010-801-3113-22310	361.35	UNIFORMS-R FLORES		321917	
	0010-801-3113-22310	168.63	UNIFORMS-R FLORES		321917	
	0010-801-6516-22310	172.46	UNIFORMS-M PEREZ		321917	
	0010-801-6516-22310	298.39	UNIFORMS-J VALDEZ		321917	
	0010-801-6516-22310	290.18	UNIFORMS-J RODRIGUEZ		321917	
	0176-801-6516-22310	300.00	UNIFORMS-R POBLANO		321917	1,610.72
U S ARMOR CORP	0010-801-3103-22300	319.02	ENFORCER CONCEALABLE	19-0019	144 **	
	0229-801-3103-22300	319.03	ENFORCER CONCEALABLE	19-0019	144 **	638.05
UNDERGROUND SERVICE ALERT	0092-801-4223-21200	226.15	UNDERGROUND UTILITY SERVICES		145 **	226.15
VALLEY MAINTENANCE CORP.	0010-801-6517-38250	168.00	PARKS JANITORIAL SERVICES	19-0091	321918	
	0010-801-6517-38250	132.00	PARKS JANITORIAL SERVICES	19-0091	321918	300.00
CYNTHIA RENEE VELIZ	0010-450-3101-09000	452.82	COURT ORDERED RETURN		321919	452.82
VETERINARY HEALTHCARE CENTER	0010-801-3111-31550	25.00	ANIMAL SERVICE/SUPPLIES		321920	
	0010-801-3111-31550	25.00	ANIMAL SERVICE/SUPPLIES		321920	50.00

** Indicates an ACH-Payment transaction

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/05/2018

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
VINNIE'S PORTABLE WELDING	0092-801-4223-38200	1,000.00	WATER WELDING SERVICES		321921	
	0092-801-4223-31950	120.00	WATER WELDING SERVICES		321921	1,120.00
WALTERS WHOLESALE ELECTRIC CO	0010-801-4210-23400	26.77	CONDUIT STRAP		321922	26.77
WARREN DISTRIBUTING, INC.	0060-801-4211-23500	17.68	POTENTIOMETER-UNIT 945	19-0154	321923	
	0060-801-4211-23500	129.92	SENSOR-UNIT 038	19-0154	321923	
	0060-801-4211-23500	269.81	RADIATOR-UNIT 989	19-0154	321923	
	0060-801-4211-23500	152.29	SWITCH-UNIT 077	19-0154	321923	
	0060-801-4211-23500	828.50	FAN RELAYS	19-0154	321923	
	0060-801-4211-23500	75.81	STATER-UNIT 865	19-0154	321923	
	0060-801-4211-23500	34.13	BELT-UNIT 865	19-0154	321923	1,508.14
WEST COAST ARBORISTS, INC.	0010-801-6516-31190	8,274.00	TREE MAINTENANCE SERVICES	19-0086	146 **	
	0010-801-6516-31190	540.00	TREE MAINTENANCE SERVICES	19-0086	146 **	8,814.00
WESTERN WATER WORKS SUPPLY CO.	0092-801-4223-23300	1,708.20	COPPER TUBING	19-0224	147 **	
	0092-801-4223-23300	298.25	COUPLINGS, ADAPTER	19-0224	147 **	
	0092-801-4223-23300	9,210.93	COPPER TUBING, VALVE, GASKETS	19-0224	147 **	11,217.38
WITTMAN ENTERPRISES	0010-801-3205-31950	487.50	AMBULANCE BILLING SERVICES	19-0111	321924	487.50
BOB WONDRIES FORD	0060-801-4211-38400	610.47	DUPLICATE KEYS-UNIT 144	19-0271	321925	
	0060-801-4211-38400	260.16	DUPLICATE KEYS-UNIT 145	19-0271	321925	870.63
THOMAS WONG	0159-801-6507-31920	251.44	INSTRUCTOR-RECREATION CLASS		321926	251.44

** Indicates an ACH-Payment transaction

CITY OF MONTEREY PARK
 FINAL WARRANT REGISTER
 COUNCIL MEETING DATE 12/05/2018

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TOTAL FOR REGULAR WARRANTS						406,470.21
	PRINTED	284,572.27				
	ACH-PAYMENTS	121,897.94				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/05/2018

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TOTAL FOR PREPAID WARRANTS	\$67,383.23
TOTAL FOR PRINTED WARRANTS	\$284,572.27
TOTAL FOR ACH-PAYMENTS	\$121,897.94
TOTAL WARRANTS	\$473,853.44
TOTAL VOID CHECKS	3
TOTAL PREPAID CHECKS	23
TOTAL ACH-PAYMENTS PRINTED	25
TOTAL CHECKS PRINTED	102
TOTAL CHECKS ISSUED	150

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 12/05/2018
FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0010	GENERAL FUND	39,029.44	133,170.19	172,199.63
0022	STATE GAS TAX FUND	432.31	1,149.51	1,581.82
0042	SEWER FUND	0.00	48,051.59	48,051.59
0043	REFUSE FUND	78.53	1,458.37	1,536.90
0060	CITY SHOP FUND	6,131.19	32,322.47	38,453.66
0062	GENERAL LIABILITY FUND	0.00	3,800.00	3,800.00
0063	TECHNOLOGY INTERNAL SERV FUND	0.00	645.19	645.19
0065	PAYROLL CLEARING ACCOUNT	1,145.64	0.00	1,145.64
0075	SPECIAL DEPOSITS FUND	4,397.61	7,756.46	12,154.07
0077	BUSINESS IMPROVEMENT AREA #1	0.00	23,361.65	23,361.65
0092	WATER FUND	3,728.77	17,206.65	20,935.42
0093	WATER TREATMENT WQA-EPA FUND	0.00	19,405.00	19,405.00
0109	OPA PROPOSITION A	139.36	8,820.59	8,959.95
0110	MEASURE R FUND	0.00	114.15	114.15
0112	MEASURE M FUND	0.00	6,462.25	6,462.25
0136	POST	793.00	485.97	1,278.97
0152	HOME HOUSING PROGRAM	3.36	13,360.00	13,363.36
0159	RECREATION FUND	0.00	251.44	251.44
0160	ASSET FORFEITURE	4,029.41	595.00	4,624.41
0161	CONSTRUCTION AGENCY FUND	0.00	6,873.00	6,873.00
0166	PROPOSITION C	0.00	73,428.37	73,428.37
0169	CDBG FUND	62.64	2,500.00	2,562.64
0176	MAINTENANCE DISTRICT 93-1	0.00	300.00	300.00
0178	PROP A - PER PARCEL GRANT	0.00	105.10	105.10
0214	BEVERAGE CONTAINER RECYCLING	0.00	878.23	878.23
0229	BULLETPROOF VEST POLICE GRANT	0.00	319.03	319.03
0349	ELAC INSTRUCTIONAL SERV PROG	7,075.22	0.00	7,075.22
0361	SELECTIVE TRAFFIC ENFORCE (5)	0.00	3,650.00	3,650.00

CITY OF MONTEREY PARK
 FINAL WARRANT REGISTER
 COUNCIL MEETING DATE 12/05/2018
 FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0454	LIBRARY PASSPORT TRUST GRANT	336.75	0.00	336.75
	TOTAL	67,383.23	406,470.21	473,853.44



City Council Staff Report

DATE: December 5, 2018

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

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 November 7, 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
NOVEMBER 7, 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, November 7, 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, Hans Liang, Teresa Real Sebastian arrived at 6:03 p.m.

Council Members Absent: None

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

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

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

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

Employee Organizations: Bargaining Units Monterey Park Police Officers' Association (MPPOA)

RECONVENE & ADJOURNMENT

The City Council reconvened from Closed Session with all Council Members present. The meeting was adjourned at 6:24 p.m.

Action Taken: No reportable action taken in Closed Session.

Vincent D. Chang
City Clerk

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

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
NOVEMBER 7, 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, November 7, 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 7:03 p.m.

FLAG SALUTE:

The Monterey Park Fire Explorers

ROLL CALL:

City Clerk Vincent Chang called the roll:

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

Council Members Absent: None

ALSO PRESENT: City Manager Ron Bow, City Attorney Mark Hensley, 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, Financial Services Manager Harry Wong, Public Works Maintenance Manager Tito Haes, Deputy City Clerk Cindy Trang

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

Mayor Chan announced that Item No. 5A will be heard after Oral and Written Communications.

ORAL AND WRITTEN COMMUNICATIONS

- Helen Chan, Leader of Girl Scout Troop 2891, introduced her community troop which consisted of; Roselyn Chin, Armina Li, Carmilla Chan, and Hailey Aoang, which all had the opportunity to introduce themselves.
- Sarkis Antonian relayed his concerns in regards to the lack of media coverage during the grand opening ceremonies at the Monterey Park Market Place.

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

1. **PRESENTATIONS**

None.

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

2A. **WARRANT REGISTER FOR SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF NOVEMBER 7, 2018**

See Successor Agency Minutes

2B. **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-3F**

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 3E on Consent Calendar, except for Items Nos. 3C, 3D, and 3F which were pulled for discussion and separate motion, reading resolutions and ordinances by the title only and waiving further reading thereof.

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

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

3A. **WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF NOVEMBER 7, 2018**

Disbursements will be made from the funds referenced in the Resolution, attached to the staff report, in Warrants numbered 321427-321666 and Automatic Clearing House (ACH) numbered 000072-000103.

Action Taken: The City Council approved payment of warrants and adopted Resolution No. 12044 allowing certain claims and demands per Warrant Register dated November 7, 2018 totaling \$1,870,638.41 specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. 12044, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED 7TH OF NOVEMBER 2018 TOTALING \$1,870,638.41 AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

3B. CITY COUNCIL MINUTES

Approve the minutes from the regular meeting of October 3, 2018 and the special meetings of October 3, 2018 and October 11, 2018.

Action Taken: The City Council approved the minutes from the regular meeting of October 3, 2018 and the special meetings of October 3, 2018 and October 11, 2018 on Consent Calendar.

3C. RESOLUTION DECLARING THE MONTH OF NOVEMBER AS "MOVEMBER" TO RAISE AWARENESS TO PROSTATE AND OTHER MALE CANCERS

The Movember Foundation is the leading global organization committed to changing the face of men's health. The Movember community has raised \$769 million to date and funded over 1,200 programs in 21 countries. This work is saving and improving the lives of men affected by prostate cancer, testicular cancer and mental health problems.

The Foundation challenges men to grow moustaches during Movember (formerly known as November), to spark conversation and raise vital funds for its men's health programs. To date, over 5 million moustaches have been grown worldwide.

The mustaches are a symbol to promote awareness regarding men's health issues and to encourage yearly checkups regarding prostate and testicular cancer. The growth of a new moustache prompts a conversation, which in turn generates awareness and educates people on the health issues men face.

The Vision of the Movember Foundation is to have an everlasting impact on the face of men's health.

Action Taken: The City Council adopted Resolution No. 12045 declaring the month of November as “Movember”.

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

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

Resolution No. 12045, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING THE MONTH OF NOVEMBER AS "MOVEMBER," AN ANNUAL EVENT INVOLVING MEN GROWING MOUSTACHES DURING THE MONTH TO RAISE AWARENESS OF PROSTATE CANCER AND OTHER MALE CANCER AND ASSOCIATED CHARITIES

3D. WLC ARCHITECTS – APPROVAL OF AGREEMENT AMENDMENT

The City Council awarded a contract to WLC Architects, Inc. on January 20, 2016, which included \$190,000 for architectural services to be provided for Fire Station No. 62 evaluation and reconstruction. The contract covers preliminary site assessment studies and conceptual designs. The designs were completed, with the last Council action selecting a design option for Fire Station 62 construction and approving a budget for 50% of the construction project costs in the Fiscal Year 2016-2017 Capital Improvement Projects budget. On August 17, 2016, City Council approved an amendment of \$175,000 to complete design for the Fire Station 62 Replacement project (Attachment 1 of the staff report). Budget for the remaining 50% for the Fire Station 62 Replacement project was approved by City Council in the Fiscal Year 2017-2018 Midyear Review Report. Staff recommended an amendment for \$57,120 to cover ADA revisions and residential reconstruction.

Discussion: Council Member Real Sebastian directed staff to provide a copy of the property inspection report, a copy of the appraisal report, and the itemized amounts that determined it would be less expensive to demolish the house than to conserve the house.

Action Taken: The City Council authorized the City Manager to execute an amendment to the agreement with WLC Architects, Inc., in a form approved by the City Attorney, to increase the contract award by \$57,120 for Fire Station 62 remodel and reconstruction projects; and adopted Resolution No. 12046 authorizing staff to advertise the Fire Station 62 Replacement Project, once the design plans and specifications have been completed to the satisfaction of the City Engineer.

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

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

Resolution No. 12046, entitled:

A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE MONTEREY PARK FIRE STATION 62 REPLACEMENT PROJECT PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT

3E. COMPRESSED NATURAL GAS (CNG) TANK REPLACEMENTS

The City's five CNG pickup trucks are due for CNG tank replacement. Funding is included in the FY 2018-19 approved annual budget for their replacement. The lowest, responsible bid received was from National CNG & Fleet Services in the amount of \$30,129.08. Staff recommended the City Council to authorize the City Manager to enter into an agreement with National CNG & Fleet Services to replace the CNG tanks on five pickup trucks at a cost of \$30,129.08.

Action Taken: The City Council authorized the City Manager to enter into an agreement, in a form approved by the City Attorney, with National CNG & Fleet Services to replace the CNG tanks on five pickup trucks at a cost of \$30,129.08 on Consent Calendar.

RECESSED AND RECONVENED

The City Council recessed at 10:27 p.m. and reconvened with all council members present at 10:31 p.m.

3F. MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE MONTEREY PARK FIREFIGHTERS' ASSOCIATION FIXING THE RATE OF COMPENSATION AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT FOR REPRESENTED EMPLOYEES FOR A FOUR-YEAR TERM JULY 1, 2018 TO JUNE 30, 2022

Representatives of the City of Monterey Park met on numerous occasions with representatives of the approximate 48 members of the Monterey Park Firefighters' Association (FFA) regarding wages; step increases; medical contributions; Fair Labor Standards Act (FLSA) overtime computation calculations; USAR premium pay; creation of a Retiree Health Savings Plan for employee retirement medical purposes (RHSP) with corresponding reduced sick leave annual accrual and other terms and conditions of employment. The results of these negotiations are contained in the draft Memorandum of Understanding (MOU), attached to the staff report.

During negotiations, the City asked the FFA to consider non-PERS-able items as part of the MOU. This was proposed because of projected CalPERS pension cost increases and the City's tax-sharing agreement with Montebello regarding the Market Place project.

FFA and the City worked thru the negotiations process and focused on a four-year contract with the bulk of the cost in the last two years of the four-year contract. This will be the first four-year contract with FFA in the last decade as previous contracts have typically been a two- year term.

Public Speakers:

- Steve Gregg, Co-chair of the International Association of Fire Fighters local 1014, provided general information about the company and was available to answer questions.

Action Taken: The City Council adopted Resolution No. 12047 authorizing the City Manager to execute the Memorandum of Understanding between the City of Monterey Park and the Monterey Park Fire Fighters' Association (FFA); and Amend the 2018-2019 Budget to authorize expenditure of \$96,445 for the 2018-2019 fiscal year accordingly.

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

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

Resolution No. 12047, entitled:

A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING FOR CONTRACT YEAR 2018-2022 BETWEEN THE CITY OF MONTEREY PARK AND THE MONTEREY PARK FIREFIGHTERS' ASSOCIATION

4. PUBLIC HEARING

None.

5. OLD BUSINESS

5A. 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.

On October 3, 2018, the City Council directed that a resolution be placed on the agenda for consideration and possible action to establish a schedule for transitioning to a district based election system. A draft resolution with a proposed schedule is included in the staff report for consideration.

During this process, there will be several different opportunities for public input on proposed district boundaries. At the end of the process, the City Council can select an appropriate district map to either approve on its own authority or place on a ballot for voter consideration.

This item was heard after Oral and Written Communications

Public Speakers:

- Robert McEntire, representative of the National Demographics Corporation team, provided general information about the company and was available to answer questions.
- Nancy Arcuri spoke against establishing and implementing district based elections for city council members.
- Grace Chu spoke against establishing and implementing district based elections for city council members because she fears the city will be divided.
- David Barron spoke against establishing and implementing district based elections for city council members and worries about a city wide elected mayor.

- Catherine Wills spoke against establishing and implementing district based elections for city council members because she believes that not everyone votes based on ethnicity.
- Delario Robinson spoke against establishing and implementing district based elections for city council members.

Discussion: City Manager Bow stated that the letter, which the City received from Kevin Shenkman, will be a part of the staff report as an addendum. City Attorney Hensley stated that the dates stated on Exhibit A of the resolution will be modify due to the item being postponed. The new dates for the public hearings are as follow; Public Hearing #1 will be on Wednesday, December 5, 2018, Public Hearing #2 will be tentatively scheduled for Wednesday, December 19, 2018, Public Hearing #3 will be tentatively scheduled for Wednesday, February 20, 2019, and Public Hearing #4 will be tentatively scheduled for Wednesday, March 6, 2019.

Action Taken: The City Council adopted Resolution No. 12043 establishing a schedule for possible transition to a district based election system.

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

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

Resolution No. 12043, entitled:

A RESOLUTION ADOPTED PURSUANT TO ELECTIONS 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

RECESSED AND RECONVENED

The City Council recessed at 9:20 p.m. and reconvened with all council members present at 9:37 p.m.

6. NEW BUSINESS

None.

7. COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Council Member Lam announced that the Guitar Center is officially opened and invited the community to visit the store.

Council Member Real Sebastian stated that she attended the San Gabriel Valley Council of Governments meeting but was unavailable to attend the Chick-fil-A grand opening.

Council Member Ing announced that the Chick-fil-A is officially opened and invited the community to visit the restaurant.

Mayor Pro Tem Liang asked the City Manager to have the regular City Council Meeting of November 21, 2018 start at 6 p.m. instead of 7 p.m. to allow city staff to be able to go home for the holiday.

Mayor Chan stated that the regular City Council Meeting of January 2, 2018 is cancelled. He announced that he along with City Clerk Chang led a delegation to visited China.

8. CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 10:56 p.m. in memory of Abe Fukui, Father-in-law of City Manager Bow and long time resident.

Vincent D. Chang
City Clerk



City Council Staff Report

DATE: December 5, 2018

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

TO: The Honorable Mayor and City Council
FROM: Thomas J. Cody, Director of Human Resources and Risk Management
SUBJECT: Minimum Wage Increase per Labor Code Section 1182.12

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt Resolution approving the State mandated minimum wage adjustments in order to have these wage adjustments in place as of January 1, 2019; or
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

On September 25, 2013, the California Legislature adopted AB 10 which amends Labor Code Section 1182.12 to increase the California minimum wage to \$15 an hour by year 2022. Effective July 1, 2014 the minimum wage was increased to \$9.00 per hour and Additional \$.50 cent increases in the months January 2015, January 2016 and January 2017 increased the minimum wage to \$11.00 per hour beginning January 1, 2018. The next increase is a \$1.00 increase to \$12.00 an hour beginning January 1, 2019.

The City currently has 9 part-time entry-level positions whose hourly wage falls below the mandated \$12.00 an hour state mandated increase. This state mandated wage increase will also impact the wage gap between related classifications whose hourly wages are currently at \$12.00-\$21.99.

Future Increases

In the next three years the minimum wage will be increased as follows:

January 2020 - \$13 an hour
January 2021 - \$14 an hour
January 2022 - \$15 an hour

These increases will have a compression impact on a significant number of classifications on our part-time hourly wage scale. The Human Resources Department has reviewed the impact of the one dollar minimum wage increase on all related classifications and determined that the wage gap will become substantially compacted or surpassed between the lower and higher level part-time classifications by moving only those part-time classifications directly impacted by the 2019 minimum wage increase. In order to maintain a logical hourly wage order between these classifications that is reflective of job duties, experience, certification, and educational requirements,

Human Resources recommends a one dollar increase to 20 other part-time classifications earning between \$12.00 to \$14.34, and a .50 cent increase to 26 positions earning between \$15.35 to \$21.99.

The .50 cent increase recommendation adjusts 26 part-time classifications, and its intended reach was to include the part-time classifications of both Police Jailer and Dispatcher. The Police Department relies heavily on experienced part-time Police Jailers and Dispatchers, and we have some long term part-time employees that haven't received a wage increase in more than a decade. These two classifications are difficult to recruit for, and are highly sought applicants by other local police agencies in surrounding cities.

FISCAL IMPACT:

The Management Services Department has indicated these increased minimum wages will cost approximately \$96,487 for the last six months of FY 2018-2019 (January 2019 – June 2019), and will be appropriated from the general fund reserves.

Respectfully submitted by:



Thomas J. Cody
Human Resources & Risk
Management

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

1. Resolution
2. Current Part Time Salary Schedule
3. Part-Time Salary Table Effective 1/1/2019
4. 2018-2019 fiscal impact summary
5. California Department of Industrial Relations – Minimum Wage Increase Schedule

ATTACHMENT 1

Resolution

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING THE SALARY RANGES FOR
TEMPORARY PART-TIME, SEASONAL AND HOURLY EMPLOYEES OF
THE CITY OF MONTEREY PARK FOR THE 2019 CALENDAR YEAR.**

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

SECTION 1: The City Council authorizes the City Manager, or designee, to compensate temporary part-time, seasonal and hourly job classifications at hourly rates set forth in the attached Exhibit "A," which is incorporated by reference. Those rates will become effective January 1, 2019 pursuant to Labor Code § 1182.12.

SECTION 2: *Effective Date.* This Resolution becomes effective immediately upon adoption.

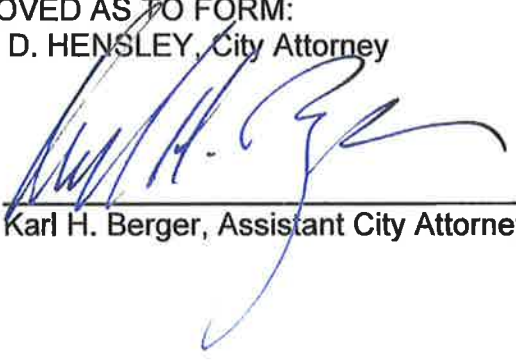
PASSED, ADOPTED AND APPROVED this 5th day of December, 2018.

Peter Chan
Mayor, City of Monterey Park

ATTEST:

Vincent D. Chang, City Clerk

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

By: 

Karl H. Berger, Assistant City Attorney

Resolution No. _____
Page 2 of 2

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

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

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

Dated this 5th day of December, 2018.

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

2019 Part-Time Hourly Salary Ranges

Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Cashier	12.00	12.30	12.61	12.92	13.25	13.58	13.92	14.26	14.62	15.35
Junior Lifeguard	12.00	12.30	12.61	12.92	13.25	13.58	13.92	14.26	14.62	15.35
Library Page	12.00	12.30	12.61	12.92	13.25	13.58	13.92	14.26	14.62	15.35
Locker Room Attendant	12.00	12.30	12.61	12.92	13.25	13.58	13.92	14.26	14.62	15.35
School Crossing Guard	12.00	12.30	12.61	12.92	13.25	13.58	13.92	14.26	14.62	15.35
Recreation Leader	12.50	12.81	13.13	13.46	13.80	14.14	14.50	14.86	15.23	15.99
Fire Intern I Part Time	12.50	12.81	13.13	13.46	13.80	14.14	14.50	14.86	15.23	15.99
Lifeguard	12.50	12.81	13.13	13.46	13.80	14.14	14.50	14.86	15.23	15.99
Planning Intern	12.50	12.81	13.13	13.46	13.80	14.14	14.50	14.86	15.23	15.99
Senior Lifeguard/Instructor	13.00	13.33	13.66	14.00	14.35	14.71	15.08	15.45	15.84	16.63
Video Technical Assistant	13.00	13.33	13.66	14.00	14.35	14.71	15.08	15.45	15.84	16.63
Community Media Specialist	13.00	13.33	13.66	14.00	14.35	14.71	15.08	15.45	15.84	16.63
Data Entry Clerk	13.03	13.36	13.69	14.03	14.38	14.74	15.11	15.49	15.88	16.67
Janitor	13.03	13.36	13.69	14.03	14.38	14.74	15.11	15.49	15.88	16.67
Dial-A-Ride Driver	13.06	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.71
Police Cadet	13.06	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.71
Police Records Cadet	13.06	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.71
Police Records Intern	13.06	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.71
Assistant Pool Manager	13.43	13.77	14.11	14.46	14.82	15.19	15.57	15.96	16.36	17.18
Administrative Intern	13.83	14.18	14.53	14.89	15.27	15.65	16.04	16.44	16.85	17.69
Clerk Typist	13.83	14.18	14.53	14.89	15.27	15.65	16.04	16.44	16.85	17.69
Drafting Technician	13.83	14.18	14.53	14.89	15.27	15.65	16.04	16.44	16.85	17.69
Engineering Aide	13.83	14.18	14.53	14.89	15.27	15.65	16.04	16.44	16.85	17.69
Senior Recreation Leader	13.83	14.18	14.53	14.89	15.27	15.65	16.04	16.44	16.85	17.69
Child Care Teacher	14.24	14.60	14.96	15.33	15.72	16.11	16.51	16.93	17.35	18.22
Pool Manager	14.75	15.12	15.50	15.88	16.28	16.69	17.11	17.53	17.97	18.87
Elections Clerk	15.34	15.72	16.12	16.52	16.93	17.36	17.79	18.23	18.69	19.62
Library Clerk	15.34	15.72	16.12	16.52	16.93	17.36	17.79	18.23	18.69	19.62
Police Records Clerk	15.34	15.72	16.12	16.52	16.93	17.36	17.79	18.23	18.69	19.62
Library Technician	15.85	16.25	16.65	17.07	17.50	17.93	18.38	18.84	19.31	20.28
Permit Systems Technician	15.85	16.25	16.65	17.07	17.50	17.93	18.38	18.84	19.31	20.28
Planning Technician	15.91	16.31	16.72	17.13	17.56	18.00	18.45	18.91	19.38	20.35
Senior Clerk Typist	16.55	16.96	17.39	17.82	18.27	18.72	19.19	19.67	20.16	21.17
Account Clerk	16.55	16.96	17.39	17.82	18.27	18.72	19.19	19.67	20.16	21.17
Administrative Secretary	16.62	17.04	17.46	17.90	18.35	18.80	19.27	19.76	20.25	21.26
Community Service Officer	16.87	17.29	17.72	18.17	18.62	19.09	19.56	20.05	20.55	21.58
Evidence Officer	16.87	17.29	17.72	18.17	18.62	19.09	19.56	20.05	20.55	21.58
Maintenance Worker	16.87	17.29	17.72	18.17	18.62	19.09	19.56	20.05	20.55	21.58
Minutes Clerk	16.87	17.29	17.72	18.17	18.62	19.09	19.56	20.05	20.55	21.58
Crime Analyst	17.34	17.77	18.22	18.67	19.14	19.62	20.11	20.61	21.13	22.18
Dispatch Assistant	17.34	17.77	18.22	18.67	19.14	19.62	20.11	20.61	21.13	22.18
Animal Control Officer	17.54	17.98	18.43	18.89	19.36	19.84	20.34	20.85	21.37	22.44

2019 Part-Time Hourly Salary Ranges

Jailer	17.63	18.07	18.52	18.99	19.46	19.95	20.45	20.96	21.48	22.55
Permit Technician I	18.75	19.22	19.70	20.19	20.70	21.21	21.74	22.29	22.85	23.99
Program Coordinator	18.75	19.22	19.70	20.19	20.70	21.21	21.74	22.29	22.85	23.99
Pool Maintenance Worker	20.05	20.55	21.07	21.59	22.13	22.68	23.25	23.83	24.43	25.65
Administrative Aide	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	24.76	26.00
Librarian	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	24.76	26.00
Senior Account Clerk	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	24.76	26.00
Equipment Service Specialist	20.94	21.46	22.00	22.55	23.11	23.69	24.28	24.89	25.51	26.79
Building Trades Technician	21.28	21.81	22.36	22.92	23.49	24.08	24.68	25.30	25.93	27.22
Equipment Mechanic	21.28	21.81	22.36	22.92	23.49	24.08	24.68	25.30	25.93	27.22
Water Utility Maintenance	21.39	21.92	22.47	23.03	23.61	24.20	24.81	25.43	26.06	27.36
Police Records Mgmt Tech	21.88	22.43	22.99	23.56	24.15	24.76	25.37	26.01	26.66	27.99
Dispatcher	22.49	23.05	23.63	24.22	24.82	25.45	26.08	26.73	27.40	28.77
Code Enforcement Officer	23.05	23.63	24.22	24.82	25.44	26.08	26.73	27.40	28.09	29.49
Fire Safety Specialist	23.40	23.99	24.58	25.20	25.83	26.48	27.14	27.82	28.51	29.94
Electrician	23.50	24.09	24.69	25.31	25.94	26.59	27.26	27.94	28.64	30.07
Senior Librarian	23.50	24.09	24.69	25.31	25.94	26.59	27.26	27.94	28.64	30.07
Management Aide	23.76	24.36	24.96	25.58	26.22	26.88	27.55	28.24	28.94	30.39
Human Resources Technician	24.48	25.09	25.72	26.36	27.02	27.70	28.39	29.10	29.83	31.32
Accountant	24.50	25.11	25.74	26.38	27.04	27.72	28.41	29.12	29.85	31.34
Assistant Planner	26.66	27.33	28.01	28.71	29.43	30.16	30.92	31.69	32.48	34.11
Building Inspector	26.66	27.33	28.01	28.71	29.43	30.16	30.92	31.69	32.48	34.11
Management Analyst	28.98	29.71	30.45	31.21	31.99	32.79	33.61	34.45	35.31	37.08

ATTACHMENT 2

Current Part-Time Salary Schedule

Effective 01/01/2018

Last Modified on 12/6/2017

Part-Time Salaries

Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Cashier	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Clerical Trainee	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Computer Clerk	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Junior Lifeguard	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Laborer	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Library Page	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Locker Room Attendant	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Lunch Program Worker	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
School Crossing Guard	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Student Worker	11.00	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	14.08
Planning Intern	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.72
Lunch Program Site Supvrs	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.72
Recreation Leader	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.72
Fire Explorer Intern	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.72
Lifeguard	11.50	11.79	12.08	12.38	12.69	13.01	13.34	13.67	14.01	14.72
Lunch Program Monitor	12.00	12.30	12.61	12.93	13.25	13.58	13.92	14.27	14.63	15.36
Senior Lifeguard/Instructor	12.00	12.30	12.61	12.93	13.25	13.58	13.92	14.27	14.63	15.36
Video Technical Assistant	12.00	12.30	12.61	12.93	13.25	13.58	13.92	14.27	14.63	15.36
Data Entry Clerk	12.03	12.33	12.64	12.96	13.28	13.61	13.95	14.30	14.66	15.39
Janitor	12.03	12.33	12.64	12.95	13.28	13.61	13.95	14.30	14.66	15.39
Dial-A-Ride Driver	12.06	12.36	12.67	12.99	13.31	13.64	13.98	14.33	14.69	15.42
Police Cadet	12.06	12.36	12.67	12.99	13.31	13.64	13.98	14.33	14.69	15.42
Police Records Cadet	12.06	12.36	12.67	12.99	13.31	13.64	13.98	14.33	14.69	15.42
Police Records Intern	12.06	12.36	12.67	12.99	13.31	13.64	13.98	14.33	14.69	15.42
Assistant Pool Manager	12.43	12.74	13.06	13.39	13.72	14.06	14.41	14.78	15.15	15.91
Administrative Intern	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.41

NOTE: YELLOW HIGHLIGHTED CLASSIFICATIONS WERE ADJUSTED IN 2017 CALENDER YEAR

S:\Part-time\Minimum Wage Increases\1-1-18\Minimum Wage Increase effective 1-1-18 (Dollar Ordered)\HRLYSALS 01-01-17

11/27/2017 4:39 PM

Effective 01/01/2018

Last Modified on 12/6/2017

Part-Time Salaries

Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Clerk Typist	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.41
Drafting Technician	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.41
Engineering Aide	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.41
Storekeeper	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.41
Senior Recreation Leader	12.83	13.15	13.48	13.82	14.17	14.52	14.88	15.25	15.63	16.41
Child Care Teacher	13.24	13.57	13.91	14.26	14.61	14.98	15.35	15.74	16.13	16.93
Pool Manager	13.75	14.09	14.44	14.80	15.17	15.55	15.94	16.34	16.75	17.59
Elections Clerk	14.34	14.70	15.07	15.44	15.83	16.22	16.63	17.05	17.47	18.35
Library Clerk	14.34	14.70	15.07	15.44	15.83	16.22	16.63	17.05	17.47	18.35
Police Records Clerk	14.34	14.70	15.07	15.44	15.83	16.22	16.63	17.05	17.47	18.35
Library Technician	15.35	15.74	16.13	16.53	16.95	17.37	17.80	18.25	18.70	19.64
Permit Systems Technician	15.35	15.74	16.13	16.53	16.95	17.37	17.80	18.25	18.70	19.64
Planning Technician	15.41	15.80	16.19	16.60	17.01	17.43	17.87	18.32	18.78	19.72
Senior Clerk Typist	16.05	16.45	16.86	17.28	17.71	18.16	18.61	19.08	19.55	20.53
Account Clerk	16.05	16.45	16.86	17.28	17.71	18.16	18.61	19.08	19.55	20.53
Administrative Secretary	16.12	16.52	16.94	17.36	17.79	18.24	18.69	19.16	19.64	20.62
Community Service Officer	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	19.94	20.94
Evidence Officer	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	19.94	20.94
Maintenance Worker	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	19.94	20.94
Minutes Clerk	16.37	16.78	17.20	17.63	18.07	18.52	18.98	19.46	19.94	20.94
Crime Analyst	16.84	17.26	17.69	18.13	18.58	19.05	19.53	20.01	20.51	21.54
Dispatch Assistant	16.84	17.26	17.69	18.13	18.58	19.05	19.53	20.01	20.51	21.54
Animal Control Officer	17.04	17.47	17.90	18.35	18.81	19.28	19.76	20.26	20.76	21.80
Jailer	17.13	17.55	17.99	18.44	18.90	19.38	19.86	20.36	20.87	21.91
Permit Technician I	18.25	18.71	19.18	19.66	20.15	20.65	21.17	21.70	22.24	23.35
Program Coordinator	18.25	18.71	19.18	19.66	20.15	20.65	21.17	21.70	22.24	23.35

Effective 01/01/2018

Last Modified on 12/6/2017

Part-Time Salaries

Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Pool Maintenance Worker	19.55	20.04	20.54	21.05	21.58	22.12	22.67	23.24	23.82	25.01
Administrative Aide	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	25.36
Librarian	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	25.36
Senior Account Clerk	19.82	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	25.36
Equipment Service Specialist	20.54	21.06	21.58	22.12	22.67	23.24	23.82	24.42	25.03	26.28
Building Trades Technician	20.78	21.30	21.83	22.37	22.93	23.51	24.09	24.70	25.31	26.58
Equipment Mechanic	20.78	21.30	21.83	22.37	22.93	23.51	24.09	24.70	25.31	26.58
Police Records Mgmt Tech	21.38	21.91	22.45	23.01	23.59	24.18	24.78	25.41	26.04	27.34
Dispatcher	21.99	22.54	23.11	23.68	24.28	24.88	25.51	26.14	26.80	28.13
Code Enforcement Officer	23.05	23.63	24.22	24.82	25.44	26.08	26.73	27.40	28.09	29.49
Fire Safety Specialist	23.40	23.99	24.58	25.20	25.83	26.48	27.14	27.82	28.51	29.94
Electrician	23.50	24.09	24.69	25.31	25.94	26.59	27.26	27.94	28.64	30.07
Senior Librarian	23.50	24.09	24.69	25.31	25.94	26.59	27.26	27.94	28.64	30.07
Management Aide	23.76	24.36	24.96	25.58	26.22	26.88	27.55	28.24	28.94	30.39
Human Resources Technician	24.48	25.09	25.72	26.36	27.02	27.70	28.39	29.10	29.83	31.32
Accountant	24.50	25.11	25.74	26.38	27.04	27.72	28.41	29.12	29.85	31.34
Water Production System Operator	24.74	25.36	26.00	26.65	27.31	27.99	28.69	29.41	30.15	31.65
Assistant Planner	26.66	27.33	28.01	28.71	29.43	30.16	30.92	31.69	32.48	34.11
Building Inspector	26.66	27.33	28.01	28.71	29.43	30.16	30.92	31.69	32.48	34.11
Management Analyst	28.98	29.71	30.45	31.21	31.99	32.79	33.61	34.45	35.31	37.08
Recreation Superintendent	28.98	29.71	30.45	31.21	31.99	32.79	33.61	34.45	35.31	37.08
Transportation Prog Mgr	28.98	29.71	30.45	31.21	31.99	32.79	33.61	34.45	35.31	37.08

Effective 01/01/2018

Last Modified on 12/6/2017

Part-Time Salaries

Job Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Civil Engineering Assoc.	33.24	34.07	34.92	35.79	36.69	37.60	38.54	39.51	40.49	42.52
Literacy Program Admin.	33.24	34.07	34.92	35.79	36.69	37.60	38.54	39.51	40.49	42.52
Principal Management Analyst	36.39	37.30	38.23	39.18	40.16	41.17	42.20	43.25	44.33	46.55
Public Works Maintenance	43.16	44.24	45.34	46.48	47.64	48.83	50.05	51.30	52.59	55.22
Attorney/Investigator	75.00									
Interim Fire Chief	85.00									

ATTACHMENT 3
Part-Time Salary Table Effective 1/1/2019

2019 Part-Time Minimum Wage Increase Recommendation

Classifications	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Cashier	12.00	12.30	12.61	12.92	13.25	13.58	13.92	14.26	14.62	15.35
Junior Lifeguard	12.00	12.30	12.61	12.92	13.25	13.58	13.92	14.26	14.62	15.35
Library Page	12.00	12.30	12.61	12.92	13.25	13.58	13.92	14.26	14.62	15.35
Locker Room Attendant	12.00	12.30	12.61	12.92	13.25	13.58	13.92	14.26	14.62	15.35
School Crossing Guard	12.00	12.30	12.61	12.92	13.25	13.58	13.92	14.26	14.62	15.35
Recreation Leader	12.50	12.81	13.13	13.46	13.80	14.14	14.50	14.86	15.23	15.99
Fire Intern I Part Time	12.50	12.81	13.13	13.46	13.80	14.14	14.50	14.86	15.23	15.99
Lifeguard	12.50	12.81	13.13	13.46	13.80	14.14	14.50	14.86	15.23	15.99
Planning Intern	12.50	12.81	13.13	13.46	13.80	14.14	14.50	14.86	15.23	15.99
Senior Lifeguard/Instructor	13.00	13.33	13.66	14.00	14.35	14.71	15.08	15.45	15.84	16.63
Video Technical Assistant	13.00	13.33	13.66	14.00	14.35	14.71	15.08	15.45	15.84	16.63
Community Media Specialist	13.00	13.33	13.66	14.00	14.35	14.71	15.08	15.45	15.84	16.63
Data Entry Clerk	13.03	13.36	13.69	14.03	14.38	14.74	15.11	15.49	15.88	16.67
Janitor	13.03	13.36	13.69	14.03	14.38	14.74	15.11	15.49	15.88	16.67
Dial-A-Ride Driver	13.06	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.71
Police Cadet	13.06	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.71
Police Records Cadet	13.06	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.71
Police Records Intern	13.06	13.39	13.72	14.06	14.42	14.78	15.15	15.52	15.91	16.71
Assistant Pool Manager	13.43	13.77	14.11	14.46	14.82	15.19	15.57	15.96	16.36	17.18
Administrative Intern	13.83	14.18	14.53	14.89	15.27	15.65	16.04	16.44	16.85	17.69
Clerk Typist	13.83	14.18	14.53	14.89	15.27	15.65	16.04	16.44	16.85	17.69
Drafting Technician	13.83	14.18	14.53	14.89	15.27	15.65	16.04	16.44	16.85	17.69
Engineering Aide	13.83	14.18	14.53	14.89	15.27	15.65	16.04	16.44	16.85	17.69
Senior Recreation Leader	13.83	14.18	14.53	14.89	15.27	15.65	16.04	16.44	16.85	17.69
Child Care Teacher	14.24	14.60	14.96	15.33	15.72	16.11	16.51	16.93	17.35	18.22
Pool Manager	14.75	15.12	15.50	15.88	16.28	16.69	17.11	17.53	17.97	18.87
Elections Clerk	15.34	15.72	16.12	16.52	16.93	17.36	17.79	18.23	18.69	19.62
Library Clerk	15.34	15.72	16.12	16.52	16.93	17.36	17.79	18.23	18.69	19.62
Police Records Clerk	15.34	15.72	16.12	16.52	16.93	17.36	17.79	18.23	18.69	19.62
Library Technician	15.85	16.25	16.65	17.07	17.50	17.93	18.38	18.84	19.31	20.28
Permit Systems Technician	15.85	16.25	16.65	17.07	17.50	17.93	18.38	18.84	19.31	20.28
Planning Technician	15.91	16.31	16.72	17.13	17.56	18.00	18.45	18.91	19.38	20.35
Senior Clerk Typist	16.55	16.96	17.39	17.82	18.27	18.72	19.19	19.67	20.16	21.17
Account Clerk	16.55	16.96	17.39	17.82	18.27	18.72	19.19	19.67	20.16	21.17
Administrative Secretary	16.62	17.04	17.46	17.90	18.35	18.80	19.27	19.76	20.25	21.26
Community Service Officer	16.87	17.29	17.72	18.17	18.62	19.09	19.56	20.05	20.55	21.58
Evidence Officer	16.87	17.29	17.72	18.17	18.62	19.09	19.56	20.05	20.55	21.58
Maintenance Worker	16.87	17.29	17.72	18.17	18.62	19.09	19.56	20.05	20.55	21.58
Minutes Clerk	16.87	17.29	17.72	18.17	18.62	19.09	19.56	20.05	20.55	21.58
Crime Analyst	17.34	17.77	18.22	18.67	19.14	19.62	20.11	20.61	21.13	22.18
Dispatch Assistant	17.34	17.77	18.22	18.67	19.14	19.62	20.11	20.61	21.13	22.18
Animal Control Officer	17.54	17.98	18.43	18.89	19.36	19.84	20.34	20.85	21.37	22.44

2019 Part-Time Minimum Wage Increase Recommendation

Jailer	17.63	18.07	18.52	18.99	19.46	19.95	20.45	20.96	21.48	22.55
Permit Technician I	18.75	19.22	19.70	20.19	20.70	21.21	21.74	22.29	22.85	23.99
Program Coordinator	18.75	19.22	19.70	20.19	20.70	21.21	21.74	22.29	22.85	23.99
Pool Maintenance Worker	20.05	20.55	21.07	21.59	22.13	22.68	23.25	23.83	24.43	25.65
Administrative Aide	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	24.76	26.00
Librarian	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	24.76	26.00
Senior Account Clerk	20.32	20.83	21.35	21.88	22.43	22.99	23.56	24.15	24.76	26.00
Equipment Service Specialist	20.94	21.46	22.00	22.55	23.11	23.69	24.28	24.89	25.51	26.79
Building Trades Technician	21.28	21.81	22.36	22.92	23.49	24.08	24.68	25.30	25.93	27.22
Equipment Mechanic	21.28	21.81	22.36	22.92	23.49	24.08	24.68	25.30	25.93	27.22
Water Utility Maintenance	21.39	21.92	22.47	23.03	23.61	24.20	24.81	25.43	26.06	27.36
Police Records Mgmt Tech	21.88	22.43	22.99	23.56	24.15	24.76	25.37	26.01	26.66	27.99
Dispatcher	22.49	23.05	23.63	24.22	24.82	25.45	26.08	26.73	27.40	28.77
Code Enforcement Officer	23.05	23.63	24.22	24.82	25.44	26.08	26.73	27.40	28.09	29.49
Fire Safety Specialist	23.40	23.99	24.58	25.20	25.83	26.48	27.14	27.82	28.51	29.94
Electrician	23.50	24.09	24.69	25.31	25.94	26.59	27.26	27.94	28.64	30.07
Senior Librarian	23.50	24.09	24.69	25.31	25.94	26.59	27.26	27.94	28.64	30.07
Management Aide	23.76	24.36	24.96	25.58	26.22	26.88	27.55	28.24	28.94	30.39
Human Resources Technician	24.48	25.09	25.72	26.36	27.02	27.70	28.39	29.10	29.83	31.32
Accountant	24.50	25.11	25.74	26.38	27.04	27.72	28.41	29.12	29.85	31.34
Assistant Planner	26.66	27.33	28.01	28.71	29.43	30.16	30.92	31.69	32.48	34.11
Building Inspector	26.66	27.33	28.01	28.71	29.43	30.16	30.92	31.69	32.48	34.11
Management Analyst	28.98	29.71	30.45	31.21	31.99	32.79	33.61	34.45	35.31	37.08

ATTACHMENT 4
2018-2019 Fiscal Impact Summary

City of Monterey Park
2019 PT Minimum Wage Increase

Increase	Impacted per Payroll Members on 11/19/2018	1/1/2019 - 6/30/2019 (Hours)	Wages	Medicare (1.45%)	PT Deferred Comp (4%)	Total
\$1.00	159	500	\$ 79,500.00	\$ 1,152.75	\$ 3,180.00	\$ 83,832.75
\$0.50	24	500	\$ 12,000.00	\$ 174.00	\$ 480.00	\$ 12,654.00
Total	183		\$ 91,500.00	\$ 1,326.75	\$ 3,660.00	\$ 96,486.75

ATTACHMENT 5
California Department of Industrial Relations -
Minimum Wage Increase Schedule

Labor Commissioner's Office : Minimum Wage

Minimum Wage

Although there are some exceptions, almost all employees in California must be paid the minimum wage as required by state law. Effective January 1, 2017, the minimum wage for all industries will be increased yearly. From January 1, 2017, to January 1, 2022, the minimum wage will increase for employers employing 26 or more employees. This increase will be delayed one year for employers employing 25 or fewer employees, from January 1, 2018, to January 1, 2023. The scheduled increases may be temporarily suspended by the Governor, based on certain determinations. (Please see the chart below for the complete schedule of rate increases).

For more information and guidance on how to count employees for the purpose of determining whether an employer qualifies as an employer with 25 employees or less please see [New Minimum Wage Phase- in Requirements 2017-2023, SB 3 Frequently Asked Questions](#) page.

There are some employees who are exempt from the minimum wage law, such as outside salespersons, individuals who are the parent, spouse, or child of the employer, and apprentices regularly indentured under the State Division of Apprenticeship Standards.

Minimum Wage Order (MW-2017)

There is an exception for learners, regardless of age, who may be paid not less than 85 percent of the minimum wage rounded to the nearest nickel during their first 160 hours of employment in occupations in which they have no previous similar or related experience.

There are also exceptions for employees who are mentally or physically disabled, or both, and for nonprofit organizations such as sheltered workshops or rehabilitation facilities that employ disabled workers. Such individuals and organizations may be issued a special license by the Division of Labor Standards Enforcement authorizing employment at a wage less than the legal minimum wage. Labor Code Sections 1191 and 1191.5

Schedule for California Minimum Wage rate 2017-2023.

Date	Minimum Wage for Employers with 25 Employees or Less	Minimum Wage for Employers with 26 Employees or More
January 1, 2017	\$10.00/hour	\$10.50/hour
January 1, 2018	\$10.50/hour	\$11.00/hour
January 1, 2019	\$11.00/hour	\$12.00/hour
January 1, 2020	\$12.00/hour	\$13.00/hour
January 1, 2021	\$13.00/hour	\$14.00/hour
January 1, 2022	\$14.00/hour	\$15.00/hour
January 1, 2023	\$15.00/hour	



City Council Staff Report

DATE: December 5, 2018

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

TO: The Honorable Mayor and City Council

FROM: Vincent D. Chang, City Clerk

SUBJECT: Public Hearing to Receive Input from the Community Regarding the Creation of a City Council District-Based Electoral System Pursuant to Elections Code §10010

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Receive a report from staff concerning the districting process and permissible criteria to be considered to create district boundaries; and
- (2) Conduct a Public Hearing to received public testimony on the composition of districts for a district-based electoral system pursuant to Elections Code Section 10010; and
- (3) Provide direction to the City's consultant regarding the composition of districts for a district-based electoral system pursuant to Elections Code Section 10010; and
- (4) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

On November 7, 2018, the City Council adopted Resolution No. 12043 declaring its intent to transition from at-large to district-based elections for City Council commencing with the General Municipal Election in March 2020. Elections Code Section 10010 provides that the City conducts four public hearings to receive community input on district boundaries and maps for the formation of City Council districts for elections commencing with the General Municipal Election in March 2020.

Since adoption of the Resolution of Intent, the City has been engaged in outreach efforts to inform the public about district elects and the process associated with their formation. A webpage (www.MontereyPark.ca.gov/DistrictElections) was developed to provide information about district elections including opportunities for when and how the public can be engaged (translations available). The official notice of Public Hearings was translated and published in the Monterey Park Press (English), La Opinión (Spanish), World Journal (Chinese), and Saigon Times (Vietnamese). In addition, an article was placed in the Monterey Park Cascade and a press release in multiple languages was also sent out.

BACKGROUND

The first step in the transition processing is to hold two public hearings to invite public input regarding the composition of the City's voting districts before any draft maps are drawn. After these two public hearings are complete, the City Council must hold at least two additional public hearings on the map(s) of the districts themselves. The maps must be publicly available for at least seven days before the public hearing, and if a change is made to the map after the first public hearing, the revised map must be available at least seven days before the districts are adopted by ordinance.

The purpose of the first two public hearings is to inform the public about the districting process and to hear from the community on what factors should be taken into consideration while creating district boundaries. The public is requested to provide input regarding communities of interest and other local factors that should be considered while drafting district maps. A *community of interest* is a neighborhood or group that would benefit from being in the same district because of shared interests, views, or characteristics. Possible community features include, without limitation:

- A. School attendance areas;
- B. Natural dividing lines such as major roads, hills, or highways;
- C. Areas around parks and other neighborhood landmarks;
- D. Common issues, neighborhood activities, or legislative/election concerns; and
- E. Shared demographic characteristics, such as:
 - (1) Similar levels of income, education, or linguistic insolation;
 - (2) Languages spoken at home; and
 - (3) Single-family and multi-family housing unit areas.

In creating the district boundaries, the City must ensure compliance with the following state and federally-mandated criteria:

Legal Requirements:

- Each council district must contain a nearly equal population as required by law; and
- Each council district must be drawn in a manner that complies with the Federal Voting Rights Act. No council district may be drawn with race as the predominate factor in violation of the principles established by the United States Supreme Court in *Shaw v. Reno*, 509 U.S. 630 (1993), and its progeny.

In addition to the legal criteria, the City Council may adopt optional criteria to be used in the development of the districts.

Traditional Districting Principles:

- Each council district must consist of contiguous territory in as compact a form as possible.
- Each council district must respect communities of interest, such as school- and park-connected neighborhoods, rural or urban populations, city planning areas, social interests, agricultural, industrial or service industry interests, or other locally-recognized definitions of communities and neighborhoods, insofar as practicable.

- Each council district border must follow visible natural and man-made geographical and topographical features follow visible natural and man-made features, including mountains, flat land, forest lands, highways, canals, etc., insofar as practicable.
- Each council district must respect the previous choices of voters by avoiding the creation of head-to-head contests between Council Members previously elected by the voters, insofar as this does not conflict with Federal or State Law.

Next Steps

At the December 19, 2018 City Council Meeting, the City Council will conduct a 2nd Public Hearing to seek additional public input and provide direction on criteria to be considered while drafting district maps.

At the February 6, 2019 City Council Meeting, the City Council will conduct a 3rd Public Hearing to seek public input on the content of the draft district map(s) and sequence of elections. The City Council will be requested to select a preferred map and direct amendments as necessary.

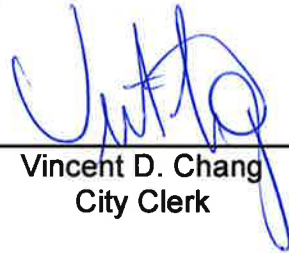
At the February 20, 2019 City Council Meeting, the City Council will conduct a 4th Public Hearing to adopt a preferred district map and to introduce an ordinance to transition to a district-based electoral system.

FISCAL IMPACT:

There will be significant staff time needed to transition to a district-based electoral system due to the need to conduct multiple Public Hearings, in addition to the cost for a demographic consultant. At the March 7, 2018 City Council meeting, the Council allocated \$50,000 for costs associated with district voting. The related costs are as follows:

NDC – Basic District Project Elements	\$21,500
NDC – In-person presentation (5 meetings)	\$10,000
NDC – Public Participation Kits	\$ 4,000
NDC – Database of demographic	\$ 2,000
Legal notices publication	\$ 5,000
Translations	<u>\$ 2,000</u>
Total	\$44,500

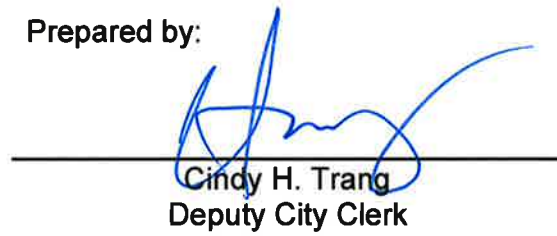
Respectfully submitted,



Vincent D. Chang
City Clerk

Ron Bow
City Manager

Prepared by:



Cindy H. Trang
Deputy City Clerk

Prepared by:



Karl H. Berger
Assistant City Attorney

Attachments:

1. Public Hearings Timeline

ATTACHMENT 1
Public Hearings Timeline

Public Hearings Timeline

- **Public Hearing #1**
Wednesday, December 5, 2018; 7:00 p.m.
City Hall Council Chamber
320 West Newmark Avenue, Monterey Park, CA
A City Council Public Hearing to review the districting process and to hear from residents about their ideas for potential “communities of interest” and the composition of districts.
- **Public Hearing #2 (Tentative)**
Wednesday, December 19, 2018; 7:00 p.m.
City Hall Council Chamber
320 West Newmark Avenue, Monterey Park, CA
A City Council Public Hearing to review the districting process, to hear from residents about their ideas for potential “communities of interest,” and to receive City Council direction on the criteria to be considered for mapping of districts.
- **Public Hearing #3 (Tentative)**
Wednesday, February 20, 2019; 7:00 p.m.
City Hall Council Chamber
320 West Newmark Avenue, Monterey Park, CA
A City Council Public Hearing to seek resident input on the content of the draft district map(s) and sequence of elections.
- **Public Hearing #4 (Tentative)**
Wednesday, March 6, 2019; 7:00 p.m.
City Hall. Council Chamber
320 West Newmark Avenue, Monterey Park, CA
A City Council Public Hearing to select a preferred district map and to adopt an ordinance to transition to a district-based electoral system.



City Council Staff Report

DATE: December 5, 2018

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

TO: Honorable Mayor and Members of the City Council
FROM: Michael A. Huntley, Community and Economic Development Director
SUBJECT: A Public Hearing to consider a Conditional Use Permit (CUP-17-10 to allow a new wireless telecommunications facility (Verizon) – 1909 Fulton Avenue.

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Opening the public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing;
- (4) Adopting a Resolution approving Conditional Use Permit (CU-17-10) subject to conditions of approval; and
- (5) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

As more specifically set forth in the draft Resolution, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15303 as a Class 3 categorical exemption (New Construction or Conversion of Small Structures), because the project consists of construction and location of one new, small facility or structure (see *Don't Cell Our Parks v. City of San Diego* (2018) 21 Cal.App.5th 338).

EXECUTIVE SUMMARY:

On October 23, 2018, the Planning Commission adopted Resolution No. 12-18 which recommends that the City Council adopt Conditional Use Permit (CUP-17-10) to allow the installation of a new wireless telecommunications facility. The Planning Commission staff report dated October 23, 2018 and the minutes from the October 23, 2018 Planning Commission meeting are attached for reference. The Planning Commission found that there was substantial evidence to support the Conditional Use Permit for the proposed project.

BACKGROUND AND ANALYSIS:

The applicant, Lisa Desmond of Delta Groups Engineering, Inc., on behalf of Verizon Wireless, is requesting a Conditional Use Permit to allow installation of one 47-foot tall wireless telecommunication facility on property owned by Southern California Edison ("SCE"). Otherwise referred to as 1909 Fulton Avenue, the property is zoned O-S (Open Space) and is designated O-S (Open Space) in the General Plan. An in-depth

analysis of the Project is set forth in the Planning Commission staff report dated October 23, 2018 (which is attached for reference).

The Planning Commission asked about the following matters during its meeting on October 23, 2018:

- proximity of the proposed wireless facility to the residential properties;
- collation potentials and evaluating other viable sites;
- maintenance of the proposed facility;
- radio frequency energy; and
- aesthetics

The nearest residential property is approximately 100 feet from the proposed facility. The existing SCE transmission tower does not have the structural integrity to support another wireless carrier and was denied by SCE. According to the applicant, because of the nature of this facility as a capacity off-load site, it is off-loading the existing user capacity from three other surrounding sites. To accomplish this action, surrounding sites must create a triangle. The only areas to accommodate this configuration are La Loma Park and the SCE right-of-way north of La Loma Park; the only towers that fall within that geographic area are the two towers above La Loma Park to the east of the valley and the towers to the west of the valley. The latter are too far. The towers that fall within the geographic area needed to accommodate configuration cannot structurally support a facility. Other towers are outside of the area. A proposed condition of approval was added by the Planning Commission, which requires the immediate replacement of damaged branches and leaves and the design is aesthetically compatible with the surrounding landscape. A copy of the unofficial minutes from that Planning Commission meeting is attached for reference.

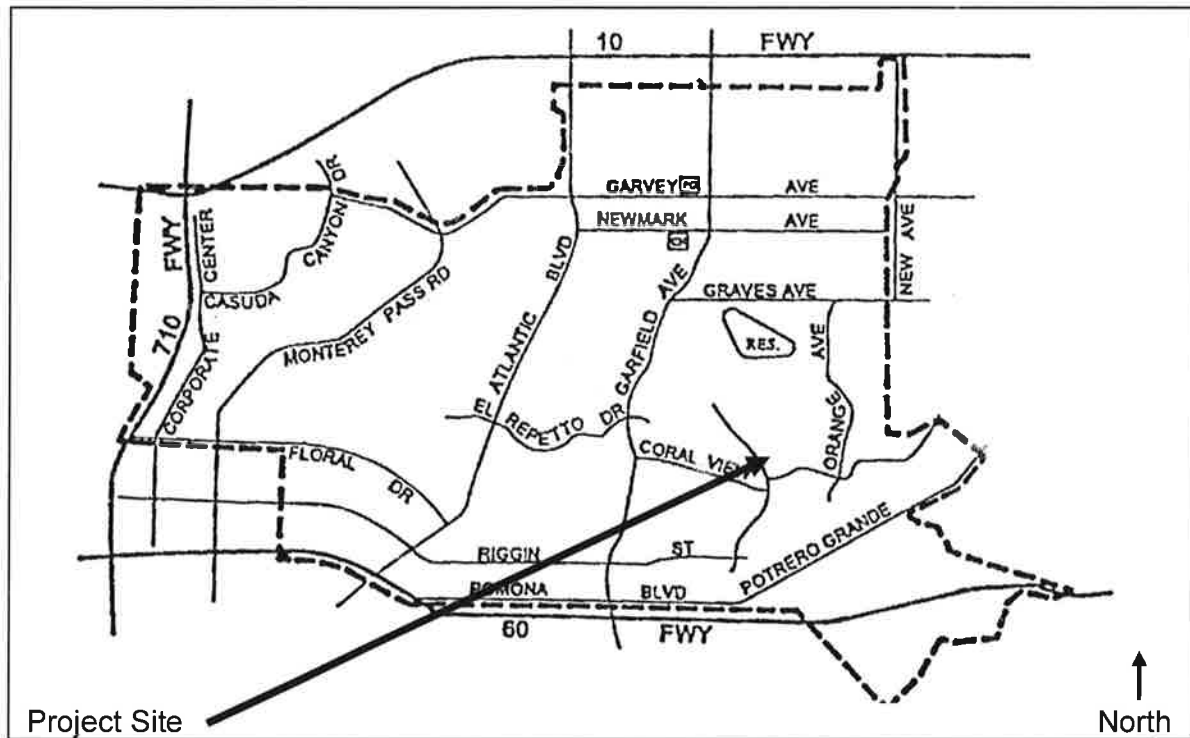
At the end of the public hearing, the Planning Commission found that the proposed Project met the requirements of applicable law and adopted Resolution No. 12-18.

OTHER ITEMS:

Legal Notification

In compliance with MPMC § 21.34.020(H)(2), the legal notice of this hearing was mailed to **157** property owners and current tenants of the property concerned within a 500 feet radius on **November 7, 2018**, at least 30-days before the hearing, with an affidavit of mailing on file. A notification, three feet in height and four feet in width was posted by the applicant for 30-days at the site where the wireless telecommunications facility is proposed for installation. The legal notice of this hearing was also posted at City Hall, Monterey Park Bruggemeyer Library, and Langley Center on **November 7, 2018**, with affidavits of posting on file.

Vicinity Map



Street Map



Aerial Map



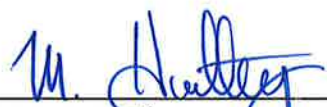
ALTERNATIVE COMMISSION CONSIDERATIONS:

None.

FISCAL IMPACT:

None.

By:



Michael Huntley
Director of Community and
Economic Development

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

Attachments:

Attachment 1: Draft Resolution

Attachment 2: Planning Commission Staff Report dated October 23, 2018

Attachment 3: Planning Commission Minutes dated October 23, 2018

Attachment 4: Verizon Development Plan

ATTACHMENT 1

Draft Resolution

RESOLUTION NO.

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP-17-10) TO ALLOW A WIRELESS TELECOMMUNICATION FACILITY (VERIZON) AT 1909 FULTON AVENUE (ASSESSOR'S PARCEL NUMBER: 5265-001-808)

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

SECTION 1: The City Council finds and declares that:

- A. On October 23, 2017, Lisa Desmond of Delta Groups Engineering, Inc, submitted an application on behalf of Verizon Wireless requesting a Conditional Use Permit (CUP-17-10) to allow a wireless telecommunication facility at 1909 Fulton Avenue ("Project"). This application is made pursuant to Monterey Park Municipal Code ("MPMC") §§ 21.07.050(H), 21.32.020, and Chapter 21.34;
- B. The proposed Project was reviewed by the City of Monterey Park Community and Economic Development Department for, in part, consistency with the General Plan and conformity with the MPMC;
- C. In addition, the City reviewed the Project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines");
- D. The Community and Economic Development Department completed its review and scheduled a public hearing regarding the proposed Project, before the Planning Commission for October 23, 2018. Notice of the public hearing on the proposed Project was posted and mailed as required by the MPMC;
- E. On October 23, 2018, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed Project including, without limitation, information provided to the Planning Commission by City staff, members of the public, and the applicant's representatives. The Planning Commission adopted Resolution No. 12-18 which recommended that the City Council approve Conditional Use Permit (CUP-17-10) subject to conditions of approval;
- F. The City Council reviewed the proposed Project and related environmental aspects of the Project as required by the MPMC at the December 5, 2018 hearing; and
- G. The City Council has carefully considered all pertinent testimony and the staff report offered in the case as presented at the public hearing of December 5, 2018.

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

- A. The Applicant seeks to construct a new 47 feet tall mono-eucalyptus tree within a

30-feet by 22-feet lease area (the "Facility"). The mono-eucalyptus tree structure will support 12 8-foot tall antenna panels, 18 radios, and 3 raycaps. At the base of the tree there will be 2 equipment cabinets and a DC generator mounted onto a new concrete pad. The equipment will be screened by a chain link fence with brown slats. This screening will be visually integrated with the landscaping of the surroundings. Placing the cabinets and generator at the base of the Facility is in the least visibly obtrusive feasible location because it will be located within an existing plant nursery and fully screened by the nursery plants. The antennas will be hidden within an antenna support structure designed to be compatible with existing landscaping on the property. The proposed facility will be proportional to the existing landscape.

- B. 1909 Fulton Avenue is zoned O-S (Open Space) and designated Open Space (OS) in the General Plan. A wireless telecommunication facility is allowed in the O-S Zone, subject to approval of a conditional use permit.
- C. The proposed use has antennas that must have a "clear line of sight" to the intended coverage area. A centerline antenna height of 45 feet (above grade) is necessary to achieve coverage objectives. The subject property does not have an existing building or structure for antenna attachment that allows the antennas to achieve the required height.
- D. The height of the structure will exceed thirty-five feet to meet coverage objectives. The height standard may be increased subject to a finding of the City Council (see MPMC § 21.07.060);
- E. The subject property is located on the east side of Fulton Avenue, between Ackley Street and Iris Way. The property is owned by Southern California Edison (SCE). Properties located to north and southwest of the subject property are single-family dwellings, south is La Loma Park, and east and west are SCE properties. The Facility will not be visible from the Interstate 60 Pomona Freeway;
- F. The proposed wireless facility will be unmanned (there will, however, be monthly maintenance at the facility) and will not generate any additional traffic to and from the property. Within this portion of SCE's right-of-way are a plant nursery and 4 existing SCE transmission towers. The proposed use will not generate any smoke, odor, noise, or other adverse impacts to the adjacent land uses. The proposed project will also have no impact on parking, circulation or density in the area and will not adversely affect existing scenic and natural vistas;
- G. The facility is necessary to address unreliable coverage within the southeast portion of the City, which Verizon's radio frequency engineers determined is needed to relieve network-traffic congestion and ensure reliable levels of service. Verizon must operate the proposed facility in full compliance with the regulations and licensing requirements of applicable federal and state laws. To remain compliant, Verizon must meet certain coverage objectives;

RESOLUTION NO.
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- H. The applicant submitted a statement of its willingness to allow other carriers to co-locate on the proposed wireless telecommunications facility wherever technically and economically feasible and where co-location would not harm community compatibility; and
- I. The applicant considered five sites: (1) a monopole constructed within La Loma Park; (2) a mono-pole constructed within La Loma Park, near an existing Southern California Edison ("SCE") transmission tower; (3) collocation on an existing SCE transmission tower towards the entrance to La Loma Park; (4) collocation on an existing SCE transmission tower at the top of the hill adjacent to the nursery, also within SCE's right-of-way; and (5) a monopole constructed at 1909 Fulton Avenue. Verizon determined the property located at 1909 Fulton Avenue to be the most desirable because (1) a monopole constructed in La Loma Park would have been too tall for its surroundings, and (2) collocation would have undermined the integrity of the existing cell towers.

SECTION 3: Environmental Assessment. Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15303 as a Class 3 categorical exemption (New Construction or Conversion of Small Structures), because the project consists of construction and location of one new, small facility or structure (*see Don't Cell Our Parks v. City of San Diego* (2018) 21 Cal.App.5th 338). Additionally, pursuant to § 15300.2, the project is not an exception to the categorical exemption identified because (1) the project does not impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies; (2) the cumulative impact of successive projects of the same type in the same place, over time is insignificant; (3) there is no reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances; (4) the project will not result in damage to scenic resources; (5) the project is not located on a site which is included on any list compiled by the Department of Toxic Substances Control (pursuant to Government Code § 65962.5); and (6) the project will not cause a substantial adverse change in the significance of a historical resource.

SECTION 4: Conditional Use Permit Findings. Based upon the findings in Section 2 and pursuant to MPMC §§ 21.10.030 (B), 21.32.020, and 21.34.020 the City Council finds as follows:

- A. The site is adequate in size, shape and topography for the proposed use including without limitation, any required yards, walls, fences, parking and loading facilities, landscaping, setbacks, and other development standards required by the MPMC. The subject property is 162,043 square feet (3.72 acres) in size. The proposed wireless facility will be a new 47 feet tall mono-eucalyptus tree within a 30 feet by 22 feet lease area. The lease area is approximately 52 feet from the nearest existing SCE tower to the east. The mono-eucalyptus tree structure will support 12 8-foot tall antenna panels, 18 radios, and 3 raycaps. At the base of the tree there will be 2 equipment cabinets and a DC generator mounted onto a new concrete pad. The equipment will be screened by a chain link fence with brown

slats. The proposed wireless facility will be unmanned and will not generate any additional traffic to and from the property.

- B. The site has sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use. The project site can be accessed from Fulton Avenue and South Orange Avenue. However, the main access will be from an existing driveway on South Orange Avenue. The proposed use is an unmanned wireless telecommunication facility and is not expected to significantly increase traffic. Aside from the monthly maintenance of the facility, there will be no other pedestrian or vehicular traffic generated by the proposed use.
- C. The proposed use is consistent with the General Plan and conforms to objectives of the General Plan and the MPMC zoning regulations. The proposed use is an unmanned wireless telecommunication facility, which is allowed in the O-S (Open Space) Zone with a Conditional Use Permit approval. The proposed use is consistent with the standards established by MPMC Chapter 21.34.
- D. The proposed use will not create unusual noise, traffic, or other conditions that may be objectionable, detrimental, or incompatible with surrounding properties or other permitted uses in the City. The proposed use, as conditioned, will not have an adverse effect on the use, enjoyment or valuation of property in the neighborhood because the use is a wireless telecommunication facility and will not create unusual noise, traffic, or other conditions that may be objectionable, detrimental, or incompatible with surrounding properties or other permitted uses in the City. The proposed use has a design that is not unsightly or will cause adverse impacts to the surrounding area. The facility structures and equipment are located, designed and screened to blend with the existing facilities on site in such a manner as to alleviate any adverse impacts to adjacent uses and structures in the vicinity.
- E. The proposed use will not have an adverse effect on the public health, safety, and general welfare. The proposed use is unmanned and will not generate any adverse impacts to the adjacent land uses. The project is designed to be compatible with the existing trees within SCE's right-of-way, La Loma Park, and adjacent residential properties. The antennas will be hidden within an antenna support structure designed to be compatible with existing landscaping on the property.
- F. The use applied for at the location set forth in the application is properly one authorized by conditional use permit pursuant to the MPMC. The proposed use is authorized by MPMC §§ 21.07.050(H), 21.32.020, and Chapter 21.34. The use is consistent with the O-S Zone and will not generate a significant amount of the noise, traffic or visual impacts.
- G. To the maximum extent reasonably feasible, the proposed wireless telecommunications facility has been designed to achieve compatibility with the

community. According to MPMC § 21.04.074, the proposed use is a Class 6 wireless telecommunication facility, which is a facility with an antenna mounted on the exterior of a freestanding structure that has been specifically built for the sole purpose of supporting a wireless telecommunications facility using camouflage design techniques that only partially hide or disguise the antenna panels but leave them partially visible. Typical examples of a Class 6 antenna would include mono-pines or mono-palms.

- H. According to MPMC § 21.34.040(4), height requirements must be as specified within each respective zone. Verizon is requesting a height of 47 feet instead of the 35 feet height limit in the O-S Zone. According to the Applicant, the proposed use has antennas that must have a “clear line of sight” to the intended coverage area. In this particular case, a centerline antenna height of 45 feet (above grade) is necessary to achieve coverage objectives. Unlike the other locations considered and were not available to Verizon, the subject property does not have an existing building or structure for antenna attachment that allows the antennas to achieve the required height. Accordingly, a new freestanding structure is necessary at this particular property to meet coverage objectives. Without the additional 12 feet in height Verizon will not meet the coverage objectives.
- I. Alternative configurations will not increase community compatibility or are not reasonably feasible. The proposed use is consistent with MPMC § 21.34.040(3) and has a stealth design that is not unsightly or causing adverse impacts to the surrounding area. The facility structures and equipments are located, designed and screened to blend with the existing facilities on site in such a manner as to alleviate any adverse impacts to adjacent uses and structures in the vicinity. The project is designed to be compatible with the surrounding landscape.
- J. Alternative locations on the site will not increase community compatibility or are not reasonably feasible. The proposed use is designed at a location that is most reasonable on the property since the proposed facility will be located in an area with a large amount of existing landscaping and where two existing SCE transmission towers currently exist.
- K. The location of the wireless telecommunications facility on alternative sites will not increase community compatibility or is not reasonably feasible. According to the Applicant, four other sites were considered before the subject property. However, those other properties were not available to Verizon.
- L. The facility is necessary to close a significant gap in coverage. The subject property does not have an existing building or structure for antenna attachment that allows the antennas to achieve the required height. Accordingly, a new freestanding structure is necessary on the subject property to meet coverage objectives and close the coverage gap. The coverage area is requirement of all wireless telecommunication companies, not just the applicant. A lower antenna height in this area would prevent the antennas from functioning properly.

RESOLUTION NO.
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- M. The applicant submitted a statement of its willingness to allow other carriers to co-locate on the proposed wireless telecommunications facility wherever technically and economically feasible and where co-location would not harm community compatibility.
- N. Noise generated by the facility is exempt from compliance with MPMC Chapter 9.53 since federal law preempts the City's noise regulations (see MPMC § 9.53.070(7)). Nevertheless, the proposed use is an unmanned wireless telecommunication facility that will comply with MPMC Chapter 9.53.
- O. The facility complies with all of the requirements of State and federal laws, regulations and orders. Verizon will operate the proposed facility in full compliance with the regulations and licensing requirements of state and federal laws.

SECTION 5: *Determination.* The City Council approves CUP-17-10 as requested by the applicant subject to the conditions of approval that are attached as Exhibit "A," and incorporated by reference.

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

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

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

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

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

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

RESOLUTION NO.
PAGE 7 of 7

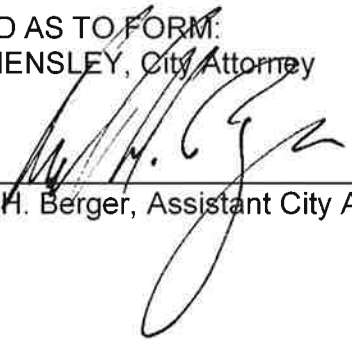
ADOPTED AND APPROVED this ____ day of December 2018.

Peter Chan, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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

By: 

Karl H. Berger, Assistant City Attorney

CITY COUNCIL RESOLUTION NO.

Exhibit A

CONDITIONS OF APPROVAL

1909 FULTON AVENUE (ASSESSOR'S PARCEL NUMBER: 5265-001-808)

In addition to all applicable provisions of the Monterey Park Municipal Code ("MPMC"), Delta Groups Engineering, Inc. on behalf of Verizon, agrees that Verizon will comply with the following conditions of approval for Conditional Use Permit (CUP-17-10) ("Project Conditions").

PLANNING:

1. Verizon (the "Applicant"), agrees to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of CUP-17-10 except for such loss or damage arising from the City's sole negligence or willful misconduct. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of CUP-17-10, the Applicant agrees to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "the City" includes the City of Monterey Park's elected officials, appointed officials, officers, and employees.
2. This approval is for the project as shown on the plans reviewed and approved by the City Council and on file. Before the City issues a building permit, the Applicant must submit plans, showing that the project substantially complies with the plans and conditions of approval on file with the Planning and Building and Safety Divisions. Any subsequent modification must be referred to the Director of Community and Economic Development for a determination regarding the need for Planning Commission review and approval of the proposed modification.
3. The conditional use permit expires twelve months after its approval if the use has not commenced or if improvements are required, but construction has not commenced under a valid building permit. A total of a year extension may be granted by the Planning Commission upon finding of good cause. An application requesting an extension must be filed with the Community and Economic Development Director, or designee (the "Director").
4. A copy of the Conditions of Approval for Conditional Use Permit (CUP-17-10) must be kept on the premises of the establishment and presented to any authorized City official upon request.
5. Should use of the facility be discontinued for more than 180 days, all facilities must be removed from the site.

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6. The maximum height of the mono-eucalyptus tree, including branches cannot exceed 47 feet.
7. The pole will be required to be clad in a textured material resembling rough bark that matches the sample provided by the applicant to the City on June 25, 2018 (the "Approved Sample"). The artificial bark must be white, cream, grey, and copper and cover, at minimum, the bottom 15 feet. Above that, the pole must be painted to match the bark colors. The support brackets must be painted to blend into surrounding branches. The leaves on the branches must be comprised of green and olive materials in substantial conformity to the Approved Sample. The texturing material such as the branches and leaves must be maintained and promptly repaired in the event of damage.
8. Any proposed deviations from approved plans, samples, photographs, and photo simulations must be approved by the Planning Commission via a modified Conditional Use Permit.

BUILDING:

9. The second sheet of the building plans must list all City of Monterey Park conditions of approval.
10. All work must conform to the requirements of the 2016 California Building, Electrical, Fire, and other uniform Codes, as adopted by the MPMC.
11. Building and electrical plans must be approved prior to the issuance of building or electrical permits.

FIRE:

12. All conditions identified by the Fire Department are subject to review and approval by the Fire Chief for determination of applicability and extent to which any condition may be required.
13. Emergency generator must be provided with NFPA 704 placarding indicating hazard of fuel used as indicated in the California Fire Code (CFC) § 503.5.
14. A minimum 2A:40BC fire extinguisher must be provided with a maximum travel distance to 30 feet to the generator as indicated in the CFC § 906.1.
15. A permit must be obtained from the Fire Department prior to engaging in activities, operations, practices or functions as indicated in the CFC §§ 105.6 and 105.7.

POLICE:

16. The equipment/facility cannot interfere with any Police or Fire Department radio or digital communications or exchange.

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17. If the City Manager, or designee, determines that the equipment/facility is interfering with any Police or Fire Department radio communications, the applicant must shut down the facility immediately upon being notified of such problems. The facility cannot become operational until the applicant has proven to the Police Department that the problem has been fixed and will not interfere with any Police or Fire Department radio communications or digital equipment.

By signing this document, Delta Groups Engineering, Inc., certifies on behalf of Verizon that the Applicant read, understood, and agrees to the Project Conditions listed in this document.

Delta Groups Engineering, Inc.,
signing on behalf of Verizon, Applicant

ATTACHMENT 2

Planning Commission Staff Report dated October 23, 2018



Planning Commission Staff Report

DATE: October 23, 2018

AGENDA ITEM NO: 3-A

TO: The Planning Commission
FROM: Michael A. Huntley, Community and Economic Development Director
SUBJECT: Request that the Planning Commission recommend that the City Council adopt a resolution and Conditional Use Permit (CUP-17-10) to allow a new wireless telecommunications facility (Verizon) – 1909 Fulton Avenue (Assessor's Parcel Number: 5265-001-808).

RECOMMENDATION:

It is recommended that the Planning Commission consider:

- (1) Opening public hearing;
- (2) Receiving documentary and testimonial evidence;
- (3) Closing the public hearing and requesting that the City Council adopt a Resolution approving Conditional Use Permit (CUP-17-10) to allow a new wireless telecommunications facility at 1909 Fulton Avenue; and
- (4) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15303 as a Class 3 categorical exemption (New Construction or Conversion of Small Structures), because the project consists of construction and location of one new, small facility or structure, including new small equipment thereon.¹ Additionally, pursuant to § 15300.2, the project is not an exception to the categorical exemption identified because (1) the project does not impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies; (2) the cumulative impact of successive projects of the same type in the same place, over time is insignificant; (3) there is no reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances; (4) the project will not result in damage to scenic resources; (5) the project is not located on a site which is included on any list compiled by the Department of Toxic Substances Control (pursuant to Government Code § 65962.5); and (6) the project will not cause a substantial adverse change in the significance of a historical resource.

¹ It should also be noted that pursuant to case law (*Don't Cell Our Parks v. City of San Diego* (2018) 21 Cal.App.5th 338) an unmanned cell tower disguised as a 534 square foot tree, including the equipment enclosure, falls within the scope of the Class 3 categorical exemptions under CEQA Guidelines § 15303.

DISCUSSION:

I. Project Summary

To address unreliable coverage within the southeastern portion of the City, Verizon's radio frequency engineers determined that an additional facility is needed to relieve network-traffic congestion and ensure reliable levels of service. (See Attachment 4 – Propagation Maps, which illustrate areas of network deficiency.) The applicant, Lisa Desmond of Delta Groups Engineering, Inc., on behalf of Verizon Wireless, is requesting a Conditional Use Permit to allow for the installation of a new 47-foot tall mono-eucalyptus “tree” (the “Facility”). The Facility will support 12 eight-foot tall antenna panels, 18 radios and three raycaps; at its base, the applicant is also proposing to construct a concrete pad which will support two equipment cabinets and a DC generator. A wireless telecommunication facility is an allowed use subject to a conditional use permit and the proposed project is consistent with the standards established in MPMC Chapter 21.34 for wireless telecommunication facilities.

The applicant considered five sites: (1) a monopole constructed within La Loma Park; (2) a mono-pine constructed within La Loma Park, near an existing Southern California Edison (“SCE”) transmission tower; (3) collocation on an existing SCE transmission tower towards the entrance to La Loma Park; (4) collocation on an existing SCE transmission tower at the top of the hill adjacent to the nursery, also within SCE's right-of-way; and (5) a monopole constructed at 1909 Fulton Avenue. Verizon determined the property located at 1909 Fulton Avenue to be the most desirable because (1) a monopole constructed in La Loma Park would have been too tall for its surroundings, and (2) collocation would have undermined the integrity of the existing cell towers. 1909 Fulton Avenue is zoned O-S (Open Space) and is designated O-S (Open Space) in the General Plan (“Subject Property”). Located to north and southwest of the Subject Property are single-family dwellings, to the south is La Loma Park, and to the east and west are additional lots owned by SCE.

The Facility will be constructed on property leased from SCE 30 by 22 feet wide and located approximately 52 feet from the nearest existing SCE tower, to the east. Within this portion of SCE's right-of-way are a plant nursery and four existing SCE transmission towers. The proposed Facility will be camouflaged to replicate a eucalyptus tree,² and includes the construction and screening of accessory wireless equipment (Monterey Park Municipal Code (“MPMC”) § 21.34.020). (See Attachment 3 – Photo Simulations.) The base of the Facility will be screened by a chain-link fence with brown slats and will be placed at the base of the Facility – in the least visibly obtrusive feasible location.

² An antenna mounted on the exterior of a freestanding structure that has been specifically built for the sole purpose of supporting a wireless telecommunications facility using camouflage design techniques that only partially hide or disguise the antenna panels but leave them partially visible, are deemed to be “Class 6” antennae. See MPMC § 21.04.074.

Verizon must operate the proposed facility in full compliance with the regulations and licensing requirements of applicable federal and state laws. To remain compliant, Verizon must meet certain coverage objectives. A centerline antenna height of 45 feet (above grade) is necessary to achieve these objectives by ensuring a “clear line of sight” to the intended coverage area. This necessary height will exceed the thirty-five feet currently allowed in the O-S Zone; the height standard, however, may be increased subject to a finding of the City Council (see MPMC § 21.07.060). Without the additional 12 feet in height Verizon will not meet the coverage objectives.

The Facility will be unmanned and will not generate any smoke, odor, noise,³ or other adverse impacts to the adjacent land uses. The project will also have no impact on parking, traffic, circulation or density in the area and will not adversely affect any existing scenic or natural vistas. Lastly, the Facility will not be visible from the Interstate 60 Pomona Freeway.

Staff believes that the proposed project is consistent with the requirements and standards in the MPMC and will not have significant impacts to the surrounding community. Staff therefore requests that the Planning Commission recommend that the City Council adopt a resolution and Conditional Use Permit (CUP-17-10) to allow a new wireless telecommunications facility at 1909 Fulton Avenue.

II. Other Considerations

A. *FCC Shot Clock Tolling Agreement*

The conditional use permit application for the proposed project was filed on October 23, 2017. The application was scheduled for public hearing on March 13, 2018. On March 1, 2018, the applicant requested a continuance of the public hearing regarding Conditional Use Permit (CU-17-01) to allow for additional time to conduct outreach and further refine the application materials prior to any public hearing. Staff understood that the applicant was working diligently on providing the additional information to the City so that the project can be brought back to the Planning Commission. Accordingly, per Government Code § 65964.1, the City and Verizon agreed to mutually extend the date to review the application to May 31, 2018 (Attachment 5 – Letter Agreement dated May 12, 2018). This date was mutually extended twice more, until it was extended for the final time on September 20, 2018 to November 6, 2018 (Attachment 5 – Letter Agreements dated May 30, 2018 and July 24, 2018). The City now has until March 22, 2019 to approve or disapprove the application; and until December 24, 2018 to make a determination on the CUP.

B. *Legal Notification*

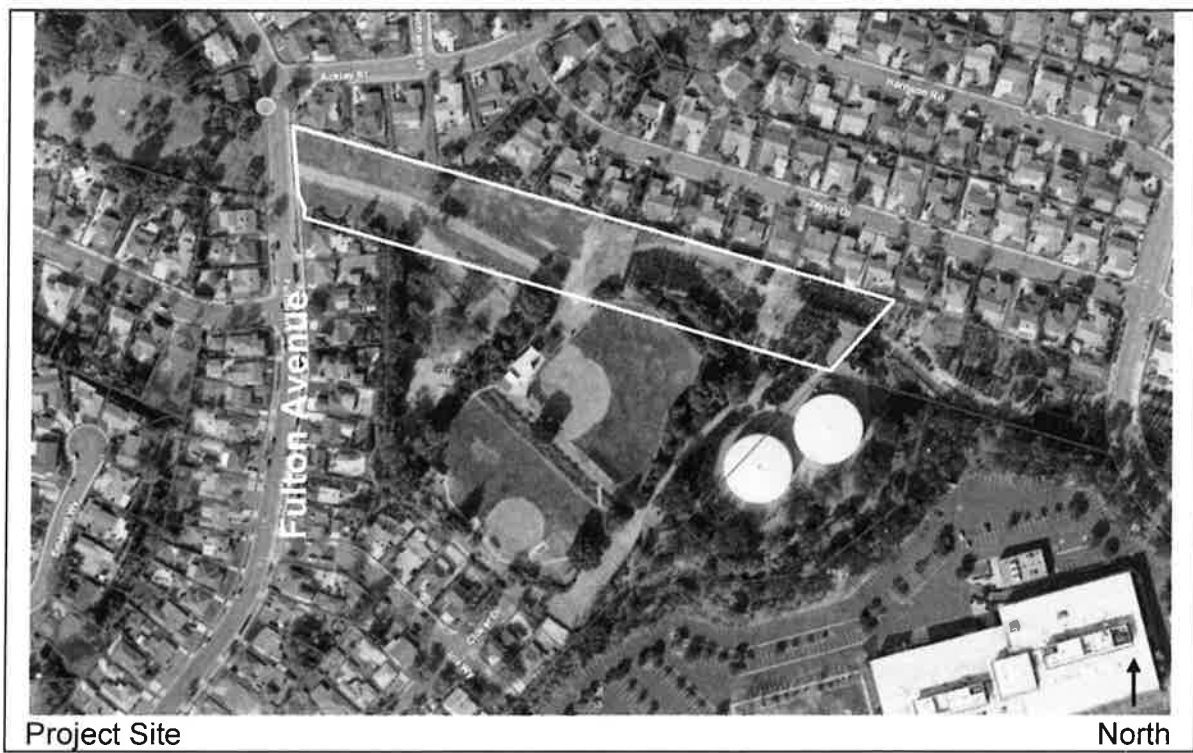
In compliance with MPMC § 21.34.020(H)(2), the legal notice of this hearing was mailed to **157** property owners and current tenants of the property concerned within a 500 feet

³ See MPMC § 9.53.070(7), any activity, the regulation of which has been preempted by state or federal law, shall be exempt from the provisions of the City's noise regulations.

VII. Street Map



VIII. Aerial Map



ALTERNATIVE COMMISSION CONSIDERATIONS:

None.

FISCAL IMPACT:

None.

Respectfully submitted,


Michael A. Huntley
Community and Economic
Development Director

Prepared by:


Samantha Tewasart
Senior Planner

Reviewed by:


Natalie C. Karpeles
Deputy City Attorney

Attachments:

- Attachment 1: Draft Resolution
- Attachment 2: Site, floor, and elevation plans
- Attachment 3: Photo simulations
- Attachment 4: Propagation Maps
- Attachment 5: Letter Agreements dated March 12, 2018, May 30, 2018, July 24, 2018, and September 2, 2018

ATTACHMENT 1

Draft Resolution

RESOLUTION NO.

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL APPROVE CONDITIONAL USE PERMIT (CUP-17-10) FOR A WIRELESS TELECOMMUNICATION FACILITY (VERIZON) AT 1909 FULTON AVENUE (ASSESSOR'S PARCEL NUMBER: 5265-001-808).

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

SECTION 1: The Planning Commission finds and declares that:

- A. On October 23, 2017, Lisa Desmond of Delta Groups Engineering, Inc, submitted an application on behalf of Verizon Wireless requesting approval of Conditional Use Permit (CUP-17-10) to allow a wireless telecommunication facility at 1909 Fulton Avenue ("Project"). This application is made pursuant to Monterey Park Municipal Code ("MPMC") §§ 21.07.050(H), 21.32.020, and Chapter 21.34;
- B. The proposed Project was reviewed by the City of Monterey Park Community and Economic Development Department for, in part, consistency with the General Plan and conformity with the MPMC;
- C. In addition, the City reviewed the Project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines");
- D. The Community and Economic Development Department completed its review and, following a series of mutually approved extensions, scheduled a public hearing regarding the Project before the Planning Commission for October 23, 2018. Notice of the public hearing was posted and mailed as required by the MPMC;
- E. On October 23, 2018, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed Project, including, without limitation, information provided to the Planning Commission by City staff and public testimony, and representatives of Delta Groups Engineering, Inc.; and
- F. This Resolution and its findings are made based upon the testimony and evidence presented to the Commission at its October 23, 2018 hearing including, without limitation, the staff report submitted by the Community and Economic Development Department.

SECTION 2: *Factual Findings and Conclusions.* The Planning Commission concludes that the following circumstances exist:

- A. The Applicant seeks to construct a new 47 feet tall mono-eucalyptus tree within a 30-feet by 22-feet lease area (the "Facility"). The mono-eucalyptus tree structure will support 12 8-feet tall antenna panels, 18 radios, and 3 raycaps. At the base of the tree there will be 2 equipment cabinets and a DC generator mounted onto a new concrete pad. The equipment will be screened by a chain link fence with brown slats. This

**PLANNING COMMISSION
RESOLUTION NO.
PAGE 2 OF 8**

screening will be visually integrated with the landscaping of the surroundings. Placement of the cabinets and generator at the base of the Facility is in the least visibly obtrusive feasible location because it will be located within an existing plant nursery and fully screened by the nursery plants. The antennas will be hidden within an antenna support structure designed to be compatible with existing landscaping on the property. The proposed facility will be proportional to the existing landscape. The proposed mono-eucalyptus tree is a relatively newer design and will be more compatible with the existing trees, including a few other eucalyptus trees, within SCE's right-of-way, La Loma Park, and adjacent residential properties. To further replicate the appearance of a eucalyptus tree, the support pole, after the first 11 feet will split into 3 poles. Per the conditions of approval (Attached hereto as Exhibit A), the pole will be required to be clad in a textured material resembling rough bark, which must be white, cream, grey and copper, and which will cover at least the bottom 15 feet; above that, the pole must be painted to match; the support brackets must be painted to blend into the surround branches; and the leaves on the branches must be composed of green and olive materials;

- B. 1909 Fulton Avenue is zoned O-S (Open Space) and designated Commercial in the General Plan. All public parks and City-owned recreational facilities are included in the Open Space category. While parks represent the primary permitted use, other uses public-serving in nature are allowed. A wireless telecommunication facility is allowed in the O-S zone, subject to approval of a conditional use permit. The Facility complies with the development standards of the O-S Zone because the maximum lot coverage will be less than twenty-five percent of the total gross lot area; will maintain a front yard of twenty-five feet; and will not encroach into any of the side yards;
- C. The proposed use has antennas that must have a "clear line of sight" to the intended coverage area. A centerline antenna height of 45 feet (above grade) is necessary to achieve coverage objectives. The subject property does not have an existing building or structure for antenna attachment that allows the antennas to achieve the required height. Without the additional 12 feet in height Verizon will not meet the coverage objectives. The height of the structure will exceed thirty-five feet to meet coverage objectives; however, the height standard may be increased subject to a finding of the City Council (see MPMC § 21.07.060);
- D. The subject property is located on the east side of Fulton Avenue, between Ackley Street and Iris Way. The property is owned by Southern California Edison (SCE). Properties located to north and southwest of the subject property are single-family dwellings, south is La Loma Park, and east and west are SCE properties. The Facility will not be visible from the Interstate 60 Pomona Freeway;
- E. The lot is 162,043 square feet (3.72 acres) in size. The lot is rectangular shaped, spans approximately 965 feet east-west, 168 feet north-south, and slopes up towards the center of the properties between Fulton Avenue and South Orange Avenue. The

**PLANNING COMMISSION
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project site can be accessed from Fulton Avenue and South Orange Avenue. However, the main access will be from an existing driveway on South Orange Avenue. The lease area is approximately 52 feet from the nearest existing SCE tower to the east. The Facility will be setback 100 feet from the side, north property line (abutting the residential properties to the north) and 18 feet from side, south property line (abutting La Loma Park to the south), the applicant proposes to use the least visible antennas possible to accomplish coverage objectives. The proposed Facility will be located adjacent to La Loma Park, which is currently planted with many mature trees and will be located within a residential area that also has mature trees;

- F. The proposed wireless facility will be unmanned (there will, however, be monthly maintenance at the facility) and will not generate any additional traffic to and from the property; there will be monthly maintenance of the facility. Within this portion of SCE's right-of-way are a plant nursery and 4 existing SCE transmission towers. One of the towers currently has antenna panels from a different wireless carrier. The proposed use will not generate any smoke, odor, noise, or other adverse impacts to the adjacent land uses. The proposed project will also have no impact on parking, circulation or density in the area and will not adversely affect existing scenic and natural vistas;
- G. Mobile devices are a necessary emergency service device and business tool, as well as being convenient for personal and family use. The facility is necessary to address unreliable coverage within the southeast portion of the City, which Verizon's radio frequency engineers determined is needed to relieve network-traffic congestion and ensure reliable levels of service. Verizon must operate the proposed facility in full compliance with the regulations and licensing requirements of applicable federal and state laws. To remain compliant, Verizon must meet certain coverage objectives;
- H. The applicant submitted a statement of its willingness to allow other carriers to co-locate on the proposed wireless telecommunications facility wherever technically and economically feasible and where co-location would not harm community compatibility; and
- I. The applicant considered five sites: (1) a monopole constructed within La Loma Park; (2) a mono-pole constructed within La Loma Park, near an existing Southern California Edison ("SCE") transmission tower; (3) collocation on an existing SCE transmission tower towards the entrance to La Loma Park; (4) collocation on an existing SCE transmission tower at the top of the hill adjacent to the nursery, also within SCE's right-of-way; and (5) a monopole constructed at 1909 Fulton Avenue. Verizon determined the property located at 1909 Fulton Avenue to be the most desirable because (1) a monopole constructed in La Loma Park would have been too tall for its surroundings, and (2) collocation would have undermined the integrity of the existing cell towers.

SECTION 3: *Environmental Assessment.* The Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15303 as a Class 3 categorical

**PLANNING COMMISSION
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PAGE 4 OF 8**

exemption (New Construction or Conversion of Small Structures), because the project consists of construction and location of one new, small facility or structure, including new small equipment thereon. Additionally, pursuant to § 15300.2, the project is not an exception to the categorical exemption identified because (1) the project does not impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies; (2) the cumulative impact of successive projects of the same type in the same place, over time is insignificant; (3) there is no reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances; (4) the project will not result in damage to scenic resources; (5) the project is not located on a site which is included on any list compiled by the Department of Toxic Substances Control (pursuant to Government Code § 65962.5); and (6) the project will not cause a substantial adverse change in the significance of a historical resource.

SECTION 4: *Conditional Use Permit Findings.* Pursuant to MPMC §§ 21.10.030 (B), 21.32.020, and 21.34.020 the Planning Commission finds as follows:

1. The site is adequate in size, shape and topography for the proposed use including without limitation, any required yards, walls, fences, parking and loading facilities, landscaping, setbacks, and other development standards required by the MPMC. The subject property is 162,043 square feet (3.72 acres) in size. The proposed wireless facility will be a new 47 feet tall mono-eucalyptus tree within a 30 feet by 22 feet lease area. The lease area is approximately 52 feet from the nearest existing SCE tower to the east. The mono-eucalyptus tree structure will support 12 8-feet tall antenna panels, 18 radios, and 3 raycaps. At the base of the tree there will be 2 equipment cabinets and a DC generator mounted onto a new concrete pad. The equipment will be screened by a chain link fence with brown slats. The proposed wireless facility will be unmanned and will not generate any additional traffic to and from the property. Within this portion of SCE's right-of-way are a plant nursery and 4 existing SCE transmission towers. One of the towers currently has antenna panels from a different wireless carrier. The proposed wireless telecommunication facility complies with all requirements for the issuance of the conditional use permit.
2. The site has sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use. The project site can be accessed from Fulton Avenue and South Orange Avenue. However, the main access will be from an existing driveway on South Orange Avenue. The proposed use is an unmanned wireless telecommunication facility and is not expected to significantly increase traffic. Aside from the monthly maintenance of the facility, there will be no other pedestrian or vehicular traffic generated by the proposed use.
3. The proposed use is consistent with the General Plan and conforms to objectives of the General Plan and the MPMC zoning regulations. The subject property is

**PLANNING COMMISSION
RESOLUTION NO.
PAGE 5 OF 8**

designated Open Space (OS) in the General Plan. All public parks and City-owned recreational facilities are included in the Open Space category. While parks represent the primary permitted use, other uses public-serving in nature are allowed. The proposed use is an unmanned wireless telecommunication facility, which is allowed in the O-S (Open Space) Zone with a Conditional Use Permit approval. Mobile devices are a necessary emergency service device and business tool, as well as being convenient for personal and family use. MPMC Chapter 21.34 establishes the standards for wireless telecommunication facilities and these standards are intended to protect the public health, safety, and general welfare, and to protect residents from any potential adverse impacts. The proposed use is consistent with the standards established by MPMC Chapter 21.34.

4. The proposed use will not create unusual noise, traffic, or other conditions that may be objectionable, detrimental, or incompatible with surrounding properties or other permitted uses in the City. The proposed use, as conditioned, will not have an adverse effect on the use, enjoyment or valuation of property in the neighborhood because the use is a wireless telecommunication facility and will not create unusual noise, traffic, or other conditions that may be objectionable, detrimental, or incompatible with surrounding properties or other permitted uses in the City. The proposed use has a design that is not unsightly or will cause adverse impacts to the surrounding area. The facility structures and equipment are located, designed and screened to blend with the existing facilities on site in such a manner as to alleviate any adverse impacts to adjacent uses and structures in the vicinity.
5. The proposed use will not have an adverse effect on the public health, safety, and general welfare. The proposed use is unmanned and will not generate any smoke, odor, noise, or other adverse impacts to the adjacent land uses. The proposed project will also have no impact on parking, traffic, circulation or density in the area and will not adversely affect existing scenic and natural vistas. The project is designed to be compatible with the existing trees within SCE's right-of-way, La Loma Park, and adjacent residential properties. The antennas will be hidden within an antenna support structure designed to be compatible with existing landscaping on the property.
6. The use applied for at the location set forth in the application is properly one authorized by conditional use permit pursuant to the MPMC. The proposed use is authorized by MPMC §§ 21.07.050(H), 21.32.020, and Chapter 21.34. The use is consistent with the O-S Zone and will not generate a significant amount of the noise, traffic or visual impacts.
7. To the maximum extent reasonably feasible, the proposed wireless telecommunications facility has been designed to achieve compatibility with the community. According to MPMC § 21.04.074, the proposed use is a Class 6 wireless telecommunication facility, which is a facility with an antenna mounted on the exterior of a freestanding structure that has been specifically built for the sole purpose of

**PLANNING COMMISSION
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PAGE 6 OF 8**

supporting a wireless telecommunications facility using camouflage design techniques that only partially hide or disguise the antenna panels but leave them partially visible. Typical examples of a Class 6 antenna would include mono-pines or mono-palms.

According to MPMC § 21.34.040(4), height requirements must be as specified within each respective zone. Verizon is requesting a height of 47 feet instead of the 35 feet height limit in the O-S Zone. According to the Applicant, the proposed use has antennas that must have a "clear line of sight" to the intended coverage area. In this particular case, a centerline antenna height of 45 feet (above grade) is necessary to achieve coverage objectives. Unlike the other locations considered and were not available to Verizon, the subject property does not have an existing building or structure for antenna attachment that allows the antennas to achieve the required height. Accordingly, a new freestanding structure is necessary at this particular property to meet coverage objectives. Without the additional 12 feet in height Verizon will not meet the coverage objectives.

8. Alternative configurations will not increase community compatibility or are not reasonably feasible. The proposed use is consistent with MPMC § 21.34.040(3) and has a stealth design that is not unsightly or causing adverse impacts to the surrounding area. The facility structures and equipments are located, designed and screened to blend with the existing facilities on site in such a manner as to alleviate any adverse impacts to adjacent uses and structures in the vicinity. The project is designed to be compatible with the surrounding landscape. The proposed facility will be proportional to the existing landscape. The antennas will be screened with a mono-eucalyptus design.
9. Alternative locations on the site will not increase community compatibility or are not reasonably feasible. The proposed use is designed at a location that is most reasonable on the property since the proposed facility will be located in an area with a large amount of existing landscaping and where two existing SCE transmission towers currently exist.
10. The location of the wireless telecommunications facility on alternative sites will not increase community compatibility or is not reasonably feasible. According to the Applicant, four other sites were considered before the subject property. However, those other properties were not available to Verizon.
11. The facility is necessary to close a significant gap in coverage. The subject property does not have an existing building or structure for antenna attachment that allows the antennas to achieve the required height. Accordingly, a new freestanding structure is necessary on the subject property to meet coverage objectives and close the coverage gap. The coverage area is requirement of all wireless telecommunication companies, not just the applicant. A lower antenna height in this area would prevent the antennas from functioning properly.

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PAGE 7 OF 8**

12. The applicant submitted a statement of its willingness to allow other carriers to co-locate on the proposed wireless telecommunications facility wherever technically and economically feasible and where co-location would not harm community compatibility.
13. Noise generated by the facility is exempt from compliance with MPMC Chapter 9.53. See MPMC § 9.53.070(7), any activity, the regulation of which has been preempted by state or federal law, shall be exempt from the provisions of the City's noise regulations. Nevertheless, the proposed use is an unmanned wireless telecommunication facility, which will not generate noise that will exceed the levels identified in MPMC Chapter 9.53.
14. The facility complies with all of the requirements of State and federal laws, regulations and orders. Verizon will operate the proposed facility in full compliance with the regulations and licensing requirements of state and federal laws.

SECTION 4: *Determination.* The Planning Commission thereby recommends that the City Council approves the height of the structure – in excess of thirty-five feet – for the purposes of allowing a new wireless telecommunications facility to be constructed and operated from 1909 Fulton Avenue. The Planning Commission further recommends that the City Council adopt the conditional use permit (CUP-17-10), in substantially the form attached as "Exhibit A," which is incorporated by reference.

SECTION 5: This Resolution becomes effective immediately upon adoption.

ADOPTED AND APPROVED this 23rd day of October 2018.

Chairperson Delario Robinson

I hereby certify that the foregoing Resolution was duly adopted by the Planning Commission of the City of Monterey Park at the regular meeting held on the 23rd day of October 2018, by the following vote of the Planning Commission:

AYES:
NOES:
ABSTAIN:
ABSENT:

Michael A. Huntley, Secretary

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

By: 
Natalie C. Karpeles,
Deputy City Attorney

PLANNING COMMISSION RESOLUTION NO.

Exhibit A

CONDITIONS OF APPROVAL

1909 FULTON AVENUE (ASSESSOR'S PARCEL NUMBER: 5265-001-808)

In addition to all applicable provisions of the Monterey Park Municipal Code ("MPMC"), Delta Groups Engineering, Inc. on behalf of Verizon, agrees that Verizon will comply with the following conditions of approval for Conditional Use Permit (CUP-17-10) ("Project Conditions").

PLANNING:

1. Verizon (the "Applicant"), agrees to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of CUP-17-10 except for such loss or damage arising from the City's sole negligence or willful misconduct. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of CUP-17-10, the Applicant agrees to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "the City" includes the City of Monterey Park's elected officials, appointed officials, officers, and employees.
2. This approval is for the project as shown on the plans reviewed and approved by the Planning Commission and on file. Before the City issues a building permit, the Applicant must submit plans, showing that the project substantially complies with the plans and conditions of approval on file with the Planning and Building and Safety Divisions. Any subsequent modification must be referred to the Director of Community and Economic Development for a determination regarding the need for Planning Commission review and approval of the proposed modification.
3. The conditional use permit expires twelve months after its approval if the use has not commenced or if improvements are required, but construction has not commenced under a valid building permit. A total of a year extension may be granted by the Planning Commission upon finding of good cause. An application requesting an extension must be filed with the Community and Economic Development Director, or designee (the "Director").
4. A copy of the Conditions of Approval for Conditional Use Permit (CUP-17-10) must be kept on the premises of the establishment and presented to any authorized City official upon request.
5. Should use of the facility be discontinued for more than 180 days, all facilities must be removed from the site.

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6. The maximum height of the mono-eucalyptus tree, including branches must not exceed 47 feet.
7. The pole will be required to be clad in a textured material resembling rough bark that matches the sample submitted for review by the applicant and held by the Planning Division. The artificial bark must be white, cream, grey, and copper and cover the bottom 15 feet minimum. Above that, the pole must be painted to match. The support brackets must be painted to blend into the surround branches. The leaves on the branches must be composed of green and olive materials in substantial conformity to the sample submitted by the applicant and held by the Planning Division.
8. Any deviations from approved plans, samples, photographs, and photo simulations must be brought back to the Planning Commission in the form of a modified Conditional Use Permit.

BUILDING:

9. The second sheet of the building plans must list all City of Monterey Park conditions of approval.
10. All work must conform to the requirements of the 2016 California Building, Electrical, Fire, and other uniform Codes, as adopted by the MPMC.
11. Building and electrical plans must be approved prior to the issuance of building or electrical permits.

FIRE:

12. All conditions identified by the Fire Department are subject to review and approval by the Fire Chief for determination of applicability and extent to which any condition may be required.
13. Emergency generator must be provide with NFPA 704 placarding indicating hazard of fuel used as indicated in the California Fire Code (CFC) § 503.5.
14. A minimum 2A:40BC fire extinguisher must be provided with a maximum travel distance to 30 feet to the generator as indicated in the CFC § 906.1.
15. A permit must be obtained from the Fire Department prior to engaging in activities, operations, practices or functions as indicated in the CFC §§ 105.6 and 105.7.

POLICE:

16. The equipment/facility cannot interfere with any Police or Fire Department radio or digital communications or exchange.

**PLANNING COMMISSION
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17. If it is determined that the equipment/facility is interfering with any Police or Fire Department radio communications, the applicant must shut down the facility immediately upon being notified of such problems. The facility cannot become operational until the applicant has proven to the Police Department that the problem has been fixed and will not interfere with any Police or Fire Department radio communications or digital equipment.

By signing this document, Delta Groups Engineering, Inc., certifies on behalf of Verizon that the Applicant read, understood, and agrees to the Project Conditions listed in this document.

Delta Groups Engineering, Inc.,
signing on behalf of Verizon, Applicant

ATTACHMENT 3

Photo simulations



KEMPTON

1909 FULTON AVENUE MONTEREY PARK CA 91755



VIEW 1



LOCATION

©2017 Google Maps



EXISTING



PROPOSED

LOOKING SOUTHEAST FROM FULTON AVENUE

ACCURACY OF PHOTO SIMULATION BASED UPON INFORMATION PROVIDED BY PROJECT APPLICANT.



KEMPTON

1909 FULTON AVENUE MONTEREY PARK CA 91755



VIEW 2



LOCATION

©2017 Google Maps



EXISTING



PROPOSED

LOOKING NORTHEAST FROM LOWER BASEBALL FIELD

ACCURACY OF PHOTO SIMULATION BASED UPON INFORMATION PROVIDED BY PROJECT APPLICANT.



KEMPTON

1909 FULTON AVENUE MONTEREY PARK CA 91755



VIEW 3



LOCATION

©2017 Google Maps



EXISTING



PROPOSED

LOOKING WEST FROM TAYLOR DRIVE

ACCURACY OF PHOTO SIMULATION BASED UPON INFORMATION PROVIDED BY PROJECT APPLICANT.



KEMPTON

1909 FULTON AVENUE MONTEREY PARK CA 91755



VIEW 4



LOCATION

©2017 Google Maps



EXISTING



PROPOSED

LOOKING SOUTH FROM TAYLOR DRIVE

ACCURACY OF PHOTO SIMULATION BASED UPON INFORMATION PROVIDED BY PROJECT APPLICANT.





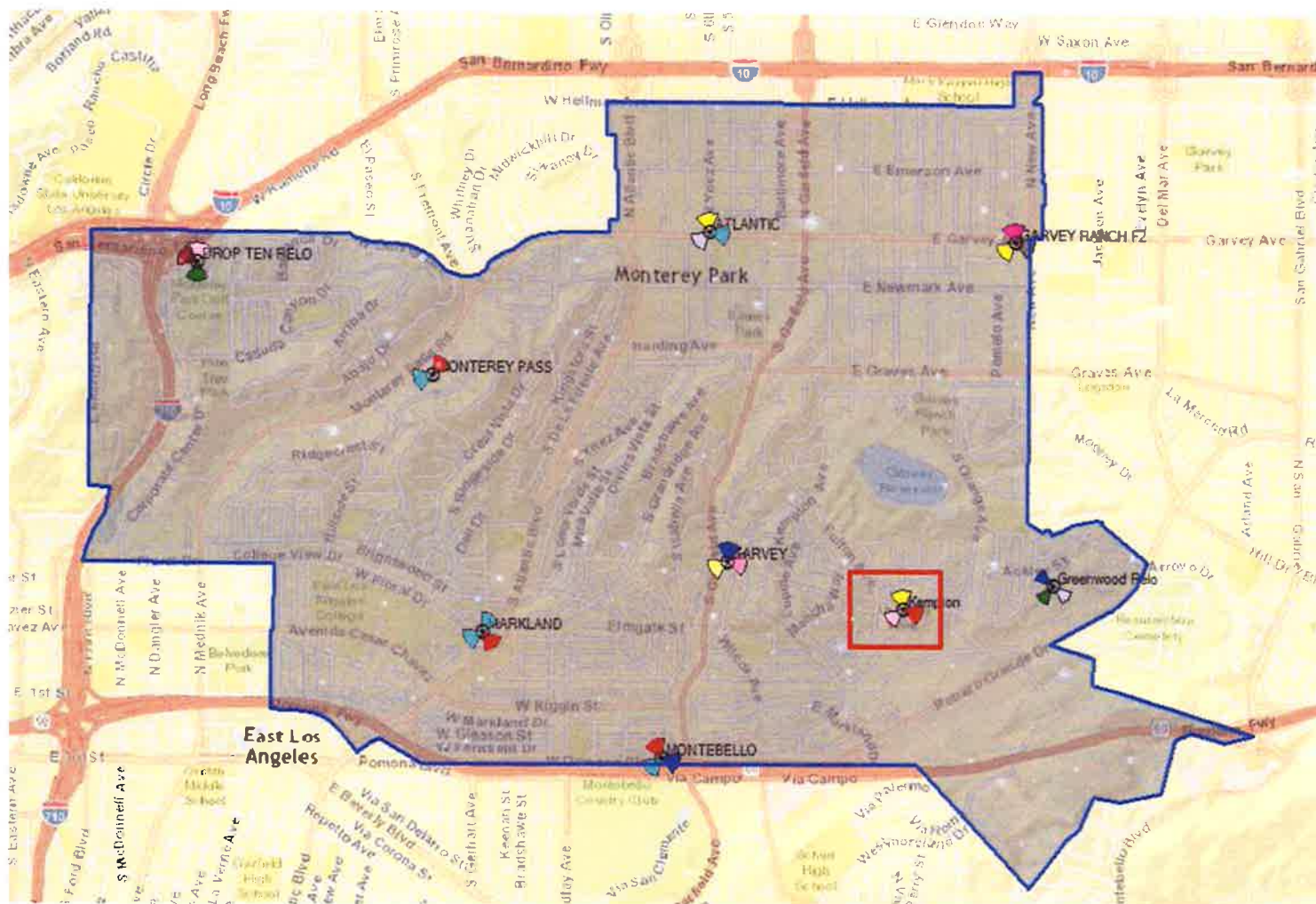




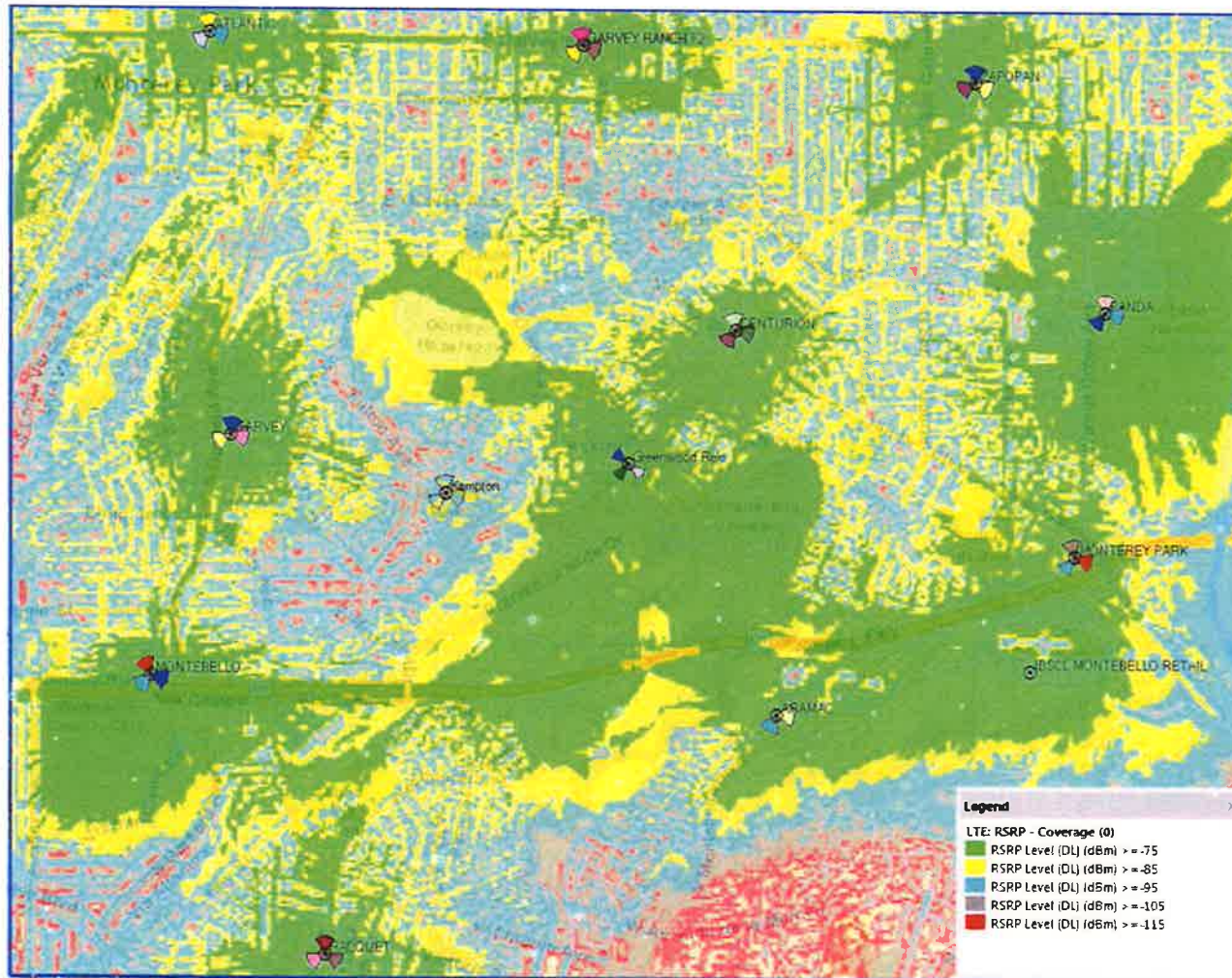
ATTACHMENT 4

Propagation Maps

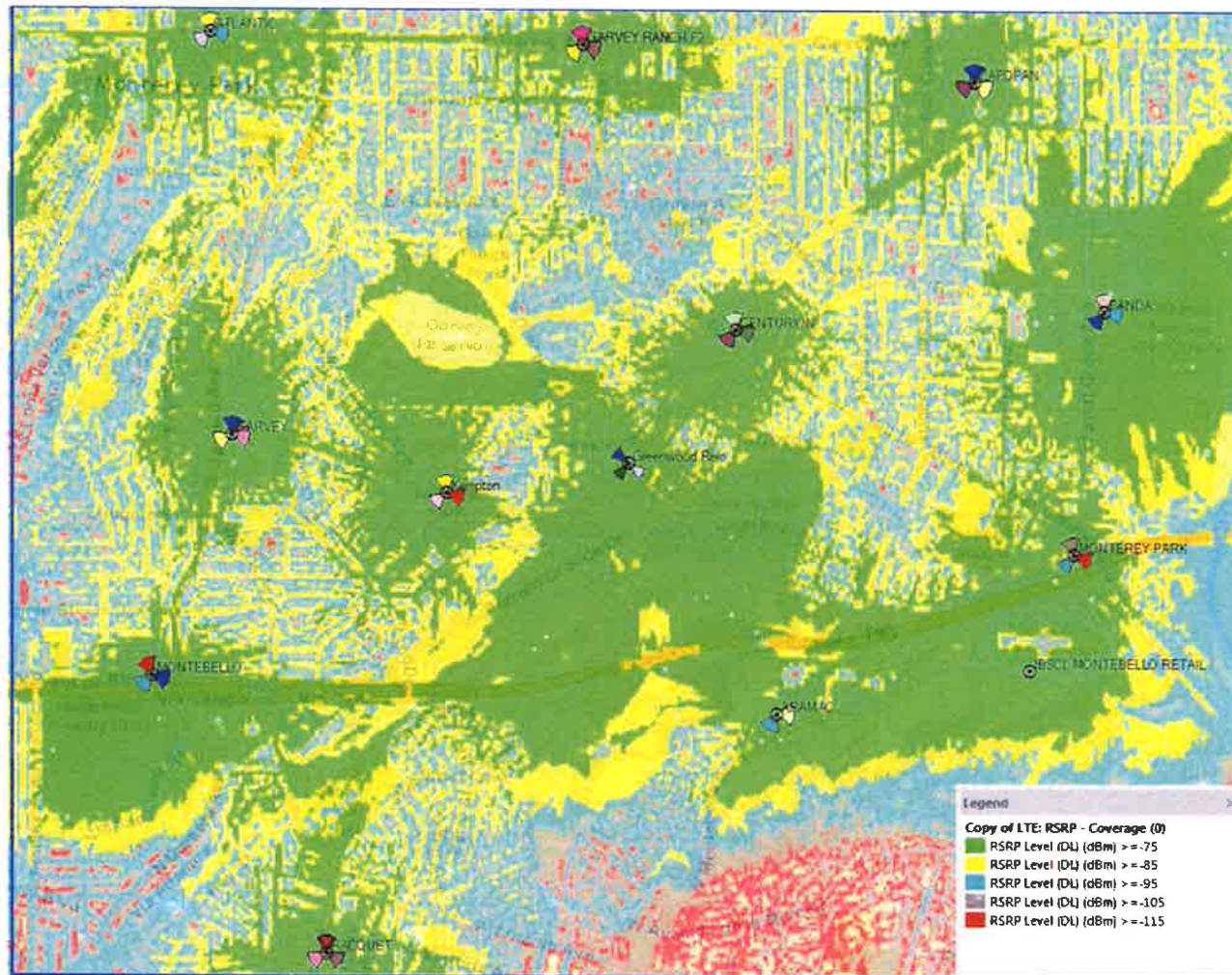
Existing Sites in Monterey Park



RSRP without Kempton



RSRP with Kempton



July 28, 2017

To:

RE: Verizon Wireless **Kempton**, Site Located at: **1909 Fulton Avenue, Monterey Park CA 91755**

To Whom It May Concern,

We write to inform you that Verizon Wireless has performed a radio frequency (RF) compliance pre-construction evaluation for the above-noted proposed site and based on the result of the evaluation, will be compliant with FCC Guidelines.

The FCC has established safety guidelines relating to potential RF exposure from cell sites. The FCC developed the standards, known as Maximum Permissible Exposure (MPE) limits, in consultation with numerous other federal agencies, including the Environmental Protection Agency, the Food and Drug Administration, and the Occupational Safety and Health Administration. The FCC provides information about the safety of radio frequency (RF) emissions from cell towers on its website at: <http://www.fcc.gov/oet/rfsafety/rf-faqs.html>

Please refer to the FCC Office of Engineering and Technology Bulletin 65 for information on RF exposure guidelines. Policy questions should be directed to VZWRFCompliance@verizonwireless.com. Contact your local Verizon Wireless resource below if you have additional site-specific questions.

Contact Name	Contact Email	Contact Phone
Steve Lamb	WestSoCalNetworkCompliance@VerizonWireless.com	949-243-4849

Sincerely,



Jeremy Lee

Manager-RF Design
Verizon Wireless

ATTACHMENT 5

Letter Agreements dated March 12, 2018, May 30, 2018, July 24, 2018, and
September 20, 2018

MACKENZIE & ALBRITTON LLP

155 SANSOME STREET, SUITE 800
SAN FRANCISCO, CALIFORNIA 94104

TELEPHONE 415/ 288-4000
FACSIMILE 415/ 288-4010

March 12, 2018

VIA EMAIL

Mark Hensley, Esq.
City Attorney
City of Monterey Park
c/o Hensley Law Group
2600 W Olive Ave Ste 500
Burbank, California 91505

Re: Verizon Wireless Application No. CU-17-10
Telecommunications Facility, 1909 Fulton Avenue, Monterey Park
FCC Shot Clock Tolling Agreement: May 31, 2018

Dear Mark:

We write to you on behalf of our client Los Angeles SMSA Limited Partnership dba Verizon Wireless (“Verizon Wireless”) with respect to the above-referenced application for a proposed wireless facility in Monterey Park filed October 23, 2017 (the “Application”). Federal law requirements obligate the City of Monterey Park (the “City”) to take final action on Verizon Wireless’s application within a specified time period unless the time period is extended by mutual consent. When countersigned, this letter will confirm an agreement between Verizon Wireless and the City to extend the applicable time period for review of the Application under the federal Telecommunications Act to May 31, 2018.

The federal Telecommunications Act requires that local governments act on wireless siting applications “within a reasonable period of time.” See 47 USC § 332(c)(7)(B)(ii). In a 2009 declaratory ruling, the Federal Communications Commission established a legal presumption that a local government has violated this requirement if it takes longer than 90 days to act on an application to collocate a wireless facility or 150 days to act on any other type of wireless facility application. See *In Re: Petition for Declaratory Ruling to Clarify Provisions of Section 332(c)(7)(B) to Ensure Timely Siting Review, Etc.*, FCC 09-99 (FCC November 18, 2009) (the “Ruling”).¹ The Ruling further permits the period for review of an application to be extended by mutual consent. Ruling, ¶ 49.

¹ The Ruling was upheld by the United States Supreme Court on May 20, 2013. See *City of Arlington v. Federal Communications Commission*, 133 S. Ct. 1863 (U.S. 2013).

Mark Hensley, Esq.
City of Monterey Park
March 12, 2018
Page 2 of 2

In order to allow the City to act on the application in an orderly manner, without either party risking the loss of important rights, the parties agree that the time period within which the City may take final action on the Application shall be extended through May 31, 2018, and that no limitations period for any claim of unreasonable or unlawful delay in processing the Application shall commence to run before said date.

If you agree, this letter agreement may be executed in counterparts, and scanned or facsimile signatures shall be deemed equivalent to original signatures. I will appreciate your returning a countersigned copy to me.

Sincerely,



Paul B. Albritton

cc: Samantha Tewasart

ACCEPTED AND AGREED TO:

City of Monterey Park

By: 

Printed name: Karl H. Berger

Title: Assistant City Attorney

MACKENZIE & ALBRITTON LLP

155 SANSOME STREET, SUITE 800
SAN FRANCISCO, CALIFORNIA 94104

TELEPHONE 415/ 288-4000
FACSIMILE 415/ 288-4010

May 30, 2018

VIA EMAIL

Mark Hensley, Esq.
City Attorney
City of Monterey Park
c/o Hensley Law Group
2600 W Olive Ave Ste 500
Burbank, California 91505

Re: Verizon Wireless Application No. CU-17-10
Telecommunications Facility, 1909 Fulton Avenue, Monterey Park
FCC Shot Clock Tolling Agreement: July 25, 2018

Dear Mark:

In a letter agreement dated March 12, 2018, Verizon Wireless and the City of Monterey Park (the "City") agreed to extend the time period for review under the federal Telecommunications Act for the above-referenced application through May 31, 2018 (the "Extension Date"). This letter, when countersigned, will confirm that Verizon Wireless and the City have agreed to further extend the time for the City to act on the application, and that the Tolling Agreement is hereby amended by changing the Extension Date to July 25, 2018. Except as expressly modified herein, the Tolling Agreement remains in full force and effect without modification.

This amendment to the Tolling Agreement may be executed in counterparts and facsimile, each of which shall be deemed an original.

Sincerely,



Paul B. Albritton

cc: Samantha Tewasart

Mark Hensley, Esq.
City of Monterey Park
May 30, 2018
Page 2 of 2

ACCEPTED AND AGREED TO:

City of Monterey Park

By: _____

Printed name: Karl H. Berger

Title: Assistant City Attorney

MACKENZIE & ALBRITTON LLP

155 SANSOME STREET, SUITE 800
SAN FRANCISCO, CALIFORNIA 94104

TELEPHONE 415/ 288-4000
FACSIMILE 415/ 288-4010

July 24, 2018

VIA EMAIL

Mark Hensley, Esq.
City Attorney
City of Monterey Park
c/o Hensley Law Group
2600 W Olive Ave Ste 500
Burbank, California 91505

Re: Verizon Wireless Application No. CU-17-10
Telecommunications Facility, 1909 Fulton Avenue, Monterey Park
FCC Shot Clock Tolling Agreement: September 28, 2018

Dear Mark:

In a letter agreement dated March 12, 2018 and amended May 30, 2018, Verizon Wireless and the City of Monterey Park (the "City") agreed to extend the time period for review under the federal Telecommunications Act for the above-referenced application through July 25, 2018 (the "Extension Date"). This letter, when countersigned, will confirm that Verizon Wireless and the City have agreed to further extend the time for the City to act on the application, and that the Tolling Agreement is hereby amended by changing the Extension Date to September 28, 2018. Except as expressly modified herein, the Tolling Agreement remains in full force and effect without modification.

This amendment to the Tolling Agreement may be executed in counterparts and facsimile, each of which shall be deemed an original.

Sincerely,



Paul B. Albritton

cc: Samantha Tewasart

Mark Hensley, Esq.
City of Monterey Park
July 24, 2018
Page 2 of 2

ACCEPTED AND AGREED TO:

City of Monterey Park

By:  _____

Printed name: Karl H. Berger

Title: Assistant City Attorney

MACKENZIE & ALBRITTON LLP

155 SANSOME STREET, SUITE 800
SAN FRANCISCO, CALIFORNIA 94104

TELEPHONE 415/ 288-4000
FACSIMILE 415/ 288-4010

September 20, 2018

VIA EMAIL

Mark Hensley, Esq.
City Attorney
City of Monterey Park
c/o Hensley Law Group
2600 W Olive Ave Ste 500
Burbank, California 91505

Re: Verizon Wireless Application No. CU-17-10
Telecommunications Facility, 1909 Fulton Avenue, Monterey Park
FCC Shot Clock Tolling Agreement: November 6, 2018

Dear Mark:

In a letter agreement dated March 12, 2018 and amended May 30, 2018 and July 24, 2018, Verizon Wireless and the City of Monterey Park (the "City") agreed to extend the time period for review under the federal Telecommunications Act for the above-referenced application through September 28, 2018 (the "Extension Date"). This letter, when countersigned, will confirm that Verizon Wireless and the City have agreed to further extend the time for the City to act on the application, and that the Tolling Agreement is hereby amended by changing the Extension Date to November 6, 2018. Except as expressly modified herein, the Tolling Agreement remains in full force and effect without modification.

This amendment to the Tolling Agreement may be executed in counterparts and facsimile, each of which shall be deemed an original.

Sincerely,



Paul B. Albritton

cc: Samantha Tewasart

Mark Hensley, Esq.
City of Monterey Park
September 20, 2018
Page 2 of 2

ACCEPTED AND AGREED TO:

City of Monterey Park

By: 

Printed name: Karl H. Berger

Title: Assistant City Attorney

MACKENZIE & ALBRITTON LLP

155 SANSOME STREET, SUITE 800
SAN FRANCISCO, CALIFORNIA 94104

TELEPHONE 415/ 288-4000
FACSIMILE 415/ 288-4010

October 25, 2018

VIA EMAIL

Mark Hensley, Esq.
City Attorney
City of Monterey Park
c/o Hensley Law Group
2600 W Olive Ave Ste 500
Burbank, California 91505

Re: Verizon Wireless Application No. CU-17-10
Telecommunications Facility, 1909 Fulton Avenue, Monterey Park
FCC Shot Clock Tolling Agreement: December 31, 2018

Dear Mark:

In a letter agreement dated March 12, 2018 and most recently amended September 20, 2018, Verizon Wireless and the City of Monterey Park (the "City") agreed to extend the time period for review under the federal Telecommunications Act for the above-referenced application through November 6, 2018 (the "Extension Date"). This letter, when countersigned, will confirm that Verizon Wireless and the City have agreed to further extend the time for the City to act on the application, and that the Tolling Agreement is hereby amended by changing the Extension Date to December 31, 2018. Except as expressly modified herein, the Tolling Agreement remains in full force and effect without modification.

This amendment to the Tolling Agreement may be executed in counterparts and facsimile, each of which shall be deemed an original.

Sincerely,



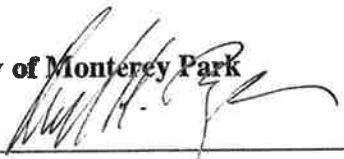
Paul B. Albritton

cc: Samantha Tewasart

Mark Hensley, Esq.
City of Monterey Park
October 25, 2018
Page 2 of 2

ACCEPTED AND AGREED TO:

City of Monterey Park

By: _____

Printed name: Karl H. Berger

Title: Assistant City Attorney

ATTACHMENT 3

Planning Commission Minutes dated October 23, 2018

**UNOFFICIAL MINUTES
MONTEREY PARK PLANNING COMMISSION
REGULAR MEETING
OCTOBER 23, 2018**

The Planning Commission of the City of Monterey Park held a regular meeting of the Board in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Tuesday, October 23, 2018 at 7:00 p.m.

CALL TO ORDER:

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

ROLL CALL:

Planner Tewasart called the roll:

Board Members Present: Delario Robinson, Eric Brossy De Dios, Theresa Amador, and Margaret Leung

Board Members Absent: Commissioner Ricky Choi

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS: None

ORAL AND WRITTEN COMMUNICATIONS:

[1.] **PRESENTATIONS:** None

[2.] **CONSENT CALENDAR:** None

[3.] **PUBLIC HEARING:**

3-A CONDITIONAL USE PERMIT (CU-17-10) TO ALLOW FOR A WIRELESS TELECOMMUNICATION FACILITY (VERIZON) IN THE O-S (OPEN SPACE) ZONE – 1909 FULTON AVENUE

Planner Tewasart provided a brief summary of the staff report.

Chairperson Robinson opened the public hearing.

Applicant Lisa Desmond of Delta Group, 2362 MGaw Avenue, Irvine, CA 92614, on behalf of Verizon, provided a brief presentation of the proposed project.

Opponent Kiyo Yonemura, 572 Taylor Drive, stated that he lives right behind the project site and that the project should be built closer to the reservoir. He stated that it should be built in an area that is more commercial further from the residences.

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Applicant Lisa Desmond stated that they look at other sites such as the commercial properties to the east, which is downhill. So the hill would block all propagation. They looked at the park, but the City did not want a facility at the park.

Chairperson Robinson inquired about co-location. Applicant Desmond replied that there is another set of antennas on an SCE tower, but that tower is not structurally sound enough to add a whole other wireless facility on that tower.

Representative William Desmond of Delta Group, 2362 MGaw Avenue, Irvine, CA 92614, added that SCE did make a structural review of that tower and determined that the tower did not have sufficient structural capacity to add a second carrier's antenna. Sometimes the towers do and when they do they would mount a second array of antennas on there. That tower is at maximum capacity due to the long span between towers running through the valley. The other SCE tower considered was a smaller tower slightly downhill to the west of the current proposed facility. Those towers are overstressed under current codes and were ruled out by SCE. The existing towers within the vicinity unfortunately do not have any spare structural capacity to receive the proposed facility.

Representative William Desmond stated that they did work with SCE to figure out alternative solutions within their right-of-way, including a monopine structure further down the slope, but the height of that would have needed to be significantly higher because of the lost of grade elevation from the current location to that lower elevation further down the slope. This location ended up meeting all the criteria for SCE in terms of erecting a non-transmission tower facility within an SCE right-of-way due to safety and setback requirements from an SCE tower must maintain a 50-foot separation. They located the facility as close as possible to the existing towers for the verticality and to an existing eucalyptus tree that is in that same vicinity to help blend in visually with the surrounding vegetation. Those were all considerations.

Representative William Desmond stated that unfortunately, with regards to wireless telecommunication facilities they need to be in the area which they serve and unfortunately this area surrounding La Loma Park is entirely zoned residential. So the only location where they could locate was within the SCE right-of-way or within the park or the commercial properties to the east down slope from the water tower, but the grade elevation there was so much lower that it did not produce the signal propagation needed to fill that gap in coverage. So they did make their best efforts to have the least intrusive solution for the community. Actual photos have been provided of an existing mono-eucalyptus tree recently installed in the City of Pasadena at the corner of Orange Grove Boulevard and Colorado Boulevard at the heart of the Rose Parade. Even directly beneath the tower looking up, the antenna panels are not visible, which is unlike any other type of a faux tree installation and this is a special tree that has been developed working between Verizon, the manufacturer, and the City of Irvine. This is the required tree to be installed throughout the City of Irvine.

Commissioner Leung inquired if the facility will be mounted to a concrete slab. Representative William Desmond replied that it will be caisson drilled and the equipment will be concrete slab on grade.

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Commissioner Leung inquired about the number of customers that will be served by the proposed facility. Representative William Desmond replied an unlimited number of users within the geographic area where it is located based on practical capability of people within that area. It could meet the needs of the all the residents living in the area as well as traffic circulating through the area. This facility is intended to handle the required capacity for the community within the area as well as anyone that is traveling through this coverage area. The area is a valley within that particular location, so it is a challenging area to cover because of the topography and that is why all the existing carriers that built sites within that area built them on the SCE towers that are on either end of the line flanking that valley.

Commissioner Leung inquired about maintenance to the trees. Representative William Desmond replied that over time the leaves and branches could deteriorate or if there is a strong enough wind storm the leaves can be blown off like a real tree. They are no different than a live tree in that regards in terms of potential wind damage. When that occurs Verizon can deploy crews to re-branch the tree and that is done on a regular basis for trees throughout the area that have become deteriorated or wind damaged. Maintenance is something that they see as a condition of approval.

Commissioner Leung inquired about the life-expectancy of the material. Representative William Desmond replied that it is 20-30 years in terms of UV resistance and normal deterioration before it will be due for replacement unless it is damaged in some other occurrence. They have much older generation versions of mono-trees using similar structural elements and materials that have been in place now for 20 years and they are still going strong with no problems. They do expect this survive the life of their lease, which is typically a 30 year term, subject to on-going renewals. They maintain these as needed.

Commissioner Leung inquired what happens at the expiration of the lease if they decided not to continue with the lease what will happen to the tower. Representative William Desmond replied site removal, which is also a standard condition of approval. If the facility is no longer for the network, then it would be decommissioned and physically removed.

Commissioner Amador inquired about the propagation map and whether the proposed facility will be the ninth facility and if they are all Verizon sites. Representative William Desmond replied yes. It does not depict the other carrier sites.

Commissioner Amador inquired about the towers between South Garfield Avenue and La Loma Park and along Potrero Grande which are all commercial and not a lot of residential homes. Representative William Desmond replied that Verizon sites are evenly distributed geographically and in this case there are three sites that surround this site. Because of the nature of this facility as a capacity off-load site, they are off-loading the existing user capacity from those three surrounding sites. In order to do that they have to be within the triangle between the three sites and the only area within the three sites are La Loma Park and the SCE right-of-way north of La Loma Park, and the only towers that fall within that geographic area are the two towers above La Loma Park to the east of the valley and the towers to the west of the valley, which are quite a distance away. The towers that fall within the geographic area where they need the site cannot support a facility. The other referred towers are outside of the area where the site physically needs to provide the coverage to

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the community. That would do nothing to meet the needs of the gap in coverage that they have in this geographic area.

Commissioner Amador inquired if the SCE tower can be reinforced. Representative William Desmond replied that SCE said not to go on the tower due to structural reasons.

Commissioner Brossy de Dios inquired if the height of the project has been coordinated with the path of the transmission lines above and falls outside of their safety margins. Representative William Desmond replied that SCE has reviewed and approved the facility as designed. One of the first criteria is ensuring that they comply with all of SCE's standards for safety including structural and life safety considerations, electrical hazards, and separations.

Commissioner Brossy de Dios inquired about the radio frequency energy being emitted from the panels in regards to proximity to residential properties. Representative William Desmond replied that although it is not something that can be legally considered by an authority having jurisdiction when it comes to land use entitlement decisions under the Federal Telecommunications Act, the first and foremost thing to bear in mind is the electromagnetic energy that is being emitted from a cell phone is greater than the exposure that a person would have standing at the base of wireless facility. The reason is the way that RF energy dissipates. The electromagnetic energy degrades at the inverse square of the distance. If you are two feet away from an antenna you are one fourth of the emitting radiating power from the antenna and as you move to ten feet away you are one hundred times less effective radiate power. The energy level drops off exponentially under scientific law. When you are under a tower where the antennas are approximately 40 feet above grade, the exposure level to RF energy at that grade level is one 1000th the power level up at the antenna itself.

Representative William Desmond further explained that typically from electromagnetic energy and RF safety perspective, the safe operating distance from a radiating antenna varies slightly depending on the wattage output that is being put through a particular facility, but at a site like this they are putting out power at 10 watts, which is a 10 watt light bulb. It is not a high voltage power output which people envision. It is very low power output. Typically at 10 feet in front of an antenna is a safe distance. When standing at grade below a structure, the energy is radiating directly out from the antenna, not down or up, but straight out. The safety consideration is for anyone operating in the near field of the antenna, which is directly within the beam path, which at the centerline of the antenna. Antenna panels are put on rooftops of multi-family apartment buildings where people are a few feet below the antennas.

Commission Brossy de Dios inquired about some items listed in municipal code § 21.34.020(H), (1) and wanted to make sure they were received as part of the application. One being engineering certification and view shed analysis. The Commission has received photo simulations which in some fashion can be considered a view shed analysis, but it does not demonstrate everywhere where the tower can be seen. The third is conceptual landscape plans. The application states that the surrounding nursery is effectively landscaped and inquired if planning staff has determined that that is adequate. Director

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Huntley replied that the project site is on a SCE easement and SCE is very particular about the types of landscaping that can be planted under the power lines, even to the point where the City operates a park a short distance away, Edison Trails, and a couple years ago SCE requested that some of the existing landscaping be removed because of those concerns. Staff reviewed the application and in looking at the proposal, the existing nursery on-site and on the adjacent properties, and SCE's limitations on the types of landscaping, staff felt the proposal was adequate enough to comply with the code.

Commissioner Brossy de Dios indicated that there is also fencing around the SCE right-of-way, so no one can get up close to the facility. Representative William Desmond replied that whatever certification is required by a jurisdiction will be furnished to the City and can be included as a condition of approval. Deputy City Attorney Karpeles added that in the conditions of approval the beginning states that in addition to all applicable provisions of the Monterey Park Municipal Code is a catch all provision to include all necessary sections, so that language will require the applicant to comply with the requirements that are listed in the code section.

Commissioner Brossy de Dios inquired if there are any special provisions for the emergency generator. Director Huntley replied that these facilities are mandated to have backup generators which are required to meet air quality and noise standards.

Commissioner Brossy de Dios inquired if there was a way the tree can have a more natural profile and not have a flat top. Representative William Desmond replied that there is a reason why they are semi-flat top and that is to keep the over height of the structure as short as possible. With a monoecalyptus they were able to push the antennas up closer to the overall height limit of the structure versus a monopine where the top of the antennas have to be a significant distance from the top of the tree. The goal of the tree is to maintain an irregular shape and something that is not symmetrical. To achieve the shape, the height of the structure would have to be increased as opposed to lowering the antennas. If they try to start to change the shape, then the antennas would start to protrude through the canopy up at the top.

Commissioner Robinson stated that they have gone over FCC shock clock tolling agreement, community outreach, public notification, and inquired about co-location which would mean another provider can use the same location. Representative William Desmond replied that any structure under federal law allows for a wireless carrier to collocate on any existing structure and in the process of doing so can increase the height of that structure by up to 20 feet. That has nothing to do with Verizon. They do not want another carrier to come onto the tower. They are competitors, so it does them no benefit, but Verizon cannot stop them from doing so and by law neither can the jurisdiction within reasonable perimeters in terms of aesthetics and other considerations. They do have to engineer the structure to be capable of supporting collocation, but they do not have any collocation agreements in place with any other carriers on this tower.

Chairperson Robinson closed the public hearing.

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Action Taken: The Planning Commission after considering the evidence presented during the public hearing **recommended approval** of the requested exemption.

Motion: Moved, by Commissioner Brossy de Dios and seconded by Commissioner Amador, with amendment including 1) condition 7 that they add the texturing material such as the branches and leaves must be maintained and promptly repaired in the event of damage, motion carried by the following vote:

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

[4.] OLD BUSINESS: None

[5.] NEW BUSINESS: None

[6.] COMMISSION COMMUNICATIONS AND MATTERS: None

[7.] STAFF COMMUNICATIONS AND MATTERS: None

ADJOURNMENT:

There being no further business for consideration, the Planning Commission meeting was adjourned at 7:50 p.m.

Next regular scheduled meeting on November 27, 2018 at 7:00 p.m. in the Council Chambers.

Michael A. Huntley
Director of Community and Economic Development

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ATTACHMENT 4
Verizon Development Plan

Available for inspection in the City Clerk's office
during normal business hours of
Mondays – Thursdays 8:00 a.m. – 5:00 p.m. and
Fridays 8:00 a.m. – 4:00 p.m.

Council Members were provided a copy.



City Council Staff Report

DATE: December 5, 2018

AGENDA ITEM NO: **New Business**
 Agenda Item 5-A.

TO: The Honorable Mayor and City Council

FROM: Annie Young, CPFO, Director of Management Services

SUBJECT: (1) Award of Contract to Tyler Technologies, Inc. for Enterprise Resource Planning Software System; (2) Award of Contract to AEF Systems Consulting, Inc. for ERP Implementation and Management Consulting Services

RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorize the City Manager to execute a contract, in a form approved by the City Attorney, with Tyler Technologies, Inc. for the purchase, installation, licensing and maintenance of an Enterprise Resource Planning (ERP) Software System for \$881,952 (*Attachment 1-2*); and
2. Authorize the City Manager to execute a Professional Services Agreement, in a form approved by the City Attorney, with AEF Systems Consulting, Inc. in an amount not to exceed \$270,720 for ERP System Implementation and Management Consulting Services (*Attachment 3*); and
3. Appropriate \$447,581 Technology Internal Service Fund (0063) to this ERP project; and
4. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Tyler Technologies, Inc.: The City Council previously directed the City to upgrade its financial management system. Staff now completed the evaluation of multiple Enterprise Resource Planning (ERP) software system providers and recommends that the City Council award the contract to the Tyler Technologies' ERP System to replace the City's current financial system. The project requires replacement of ERP software, update of server and computer hardware, data conversion, project management and citywide staff training.

AEF Systems Consulting, Inc.: The proposed ERP System requires an experienced consultant to assist City staff with implementing and managing the ERP. The City issued

a request for proposals (“RFP”) to 10 companies that offer ERP software implementation and management. Staff is now recommending AEF Systems Consulting, Inc. for the system implementation and management consulting services.

BACKGROUND:

For the past 19 years, the City has relied on its current financial system, which was created by Knowles-McNiff in 2000, with the annual contract cost of \$150,000. The City requires a new system to improve efficiency for City business including processing purchase orders and warrants; automating workflow processes; providing a self service kiosk for payroll; implementing a timecard system for project/grant accounting; and providing real-time data reporting. The new ERP system should enable the City to function more efficiently and effectively.

(1) Selection Process for ERP Software System

A RFP was issued for ERP Systems to 13 ERP system providers on June 15, 2018. On July 23, 2018, the City received a total of five proposals from the following software system providers:

- Oracle CherryRoad Technologies, Inc.
- JK Seva, Inc. (Infor/Kronos-On Premise)
- JK Seva, Inc. (Infor/Kronos-Cloud)
- Superion, LLC.
- Tyler Technologies, Inc.

The ERP system selection was complex. An evaluation panel, comprising of Management Services staff (3 people); Human Resources/Risk Management staff (2 people); and IT Management (2 people) was formed to review each proposal. The panel reviewed each proposal based on administrative requirements of the proposers and minimum functional requirements of the proposed systems. The evaluation panel was charged with determining the relative weight of each major system functionality category and then rating the proposed systems against these metrics. Then, the evaluation panel assessed the cost proposals associated with each system. The below table illustrates the estimated system and maintenance costs proposed to the City from each proposal for a period of five years.

	<i>ERP System Software License and Maintenance</i>	<i>System Contractual (One Time)</i>	<i>Software Licensing & Maintenance (Year 2 to 5)</i>	<i>Total Estimated Cost (5 Years)</i>
1	<i>Tyler Technologies, Inc.</i>	<i>608,106</i>	<i>273,846</i>	<i>881,952</i>
2	<i>Superion, LLC.</i>	<i>1,287,430</i>	<i>341,470</i>	<i>1,628,900</i>
3	<i>JK Seva, Inc. (On Premise)</i>	<i>1,613,212</i>	<i>618,237</i>	<i>2,231,449</i>
4	<i>JK Seva, Inc. (Cloud)</i>	<i>1,690,212</i>	<i>810,237</i>	<i>2,500,449</i>
5	<i>Oracle CherryRoad Technologies</i>	<i>2,748,000</i>	<i>996,000</i>	<i>3,744,000</i>

Note: Price included disaster recovery services

The proposals from JK Seva, Inc. and Oracle CherryRoad Technologies, Inc. were not further considered because of the high price of their proposed ERP software system. The City invited the remaining two proposers, Superion, LLC. and Tyler Technologies, Inc., to participate in live demonstrations encompassing various functionalities offered by their systems. Each proposer provided two-day onsite demonstrations for an audience consisting of citywide key users from Public Works, Police, Fire, Recreation, Library, Community Development, City Clerk, Human Resources, and Management Services. At the demonstrations, staff members saw how each system module worked and asked questions related to the systems' applicability to Monterey Park. The focus was on the overall financial management system rather than on the individual module of that system.

After the demonstrations, all attendees participated in scoring each of the proposers based on the information and functionality presented. Tyler Technologies, Inc. was preferred by a count of 20 to 4 raters, an 80% approval from all attendees.

In the recent demonstrations the software presented to the City was its current version 2018, which has greater improvements and updates. The following are summarized attendee comments of the current system benefits:

- The software will provide efficient workflow and self-service web portals for City staff to support the City's service goals.
- The system is user-friendly and able to be used by City staff at all levels.
- The query and drill-down capabilities of the system allow users to have direct access to financial information, including real-time data information.
- The system permits significant process improvements for paperless recordkeeping, including leave approval, personnel action form, shift scheduling, timesheet, and purchase order/warrant supporting documents.

Staff conducted reference checks and spoke to representatives from other similar size cities, which have selected and used the Tyler ERP software system. Following this comprehensive best-value procurement and evaluation process, the City identified Tyler Technologies as the highest-rated proposer of an ERP software system to the City.

(2) Selection Process for ERP Implementation/Management Consulting Services

Implementation steps include network configuration, process analysis and redesign, chart of accounts design, data conversion, interface design, training and change management, system testing and product migration. The scope of the business changes may be significant and the operational units will have a massive workload during the change. The implementation and management consultant can provide targeted expertise and is hired to guide the City for contract finalization, change management, workflow documentation, plan coordination, and thus save staff time for the new system meetings, training, data conversion, coordination, and reconciliation. The implementation of core financial and human resources/payroll modules may take up to 24 months. If all goes well, the 24-month implementation timeframe could shrink further.

Phase	Functional Areas	Modules	Estimated Timeline
1	Financial	• Accounting General Ledger • Project & Grant Accounting • Budgeting • Purchasing • Contract Management • Accounts Payable • Accounts Receivable • General Billing • Capital Assets • CAFR Statement Builder	12 months
	System Wide	• Analytics & Reporting • Tyler Forms Processing • Tyler Content Manager SE • eProcurement	
2	Core Human Resources / Payroll	• Payroll/Employee Self Service • ExecuTime Time & Attendance • HR & Talent Management	12 months

The ERP Implementation/Management Consulting Firm will perform the following tasks for the City:

1. Contract Finalization

- Assist in negotiation of final contract.
- Assist in completing the final contract, including the Statement of Work.

2. ERP Implementation and Management Process

- Prepare an activity-level implementation plan.
- Meet with vendor representatives to communicate timetables and expectations.
- Monitor vendor compliance to the negotiated contract.
- Identify and address ways to minimize project risks.
- Monitor data conversion/migration.
- Review project change orders initiated either by the Client or software vendor.
- Prepare monthly progress report to the governing board.
- Prepare needed documentations.

City Staff prepared a Request for Proposal (RFP) for the ERP System implementation and management consulting services and invited 10 firms that provide such services to submit proposals. The City received five responses for this ERP System implementation and management consulting services. Three firms are located outside of Southern California.

	Firm Name	Address	Rate / Proposed Total Hours
1.	AEF Systems Consulting	Orange, CA 92869	\$157 / 1,728 hrs
2.	NexLevel Information Technology	Carmichael, CA	\$175 / 2,130 hrs
3.	SoftResources LLC	Kirkland, WA 98034	\$220 / 1,208 hrs
4.	ClientFirst Technology	Corona, California	\$132 / 982 hrs ⁽¹⁾
5.	Berry Dunn McNeil & Parker	Portland, ME 04104	\$166 / 1,352 hrs

(1) Work scope is limited and extra charges will be assessed for additional services.

The proposals were evaluated based on the firm's experience, level of services offered, methods and approaches applied, implementation knowledge about ERP systems, references, and lastly, cost of services.

AEF Systems Consulting, Inc. is based in Orange County and has experience with both selecting and implementing ERP systems in government agencies for over 30 years. Specifically, AEF has considerable experience in implementing the Tyler Technologies ERP modules. The firm will be expected to provide professional services and deliverables, and expert guidance and assistance to the City implementation team members involved with this project. The overall fees for the firm's professional consulting services on this project are listed below by Phase.

Phase (costs are based on 12 months for each phase)	Hours	Fees
ERP Contract Finalization	24	\$4,200
Phase 1: Core Financial Implementation (12 months)	852	\$133,260
Phase 2: Core HR/Payroll Implementation (12 months)	852	\$133,260
Not-to-Exceed Fee in 24 Months	1,728	\$270,720

Funding Requirements

It is important that when acquiring a new ERP system, all costs associated with the project should be considered. The total ERP contract costs over the five-year term with Tyler Technologies Inc. are anticipated to be \$881,952, which consists of \$608,106 in software, hardware, and implementation services for data conversion and training, and \$273,846 in annual maintenance and disaster recovery service fees over the five-year term.

Implementing a new ERP places demands upon the City's system infrastructure, including server upgrades, PCs, printers, scanners, and telecommunications networks. The current office suite 2007 was purchased 11 years ago, and the new ERP software system requires updated version of the office suite to take advantage

of its reporting and system integration functionalities. There is a need for a minimum of 60 licenses for end users for this implementation.

The following table outlines the overall Project costs, which include the one-time Tyler ERP contract cost, City existing hardware upgrades (server, SQL, label and check printers, scanner, PC, Microsoft Office 2019), future year 2 to year 5 ongoing software licensing and maintenance costs, and the one-time ERP implementation and management consulting services fee.

Overall ERP System Project Cost

	<i>One-Time Project Cost</i>	<i>Future Year 2 to 5 Lic & Maintenance</i>
Tyler Software & Implementation Services:		
<i>Software Licensing</i>	244,911	
<i>Implementation Cost</i>	163,800	
<i>Data Conversion</i>	50,100	
<i>3rd Party Hardware, Software and Services</i>	1,650	
<i>Other Services</i>	118,875	
<i>Estimated Travel Expenses</i>	28,770	
<i>Sub-Total(1)</i>	\$ 608,106	\$ 273,846
Other Required Technology Upgrades – City IT Infrastructure		
<i>Contingency (10%)</i>	60,810	
<i>SQL/Printers/PC/Scanner/Server Update</i>	170,000	
<i>Microsoft Office 2019</i>	60,000	
<i>Sub-Total(2)</i>	\$ 290,810	
AEF Systems Consulting Services:		
ERP Implementation and Management	270,720	
<i>Sub-Total(3)</i>	\$ 270,720	
PROJECT OVERALL TOTAL (1)+(2)+(3)	\$ 1,169,636	\$ 273,846
<i>FY 2017-18 Budget Carryover</i>	(722,055)	
BUDGET AMENDMENT FOR FY 18-19	\$ 447,581	

FISCAL IMPACT:

The need for a comprehensive upgrade of the City's financial system was recognized ten years ago, and, accordingly, the City started setting aside reserves in the Technology Internal Service Fund to assist in funding the new ERP system and technology infrastructure upgrades. A total of \$722,055 has already been budgeted in FY2017-18 for this ERP system replacement. The additional budget amendment of \$447,581 from the Technology Internal Service Fund plus the 17-18 carryover project budget of \$722,055 for a total of \$1,169,636 will be used to fund this ERP project. On-going system licensing and maintenance costs for Year 2 to 5 will be appropriated through the City's annual budget process.

Respectfully submitted by:



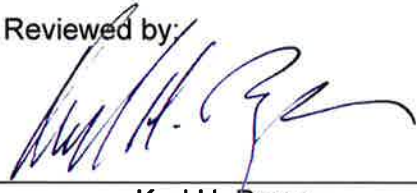
Annie Young, CPFO
Director of Management Services

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

Tyler Technologies & AEF Systems Consulting, Inc.

- 1) Tyler Technologies Price Quote – Investment Summary
- 2) Tyler Statement of Work
- 3) AEF Proposal for Consulting Services for ERP System Implementation Services

ATTACHMENT 1

Tyler Technologies Price Quote Investment Summary



Quoted By: Jennifer Wahlbrink
 Date: 10/23/2018
 Quote Expiration: 12/30/2018
 Quote Name: City of Monterey Park, CA-ERP-Munis
 Quote Number: 2018-52926-2
 Quote Description: 10-23-18 v.7

Sales Quotation For

City of Monterey Park
 320 W Newmark Ave
 Monterey Park, CA 91754-2818
 Phone +1 (626) 307-1256

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Financials:						
Accounting/GL	\$53,550.00	160	\$28,000.00	\$10,600.00	\$92,150.00	\$9,639.00
Capital Assets	\$12,300.00	40	\$7,000.00	\$3,000.00	\$22,300.00	\$2,214.00
Cash Management	\$10,250.00	32	\$5,600.00	\$0.00	\$15,850.00	\$1,845.00
Contract Management	\$6,050.00	24	\$4,200.00	\$0.00	\$10,250.00	\$1,089.00
Project & Grant Accounting	\$10,250.00	32	\$5,600.00	\$0.00	\$15,850.00	\$1,845.00
Purchasing	\$22,550.00	80	\$14,000.00	\$2,700.00	\$39,250.00	\$4,059.00
Human Capital Management:						
ExecuTime Advanced Scheduling (80)	\$11,830.00	48	\$8,400.00	\$0.00	\$20,230.00	\$2,366.00
ExecuTime Advanced Scheduling Mobile Access (80)	\$3,975.00	0	\$0.00	\$0.00	\$3,975.00	\$795.00
ExecuTime Time & Attendance	\$12,200.00	80	\$14,000.00	\$0.00	\$26,200.00	\$2,440.00
ExecuTime Time & Attendance Import	\$5,145.00	0	\$0.00	\$0.00	\$5,145.00	\$1,029.00
ExecuTime Time & Attendance Mobile Access	\$5,075.00	0	\$0.00	\$0.00	\$5,075.00	\$1,015.00
Human Resources & Talent Management	\$13,200.00	56	\$9,800.00	\$0.00	\$23,000.00	\$2,376.00

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Payroll w/ESS	\$16,100.00	120	\$21,000.00	\$16,000.00	\$53,100.00	\$2,898.00
Revenue:						
Accounts Receivable	\$11,000.00	64	\$11,200.00	\$0.00	\$22,200.00	\$1,980.00
General Billing	\$5,000.00	32	\$5,600.00	\$0.00	\$10,600.00	\$900.00
Productivity:						
Tyler Forms Processing	\$9,500.00	0	\$0.00	\$0.00	\$9,500.00	\$1,900.00
Tyler Content Manager SE	\$20,000.00	32	\$5,600.00	\$17,800.00	\$43,400.00	\$3,600.00
Tyler Content Manager Auto Indexing and Redaction (SE)	\$5,000.00	16	\$2,800.00	\$0.00	\$7,800.00	\$900.00
Munis Analytics & Reporting	\$15,400.00	80	\$14,000.00	\$0.00	\$29,400.00	\$2,772.00
eProcurement	\$10,000.00	8	\$1,400.00	\$0.00	\$11,400.00	\$1,800.00
Additional:						
CAFR Statement Builder	\$13,750.00	32	\$5,600.00	\$0.00	\$19,350.00	\$2,475.00
Tyler Disaster Recovery Service	\$0.00	0	\$0.00	\$0.00	\$0.00	\$10,573.00
Sub-Total:	\$272,125.00		\$163,800.00	\$50,100.00	\$486,025.00	\$60,510.00
<i>Less Discount:</i>	<i>\$27,214.00</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$27,214.00</i>	<i>\$49,937.00</i>
TOTAL:	\$244,911.00	936	\$163,800.00	\$50,100.00	\$458,811.00	\$10,573.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Additional Analysis	165	\$175.00	\$0.00	\$28,875.00
Go Live Assistance	48	\$175.00	\$0.00	\$8,400.00
Install Fee - New Server Install-WIN	1	\$6,000.00	\$0.00	\$6,000.00
Not To Exceed Contingency	280	\$175.00	\$0.00	\$49,000.00
Project Planning Services	1	\$6,000.00	\$0.00	\$6,000.00
Report Development Assistance	48	\$175.00	\$0.00	\$8,400.00
TCM Conversion - Implementation	24	\$175.00	\$0.00	\$4,200.00
Tyler Forms Library - Financial	1	\$1,800.00	\$0.00	\$1,800.00
Tyler Forms Library - General Billing	1	\$2,000.00	\$0.00	\$2,000.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Tyler Forms Library - Payroll	1	\$1,200.00	\$0.00	\$1,200.00
Tyler Forms Library - Personnel Action	1	\$1,000.00	\$0.00	\$1,000.00
Tyler Forms Processing Configuration	1	\$2,000.00	\$0.00	\$2,000.00
TOTAL:				\$118,875.00

3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Unit Maintenance	Unit Maintenance Discount	Total Year One Maintenance
Tyler Secure Signature System with 2 Keys	1	\$1,650.00	\$0.00	\$1,650.00	\$0.00	\$0.00	\$0.00
<i>3rd Party Hardware Sub-Total:</i>			<i>\$0.00</i>	<i>\$1,650.00</i>			<i>\$0.00</i>
TOTAL:				\$1,650.00			\$0.00

Summary**One Time Fees****Recurring Fees**

Total Tyler Software	\$244,911.00	\$10,573.00
Total Tyler Services	\$332,775.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$1,650.00	\$0.00
Summary Total	\$579,336.00	\$10,573.00
Contract Total	\$589,909.00	
(Excluding Estimated Travel Expenses)		
Estimated Travel Expenses	\$28,770.00	

Detailed Breakdown of Conversions (included in Contract Total)

Description	Unit Price	Unit Discount	Extended Price
Accounting - Actuals up to 3 years	\$1,500.00	\$0.00	\$1,500.00
Accounting - Budgets up to 3 years	\$1,500.00	\$0.00	\$1,500.00
Accounting Standard COA	\$2,000.00	\$0.00	\$2,000.00
Accounts Payable - Checks up to 5 years	\$1,600.00	\$0.00	\$1,600.00
Accounts Payable - Invoice up to 5 years	\$2,400.00	\$0.00	\$2,400.00
Accounts Payable Standard Master	\$1,600.00	\$0.00	\$1,600.00
Capital Assets Std Master	\$3,000.00	\$0.00	\$3,000.00
Payroll - Accrual Balances	\$1,500.00	\$0.00	\$1,500.00
Payroll - Accumulators up to 5 years	\$1,400.00	\$0.00	\$1,400.00
Payroll - Certifications	\$1,400.00	\$0.00	\$1,400.00
Payroll - Check History up to 5 years	\$1,200.00	\$0.00	\$1,200.00
Payroll - Deductions	\$1,800.00	\$0.00	\$1,800.00
Payroll - Earning/Deduction Hist up to 5 years	\$2,500.00	\$0.00	\$2,500.00
Payroll - Education	\$1,400.00	\$0.00	\$1,400.00
Payroll - PM Action History up to 5 years	\$1,400.00	\$0.00	\$1,400.00
Payroll - Position Control	\$1,400.00	\$0.00	\$1,400.00
Payroll - Standard	\$2,000.00	\$0.00	\$2,000.00
Purchasing - Purchase Orders - Standard Open PO's only	\$2,700.00	\$0.00	\$2,700.00
Tyler Content Manager SE - AP Standard Master	\$5,000.00	\$0.00	\$5,000.00
Tyler Content Manager SE - Payroll - Certifications	\$1,000.00	\$0.00	\$1,000.00
Tyler Content Manager SE - Payroll - Check History	\$1,000.00	\$0.00	\$1,000.00
Tyler Content Manager SE - Payroll - Deductions	\$1,400.00	\$0.00	\$1,400.00
Tyler Content Manager SE - Payroll - PM Action History	\$1,000.00	\$0.00	\$1,000.00
Tyler Content Manager SE - Payroll - Position Control	\$1,400.00	\$0.00	\$1,400.00
Tyler Content Manager SE - Payroll Standard - Employee, Address	\$7,000.00	\$0.00	\$7,000.00
TOTAL:			\$50,100.00

Optional SaaS

Description	# Years	Annual Fee	One Time Fees		
			Impl. Hours	Impl. Cost	Data Conversion

Additional:

Socrata Capital Projects Explorer	0	\$6,000.00	0	\$0.00	\$0.00
Socrata Open Finance	0	\$16,000.00	0	\$0.00	\$0.00

Optional Tyler Software & Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
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Financials:

Bid Management	\$6,150.00	24	\$4,200.00	\$0.00	\$10,350.00	\$1,107.00
Employee Expense Reimbursement	\$6,150.00	32	\$5,600.00	\$0.00	\$11,750.00	\$1,107.00
Inventory	\$11,300.00	40	\$7,000.00	\$4,700.00	\$23,000.00	\$2,034.00
Asset Maintenance	\$14,100.00	120	\$21,000.00	\$12,000.00	\$47,100.00	\$2,538.00

Human Capital Management:

Recruiting	\$2,750.00	16	\$2,800.00	\$0.00	\$5,550.00	\$495.00
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Revenue:

Business License	\$10,000.00	64	\$11,200.00	\$9,400.00	\$30,600.00	\$1,800.00
Tyler Cashiering	\$21,000.00	40	\$7,000.00	\$0.00	\$28,000.00	\$3,780.00
UB Interface	\$8,250.00	24	\$4,200.00	\$0.00	\$12,450.00	\$1,485.00
Utility Billing CIS	\$26,500.00	152	\$26,600.00	\$21,700.00	\$74,800.00	\$4,770.00

Productivity:

Tyler Content Manager Self-Service (SE)	\$5,000.00	8	\$1,400.00	\$0.00	\$6,400.00	\$900.00
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Additional:

Contracts - D	\$0.00	0	\$0.00	\$4,000.00	\$4,000.00	\$0.00
General Billing - Bills up to 5 years - D	\$0.00	0	\$0.00	\$4,000.00	\$4,000.00	\$0.00
General Billing - Recurring Invoices - D	\$0.00	0	\$0.00	\$2,700.00	\$2,700.00	\$0.00
General Billing Std CID - D	\$0.00	0	\$0.00	\$1,500.00	\$1,500.00	\$0.00

Optional Tyler Software & Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
PACE-05	\$0.00	0	\$0.00	\$0.00	\$0.00	\$5,775.00
Project Grant Accounting - Actuals up to 3 years - D	\$0.00	0	\$0.00	\$1,500.00	\$1,500.00	\$0.00
Project Grant Accounting - Budgets up to 3 years - D	\$0.00	0	\$0.00	\$1,500.00	\$1,500.00	\$0.00
Project Grant Accounting Standard - D	\$0.00	0	\$0.00	\$2,000.00	\$2,000.00	\$0.00
Tyler System Management Services Contract	\$0.00	0	\$0.00	\$0.00	\$0.00	\$10,573.00
TOTAL:	\$111,200.00	520	\$91,000.00	\$65,000.00	\$267,200.00	\$36,364.00

Optional Other Services

Description	Quantity	Unit Price	Discount	Extended Price
Install Fee - Socrata Capital Projects Explorer	1	\$2,800.00	\$0.00	\$2,800.00
Install Fee - Socrata Open Finance	1	\$5,600.00	\$0.00	\$5,600.00
P-Card Import Format	1	\$5,500.00	\$0.00	\$5,500.00
TOTAL:				\$13,900.00

Optional Conversion Details (Prices Reflected Above)

Description	Unit Price	Unit Discount	Extended Price
Asset Maintenance - Closed Work Order History No Cost Data	\$4,500.00	\$0.00	\$4,500.00
Asset Maintenance - Work Order Asset	\$3,000.00	\$0.00	\$3,000.00
Asset Maintenance - Work Order History With Cost Data	\$4,500.00	\$0.00	\$4,500.00
Business License - Bills up to 5 years	\$4,400.00	\$0.00	\$4,400.00
Business License Std Master	\$5,000.00	\$0.00	\$5,000.00
Contracts	\$4,000.00	\$0.00	\$4,000.00
General Billing - Bills up to 5 years	\$4,000.00	\$0.00	\$4,000.00
General Billing - Recurring Invoices	\$2,700.00	\$0.00	\$2,700.00
General Billing Std CID	\$1,500.00	\$0.00	\$1,500.00
Inventory - Commodity Codes	\$1,200.00	\$0.00	\$1,200.00

Optional Conversion Details (Prices Reflected Above)

Description	Unit Price	Unit Discount	Extended Price
Inventory Std Master	\$3,500.00	\$0.00	\$3,500.00
Project Grant Accounting - Actuals up to 3 years	\$1,500.00	\$0.00	\$1,500.00
Project Grant Accounting - Budgets up to 3 years	\$1,500.00	\$0.00	\$1,500.00
Project Grant Accounting Standard	\$2,000.00	\$0.00	\$2,000.00
Utility Billing - Assessments	\$1,800.00	\$0.00	\$1,800.00
Utility Billing - Balance Forward AR	\$5,100.00	\$0.00	\$5,100.00
Utility Billing - Consumption History up to 5 years	\$3,000.00	\$0.00	\$3,000.00
Utility Billing - Service Orders	\$3,100.00	\$0.00	\$3,100.00
Utility Billing - Services	\$4,100.00	\$0.00	\$4,100.00
Utility Billing - Standard	\$4,600.00	\$0.00	\$4,600.00
TOTAL:			\$65,000.00

Unless otherwise indicated in the contract or Amendment thereto, pricing for optional items will be held for Six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____
 Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Financials:						
Accounting/GL	\$53,550.00	\$5,355.00	\$48,195.00	\$9,639.00	\$9,639.00	\$0.00
Capital Assets	\$12,300.00	\$1,230.00	\$11,070.00	\$2,214.00	\$2,214.00	\$0.00
Cash Management	\$10,250.00	\$1,025.00	\$9,225.00	\$1,845.00	\$1,845.00	\$0.00
Contract Management	\$6,050.00	\$605.00	\$5,445.00	\$1,089.00	\$1,089.00	\$0.00
Project & Grant Accounting	\$10,250.00	\$1,025.00	\$9,225.00	\$1,845.00	\$1,845.00	\$0.00
Purchasing	\$22,550.00	\$2,255.00	\$20,295.00	\$4,059.00	\$4,059.00	\$0.00

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Payroll/HR:						
ExecuTime Advanced Scheduling (80)	\$11,830.00	\$1,183.00	\$10,647.00	\$2,366.00	\$2,366.00	\$0.00
ExecuTime Advanced Scheduling Mobile Access (80)	\$3,975.00	\$398.00	\$3,577.00	\$795.00	\$795.00	\$0.00
ExecuTime Time & Attendance	\$12,200.00	\$1,220.00	\$10,980.00	\$2,440.00	\$2,440.00	\$0.00
ExecuTime Time & Attendance Import	\$5,145.00	\$515.00	\$4,630.00	\$1,029.00	\$1,029.00	\$0.00
ExecuTime Time & Attendance Mobile Access	\$5,075.00	\$508.00	\$4,567.00	\$1,015.00	\$1,015.00	\$0.00
Human Resources & Talent Management	\$13,200.00	\$1,320.00	\$11,880.00	\$2,376.00	\$2,376.00	\$0.00
Payroll w/ESS	\$16,100.00	\$1,610.00	\$14,490.00	\$2,898.00	\$2,898.00	\$0.00
Revenue:						
Accounts Receivable	\$11,000.00	\$1,100.00	\$9,900.00	\$1,980.00	\$1,980.00	\$0.00
General Billing	\$5,000.00	\$500.00	\$4,500.00	\$900.00	\$900.00	\$0.00
Productivity:						
eProcurement	\$10,000.00	\$1,000.00	\$9,000.00	\$1,800.00	\$1,800.00	\$0.00
Munis Analytics & Reporting	\$15,400.00	\$1,540.00	\$13,860.00	\$2,772.00	\$2,772.00	\$0.00
Tyler Content Manager Auto Indexing and Redaction (SE)	\$5,000.00	\$500.00	\$4,500.00	\$900.00	\$900.00	\$0.00
Tyler Content Manager SE	\$20,000.00	\$2,000.00	\$18,000.00	\$3,600.00	\$3,600.00	\$0.00
Tyler Forms Processing	\$9,500.00	\$950.00	\$8,550.00	\$1,900.00	\$1,900.00	\$0.00
Additional:						
CAFR Statement Builder	\$13,750.00	\$1,375.00	\$12,375.00	\$2,475.00	\$2,475.00	\$0.00
Tyler Disaster Recovery Service	\$0.00	\$0.00	\$0.00	\$10,573.00	\$0.00	\$10,573.00
TOTAL:	\$272,125.00	\$27,214.00	\$244,911.00	\$60,510.00	\$49,937.00	\$10,573.00

Comments

Tyler's OSDBA Service/Tyler System Management Services is calculated at 25% of the Munis annual maintenance. There is a \$2,500 minimum annual fee.

Tyler's Disaster Recovery Service is calculated at 25% of the Munis annual maintenance. There is a \$5,000 minimum annual fee for Disaster Recovery service. The Disaster Recovery fees are applicable only to one Live Munis database and excludes all test and training databases.

Tyler recommends the use of a 128-bit SSL Security Certificate for any Internet Web Applications, such as the Munis Web Client and the MUNIS Self Service applications if hosted by the Client. This certificate is required to encrypt the highly sensitive payroll and financial information as it travels across the public internet. There are various vendors who sell SSL Certificates, with all ranges of prices.

Conversion prices are based on a single occurrence of the database. If additional databases need to be converted, these will need to be quoted.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

In the event Client acquires from Tyler any edition of Tyler Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager Enterprise Edition.

Financial library includes: 1 A/P check, 1 EFT/ACH, 1 Purchase order, 1 Contract, 1099M, 1099INT, 1099S, and 1099G.

General Billing library includes: 1 invoice, 1 statement, 1 general billing receipt and 1 miscellaneous receipt.

Includes digitizing two signatures, additional charges will apply for additional signatures.

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.

Tyler Forms Payroll Core library includes: 1 PR check, 1 direct deposit, 1 vendor from payroll check, 1 vendor from payroll direct deposit, W2, W2c, 1099 R, ACA 1095B and

Comments

ACA 1095C.

Personnel Actions Forms Library includes: 1 Personnel Action form - New and 1 Personnel Action Form - Change.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.

The Munis Accounts Payable module utilizes a label printer for batch-scanned document indexing. This printer is to be provided by the client and must support multi-page Adobe PDF files, such as the Brother QL-700.

PACE - 05: Includes 5 training days and 3 connect passes. Implementation days expire within one year of the order date and can only be utilized on live modules.

Utility Billing CIS includes the Graphing Agent.

Accounting/GL includes Accounts Payable and Budgeting.

ATTACHMENT 2

Tyler Statement of Work

Statement of Work

Tyler Technologies

Prepared for:

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

Prepared by:

Carrie Giesy
One Tyler Drive, Yarmouth, ME 04096
Tyler Technologies, Inc.
www.tylertech.com

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1 Executive Summary

1.1 Project Overview

The Statement of Work (SOW) documents the Project Scope, methodology, roles and responsibilities, implementation Stages, and deliverables for the implementation of Tyler products. This implementation will be accomplished through collaborative efforts from Tyler and the City of Monterey Park.

The Project goals are to offer City of Monterey Park, CA the opportunity to make the Monterey Park, CA more accessible and responsive to external and internal customer needs and more efficient in its operations through:

- Streamlining, automating, and integrating business processes and practices
- Providing tools to produce and access information in a real-time environment
- Enabling and empowering users to become more efficient, productive and responsive
- Successfully overcoming current challenges and meeting future goals

1.2 Product Summary

Below, is a summary of the products included in this Project, as well as reference to the Monterey Park, CA's functional area utilizing the Tyler product(s). Refer to the Implementation Stages section of this SOW for information containing detailed service components.

Phase	Functional Areas	Modules	Start Date	Go-Live Date
1	Financials	• Accounting General Ledger (GL, Budget, AP) • Capital Assets • Cash Management • Contract Management • Project & Grant Accounting • Purchasing • eProcurement • Accounts Receivable • General Billing • CAFR Statement Builder (post-live)	January 2019	January 2020
	System Wide	• Munis Analytics & Reporting ○ Tyler Reporting Services ○ Munis Office ○ HUB • Tyler Forms Processing • Tyler Content Manager SE • Report Development Assistance		

Phase	Functional Areas	Modules	Start Date	Go-Live Date
2	Human Capital Management	• Payroll w/Employee Self Service • HR & Talent Management • ExecuTime Time & Attendance • ExecuTime Advance Scheduling	November 2019	November 2020

1.3 Project Timeline

The Project Timeline establishes a start and end date for each Phase of the Project. Developed during the Initiate & Plan Stage and revised as mutually agreed to, if needed, the timeline accounts for resource availability, business goals, size and complexity of the Project, and task duration requirements.

1.4 Project Methodology Overview

Tyler bases its implementation methodology on the Project Management Institute's (PMI) Process Groups (Initiating, Planning, Executing, Monitoring & Controlling, and Closing). Using this model, Tyler developed a 6-stage process specifically designed to focus on critical project success measurement factors.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to Scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the Monterey Park, CA's complexity, and organizational needs.

2 Project Governance

The purpose of this section is to define the resources required to adequately establish the business needs, objectives, and priorities for the Project; communicate the goals to other project participants; and provide support and guidance to accomplish these goals. Project governance also defines the structure for issue escalation and resolution, Change Control review and authority, and organizational Change Management activities.

The preliminary governance structure establishes a clear escalation path when issues and risks require escalation above the project manager level. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The path below illustrates an overall team perspective where Tyler and the Monterey Park, CA collaborate to resolve project challenges according to defined escalation paths. In the event project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the Monterey Park, CA steering committee become the escalation points to triage responses prior to escalation to the Monterey Park, CA and Tyler executive sponsors. As part of the escalation process, each project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The Monterey Park, CA and Tyler executive sponsors serve as the final escalation point.

2.1 Client Governance

Depending on the Monterey Park, CA's organizational structure and size, the following governance roles may be filled by one or more people:

2.1.1 Client Project Manager

The Monterey Park, CA's project manager(s) coordinate project team members, subject matter experts, and the overall implementation schedule and serves as the primary point of contact with Tyler. The Monterey Park, CA project manager(s) will be responsible for reporting to the Monterey Park, CA steering committee and determining appropriate escalation points.

2.1.2 Steering Committee

The Monterey Park, CA steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation of the Project's value throughout the organization. Oversees the Monterey Park, CA project manager(s) and the Project and through participation in regular internal meetings, the Monterey Park, CA steering committee remains updated on all project progress, project decisions, and achievement of project milestones. The Monterey Park, CA steering committee also provides support to the Monterey Park, CA project manager(s) by communicating the importance of the Project to all impacted departments. The Monterey Park, CA steering committee is responsible for ensuring the Project has appropriate resources, provides strategic direction to the project team, for

making timely decisions on critical project issues or policy decisions. The Monterey Park, CA steering committee also serves as primary level of issue resolution for the Project.

2.1.3 Executive Sponsor(s)

The Monterey Park, CA's executive sponsor provides support to the Project by allocating resources, providing strategic direction, and communicating key issues about the Project and the Project's overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated project issues. The executive sponsor engages in the Project, as needed, in order to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day project activities. The executive sponsor empowers the Monterey Park, CA steering committee, project manager(s), and functional leads to make critical business decisions for the Monterey Park, CA.

2.2 Tyler Governance

2.2.1 Tyler Project Manager

The Tyler project manager(s) have direct involvement with the Project and coordinates Tyler project team members, subject matter experts, the overall implementation schedule, and serves as the primary point of contact with the Monterey Park, CA. As requested by the Monterey Park, CA, the Tyler project manager(s) provide regular updates to the Monterey Park, CA's steering committee and other Tyler governance members.

2.2.2 Tyler Implementation Management

Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. Tyler project manager(s) consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler project manager(s) or with the Monterey Park, CA management, as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level. The name(s) and contact information for this resource will be provided and available to the project team.

2.2.3 Tyler Executive Management

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the project team and collaborates with other Tyler department managers, as needed, in order to escalate and facilitate implementation project tasks and decisions. The name(s) and contact information for this resource will be provided and available to the project team.

2.3 Acceptance and Acknowledgment Process

All Deliverables and Control Points must be accepted or acknowledged following the process below. Acceptance requires a formal sign-off while acknowledgement may be provided without formal sign-off at

the time of delivery. The following process will be used for accepting or acknowledging Deliverables and Control Points:

- The Monterey Park, CA shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept or acknowledge each Deliverable or Control Point. If the Monterey Park, CA does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the Monterey Park, CA does not agree the particular Deliverable or Control Point meets requirements, the Monterey Park, CA shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The Monterey Park, CA shall then have five (5) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the Monterey Park, CA does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

3 Overall Project Assumptions

3.1 Project, Resources and Scheduling

- Project activities will begin after the Agreement has been fully executed.
- The Monterey Park, CA has the ability allocate additional internal resources if needed. The Monterey Park, CA also ensures the alignment of their budget and Scope expectations.
- The Monterey Park, CA and Tyler ensure that the assigned resources are available, they buy-into the change process, and they possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, buy-in, and knowledge.
- Tyler and Monterey Park, CA provide adequate resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases can result in Project delays if there are not sufficient resources assigned to complete all required work as scheduled.
- Changes to Project Plan, availability of resources or changes in Scope may result in schedule delays, which may result in additional charges to the Project.
- Tyler provides a written agenda and notice of any prerequisites to the Monterey Park, CA project manager(s) ten (10) business days prior to any scheduled on site or remote sessions.
- Tyler provides notice of any prerequisites to the Monterey Park, CA project manager(s) a minimum of ten (10) business days prior to any key deliverable due dates.
- Monterey Park, CA users complete prerequisites prior to applicable scheduled activities.
- Tyler provides guidance for configuration and processing options available within the Tyler software. The Monterey Park, CA is responsible for making decisions based on the options available.
- In the event the Monterey Park, CA may elect to add and/or modify current business policies during the course of this Project, such policy changes are solely the Monterey Park, CA's responsibility to define, document, and implement.
- The Monterey Park, CA makes timely Project related decisions in order to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Decisions left unmade may affect the schedule, as each analysis and implementation session builds on the decisions made in prior sessions.

- Tyler considers additional services out of Scope and requires additional time and costs be requested via Change Request approved through the Change Control process.
- The Monterey Park, CA will respond to information requests in a comprehensive and timely manner, in accordance with the Project Plan.

3.2 Data Conversion

- The Monterey Park, CA is readily able to product the data files needed for conversion from the Legacy System in order to provide them to Tyler on the specified due date(s).
- Each Legacy System data file submitted for conversion includes all associated records in a single approved file layout.
- The Monterey Park, CA understands the Legacy System data extract(s) must be provided to Tyler in the same format each time unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget, and resource availability may occur and/or data in the new system may be incorrect.
- During this process, the Monterey Park, CA may need to correct data scenarios in the Legacy System prior to the final data pull. This is a complex activity and requires due diligence by the Monterey Park, CA to ensure all data pulled includes all required data and the Tyler system contains properly mapped data.

3.3 Data Exchanges, Modifications, Forms and Reports

- The Monterey Park, CA ensures the 3rd party data received conforms to a Tyler standard format.
- The 3rd party possesses the knowledge of how to program their portion of the interaction and understands how to manipulate the data received.
- Client is on a supported, compatible version of the 3rd party software or Tyler standard Data Exchange tools may not be available.
- The Monterey Park, CA is willing to make reasonable business process changes rather than expecting the product to conform to every aspect of their current system/process.
- Any Modification requests not expressly stated in the contract are out of Scope. Modifications requested after contract signing have the potential to change cost, Scope, schedule, and production dates for project Phases. Modification requests not in Scope must follow the Project Change Request process.

3.4 Hardware and Software

- Tyler will initially Install the most current generally available version of the purchased Tyler software.
- The Monterey Park, CA will provide network access for Tyler modules, printers, and Internet access to all applicable Monterey Park, CA and Tyler project staff.
- The Monterey Park, CA has in place all hardware, software, and technical infrastructure necessary to support the Project.
- The Monterey Park, CA's system hardware and software meet Tyler standards to ensure sufficient speed and operability of Tyler software. Tyler will not support use of software if the Monterey Park, CA does not meet minimum standards of Tyler's published specifications.

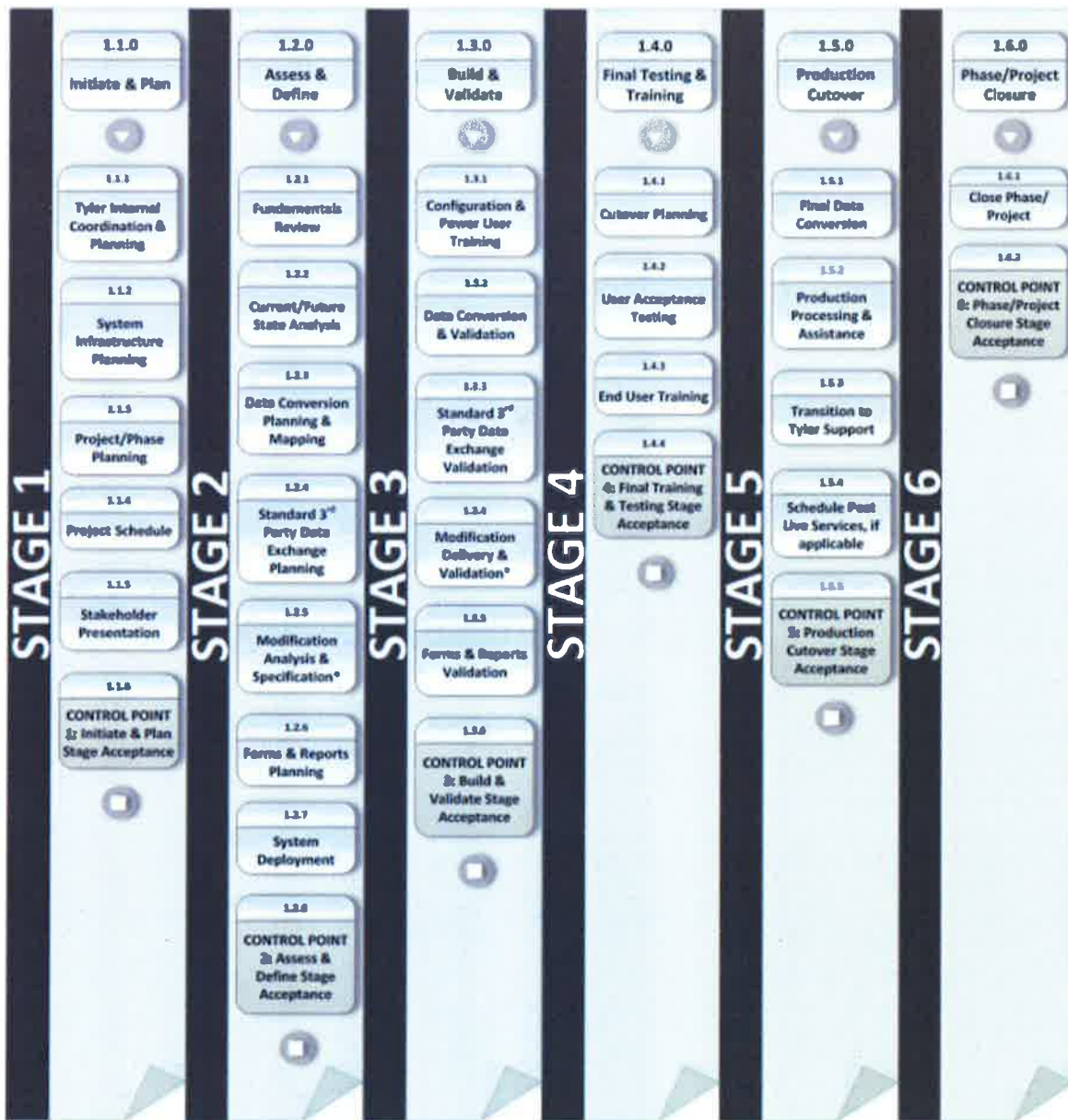
3.5 Education

- Throughout the Project lifecycle, the Monterey Park, CA provides a training room for Tyler staff to transfer knowledge to the Monterey Park, CA's resources, for both onsite and remote sessions. The Monterey Park, CA will provide staff with a location to practice what they have learned without distraction. If Phases overlap, the Monterey Park, CA will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The training room is set up in a classroom setting. The Monterey Park, CA determines the number of workstations in the room. Tyler recommends every person attending a scheduled session with a Tyler Consultant or Trainer have their own workstation. However, Tyler requires there be no more than two (2) people at a given workstation.
- The Monterey Park, CA provides a workstation which connects to the Tyler system for the Tyler trainer conducting the session. The computer connects to a Monterey Park, CA provided projector, allowing all attendees the ability to actively engage in the training session.
- The Monterey Park, CA testing database contains the Tyler software version required for delivery of the Modification prior to the scheduled delivery date for testing.
- The Monterey Park, CA is responsible for verifying the performance of the Modification as defined by the specification.
- Users performing user acceptance testing (UAT) have attended all applicable training sessions prior to performing UAT.

4 Implementation Stages

4.1 Work Breakdown Structure (WBS)

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “work packages.” The work packages, shown below each Stage, contain the high-level work to be done. The detailed Project Plan, developed during Initiate & Plan and finalized during Assess & Define, will list the tasks to be completed within each work package. Each Stage ends with a “Control Point”, confirming the work performed during that Stage of the Project.



* - If included in project scope

4.2 Initiate & Plan (Stage 1)

The Initiate & Plan Stage creates a foundation for the Project through identification of Monterey Park, CA and Tyler Project Management teams, development of implementation management plans, and the provision and discussion of system infrastructure requirements. Monterey Park, CA participation in gathering information is critical. Tyler Project Management teams present initial plans to stakeholder teams at Stage end.

4.2.1 Tyler Internal Coordination & Planning

Prior to Project commencement, Tyler management staff assigns project manager(s). Tyler provides the Monterey Park, CA with initial Project documents used in gathering basic information, which aids in preliminary planning and scheduling. Monterey Park, CA participation in gathering requested information by provided deadlines ensures the Project moves forward in a timely fashion. Internally, the Tyler project manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the Monterey Park, CA's team. During this step, Tyler will work with the Monterey Park, CA to establish the date(s) for the Project/Phase Planning session.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Tyler Internal Coordination & Planning																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Assign Tyler project manager	A	R	I						I			I								
Provide initial Project documents to Client	A	I	R						C			I								
Sales to Implementation knowledge transfer	A	I	R						C											
Internal planning and phase coordination		A	R					C												

4.2.2 System Infrastructure Planning

The Monterey Park, CA provides, purchases or acquires hardware according to hardware specifications provided by Tyler and ensures it is available at the Monterey Park, CA's site. The Monterey Park, CA completes the system infrastructure audit, ensuring vital system infrastructure information is available to the Tyler implementation team, and verifies all hardware compatibility with Tyler solutions.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	System Infrastructure Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide system hardware specifications			I					R	A			I						C		
Make hardware available for Installation			I					C				A						R		
Install system hardware, if applicable			I					C				A						R		
Complete system infrastructure audit			I					C				A						R		

4.2.3 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify Applications to implement in each Phase (if applicable), and discuss implementation timeframes. The Tyler project manager(s) deliver an Implementation Management Plan, which is mutually agreeable by Monterey Park, CA and Tyler.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Project/Phase Planning																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform Project/Phase Planning		A	R								I	C	C			I				
Deliver implementation management plan		A	R									C	C	I						

4.2.4 Project Schedule

Client and Tyler will mutually develop an initial Project Schedule. The initial schedule includes, at minimum, enough detail to begin Project activities while the detailed Project Plan/schedule is being developed and refined.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Project Schedule																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop initial Project Schedule		A	R	I								C	I	I						
Deliver Project Plan and schedule for Project Phase		A	R	I						I	I	C	C	I	I	I				
Client reviews Project Plan & initial schedule			C							I	A	R	C	C		C				
Client approves Project Plan & initial schedule			I							I	A	R	C	C	I	I		I	I	I

4.2.5 Stakeholder Presentation

Monterey Park, CA stakeholders join Tyler project manager(s) to communicate successful Project criteria, Project goals, Deliverables, a high-level milestone schedule, and roles and responsibilities of Project participants.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Stakeholder Presentation																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Present overview of Project Deliverables, Project Schedule and roles and responsibilities		A	R	I					I	I	I	C	I	I	I	I		I	I	I
Communicate successful Project criteria and goals			I							R	C	A	C	I	I	C	I	I		

4.2.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Assess & Define Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.2.6.1 Initiate & Plan Stage Deliverables

- Implementation Management Plan
 - Objective: Update and deliver baseline management plans to reflect the approach to the Monterey Park, CA's Project.
 - Scope: The Implementation Management addresses how communication, quality control, risks/issues, resources and schedules, and Software Upgrades (if applicable) will be managed throughout the lifecycle of the Project.
 - Acceptance criteria: Monterey Park, CA reviews and acknowledges receipt of Implementation Management Plan.
- Project Plan/Schedule
 - Objective: Provide a comprehensive list of tasks, timelines and assignments related to the Deliverables of the Project.
 - Scope: Task list, assignments and due dates
 - Acceptance criteria: Monterey Park, CA acceptance of schedule based on Monterey Park, CA resource availability and Project budget and goals.

4.2.6.2 Initiate & Plan Stage Acceptance Criteria

- Hardware Installed
- System infrastructure audit complete and verified
- Implementation Management Plan delivered
- Project Plan/Schedule delivered; dates confirmed
- Stakeholder Presentation complete
-

4.3 Assess & Define (Stage 2)

The primary objective of Assess & Define is to gather information about current Monterey Park, CA business processes and translate the material into future business processes using Tyler Applications. Tyler uses a variety of methods for obtaining the information, all requiring Monterey Park, CA collaboration. The Monterey Park, CA shall provide complete and accurate information to Tyler staff for analysis and understanding of current workflows and business processes.

4.3.1 Fundamentals Review

Fundamentals Review provides functional leads and Power Users an overall understanding of software capabilities prior to beginning current and future state analysis. The primary goal is to provide a basic understanding of system functionality, which provides a foundation for upcoming conversations regarding future state processing. Tyler utilizes a variety of methods for completing fundamentals training including the use of eLearning, videos, documentation, and walkthroughs.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Assess & Define																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Schedule fundamentals review & provide fundamentals materials & prerequisites, if applicable		A	R	I								C	I		I				I	
Complete fundamentals materials review and prerequisites			I									A	R		I				C	
Ensure all scheduled attendees are present			I	I							A	R	C		I					
Facilitate fundamentals review		A	R									I	I		I					

4.3.2 Current/Future State Analysis

Monterey Park, CA and Tyler evaluate current state processes, options within the new software, pros and cons of each option based on current or desired state, and make decisions about future state configuration and processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Current/Future State Analysis																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide Current/Future State analysis materials to the Monterey Park, CA, as applicable		A	R	I								C	I		I					
Conduct Current & Future State analysis			A	R								I	C	I	C					
Provide pros and cons of Tyler software options			A	R								I	C	I	C					
Make Future State Decisions according to due date in the Project Plan			I	I							C	A	R	I	C	I				
Record Future State decisions			A	R								I	C	I	C					

4.3.3 Data Conversion Planning & Mapping

This entails the activities performed to prepare to convert data from the Monterey Park, CA's Legacy System Applications to the Tyler system. Tyler staff and the Monterey Park, CA work together to complete Data Mapping for each piece of data (as outlined in the Agreement) from the Legacy System to a location in the Tyler system.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Data Conversion Planning & Mapping																			
	TYLER										CLIENT									
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review contracted data conversion(s) options			A	R	I							C	C		C			C		
Map data from Legacy System to Tyler system			I	C	I							A	C		C			R		
Pull conversion data extract			I		I							A	C		C			R		
Run balancing Reports for data pulled and provide to Tyler			I		I							A	C		R			I		
Review and approve initial data extract		A	I	C	R							I						I		
Correct issues with data extract, if needed			I	C	C							A	C		C			R		

4.3.4 Standard 3rd Party Data Exchange Planning

Standard Data Exchange tools are available to allow clients to get data in and out of the Tyler system with external systems. Data exchange tools can take the form of Imports and Exports, and Interfaces.

A Standard Interface is a real-time or automated exchange of data between two systems. This could be done programmatically or through an API. It is Tyler's responsibility to ensure the Tyler programs operate correctly. It is the Monterey Park, CA's responsibility to ensure the third party program operates or accesses the data correctly.

The Monterey Park, CA and Tyler project manager(s) will work together to define/confirm which Data Exchanges are needed (if not outlined in the Agreement). Tyler will provide a file layout for each Standard Data Exchange.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Standard 3 rd Party Data Exchange Planning																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review Standard or contracted Data Exchanges			A	R								C	I		I			C		
Define or confirm needed Data Exchanges			I	C								A	C		C			R		

4.3.5 Modification Analysis & Specification, if contracted

Tyler staff conducts additional analysis and develops specifications based on information discovered during this Stage. The Monterey Park, CA reviews the specifications and confirms they meet Monterey Park, CA's needs prior to acceptance. Out of Scope items or changes to specifications after acceptance may require a Change Request.

Tyler's intention is to minimize Modifications by using Standard functionality within the Application, which may require a Monterey Park, CA business process change. It is the responsibility of the Monterey Park, CA to detail all of their needs during the Assess and Define Stage. Tyler will write up specifications (for Monterey Park, CA approval) for contracted program Modifications. Upon approval, Tyler will make the agreed upon Modifications to the respective program(s). Once the Modifications have been delivered, the Monterey Park, CA will test and approve those changes during the Build and Validate Stage.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Modification Analysis & Specification, if contracted																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Analyze contracted modified program requirements			A	C			R					C	C	I	C			C		
Develop specification document(s)	A		I	C			R					I	I		I			I		
Review specification document(s); provide changes to Tyler, if applicable			I	C			C					A	R	I	C			C		
Sign-off on specification document(s) and authorize work			I				I				A	R	C	I	I			C		

4.3.6 Forms & Reports Planning

Monterey Park, CA and Tyler project manager(s) review Forms and Report needs. Items that may be included in the Agreement are either Standard Forms and Reports or known/included Modification(s). Items not included in the Agreement could be either Monterey Park, CA-developed Reports or a newly discovered Modification that will require a Change Request.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Forms & Reports Planning																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review required Forms output			A	R									C	I	C			I		
Review and complete Forms options and submit to Tyler			I			I						A	R		C					
Review in Scope Reports			A	R								I	C		C					
Identify additional Report needs			I	C								A	R		C					
Add applicable tasks to Project schedule	A	R	I		C							C	I		I			I		

4.3.7 System Deployment

The Tyler Technical Services team Installs Tyler Applications on the server (hosted or client-based) and ensures the platform operates as expected.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	System Deployment																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Install contracted software on server	A		I					R				I						C		
Ensure platform operates as expected	A		I					R				I						C		

4.3.8 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Build & Validate Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.3.8.1 Assess & Define Stage Deliverables

- Completed analysis Questionnaire
 - Objective: Gather and document information related to Monterey Park, CA business processes for current/future state analysis as it relates to Tyler approach/solution.
 - Scope: Provide comprehensive answers to all questions on Questionnaire(s).
 - Acceptance criteria: Monterey Park, CA acceptance of completed Questionnaire based on thoroughness of capturing all Monterey Park, CA business practices to be achieved through Tyler solution.
- Data conversion summary and specification documents
 - Objective: Define data conversion approach and strategy.
 - Scope: Data conversion approach defined, data extract strategy, conversion and reconciliation strategy.
 - Acceptance criteria: Data conversion document(s) delivered to the Monterey Park, CA, reflecting complete and accurate conversion decisions.
- Modification specification documents, if contracted
 - Objective: Provide comprehensive outline of identified gaps, and how the modified program meets the Monterey Park, CA's needs.
 - Scope: Design solution for Modification.
 - Acceptance criteria: Monterey Park, CA accepts Modified Specification Document(s) and agrees that the proposed solution meets their requirements.
- Completed Forms options and/or packages
 - Objective: Provide specifications for each Monterey Park, CA in Scope form, Report and output requirements.
 - Scope: Complete Forms package(s) included in agreement and identify Report needs.
 - Acceptance criteria: Identify Forms choices and receive supporting documentation.
- Installation checklist
 - Objective: Installation of purchased Tyler software.
 - Scope: Tyler will conduct an initial coordination call, perform an installation of the software included in the Agreement, conduct follow up to ensure all tasks are complete, and complete server system administration training, unless the Monterey Park, CA is hosted.
 - Acceptance criteria: Tyler software is successfully installed and available to authorized users, Monterey Park, CA team members are trained on applicable system administration tasks.

4.3.8.2 Assess & Define Stage Acceptance Criteria

- Tyler software is installed.
- Fundamentals review is complete.
- Required Form information complete and provided to Tyler.
- Current/Future state analysis completed; Questionnaires delivered and reviewed.
- Data conversion mapping and extractions completed and provided to Tyler.

4.4 Build & Validate (Stage 3)

The objective of the Build & Validate Stage is to prepare the software for use in accordance with the Monterey Park, CA's needs identified during the Assess and Define Stage, preparing the Monterey Park, CA for Final Testing and Training.

4.4.1 Configuration & Power User Training

Tyler staff collaborates with the Monterey Park, CA to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. Tyler staff will train the Monterey Park, CA Power Users to prepare them for the Validation of the software. The Monterey Park, CA collaborates with Tyler staff iteratively to Validate software configuration.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Build & Validate																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform configuration			A	R								I	R		I					
Power User process and Validation training			A	R								I	C	I	C				I	
Validate configuration			I	C								A	C		R			C		

4.4.2 Data Conversion & Validation

Tyler completes an initial review of the converted data for errors. With assistance from the Monterey Park, CA, the Tyler Data Conversion Team addresses items within the conversion program to provide the most efficient data conversion possible. With guidance from Tyler, the Monterey Park, CA reviews specific data elements within the system and identifies and Reports discrepancies in writing. Iteratively, Tyler collaborates with the Monterey Park, CA to address conversion discrepancies prior to acceptance.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Data Conversion & Validation																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Write and run data conversion program against Client data		A	I	C	R													C		
Complete initial review of data errors		A	I	C	R							I	I					C		
Review data conversion and submit needed corrections			I	C	I							A	C		R			C		
Revise conversion program(s) to correct error(s)		A	I	C	R							I	I		C			C		

4.4.3 Standard 3rd Party Data Exchange Validation

Tyler provides training on Data Exchange(s) and the Monterey Park, CA tests each Data Exchange.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Standard 3 rd Party Data Exchange Validation																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Train Data Exchange(s) processing in Tyler software			A	R								C	I	I	I			C	I	
Coordinate 3 rd Party Data Exchange activities			I	I								A	C		C			R		
Test all Standard 3 rd party Data Exchange(s)			I	C								A	C	I	R			C		

4.4.4 Modification Delivery & Validation, if contracted

Tyler delivers in Scope Modification(s) to the Monterey Park, CA for preliminary testing. Final acceptance will occur during the Final Testing and Training Stage.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Modification Delivery & Validation, if contracted																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop and deliver contracted modified program(s)		A	I	C	I		R					I	C	I	C			I		C
Test contracted modified program(s) in isolated database			I	C			C					A	C		R			C		
Report discrepancies between specification and delivered contracted modified program(s)			I	I			I					A	R		C			C		
Make corrections to contracted modified program(s) as required		A	I	C	I		R					I	C		C			I		

4.4.5 Forms & Reports Validation

Tyler provides training on Standard Forms/Reports and the Monterey Park, CA tests each Standard Form/Report.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Forms & Reports Validation																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Standard Forms & Report training			A	R								I	C		C			I		
Test Standard Forms & Reports			I	C		C						A	C		R			C		

4.4.6 Control Point 3: Build & Validate Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Final Testing & Training Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.4.6.1 Build & Validate Stage Deliverables

- Initial data conversion
 - Objective: Convert Legacy System data into Tyler system.
 - Scope: Data conversion program complete; deliver converted data for review.
 - Acceptance criteria: Initial error log available for review.
- Data conversion verification document
 - Objective: Provide instructions to the Monterey Park, CA to verify converted data for accuracy.
 - Scope: Provide self-guided instructions to verify specific data components in Tyler system.
 - Acceptance criteria: Monterey Park, CA accepts data conversion delivery; Monterey Park, CA completes data issues log.
- Installation of Modifications on the Monterey Park, CA's server(s) *except for hosted Clients
 - Objective: Deliver Modification(s) in Tyler software.
 - Scope: Program for Modification is complete and available in Tyler software, Modification testing.
 - Acceptance criteria: Delivery of Modification(s) results in objectives described in the Monterey Park, CA-signed specification.
- Standard Forms & Reports Delivered
 - Objective: Provide Standard Forms & Reports for review.
 - Scope: Installation of all Standard Forms & Reports included in the Agreement.
 - Acceptance criteria: Standard Forms & Reports available in Tyler software for testing in Stage 4.

4.4.6.2 Build & Validate Stage Acceptance Criteria

- Application configuration completed.
- Standard Forms & Reports delivered and available for testing in Stage 4.
- Data conversions (except final pass) delivered.
- Standard 3rd party Data Exchange training provided.
- Modifications delivered and available for testing in Stage 4.
- The Monterey Park, CA and Tyler have done a review of primary configuration areas to Validate completeness and readiness for testing and acceptance in Stage 4.

4.5 Final Testing & Training (Stage 4)

During Final Testing and Training, Tyler and the Monterey Park, CA review the final Cutover plan. A critical Project success factor is the Monterey Park, CA understanding the importance of Final Testing and Training and dedicating the resources required for testing and training efforts in order to ensure a successful Production Cutover.

4.5.1 Cutover Planning

Monterey Park, CA and Tyler project manager(s) discuss final preparations and critical dates for Production Cutover. Tyler delivers a Production Cutover Checklist to outline Cutover tasks to help prepare the Monterey Park, CA for success.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	Cutover Planning																			
	TYLER										CLIENT									
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Cutover Planning Session		A	R	C							I	C	C	C	C			C	C	
Develop Production Cutover Checklist		A	R	C						I	I	C	C	I	I			C		

4.5.2 User Acceptance Testing (UAT)

The Monterey Park, CA performs User Acceptance Testing to verify software readiness for day-to-day business processing. Tyler provides a Test Plan for users to follow to ensure proper Validation of the system.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	User Acceptance Testing (UAT)																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Deliver Test Plan for User Acceptance Testing		A	R	C								I	I							
Perform User Acceptance Testing			I	C							A	R	C	C	C	I	I	C	I	
Accept modified program(s), if applicable			I	I			I				A	R	C	I	C			C		
Validate Report performance			I	C		C						A	C		R			C		

4.5.3 End User Training

End Users attend training sessions to learn how to utilize Tyler software. Training focuses primarily on day-to-day Monterey Park, CA processes that will be delivered via group training, webinar, eLearnings and/or live training sessions.

Unless stated otherwise in the Agreement, Tyler provides one occurrence of each scheduled training or implementation topic with up to the maximum number of users as defined in the Agreement, or as otherwise mutually agreed. Monterey Park, CA users who attended the Tyler sessions may train any Monterey Park, CA users not able to attend the Tyler sessions or additional sessions may be contracted at the applicable rates for training.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	End User Training																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Conduct user training sessions			A	R								C	I		I	I		I	I	
Conduct additional End User training sessions			I								I	A	C	I	R	I	I	I	I	

4.5.4 Control Point 4: Final Testing & Training Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Production Cutover Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.5.4.1 Final Testing & Training Stage Deliverables

- Production Cutover checklist
 - Objective: Provide a detailed checklist outlining tasks necessary for production Cutover.
 - Scope: Dates for final conversion, date(s) to cease system processing in Legacy System, date(s) for first processing in Tyler system, contingency plan for processing.
 - Acceptance criteria: Definition of all pre-production tasks, assignment of owners and establishment of due dates.
- User Acceptance Test Plan
 - Objective: Provide testing steps to guide users through testing business processes in Tyler software.
 - Scope: Testing steps for Standard business processes.
 - Acceptance criteria: Testing steps have been provided for Standard business processes.

4.5.4.2 Final Testing & Training Stage Acceptance Criteria

- Production Cutover Checklist delivered and reviewed.
- Modification(s) tested and accepted, if applicable.
- Standard 3rd party Data Exchange programs tested and accepted.
- Standard Forms & Reports tested and accepted.
- User acceptance testing completed.
- End User training completed.

4.6 Production Cutover (Stage 5)

Monterey Park, CA and Tyler resources complete tasks as outlined in the Production Cutover Plan and the Monterey Park, CA begins processing day-to-day business transactions in the Tyler software. Following Production Cutover, the Monterey Park, CA transitions to the Tyler support team for ongoing support of the Application.

4.6.1 Final Data Conversion, if applicable

The Monterey Park, CA provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final data conversion. The Monterey Park, CA may need to manually enter into the Tyler system any data added to the Legacy System after final data extract.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Final Data Conversion, if applicable																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide final data extract			C		I						I	A	C	I	I	I	I	R		
Provide final extract balancing Reports			I		I							A	C		R			I		
Convert and deliver final pass of data		A	I	I	R							I	I		I			C		
Validate final pass of data			I	C	C						I	A	C		R			C		
Load final conversion pass to Production environment			I		I						I	A	C	I	C			R		

4.6.2 Production Processing & Assistance

Tyler staff collaborates with the Monterey Park, CA during Production Cutover activities. The Monterey Park, CA transitions to Tyler software for day-to day business processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Production Processing & Assistance																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Production processing			C	C						I	I	A	R	R	R	R	R	R	I	I
Provide production assistance			A	R				C				I	C	C	C	C	C	C		

4.6.3 Transition to Tyler Support

Tyler project manager(s) introduce the Monterey Park, CA to the Tyler Support team, who provides the Monterey Park, CA with day-to-day assistance following Production Cutover.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Transition to Tyler Support																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop internal support plan			I								A	R	C	C	C	C		C		
Conduct transfer to Support meeting	A	I	C					R				C	C	C	C	I	I	C	I	I

4.6.4 Schedule Post-Production Services, if applicable

Tyler provides post-production services if included in the Agreement. Prior to scheduling services, the Tyler project manager(s) collaborate with Monterey Park, CA project manager(s) to identify needs.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Schedule Post-Production Services, if applicable																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Identify topics for post-production services			C	C								A	R	I	C				I	
Schedule services for post-production topics		A	R	I								C	C	I	C				I	

4.6.5 Control Point 5: Production Cutover Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Phase/Project Closure Stage is dependent upon Tyler's receipt of this Stage Acceptance.

4.6.5.1 Production Cutover Stage Deliverables

- Final data conversion, if applicable
 - Objective: Ensure (in Scope) Legacy System data is available in Tyler software in preparation for production processing.
 - Scope: Final passes of all conversions completed in this Phase.
 - Acceptance criteria: Data is available in production environment.
- Support transition documents
 - Objective: Define strategy for on-going Tyler support.
 - Scope: Define support strategy for day-to-day processing, conference call with Monterey Park, CA Project Manager(s) and Tyler support team, define roles and responsibilities, define methods for contacting support.
 - Acceptance criteria: the Monterey Park, CA receives tools to contact support and understands proper support procedures.

4.6.5.2 Production Cutover Stage Acceptance Criteria

- Final data conversion(s) delivered.
- Processing is being done in Tyler production.
- Transition to Tyler support is completed.
- Post-live services have been scheduled, if applicable.

4.7 Phase/Project Closure (Stage 6)

Project or Phase closure signifies full implementation of all products purchased and encompassed in the Phase or Project. The Monterey Park, CA moves into the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Support).

4.7.1 Close Phase/Project

The Monterey Park, CA and Tyler project manager(s) review the list of outstanding Project activities and develop a plan to address them. The Tyler project manager(s) review the Project budget and status of each contract Deliverable with the Monterey Park, CA project manager(s) prior to closing the Phase or Project.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 6	Close Phase/Project																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review outstanding Project activities and develop action plan		A	R	C								C	C	I	C	I		C		
Review Project budget and status of contract Deliverables		A	R							I	I	C								

4.7.2 Control Point 6: Phase/Project Closure Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. This is the final acceptance for the Phase/Project.

4.7.2.1 Phase/Project Closure Stage Deliverables

- Phase/Project reconciliation report
 - Objective: Provide comparison of contract Scope and Project budget.
 - Scope: Contract Scope versus actual, analysis of services provided and remaining budget, identify any necessary Change Requests or Project activity.
 - Acceptance criteria: Acceptance of services and budget analysis and plan for changes, if needed.

4.7.2.2 Phase/Project Closure Stage Acceptance Criteria

- Outstanding Phase or Project activities have been documented and assigned.
- Phase/final Project budget has been reconciled.
- Tyler Deliverables for the Phase/Project are complete.

5 Roles and Responsibilities

5.1 Tyler Roles and Responsibilities

Tyler assigns project manager(s) prior to the start of each Phase of the Project. The project manager(s) assign additional Tyler resources as the schedule develops and as needs arise. One person may fill multiple project roles.

5.1.1 Tyler Executive Management

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the Monterey Park, CA's overall organizational strategy.
- Authorizes required project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Offers additional support to the project team and is able to work with other Tyler department managers in order to escalate and facilitate implementation project tasks and decisions.
- Acts as the counterpart to the Monterey Park, CA's executive sponsor.

5.1.2 Tyler Implementation Management

- Acts as the counterpart to the Monterey Park, CA steering committee.
- Assigns initial Tyler project personnel.
- Works to resolve all decisions and/or issues not resolved at the Project Management level as part of the escalation process.
- Attends Monterey Park, CA steering committee meetings as necessary.
- Provides support for the project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

The Tyler project manager(s) provides oversight of the Project, coordination of resources between departments, management of the project budget and schedule, effective risk and issue management, and is the primary point of contact for all Project related items.

- Contract Management
 - Validates contract compliance throughout the Project.
 - Ensures Deliverables meet contract requirements.
 - Acts as primary point of contact for all contract and invoicing questions.
 - Prepares and presents contract milestone sign-offs for acceptance by Monterey Park, CA project manager(s).
 - Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.
- Planning

- Update and deliver Implementation Management Plan.
- Defines project tasks and resource requirements.
- Develops initial project schedule and full scale Project Plan.
- Collaborates with Monterey Park, CA project manager(s) to plan and schedule project timelines to achieve on-time implementation.
- Implementation Management
 - Tightly manages Scope and budget of Project; establishes process and approval matrix with the Monterey Park, CA to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
 - Establishes and manages a schedule and resource plan that properly supports the Project Plan that is also in balance with Scope/budget.
 - Establishes risk/issue tracking/reporting process between the Monterey Park, CA and Tyler and takes all necessary steps to proactively mitigate these items or communicates with transparency to the Monterey Park, CA any items that may impact the outcomes of the Project.
 - Collaborates with the Monterey Park, CA's project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
 - Sets a routine communication plan that will aide all project team members, of both the Monterey Park, CA and Tyler, in understanding the goals, objectives, current status and health of the project.
- Team Management
 - Acts as liaison between project team and Tyler manager(s).
 - Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
 - Provides direction and support to project team.
 - Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.
 - Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
 - Assesses team performance and adjusts as necessary.
 - Interfaces closely with Tyler developers to coordinate program Modification activities.
 - Coordinates with in Scope 3rd party providers to align activities with ongoing project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Performs problem solving and troubleshooting.
- Follows up on issues identified during sessions.
- Documents activities for on site services performed by Tyler.
- Provides conversion Validation and error resolution assistance.
- Recommends guidance for testing Forms and Reports.
- Tests software functionality with the Monterey Park, CA following configuration.
- Assists during Production Cutover process and provides production support until the Monterey Park, CA transitions to Tyler Support.

- Provides product related education.
- Effectively facilitates training sessions and discussions with Monterey Park, CA and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- Conducts training (configuration, process, conversion Validation) for Power Users and the Monterey Park, CA's designated trainers for End Users.
- Clearly documents homework tasks with specific due dates and owners, supporting and reconciling with the final Project Plan.
- Keeps Tyler project manager(s) proactively apprised of any and all issues which may result in the need for additional training, change in schedule, change in process decisions, or which have the potential to adversely impact the success of the Project prior to taking action.

5.1.5 Tyler Sales

- Provide sales background information to Implementation during Project initiation.
- Support Sales transition to Implementation.
- Provide historical information, as needed, throughout implementation.

5.1.6 Tyler Software Support

- Manages incoming client issues via phone, email, and online customer incident portal.
- Documents and prioritizes issues in Tyler's Customer Relationship Management (CRM) system.
- Provides issue analysis and general product guidance.
- Tracks issues and tickets to timely and effective resolution.
- Identifies options for resolving reported issues.
- Reports and escalates defects to Tyler Development.
- Communicates with the Monterey Park, CA on the status and resolution of reported issues.

5.1.7 Tyler Disaster Recovery Support

- Conduct and monitor nightly backups of Monterey Park, CA databases at hosting facility, transfer nightly backups to Tyler's data center.
- Provides services to host Application in the event of a disaster.
- Provides 24 hour RPO – Recover Point Objective.
- Provides emergency response within 2 business hours
- Ensure Tyler Application availability within 8 business hours.
- Provide one annual disaster planning walkthrough.

5.1.8 Tyler Systems Management Services

- Manages incoming Monterey Park, CA issues via phone, email, online customer incident portal, and from Software Support.
- Provides system support including remote support of Monterey Park, CA systems, operating systems, network and local printing, and SQL assistance for the systems and platform directly attributable to the Tyler Applications.
- Tracks issues and tickets to timely and effective resolution.
- Determine root cause and provide solutions or provide direction/escalation to Tyler Development.

- Consult on pre-sales in regards to system requirements.
- Troubleshoot server and workstation issues.
- Migrate Tyler Applications and databases to new hardware.
- Maintain systems and provide Database and Server Administration.
- Provide proactive monitoring of Tyler Application/DB server(s).
- Perform server transfers, database analysis, file system cleanup, and backup verification.
- Assists with database refreshes, LDAP synchronization, and loading releases.

5.2 Monterey Park, CA Roles and Responsibilities

Monterey Park, CA resources will be assigned prior to the start of each Phase of the project. One person may be assigned to multiple project roles.

5.2.1 Monterey Park, CA Executive Sponsor

- Provides clear direction for the Project and how the Project applies to the organization's overall strategy.
- Champions the Project at the executive level to secure buy-in.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the Monterey Park, CA steering committee level as part of the escalation process.
- Actively participates in organizational change communications.

5.2.2 Monterey Park, CA Steering Committee

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Provides management support for the project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
 - Cost
 - Scope
 - Schedule
 - Project Goals
 - Monterey Park, CA Policies

5.2.3 Monterey Park, CA Project Manager

The Monterey Park, CA shall assign project manager(s) prior to the start of this Project with overall responsibility and authority to make decisions related to project Scope, scheduling, and task assignment, and communicates decisions and commitments to the Tyler project manager(s) in a timely and efficient

manner. When the Monterey Park, CA project manager(s) do not have the knowledge or authority to make decisions, he or she engages the correct resources from Monterey Park, CA to participate in discussions and make decisions in a timely fashion to avoid Project delays.

- Contract Management
 - Validates contract compliance throughout the Project.
 - Ensures invoicing and Deliverables meet contract requirements.
 - Acts as primary point of contact for all contract and invoicing questions.
 - Signs off on contract milestone acknowledgment documents.
 - Collaborates on and approves Change Requests, if needed, to ensure proper Scope and budgetary compliance.
- Planning
 - Review and acknowledge Implementation Management Plan.
 - Defines project tasks and resource requirements for Monterey Park, CA project team.
 - Collaborates in the development and approval of the initial Project Plan and Project Plan.
 - Collaborates with Tyler project manager(s) to plan and schedule Project timelines to achieve on-time implementation.
- Implementation Management
 - Tightly manages Project budget and Scope and collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
 - Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the Project Plan, as a whole, that is also in balance with Scope/budget.
 - Collaborates with Tyler Project manager(s) to establishes risk/issue tracking/reporting process between the Monterey Park, CA and Tyler and takes all necessary steps to proactively mitigate these items or communicates with transparency to Tyler any items that may impact the outcomes of the Project.
 - Collaborates with Tyler Project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the Project.
 - Routinely communicates with both Monterey Park, CA staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the Project by all team members.
- Team Management
 - Acts as liaison between project team and stakeholders.
 - Identifies and coordinates all Monterey Park, CA resources across all modules, Phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
 - Provides direction and support to project team.
 - Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.

- Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to Monterey Park, CA technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Coordinates in Scope 3rd party providers to align activities with ongoing Project tasks.

5.2.4 Monterey Park, CA Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Attends and contributes business process expertise for current/future state analysis sessions.
- Identifies and includes additional subject matter experts to participate in Current/Future State Analysis sessions.
- Provides business process change support during Power User and End User training.
- Completes performance tracking review with client project team on End User competency on trained topics.
- Provides Power and End Users with dedicated time to complete required homework tasks.
- Act as an ambassador/champion of change for the new process.
- Identifies and communicates any additional training needs or scheduling conflicts to Monterey Park, CA project manager.
- Prepares and Validates Forms.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
 - Task completion
 - Stakeholder Presentation
 - Implementation Management Plan development
 - Schedule development
 - Maintenance and monitoring of risk register
 - Escalation of issues
 - Communication with Tyler project team
 - Coordination of Monterey Park, CA resources
 - Attendance at scheduled sessions
 - Change Management activities
 - Modification specification, demonstrations, testing and approval assistance
 - Conversion Analysis and Verification Assistance
 - Decentralized End User Training
 - Process Testing
 - User Acceptance Testing

5.2.5 Monterey Park, CA Power Users

- Participate in Project activities as required by the project team and project manager(s).
- Provide subject matter expertise on Monterey Park, CA business processes and requirements.
- Act as subject matter experts and attend current/future state and validation sessions as needed.

- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout Project.
- Participate in Conversion Validation.
- Test all Application configuration to ensure it satisfies business process requirements.
- Become Application experts.
- Participate in User Acceptance Testing.
- Adopt and support changed procedures.
- Complete all Deliverables by the due dates defined in the Project Plan.
- Demonstrate competency with Tyler products processing prior to Production Cutover.
- Provide knowledge transfer to Monterey Park, CA staff during and after implementation.

5.2.6 Monterey Park, CA End Users

- Attend all scheduled training sessions.
- Become proficient in Application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all Deliverables by the due dates defined in the Project Plan.
- Utilize software to perform job functions at and beyond Production Cutover.

5.2.7 Monterey Park, CA Technical Support

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Extracts and transmits conversion data and control reports from Monterey Park, CA's Legacy System per the conversion schedule set forth in the Project Plan.
- Coordinates and adds new users and printers and other Peripherals as needed.
- Validates all users understand log-on process and have necessary permission for all training sessions.
- Coordinates Interface development for Monterey Park, CA third party Data Exchanges.
- Develops or assists in creating Reports as needed.
- Ensures onsite system hardware meets specifications provided by Tyler.
- Assists with software Installation as needed.

5.2.8 Monterey Park, CA Upgrade Coordinator

- Becomes familiar with the Software Upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler Community to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the Monterey Park, CA's Software Upgrade process.
- Assists with the Software Upgrade process during implementation.
- Manages Software Upgrade activities post-implementation.
- Manages Software Upgrade plan activities.
- Coordinates Software Upgrade plan activities with Monterey Park, CA and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder sign-offs to upgrade production environment.

5.2.9 Monterey Park, CA Project Toolset Coordinator

- Ensures users have appropriate access to Tyler project toolsets such as Tyler University, Tyler Community, Tyler Product Knowledgebase, SharePoint, etc.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.10 Monterey Park, CA Change Management Lead

- Validates users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

6 Glossary

Word or Term	Definition
Application	A computer program designed to perform a group of coordinated functions, tasks or activities for the benefit of the user.
Change Control	A systematic approach for managing change governing how Change Requests will be received, assessed and acted on.
Change Management	An approach for ensuring that changes are thoroughly and smoothly implemented and that the lasting benefits of change are achieved. The focus is on the global impact of change with an intense focus on people and how individuals and teams move from the current situation to the new one.
Change Request	A form used as part of the Change Control process whereby changes in the Scope of work, timeline, resources, and/or budget are revised and agreed upon by participating parties.
Consumables	Items that are used on a recurring basis, usually by Peripherals. Examples: paper stock or scanner cleaning kits.
Control Point	Occurring at the end of each Stage, the Control Point serves as a formal client review point. Project progress cannot continue until the client acknowledges the agreed upon Deliverables of the Stage have been met or agree on an action plan to make the Deliverable acceptable and move to next Stage while executing final steps of current Stage.
Cutover	The point when a client begins using Tyler software in production.
Data Exchange	A term used to reference Imports and Exports, and Interfaces which allow data to be exchanged between an external system and Tyler software.
Data Mapping	The process of mapping fields from the Legacy System to the appropriate location in the new system from one or more sources.
Deliverable	A tangible or intangible object/document produced as a result of the Project that is intended to be delivered to a client (either internal or external) or vendor at a specific time.
End User	The person for whom the software is designed to use on a day-to-day basis.
Forms	A document which is typically printed on a template background and only captures data for one record per page. Forms are provided to entity customers whether internal (employees) or external (citizens).
Imports and Exports	A process within the system that a user is expected to run to consume (Import) or produce (Export) a specifically defined file format/layout.
Interface	A real-time or automated exchange of data between two systems.

Install	References the initial installation of software files on client services and preparing the software for use during configuration. The version currently available for general release will always be used during the initial install.
Legacy System	The system from which a client is converting.
Modification	Modification of software program package to provide individual client requirements documented within the Scope of the Agreement.
Peripherals	An auxiliary device that connects to and works with the computer in some way. Examples: mouse, keyboard, scanner, external drive, microphone, speaker, webcam, and digital camera.
Phase	A portion of the Project in which specific set of related products are typically implemented. Phases each have an independent start, Production Cutover and closure dates but use the same Implementation Plans as other Phases within the Project. Phases may overlap or be sequential and may have the same Tyler project manager and Tyler project team or different individuals assigned.
Power User	An experienced client person or group who is (are) an expert(s) in the client business processes, as well as knowledgeable in the requirements and acceptance criteria.
Project	The Project includes all implementation activity from Plan & Initiate to Closure for all products, Applications and functionality included in a single Agreement. The Project may be broken down into multiple Phases.
Project Plan	The Project Plan serves as the master blueprint for the Project. As developed, the Project schedule will become a part of the Project Plan and outline specific details regarding tasks included in the Project Plan.
Project Planning Meeting	Occurs during the Plan & Initiate Stage to coordinate with the Client project manager to discuss Scope, information needed for project scheduling and resources.
Questionnaire	A document containing a list of questions to be answered by the client for the purpose of gathering information needed by Tyler to complete the implementation.
RACI	A chart describing level of participation by various roles in completing tasks or Deliverables for a Project or process. Also known as a responsibility assignment matrix (RAM) or linear responsibility chart (LRC).
Reports	Formatted to return information related to multiple records in a structured format. Information is typically presented in both detail and summary form for a user to consume.
Scope	Products and services that are included in the Agreement.

Software Upgrade	References the act of updating software files to a newer software release.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project and requires acknowledgement before continuing to the next Stage. Some tasks in the next Stage may begin before the prior Stage is complete.
Stakeholder Presentation	Representatives of the Tyler implementation team will meet with key client representatives to present high level Project expectations and outline how Tyler and the Client can successfully partner to create an environment for a successful implementation.
Standard	Included in the base software (out of the box) package.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project -specific activities and Deliverables Tyler will provide to the client.
Test Plan	Describes the testing process. Includes "Test Cases" to guide the users through the testing process. Test cases are meant to be a baseline for core processes; the client is expected to supplement with client specific scenarios and processes.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.

7 TCM Conversion Summary

7.1 TCM – Standard

- All visible fields configured for TCM EE installations or the standard fields that exist for TCM SE installations
- Images and Attachments as described below
- Lookups are imported with the assistance of the consultant
- Conversion from Single System

8 Munis Conversion Summary

8.1 Accounts Payable Master

- Vendor Master file including names, addresses, SSN/FID, contacts, phone numbers
- Multiple remittance addresses
- Year-to-date 1099 amounts

8.2 Accounts Payable - Checks

- Check header data including vendor, warrant, check number, check date, overall check amount, GL cash account and clearing information
- Check detail data including related document and invoice numbers for each check

8.3 Accounts Payable - Invoices

- Invoice header data containing general information for the invoice
- Invoice detail data containing line-specific information for the invoice

8.4 Accounting COA

- Chart of Accounts segments, objects, character codes, project codes (if applicable), organization codes (if applicable), control accounts budget rollups, fund attributes, due to/due from accounts
- Requires the use of a Tyler provided spreadsheet for design and entry of the data to be converted

8.5 Accounting - Actuals

- Summary account balances
- Up to 3 years

8.6 Accounting - Budgets

- Original budget, budget adjustments, revised budget summaries for accounts
- Up to 3 years

8.7 Capital Assets Master

- Asset description, status, acquisition quantity, date and amount, codes for asset class, subclass, department, custodian, flags for capitalization and depreciation, estimated life, serial number, model, model year, depreciation method, life-to-date depreciation amount, last depreciation date, disposal information (if any), purchase information, if any (vendor, PO, Invoice)

8.8 Purchase Orders

- Open purchase orders header data including vendor, buyer, date, accounting information, etc.
- Open purchase orders detail data including line item descriptions, quantities, amounts, etc.

8.9 Payroll

- Payroll Employee Master data including data such as name, address, SSN, legacy employee ID, date of birth, hire date, activity status (such as active/inactive), leave/termination code and date, phone(s), e-address, marital status, gender, race, personnel status (such as full-time, part-time, etc.), highest degree, advice-delivery (print/email/both) and check location, plus primary group, job, location, and account information

8.10 Payroll - Deductions

- Employee Deductions - including employee ID, deduction codes, tax information, and direct deposit information

8.11 Payroll – Accrual Balances

- Employee Accrual Balances including Vacation, Holiday, and other Leave balances
- Start of year balance, earned to date, used to date

8.12 Payroll – Accumulators

- YTD, QTD, MTD amounts for employee pay and deductions
- Needed for mid-calendar-year go-live
- May not be needed if converting earnings/deductions history

8.13 Payroll – Check History

- Up to 5 years, additional years must be quoted. We convert amounts for earnings and deductions in employee check history, check number and date.

8.14 Payroll – Earning/Deduction Hist.

- Up to 5 years, additional years must be quoted. Earning and deduction history broken down by individual codes (earnings and deduction) and amounts per pay period, the detail of these lines, sums the check history in opt 4.

8.15 Payroll – Recruiting

- Application requisition applicant master data, plus applicant references, certifications, education, skills, tests, work history, and interviews

8.16 Payroll – PM Action History

- A variety of Personnel actions, such as job or salary changes and dates these events occurred.

8.17 Payroll – Position Control

- Position, description, status, job code, bargaining group, location, number of employees allowed for each, FTE percentage, GL account, and max/min grade and step

8.18 Payroll – Certifications

- Certification area and certification type codes, certification number and effective date, expiration date, and required-by date, codes for certification level and subjects

8.19 Payroll – Education

- Codes, for institution, type of degree, and area(s) of study

ATTACHMENT 3

AEF Proposal for Consulting Services for ERP System Implementation Services



Systems Consulting, Inc.



**Proposal for
Consulting Services for Enterprise Resource
Planning System Implementation Services**

RFP No. 824

March 15, 2018

AEF Systems Consulting, Inc.

8502 East Chapman Avenue, #376
Orange, California 92869-2461
(714) 974-4377
www.aefsystems.com

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Section 1. Letter of Transmittal

March 14, 2018

Mr. Tim Shay
Support Services Manager
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA. 91754

Dear Mr. Shay:

AEF is pleased to provide a proposal for services to the City of Monterey Park in support of the Enterprise Resources System Implementation Services project. In this proposal, AEF Systems Consulting, Inc. offers a consulting team ideally suited to the requirements submitted in your Request for Proposals. The proposal's features include:

- **ERP Specialists:** AEF is proposing a team of consultants with extensive experience in negotiating ERP contracts with vendors and managing ERP software implementations.
- **Knowledge of the Public Sector:** AEF team members have had experience with both selecting and implementing ERP systems in government agencies.
- **Similar Projects:** The AEF team members have provided ERP software selection and implementation services for the cities of Santa Fe Springs, Orange, Lakewood and Rancho Cucamonga; for the Los Angeles World Airports; for the Metropolitan Water District, for North County Transit District and for the San Diego County Water Authority.
- **Methodology Geared to ERP systems:** The AEF software implementation methodology has been proven in many similar projects, and the methodology is geared to efficiently select the right software.
- **A True Team:** The AEF team is not just an assemblage of people; it is a "real team" with a history of working with each other, and share a common orientation to consulting projects such as this one.
- **Locally Based:** AEF is based in Orange County.
- **Efficiency:** AEF's business model is to utilize only highly experienced staff, and focus these resources on client services. As a result, AEF has a very low differential between rates charged to clients and income earned by staff. Clients receive expert-level services at moderate prices.

AEF Systems Consulting, Inc. is pleased to have this opportunity to provide support to the City of Monterey Park. Should Monterey Park require any additional information, please contact me at (714) 267-5757 or via email at afeliciani@aeftsystems.com.

Sincerely,



Annette E. Feliciani
President

Section 2. Company Background

AEF Introduction

AEF Systems Consulting, Inc. (AEF) is pleased to provide this proposal to the City of Monterey Park. AEF Systems Consulting, Inc. is a woman-owned, Orange County based firm that was established in January 1992 by Ms. Annette Feliciani. AEF provides an unmatched level of expertise and professionalism with supporting clients with their operational and technology projects at affordable rates. We have a proven track record providing these very cost-effective services. As former "Big 4 senior managers and managers, we have the knowledge and experience necessary to give our clients the personalized attention and results they require.

Company Overview

AEF Systems Consulting, Inc. is a woman-owned, Orange County based firm that was established in January 1992 by Ms. Annette Feliciani. We are pleased to have recently celebrated our 26th anniversary this previous January.

AEF is comprised of a team of professionals each with over thirty years of consulting experience, some of which was acquired while working in a "Big 4" consulting environment. This team is led by the AEF President, Ms. Annette Feliciani, a former Senior Manager with the firm of Deloitte & Touche, who was responsible for their Southern California ERP Package Application Practice. AEF provides an unmatched level of expertise and professionalism with supporting clients with their operational and technology projects at affordable rates. We have a proven track record providing these very cost-effective services. As former "Big 4 senior managers and managers, we have the knowledge and experience necessary to give our clients the personalized attention and results they require.

Key information regarding our company is listed following:

Respondent Information	Response
Name of Firm	AEF Systems Consulting, Inc.
SBE/DVBE	SBE with the State of CA
D&B DUNS No.	841731219
Address	8502 E Chapman Ave. #376
City, State, & Zip	Orange, CA. 92869-2461
Main Telephone No.	(714) 974-4377
Contact Name	Annette Feliciani
Contact Telephone No.	(714) 974-4377 ext. 1
Contact Facsimile No.	(714) 288-1032
Contact Email Address	afeliciani@aefsystems.com

Qualifications and Experience

AEF specializes in providing business and system solutions to clients and has supported numerous organizations with conducting management audits, business process reviews, business re-engineering, strategic plan development and implementation, software and hardware selections, project implementations, and quality assurance/quality control services. AEF's extensive experience with supporting large public sector organizations provides its team of professionals with a thorough understanding of such clients' staff and needs. AEF has garnered the experience necessary to help both public and private sector clients develop and implement the most efficient and cost effective business practices. AEF's business philosophy is based on our desire to serve our clients efficiently and effectively, giving them true value for their money.

The qualified team of AEF professionals has acquired and honed the requisite skills to conduct ERP projects while supporting a number of clients with similar projects including the cities of Anaheim, Costa Mesa, Escondido, Lakewood, La Mirada, Long Beach, Morro Bay, Orange, Rancho Cucamonga, Santa Barbara, Santa Fe Springs and Tustin, the town of Danville, the Orange County Fire Authority, the County of Orange, Los Angeles World Airports, the Metropolitan Water District, the North County Transit District and the San Diego County Water Authority.

The AEF team has a wealth of experience in providing ERP software selection and implementation services to the public sector. We know what to expect during the system lifecycle from business case through requirements definition, selection, design, development, testing, implementation, and post-implementation support. We also are experienced in applying the techniques used to manage an implementation and ensure that it fully succeeds—business process re-engineering, change management, application testing, training, organizational transition, data migration, and knowledge transfer. Strengths of AEF include:

- Thirty plus years' experience in defining requirements for ERP systems, developing Request for Proposals (RFP), leading the selection process for new software solutions and negotiating vendor contracts.
- Experience and knowledge of the ERP vendor marketplace, while maintaining our third party independence. AEF has recently evaluated and/or implemented a number of ERP systems including the following - Oracle Fusion, Tyler Munis, Tyler Eden, New World Systems, OneSolution, Blackbaud.
- Recent applicable experience in implementing Munis.
- Knowledge of how these ERP systems can fit with other products in use at an organization such as Class/Active Network, Accela Automation permitting, Civica CRM, Chameleon Animal Care System, ESRI, HdL Business License, etc.
- Thirty plus years' experience in ERP system implementation using system development methodologies and various technology platforms.
- Thirty plus years of project management / quality assurance services experience in municipal government.
- Outstanding written and oral communication skills able to work with all levels of staff.

- Proven excellent relationships with client staff members working as part of a larger client team, as evidenced when validating references.
- Local staff based out of our Orange office.

Lessons Learned from Implementing Munis

AEF has considerable experience in implementing the Munis ERP modules. As such, we have learned from that experience that allows us to adjust the project approach to better address some of the weaker areas in the Munis implementation methodology. Below is a sampling of how we adjust the process to better meet the client's needs:

1. Request the initial Site Analysis documents back early and ensure they are thoroughly reviewed by City staff. These documents are the base that are referred back to throughout the project, and should be the primary document for recording key process decisions.
2. There is an advantage in having an experienced consultant in the analysis sessions to "translate" between the City staff and the Munis implementation consultants, who often come from the private sector and do not always understand the nuances of government operations, even though they know the Munis software well. AEF will participate in the key sessions.
3. Ensure that all Munis consultants coming on site have reviewed the Site Analysis documents. If they have "not had time" to review, AEF elevates that issue to the vendor. The Munis assigned consultants are required to take the time prior to being onsite. This is very important if you do not have exactly the same consultants coming in and out throughout the project, which is typical in an ERP implementation.
4. Ensure that the consultant site reports are completed and returned by the consultants in a timely manner — not two or three weeks after an onsite session. The site report should include homework assignments and key decisions made.
5. Ensure you have a dedicated training room that does not need to be broken down each day.
6. Make sure that users have the correct software — essentially Adobe Flash — on their own PCs outside of the training room so they can access the Munis training tutorials.
7. A dial-in portal to the Munis system is very helpful. This allows Munis consultants to access the system and diagnose setup issues as well as perform conversion work.
8. Tyler U, the training component of Munis, is difficult to work with to assign classes and manage usage through this app. AEF has significant experience in making this work with the limitations.
9. Training is critical and it is very important to check and make sure people have access the training materials and have used the basic tutorials prior to coming to training classes.
10. It is extremely helpful to start documenting all the potential interfaces as early as possible. Ensure that you have all needed sample files. Also, ensure you receive the bank BAI file early to test for importing.

11. In Munis, the vendor and general billing conversions are very easy and straightforward. Think about the current state of the vendor file, and the parameters you will want to use for eliminating old vendors or General Billing customers. This might be a good time to touch base with each active vendor / customer and get additional information such as updated phone numbers and emails.
12. Inventory can be a bit more problematic, especially if the City changes the warehouses by breaking them down into more detailed locations. Highlight inventory items that are purchased in one quantity but issued in another.
13. Both the general ledger and the budget conversions will take seasoned Information Technology professionals and strong accountants to correctly extract the data and have it balanced in the new system. Keep in mind this is a very labor-intensive effort.
14. The use of blanket orders really needs to be handled within contract management, so take that into consideration when working on the final project plan.
15. Start working on the chart of accounts as soon as possible in the project. It is the fundamental design that must be completed before any other configuration can be done.
16. Have technology staff training in the security and workflow early in the project, and schedule refreshers if necessary.
17. Have a dedicated Role Based Access Control (RBAC) walkthrough with the technology staff on roles and related workflow with a Munis consultant to make sure they have been set up correctly in the system. Do this prior to the final scheduled sets of training and before user acceptance testing.
18. The Tyler Forms documentation packages for developing AP checks, POs and AR Bills need to be carefully filled out and mocked up. This is a separate group within Tyler, and they are very regimented. You must be very careful when asking for changes as small changes, such as changing the logo, can cause significant issues that will stop the processing of these forms.

Section 3. Project Activities and Anticipated Timeline

Background

The City of Monterey Park is soliciting proposals for professional services to assist in the implementation of the Tyler Munis ERP system. The City will implement the new system in two phases, Phase 1 – Financials and Phase 2 – HR/Payroll. The overall module phasing is shown below.

Phase	Functional Areas	Modules
1	Financials	• Accounting General Ledger • Project & Grant Accounting • Budgeting • Purchasing • Contract Management • Accounts Payable • Capital Assets
	System Wide	• Munis Analytics & Reporting ○ Tyler Reporting Services ○ Munis Office ○ Role Tailored Dashboard • Tyler Forms Processing • Tyler Content Manager SE
2	Core Human Resources / Payroll	• Payroll w/Employee Self Service • HR & Talent Management

The Consultant will be expected to provide professional services and deliverables, and provide expert guidance and assistance to the City staff involved with this project.

The City anticipates that the core financials will be live twelve (12) months after the project start. Phase 2, HR/Payroll is also expected to take one year from the start date.

Project Activities and Deliverables

AEF has identified the tasks to be performed, a brief description of each task, the City's role in these tasks and the associated deliverable that AEF will prepare as a result of the work. In general, AEF will conduct the following key activities:

- Conduct contract negotiation with Tyler and City staff.
- Develop the overall project plan, in concert with Tyler staff.
- Manage key project activities to ensure both the vendor as well as City staff are performing required activities.

- In concert with the Tyler Project Manager, guide the department team members in assessing and implementing Munis to meet their needs ensuring that all staff are aware of upcoming activities and responsibilities.
- Review all key Tyler deliverables and coordinate all revisions required.
- Participate in key design meetings with City staff and Munis.
- Participate in Steering Committee meetings throughout the project, if desired.
- Review and resolution of key issues that might arise throughout the project.
- Communicate with the core management team to review issues and project status.
- Participate in the rollout to staff regarding the new features of the Munis system that impact them (e.g., timekeeping and employee self-service).
- Review the Tyler billings prior to payment.

On the following pages, AEF Systems Consulting, Inc. identifies the tasks that will be performed to accomplish the work requested by the City of Monterey Park in the contract negotiation and system implementation for both Phases of work.

TASK DESCRIPTION	CITY ROLE	AEF DELIVERABLES
PHASE 0 – ERP CONTRACT FINALIZATION		
Task 1 – ERP Contract Finalization AEF will assist in the contract negotiation process with City, performing the following activities: • Develop the negotiation strategy with City personnel. • Coordinate with the Vendor personnel. • Review the detail vendor contract, preparing recommendations for incorporation. • Participate in up to three (3) face-to-face sessions with the Vendor. The service AEF provides in this area is non-legal in nature. The City should still have legal council involvement in the process.	• Contract Negotiation Strategy • Participate in negotiation sessions • Final Contracts (in concert with Vendor)	• Review and Comments on the Standard Licensing Agreements from the Vendor • Participation in Negotiation Sessions

TASK DESCRIPTION	CITY ROLE	AEF DELIVERABLES
PHASES 1 AND 2 – ERP IMPLEMENTATION		
Task 2.0 – Prepare and Activity-Level Implementation Plan This activity focuses on taking the Tyler developed plan and adding the additional detail needed to more efficiently and effectively implement the system. AEF builds this plan utilizing our “lessons learned” from implementing Munis at other municipalities. - Finalize the project plan tasks, dates and responsibilities, working with City staff. - Review of all key materials to familiarize the AEF team with City’s background, City RFP for ERP software, Munis Contract, chart of accounts, key memos, key statistics, and other pertinent materials. - Conduct discussion with key personnel, as defined by the City and if determined to be necessary, to validate the goals of the project.	- Assign appropriate resources - Coordinate initial interviews - Gather background materials requested by AEF - Review and approval of the final project plan	Finalized Implementation Plan
Task 3.0 - Conduct Interviews with Tyler Representatives This task involves conducting interviews with the vendor representatives to communicate timetables and expectations.	Participate in interviews with vendor reps	Completed interviews. No formal deliverable, but project plan may be updated after the discussion

TASK DESCRIPTION	CITY ROLE	AEF DELIVERABLES
Task 4.0 – Monitor Vendor Compliance to the Negotiated Contract This is an ongoing task throughout the project and AEF will continually review the contract and the expected deliverables from Tyler and ensure they meet the terms of the contract. AEF will also review all billings for accuracy submitted by Tyler prior to payment. Any issues identified will be reviewed with City staff and then addressed with Tyler staff.	Participate in meetings as requested	No formal deliverable but all issues will be documented as they are found and resolved
Task 5.0 – Identify and Address Project Risks AEF will identify and address ways to minimize project risks. AEF will participate in key analysis sessions and the first training sessions to ensure that both the City and Tyler staff are identifying the key issues and looking for ways to ensure success during the implementation project.	- Participate in all meetings as requested - Address open issues as requested	Tracking of all open issues requiring mitigation
Task 6.0 – Monitor Data Conversion and Migration Activities The purpose of this task is to thoroughly define and monitor the data conversion activities throughout the project. Data conversion is typically one of the most difficult tasks that will occur on this project and AEF will stay on top of these tasks to ensure success.	- Assist in developing the Conversion Evaluation Methodology - Approve the Conversion Evaluation Methodology	Final Evaluation Methodology

TASK DESCRIPTION	CITY ROLE	AEF DELIVERABLES
Task 7.0 – Review Project Change Orders Typically on projects of this nature, change orders will be initiated by either the City or the vendor. This will happen throughout the project as both the City and the software vendor learn. AEF will also work to not have any change orders result in additional out of pocket expenses for the City; rather we will look for ways to trade hours from one task to another to meet any changes needed.	• Develop change order as needed • Review all change orders • Participate in discussions regarding change orders	• Review of all change orders and make recommendations as necessary
Task 8.0 – Provide Guidance on User Acceptance Testing AEF will take a lead role in providing guidance to the City and the Tyler team related to user acceptance testing. This is about identifying the users that will participate in the testing and reviewing the scripts. In the Munis implementation methodology, this is a very scripted process and AEF will work to ensure the success of this testing.	• Review the testing plan • Assist in creating the testing scripts • Ensure City staff participate as requested in the testing process • Review any issues identified through the testing process	• Review all scripts and overall timeline • Identify key staff to participate • Documentation of any issues that result from the testing
Task 9.0 – Review of Training Plan While the vendor will provide a training plan, many times, this is very generic. AEF will be very specific in identifying areas that are needed to be trained and ensuring that staff are participating as needed.	• Identify all staff to be trained • Review all training plans prepared by Tyler and AEF • Participate in any meetings called by AEF to review training issues	• Review of training plan • Recommendations on changes to plans

TASK DESCRIPTION	CITY ROLE	AEF DELIVERABLES
Task 10.0 – Project Closeout AEF will guide the City through a formal project closeout to authorize system acceptance. AEF prefers this to be a formalized “yes” or “no” with all key departments signing off on their readiness for go live.	• Be available for readiness assessments	• Formal System Acceptance and Project Closeout Memo
Task 11.0 – Review of Project Status This ongoing task involves the review of open activities. AEF will review and comment on these activities and the progress made on these open activities. AEF will also provide documentation to City staff on “homework” that is requested by Tyler staff. Typically, the vendor’s homework is not inclusive and not as detailed as what AEF will provide to staff.	• Review project status reports	• Formal status reports on the progress being made on the project

Timeline

AEF has crafted the following work plan in support of the tasks identified previously. It is anticipated that the first Phase will start July 2018 with a go live date of June 2019. Phase 2 would start at the completion of Phase 1 and run for twelve months. While it is possible to overlap the two phases, not knowing if your key staff needs to be on both, prevents us at this time in giving another option. For example, on our most recent Munis implementation, the accounting manager was critical to both the Core Financials implementation as well as the Payroll/Human Resources implementation and there was no way for that one individual to work on both projects simultaneously. If awarded the contract, AEF will work with staff initially to determine if there are similar restrictions with staff.

	FY 17-18		Fiscal Year 18-19											
Tasks	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Contract Negotiation														
Core Financials														
Payroll/HR														

	Fiscal Year 19-20											
Tasks	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Contract Negotiation												
Core Financials												
Payroll/HR												

In order to meet this suggested timeframe, the following have been identified as key project assumptions:

- No more than three (3) face-to-face negotiation sessions will be held.
- City staff will be available for meetings when requested.
- City staff conducts timely review and approval over all deliverables.
- City staff attends all vendor analysis sessions and training sessions when arranged.
- City staff makes timely decisions.

Section 4. Cost Proposal

AEF has estimated the number of hours required for this project. Our fee estimate assumes the following assumptions regarding the City participation:

- Staff participates in all activities as requested by the Munis and AEF team.
- Staff make timely decisions as requested.
- Staff participates in all training activities on a timely basis.
- Staff complete all homework assignments on a timely basis as requested.

The overall estimate for the professional fees on this project is are listed below by Phase. AEF will bill on a time and materials basis, up to the not-to-exceed fee of \$271,000. AEF bills monthly for the previous month's project activities. AEF commits to a firm priced project of \$271,000 unless the City of Monterey Park requests scope changes.

No travel expenses will be charged to the City as AEF consultants are local and we do not charge for mileage.

AEF Systems Consulting, Inc. is prepared to begin this project the first week of May 2018 with interviews with key staff beginning that week.

Phase (Costs are based on a 12month timeline for each phase)	Hours	Fees
ERP Contract Finalization	24	\$4,200
ERP Implementation – Phase 1	852	\$133,260
ERP Implementation – Phase 2	852	\$133,260
Not-to-Exceed Fee	1,728	\$270,720

Section 5. References and AEF Personnel

References

AEF Systems Consulting has provided needs assessments, software requirements definition, request for proposal development and software selection services for a variety of public sector clients over the last twenty plus years. A sampling of these are provided following:

City of Anaheim – ERP System Selection – Led the development of detailed requirements for a new ERP system. Developed an RFP and assisted in evaluating various vendors. Led the development of contracts with SAP and Solbourne. Involved numerous meetings with the client and the vendors to arrive at the specific needs. Ultimately decided to just upgrade their current vendor (budget constraints). AEF then assisted in the implementation of the AMS software product.

City of Costa Mesa - Phase One Strategic Plan, System Selection - developed a multi-year Management Information Systems Strategic Plan. Assessed the City's MIS functions, including hardware, software, personnel, organizational structure, vendor agreements, and procedures; identification of needs, opportunities, costs, and benefits for information system enhancements; identification of organizational and human-resource impacts, and development of recommendations for organizational structure, procedures, staffing, and training associated with the new technology. Developed a Request for Proposals (RFP) for solicitation and evaluated vendor proposals for the total turnkey MIS package. Played a key role with the City Management Advisory Committee and City Council to communicate the objectives and findings of the plan. Led the development of a contract with Hewlett Packard as the prime contractor. Ultimately selected PeopleSoft and assisted in the implementation project as the overall quality assurance advisor.

City of Escondido – ERP System Selection and Contract Negotiations - conducted a series of focus sessions with personnel to validate a list of requirements that had been prepared by City staff. Updated these requirements and developed an RFP. Reviewed proposals and participated in vendor demonstrations of products. Documented the results of the analysis, prepared evaluation materials and guidelines. Participated in contract negotiations. Ultimately selected PeopleSoft and was project manager over the implementation.

City of Lakewood – ERP Software Selection and Implementation - Validated the selection process already in process by the City. Assisted in refining the requirements to aid in the contract negotiation process with the ultimately selected vendor Tyler-Munis. Acted as overall project manager over the implementation of the software.

City of La Mirada – ERP Software Selection and Implementation - Supported the City of La Mirada with selection of a new ERP. Supported the City with the development of requirements and writing a Request for Proposal. Led the City with evaluating vendors for the replacement of a new in-house ticketing system. Developed requirements and surveyed the vendors. Conducted reference checks and led the vendor demonstration process with the finalist vendors. Acted as a liaison between the vendors and the client during implementation.

City of Long Beach – ERP Needs Assessment and Software Selection - Led the development of a Needs Assessment and system requirements for new ERP system. Developed RFI to vendors for systems. Analyzed results and provided feedback to client.

City of Morro Bay – ERP Strategic Planning and Software Selection - Participated in the development of an Information Systems Strategic Plan. Also developed requirements and RFP for new financial management software for the City and led the implementation project.

City of Orange –ERP Software Selection – Developed requirements and an RFP to vendors for the selection of an ERP system. Assisted in the evaluation process and the contract negotiations with SAP and Solbourne. Decided at that time to not implement. A few years later, AEF conducted another needs assessment which lead to the development of an RFP and Eden-Tyler was selected. AEF was then project manager over the implementation of this product.

City of Pasadena – ERP System Selection, Contract Negotiations and Implementation - Validated the selection of PeopleSoft for their financial applications. Negotiated contracts with the vendors. Responsible for overall project management assistance, integration coordination and quality assurance with the implementation of the selected PeopleSoft Financial systems. Led analysis of key reports, interfaces and system customizations required for going live. Assisted in overall system integration testing, developing testing goals, strategies and documentation for each of the application teams.

City of Rancho Cucamonga – ERP System Selection and Implementation – Analyzed their current financial system software provider to determine whether to upgrade or conduct a selection. Defined requirements and prepared RFP. Led to the selection of Bi-Tech as the software provider. Supported the City during the selection process by developing the evaluation criteria, participating in site visits and vendor demos. Also played a lead role during the vendor contract negotiations. Also, was Project Manager over the implementation of this software product. Recently upgraded to OneSolution and acted as advisor to this upgrade project. AEF has also provided support to the City of Rancho Cucamonga over selections and implementation of numerous applications.

City of Santa Barbara – ERP System Selection and Implementation – Conducted an assessment of the current financial environment to assess the direction the City should take. Developed detailed requirements and prepared an RFP. Guided the organization through the evaluation process ultimately selecting Tyler Munis systems. Led the implementation project. Of the Munis product

City of Santa Clara – ERP Needs Assessment, Software Selection and Contract Negotiations - Controlled all aspects of this project to conduct a Needs Assessment of the current environment and determine the need for a new ERP system. Developed requirements, developed RFP, led the evaluation of new software and documented the results. Maintained the detailed project plan for the work and met weekly with project management staff to review current status and issues to address.

City of Santa Fe Springs – ERP Needs Assessment, Software Selection and Implementation – Conducted a needs assessment to determine if a new system was needed. Then developed requirements and an RFP to vendors for a new system. Lead the City team in selecting Munis. Currently, acting as overall project management over the implementation of the financial

modules. After the go live in March for the first phase of the project, will then start the implementation of the payroll/human resources modules.

City of Seattle, Washington - Payroll/Human Resources Selection and Implementation - developed requirements for their 10,000-employee payroll, human resources, position control, benefits, affirmative action, retirement and applicant tracking needs. Prepared a request for proposal. Prepared an evaluation report based on the results of the City's internal selection process. **Financial System Implementation** - Acted a quality assurance advisor over the implementation of the PeopleSoft financial applications. Participated in the readiness assessment of all departments to determine whether the organization as a whole was ready for the implementation. **Readiness Assessment** - Working with Pacific Consulting Group, AEF conducted a readiness assessment of all departments within the City to determine if they were ready to accept the new financial system that was being implemented. Involved interviewing key staff in each department based on a set of questions covering items such as training, documentation, reporting, interfaces, conversions, etc. Developed a list of recommendations to enhance the implementation process.

City of Tustin - Financial System Selection and Contract Negotiations - assisted this City in the development of requirements and selection of new financial and human resources software. Also developed RFP for installation of a new network. Led the contract negotiations with the vendor, Bi-Tech. Provided oversight assistance during the software implementation.

Los Angeles World Airports - ERP System Selection - worked with an internal City team to assess the existing AMS Financial System and recommend the future direction for the department. Led to defining requirements and developing an RFP for new financial software and selecting new software and implementation services. Acted as quality assurance advisor over the implementation of the SAP software product. Implementation team was made up of an outside implementer (Deloitte & Touche) and an internal team. AEF reviewed all key deliverables, and worked to identify and resolve outstanding issues that were impacting the project progress.

Metropolitan Water District of Southern California - Phase Zero, Strategic Plan Assessment, System Selection - Developed an environmental business model, application model, and designed an environmental information system for health and safety compliance tracking including, definition of application requirements, development of logical data model and function and processing requirements. Prepared an RFI and RFP and assisted in evaluation of appropriate packages to meet business needs. Also developed an implementation plan for the next phase of activities. Then was quality assurance manager over the implementation of PeopleSoft HR and Oracle Financials.

North County Transit District - System Selection - Developed requirements and RFP for new software, ultimately selecting JD Edwards. Acted as overall project manager in the implementation of the product.

Orange County Fire Authority - System Selection and Implementation - Assisted in the development of an approach for the selection of new software and hardware for Financial and Human Resources applications. Guided the Selection Team through the entire vendor evaluation process. Provided day-to-day support during the implementation of new software, SCT.

San Diego County Water Authority - System Selection and Implementation - Reviewed Financial, Human Resources and Preventative Maintenance requirements developed internally and made recommendations to enhance and streamline the materials. Prepared an RFP to vendors. Conducted a review of the vendor materials and participated in the vendor demonstrations and site visits. Assisted in the contract negotiations with the selected vendors. Provided oversight services to the project implementation phase.

Towne of Danville - ERP Selection and Implementation - Conducted a Needs Assessment, developed requirements, and prepared RFP for new ERP software for this organization. Led the evaluation team. Also participated in the implementation project.

AEF Systems Consulting, Inc. provides the following client references in support of this project for Monterey Park.

Client Name/Address/ Contact Information	Project Description, Schedule and Cost	AEF Personnel Involved
City of Santa Fe Springs Travis Hickey Finance Director 11710 Telegraph Rd Santa Fe Springs, 90670 (562) 866-9771 x2601 thickey@santafesprings.org	Validated the requirements developed by the City and assisted in the final vendor selection process. Included leading the contract negotiations process. Also acted as overall project manager over the implementation of the Munis ERP software products. Project Schedule - 2016-Present Project Cost - \$725,000; AEF Cost \$288,000	Annette Feliciani, project director Megan Delaney, day- to-day consultant on site
City of Rancho Cucamonga Lori Sassoon Deputy CM, Admin Services Director 10500 Civic Center Dr. Rancho Cucamonga, 91730 (909) 477-2700 x2400 lori.sassoon@cityofrc.com	Participated in numerous projects to help define requirements and select new software. Various products have included the following: • IFAS (now OneSolution) ERP • HdL Business License • Accela Land Management • Civica CRM Also participated as the overall project manager of each of the implementations of the above noted software products. Project Schedule - 2010-2012 Project Cost - \$500,000, AEF \$85,000	Annette Feliciani, project consultant, performed all selection and implementation tasks

Client Name/Address/ Contact Information	Project Description, Schedule and Cost	AEF Personnel Involved
City of Orange Mr. Rick Otto City Manager 300 E Chapman Ave Orange, 92866 (714) 744-2206 rotto@cityoforange.org	Conducted a Needs Assessment, requirements definition, RFP development, and then led the software selection ultimately selecting Eden ERP. Implementation of new EDEN ERP. Technology utilized: EDEN Financials Version 5, SQL, Crystal Reports. Project Schedule - 2010 - 2012 Project Cost - \$2 million; AEF - \$270,000	Annette Feliciani, project director, involved in key review tasks Megan Delaney, onsite consultant, lead all key activities
City of Lakewood Jose Gomez Administrative Services Director Lakewood, (562) 866-9771 jgomez@cityoflakewood.org	Validated the requirements developed by the City and assisted in the final vendor selection process. Included leading the contract negotiations process. Also acted as overall quality assurance advisors over the implementation of the Munis ERP software products. Project Schedule - 2006-2009 Project Cost - \$2 million; AEF Cost \$150,000	Annette Feliciani, project director Megan Delaney, day-to-day consultant on site

Personnel

AEF is proposing a team of highly experienced consultants. Both members of this team are highly experienced IT consultants with wide and deep experience in projects similar to this one. AEF has a unique specialization in providing ERP software selection services for numerous public sector organizations. In addition, the AEF team is really a “team” – we have worked together for many years and have developed an integrative work style. AEF is not just a vehicle for staffing projects; its staff has shared experience working with each other on many challenging projects.

- **Annette Feliciani, Project Director**, responsible for overall project quality and services to Monterey Park. Annette was formerly a senior manager at Deloitte & Touche, and brings a wealth of experience in municipal government ERP selections and implementations. Annette is president of AEF and will have the overall responsibility for the quality of the AEF work products. She will participate in key interviews, assist in developing the assessment, software requirements and the RFP, oversee vendor demos and conduct the contract negotiation with the selected vendor.
- **Megan Delaney, Senior Lead Consultant**, primary resource for all project activities. A former accounting manager for the City of Orange, and former manager at Deloitte & Touche, Megan brings extensive ERP experience for the public sector. She currently is acting as the overall project manager for the implementation of Munis at Santa Fe Springs. Megan has been affiliated with AEF for 22 years.

The AEF has worked together on many projects and use a streamlined approach to managing all projects. Annette Feliciani, as Project Director, ensures all staff work closely with Monterey Park staff and will manage the quality of their service delivery. Megan Delaney, as Senior Lead Consultant, will manage the day-to-day activities on this engagement with Monterey Park and coordinate all AEF activities.

Resumes are included for our proposed staff on the following pages.

Annette Feliciani

As President of AEF Systems Consulting, Annette has established a reputation as a management consultant for integrity and quality service that set her and her firm apart in the industry. Ms. Feliciani has been involved in management consulting for over thirty years. Specifically, Ms. Feliciani's experience includes defining business requirements for various applications including the successful use of the Joint Application Design (JAD) approach, leading business process reengineering projects to assist clients to take advantage of new technology and to streamline their operations, managing projects including the tracking of all key deliverables, identification and resolution of issues, reporting to upper management and tracking and monitoring of budgets, and performing the quality assurance function for many large selection and implementation projects to insure the timely and appropriate completion of activities. Of particular note, Ms. Feliciani conducted a detailed review of the implementation of PeopleSoft HR system for King County which included reporting to the as to the reasons the implementation was not a successful as desired.

Ms. Feliciani is called upon to help organizations address the tough issues when it comes to managing large implementation projects—questions that lead to the right steps for successful projects.

Ms. Feliciani has established herself as an outstanding public speaker, presenting to various vendor user groups, associations and conferences on such subjects as "The Myths and Realities of Selecting and Implementing Application Software," "Effective Project Management," "Future Trends in Technology," and "Business Process Reengineering" among others. Ms. Feliciani teaches education classes on HRIS through the American Management Association.

RELEVANT EXPERIENCE

Financial and Payroll/ HR Management Systems Selections, Readiness Assessment, Implementations and Quality Assurance

Ms. Feliciani has a wide range of experience on projects for various organizations related to ERP project reviews, quality assurance services and project management over complicated system implementations. These projects have involved reviewing current applications to determine if they are meeting client needs, assessing project implementations both good and bad, to see if they can be salvaged. She has also managed many ERP implementation projects where she worked with internal teams to successfully implement the new software. She also has been the lead consultant on quality assurance activities over large ERP implementations where she worked daily with key team members, reviewed deliverables, participated in key design issue sessions, provided feedback to staff on potential problems, identified, documented and provided recommendations for various issues and reported regularly to the Steering Committees and other Executive Management groups. These projects involved the following clients:

- City of Anaheim
- City of Costa Mesa
- City of Escondido
- City of Irvine
- City of Lakewood
- City of Long Beach

- City of Los Angeles - LAWA
- City of Murrieta
- City of Orange
- City of Pasadena
- City of Rancho Cucamonga
- City of Santa Barbara
- City of Santa Fe Springs
- City of Seattle
- City of Tustin
- County of Orange
- County of San Bernardino
- Los Angeles World Airports
- North County Transit
- Orange County Fire Authority
- St. Joseph Health Systems
- The Metropolitan Water District of Southern California

Performance, Operations and Project Reviews

Ms. Feliciani has conducted performance and operational reviews for a number of organizations. These reviews analyzed the existing environments, including assessing policies, procedures, technologies in use, staffing, governance, etc. and provided specific recommendations to improve the operations. Ms. Feliciani has also conducted reviews of many projects some that were considered to be failing, to try to turn them into successful projects. These also resulting in specific tangible recommendations, many of which Ms. Feliciani managed the rollout of these recommendations.

- California State University, Fullerton
- California State University, Long Beach
- King County, Washington
- Los Angeles County Fire Department
- Orange County Fire Authority
- State of Oregon
- SchoolsFirst Federal Credit Union
- St. Joseph Health Systems

PROFESSIONAL AND CIVIC ACTIVITIES

Past Chair, Cal State Fullerton Philanthropic Foundation

Past President, National Charity League, Inc. Orange/Villa Park Chapter

Member and Instructor for the American Management Association

EDUCATION

Bachelor of Arts, California State University of Fullerton, 1980

Megan Delaney

Ms. Delaney's expertise is in analysis, evaluation, planning, implementation and quality assurance for information systems and related business practices in large organizations, primarily public sector. She is also experienced in budget and financial analysis, as well as cost recovery studies. Ms. Delaney's functional focus has been in the areas of information systems assessment, operations review, business process re-engineering, requirements analysis, information systems selection and implementation, and quality assurance. She has also performed many organizational performance reviews, feasibility studies and user fee studies.

Prior to becoming an independent consultant, Ms. Delaney was a management consultant with the Orange County office of Deloitte & Touche. In this capacity, Ms. Delaney was involved in many projects to assist clients in the selection and implementation of software as well as many operational reviews and analysis for both the public and the private sector. Prior to joining Deloitte & Touche, Ms. Delaney was the Accounting Manager for the City of Orange, California. In this role, Ms. Delaney managed the general accounting functions for the City, and oversaw all internal and external financial reporting. Responsibilities included preparation of the annual budget, supervision of the annual audit, providing all financial and technical reports for other government and private agencies, administration of various assessment district, and lease, bond and loan accounts.

RELEVANT EXPERIENCE

ERP Selections, Readiness Assessment, Implementations and Quality Assurance

Project manager or quality assurance manager on numerous projects. Responsibilities included the definition of requirements and development of Request for Proposals for new financial, human resources and budgeting software, including analysis of chart of accounts, key reports, interfaces with external systems, work styles, processes, organizational structure, roles and responsibilities, policies, communications, performance measures, and other related topics. Led proposal evaluation activities and guided agencies through the entire software/integrator selection process, including managing vendor communication and clarifications. Provided recommendations to management on how to prepare for upcoming implementation activities and developed specific, pre-implementation action plans. Assessed baseline organizational efficiencies, developing new performance metrics for the post implementation environment. Provided implementation assistance and project management oversight to the selected solutions, including monitoring all agency and vendor activities, development of interfaces, legacy data conversion, testing, report development, contract management and scope control, ongoing risk assessment and mitigation, and communication with agency management and Executive Steering Committee members. Clients include:

- City of Santa Fe Springs
- City of Orange
- City of Irvine
- City of Santa Barbara
- City of Lakewood
- City of Murrieta
- City of Los Angeles - LAWA
- City of Los Angeles - Finance Division
- City of Costa Mesa

- City of Pasadena
- Orange County Fire Authority
- California State University, Long Beach
- Los Angeles County Fire Department
- San Diego County Water Authority
- Metropolitan Water District of Southern California
- North County Transit District
- State of California Department of Transportation (Caltrans)
- California State Controller's Office

Performance and Operations Reviews

Scope of these projects included independent review of the organization, the specific mission of Divisions or Departments, their functions, organization, governance, communications and results. Ms. Delaney developed an understanding of the current operations, issues and goals; analyzed business processes, functional responsibilities, organizational implications, and impacts on funding. She developed recommendations for transitioning to business best practices, including cost and benefit projections. For fee studies, Ms. Delaney performs analysis of fee methodologies, including hourly rates, direct and indirect costs, employee time allocations, and information systems data to identify gaps or issues with rate methodologies, and makes recommendations for improved fee methodologies, new fees, and related policies and procedures. Clients include:

- County of Orange
- Schools First Federal Credit Union
- City of Rancho Cucamonga
- The Colburn School
- City of Long Beach
- City of Los Angeles – Project Management Office
- City of Anaheim – Public Works, Planning and Building
- City of Lakewood

PROFESSIONAL AND CIVIC ACTIVITIES

Member, Government Finance Officers Association (GFOA)

Member, California Society of Municipal Finance Officers Association (CSMFO)

Member, Association of Government Accountants (AGA)

EDUCATION

Bachelor of Science, Business Finance, San Jose State University

Certificate in Environmental Auditing, UC Irvine