

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

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

**Wednesday
August 21, 2019
7:00 p.m.**

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

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

PUBLIC COMMENTS ON AGENDA ITEMS

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

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

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

CALL TO ORDER **Mayor**

FLAG SALUTE **The Monterey Park Police Explorers**

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

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

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATION

1-A. AIR QUALITY UPDATE - PRESENTED BY MICHAEL CACCIOTTI FROM SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

[2.] OLD BUSINESS – None.

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

3-A. WARRANT REGISTER FOR SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY OF AUGUST 21, 2019

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

- (1) Approve payment of warrants and adopt a Resolution of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated August 21, 2019 totaling \$41.31 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. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF AUGUST 21, 2019

It is recommended that the City Council:

- (1) Approve payment of warrants and adopt a Resolution allowing certain claims and demands per Warrant Register dated August 21, 2019 totaling \$1,534,002.99 specifying the funds out of which the same are to be paid; and
- (2) Take such additional, related, action that may be desirable.

3-C. MONTHLY INVESTMENT REPORT – JULY 2019

It is recommended that the City Council:

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

3-D. 2018-2019 ANNUAL INVESTMENT REPORT

It is recommended that the City Council:

- (1) Receive and file the 2018-19 Annual Investment report;
- (2) Adopt a Resolution authorizing the Treasurer to implement the City's Investment Policy for FY 2019-20; and
- (3) Take such additional, related, action that may be desirable.

3-E. FOOTHILL COMMUNICATIONS INC. – APPROVAL OF AGREEMENT

It is recommended that the City Council:

- (1) Authorize the City Manager to execute a one year agreement, in a form approved by the City Attorney, with Foothill Communications, Inc. for an amount not to exceed \$68,772.97, for the purchase of multi band and single band radios; and
- (2) Take such additional, related, action that may be desirable.

3-F. PROFESSIONAL SERVICE AGREEMENTS FOR ON-CALL PLAN CHECK AND INSPECTION SERVICES

It is recommended that the City Council:

- (1) Authorize the City Manager to execute a 2-year professional service agreement extension with The Code Group and Interwest Consulting Group to provide On-Call Plan Check and Inspection Services in a form approved by the City Attorney; and
- (2) Take such additional, related, action that may be desirable.

3-G. FINAL MAP NO. 75007 (320 & 322 S MOORE AVENUE)

It is recommended that the City Council:

- (1) Adopt a Resolution approving Final Map No. 75007 and authorizing the City Manager to execute a Subdivision Improvement Agreement in a form approved by the City Attorney; and
- (2) Take such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

As determined by the Planning Commission via Resolution No. 9-17, adopted September 12, 2017, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15315 as a Class 32 categorical exemption (Infill Developments).

[4.] PUBLIC HEARING – None.

[5.] NEW BUSINESS

5-A. LA COUNTY UPDATE TO BALLOT PROPOSITION TO IMPOSE A ¾ CENT SALES TAX

It is recommended that the City Council:

- (1) Receive and file the LA County update to ballot proposition to impose a ¾ cent sales tax; and
- (2) Take such additional, related, action that may be desirable.

5-B. APPROVAL OF EAST LOS ANGELES SUSTAINABLE MEDIAN STORMWATER CAPTURE PROJECT

It is recommended that the City Council:

- (1) Authorize the City Manager to execute the Partnership Agreement, in a form approved by the City Attorney, to cooperatively share costs with County of Los Angeles and City of Montebello in the implementation of the East Los Angeles Sustainable Median Stormwater Capture Project; and
- (2) Take 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 Sections 15262, 15306, 15307, and 15308. The project consists of comprehensive data collection efforts to monitor the aquatic toxicity that is present in downstream receiving waters. The purpose of the project is to determine if possible actions are necessary to protect natural resources and the environment.

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

6-A. CODE OF CONDUCT; MEETING PROCEDURES; HEALTHY WORKPLACE ENVIRONMENT – REQUESTED BY MAYOR LIANG

It is recommended that the City Council consider:

- (1) Adopting a Resolution amending the City Council's existing policies and procedures to:
 - a. Add a Code of Conduct for elected and appointed public officials;
 - b. Adopt a Healthy Workplace Environment policy; and
- (2) Taking such additional, related, action that may be desirable.

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

ADJOURN



City Council Staff Report

DATE: August 21, 2019

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 **August 21, 2019**

RECOMMENDATION:

It is recommended that the City Council:

- (1) Approve payment of warrants and adopt a Resolution of the Successor Agency to the former Monterey Park Redevelopment Agency allowing certain claims and demands per warrant register dated **August 21, 2019 totaling \$41.31** 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 Warrant numbered **381**.

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 **\$41.31.**

Respectfully submitted:



Annie Yaung, CPFO
Director of Management Services

Approved By:



Ron Bow
City Manager

Attachments 1: Resolution
Attachments 2: Warrant Register

ATTACHMENT 1

Resolution

RESOLUTION NO. SA-_____

A RESOLUTION OF THE
SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA)
ALLOWING CERTAIN CLAIMS AND DEMANDS
PER WARRANT REGISTER DATED
21ST OF AUGUST 2019
TOTALING \$41.31 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	41.31
Merged Project Projects	-
Total	<u>\$ 41.31</u>

PASSED, APPROVED AND ADOPTED THE 21ST OF AUGUST 2019.

Hans Liang, Mayor
City of Monterey Park, California

ATTEST:

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

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

I hereby certify that this resolution was duly adopted by the
Successor Agency to the Former Community Redevelopment Agency,
at a regular meeting held on the 21st of August 2019 by the following vote.

AYES:
NOES:
ABSTAIN:
ABSENT:

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

ATTACHMENT 2

Warrant Register

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/21/2019

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
AT&T	0860-801-1203-32050	41.31	INTERNET/PHONE SERVICE		381	41.31
TOTAL FOR PREPAID WARRANTS						41.31
PRINTED		41.31				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/21/2019

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TOTAL FOR PREPAID WARRANTS	\$41.31
TOTAL FOR PRINTED WARRANTS	\$0.00
TOTAL FOR ACH-PAYMENTS	\$0.00
TOTAL WARRANTS	\$41.31
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 08/21/2019
 FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0860	ATLANTIC/GARVEY CAP PROJECTS	41.31	0.00	41.31
	TOTAL	41.31	0.00	41.31



City Council Staff Report

DATE: **August 21, 2019**

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

TO: The Honorable Mayor and City Council
FROM: Annie Yaung, CPFO, Director of Management Services
SUBJECT: Warrant Register for the City of Monterey Park of
August 21, 2019

RECOMMENDATION:

It is recommended that the City Council:

- (1) Approve payment of warrants and adopt a Resolution allowing certain claims and demands per Warrant Register dated **August 21, 2019 totaling \$1,534,002.99** 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 **324716-324913** and ACH numbered **000736-000768**.

BACKGROUND:

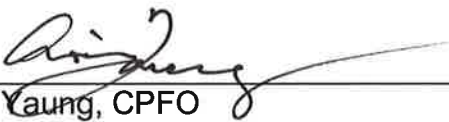
The claims and demands on the attached warrant register have been duly audited. I certify that the said claims and demands are accurate, are proper charges against the City of Monterey Park. I also certify that there are monies available for the payments thereof.

FISCAL IMPACT:

Disbursements from all funds total **\$1,534,002.99.**

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
21ST OF AUGUST 2019
TOTALING \$1,534,002.99 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	\$ 493,478.74
Retirement Fund	4,395.25
State Gas Tax Fund	6,702.44
Sewer Fund	10,664.83
Refuse Fund	433,014.55
City Shop Fund	66,730.44
Payroll Clearing Account	552.00
Special Deposits Fund	1,597.34
Water Treatment WQA-EPA Fund	3,479.66
Water Treatment City Fund	201,106.00
OPA Proposition A	11,408.29
Measure R Fund	27,116.95
POST	1,731.00
El Civic Education Grant	1,081.00
Home Housing Program	64,128.95
Recreation Fund	28,476.44
Asset Forfeiture-Justice	445.00
Construction Agency Fund	6,119.00
Air Quality Improvement Fund	5,931.00
Prop C	41,525.00
CDBG Fund	185.06
Maintenance Grant (075)	13,046.04
ELAC Instructional Serv Prog	4,899.55
Asset Forfeiture - Treasury	17,925.00
Literacy Trust Grant	2,347.00
MTA Monterey Pass Bike Grant	2,940.00
Ground Emergency Medical Transport	4,460.08
Edison Fire- Safe Community Grant	3,881.99

TOTAL	\$ 1,534,002.99
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PASSED, APPROVED AND ADOPTED THE 21ST OF AUGUST 2019.

Hans Liang, 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 21st of August 2019 by the following vote of the Council:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSTAINED:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:

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

ATTACHMENT 2

Warrant Register

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/21/2019

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ADVANCED PROBLEM SOLVING LLC	0349-801-3201-39400	3,250.00	APS ONLINE TRAINING PLATFORM	20-0041	324732	3,250.00
KOMI AKPAWU	0136-801-3101-33250	18.00	POST TRAINING		324756	18.00
AT&T	0010-801-1301-32050	41.27	INTERNET/PHONE SERVICE		324733	
	0010-801-1404-32050	2,251.66	INTERNET/PHONE SERVICE		324733	
	0010-801-1408-32050	1,985.87	INTERNET/PHONE SERVICE		324733	
	0010-801-1801-32050	37.94	INTERNET/PHONE SERVICE		324733	
	0010-801-3112-32050	9,645.55	INTERNET/PHONE SERVICE		324733	
	0010-801-3113-32050	37.94	INTERNET/PHONE SERVICE		324733	
	0010-801-3114-41100	41.26	INTERNET/PHONE SERVICE		324733	
	0010-801-3201-32050	2,584.75	INTERNET/PHONE SERVICE		324733	
	0010-801-4209-32050	577.52	INTERNET/PHONE SERVICE		324733	
	0010-801-6001-32050	553.22	INTERNET/PHONE SERVICE		324733	
	0010-801-6502-32050	361.43	INTERNET/PHONE SERVICE		324733	
	0010-801-6517-32050	41.26	INTERNET/PHONE SERVICE		324733	
	0022-801-4206-32050	864.33	INTERNET/PHONE SERVICE		324733	
	0043-801-1404-32050	1,631.17	INTERNET/PHONE SERVICE		324733	
	0092-801-1404-32050	1,980.71	INTERNET/PHONE SERVICE		324733	
	0092-801-4222-32050	1,095.27	INTERNET/PHONE SERVICE		324733	
	0109-801-6511-32050	139.06	INTERNET/PHONE SERVICE		324733	
	0169-801-2201-32050	185.06	INTERNET/PHONE SERVICE		324733	24,055.27
ROBERT BARRERA	0136-801-3101-33250	18.00	POST TRAINING		324757	18.00
BIG AIR BUENA PARK, LLC	0010-801-6506-31150	1,050.00-	VOID CHECK		324536	1,050.00-
BIGAIR FUN, LLC	0010-801-6506-31150	1,118.00	KIDVENTURE SUMMER TRIP		324758	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/21/2019

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						1,118.00
BRAVO BUSINESS RESOURCES	0010-801-3230-31950	3,740.00	TRANSLATION SERVICES	20-0037	324734	3,740.00
CALIFORNIA ASSOCIATION OF	0065-464	552.00	LTD FIREFIGHTERS		324735	552.00
CALIFORNIA CONTRACT CITIES ASSOCIATION	0010-801-1110-39300	5,300.00	MEMBERSHIP		324748	5,300.00
DAVID CASTELLANO	0136-801-3101-33250	18.00	POST TRAINING		324759	18.00
BENJAMIN CEVALLOS	0136-801-3101-33250	18.00	POST TRAINING		324760	18.00
CHARTER COMMUNICATIONS	0010-801-1404-32050	72.56	INTERNET/CABLE SERVICE		324736	
	0010-801-3112-32050	69.92	INTERNET/CABLE SERVICE		324736	
	0043-801-1404-32050	53.47	INTERNET/CABLE SERVICE		324736	
	0092-801-1404-32050	64.92	INTERNET/CABLE SERVICE		324736	
	0010-801-4210-38400	134.98	INTERNET/CABLE SERVICE		324736	395.85
CITY OF MONTEREY PARK	0092-450-0092-09000	6,341.00	REFUND-WATER DEPOSIT		324716	
	0092-701-0092-07510	6,086.39	REFUND-WATER USAGE		324716	
	0092-701-0092-07510	220.73	REFUND-WATER OVER PAYMENT		324716	475.34
COUNTRY HOME PRODUCTS INC.	0475-801-3201-39400	3,881.99	FIRE- WOOD CHIPPER	20-0040	324761	3,881.99
CSULB FOUNDATION -	0136-801-3101-33250	630.00	VOID CHECK		324558	630.00
	0160-801-3101-39400	199.00	POLICE TRAINING		324752	199.00
	0136-801-3101-33250	146.00	POST TRAINING		324753	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/21/2019

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						146.00
SANDRA CASTILLO DEL MURO	0136-801-3101-33250	200.00	POST TRAINING		324717	200.00
VANESSA DELGADO	0136-801-3101-33250	200.00	POST TRAINING		324718	200.00
DAVID ELLIOTT	0136-801-3101-33250	18.00	POST TRAINING		324762	18.00
EMS PERSONNEL FUND	0010-801-3220-41100	200.00	PARAMEDIC LICENSE		324738	200.00
ARMANDO ESPARZA	0136-801-3101-33250	150.00	POST TRAINING		324739	150.00
FEDERAL EXPRESS CORP.	0010-801-1403-32200	56.47	DELIVERY SERVICES		324763	
	0010-801-1403-32200	31.60	DELIVERY SERVICES		324763	
	0010-801-1403-32200	26.29	DELIVERY SERVICES		324763	
	0010-801-1403-32200	62.60	DELIVERY SERVICES		324763	
	0010-801-1801-32200	25.32	DELIVERY SERVICES		324763	
	0010-801-1801-32200	44.27	DELIVERY SERVICES		324763	
	0043-801-4212-32200	74.84	DELIVERY SERVICES		324763	
	0043-801-4212-32200	56.81	DELIVERY SERVICES		324763	
	0043-801-4212-32200	53.88	DELIVERY SERVICES		324763	
	0043-801-4212-32200	22.19	DELIVERY SERVICES		324763	
	0043-801-4212-32200	93.31	DELIVERY SERVICES		324763	
	0043-801-4212-32200	28.85	DELIVERY SERVICES		324763	576.43
FRANCISCO JAVIER PENA	0010-801-1801-22670	1,100.00	EE APPRECIATION REFRESHMENTS		324740	1,100.00
JOANN FRESCAS	0136-801-3101-33250	18.00	POST TRAINING		324764	18.00

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/21/2019

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
GABRIEL VAZQUEZ	0010-801-6503-22300	315.28	SUMMER PROGRAM BANNERS		324765	
	0010-801-6503-22310	148.04	JUNIOR LIFEGUARD SHIRTS		324765	463.32
STEPHEN GIOVANAZZI	0136-801-3101-33250	18.00	POST TRAINING		324766	18.00
LOUIS GORDON	0152-850-2206-38620	8,700.00	HOME REHAB-420 AVONDALE	19-0383	324754	8,700.00
	0152-850-2206-38620	9,000.00	HOME REHAB-234 W GLEASON	19-0382	324755	9,000.00
	0152-850-2206-38620	7,500.00	HOME REHAB-420 AVONDALE AVE	19-0383	324767	7,500.00
	0152-850-2206-38620	15,500.00	HOME REHAB-234 W GLEASON	19-0382	324768	15,500.00
	0152-850-2206-38620	4,000.00	HOME REHAB-234 W GLEASON	19-0382	324769	4,000.00
	0152-850-2206-38620	14,000.00	HOME REHAB-234 W GLEASON	19-0382	324770	14,000.00
GOVCONNECTION INC.	0042-850-1404-31700	5,125.63	ERP-SOFTWARE LICENSES	19-0391	324771	
	0043-850-1404-31700	5,125.63	ERP-SOFTWARE LICENSES	19-0391	324771	
	0092-850-1404-31700	5,125.63	ERP-SOFTWARE LICENSES	19-0391	324771	
	0010-850-1404-31700	5,125.63	ERP-SOFTWARE LICENSES	19-0391	324771	20,502.52
GOVERNMENT FINANCE OFFICERS	0010-801-1403-31950	425.00	DISTINGUISHED BUDGET AWARD		324719	425.00
TROY GRANT	0136-801-3101-33250	18.00	POST TRAINING		324772	18.00
GRUNING PRECISION	0010-801-3103-22620	1,220.00	POLICE-SUPPLIES		324741	1,220.00

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/21/2019

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MARC GUILLERMO	0136-801-3101-33250	18.00	POST TRAINING		324773	18.00
MATT HALLOCK	0349-801-3201-39400	1,349.40	REIM-NATIONAL FIRE TRAINING		324774	1,349.40
HENSLEY LAW GROUP	0010-850-1601-31600	21,222.45	LEGAL-GENERAL SERVICES		324775	30,863.13
	0010-850-1601-31600	2,490.80	LEGAL-111 N ATLANTIC		324775	
	0010-850-1601-31600	2,992.00	LEGAL-CODE ENFORCEMENT		324775	
	0010-850-1601-31600	60.00	LEGAL-DEV REIMB GOODVIEW		324775	
	0010-850-1601-31600	145.00	LEGAL-FIRST TRANSIT LITIGATION		324775	
	0010-850-1601-31600	3,148.75	LEGAL-GENERAL LITIGATION		324775	
	0010-850-1601-31600	804.13	LEGAL-KINGS INN		324775	
HECTOR HERNANDEZ	0136-801-3101-33250	18.00	POST TRAINING		324776	18.00
HITEN RATANJEE	0349-801-3201-39400	140.00	TRAINING UNIFORMS		324742	140.00
YUPO BOB HUNG	0136-801-3101-33250	18.00	POST TRAINING		324777	18.00
TONY TRAN HUYNH	0136-801-3101-33250	18.00	POST TRAINING		324778	18.00
IZZY FLORES JR.	0136-801-3101-33250	18.00	POST TRAINING		324779	18.00
JAMES P. RODINO	0010-801-3104-31950	4,526.85-	VOID CHECK	19-0030	324293	4,526.85-
	0010-850-3104-31950	4,526.85	BACKGROUND INVESTIGATIONS		324800	4,526.85
ROBERT JULIAN	0136-801-3101-33250	18.00	POST TRAINING		324780	18.00

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/21/2019

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
LEAGUE OF CALIFORNIA CITIES	0043-801-1110-39300	1,260.25	MEMBERSHIP		324749	
	0092-801-1110-39300	89.00	MEMBERSHIP		324749	1,349.25
ANDREW LEE	0010-801-3101-22750	10.50	PETTY CASH-POSTAGE		324781	
	0010-801-3103-22750	61.11	PETTY CASH-MAGNETIC SIGNS		324781	
	0010-801-3104-22750	10.28	PETTY CASH-ZIP TIES		324781	
	0160-801-3101-39400	10.00	PETTY CASH-TRAINING		324781	
	0010-801-3120-39700	8.74	PETTY CASH-PHOTO REPRODUCTION		324781	
	0010-801-3103-38400	24.91	PETTY CASH-CAR WASH#143		324781	
	0010-801-3104-22750	29.37	PETTY CASH-BOXES, TAPES		324781	
	0010-801-3103-22750	19.29	PETTY CASH-TAPES		324781	
	0010-801-3120-22750	76.39	PETTY CASH-MTG SUPPLIES		324781	
	0010-801-3120-39700	96.03	PETTY CASH-NNO 2019 SUPPLIES		324781	
	0010-801-3102-24100	21.89	PETTY CASH-LOCKS/KEYS		324781	
	0010-801-3120-39700	71.15	PETTY CASH-NNO 2019 SUPPLIES		324781	439.66
						200.00
ROBIN LOPEZ	0136-801-3101-33250	200.00	POST TRAINING		324720	
LOS ANGELES COUNTY POLICE	0160-801-3101-39400	200.00	STRATEGIC PLANNING WORKSHOP		324743	
						200.00
LYNN PEAVEY COMPANY	0010-801-3103-22750	63.51	EVIDENCE SUPPLIES		324721	63.51
ANNA MARTINEZ	0092-701-0092-07510	3,005.64	REFUND-WATER PAYMENT		324722	
						3,005.64
MCGRADY, KATHELEEN	0010-801-3210-22750	700.00	FIRE LADDER TESTING		324782	700.00
CITY OF MONTEBELLO	0010-701-0010-01500	198,643.36	SALES TAX SHARING		324723	
						198,643.36

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MONTEREY PARK PETTY CASH	0092-801-4221-23300	34.98	PETTY CASH-PILOT AMR METERS		324744	
	0092-801-4221-39300	96.00	PETTY CASH-PW DAY SUPPLIES		324744	
	0092-801-4221-39300	100.00	PETTY CASH-PW DAY SUPPLIES		324744	
	0092-801-4223-39300	30.22	PETTY CASH-FOOD FOR CREW		324744	
	0092-801-4220-39700	12.00	PETTY CASH-PARKING FEES		324744	
	0075-450-0075-08420	81.79	PETTY CASH-GOLF (TRUST)		324744	
	0010-801-3210-22750	78.30	PETTY CASH-FOOD FOR EVALUATORS		324744	
	0010-801-3230-39700	19.50	PETTY CASH-CERT TRAINING		324744	
	0010-801-1403-22750	78.92	PETTY CASH-ERP MEETING SUPPLIE		324744	
	0075-450-0075-08420	52.65	PETTY CASH-GOLF (TRUST)		324744	
	0010-801-3210-21350	30.65	PETTY CASH-SUPPLIES		324744	615.01
RICKY MUNDER	0136-801-3101-33250	18.00	POST TRAINING		324783	18.00
ORLANDO MURO	0010-801-6503-31150	136.83	SWIMMING SUPPLIES		324784	136.83
NANCY K. BOHL INC.	0136-801-3101-33250	299.00	PD-BASIC PEER SUPPORT TNG		324785	299.00
GEORGE NORIEGA	0092-801-4223-21200	160.00	IPAD SCREENS		324724	
	0092-801-4223-21200	130.00	THERMOSTAT		324724	290.00
JEREMY ORATE	0136-801-3101-33250	18.00	POST TRAINING		324786	18.00
BRIAN PFLUGHOFT	0136-801-3101-33250	18.00	POST TRAINING		324787	18.00
PITNEY BOWES POSTAGE BY PHONE	0010-801-1301-32200	38.30	POSTAGE (TRUST)		324788	
	0010-801-1403-32200	96.66	POSTAGE (TRUST)		324788	
	0010-801-1406-32200	112.30	POSTAGE (TRUST)		324788	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PITNEY BOWES POSTAGE BY PHONE	0010-801-3240-32200	9.95	POSTAGE (TRUST)		324788	
	0010-801-1801-32200	12.20	POSTAGE (TRUST)		324788	
	0010-801-1802-32200	17.45	POSTAGE (TRUST)		324788	
	0010-801-3101-32200	22.75	POSTAGE (TRUST)		324788	
	0010-801-3102-32200	10.20	POSTAGE (TRUST)		324788	
	0010-801-3104-32200	29.44	POSTAGE (TRUST)		324788	
	0010-801-3113-32200	26.68	POSTAGE (TRUST)		324788	
	0010-801-3114-32200	99.05	POSTAGE (TRUST)		324788	
	0010-801-3120-32200	8.00	POSTAGE (TRUST)		324788	
	0010-801-3201-32200	1.00	POSTAGE (TRUST)		324788	
	0010-801-3205-32200	36.15	POSTAGE (TRUST)		324788	
	0010-801-3210-32200	3.15	POSTAGE (TRUST)		324788	
	0010-801-3220-32200	3.65	POSTAGE (TRUST)		324788	
	0010-801-6001-32200	24.50	POSTAGE (TRUST)		324788	
	0010-801-6502-32200	2.60	POSTAGE (TRUST)		324788	
	0043-801-1201-32200	3.00	POSTAGE (TRUST)		324788	
	0152-801-1405-32200	1.45	POSTAGE (TRUST)		324788	
	0043-801-4212-32200	25.80	POSTAGE (TRUST)		324788	
	0075-450-0075-09230	102.90	POSTAGE (TRUST)		324788	
	0092-801-1201-32200	3.50	POSTAGE (TRUST)		324788	
						690.68
ALICE PORTER	0136-801-3101-33250	200.00	POST TRAINING		324725	
						200.00
PROGRESSIVE SOLUTIONS INC	0092-801-4221-38400	5,311.70	BUSINESS LIC, CASHIER SOFTWARE	20-0044	324726	
	0092-801-1406-38400	6,586.33	BUSINESS LIC, CASHIER SOFTWARE	20-0044	324726	
						11,898.03
RAQUEL RICHARDS	0010-801-1801-39550	59.91	PETTY CASH-FIRE ASSES		324727	
	0010-801-1801-39550	50.94	PETTY CASH-SUPPLIES		324727	
	0010-801-1801-39550	29.98	PETTY CASH-SUPPLIES		324727	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
RAQUEL RICHARDS	0010-801-1801-39550	28.53	PETTY CASH-ORAL BOARDS		324727	
	0010-801-1801-39550	20.87	PETTY CASH-REFRESHMENTS		324727	
	0010-801-1802-39400	58.52	PETTY CASH-REFRESHMENTS		324727	
	0010-801-1802-39400	35.01	PETTY CASH-REFRESHMENTS		324727	283.76
JOHN REZA	0160-801-3101-39400	36.00	POLICE TRAINING		324728	36.00
RIVERSIDE COUNTY SHERIFFS DEPT	0136-801-3101-33250	208.00	POST TRAINING		324729	208.00
EVERARDO ROMO	0136-801-3101-33250	18.00	POST TRAINING		324789	18.00
RUDY CONTRERAS	0136-801-3101-33250	18.00	POST TRAINING		324790	18.00
DANNY SALAZAR	0136-801-3101-33250	90.00	POST TRAINING		324730	90.00
SAN GABRIEL VALLEY COUNCIL OF GOVT	0010-801-1110-39300	23,015.39	MEMBERSHIP		324750	
	0166-801-1110-39300	5,000.00	MEMBERSHIP		324750	28,015.39
JEFFREY SANCHEZ	0136-801-3101-33250	18.00	POST TRAINING		324791	18.00
JAY SILVERMAN	0136-801-3101-33250	18.00	POST TRAINING		324792	18.00
GARY SIMS	0136-801-3101-33250	200.00	POST TRAINING		324731	200.00
	0136-801-3101-33250	18.00	POST TRAINING		324793	18.00
CANG KY SOU	0136-801-3101-33250	18.00	POST TRAINING		324794	18.00

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
SOUTHERN CALIFORNIA	0092-801-1110-39300	5,000.00	MEMBERSHIP		324751	
	0043-801-1110-39300	1,399.00	MEMBERSHIP		324751	6,399.00
LISA UNG	0010-801-1801-22670	135.00	ICE CREAM SOCIAL		324745	135.00
UNITED STATES POSTAL SERVICE	0092-801-6509-31880	12,000.00	CASCADES POSTAGE	20-0046	324746	12,000.00
TONY URICH	0136-801-3101-33250	18.00	POST TRAINING		324795	18.00
MARICELA VASQUEZ	0010-801-6506-22750	400.00	DAY CARE SUPPLIES		324747	400.00
RYAN WEDDLE	0060-801-3210-38400	201.93	FIRE - ENGINE SUPPLIES		324796	201.93
WEX BANK	0060-801-4211-22250	2,364.98	CHEVRON GASOLINE - JUNE 2019		324797	
	0060-801-4211-22250	1,905.74	CHEVRON GASOLINE - JULY 2019		324797	4,270.72
TIM WISNIEWSKI	0136-801-3101-33250	18.00	POST TRAINING		324798	18.00
SWAIN WUKELICH	0136-801-3101-33250	18.00	POST TRAINING		324799	18.00
TOTAL FOR PREPAID WARRANTS						428,962.02
PRINTED		428,962.02				

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
"CIVIC PLUS" AND "EPOWEREDSCHOOLS"	0043-801-6509-31850	1,580.98	ANNUAL FEE MAINT 7/1/19-6/30/2	20-0025	736 **	
	0092-801-6509-31850	1,581.00	ANNUAL FEE MAINT 7/1/19-6/30/2	20-0025	736 **	
	0010-801-6509-31850	1,460.12	ANNUAL FEE MAINT 7/1/19-6/30/2	20-0025	736 **	4,622.10
ADMINISTRATIVE SOFTWARE	0445-801-6005-40500	2,347.00	ANNUAL MAINTENANCE AND SUPPORT		737 **	2,347.00
ANGELINA ALFINITO	0159-801-6507-31910	362.45	INSTRUCTOR-RECREATION CLASS		324801	362.45
ALHAMBRA CAR WASH	0060-801-4211-38400	1,008.00	CAR WASH - JUNE 2019		324802	1,008.00
ALLSTAR FIRE EQUIPMENT INC.	0010-801-3210-22300	175.88	BUNKER BOOTS		738 **	
	0010-801-3210-22300	500.42	WILDLAND BOOKS		738 **	
	0010-801-3210-22300	796.51	FIRE HOOD AND RATCHET STRAPS		738 **	
	0010-801-3210-22300	828.01	BRUSH GEAR		738 **	2,300.82
AMERICAN RED CROSS	0010-801-6503-22300	266.00	LIFEGUARD CERTIFICATES		739 **	266.00
APWA	0010-801-4214-39300	25.00	RENEWAL MEMBERSHP		324803	
	0010-801-4212-39300	77.50	RENEWAL MEMBERSHP		324803	
	0092-801-4222-39300	75.00	RENEWAL MEMBERSHP		324803	
	0092-801-4223-39300	75.00	RENEWAL MEMBERSHP		324803	252.50
ARAMARK UNIFORM & CAREER APPAREL GF	0010-801-3210-39050	26.32	UNIFORM CLEANING		740 **	
	0010-801-3210-39050	13.17	UNIFORM CLEANING		740 **	
	0060-801-4211-22300	62.34	UNIFORMS		740 **	
	0060-801-4211-22300	62.34	UNIFORMS		740 **	164.17
AT&T	0092-801-4222-32050	179.47	DELTA SERVICES 06/10/2019 - 07		324804	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						179.47
ATHENS SERVICES	0043-801-4208-41200	403,363.58	REFUSE COLLECTION SERVICES		324805	403,363.58
B W GRAPHICS	0092-801-4221-39250	87.61	BUSINESS CARDS-CESAR, CRISTINA		324806	
	0010-801-3111-39250	129.22	BUSINESS CARDS-WILLIAM, CHRISIT		324806	
	0010-801-6001-39250	44.90	BUSINESS CARDS-DIANA GARCIA		324806	
	0010-801-6502-39250	58.01	BUSINESS CARDS-BARBARA NGAI		324806	319.74
BATTERY SYSTEMS, INC	0060-801-3210-38400	117.89	BATTERIES FOR USAR VEHICLE		324807	
	0060-801-3210-38400	1,183.93	BATTERIES FOR USAR VEHICLE		324807	1,301.82
KATALINA BELTRAN	0159-801-6507-31910	2,900.96	INSTRUCTOR-RECREATION CLASS		741 **	2,900.96
CAL.STATE LA METROLINK STATION AUTH	0166-801-4201-41100	36,525.00	METROLINK JPA ANNUAL DUES		324808	36,525.00
CALIFORNIA FITNESS SOURCE INC	0010-801-6505-38400	150.00	FITNESS EQUIPMENT MAINTENANCE		742 **	150.00
CALIFORNIA LIBRARY ASSOCIATION	0010-801-6001-39300	750.00	LIBRARY MEMBERSHIP 7/16/19 - 7		324809	750.00
CALIFORNIA MUNICIPAL	0010-801-1403-39300	95.00	CMTA MEMBERSHIP		324810	95.00
CALIFORNIA STATEWIDE COMMUNITIES	0012-801-5102-31850	1,895.25	TRUST FEE		324811	1,895.25
CALIFORNIA TRANSPORT	0060-801-4211-23500	158.78	UNIT 906 - ALTERNATOR		324812	158.78
CALIFORNIA WATER SERVICE CO.	0092-801-4222-36300	15.81	WATER SERVICE		324813	
	0092-801-4222-36300	86.84	WATER SERVICE		324813	
	0092-801-4222-36300	15.81	WATER SERVICE		324813	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CALIFORNIA WATER SERVICE CO.	0092-801-4222-36300	42.45	WATER SERVICE		324813	160.91
CALOX, INC	0010-801-3220-24200	29.75	CYLINDER OXYGEN		743 **	
	0010-801-3220-24200	21.25	CYLINDER OXYGEN		743 **	51.00
CAMPBELL PET COMPANY	0010-801-3111-22750	254.26	PERSONALIZED LEASHES		324814	254.26
CANON FINANCIAL SERVICES, INC.	0010-801-3210-37500	1,740.48	COPIER MACHINE RENTAL		744 **	
	0010-801-4209-37500	764.82	COPIER MACHINE RENTAL		744 **	
	0010-801-4209-37500	166.30	COPIER MACHINE RENTAL		744 **	
	0010-801-1403-37500	1,693.78	COPIER MACHINE RENTAL		744 **	
	0010-801-6505-39250	186.57	COPIER C5235LANGLEY		744 **	4,551.95
CANON SOLUTIONS AMERICA, INC	0010-801-6505-39250	290.20	COPIER C5235 - LANGLEY		745 **	
	0109-801-6511-22750	316.23	COPIER C5235 - LANGLEY		745 **	606.43
CERTIFIED ROOFING SPECIALISTS	0010-701-0010-06340	126.07	REFUND OF ROOF INSPECTION		324815	126.07
WINNIE WU CHANG	0010-701-0010-08025	130.82	TRIP CANCELLATION		324816	130.82
COUNTY OF LOS ANGELES	0010-701-0010-08100	2,948.28	LAFCO ANNUAL SHARED EXPENSES		324817	2,948.28
CURVATURE, INC.	0010-801-3115-38400	608.00	SERVER MAINTENANCE		324818	608.00
DAMEWOOD CONSULTING GROUP	0010-801-1802-39400	500.00	EMPLOYEE SAFETY TRAINING		324819	500.00
DATA WEST CORPORATION	0092-801-4222-38400	360.00	WATER BILLING MAINTNEANCE		324820	360.00

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
DEPT OF TRANSPORTATION	0022-801-4206-41100	5,282.11	SIGNALS & LIGHTING		324821	5,282.11
DIRECTV, LLC	0010-801-3230-32050	137.24	CABLE SERVICES FOR EOC		324822	137.24
DISASTER MANAGEMENT SYSTEMS INC	0010-801-3230-39460	208.93	VICTIM CARDS FOR MASS CASUALTY		324823	208.93
DIVERSIFIED ALARM SERVICE	0010-801-3115-38400	565.00	SOFTWARE MAINTENANCE		746 **	565.00
DUKE SERVICE COMPANY	0010-801-6505-38400	394.17	LANGLEY SUPPLIES-TANK HEATER		324824	394.17
GEORGE DUONG	0159-801-6507-31910	787.80	INSTRUCTOR-RECREATION CLASS		324825	787.80
ECHOSAT, INC.	0010-701-0010-06940	39.95	CNG STATION MERCHANT FEE		324826	39.95
DEAN N EDDOW	0159-801-6507-31910	639.45	INSTRUCTOR-RECREATION CLASS		324827	639.45
ELIE FARAH INC	0092-801-4225-82264	1,100.00	WATER SYS IMPROVEMENT		324828	1,100.00
ELLIOTT AUTO SUPPLY CO., INC.	0060-801-4211-23500	853.99	UNIT 854-FUEL INJECTOR		324829	861.23
	0060-801-4211-23500	7.24	UNIT 049-PAN GASKET		324829	
EMPIRE CLEANING SUPPLY	0010-801-6502-22150	491.40	JANITORIAL SUPPLIES-BARNES PK		324830	1,578.57
	0010-801-6505-22150	430.60	JANITORIAL SUPPLIES-LANGLEY		324830	
	0010-801-6001-22150	656.57	JANITORIAL SUPPLIES-LIBRARY		324830	
GABRIEL ESCARSEGA	0010-801-3103-22310	174.98	UNIFORM REIMBURSEMENT-PANT/SH		324831	174.98
EUROFINS EATON ANALYTICAL, INC.	0093-801-4231-31950	215.00	WATER ANALYSIS		324832	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						215.00
FAIRWAY FORD SALES, INC.	0060-850-4211-54100	32,099.92	UNIT 157-2019 FORD-F-350	19-0333	324833	32,099.92
FORD OF MONTEBELLO	0060-801-4211-23500	56.26	UNIT 040-SUNVISOR HOLDER		324834	
	0060-801-4211-23500	520.13	UNIT 994-INSTRUMENT CLUSTER		324834	576.39
WINNIE FUNG	0159-801-6507-31910	231.66	INSTRUCTOR-RECREATION CLASS		324835	231.66
GALLADE CHEMICAL, INC.	0092-801-4222-23300	382.76	WATER SUPPLIES-SODIUM CHLORIDE		324836	382.76
GALLS, LLC	0010-801-3210-22310	11.99	UNIFORM - D CLINE		747 **	
	0010-801-3210-22310	89.94	UNIFORM - R WEDDLE		747 **	
	0010-801-3205-22310	61.22	UNIFORM - C GOMEZ		747 **	
	0010-801-3205-22310	111.01	UNIFORM - C GOMEZ		747 **	274.16
GEORGE G BOGHOSSIAN & ASSO INC	0161-450-4212-06910	6,119.00	PLAN CHECK	20-0035	748 **	6,119.00
STEPHEN GIOVANAZZI	0010-801-3103-22310	725.00	UNIFORM REIMBURSEMENT		324837	725.00
JOSE E. GIRON	0159-801-6507-31910	184.73	INSTRUCTOR-RECREATION CLASS		324838	184.73
GRICELDA GOMEZ	0010-801-3210-39050	6.38	UNIFORM CLEANING-C GOMEZ		324839	
	0010-801-3210-39050	25.00	UNIFORM CLEANING-C GOMEZ		324839	
	0010-801-3210-39050	15.69	UNIFORM CLEANING-C GOMEZ		324839	47.07
GOUDY HONDA	0060-801-4211-38400	140.00	UNIT 961 - SEAT BELT		324840	140.00
GOVCONNECTION INC.	0010-801-1404-22750	50.98	ERP SUPPLIES - BATTERY		324841	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
GOVCONNECTION INC.	0010-801-1404-22750	20.50	ERP SUPPLIES - USB CABLE		324841	
	0010-801-1404-22750	23.19	ERP SUPPLIES - BATTERY		324841	
	0010-801-1404-22750	41.58	ERP SUPPLIES - BATTERY		324841	
	0010-801-1404-22750	22.83	ERP SUPPLIES - USB CABLE		324841	
	0010-801-1404-38400	747.50	ERP SUPPLIES-ANTIVIRUS LICENSE		324841	
	0010-801-6502-31700	640.60	RECREATION-ADOBE SUBSCRIPTION		324841	
	0010-850-4212-21200	57.40	PW-AUTOCAD SOFTWARE		324841	
	0010-850-4212-21250	1,000.35	PW-AUTOCAD SOFTWARE		324841	
	0043-850-4212-21250	654.83	PW-AUTOCAD SOFTWARE		324841	
	0010-850-4212-39250	386.53	PW-AUTOCAD SOFTWARE		324841	
	0092-850-4220-39250	25.85	PW-AUTOCAD SOFTWARE		324841	
	0092-850-4222-24150	1,268.54	PW-AUTOCAD SOFTWARE		324841	
	0092-850-4221-24150	494.51	PW-AUTOCAD SOFTWARE		324841	
	0092-850-4223-24150	191.00	PW-AUTOCAD SOFTWARE		324841	
	0010-801-3201-24150	160.15	FIRE-ADOBE SUBSCRIPTION		324841	
	0349-801-3201-39400	160.15	FIRE-ADOBE SUBSCRIPTION		324841	
	0010-801-3205-24150	320.30	FIRE-ADOBE SUBSCRIPTION		324841	
	0010-801-3240-21350	160.15	FIRE-ADOBE SUBSCRIPTION		324841	
						6,426.94
GRAND PRIX TIRE & AUTO CENTER	0060-801-4211-38400	60.00	UNIT 077 - ALIGNMENT		324842	
						60.00
GRANICUS, INC	0010-801-6509-38400	3,500.00	MPKTV STREAMING SERVICES	20-0024	749 **	
	0010-801-6509-31950	1,300.00	MPKTV STREAMING SERVICES	20-0024	749 **	
	0043-801-6509-31850	483.96	MPKTV STREAMING SERVICES	20-0024	749 **	
						5,283.96
GRM INFORMATION MANAGEMENT	0010-801-3114-38400	279.00	DOC. MANAGEMENT SUBSCRIPTION	20-0034	324843	
						279.00
HUAMIN GUO	0010-701-0010-08025	130.82	REFUND-RECREATION TRIP CANCEL		324844	
						130.82

** Indicates an ACH-Payment transaction

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
H & H AUTO PARTS WHOLESALE	0060-801-4211-23500	23.70	UNIT 049-TRANS OIL FILTER ASSY	20-0018	324845	23.70
HACH COMPANY (AKA ELE	0092-801-4222-23700	1,067.26	WATER ANALYSIS SUPPLIES		324846	1,067.26
HAROLD'S KEY SHOP, INC.	0010-801-6001-38400	504.23	KEY/LOCK SERVICES		750 **	504.23
HARRINGTON INDUSTRIAL PLASTICS LLC	0092-801-4222-23700	15.33	WATER SUPPLIES		751 **	
	0093-801-4227-23300	1,341.66	WATER SUPPLIES		751 **	1,356.99
LISA HOUANG	0010-801-1801-33200	700.00	CLAIM SETTLEMENT		324847	700.00
QIYUE HUANG	0010-701-0010-07630	63.60	SWIMMING CLASS REFUND		324848	63.60
INTERWEST CONSULTING GROUP, INC	0010-801-4214-31950	380.00	PLAN CHECK SERVICES	20-0009	752 **	
	0010-801-4214-31950	1,340.00	PLAN CHECK SERVICES	20-0009	752 **	
	0010-850-1703-31950	4,430.00	PLAN CHECK SERVICES	19-0266	752 **	6,150.00
IP LEARNING CENTER	0159-801-6507-31910	1,047.00	INSINSTRUCTOR-RECREATION CLASS		324849	1,047.00
SHELLY MARIE ISHIDA	0159-801-6507-31910	472.95	INSTRUCTOR-RECREATION CLASS		324850	472.95
JEANINE CARR	0159-801-6507-31910	835.90	INSTRUCTOR-RECREATION CLASS		324851	835.90
JEDA WORKS	0152-850-2206-38650	552.50	HOUSING REHAB SERVICES	19-0196	324852	
	0152-850-2206-38650	617.50	HOUSING REHAB SERVICES	19-0196	324852	
	0152-850-2206-38650	715.00	HOUSING REHAB SERVICES	19-0196	324852	
	0152-850-2206-38650	390.00	HOUSING REHAB SERVICES	19-0196	324852	
	0152-850-2206-38650	390.00	HOUSING REHAB SERVICES	19-0196	324852	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
JEDA WORKS	0152-850-2206-38650	877.50	HOUSING REHAB SERVICES	19-0196	324852	
	0152-850-2206-38650	780.00	HOUSING REHAB SERVICES	19-0196	324852	
	0152-801-1405-31850	1,105.00	HOUSING REHAB SERVICES		324852	5,427.50
RICHARD KAGEYAMA	0159-801-6507-31910	279.30	INSTRUCTOR-RECREATION CLASS		324853	279.30
GABRIELA KASANJIAN	0159-801-6507-31910	372.06	INSTRUCTOR-RECREATION CLASS		324854	372.06
KNIGHT COMMUNICATIONS INC	0093-801-4226-38400	167.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0010-801-6502-38400	797.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0010-801-6001-38400	1,083.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0092-801-4220-38400	1,417.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0093-801-4227-38400	167.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0042-801-4204-38400	358.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0022-801-4202-38400	556.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0010-801-3201-38400	952.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0010-801-3115-38400	1,727.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0043-801-4212-38400	333.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0094-801-4231-38400	167.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0094-801-4230-38400	167.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0094-801-4229-38400	167.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0094-801-4227-38400	167.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0094-801-4226-38400	167.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0093-801-4231-38400	167.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0093-801-4230-38400	167.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0060-801-4211-38400	1,238.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0092-801-4210-38400	208.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0010-801-1801-38400	778.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0010-801-1703-38400	400.00	IT MANAGEMENT SERVICE	20-0032	324855	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
KNIGHT COMMUNICATIONS INC	0010-801-1702-38400	400.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0010-801-1701-38400	400.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0092-801-1404-38400	713.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0043-801-1404-38400	463.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0010-801-1404-38400	380.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0010-801-1301-38400	527.00	IT MANAGEMENT SERVICE	20-0032	324855	
	0362-801-3115-31700	8,962.50	IT MANAGEMENT SERVICE	20-0032	324855	
	0010-801-3115-31700	1,537.50	IT MANAGEMENT SERVICE	20-0032	324855	
	0362-801-3115-31700	8,962.50	IT MANAGEMENT SERVICE	20-0032	324855	
	0010-801-3115-31700	1,537.50	IT MANAGEMENT SERVICE	20-0032	324855	
	0093-801-4229-38400	167.00	IT MANAGEMENT SERVICE	20-0032	324855	
						35,400.00
KNOWLES-MCNIFF	0094-801-4226-31700	84.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0010-801-1404-31700	5,006.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0010-801-3115-31700	599.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0010-801-3220-31700	209.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0010-801-6001-31700	803.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0043-801-1404-31700	1,571.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0092-801-1404-31700	1,964.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0092-801-4221-31700	989.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0093-801-4226-31700	204.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0093-801-4227-31700	241.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0093-801-4229-31700	193.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0093-801-4230-31700	204.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0093-801-4231-31700	246.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0094-801-4231-31700	53.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0094-801-4230-31700	42.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0094-801-4229-31700	40.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	
	0094-801-4227-31700	52.00	FINANCE SOFTWARE MAINT- AUGUST		753 **	

** Indicates an ACH-Payment transaction

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						12,500.00
KZRW LEE INC	0010-850-1403-31950	6,766.76	BUDGET BOOKS		754 **	6,766.76
LANGUAGE LINE SERVICES	0010-801-3112-32050	173.90	INTERPRETATION SERVICES		324856	173.90
LAWN MOWER CORNER/KNG POWER EQUIPME	0060-801-4211-38400	73.63	CHAIN SAW REPAIR		324857	
	0092-801-4222-23700	54.71	WATER SUPPLIES		324857	128.34
LAWSON PRODUCTS, INC	0060-801-4211-23500	82.95	STOCK-CONNECTORS		324858	82.95
LIBSOURCE, LLC	0010-801-6006-31950	1,102.00	LIBRARIAN SERVICES		324859	1,102.00
LINCOLN EQUIPMENT INC.	0010-801-6503-23050	498.23	POOL CHEMICALS	20-0058	324860	
	0010-801-6503-23050	613.20	POOL CHEMICALS	20-0058	324860	
	0010-801-6503-23050	423.33	POOL CHEMICALS		324860	
	0010-801-6503-23050	519.36	POOL CHEMICALS		324860	
	0010-801-6503-31150	94.38	POOL CHEMICALS		324860	
	0010-801-6503-31150	112.71	POOL CHEMICALS		324860	
	0010-801-6503-31150	80.00	POOL CHEMICALS		324860	
	0010-801-6503-31150	532.11	POOL CHEMICALS		324860	
	0010-801-6503-31150	322.28	POOL CHEMICALS		324860	
	0010-801-6503-23050	171.13	POOL CHEMICALS	20-0058	324860	
	0010-801-6503-23050	337.02	POOL CHEMICALS	20-0058	324860	
	0010-801-6503-23050	619.20	POOL CHEMICALS	20-0058	324860	
	0010-801-6503-23050	719.80	POOL CHEMICALS	20-0058	324860	
	0010-801-6503-23050	451.52	POOL CHEMICALS	20-0058	324860	
	0010-801-6503-23050	796.45	POOL CHEMICALS	20-0058	324860	
	0010-801-6503-23050	441.83	POOL CHEMICALS	20-0058	324860	

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LINCOLN EQUIPMENT INC.	0010-801-6503-23050	355.93	POOL CHEMICALS	20-0058	324860	
	0010-801-6503-23050	648.08	POOL CHEMICALS	20-0058	324860	7,736.56
LOGAN SUPPLY CO., INC.	0092-801-4223-23350	1,707.11	WATER SUPPLIES		324861	1,707.11
ROBIN LOPEZ	0010-801-3103-22310	96.55	REIMBURSEMENT		324862	96.55
LOS ANGELES COUNTY SHERIFF'S DEPART	0010-801-3113-22600	597.75	INMATE MEAL SERVICE	20-0043	324863	597.75
LU'S LIGHTHOUSE, INC.	0060-801-4211-23500	139.95	HEADLIGHT FLASHER		324864	
	0060-801-3210-38400	78.08	LIGHT BULB		324864	218.03
CAROLE MAA	0075-450-0075-08630	300.00	SECURITY DEPOSIT REFUND		324865	300.00
MARTIN FLORIST	0010-801-6508-31990	219.00	MEMORIAL DAY WREATH		324866	219.00
PETER MORRIS	0159-801-6507-31910	387.66	INSTRUCTOR-RECREATION CLASS		324867	387.66
MOTOROLA SOLUTIONS, INC	0010-801-3112-38400	101,447.06	POLICE COMMUNICATIONS SERVICES	20-0007	324868	101,447.06
MUSICGEM	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)		755 **	
	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)		755 **	
	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)		755 **	
	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)		755 **	760.00
NADA BUS, INC	0109-801-4201-31950	1,250.00	KIDVENTURE CAMP TRIP		324869	
	0109-801-4201-31950	1,015.00	LANGLEY SENIOR TRIP		324869	2,265.00

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MARGARET NALBANDIAN	0159-801-6507-31910	2,840.32	INSTRUCTOR-RECREATION CLASS		756 **	
	0159-801-6507-31910	1,600.80	INSTRUCTOR-RECREATION CLASS		756 **	
						4,441.12
NED R HEALY & CO	0060-801-4211-23500	111.22	SHOP SUPPLIES		324870	
						111.22
NEW CENTURY MOTORSPORTS LLC	0060-801-4211-38400	548.72	UNIT 122-R&R TIRES		324871	
	0060-801-4211-38400	883.70	UNIT 104-36K PM		324871	
	0060-801-4211-38400	258.50	UNIT 146-6K PM		324871	
	0060-801-4211-38400	265.58	UNIT 122-1 YEAR PM		324871	
						1,956.50
O'REILLY AUTO PARTS, LLC	0060-801-4211-23500	3.06	AIR HOSE COUPLER	20-0016	757 **	
						3.06
OFFICE DEPOT INC.	0010-801-4209-21350	49.24	STREET SUPPLIES		324872	
	0010-801-4209-21350	60.85	STREET SUPPLIES		324872	
	0010-801-6001-21350	128.05	PAPERS		324872	
	0010-801-3210-21350	429.19	TONER CARTRIDGES & STAPLES		324872	
	0010-801-3210-21350	45.13	BATTERIES, DESKMAT ETC		324872	
	0010-801-3210-21250	87.73	COPY PAPER		324872	
	0010-801-6505-21250	223.08	RECREATION SUPPLIES		324872	
	0010-801-6505-21250	68.35	RECREATION SUPPLIES		324872	
	0092-801-4212-21350	119.51	ENGINEERING SUPPLIES		324872	
	0010-801-3114-21350	960.51	RECORDS SUPPLIES		324872	
	0010-801-3114-21350	60.21	RECORDS SUPPLIES		324872	
	0010-801-3114-21300	236.45	RECORDS SUPPLIES		324872	
	0010-801-6505-21250	102.37	PRINTER TONER		324872	
	0010-801-6505-21250	86.49-	PRINTER TONER CREDIT		324872	
	0010-801-6505-21250	172.99-	PRINTER TONER CREDIT		324872	
	0010-801-6505-21250	134.85	PRINTER TONER		324872	
						2,446.04

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
NELSON ONG	0159-801-6507-31910	1,141.56	INSTRUCTOR-RECREATION CLASS		324873	1,141.56
PARKHOUSE TIRE SERVICES, INC.	0060-801-4211-23500	1,955.47	TIRES		758 **	1,955.47
ISMAEL PEREZ	0159-801-6507-31910	2,684.64	INSTRUCTOR-RECREATION CLASS		324874	2,684.64
JANINE PINEDA	0075-450-0075-08630	300.00	SECURITY DEPOSIT REFUND		324875	300.00
PRIORITY LANDSCAPE SERVICES	0344-801-5002-99290	1,925.00	LANDSCAPE SERVICES		759 **	
	0344-801-5002-99290	865.00	LANDSCAPE SERVICES		759 **	
	0344-801-5002-99290	2,232.00	LANDSCAPE SERVICES		759 **	
	0344-801-5002-99290	1,395.00	LANDSCAPE SERVICES		759 **	
	0344-801-5002-99290	2,320.00	LANDSCAPE SERVICES		759 **	
	0344-801-5002-99290	994.52	LANDSCAPE SERVICES		759 **	
	0344-801-5002-99290	2,320.00	LANDSCAPE SERVICES		759 **	
	0344-801-5002-99290	994.52	LANDSCAPE SERVICES		759 **	
						13,046.04
PROMOTIONAL DESIGN CONCEPTS, INC.	0010-801-3102-22750	192.50	TABLE COVER		324876	192.50
PROSOURCE FACILITY SUPPLY	0092-801-1407-38250	765.41	JANITORIAL SUPPLIES		324877	765.41
PUI SHEUNG YUK	0159-801-6507-31910	2,966.09	INSTRUCTOR-RECREATION CLASS		760 **	2,966.09
MANUEL REYES	0159-801-6507-31910	1,567.68	INSTRUCTOR-RECREATION CLASS		324878	1,567.68
RKA CONSULTING GROUP	0010-850-5004-96095	2,042.50	FIRE STATION 63 SLOPE	19-0408	324879	2,042.50
SA ASSOCIATES	0042-850-5002-82266	5,181.20	ATLANTIC WATER/SEWER IMPROVMEN	19-0113	761 **	

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SA ASSOCIATES	0092-850-4224-82266	11,888.40	ATLANTIC WATER/SEWER IMPROVMEN	19-0113	761 **	17,069.60
SACRAMENTO METROPOLITAN FIRE DISTR	0465-701-0465-05400	2,193.26	FIRE GEMT PROGRAM FEE		324880	
	0465-701-0465-05400	2,266.82	FIRE GEMT PROGRAM FEE		324880	4,460.08
SAFETY KLEEN SYSTEM, INC.	0060-801-4211-38400	409.09	WASHER PARTS		324881	409.09
SAN GABRIEL VALLEY COUNCIL OF GOVT	0043-801-4203-31950	14,736.00	CIMP, EWMP REIMBURSEMENT		762 **	14,736.00
SAN GABRIEL VALLEY MUNICIPAL WATER	0094-801-4226-42200	200,000.00	DEBT SERVICE PAYMENT- NO. 10		324882	200,000.00
SAN LUIS BUTANE DISTRIBUTORS, INC	0060-801-4211-22250	40.25	UNIT 091		324883	
	0060-801-4211-22250	67.68	BUS 107		324883	
	0060-801-4211-22250	65.01	BUS 107		324883	
	0060-801-4211-22250	42.54	BUS 107		324883	
	0060-801-4211-22250	67.24	BUS 107		324883	
	0060-801-4211-22250	71.19	BUS 107		324883	
	0060-801-4211-22250	61.68	BUS 107		324883	415.59
SCANTRON CORPORATION	0142-801-6005-38400	1,081.00	ANNUAL MAINTENANCE AGREEMENT		763 **	1,081.00
SECURITY SIGNAL DEVICES INC	0010-801-4210-38400	2,001.69	ALARM SERVICES		764 **	
	0092-801-4222-31950	644.81	ALARM SERVICES		764 **	
	0092-801-4222-31950	1,031.69	ALARM SERVICES		764 **	3,678.19
ANDREW SERRANO	0159-801-6507-31910	58.21	INSTRUCTOR-RECREATION CLASS		324884	58.21
JASMINE SIU	0159-701-0159-07040	96.75	CLASS REFUND		324885	

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						96.75
SMART ENERGY SYSTEMS LLC	0092-850-4225-82261	1,225.00	FLEET MANAGEMENT SERVICES	19-0327	765 **	
	0092-850-4223-31950	1,275.00	FLEET MANAGEMENT SERVICES	19-0353	765 **	
	0092-850-4225-82261	1,000.00	FLEET MANAGEMENT SERVICES	19-0353	765 **	
	0092-850-4223-31950	923.00	FLEET MANAGEMENT SERVICES	19-0353	765 **	
						4,423.00
SOUTHERN CALIFORNIA GAS COMPANY	0109-801-5002-96067	2,757.00	CST MAINTENANCE FEE	20-0049	324886	
	0109-801-5002-96067	5,931.00	CST SERVICE FEE	20-0049	324886	
	0165-801-5002-96067	5,931.00	CST SERVICE FEE	20-0049	324886	
						14,619.00
STATUS ONE MEDICAL INC	0092-801-4222-23700	51.46	WATER SUPPLIES		766 **	
						51.46
JIA FANG SU	0159-801-6507-31910	617.89	INSTRUCTOR-RECREATION CLASS		324887	
						617.89
SUPREME TROPHIES & GIFTS CO.	0010-801-4213-39250	16.43	NAMEPLATE		324888	
						16.43
PETER THAI	0159-801-6507-31910	1,552.80	INSTRUCTOR-RECREATION CLASS		324889	
						1,552.80
THE SAUCE CREATIVE SERVICES CORP	0159-801-6507-31970	258.05	PICKLEBALL/BADMINTON RULE SIGN		324890	
	0159-801-6507-31970	208.05	TENNIS COURT RULE SIGNS		324890	
						466.10
THORSON MOTOR CENTER	0060-801-4211-23500	912.58	AC SYSTEM-UNIT 937		324891	
						912.58
TOM'S CLOTHING & UNIFORMS INC	0010-801-3102-22310	291.27	UNIFORMS-A. LEO		324892	
	0010-801-3104-22310	47.09	UNIFORMS-V. DELGADO		324892	
	0010-801-3112-22310	60.23	UNIFORMS-V. CARTER		324892	
	0010-801-3112-22310	60.23	UNIFORMS-V. HERRERA		324892	
	0010-801-3103-22310	19.71	UNIFORMS-B. CEVALLOS		324892	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TOM'S CLOTHING & UNIFORMS INC	0010-801-3103-22310	288.81	UNIFORMS-B. CEVALLOS		324892	
	0010-801-3103-22310	233.17	UNIFORMS-J. CHEN		324892	
	0010-801-3103-22310	229.94	UNIFORMS-F. DUKE		324892	
	0010-801-3103-22310	313.14	UNIFORMS-G. ESCARSEGA		324892	
	0010-801-3103-22310	71.16	UNIFORMS-R. LOPEZ		324892	
	0010-801-3103-22310	26.28	UNIFORMS-R. LOPEZ		324892	
	0010-801-3103-22310	505.85	UNIFORMS-J. ORATE		324892	
	0010-801-3103-22310	218.98	UNIFORMS-B. PFLUGHOFT		324892	2,365.86
LAURA R. TORRES-HOAGLAND	0159-801-6507-31910	197.73	INSTRUCTOR-RECREATION CLASS		324893	197.73
TRANSTECH	0010-801-4212-31950	350.00	PROJ 19221 ATLANTIC BLVD BANNE		324894	
	0010-801-5004-99730	4,748.30	18432 MP FIRE STATION 62	20-0072	324894	
	0010-801-5004-99730	700.00	18432 MP FIRE STATION 62	20-0072	324894	
	0010-801-5004-99730	1,885.00	18432 MP FIRE STATION 62	20-0072	324894	
	0010-801-5004-99730	3,170.00	18432 MP FIRE STATION 62	20-0072	324894	
	0010-801-5004-99730	65.00	18432 MP FIRE STATION 62	20-0072	324894	
	0110-801-5003-91957	1,260.00	18637 MONTEREY PASS RD CALL PR	20-0070	324894	
	0459-801-5003-91957	1,260.00	18637 MONTEREY PASS RD CALL PR	20-0070	324894	
	0110-801-5003-91957	1,330.00	18637 MONTEREY PASS RD CALL PR	20-0070	324894	
	0459-801-5003-91957	1,330.00	18637 MONTEREY PASS RD CALL PR	20-0070	324894	
	0110-801-5003-91957	350.00	18637 MONTEREY PASS RD CALL PR	20-0070	324894	
	0459-801-5003-91957	350.00	18637 MONTEREY PASS RD CALL PR	20-0070	324894	
	0110-801-5003-91957	1,628.50	18723 HSIP CYCLE 7	20-0071	324894	
	0110-801-5003-91957	10,641.70	18723 HSIP CYCLE 7	20-0071	324894	
	0110-801-5003-91957	10,735.75	18723 HSIP CYCLE 7	20-0071	324894	
	0110-801-5003-91957	374.00	18723 HSIP CYCLE 7	20-0071	324894	
	0110-801-5003-91957	797.00	18723 HSIP CYCLE 7	20-0071	324894	40,975.25

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/21/2019

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
TRANSWEST TRUCK CENTER, LLC	0060-801-4211-38400	445.40	DIAGNOSTIC CHECK-UNIT 091		324895	445.40
LAURINDA SU TRUONG	0159-801-6507-31910	791.70	INSTRUCTOR-RECREATION CLASS		324896	791.70
DOROTHY TSU	0159-801-6507-31910	471.51	INSTRUCTOR-RECREATION CLASS		324897	471.51
UNDERGROUND SERVICE ALERT	0092-801-4223-31950	121.76	CA STATE FEE		767 **	
	0092-801-4223-31950	170.05	DATABASE MAINTENANCE FEE		767 **	
						291.81
UNITED SITE SERVICES OF CA INC	0010-801-6508-39720	1,594.76	4TH OF JULY RESTROOMS		324898	1,594.76
HARUNA URIU	0159-801-6507-31910	337.74	INSTRUCTOR-RECREATION CLASS		324899	337.74
VERIZON WIRELESS	0010-801-3205-32050	28.74	WIRELESS VOICE & DATA SERVICE		324900	
	0010-801-3210-32050	233.50	WIRELESS VOICE & DATA SERVICE		324900	
	0010-801-3220-32050	235.21	WIRELESS VOICE & DATA SERVICE		324900	
						497.45
VERSA PRODUCTS INC	0010-801-1403-22750	822.00	ERGONOMIC OFFICE EQUIPMENT		324901	822.00
WARREN DISTRIBUTING, INC.	0060-801-4211-23500	120.96	UNIT 854-FUEL INJECTION SYS		768 **	
	0060-801-4211-23500	809.00	UNIT 077-RACK& PINION GEAR		768 **	
	0060-801-4211-23500	364.08	UNIT 854 & 949-STOCK		768 **	
	0060-801-4211-23500	194.07	UNIT 949-BRAKE BOOSTER		768 **	
	0060-801-4211-23500	213.86	STOCK- BATTERY ASSY		768 **	
	0060-801-4211-23500	25.55	STOCK- BRAKES		768 **	
	0060-801-4211-23500	106.93	STOCK- BATTERY ASSY		768 **	
	0060-801-4211-23500	54.33	UNIT 976- BELTS		768 **	
	0060-801-4211-23500	13.98	UNIT 983- GAS CAP		768 **	

** Indicates an ACH-Payment transaction

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/21/2019

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
WARREN DISTRIBUTING, INC.	0060-801-4211-23500	43.80-	CREDIT		768 **	
	0060-801-4211-23500	13.14-	CREDIT		768 **	1,845.82
SHAORYAO SAMUEL WEI	0159-801-6507-31910	859.46	INSTRUCTOR-RECREATION CLASS		324902	859.46
YINYAO WEI	0010-701-0010-07630	40.80	SWIMMING CLASS REFUND		324903	40.80
WELLS FARGO BANK, N.A.	0012-801-5102-31850	2,500.00	TRUSTEE FEE		324904	2,500.00
WEST COAST LIGHTS & SIRENS	0060-850-4211-54050	4,266.43	INSTALLATION EQUIPMENT		324905	4,266.43
WHITE NELSON DIEHL EVANS LLP	0010-850-1403-31800	6,800.00	AUDIT 6/30/2019		324906	6,800.00
WONDRIES FAMILY COLLISION CENTER	0060-801-4211-38450	10,000.00	UNIT 124-REPAIR	20-0001	324907	
	0060-801-4211-38450	1,969.50	UNIT 124-REPAIR		324907	11,969.50
RICKY WONG	0159-801-6507-31910	63.70	INSTRUCTOR-RECREATION CLASS		324908	63.70
THOMAS WONG	0159-801-6507-31910	1,002.96	INSTRUCTOR-RECREATION CLASS		324909	1,002.96
SWAIN WUKELICH	0010-801-3103-22310	47.94	UNIFORM REIMBURSEMENT		324910	
	0010-801-3103-22310	129.47	UNIFORM REIMBURSEMENT		324910	
	0010-801-3103-22310	16.98	UNIFORM REIMBURSEMENT		324910	
	0010-801-3103-22310	288.77	UNIFORM REIMBURSEMENT		324910	
	0010-801-3103-22310	27.90	UNIFORM REIMBURSEMENT		324910	
	0010-801-3103-22310	48.78	UNIFORM REIMBURSEMENT		324910	
	0010-801-3103-22310	19.38	UNIFORM REIMBURSEMENT		324910	
	0010-801-3103-22310	36.99	UNIFORM REIMBURSEMENT		324910	

** Indicates an ACH-Payment transaction

CITY OF MONTEREY PARK
 FINAL WARRANT REGISTER
 COUNCIL MEETING DATE 08/21/2019

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
SWAIN WUKELICH	0010-801-3103-22310	98.18	UNIFORM REIMBURSEMENT		324910	714.39
LING ZHANG	0159-801-6507-31910	495.88	INSTRUCTOR-RECREATION CLASS		324911	495.88
ZOLL MEDICAL CORPORATION	0010-801-3220-24200	244.35	CUFF		324912	
	0010-801-3220-24200	606.51	ADULT CUFF		324912	850.86
ZUWEI CHEN	0159-801-6507-31910	161.00	INSTRUCTOR-RECREATION CLASS		324913	161.00
TOTAL FOR REGULAR WARRANTS						1,105,040.97
PRINTED		981,211.78				
ACH-PAYMENTS		123,829.19				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/21/2019

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TOTAL FOR PREPAID WARRANTS	\$428,962.02
TOTAL FOR PRINTED WARRANTS	\$981,211.78
TOTAL FOR ACH-PAYMENTS	\$123,829.19
TOTAL WARRANTS	\$1,534,002.99
TOTAL VOID CHECKS	3
TOTAL PREPAID CHECKS	84
TOTAL ACH-PAYMENTS PRINTED	33
TOTAL CHECKS PRINTED	113
TOTAL CHECKS ISSUED	230

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/21/2019
FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0010	GENERAL FUND	291,757.67	201,721.07	493,478.74
0012	RETIREMENT FUND	0.00	4,395.25	4,395.25
0022	STATE GAS TAX FUND	864.33	5,838.11	6,702.44
0042	SEWER FUND	5,125.63	5,539.20	10,664.83
0043	REFUSE FUND	9,828.20	423,186.35	433,014.55
0060	CITY SHOP FUND	4,472.65	62,257.79	66,730.44
0065	PAYROLL CLEARING ACCOUNT	552.00	0.00	552.00
0075	SPECIAL DEPOSITS FUND	237.34	1,360.00	1,597.34
0092	WATER FUND	41,301.24	33,333.15	74,634.39
0093	WATER TREATMENT WQA-EPA FUND	0.00	3,479.66	3,479.66
0094	WATER TREATMENT CITY FUND	0.00	201,106.00	201,106.00
0109	OPA PROPOSITION A	139.06	11,269.23	11,408.29
0110	MEASURE R FUND	0.00	27,116.95	27,116.95
0136	POST	1,731.00	0.00	1,731.00
0142	EL CIVIC EDUCATION GRANT	0.00	1,081.00	1,081.00
0152	HOME HOUSING PROGRAM	58,701.45	5,427.50	64,128.95
0159	RECREATION FUND	0.00	28,476.44	28,476.44
0160	ASSET FORFEITURE-JUSTICE	445.00	0.00	445.00
0161	CONSTRUCTION AGENCY FUND	0.00	6,119.00	6,119.00
0165	AIR QUALITY IMPROVEMENT FUND	0.00	5,931.00	5,931.00
0166	PROPOSITION C	5,000.00	36,525.00	41,525.00
0169	CDBG FUND	185.06	0.00	185.06
0344	MAINTENANCE GRANT (075)	0.00	13,046.04	13,046.04
0349	ELAC INSTRUCTIONAL SERV PROG	4,739.40	160.15	4,899.55
0362	ASSET FORFEITURE - TREASURY	0.00	17,925.00	17,925.00
0445	LITERACY TRUST GRANT	0.00	2,347.00	2,347.00
0459	MTA MONTEREY PASS BIKE GRANT	0.00	2,940.00	2,940.00
0465	GROUND EMERG MEDICAL TRANSPORT	0.00	4,460.08	4,460.08

CITY OF MONTEREY PARK
 FINAL WARRANT REGISTER
 COUNCIL MEETING DATE 08/21/2019
 FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0475	EDISON FIRE-SAFE COMMU GRANT	3,881.99	0.00	3,881.99
	TOTAL	428,962.02	1,105,040.97	1,534,002.99



City Council Staff Report

DATE: August 21, 2019

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

TO: The Honorable Mayor and City Council
FROM: Joseph Leon, City Treasurer
SUBJECT: Monthly Investment Report – July 2019

RECOMMENDATION: It is recommended that the City Council:

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

EXECUTIVE SUMMARY:

As of July 31, 2019 invested funds for the City of Monterey Park is \$91,038,440.64.

BACKGROUND:

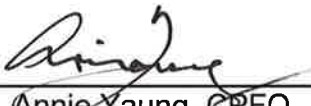
In accordance with the City's Investment Policy, a monthly investment report is presented to the City Council showing the types of investments, dates of maturities, amounts of deposits, rates of interest, and the current market values for securities with maturity more than 12 months. The attached monthly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

Respectfully submitted by:



Joseph Leon
City Treasurer

Prepared by:



Annie Yaung, CPFO
Director of Management Services

Approved by:



Ron Bow
City Manager

**CITY OF MONTEREY PARK
INVESTMENT REPORT
AS OF JULY 31, 2019**

INVESTMENTS PORTFOLIO PROFILE:

TOTAL BALANCE AT 7/31/19 **\$ 91,038,440.64**

INVESTMENT COMPOSITION

(1) **LA COUNTY POOLED INVESTMENT FUND** ON DEMAND 2.190% **\$ 1,738,626.14**
(See Schedule A for LA County Pool Composition)

(2) **LOCAL AGENCY INVESTMENT FUND** ON DEMAND 2.380% **\$ 66,901,814.50**

(3) <u>U.S. GOVERNMENT TREASURY BILLS</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	
	11/14/18	11/07/19	2.50%	2,000,000
	05/23/19	11/21/19	2.22%	1,000,000
	11/27/18	11/07/19	2.49%	1,500,000
	11/30/18	11/07/19	2.49%	2,000,000
	12/21/18	12/05/19	2.44%	2,000,000
	12/28/18	12/05/19	2.39%	2,000,000
			2.42%	<u>\$ 10,500,000</u>

(4) <u>CERTIFICATES OF DEPOSIT</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	
PACIFIC PREMIER BANK	02/28/18	08/28/19	2.10%	245,000
PREFERRED BANK	03/03/18	09/03/19	2.00%	140,000
ROYAL BUSINESS BANK	06/23/19	06/22/20	2.45%	250,000
AFFINITY FEDERAL CREDIT UNION	08/03/18	08/02/19	2.65%	245,000
AFFINITY FEDERAL BANK	10/15/18	10/15/19	2.85%	245,000
ALLY BANK MIDVALE	10/06/17	10/05/20	1.95%	245,000
AMERICAN EXPRESS BANK	05/03/17	05/04/20	1.80%	245,000
BANK OF HOPE	05/26/17	11/26/19	1.70%	245,000
BANKUNITED NA	02/09/18	02/10/20	2.20%	245,000
BMW BK NORTH AMERICA	09/21/17	03/16/20	1.85%	238,000
CAPITAL ONE NATL BANK	10/25/17	10/26/20	2.00%	245,000
CITIBANK NATIONAL BANK	02/07/19	02/08/21	2.65%	245,000
CITIZENS COMMUNITY FED NATIONAL ASSN	03/06/19	03/06/20	2.45%	245,000
COMMERCIAL BANK	06/21/18	06/22/20	2.75%	245,000
CONGRESSIONAL BANK	03/01/19	03/02/20	2.45%	245,000
CUSTOMERS BANK	06/19/19	06/19/20	2.40%	245,000
DIRECT CFED CREDIT UNION	11/22/17	11/23/20	2.00%	245,000
DISCOVER BANK	09/01/17	09/01/20	1.90%	245,000
ELGA CREDIT UNION	09/19/18	03/19/20	2.70%	245,000
EVERBANK	01/02/18	09/16/19	1.25%	245,000
ENVISION CREDIT UNION	06/07/19	06/07/21	2.50%	245,000
FIRST FED SAVINGS & LOAN	12/22/17	12/20/19	2.05%	245,000

**CITY OF MONTEREY PARK
INVESTMENT REPORT
AS OF JULY 31, 2019**

FIRST FINAL BANK	04/10/18	10/10/19	2.25%	245,000
FIRST TECH FEDERAL CREDIT UNION	10/16/17	10/16/19	1.80%	245,000
GARRETT BANK	05/09/18	05/11/20	2.55%	245,000
GOLDMAN SACHS BANK	10/18/17	10/19/20	1.95%	245,000
GRAND RIVER BANK	11/28/17	05/28/20	1.80%	245,000
GUARANTY BANK	03/15/18	09/15/20	2.40%	245,000
IBERIABANK	05/30/18	11/30/20	2.70%	245,000
KEESLER FEDERAL CREDIT UNION	12/21/18	06/22/20	3.00%	245,000
LAKESIDE BANK CHICAGO	05/10/17	05/11/20	1.65%	245,000
MB FINANCIAL BANK	08/24/17	02/24/20	1.75%	245,000
MEMORIAL CREDIT UNION	08/15/18	08/15/19	2.60%	245,000
MIDLAND BANK	03/22/18	09/23/19	2.20%	245,000
MORGAN STANLEY	12/28/17	12/30/19	2.05%	245,000
MORGAN STANLEY BANK	11/30/17	12/02/19	1.90%	245,000
NATIONWIDE BANK	11/30/17	08/31/20	2.00%	245,000
NEW YORK COMMUNITY BANK	02/28/19	02/28/20	2.45%	245,000
POST OAK BANK	02/21/18	08/21/19	2.05%	245,000
RIA FEDERAL CREDIT UNION	10/12/18	10/11/19	2.75%	245,000
STEARNS BANK	05/31/18	05/29/20	2.70%	245,000
SYNCHRONY BK RETAIL	04/27/18	04/27/20	2.55%	245,000
THIRD FED SAVINGS & LOAN	12/21/17	12/21/20	2.10%	245,000
UNITED BANKERS BANK	05/11/18	11/12/19	2.30%	245,000
UNIVERSITY IOWA CMNTY	04/30/18	04/30/21	2.75%	245,000
VIBRANT CREDIT UNION	12/21/18	06/22/20	2.95%	245,000
WELLS FARGO BANK	02/13/19	02/16/21	2.65%	245,000
WEBBANK	05/29/19	11/30/20	2.45%	245,000
WEX BANK	06/02/17	06/02/20	1.80%	245,000

<i>Total CDs (49)</i>	2.260%	<u>\$ 11,898,000.00</u>
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OTHER INFORMATION:

BANK BALANCE: ⁽¹⁾	<u>\$ 3,325,471.40</u>
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AVERAGE MATURITY DAYS	52
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AVERAGE INTEREST RATE FOR THE MONTH	2.592%
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THE CITY'S INVESTMENT HAS SUFFICIENT LIQUIDITY TO MEET THE CITY'S EXPENDITURE REQUIREMENTS FOR THE NEXT 180 DAYS. THE 180-DAY LIQUIDITY DISCLOSURE IS REQUIRED PER GOVERNMENT CODE 53646.

ESTIMATED INTEREST EARNINGS FOR 2018-2019	<u>\$ 1,400,000.00</u>
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THERE HAVE BEEN NO VARIANCES TO THE INVESTMENT POLICY.

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

POOLED SURPLUS AND SPECIFIC PURPOSE INVESTMENTS
AS OF JUNE 30, 2019

SCHEDULE A

<u>PORTFOLIO PROFILE</u>	<u>Pooled Surplus Investments</u>	<u>Specific Purpose Investments</u>
Inventory Balance at 06/30/19		
At Cost	\$ 31,643,545,889	\$ 169,027,834
At Market	\$ 31,613,193,051	\$ 169,205,110
Repurchase Agreements	\$ -	\$ -
Reverse Repurchase Agreements	\$ -	\$ -
Composition by Security Type:		
Certificates of Deposit	6.01%	11.83%
United States Government and Agency Obligations	64.00%	60.98%
Bankers Acceptances	0.00%	0.00%
Commercial Paper	29.51%	0.00%
Municipal Obligations	0.16%	2.24%
Corporate and Deposit Notes	0.32%	0.00%
Repurchase Agreements	0.00%	0.00%
Asset-Backed	0.00%	0.00%
Other	0.00%	24.95%
1-60 days	38.00%	0.00%
61 days-1 year	13.12%	57.72%
Over 1 year	48.89%	42.28%
Weighted Average Days to Maturity	547	



City Council Staff Report

DATE: August 21, 2019

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

TO: The Honorable Mayor and City Council
FROM: Joseph Leon, City Treasurer
Annie Yaung, CPFO, Director of Management Services
SUBJECT: 2018-2019 Annual Investment Report

RECOMMENDATION: It is recommended that the City Council:

- (1) Receive and file the 2018-19 Annual Investment report;
- (2) Adopt a Resolution authorizing the Treasurer to implement the City's Investment Policy for FY 2019-20; and
- (3) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City's Investment Policy requires an annual investment report and a statement of investment policy to be submitted to the City Council for review within 60 days after the fiscal year-end. The attached annual report shows that all investment activities during 2018-19 were conducted according to the City's Investment Policy.

BACKGROUND:

The City Investment Policy was created in 1989 to establish guidelines for investment operations (including City of Monterey Park, Monterey Park Public Financing Authority, and Monterey Park Housing Authority). The investment priorities are in the order of safety, liquidity, and yield. The Policy establishes allowable investments and the maximum maturity for each. The allowable investments include U.S. Treasury securities, State LAIF, LA County Pooled Investment Fund, Certificates of Deposit, bankers' acceptances, mutual funds, federal agency securities, commercial papers, and collateralized savings funds. Additionally, the Policy prescribes an internal control system, which delineates duties and responsibilities for City personnel handling investment operations.

The City's investment operations are under the direction of the City Treasurer. The City's Investment Policy provides the creation of a Treasury Committee, which is comprised of the City Treasurer, City Manager, and Director of Management Services to implement the Investment Policy and related procedures. Annually, if there is any recommended change to the Investment Policy, the change is presented to the City Council for approval.

Investments (Attachment 2)

All investment activities during 2018-19 were made according to the Policy. During the year, funds were invested in the Local Agency Investment Fund, LA County Pooled Investment Fund, Treasury Bills and Certificates of Deposits.

Local Agency Investment Fund (LAIF) was created by statute in 1977. It is a pooled investment program for local agencies and special districts to participate. LAIF is managed by the State and investment securities are purchased in accordance with the Government Code Sections 16430 and 16480.4. LAIF has 2366 participants and \$24.6 billion in its portfolio. As of June 30, 2019, the City has \$75.0 million invested with LAIF.

Los Angeles County Pooled Investment Fund (LACPIF) allows local agencies in the County of Los Angeles to deposit excess funds in the Los Angeles County Treasury Pool for the purpose of investment by the Treasurer and Tax Collector of the County. As of June 30, 2019, the City has \$1.7 million invested with LACPIF.

Treasury Bills are a short-term security backed by the U.S. Treasury Department. The City invested Treasury Bills through the Bank of the West. As of June 30, 2019, the City has \$12.5 million invested in T-Bills.

Certificates of Deposits (CD) Certificates of Deposits are time deposits with banks or savings and loans. Federal Depository Insurance Corporation (FDIC) insures each depositor up to \$250,000. The City invests CDs with California State or nationally chartered financial institutions. As of June 30, 2019, the City has 49 CDs.

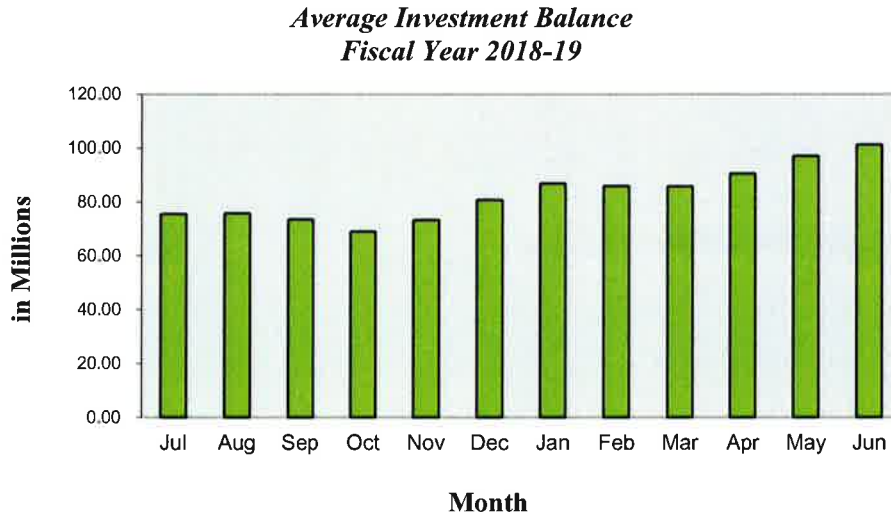
Investment Composition

The City invests its idle cash from all operating funds on a pooled basis to maximize returns. Earnings are allocated to each fund based on the average cash balance. Total investment balance for the City as of June 30, 2019 was \$101,143,630.

<u>Instruments</u>	<u>Balance</u>	<u>Interest Rate</u>	<u>Maturity</u>
LAIF	\$ 75,007,004	2.44%	1-day
LACPIF	1,738,626	2.19%	1-day
T-BILLS	12,500,000	2.41%	6–12 months
CDs	11,898,000	1.25% - 3.00%	54 days – 3 years
Total	<u>\$ 101,143,630</u>		

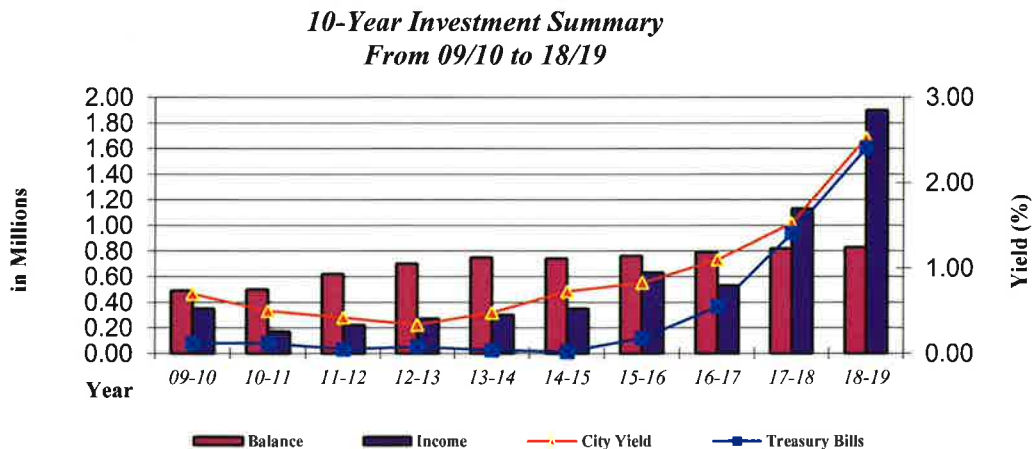
Investment Balance

Timing of revenue collections, such as property tax, business licenses, and franchise tax, affects the monthly investment balance during the year. In 2018-19, monthly investment varied from \$76 million to \$101 million. The average balance was \$82.9 million.



10-Year City Investment Summary

The chart below shows the City's investment balance, interest income, yield, and the short-term investment rate during the past 10 years (for the purpose of comparison, short-term investment rate shown is the three-month treasury bill rate). The policy provides that the City investment rate of return must equal or exceed the yield for the three-month Treasury Bill. The City's average investment yield has exceeded the three-month treasury yield in each of the past 10 years.



Investment Performance

The 2018-19 interest earning for the City totaled approximately \$1.9 million and the average yields were 2.33%. The City invested 74.16% of its funds into local government investment pools (LAIF), 1.72% into Los Angeles County Pooled Fund (LACPIF), 12.36% into Treasury Bills and 11.76% into certificates of deposits, which all can be effective mechanisms for obtaining liquidity, diversified portfolios, and competitive yields. The better performance from the investment in the LAIF, County pooled funds, Treasury Bills, and Certificates of Deposit have provided the City higher investment earnings in 2018-19.

Investment Policy (Exhibit A)

The City's investment policy provides the ideal framework to itemize investment alternative, to detail the benefits and risks of these alternatives, and to recommend the maximum percentage allocation, the selection process, the risk framework and the allowable maturities of the investment alternatives. This Investment Policy is intended to provide guidelines for the prudent investments of the City funds and to outline the policies for maximizing the efficiency of the City's cash management system.

The vast majority of public-sector cash management operations are governed by state laws and provisions that determine the type of investment product and manner in which the City manages its funds. Moreover, the City's allowable investments are more conservative and restricted than those of the state types.

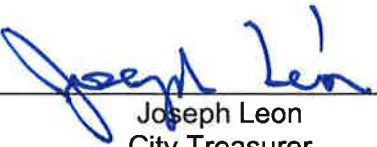
Investment Policy Certification Award

The City has consistently received recognition from the Municipal Treasurers' Association (MTA) of United States & Canada for Investment Policy Certification. The certification award represents the highest level of investment policy guidelines and confirms that the City's investment operations, as guided by the Investment Policy, effectively safeguard its capital while providing operating liquidity and market-rate earnings. MTA recommends re-certification of the investment policy every three years to ensure the policy contains updated practices and/or laws pertaining to investment. The latest certification award for the City's 2018-19 Investment Policy has been received.

Conclusion

For the Fiscal Year 2019-2020, the Committee will seek permitted investment instruments according to the investment policy, and take a balanced approach consistent with the guidelines of safety, liquidity, and yield as established by the Council adopted Investment Policy. The ultimate goal is to enhance the economic status of the City while protecting its assets.

Respectfully submitted by:



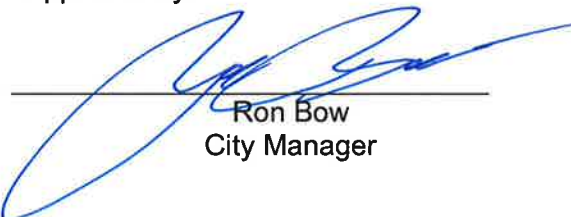
Joseph Leon
City Treasurer

Prepared by:



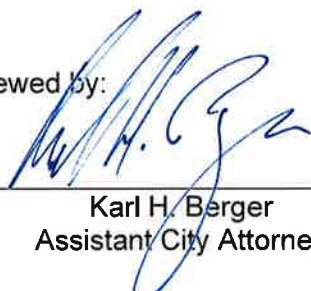
Annie Yaung, CPFO
Director of Management Services

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

Attachments:

- 1) Exhibit A - Investment Policy
- 2) Investments
- 3) Resolution

ATTACHMENT 1
Exhibit A - Investment Policy

City of Monterey Park



Investment Policy

August 2019

CITY OF MONTEREY PARK INVESTMENT POLICY

I. PURPOSE

This Statement is intended to provide guidelines for prudent investment of the City's temporary idle cash (including City of Monterey Park, Monterey Park Public Financing Authority, and Monterey Park Housing Authority) and outline the policies for maximizing the efficiency of the City's cash management system. The ultimate goal is to enhance the economic status of the City while safeguarding its assets.

The Investment Policy complies with Government Code § 53600, *et seq.* However, to meet the City's needs, the investment parameters set forth in the City's policy are more conservative than those allowed by the Government Code.

II. SCOPE

The policy directs the investment of the City's temporarily idle monies for all funds that are accounted for in the City's Comprehensive Annual Financial Report including the general fund, special revenue funds, fiduciary funds, and proprietary funds. Employee deferred compensation, long-term debt proceeds and reserves held by a Trustee and invested pursuant to contractual agreement, or retirement investments held by a trustee (such as CalPERS) are not managed by the City and are not subject to this Investment Policy.

This Investment Policy also directs all investments related to the Monterey Park Public Financing Authority and the Monterey Park Housing Authority. For purposes of investments made for the Monterey Park Public Financing Authority and the Monterey Park Housing Authority, all references made to the City Treasurer also mean the appointed Treasurer(s) of each respective entity.

III. INVESTMENT OBJECTIVES

Criteria for selecting investments and the order of priority are:

1. **Safety**: The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. Safety of Principal is the foremost objective of the City's investment program. To attain this objective, the City will select only those investments that ensure the preservation of capital in the overall portfolio and to mitigate credit risk and market risk.
2. **Liquidity**: This refers to the ability to "cash in" at any moment in time with a minimal chance of losing principal or interest. Liquidity is an important investment quality, especially when the need for unexpected funds occurs. The objective is to remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated within 180 days.
3. **Yield**: Yield is the potential dollar earnings an investment can provide, also referred to as the rate of return. The objective is to attain a rate of return that equals or exceeds the yield for the three-month Treasury Bill.

IV. TREASURY COMMITTEE

The Policy provides for the creation of a Treasury Committee ("The Committee"). The Committee is comprised of the City Treasurer, the City Manager, and the Director of Management Services. The Committee meets periodically and performs the following:

- Development and implementation of investment policy
- Development and implementation of investment procedures to establish internal controls, investment reporting, recordkeeping, accounting and processes for movement of funds
- Formulation of investment strategy
- Evaluation of financial institutions
- Development and implementation of controls to ensure compliance with State law and the City's Investment Policy
- Selection of investment managers, when appropriate

V. INVESTMENT PROCEDURES AND RESPONSIBILITY

- An Investment Procedures Manual is established to guide staff with day-to-day investment operations. The Manual includes procedural elements such as cash position review, investment selection, investment transaction, investment recording, and investment reporting.
- Within the constraints set forth in this policy, the City Treasurer has the authority to oversee the Citywide investment operations.
- The City Council delegates the authority to the Director of Management Services to advise and obtain approval from the City Treasurer, before opening new bank accounts, investment and cash management accounts, and other credit enhancement products, closing bank accounts, investment and cash management accounts, and signing all documents related thereto.
- The Director of Management Services is responsible for the following implementation and supervision of investment controls: approving daily investment transactions, developing the projections of the City's cash requirements for operating needs, reviewing the liquidity position of the investment portfolio, ensuring that the citywide cash position is consistent with operating requirements, preparing appropriate investment reports for review by the Committee, and developing, implementing and monitoring controls over investments. The Financial Services Manager and the Account Clerk will assist in the report preparation, execution of and recordkeeping for investment transactions.

ETHICS AND CONFLICTS OF INTEREST

VI. ALLOWABLE INVESTMENTS

- All investments must conform with Government Code § 53600, *et seq.* and this investment policy.
- See the list of allowable investments (Investments) in the matrix provided in Attachment A, which is incorporated by reference. It should be noted that any newly developed derivative of an allowable investment that is not specifically mentioned in the policy must be recommended by the City Treasurer for inclusion in the policy and any amendments to the policy must be submitted to the City Council for approval.

VII. SELECTION OF FINANCIAL INSTITUTIONS AND DEALERS

- The Treasury Committee will maintain an approved list of primary dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule) and government-sponsored investment pools. The Committee will review and amend the approved list periodically to ensure that the institutions continue to meet the selection criteria.
- A copy of the City's Investment Policy will be submitted to all dealers, investment managers and fiscal agents who manage City monies. The City must obtain an annual certification evidencing that they (1) have reviewed the City's investment policies and objectives, (2) are familiar with the City's investment constraints and (3) have complied with the provisions contained in this policy.
- Purchases of investments must be made directly from the issuer, with the exception of the State LAIF or the County Pool investments, from a member of a federally regulated securities exchange, from a national or state-chartered bank, or from a brokerage firm.
- Only commercial banks and savings and loan associations that demonstrate financial strength and are insured by the federal government may be selected to provide investment services.
- Other financial institutions must be selected using the following selection criteria: financial strength, reputation, area of expertise and ability to conform to the City and state-mandated investment parameters.

VIII. SAFEKEEPING AND CUSTODY

- Investments evidenced by physical or book-entry securities must be secured through third-party custody and safekeeping procedures or under a tripartite agreement (does not apply to insured certificates of deposit, money market funds and the Local Agency Investment Fund).
- All transactions described above, where applicable, must be executed on a delivery versus payment basis.
- The custodian will hold assets until the investments mature or the bank receives a request from the City to dispose of the securities.
- Bearer instruments can only be held through third-party institutions.

INVESTMENT POOLS/MONEY MARKET MUTUAL FUNDS/BANK SAVINGS FUNDS

The City will conduct a thorough investigation before investing in the State Local Agency Investment Fund (LAIF), the Los Angeles County Pool Investment Fund (LACPIF), Treasury Bills and/or any money market mutual fund. Periodically, LAIF, LACPIF and all mutual funds will be required to respond to an investment pool questionnaire to ensure that the criteria as qualified investment vehicles for the City remain unchanged.

IX. COLLATERALIZATION

Certificates of Deposits (CD) - The City will require any commercial bank or savings and loan association to deposit eligible securities with an Agent of a Depository approved by the California Department of Business Oversight, Division of Financial Institutions, to secure any uninsured portion of a non-negotiable certificate of deposit:

- The value of eligible securities as defined pursuant to Government Code Section 53652, pledged against a certificate of deposit must be equal to 150% of the face value of the CD if the securities are classified as mortgages and 110% of principal of the CD for all other classes of security, if the Certificate of Deposit is not FDIC insured or goes over the FDIC \$250,000 limit.
- Financial Institutions must mark the value of the collateral to market monthly and increase or decrease the collateral to satisfy the ratio requirement described above.

X. MATURITY

- The City cannot make any new investments in instruments with stated remaining maturities that exceed the terms specified in attached Exhibit A ("Allowable Investments"), which is incorporated by reference, at the time of purchase. Overall, all investments must follow the City's Investment Policy.
- Maturities of investment instruments in the portfolio will be staggered as much as practical and be consistent with projected cash requirements.

XI. LIQUIDITY

- All forecasted operating requirements must be satisfied by maintaining an adequate level of liquidity in the portfolio.
- Maturities will be selected to mature before or match the timing of the City's projected cash needs.
- The marketability of a security is an important criterion in selecting an investment.
- A liquidity base equal to the forecasted cash needs for 180 days should be maintained whenever practical.

XII. DIVERSIFICATION

- Within the parameters established by Section III, Investment Selection Criteria, and Section VI, Allowable Investments, investments should be diversified by security type and institution.

XIII. COMPETITIVE BIDDING

- The purchase or sale of securities should be made on the basis of competitive bids. A minimum of three bids, from a list of eligible dealers and/or banks should be obtained and documented. Exceptions to this policy may be granted by the majority of the Committee members when competitive bids are not practical. Reasons for granting exceptions to the competitive bid process should be stated.

XIV. REPORTING

- The Treasurer must report to the City Council on a monthly and annual basis.
- The monthly investment report submitted to the City Council will contain the following:
 - An investment inventory including types and amounts of investments, issuing financial institutions and maturities
 - Average maturity of the portfolio

- Average total yield to maturity of the portfolio
- For marketable securities only including current market value of investments with maturities of more than 12 months
- A statement indicating that the City can meet its expenditure requirements for the upcoming 180 days
- A statement indicating that the portfolio complies with the City's Investment Policy
- Percent of portfolio invested by type of instrument
- Comparison of portfolio performance to the average yield rate for the three-month treasury bill
- Written explanations for any variances to policy
- The Annual Investment Report must provide a summary of the annual investment activities and include a proposed statement of Investment Policy to be approved by the City Council during the first sixty days of the fiscal year.

XV. PRUDENCE

- The City of Monterey Park will follow the prudent investor standard of Government Code § 53600.3. Prudent Investor Standard: Investments must be made with judgment and care – under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
- Investment officers acting in accordance with this Investment Policy and written procedures and exercising due diligence are relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely and accurate fashion as required by this Policy and procedures and appropriate action is taken to control adverse developments.

XVI. INTERNAL CONTROLS

- Internal controls must be established and documented in writing. The controls must be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees and officers of the City. Controls deemed most important include: separation of duties; separation of transaction authority from accounting and recordkeeping; custodial safekeeping; clear delegation of authority; specific limitations regarding securities losses and remedial action; control over wire transfers such as dual authorization; minimizing the number of authorized investment officials; documentation of transactions and strategies; and a code of ethics standard.
- The City's investment procedures manual will establish and maintain an internal control structure designed to ensure that the assets managed under the scope of the Policy are protected from loss, theft, or misuse. The internal control structure will provide reasonable assurance that these objectives are met.
- As part of the City's annual audit, the City's external auditor will review the City's investment activities to ensure compliance with the Investment Policy.

XVII. INVESTMENT GUIDELINES POLICY ADOPTION

- At the direction of the Treasurer, the City's Investment Policy will be reviewed and updated annually by the Committee to reflect changes in applicable law, general market conditions or to provide further clarification of the City's policies. The Investment Policy may be amended annually by resolution of the City Council. Any amendments to the Policy must be approved by the City Council.

Glossary of Terminology

Allowable Investments: A list of permitted investments by investment type maintained as a component to an investment policy. Allowable investment listings will generally include descriptions or parameters for investment diversification ratios, terms of maturity, and quality ratings.

Bankers' Acceptance (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institutions guarantee payment of the bill, as well as the issuer.

BID: The price offered for securities.

Book Entry Securities: All U.S. Treasury and Federal Agencies are maintained on computerized records at the Federal Reserve; now known as "wireable" securities.

Broker: A broker brings buyers and sellers together for a commission.

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CDs are typically negotiable.

Collateral: Securities, evidence of deposit, or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Collateralized Bank Deposits: Non-negotiable Certificate of Deposit issued by a nationally or state - chartered bank or association or a State - licensed branch or a foreign bank (insured by the federal government); Bank Collateralized Savings.

Commercial Paper (CP): An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

Cost: The purchase price of an investment.

Coupon: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on a bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment.

Credit Risk: The risk of loss of principal and interest due to failure of the security issuer or broker.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own.

Debenture: A bond secured only by the general credit of the issuer.

Delivery versus Payment: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Derivatives: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

Discount: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount Securities: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Credit Agencies: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits, currently up to \$ 250,000 per deposit for anyone issuer with maturity on or before 12/31/2013.

Federal Open Market Committee (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., twelve Regional Banks and about 5,700 commercial banks that are members of the system.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid

if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Los Angeles County Pooled Investment Fund (LACPIF): Government Code § 53684 allows local agencies in the County of Los Angeles to deposit excess funds in the Los Angeles County Treasury Pool for the purpose of investment by the Treasurer and Tax Collector of the County.

Local Agency Investment Pool (LAIF): The aggregate of all funds from California political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

Market Risk: The risk that the market value and interest earnings of an investment or a portfolio will fall due to changes in general interest rates.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Par Value: The amount that will be realized upon maturity of an investment.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

Prudent Person Rule: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state-- the so called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

Qualified Public Depositories: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission

eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. Or income earned on an investment, expressed as a percentage of the cost of that investment.

Rule 15C3-1: See Uniform Net Capital Rule.

Safekeeping: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities & Exchange Commission: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

Treasury Bonds: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

Treasury Notes: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

Uniform Net Capital Rule: Securities and Exchange Commission requirement that member firms as well as non-member broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15:1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Weighted Average Rate of Return: Rate of return calculated based on interest earnings and the length of actual holding for each individual security.

Yield: The rate of annual income return on an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD OR YIELD TO MATURITY is the

current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Zero Coupons: Securities that have no periodic interest payments and are sold at a deep discount from face value. For the purposes of the Monterey Park Investment Policy, zero coupons reference U.S Treasury issues.

CITY OF MONTEREY PARK FINANCIAL INSTITUTIONS

Section I – Certificates of Deposit and Collateralized Bank Deposits

All California or nationally chartered banks and savings and loans covered by the Federal Deposit Insurance Corporation.

Section II – Government Investment Pools

Local Agency Investment Fund (State of California) Investment Pools (LAIF)
Los Angeles County Pooled Investment Fund (LACPIF)

Section III – “Primary” or “Regional” Security Dealers

<u>Name</u>	<u>Address</u>
Bank of the West/BNP Paribas (City’s Servicing Bank)	13300 Crossroads Parkway North City of Industry, CA 91746 (800) 676-4549
Bank of America Securities Inc.	300 S. Grand Avenue, 19 th Floor Los Angeles, CA 90071
Morgan Stanley	245 Lytton Avenue, #200 Palo Alto, CA 94301 (800) 755-8081
Multi-Bank Securities, Inc.	6 Sea Island Drive Newport Beach, CA 92660 (800) 337-3467
Wells Fargo Bank, N.A	333 S. Spring Street Los Angeles, CA 90013 (213) 972-0828
Merrill Lynch Government Securities, Inc.	350 S. Grand Avenue, 28 th Fl. Los Angeles, CA 90071 (213) 236-2047

ALLOWABLE INVESTMENTS

Investment Types	CITY AUTHORIZED			STATE CODE		
	Maximum % of Portfolio	Maximum Maturity	Minimum Quality	Maximum % of Portfolio	Maximum Maturity	Minimum Quality
<u>Local Agency Bonds</u> Bonds issued by the City, including bonds payable solely out of revenues from a revenue producing property owned, controlled, or operated by the City or authority of the City	None	5 years	None	None	5 years	None
<u>U.S. Treasury Obligations</u> • United States Treasury Notes, Bonds, Bills or other certificates of indebtedness backed by the US government • U.S. Treasury Zero Coupons	None	5 years	None	None	5 years	None
<u>State Obligations - CA and Others</u> Bonds, notes or other evidence of indebtedness of any local agency within this state	None	5 years	None	None	5 years	None
<u>U.S. Agency Obligations</u> Discount notes or notes issued by Agencies of the Federal Government	None	5 years	None	None	5 years	None
<u>Collateralized Bank Deposits</u> Non - negotiable Certificate of Deposit issued by a nationally or state - chartered bank or association or a State - licensed branch or a foreign bank (insured by the federal government); Bank Collateralized Savings.	None	5 years	None	None	5 years	None
Medium-term notes issued by corporations	30%	5 years	"A" or better ranking by nationally recognized rating service U.S. domiciled corporations or U.S. licensed depository	30%	5 years	"A" or better ranking by nationally recognized rating service U.S. domiciled corporations or U.S. licensed depository
<u>Local Agency Investment Fund (LAIF)</u> State of California Local Agency Investment Fund (LAIF) or other Local Government Investment Pools established by public entities	None	Not applicable	None	None	Not applicable	None

ALLOWABLE INVESTMENTS

Investment Types	Maximum % of Portfolio	CITY AUTHORIZED		Minimum Quality	STATE CODE	
		Maximum Maturity			Maximum Maturity	Minimum Quality
Los Angeles County Pooled Investment Fund California Government Code Section 53684 allows local agencies in the County of Los Angeles to deposit excess funds in the Los Angeles County Treasury Pool for the purpose of investment by the Treasurer and Tax Collector of the County	10% of LACPIF pool balance	None	None		Not applicable	None
Mutual Funds and Money Market Mutual Funds	20%	Not applicable	Highest ranking by not less 2 largest rating services Have an SEC registered investment advisor with more than 5 years' experience Assets under management greater than \$500 million		20%	Highest ranking by not less 2 largest rating services Have an SEC registered investment advisor with more than 5 years' experience Assets under management greater than \$500 million
"Banker's acceptance"	40% of portfolio (no more than 30% in any one commercial bank)	180 days	None		40% of portfolio (no more than 30% in any one commercial bank)	None
Commercial Paper	40% of portfolio for counties, cities and other local agencies (No more than 10% of agency's money in the commercial paper of any one corporate issuer)	270 days	"A" or higher rating for issuer's debt within U.S. corporations and have assets in excess of \$500 million.		40% of portfolio for counties, cities and other local agencies (No more than 10% of agency's money in the commercial paper of any one corporate issuer)	"A" or higher rating for issuer's debt within U.S. corporations and have assets in excess of \$500 million.
Repurchase Agreements	Not Allowable	Not Allowable	Not Allowable		None	1 year
Negotiable Certificates of Deposit Negotiable Certificates of Deposit issued by a nationally or State - chartered Bank, a federal association, or a State - licensed branch of a foreign - owned bank (insured by the federal government).	30%	5 years	None		30%	5 years

ALLOWABLE INVESTMENTS

Investment Types	CITY AUTHORIZED			STATE CODE		
	Maximum % of Portfolio	Maximum Maturity	Minimum Quality	Maximum % of Portfolio	Maximum Maturity	Minimum Quality
Financial Futures and Financial option contracts.	None	5 years	None	None	5 years	None
Reverse Repurchase Agreements and Securities Lending Agreements	Not Allowable	Not Allowable	Not Allowable	20% of the base value of the portfolio	92 days	None
<u>Mortgage Pass-Through Securities</u> - Mortgage-backed securities (Corporate issued)	Not specified			Not specified		
- Diversified Management Companies	20%	5 years	"A" or better ranking by nationally recognized rating service	20%	5 years	"A" or better ranking by nationally recognized rating service

ATTACHMENT 2

Investments

**CITY OF MONTEREY PARK
INVESTMENTS
AS OF JUNE 30, 2019**

(1) LOCAL AGENCY INVESTMENT FUND \$ 75,007,003.74

(2) LA COUNTY POOLED INVESTMENT FUND \$ 1,738,626.14

(3) <u>U.S. GOVERNMENT TREASURY BILLS</u>	<u>AMOUNT</u>	<u>INTEREST RATE</u>	<u>MATURITY</u>
	\$ 2,000,000	2.50%	11/07/19
	1,000,000	2.22%	11/21/19
	1,500,000	2.49%	11/07/19
	2,000,000	2.49%	11/07/19
	2,000,000	2.44%	12/05/19
	2,000,000	2.39%	12/05/19
	2,000,000	2.35%	07/05/19
	<u>\$ 12,500,000</u>		

(4) CERTIFICATES OF DEPOSIT

PACIFIC PREMIER BANK	\$ 245,000	2.10%	08/28/19
PREFERRED BANK	140,000	2.00%	09/03/19
ROYAL BUSINESS BANK	250,000	2.45%	06/22/20
AFFINITY FEDERAL CREDIT UNION	245,000	2.65%	08/02/19
AFFINITY FEDERAL BANK	245,000	2.85%	10/15/19
ALLY BANK MIDVALE	245,000	1.95%	10/05/20
AMERICAN EXPRESS BANK	245,000	1.80%	05/04/20
BANK OF HOPE	245,000	1.70%	11/26/19
BANKUNITED NA	245,000	2.20%	02/10/20
BMW BK NORTH AMERICA	238,000	1.85%	03/16/20
CAPITAL ONE NATL BANK	245,000	2.00%	10/26/20
CITIBANK NATIONAL BANK	245,000	2.65%	02/08/21
CITIZENS COMMUNITY FED NATIONAL ASSN	245,000	2.45%	03/06/20
COMMERCIAL BANK	245,000	2.75%	06/22/20
CONGRESSIONAL BANK	245,000	2.45%	03/02/20
CUSTOMERS BANK	245,000	2.40%	06/19/20
DIRECT CFED CREDIT UNION	245,000	2.00%	11/23/20
DISCOVER BANK	245,000	1.90%	09/01/20
ELGA CREDIT UNION	245,000	2.70%	03/19/20
EVERBANK	245,000	1.25%	09/16/19
ENVISION CREDIT UNION	245,000	2.50%	06/07/21
FIRST FED SAVINGS & LOAN	245,000	2.05%	12/20/19
FIRST FINAL BANK	245,000	2.25%	10/10/19
FIRST TECH FEDERAL CREDIT UNION	245,000	1.80%	10/16/19
GARRETT BANK	245,000	2.55%	05/11/20
GOLDMAN SACHS BANK	245,000	1.95%	10/19/20
GRAND RIVER BANK	245,000	1.80%	05/28/20
GUARANTY BANK	245,000	2.40%	09/15/20
IBERIABANK	245,000	2.70%	11/30/20
KEESLER FEDERAL CREDIT UNION	245,000	3.00%	06/22/20
LAKESIDE BANK CHICAGO	245,000	1.65%	05/11/20
MB FINANCIAL BANK	245,000	1.75%	02/24/20
MEMORIAL CREDIT UNION	245,000	2.60%	08/15/19
MIDLAND BANK	245,000	2.20%	09/23/19

MORGAN STANLEY	245,000	2.05%	12/30/19
MORGAN STANLEY BANK	245,000	1.90%	12/02/19
NATIONWIDE BANK	245,000	2.00%	08/31/20
NEW YORK COMMUNITY BANK	245,000	2.45%	02/28/20
POST OAK BANK	245,000	2.05%	08/21/19
RIA FEDERAL CREDIT UNION	245,000	2.75%	10/11/19
STEARNS BANK	245,000	2.70%	05/29/20
SYNCHRONY BK RETAIL	245,000	2.55%	04/27/20
THIRD FED SAVINGS & LOAN	245,000	2.10%	12/21/20
UNITED BANKERS BANK	245,000	2.30%	11/12/19
UNIVERSITY IOWA CMNTY	245,000	2.75%	04/30/21
VIBRANT CREDIT UNION	245,000	2.95%	06/22/20
WELLS FARGO BANK	245,000	2.65%	02/16/21
WEBBANK	245,000	2.45%	11/30/20
WEX BANK	245,000	1.80%	06/02/20
	<u>245,000</u>		
	<u>\$ 11,898,000</u>		

ATTACHMENT 3
Resolution

RESOLUTION NO. _____
SA RESOLUTION NO. _____

**A JOINT RESOLUTION OF THE CITY OF MONTEREY PARK AND
SUCCESSOR AGENCY TO THE MONTEREY PARK REDEVELOPMENT
AGENCY ADOPTING AN INVESTMENT POLICY AND AUTHORIZING
THE TREASURER TO IMPLEMENT THE POLICY.**

The City Council acting on behalf of the City of Monterey Park and the Successor Agency to the Monterey Park Redevelopment Agency (collectively, "City Council") does resolve as follows:

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

- A. Government Code § 53646 allows the Treasurer, or Treasurer's designee, to provide the City Council an investment policy for consideration;
- B. Government Code § 53607 allows the City Council to delegate investment authority to the Treasurer, who may then designate persons to implement such authority, on an annual basis; and
- C. The Treasurer proposed that the City Council consider the Investment Policy attached as Exhibit "A," and incorporated by reference, for Fiscal Year 2019-20 ("Policy").

SECTION 2: After due consideration, the City Council finds that the Policy conforms with applicable law and adopts it for use during Fiscal Year 2019-20 on behalf of the City of Monterey Park and the Successor Agency to the Monterey Park Redevelopment Agency (collectively, "City"). The Treasurer and Director of Management Services are authorized to implement the Policy for this time period on the City's behalf.

SECTION 3: Supersession of previous investment policies does not affect any penalty, forfeiture, or liability incurred before, or precludes prosecution and imposition of penalties for any violation occurring before this Resolution's effective date. Any such superseded part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Resolution.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 5: The City Manager, or designee, is authorized to implement this Resolution in accordance with applicable administrative policies and procedures that may be promulgated by the city manager.

SECTION 6: This Resolution will become effective immediately upon adoption and remain effective unless superseded by a subsequent resolution.

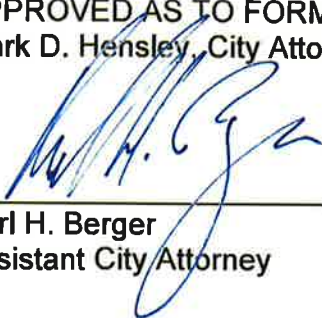
PASSED AND ADOPTED this 21st day of August, 2019

Hans Liang, Mayor
Monterey Park, California

ATTEST:

Vincent D. Chang, City Clerk

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



Karl H. Berger
Assistant City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF MONTEREY PARK)

I, VINCENT D. CHANG, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. _____ was duly regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 21st day of August 2019, by the following vote:

AYES:	Councilmembers:
NOES:	Councilmembers:
ABSTAIN:	Councilmembers:
ABSENT:	Councilmembers:

Dated this 21st day of August, 2019

Vincent D. Chang, City Clerk



City Council Staff Report

DATE: August 21, 2019

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

TO: The Honorable Mayor and City Council
FROM: Scott Haberle, Fire Chief
SUBJECT: Foothill Communications Inc. – Approval of Agreement

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute a one year agreement, in a form approved by the City Attorney, with Foothill Communications, Inc. for an amount not to exceed \$68,772.97, for the purchase of multi band and single band radios; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

City Council approved the FY 2019-2020 budget, which includes the purchase of radios for the Verdugo Fire Emergency Communication System Upgrade. Staff seeks Council consideration to authorize the City Manager to execute an agreement, in a form approved by the City Attorney, to Foothill Communications, Inc. for the purchase of multi band and single band radios for an amount not to exceed \$68,772.97, funded in the FY 2019-2020 budget.

BACKGROUND:

The Fire Department will soon be the recipients of three new fire suppression apparatus. The amount allocated for the new apparatus did not include ancillary equipment. Several radios in this capital request will be installed in the new apparatus to ensure seamless interoperable communications not only within our local area but statewide. The other radios in this capital request will provide advanced communications for the two apparatus in the City's Urban Search & Rescue program. Currently, the USAR members are using old (14-year-old backup) radios. With changes in technology, these vital mission critical radios needed to be updated.

Staff recently conducted a bid for the purchase of multi band and single band radios (Price Sheet Comparison attached as Attachment 1). Foothill Communications Inc. was the lowest bidder.

In order to complete the FY 2019-2020 Capital Improvement Project and remain under budget, staff is recommending entering into a one-year contract with the lowest bidder Foothill Communications Inc. for an amount not to exceed \$68,772.97, for the purchase of multi band and single band radios. The price quotation submitted by Foothill Communications was sufficient in meeting the requirements of Monterey Park Fire Department and the Verdugo Communication Center.

FISCAL IMPACT:

Funding for the Verdugo Fire Emergency Communications System Upgrade, in the amount of \$68,772.97, is included in the FY 2019-2020 adopted budget.

Approved by:



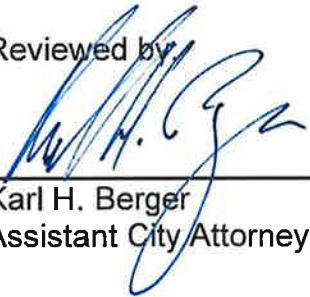
Ron Bow
City Manager

Respectfully submitted by:



Scott Haberle
Fire Chief

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT:

1. Price Sheet Comparison

ATTACHMENT 1

Price Sheet Comparison

Monterey Park Fire Department
Request for Proposals
Purchase of Multi Band and Single Band Radios
RFP # 519R

Item	Quantity	Item Description (each radio with each radio shall include):	Vendor 1		Vendor 2		Vendor 3		Vendor 4		Vendor 5	
			Day Wireless Systems Unit Cost	Day Wireless Systems Extended Cost	Bassett Communications Unit Cost	Bassett Communications Extended Cost	Foothill Communication Unit Cost	Foothill Communication Extended Cost	Federal Communications Consulting		Motorola Solutions	
A.	3	VHF (136.000MHz to 174.000MHz) UHF (450.000MHz to 520.000MHz) 700/800MHz Multi Band Mobile Radio	\$ 6,133.31	\$ 18,399.93	\$ 10,214.65	\$ 30,643.95	\$ 6,545.05	\$ 19,635.16	Federal Communications Consulting did not submit bid.		Motorola Solutions did not submit bid.	
B.	5	UHF (450.000MHz to 520.000MHz) Single Band Mobile Radio	\$ 5,333.31	\$ 26,666.55	\$ 5,412.95	\$ 27,064.75	\$ 2,718.36	\$ 13,591.80				
C.	12	UHF (450.000MHz to 520.000MHz) Single Band Rugged Portable Radio	\$ 6,043.69	\$ 72,524.28	\$ 5,293.00	\$ 63,516.00	\$ 2,554.40	\$ 30,652.80				
D.	6	UHF (450.000MHz to 520.000MHz) Single Band Portable Radio	\$ 5,707.88	\$ 34,247.28	\$ 4,138.00	\$ 24,828.00	\$ 2,086.40	\$ 12,518.40				
E.	All units described above to include the following items:	All units need appropriate cables, brackets, speakers, antennas Power cables, antenna cables, and all other necessary items needed to ensure the radio is operational at the minimum recommended level. 26 AES encryption 26 DES encryption 26 P25 Trunking Phase 1 26 P25 Trunking Phase 2 26 P25 OTAR 26 OTIP (If available)	Included Included Included Included Included Included	Included Included Included Included Included Included	Included Included Included Included Included Included for A. and B.	Included Included Included Included Included Included for A. and B.	From ICI Vault From ICI Vault Included Included From ICI Vault Included	From ICI Vault From ICI Vault Included Included From ICI Vault Included for A. and B.				
Subtotal				\$ 151,838.04		\$ 146,052.70		\$ 76,398.16				
9.50% Tax				\$ 14,424.61		\$ 13,875.01		\$ 7,257.83				
Shipping				\$ -		\$ -		\$ -				
Total Bid Price A., B., C., D., E. Less B. including tax				\$ 166,262.65 (29,199.87)		\$ 159,927.71 (29,635.90)		\$ 83,655.99 (14,883.02)				
Total Bid Price A., C., D., E.				\$ 137,062.78		\$ 130,291.81		\$ 68,772.96	Federal Communications Consulting did not submit bid.		Motorola Solutions did not submit bid.	



City Council Staff Report

DATE: August 21, 2019

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

TO: The Honorable Mayor and City Council
FROM: Mark A. McAvoy, Director of Public Works/City Engineer
SUBJECT: Professional Service Agreements for On-Call Plan Check and Inspection Services

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute a 2-year professional service agreement extension with The Code Group and Interwest Consulting Group to provide On-Call Plan Check and Inspection Services in a form approved by the City Attorney; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The agreements for On-Call Plan Check and Inspection Services to supplement the City's technical services provided to the community will expire on August 10, 2019. The two firms under contract have provided exceptional services in plan review and the occasional temporary staffing needs over the past three years. Their level of involvement at times requires that they travel from their regional locations to City Hall to meet with design professionals and staff to assist in resolving issues expeditiously. Staff recommends extending the existing agreements for an additional 2 years. The contract amount will remain and is not to exceed \$50,000 annually. A budget of \$100,000 was allocated for this fiscal year in account # 0010-801-4214-31950.

BACKGROUND:

The existing On-Call Plan Check and Inspection Services contract with The Code Group and Interwest Consulting Group expired on August 10, 2019. The City's capacity to handle plan check and inspection services is insufficient for the volume and complexity of ongoing projects. It is desirable for the City to maintain this contract for professional consulting services to ensure that the City's plan check and inspection services are managed in a timely, accurate, and professional manner.

Due to the cyclic nature of construction activity and the broad expertise necessary for the proper review of construction drawings, the City contracts with outside companies for specialized plan reviews and inspection services related to building and safety. These resources are needed to provide acceptable levels of service to the public.

Authorization of these contracts' extension for a 2-year period recognizes the multi-year nature of construction projects while still enabling regular review of the vendor's performance.

The following is a summary of each of the recommended firms:

THE CODE GROUP (Orange) – The Code Group retains a group of licensed professionals capable of evaluating any type of structure or occupancy, including building, structural, mechanical, plumbing, electrical, energy, accessibility, and green plan review. It has demonstrated a commitment to delivering timely and thorough plan check responses.

INTERWEST CONSULTING GROUP (Huntington Beach) – Interwest provides building and safety and construction management services throughout Southern California. It provides a team of licensed engineers and/or ICC certified plans examiner and building inspector to support and supplement existing staff.

FISCAL IMPACT:

There will be no fiscal impact associated with entering into professional service agreements with these two firms. The costs are recouped through plan check and permit fees the development projects pay. The firms will be used on an as-needed basis. Attached are the rate schedules for each of the recommended firms.

Respectfully submitted by:



Mark A. McAvoy
Director of Public Works, City
Engineer

Prepared by:



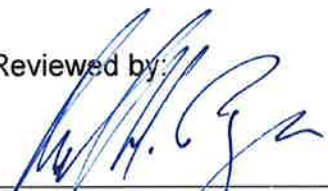
Timothy Tran
Building Official

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT(S):

1. Attachment 1 – The Code Group fee update
2. Attachment 2 – Interwest Consulting Group fee update

ATTACHMENT 1

The Code Group Fee Update

FEE SCHEDULE EXHIBIT I

11. A. FEE SCHEDULE

Full Plan Review	
Percentage of Fees Collected	65% (Up to \$10,000 PC Fee)
Percentage of Fees Collected	60% (Over \$10,000 PC Fee)
At the request of the City, the fees for full plan review may be negotiated. All fees must be established prior to the start of any plan review.	
Expedited Plan Review	
Percentage of Fees Collected (10/5/5) (Residential and T.I.)	70%
(Unique or commercial projects can be a case-by-case basis, please call us for turnaround times)	
(Fixed fee reviews are limited to 3 checks, after 3 reviews, hourly rate will be applied)	
Partial Plan Check	50%
Non-Structural Only	
Percentage of Fees Collected	50%
Structural Only	
Percentage of Fees Collected	50%
MEP Plan Check Submittal	
Percentage of Fees Collected for Electronic Submittal	50%
CASp Plan Check Hourly Rate	\$150.00
Specialty Hourly Rate	\$105.00
(Applies to services not included above, unless otherwise agreed upon)	

Notes:

1. Projects with unique or unusual characteristics may be individually negotiated at request of City.
2. Plan check projects abandoned after first review are eligible for pro-rata refund at request of city.
3. In cases where the applicant is continually non-responsive, plan review effort beyond the third check will be performed at the Special Hourly Rate or as negotiated by the city.

11. B. HOURLY FEE SCHEDULE

Compensation for Staff Augmentation Services will be based upon the following hourly rates. Building and Fire Inspectors, and Permit Technician positions will be based on experience and by an agreement between the City of Monterey Park and VCA.

Plan Check Engineer at City	
Hourly Rate	\$120.00
Building Inspector	
Hourly Rate	\$75.00 to \$85.00
Fire Inspector	
Hourly Rate	\$75.00 to \$85.00
CALGreen Inspector	
Hourly Rate	\$95.00
Permit Technician	
Hourly Rate	\$55.00 to \$60.00
Mileage Reimbursement	\$0.58/mile (Or current IRS Rate)

ATTACHMENT 2

Interwest Consulting Group Fee Update

FEE SCHEDULE EXHIBIT I

Schedule of Hourly Billing Rates

CLASSIFICATION	HOURLY BILLING RATE
Engineer Plans Examiner	\$ 135
ICC Certified Plans Examiner	105
Geotechnical Review	210
Permit Technician	70
Clerical Support	55
Senior Building Inspector	95



City Council Staff Report

DATE: August 21, 2019

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

TO: The Honorable Mayor and City Council

FROM: Mark A. McAvoy, Director of Public Works/City Engineer

SUBJECT: FINAL MAP NO. 75007 (320 & 322 S Moore Avenue)

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt a Resolution approving Final Map No. 75007 and authorizing the City Manager to execute a Subdivision Improvement Agreement in a form approved by the City Attorney; and
2. Take such additional, related action that may be desirable.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

As determined by the Planning Commission via Resolution No. 9-17, adopted September 12, 2017, the Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15315 as a Class 32 categorical exemption (Infill Developments).

TYPE OF ACTION (LEGISLATIVE; QUASI-JUDICIAL; ADVISORY; OR MINISTERIAL)

Ministerial (as to the Final Map): The recommended action is to adopt a Resolution approving a final map. In considering such actions, the City Council acts in a ministerial role. This is an obligation to perform a specific act in a manner prescribed by law whenever a given state of facts exists, without regard to any personal judgment as to the propriety of the act. Here, that means that the City Council's only duty is to determine whether the final map substantially conforms with the tentative map. If it does, the City Council is required to approve the final map per Government Code § 66474.1.

Because of this ministerial duty, the City Council delegated authority to the City Engineer to approve final maps pursuant to Monterey Park Municipal Code ("MPMC") § 20.20.050. Ordinarily, therefore, the City Council would not review final maps.

For this case, however, the property owner is requesting that the final map be approved before all public improvements are completed. Under such circumstances, the property owner must enter into a subdivision improvement agreement – that is bonded – to

ensure that the improvements are completed in accordance with the tentative map. Because the dollar amount exceeds the City Manager's signature authority, the City Council must delegate authority to the City Manager to execute the subdivision improvement agreement. Should the City Council not delegate such authority, then the property owner must complete all improvements before the final map can be approved.

BOARD/COMMISSION REVIEW:

The Planning Commission adopted Resolution No. 9-17 on September 12, 2017, approving Tentative Map No. 75007.

EXECUTIVE SUMMARY:

Pursuant to Government Code § 66458 (d) and Monterey Park Municipal Code § 20.20.010, the City Engineer, surveyor, or other designated official must review the final map. The final map was thoroughly reviewed by the City's consultant Surveyor, George Boghossian & Associates, for mathematical accuracy, survey analysis, title information, and compliance with the Subdivision Map Act, Conditions of Approval and applicable Monterey Park Municipal Code provisions.

To obtain final map approval, the property owner seeks to execute a Subdivision Improvement Agreement with the City and post bonds to guarantee construction of the required public improvements such as new curb, gutter, sidewalk and driveway aprons will be constructed in the street right-of-way. Additionally, all utility services will be placed underground, and new trees, parkway landscaping and irrigation system will be installed.

BACKGROUND:

The development is located at 320 and 322 South Moore Avenue, on the east side of South Moore Avenue. The site is bounded by residential areas. The development is a 6-unit condominium development.

The developer began grading activity but has not yet finished constructing the public improvements. The property owner is eager to record the final map and therefore will enter into a subdivision agreement to guarantee construction of all public improvements including curb, gutter, driveway approach, sidewalk, parkway planting and irrigations along the entire frontage of the subject site. The developer posted sufficient securities to guarantee construction of all on-site and off-site improvements.

Securities are as follows:

	Faithful Performance	Labor and Materials
Public Improvement Bond	\$175,529.00	\$87,765.00
Grading Bond	\$18,600.00	N/A

FISCAL IMPACT:

The approval of this map has no fiscal impact on the City beyond the additional property tax and sales tax this development will generate.

Respectfully submitted,



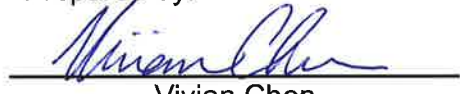
Mark A. McAvoy, PE
Director of Public Works/City
Engineer

Approved By:



Ron Bow
City Manager

Prepared by:



Vivian Chen
Civil Engineering Associate

Reviewed by:



Karl Berger
Assistant City Attorney

Attachments:

1. Resolution
2. Subdivision Agreement
3. Final Subdivision Map

ATTACHMENT1

Resolution

RESOLUTION NO.

A RESOLUTION APPROVING FINAL MAP NO. 75007 FOR A SIX-UNIT RESIDENTIAL CONDOMINIUM PROJECT AT 320-322 SOUTH MOORE AVENUE

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

SECTION 1: The City Council finds and declares that:

- A. On April 26, 2017, Michelle S. Chiang submitted an application pursuant to Title 20 of the Monterey Park Municipal Code ("MPMC"), requesting approval of Tentative Map No. 75007 to subdivide air rights to establish and maintain a six-unit condominium project at 320-322 S Moore Avenue ("Project");
- B. The City reviewed the Project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines"); and
- C. Following a public hearing on April 26, 2017, the Planning Commission adopted a resolution that, among other things, approved a tentative map for the Project with conditions.

SECTION 2: *Environmental Assessment.* The Planning Commission found that the Project was categorically exempt from the requirements of CEQA pursuant to CEQA Guidelines §§ 15315 and 15332 as a Class 32 categorical exemption (Infill Development). Approving the Final Map is part of the Project reviewed by the Planning Commission on April 26, 2017. The findings and conclusions made by the Planning Commission are incorporated into this Resolution by reference.

SECTION 3: *Final Map Findings.* Based upon the entirety of the record, including, without limitation, the staff report, the City Council approves Final Map No. 75007 for the following reasons:

- A. The Final Map substantially conforms with Tentative Map No. 75007; and
- B. The Final Map substantially conforms to the MPMC and Subdivision Map Act (Government Code §§66410, *et seq.*).

SECTION 4: *Delegation of Authority; Reservations.*

- A. In accordance with MPMC § 20.20.050, the City Engineer may take appropriate action to make technical corrections to the Final Map and, thereafter, the City Clerk may forward the Final Map to the Los Angeles

County Recorder's Office for recordation.

- B. Before providing the Final Map to the City Clerk, the City Engineer must (in addition to ensuring that the Final Map meets all technical requirements of the MPMC and Subdivision Map Act) verify that the developer provided the City with (1) a subdivision improvement agreement, in a form approved by the City Attorney, to ensure the construction of all public improvements at the development; (2) a form of security approved by the City Attorney to guarantee performance under the subdivision improvement agreement.
- C. The City manager is authorized to execute the subdivision improvement agreement referenced in this Section.

SECTION 5: This Resolution will become effective immediately upon adoption and remain effective unless superseded by a subsequent resolution.

SECTION 6: The City Clerk is directed to mail a copy of this Resolution to the Applicant and to any other person requesting a copy.

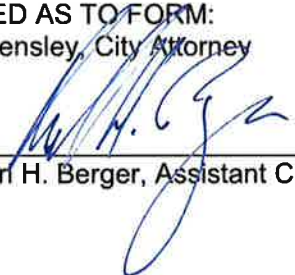
PASSED AND ADOPTED this ____ day of _____, 2019.

Hans Liang, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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

By: 

Karl H. Berger, Assistant City Attorney

ATTACHMENT 2

Subdivision Agreement

RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

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

No fee per Government Code § 6103

SUBDIVISION IMPROVEMENT AGREEMENT

MAP NO. 75007

THIS AGREEMENT ("Agreement") is made and entered into this 21st day of August, 2019, by and between the CITY OF MONTEREY PARK, a general law city and municipal corporation ("CITY") and PROTON RICH LLC, a California Limited Liability Company ("SUBDIVIDER").

The Parties agree as follows:

1. **RECITALS.** This Agreement is made with reference to the following facts and objectives:

- A. SUBDIVIDER presented CITY with a final subdivision map on land identified as Map No. 75007 ("Map").
- B. SUBDIVIDER requested that CITY approve the Map before construction and completion of improvements including, without limitation, streets, highways, public ways, grading, fences, and public utility facilities ("Improvements") which are part of or appurtenant to the subdivision ("Subdivision") identified on the Map. The Improvements must be constructed in accordance with plans and specifications on file with CITY.
- C. This Agreement is entered into in accordance with the Subdivision Map Act ("Act") and applicable ordinances adopted by CITY including, without limitation, as codified in the Monterey Park Municipal Code ("MPMC").

2. **CONSTRUCTION OF IMPROVEMENTS.** At its sole cost and expense, SUBDIVIDER agrees to furnish the equipment, labor and materials necessary to complete the Improvements on the Map set forth in attached Exhibit "A," which is incorporated by reference, and such other improvements required by CITY regulations

and/or the City Council when approving the Map. All of the above work, together with appurtenances, contingencies and engineering costs, are more particularly shown on the improvement plans for the Map. In addition, SUBDIVIDER agrees that because of Planning Commission Resolution No. 09-17, that it will construct and maintain the improvements identified in Exhibit "A," in the manner set forth in Public Works Permit No. PW19-00117, which is incorporated by reference.

3. **ESTIMATED COST OF IMPROVEMENTS.** The parties agree that the estimated cost of improvement work is \$175,529.

4. **COMPLETION.** SUBDIVIDER must complete all Improvements within 24 months after recording the Map or within such further time as may be granted by the City Council.

5. **COMPLETION BY CITY.** Should SUBDIVIDER fail to complete the Improvements within the time for completion, CITY, at its option, may enter onto SUBDIVIDER's property to complete the Improvements at SUBDIVIDER's cost.

6. **WARRANTY OF IMPROVEMENT PLANS.** SUBDIVIDER warrants that the plans and specifications for the Improvements comply with the tentative map approval and the master plan for the Subdivision previously approved by CITY's Planning Commission and the City Council, together with all conditions made a part of such approval(s). SUBDIVIDER further warrants that the plans and specifications can be relied upon to accomplish the Improvement work covered by this Agreement in a good, workmanlike manner and in accordance with accepted construction practices. Should the plans and specifications at any time before final acceptance of the Improvements prove to be inadequate in any respect, SUBDIVIDER agrees to make such changes deemed necessary by CITY to accomplish improvement work in a good, workmanlike manner and in accordance with accepted construction practices. SUBDIVIDER further agrees to make or cause to be made such engineering, soils and other reports as may be required by CITY.

7. **CITY NOT LIABLE FOR PLANS AND SPECIFICATIONS.** CITY is not an insurer or surety for the design or construction of the Subdivision. And no CITY official, officer, or employee is liable or responsible for any claim arising during construction of the Subdivision or Improvements, unless it can be shown that such person specifically directed that the Subdivision or Improvement be accomplished in a manner contrary to the wishes and desires of SUBDIVIDER, and SUBDIVIDER filed a written objection with the City Engineer before commencing such work or Improvement.

8. **WARRANTY OF WORK.** SUBDIVIDER warrants that the Improvements will be constructed in a manner consistent with CITY's specifications and the highest industry standards. Should any Improvement fail to comply with this warranty or any other provision of this Agreement within one year after CITY's final acceptance, SUBDIVIDER must, without delay and without cost to CITY, repair, replace or reconstruct any defective or otherwise unsatisfactory part or parts of the Improvements. Should

SUBDIVIDER fail to act promptly or in accordance with this requirement or should the exigencies of the case require repairs or replacements to be made before SUBDIVIDER can be notified, CITY may, at its option, make the necessary repairs or replacements or perform the necessary work and SUBDIVIDER must pay to CITY the actual cost of such repairs plus fifteen percent (15%) for CITY's administrative overhead costs. This Section is not a waiver of any other right CITY may have for correcting faulty workmanship or defective materials.

9. REPAIRS AND REPLACEMENTS. SUBDIVIDER must replace/repair, as appropriate, all pipes and monuments shown on the Map destroyed or damaged by SUBDIVIDER's actions and to replace/repair, as appropriate, any property damaged or destroyed by SUBDIVIDER. Any such repair or replacement must be completed to CITY's satisfaction and approval.

10. CITY'S RIGHT OF ENTRY. SUBDIVIDER grants City a license to enter SUBDIVIDER's property to inspect the improvements constructed by SUBDIVIDER and to ensure compliance with this Agreement.

11. CONTRACT SECURITY.

- A. Concurrently with the execution of this Agreement, SUBDIVIDER must furnish:
 - i. A surety bond in an amount equal to at least 100% of the estimated cost of improvements as security for the faithful performance of this Agreement;
 - ii. A separate surety bond in an amount equal to at least 100% of the contract price for said improvements as security for the payment of all persons performing labor and furnishing materials in connection with this Agreement.
- B. SUBDIVIDER agrees that the form of the bonds provided by CITY are substantially similar to Government Code §§ 66499.1 and 66499.2.

12. PERFORMANCE BY CITY OR SURETY.

- A. Should SUBDIVIDER fail to construct the improvements in the manner and at such locations as specified within the time requirements of this Agreement, or if SUBDIVIDER is not carrying out the intent of this Agreement, CITY may serve written notice upon SUBDIVIDER and the surety on SUBDIVIDER's faithful performance bond demanding satisfactory compliance with this Agreement.
- B. Should CITY serve such written notice, CITY may do any one, or combination of, the following:

- i. Serve written notice upon the surety on its faithful performance bond demanding satisfactory compliance with this Agreement. In such event the surety must, within five days, assume control and construct the Improvements as SUBDIVIDER's successor;
 - ii. CITY may construct the improvements itself, or by contract, at SUBDIVIDER's expense on a time a materials basis. In such event, CITY may take possession of and utilize in completing improvement construction, materials, appliances, and other property belonging to SUBDIVIDER as may be on the site of the work without liability to CITY. SUBDIVIDER's surety will be liable to CITY for any excess cost of damages incurred by CITY.
- C. Nothing in this Section waives, or serves as a limitation upon, any additional remedy CITY may have under this Agreement or applicable law.

13. SURETY BOND TO INCLUDE LETTER OF CREDIT. The term "surety bond" also includes such other acceptable security, such as letters of credit or cash deposit agreements issued by responsible financial institutions, which are approved by the City Attorney. The term "surety" includes the issuer of any letter of credit or cash deposit agreement, which is acceptable to CITY as security for the performance of this Agreement. Sureties must be admitted to do business in California.

14. BEST MANAGEMENT PRACTICES. SUBDIVIDER agrees to use best management practices ("BMPs"), as that term is defined under applicable law including, without limitation, the Monterey Park Municipal Code, in constructing the improvements anticipated by this Agreement. SUBDIVIDER's failure to comply with the terms of this Section constitutes a material breach of this Agreement.

15. OWNERSHIP OF DOCUMENTS. All documents, data, studies, drawings, maps, models, photographs and reports prepared by SUBDIVIDER under this Agreement are CITY's property. SUBDIVIDER may retain copies of said documents and materials as desired, but must deliver all original materials to CITY upon CITY's written notice.

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

17. CASH CHARGES. SUBDIVIDER must pay to CITY in cash such subdivision fees that are established by ordinance or by the City Council in conferring approval or extension of time to the Subdivision.

18. INDEMNIFICATION.

- A. SUBDIVIDER indemnifies and holds CITY harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of this Agreement, or its performance. Should CITY be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of this Agreement, or its performance, SUBDIVIDER must defend CITY (at CITY's request and with counsel satisfactory to CITY) and indemnify CITY for any judgment rendered against it or any sums paid out in settlement or otherwise.
- B. For purposes of this section "CITY" includes CITY's officers, officials, employees, agents, representatives, and certified volunteers.
- C. The Parties agree that this section will survive termination of this Agreement.
- D. The requirements as to the types and limits of insurance coverage to be maintained by SUBDIVIDER, and any approval of such insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by SUBDIVIDER pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

19. INSURANCE.

- A. Before commencing performance under this Agreement, and at all other times this Agreement is effective, SUBDIVIDER 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 (combined single)</u>
Commercial general liability:	\$2,000,000
Professional Liability	\$2,000,000
Workers compensation	statutory requirement

- B. Commercial general liability insurance must meet or exceed the requirements of ISO-CGL Form No. CG 00 01 11 85 or 88. The amount of insurance set forth above will 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 CITY, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by CITY will be excess thereto. Such endorsement must be reflected on ISO Form No. CG 20 10 11 85 or 88. Such insurance will be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to CITY.

- C. Professional liability coverage will be on an "occurrence basis" if such coverage is available, or on a "claims made" basis if not available. When coverage is provided on a "claims made basis," SUBDIVIDER will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover SUBDIVIDER for all claims made by CITY arising out of any errors or omissions of SUBDIVIDER, or its officers, employees or agents during the time this Agreement was in effect.
- D. SUBDIVIDER must furnish to CITY duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement and such other evidence of insurance or copies of policies as may be reasonably required by CITY from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII." Certificate(s) must reflect that the insurer will provide thirty (30) day notice of any cancellation of coverage. SUBDIVIDER 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.

20. NOTICES.

- A. All notices given or required to be given pursuant to this Agreement will be in writing and may be given by personal delivery or by mail. Notice sent by mail will be addressed as follows:

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

To Subdivider
Porton Rich LLC
61 S Baldwin Ave, Unit 1633.
Sierra Madre, CA 91025

- B. When addressed in accordance with this paragraph, notices will be deemed given upon deposit in the United States mail, postage prepaid. In

all other instances, notices will be deemed given at the time of actual delivery.

- C. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

21. COMPLIANCE WITH LAW. SUBDIVIDER will comply with all laws applicable to this Agreement including, without limitation, federal, state, and local laws requiring permitting and licenses. All such compliance will be at SUBDIVIDER's own cost.

22. CONSTRUCTION. The language of each part of this Agreement will be construed simply and according to its fair meaning, and this Agreement will never be construed either for or against either party.

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

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

25. WAIVER. Waiver of any provision of this Agreement will not be deemed to constitute a waiver of any other provision, nor will such waiver constitute a continuing waiver.

26. GOVERNING LAW. This Agreement has been made in and will be construed in accordance with the laws of the State of California and exclusive venue for any action involving this Agreement will be in Los Angeles County.

27. AUTHORITY/MODIFICATION. This Agreement is subject to and conditioned upon approval and ratification by the Monterey Park City Council. This Agreement is not binding upon CITY until executed by the City Manager. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written agreement. CITY's City Manager may execute any such amendment on behalf of CITY.

28. BINDING UPON SUCCESSORS. The terms of this Agreement constitute a burden and benefit upon the Property. Accordingly, this Agreement will be recorded and the term will run with the Property and become binding upon SUBDIVIDER's heirs, successors and assigns.

29. ENTIRE AGREEMENT. This Agreement constitutes the sole agreement between SUBDIVIDER and CITY respecting the maintenance of the Property's common areas

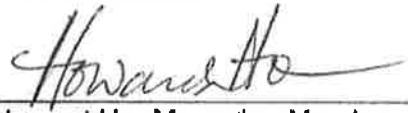
and correctly sets forth the obligations of SUBDIVIDER and CITY. There are no other understandings, terms or other agreements expressed or implied, oral or written.

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

CITY OF MONTEREY PARK,
a municipal corporation.

Porton Rich LLC

Ron Bow, City Manager



Howard Ho, Managing Member

City Council Approval: _____

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, CITY ATTORNEY

By: _____
Karl H. Berger, Assistant City Attorney

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of LOS ANGELES

On AUGUST 05, 2019 before me, JOHN WILLIAM WILHELM NOTARY PUBLIC
(Insert Name of Notary Public and Title)
personally appeared HOWARD HO

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature John W. Wilhelm (Seal)

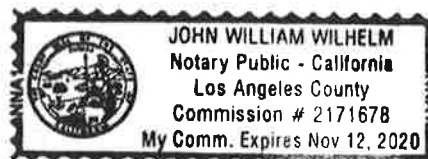


EXHIBIT A

Map No. 75007

All improvements marked are included:

- (X) Public street improvements including grading, paving, curbs, gutter, sidewalks, traffic control devices, street name signs, street lights, street landscaping, and appurtenances, as set forth in plans entitled "Grading and Drainage Plan," prepared by EGL Associates, Inc., approved as PW19-00117.
- (X) Domestic water supply system, including mains, service laterals, fire hydrants, and appurtenances.
- (X) Public storm drains including channels, pipes, inlets, culverts, and appurtenances.
- (X) Lot grading including land clearing, earth moving compaction, import or export of soil, and appurtenances.
- (X) Off-street landscaping including trees, bushes, shrubs, turf, irrigation system, and appurtenances.

ATTACHMENT 3

Final Subdivision Map

1 PARCEL
18,492 SQ. FT.

SHEET 1 OF 2 SHEETS

TRACT NO. 75007

IN THE CITY OF MONTEREY PARK
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
BEING A SUBDIVISION OF A PORTION OF LOT 341 OF RAMONA ACRES
PLAT NO. 2, AS PER MAP RECORDED IN BOOK 18 PAGE 52, OF
MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.
FOR CONDOMINIUM PURPOSES

OWNER'S STATEMENT:

WE HEREBY STATE THAT WE ARE THE OWNERS OF OR ARE INTERESTED IN THE LANDS INCLUDED WITHIN THE SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES, AND WE CONSENT TO THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION.

PROTON RICH LLC, A CALIFORNIA LIMITED LIABILITY COMPANY (OWNER)

Howard Ho
Howard Ho MANAGING MEMBER

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

ON June 30, 2018 BEFORE ME, John W. Williams,
A NOTARY PUBLIC, PERSONALLY APPEARED

Howard Ho WHO PROVED
TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S)
WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND
ACKNOWLEDGED TO ME THAT HE/SHE/HEY EXECUTED THE SAME IN
HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR
SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S) OR THE ENTITY UPON
BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF
CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL



SIGNATURE John W. Williams
NAME PRINTED John W. Williams
MY COMMISSION NUMBER 2171128
MY COMMISSION EXPIRES November 17, 2021
MY PRINCIPAL PLACE OF BUSINESS IS IN
LOS ANGELES COUNTY

SIGNATURE OMISSION NOTES:

THE SIGNATURE OF INTER URBAN WATER COMPANY, HOLDER OF AN EASEMENT
FOR CONSTRUCTION AND CONTRIBUTION OF WATER PURPOSES BY DEED RECORDED
IN BOOK 7210, PAGE 290 OF DEEDS, RECORDS OF SAID COUNTY, HAS BEEN
OMITTED UNDER THE PROVISION OF SECTION 66436 (a) 3A (i)-(iii) OF THE
SUBDIVISION MAP ACT, AS THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO
A FEE TITLE AND SAID SIGNATURE IS NOT REQUIRED BY THE LOCAL AGENCY.
SAID EASEMENT IS INDETERMINATE IN NATURE.

THE SIGNATURES OF ALLEN GUMBERSON, EDWARD CUDAHY JR. AND ORD PRESTON
DBA GUMBERSON, CUDAHY AND PRESTON, HOLDERS OF OIL, GAS OR MINERAL
RIGHTS BY LEASE RECORDED JULY 29, 1958 AS INSTRUMENT NO. 2481 OF
OFFICIAL RECORDS, RECORDS OF SAID COUNTY, HAS BEEN OMITTED UNDER THE
PROVISION OF SECTION 66436 (a) 3 (c) OF THE SUBDIVISION MAP ACT.

CONDOMINIUM NOTE:

THIS SUBDIVISION IS APPROVED AS A CONDOMINIUM PROJECT FOR 8 UNITS,
WHEREBY THE OWNERS OF THE UNITS OF AIR SPACE WILL HOLD AN UNDIVIDED
INTEREST IN THE COMMON AREAS THAT WILL, IN TURN, PROVIDE THE
NECESSARY ACCESS AND UTILITY EASEMENTS FOR THE UNITS.

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED
UPON A TRUE AND COMPLETE FIELD SURVEY PERFORMED BY ME OR UNDER
MY DIRECTION IN SEPTEMBER, 2016, IN CONFORMANCE WITH THE
REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE
REQUEST OF PROTON RICH LLC ON SEPTEMBER 4, 2016. I HEREBY STATE
THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY
APPROVED TENTATIVE MAP; THAT ALL THE MONUMENTS ARE OF THE
CHARACTER AND OCCUPY THE POSITIONS INDICATED; THAT SAID MONUMENTS
ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED; AND THAT THE
NOTES FOR ALL CENTERLINE MONUMENTS NOTED AS "SET" ARE ON FILE IN
THE OFFICE OF THE CITY ENGINEER.

Alfred J. Thelwell
ALFRED J. THELWELL DATE
L.S. NO. 6899 EXPIRES: 9/30/2019



BASIS OF BEARING:

THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING OF N00°34'03"W
OF THE CENTERLINE OF MOORE AVENUE AS SHOWN ON MAP OF TRACT NO.
50215, RECORDED IN BOOK 1198 PAGES 43 AND 46, OF MAPS, IN THE OFFICE
OF THE COUNTY RECORDER OF SAID COUNTY.

CITY ENGINEER'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP AND THAT IT CONFORMS
SUBSTANTIALLY TO THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS
THEREOF; THAT ALL PROVISIONS OF STATE LAW AND SUBDIVISION ORDINANCES
OF THE CITY OF MONTEREY PARK APPLICABLE AT THE TIME OF APPROVAL OF
THE TENTATIVE MAP HAVE BEEN COMPLIED WITH; AND THAT I AM SATISFIED
THAT THIS MAP IS TECHNICALLY CORRECT WITH RESPECT TO CITY RECORDS.

DATE MARK A. KHANOV, CITY ENGINEER
CITY OF MONTEREY PARK
R.C.E. NO. 00361 EXPIRES: 9/30/2019

CITY TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE
JURISDICTION OF THE CITY OF MONTEREY PARK TO WHICH THE LAND INCLUDED
IN THE WITHIN SUBDIVISION OR ANY PART THEREOF IS SUBJECT, AND WHICH
MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

DATE CITY TREASURER - CITY OF MONTEREY PARK

PLANNING DIRECTOR'S CERTIFICATE:

I HEREBY CERTIFY THAT THIS MAP SUBSTANTIALLY CONFORMS TO THE APPROVED
TENTATIVE MAP AS APPROVED BY THE CITY OF MONTEREY PARK PLANNING
COMMISSION ON SEPTEMBER 12, 2017 AND ALL CONDITIONS OF APPROVAL
HAVE BEEN MET.

DATE PLANNING DIRECTOR - CITY OF MONTEREY PARK

CITY CLERK'S CERTIFICATE:

I, CITY CLERK OF THE CITY OF MONTEREY PARK DO
HEREBY CERTIFY THAT THIS MAP WAS PRESENTED FOR APPROVAL TO THE
COUNCIL AT A REGULAR MEETING THEREOF, HELD ON THE DAY OF
20 , AND THAT THEREUPON SAID COUNCIL DID, BY AN ORDER DULY PASSED
AND ENTERED, APPROVE SAID MAP.

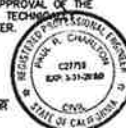
DATE VINCENT CHANG - CITY CLERK
CITY OF MONTEREY PARK

CONTRACT CITY SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP; THAT IT COMPLIES WITH
ALL PROVISIONS OF STATE LAW APPLICABLE AT THE TIME OF APPROVAL OF THE
TENTATIVE MAP; AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY
CORRECT IN ALL RESPECTS NOT CERTIFIED BY THE CITY ENGINEER.

GEORGE G. BOGHOSIAN & ASSOCIATES, INC.

Paul R. Charlton
DATE 6-22-18 PAUL R. CHARLTON - CONTRACT CITY SURVEYOR
R.C.E. NO. 27759 UC EXP. 03/31/20



I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF \$
HAS BEEN FILED WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF
THE COUNTY OF LOS ANGELES AS SECURITY FOR THE PAYMENT OF TAXES
AND SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE LAND SHOWN ON
MAP TRACT NO. 75007 AS REQUIRED BY LAW.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY DEPUTY DATE

BY DEPUTY DATE

SHEET 2 OF 2 SHEETS

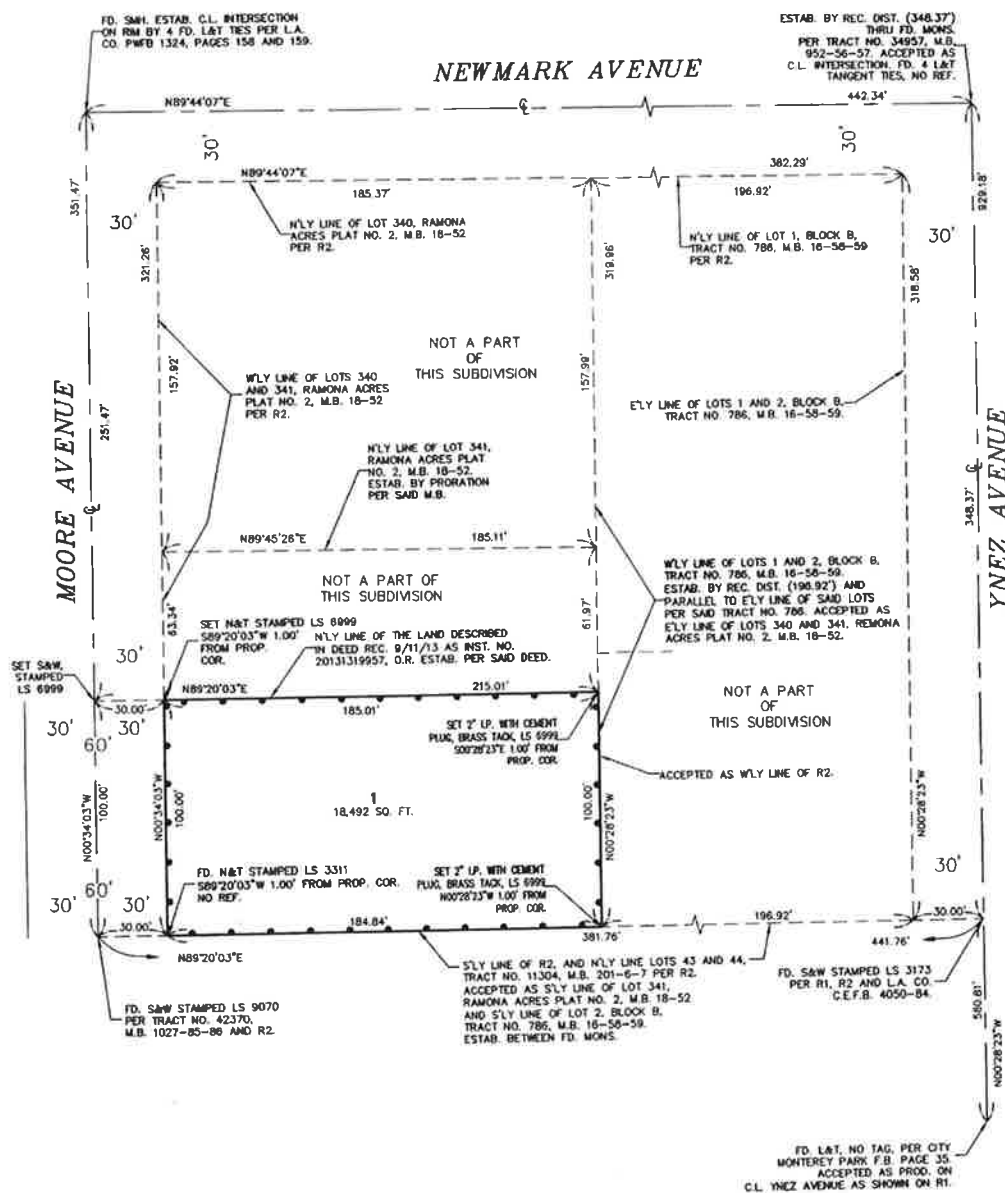
IN THE CITY OF MONTEREY PARK
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

FOR CONDOMINIUM PURPOSES

LEGEND

INDICATES THE BOUNDARY OF THE LAND
BEING SUBDIVIDED BY THIS MAP.

R1 - TRACT NO. 34857, M.B. 952-56/57.
R2 - TRACT NO. 50215, M.B. 1199/45/46





City Council Staff Report

DATE: August 21, 2019

AGENDA ITEM NO: New Business
Agenda Item 5-A

TO: The Honorable Mayor and City Council
FROM: Ron Bow, City Manager
SUBJECT: LA County Update to Ballot Proposition to Impose a $\frac{3}{4}$ Cent Sales Tax

RECOMMENDATION:

It is recommended that the City Council:

1. Receive and file the LA County update to ballot proposition to impose a $\frac{3}{4}$ cent sales tax; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

This report includes updates to current taxation trends in LA County, as well as whether other cities in the area specifically in the LA County, that recently proposed sales tax hikes during the November 2018 and March 2019 elections for the City Council's consideration to place a special sale tax measure on the upcoming March 2020 ballot.

BACKGROUND:

California sales taxes are comprised of three different components: (a) a state tax; (b) a county tax; and (c) a tax that may be imposed by a "district." A "district" includes cities, counties, and other public entities. Currently, the combined state and county sales tax equals 7.25%, plus the transaction and use tax districts' 2.25% (such as Transit Districts), make a total of 9.50% for the City rate. The maximum rate for all sales taxes cannot exceed 10.25%.

Each district may adopt its own sales tax up to the maximum tax rate. Some districts have regional taxing powers. Counties, for example, can impose taxes both within unincorporated areas and within cities. If, however, a city already collects sales taxes up to the maximum rate (10.25%), then the regional tax cannot be collected within that city. For example, Long Beach and Santa Monica presently have a sales tax of 10.25%. Note that with exception, Santa Fe Springs currently has a higher sales tax (10.50%) than any other California locality due to an additional special district sales tax (3.25%).

In 2018, the City Council considered increasing the sales tax rate within Monterey Park. California law refers to this type of tax as a "Transaction and Use Tax." There are currently over 260 California public entities which impose this tax and use the revenue to support project needs. Monterey Park's existing sales tax is 9.50%. The legal cap on

sales tax is 10.25%; this gives the voters the ability to increase the sales tax by 0.75% and still remain at the legal cap.

How Are Other LA County Cities Doing?

Before the November 2018 election, only seven California cities were at the state maximum level of 10.25%. All were in LA County: Compton, Hawthorne, Long Beach, Lynwood, Pico Rivera, Santa Monica, and South Gate.

Following the November 2018 and March 2019 elections, there are 11 LA County cities, including Pasadena, Burbank, Glendale, Pomona, Covina, Culver City, La Puente, Santa Fe Springs, Lawndale, Cudahy, and Glendora in which the voters approved a sales tax increase to ranging from 10.00% to 10.50%. Their respective new sale tax rates were effective beginning April 1, 2019. Note that staff has not verified whether these increases are local sales tax or special sale tax increase. A summary of old and new sales tax rates is provided in a table below:

City	Voters Approval Date	Prior Rate	New Rate
Pasadena	November 2018	9.50%	10.25%
Burbank	November 2018	9.50%	10.25%
Glendale	November 2018	9.50%	10.25%
Pomona	November 2018	9.50%	10.25%
Santa Fe Springs*	November 2018	9.50%	10.50%
Covina	March 2019	9.50%	10.25%
Culver City	March 2019	10.00%	10.25%
La Puente	March 2019	9.50%	10.00%
Lawndale	March 2019	9.50%	10.25%
Cudahy	March 2019	9.50%	10.25%
Glendora	March 2019	9.50%	10.25%

*Santa Fe Springs has a special district tax rate (3.25%).

In fact, cities across LA County are asking their residents to approve sales tax increase. For instance, the City of Monrovia is proposing the hikes to close to the state cap rate at 10.25% from current sale tax rate at 9.50%. Monrovia is planning to have a measure approved by the City Council by August to place the ballot in November's election. Monrovia's estimated revenue from local sales tax increase is \$4.5 million, and the City is currently seeking feedback from residents in the next couple of months and considering different options on how to use the money. The City of Arcadia and the City of Duarte are also contemplating the possibility of placing a sales tax measure on the ballot in 2019.

Sacramento Considering Tax Increment Financing Options

There was a discussion session regarding Tax Increment Financing (TIF) scheduled for April 22, 2019 at the League of California Cities Office in Sacramento. Topics include:

funding sources and mechanisms; agency and project geography; eligible applicants; and eligible uses of funds. In addition, Senator Jim Beall, Senator Mike McGuire and Assembly Member David Chiu were in attendance at this meeting to discuss their respective bills – SB 5 (Beall/McGuire) and AB 11 (Chiu). The flyer to this discussion session is attached in this staff report.

Outside Public Entity Can Potentially Impose Tax Increment

Monterey Park's existing sales tax is 9.50% and Monterey Park voters have the ability to increase the sales tax by 0.75% as the maximum rate on sales tax is 10.25%. If the City does not impose this sales tax increment to raise the approximately \$4 million that can be generated from the sales tax increase for Monterey Park, another public entity can potentially impose a tax and take the revenue. For instance, LA County increased its sales tax in October 2017 to raise money for fighting homelessness that is known as Measure H; Long Beach and Santa Monica do not pay the Measure H sales tax because their voters approved measures to keep their funds local and away from LA County. Therefore, staff is bringing this item back to the City Council for discussion and consideration if the City Council wishes to place this matter on the ballot in March 2020.

FISCAL IMPACT:

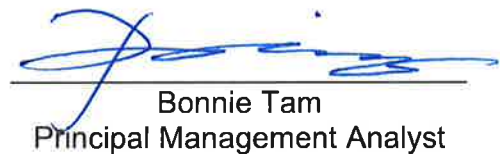
The ballot proposition would adopt a sales tax increase with two-thirds of the voters approving the tax increase. If adopted, the proposition would generate approximately \$4 million in revenue annually.

Respectfully submitted by:



Ron Bow
City Manager

Prepared by:



Bonnie Tam
Principal Management Analyst

Reviewed and Approved by:



Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

1. League of California Cities' Flyer on "A Discussion on Renewing State Investment in Tax Increment Financing"

ATTACHMENT 1
League of California Cities' Flyer on
"A Discussion on Renewing State Investment in
Tax Increment Financing"



A DISCUSSION ON RENEWING STATE INVESTMENT IN TAX INCREMENT FINANCING

Please join us for a discussion centered on renewing state investment in tax increment financing (TIF). Topics to be discussed include: funding sources and mechanisms; agency and project geography; eligible applicants; and eligible uses of funds. The schedule includes updates from **Senator Jim Beall**, **Senator Mike McGuire**, and **Assembly Member David Chiu** regarding bills AB 11 and SB 5.

April 22, 2019 9:00 am - 12:00 p.m.

League of California Cities Offices

1400 K Street, 3rd Floor

Sacramento, CA 95814

Space is Limited. Please RSVP to Johnnie Pina
jpina@cacities.org





City Council Staff Report

DATE: August 21, 2019

AGENDA ITEM NO: New Business
Agenda Item 5-B

TO: The Honorable Mayor and City Council
FROM: Mark A. McAvoy, Director of Public Works / City Engineer
SUBJECT: Approval of East Los Angeles Sustainable Median Stormwater Capture Project

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute the Partnership Agreement, in a form approved by the City Attorney, to cooperatively share costs with County of Los Angeles and City of Montebello in the implementation of the East Los Angeles Sustainable Median Stormwater Capture Project; and
2. Take 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 Sections 15262, 15306, 15307, and 15308. The project consists of comprehensive data collection efforts to monitor the aquatic toxicity that is present in downstream receiving waters. The purpose of the project is to determine if possible actions are necessary to protect natural resources and the environment.

EXECUTIVE SUMMARY:

In April 2017, the County of Los Angeles (County) proposed a multi-jurisdiction stormwater capture project that will improve stormwater quality by preventing pollutants from discharging into the Los Angeles River. This project partnership can potentially benefit a disadvantaged neighborhood in an unincorporated area of East Los Angeles.

The project has a tributary area of 2,900 acres of drainage area and a Water Quality treatment capacity of 22.6 acre-feet. Of the total treatment capacity Monterey Park will claim 2.6 acre-feet by funding a fixed amount of \$2,400,000 using the City's future Measure W funds. This project will assist the City in its compliance efforts under the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit Order No. R4-2012-0175. Staff is requesting the City Council's approval to enter into this partnership agreement. Funding is from Measure W funds for a total of \$2,400,000 with \$18,000 a year from O&M expenditure budget in the future.

BACKGROUND:

The Regional Water Quality Control Board adopted NPDES MS4 Permit Order No. R4-2012-0175 for the City of Monterey Park; the MS4 Permit identifies the permittees that are responsible for compliance with the MS4 Permit requirements. The City of Monterey Park belongs to the Upper Los Angeles River Watershed Management Group (ULARWMG). The ULARWMG developed and implemented a process for identifying opportunities for regional projects, which will achieve multiple benefits, including water supply, groundwater recharge, flood control, recreation and/or habitat.

One of the regional projects identified was the Sierra Vista Park BMP project within the City of Monterey Park. In November 2016, the City of Monterey Park applied for Proposition 1 grant funds for this project estimated at \$13 million; however, the City was not awarded any funds. With Sierra Vista Park BMP Project not successful in obtaining grant funding, the City had to look for other regional project opportunities in order to satisfy the NPDES MS4 Permit requirement.

In April 2017, the County approached the Cities of Monterey Park and Montebello seeking a potential project partnership in a stormwater capture project that would improve stormwater quality for both cities and an unincorporated area of East Los Angeles. The conceptual design plan and cost share information of the project was presented to city representatives from the City of Monterey Park and City of Montebello. In June 2018, County engineers provided status update to both cities and requested a Letter of Commitment. The Letter of Commitment and presentation slides dated April 6, 2017 and June 18, 2018, respectively, are attached in this staff report.

The estimated total project cost is \$25.3 million. The County already secured a total of \$4.5 million in funding from Prop 1 and Urban Greening grants. The initial cost share for the City of Monterey Park was \$5,080,000 with a runoff volume capture credits of 5.5 acres. However, due to the high cost of the project, the City negotiated the cost share down to \$2,400,000 with a lowered runoff volume capture credits of 2.6 acre-feet. The long term O&M cost is approximately \$18,000 per year. The cost for the City to undertake this effort alone would likely be much higher than a collaborated effort with other jurisdictions. The cost share among the cities and County is summarized below:

Jurisdiction	Drainage (Acre-feet)	Drainage (Percent)	Cost Share
City of Montebello	5.5	24%	\$5,080,000
City of Monterey Park	2.6	12%	\$2,400,000
Unincorporated County	14.5	64%	\$13,360,000
Grant Funding	-	-	\$4,500,000
Total	22.6	100%	\$25,340,000

Under the agreement, the Cities will be paying the County for the cost share beginning in FY 2020-2021. The City is intending to use the Safe Clean Water Program (Measure W)

funds to pay for this project. In an effort to further reduce costs to all partners, the County is still actively seeking additional grant funding opportunities when Measure W competitive funds become available. If additional grants are awarded, the County proposed that 24% of the amount of grant funds will be credited to City of Montebello's \$5,080,000 contribution, the remaining will be credited to the County, and the County and City of Monterey Park's runoff volume capture credits will be revised in proportion to each party's relative funding contribution towards the project cost. This is due to the City of Monterey Park not maximizing its volume capture credits in order to reduce its shared cost. The payment schedule for the City of Monterey Park is attached in this staff report and is summarized below:

Invoice No.	Amount	Payment Date
1	\$600,000	12/30/2020 (FY 2020-21)
2	\$600,000	12/30/2021 (FY 2021-22)
3	\$600,000	12/30/2022 (FY 2022-23)
4	\$600,000	12/30/2023 (FY 2023-24)
5*	TBD	12/30/2024 (FY 2024-25)

**Should Measure W allocations to City of Monterey Park fall below \$600,000 annually, the City may elect to pay outstanding balances through an optional 5th payment.*

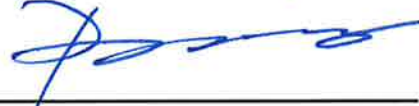
FISCAL IMPACT:

The cost to participate in this partnership project will be funded by Measure W funds. The City's cost share is approximately \$600,000 annually over a four-year term. Should Measure W allocations to City of Monterey Park fall below \$600,000 annually, the City may elect to pay outstanding balances through an optional 5th payment during the 5th year. The long term O&M expense is estimated at \$18,000 per year, which will also be funded by Measure W funds.

Respectfully submitted by:



Mark A. McAvoy
Director of Public Works /
City Engineer



Bonnie Tam
Principal Management Analyst

Approved by:



Ron Bow
City Manager

Reviewed by:



Annie Yaung
Director of Management Services



Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

1. Draft Partnership Agreement of East Los Angeles Sustainable Median Stormwater Capture Project
2. City of Monterey Park's Letter of Commitment dated July 31, 2018
3. Project Presentation dated June 21, 2018
4. Project Presentation dated April 6, 2017

ATTACHMENT 1

**Draft Partnership Agreement of East Los Angeles
Sustainable Median Stormwater Capture Project**

**PARTNERSHIP AGREEMENT
BETWEEN THE COUNTY OF LOS ANGELES,
THE CITY OF MONTEREY PARK, AND THE CITY OF MONTEBELLO
FOR EAST LOS ANGELES SUSTAINABLE MEDIAN STORMWATER
CAPTURE PROJECT**

This PARTNERSHIP AGREEMENT (AGREEMENT), is made and entered into as of the date of the last signature set forth below by and among the County of Los Angeles (COUNTY), a political subdivision of the State of California, the City of Monterey Park (MONTEREY PARK), a municipal corporation in the County of Los Angeles, and the City of Montebello (MONTEBELLO) a municipal corporation in the County of Los Angeles. Collectively, these entities shall be known herein as PARTIES or individually as PARTY.

WITNESSETH

WHEREAS, effective December 28, 2012, the Los Angeles Regional Water Quality Control Board (REGIONAL BOARD) issued National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System Permit Order No. R4-2012-0175 (MS4 Permit or Permit); and

WHEREAS, the MS4 Permit requires the COUNTY, the Los Angeles County Flood Control District, and 84 of the 88 cities (excluding Avalon, Long Beach, Palmdale, and Lancaster) within Los Angeles County to comply with the requirements of the MS4 Permit; and

WHEREAS, the MS4 Permit identified the PARTIES as MS4 permittees responsible for compliance with requirements pertaining to the Los Angeles River Watershed Management Area; and

WHEREAS, the PARTIES are members of the Upper Los Angeles River (ULAR) Watershed Group and have jointly prepared an Enhanced Watershed Management Program (EWMP) plan as required by the MS4 Permit; and

WHEREAS, the ULAR EWMP plan identified a suite of institutional and structural control measures, including multi-benefit regional projects to address the PARTIES' compliance; and

WHEREAS, the COUNTY, MONTEREY PARK, and MONTEBELLO propose to improve the water quality of stormwater and urban runoff from their respective land areas; and

WHEREAS, the COUNTY proposes to design, construct, operate and maintain the East Los Angeles Sustainable Median Stormwater Capture Project (hereinafter referred to as PROJECT), which is comprised of WATER QUALITY IMPROVEMENTS and above ground improvements; and

WHEREAS, the PROJECT is in the Los Angeles River Watershed, and is identified in the appendix of the ULAR EWMP plan for the ULAR Watershed Group; and

WHEREAS, the PROJECT will be constructed in the Landscape Maintenance District (LMD) Zone 35 located in unincorporated County area of East Los Angeles, which is owned and maintained by COUNTY; and

WHEREAS, the PROJECT will be designed to provide treatment of 22.6 acre-feet of runoff volume through constructed WATER QUALITY IMPROVEMENTS; and

WHEREAS, of the 22.6 acre-feet of runoff volume captured by the PROJECT, 2.6 acre-feet is from MONTEREY PARK, 5.5 acre-feet is from MONTEBELLO, and 14.5 acre-feet is from COUNTY; and

WHEREAS, the PROJECT is anticipated to include elements such as dry wells, a stormwater treatment system, stormwater diversion manholes, an irrigation system, piping, drought tolerant landscaping, active and passive recreation such as decomposed granite walkways and jogging paths, and interpretive signage; and

WHEREAS, the estimated cost of the PROJECT is twenty five million three hundred forty thousand dollars (\$25,340,000); and

WHEREAS, COUNTY has received a total of four and a half million dollars (\$4,500,000) of grant funding towards funding the PROJECT through two grants. Two million dollars (\$2,000,000) of the grant funding is from Proposition 1 Storm Water Grant Program (PROP 1) and two and half million dollars (\$2,500,000) from the California Natural Resources Agency's Urban Greening Grant Program (CNRA), referred to collectively as GRANTING AGENCIES; and

WHEREAS, MONTEREY PARK agrees to fund a fixed amount of \$2,400,000 of the project cost as calculated in Exhibit A, to claim capture credits of 2.6 acre-feet runoff volume, which is in proportion to the relative percentage of the project cost it is funding; and

WHEREAS, MONTEBELLO agrees to fund 24% of the project cost, not to exceed \$5,080,000 as calculated in Exhibit A, to claim capture credits of 5.5 acre-feet runoff volume; and

WHEREAS, if additional grants are awarded, 24% of the amount of grant funds will be credited to MONTEBELLO's \$5,080,000 contribution, the remaining will be credited to the COUNTY, and the COUNTY and MONTEREY PARK's runoff volume capture credits will be revised in proportion to each PARTY's relative funding contribution towards the project cost; and

WHEREAS, PARTIES desire to enter into this AGREEMENT to establish each PARTY's responsibilities and financial obligations for the PROJECT; and

WHEREAS, the PROJECT is in the joint interest of PARTIES and will improve water quality and quality of life for residents and provide opportunities for water conservation; and

NOW, THEREFORE, in consideration of the promises and mutual covenants set forth herein, PARTIES hereby agree as follows:

1. COUNTY AGREES:

- a. To prepare plans, specifications, and a cost estimate for the PROJECT.
- b. To utilize the combined four and a half million dollars (\$4,500,000) in grant funding from PROP 1 and CNRA towards the construction of the PROJECT and to ensure all grant requirements are met.
- c. To prepare, as lead agency, and obtain approval of any necessary environmental documents as required under the California Environmental Quality Act (CEQA) for the PROJECT.
- d. To obtain and comply with all applicable regulatory permits, approvals, and requirements for the PROJECT, including obtaining adequate right-of-way for the useful life of the PROJECT for any work to be carried out on property not owned by any of the PARTIES.
- e. To require each consultant or contractor retained to implement the PROJECT to obtain liability coverage naming MONTEREY PARK and

MONTEBELLO and their respective officers, agents, employees, and volunteers as additional insureds on such policy.

- f. To advertise the PROJECT for construction bids; to award and administer the construction contract; to modify approved plans and specifications for the PROJECT necessitated by unforeseen field conditions encountered during construction as necessary to ensure the PROJECT is constructed as intended; and to cause the PROJECT to be constructed in accordance with the approved plans and specifications.
- g. To prepare an O&M MANUAL, a document that describes in detail the operation and maintenance requirements for all WATER QUALITY IMPROVEMENT components based on the final PROJECT design, including, but not limited to, clean out of pretreatment devices....
- h. Upon award of a construction contract by COUNTY for PROJECT, to notify PARTIES of any request for a change order related to the construction of the PROJECT that exceeds five percent (5%) of the total contract amount within ten (10) business days of receipt of the request, and to further notify PARTIES of COUNTY's approval thereof, or if it does not so approve, the reasons therefor, within ten business days of receipt of the request. Any change order that will results in the total cost of the PROJECT to exceed \$25,340,000 will require approval of all PARTIES prior to COUNTY's approval of the change order.
- i. To invoice MONTEREY PARK and MONTEBELLO based on the payment schedule shown in Exhibit B. The total invoiced amounts shall not exceed \$2,400,000 and \$5,080,000.00 for MONTEREY PARK and MONTEBELLO, respectively.
- j. Upon completion of the PROJECT, to assume ownership, operation, and maintenance responsibilities for WATER QUALITY IMPROVEMENTS and above ground improvements.
- k. Upon completion of construction of PROJECT, to provide as-built plans to MONTEREY PARK and MONTEBELLO.
- l. Upon completion of the PROJECT, to operate and maintain WATER QUALITY IMPROVEMENTS pursuant to the O&M MANUAL.

- m. Upon completion of the PROJECT, to provide MONTEREY PARK and MONTEBELLO with contact information for person(s) responsible for the operation and maintenance activities set forth in this MOU.
- n. Upon completion of the PROJECT, to invoice MONTEREY PARK and MONTEBELLO for the operation and maintenance of WATER QUALITY IMPROVEMENTS based on actual expenditures at the end of each fiscal year starting in Fiscal Year 2020-2021 according to the cost allocation formula in Table 1 of Exhibit C and provide an explanation if expenditures exceed the annual cost estimates.
- o. Upon completion of the PROJECT, to maintain and comply with all applicable regulatory permits and requirements associated with operation and maintenance of the PROJECT. COUNTY will maintain and operate the PROJECT throughout its useful life. For the purpose of this Agreement, the "useful life" of any constructed portions of the PROJECT begins upon completion of construction and continues until 20 years thereafter.
- p. During construction and throughout the useful life of the PROJECT, COUNTY shall provide and maintain insurance against fire, vandalism and other loss, damage or destruction of the PROJECT.
- q. COUNTY shall not abandon, discontinue use of, lease or dispose of the PROJECT or fail to maintain any significant part or portion of the PROJECT thereof during its useful life.

2. MONTEREY PARK AGREES:

- a. To provide COUNTY with a not-to-exceed amount of \$2,400,000 to finance the capital costs of the PROJECT.
- b. To provide any necessary approvals, entitlements, and permits to provide adequate rights-of-way for the useful life of the PROJECT if the project is in MONTEREY PARK'S jurisdiction.
- c. To approve or disapprove of any change order to the construction of the PROJECT requested by COUNTY within ten (10) working days of receipt of written request from COUNTY. Approval shall not be unreasonably withheld. In the event of a disagreement, the issue shall be mutually

referred to sequentially higher administrative levels within the PARTIES until the issue is resolved. If the PARTIES are still unable to resolve their disagreement, COUNTY and MONTEREY PARK reserve all rights and remedies at law and in equity.

- d. To provide COUNTY annual funding for the operation and maintenance of WATER QUALITY IMPROVEMENTS, starting in Fiscal Year 2020-2021 according to the funding allocation shown in Table 1 of Exhibit C.
- e. To pay COUNTY within sixty (60) days of receipt of invoice.
- f. To provide COUNTY any comments to COUNTY's proposed O&M MANUAL within ten (10) business days of receipt.

3. MONTEBELLO AGREES:

- a. To provide COUNTY with a not-to-exceed amount of \$5,080,000 to finance the capital costs of the PROJECT.
- b. To provide any necessary approvals, entitlements, and permits to provide adequate rights-of-way for the useful life of the PROJECT if the project is in MONTEBELLO'S jurisdiction.
- c. To approve or disapprove of any change order to the construction of the PROJECT requested by COUNTY within ten (10) working days of receipt of written request from COUNTY. Approval shall not be unreasonably withheld. In the event of a disagreement, the issue shall be mutually referred to sequentially higher administrative levels within the PARTIES until the issue is resolved. If the PARTIES are still unable to resolve their disagreement, COUNTY and MONTEREY PARK reserve all rights and remedies at law and in equity.
- d. To provide COUNTY annual funding for the operation and maintenance of WATER QUALITY IMPROVEMENTS, starting in Fiscal Year 2020-2021 according to the funding allocation shown in Table 1 of Exhibit C.
- e. To pay COUNTY within sixty (60) days of receipt of invoice.
- f. To provide COUNTY any comments to COUNTY's proposed O&M MANUAL within ten (10) business days of receipt.

4. IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

- a. This AGREEMENT shall become effective on the last date of execution by a PARTY and shall remain in effect until MONTEREY PARK and MONTEBELLO have paid all outstanding invoices for costs associated with the PROJECT.
- b. All PARTIES shall have suitable access to the PROJECT sites at all reasonable times during PROJECT implementation and thereafter for the useful life of the PROJECT.
- c. If PROJECT costs increase and there are insufficient funds all PARTIES shall secure additional funding.
- d. PARTIES shall have no financial obligation to any other PARTY under this AGREEMENT except as herein expressly provided.
- e. PARTIES may elect to partner in the pursuit of grant funding opportunities for the PROJECT.
- f. This AGREEMENT shall commence on the effective date and shall continue through final payment to COUNTY plus 25 years.
- g. Each PARTY shall indemnify, defend, and hold harmless each other PARTY, including its special districts, elected and appointed, officers, employees, agents, attorneys, and designated volunteers from and against any and all liability, including, but limited to demands, claims, actions, fees, costs, and expenses (including reasonable attorney's and expert witness fees), arising from or connected with the respective acts of each PARTY arising from or related to this AGREEMENT; provide, however, that no PARTY
- h. shall indemnify another PARTY which has committed negligent or willful misconduct for that other PARTY's own negligence or willful misconduct.

GENERAL PROVISIONS

Cooperation. The PARTIES shall fully cooperate with one another to attain the purposes of the AGREEMENT.

Good Faith. Each PARTY shall use reasonable efforts and work in good faith for the expeditious completion of the purposes and goals of this AGREEMENT and the satisfactory performance of its terms.

Voluntary. This AGREEMENT is voluntarily entered into, to attain the purposes set forth in this AGREEMENT.

Relationship of PARTIES. The PARTIES are and shall remain at all times as to each other wholly independent entities. No PARTY to this AGREEMENT shall have power to incur any debt, obligation, or liability on behalf of another PARTY unless expressly provided to the contrary by this AGREEMENT. No employee, agent, or officer of a PARTY shall be deemed for any purpose whatsoever to be an agent, employee or officer of another PARTY.

Binding Effect. This AGREEMENT shall be binding upon, and shall be to the benefit of the respective successors, heirs, and assigns of each PARTY; provided, however, no PARTY may assign its respective rights or obligations under this AGREEMENT without prior written consent of the other PARTIES.

Amendment. The terms and provisions of this AGREEMENT may not be amended, modified or waived, except by an instrument in writing signed by all the PARTIES.

Waiver. Waiver by any PARTY to this AGREEMENT of any term, condition, or covenant of this AGREEMENT shall not constitute a waiver of any other term, condition, or covenant. Waiver by any PARTY to any breach of this provisions of this MOU shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this AGREEMENT.

Governing Law. This AGREEMENT is made under and will be governed by the laws of the State of California. In the event of litigation between the PARTIES, venue in the state trial court shall lie exclusively in the County of Los Angeles.

No Third Party Rights. The PARTIES to this AGREEMENT do not create rights in, or grant remedies to, any third party as a beneficiary of this AGREEMENT, or of the duty, covenant, obligation or undertaking established in this Agreement.

No Presumption in Drafting. All PARTIES have been represented by legal counsel in the preparation and negotiation of this AGREEMENT. Accordingly, this

AGREEMENT shall be construed according to its fair language. Any ambiguities shall be resolved in a collaborative manner by the PARTIES.

Rights and Remedies are Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this AGREEMENT, the rights and remedies of the PARTIES are cumulative and the exercise by any party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default, or any other default by the other PARTIES.

Legal Action. In addition to any other rights or remedies, any party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to complete specific performance of this AGREEMENT, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement.

Termination. The COUNTY reserves the right to terminate this AGREEMENT for any reason upon thirty (30) days' prior to written notice to MONTEREY PARK and MONTEBELLO. In the event of such termination, MONTEREY PARK and MONTEBELLO shall be entitled to a prorated portion of the PARTIES' annual contribution for the calendar year in which the COUNTY terminates the AGREEMENT hereunder.

Severability. The provisions of this AGREEMENT are severable, and the invalidity, illegality or unenforceability of any provision of this AGREEMENT will not affect the validity or enforceability of any provision. If any provision of this MOU is found to be invalid, illegal, or unenforceable, the PARTIES shall endeavor to modify that clause in a manner which gives effect to the intent of the PARTIES in entering into this AGREEMENT.

Counterparts. This AGREEMENT may be executed in counterparts, which together shall constitute the same and entire AGREEMENT.

Notices. Any notices, bills, invoices, or reports relating to this AGREEMENT, and any request, demand, statement or other communication required or permitted hereunder shall be in writing and shall be delivered to the Representative of the PARTY at the address set forth below. PARTIES shall promptly notify each other of any change of contact information, including personnel changes. Written notice shall include notice delivered via email or fax. A notice shall be deemed to have been received on (a) the date of delivery, if delivered by hand during regular business hours, or by confirmed

facsimile or by email; or (b) on the third (3) business day following mailing by registered or certified mail (return receipt requested) to the address set forth below.

Administration. For purposes of this AGREEMENT, the PARTIES hereby designate as their respective PARTY Representatives the persons named below. The designated PARTY Representatives, or their respective designees, shall administer the terms and conditions of the AGREEMENT on behalf of their respective PARTY. Each of the persons signing below on behalf of a PARTY represents and warrants that they are authorized to sign this AGREEMENT on behalf of such PARTY.

COUNTY:

Mr. Paul Alva
Assistant Deputy Director
Los Angeles County Department of Public Works
P.O. Box 1460
Alhambra, CA 91802-1460

MONTEREY PARK:

MONTEBELLO:

IN WITNESS WHEREOF, the PARTIES hereto have caused this AGREEMENT to be executed by their duly authorized representative and affixed as of the date of signature of the PARTIES:

COUNTY OF LOS ANGELES

By: _____
Director of Public Works

Date

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By: _____
Deputy

CITY OF MONTEREY PARK

By: _____

Date

Title: _____

APPROVED AS TO FORM:

CITY ATTORNEY

By: _____

CITY OF MONTEBELLO

By: _____

Date

Title: _____

APPROVED AS TO FORM:

CITY ATTORNEY

By: _____

EXHIBIT A - City and County Cost-sharing Calculation

Current Anticipated Project Costs	
Total Project Cost	\$ 25,340,000
Prop 1 Grant	\$ (2,000,000)
Urban Greening Grant	\$ (2,500,000)
Other Grants/funding	TBD
TOTAL	\$ 20,840,000
O&M Costs	
O&M Costs*	\$150,000

*O&M Cost is tentative, and will be re-assessed after 1st year of maintenance

Cost-Sharing Calculation (Based on Current Anticipated Project Costs)			
	Acre Feet	Percent	Total Cost Share (Excluding O&M)
Unincorporated County	14.5 [^]	64% [^]	\$ 13,360,000 [^]
City of Monterey Park	2.6 [^]	12% [^]	\$ 2,400,000
City of Montebello	5.5	24%	\$ 5,080,000 [^]

[^]These values will vary depending on Project Cost. If Project Cost differs from above due to Project Award Value or Other Grants/funding, the following formulas shall be used:

City of Monterey Park Acre-ft Calculation

= [{ \$2,400,000 / [(Total Project Cost) - (Prop 1 Grant) - (Urban Greening Grant) - (Other Grants/funding)] }] x 22.6 acre-ft

City of Montebello Project Cost Share (Excluding O&M)

= [(Total Project Cost) - (Prop 1 Grant) - (Urban Greening Grant) - (Other Grants/funding)] x [5.5 acre-ft / 22.6 acre-ft]

Unincorporated County Project Cost Share (Excluding O&M)

= (Total Project Cost) - (Prop 1 Grant) - (Urban Greening Grant) - (Other Grants/funding) - (Monterey Park Cost Share) - (Montebello Cost Share)

Unincorporated County Acre-ft Calculation

= (22.6 acre-ft) - (Monterey Park acre-ft) - (Montebello acre-ft)

EXHIBIT B - EAST LOS ANGELES SUSTAINABLE MEDIAN STORMWATER CAPTURE PROJECT INVOICE SCHEDULE

City of Montebello

Invoice No.	Amount [^]	Payment Date
1	\$ 700,000	12/30/2020
2	\$ 800,000	12/30/2021
3	\$ 900,000	12/30/2022
4	\$ 900,000	12/30/2023
5	\$ 900,000	12/30/2024
6	\$ 880,000	12/30/2025

[^]Should Measure W allocation to Montebello fall below \$1,000,000 annually, payment schedule may be adjusted

City of Monterey Park

Invoice No.	Amount	Payment Date
1	\$ 600,000.00	12/30/2020
2	\$ 600,000.00	12/30/2021
3	\$ 600,000.00	12/30/2022
4	\$ 600,000.00	12/30/2023
5*	TBD*	12/30/2024

*Should Measure W allocations to City of Monterey Park fall below \$600,000 annually, City may elect to pay outstanding balances through an optional 5th payment

EXHIBIT C - City and County Cost-sharing Calculation O&M

O&M Cost per Year*	\$ 150,000
-------------------------------	-------------------

Table 1 - Cost-Sharing Calculation - O&M			
	Acre Feet	Percent	Total Cost Share Per Year
Unincorporated County	14.5	64%	\$ 96,000
City of Monterey Park	2.6	12%	\$ 18,000
City of Montebello	5.5	24%	\$ 36,000

***O&M Cost is tentative, and will be re-assessed after 1st year of maintenance**

ATTACHMENT 2

City of Monterey Park's Letter of Commitment dated July 31, 2018

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
www.montereypark.ca.gov



City Council

Peter Chan
Mitchell Ing
Stephen Lam
Hans Liang
Teresa Real Sebastian

City Clerk

Vincent D. Chang

City Treasurer

Joseph Leon

July 31, 2018

Mr. Mark Pestrella
Director of Public Works
County of Los Angeles
Department of Public Works
900 S. Fremont Ave.
Alhambra, CA 91803

RE: Letter of Commitment – East Los Angeles Sustainable Median Stormwater Capture Project

Dear Mr. Pestrella:

The City of Monterey Park commits to collaborating and sharing costs with the County of Los Angeles Department of Public Works and the City of Montebello for the East Los Angeles Median Stormwater Capture Project. The Project will assist the City in its compliance efforts under the National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System Permit Order No. R4-2012-0175.

We will continue to work with you in developing an equitable cost sharing formula for all participating agencies. Should you have any questions, please contact Bonnie Tam, Principal Management Analyst, at 626-307-1383 or via email at btam@montereypark.ca.gov.

Sincerely,

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

Ron Bow
City Manager

ATTACHMENT 3
Project Presentation dated June 21, 2018

East Los Angeles Sustainable Median Stormwater Capture Project

June 21, 2018

PUBLIC WORKS
LOS ANGELES COUNTY



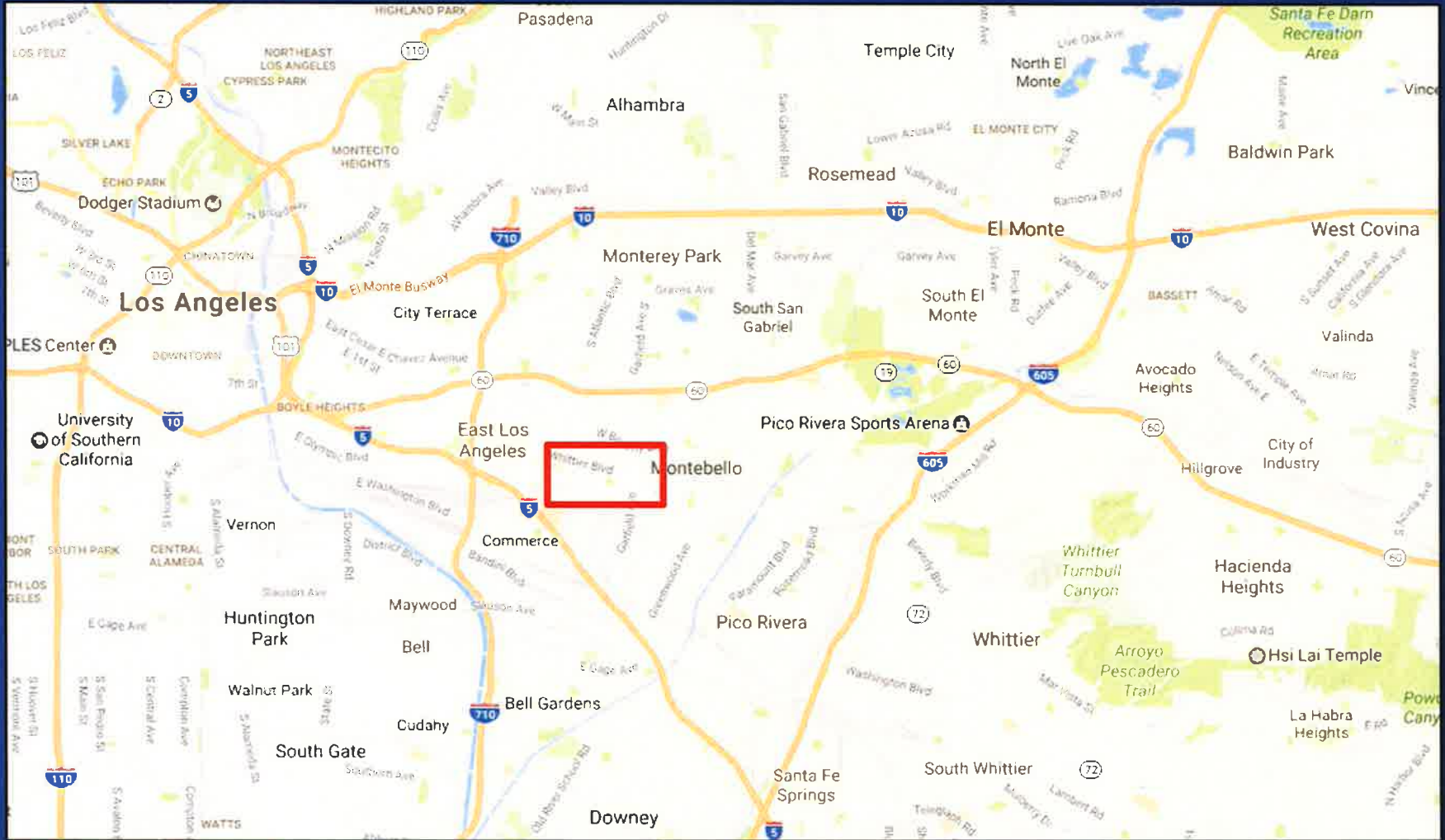


PRESENTATION OUTLINE

- Background
- Project Needs
- Proposed Project
- Project Schedule
- Project Cost & Cost-Share
- Q&A



BACKGROUND: PROJECT LOCATION





BACKGROUND: COUNTY LMD ZONE 35





PROJECT NEEDS



Existing condition of typical medians



PROJECT NEEDS



Existing condition of median on Northside Drive



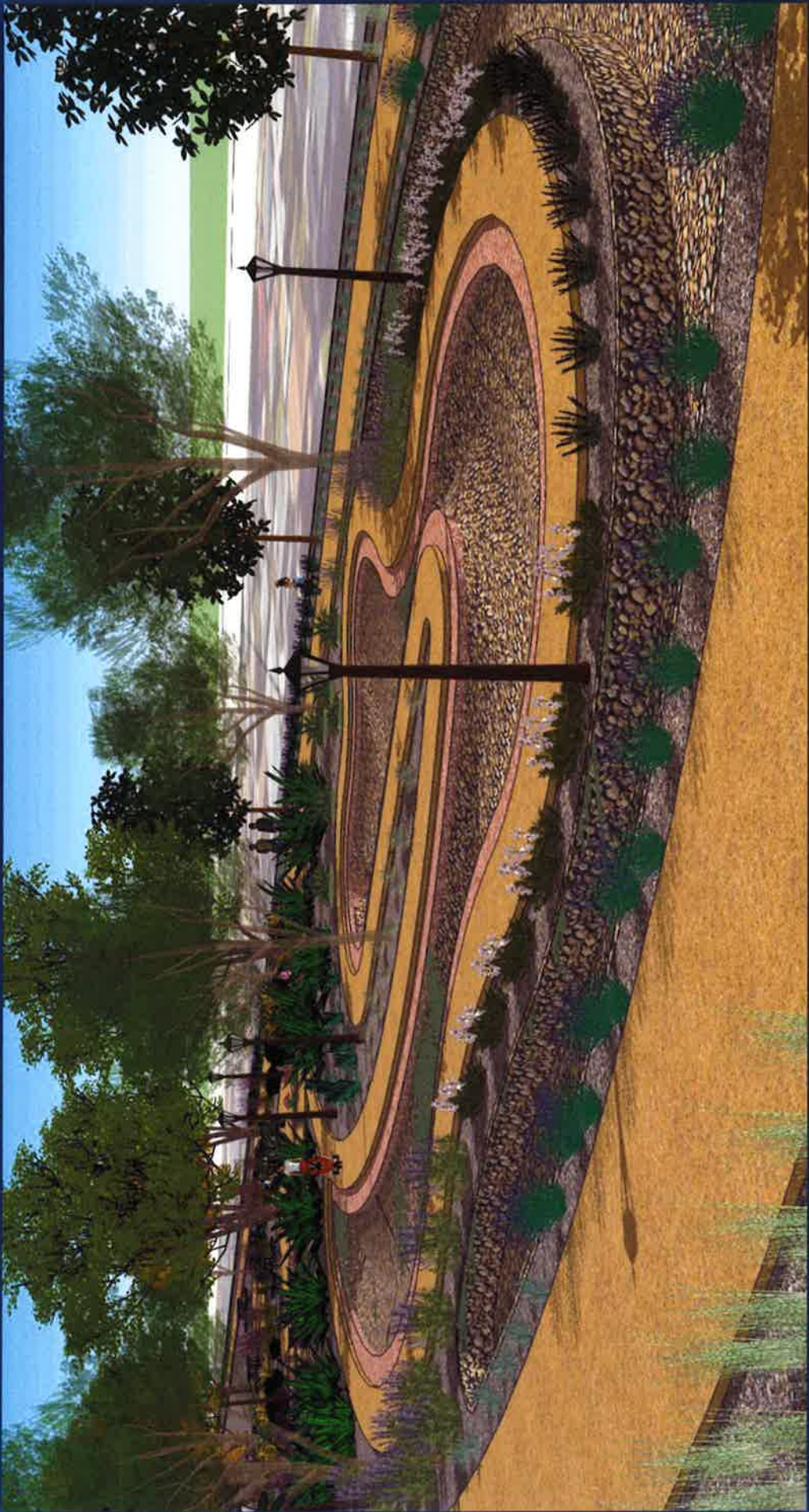
PROPOSED PROJECT



PROPOSED PROJECT

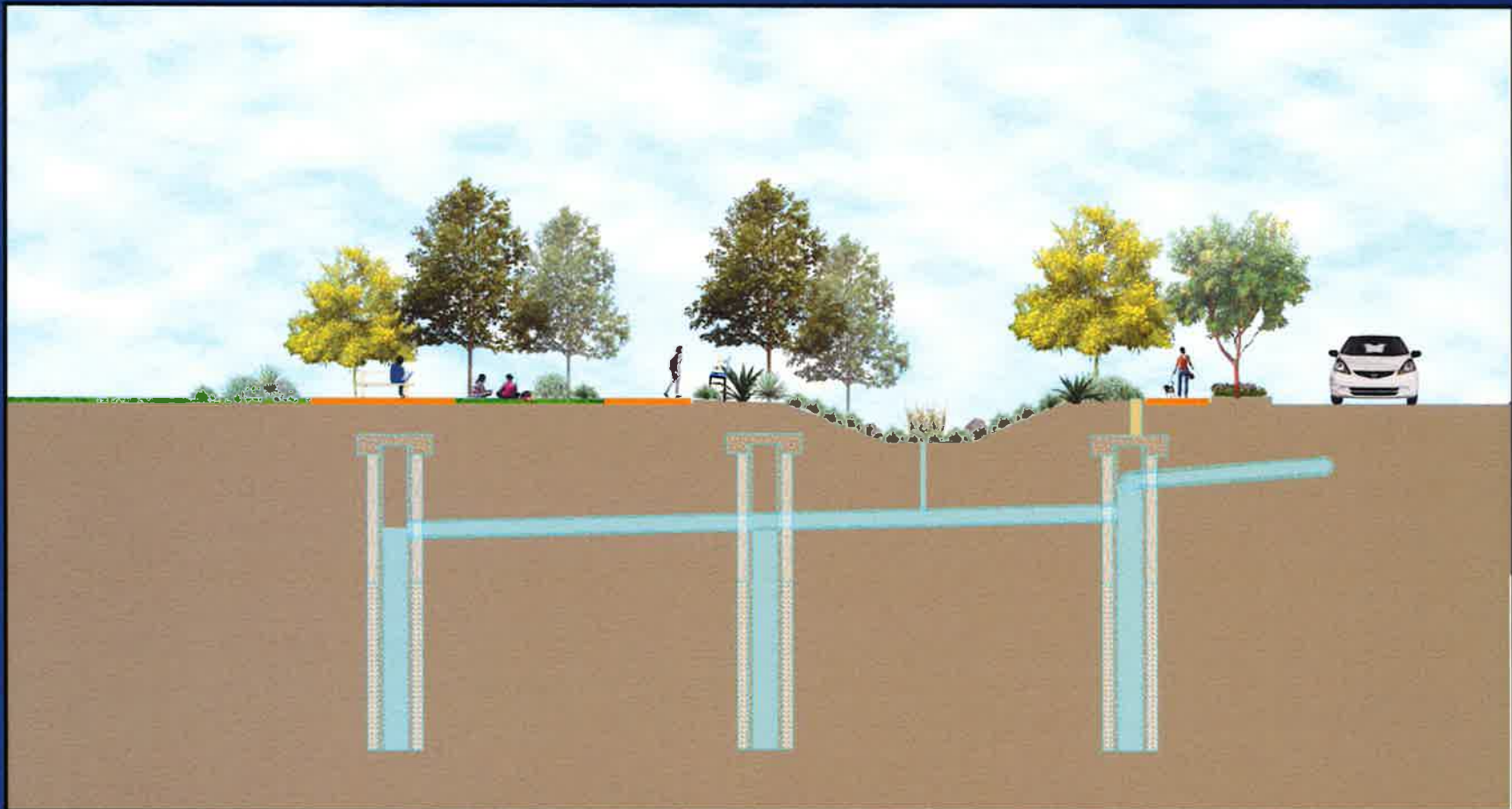


PROPOSED PROJECT



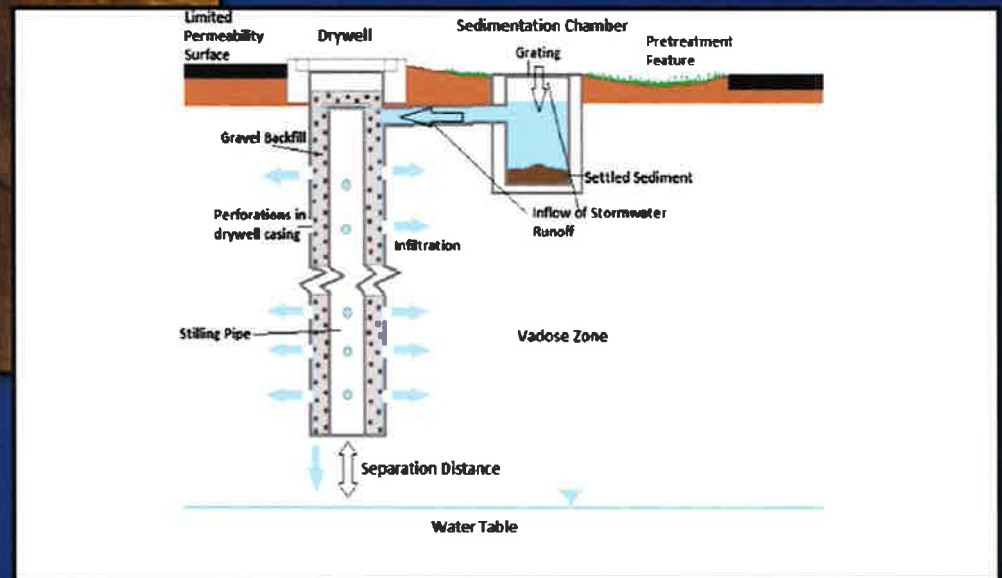


PROPOSED PROJECT: DRY WELLS



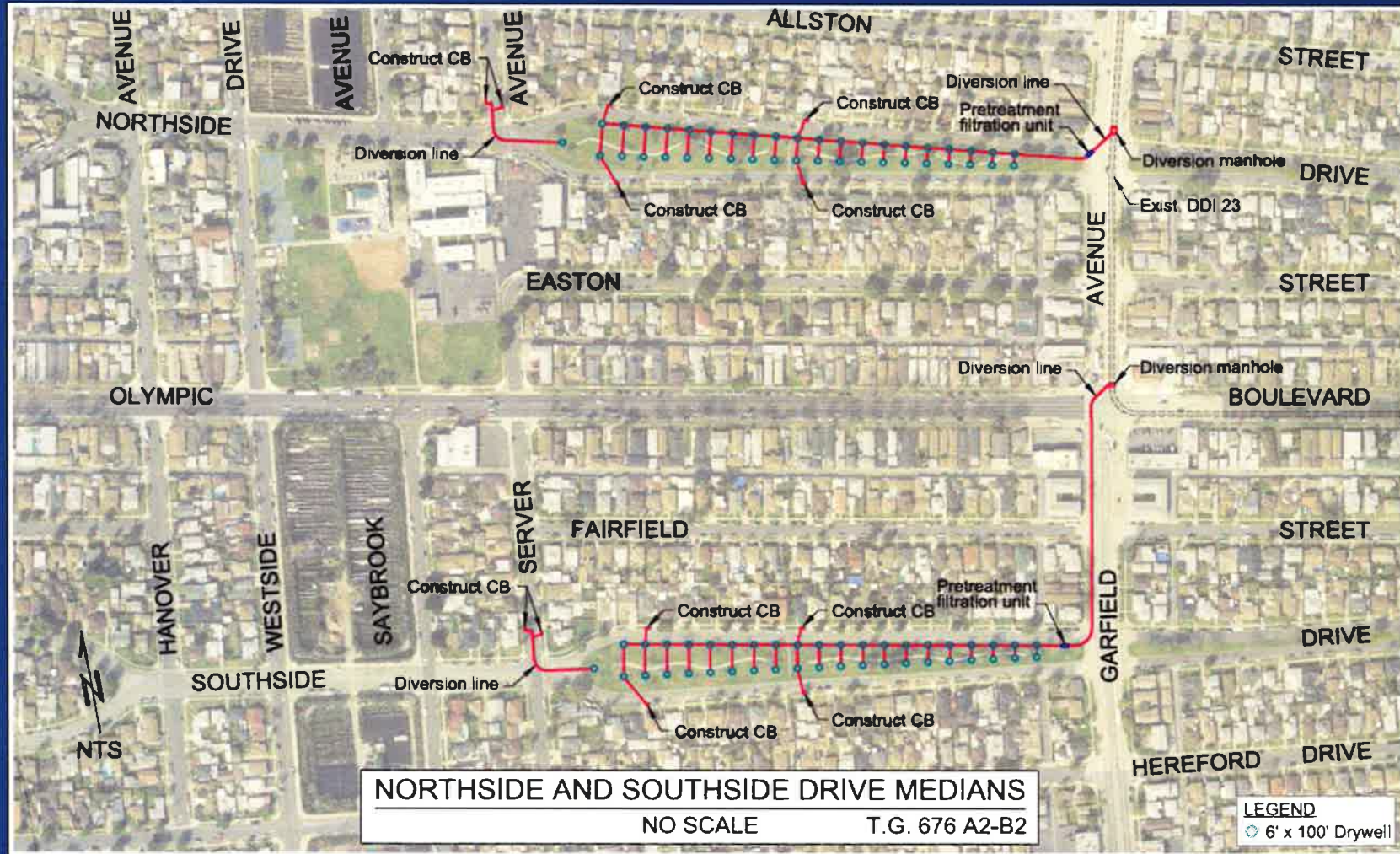


PROPOSED PROJECT: DRY WELLS



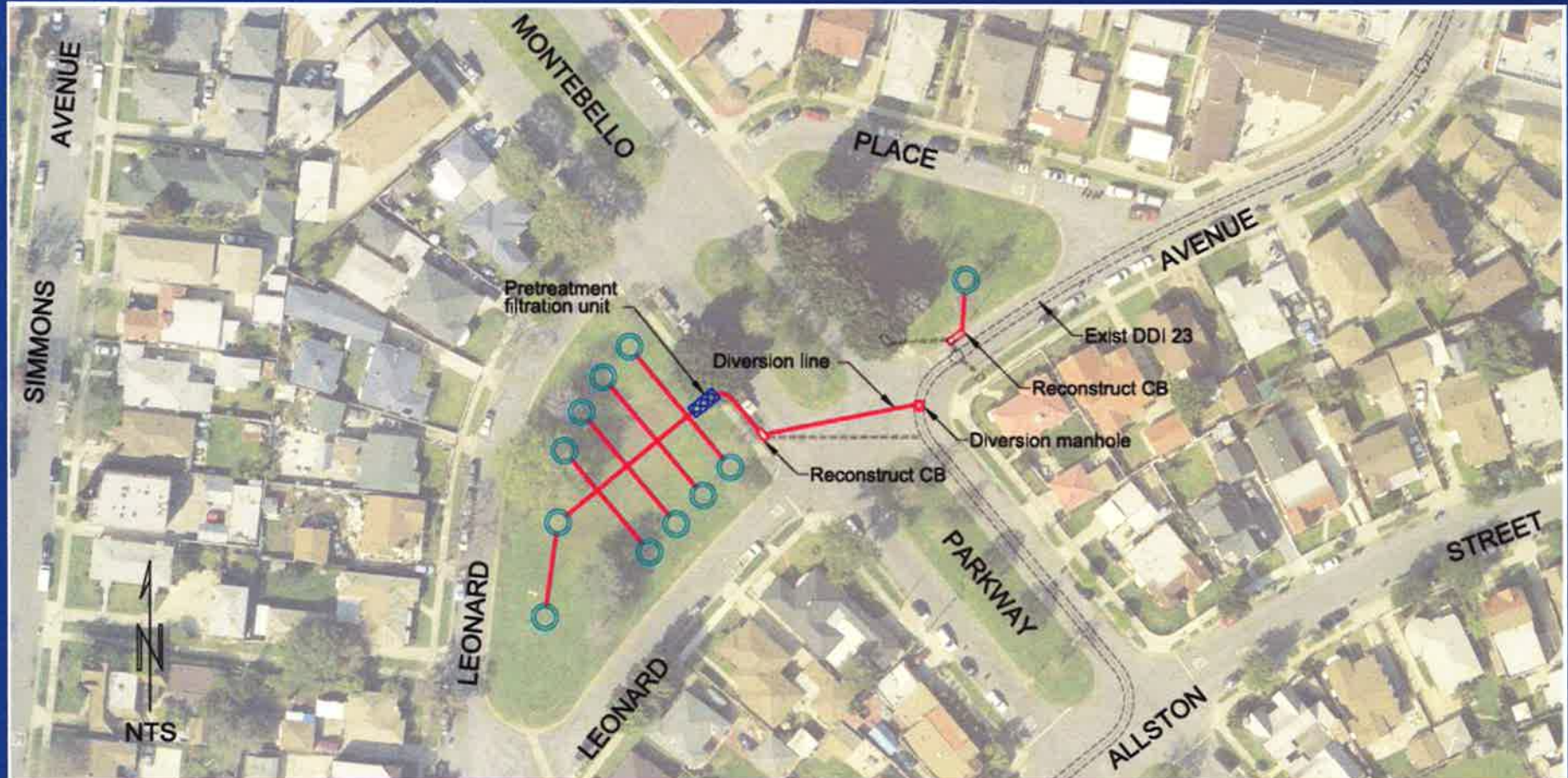


PROPOSED PROJECT: DRY WELLS





PROPOSED PROJECT: DRY WELLS





PROJECT SCHEDULE

Activity	Estimated Completion
Planning • Concept Design Plans	Completed
Design • 100% Design Plans • CEQA	Completed Completed
Advertise & Award	October 2018
Construction	November 2019



PUBLIC WORKS LOS ANGELES COUNTY

PROJECT COST & COST-SHARE

Total Project Cost	\$20,000,000
Grants	-\$4,500,000
Total Cost After Grants	\$15,500,000
Total AF Captured	22.64
Cost/AF	\$684,629

Jurisdiction	AF Captured	Cost-Share	O&M
County UA	9.78	\$6,650,000	\$50,000
Montebello	6.43	\$4,370,000	\$50,000
Monterey Park	6.43	\$4,370,000	\$50,000
Total	22.64	\$15,500,000	\$150,000



PUBLIC WORKS
LOS ANGELES COUNTY

Q&A

THUAN NGUYEN
(626) 458-4312
THUNGUYEN@DPW.LACOUNTY.GOV

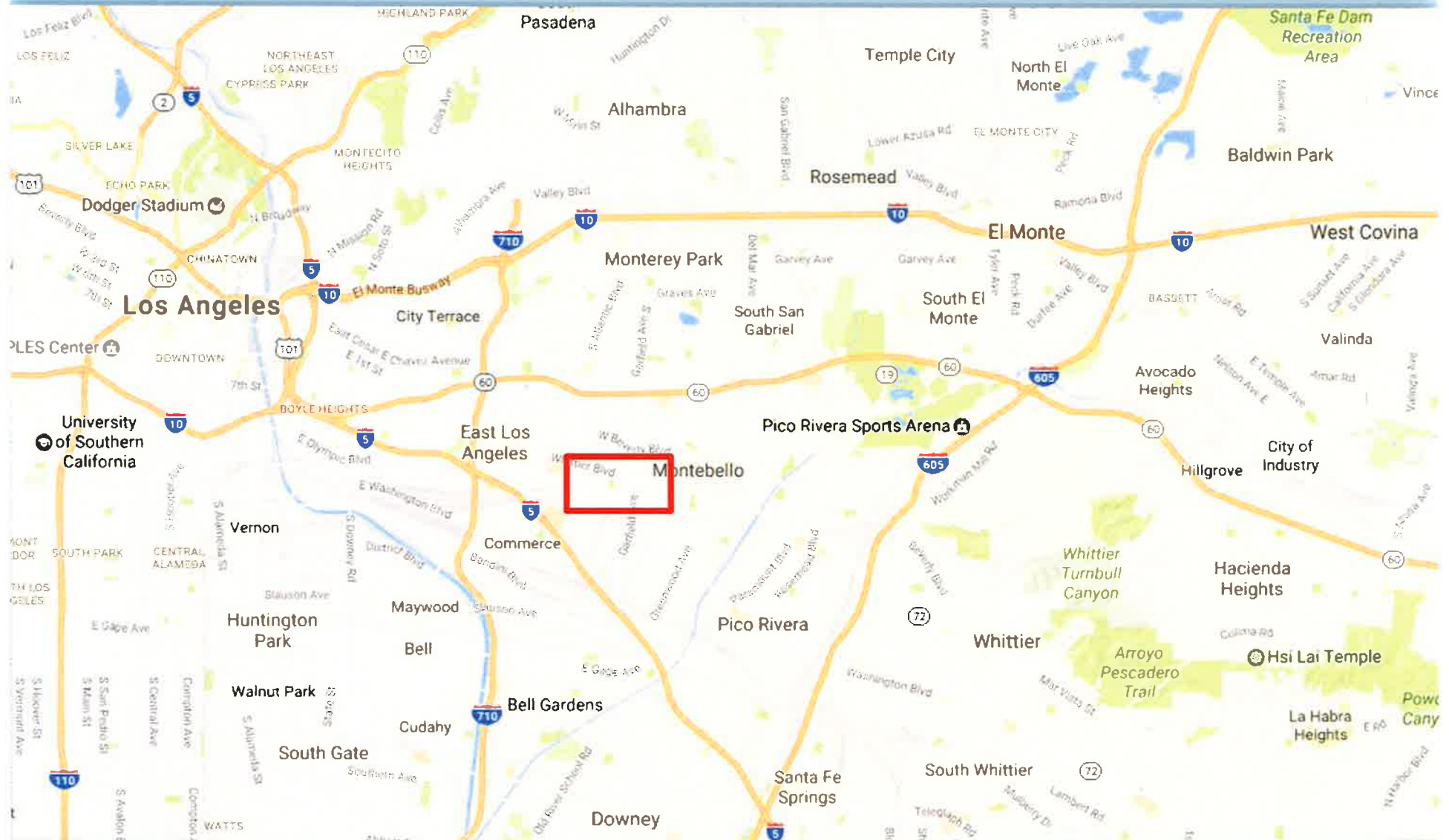
ATTACHMENT 4
Project Presentation dated April 6, 2017

The background of the slide features a blue gradient that transitions from a lighter blue at the top to a deeper blue at the bottom. Scattered across this gradient are numerous water droplets of various sizes, some appearing as simple circles and others with more complex, realistic shading to give them a three-dimensional appearance.

EAST LOS ANGELES SUSTAINABLE MEDIAN STORMWATER CAPTURE PROJECT

THUAN NGUYEN, P.E.
APRIL 6, 2017

PROJECT LOCATION MAP



PROJECT PHASING

Phase 1 Improvement (Green)

Phase 2 Improvement (Yellow)

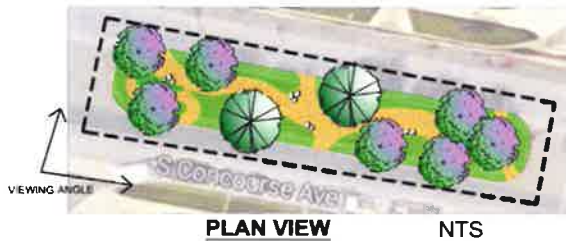
Phase 3 Improvement (Red)

Map labels include: Whittier Blvd, S Gerhart Ave, Simmons Ave, Keena, Bradsha, Leonard A, School Ave, Harding Ave, Hendricks Ave, Findlay Ave, Brady Ave, Saybrook Ave, Hay Ave, Mobile Ave, Via Del Oro, Petto Ave, Via Vista, W Cleveland Ave, W Whittier Blvd, AutoZone, Allston, Northside, Easton, W Olymp, Fairfield St, Southside Dr, W Hereford Dr, Ferguson Dr, Hereford Dr, Garfield Ave, Southside Dr, Hereford Dr, Ferguson Dr, Damas Nursery, Saybrook Park, Saybrook Ave, Westside Dr, Hanover Ave, E Olympic Blvd, E Easton St, E Olympic Blvd, Fairfield St, Gloucester St, Southside Dr, Hereford Dr, Elton Ave, Hereford Dr, Ferguson Dr, Naim Ave, Simmons Ave, S Gerhart Ave, Herford Dr, E Olympic Blvd, Allston St, Northside Dr, Dennison St, E Easton St, E Olympic Blvd, Fairfield St, Gloucester St, Southside Dr, Hereford Dr, Ferguson Dr, Saybrook Ave, Westside Dr, Hanover Ave, E Olympic Blvd, E Easton St, E Olympic Blvd, Fairfield St, Gloucester St, Southside Dr, Hereford Dr, Ferguson Dr, Garfield Ave, Southside Dr, Hereford Dr, Ferguson Dr, W Whittier Blvd, Via Vista, W Cleveland Ave, AutoZone, Allston, Northside, Easton, W Olymp, Fairfield St, Southside Dr, W Hereford Dr, Ferguson Dr, Hereford Dr, Garfield Ave, Southside Dr, Hereford Dr, Ferguson Dr.

PHASE 1 RENDERING



TYPICAL MEDIAN PERSPECTIVE



PLAN VIEW

NTS



EXISTING CONDITION

ZONE 35 - MONTEBELLO : CONCOURSE AV., TYPICAL

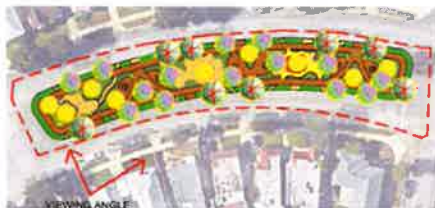
EAST LOS ANGELES



PHASE 2 RENDERING



TYPICAL MEDIAN PERSPECTIVE



PLAN VIEW

NTS



EXISTING CONDITION

ZONE 35 - MONTEBELLO : SOUTHSIDE DR., TYPICAL

EAST LOS ANGELES



PHASE 3 RENDERING



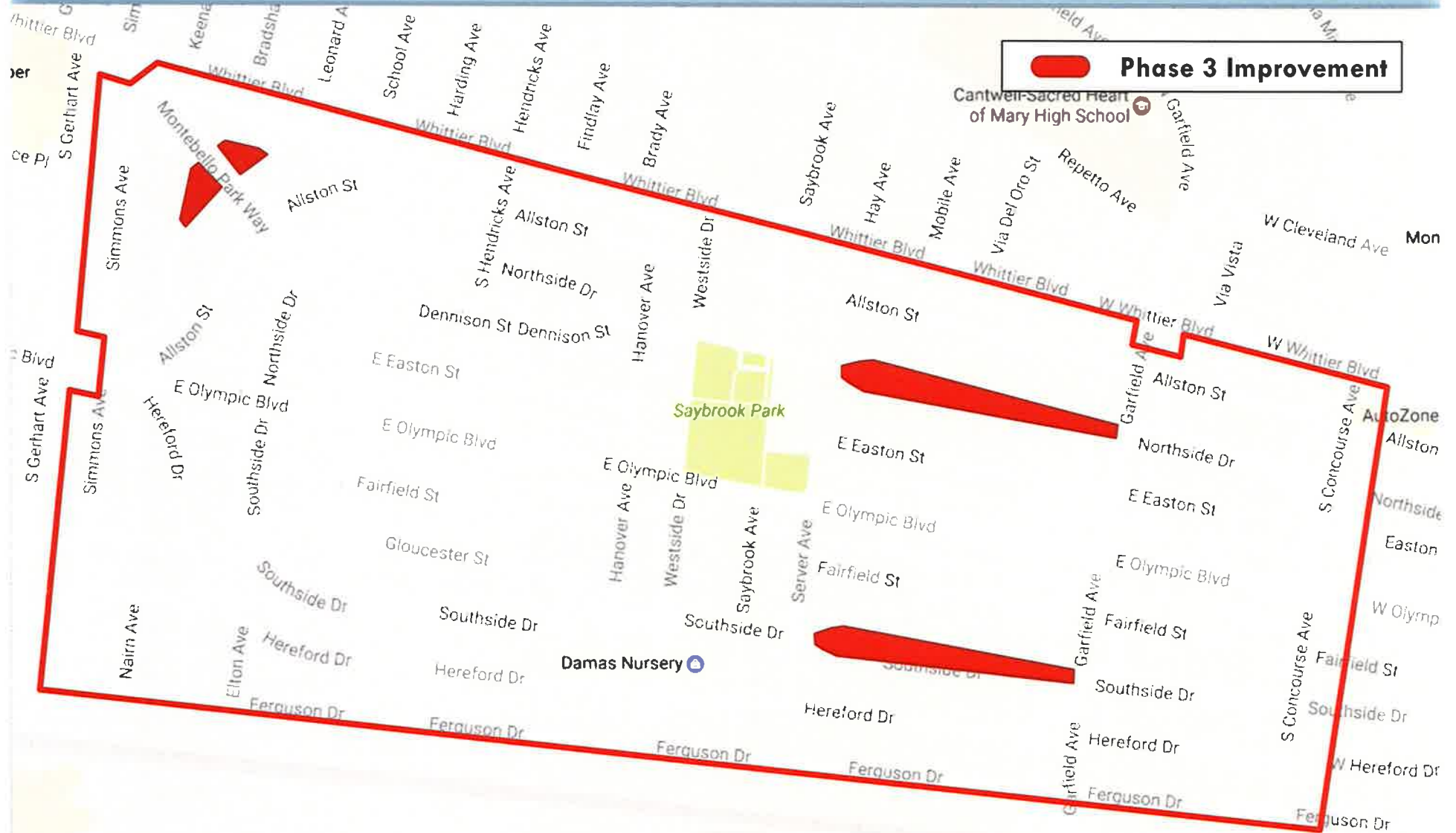
Northside/Southside Drive (Isometric View)

PHASE 3 RENDERING

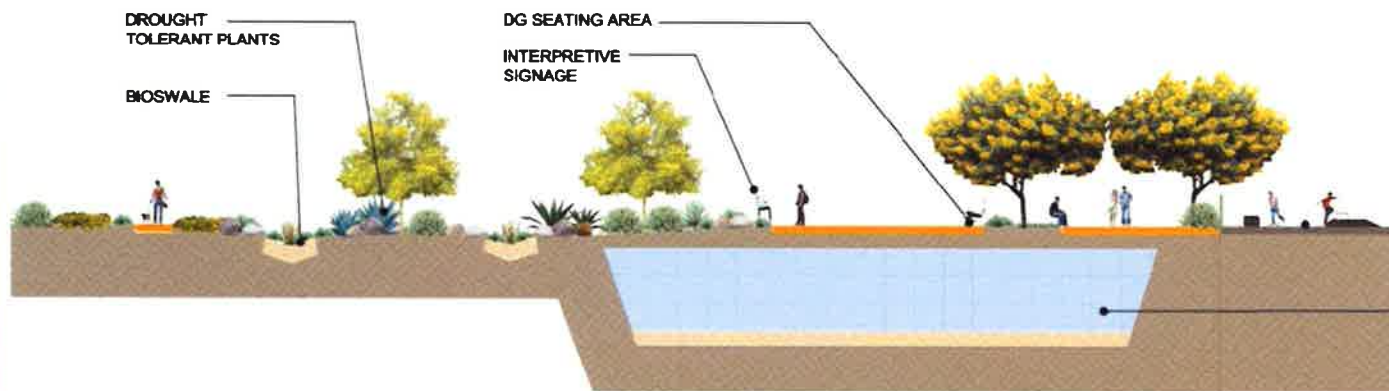


Northside/Southside Drive (Isometric View)

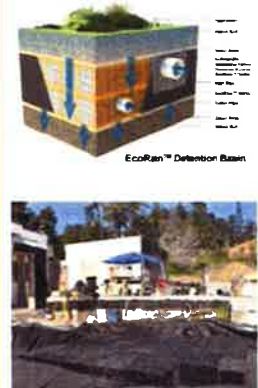
PHASE 3 – STORMWATER CAPTURE

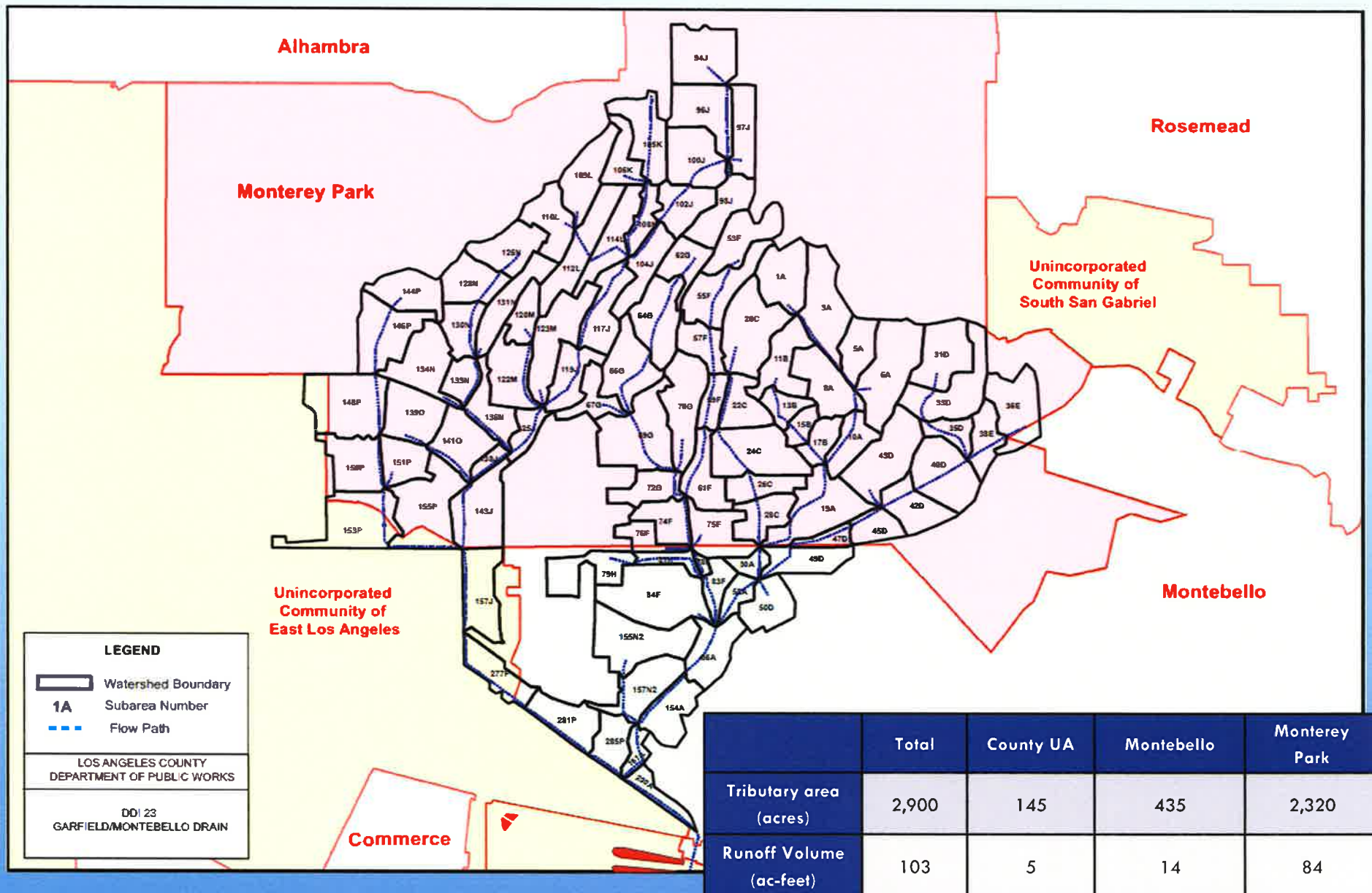


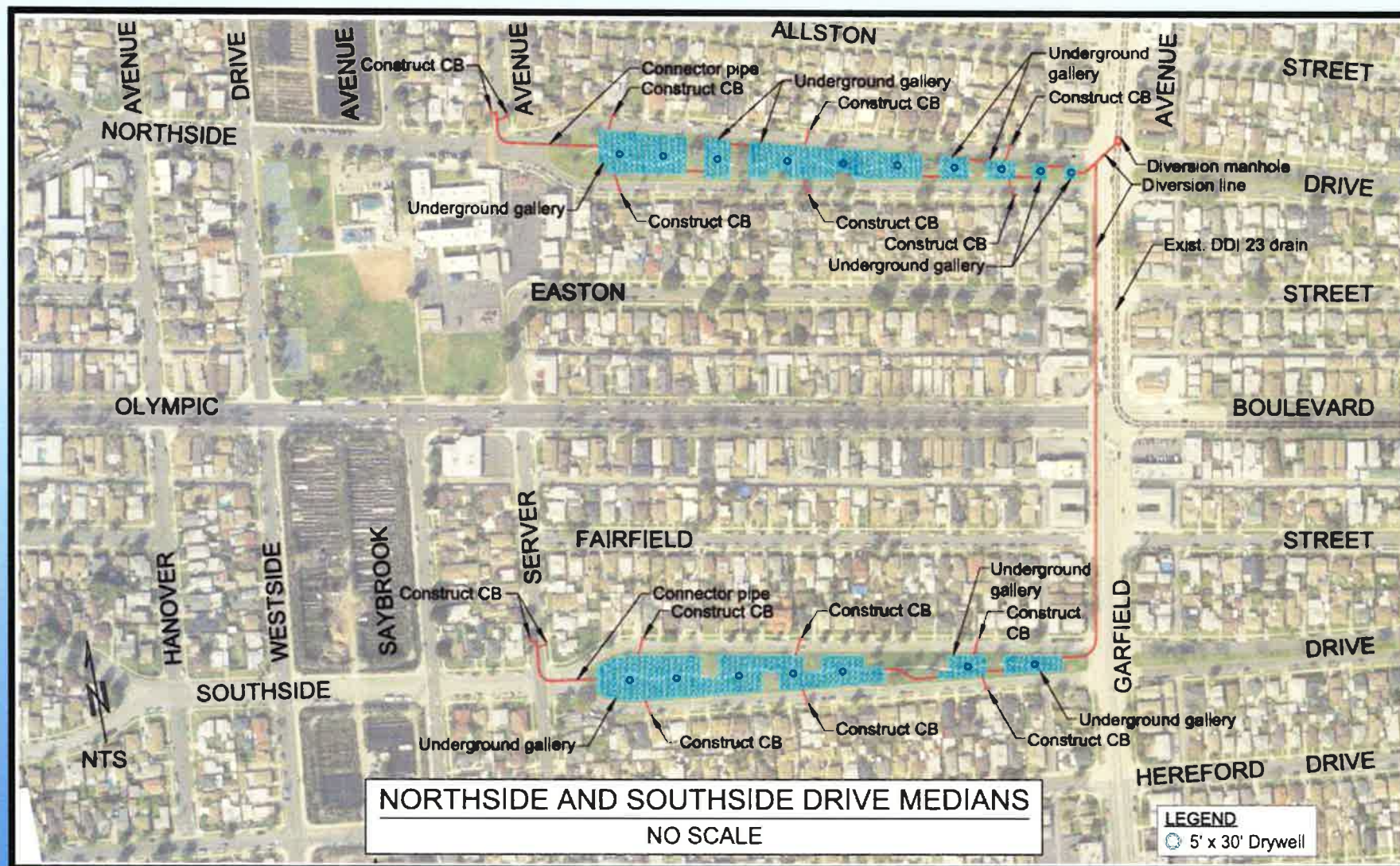
PHASE 3 – STORMWATER CAPTURE



STORM WATER STORAGE SYSTEM







County Partners

Design volume (ac-feet)

COST

	DETAIL	COST
Phase 1	Propose planting trees, drought tolerant plants and native planting areas.	\$670,000
Phase 2	Propose planting trees, drought tolerant plants and native planting areas, DG walking/jogging paths, LIDs, and passive use areas.	\$900,000
Phase 3	Propose planting trees, drought tolerant plants and native planting areas, DG walking/jogging paths, LIDs, passive and active use areas, and stormwater capture BMPs.	Design = \$500,000 Construction = \$10,000,000* O&M = TBD following design

*Prop 1 Stormwater Grant = \$2 million towards construction cost

SCHEDULE – PHASE 3

Activity	Estimated Completion
Planning • Concept Design Plans • Project Concept Report • Grants	Completed August 2017 Ongoing
Design • 30% Design Plans • 60% Design Plans • 100% Design Plans • Initial Study Report	August 2017 October 2017 February 2018 February 2018
Construction	October 2019
Operation and Maintenance	Life of project (20-25 years)

Q & A



Thuan
Nguyen

(626) 458-4312

thunguyen@dpw.lacounty.gov



City Council Staff Report

DATE: August 21, 2019

AGENDA ITEM NO: Council Communications
Agenda Item 6-A

TO: The Honorable City Council

FROM: Mayor Hans Liang

SUBJECT: Code of Conduct; Meeting Procedures; Healthy Workplace Environment

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a Resolution amending the City Council's existing policies and procedures to:
 - a. Add a Code of Conduct for elected and appointed public officials;
 - b. Adopt a Healthy Workplace Environment policy; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY

At my mayoral installation, I announced several initiatives that I hoped to implement during my tenure as the City's Mayor. Among other things, I believe that it is imperative that Councilmembers lead by example while serving in positions of public trust. This extends not just to their service to constituents, but also to the hard-working men and women who serve the public's needs as City employees. Accordingly, I suggest that the City Council adopt a Code of Conduct along with a Healthy Workplace Environment policy to help facilitate professional, dedicated, and reliable public service.

FISCAL IMPACT

There is no fiscal impact as a result of this action.

DISCUSSION

At my request, City staff reviewed the City's existing policies and procedures affecting the conduct of elected and appointed public officials and current requirements as to conducting public meetings. In addition to regulations within the Monterey Park Municipal Code ("MPMC"), it appears that one resolution regulates conduct and meeting procedures. It was last updated in 2017.

If adopted, the draft resolution would establish rules regarding the conduct of all elected and appointed public officials. Additionally, the resolution would provide the consequences for violating these rules of conduct. Generally, discipline would include admonition, sanction, and censure. The last consequence is also the most severe and would be available to the City Council in only the most egregious of circumstances; it would require a 2/3 vote of the City Council to implement and only after substantive evidence of wrongdoing were included within the administrative record. Were the City Council to censure one of its members, it could also take additional disciplinary action including, without limitation, removing the privilege of free access within City Hall.

To help provide an alternative avenue for resolving workplace tensions, the draft resolution would also adopt a Healthy Workplace Environment policy. While the City Manager would be authorized to adopt policies and procedures to implement this Policy, elected and appointed officials would be encouraged to demonstrate their adherence to such a program – and to the Code of Conduct – by signing an acknowledgement that they will adhere to that policy.

Respectfully submitted,



Hans Liang,
Mayor

Attachments:

1. Draft Resolution
2. Exhibit A
3. Exhibit B

ATTACHMENT 1

Draft Resolution

RESOLUTION NO.

A RESOLUTION ESTABLISHING A CODE OF CONDUCT AND RULES FOR CONDUCTING CITY COUNCIL MEETINGS IN ACCORDANCE WITH GOVERNMENT CODE § 36813.

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

SECTION 1: Code of Conduct and Rules of Procedure. The Code of Conduct and Rules of Procedure set forth in attached Exhibit "A," which is incorporated by reference, is adopted in its entirety in accordance with Government Code § 36813. Collectively, these may be referenced as the "Monterey Park Code of Conduct and Procedure."

SECTION 2: Commitment to Healthy Workplace Environment. While the Code of Conduct adopted by this Resolution is mandatory, elected and appointed public officials should help implement the Code of Conduct by committing to a Healthy Workplace Environment. To memorialize such commitment, the City Council believes that it is in the public interest for all public officials to enter into the acknowledgment attached as Exhibit "B" (the "Healthy Workplace Commitment") The City Manager, or designee, is authorized to promulgate such administrative policies and procedures that will facilitate an alternative dispute resolution as contemplated in the Health Workplace Commitment. Such a program may be referenced as the "Monterey Park Healthy Workplace Environment Program."

SECTION 3: Amendment/Suspension. The Council may amend or suspend these rules at any time upon majority vote of the Council.

SECTION 4: Administrative Mandamus. Persons who are dissatisfied with a decision of the City Council may have the right to seek review of that decision by a court. In addition, the City has adopted §1094.6 of the Code of Civil Procedure which generally limits to 90 days the time within which the decision of City boards and agencies may be judicially challenged.

SECTION 5: Authority. The City Manager, or designee, is authorized to reproduce Exhibits A and B in an appropriate font, form, and presentation (e.g., booklet format) for ease of use.

SECTION 6: Unless specifically referenced, this Resolution supersedes all previous resolutions purporting to establish rules and procedures for rules of conduct and procedures for City Council meetings. Accordingly, those resolutions are rendered moot upon adoption of this Resolution and are accordingly repealed. Nothing in this Resolution is intended to, nor does it, supersede the City's most recently adopted Conflict of Interest Code.

SECTION 7: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

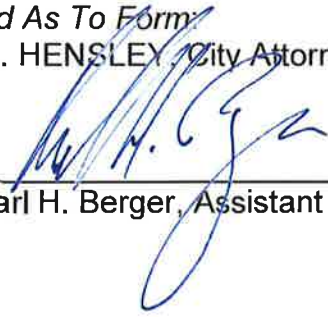
PASSED AND ADOPTED this ____ day of _____, 2019.

Hans Liang, Mayor

ATTEST:

Vincent D. Chang, City Clerk

Approved As To Form:
MARK D. HENSLEY, City Attorney

By: 

Karl H. Berger, Assistant City Attorney

ATTACHMENT 2

Exhibit A

EXHIBIT A

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CITY OF MONTEREY PARK CITY COUNCIL POLICIES AND PROCEDURES



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ADOPTED BY RESOLUTION NO.

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City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754

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CITY OF MONTEREY PARK CITY COUNCIL POLICIES AND PROCEDURES

I. INTRODUCTION

The purpose of the following policies and procedures is to establish standards of proceedings and conduct to assist the City Council in the task of properly carrying out their roles and responsibilities as elected officials.

As representatives of the City of Monterey Park, there are various roles in which the elected officials fulfill – as individuals, and as the body, governing the City.

A. The Individual Elected Official

A Council Member, City Clerk, or City Treasurer is a person elected or appointed to serve on Monterey Park's City Council, or position thereof. These individuals bring unique skills, values, and beliefs to the City of Monterey Park and to the community for which he/she represents. In order to govern effectively, individual elected officials must work with each other and the City Manager to ensure high quality services are brought to each resident, business member and citizen; and the safety, health, and welfare of the community is maintained or improved.

To be effective, an individual elected official:

- Keeps the health, welfare, and safety a primary focus for all community members;
- Recognizes and respects differences of perspectives and style on the City Council and among staff, residents, business members, and citizens;
- Acts with dignity, and understands the implications of demeanor and behavior;
- Keeps confidential matters, confidential;
- Participates in professional development and commits the time and energy necessary to be an informed and effective leader;
- Understands the distinctions between City Council and staff roles, and refrains from performing management functions that are the responsibility of the City Manager and staff;
- Understands that authority rests with the City Council as a whole, and not with individuals.

B. The City Council as the Governing Body

Municipalities are generally governed by the City Council, not by individual elected officials. While understanding these separate roles, the City Council and the City Manager work together as a "governance team." This team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively. Members of the City Council ~~shall~~ also acts on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency.

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CITY OF MONTEREY PARK CITY COUNCIL POLICIES AND PROCEDURES

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To govern effectively, the City Council must have a unity of purpose and:

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- Keep the City of Monterey Park focused on providing services and programs for the safety, welfare, and health of its constituency;
- Communicate a common vision;
- Operate openly, with trust and integrity;
- Govern in a dignified and professional manner, treating everyone with civility and respect;
- Govern with City Council-adopted policies and procedures;
- Take collective responsibility for the diverse range of views in the community to inform Council deliberations.

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C. Mayor or Presiding Officer

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As with any ~~Board~~board, there must be an individual to oversee and manage the operations and functions of the City Council as a whole. This individual is the Mayor.

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In the absence of the Mayor, the Mayor Pro Tempore/Vice Mayor ~~shall~~act as the Presiding Officer. In the event both the Mayor and Mayor Pro Tempore/Vice Mayor are absent, then the most senior Council Member present ~~shall~~act as the temporary Presiding Officer. However, upon the arrival of the Mayor or the Mayor Pro Tempore/Vice Mayor, the temporary Presiding Officer ~~shall~~will immediately relinquish the chair upon the conclusion of the business immediately before the Council.

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In addition, the Mayor or Presiding Officer ~~shall~~have the responsibility of:

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- Acting as the ceremonial head and spokesperson of all official, city-sponsored functions, events, and activities;
- ~~Shall effectively~~Effectively oversee and run the City Council meetings and ~~shall~~preserve the order of these meetings;
- The Mayor may call special meetings of the City Council;
- The Mayor ~~shall~~also ~~act~~acts as the Chairperson of the Successor Agency of the former Monterey Park Redevelopment Agency;
- The Mayor/Chairperson may execute contracts and agreements on behalf of the City and/or Successor Agency of the former Monterey Park Redevelopment Agency ~~upon approval by the City Council/Successor Agency~~in accordance with the Monterey Park Municipal Code ("MPMC");
- The Mayor/Chairperson ~~shall~~will attest to the approval of all City and Successor Agency of the former Monterey Park Redevelopment Agency minutes approved by the City Council and

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**CITY OF MONTEREY PARK
CITY COUNCIL POLICIES AND PROCEDURES**

Successor Agency Board;

- The Mayor ~~shall be~~ is primarily responsible for ensuring that the policies and procedures ~~as contained herein~~ are followed.

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II. CODE OF CONDUCT

A. Code of Conduct; Core Principles. The City Council finds and declares that its members, and all members of appointed boards and commissions (collectively, "Public Officials"), will abide by the following Core Principles:

- Public officials should comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Public Officials are expected by the public to be independent, impartial and fair in their judgment and actions;
- Serving in public office is a privilege and should be exercised in trust for the public good, not for personal gain; and
- Public deliberations and processes should be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

B. General Policies. Implementing the Core Principles is one of the guiding objectives in adopting this Resolution. Accordingly, in addition to all requirements of applicable law, the Public Officials must adhere to the following policies:

1. Conduct of Public Officials

The professional and personal conduct of Public Officials must be above reproach and avoid even the appearance of impropriety. Public Officials will refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other Public Officials, City employees, or the public.

2. Respect for Process

Public Officials will perform their duties in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions.

3. Conduct of Public Meetings

Public Officials will fully prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They will refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise

**CITY OF MONTEREY PARK
CITY COUNCIL POLICIES AND PROCEDURES**

interfering with the orderly conduct of meetings.

4. Communication

Members will publicly share substantive information that is relevant to a matter under consideration by the Council or boards, commissions, and committees, which they may have received from sources outside the public decision-making process.

5. Confidential Information

Members must respect the confidentiality of information concerning City property, personnel or proceedings of the City. They will neither disclose confidential information without proper legal authorization nor use such information to advance their personal interests.

6. Advocacy

When presenting their individual opinions and positions, Public Officials will expressly state they do not represent their body or the City of Monterey Park, nor will they allow the inference that they do. All written correspondence expressing an individual opinion and position must be on personal stationery and not on City stationery.

7. Policy Role of Public Officials

Public Officials must respect and adhere to the council-manager structure of Monterey Park city government with respect to the City Manager's relationship with the City Council. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards, commissions, and committees and City staff. The City Manager implements that policy.

C. Substance Abuse Policy.

1. While acting in their official capacities, Public Officials will refrain from imbibing alcohol to the point that it impairs their judgment, physical coordination, speech or mental process.
2. At all times, Public Officials will refrain from the use of a controlled substance, narcotic, amphetamine, barbiturate, prescribed or over-the-counter medication exceeding the prescribed dosage, or other non-prescribed hallucinogenic substance.
3. Public Officials who have substance abuse problems are encouraged to make every effort to overcome such problems and to utilize the services of the Employee Assistance Program (EAP). Using the EAP is confidential.

**CITY OF MONTEREY PARK
CITY COUNCIL POLICIES AND PROCEDURES**

D. Anti-Harassment Policy.

1. Harassment of an applicant or employee by a Public Official on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, gender identity, veteran or military status, sex or age will not be tolerated.
2. Harassment on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, gender identity, veteran or military status, sex or age includes, but is not limited to, the following examples:
 - Verbal Harassment - Epithets, derogatory comments or slurs on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, gender identity, veteran or military status, sex or age.
 - Physical Harassment - Assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, gender identity, veteran or military status, sex or age.
 - Visual Forms of Harassment - Derogatory posters, notices, bulletins, cartoons, or drawings on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, gender identity, veteran or military status, sex or age.
 - Sexual Favors - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is conditioned upon employment benefit, unreasonably interferes with an individual's work performance or creates an offensive work environment.

E. Anti-Nepotism Policy.

The City will not hire relatives of Public Officials. If a Public Official's relative presents a matter to the City, then that Public Official cannot participate in or attempt to influence decision-making regarding that matter. For purposes of this policy a "relative" is defined as a blood, by-adoption, or stepparent, spouse or registered domestic partner, sibling, child or in-law, and their children and children-in-law.

F. Expected Conduct.

**CITY OF MONTEREY PARK
CITY COUNCIL POLICIES AND PROCEDURES**

1. Public Officials will request administrative services only through the City Manager or designee.
2. Public Officials cannot direct, order or make demands on any City employee, other than inquiries that can be answered routinely and without research.
3. Public Officials cannot attempt to reorganize an employee's priorities or influence the manner by which City staff perform their assigned functions or duties.
4. Public Officials cannot retaliate or threaten to retaliate against employees as a result of disagreements over policy recommendations.
5. Public Officials cannot threaten a City employee with disciplinary action.
6. Public Officials must act collectively in a properly noticed and constituted meeting; Public Officials do not have authority to make decisions or take actions on behalf of the body unless expressly authorized to do so.
7. Public Officials cannot make representations or promises to any third party regarding the future actions of the City or of the body of which they are a member, unless such representation or promise has been duly authorized by the appropriate body.
8. When making public utterances, Public Officials must make it clear whether they are authorized to speak on behalf of the body of which they are a member, or whether they are presenting their own views.
9. Public Officials cannot interfere with the manner by which the City Manager performs his or her duties.
10. Public Officials who are members of boards and commissions must limit their activities to matters within their subject matter jurisdiction.
 - Boards and commissions can address only those matters determined by the MPMC or by the City Council to be within their subject matter jurisdiction; staff need not place on an agenda, provide resources for or implement requests, directions or actions outside that jurisdiction. Unless directed otherwise by the City Council, Commissions and Boards must refrain from consideration of policy issues that are under active consideration by the Council.
 - The City Council as a whole will provide direction and guidance to its subsidiary bodies.
11. City resources must be used solely for proper governmental purposes, and only with proper authorization.

**CITY OF MONTEREY PARK
CITY COUNCIL POLICIES AND PROCEDURES**

- City letterhead and identification including, without limitation, business cards, may only be used by Public Officials for official City business.
- City employees cannot be asked or directed to spend time on non-City business.
- Public Officials cannot use or disclose information obtained through City service for improper purposes.

G. Enforcement. To enforce the Core Principles, and the policies set forth in this Resolution to implement those Core Principles, the City Council adopts the following requirements for enforcement:

1. A complaint regarding a violation of the Code of Conduct may be filed with the Mayor, the City Manager, or the City Attorney (collectively, the "Investigator").
2. Upon receiving a complaint, the person receiving the complaint make take one of the following actions depending on the circumstances of the alleged violations of law or policy:
 - Take no action;
 - If available, refer the complainant to the Healthy Workplace Environment program;
 - Conduct a preliminary investigation of the allegations before recommending any action. Following such a preliminary investigation into the complaint, the Investigator may then either take no action or place the matter on a future City Council agenda with a recommendation for consideration; or
 - Place the matter on a future City Council agenda for consideration.
3. If a complaint is placed on the City Council agenda, the City Council make take the following action:
 - Take no action;
 - Initiate an investigation of the allegations before considering any discipline identified in this Resolution; or
 - Based upon substantive evidence, take one of the disciplinary actions identified in this Resolution.
 - Nothing in this policy precludes individual City Councilmembers from

CITY OF MONTEREY PARK
CITY COUNCIL POLICIES AND PROCEDURES
making public statements regarding alleged conduct.

4. In addition to any other remedy provided by applicable law, the City Council may undertake one or more of the following actions after finding a violation of this Resolution occurred:

- Admonition. This is the least severe form of action. An admonition may typically be directed to all members of the City Council, reminding them that a particular type of behavior is in violation of law or City policy. An admonition may be issued by the City Council before any findings of fact regarding allegations, and because it is a warning or reminder, would not necessarily require an investigation or separate hearings to determine whether the allegation is true.
- Sanction. This is the next most severe form of action. Sanction may be directed to a particular member of the City Council based on a particular action (or set of actions) that is determined to be in violation of law or City policy. A sanction is distinguished from censure in that it is not a punishment. A sanction may be issued based upon City Council review and consideration of a written allegation of a policy violation. The member accused of a violation will have an opportunity to provide a written response to the allegation. A sanction may be issued by the City Council and because it is not punishment or discipline, would not necessarily require an investigation or separate hearings.
- Censure. Censure is the most severe form of action. Censure is a formal statement of the City Council officially reprimanding one of its members. It is a punitive action, which serves as a penalty imposed for wrongdoing, but it carries no fine or suspension of the rights of the member as an elected official. Censure should be used for cases in which the Council determines that the violation of law or policy is a serious offense. To protect the overriding right to freedom of speech, the City Council cannot impose censure on any of its members for the exercise of his or her First Amendment rights, no matter how distasteful the expression was to the Council and the City. However, nothing can be construed to prohibit the City Council from collectively condemning and expressing their strong disapprobation of such remarks. A decision to censure requires the adoption of a Resolution making findings with regard to the specific charges, based on substantial evidence, and approved by a two-thirds vote of the Council.

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5. If the City Council censures one of its members it can also take the following actions:

- Remove the Councilmember from a City board or commission;
- Remove the Councilmember from an independent board or

**CITY OF MONTEREY PARK
CITY COUNCIL POLICIES AND PROCEDURES**

commission other than the City if allowed by the by-laws of that board or commission (e.g., regional boards);

- Request for an apology to Council, the complainant, or both;
- Remove access privileges to City Hall other than for areas that are publicly accessible; and
- Such additional actions that may be available through judicial intervention.

III. MEETINGS OF THE CITY COUNCIL

A. Rules of Procedure

The proceedings of the Council are governed generally by ~~the~~ Robert's Rules of Order on ~~all~~ matters pertaining to parliamentary law; ~~however, no action of the Council shall. Motions will be voted upon in the order in which they are made. Moreover, nothing prevents the City Council expressly adopting a rule or procedure that may be inconsistent with Robert's Rules of Order. No City Council action can be invalidated,~~ or the legality of otherwise affected, by the failure or omission to observe or follow Robert's Rules of Order or any other City Council approved rule of procedure.

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B. Rulings of the Mayor or Presiding Officer are Final Unless Overruled

In presiding over Council meetings, the Mayor or Presiding Officer ~~shall decide~~decides all questions or interpretations of rules of procedure. Any such decision or ruling ~~shall be~~is final unless overridden or suspended by a majority vote of the members present and voting.

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C. Limitation of Debate

Although an open dialogue between Council Members and ample time and consideration is required for each business matter, it should be the desire of all Council Members to avoid redundancy when speaking and to effectuate a timely and effective conduct of business. Therefore, no Council Member shall speak more than once upon any one subject until every other member choosing to speak thereon has spoken. It is suggested that individual Council Members limit their speaking time to five minutes each time they have the floor.

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D. Decorum and Order – Council Members

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1. Any Council Member desiring to speak shall address the Chair and upon recognition by the Chair, shall confine himself/herself to the question under debate.
2. A Council Member desiring to question a staff member shall address his/her question to the City Manager, in appropriate cases, who shall be entitled to answer the inquiry himself/herself or designate some member of the staff or that purpose.
3. A Council Member, once recognized, shall not be interrupted while speaking unless called to order by the Mayor or Presiding Officer; unless a Point of Order is raised by another Council Member; or, unless the speaker chooses to yield for a question from another Council Member.

4. Any Council Member challenged while he/she is speaking, shall cease speaking immediately until the question of order is determined by the Mayor or Presiding Officer. If ruled to be in order, he/she shall be permitted to proceed. If ruled to be out of order, he/she shall remain silent or shall alter his/her remarks so as to comply with the rules of procedure.
5. Council Members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the Council; and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.
6. Any Council Member may move to require the Mayor or Presiding Officer to enforce the rules; and the affirmative vote of a majority of the Council shall require him/her to act.

7. Electronic Communications

a. The City Council permits and promotes the utilization of technology to ensure efficient and effective conduct of the people's business, in accordance with applicable open meeting and records laws, due process rights of interested parties, and other applicable law and city policy, and in the interest of reducing waste, supply costs and environmental impacts.

b. The use of portable electronic communications and data devices, including, but not limited to, laptop computers, cell phones, tablet computers, pagers, and similar devices, by the City Council shall be limited as prescribed in this policy and applicable law.

c. Use of portable electronic communications and date devices by

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the City Council shall comply with the requirements of all applicable laws and City policies, including the requirements of the California Public Records Act (Gov't. Code § 6250-6276.48), the Ralph M. Brown Act (Gov't. Code §§ 54950-54963), due process rights of interested parties in City legislative body proceedings, and the City policies and procedures.

d. Members of the City Council may not use portable electronic communications and data devices at public meetings of the body in any manner or for any purpose prohibited by law or City policy. In particular, but without limitation, electronic communications and data devices may not be used at public meetings by City legislative body members in any of the following ways:

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1. sharing communications among a majority of the legislative body privately and separate from the public discussion at the meeting.

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2. in violation of due process rights of interested parties at adjudicatory hearings, such as by consideration of information not a part of the hearing record, or by use of an electronic communications and data device so as to result in inattention to the record and/or proceedings before the body.

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e. In addition to the above restrictions, members of the City Council may not during a meeting of the body, review electronic communications from, or send electronic communications to, any person, (including, but not limited to, members of the public, city staff, other legislative body members, and parties to city proceedings) except: Council Members may use electronic communications and data devices at public meetings of the body to receive and send communications regarding emergencies and important personal communications such as family emergencies and important personal matters; and, Council Members may research certain information relevant to the proceedings (for example, looking at Google Earth to view a property that is the subject of an agenda item or looking up the definition of a word or phrase being discussed that is relevant to an agenda item's part of business) so long as the Council Member discloses the information researched to the Council while the agenda item is being discussed.

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f. If a Council Member received an electronic communication at any time that relates to City business, and the Council Member has reason to believe that a majority of the Council has received the same electronic communication, the Council Member shall immediately forward a copy of the electronic communication to the City Clerk's Office so that it is available

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for timely review by the public as it relates to an agenda item.

g. If a Council Member received an electronic communication at any time that relates to a quasi-judicial decision to be made by the City Council, the Council Member shall immediately forward a copy of the electronic communication to the City Clerk's Office so that it is available for timely review by the public as it relates to agenda item.

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E. Decorum and Order – Employees

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Members of the Administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Council. The City Manager shall act to ensure that all City employees observe such decorum. Any staff member, including the City Manager, desiring to address the Council or member of the public shall first be recognized by the Mayor or Presiding Officer and not by any one individual Council Member or member of the public.

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F. Decorum and Order – Public

Members of the public attending Council meetings shall observe the same rules of order and decorum applicable to the Council. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted while addressing the Council or during a Council meeting. Any person making impertinent and slanderous remarks or who becomes boisterous while addressing the Council or while attending the Council meeting shall be removed from the room if the Sergeant-at-Arms is so directed by the Mayor or Presiding Officer.

G. Meeting Curfew

As established by Resolution No. 9283, all regular, adjourned regular, and special meetings of the Council begin at 7:00 p.m., and absent consensus of the Council otherwise, are subject to an 11:00 p.m. curfew. The Mayor or Presiding Officer shall indicate to the City Council whether it is his/her intention to continue the meeting beyond the curfew.

H. Presenting Matters to Council

Every official, board, commission, or other body, connected with city government, and every citizen, individual, corporation, committee or civic group, having any reports, communications or other matters to be presented at a council meeting, shall notify the City Manager of that fact in writing before five p.m. of the fourth day (Sunday included) preceding the day of such meeting, whereupon the City Manager shall prepare a list setting forth such matters and the nature thereof under their appropriate

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headings, and setting forth all other matters to come before such meeting under their appropriate headings, all under the headings and in the order specified in the section pertaining to "Order of Business;" and the City Manager shall, on the third day preceding such meeting, cause one copy thereof to be delivered to each Council Member. Matters deemed by the City Council to be of emergency are excepted from the foregoing provision.

I. Order of Business

1. Only at the regular meetings scheduled to be held on Wednesdays, the business of the meeting shall be taken up in the following order:

- a) Flag Salute;
- b) Roll Call;
- c) Oral and Written Communications;
- d) Consent Calendar
- e) Public Hearings;
- f) Unfinished Business;
- g) New Business

The foregoing Order of Business can be changed for the period of such meeting upon motion duly made and carried.

2. The consent calendar shall consist of minutes; final tract maps; time extensions of approved tentative tract maps; claims against the City; warrants; plans and specifications and calls for bids for projects and items previously approved by the Council in its adoption of the City budget; awards of project contracts; final acceptance of public works; agreements, documents, resolutions, and authorizations previously ordered by the Council to be prepared, and other routine items.
3. The consent calendar shall be introduced by a motion "to approve the consent calendar" and shall be considered as a single item without debate or discussion; provided, however, a member of the Council may request clarification of any item; and, further provided, that at the request of a member of the Council, any item shall be removed from the consent calendar and considered separately in the order in which the requests were made immediately following Council action on the remainder of the consent calendar. Passage of the motion to approve the consent calendar shall be equivalent to approval of each item thereon as if each had been acted on individually.

J. Unfinished Business

Any matter, the consideration of which has not been completed at any

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meeting of the Council, and which has not been continued to a specific date, shall be listed for consideration at the next regular meeting of the Council under the heading of "Unfinished Business."

K. Addressing the Council

Any citizen may arise and address the Council on any City business, especially concerning him/her, or affecting his/her interests. In all cases, citizens addressing the Council will be asked to first complete a speaker card provided by the City Clerk and return their speaker cards to the City Clerk prior to the Council taking up the item to be addressed.

Any member of the public desiring to address the Council shall proceed to the podium and wait to be recognized by the Mayor or Presiding Officer. After being recognized he/she shall speak directly into the microphone and state his/her name and address for the record.

The City Clerk shall call members of the public wishing to address the Council in the same order that the speaker cards are received, except that the Clerk, at the Mayor or Presiding Officer's direction, may group and present the speaker cards by first calling all persons in favor of an issue and then all persons opposed, and finally, those with neutral comments.

Comments from the public, which do not concern the subject of an agenda item, shall be heard during Oral and Written Communications. Otherwise, the public may speak when the Mayor allows for, or the conduct of a Public Hearing requires public comment during the Council's consideration of an agenda item.

L. Time Limitation When Addressing the Council

When addressing the Council, whether through Oral and Written Communications or while offering testimony upon any other item of Council consideration, no member of the public shall speak for more than five (5) minutes each time he/she has the floor without the approval of the Mayor or Presiding Officer or a majority vote of the Council. The City Council shall not allow members of the public to consolidate other requests to speak in an effort to gain additional speaking time. However, should the speaker represent a group or organization, a speaker's unused time, no more than two (2) minutes, may be deferred to another speaker on the same item. The total speaker time shall not exceed ten (10) minutes. The speaker wishing to defer unused time must be present when the item is heard.

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M. Addressing the Council After A Motion is Made

After a motion has been made, or after a Public Hearing has been closed, no person shall address the Council. Only members of the City Council, upon recognition by the Mayor or Presiding Officer, may speak.

N. Limitations Regarding Public Comments and Reports

Generally, the Council should refrain from engaging a member of the public in open conversation before, during, or immediately after that person's oral communication to the Council. Matters brought to the City Council requiring subsequent research and/or action are, with Council consensus, forwarded to the City Manager's attention for follow-up.

If it appears that several speakers desire to speak regarding a single topic, the Mayor or Presiding Officer may reasonably limit the number of speakers to no more than ten (10) speakers as to each side of an issue and request that they not be redundant. In this regard, preference may be given to speakers who represent groups of persons who have designated a spokesperson.

At all times, personal attacks or otherwise malicious statements are strongly discouraged.

All charges or complaints against employees shall be referred without comment to the City Manager for appropriate action, and may also be submitted to members of the Council for information by written communication only.

O. Ordinances

Ordinances may be introduced under the head of New Business by reading the title only. Ordinances ready for final passage shall be taken up under Unfinished Business and be read in full unless the reading thereof is dispensed with by unanimous vote of the City Council.

P. Discussion Procedure

While discussing any question under consideration by the Council, it shall be the duty of the members thereof to remain seated and address their remarks to the Presiding Officer and their fellow members. Any remarks or orders to the audience shall be addressed by the Presiding Officer, or with his/her permission by members of the Council.

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Q. Sergeant-At-Arms

The Chief of Police, or designee, shall be deemed ex-officio sergeant-at-arms of the Council for the maintenance of order and decorum. Any person in the audience who, while in attendance at any Council meeting, uses profane language, or language tending to bring the Council or any of its members into contempt, or any person who persistently interrupts the proceedings of the Council, or refuses to be seated or keep quiet when ordered to do so by the Presiding Officer, shall be deemed guilty of a misdemeanor. The police officer present shall place such person under arrest immediately and prosecute him/her as authorized by law.

R. Attendance at Meetings

In the event that a quorum is not present at any meeting of the Council, and there is important business that should be transacted or disposed of without delay, any two members of the Council may cause a written notice to be served personally upon the absent members by the sergeant-at-arms or any police officer requesting their immediate attendance, whereupon it shall be the duty of such absent members to attend the meeting at once unless prevented by sickness or death in their immediate family.

III-IV. CITY COUNCIL MEETING AGENDA

A. Agenda Preparation Deadlines

Staff preparation of the Council agenda shall proceed along the following timetable:

1. Final preparations of the meeting agenda for Council meetings begin on the Friday, 12 days before the regularly scheduled Wednesday meeting of the Council.
2. Following the City Manager's Wednesday meeting, seven (7) days before the Council meeting with Executive Managers, the City Manager gives approval to the agenda and supporting staff reports.
3. On the Friday five (5) days before the Council meeting, final agenda packets are distributed to the Council, City Clerk, City Attorney, and members of the press. Members of the public can obtain copies of the Agenda as well as item staff reports from the City Clerk's Office during regular business hours.

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B. Council Requests for Agenda Items

Whenever practicable, the Council requests for inclusion or addition of agenda items for consideration at a Council meeting should be communicated to the City Manager at least seven (7) days before the Council meeting.

In the absence of limited exemptions as defined by the Brown Act, agenda items cannot be added to a publicly promulgated Council meeting agenda any later than 72 hours before the Council meeting.

C. Other Elected Officials

The City Clerk or City Treasurer may request an item to be agendaized for a Council meeting via the Mayor, a minimum of seven (7) days prior to the regularly scheduled City Council meeting.

IV.V. CERTIFICATES AND PROCLAMATIONS

A. Presentation of Certificates and Proclamations

Presentation of Certificates of Achievement, Appreciation, Recognition, and so forth, shall be publicly presented on the Tuesday evening subsequent to the second City Council Meeting starting at 6:00 p.m. and conclude by 6:45 p.m.

B. Time Allotment for Certificate Presentations

In an effort to provide an equitable time allotment for each Council Member to present his/her certificates, each Council Member shall be accorded nine (9) minutes to conduct his/her presentation(s).

In the event a Council Member does not wish to use his/her time to conduct a presentation(s), his/her time allotment shall then be equally distributed to the remaining Council Members, with a maximum time allotment of 15 minutes per Council Member.

C. Presentations Concerning City-Sponsored Events

The Mayor or Presiding Officer shall conduct all presentations concerning events, groups, individuals, and organizations that are sponsored all, or in part, by the City of Monterey Park and/or affiliated with the City of Monterey Park. These presentations shall begin at 6:00 p.m. and conclude by 6:45 p.m.

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D. Proclamation Presentations

The Mayor or Presiding Officer shall conduct presentations concerning the announcements of an official position of the City Council at the regularly scheduled City Council meetings commencing at 7:00 p.m.

E. Requests for Certificate Presentations

Requests to agendize Certificate presentations must be communicated to the City Manager at least seven (7) days prior to a regularly scheduled City Council meeting. For matters requiring a proclamation, please see above, Item D.

F. Certificate and Proclamation Signatures

Certificates and proclamations scheduled for City Council meeting presentations (6:00 p.m. or 7:00 p.m. presentations) shall contain the signatures of all Council Members.

For specific events and galas in which a Council Member(s) has been invited to attend:

1. One Council Member has been invited – the certificate shall require only the attendee's signature.
2. If more than one Council Member is invited and/or attending a specific event, the certificate shall require the signature of all Council Members.

G. Specific Events – Requests for Certificates

To ensure timely and appropriate completion of certificates and to avoid duplication of certificate preparation, all requests for certificates should be provided to the City Manager's Secretary.

VI. WRITTEN COMMUNICATIONS

A. General Policy

To ensure equal access to information for all Council Members, it is the Council's policy to distribute items of written information requested by, or distributed to, any one Council Member to all Council Members, including staff reports, memoranda, letters, and individual Council correspondence on City letterhead, when they apply to an official position or statement on behalf of the City, except for congratulatory letters, appreciation letters, etc.

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B. Status Reports

Each Friday, the City Manager distributes to the City Council, the City Manager's Weekly Status Report. This Status Report is generally a collection of documents, reports, and otherwise important communications that serves to update and inform the Council on key projects, specific requests for information or follow up, or other valuable information.

C. Mail

Each day, the City Manager receives and opens all mail addressed to the Council as a whole and distributes it to them accordingly. Communications specifically addressed to individual Council Members are transmitted to them unopened.

D. Use of City Letterhead

Use of City of Monterey Park letterhead is authorized only for the carrying out of a Council Member's activities related to the conduct of his/her duties of elected office (See Appendix "Use of City Stationary").

E. Correspondence requiring Mayoral Signature

Correspondence expressing an official position and/or opinion of the City of Monterey Park such as legislative correspondence, etc. shall require the signature of the Mayor, with the exception of City Participation in Amicus Curiae Briefs. As outlined in the City of Monterey Park's Administrative Policies and Procedures Manual, Policy Number 10-09, attached, the City Council provided authorization to the City Manager and City Attorney to review requests for and determine whether or not the City should participate in amicus curiae briefs and execute and join in such when appropriate.

VI.VII. STAFF RELATIONS

A. Non-Interference with Administrative Services

Neither the Council nor any of its members shall interfere with the execution by the City Manager of his powers and duties, or assign, directly or indirectly, any of the City's Manager's subordinate employees specific work assignments (See Appendix, "Municipal Code Chapter 2.08 – City Manager").

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B. Requests for Information from Staff

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Except for routine informational matters, staff assistance to the City Council (e.g. requests for reports, special projects, policy research, etc.) is initiated through the City Manager's Office (See Appendix, "Municipal Code Chapter 2.08 – City Manager").

C. Requests for Staff Assistance

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1. Requests for clerical assistance from staff of the City Manager's Office shall be provided to the City Manager or the Secretary to the City Manager.
2. Requests for assistance on tasks, projects, or research requiring eight (8) hours of staff time or more, must be requested upon the concurrence of two Council Members via the City Manager or Secretary to the City Manager.
3. Requests for assistance from staff of other departments shall be provided to the City Manager.

VII.VIII. CITY-SPONSORED ACTIVITIES AND SPECIAL EVENTS

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In keeping with the philosophy of working together as a "governance team," the City Council shall work together in unison, rather than individually, with regard to the development, planning, coordination, and representation of City-sponsored activities, events, and special annual events.

While it is recognized that members working on such projects can bring much energy and resources to these events, the overall benefit highlights individuality rather than the Council working together. It shall therefore be the policy of the City Council and the City of Monterey Park that no single Council Member be associated with the planning, development, coordination or representation of a particular event, activity or special annual event. However, Council Members are free to provide ancillary or volunteer services in the event activities when provided through other charitable events or organizations such as the service club, sister city association, etc. In addition, this policy shall not apply to Council approved sub-committees established to develop recommendations or policies.

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VIII. CITY COUNCIL COMMITTEE/ORGANIZATION ASSIGNMENTS

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- A. In April of each year, a review of all City Council Committee/Organization assignments shall be conducted. This review will allow for the reporting of committee and organizational activities, updates, and reports and the effectiveness of Council participation in the specific committee or organization.
- B. Council Member appointments to specific committees and organizations shall be made upon the recommendation of the Mayor, with a majority vote of approval by the City Council.

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~~IX. FAILURE OF RESPONSIBILITY~~

- ~~A. Failure to follow the prescribed policies and procedures, Robert's Rules of Order, and other related rules and regulations governing the roles and responsibilities of elected officials might subject the violator(s) to:~~

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- ~~1. Censure;~~
- ~~2. Removal from City Council committee assignments;~~
- ~~3. Suspension of City-sponsored attendance at conferences, meetings, workshops, seminars, and similar gatherings;~~
- ~~4. Discontinuance of use of City equipment, including but not limited to, automobiles, computers and software, and copying machines;~~
- ~~5. Any other sanctions or removal of privileges deemed appropriate by the City Council.~~

- ~~B. No action of the Council or Board shall be invalidated, or the legality otherwise affected, by the failure or omission to observe or follow these policies or procedures.~~

~~XIX. CLOSED SESSION AGENDA ITEMS ON REGULAR MEETING DAYS~~

In accordance with section 2.04.010 of the Monterey Park Municipal Code, regular meetings of the city council shall be held on the first and third Wednesdays of each calendar month at 7:00 p.m. On such meeting days, closed session agenda items may, at the sole discretion of the City Manager, be heard at 4:00 p.m. or 5:00 p.m. as posted in a special meeting agenda depending on the anticipated length of the closed session agenda items. If necessary, closed sessions not completed prior to the 6:00 p.m. meeting for

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presentations and proclamations will be considered at the conclusion of the 7:00 p.m. regular meeting, or as otherwise determined by the City Council. Notwithstanding this policy, nothing shall prevent closed session agenda items from being placed on the regular 7:00 p.m. agenda, or any other time.

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ATTACHMENT 3

Exhibit B

EXHIBIT B

MY COMMITMENT TO A HEALTHY WORK ENVIRONMENT

As a Public Official of the City of Monterey Park, I am committed to the creation and support of a healthy work environment for all Public Officials and City Employees.

I understand that positive, professional communications are critical to a healthy work environment and positive morale.

I commit to hold myself accountable to adhere to the Code of Conduct as adopted by Resolution No. XXX on August XX, 2019 and demonstrate professional communications with all Public Officials, employees, residents, businesses and customers of the City of Monterey Park.

If at any time it is brought to my attention that my behavior is not professional, I agree to listen to the feedback and commit to work on improving the issue brought to my attention.

I understand that on-going negative communications are unacceptable.

I commit to bring issues of un-professional communication to the attention of fellow Public Officials in a constructive manner.

Signature / Title Date