

**CITY COUNCIL OF MONTEREY PARK
THE CITY COUNCIL ACTING ON BEHALF OF THE SUCCESSOR AGENCY OF THE FORMER
REDEVELOPMENT AGENCY, THE HOUSING AUTHORITY, THE MONTEREY PARK FINANCING
AUTHORITY AND THE MONTEREY PARK GEOLOGIC HAZARD ABATEMENT DISTRICT
AGENDA**

**REGULAR CITY COUNCIL MEETING
MONTEREY PARK CITY HALL COUNCIL CHAMBERS
320 W. NEWMARK AVENUE, MONTEREY PARK, CA 91754**

**Wednesday
June 1, 2022
6:30 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.

GENERAL INFORMATION

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 <http://www.montereypark.ca.gov/AgendaCenter/City-Council-17>.

The public may watch the meeting live on the city's cable channel MPKTV (AT&T U-verse, channel 99 or Charter Communications, channel 182) or by visiting the city's website at <http://www.montereypark.ca.gov/133/City-Council-Meeting-Videos>.

PUBLIC PARTICIPATION

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. Written Communication will be accepted up to 24 hours before the meeting via email to mpclerk@montereypark.ca.gov.

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.

CALL TO ORDER	Mayor
FLAG SALUTE	The Monterey Park Fire Explorers
ROLL CALL	Peter Chan, Hans Liang, Henry Lo, Yvonne Yiu

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.

STAFF COMMUNICATIONS:

- Economic Development
- Recreation and Community Services Department
- Library Services

[1.] PRESENTATION**1-A. SAN GABRIEL VALLEY TRANSIT FEASIBILITY STUDY UPDATES****1-B. MONTEREY PARK U.S. ARMY RECRUITING OFFICE AND CAREER CENTER****[2.] OLD BUSINESS – NONE.****[3.] CONSENT CALENDAR ITEM NOS. 3A-3G****3-A. MINUTES**

It is recommended that the City Council consider:

- (1) Approving the minutes from the regular and special meetings of May 4, 2022; and
- (2) Taking such additional, related, action that may be desirable.

3-B. CONSIDERATION AND POSSIBLE ACTION TO DIRECT THE CITY CLERK TO PERFORM THE BIENNIAL REVIEW OF THE CITY'S CONFLICT OF INTEREST CODE

It is recommended that the City Council consider:

- (1) Directing the City Clerk to perform the biennial review of the City's Conflict of Interest Code and report back before October 3, 2022; and
- (2) Taking such additional, related, action that may be desirable.

3-C. REAPPOINTMENT TO THE LIBRARY BOARD OF TRUSTEES

It is recommended that the City Council consider:

- (1) Whether to reappoint one incumbent Library Board Trustee for a second term; and
- (2) Taking such additional, related, action that may be desirable.

3-D. GEORGE ELDER MEMORIAL DAY RESOLUTION

It is recommended that the City Council consider:

- (1) Adopting a Resolution declaring the day of June 9th to be George Elder Memorial Day in the City of Monterey Park; and
- (2) Taking such additional, related, action that may be desirable.

3-E. NOTICE OF COMPLETION FOR GARFIELD AND GRAVES TRAFFIC SIGNAL IMPROVEMENTS SPECIFICATION NO. 2020-005

It is recommended that the City Council consider:

- (1) Receiving and filing the Notice of Completion recorded by the Public Works Director on May 24, 2022 accepting the Garfield and Graves Traffic Signal Improvements Specification No. 2020-005 completed by PTM General Engineering Services, Inc.; and
- (2) Taking such additional, related, action that may be desirable.

3-F. PROFESSIONAL SERVICE AGREEMENT WITH SA ASSOCIATES FOR ON-CALL ENGINEERING SERVICES

It is recommended that the City Council consider:

- (1) Authorizing the City Manager, to execute a 3-year professional service agreement, with SA Associates to provide On-Call Engineering Services, in a form approved by the City Attorney; and
- (2) Taking such additional, related, action that may be desirable.

3-G. RESOLUTION IDENTIFYING A PUBLIC WORKS STREET MAINTENANCE PROJECT TO BE INCLUDED IN THE FY 2022-23 BUDGET AND FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

It is recommended that the City Council consider:

- (1) Adopting a resolution identifying a street maintenance project to be included in the FY 2022-23 budget and funded with Road Maintenance and Rehabilitation Act (RMRA) funds, in a form approved by the City Attorney; and
- (2) Taking such additional, related, action that may be desirable.

[4.] PUBLIC HEARING

4-A. ADOPTION OF A RESOLUTION UPDATING USER FEES AND CHARGES

It is recommended that the City Council consider:

- (1) Opening the public hearing for updating Master Fees and Charges;
- (2) After considering the testimonial and documentary evidence, adopting a Resolution for Citywide user fees and charges; and
- (3) Taking such additional, related, action that may be desirable.

4-B. THE CITY IS REQUIRED TO CONDUCT A PUBLIC HEARING TO CONSIDER ASSESSMENTS FOR THE CITYWIDE MAINTENANCE DISTRICT NO. 93-1 FOR FISCAL YEAR 2022-23 PURSUANT TO STREETS AND HIGHWAYS CODE §§ 22500, ET SEQ.

It is recommended that the City Council consider:

- (1) Opening the public hearing and receive documentary and testimonial evidence;
- (2) Closing the public hearing and adopt a Resolution authorizing the Levy and Collection of Assessments for Fiscal Year 2022-23 in Citywide Maintenance District No. 93-1 pursuant to Streets and Highways Code § 22587; and
- (3) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The proposed action is exempt from review under the California Environmental Quality Act (Cal. Pub. Res. Code §§ 21000, *et seq.*; “CEQA”) and CEQA Guidelines (Cal. Code Regs. tit. 14, §§ 15000, *et seq.*) because it establishes, modifies, structures, restructures, and approves rates and charges for meeting operating expenses; purchasing supplies, equipment, and materials; meeting financial requirements; and obtaining funds for capital projects needed to maintain service within existing service areas. The proposed action, therefore, is categorically exempt from further CEQA review under CEQA Guidelines § 15273.

[5.] NEW BUSINESS

5-A. RESOLUTIONS FOR NOVEMBER 8, 2022 GENERAL MUNICIPAL ELECTION

It is recommended that the City Council consider:

- (1) Adopting a resolution calling for a general municipal election on November 8, 2022 pursuant to Elections Code § 1301;
- (2) Adopting a resolution calling for a special municipal election on November 8, 2022 pursuant to Elections Code § 1301;
- (3) Adopting a resolution requesting the County of Los Angeles to consolidate the City of Monterey Park’s general and special municipal elections to be held on November 8, 2022, with the statewide general election on the date pursuant to Elections Code §1301;
- (4) Adopting a resolution establishing requirements for candidate statements filed with the City Clerk to be included with voter information for an election on November 8, 2022; and
- (5) Taking such additional, related, action that may be desirable.

[6.] CITY COMMUNICATIONS (CITY COUNCIL)

6-A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK RECOGNIZING THE MONTH OF JUNE AS LGBTQ PRIDE MONTH (REQUESTED BY MAYOR HENRY LO)

It is recommended that the City Council consider:

- (1) Adopting a resolution of the city council of the city of Monterey Park recognizing the month of June as LGBTQ pride month; and
- (2) Taking such additional, related, action that may be desirable.

6-B. CITY TREASURER REQUEST TO TRANSFER \$5 MILLION FROM LOCAL AGENCY INVESTMENT FUND (LAIF) TO THE LOS ANGELES COUNTY INVESTMENT POOL (REQUESTED BY CITY TREASURER JOSEPH LEON)

[7.] FUTURE AGENDA ITEMS

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

ADJOURN



City Council Staff Report

DATE: June 1, 2022

AGENDA ITEM NO: Consent Calendar - 3A

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Minutes

RECOMMENDATION:

It is recommended that the City Council consider:

1. Approving the minutes from the regular and special meetings of May 4, 2022; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted,

Prepared by:

Handwritten signature of Vincent D. Chang in blue ink.

Vincent D. Chang
City Clerk

Handwritten signature of Viridiana Martinez in blue ink.

Viridiana Martinez
Senior Clerk Typist

Approved By:

Handwritten signature of Ron Bow in blue ink.

Ron Bow
City Manager

ATTACHMENT(S):

1. Draft Minutes

ATTACHMENT 1

Draft Minutes

**MINUTES
MONTEREY PARK CITY COUNCIL
FINANCING AUTHORITY (MPFA)
HOUSING AUTHORITY (MPHA)
GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD)
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
MAY 4, 2022**

The City Council, the Financing Authority (MPFA), the Housing Authority (MPHA), the Geologic Hazard Abatement District (GHAD), and the Successor Agency (SA) of the City of Monterey Park held a Special Meeting of the Council in Room 266, Second Floor of City Hall located at 320 West Newmark Avenue in the City of Monterey Park on Wednesday, May 4, 2022 at 6:00 p.m.

CALL TO ORDER:

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

ROLL CALL:

Deputy City Clerk Cindy Trang called the roll:

Council Members Present: Peter Chan, Hans Liang, Henry Lo, Yvonne Yiu

Council Members Absent: None

ALSO PRESENT: City Manager Ron Bow, City Attorney Karl Berger, Assistant City Manager Inez Alvarez, Deputy City Attorney Joaquin Vazquez

ORAL AND WRITTEN COMMUNICATIONS – None.

1. CLOSED SESSION

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

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

Addendum:

A letter addressed to Karrie On, Center Int'l Investments, from Steven Sizemore, Interim City Planner, on May 3, 2022, regarding Notice of Default to CII; opportunity to cure.

**1-B. CONFERENCE LEGAL COUNSEL, EXISTING LITIGATION - GOVERNMENT
CODE SECTION 54956.9(d) - Number of Cases: One**

Center Int'l Investment Inc., a California Corporation v. City of Monterey Park et al, (April 28, 2022) LASC Case No. 22STCV14135

Addendum

A letter dated May 3, 2022 to Karrie On, Center Int'l Investments from Steven Sizemore, Interim City Planner regarding Notice of Default to CII; opportunity to cure.

RECONVENE & ADJOURNMENT

The City Council reconvened from Closed Session with all Council Members present. The meeting was adjourned at 6:26 p.m.

Action Taken: No reportable action taken.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
FINANCING AUTHORITY (MPFA)
HOUSING AUTHORITY (MPHA)
GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD)
SUCCESSOR AGENCY (SA)
REGULAR MEETING
MAY 4, 2022**

The City Council, the Financing Authority (MPFA), the Housing Authority (MPHA), the Geologic Hazard Abatement District (GHAD), and the Successor Agency (SA) of the City of Monterey Park held a Regular Meeting of the Council in the Council Chamber, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, May 4, 2022 at 6:30 p.m.

CALL TO ORDER:

Mayor Lo called the meeting to order at 6:30 p.m.

FLAG SALUTE:

Mayor Lo led the Flag Salute

ROLL CALL:

City Clerk Vincent Chang called the roll:

Council Members Present: Peter Chan, Hans Liang, Henry Lo, Yvonne Yiu

Council Members Absent: None.

ALSO PRESENT: City Manager Ron Bow, City Attorney Karl Berger, Assistant City Manager Inez Alvarez, Police Chief Kelly Gordon, Fire Chief Matt Hallock, Director of Recreation and Community Services Robert Aguirre, City Librarian Diana Garcia, Interim Director of Public Works Anthony Antich, Water Utility Manager Richard Gonzales, Deputy City Attorney Joaquin Vazquez, Deputy City Clerk Cindy Trang, Community Communications Coordinator Randy Ishino

VIRTUALLY PRESENT: Director of Human Resources and Risk Management Christine Tomikawa, Interim Director of Community & Economic Development Steve Sizemore, Economic Development Manager Joseph Torres,

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS – None.

PUBLIC COMMUNICATIONS

- Delario Robinson commended City Manager Bow and Staff for the Financial Forecast meeting and is hopeful streets will be paved in the next three years. He also voiced his concerns regarding inflation and how it will effect the City.

- Jesse Hernandez, SEIU Local 721 President, suggested that City Council take into consideration compensation pay for City employees that worked during the COVID19 pandemic. He also asked to arrange a meeting with Council Member Liang and Council Member Chan.
- Charles Leone, SEIU Local 721 representative, inquired about essential workers pay for City employees that worked during the COVID19 pandemic.
- Juanita Medina expressed that City Council should take into consideration the voters of District 3 and allow them to elect their own District 3 City Council Member.
- Gustavo Reynoso inquired about allowing voters of District 3 to elect a City Council Member rather than appointing an eligible elector.
- City Clerk Chang received, filed, and read into the record a written communication from Ming Lai inquiring about parking concerns on Fremont Avenue near Monterey Pass Road.

STAFF COMMUNICATIONS

- Recreation and Community Services Director Aguirre invited the community to the Cinco De Mayo event on May 5th at Barnes Park, the Happy Birthday Monterey Park, Play Days Carnival from May 5th to May 8th at Barnes Park, and the 2nd annual Pride Parade & Festival on June 4th.
- City Librarian Garcia invited the community to attend the Taiko Project on May 14th at the Barnes Park Amphitheater.
- Interim Public Works Director Antich encouraged the community to attend the Public Works Week Open House on May 19th at the City Yard.

1. PRESENTATION – None.

Matters listed under presentation are for informational content and discussion only.

1A. DROUGHT RESILIENCE AND WATER CONSERVATION

Water Utility Manager Gonzalez gave a PowerPoint presentation updating City Council and the community on the Stage 2 Drought Conservation Regulations being implemented citywide.

Public Speaker

- Teresa Real Sebastian asked for clarification regarding using recycled water for conservation purposes. She also suggested the usage of incentives to encourage residents to transform their lawns to be drought tolerant.

2. OLD BUSINESS

2A. DISTRICT NO. 3 CITY COUNCIL SEAT VACANCY

On April 20, 2022, the City Council was presented a report regarding District 3 City Council seat vacanted by the resignation of Mayor Pro Tem Fred Sornoso effective April 14, 2022. The City Clerk's office is seeking direction whether to (1) appoint an eligible elector to fill the vacancy; or (2) call for an election to fill the vacancy and leave the seat vacant. Staff will agendaize for a future meeting date a staff report for Council's action to call an election to fill the vacancy. The City Council must make a decision not later than June 13, 2022. The April 20, 2022 staff report is attached to the staff report for reference.

Public Speakers

- Nancy Arcuri expressed that the District 3 City Council seat should stay vacant until the November election.
- Natalie Jaurequi communicated to City Council to appoint an eligible elector to fill the District 3 seat vacancy.
- Maychelle Yee conveyed that District 3 voters should be allowed to elect their Council Member representative during the November elections.
- Armen Sebastian expressed that Council should not appoint an elector to the District 3 vacant seat and instead should allow voters of District 3 to choose their City Council Member.
- Christine Dimas conveyed that voters in District 3 should be allowed to vote for their District 3 City Council Member.
- Adriana Douglas offered her assistance to City Council in finding an eligible elector for District 3.
- Teresa Real Sebastian expressed that City Council should not appoint an eligible elector and instead should allow the voters of District 3 to elect their City Council Member.
- City Clerk Chang received, filed, and read into the record five written communications from Edith Gonzalez, Andy Fung, Andrew Yip, Jason Rogers, and Je-Show Yang urging City Council to appoint an eligible elector to fill the vacancy in District 3.

Recommendation: It is recommended that the City Council (1) providing direction for (1) appointing an eligible elector to fill the vacancy; or (2) call for an election to fill the vacancy; or (2) taking such additional, related, action that may be desirable.

Action Taken: The City Council directed staff to call for an election to be consolidated with the November general election to fill the short-term seat of two years and leave the seat vacant until then.

3. CONSENT CALENDAR ITEMS NOS. 3A-3D

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

Action Taken: The City Council pulled Item Nos. 3A, 3B, 3C, and 3D for discussion and separate motion, reading resolutions and ordinances by the title only and waiving further reading thereof.

3A. CONSIDERATION AND POSSIBLE ACTION TO ADOPT A RESOLUTION TO RECORD A NOTICE OF NUISANCE ABATEMENT LIEN AGAINST CERTAIN PROPERTY IN THE CITY (APN 5254-002-031)

The City Council's adoption of the attached resolution in the staff report would allow the City to recover its costs, including attorney's fees associated with the City's abatement of the public nuisance present on certain real property located in the City (APN 5254-002-031) (the "Property") owned by Center Int'l Investments Inc. ("CII"). The resolution authorizes the recordation of the associated Notice of Nuisance Abatement Lien in the amount of \$1,253,613.46 against the Property.

CEQA (California Environmental Quality Act):

Adoption of this Resolution is exempt from the California Environmental Quality Act ("CEQA") under CEQA Guidelines § 15061(b)(3) because it can be seen with certainty that there is no possibility that the action proposed by the proposed resolution would have a significant effect on the environment.

Addendum

A letter addressed to Karrie On, Center Int'l Investments, from Steven Sizemore, Interim City Planner, on May 3, 2022, regarding Notice of Default to CII; opportunity to cure.

Public Speakers

- Karrie On, Center Int'l Investments representative, urged City Council to continue Item No. 3A and Item No. 3B.
- Whitney Hodges, Center Int'l Investments legal representative, urged City Council to continue Item No. 3A and Item No. 3B.

Action Taken: The City Council adopted Resolution No. 2022-R27 to record a Notice of Nuisance Abatement Lien.

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

Ayes: Council Members: Yiu, Chan, Liang, Lo
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Resolution No. 2022-R27:

A RESOLUTION AUTHORIZING THE RECORDATION OF A NUISANCE ABATEMENT LIEN AGAINST CERTAIN REAL PROPERTY LOCATED IN THE CITY (APN 5254-002-031)

3B. LEGISLATIVE SUBPOENAS; AUTHORIZATION TO ISSUE LEGISLATIVE SUBPOENAS REGARDING THE POTENTIAL TERMINATION OF THE DEVELOPMENT AGREEMENT BETWEEN THE CITY AND CENTER INT'L INVESTMENTS, INC.

California law authorizes the City to issue legislative subpoenas to investigate matters being considered by the City Council. The City Attorney recommends that the City Council adopt a Resolution establishing the procedure for issuing such legislative subpoenas in the City of Monterey Park.

Separately, the City Attorney recommends that the City Council adopt a Resolution authorizing the Mayor and City Clerk to issue legislative subpoenas to various persons and corporations involved with the so-called "Plan A" which culminated in the Development Agreement executed between the City and Center Int'l Investments, Inc. ("CII") in 2021. CII breached the Development Agreement and the City is gathering evidence for the City Council to consider whether to terminate that Development Agreement.

Addendum

A letter addressed to Karrie On, Center Int'l Investments, from Steven Sizemore, Interim City Planner, on May 3, 2022, regarding Notice of Default to CII; opportunity to cure.

Action Taken: The City Council adopted Resolution No. 2022-R28 establishing procedures for issuing legislative subpoenas in accordance with California law; and adopted Resolution No. 2022-R29 authorizing the Mayor and City Clerk to issue legislative subpoenas for testimony and records related to the potential termination of the Development Agreement (adopted in 2021) and Center Int'l Investments, Inc.

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

Ayes: Council Members: Yiu, Chan, Liang, Lo
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Resolution No. 2022-R28:

A RESOLUTION ESTABLISHING PROCEDURES FOR LEGISLATIVE SUBPOENAS IN ACCORDANCE WITH CALIFORNIA LAW ("SUBPOENA RESOLUTION")

Resolution No. 2022-R29:

A RESOLUTION AUTHORIZING THE CITY CLERK TO ISSUE SUBPOENAS FOR LEGISLATIVE FACT-FINDING RELATED TO DEVELOPMENT AGREEMENT NO. DA-21-01 ADOPTED BY ORDINANCE NO. 2211 ON JULY 17, 2021

3C. NATIONAL POLICE WEEK RESOLUTION

The Monterey Park Police Department is celebrating the week of May 15-21, 2022 as National Police Week. This week, sponsored by the National Law Enforcement Memorial and Museum and recognizes the service and sacrifice of U.S. law enforcement officers. In 1962, President Kennedy proclaimed May 15th as National Peace Officers Memorial Day and the calendar week in which May 15th falls, as National Police Week. National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others and is a collaborative effort of many organizations dedicated to honoring America's law enforcement community. We are enlisting your support in the form of a resolution to honor these men and women in our area for the work that they do every day to protect the residents of Monterey Park.

Action Taken: The City Council adopted Resolution No. 2022-R30 declaring the week of May 15 through 21, 2022 to be National Police Week in the City of Monterey Park.

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

Ayes: Council Members: Yiu, Chan, Liang, Lo
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Resolution No. 2022-R30:

A RESOLUTION DECLARING MAY 15 - 21, 2022, NATIONAL POLICE WEEK IN MONTEREY PARK

3D. PUBLIC WORKS WEEK RESOLUTION

The City is celebrating the week of May 15-21, 2022, as Public Works Week in Monterey Park. This week marks the 62nd annual National Public Works Week sponsored by the American Public Works Association, which recognizes Public Works professionals. The 2022 National Public Works Week theme is “Ready & Resilient”, highlighting the public works professionals who are always ready to serve their communities and are resilient when responding to challenges.

Action Taken: The City Council adopted Resolution No. 2022-R31 declaring the week of May 15 through 21, 2022 as Public Works Week in Monterey Park.

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

Ayes: Council Members: Yiu, Chan, Liang, Lo

Noes: Council Members: None

Absent: Council Members: None

Abstain: Council Members: None

Resolution No. 2022-R31:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING MAY 15-21, 2022 AS PUBLIC WORKS WEEK IN MONTEREY PARK

4. PUBLIC HEARING

4A. CONTINUATION OF THE MONTEREY PARK GEOLOGIC HAZARD ABATEMENT DISTRICT (“MPK GHAD”)

On January 19, 2022, the City Council continued the public hearing item determining whether the assessment identified in the Engineer’s Report approved by City Council at the September 15, 2021 meeting may be imposed upon the GHAD’s jurisdiction to May 4, 2022. Staff is requesting the continuation of this item to the December 21, 2022 meeting.

This item was heard after Item No. 5B.

Public Speaker

- Deputy City Clerk Trang notified City Council and the community of one written communication emailed to the City from Alison G. Martinez representing SheppardMullin. The email contained a letter from Paul L. Seely, representing SheppardMullin, dated May 3, 2022, who voiced support for the continuation of the Item No. 4A to December 21, 2022.

Action Taken: The City Council continued the continued public hearing to December 21, 2022.

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

Ayes: Council Members: Yiu, Chan, Liang, Lo
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

4B. RESOLUTION FOR AUTHORIZATION TO APPROVE PLANS AND SPECIFICATIONS AND TO SOLICIT BIDS FOR CAPITAL IMPROVEMENT PROJECTS

Streamlining Capital Improvement Projects processing increases staff and project efficiency. The Interim Public Works Director is requesting City Council's authorization for the City Engineer to approve plans specifications for Capital Improvement Projects and authorizing the Director of Public Works to advertise projects for construction bids when required or needed.

Action Taken: The City Council opened the public hearing at 8:51 p.m. to receive documentary and testimonial evidence; closed the public hearing at 8:51 p.m., with no documentary and testimonial evidence presented, adopted Resolution No. 2022-R32 finding the Capital Improvement Plan ("CIP") conforms with the General Plan, authorized the City Engineer to Approve Plans and Specifications for Capital Improvement Projects, and authorized the Public Works Director to Solicit Bids for Capital Improvement Projects identified in the CIP.

Motion: Moved by Council Member Chan and seconded by Council Member Yiu, motion carried by the following vote:

Ayes: Council Members: Yiu, Chan, Liang, Lo
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Resolution No. 2022-R32:

A RESOLUTION FINDING THE CAPITAL IMPROVEMENT PLAN ("CIP") CONFORMS WITH THE GENERAL PLAN; AUTHORIZING THE CITY ENGINEER TO APPROVE PLANS AND SPECIFICATIONS FOR CAPITAL IMPROVEMENT PROJECTS; AND AUTHORIZING THE PUBLIC WORKS DIRECTOR TO SOLICIT BIDS FOR CAPITAL IMPROVEMENT PROJECTS IDENTIFIED IN THE CIP

5. NEW BUSINESS

5A. CONSIDER AN ORDINANCE AMENDING MONTEREY PARK MUNICIPAL CODE CHAPTER 2.82.60 REGULATING THE APPOINTMENT PROCEDURES FOR BOARDS, COMMISSIONS AND COMMITTEES

In accordance with Monterey Park Municipal Code (MPMC) § 2.82.50, Commissions, Boards and Committees (collectively, "Commissions") members may serve two 4 year terms. If an individual completes serving and separates, such person cannot be reappointed to the same board or commission for at least twelve consecutive months unless authorized by City Council to extend their term for another 4 year terms. This would align the Commissioner terms with that of the Councilmember who appointed them.

At the July 21, 2021 City Council meeting, the City Council amended MPMC § 2.04.050 changing the election date from March of even years to November of even years as mandated by Senate Bill 970. As a result, the current commission terms beginning May 1 and ending April 30 the following year does not correlate with the November election date.

Action Taken: The City Council introduced and waived the first reading of an ordinance amending Monterey Park Municipal Code Chapter 2.82.60 regulating the appointment procedures for boards, commissions, and committees; and approved the extension of the following commission terms; Tak Kuen "Charles" Mau, Commission on Aging; Guey Lin Jeng (Gene), Business Improvement District Advisory Committee; Victoria Chavez-Calderon, Community Participation Commission; Ricky Choi, Planning Commission; and Benkin Jong, Traffic Commission.

Motion: Moved by Council Member Chan and seconded by Council Member Yiu, motion carried by the following vote:

Ayes:	Council Members:	Yiu, Chan, Liang, Lo
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None

Ordinance 1st Reading, entitled:

AN ORDINANCE AMENDING SECTIONS OF THE MONTEREY PARK MUNICIPAL CODE CHAPTER 2.82.60 REGULATING THE APPOINTMENT PROCEDURES FOR BOARDS, COMMISSIONS AND COMMITTEES.

5B. CONSIDERATION AND POSSIBLE ACTION TO READ BY TITLE ONLY, WAIVE FURTHER READING, AND INTRODUCE AN UNCODIFIED ORDINANCE APPROVING A MONTEREY PARK POLICE DEPARTMENT MILITARY EQUIPMENT USE POLICY IN ACCORDANCE WITH CALIFORNIA ASSEMBLY BILL 481

The Monterey Park Police Department staff has prepared the draft Military Equipment Use policy (or “MEU Policy”) in accordance with new state law requirements and submits it for City Council adoption via the proposed Ordinance prepared by the City Attorney’s office. Staff provided for timely posting of the draft MEU Policy on the City’s website on March 31, 2022, and concurrently submitted the proposed MEU Policy to the City Council for review.

If approved for first reading as recommended in this report, the Ordinance would be scheduled for a second reading and prospective adoption at the next regular City Council meeting on May 18, 2022. If adopted, the Ordinance would be effective 30 days after adoption.

This item was heard after Item No. 3D.

Action Taken: The City Council read by title only, waived further reading, and introduced an uncoded Ordinance approving Monterey Park Police Department Military Equipment Use Policy in accordance with California Assembly Bill 481.

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

Ayes:	Council Members:	Yiu, Chan, Liang, Lo
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None

Ordinance 1st Reading, entitled:

AN ORDINANCE ADOPTING A MILITARY EQUIPMENT USE POLICY

RECESSED AND RECONVENED

The City Council recessed at 8:41 p.m. and reconvened with all Council Members present at 8:47 p.m.

6. CITY COMMUNICATIONS (CITY COUNCIL)

6A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING MAY 6, 2022 THE DAY OF INCLUSION OF THE 140TH ANNIVERSARY OF THE PASSAGE OF THE CHINESE EXCLUSION ACT AND RECOGNIZING AND HONORING THE MONTH OF MAY 2022 AS ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH (Requested by Mayor Henry Lo)

Action Taken: The City Council adopted Resolution No. 2022-R33 declaring May 6, 2022 the Day of Inclusion of the 140th anniversary of the passage of the Chinese Exclusion Act and recognizing and honoring the month of May 2022 as Asian American and Pacific Islander Heritage Month.

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

Ayes:	Council Members:	Yiu, Chan, Liang, Lo
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None

Resolution No. 2022-R33:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING MAY 6, 2022 THE DAY OF INCLUSION OF THE 140TH ANNIVERSARY OF THE PASSAGE OF THE CHINESE EXCLUSION ACT AND RECOGNIZING AND HONORING THE MONTH OF MAY 2022 AS ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH

Council Communications:

Council Member Yiu shared that her eldest son has been accepted to three MD-PhD programs and expressed her happiness for all three acceptances.

Council Member Chan shared with the community that he attended his eldest son's wedding in March 2022 and his second son will be getting married in June 2022. He reported that he attended the Lion's Club pancake breakfast hosted along with the Monterey Park Police Department. He wished the community a Happy Cinco De Mayo, Happy Mother's Day, and wished Monterey Park a Happy Birthday.

Council Member Liang wished everyone a Happy Cinco De Mayo and Happy Mother's Day.

Mayor Lo wished everyone a Happy Cinco De Mayo and Happy Mother's Day. He also encouraged the community to come out and participate in the upcoming City events. Mayor Lo reported that he attended the 116th Annual Boys and Girls Club national conference and presented the San Gabriel Valley Boys and Girls Club with an award.

7. FUTURE AGENDA ITEMS

None.

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

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 9:13 p.m.

Vincent D. Chang
City Clerk



City Council Staff Report

DATE: June 1, 2022

AGENDA ITEM NO: Consent Calendar - 3B

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Consideration and possible action to direct the City Clerk to perform the biennial review of the City's Conflict of Interest Code

RECOMMENDATION:

It is recommended that the City Council consider:

1. Directing the City Clerk to perform the biennial review of the City's Conflict of Interest Code and report back before October 3, 2022; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Under the Political Reform Act (Government Code § 8100, *et seq.*), every local agency must review its conflict of interest code ("COI") on a biennial basis. If positions or titles changed in the local agency's organization, then the legislative body must amend the COI before October 3, 2022.

BACKGROUND:

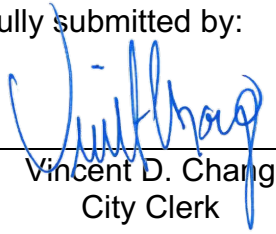
Every two years, local governments must review their COI to determine if changes must be made to reflect the government's organizational structure. The COI must accurately designate all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The COI includes all other requirements of Government Code § 87302.

The City's current COI is attached for reference. Under California law, the City Council must direct the City Clerk to review the COI and then recommend any changes to it not later than October 3, 2022.

FISCAL IMPACT:

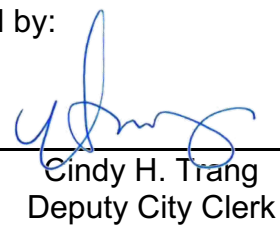
None.

Respectfully submitted by:



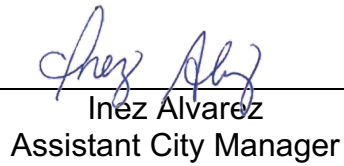
Vincent D. Chang
City Clerk

Prepared by:



Cindy H. Trang
Deputy City Clerk

Reviewed by:



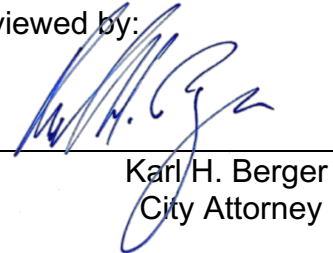
Inez Alvarez
Assistant City Manager

Reviewed by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENT(S):

1. Resolution No. 12198

ATTACHMENT 1
Resolution No. 12198

RESOLUTION NO. 12198

A RESOLUTION ADOPTING THE 2020 CONFLICT OF INTEREST CODE FOR THE CITY OF MONTEREY PARK IN ACCORDANCE WITH THE POLITICAL REFORM ACT.

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

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

- A. The Political Reform Act (Government Code §§ 81000, *et seq.*; the "PRA") and regulations adopted pursuant to the PRA (2 Cal. Code of Regs. §§ 18700, *et seq.*; "FPPC Regs.") require local government to adopt conflict of interest codes ("COI").
- B. The Fair Political Practices Commission promulgated FPPC Regs. § 18730, which contains the terms of a standard conflict of interest code that can be incorporated by reference as the City's COI.
- C. The City Council previously directed the City Clerk's office to review the COI pursuant to the PRA (Government Code § 87306.5).
- D. The City Clerk finished that review and made recommendations which the City Council incorporated into this Resolution.
- E. To fulfill its obligations under the PRA and FPPC Regs., the City Council adopts this 2020 Monterey Park COI as set forth in this Resolution.

SECTION 2: *2020 Monterey Park COI – Generally.* FPPC Regs. § 18730 is adopted by reference as the City of Monterey Park's 2020 COI. Except as modified in this Resolution, all requirements of FPPC Regs. § 18730 apply as if fully set forth in this Resolution.

SECTION 3: *Monterey Park 2020 COI - Changes.* The 2020 Monterey Park COI includes the following changes:

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

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

A. Designated Officials and Employees:

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

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

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

COUNCIL, COMMISSIONS, COMMITTEES & BOARDS:

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

OFFICE OF THE CITY MANAGER:

- * City Manager
- Assistant City Manager
- Economic Development Manager/Economic Development Project
Manager
- Economic Development Specialist

OFFICE OF THE CITY ATTORNEY:

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

OFFICE OF THE CITY CLERK:

City Clerk
Deputy City Clerk

OFFICE OF THE CITY TREASURER:

* City Treasurer

FIRE DEPARTMENT:

Fire Chief
Apprentice Fire Inspector
Division Chief
Captain
Fire Marshal
Fire Inspector Fire Safety Specialist
Code Enforcement Officer

HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT:

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

LIBRARY:

City Librarian
Senior Librarian
Literacy Coordinator

MANAGEMENT SERVICES DEPARTMENT:

Director of Management Services
Financial Services Manager
Support Services Manager
Support Services Supervisor
Information Systems Specialist
Senior Accountant

POLICE DEPARTMENT:

Police Chief
Community Services Bureau Sergeant
Police Captain
Police Lieutenant
Range Master

Technical Services Manager
Traffic Bureau Sergeant

PUBLIC WORKS DEPARTMENT:

Director of Public Works/City Engineer
Assistant City Engineer
Public Works Manager
Water Utility Manager
Civil Engineering Associate
Civil Engineer Assistant
Civil Engineer Technician
Planning Manager
Senior Planner
Assistant Planner
Building Official
Building Inspector
Plan Checker

RECREATION & COMMUNITY SERVICES DEPARTMENT

Director of Recreation and Community Services
Recreation Manager
Recreation Supervisor

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

B. Consultants:

The City Manager may determine in writing that a particular consultant is hired to perform a range of duties that requires the consultant to fully comply with the disclosure requirements described in this section. Such written determination must include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager determination is a public record and must be retained for public inspection in the same manner and location as this conflict of interest code."

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

Designated employees must file Statements of Economic Interests with the City of Monterey Park, on forms created by the Fair Political Practices Commission, in conformance with the individual disclosure categories and state guidelines, when requested by the City Clerk. The City Clerk will retain custody of the Statements

and make them available for public inspection and reproduction. Designated employees listed in the Code with an asterisk (*) must either file their Statements directly with the Fair Political Practices Commission in conformance with state guidelines, or file one original copy of their Statement of Economic Interest with the City Clerk, who must make and retain a copy and forward the original to the California Fair Political Practices Commission. All other designated employees must file one original copy of their Statement of Economic Interest with the City Clerk.

SECTION 6: *Disclosure and Disqualification:*

- A. Interest and Positions in Non-Profit Organizations.** Whenever a disclosure category requires disclosure of specific financial interests or positions in business entities, disclosure of equivalent financial interests or positions in non-profit organizations is required. Disqualification must be required as to a disclosed interest or position in a non-profit organization whenever disqualification would have been required as a result of an equivalent financial interest or position in a business entity.
- B. Proximity of Officials – Financial Interest Presumed.** It is the responsibility of the City Clerk, or designee, to prepare and maintain conflict maps for each elected and appointed public official serving on the City Council, boards, commissions, or committees. Such conflict maps must graphically depict radii lines measuring (1) 500 feet from an official's interests in real property; and (2) 1,000 feet from an official's interests in real property. Such radial lines must be measured from the parcel lines in accordance with FPPC Regs. Before each meeting, the City Clerk's designee must inform public officials regarding potential conflicts based upon real property interests based upon such conflict maps.

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

SECTION 8: Resolution No. 12036 (adopted September 19, 2018) and any other resolution or policy purporting to establish a conflict of interest code, are superseded by this Resolution.

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

date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Resolution.

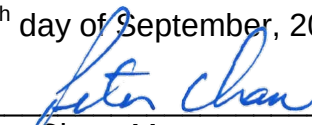
SECTION 10: A late fine of \$10 per day up to a maximum of \$100 will be assessed, commencing on the day after the form is due to the City Clerk's office. In addition, if a matter is referred to the FPPC's Enforcement Division for failure to file or failure to include all required economic interests,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

SECTION 8: *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

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

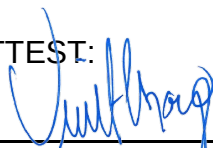
SECTION 12: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this 16th day of September, 2020



Peter Chan, Mayor

ATTEST:



Vincent D. Chang, City Clerk

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

By: 

Natalie C. Karpeles, Deputy City Attorney

CERTIFICATION

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

I, Vincent D. Chang, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 12198 was duly adopted by the City Council of the City of Monterey Park, at a regular meeting held on the 16th day of September, 2020 by the following vote:

Ayes:	Council Members: Liang, Sornoso, Lo, Yiu, Chan
Noes:	Council Members: None
Absent:	Council Members: None
Abstain:	Council Members: None

Dated this 16th day of September, 2020.



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



City Council Staff Report

DATE: June 1, 2022

AGENDA ITEM NO: Consent Calendar - 3C

TO: The Honorable Mayor and City Council
FROM: Diana Garcia, City Librarian
SUBJECT: Reappointment to the Library Board of Trustees

RECOMMENDATION:

It is recommended that the City Council consider:

1. Whether to reappoint one incumbent Library Board Trustee for a second term;
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The term for the Library Board of Trustees is three years with the possibility of reappointment for one additional consecutive three-year term.

Lisa Duong's first term on the Library Board of Trustees will end June 30, 2022. If reappointed, she will serve through June 30, 2024.

BACKGROUND:

The Library Board of Trustees is a board established pursuant to the California Education Code and Monterey Park Municipal Code ("MPMC"). MPMC Chapter 2.80 regulates the Library Board (in addition to applicable California law). The Library Board of Trustees is responsible for administering the Monterey Park Bruggemeyer Library. The Library Board of Trustees also administers all library trust funds received by gift, bequest or devise.

Education Code § 18910 provides that:

"[t]he public library shall be managed by a board of library trustees, consisting of five members, to be appointed by the mayor ... with the consent of the legislative body of the municipality."

This is reflected in MPMC § 2.80.020 which provides that:

"[t]here is created and established a board of library trustees consisting of five members appointed by the mayor with the approval of the city council."

Pursuant to Education Code § 18911, the term of office for a trustee is three years. No person may serve more than two consecutive terms as a member of the board.

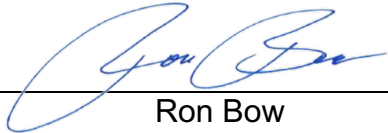
FISCAL IMPACT:
None.

Respectfully submitted by:



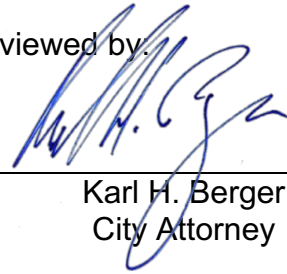
Diana Garcia
City Librarian

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney



City Council Staff Report

DATE: June 1, 2022

AGENDA ITEM NO: Consent Calendar - 3D

TO: The Honorable Mayor and City Council
FROM: Kelly Gordon, Chief of Police
SUBJECT: George Elder Memorial Day Resolution

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a Resolution declaring the day of June 9th to be George Elder Memorial Day in the City of Monterey Park; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Monterey Park Police Department is recognizing the day of June 9th, 2022 as George Elder Memorial Day. This day is celebrated annually and honors Officer George Elder. Officer George Elder was only twenty-nine years old when he was shot and killed in the line of duty.

BACKGROUND:

Officer George Elder was killed in an exchange of gunfire while attempting to apprehend two robbery suspects who had just robbed the Star Market at 350 W. Garvey Avenue on June 9, 1961. As the suspects ran toward the getaway car parked in the alley, they exchanged gunfire with Officer Elder. Officer Elder was struck multiple times and was transported to the hospital where he was pronounced dead. The two suspects and the getaway driver were apprehended in Whittier days later. All three suspects were eventually convicted of first-degree murder.

Officer George Elder was survived by his wife and three children. His brother, also a Monterey Park Police Officer, went on to become Chief of Police. We are enlisting your support in the form of a resolution to honor Officer George Elder who was murdered protecting the residents of Monterey Park.

FISCAL IMPACT:

None

Respectfully submitted by:



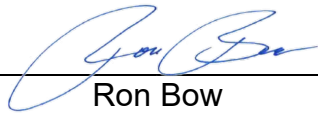
Kelly Gordon
Chief of Police

Prepared by:



Arlene Chaidez
Sergeant

Approved by:



Ron Bow
City Manager

ATTACHMENT:

1. Resolution

ATTACHMENT 1

Resolution

RESOLUTION NO.

A RESOLUTION DECLARING JUNE 9th, 2022 GEORGE ELDER MEMORIAL DAY IN MONTEREY PARK

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

SECTION 1: The City Council finds as follows:

- A. The Monterey Park Police Department is recognizing Officer George Elder Memorial Day on Thursday June 9th, 2022, sponsored by the Monterey Park Police Officers' Association and the Monterey Park Police Officers' Mid-Management Association. This day is recognized annually and honors the life and death of Officer George Elder.
- B. Officer George Elder was shot and killed in the line of duty on June 9, 1961. Officer George Elder was murdered protecting the residents of Monterey Park
- C. It is important to recognize the service and ultimate sacrifice of Officer George Elder which will be honored on June 9th.
- D. The Monterey Park Police Department recognizes and celebrates Officer George Elder's on duty death. We are confident you will stand behind the commitment and devotion Officer George Elder provided to ensure the safety and security of Monterey Park residents.

SECTION 2: *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 3: *Recordation.* The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 4: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this ____ day of _____, 2022.

Henry Lo, Mayor

Attest:

Vincent D. Chang, City Clerk



City Council Staff Report

DATE: June 01, 2022

AGENDA ITEM NO: Consent Calendar - 3E

TO: The Honorable Mayor and City Council
FROM: Tony Antich, Interim Director of Public Works
SUBJECT: Notice of Completion for Garfield and Graves Traffic Signal Improvements Specification No. 2020-005

RECOMMENDATION:

It is recommended that the City Council consider:

1. Receiving and filing the Notice of Completion recorded by the Public Works Director on May 24, 2022 accepting the Garfield and Graves Traffic Signal Improvements Specification No. 2020-005 completed by PTM General Engineering Services, Inc.; and
2. Taking such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

Pursuant to City Council Resolution No. 11701, the Public Works Director is authorized to record a Notice of Completion for the Garfield and Graves Traffic Signal Improvements, Specification No. 2020-005. The project is now complete, and the work was inspected and approved by the City Engineer.

BACKGROUND:

On November 4, 2020, the City awarded a contract with PTM General Engineering Services, Inc. for the Garfield and Graves Traffic Signal Improvements Specification No. 2020-005, in the amount of \$445,544. A 15% contingency was requested and approved for a total project cost of \$512,544. On May 16, 2022, the construction of the project was finalized. The work included the construction of new traffic signal improvements, traffic striping, sidewalk, curb & gutter, and curb ramps.

The final cost of the project was \$490,843.09 which included change order work necessitated by unforeseen field conditions and additional work required during the construction phase. The change order work included additional water line work, additional concrete work, pedestrian railing modifications and traffic signal pole relocations.

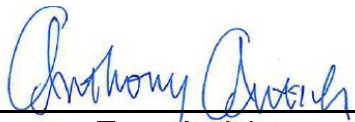
FISCAL IMPACT:

This project was funded by Prop C Funds. The FY 2020-21 Adopted Budget included \$227,247 in the Garfield and Graves Traffic Signal Improvements project (Account No. 2415003-5501-96015) and \$157,405 from the Citywide Traffic Signal Upgrades project (Account No. 2415003-5501-96005) for a total budget of \$384,652. An additional budget

appropriation increase in the amount of \$127,892 was approved for the project in the amount of \$41,642 in Prop C Funds (Account No. 2415003-5501-96015) and \$86,250 in Water Operations Funds (Account No. 4015001-5501-96015).

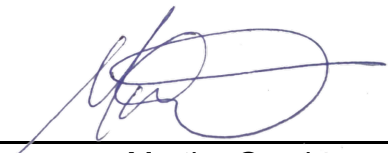
Base Bid	\$ 445, 544.00
Contingency Budget 15%	\$ 66, 813.60
Total Construction Budget	\$ 512, 375.60
Actual Expenditures	\$ 490, 843.09
Amount Under Budget	\$ 21, 532.51

Respectfully submitted by:



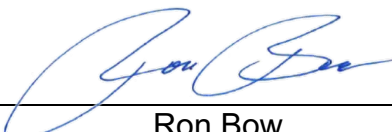
Tony Antich
Interim Director of Public Works

Reviewed by:



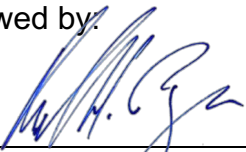
Martha Garcia
Director of Management Services

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENT(S):

1. Notice of Completion

ATTACHMENT 1

Notice of Completion

**Recording Requested by
CITY OF MONTEREY PARK
and When Recorded Mail To:**

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

NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

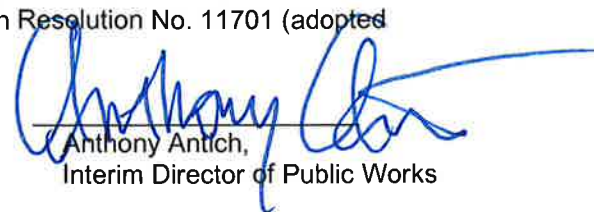
Project Name : Garfield and Graves Traffic Signal Improvements

Project No. : Specification No. 2020-05

Take notice pursuant to Civil Code § 3093, *et seq.* that:

1. The undersigned is an officer of the owner of the interest stated below in the property hereinafter described.
2. The full name of the owner is: CITY OF MONTEREY PARK
3. The full address of the owner is: 320 W. NEWMARK AVENUE, MONTEREY PARK, CA. 91754
4. The nature of the interest of the owner is: IN FEE
5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on 05/16/2022 . The work done was: TRAFFIC SIGNAL IMPROVEMENTS, TRAFFIC STRIPING, ADA RAMPS AND WATER LINE WORK.
6. The name of the Contractor for such work of improvement was: PTM General Engineering Services, Inc.
7. The property on which said work of improvement was completed is in the City of Monterey Park, County of Los Angeles, State of California, and is described as follows: Garfield and Graves Traffic Signal Improvements, Specification No. 2020-05.
8. The street address of said property is: NONE
9. This Notice of Completion is being recorded in accordance with Resolution No. 11701 (adopted November 5, 2014).

Dated: 05-24-2022


Anthony Antich,
Interim Director of Public Works

VERIFICATION

I, the undersigned, say: I am the Public Works Director for the City Monterey Park, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury the foregoing is true and correct.

Executed on May 24, 2022 at Monterey Park, California.


Anthony Antich
Interim Director of Public Works



City Council Staff Report

DATE: June 1, 2022

AGENDA ITEM NO: Consent Calendar - 3F

TO: The Honorable Mayor and City Council
FROM: Anthony Antich, Interim Director of Public Works
SUBJECT: Professional Service Agreement with SA Associates for On-Call Engineering Services

RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager, to execute a 3-year professional service agreement, with SA Associates to provide On-Call Engineering Services, in a form approved by the City Attorney; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Staff recommends executing an on-call professional services agreement with SA Associates for General Engineering Services. SA Associates was previously under contract with the City, in which it provided both engineering and inspection services for various Capital Improvement Projects. While multiple task orders may be issued under the agreement, individual task orders will not exceed \$60,000 each.

BACKGROUND:

The Engineering Division is responsible for completing projects in the City's annual Capital Improvement Program (CIP). The list of budgeted CIP projects may include street, sewer, water, park, and building improvements and/or equipment upgrades requested by various city departments. The Engineering Division typically takes the lead in coordinating with each department, preparing bid specifications, administering the contracts, and managing construction. Additionally, the Engineering division addresses emergency projects and day-to-day tasks such as issuing public works permits, providing inspections, responding to all traffic-related issues, and attending to the public counter.

To best serve the community and address different priorities, the City contracts with pre-approved engineering firms, such as SA Associates, on an as-needed basis to provide engineering services such as preparation of engineered design drawings, construction specifications, cost estimates, construction management, project management, traffic engineering support, plan checking, inspection services and any related municipal engineering support.

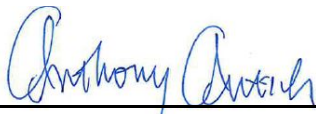
The City's previous on-call services agreement with SA Associates expired in 2021. The Public Works Department is requesting the City enter into a new agreement to continue to work with this qualified firm. SA Associates previous service to the City included,

without limitation, inspection of the Centralized Groundwater Treatment System (CGTS) at the Delta plant; preparation of plans and specifications for Water & Sewer Improvements; assistance with Sidewalk Improvements at East LA College and the Langley Center; and inspections services. Due to its excellent performance and reliable personnel, staff recommends entering into a new 3-year professional service agreement with this firm. SA Associates staff is familiar with Monterey Park's projects, processes, and community needs. If approved, SA Associates will support the City to implement multiple Capital Improvement Projects for the water and sewer divisions.

FISCAL IMPACT:

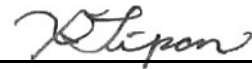
Services from SA Associates will be provided on an as-needed basis and paid out of the specific Capital Improvement Project budget as they are assigned. The firm's proposal and rate schedule is included with this staff report.

Respectfully submitted by:



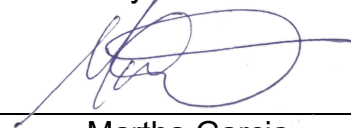
Anthony Antich
Interim Director of Public Works

Prepared by:



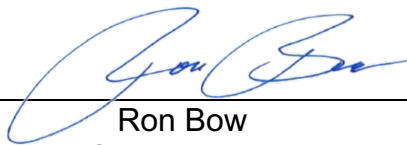
Xochitl Tipan
Principal Management Analyst

Reviewed by:



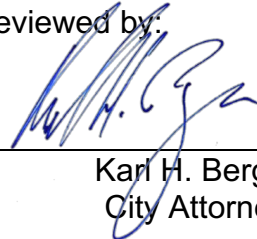
Martha Garcia
Director of Management
Services

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENT(S):

1. SA Associates Proposal

ATTACHMENT 1

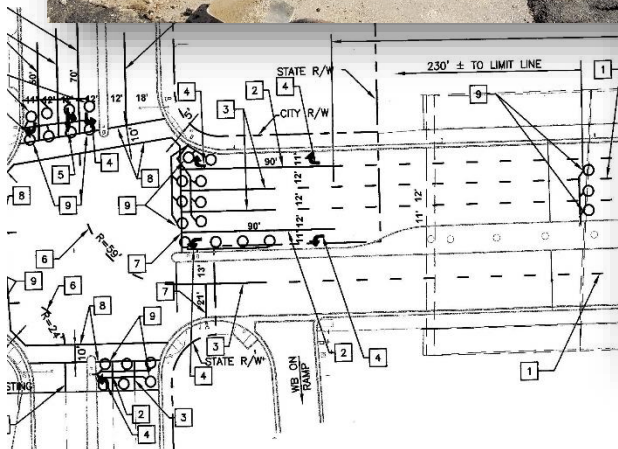
SA Associates Proposal



DELIVERING VALUE ... COMMITTED TO EXCELLENCE

CITY MONTEREY PARK

PROPOSAL FOR GENERAL ON-CALL ENGINEERING SERVICES



APRIL 26, 2022

April 26, 2022

Ziad Mazboudi
Interim City Engineer
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754

Subject: Proposal for On-Call General Engineering Services

Dear Ziad,

In accordance with your request, we are pleased to submit our proposal to provide On-Call Civil Engineering Services.

SA Associates is principal-owned firm, committed to engineering excellence and principal involvement. We are incorporated in the State of California. Project management and contract performance is personally directed by our principal who is a thoroughly experienced, licensed Professional Engineer with the State of California. We provide complete civil engineering services for municipalities, public and private water agencies, sanitary districts, and flood control districts.

SA Associates' experience was gained through providing engineering services to several cities and agencies in the greater Los Angeles area for over 32 years. All of SA Associates completed (or currently ongoing) projects are for public agencies. Our team of engineers and professionals are aware of the requirements of most public agencies and are familiar with public procedures.

We have extensive experience in providing As-Needed/On-Call Services or Support Services for public agencies. We have provided, or are currently providing, On-Call Services for the following clients: Anaheim, Chino Hills, Colton, Culver City, Fullerton, Huntington Beach, Irvine, Manhattan Beach, Mission Viejo, Monterey Park, Moreno Valley, Murietta, Pomona, Riverside, San Jacinto and Whittier. We have also provided (or are providing) these services to Crescenta Valley Water District, Gateway Water Management Authority, and Long Beach Water Department.

SA Associates' senior management is known to provide first-hand involvement in project activities, maintaining proper responsiveness and coordination efforts throughout all project phases. It is our goal to provide your on-call projects with high quality engineering services. To assure this quality, we will staff your projects with professionals who understand the project and the local conditions, and have the requisite experience, skills and familiarity with public works projects policies and procedures. Our team will provide technically innovative and cost reducing solutions while meeting the City's needs and goals on time and within budget.

We have been providing On-Call Engineering Services to the City of Monterey Park since 2016 and have provided and are currently providing engineering services for several projects.

Mr. Shahnawaz Ahmad, President of SA Associates and corporate officer, is the person authorized to represent and bind the firm. His contact information is below.

Thank you for the opportunity to submit our proposal. Should you have any questions or require any further information, please do not hesitate to contact the undersigned.

Very truly yours,



Shahnawaz Ahmad, P.E.
President
626.821.3456, sahmad@saassociates.net

TABLE OF CONTENTS

COVER LETTER

SECTION I: COMPANY BACKGROUND

SECTION II: RELATED EXPERIENCE

SECTION III: PROJECT TEAM

SECTION IV: FEE SCHEDULE

SECTION I: COMPANY BACKGROUND

INTRODUCTION TO SA ASSOCIATES

SA Associates was established in May, 1989 as a principal-owned engineering firm with offices in Los Angeles and Orange Counties. SA Associates is a California Corporation and "SA Associates" is our full legal name. SA Associates services cover a broad spectrum of engineering from investigation and feasibility reports to design, construction administration, and construction observation. The firm provides complete civil engineering services for municipalities, public and private water agencies, sanitary districts, and flood control districts. SA Associates is classified as a Minority Owned Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), and Small Business Enterprise (SBE) by local, state, and federal agencies. SA Associates is in stable financial condition. At present, we have 22 employees.

SA Associates is classified as DBE, MBE and SBE by local, state and federal agencies

Our main fields of specialty are:

CIVIL ENGINEERING: FEASIBILITY STUDIES: Site grading plans, street plans, utility plans, water distribution systems, sewer systems, and drainage facilities.

WATER SUPPLY PROJECTS: Comprehensive master planning, hydraulic network analysis, appraisals, rate studies, water quality investigations, design of distribution and transmission facilities, storage reservoirs, pumping stations, wells, & water treatment plants.

WASTEWATER FACILITIES PROJECTS: Master plans of wastewater facilities, design of collection systems, trunk lines, lift stations, treatment plants, special structures, and water reclamation.

CONSTRUCTION MANAGEMENT AND CONSTRUCTION INSPECTION SERVICES: Resident engineer, construction observation, contract administration, cost estimating, scheduling, labor compliance and construction claims analysis and support.

FLOOD CONTROL AND DRAINAGE PROJECTS: Master plans of flood control and drainage facilities, flood plain studies, design of storm drains, channels, pumping stations, debris and retention basins, and special structures.

SURVEYING SERVICES: Boundary surveys, topographic surveys, construction surveys, right-of-way surveys, records of survey, and aerial control surveys.

Our office locations are as follows:

CORPORATE OFFICE	ORANGE COUNTY OFFICE
1130 West Huntington Drive, Unit 12 Arcadia, CA 91007 Tel: 626.821.3456 Fax: 626.445.1461	1661 N. Raymond Ave, Suite 100 Anaheim, CA 92801 Tel: 714.871.9083 Fax: 714.871.3652

Mr. Shahnawaz Ahmad is the primary contact and the authorized signatory on behalf of the firm. Please contact Mr. Ahmad at sahmad@saassociates.net. He is based in the Arcadia Office.

BACKGROUND EXPERIENCE

SA Associates' experience was gained through providing engineering services to several cities and agencies in the greater Los Angeles area for the past 32 years. All of SA Associates completed (or currently ongoing) projects are for public agencies. Our team of engineers and professionals are aware of the requirements of most public agencies and are familiar with public procedures.

To date we have provided design, construction management, and inspection services of street projects for approximately 49 miles with construction cost of \$87 million to cities, municipalities and water districts in the Southern California area.

For the City of Monterey Park, as Owner's Engineer, we provided Construction Oversight Services for design and construction of the Centralized Groundwater Treatment System (CGTS) at the Delta Plant in Rosemead, California. Currently, we are providing construction management and inspection services for the Delta Plan. The CGTS consists of advanced oxidation (AO) involving ultraviolet (UV) and hydrogen peroxide to destroy volatile organics (VOCs) and 1,4-dioxene, downstream liquid-phase granular activated carbon (LGAC) to absorb any residual contaminants. We have also provided design and construction management and inspection services for other projects in the City.

We are proud to say we continue to provide services for repeat Clients. This indicates we are providing quality services on time and within budget.

The following is a list of selected clients SA Associates has worked with:

Partial Client List - SA Associates			
City of Alhambra	City of Glendale	City of Pico Rivers	Crescenta Valley WD
City of Anaheim	City of Glendora	City of Pomona	East Pasadena Water Co.
City of Arcadia	City of Hawaiian Gardens	City of Rialto	Elsinore Valley MWD
City of Azusa	City of Hermosa Beach	City of Riverside	Foothill MWD
City of Baldwin Park	City of Huntington Park	City of Riverside	Gateway Water Mgt. Auth.
City of Beverly Hills	City of Inglewood	City of San Bernardino	Irvine Ranch WD
City of Burbank	City of Irvine	City of San Dimas	Kinneloa Irrigation Dist.
City of Carson	City of Irwindale	City of San Fernando	La Canada Irrigation Dist.
City of Cerritos	City of Laguna Niguel	City of San Marino	Las Flores Water Co.
City of Chino	City of La Habra	City of Santa Clarita	LA Co. Parks & Rec.
City of Chino Hills	City of La Palme	City of Santa Monica	LA Co. Public Works
City of Colton	City of La Verne	City of Sierra Madre	LA Co. Comm. Develop..
City of Commerce	City of Loma Linda	City of Simi Valley	Lincoln Ave. Water Co.
City of Compton	City of Lomita	City of South Gate	Long Beach Water Dept.
City of Covina	City of Lynwood	City of South Pasadena	Mesa Water District
City of Culver City	City of Manhattan Beach	City of Stanton	Orange County PW
City of Cypress	City of Mission Viejo	City of Thousand Oaks	Rubio Canon Land/Water
City of Diamond Bar	City of Monterey Park	City of Torrance	San Diego Co. Water Auth
City of Downey	City of Moreno Valley	City of Tustin	San Gabriel Valley MWD
City of Duarte	City of Murrieta	City of Whittier	Santa Clarita Valley Water
City of El Monte	City of Norwalk	City of Yucaipa	Suburban Water Systems
City of Fullerton	City of Ontario	Boy Scout of America	Valley Water Company
City of Gardena	City of Pasadena	Central Basin MWD	Veolia Water Company
			West Basin MWD

APPROACH TO ERROR FREE DELIVERIES

SA Associates maintains an in-house Quality Assurance/Quality Control program to minimize the errors in the final product and services provided to our clients.

To ensure quality, a uniform review and checking procedure for all completed projects is adopted. This procedure ensures all work is reviewed and checked prior to submitting it to the client. Each member of our team makes it his/her responsibility to perform the services the best way possible, and to ensure that what is stated in writing or shown on drawings is correct, cost effective, and in conformance with SA Associates' standards.

RELATED EXPERIENCE (ON-CALL DESIGN PROJECTS)

Client/Contact	Description
CITY OF ANAHEIM	Public Utilities Engineering Department (Water Department) - Professional on-call services for a three-year period and had a 4th three-year period through 2019. We were awarded a new contract in 2019. The projects to be assigned include water pipeline design to support the Public Utilities Department's Engineering Division Capital Improvement Program. Public Works – Construction Division on-call awarded 2014 and extended for a fourth two-year period through 2021 On-Call Sewer & Storm Drain Design from August 2019 to August 2024.
CITY OF CHINO HILLS	Selected to provide On-Call Design Engineering Services for Water and Wastewater projects from November 2021 to December 2024
CRESCENTA VALLEY WATER DISTRICT	As-Needed On-Call Consulting Services. Projects include preparation of a Recycled Water Feasibility Study for Two-Strike, Engineering Design Services for Well and Fence Construction at Ordunio Reservoir, and Design of Well 2 and Related Facilities. Dates of Service from February 2015 to July 2018.
CITY OF COLTON	On-Call General Consulting Services for various Water and Wastewater Utilities projects from April 4, 2022 to June 30, 2023.
CITY OF CULVER CITY	General Engineering Services for a 3-year period from July 2, 2012 to June 30, 2015.
CITY OF FULLERTON	Selected by the City to provide Water Engineering Design for a period of three years from October 2018 to September 2021.
GATEWAY WATER MANAGEMENT AUTHORITY	Selected to provide General On-Call Professional Technical and/or Engineering Services from February 2021 to February 2026 in the areas of: • Feasibility Studies • Project Management • Preparation of Bid Documents • Grant Writing and Grant Implementation Management
CITY OF HUNTINGTON BEACH	On-Call Water and Engineering Services from May 2018 to May 2021. We completed design plans for the replacement of 60 water valves throughout the City.
CITY OF IRVINE	SA Associates was contracted by the city of Irvine, to provide professional on-call engineering services for: - Design Plan Check/Hydrology and Hydraulics Plan check (7-1-18 to 6-30-19) - Pavement Rehabilitation, Project Management, Construction Management and Inspection Services for a three-year period (2010 – 2013) - Civil Engineering Design and Design Plan Check/Street Improvement Plan Check Services for one-year period (2013) - We were also under contract to provide On-Call Construction Management and Inspection Services for from 2007 – 2010 - Construction Inspection Services from 7-1-19 to 6-30-22
LONG BEACH WATER DEPARTMENT	As-needed design engineering and construction consulting services. The projects included Preparation of Record Drawings for several projects including Jaymills Ave.; E. 36th & 37th Streets; Gondar, Sensac, Faust, and Carfax; Administration Building, Large Valve Replacement Project on Pacific Coast Hwy at Grand & Harbor from 2004 to 2009. Selected to provide On-Call Construction Management and Inspection Services from January 2021 to January 2024.

Client/Contact	Description																
CITY OF MANHATTAN BEACH	Selected to provide On-Call Project Management Services for Various Capital Improvement Plan Projects. The selected project manager will be responsible for overseeing all aspects of a series of capital improvement plan projects from conception to close-out ("cradle to grave" scenario) or any intermediate phase of the project. The project manager may be assigned to work on some combination of street, water, sewer, storm drain and facilities (building/parks) improvement projects. The project manager will be responsible for reviewing designs and providing construction management oversight. The term is from April 1, 2022 to December 31, 2023																
CITY OF MISSION VIEJO	SA Associates was selected to provide On- provide Public Works Design Services from June 4, 2004 to June 30, 2008. We were also selected to provide Plan Check/Design Services from July 2, 2012 to June 30, 2016.																
CITY OF MONTEREY PARK	SA Associates was selected to provide General Engineering Services for a 4-year term through March 2020 and was extended through March 2021. We were also selected to perform On-Call Inspection services for Various Capital Improvement projects.																
CITY OF MORENO VALLEY	On-Call contract March 1, 2020 through March 1, 2022 for Civil Engineering Design Services and Construction Management and Peer Review Plan Check Consultants. The Contract term included one additional two-year extension. SA Associates was contracted by the city of Moreno Valley to provide Professional Consultant Services in the following categories for one-year terms with subsequent extensions - Civil Engineering Design - Construction Management and Peer Review Services - Contract Administrative Professional Services - Project Management Services																
CITY OF MORENO VALLEY (CONTINUED)	Provided Project Management services to the city of Moreno Valley for the Capital Projects Division. One engineer was assigned full time to City Hall to serve as an extension of City Staff to assist in a variety of street projects. Term was from 2003 to 2007. Projects included the following: <table border="0"> <tr> <td>- Infill Project</td><td>- Main Library</td></tr> <tr> <td>- Frederick Median</td><td>- Fire Station No. 58</td></tr> <tr> <td>- Civic Center Site</td><td>- Emergency Operations Center</td></tr> <tr> <td>- Iris Avenue Sidewalk</td><td>- Fire Station Exhaust System</td></tr> <tr> <td>- Sheila Street Improvements</td><td>- PSB Expansion</td></tr> <tr> <td>- Aqueduct Bikeway</td><td>- Neighborhood Park</td></tr> <tr> <td>- Street Improvement Program</td><td>- Fire Station 110 Requests for Proposal</td></tr> <tr> <td>- 5 Year Capital Improvement Report</td><td>- Misc. Fire Station Requests for Proposal</td></tr> </table>	- Infill Project	- Main Library	- Frederick Median	- Fire Station No. 58	- Civic Center Site	- Emergency Operations Center	- Iris Avenue Sidewalk	- Fire Station Exhaust System	- Sheila Street Improvements	- PSB Expansion	- Aqueduct Bikeway	- Neighborhood Park	- Street Improvement Program	- Fire Station 110 Requests for Proposal	- 5 Year Capital Improvement Report	- Misc. Fire Station Requests for Proposal
- Infill Project	- Main Library																
- Frederick Median	- Fire Station No. 58																
- Civic Center Site	- Emergency Operations Center																
- Iris Avenue Sidewalk	- Fire Station Exhaust System																
- Sheila Street Improvements	- PSB Expansion																
- Aqueduct Bikeway	- Neighborhood Park																
- Street Improvement Program	- Fire Station 110 Requests for Proposal																
- 5 Year Capital Improvement Report	- Misc. Fire Station Requests for Proposal																
CITY OF POMONA	SA Associates is currently contracted by the City of Pomona to provide professional on-call engineering services for the following categories: - Civil Engineering Design - Project Management - Construction Inspection These contracts were for a term of three years through October 31, 2017. They have been extended for another year through October 31, 2020.																
CITY OF RIVERSIDE	SA Associates completed a four-year contract with the city of Riverside to perform on-call design, construction support services of water distribution mains and facilities at various locations within the City service area. A new contract to provide Engineering and Related Services for Water Resources, Engineering Planning and Design, and Construction Management started in September 2018 and ended in May 2021.																

Client/Contact	Description
CITY OF SAN JACINTO	Selected to provide On-Call Engineering Support in the area of water, wastewater, and stormwater. Period of service March 2022 to February 2025.
CITY OF SANTA CLARITA	Selected to provide Staff Augmentation to the Public Works Department, Capital Improvement Projects Division from April 2020 to April 2021.
CITY OF WHITTIER	SA Associates provided On-Call Services to the City of Whittier for two water main design projects and an infrastructure inspection project from May 2016 to February 2017

RELATED EXPERIENCE (ON-CALL CONSTRUCTION MANGEMENT AND INSPECTION PROJECTS)

Client	Description
CITY OF AZUSA	Miscellaneous inspection for various housing developments.
CITY OF EL MONTE	As-Needed On-Call Construction Management and Inspection Services. The first project was a Pavement Condition Field Survey for Existing Concrete and Asphaltic Pavements. The 2 nd project was providing construction management services for the Ramona Boulevard Street Resurfacing Project and Cycle 2 Federal Safe Routes to School Project.
CITY OF FONTANA	As-Needed Construction Inspection Services for various street, traffic signal, and permit projects. New Award for Engineering Services SQ-87-DE-19 for Construction Management, Street Sewer and Storm Drain Design, and Inspection Services 2019 – 2022 with two additional one-year renewals.
CITY OF GARDENA	On-Call Construction Management and Inspection 2019-2022.
CITY OF GLENDALE	As-Needed Construction Inspection Services. Projects included FY 2016-17 ADA Curb Ramp Installation and Pavement Repair Program, Glendale Ave., Street Improvements & Traffic Signals, Arden Ave. Rehabilitation, San Fernando Rd. Lighting, Pacific Ave. & Burchett St. Wastewater Capacity & Street Improvements, Traffic Signal & Flashing Beacon in RR quiet zone, Traffic Signal modification at Glendale Ave./SR 134 & Monterey Road. New projects include Western Avenue and Riverside Dr. Rehabilitation project and Doran Street Improvements.
CITY OF LAGUNA NIGUEL	Selected to provide Construction Inspection Services for the City's 5-year Capital Improvement Program from January 1, 2019 through June 30, 2021.
CITY OF LA PALMA	Project management services to the city of La Palma from 1989-92. The work included assisting the Public Works Director/City Engineer as-needed for various assignments. This involved spending one to two days per week at City Hall. Our services included assisting the City in obtaining funding for street projects, providing construction management, inspection, & plan check services, working with Operations & Maintenance field crew for engineering issues, preparation of specifications for slurry sealing of streets, preparation of specifications for demolition of houses so as to construct affordable housing, and preparation of Annual Water Quality Control Reports.
LONG BEACH WATER DEPARTMENT	As-needed design engineering and construction consulting services. The projects included Preparation of Record Drawings for several projects including Jaymills Ave.; E. 36th & 37th Streets; Gondar, Sensac, Faust, and Carfax; Administration Building, Large Valve Replacement Project on Pacific Coast Hwy at Grand & Harbor.

Client	Description
COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS	As-Needed Construction Inspection Services for a three-year term through January 2019 and extended to January 2021. The first project was inspection of the coating for the San Gabriel Dam. Projects included inspection of the West Coast Basin Barrier and the Dominguez Gap Barrier Telemetry Phase 1, Catch Basin Cleanout 2016-2017, 2017-2018, 2018-2019, Quartz Hill Elementary School Traffic Improvements, and Manhattan Beach Pump Station. Contract value was \$13.5M The current contract with the County for As-Needed Construction Inspection Services commenced on January 20, 2021 for a 3-year period.
CITY OF MANHATTAN BEACH	Construction inspection services for Various Capital Improvement Projects. SA Associates was also selected to provide On-Call Utility Design Services for water, sewer, and storm drain projects for a two-year term through May 4, 2017 and has been extended through June 30, 2020. Projects include 2014-2016 Storm Drain Improvements, design of a catch basin, Staff Augmentation, Cycle 1 Storm Drain and Sewer Improvement projects. Currently providing On-Call Project Management Services from Feb. 1, 2022 through Dec. 31, 2023.
CITY OF MONTEREY PARK	SA Associates was selected to provide General Engineering Services for a 4-year term through March 2020 and was extended through March 2021. We are currently working on 4 different projects for the City. We were also selected to perform On-Call Inspection services for Various Capital Improvement projects.
CITY OF MURRIETA	Provided Program Management and Construction Management Services to assist the City in the design and construction of various projects. The City had over 91 projects in the CIP for 2005-07, at a cost of approximately \$50 million. The Program Manager is assigned full time to City Hall to serve as an extension of City Staff to assist in a variety of projects.
CITY OF NORWALK	SA Associates was selected to provide On-Call Construction Management and Inspection Services for a 6-year term through June 30, 2021. The first project was for inspection of Civic Center Drive. The second was a sewer inspection project.
CITY OF POMONA	SA Associates was contracted by the City of Pomona to provide professional on-call engineering services for the following categories: - Civil Engineering Design - Project Management - Construction Inspection These contracts were for a term of three years through October 31, 2017. They have been extended for another years through October 31, 2020.
CITY OF RIVERSIDE	SA Associates completed a four-year contract with the city of Riverside to perform on-call design, construction support services of water distribution mains and facilities at various locations within the City service area. A new contract to provide Engineering and Related Services for Water Resources, Engineering Planning and Design, and Construction Management started on 9-12-18 and will end on May 1, 2021.
CITY OF SAN BERNARDINO	SA Associates was contracted by the city of San Bernardino, to provide On-Call Construction Management and Inspection Services for Public Works Projects for one-year June 2012 to June 2013 and was extended until June 2017.
CITY OF SANTA CLARITA	Selected in 2020 for as-needed Staff Augmentation, which includes Construction Management and Inspection as well as staff augmentation. The Contract is for a three-year term with an option of two one-year extensions.
SANTA CLARITA VALLEY WATER	On-Call Contract for Engineering, Construction Management and Inspection services 2020- 2024.

Client	Description
CITY OF SOUTH EL MONTE	Recently awarded on- call Engineering Design and Construction Management Services for 2020 -2023.
CITY OF TORRANCE	Provided Project Management Services to the city of Torrance from 1992-94. This involved spending one day per week at City Hall to assist the City in managing several water projects and to serve as the contract Division Engineer for Water Resources in the City's Engineering Department.
CITY OF YUCAIPA	SA Associates was contracted by the city of Yucaipa, to provide On-Call Project Coordination and Inspection Services for Various Public Works Projects for Fiscal Years 2012/2013 and 2013/2014.

SECTION II: RELATED EXPERIENCE

PROJECTS FOR THE CITY OF MONTEREY PARK

CITY OF MONTEREY PARK

YEAR COMPLETED:	2022
CONSTRUCTION COST:	\$14,300,000
PROJECT MANAGER:	Shahnawaz Ahmad
FUNDING:	John Robinson
CONSTR. INSPECTORS:	Shannon Leonard, Eric Schoenen
Centralized Groundwater Treatment System As Owner's Engineer, provided Construction Oversight Services for the Centralized Groundwater Treatment System (CGTS) for the design and construction of the Centralized Groundwater Treatment System at the Delta Plant in Rosemead, California. The project included the City's selected Contractor (Filanc) to perform all engineering design and construction of the CGTS at the Delta Plant in Rosemead. The City was awarded 2015 Prop 84 Integrated Regional Water Management grant funds to implement the Project.	

YEAR COMPLETED:	2022
CONSTRUCTION COST:	\$173,000
PROJECT MANAGER:	Shahnawaz Ahmad
FUNDING:	John Robinson
CONSTR. INSPECTORS:	Raul Garibay
Currently providing construction management and inspection services for the CGTS for the Delta Plan. The CGTS consists of advanced oxidation (AO) involving ultraviolet (UV) and hydrogen peroxide to destroy volatile organics (VOCs) and 1,4-dioxene, downstream liquid-phase granular activated carbon (LGAC) to absorb any residual contaminants.	

YEAR COMPLETED:	2020
ENGINEER'S ESTIMATE:	\$1.78 M Sewer, \$720,000 Water, Combined cost \$2.5M
PROJECT MGR.:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Adam Roesch
CAD:	Hugo Magana, Phong Tran
SURVEYOR:	Robert Martinez
Water & Sewer Improvements along Atlantic Boulevard Prepared plans & specifications for water & sewer main improvements on Atlantic Blvd. from W. Hellman Avenue to W. Newmark Avenue with a 12-inch ductile iron water main of approx. 2,030 ft. length, and about 2,450 ft of 12-inch HDPE sewer via pipe bursting. Sewer will also be improved along Garvey Ave., from its intersection with Atlantic Blvd. to Ynez Ave., with approx. 650 ft of 16-inch HDPE via pipe bursting and 900 ft of 18-inch VCP via open trench. Water and Sewer improvements will also include replacement of laterals, installation of new fire hydrants/services, valves, sewer manholes, abandonment of existing mains, tie-in to existing systems, pre/post CCTV videos, paving and striping restoration.	

YEAR TO BE COMPLETED:	2019
CONSTRUCTION COST:	\$750,000
PROJECT MGR.:	Shahnawaz Ahmad
ENGINEER:	Eric Schoenen
Sidewalk Improvements at East Los Angeles College Prepared plans and specifications for approximately, 3,500 ft. of sidewalk improvements in front of East Los Angeles College on the north and south sides of Cesar Chavez Avenue between Vancouver Avenue and Collegian Avenue.	

YEAR COMPLETED:	2019
CONSTRUCTION COST:	\$70,000
PROJECT MANAGER:	Shahnawaz Ahmad

ENGINEER:	Eric Schoenen
Sidewalk Improvements at Langley Center	
Prepared plans and specifications for Approximately, 450 ft. of sidewalk improvements in front of Langley Center on the south side of Emerson Avenue between Ynez Avenue and McPherrin Avenue.	

YEAR COMPLETED:	2018
REPORT COST:	\$56,880
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEER:	John Robinson
Time Study for Centralized Groundwater Treatment System	
The goal of the study was to eliminate the labor reimbursement discrepancy by conducting a time study, more specifically, an operations labor survey which was specific to operational labor for the Centralized Groundwater Treatment System project.	

YEAR COMPLETED:	2018
CONSTRUCTION COST:	\$10,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEER:	John Robinson
Photovoltaic System Plan Review	
Review of design plans and specifications for the photovoltaic system for the Centralized Groundwater Treatment System project. The work also included review of as-built drawings upon substantial completion of the project to evaluate whether the system was constructed as specified in the approved plans.	

YEAR COMPLETED:	2018
CONSTRUCTION COST:	\$720,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Adam Roesch
CAD:	Hugo Magana, Phong
Sewer Spot Repairs and CIPP Installation	
Prepared plans and specifications for 91 spot repairs and 9,730 ft. of CIPP installation in various locations throughout the City. The project involved review of CCTV videos to verify the work involved.	

YEAR COMPLETED:	2018
CONSTRUCTION COST:	\$700,000
CONSTRUCTION MANAGER:	Eric Schoenen
CONSTRUCTION INSPECTOR:	Jason Jackson
Provided construction management and inspection service for the City's Sewer System Rehabilitation Project to repair or replace 32 defective sewer sections utilizing either the Cured-In-Place-Pipe (CIPP) method, making spot repairs, one location using the pipe bursting method, and one manhole repair. These locations were identified as a high priority for replacement.	

YEAR COMPLETED:	2018
CONSTRUCTION COST:	Various
PW INSPECTOR:	Shannon Leonard
Public Works Inspector	
Provided services as the City's Public Works Inspector. The work included:	
• Inspection of various public works projects being performed by utility companies and private firms doing work in the public right of way, including City capital improvement projects. • Inspection of traffic control, trench repair, compaction, etc. • Preparation of daily inspection logs, and maintaining records in a working file. • Utilizing the City's permit tracking system (Accela) to schedule and document inspections, and closeout permits. • Enforcement of all applicable NPDES, CALOSHA, and local, state, and federal regulations and guidelines; issue citations as necessary.	

- Responding to various resident complaints, following up with applicable City department or division as necessary.
 - Assessing emergency situations and respond accordingly.
 - Coordination with other City divisions, outside agencies and organizations, and utility companies as necessary.
- Performing constructability review of bid specifications and drawings

RELATED STREET DESIGN PROJECTS

CITY OF ANAHEIM

YEAR COMPLETED:	2015
CONSTRUCTION COST:	\$108,000
PROJECT MGR.:	Shahnawaz Ahmad
ENGINEER:	Jorge Lovo
Widening of Dale Avenue	
This project consisted of the widening of the portion of Dale Avenue adjacent to the properties at 517, 519, and 523 N. Dale Avenue. The construction work involves widening the roadway just in front of the above-mentioned parcels from 30 feet to 45 foot right-of way in order to implement and maintain the City's Master Plan of Arterial Highways. Related efforts included construction of sidewalk, driveways, curb & gutter, slough walls; adjustment of utility covers; replacement or relocation of existing signs, meter boxes, fire hydrants, valves, electric poles, utilities; removal of trees, fountains, etc.	

CITY OF AZUSA

YEAR COMPLETED:	2014
CONSTRUCTION COST:	\$400,000
PROJECT MGR.:	Shahnawaz Ahmad
ENGINEER.:	Phillip West
Gladstone Elementary Safe Routes to School Project	
Prepared preliminary plans for the Gladstone Elementary Safe Routes to School Project. The project involved base plans showing cut-sheets, elevations, cross sections, etc. from which the City would plan the remainder of the project.	

CITY OF IRVINE

YEAR COMPLETED:	2016
CONSTRUCTION COST:	\$425,000
PROJECT MGR.:	Shahnawaz Ahmad
ENGINEER:	Jorge Lovo
Culver-Alton & Culver-Main Intersection Improvements	
Prepared traffic flow reports to evaluate the traffic conditions at the existing intersections or Culver/Alton and at Culver/Main to determine the length of left turn pocket storage that needs to be added to the northbound Culver left turn pocket at both intersections. The scope included improvement plans to construct these left turn pocket extensions. Engineering services for these plans will include topographic survey of existing improvements, street improvement plans, grading, landscape plans, Video Detection System for signals, traffic control and replacement striping plans, utility coordination, permitting, project specifications and construction cost estimates. Also included in the project was the evaluation of the existing intersections for ADA compliance.	

YEAR COMPLETED:	2019
CONSTRUCTION COST:	\$1,700,000
PROJECT MGR.:	Shahnawaz Ahmad
ENGINEER:	Jorge Lovo
Barranca Parkway Pavement Rehabilitation from I-5 to Alton Parkway	
Prepared infrastructure plans for the Barranca Parkway Pavement Rehabilitation from I-5 freeway to Alton Parkway for a length of 1.7 miles. Services included topographic survey of existing improvements, street improvement plans, right of way mapping with necessary legal descriptions, grading, landscape plans, Video Detection System for signals, traffic control and replacement striping plans, utility coordination, permitting, project specifications and construction cost estimates	

CITY OF SOUTH PASADENA

YEAR COMPLETED:	2013
CONSTRUCTION COST:	\$200,000
PROJECT MGR.:	Shahnawaz Ahmad
ENGINEER:	Phillip West
South Pasadena Arroyo Park Playground: Provided engineering services for preparation of a Construction Specification Manual and Site Plan for the Arroyo Park Playground Improvements project. The project is located just north of the Pasadena Freeway and is bounded to the north by baseball fields, to the south by soccer/softball fields, to the west by the Pasadena Drainage Channel, and to the east by a hillside. The project site consists of multiple large maple trees while the rest of the park site is clear of trees for recreational activities. Design elements to consider included sloping of the site, protection of utilities, and prevention of flooding from runoff. The project consisted of removing the existing playground equipment and installing new playground equipment and swing area, west of the existing location. Grading and drainage was evaluated. The work also includes paving and restriping of the parking lot.	

**RELATED EXPERIENCE: WATER PIPELINES****CITY OF ALHAMBRA**

YEAR COMPLETED:	2016
CONSTRUCTION COST:	\$1,3000,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Phillip West, Adam Roesch, Jorge Lovo
AUTOCAD DESIGNER:	Adam Roesch,
SURVEYOR:	Geo-Environmental, Inc.
POTHOLING:	Safe-r-Dig Utility Surveys, Inc.
Westmont Drive Water Main Replacement Project Provided engineering design and construction support services for the replacement of approximately 3,500 ft. of 4" and 14" water mains in Westmont Drive from Sherwood Ave to Norwich Ave). The new main replaced two failing mains which have had several failures over the past 4-5 years. The new main supplies adequate fire flow while providing both transmission and distribution functions. Approximately 100 services were replaced for this project. SA Associates also provided construction management and inspection services for this project.	

CITY OF ANAHEIM

YEAR COMPLETED:	2018
CONSTRUCTION COST:	\$405,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEER:	Jorge Lovo, Adam Roesch
AUTOCAD DESIGNER:	Phong Tran
Water Main Replacement Projects: Pepper Creek Way, Fern Haven Lane, and Hadrians Crescent Prepared plans, specifications, and cost estimates replace approximately 1,500 linear feet of existing cast iron pipe (CIP) to polyvinyl chloride (PVC) pipe along various streets within Anaheim Hills. The pipes were installed between 1960s and 1970s, and were in need of replacement due to external corrosion of the pipeline. As a result, the corrosion causes numerous main breaks rendering water loss.	

YEAR COMPLETED:	2017
CONSTRUCTION COST:	\$370,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEER:	Jorge Lovo
AUTOCAD DESIGNER:	Phong Tran
SURVEYOR:	Online Engineering
Baja & Solomon Drives Water Main Replacement Project Prepared plans, specifications, and cost estimates for a 8" PVC Water Main Replacement in Baja Dr. between	

Palo Alto Dr. and Pueblo Pl., and Solomon Dr. between Arno Crescent St. and Camino Pinzon, with an approximate length of 1,557 ft.

YEAR COMPLETED:	2016
CONSTRUCTION COST:	\$1,400,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEER:	Jorge Lovo, Adam Roesch
AUTOCAD DESIGNER:	Phong Tran
GEOTECHNICAL:	Geo-Environmental, Inc.
POTHOLING:	Safe-r-Dig Utility Surveys, Inc.
Country Glen Way Water Main Replacement Project	
Prepared plans, specifications, and cost estimates for an 8" Water Main Replacement in Country Glen Way to replace existing 6" & 8" ductile iron pipe (DIP) with 6" & 8" polyvinyl chloride (PVC) C-900 pipe in multiple side streets connecting to Country Glen Way. The Project also includes the replacement of existing fire hydrants, service lines, and water meters. The total approximate length for the existing pipe is 5,300 linear feet.	

BOY SCOUTS OF AMERICA

YEAR TO BE COMPLETED:	2022
CONSTRUCTION COST:	\$1, 255,455
PROJECT MGR.:	Shahnawaz Ahmad, John Robinson
ENGINEERS:	Jorge Lovo, Adam Roesch
AUTOCAD:	Phong Tran
SURVEYOR:	Robert Martinez
ELECTRICAL ENGINEER:	Linkture
GEOTECHNICAL ENGINEER	Geo-Advantec
Trask Scout Reservation Water System Rehabilitation and Enhancement Project	
Design services for the design-build project of the Trask Scout Reservation Water System Rehabilitation Project at the Boy Scout Camp located in Canyon Park in the foothills of the city of Monrovia. The water at the campsites is currently non-potable. The project will provide corrective measures to bring the water system up to the State Water Resources Control Board, Division of Drinking Water Standards to provide the campers with clean drinking water. Project includes environmental work to improve creek water source, treatment facilities, chlorine disinfection, pumps and distribution improvements, as well as new storage tanks.	

CENTRAL BASIN MUNICIPAL WATER DISTRICT

YEAR COMPLETED:	2017
CONSTRUCTION COST:	Approximately \$8,000,000
PROJECT MGR.:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Eric Schoenen, Adam Roesch
QA/QC:	John Robinson
AUTOCAD DESIGNERS:	Phong Tran, Hugo Magana
SURVEYOR:	On-Point Land Surveying, Inc.
GEOTECHNICAL:	Geo-Advantec, Inc.
POTHOLING:	BESS Testlab, Inc.
TRAFFIC CONTROL PLANS:	JMDiaz, Inc.
Recycled Water Pipeline System Extension in the City of South Gate	
The work consists of the preparation of Plans, Specifications, and Estimate of Probable Construction Costs for The Recycled Water System Extension in the City of South Gate, CA. This Project consists of the construction of approximately 24,600 linear feet (LF) of recycled pipeline varying in diameter between 8" and 20".	

CITY OF CHINO

YEAR COMPLETED:	2018
CONSTRUCTION COST:	\$3,400,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Adam Roesch

AUTOCAD DESIGNERS:	Hugo Magana , Phong Tran,
SURVEYOR:	On-Point Land Surveying, Inc.
Quadrant I Water Main Replacement Project	
Prepared plans and specifications for approximately 10,940 ft. to replace segments of existing pipe throughout the City with new 8-inch C900 Polyvinyl Chloride (PVC) in order to improve the existing water system. In addition, the project consists of the replacement or reconnection of existing service laterals within the project area as a result of the replacement of the existing water main. The work also involves reconnections to existing water mains.	

CITY OF HUNTINGTON BEACH:

YEAR COMPLETED:	2019
ENGINEER'S ESTIMATE:	\$444,500
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Adam Roesch
AUTOCAD DESIGNER:	Phong Tran
Water Valves Replacement	
Design services for the replacement of water valves in approximately 50 separate locations throughout the City's water system. Over 50% of those locations are expected to be closer to the coast, in area of low elevations where groundwater may be encountered and the other 50% will be located inland. In addition to restoring valve operation, the City will require the construction contractor to carefully remove and bag asbestos cement pipe from each of these valve locations, to collect field data, to collect soil samples, and to store at a location identified by the City for future analysis to determine remaining useful life of ACP as part of the City's Asset Management Program. The valve sizes will be 6" to 12" and will be in-line valves with no vaults.	

CITY OF INGLEWOOD

YEAR COMPLETED:	Various
CONSTRUCTION COST:	Various
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Phillip West, Adam Roesch
AUTOCAD DESIGNER:	Scott Walz
(1) Prepared plans and specifications for water main replacement on various street segments with a total length of 10,000 LF. (2) Prepared plans and specifications for approximately 3,000 feet of 8" ductile iron pipe water mains in 78 th Street from 8 th Street to Van Ness Avenue and West Boulevard to Victoria Avenue, Construction Cost/Year Completed: \$870k, 2014 (3) Design of Water Main Replacement, Phase V, which included approximately 10,000 ft. of 8" & 12" ductile iron pipe in Second, Third, Fourth, and Fifth Avenues from Arbor Vitae to Manchester Boulevard. \$2.5M, 2016	

KINNELOA IRRIGATION DISTRICT

YEAR COMPLETED:	2021
CONSTRUCTION COST:	\$395,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEER:	Adam Roesch, Jorge Logo
AUTOCAD DESIGNER:	Phong Tran, Hugo Magana
SURVEYOR:	Online Engineering
Sierra Madre Villa & Villa Heights Water Main Improvement Project	
Prepared plans, specifications, and cost estimates for the installation of approximately 1,360 linear feet (LF) of new 8" DIP to connect the existing 8" DIP in Sierra Madre Villa Avenue, just north of Windover Road, with the existing 8-inch DIP at the intersection of Villa Heights and Villa Heights Road. The portion of the proposed pipeline is located in an unincorporated area of Los Angeles.	

LONG BEACH WATER DEPARTMENT:

YEAR TO BE COMPLETED:	2022
CONSTRUCTION COST ESTIMATE:	\$1,400,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Adam Roesch
AUTOCAD DESIGNERS:	Hugo Magana, Brandon Mesker

SURVEYOR:	Robert Martinez
GEOTECHNICAL:	Geo-Advantec, Inc.
POTHOLING:	BESS Testlab
Ximeno Avenue Water Main Improvement	
Currently preparing plans and specifications for approximately 1,790 LF of 8" ductile irons water mains to improve the flow, pressure, and fire protection in the private property of the apartment complex at 1613 Ximeno Ave. The location calls for improvements that serves the apartment complex on 1613 Ximeno Avenue as well as three other commercial developments on 4295, 4300, and 4438 Pacific Coast Highway. The new 8-inch DIP main will tie-in to an existing 20" water main (owned by LBWD) near the intersection of Ximeno Avenue and the entrance to the Circle Business Center. The work includes a tie-in to the adjacent water main, replacement of water service connections, fire hydrants, hydrant laterals, fire service, laterals, blow-offs, air release valves, existing service lines, and water valves wherever applicable.	

YEAR TO BE COMPLETED:	2022
CONSTRUCTION COST ESTIMATE:	\$840,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Adam Roesch
AUTOCAD DESIGNERS:	Hugo Magana, Brandon Mesker
SURVEYOR:	Robert Martinez
GEOTECHNICAL:	Geo-Advantec, Inc.
POTHOLING:	BESS Testlab
Queensway Drive Water Main Improvement	
Currently preparing plans and specifications for approximately 1,050' of water mains to improve the flow, pressure, and fire protection by replacing the existing water mains in the 600 and 700 Queensway Drive area. The location calls for improvements that serves two hotel developments on 600 and 700 Queensway Drive. The water main in question lies within the property of 700 Queensway Drive that eventually crosses under the Queens Highway and continues on Queensway Drive and stops at 600 Queensway Drive. Most of the existing water main is an 8-inch in diameter asbestos cement (AC) pipe, which was constructed in 1993. The remaining water main to be replaced, adjacent to 600 Queensway Drive, is an 8-inch ductile iron pipe (DIP), which was constructed in 2002. The 8-inch DIP main tie-ins to an existing 20-inch water main (owned by Port of Long Beach) near 700 Queensway. The work includes a tie-in to the adjacent water main, replacement of water service connections, fire hydrants, hydrant laterals, fire service, laterals, blow-offs, air release valves, existing service lines, and water valves wherever applicable.	

CITY OF ONTARIO:

YEAR TO BE COMPLETED	2022
CONSTRUCTION COST:	\$3,500,000
CONSULTANT FEE:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Adam Roesch
AUTOCAD DESIGNERS:	Hugo Magana, Brandon Mesker, Phong Tran
SURVEYOR:	Robert Martinez
GEOTECHNICAL:	Geo-Advantec, Inc.
POTHOLING:	BESS Testlab
Water Main Replacement	
Currently preparing plans and specifications for approximately 25,430 LF of water mains at 30 various locations. The improvements will replace existing water mains of diameters ranging from 2" to 12" to proposed 8" and 12" sizes. In addition, at one of the locations, OMUC desires to install 450 LF of new 8" water main. The improvements will include replacement of service laterals, fire hydrants and other related appurtenances.	

CITY OF SIERRA MADRE

YEAR COMPLETED:	2021
CONSTRUCTION COST:	8,100,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Adam Roesch, Phong Tran
AUTOCAD DESIGNER:	Hugo Magana, Brandon Mesker
QA/QC	Eric Schoenen

2020 Water Main Program

Prepared plans, specifications, and cost estimates to replace 21 segments of existing pipe at various locations that date from the 1930's. The project was divided into four (4) bid segments with an approximate length of 20,300 ft. Conditions of the existing steel water mains and service laterals are poor and worsening rapidly from the inside and outside of the pipes. The project will also involve abandoning the existing main and laterals upon completion of the replacement facilities. The water mains will be replaced with the same diameter size, except for the existing 2-inch mains where it will be upsized to a 4-inch. The proposed material will be polyvinyl chloride (PVC) C-909. As necessary, the existing fire hydrants, valves, meters, and appurtenances will be replaced as well, or added to the new proposed system. All water service and fire hydrant laterals will be replaced. Existing water mains will be put out of service/abandoned only when the new water mains are installed, inspected and tested so as to keep fire and services available during construction.

CITY OF WHITTIER

YEAR COMPLETED:	2017
CONSTRUCTION COST:	\$600,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Adam Roesch
AUTOCAD DESIGNER:	Phong Tran
SURVEYOR:	Online Engineering
GEOTECHNICAL:	Geocon West
POTHOLING:	Safe-r-Dig Utility Surveys, Inc.

Comstock Avenue Water Main Replacement Project

Designed the replacement of a water main in the uptown business district, along Comstock Avenue between Hadley Avenue and Wardman Avenue, for an approximate length of 2,000 ft., upgrading a 6" cast iron line to the 12" ductile iron pipe to provide sufficient flow within the area as well as for future improvements. The project will consist of replacing service laterals and tie-ins and to repair the existing concrete pavement along the trench width.

YEAR COMPLETED:	2017
CONSTRUCTION COST:	\$1,200,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Adam Roesch
AUTOCAD DESIGNER:	Phong Tran
SURVEYOR:	Online Engineering
GEOTECHNICAL:	Geo-Advantec, Inc.
POTHOLING:	BESS Testlab

Beverly Boulevard Water Main Replacement Project

Designed the replacement of a water main along Beverly Boulevard between Palm Avenue and Citrus Avenue to replace an aging water main with an approximate length of 4,450 ft. The existing 6" cast iron water main will be replaced with an 8" ductile iron pipe. The design minimized construction and maintenance costs by protecting the existing parkway and pine trees, and providing better access for maintenance of the proposed main.

RELATED EXPERIENCE: WASTEWATER/SEWER

CITY OF ALHAMBRA

YEAR COMPLETED:	2019
CONSTRUCTION COST:	\$1,113,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Adam Roesch
CAD:	Hugo Magaña, Phong Tran

Main Street Sewer Replacement Project

Replacement of approximately 1,858 LF of an existing 8-inch sewer main with a 12-inch sewer main on Main Street, between Bushnell Avenue and Atlantic Boulevard. The existing 8" sewer main is located on the westbound lanes of Main Street. The City's Sewer System Rehabilitation Plan identified this location as the highest priority for improvements due to its aging conditions and to improve sewage flow capacity in the area.

CITY OF INGLEWOOD

COMPLETION DATE:	2017
ENGINEER'S ESTIMATE:	\$1,528,000
CONSTRUCTION MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Adam Roesch
CAD:	Hugo Magana, Phong Tran
SURVEYOR:	On-Point Land Surveying, Inc.
Sewer Main Replacement Project, Phase 1 Prepared plans for the upgrade/repair of segments of the exiting 8" to 15" vitrified clay pipe throughout the City to improve the existing sewer system. In addition, the project consisted of the replacement or reconnection of existing sewer laterals within the project area as a result of the replacement of the existing VCP.	

CITY OF MANHATTAN BEACH

YEAR COMPLETED:	2021
ENGINEER'S ESTIMATE:	\$1,500,000
PROJECT MGR.:	Jorge Lovo
ENGINEERS:	Adam Roesch, Eric Schoenen, Mel Sukow
CAD:	Hugo Magana, Phong Tran
SURVEYOR:	Robert Martinez
Sewer Infrastructure Improvements SA Associates was recently contracted to prepare plans and specifications for various sewer reaches throughout the City.	

CITY OF NORWALK

YEAR COMPLETED	2019
ENGINEER'S ESTIMATE:	\$578,000
PROJECT MGR.:	Eric Schoenen
ENGINEERS:	Jorge Lovo, Adam Roesch
CAD:	Hugo Magana, Phong Tran
SURVEYOR:	On-Point Land Surveying, Inc.
FY 2017/18 Sewer Main Repair Project Provided engineering design services to repair or replace (based on current condition) numerous segments of existing 8-inch to 18-inch sewer mains throughout the City to improve the existing sewer system as identified from a detailed investigation as a part of the 2014 Sewer System Management Plan (SSMP). The investigation consisted of a citywide CCTV survey of the existing sewer system to identify segments with defects. As a result, the City has identified 60 sewer reaches deemed as high priority for repair/replacement. Trenchless technology as well as CIPP pipe lining were a couple of repair methods used.	

CITY OF WHITTIER

YEAR COMPLETED:	2019
ENGINEER'S ESTIMATE:	\$4,100,000
PROJECT MGR.:	Jorge Lovo
ENGINEERS:	Adam Roesch, Eric Schoenen
CAD:	Hugo Magana, Phong Tran
TRAFFIC CONTROL:	JMDiaz, Inc.
Sewer Main Phase I Project Design services to replace a total of approximately 11,000 linear feet (LF) of existing 6-inch to 10-inch sewer main to new 8-inch to 16-inch diameter polyvinyl chloride sewer pipeline at various locations. Improvements address deficiencies in flow capacity and reduce the risk of overflows.	

RELATED EXPERIENCE: WELLS

CRESCENTA VALLEY WATER DISTRICT

YEAR COMPLETED:	2017
CONSTRUCTION COST:	\$1,245,000
PROJECT MGR.:	Shahnawaz Ahmad
ENGINEERS:	Jorge Lovo, Adam Roesch
ELECTRICAL ENGINEER:	Linkture Consulting Engineers
AUTOCAD DESIGNER:	Phong Tran
Design of Well No. 2 Prepared plans for CVWD's Well No. 2 at Ordunio Reservoir. The project consisted of a new 150 gpm submersible pump and motor for Well No.2, onsite piping, a chlorine feed system using sodium hypochlorite, a nitrate removal treatment facility, upgrade of two existing booster pumps, installation of a masonry or pre-fabricated operations building, installation of a "carport" type building over concrete pad for the nitrate removal facility, water, sewer, and gas services, electrical and telemetry system, pavement and other on-site improvements. The nitrate reduction technology named AROnite, biologically reduces nitro (NO ₃) to nitrogen gas using hydrogen to promote the growth of naturally occurring bacteria within the AROnite modules. This process features high-efficiency reduction with minimal biomass waste generation. SA Associates also provided Construction Support Services is assisting the District for permitting of the well through the State Department of Drinking Water (DDW). This project received multiple awards which include: the American Council of Engineering Companies Project of the Year Award in February, 2019; second place for the 2019 Clair A. Hill Agency Award for Excellence by the Association of California Water Agencies; ASCE MLAB LA Section Award; and APWA Southern California BEST Award in 2019.	

CITY OF LA PALMA

YEAR COMPLETED:	2008
CONSTRUCTION COST:	\$630,000
PROJECT MANAGERS:	Shahnawaz Ahmad
ENGINEERS:	Sam Nabbout
Design of the On-Site Sodium Hypochlorite Generating Systems at the Walker Well and City Yard Sites Provided design services for the On-Site Sodium Hypochlorite Generating Systems at the Walker Well and City Yard Sites. The team included civil, mechanical, structural, architectural, electrical, supervisory control and data acquisition. The hypochlorite system, including the chemical tank, was located inside the existing well building. The work included design of a new sand separator at the City Yard site and relocation of an existing sand separator at the Walker Well site. We also provided construction management and inspection services for this project. The project was categorically exempt based on Initial Environmental Study (EIS). <i>Project was awarded the 2008 "Project of the Year" by APWA</i>	

CITY OF LYNWOOD

YEAR COMPLETED:	2017
CONSTRUCTION COST:	\$1,500,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Adam Roesch, Eric Schoenen, Philp West
AUTO CAD DESIGNERS:	Phong Tran
Well No. 22 Pump House Facilities and Site Improvement Design of pump house facilities for a new municipal supply well No. 22. The new well is located at Lynwood City Park near the intersection of Birch Street and Spruce Street west of Fred W. Holser Middle School. The site, approximately 5,000 sq. ft., is located adjacent to a residential area. The well capacity is 2,500 gallons per minute with a pumping level of about 5,000 square feet. The well casing is 18 inches in diameter, and the well discharge piping is 12 inches in diameter. The well discharge is controlled by a well-control diaphragm valve (Cla-Val model 51-02) along with a check valve (Cla-Val model 81-02). The only well-head treatment provided for the well discharge is on-site chlorination. The well discharge continues to a nearby water main about 150 feet away. The site includes a perimeter wall, well house building, engine generator building, and a chlorination facilities building. The site also features perimeter landscaping and two 14 ft. access gates. The generator serves the site in the event power from Edison is unavailable. The project also includes abandonment of an existing sewer main and	

design of a new sewer main as a replacement.

YEAR COMPLETED:	2009
CONSTRUCTION COST:	\$500,000
PROJECT MANAGER.:	Shahnawaz Ahmad
ENGINEERS:	Peter Heye, Phillip West
Siting, Design, and Construction of One New Municipal-Supply Water Well The siting, design, and construction for a proposed new well estimated to be at a depth of 1,100 ft. with a 2,000 gpm pump rate. The new well location is in conformance with State and County standards; is situated at a sufficient distance from the sewer lines and sewer manholes for compliance with State Department of Public Health requirements; has limited or no drawdown interference with other existing wells operated by the City; has a nearby source of potable water that is required by the drill rig for drilling purposes; located in the proximity of an existing storm drain for the proper discharge of fluids generated during the downhole testing, well development and production testing of the new well; and has a sufficiently sized property providing adequate space for all equipment, trucks, and materials needed for the well construction. Discharges are in compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements.	

CITY OF RIALTO

YEAR COMPLETED:	2015
CONSTRUCTION COST:	\$2,000,000
PROJECT MANAGERS:	Shahnawaz Ahmad
ENGINEERS:	Phillip West
Construction and Equipping of a New Replacement Well to Replace Older Well No. 3 Equipping of a new replacement 900 ft. deep well at a nearby City-owned property that lies within the Lytle Creek Groundwater Basin. This well will replace older Well No. 3. Pump capacity 1,500 gpm. Electrical design work for the new well was provided and a SCADA System was installed.	

VEOLIA WATER WEST OPERATING SERVICES, INC.

YEAR COMPLETED:	2015
CONSTRUCTION COST:	\$1,500,000
PROJECT MANAGERS:	Shahnawaz Ahmad
ENGINEERS:	Phillip West
Wells 1 & 2, City of Rialto Prepared plans and specifications for the equipping of a new municipal supply well (Well No. 1A). This site is located on a City of Rialto owned parcel on the banks of the Lytle Creek in the County of San Bernardino and also contains the City's Well 2. The well is approximately 800ft. deep and will produce up to 2,000 gpm when operational. Total construction cost is estimated at \$1,500,000.	

RELATED EXPERIENCE: CONSTRUCTION MANAGEMENT AND INSPECTION

CITY OF ALHAMBRA

YEAR COMPLETED:	2016
CONSTRUCTION COST:	\$3,770,000
CONSULTANT FEE:	\$210,000
PROJECT MANAGER:	Shahnawaz Ahmad
ENGINEERS:	Phillip West, Adam Roesch
CONSTR. MGR./INSPECTOR:	Eric Schoenen
BACK-UP INSPECTOR:	Shannon Leonard
Valley Blvd. – Almansor St. Sewer Replacement Project Provided construction management and inspection services for the Valley Boulevard - Almansor Street Sewer Replacement Project (Project). The work included installation of approximately 1,380 ft. of 36" extra-strength VCP sewer along Almansor St. from San Marino Ave. to Valley Blvd. and approximately 1,830 ft of 30" extra-strength VCP sewer along Valley Blvd. from Almansor St. to Garfield Ave.	

CITY OF BELLFLOWER

YEAR COMPLETED:	2014
CONSTRUCTION COST:	\$380,000
PROJECT MGR.:	Shahnawaz Ahmad
FEDERAL FUND MGR:	Fred Alamolhoda
ENGINEER:	Phillip West
INSPECTOR	Rocky Hale
Palo Verde Avenue Pavement Rehabilitation Recently provided construction management and inspection services for Palo Verde Avenue Pavement Rehabilitation project. The project was comprised of the rehabilitation/resurfacing of the segment of Palo Verde Avenue that extends from Artesia Blvd. to the South City Limit (approximately 2,600 ft). The project consisted of grinding and overlay of the two segments, possible reconstruction of curb ramps, pavement striping, replacement of vehicle detection loops, placement of bicycle detection loops, and coordination with utilities and other concerned agencies/residents/businesses. The project was a federally funded STP-L project. The project was being administered in accordance with Caltrans Local Assistance Procedures Manual (LAPM), Local Assistance Program Guidelines (LAPG) and Federal Highway Administration's (FHWA) requirements.	

CITY OF EL MONTE

YEAR COMPLETED:	2018
CONSTRUCTION COST:	Various
CONSTRUCTION INSPECTOR:	Shannon Leonard
City Public Works Inspector. Providing construction inspection services to Inspect various public works projects being performed by utility companies and private firms doing work in the public right of way, including City capital improvement projects; Inspect traffic control, trench repair, compaction, etc.; preparation of daily inspection logs, and maintain records in a working file; enforcing all applicable NPDES, CALOSHA, and local, state, and federal regulations and guidelines; issuing citations as necessary; responding to various resident complaints, follow up with applicable City department or division as necessary; assess emergency situations and respond accordingly; coordinating with other City divisions, outside agencies and organizations, and utility companies as necessary; and performing constructability review of bid specifications and drawings.	

CITY OF FONTANA

YEAR COMPLETED:	2018
CONSTRUCTION COST:	Various
CONSTRUCTION INSPECTOR:	Craig Jents
As-Needed Construction Inspection Providing inspection services for various street, traffic signal, and permit projects. Projects include Traffic Improvement at Randall Ave. & Juniper Ave., Fontana Ave. & Arrow Blvd., and Juniper Ave. & Ceres Ave.	

CITY OF GLENDALE

YEAR COMPLETED:	2018
CONSTRUCTION COST:	Various
CONSTRUCTION INSPECTORS:	Heustace Lewis, Mitch Malganji
As-Needed Construction Inspection Providing inspection services for various traffic signal and street projects throughout the City. Current projects include Western Avenue and Riverside Dr. Rehabilitation and Doran Street Improvements.	

CITY OF GLENDORA

YEAR COMPLETED:	2019
CONSTRUCTION COST:	\$800,000
CONSULTANT FEE:	\$37,800
CONSTR. INSPECTOR:	Craig Jents
Construction Inspection for Lone Hill Avenue Street Improvements Provided inspection services for street improvements on Long Hill Ave. from Gladstone St. north to the San Dimas Wash, just south of the I-210 Fwy.	

CITY OF INGLEWOOD

YEAR COMPLETED:	2010
CONSTRUCTION COST:	\$3.2 million
CONSTRUCTION MGR.:	David Mochizuki
FUNDING COORDINATOR::	Fred Alamolhoda
LEAD INSPECTOR:	Vernon Nickerson
Rehabilitation of Manchester Boulevard	
Provided construction management services for the rehabilitation of approximately 2.9 miles on Manchester Boulevard between Ash Street and Van Ness Avenue. The section from Ash Street to Crenshaw Boulevard is federally funded through ARRA (American Recovery and Reinvestment Act of 2009) and the section from Crenshaw Boulevard to Van Ness Avenue is Redevelopment Agency funded. The project encompasses 1,080,000 square feet of 0" to 2" grinding and 28,000 tons of asphalt rubber hot mix (ARHM) for the overlay.	

CITY OF IRWINDALE

YEAR COMPLETED:	2021
CONSTRUCTION COST:	\$420,000
CONSULTANT FEE:	\$64,000
CONSTR. INSPECTORS:	Mark Luera, Raul Garibay
2020-2021 Resurfacing Project	
Provided construction management and inspection services for street improvements Avenida Barbosa and Buena Vista Street from Avenida Barbosa to City Limits.	

CITY OF LAWDALE

YEAR TO BE COMPLETED:	2021
CONSTRUCTION COST:	\$420,000
CONSTR. INSPECTOR:	Craig Jents
CLIENT CONTACT:	Kevin Moghadasi
TELEPHONE / E-MAIL:	310.973.3265 kmoghadasi@lawndalecity.org
FY 2020-2021 Annual Street Improvement Project.	
Currently providing inspection services for pavement rehabilitation of several streets located in various parts of the City. The work includes pavement improvements, pavement resurfacing, remove and replace sidewalk, curb ramps, curb and gutter, v-gutter, alley intersection, driveway approaches, remove trees, adjust manholes and utility covers, striping, signing, pavement markings, and other associate elements of work.	

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

YEAR COMPLETED:	Ongoing – Contract from 2016 to present
CONSTRUCTION COST:	Various Total Contract \$13,500,000+
PROJECT MANAGER:	Shahnawaz Ahmad
CONSTRUCTION INSPECTORS:	Arman Barin, Miguel Bolanos, Fadi Chinder, Ray Dilbeck, Harold Greene, Jeff Herrera, Jason Jackson, Craig Jents, Ramzi Khaouli, Mark, Luera, Hugo Magaña, Amir Moghaddam, and Christopher Robinson
On-Call Construction Inspection Services	
Selected to provide On-Call Construction Management and Inspection Services in support of permitted activities in the road and flood rights of way or Department administered road, bridge, traffic signal, flood control, sewer, and water construction projects located throughout Los Angeles County. Recent projects include:	
• Catch Basin Cleanout 2021 • San Gabriel Restoration • Beatty Debris Access Road • Pacoima Spread Grounds Basin Enhancement • Devil's Gate Reservoir Sediment Removal	

CITY OF MANHATTAN BEACH

YEAR COMPLETED:	2019
CONSTRUCTION COST:	\$2,800,000
CONSTRUCTION INSPECTOR:	Mark Luera
Liberty Village Neighborhood and Marine Avenue Pavement Rehabilitation	
Provided inspection services for rehabilitation of approximately 20,600 ft. of pavement. The work consists of cold milling existing pavement, and overlay with rubberized asphalt, AC paving, traffic striping and markings, and traffic loop replacement. In addition, the project will involve concrete repair, which includes sixty ADA access ramp installations within the Liberty Village and twenty-one along Marine Avenue, curb repairs, sidewalk and cross gutter replacements.	

CITY OF NORWALK

YEAR COMPLETED:	2017
CONSTRUCTION COST:	\$1,018,000
CONSTRUCTION INSPECTOR:	Jason Jackson
Local Streets Rehabilitation Project	
Provided construction inspection for rehabilitation of various streets in the City	

COUNTY OF ORANGE

YEAR COMPLETED:	2019
CONSTRUCTION COST:	\$3,000,000
CONSTRUCTION INSPECTOR:	Mark Luera
Ocean View Channel Rehabilitation Project	
Inspection for rehabilitation of the Ocean View Channel which included crack seal work in the channel. The work included inspecting channel maintenance project performed under OC Construction's Job Order Contract, including earth moving operations, placement of base materials, asphalt concrete, placement and fabrication of structural steel, erection of falsework and forms and placement of concrete.	

YEAR COMPLETED:	2020
CONSTRUCTION COST:	N/A Inspection only, hourly rate
CONSTRUCTION MGR:	Shahnawaz Ahamad
CONSTRUCTION INSPECTOR:	Mark Luera
On-Call Inspection for Cowan Heights PCC & AC Remedial Repair Project	
The work will include inspection of road maintenance project performed under OC Construction's Job Order Contract, including grinding operations, placement of base materials, asphalt concrete placement and fabrication of structural steel, erection of falsework and forms and placement of concrete.	

YEAR COMPLETED:	2018
CONSTRUCTION COST:	\$1,197,842
CONSTRUCTION MGR:	Shahnawaz Ahamad
CONSTRUCTION INSPECTOR:	Mark Luera
On-Call Inspection for Rossmoor Phase IC PCC Remedial Repair Project	
The work in general consisted of crack sealing various streets, AC remedial repairs of approximately 5% of the total area, and the removal of two abandoned traffic vaults.	

YEAR COMPLETED:	2019
CONSTRUCTION COST:	\$970,619
CONSTRUCTION MGR:	Shahnawaz Ahamad
CONSTRUCTION INSPECTOR:	Mark Luera
On-Call Inspection for Rossmoor Phase IA PCC Remedial Repair Project The work included inspection of the repair and replacement of PCC items located within the Rossmoor service area and included: crack seal installation; adjusting manholes to grade; adjusting utility boxes and valves to grade; removing asphalt roadway structural section; removing and replacing access ramp and spandrel; roving and replacing gutter, cross gutter and curb; replacing sidewalks; replacing drive approach; pavement marking; installation of project information signs. Note: SA Associates met many deadlines and hurdles. The residents were very pleased and even regularly supplied coolers with drinks, as well as coffee and donuts.	
	

CITY OF POMONA

YEAR COMPLETED:	2018
CONSTRUCTION COST:	\$1,900,000
CONSTRUCTION MANAGER:	Eric Schoenen
Federal Streets Rehabilitation Provided Project/Construction Management Services for Federal Streets Rehabilitation (Districts 2 & 3), Street Improvements Citywide (CDBG) (FY 15-16 to FY 17-18), and Sidewalks – Penmar Lane (CDBG) and ADA Path of Travel (CDBG) (FY 14-15 to FY 16-17) Improvements. This project was administered in accordance with Caltrans Local Assistance Procedures Manual (LAPM), Local Assistance Program Guidelines (LAPG) and Federal Highway Administration's (FHWA) requirements. A successful audit was conducted by Caltrans.	

CITY OF SAN MARINO

YEAR COMPLETED:	2020
CONSTRUCTION COST:	\$2,109,000
PROJECT MANAGER:	Shahnawaz Ahmad
CONSTRUCTION INSPECTORS:	Craig Jents
2019 Street Rehabilitation Program Construction Inspection Services for the annual street rehabilitation program project. Work includes construction inspection services of the actual construction.	

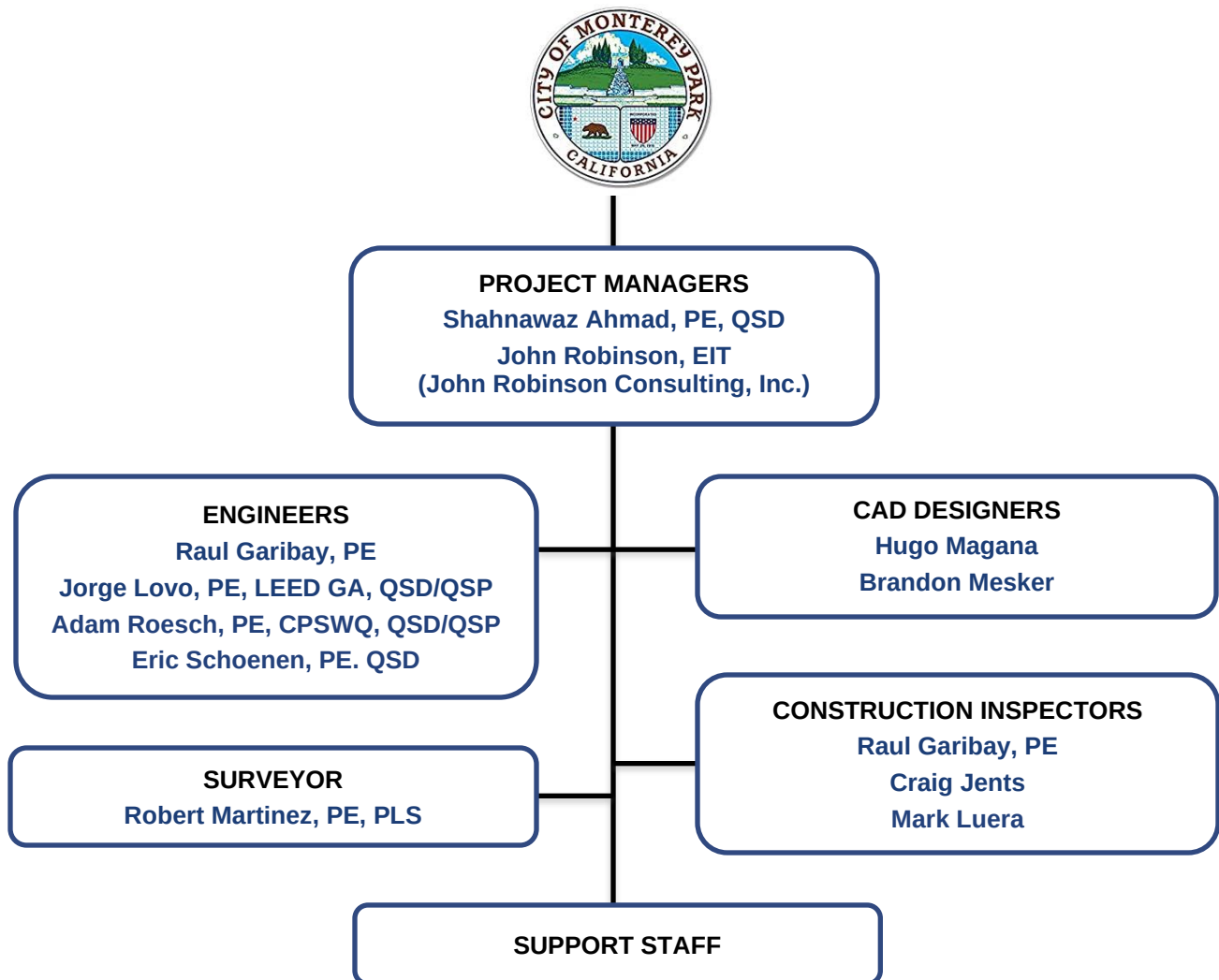
CITY OF WHITTIER

COMPLETION DATE:	2017
CONSTRUCTION COST:	\$1,800,000
CONSTR. INSPECTOR:	Shannon Leonard
Palm Avenue and Scenic Drive (n/o Beverly Drive) Infrastructure Improvements Project Provided Construction Management and Inspection Services for Palm. & Scenic, which had a high number of main breaks and repairs over the years. Due to a network of patches from previous main breaks, the street is in disrepair. As a part of the water main project, the entire 24' wide section of Palm & Scenic was replaced. In order to prevent excavation of a newly reconstructed street, the project also included replacement of the existing sewer.	

SECTION III: PROJECT TEAM

ORGANIZATION CHART

The high quality of SA Associates' work derives largely from the competence of our individual employees and the blending of their talents to meet each particular project need. To assure this quality, it is our policy to staff each project with employees that have the requisite experience, interest and skills.



Resumes for our Project Team members follow.

SHAHNAWAZ AHMAD, P.E., QSD
Project Manager

Mr. Ahmad founded SA Associates in 1989, creating a civil engineering firm focused on city, county and municipal agencies. Mr. Ahmad has over 40 years of experience.

Currently, he is involved with projects on water and sewer system master planning; water resources; water supply and treatment; water reuse; wastewater collection, treatment, and disposal; storm drainage; design of water and wastewater treatment plants, water pipelines, sewers, pumping stations, wells, storage reservoirs, and water reclamation systems; studies of water and wastewater treatment processes; and industrial waste problems.



RELATED EXPERIENCE

Civil Engineering Design

City of Alhambra
City of Anaheim
Boy Scouts of America
Central Basin Municipal Water District
City of Chino
City of Irvine
City of Monterey Park
City of Huntington Beach
City of Inglewood

Kinneloa Irrigation District
Long Beach Water District
City of Manhattan Beach
City of Monterey Park
City of Norwalk
City of Ontario
City of Pomona
City of Sierra Madre
City Whittier

Construction Management

City of Azusa
City of Alhambra
City of Bellflower
City of Burbank
City of El Monte
City of Fontana
City of Glendale
City of Glendora
City of Lawndale
Long Beach Water Dept.
County of Los Angeles, DPW

City of Manhattan Beach
City of Monterey Park
City of Norwalk
Orange County Public Works
City of Pomona
City of San Bernardino
City of San Marino
City of Santa Monica
City of Whittier

EDUCATION:

University of Karachi, Pakistan,
B.E., Civil Engineering
University of California,
Berkeley, M.S., Sanitary
Engineering

REGISTRATION:

Registered Civil Engineer,
California
No. 23712

MEMBER:

American Academy of
Environmental Engineers,
Diplomate
American Public Works
Association
American Society of Civil
Engineers
American Water Works
Association
California Water Environment
Association
Southern California Water
Utilities Association
Water Environment Federation

CITY OF ALHAMBRA

- . Westmont Drive Water Main Replacement – Engineering design and construction support services for the replacement of approximately 3,500 ft. of 4" and 14" water mains.
- . Valley Blvd-Almansor Sewer Project Construction management and inspection services for 3,500 ft. of 4" & 14" main replacement.

CITY OF ANAHEIM

- . Country Glen Way Water Main Replacement - Plans, specifications and cost estimates for 5,300 linear feet of 6" and 8" PVC C-900 pipe in multiple side streets.

BOY SCOUTS OF AMERICA

- . Trask Scout Camp Water System Rehabilitation and Enhancement Project - Design services for design-build project at the Boy Scouts camp in the city of Monrovia foothills.

CENTRAL BASIN MUNICIPAL WATER DISTRICT

- Recycled Water Pipeline System Extension in the City of South Gate – Plans and specifications, and estimate of probable construction costs for 24,600 linear feet of 8” – 20” recycled pipeline.

CITY OF INGLEWOOD

- Water Main Projects - various projects which included plans and specifications for water main replacement on various street segments; 3,000 ft. of 8” ductile iron pipe water mains; and Phase V Water Main Replacement of 10,000 ft. of ductile iron pipe.

CITY OF LA PALMA

- Provided design, construction management, and inspection services for the On-Site Sodium Hypochlorite Generating Systems at the Walker Well and City Yard Sites. The team included civil, mechanical, structural, architectural, electrical, supervisory control and data acquisition. The project was categorically exempt based on Initial Environmental Study (EIS). This project received a Project of the Year Award by the American Public Works Association.

LONG BEACH WATER DEPARTMENT

- East 27th and Via Pasillo Water Main Replacement Project – Plans and specifications for 4,000 feet of 6” and 8” cast iron and ductile pipe.

CITY OF LYNNWOOD

- Design of pump house facilities for new municipal supply Well No. 22. The well has a capacity of 2,500 gpm with a pumping level of about 5,000 sq. ft. The only well-head treatment provided for the well discharge was on-site chlorination. The generator serves the site in the event power from Edison is unavailable. The project also included abandonment of an existing sewer main and design of a new sewer main as a replacement.

CITY OF MANHATTAN BEACH

- Sewer Infrastructure Improvements – Project Manager, plans and specifications for various sewer reaches throughout the City.

CITY OF MONTEREY PARK

- Currently serving as Owner's Representative for construction management and inspection services for the Centralized Groundwater Treatment System (CGTS) for the Delta Plan, located in the city of Rosemead. The CGTS consists of advanced oxidation (AO) involving ultraviolet (UV) and hydrogen peroxide to destroy volatile organics (VOCs) and 1,4-dioxene, downstream liquid-phase granular activated carbon (LGAC) to absorb any residual contaminants.
- Water & Sewer Improvements Atlantic Boulevard – Project Manager, Preparing plans & specifications for water & sewer main improvements on Atlantic Blvd. from W. Hellman Avenue to W. Newmark Avenue with a 12-inch ductile iron water main of approx. 2,030 ft. length, and about 2,450 ft of 12-inch HDPE sewer via pipe bursting. Sewer will also be improved along Garvey Ave., from its intersection with Atlantic Blvd. to Ynez Ave., with approx. 650 ft of 16-inch HDPE via pipe bursting and 900 ft of 18-inch VCP via open trench.

CITY OF NORWALK

- FY 2017/18 Sewer Main Repair Project – Project Manager, provided design services to repair or replace (based on current condition) numerous segments of existing 8-inch to 18-inch sewer mains throughout the City to improve the existing sewer system as identified from a detailed investigation as a part of the 2014 Sewer System Management Plan (SSMP).

CITY OF ONTARIO

- Water Main Replacement – Plans and specifications for 25,430 linear ft. of 2” -12” water mains at 30 locations. The new mains will be 8” -12” in diameter. The scope also includes a new 450 linear ft. water main, along with replacement of service laterals, fire hydrants and related appurtenances.

CITY OF RIALTO

- Construction and equipping of a new replacement well to replace older Well No. 3. The new well is 900 ft. deep and is located at a nearby City owned property that lies within the Lytle Creek Groundwater Basin. Electrical design work for the new well was provided and a SCADA System was installed.

RAUL GARIBAY, P.E.
Engineer | Construction Inspector

Mr. Garibay has over 39 years of experience in water related projects. He retired from the City of Pomona after serving as Supervising Water Resources Engineering.

PROJECT EXPERIENCE

CITY OF MONTEREY PARK

- Currently providing Construction Management and Inspection services for the Centralized Groundwater Treatment System (CGTS) for the Delta Plan, located in the city of Rosemead. The CGTS consists of advanced oxidation (AO) involving ultraviolet (UV) and hydrogen peroxide to destroy volatile organics (VOCs) and 1,4-dioxene, downstream liquid-phase granular activated carbon (LGAC) to absorb any residual contaminants.

CITY OF POMONA

- Supervised engineering group in the Water Resources Department
- Participated in interview boards for other municipalities
- Developed and implemented Sanitary Sewer Management Plan
- Conducted sewer and water plan reviews for private and public projects; reviews included compliance checks with current health regulations and inspection of field installations
- City's liaison on various water committees such as Chino Basin Watermaster, Three Valleys MWD, and Six Basins Board
- Developed and Implemented 2005 Urban Water Management Plan
- Project Manager for Water and Sewer Master Plan
- Reviewed developers' water and sewer utility plans
- Project Manager for various water and sewer related projects: ranged from pipeline to treatment plants
- Liaison with the California Department of Health Services

CITY OF BURBANK

As Planning and Engineering Manager:

- Supervised team that coordinated with outside developers on construction and planning projects
- Planned, coordinated, and negotiated with other city departments to ensure integration with their projects Liaison on other city departments on the widening of Interstate 5 project

CITY OF PASADENA

As a Civil Engineer for the City of Pasadena:

- Project Manager for Water Master Plan
- Developed and Utilized Department's Water Hydraulic Modeling
- Participated in multi-departmental group that developed the City's GIS Base map
- Reviewed building plans for impacts on the water system
- Created plans and specifications of water pipeline projects
- Participated on engineering review hiring boards for various cities
- Presented analysis of water system hydraulic model to public Planning Committee to support for upcoming water projects
- Co-City representative for the Raymond Basin Management Board
- Developed and negotiated water system interconnection with neighboring water agencies
- Developed and procured annual storage groundwater rights with basin agencies to ensure the City's annual groundwater rights
- Project Manager for the water quality laboratory rehabilitation
- Investigated and implemented improvements to water quality laboratory processes



Loyola Marymount University,
Los Angeles, BS Civil
Engineering, 1982
Cal State University Los
Angeles, MS Business
Administration

REGISTRATION:
Registered Civil Engineer,
California, No. C43304

CERTIFICATION:
Water Treatment Operator,
Grade IV, No. 19408

Water Distribution Operator,
Grade II, No. 29625

CRAIG JENTS
Construction Inspector

Mr. Jents retired from the City of Anaheim after 35 years as a Senior Construction Inspector. He worked as Senior Construction Inspector performing various street improvement projects including raised medians, landscaped medians, street resurfacing, sewer/water projects, street widening, and traffic signal modifications.

PROJECT EXPERIENCE

CITY OF ANAHEIM

- . Lincoln & State College intersection widening and signal modification. Installing new poles, conduits and rewiring intersection.

CITY OF BREA

- . \$3.5 million Street Improvement Project – Constructed sewer and storm drain areas. Installed new access ramps, C&G, sidewalks, cross gutters and spandrels.

CITY OF BURBANK

- . Installing new poles, conduits, signal heads, pedestrian heads and rewiring intersections (two projects: 1) safe route to school; and 2) 1-5/SR-134 congestion management project.

CITY OF FONTANA

- . Provided as-needed construction inspection services for the City. Projects include Traffic Improvement at Randall Ave. & Juniper Ave., Fontana Ave. & Arrow Blvd., and Juniper Ave. & Ceres Ave. Another project is inspection of permits.

CITY OF GLENDALE

- . \$4.25 million Street Improvement Project. Approximately 1500' of 12" VCP and 500' of 15" VCP. Cold in place grind and rehab entire project. Placed rubberized asphalt over cold in place, approximately 6300 tons. Constructed 60+ access ramps, along with bus pads, curb & gutter and sidewalk areas. This project was on Glendale Ave. from Broadway to San Fernando

CITY OF GLENDORA

- . Provided inspection services for street improvements on Lone Hill Ave. from Gladstone St. north to the San Dimas Wash, just south of the I-210 Freeway. Lone Hill Ave. is a very busy street, near shopping areas and the Glendora Auto Center.

CITY OF LAWDALE

- . Currently providing inspection services for the FY 2020/21 Annual Street Improvement. The work consists of pavement improvements, pavement resurfacing, remove and replace sidewalk, curb ramps, curb and gutter, V-gutter, alley intersection, driveway approaches, striping, signing, pavement markings

CITY OF SAN MARINO

Provided inspection services for various street segments throughout the City. The work included slurry seal, cold milling asphalt concrete pavement and re-paving with asphalt rubber hot mix; replacing failed aggregate base; replacing all pavement delineation (striping, markings and legends, adjusting utility frames and grates); and providing traffic control.



EDUCATION:
Courses and Seminars
related to Public Works

**JORGE LOVO, P.E., LEED GA, QSD/QSP,
Engineer**

Mr. Lovo has over 21 years of experience designing and managing a variety of infrastructure projects. Project types range from streets, roadways, sewers, storm water, to water-related projects. The water related include water, wastewater, recycled water, and storm water facilities including conveyance, water quality & treatment, pump stations, and storage.

He provides technical leadership on small to large sized projects; supporting teams winning new business; interacting with clients, agencies and other consulting firms; preparing detailed engineering calculations, CAD drawings, estimates, master planning, facilities condition assessment, construction support, preparation of plans, specifications and others documents for permitting and construction. His expertise lies mostly with city, municipal and agency projects. He is adept at working with municipalities and understands their process.

PROJECT EXPERIENCE

CITY OF ALHAMBRA

- Main Street Sewer Replacement – Engineer, Replacement of approximately 1,858 LF of an existing 8-inch sewer main with a 12-inch sewer main on Main Street, between Bushnell Avenue and Atlantic Boulevard. The existing 8" sewer main is located on the westbound lanes of Main Street. The City's Sewer System Rehabilitation Plan identified this location as the highest priority for improvements due to its aging conditions and to improve sewage flow capacity in the area.

CITY OF ANAHEIM

- Dale designed the widening of the portion of Dale Street adjacent to the properties at 517, 519, and 523 N. Dale Avenue. The work involved widening the roadway just in front of the properties from 30 feet to 45 foot right-of way in order to implement and maintain the City's Master Plan of Arterial Highways.

BOY SCOUTS OF AMERICA

- Trask Scout Camp Water System Rehabilitation and Enhancement Project - Design services for design-build project at the Boy Scouts camp in the city of Monrovia foothills.

CITY OF CHINO

- Quadrant I Water Main Replacement – Engineer, Plans and specifications for approximately 10,940 feet of city-wide segment replacements with 8" C900 PVC pipe. In addition, the project consists of the replacement or reconnection of existing service laterals and reconnections to the existing water mains.

CITY OF INGLEWOOD

- Engineer for preparation of plans and specifications for the upgrade/repair of segments of the exiting 8" to 15" vitrified clay pipe throughout the City to improve the existing sewer system under the Sewer Main Replacement Program Phase I. In addition, the project consisted of the replacement or reconnection of existing sewer laterals within the project area as a result of the replacement of the existing VCP

CITY OF MANHATTAN BEACH

- Sewer Infrastructure Improvements for Cycle 2 Sewer Project. Prepared plans, specifications, and cost estimates for various sewer reaches throughout the City.



EDUCATION:

B.S. Civil Engineering
University of Hawaii

REGISTRATION:

Registered Civil Engineer,
California
No. C75632
Registered Civil Engineer,
Canada
Board of Professional
Engineers

CERTIFICATION:

LEED Green Associates – Green
Building Certification Institute,
ID No. 10779963
Construction Management,
University of Quebec, Canada
Professional Studies in
Technique of
Architecture, College of Old
Montreal

Qualified SWPPP Developer
(QSD)
Qualified SWPPP Practitioner
(QSP)
Certificate No. 25596

CITY OF MONTEREY PARK

- . Water and Sewer Improvements Atlantic Boulevard - Plans and specifications for a 12" 2,030 feet ductile iron main, replacement of laterals, new fire hydrants/services, valves, abandonment of existing mains, tie-in to existing system, pre/post CCTV videos, paving and striping restoration.
- . Sewer Spot Repairs and CIPP Installation – Engineer, Prepared plans and specifications for 91 spot repairs and 9,730 ft. of CIPP installation in various locations throughout the City. The project involved review of CCTV videos to verify the work involved.

CITY OF NORWALK

- . FY 2017/18 Sewer Main Repair Project – Engineer, Engineering design services to repair or replace (based on current condition) numerous segments of existing 8-inch to 18-inch sewer mains throughout the City to improve the existing sewer system as identified from a detailed investigation as a part of the 2014 Sewer System Management Plan (SSMP). The investigation consisted of a citywide CCTV survey of the existing sewer system to identify segments with defects. As a result, the City has identified 60 sewer reaches deemed as high priority for repair/replacement. Where there are short sections of pipe that have broken and/or missing pipe walls, trenchless technology may be employed to prepare the existing pipe to be acceptable to serve as a host pipe for CIPP lining. When there are short sections of pipe that need to be repaired, a sectional liner, which can fix sections of pipe for a length of up to 4 ft. is recommended because it resolves the problem in an economically efficient manner while minimizing resident inconvenience

CITY OF ONTARIO

- . Water Main Replacement – Plans and specifications for 25,430 ft. of 2" -12" water mains at 30 locations. The new mains will be 8" -12" in diameter. The scope also includes a new 450 linear ft. water main, along with replacement of service laterals, fire hydrants and related appurtenances.

CITY OF SIERRA MADRE

Water Main Replacement – 2020 Water Main Replacement Project. Replacement of 20,300 linear feet of 4, 6, 8 & 10" pipe throughout the City with PVCO.

MARK LUERA
Construction Inspector

Mr. Luera has over 25 years of construction experience for public works projects. He is thoroughly familiar with City, county and municipality regulations, codes and process. Mr. Luera has been commended for his positive relationship with constituents.

PROJECT EXPERIENCE

CITY OF IRWINDALE

- Provided construction inspection for the 2020-2021 Resurfacing Project, from Avenida Barbosa and Buena Vista Street from Avenida Barbosa to the City Limits.

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

Provided inspection for various road projects for LA County including:

- Lotus Avenue Pavement Preservation
- Otterbein Avenue Concrete Phases I & II
- Otterbein Pavement Preservaopm
- West Puente Valley Phase 2 Concrete Restoration
- West Puente Valley Fairgrove Avenue Pavement Restoration
- Private Storm DrainLine 472 Reconstruction
- Pellissier Village Concrete Restoration
- La Seda Pavement Slurry/Scrub
- Workman Mill Road
- Permit Office No 4 – Inspection of various projects including water, sewer, sidewalk, gas, curb and gutter, driveway approaches, storm drain, and film permits. Also, power pole changeouts and all types of various encroachment permits on a daily basis

CITY OF MANHATTAN BEACH

- Liberty Village Neighborhood and Marine Avenue Pavement Rehabilitation. Provided inspection services for rehabilitation of approximately 20,600 ft. of pavement. The work consisted of cold milling existing pavement, and overlay with rubberized asphalt, AC paving, traffic striping and markings, and traffic loop replacement. In addition, the project involved concrete repair, which including sixty ADA access ramp installations within the Liberty Village and twenty-one along Marine Avenue, curb repairs, sidewalk and cross gutter replacements.

ORANGE COUNTY PUBLIC WORKS

- Ocean View Channel Rehabilitation - Provided construction Inspection Services which included crack seal work in the channel.
- Cowan Heights PCC and AC Remedial Repair Project – Provided Construction Inspection Services for road maintenance project performed under OC Construction's Job Order Contract, including grinding operations, placement of base materials, asphalt concrete placement and fabrication of structural steel, erection of falsework and forms and placement of concrete.



EDUCATION:

Citrus College
Public Works Plan
Interpretation &
Estimating:

A course in developing
the ability to interpret
plans and estimate time,
material, labor and
equipment needed for
public works projects

HUGO MAGAÑA

CAD Designer

Mr. Magana is a Designer/Draftsman/Technician. He graduated with a Mechanical Engineering degree. He is well versed in the use of AutoCAD and GIS software. Mr. Magana is currently providing technical and CAD assistance on various street, sewer, and water projects.

PROJECT EXPERIENCE

CITY OF ALHAMBRA

- Main Street Sewer Replacement – AutoCAD Designer, Replacement of approximately 1,858 LF of an existing 8-inch sewer main with a 12-inch sewer main on Main Street, between Bushnell Avenue and Atlantic Boulevard. The existing 8" sewer main is located on the westbound lanes of Main Street. The City's Sewer System Rehabilitation Plan identified this location as the highest priority for improvements due to its aging conditions and to improve sewage flow capacity in the area.

CITY OF CHINO

- Quadrant I Water Main Replacement – AutoCAD Designer, Plans and specifications for approximately 10,940 feet of city-wide segment replacements with 8" C900 PVC pipe. In addition, the project consists of the replacement of the replacement or reconnection of existing service laterals and reconnections to the existing water mains.

CITY OF INGLEWOOD

- AutoCAD Designer for preparation of plans and specifications for the upgrade/repair of segments of the exiting 8" to 15" vitrified clay pipe throughout the City to improve the existing sewer system under the Sewer Main Replacement Program Phase I. In addition, the project consisted of the replacement or reconnection of existing sewer laterals within the project area as a result of the replacement of the existing VCP

CITY OF IRWINDALE

- Assisting the Construction Manager for the City's 2020-2021 Resurfacing Project, Avenida Barbosa and Buena Vista Street from Avenida Barbosa to City Limits.

CITY OF MANHATTAN BEACH

- Sewer Infrastructure Improvements – AutoCAD Designer, Plans and specifications for various sewer reaches throughout the City.
- Providing technical support for preparation of the City's Risk & Resilience and Emergency Response Plans.

CITY OF MONTEREY PARK

- Water & Sewer Improvements Atlantic Boulevard – AutoCAD Designer, Preparing plans & specifications for water & sewer main improvements on Atlantic Blvd. from W. Hellman Avenue to W. Newmark Avenue with a 12-inch ductile iron water main of approx. 2,030 ft. length, and about 2,450 f.t of 12-inch HDPE sewer via pipe bursting. Sewer will also be improved along Garvey Ave., from its intersection with Atlantic Blvd. to Ynez Ave., with approx. 650 ft of 16-inch HDPE via pipe bursting and 900 ft of 18-inch VCP via open trench. Water and Sewer improvements will also include replacement of laterals, installation of new fire hydrants/services, valves, sewer manholes, abandonment of existing mains, tie-in to existing systems, pre/post CCTV videos, paving and striping restoration



EDUCATION:

California State University
B.S. Mechanical
Engineering
Rio Honda College
College of Engineering and
Technology
California State University,
Fullerton, College of
Engineering and
Technology

AFFILIATIONS:

- Engineers for a Sustainable World, Cal State Long Beach
- Center for Academic Support in Engineering and Computer Science, Cal State Fullerton
- Society of Mexican American Engineers and Scientists, Cal State Fullerton and Cal State Long Beach

- . Sewer Spot Repairs and CIPP Installation – AutoCAD Designer, Prepared plans and specifications for 91 spot repairs and 9,730 ft. of CIPP installation in various locations throughout the City. The project involved review of CCTV videos to verify the work involved.

CITY OF NORWALK

- . FY 2017/18 Sewer Main Repair Project – AutoCAD Designer, Engineering design services to repair or replace (based on current condition) numerous segments of existing 8-inch to 18-inch sewer mains throughout the City to improve the existing sewer system as identified from a detailed investigation as a part of the 2014 Sewer System Management Plan (SSMP). The investigation consisted of a citywide CCTV survey of the existing sewer system to identify segments with defects. As a result, the City has identified 60 sewer reaches deemed as high priority for repair/replacement. Where there are short sections of pipe that have broken and/or missing pipe walls, trenchless technology may be employed to prepare the existing pipe to be acceptable to serve as a host pipe for CIPP lining. When there are short sections of pipe that need to be repaired, a sectional liner, which can fix sections of pipe for a length of up to 4 ft. is recommended because it resolves the problem in an economically efficient manner while minimizing resident inconvenience

CITY OF SAN FERNANDO

- . Providing technical support for preparation of the City's Risk & Resilience and Emergency Response Plans.
- . Providing assistance in updating the City's 2013 Sanitary Sewer management Plan to comply with the requirements mandated by the State Water Resources Control Board Statewide General Waste Discharge Requirements for Sanitary Sewer Systems Order No. 2006-0003-DWQ adopted on May 2, 2006.

CITY OF WHITTIER

- . Sewer Main Phase I Project – AutoCAD Designer, Design services to replace a total of approximately 11,000 linear feet (LF) of existing 6-inch to 10-inch sewer main to new 8-inch to 16-inch diameter polyvinyl chloride sewer pipeline at various locations. Improvements address deficiencies in flow capacity and reduce the risk of overflows

ROBERT MARTINEZ

Surveyor

Mr. Martinez has over 30 years of experience in providing professional land surveying services to both public and private infrastructure projects in all areas relating to land development including:

- Infrastructure and improvement design for grading, streets, storm drains, utilities and associated matters.
- Preliminary land planning, tentative and final map processing, land use and feasibility studies.
- A.L.T.A., architectural, boundary and topographic survey, entitlement analysis, right-of-way engineering and preparation of legal descriptions.
- GPS Surveying.

PROJECT EXPERIENCE

BOY SCOUTS OF AMERICA

- Surveyor for Camp Trash Water System. Project scope is improvement and enhancement of an existing drinking water system in Monrovia Canyon. New construction will include a new 75,000-gallon steel bolted water tank, concrete pad and related piping.

KINNELOA IRRIGATION DISTRICT

- Surveyor for East West Tank Connector Pipeline Project. Scope included design of 2,800 ft of 12" DIP including connections to existing 4" steel tunnel line and two LA County Flood Control District channel crossing in a hilly area.

CITY OF MONTEREY PARK

- Surveyor for Water & Sewer Improvement along Atlantic Boulevard. Scope includes water and sewer main improvements of approximately 3,700 linear feet.

CITY OF ONTARIO

- Surveyor for Water main replacement of approximately 25,430 LF of water mains at 30 locations.

EDUCATION:

California State Polytechnic
University, Pomona –
June 1989

Civil Engineering (Survey
Minor)

REGISTRATION:

Registered Civil Engineer,
California
No. 54360

Registered Land Surveyor,
California
No. 6966

BRANDON MESKER
CAD Designer

Mr. Mesker received a Bachelor of Science in Civil Engineering at California State University, Long Beach. He is supporting the team on AutoCAD, research, and technical issues.

PROJECT EXPERIENCE

BOY SCOUTS OF AMERICA

- . Preparation of a Watershed Sanitary Survey (WSS) for Sawpit Creek for the Track Scout Reservation System as a required document to grant a permit for water facilities improvements to the Camp, which is located Monrovia Canyon.

KINNELOA IRRIGATION DISTRICT

- . Sierra Madre Villa & Villa Heights Water Main Improvement Project – Auto CAD support for plans, specifications, and cost estimates for the installation of approximately 1,360 linear feet (LF) of new 8" DIP to connect the existing 8" DIP in Sierra Madre Villa Avenue, just north of Windover Road, with the existing 8-inch DIP at the intersection of Villa Heights and Villa Heights Road. The portion of the proposed pipeline is located in an unincorporated area of Los Angeles.

CITY OF MANHATTAN BEACH

- . Providing technical support for preparation of the City's Risk & Resilience and Emergency Response Plans.

CITY OF MONTEREY PARK

- . Water & Sewer Improvements Atlantic Boulevard - Plans and specifications for a 12" 2,030 feet ductile iron main, replacement of laterals, new fire hydrants/services, valves, abandonment of existing mains, tie-in to existing system, pre/post CCTV videos, paving and striping restoration.

CITY OF ONTARIO

- . Water Main Replacement – Plans for 25,430 linear ft. of 2" -12" water mains at 30 locations. The new mains will be 8" -12" in diameter. The scope also includes a new 450 linear ft. water main, along with replacement of service laterals, fire hydrants and related appurtenances

CITY OF SAN FERNANDO

- . Providing technical support for preparation of the City's Risk & Resilience and Emergency Response Plans.
- . Providing assistance in updating the City's 2013 Sanitary Sewer management Plan to comply with the requirements mandated by the State Water Resources Control Board Statewide General Waste Discharge Requirements for Sanitary Sewer Systems Order No. 2006-0003-DWQ adopted on May 2, 2006.

CITY OF SIERRA MADRE

- . Providing technical support for preparation of the City's Risk & Resilience and Emergency Response Plans.

CITY OF ANAHEIM

- . Administrative Intern II Public Works Department Traffic and Transportation – As intern had field experience, conducted MUTCD research, plan checks and AutoCAD assistance. Also, Administrative Intern II Public Works Department Traffic and Transportation – As intern had field experience, conducted MUTCD research, plan checks and AutoCAD assistance.



EDUCATION:

B.S. Civil Engineering
California State
University Long Beach,
2020

Associates Degree
Arts and Humanities
Liberal Arts and
Sciences: Mathematics
and Natural Science

ABDULAMIR (AMIR) MOGHADDAM
Construction Inspector

Mr. Moghaddam has over 28 years of experience as a Senior Construction Inspector for large-scale Los Angeles County Public Works and infrastructure improvement projects. He has a thorough working knowledge of all applicable building codes, construction method and specific considerations; is able to handle individual and multiple, complex projects simultaneously; active budget oversight and progress communication; consistent, timely reports, record-keeping and documentation.

PROJECT EXPERIENCE

COUNTY OF LOS ANGELES, DEPT. OF PUBLIC WORKS

Range of Inspection projects under County of LA DPW On-Call Contract.
Partial list of projects:

- San Gabriel Coastal Spreading Grounds in Pico Rivera
- Harco Street Project
- Ladera Park Stormwater Improvement Project
- Altadena Slope Repair
- Hambledon Project
- Manhattan Beach Pump Station and Low Flow Diversion - Pumps and Valves Rehabilitation
- West Coast Basin Barrier Project Unit 12
- Wiseburn Community Road Improvements
- Workman Mill Road Landscape
- Avocado Height Horse Trail - storm drain portion
- Eastern Ave. Et Al.- 2 landscape projects and new large structural staircase construction
- Firestone Blvd/Hopper/Compton Landscape
- Mona Blvd Et Al. - Road and Sidewalk Reconstruction
- Marina del Rey Rehabilitation of Sanitary Sewers
- Broad Beach Water Line Replacement
- Trancas Water Pollution Control Plan Rehabilitation – Waste Water Treatment Facility
- Project No.1102 - Unit 5 : Storm Drain Epoxy Injection
- Holly Hills Storm Drain Project
- Marina del Rey Water Quality Storm Drain at Mother Beach – Phase 2
- Sewer Rehabilitation Project No. 1
- Marie Canyon Water Quality Improvement
- Marina Beach Water Quality Improvement Project – Phase 2
- 132nd Street et al. – Reconstruction of roadway pavement, stabilization geotextile, construction of sidewalk, driveways, and curb ramps.
- Accumulative Capital Outlay Project No. 99. 77th Street et al. Sewer Rehab
- La Cienega Blvd. / Slauson Ave. Interchange Improvements
- 124th Street ETAL - Reconstruction of roadway pavement with cold asphalt processing and construction of sidewalk, driveways, etc.
- Long Beach 17th Street Pumping Plant
- Cerritos Pumping Station
- San Gabriel Coastal Spreading Grounds

EDUCATION:
Saddleback College, Mission
Viejo
General Education

TRAINING:
Completed 10 & 30-hour
OSHA Training and
Multiple Seminars in
Surveying and
Construction Technology

ADAM ROESCH, PE, CPSWQ, QSD/QSP
Engineer

Mr. Roesch serves as an assistant engineer for various projects, including water main, wells, sewer, storm, & street projects. Due to his knowledge of engineering principles, Mr. Roesch provides valuable engineering assistance to SA Associates. Also, due to his past and part-time experience in environmental engineering/water quality, Mr. Roesch provides valuable technical assistance, especially in areas related to NPDES permitting.

PROJECT EXPERIENCE

CITY OF ALHAMBRA

- . Main Street Sewer Replacement – Engineer, Replacement of approximately 1,858 LF of an existing 8-inch sewer main with a 12-inch sewer main on Main Street, between Bushnell Avenue and Atlantic Boulevard. The existing 8" sewer main is located on the westbound lanes of Main Street. The City's Sewer System Rehabilitation Plan identified this location as the highest priority for improvements due to its aging conditions and to improve sewage flow capacity in the area.

CITY OF ANAHEIM

- . Prepared plans and specifications for the 8" Water Main Replacement in Country Glen Way for the replacement of 5,300 ft. of 6 & 8-inch ductile iron pipe and 6 & 8-inch polyvinyl chloride (PVC) pipe.
- . Main Street Sewer Replacement - Replacement of approximately 1,858 LF of an existing 8-inch sewer main with a 12-inch sewer main on Main Street, between Bushnell Avenue and Atlantic Boulevard. The existing 8" sewer main is located on the westbound lanes of Main Street.

CITY OF CHINO

- . Prepared plans & specifications for the Quadrant I Water Main Replacement Project which consists of 10,940 ft. of 8" PVC pipe to improve the existing water system.

CITY OF INGLEWOOD

- . Prepared plans for the Water Main Pipeline Improvement Plans Phase V Project. The project involved the installation of approximately 9,994 ft. of new 8-inch ductile iron pipe main in 2nd Avenue, 3rd Avenue, 4th Avenue, and 5th Avenue from Arbor Vitae Street to Manchester Boulevard.
- . Prepared plans and specifications for the upgrade/repair of segments of the existing 8" to 15" vitrified clay pipe throughout the City to improve the existing sewer system under the Sewer Main Replacement Program Phase I. In addition, the project consisted of the replacement or reconnection of existing sewer laterals within the project area as a result of the replacement of the existing VCP.

LONG BEACH WATER DEPARTMENT

- . Prepared plans and specification for the East 27th Street and Via Passilo Cast Iron Water Main Replacement Project which consisted of the replacement of approximately 4,000 feet of 6" & 8" cast iron & ductile pipe.

CITY OF MONTEREY PARK

- . Water and Sewer Improvements Atlantic Boulevard - Plans and specifications for a 12" 2,030 feet ductile iron main, replacement of laterals, new fire hydrants/services, valves, abandonment of existing mains, tie-in to existing system, pre/post CCTV videos, paving and striping restoration.



EDUCATION:
California State University,
Long Beach
B.S. Civil Engineering

REGISTRATION:
Civil Engineer, California
No. 92220

Certified Professional in
Storm Water Quality
(CPSWQ)
Certificate No. 1022

Qualified SWPPP
Developer (QSD)
Qualified SWPPP
Practitioner (QSP)
Certificate No. 25508

SOFTWARE:
Microsoft Office
Adobe
Autodesk (AutoCAD)

CITY OF MANHATTAN BEACH

- . Prepared plans for two sidewalk projects: 1) Cesar Chavez Blvd. in front of East Los Angeles City College (approximately 4,000 ft.) and 2) Emerson Ave. in front of Langley Sr. Center (approximately 1,300 ft.)

CITY OF NORWALK

- . FY 2017/18 Sewer Main Repair Project – Engineer, Engineering design services to repair or replace (based on current condition) numerous segments of existing 8-inch to 18-inch sewer mains throughout the City to improve the existing sewer system as identified from a detailed investigation as a part of the 2014 Sewer System Management Plan (SSMP).

CITY OF ONTARIO

- . Water Main Replacement – Plans and specifications for 25,430 ft. of 2" -12" water mains at 30 locations. The new mains will be 8" -12" in diameter. The scope also includes a new 450 linear ft. water main, along with replacement of service laterals, fire hydrants and related appurtenances.

CITY OF SIERRA MADRE

Water Main Replacement – 2020 Water Main Replacement Project. Replacement of 20,300 linear feet of 4, 6, 8 & 10" pipe throughout the City with PVCO.

CITY OF WHITTIER

- . Sewer Main Replacement Phase I - Design services to replace a total of approximately 11,000 linear feet (LF) of existing 6-inch to 10-inch sewer main to new 8-inch to 16-inch diameter polyvinyl chloride sewer pipeline at various locations. Improvements will address deficiencies in flow capacity and reduce the risk of overflows.

ERIC SCHOENEN, P.E.
Engineer

Mr. Schoenen has over 30 years of experience with a mix of land surveying, design, plan check, conditions of approval, strategic planning, and capital improvement projects. He has over 16 years of experience working for a Water Utility Franchise. Experience includes budget estimating, scheduling, technical report writing, and City Council Agenda Reports. Responsible for coordination with professional consultants and staff to implement CIP projects as a project manager.

CITY OF ALHAMBRA

- Provided construction management and inspection services for the Valley Blvd/Almansor St. Sewer Replacement Project. The work included installation of approximately 1,380 ft. of 36" extra-strength VCP sewer along Almansor St. from San Marino Ave. to Valley Blvd. and approximately 1,830 ft of 30" extra-strength VCP sewer along Valley Blvd. from Almansor St. to Garfield Ave.
- Westmont Water Main – Construction management and inspection services for replacement of 3,500 ft. of 4" and 14" mains.

CENTRAL BASIN WATER DISTRICT

- Recycled Water Pipeline Extension in the City of South Gate – Engineer. The work consists of the preparation of Plans, Specifications, and Estimate of Probable Construction Costs for The Recycled Water System Extension in the City of South Gate, CA. This Project consists of the construction of approximately 24,600 linear feet (LF) of recycled pipeline varying in diameter between 8" and 20".

CITY OF GLENDORA

- Lorraine Avenue Water Main Project - Provided construction inspection services. Project included the installation of approximately 6,715 lineal feet of 12" and approximately 4,090 ft. of 16" ductile iron pipe and appurtenances, new water services, new fire hydrants, and 27 tie-ins to existing water lines.
- Laurel Avenue Water Main Replacement. - Provided construction inspection services Project included the installation of approximately 1,400 lineal feet of 8" ductile iron pipe and appurtenances, new water services, new fire hydrants, and 2 tie-ins to existing water lines.

LONG BEACH WATER DEPARTMENT

- Sewer Replacement - Provided construction management and inspection services for the rehabilitation of 10,600 ft. of sewer, including lining 4,971 ft. of sewer with 8" CIPP and multiple location-specific rehabilitation efforts for the District's Cement Sewer Rehabilitation/ Replacement Group 2 Project.

CITY OF MANHATTAN BEACH

- Sewer Infrastructure Improvements – Engineer, Plans and specifications for various sewer reaches throughout the City.

CITY OF MONTEREY PARK

- Sewer Replacement - Provided construction management services for repair or replacement of defective sewer sections utilizing the Cured-In-Place-Pipe (CIPP) method at 25 locations throughout the City.

CITY OF NORWALK

- FY 2017/18 Sewer Main Repair Project – Engineer, Engineering design services to repair or replace (based on current condition) numerous segments of existing 8-inch to 18-inch sewer mains throughout the City to improve the existing sewer system as identified from a detailed investigation as a part of the 2014 Sewer System Management Plan (SSMP). The investigation consisted of a citywide

EDUCATION:

California Polytechnic
University, Pomona
B.S. Civil
Engineering, 1988
University of California,
Riverside
Supervisory
Excellence I and II,
1998

REGISTRATION:

Registered Civil
Engineer, California
No. 52775

CCTV survey of the existing sewer system to identify segments with defects. As a result, the City has identified 60 sewer reaches deemed as high priority for repair/replacement. Where there are short sections of pipe that have broken and/or missing pipe walls, trenchless technology may be employed to prepare the existing pipe to be acceptable to serve as a host pipe for CIPP lining.

CITY OF POMONA

- . Provided Project/Construction Management for Project Management/ Construction Management Services for Federal Streets Rehabilitation (Districts 2 & 3), Street Improvements Citywide (CDBG) (FY 15-16 to FY 17-18), and Sidewalks – Penmar Lane (CDBG) and ADA Path of Travel (CDBG) FY-14-15 to FY 16-17). A successful Caltrans audit was conducted for District 2 & 3 project.

CITY OF WHITTIER

- . Sewer Main Phase I Project – Engineer, Design services to replace a total of approximately 11,000 linear feet (LF) of existing 6-inch to 10-inch sewer main to new 8-inch to 16-inch diameter polyvinyl chloride sewer pipeline at various locations. Improvements address deficiencies in flow capacity and reduce the risk of overflows

JOHN ROBINSON, E.I.T.
John Robinson Consulting, Inc.
Project Manager

Mr. Robinson's 25 years of environmental engineering experience has focused exclusively on water reclamation planning and infrastructure design projects for municipalities in southern California. He has been involved in over 35 recycled water feasibility/master studies and plans, 12 booster pump stations and over 300 miles of recycled water pipeline design. He has converted over 400 customers to utilize recycled water including cemeteries, medians, parkways, schools, parks and industries. He has deep roots with the State Water Resource Control Board Division of Drinking Water as well as the County of Los Angeles Department of Public Health in order to coordinate the recycled water design and recycled water conversion of customers to utilize recycled water for irrigation and industrial purposes.

PROJECT EXPERIENCE

Project Coordinator, Crescenta Valley Water District, La Crescenta, CA – Mr. Robinson served as the Project Coordinator for the District for Well No. 2 at Ordunio Reservoir which consisted of a new submersible pump and motor, onsite piping, a chlorine feed system, a nitrate removal treatment, upgrade of two existing booster pumps, installation of a masonry or pre-fabricated operations building, installation of a building over concrete pad for the nitrate removal facility, water, sewer, and gas services, electrical and telemetry system, pavement and other on-site improvements. SA Associates is also provided Construction Support Services and is assisting the District for permitting of the well through the State Department of Drinking Water (DDW). **This project will be awarded the American Council of Engineering Companies Project of the Year Award in February, 2019.**

Project Manager, City of Monterey Park, CA - Provided Construction Oversight Services for the design and construction of the Centralized Groundwater Treatment System (CGTS) at the Delta Plant in Rosemead. The work included site development, site utilities, equipment procurement and installation, permitting, and commissioning and startup of a new treatment system to replace the existing individual wellhead treatment systems. The City was awarded 2015 Prop 84 Integrated Regional Water Management grant funds to implement the Project. SA Associates is also assisting the City for permitting of the CGTS through DDW.

Project Engineer, West Basin's Recycled Water Program, WBMWD, Carson, CA
Mr. Robinson was part of the Program Management team who oversaw the design of approximately 50 miles of 4- to 60-inch recycled water pipelines from 1993 through 1997. In addition, John was the lead project engineer for the conversion of **over 190 recycled water customers** for West Basin during that same period.

Program Management Team Member Central Basin Municipal Water District Water Reclamation Program, CA – Provided various engineering services during the design of pump stations, distribution systems, and customer connections specifically to the City of Cerritos. In addition, assisted with the identifications of potential reclaimed water customers, developed on-site retrofit drawings, and prepared engineering reports for industrial user for approvals by the state and county health departments. Project included computer hydraulic model of the District's recycled water distribution system.

Project Engineer, Century Reclamation Program and Recycled Water Retrofits, Central Basin Municipal Water District – Mr. Robinson identified and converted 133 recycled water use customers include those located in the City of Cerritos, which included the design of on-site retrofits for reclaimed water irrigation systems and



EDUCATION:

B.S., Civil Engineering,
California State University,
Long Beach, 1993

REGISTRATION

Engineer-in-Training,
California, Registration No.
109865, 1997

MEMBER:

American Society of Civil
Engineers
California Water Environment
Association
Central Basin Water
Association
San Gabriel Valley Water
Association
Southern California Water
Utilities Association
Water Environmental
Federation
WaterReuse Association

PRESENTATIONS:

30 Presentations on water,
wastewater, recycled
water infrastructure and
treatment projects

disconnection from potable water system. Worked closely with users and Los Angeles County DPH to maximize reclaimed water use.

Project Manager, Rose Hills Recycled Water Project Phase I –Pipeline and Conversion – Mr. Robinson was responsible for the expansion of the Upper San Gabriel Valley Municipal Water District's recycled water system to Rose Hills. The facilities for the project include 12,000 linear feet of pipeline and the recycled water conversion of approximately 600 acres of Rose Hills property to utilize recycled water while maintaining potable water in hose bibbs. Worked closely with Rose Hills, San Gabriel Valley Water Company and Los Angeles County DPH to maximize reclaimed water use for commercial/industrial applications.

Principal-In-Charge, Phase I - Northwest Area Recycled Water Facilities, Inland Empire Utilities Agency, Chino, CA Mr. Robinson served as principal-in-charge for the design of approximately 22,000 linear feet of the 6-inch, 8-inch and 12-inch pipeline in the cities of Ontario, Rancho Cucamonga, and Upland. **The project involved crossing two railroad right-of-ways**, crossing a 152-in diameter Metropolitan Water District feeder line, coordination with multiple municipalities, and integration of multiple design criteria into a single project. The Phase 1 facilities were preliminary designed, design, and constructed over a 6 year period with the final pipelines currently being installed in May 2012.

Principal-In-Charge, RP-4 1158 and 1270 Pump Stations and Pipeline, IEUA, Chino, CA

Mr. Robinson's responsibilities included the writing, and preparation of the preliminary and final design efforts for two pump stations and approximately 1,000-foot 36-inch diameter pipeline. In his role as project manager, Mr. Robinson was responsible for the revision and finalization of the design criteria for the two pump stations and pipeline through the preliminary and final design of the project. Additional duties included management for preliminary and final design development and client coordination.

Principal-in-Charge, Rosemead Extension, Upper San Gabriel Valley MWD, City of Rosemead, CA

Mr. Robinson managed the preliminary and final design and construction services for 6000-LF of 18-inch CML&C Steel and Ductile Iron Pipe alternate recycled water pipeline. The project will serve approximately 510 AFY to three adjacent irrigation customers.

Senior Manager, Hollydale Pump Station and Pipeline, Central Basin Municipal Water District and City of Vernon, CA

Management of the Hollydale Pump Station located in the City of South Gate and approximately 8,000 linear feet of 12-and 18-inch recycled water pipelinetoto supply Malburg Generation Station. The facilities were in partnership between Central Basin Municipal Water District and City of Vernon.

Phase I – Reclamation Expansion - Long Beach Water Department, Long Beach, CA.

Mr. Robinson served as project engineer and project manager to provide various engineering services, including developed on-site retrofit drawings; preliminary and final design of 4 miles of 8-inch recycled water pipeline and 4 miles of 6-inch recycled water pipeline; prepared industrial engineering reports; and, performed retrofit construction management. Project included computer hydraulic model of Long Beach's recycled water distribution system.

Project Manager, Recycled Water System Expansion, Contract 1D, City of Long Beach, Long Beach, CA

Mr. Robinson was responsible for the design and construction management for the submittal review and resident inspection of approximately four miles of 24-inch and 30-inch diameter welded steel recycled water main. In addition, an aged and deteriorated 12-inch cast iron water main was replaced by a one mile long section of new 12-inch ductile iron pipe.

Project Manager, Irvine Ranch Water District Planning Area 9A, Irvine Boulevard and Jeffrey Road Pipeline Improvements, Irvine, CA

This project included design of domestic water, recycled water, and sewer pipelines to serve a new development. The recycled water pipelines included 7,500 feet of 12-inch and 2,600 feet of 30-inch diameter pipe. New water mains up to 54-inch diameter were required. All pipelines were constructed in existing streets and required careful consideration for existing facilities and traffic control. The design schedule was expedited to accommodate street improvements by the developer and was completed in four months.

SECTION IV: FEE SCHEDULE

HOURLY CHARGE RATE AND EXPENSE REIMBURSEMENT SCHEDULE

Position	Hourly Rates
Project Manager	\$225.00
Engineer	\$170.00
CAD Designer	\$108.00
Construction Inspector	\$135.00
Secretary	\$ 95.00
Surveyor (Two-Person Crew)	\$270.00

Reimbursable In-House Costs

Photo Copies	\$ 0.15/each
Blueprints	\$ 0.50/S.F
Vehicle mileage, between engineer's office and project site and/or client offices, will be billed at	\$ 0.62/mile

Other Reimbursables

Reproduction, special photograph, printing, and any other services performed by subcontractor will be billed at	cost + 15%
Postage Delivery Service, Express Mail	cost + 15%

NOTE: All rates listed above are effective to December 31, 2022



1130 W. Huntington Drive, Unit 12
Arcadia, CA 91007
Tel 626.821.3456
Fax 626.445.1461
www.saassociates.net



City Council Staff Report

DATE: June 01, 2022

AGENDA ITEM NO: Consent Calendar - 3G

TO: The Honorable Mayor and City Council
FROM: Anthony Antich, Interim Director of Public Works
SUBJECT: Resolution Identifying a Public Works Street Maintenance Project to be Included in the FY 2022-23 Budget and Funded by Senate Bill 1: The Road Repair and Accountability Act of 2017

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a resolution identifying a street maintenance project to be included in the FY 2022-23 budget and funded with Road Maintenance and Rehabilitation Act (RMRA) funds, in a form approved by the City Attorney; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 addresses the significant multi-modal transportation funding shortfall statewide. As of November 2017, portions of SB 1 revenues are deposited into a Road Maintenance and Rehabilitation Account (RMRA) and made available to eligible cities and counties, which must comply with RMRA funding requirements as determined by the California Transportation Commission (CTC).

RMRA funds made available for the Local Streets and Roads Funding Program are prioritized for expenditure on basic road maintenance and rehabilitation projects, and on critical safety projects. The CTC provided a number of example projects and uses for RMRA funding that include, but are not limited to, the following: Road Maintenance and Rehabilitation, Safety Projects, Railroad Grade Separations, Complete Streets Components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project), and Traffic Control Devices.

BACKGROUND:

The most recent State estimates for FY 2022-23 project Monterey Park will receive \$1,376,342 in RMRA funds. In order to be eligible to receive these funds, agencies must submit a proposed project list to the CTC by July 1, 2022, along with budget support documentation including the council meeting minutes and/or resolution of the City Council committing to the project list. This year, project lists are due July 1, 2022.

The proposed capital improvement project includes the resurfacing of various local streets as identified in the City's Pavement Management Study, listed in the resolution. Staff

reviewed the study and selected those street segments that would most benefit from a rehabilitation project based on their current conditions. Once the resolution is adopted and submitted, staff may begin the design. Once plans and specifications are complete construction of the project may be expected in the Summer of 2023. Rehabilitation can include isolated repairs and patching, concrete items such as sidewalk and ramp repairs, but is primarily grinding and overlay of the roadway surface with asphalt concrete and asphalt rubber hot mix.

FISCAL IMPACT:

As the City's budget process for FY 2022-23 is now underway, the adoption of the resolution to include the capital improvement project in the upcoming budget and funded with RMRA funds will allow the City to receive the RMRA funding for street rehabilitation projects, and help the City improve the overall quality of the roadway system.

Respectfully prepared & submitted by:



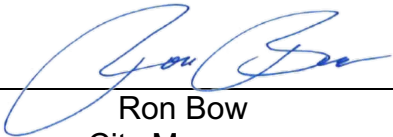
Anthony Antich
Interim Director of Public Works

Reviewed by:



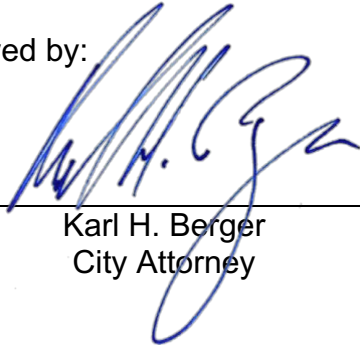
Martha Garcia
Director of Management Services

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney

Attachment:

1. Resolution

ATTACHMENT 1

Resolution

RESOLUTION NO.

A RESOLUTION IDENTIFYING A STREET MAINTENANCE PROJECT TO BE INCLUDED IN THE FY 2022-23 BUDGET AND FUNDED BY SENATE BILL 1: ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. The City Council finds as follows:

- A. The Road Repair and Accountability Act of 2017 was adopted to address the significant multi-modal transportation funding shortfalls statewide.
- B. The includes accountability and transparency provisions that will ensure the residents of the City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year.
- C. The City must adopt, by resolution, a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by the Act, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement.
- D. The City will receive an estimated \$1,376,342 in RMRA funding in Fiscal Year 2022-23.
- E. This is the sixth year in which the City is receiving such funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without the Act.
- F. The City used a Pavement Management Program to help develop the RMRA project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment.
- G. The funding from the Act will help the City maintain and rehabilitate its streets throughout the City this year and several similar projects into the future. This revenue will help the City increase the overall quality of our road system over the next decade.
- H. Cities and counties own and operate more than 81 percent of streets and roads in California, and from the moment we open our front door to drive to

work, bike to school, or walk to the bus station, people are dependent upon a safe, reliable local transportation network.

- I. The project list and overall investment in the City's local streets and roads infrastructure with a focus on basic maintenance and safety and investing in complete streets infrastructure will have significant positive co-benefits statewide.

SECTION 2. The Operating Budget for fiscal year 2022-2023 will incorporate the following project planned to be funded with Road Maintenance and Rehabilitation Account revenues:

Project:	Various Street Rehabilitation
Description:	Cold mill asphalt concrete pavement and construct conventional and rubberized asphalt concrete overlay on various local streets. Work includes but is not limited to asphalt grind and overlay, concrete curb, gutter, sidewalk, and curb ramps repair or replacement.
Location:	Ackley Street, Keller Street, Langley Way, Kenton Drive, Fulton Avenue, Berkebile Court, McComb Wy, Riggins Street, Aztec Way, Clover Drive, Eroica Drive, Kempton Drive, Vercoe Place.
Estimated Useful Life:	15-20 years
Est. Year of Construction/ Completion:	Fiscal Year 2022-2023

SECTION 3. If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

SECTION 4. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 5. The City Clerk is directed to certify the adoption of this Resolution.

SECTION 6. To the extent that any other resolution is incorporated into this Resolution, it is superseded or amended in its entirety.

SECTION 7. This Resolution takes effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 1st of June 2022.

Henry Lo, Mayor

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, City Attorney



City Council Staff Report

DATE: June 1, 2022

AGENDA ITEM NO: Public Hearing - 4A

TO: The Honorable Mayor and City Council
FROM: Tim Shay, Support Services Manager
SUBJECT: Adoption of a Resolution Updating User Fees and Charges

RECOMMENDATION:

It is recommended that the City Council consider:

1. Opening the public hearing for updating Master Fees and Charges;
2. After considering the testimonial and documentary evidence, adopting a Resolution for Citywide user fees and charges; and
3. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City Council's previously adopted Master Fee Schedules, most recently on September 15, 2021. Fees established by such resolutions are automatically adjusted on an annual basis on July 1 of each year by applying the percent change of the Los Angeles Area of Consumer Price Index (CPI) for All Urban Consumers for the prior 12-month period ending on April 30 to the City's costs for administering the services. The attached Resolution for City Council consideration is to adopt all user fees – both existing fees and new fees provided to the City Council during the public hearing process.

BACKGROUND:

Cities traditionally provide a range of municipal services for members of the community including constructing public facilities, providing recreational activities, and providing public safety services. The cost for such services is generally paid for through various sources of tax revenue including property tax and sales tax.

The cost of specialized services, however, is generally paid for by persons who use such services. Without charging user fees for these services, local government would be required to decrease funding of other, more traditional, public services that are utilized by a broader range of the public as police protection, animal control, street maintenance, park facilities and open space.

The amount of user fees must be carefully balanced: if charges are too high, e.g., if the fee amount exceeds the cost of providing the service, the fee may constitute a special tax

that (absent voter approval) cannot be collected (see, Cal. Const., art XIII C, §1(e)). Charge too little for such services, and the City will be unable to fully recover its costs.

The law does not require mathematical certainty in calculating fees; it only requires a reasonable relationship between the cost of service and the fee amount.

There may be instances where a city finds that subsidizing the cost of certain services makes sense. For example, user fees for recreational activities may be less than full cost recovery since those services generally serve the public good. In contrast, it may be in the public interest to charge fees that ensure full cost recover for private development projects. The assumption in the fee amounts recommended by staff is that the cost of service benefiting individuals, and not the public in general, should be borne by the individual receiving the benefit. Setting user fees, therefore, is substantially similar to establishing prices for services.

For 2022-23 existing user fees and charges are proposed to be increased by up to 8.3% using the CPI for All Urban Consumers for the prior 12-month period ending on April 30. The new fees have been calculated with a reasonable relationship between the cost of service and the fee amount.

To any fee adjustment, a municipality must hold at least one public hearing, and publish notice of the hearing 10 days before the public hearing. Pursuant to Government Code § 66017, all fees related to the Economic and Community Development of the City set forth by resolution will become effective 60 days after adoption and will remain effective unless repealed or superseded. All other fees and charges will become effective upon adopting a resolution.

FISCAL IMPACT:

There is no fiscal impact as of result of adopting the Master Fee Schedule.

Respectfully submitted by:



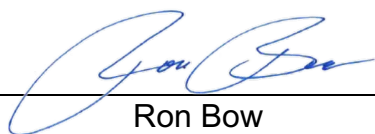
Tim Shay
Support Services Manager

Reviewed by:



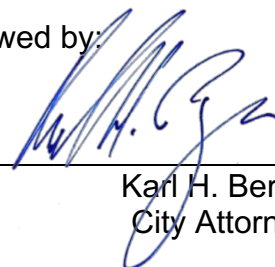
Martha Garcia
Director of Management Services

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENT(S):

1. Resolution with Exhibit A - Proposed Master Schedule of Fees and Charges

ATTACHMENT 1

Resolution

RESOLUTION NO.

A RESOLUTION ADOPTING A FEE SCHEDULE TO RECOVER COSTS INCURRED FROM PROVIDING VARIOUS PUBLIC SERVICES.

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

SECTION 1: The City Council finds as follow:

- A. The City Council may establish fees for services under various provisions of California law including, without limitation, Business & Professions Code § 16000; Government Code §§ 54344, 65104, 65909.5, 65943, 66013, 66014, 66451.2; and Health & Safety Code §§ 17951, 17980.1, and 19852;
- B. Pursuant to Government Code § 66016, the City made data available regarding the cost, or estimated cost, of providing certain municipal services for the proposed user fees 10 days before the public hearing held on June 1, 2022;
- C. On June 1, 2022, the City Council heard public testimony and considered evidence in a public hearing held and noticed in accordance with Government Code §§ 66016 and 66018; and
- D. After careful consideration, including a review of the documentary and testimonial evidence submitted during the public hearing, the City Council finds that the user fees adopted by this Resolution are in the public interest to recover the costs of certain municipal services.

SECTION 2: The Fees, attached as Exhibit “A,” and incorporated into this Resolution as if fully set forth, are approved and adopted.

SECTION 3: Unless otherwise revised, the fees established by this Resolution will be automatically adjusted on an annual basis on July 1 of each year by applying the percent change of the Los Angeles Area of Consumer Price Index (CPI) for All Urban Consumers for the prior 12 month period ending on April 30 to the City’s costs for administering the services set forth in Exhibit “A.” The first fee adjustment cannot be made before a minimum of nine months after the effective date of this Resolution.

SECTION 4: This Resolution is exempt from review under the California Environmental Quality Act (Cal. Pub. Res. Code §§ 21000, *et seq.*; “CEQA”) and CEQA Guidelines (14 Cal. Code Regs. §§ 15000, *et seq.*) because it establishes, modifies, structures, restructures, and approves rates and charges for meeting operating expenses; purchasing supplies, equipment, and materials; meeting financial requirements; and obtaining funds for capital projects needed to maintain service within existing service areas. This Resolution, therefore, is categorically exempt from further CEQA review under CEQA Guidelines § 15273.

SECTION 5: Electronic Signatures. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 6: Recordation. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

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

PASSED AND ADOPTED this 1st day of June, 2022.

Henry Lo, Mayor

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, City Attorney

EXHIBIT A

CITY OF MONTEREY PARK MASTER SCHEDULE OF FEES AND CHARGES JULY 1, 2022

Fee #	Description	Rounded Fee *	Unit	Reso
<u>SECTION A - GENERAL ADMINISTRATION</u>				
* In addition to the fees listed under this Master Schedule of Fees and Charges, city would pass through any and all third party actual charges to customers				
<u>CITY CLERK FEES:</u>				
	Duplication Charge			
0001	General Photocopying	0.15	per page	11771
0002	Specialized Materials (Maps, Diagrams, Reports, etc)	Actual Cost		11771
0003	Optical Disk	5.50	per disk	11771
0004	City Clerk-Written Certification	3.50		11771
0005	Campaign Statements Retrieval Fee (GC 81008)	5.00	per request	
0006	Subpoena Fee / Witness (GC 68096.1(b))	275.00	(cost dictated by GC)	
0007	Subpoena Fee / Records (EVID 1563)	15.00	(cost dictated by EVID)	
<u>MANAGEMENT SERVICES FEES</u>				
	<u>Massage Establishment</u>			
0008	Initial Background Application	236.50		11771
0009	Annual Renewal Fee	159.50	per year	11771
0010	Business License: Duplicate	20.00		11771
0011	Business License: Reissue (Transfer)	41.00		11771
0012	Business License: Tobacco Retailer License Fee	49.00		11771
0013	Filming Permit Special Processing Fee	119.50		11771
0014	Filming Permit Application	70.50	each	11771
0015	Filming Permit	282.00	per day	11771
0016	Special Details (filming, other events - Fire and Police Staff)	109.50	per hour per employee	11771
0017	Firework Permit	470.50		11771

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded Fee *	Unit	Reso
<u>SECTION B - FIRE DEPARTMENT</u>				
<u>FIRE DEPARTMENT PLAN REVIEW</u>				
0018	Building Plans and Fire Life Safety Plan Review and Inspections Plus Third Party Costs	190.80 97.50 Actual	per hour (min. 2 hrs) each	11771
0019	Building/Fire LS Plan Review Resubmittal Plan Additional Inspections Plus Third Party Costs	190.80 97.50 Actual	per hour (min. 1 hr) each	11771
0020	Expedite or Over-the-Counter Plan Check Plus Third Party Costs	190.80 Actual	per hour (min. 1 hr)	11771
0021	As-Built/Revisions Plan Review Plus Third Party Costs	95.20 Actual	per hour (min. 1 hr)	11771
0022	All Fire Protection Plan Review Resubmittals Plus Third Party Costs	95.20 Actual	per hour (min. 1 hr)	11771
0023	Fire Alarm Plan Check, Fire Permit, Inspections Plus Per Device (Fire Permit) Plus Third Party Costs	299.10 97.50 8.20 Actual	per hour (min. 1 hr) each per device	11771
0024	Fire Extinguisher Systems, Fire Permit, Inspections Plus Per Device (Fire Permit) Plus Third Party Costs	299.10 97.50 8.20 Actual	per hour (min. 1 hr) each per device	11771
0025	Fire Sprinkler System, Fire Permit, Inspections Plus Per Head (Fire Permit) Plus Third Party Costs	299.10 97.50 8.20 Actual	per hour (min. 1 hr) each per device	11771
0026	All Additional Plan Check Services, Technical Reports, Alternate Methods of Protection, Appeals, Architectural Design Review, Fire Watch Reports Plus Third Party Costs and Adm Processing Fee Expired Plan Review and Fire Permit	190.80 Actual 100%	per hour (min. 2 hr) + 25.4% Admin of Permit/Plan Review	11771
0027	Records Management (Storage for Fire Plans)	0.12%	per valuation + 25.4% Admin	11771

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded Fee *	Unit	Reso
<u>FIRE FEES</u>				
	INSPECTIONS (Fee Plus 3rd Party Service Cost)			
	<i>State Mandated Inspections</i>			
0028	Apartments	125.60	per floor	11771
0029	High-Rise Occupancy	190.80	per floor	11771
0030	Hotel or Motel Occupancy	190.80	per floor	11771
0031	Hospital Occupancy	190.80	per floor	11771
0032	Private School Occupancy	190.80	per inspection	11771
0033	Public School Occupancy	190.80	per inspection	11771
0034	Other State Mandated Occupancy	190.80	per inspection	11771
0035	State Mandated Pre-Inspection Consultation	97.50	per inspection (25 or fewer persons)	11771
0036	State Mandated Pre-Inspection Consultation	117.50	per inspection (26 or more persons)	11771
0037	Mid-Rise and Multi-Story Structures	190.80	per floor	11771
0038	Miscellaneous Inspections: Reinspection, Investigation, Fire Code Compliance, No Show/Late Cancellation, Occupancy Final Permit, Fire Watch	97.50	per inspection (+ 25.4% Admin)	11771
0039	Expedite and/or After Hour/Overtime Inspection	142.20	per hour (+ 25.4% Admin)	11771
	<u>Code Enforcement:</u>			
0040	Home Occupation Inspection	97.50	per inspection	11771
0041	Code Enforcement Re-inspection	97.50	per inspection	11771
	<u>Shopping Cart Enforcement:</u>			
0042	Shopping Cart Plan Review Fee	232.40		11170
0043	Shopping Cart Appeal Processing Fee	274.50		11170
0044	Shopping Cart Plan Amendments	232.40		11170
0045	Code Enforcement Appeal (Notices of Abatement)	439.10	per appellant	11771
0046	California Fire Code Permits	190.80	each permit	11771
0047	California Fire Code Permits (Construction)	190.80	each permit	11771

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded Fee *	Unit	Reso
<i>Business Fire Safety Fees</i>			+ 25.4% Admin	
0048	3 or Less Employees	61.00		11771
0049	4-6 Employees	91.60		11771
0050	7-10 Employees	122.50		11771
0051	11-20 Employees	152.90		11771
0052	21 & Over Employees	183.70		11771
0053	Fire Hydrant Flow Calculation	390.60	each	11771
0054	Deputy Inspector Registration Fee	97.50	each	11771
0055	False Alarm - after 3 Responses	389.50	each	11771
0056	Filing Details Staff Time	109.60	per hour per employee	11771
<u>INDUSTRIAL WASTE PROGRAM</u>				
<u>City Administration: Plus Third Party Costs</u>				
0057	Industrial Waste Program (deposit required)	735.00	+ 25.4% Admin	11771
0058	Industrial Waste Class E - Annual Permit and Inspection	888.70		11771
0059	Industrial Waste Class F (E) - Annual Permit and Inspection	386.00		11771
<u>Los Angeles County:</u>		Actual Cost (directed by L.A County on or about June 30, 2022) + 25.4% Admin		
	Industrial Waste Class A - Annual Permit and Inspection	458.00		
	Industrial Waste Class B - Annual Permit and Inspection	896.00		
	Industrial Waste Class C - Annual Permit and Inspection	1,345.00		
	Industrial Waste Class D - Annual Permit and Inspection	1,781.00		
	Industrial Waste Class G (COUNTY E) - Annual Permit and	2,093.00		
	Industrial Waste Class M - Annual Permit and Inspection	4,417.00		
	Rainwater Diversion System Class X - Inspection	385.00		
	Permit Application, New (Sewer)	694.00		
	Permit Application, New (Onsite)	844.00		
	Permit Application, New (Offsite)	927.00		
	Permit Application, Revision (Sewer)	467.00		
	Permit Application, Revision (Onsite)	694.00		
	Permit Application, Revision (Offsite)	620.00		
	Plan Review, New, Sewer 1	1,157.00		
	Plan Review, New, Sewer 2	1,464.00		
	Plan Review, New, Sewer 3	1,771.00		
	Plan Review, New, Sewer 4	2,076.00		
	Plan Review, New, Sewer 5	2,388.00		
	Plan Review, New, Sewer 6	2,694.00		

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

		Rounded			
Fee #	Description	Fee *	Unit	Reso	
	Plan Review, New, Onsite 1	1,310.00			
	Plan Review, New, Onsite 2	1,616.00			
	Plan Review, New, Onsite 3	1,922.00			
	Plan Review, New, Onsite 4	2,233.00			
	Plan Review, New, Onsite 5	2,847.00			
	Plan Review, New, Onsite 6	3,305.00			
	Plan Review, New, Offsite 1	1,231.00			
	Plan Review, New, Offsite 2	1,542.00			
	Plan Review, New, Offsite 3	1,850.00			
	Plan Review, New, Offsite 4	2,155.00			
	Plan Review, New, Offsite 5	2,458.00			
	Plan Review, New, Offsite 6	2,768.00			
	Plan Review, Revision, Sewer 1	844.00			
	Plan Review, Revision, Sewer 2	1,157.00			
	Plan Review, Revision, Sewer 3	1,464.00			
	Plan Review, Revision, Sewer 4	1,771.00			
	Plan Review, Revision, Sewer 5	2,076.00			
	Plan Review, Revision, Sewer 6	2,388.00			
	Plan Review, Revision, Onsite 1	1,002.00			
	Plan Review, Revision, Onsite 2	1,310.00			
	Plan Review, Revision, Onsite 3	1,616.00			
	Plan Review, Revision, Onsite 4	1,922.00			
	Plan Review, Revision, Onsite 5	2,233.00			
	Plan Review, Revision, Onsite 6	2,847.00			
	Plan Review, Revision, Offsite 1	927.00			
	Plan Review, Revision, Offsite 2	1,231.00			
	Plan Review, Revision, Offsite 3	1,542.00			
	Plan Review, Revision, Offsite 4	1,850.00			
	Plan Review, Revision, Offsite 5	2,155.00			
	Plan Review, Revision, Offsite 6	2,458.00			
	Closure Inspection	722.00			
	Site Remedial & Cleanup Plan Review Initial Deposit	643.00			
	Site Remedial per hour	167.00			
	Off-Hours Inspection per hour	357.00			
	Inspection, for which no fee is indicated	458.00			
	Additional Plan Review per hour	167.00			
	Wastewater Sampling	458.00			
<u>Citizen CPR/IAED Training Program</u>					
0060	Per Resident	36.45	cost of books and membership cards		11771
0061	Per Non-Resident	42.30			11771

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded Fee *	Unit	Reso
<u>Ambulance Subscription Fee (Business Membership)</u>				
0062	1-10 Employees	58.80		11771
0063	11-20 Employees	117.50		11771
0064	21-30 Employees	177.00		11771
0065	31-40 Employees	235.90		11771
0066	41-50 Employees	295.40		11771
0067	51-60 Employees	353.60		11771
0068	61-70 Employees	412.30		11771
0069	71-80 Employees	470.90		11771
0070	81-90 Employees	529.60		11771
0071	91-100 Employees	588.20		11771
0072	101-110 Employees	646.90		11771
0073	111-120 Employees	705.60		11771
0074	121-130 Employees	764.20		11771
0075	131-140 Employees	822.90		11771
0076	141+ Employees	882.00		11771
0077	Ambulance Subscription Fee (Non-Business Membership)	50.00		11771
	Ambulance Transportation Fee	Per LA County DHS Rates plus dispatch costs		
0078	Patient Assessment Fee	190.00		10865
		plus dispatch costs		
0079	Electronic Documentation Fee	30.50		11771
0080	Hazardous Condition and Traffic Collision Recovery Fee	Cost	+ 25.4% Admin	11771
0081	Document Copy Charge Response Reports	8.80	per report	9756

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded Fee *	Unit	Reso
<u>SECTION C - LIBRARY</u>				
<u>Damaged/Lost Library Material</u>				
	Cost When Item Price And Replacement Are Not Available	\$22 + Processing Fee		11771
0082	Processing fee for adding replacement copy or accompanying material	11.00		11771
0083	Accompanying Material	10.00		11771
0084	Replace Plastic Jacket	2.30		11771
0085	Torn Pages	2.30	per page	11771
0086	DVD Case	9.75		11771
0087	CD Case (single)	2.30	per case	11771
0088	Bag From Children's Book/CD Set	2.30	per bag	11771
0089	Audiobook/CD/Hotspot Case	5.30		11771
0090	(Multiple) CD Jacket (Inside Jacket)	2.40		11771
0091	DVD Jacket (Inside Jacket)	6.50		11771
0092	Book Rebinding	30.50		11771
0093	Library Card Replacement	3.00	per card	11771
0094	Interlibrary Loan Fees	6.00	per request plus charges of lending library	11771
0095	Interlibrary Loan Photocopy	6.00	per pageover 20 pages (pages 1-20 free)	11771
0096	Hold Not Picked Up or Cancelled Before Processing	0.50		11771
0097	Wifi Hotspot	80.00		12270
0098	Charging Cable	16.00		12270
0099	Chromebook	Replacement Cost		12270
0100	Alzheimer's Kit	140.00		12270
<u>Room Rental</u>				
Friends Room Rental				
0101	Non-Profit Adult (Based Outside Town)	71.60	per hour	12270
0102	Non-Profit Adult (Based In Town)	7.60	per hour	12270
0103	Non-Profit Youth Organizations	4.30	per hour	12270

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Fee *	Unit	Reso
SECTION D - RECREATION / COMMUNITY SERVICES				
Athletic Field Rental				
0104	Private Party	43.50	per hour/field	11771
0105	Non-Profit Adult (Based Outside Town)	21.25	per hour/field	11771
0106	Non-Profit Adult (Based In Town)	2.35	per hour/field	11771
0107	Non-Profit Youth Organizations	0.30	per hour/field	11771
Athletic Field Lights				
0108	Private Party	4.75	per hour/field	11771
0109	Non-Profit Adult (Based Outside Town)	2.30	per hour/field	11771
0110	Non-Profit Adult (Based In Town)	0.30	per hour/field	11771
0111	Non-Profit Youth Organizations	0.30	per hour/field	11771
Gymnasium Rental				
0112	Private Party	122.00	per hour	11771
0113	Non-Profit Adult (Based Outside Town)	61.00	per hour	11771
0114	Non-Profit Adult (Based In Town)	5.80	per hour	11771
0115	Non-Profit Youth Organizations	0.60	per hour	11771
0116	Staffing/Additional Staffing	24.70	per hour	11771
Pool Rental				
0117	Private Party	152.80	per hour	11771
0118	Non-Profit Youth Organizations	0.90	per hour	11771
0119	Additional Aquatics Staffing	24.70	per hour	11771
Langley Center Main Room Rental				
0120	Private Party	152.80	per hour	11771
0121	Non-Profit Adult (Based Outside Town)	76.50	per hour	11771
0122	Non-Profit Adult (Based In Town)	8.20	per hour	11771
0123	Non-Profit Youth Organizations	3.50	per hour	11771
0124	Langley Center Kitchen Facility	42.40	per hour	11771
0125	Staffing/Additional Staffing	24.70	per hour	11771
Barnes Park Memorial Amphitheater				
0126	Private Party	152.80	per hour	11771
0127	Non-Profit Adult (Based Outside Town)	76.50	per hour	11771
0128	Non-Profit Adult (Based In Town)	8.20	per hour	11771
0129	Non-Profit Youth Organizations	3.50	per hour	11771
0130	Staffing/Additional Staffing	24.70	per hour	11771
Service Club House Rental				
0131	Private Party	152.80	per hour	11771
0132	Non-Profit Adult (Based Outside Town)	76.50	per hour	11771
0133	Non-Profit Adult (Based In Town)	8.20	per hour	11771
0134	Non-Profit Youth Organizations	3.50	per hour	11771
0135	Staffing/Additional Staffing	24.70	per hour	11771

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded Fee *	Unit	Reso
Other Indoor Facilities (Community Room, Elder, Siera Vista, etc.)				
0136	Private Party	122.00	per hour	11771
0137	Non-Profit Adult (Based Outside Town)	61.00	per hour	11771
0138	Non-Profit Adult (Based In Town)	5.75	per hour	11771
0139	Non-Profit Youth Organizations	2.30	per hour	11771
0140	Staffing/Additional Staffing	24.70	per hour	11771
0141	Picnic Shelter	106.00	per shelter	11771
0142	Picnic Shelter - Non Resident	126.00	per shelter	12270
0143	Facility Clean-up Deposit (Where Applicable)	\$300-500		11771
Swim Lessons				
0144	Youth: (1-3 yrs old)	36.30	for 5 hours of lessons	11771
0145	Youth: (4-6 yrs old)	36.30	for 5 hours of lessons	11771
0146	Youth: (7-17 yrs old)	36.30	for 5 hours of lessons	11771
0147	Adult	36.90	for 5 hours of lessons	11771
Public Swim				
0148	Admission-Youth	2.50	2 hour swim	11771
0149	Admission-Adult	3.50	2 hour swim	11771
0150	Admission-Youth Discount Pass (20 Swims)	38.00	per pass	11771
0151	Admission-Adult Discount Pass (20 Swims)	56.00	per pass	11771
0152	Lap Swimming: Per Swim	5.25	per swim	11771
0153	Lap Swimming: Monthly Pass	40.00	per month	11771
0154	Lap Swimming: Family	75.00	per month	11771
0155	Lap Swimming: Senior	27.00	per month	11771
Child Care Fees				
0156	After School Care-Resident	125.00	per week	11771
0157	After School Care-Non Resident	133.00	per week	11771
0158	All Day & Summer-Resident	172.00	per week	11771
0159	All Day & Summer-Non Resident	180.00	per week	11771
0160	Recreation Class & Activity Registration Fee	9.70	per registration	11771
0161	Alcohol Consumption Permit Fee	115.10		11920

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded Fee *	Unit	Reso
<u>SECTION E - POLICE DEPARTMENT</u>				
0162	DUI Processing	848.00		11771
	<u>Emergency Response to DUI Traffic Collision</u>			
0163	DUI Arrest	202.00		11771
0164	DUI Non-Injury	939.00		11771
0165	DUI Minor Injury	1,049.00		11771
0166	DUI Major/Fatal Injury	1,528.00		11771
0167	Vehicle Impound / Storage Release	237.00		11771
0168	Special Handling Administration Charges	61.00		11771
0169	Clearance Letter	102.00		11771
0170	Local Background Check/Recruiters	44.00		11771
0171	CAD Log Searches (address and/or time/date of incidents)	31.00	each	11771
0172	Crime Rate Report (required research redacting, writing)	50.00		11771
0173	Visa/INS Letter CW/ Report	103.00	each	11771
0174	Replace Lost Permit	29.00		11771
0175	Duplicate Citations	6.00		11771
	<u>Animal Services</u>			
	Deceased Small Pet - Picked up by Animal Services Officer	60.00	Contracted with LA County Dept of Animal Care & Control	11771
	Deceased Small Pet - Delivered to Shelter by owner	10.00		
	Deceased Large Pet	250.00		
	License: Dogs-one year license (sterilized)	20.00		
	License: Cat-one year license (sterilized)	5.00		
	License: Dogs-one year license (unsterilized)	60.00		
	License: Cat-one year license (unsterilized)	10.00		
	License: Dogs-one year license (sterilized) military veterans with disabilities	7.50		
	License: Dogs-one year license (sterilized) senior discount	7.50		
0176	Residential and Business Alarm Permits	58.60		11771
0177	Verification of Proof of Correction on Traffic Citations	23.90		11771
0178	Fingerprinting	32.60		11771
0179	Prisoner Booking Fees	217.00	per Court	11771
	<u>Sentenced Prisoners</u>			
0180	Housing	112.80	per 24 hours	11771
0181	Per Diem Rate	60.80	per 12 hours	11771
0182	Registration Fee	31.50		11771
0183	Schedule Change Fee	59.70		11771
0184	Booking & Housing of Prisoners on Los Angeles County Sheriffs Warrants and Other Arrests	186.60		11771

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

		Rounded		
Fee #	Description	Fee *	Unit	Reso
0185	Special Details (filming, other events)	109.60	per hour per employee	11771
0186	Concealed Weapons Permit (CCW)	283.00		New
0187	CCW Permit Amendment	10.00		New
0188	CCW Permit Renewal	25.00		New

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded Fee *	Unit	Reso
<u>SECTION F - COMMUNITY DEVELOPMENT DEPARTMENT</u>				
<u>PLANNING</u>				
0189	General Plan Amendment	7,596.00	deposit	11771
0190	Development Agreement/Specific Plan Review	19,652.00	deposit	11771
<u>Zoning Fees</u>				
0191	Recordable Covenants	405.00		11771
0192	Zone Change	6,886.00		11771
0193	Modification to Specific Plan	7,241.00		11771
0194	Variance: Single Family Residential	1,179.00		11771
0195	Variance: Other	2,949.00		11771
0196	Minor Modification	238.00		11771
0197	Code Amendment	7,241.00		11771
0198	Environmental Impact Report Deposit (In-House Review)	8,675.00		11771
0199	Environmental Impact Report Deposit (Consultant)	Cost +25.4% Admin		11771
0200	Negative Declaration (In-house Review)	2,098.00		11771
0201	Negative Declaration (Consultant)	Cost +25.4% Admin		New
0202	Tentative Subdivision Map	2,809.00	plus \$75.00 per lot/unit \$75.00 ea	11771
0203	Conditional Use Permit: Commercial	2,949.00		11771
0204	Conditional Use Permit: SF Residential	1,179.00		11771
0205	Site Plan Review	1,812.00		11771
0206	Extension of Time	483.00		11771
0207	Radius Map & Mailing	111.00		11771
0208	Temporary Use Permit	623.00		11771
0209	Appeal to City Council/Planning Commission	1,851.00		11771
0210	Certificate of Compliance	433.00		11771
0211	Lot Line Adjustment/Lot Merger	1,776.00		11771
0212	Temporary Banner Permit	37.00		11771
0213	Yard Sale Permit	19.00		11771
0214	Landscape Plan Check Fee Deposit	1,175.00	deposit	11771
0215	Categorical Exemption	244.00		11771
0216	Multiple Applications	366.00	per process	11771
0217	Wireless Telecommunications Facility Permit	2,770.00		New
0218	Zoning Verification Letter/Rebuild Letter	261.00		New
0219	Parking Study/Parking Joint Use Approval	Consultant Fee plus 25.4%		New
<u>City Planner</u>				
0220	Short Term Rentals	502.00		New
0221	New Construction (Less than 10,000 SF)	1,359.00		11771
0222	New Construction (Equal or greater than 10,000 SF)	1,690.00		11771
0223	New Single Family House	482.00		11771
0224	Add. To Single Family House	482.00		11771
0225	Remodel (w/o increase in floor area)	1,359.00		11771
0226	Master Sign Plan	1,359.00	plus \$15.30 each in excess of 3	11771
	Signs - (New)	482.00		11771
	Sign - (Face Change)	55.00		11771
0227	Administrative Use Permit	1,187.00		New
0228	Wireless Telecommunications Facility Permit (City Planner)	1,938.00		New

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded		Reso
		Fee *	Unit	
0229	Planning Staff Review	196.00	per hour	New
0230	Compliance Review	707.00		New
0231	Wireless Telecommunications Facility Permit (Small Wireless Facility)	995.00		New
0232	Publication Fee	184.00	per public hearing	New
0233	Planning Plan Check Fee	171.00		New
0234	Home Occupation Permit	155.00		New

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded Fee *	Unit	Reso
<u>SECTION G - BUILDING AND SAFETY</u>				
<u>Permit Issuance Fee</u>				
0235	Single Trade Permit Issuance	47.20	one trade	11771
0236	Multi-Trade Permit Issuance	30.60	each additional	11771
<u>Building Fees</u>				
0237	Deputy Inspector	101.60	plus \$38.78 each trade	11771
0238	Certificate of Occupancy: Temporary	313.90		11771
0239	Certificate of Occupancy: Existing (Change of Occupancy)	361.30	plus \$38.78 each 1,000 sq ft	11771
0240	Certificate of Occupancy: New construction	144.50		11771
0241	Building Permit Investigation Fee	25-150% of Permit Fee		11771
0242	Building Reinspection	126.90		11771
0243	Appeal (to Appeal Board)	5,691.60	deposit	11771
<u>Building Plan Check Fee</u>				
0244	Building Plan Check Fee, when applicable shall be	81.2% of Permit Fee		11771
0245	Energy Plan Check	97.50	ea 1,000 sqft or fraction there of	11771
0246	Accessibility Plan Check	97.50	ea 1,000 sqft or fraction there of	11771
0247	Plan Check Fee for Plan Revisions (after permit is issued)	142.20	per hr (min. 0.5 hr)	11771
0248	Miscellaneous Inspections: Re-Inspection (each)	97.50	each	11771
0249	Miscellaneous Inspections: Overtime Inspection (per hour)	142.20	per hour	11771
<u>Electrical Permit</u>				
0250	Services 600 Volts or less & (not over 200 Amperes)	188.50	each	11771
0251	Services 600 Volts or less (201 to less than 600 Amperes)	214.50	each	11771
0252	Services 600 Volts or less & (600 or more Amperes)	282.20	each	11771
0253	Services over 600 Volts	282.20	each	11771
0254	Sub-Panel or Switchboard	41.20	each	11771
0255	Temporary Power Pole	69.30	each	11771
	Power Apparatus: Motors, Generators, Transformers, Rectifiers, Synchronous Converters, Capacitors, Air Conditioners, Heat Pumps, Other Electrical Heating Systems, Cooking or baking equipment, each. Rating in Horsepower, Kilowatts or Kilovolt Amperes:			
0256	Up to 1	42.30	each	11771
0257	Over 1 up to 10	84.60	each	11771
0258	Over 11 up to 50	170.50	each	11771
0259	Over 50	254.00	each	11771
0260	Dishwasher, Disposal, Clothes Washer, Clothes Dryer, Bath Fans, Trolley Busways	28.20	each	11771
0261	Branch Circuits Including Circuit Breakers	13.00	each	11771
0262	Receptacles, Switches, Fixtures, Junction Boxes, Other Outlets	4.80	each	11771
0263	Illuminated Signs, Outline Lighting, Festoon Lighting (each transformer)	41.20	each	11771

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded Fee *	Unit	Reso
0264	Swimming Pools, No Spas	56.40	each	11771
0265	Spa or Swimming Pools with Spas	112.80	each	11771
0266	Electrical Plan Check	81.2% of Electrical Permit		11771
<u>Plumbing Permit</u>				
0267	Each plumbing fixture including its water supply, trap, and drainage piping: Toilet, Urinal, Tub, Shower, or combination, Mop Sink, Laundry Tray, Kitchen Sink, Bar Sink, Lavatory, Floor Drain, Floor Sink, Dishwasher, Clothes Washer, Drinking Fountain, Rainwater Drains, P-Trap, Water Treatment Equipment	28.20	each fixture	11771
0268	Water Piping, Drain Piping, Vent Piping	28.20	each	11771
0269	Water Supply System, Drainage System, Vent System	84.60	each system	11771
0270	Backflow Preventor or Anti-Siphon Device	28.20	each	11771
0271	Gas Piping, each meter	56.40	per meter	11771
0272	Gas Outlet	12.90	each	11771
0273	Commercial Grease Trap, Commercial Grease Interceptor, Industrial Waste Interceptor, Trailer Park Trap	69.30	each	11771
0274	Sewer Connections & Sewer Extensions	56.40	each	11771
0275	Sewer Caps	28.20	each	11771
0276	Sump Pump Systems, Sewage Ejector Systems	69.30	each	11771
0277	Pool, Spa, or Combination thereof, including trap and Piping	112.80	each	11771
0278	Water Heater including water piping and vent system	62.40	each	11771
0279	Plumbing Plan Check	81.2% of Plumbing Permit		11771
<u>Mechanical Permit</u>				
0280	Furnace or Space Heater: Up to 100M BTU	56.40	each	11771
0281	Furnace or Space Heater: Over 100M BTU	84.60	each	11771
<u>Compressor Boiler:</u>				
0282	Up to 3HP or 100M BTU	56.40	each	11771
0283	Over 3HP or 100M BTU - Up to 15HP or 500M BTU	69.30	each	11771
0284	Over 15HP or 500M BTU - Up to 30HP or 1000M BTU	112.80	each	11771
0285	Over 30HP or 1000M BTU	197.60	each	11771
0286	Absorption Units, Evaporative Coolers	69.30	each	11771
0287	VAV Control Box	28.20	each	11771
0288	Diffusers or Registers	7.10	each	11771
0289	Vent Fan, Residential Hood, Appliance Vents, Duct Alteration	41.20	each	11771
0290	Commercial Hood including Motor & Duct	142.20	each	11771
0291	Metal Fireplace & Chimney, Oil Fired Equipment, Storage Tanks, Dipping Tanks, Appliance or Equipment Not Listed	56.40	each	11771
0292	Gas Outlet	12.90	each	11771
0293	Mechanical Plan Check	81.2% of Mechanical Permit Fee		11771

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #		Description	Rounded Fee *	Unit	Reso												
<u>Other Trust/State Mandated Fee</u>																	
0294	Plans Archival/Records Management		0.10 %	of valuation	11771												
0295	General Plan Revision Surcharge		0.20 %	of valuation	11771												
Strong Motion Tax - State of Mandated Fees																	
0296	Residential		.013% of Valuation														
0297	Non-Residential		.028% of Valuation														
0298	State Building Permit Surcharge Fee:			SB 1473 (1/1/2009) (State mandate)	11771												
<table><tr><th>Fee</th><th>Permit Valuation</th></tr><tr><td>\$1</td><td>\$1 - 25,000</td></tr><tr><td>\$2</td><td>\$25,001 - 50,000</td></tr><tr><td>\$3</td><td>\$50,001 - 75,000</td></tr><tr><td>\$4</td><td>\$75,001 - 100,000</td></tr><tr><td>add \$1</td><td>Every \$25,000 or fraction thereof above \$100,000</td></tr></table>						Fee	Permit Valuation	\$1	\$1 - 25,000	\$2	\$25,001 - 50,000	\$3	\$50,001 - 75,000	\$4	\$75,001 - 100,000	add \$1	Every \$25,000 or fraction thereof above \$100,000
Fee	Permit Valuation																
\$1	\$1 - 25,000																
\$2	\$25,001 - 50,000																
\$3	\$50,001 - 75,000																
\$4	\$75,001 - 100,000																
add \$1	Every \$25,000 or fraction thereof above \$100,000																
City Admin Charge			10% SBPS Fees for City Admin		11771												
<u>Building Permit</u>																	
0299	\$1,000		85.00		11771												
0300	\$1,500		126.00		11771												
0301	\$2,000		170.00		11771												
0302	\$2,500		199.00		11771												
0303	\$3,000		226.00		11771												
0304	\$3,500		255.00		11771												
0305	\$4,000		282.00		11771												
0306	\$5,000		311.00		11771												
0307	\$6,000		339.00		11771												
0308	\$7,000		368.00		11771												
0309	\$8,000		395.00		11771												
0310	\$9,000		425.00		11771												
0311	\$10,000		452.00		11771												
0312	\$12,000		496.00		11771												
0313	\$14,000		538.00		11771												
0314	\$16,000		578.00		11771												
0315	\$18,000		621.00		11771												
0316	\$20,000		663.00		11771												
0317	\$22,000		707.00		11771												
0318	\$24,000		750.00		11771												
0319	\$26,000		791.00		11771												
0320	\$28,000		833.00		11771												
0321	\$30,000		877.00		11771												
0322	\$32,000		917.00		11771												
0323	\$34,000		958.00		11771												

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded Fee *	Unit	Reso
0324	\$36,000	1,004.00		11771
0325	\$38,000	1,045.00		11771
0326	\$40,000	1,088.00		11771
0327	\$42,000	1,128.00		11771
0328	\$44,000	1,171.00		11771
0329	\$46,000	1,214.00		11771
0330	\$48,000	1,255.00		11771
0331	\$50,000	1,299.00		11771
0332	\$55,000	1,383.00		11771
0333	\$60,000	1,468.00		11771
0334	\$65,000	1,554.00		11771
0335	\$70,000	1,638.00		11771
0336	\$75,000	1,722.00		11771
0337	\$80,000	1,807.00		11771
0338	\$85,000	1,892.00		11771
0339	\$90,000	1,976.00		11771
0340	\$95,000	2,045.00		11771
0341	\$100,000	2,117.00		11771
0342	Each \$1,000 valuation over \$100,000	13.00		11771
0343	Energy Permit: Each 1,000 sq ft or fraction thereof	97.50		11771
0344	Accessibility Permit: Each 1,000 sq ft or fraction thereof	97.50		11771
0345	Development Impact Fee: Effective: July 6, 2021			11834

Land Use	Police	Fire	Circulation System (Streets, Signals, and Bridges)	Water	Sewer	Library	Public Meeting Facilities	Aquatics	Parks	Total
Revenue Account	205-4597	205-4598	204-4591	401-4601	411-4602	231-4595	231-4594	231-4593	231-4592	
Residential -(Per Unit)										
Detached Dwelling Units	\$ 526	\$ 640	\$ 1,791	\$ 2,786	\$ 385	\$ 191	\$ 1,660	\$ 732	\$ 3,677	\$ 12,387
Attached Dwelling Units	503	418	1,129	2,570	356	194	1,684	743	3,730	11,324
Commercial Lodging Units	191	381	942	1,672	231				17	3,434
Non-Residential - (Per Sq Ft)										
Retail, Services, Office	0.370	0.350	3.216	0.769	0.138				0.064	4.906
Manufacturing, Industrial	0.050	0.019	1.305	0.386	0.069				0.032	1.862
Institutional	0.073	0.053	0.879	0.528	0.095				0.161	1.789

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded Fee *	Unit	Reso
<u>SECTION H - PUBLIC WORKS</u>				
0346	Address Change/Additional Address	947.20	each	11771
0347	Banner Permit	325.50	each	11771
0348	Concrete Permit Fee	98.20	each	11771
0349	Concrete Inspection Fee (sidewalk)	176.90	per hour	11771
0350	Concrete Inspection Fee (curb/gutter)	176.90	per hour	11771
0351	Encroachment Permit Fee	463.30	each	11771
0352	Moving Bin/Trash Bin in Right-of-Way	173.60	each	12270
0353	Excavation Permit Fee	131.30	each	11771
0354	Excavation Inspection Fee	176.90	per hour	11771
<u>Geology/Geotechnical Review</u>				
0355	Deposit for geology/geotechnical review (Cost Varied Depending on Size of Project)	4,276.00	Initial Review + 25.4% Admin	11771
<u>Grading</u>				
0356	Permit Fee-1 to 1,000 CY	441.00		11771
0357	Permit Fee-1,001 to 10,000 CY	605.00		11771
0358	Permit Fee-10,001 to 50,000 CY	773.00		11771
0359	Permit Fee-50,001 to 100,000 CY	1,045.00		11771
0360	Permit Fee-Over 100,000 CY	1,422.00	plus \$13.70 per 1,000 C/Y over 100,000 C/Y	11771
0361	Plan Check Fee-1 to 1,000 CY	639.00		11771
0362	Plan Check Fee-1,001 to 10,000 CY	743.00		11771
0363	Plan Check Fee-10,001 to 50,000 CY	850.00		11771
0364	Plan Check Fee-Over 50,000 CY	1,059.00	plus \$20.35 per 1,000 C/Y over 50,000 C/Y	11771
0365	Plan Check Fee-Provided by Consultants	Cost	+ 25.4% Admin	11771
<u>National Pollutant Discharge Elimination System (NPDES)</u>				
0366	Consultant Cost	2,139.00	Initial Review or 25.4% Admin	11771
0367	City Administrative Services	917.00	Min \$916.05 or 25.4% of Review Cost	11771
0368	Housemoving Permit Fee	564.00	per document	11771
0369	Newsrack Permit Fee	253.00	per newsrack per year	11771
0370	Parcel Merge by Document	1,569.00	per document	11771
0371	Building Permit Plan Check Fee (Engineering)	221.00	per hour	11771
0372	Public Works Plan Check	221.00	per hour	11771
0373	Public Works Plan Check-Provided by Consultants	Cost	+ 25.4% Admin	11771
0374	Public Works Inspection	177.00	per hour	11771

CITY OF MONTEREY PARK
MASTER SCHEDULE OF FEES AND CHARGES
JULY 1, 2022

Fee #	Description	Rounded		Reso
		Fee *	Unit	
0375	Public Works Inspection-Provided by Consultants	Cost	+ 25.4% Admin	11771
0376	Sewer House Connection Permit Fee (Inside City Limits)	727.00	each connection	11771
0377	Sewer House Connection Permit Fee (Outside City Limits)	978.00	each connection	11771
0378	Sewer Reconstruction Fee	433.00	each connection	11771
0379	Subdivision Tract Map Checking			11771
	City Admin Fee	1,561.00		
	Consultant Charges		plus \$7,503.50 or 70% of L.A. County fee schedule	
0380	Subdivision Parcel Map Checking			11771
	City Admin Fee	1,561.00		
	Consultant Charges		plus \$6,818.80 or 70% of L.A. County fee schedule	
0381	Subdivision Monument Inspection			11771
	City Admin Fee	216.00		
	Consultant Charges		plus \$30.55 per boundary monument	
0382	Subdivision Map Guarantee	106.00	Per Map	11771
0383	Subdivision CCR (Review By City Attorney)			11771
	City Admin Fee		+ 25.4% Admin	
	Attorney Charges	Cost		
0384	Waste and Recycling Collection Permit Application	591.00	per application	11771
0385	Transportation Permit Fee (Vehicle Code Section 35795)	17.00	per permit (Single Trip)	
		98.00	per permit (Annual Trip)	
0386	Traffic Study - Peer Review by Consultant			
	City Admin Fee		+ 25.4% Admin	11771
	Consultant Charges	Cost		
0387	Public Works Water Division Plan Check	221.00	per hour	11771
0388	Public Works Water Division Inspection	177.00	per hour	11771
0389	During Extreme Weather, Plastic Sheeting after the First Roll (First Roll of Sheeting is free)	63.00	Additional Rolls	



City Council Staff Report

DATE: June 1, 2022

AGENDA ITEM NO: Public Hearing - 4B

TO: The Honorable Mayor and City Council

FROM: Martha Garcia, Director of Management Services

SUBJECT: The City is required to conduct a Public Hearing to consider assessments for the Citywide Maintenance District No. 93-1 for Fiscal Year 2022-23 pursuant to Streets and Highways Code §§ 22500, *et seq.*

RECOMMENDATION:

It is recommended that the City Council consider:

1. Opening the public hearing and receive documentary and testimonial evidence;
2. Closing the public hearing and adopt a Resolution authorizing the Levy and Collection of Assessments for Fiscal Year 2022-23 in Citywide Maintenance District No. 93-1 pursuant to Streets and Highways Code § 22587; and
3. Taking such additional, related action that may be desirable.

CEQA:

The proposed action is exempt from review under the California Environmental Quality Act (Cal. Pub. Res. Code §§ 21000, *et seq.*; "CEQA") and CEQA Guidelines (Cal. Code Regs. tit. 14, §§ 15000, *et seq.*) because it establishes, modifies, structures, restructures, and approves rates and charges for meeting operating expenses; purchasing supplies, equipment, and materials; meeting financial requirements; and obtaining funds for capital projects needed to maintain service within existing service areas. The proposed action, therefore, is categorically exempt from further CEQA review under CEQA Guidelines § 15273.

EXECUTIVE SUMMARY:

In 1993 the City formed a citywide benefit assessment district to finance the operation and maintenance of public street lighting and landscaping. The assessment was renewed each of the past 29 years and must be renewed for 2022-23 in order for the City to continue collecting assessments. The City started the process to renew its Citywide Maintenance District No. 93-1 for the 2022-23 fiscal year at its April 20, 2022 meeting. At that time, the City Council approved the Engineer's Report; adopted the Resolution of Intention (Resolution No. 2022-R21) and scheduled the required public hearing for June 1, 2022.

The district renewal will follow the City Council's action at the conclusion of the June 1st public hearing.

BACKGROUND:

In 1993, the State implemented Education Revenue Augmentation (ERAF) transfer that shifts property tax revenues from local governments to schools. The City's loss from ERAF was \$1.2 million. In 1993, after considering various options to balance the budget, the City formed a benefit assessment district pursuant to the 1972 Lighting and Landscaping Act (Streets & Highways Code §§ 22500, *et seq.*). Assessment revenues are used to pay for the costs for maintaining street lighting and public landscaping. The funds freed up by the assessment revenues are used to maintain essential City services such as police, fire, public works, recreation, and library.

The law requires the City to renew the assessments each year. Revenue generated by the City's assessment district is approximately \$1,026,920 a year. The City has renewed the benefit assessment district every year for the past 29 years. During this time, the rate has only been increased once, in 1996 (from \$39.97 to \$40.97). Since 1996, the rates have not been adjusted and the City continues using General-Fund monies to supplement significant shortfalls that result from increased operating costs.

At its April 20, 2022 meeting, the City Council adopted a Resolution of Intention (Resolution No. 2022-R21) which, among other things, proposes an assessment per single-family home of \$40.97 for 2022-23. The cost for the operation and maintenance of the City's landscaping and lighting is approximately \$1.4 million. The benefit assessment district will fund \$1,026,920 of the cost and the City's General Fund will cover the remaining \$409,654.

The Resolution of Intention, which includes the public hearing date and protest procedures, was published in the Monterey Park Press on May 16, 2022. To date, no majority protest was received against the proposed assessment district renewal for 2022-23.

FISCAL IMPACT

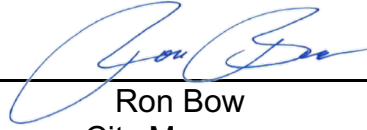
The proposed assessment rates for 2022-23 are the same as they were for 2021-22. The benefit assessment district will raise approximately \$1,026,920 for 2022-23. If the assessment district is not renewed, the City must reduce expenditures and/or seek new revenues to balance the budget.

Respectfully submitted and prepared by:



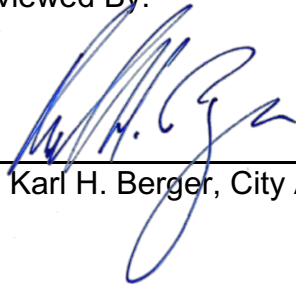
Martha Garcia
Director of Management Services

Approved By:



Ron Bow
City Manager

Reviewed By:



Karl H. Berger, City Attorney

ATTACHMENT(S):

1. Resolution

ATTACHMENT 1

Resolution

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE LEVY AND COLLECTION
OF ASSESSMENTS FOR FISCAL YEAR 2022-23 IN CITYWIDE
MAINTENANCE DISTRICT NO. 93-1 PURSUANT TO STREETS
AND HIGHWAYS CODE § 22587.**

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

SECTION 1: The City Council finds as follows:

- A. The City Council seeks to levy assessments for Fiscal Year 2022-23 pursuant to Streets and Highways Code §§ 22500, *et seq.* for Citywide Maintenance District No. 93-1 ("District").
- B. The District is exempt from the procedures and approval process of California Constitution art. XIID, § 4 pursuant to California Constitution, art. XIID, § 5(a).
- C. An Engineer's Report ("Report") was prepared pursuant to Streets and Highways Code § 22566 for Fiscal Year 2022-23. While the Report is too voluminous to be reprinted with this Resolution, it is available for public inspection with the City Clerk and incorporated by this reference as if fully set forth.
- D. Following a public hearing, the City Council did not receive a majority protest from the property owners affected by the proposed assessment before the close of the public hearing on June 1, 2022.

SECTION 2: In accordance with Streets and Highways Code §§ 22500, *et seq.*, the City Council adopts an annual assessment of \$40.97 for each Equivalent Dwelling Unit (EDU) within the District during Fiscal Year 2022-23. The assessments levied and collected must be used for maintaining certain landscaping and street lighting improvements, as set forth in the Report.

SECTION 3: All monies collected for such assessments must be deposited in a special fund known as "Special Fund City of Monterey Park Citywide Maintenance District No. 93-1." Payment may be made out of said fund only for the purpose provided for in this Resolution.

SECTION 4: The City Manager, or designee, is directed to take such actions that are needed to place this assessment on the property tax rolls including, without limitation, forwarding this Resolution to the Los Angeles County Assessor's Office.

SECTION 5: Any public property included within boundaries of the District are exempt from assessment.

SECTION 6: Severability. If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provision or application and, to this end, the provisions of this Resolution are severable.

SECTION 7: Electronic Signatures. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 8: Recordation. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 9: Effective Date. This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

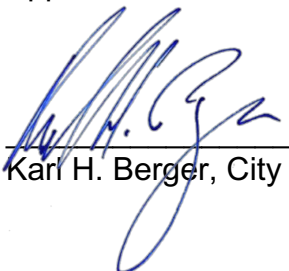
PASSED AND ADOPTED this 1st day of June, 2022

Henry Lo, Mayor

Attest:

Vincent D. Chang, City Clerk

Approved as to Form:



Karl H. Berger, City Attorney

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

I, VINCENT D. CHANG, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. _____ was duly adopted by the City Council of the City of Monterey Park at a Regular Meeting held on the 1st of June 2022, by the following vote of the Council:

AYES:
NOES:
ABSTAIN:
ABSENT:

Dated this 1st day of June 2022

Vincent D. Chang, City Clerk



City Council Staff Report

DATE: June 1, 2022

AGENDA ITEM NO: New Business - 5A

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Resolutions for November 8, 2022 General Municipal Election

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a resolution calling for a general municipal election on November 8, 2022 pursuant to Elections Code § 1301;
2. Adopting a resolution calling for a special municipal election on November 8, 2022 pursuant to Elections Code § 1400;
3. Adopting a resolution requesting the County of Los Angeles to consolidate the City of Monterey Park's general and special municipal elections to be held on November 8, 2022, with the statewide general election on the date pursuant to Elections Code §1301;
4. Adopting a resolution establishing requirements for candidate statements filed with the City Clerk to be included with voter information for an election on November 8, 2022; and
5. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The general municipal election is scheduled for Tuesday, November 8, 2022 for the purpose of electing two members of the City Council for District Nos. 1 and 5, a City Clerk and a City Treasurer for a term of four years each. Additionally, the City Council opted to call for a special municipal election to fill the vacancy left by former Mayor pro tem Fred Sornoso to represent District No. 3. These elections will be consolidated with the Statewide general election conducted by the Los Angeles County Registrar Recorder's Office. \$211,200 is budgeted in the General Fund in the Fiscal Year 2022-2023 budget for expenditures associated with the November 8, 2022 general and special municipal elections.

BACKGROUND:

City Council Members will be elected by-district for Council District Nos. 1 and 5 for a term of four years each; the person elected to District No. 3 will serve a term of two years. Candidates must reside in the district they are running for. The City Clerk and City Treasurer will be voted for a term of four years each. The election will be consolidated

with the Statewide general election conducted by the Los Angeles County Registrar Recorder's Office (RRCC). A resolution requesting the Los Angeles Board of Supervises to provide election services for the November 8, 2022 is required. The nomination period will begin July 18, 2022 and concludes on August 12, 2022 The candidate filing process and inquiries will be conducted by the City Clerk's office. Candidates, however, may purchase maps and voter files directly from RRCC.

The submission of a candidate's statement of not more than 200 words for inclusion in the Official Sample Ballot Booklet is optional for an additional cost. RRCC prints its main Official Sample Ballot Booklet in English with the option for candidates to print their candidate statement in English and Spanish side-by-side. A deposit of \$500 is required for English only or \$1000 for English and Spanish. Candidates will be refunded by the City for any overpayment and charged for the balance incurred for underpayment within 30 days after the election. The attached resolution provides for requirements for candidate statements in accordance with Election Codes § 13307-13312.

RRCC will be the Central Counting Place for the election. All semi-final results will be released and available from RRCC headquarters located at 12400 Imperial Highway, Norwalk, CA 90650. Semi-final results will also be continuously updated and displayed on the County's website at www.lavote.gov throughout Election Night and during the Official Canvass.

On December 5, 2022, RRCC is tentatively scheduled to certify election results. On December 6, 2022, the Board of Supervisors is tentatively scheduled to declare the election officially concluded. An official certificate will be provided to the City Clerk and the final declaration of the results by the City Council and the Oath of Office is tentatively scheduled for Wednesday, December 21, 2022.

The City Clerk's will conduct voter outreach as required by the Federal Voting Rights Act.

FISCAL IMPACT:

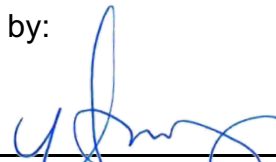
\$211,200 is budgeted from the General Fund in the Fiscal Year 2022-2023 budget for expenditures associated with the November 8, 2022 general municipal election.

Respectfully submitted by:



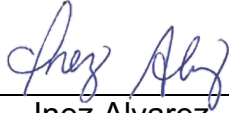
Vincent D. Chang
City Clerk

Prepared by:



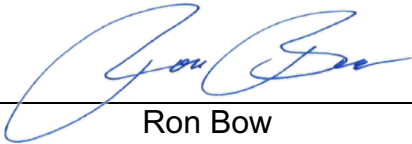
Cindy H. Trang
Deputy City Clerk

Reviewed by:



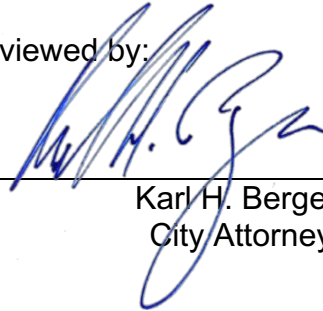
Inez Alvarez
Assistant City Manager

Reviewed by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
City Attorney

Attachments:

1. Draft Resolutions
2. Los Angeles County November 8, 2022 Municipal Information Booklet

ATTACHMENT 1

Draft Resolutions

RESOLUTION NO.

A RESOLUTION CALLING A GENERAL MUNICIPAL ELECTION ON NOVEMBER 8, 2022 PURSUANT TO ELECTIONS CODE § 1301 FOR CITY COUNCIL DISTRICT NOS. 1 AND 5; CITY CLERK; AND CITY TREASURER.

The City Council of the city of Monterey Park resolves as follows:

SECTION 1: Pursuant to Elections Code § 1301, the City Council calls for a general municipal election to be held in the City of Monterey Park on Tuesday, November 8, 2022, for the purpose of electing two members of the City Council (Council District Nos. 1 and 5) for a full term of four years; a City Clerk for a full term of four years; and a City Treasurer for a full term of four years.

SECTION 2: The exact form of the question to be voted on at the election for City Council for each District as it should appear on the ballot is as follows:

"FOR MEMBER OF THE CITY COUNCIL – Vote for one"

SECTION 3: The exact form of the question to be voted on at the election for City Clerk as it should appear on the ballot is as follows:

"FOR CITY CLERK - Vote for one"

SECTION 4: The exact form of the question to be voted on at the election for City Treasurer as it should appear on the ballot is as follows:

"FOR CITY TREASURER - Vote for one"

SECTION 5: Pursuant to Elections Code § 320, the City Clerk is the Elections Official and is authorized to take all legal actions to administer the election.

SECTION 6: The City Council authorizes the City Clerk to administer said election and the City will pay all reasonable and actual election expenses upon presentation of a properly submitted invoice.

SECTION 7: The polls for the election will open at seven o'clock a.m. on the day of the election and continuously remain open from that time until eight o'clock p.m. of the same day when the polls will close pursuant to Election Code § 14212, except as provided in Elections Code § 14401.

SECTION 8: Notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 9: In all particulars not specifically recited in this Resolution, the election will be held and conducted as provided by law for holding municipal elections.

SECTION 10: If the Los Angeles County Board of Supervisors permits the General Municipal Election to be consolidated with the Statewide General Election on November 8, 2022, then, notwithstanding anything to the contrary in Sections 7, 8, or 9, above, within the City the precincts, polling places, and election officers of the two elections will be the same the Registrar-Recorder/County Clerk of the County of Los Angeles will canvass the returns of the general municipal election and the election will be held in all respects as if there were only one election.

SECTION 11: This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 12: The City Clerk is directed to certify the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 13: This Resolution will become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED this ___ day of _____, 2022.

Henry Lo, Mayor

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, City Attorney

RESOLUTION NO.

A RESOLUTION CALLING A SPECIAL MUNICIPAL ELECTION ON NOVEMBER 8, 2022 PURSUANT TO ELECTIONS CODE § 1400 TO COMPLETE THE TERM FOR CITY COUNCIL DISTRICT NO. 3

The City Council of the city of Monterey Park resolves as follows:

SECTION 1: Pursuant to Elections Code § 1400, the City Council calls for a special municipal election to be held in the City of Monterey Park on Tuesday, November 8, 2022, for the purpose of electing one member of the City Council (Council District No. 3) for a partial term of two years.

SECTION 2: The exact form of the question to be voted on at the election for City Council for District No. 3 as it should appear on the ballot is as follows:

“FOR MEMBER OF THE CITY COUNCIL – Vote for one”

SECTION 3: Pursuant to Elections Code § 320, the City Clerk is the Elections Official and is authorized to take all legal actions to administer the election.

SECTION 4: The City Council authorizes the City Clerk to administer said election and the City will pay all reasonable and actual election expenses upon presentation of a properly submitted invoice.

SECTION 5: The polls for the election will open at seven o'clock a.m. on the day of the election and continuously remain open from that time until eight o'clock p.m. of the same day when the polls will close pursuant to Election Code § 14212, except as provided in Elections Code § 14401.

SECTION 6: Notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 7: In all particulars not specifically recited in this Resolution, the election will be held and conducted as provided by law for holding municipal elections.

SECTION 8: If the Los Angeles County Board of Supervisors permits the General Municipal Election to be consolidated with the Statewide General Election on November 8, 2022, then, notwithstanding anything to the contrary in Sections 5, 6, or 7, above, within the City the precincts, polling places, and election officers of the two elections will be the same the Registrar-Recorder/County Clerk of the County of Los Angeles will canvass the returns of the general municipal election and the election will be held in all respects as if there were only one election.

SECTION 9: This Resolution may be executed with electronic signatures in

Resolution No.
Page 2 of 2

accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 10: The City Clerk is directed to certify the passage and adoption of this Resolution and enter it into the book of original Resolutions.

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

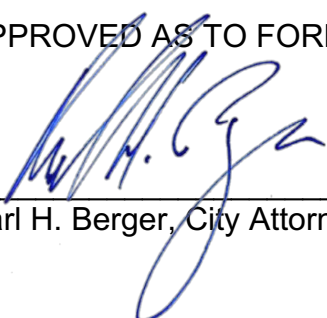
PASSED, APPROVED AND ADOPTED this ___ day of _____, 2022.

Henry Lo, Mayor

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, City Attorney

CITY OF MONTEREY PARK

RESOLUTION NO.

A RESOLUTION REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE THE CITY OF MONTEREY PARK'S GENERAL AND SPECIAL MUNICIPAL ELECTIONS TO BE HELD ON TUESDAY, NOVEMBER 8, 2022, WITH THE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO ELECTIONS CODE SECTION 10403

THE CITY COUNCIL RESOLVES, DECLARES, DETERMINES, AND ORDERS AS FOLLOWS:

SECTION 1. Pursuant to the requirements of Elections Code § 10002, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to conduct specified election services for the consolidation of the City of Monterey Park's general and special municipal elections with a Statewide election that will be held on Tuesday, November 8, 2022, for the purpose of electing two members of the City Council (Council District Nos. 1 and 5) for a full term of four years; one member of the City Council (Council District No. 3) for a partial term of two years; a City Clerk for a full term of four years; and a City Treasurer for a full term of four years. The City Council requests that the County of Los Angeles take all necessary steps to hold a consolidated election.

SECTION 2. The City Council requests the Board of Supervisors to direct the Registrar-Recorder/County Clerk to administer, manage, and oversee all facets of the City of Monterey Park's November 8, 2022, general and special municipal elections and further direct the Registrar-Recorder/County Clerk to perform all necessary function, services, and tasks related to the complete and successful conduct of the election; the provision of all election materials and equipment; the hiring, training, and supervision of poll workers and other election personnel; the printing and distribution of ballot materials; the translation of ballot materials; the collection of submitted ballots; the tallying of votes; canvassing and certification of election results. The County election department is authorized to canvass the returns of the general municipal election. The election will be held in all respects as if there were only one election and only one form of ballot will be used. The election will be held and conducted in accordance with the provisions of law regulating the Statewide Election.

SECTION 3. The City of Monterey Park recognizes that all necessary expenses incurred by the County in performing these services will be paid by the City of Monterey Park.

SECTION 4. The County's services will not include the final declaration of the results by the City Council pursuant to Elections Code §§ 10262 through 10265.

SECTION 5. The candidate filing process will be conducted by the City Clerk with the support of the County Registrar between the dates of July 18 and August 12, 2022 (or August 17, 2022, if an incumbent does not file), pursuant to Elections Code §§ 10220 through 10230.

SECTION 6. The City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the County election department of the County of Los Angeles.

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

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

SECTION 9. To the extent that any other resolution pertaining to the request to the Board of Supervisors of the County of Los Angeles to direct the Registrar-Recorder/County Clerk to administer, manage, and oversee the City of Monterey Park's general municipal election to be held on Tuesday, November 8, 2022, and request for consolidation with any statewide election to be held on November 8, 2022, is incorporated into this Resolution, it is superseded in its entirety. In all other particulars not specifically provided in this Resolution, the Election will be held and conducted as provided by law.

SECTION 10. The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of Monterey Park, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

SECTION 11. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

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

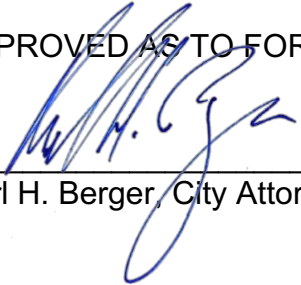
**PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE
CITY OF MONTEREY PARK ON THIS _____ DAY OF _____, 2022.**

Henry Lo, Mayor

ATTEST:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, City Attorney

RESOLUTION NO.

A RESOLUTION ESTABLISHING REQUIREMENTS FOR CANDIDATE STATEMENTS FILED WITH THE CITY CLERK TO BE INCLUDED WITH VOTER INFORMATION FOR AN ELECTION ON NOVEMBER 8, 2022.

The City Council of the city of Monterey Park resolves as follows:

SECTION 1: Pursuant to Elections Code § 13307, candidates seeking election to office on November 8, 2022 may prepare a candidate's statement on forms provided by the City Clerk.

SECTION 2: Statements filed in accordance with this Resolution may include the following:

- A. The candidate's name, age, and occupation; and
- B. A statement consisting not more than two hundred (200) words outlining the candidate's education and qualifications for office.

SECTION 3: The candidate's statement must conform with the following:

- A. It cannot identify the candidate's membership in any political party or activity in partisan political organization;
- B. It must be uniform in type and size;
- C. It must be typewritten using at least a 12 point font, provided on a printed draft and on a portable media (USB/CD) in Microsoft Word format;
- D. It must be filed in the City Clerk's office with a candidate's nomination papers;
- E. Although it may be withdrawn during the time for filing nomination papers and until 6:00 p.m. the next working day after the close of the nomination period, the statement may not be changed.

SECTION 4: Candidates filing a statement must pay to the City the following:

- A. A fee equal to a candidate's pro rata share of the total actual cost for printing, handling, translating, and mailing candidate statements.

- B. A deposit equal to the anticipated cost of translating and printing of not less than \$500 for English only, and \$1,000 for English and Spanish. The City Clerk must estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements.

The City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk will prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

- C. A candidate may apply for a waiver of the deposit by submitting with his or her candidate statement (1) a statement of financial worth on a form furnished by the City Clerk; and (2) a release of the candidate's most recent income tax report. The City Clerk will make a determination whether or not the candidate is indigent and notify the candidate. If determined not to be indigent, the candidate must within three (3) working days of notification either withdraw the statement or pay the deposit. The City Clerk will bill the candidate his or her actual pro rata share of the cost after the election.

SECTION 5: Candidates may not include any additional materials in the sample ballot package.

SECTION 6: The City Clerk is directed to provide a copy of this Resolution to each candidate, or a candidate's representative, at the time nominating petitions are issued.

SECTION 7: This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 8: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 9: This Resolution will become effective immediately upon adoption.

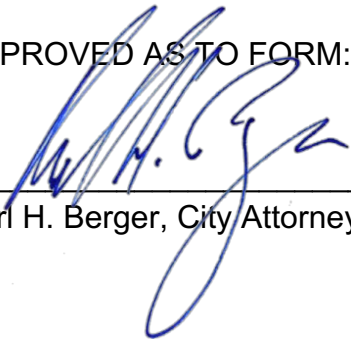
PASSED, APPROVED AND ADOPTED this ____day of _____, 2022.

Henry Lo, Mayor

ATTEST:

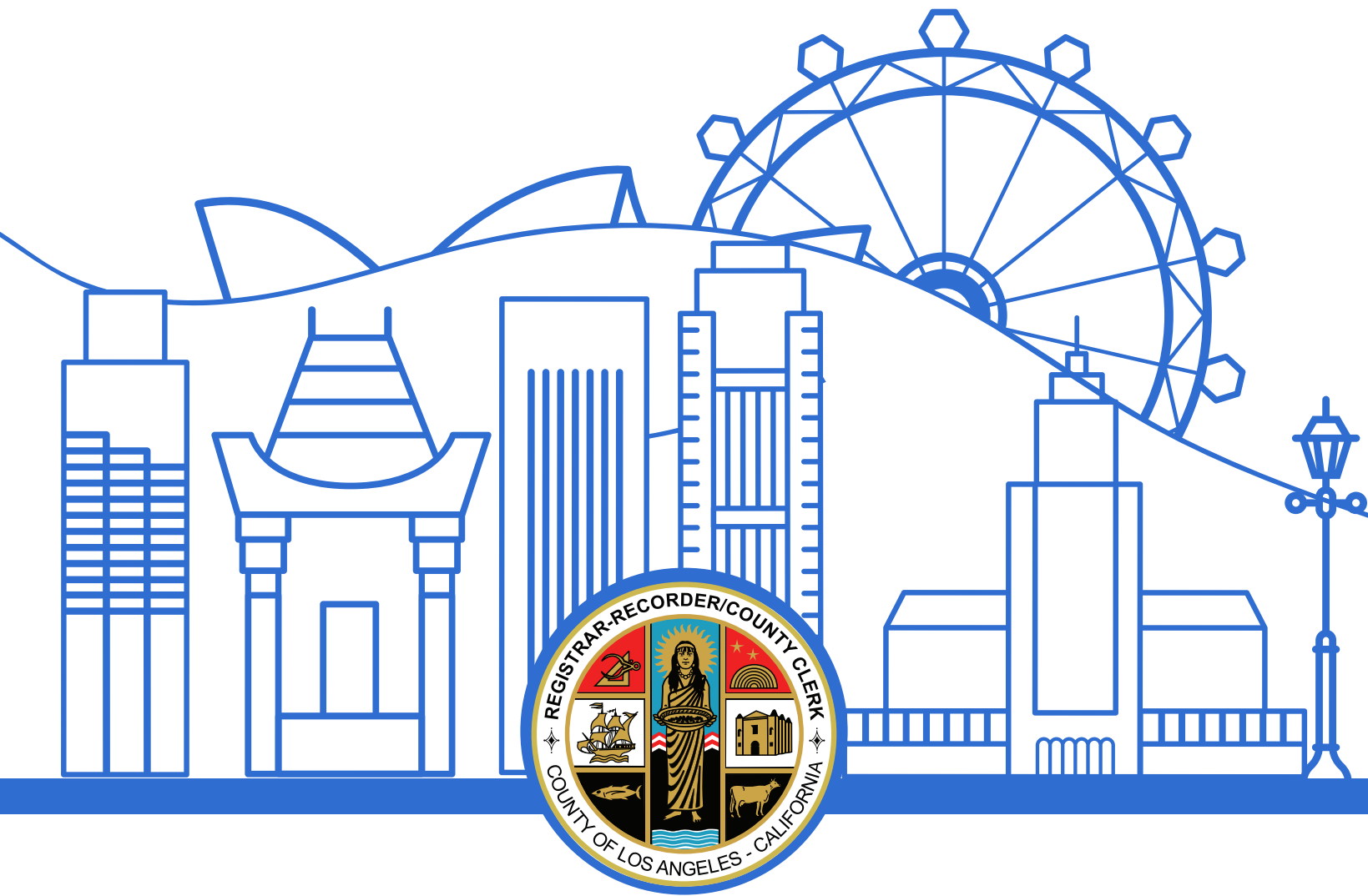
Vincent D. Chang, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, City Attorney

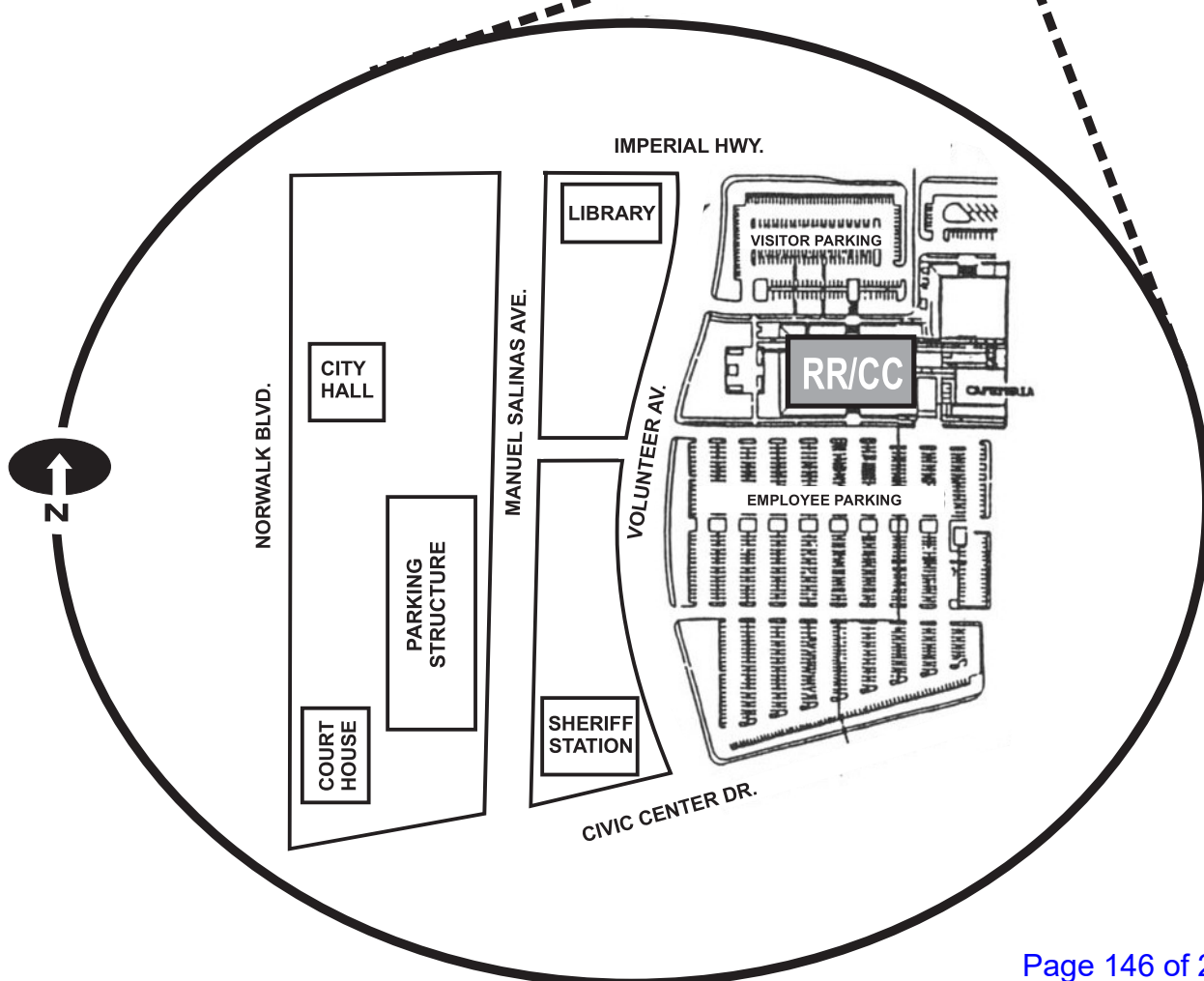
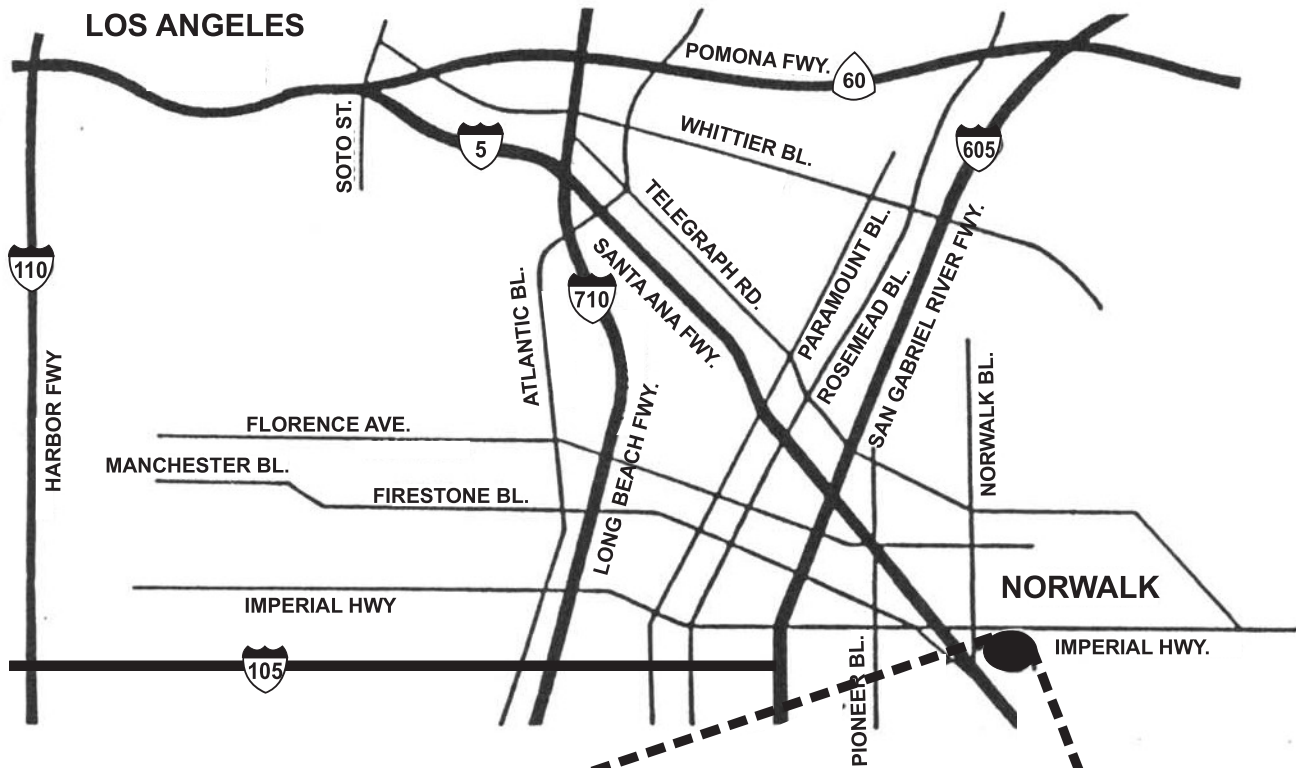
ATTACHMENT 2
Los Angeles County November 8, 2022
Municipal Information Booklet



**Los Angeles County
Registrar-Recorder/County Clerk**

**Municipal
Information Booklet**
General Election
November 8, 2022

COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY., NORWALK, CA 90650



NOTICE

This Municipal Information Booklet has been prepared to assist City Clerks in filing documents relating to the election. It includes a Calendar of Events, general information, and filing requirements with samples of forms. It is not intended to provide legal advice and is for general guidance only.

Please note that it is not within the purview of the Registrar-Recorder/County Clerk's Office to determine whether a candidate meets the requirements for holding office. City Clerks with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

City Clerks and others using this Municipal Information Booklet must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained herein.

TABLE OF CONTENTS

GENERAL INFORMATION

PAGE

City Responsibilities	i-iii
Requests for Special Cost Estimates	iv
RR/CC Responsibilities	v

CHAPTER 1: CALENDAR OF EVENTS..... 1-8

RR/CC Responsibilities

CHAPTER 2: CERTIFIED LIST OF QUALIFIED CANDIDATES, NAME TO APPEAR ON THE BALLOT AND BALLOT DESIGNATIONS

Certified List of Qualified Candidates (Sample)	9
Name To Appear On The Ballot.....	9
Order of Candidate Names	9
Ballot Designation Provisions.....	10
Ballot Designations	10
Elective Office Title	10
Incumbent	10
Appointed Incumbent	10
Principal Occupation	11
Community Volunteer	11
No Ballot Designation Desired	11
Ballot Designation Worksheet.....	11
Rejection of Ballot Designation	11
Unacceptable Designations	11
Secretary of State Ballot Designation Regulations	12-23

CHAPTER 3: CANDIDATE STATEMENTS

Candidate Statement Form (Sample)	24
Format and Style Information (Sample)	25
State Law	26
Estimated Cost.....	26
Indigent Candidates	27
Affidavit of Financial Worth (Sample).....	27
Public Examination Period	28
Incumbents / List of Qualified Candidates.....	28
Notice To Persons Submitting Candidate Statements	29

CHAPTER 4: BALLOT MEASURES

Resolution for Ballot Measure Text (Sample)	30
General Information	31
Ballot Measure Text (Sample).....	31
Request for Letter Designation	31
Withdrawal and/or Amendments	31

TABLE OF CONTENTS (continued)

CHAPTER 5: BALLOT ENCLOSURES	PAGE
Text and Titles.....	32
Format and Style	32
Ballot Enclosures	32
Arguments and Rebuttals (Samples).....	33
Ballot Enclosure Titles and Word Limitation Chart	34
Argument and Rebuttal Form (Sample).....	35
Declaration by Author(s) of Arguments/Rebuttals (Sample).....	36
Authorization for Another Person to Sign Rebuttal Argument Form (Sample).....	37
Available Forms	38
Withdrawal of Arguments	38
Public Examination.....	38
Original Forms/Signatures.....	38
Restrictions	38
Litigation.....	38
Ordinance/Charter Amendments.....	38
Notices Printed with Impartial Analysis	39
Notices Printed in Voter Information.....	40
Word Counting Guidelines	41
 CHAPTER 6: MULTILINGUAL SERVICES	
General Information	42
Multilingual Services (RR/CC).....	42
RR/CC Multilingual Materials	43
Transliteration of Candidate Names.....	43
Transliteration Form (Sample)	43
 CHAPTER 7: TELEPHONE GUIDE, AVAILABLE REPORTS AND MATERIALS	
Telephone Guide.....	44
Available Reports and Materials	45
 CHAPTER 8: SIGNATURE VERIFICATION SERVICES	46
 CHAPTER 9: ELECTION NIGHT SEMI-FINAL OFFICIAL RESULTS AND CERTIFICATION	
Semi-Final Official Results	47
Certification of Official Results	47
 EXHIBIT:..... LETTER DESIGNATION FORM	

NOTICE

This Municipal Information Booklet has been prepared to assist City Clerks in filing documents relating to the election. It includes a Calendar of Events, general information, and filing requirements with samples of forms. It is not intended to provide legal advice and is for general guidance only.

Please note that it is not within the purview of the Registrar-Recorder/County Clerk's Office to determine whether a candidate meets the requirements for holding office. City Clerks with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

City Clerks and others using this Municipal Information Booklet must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained herein.

GENERAL INFORMATION



CITY AND RR/CC RESPONSIBILITIES

GENERAL INFORMATION GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE NOVEMBER 8, 2022 GENERAL ELECTION

CITY RESPONSIBILITIES

The jurisdiction shall provide the Registrar-Recorder/County Clerk's office and the Board of Supervisors with signed copies of the **"Resolution Calling for an Election"** and **"Requesting Consolidation and Services"** (samples below).

RESOLUTION CALLING FOR AN ELECTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____
CALLING FOR THE HOLDING OF A GENERAL ELECTION MUNICIPAL ELECTION
TO BE HELD ON TUESDAY, _____ FOR THE ELECTION OF THREE (3)
MEMBERS OF THE CITY COUNCIL AS REQUIRED BY THE PROVISIONS OF THE
LAWS OF THE STATE OF CALIFORNIA RELATING TO CHARTER CITIES AND FOR
THE SUBMISSION TO THE VOTERS OF THE CITY A QUESTION RELATING TO THE
ENACTMENT OF AN EMERGENCY TWO PERCENT (2%) INCREASE IN THE CITY'S
UTILITY USER'S TAX (UUT) FOR AN INITIAL PERIOD OF TWO (2) YEARS AND TWO
(2) MONTHS

RESOLVED this 31st day of July, 2016.

RESOLUTION CONSOLIDATING WITH THE ELECTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____
CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE
COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL
ELECTION TO BE HELD ON _____, WITH THE GENERAL ELECTION
TO BE HELD ON THE DATE PURSUANT TO SECTION 10403 OF THE
ELECTIONS CODE.

RESOLUTION NO. CC-1407-065

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____
CALIFORNIA, REQUESTING THE BOARD
OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO
CONSOLIDATE A SPECIAL MUNICIPAL ELECTION TO BE
HELD ON NOVEMBER 8, 2016 WITH THE COUNTY OF LOS
ANGELES GENERAL ELECTION TO BE HELD ON THAT DATE
PURSUANT TO SECTION 10403 OF THE CALIFORNIA
ELECTIONS CODE

WHEREAS, the City Council of the City of _____ called a Special Municipal Election
to be held on November 8, 2016, for the purpose of submitting to the voters the questions
relating to City Treasurer requirements and extending term limits to the Mayor, City Council and
Members of the Board of Education; and

WHEREAS, it is desirable that the Special Municipal Election be consolidated with the
Los Angeles County General Election to be held on the same date and that within the city the
precincts, polling places and election officers of the two elections be the same, and that the
county election department of the County of Los Angeles canvass the returns of the Special
Municipal Election and that the election be held in all respects as if there were only one election.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF _____ DOES
RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of § 10403 of the Elections Code, the
Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to
the consolidation of a Special Municipal Election with the Los Angeles County General
Election on Tuesday, November 8, 2016, for the purpose of City measures being placed on
the ballot; and

SECTION 2. That the measures to appear on the Ballot are as follows:

CITY TREASURER REQUIREMENTS

CHARTER AMENDMENT: Shall	
Section 11.1 of Article XI of the _____ Charter be amended by deleting the requirements that the City Treasurer shall devote his full time to the duties of the office and shall not engage in private business practice during City business hours; and adding new language to have the authority to audit all moneys collected by the City from any source in order to prepare monthly reports mandated by the Charter?	YES
	NO

RESOLUTION NO. CC-1407-065
CONSOLIDATING WITH LA COUNTY

ATTEST:

RESOLUTION NO. 2014-62

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____
RESCINDING RESOLUTION NO. 2014-45 AND ORDERING, CALLING, PROVIDING
FOR AND GIVING NOTICE OF A SPECIAL ELECTION TO BE HELD ON
NOVEMBER 8, 2016 FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED
VOTERS OF SAID CITY A PROPOSITION TO AUTHORIZE THE ISSUANCE OF
WATER REVENUE BONDS BY SAID CITY TO FINANCE THE ACQUISITION OF A
WATER ENTERPRISE SYSTEM LOCATED IN THE CITY OF _____

2014-45 to give

2014-45 and

water enterprise
system") located
in; and

Section 54380 et
purpose, the
action, improving
mental thereto or

ter System at

voters approve
million in order
by capitalized
ance and fund

acquisition of
item and such
ble exclusively
g to the water
and

safety Act (Pub.
ation of CEQA
Guidelines, the
learninghouse #
the potential

hereby certify that the
adopted by the City
City Council held on

FORM:

City Attorney

CITY RESPONSIBILITIES (continued)

- Election resolutions should be addressed to **Ms. Celia Zavala, Executive Officer, Board of Supervisors** and be mailed to:

**Kenneth Hahn Hall of Administration
500 West Temple Street, Room 383
Los Angeles, California 90012**

- Additionally, election resolutions and the letter designation for measures form (see Exhibit) should be addressed to **Mr. Dean C. Logan, Registrar-Recorder/County Clerk** and be faxed/mailed or e-mailed to:

**Election Coordination Unit
12400 Imperial Highway, 2nd Floor, Room 2013A
Norwalk, California 90650
Phone: (562) 462-2912 FAX: (562) 406-2149
Email: ecu@rrcc.lacounty.gov**

- Ballot enclosure materials, including arguments and rebuttals, impartial analyses, candidate statements and certified lists of qualified candidates must be accompanied by a transmittal letter and **DELIVERED** by the applicable dates and times indicated in the Calendar of Events to:

**Election Planning Section
12400 Imperial Highway, 2nd Floor, Room 2015
Norwalk, California 90650
Phone: (562) 462-2317 FAX: (562) 466-6025
Email: electionplanning@rrcc.lacounty.gov**

- A “Resolution Calling for an Election” should include purpose of election, word limitation for candidate statements (**200 or 400 words**), advance payment requirement for candidates, Ballot Measure Text (**not to exceed 75 words including title**) and the vote requirement for measure passage (**i.e., majority of votes cast; 2/3 votes cast; 55% votes cast**). The resolution must state that **the City will reimburse the County for costs incurred**.
- All legal notices should be published (Notice of Election, Notice of List of Nominees etc.), **excluding Notice of Polling Places (Vote Centers)** and **Notice of Tally Center Location**.
- All candidate nomination documents, including Campaign Finance disclosure forms, should be issued, received and certified. Also, ballot designations and word counts on all candidate statements and enclosures should be verified.
- Signatures on nomination papers should be verified unless the Registrar-Recorder/County Clerk (RR/CC) is requested in writing to perform this service. If you plan on having this office verify signatures, please contact the Data Entry and Signature Verification Section at (562) 462-2371 directly for any inquiries regarding this process.

CITY RESPONSIBILITIES (continued)

- All ballot material should be photocopied including candidate names, ballot designations, candidate statements, measure arguments, rebuttals, impartial analyses, and other ballot measure enclosures and made available for public examination for the period designated in the Calendar of Events, **Chapter 1 of this booklet**.
- **It is the responsibility of the City Clerk to qualify all candidates** and to provide a complete and accurate **final list of qualified candidate names and ballot designations**, including addresses and telephone numbers, to be published, to the RR/CC by **E-81**. Also, the City Clerk should notify the RR/CC of any qualified write-in candidates by **E-12**.
- **Legible copies** of candidate statements should be provided by **E-81** and **legible copies** of arguments, impartial analyses and other related ballot materials by **E-78** which are to be printed and included in the Official Sample Ballot Booklet. Legible copies of rebuttal arguments must be submitted by **E-70**. If you are unable to meet these deadlines, please contact us and we may recommend that you contact your election supplier to make arrangements to print and mail a supplemental voter booklet.
- **A resolution** should be filed with the RR/CC by **E-83** to **amend** a measure for an election or **withdraw** a measure for a cancelled election.

NOTE: IF THE CITY IS PLACING MORE THAN ONE MEASURE ON THE BALLOT, THE CITY MUST ADVISE THIS OFFICE OF THE DESIRED BALLOT SEQUENCING FOR MULTIPLE MEASURES.

- The RR/CC should be notified no later than **August 25, 2022 (E-75)** if an election is being **CANCELLED** due to an insufficient number of candidates filing for offices.
- Ballot reproduction proofs of candidates statements, vote recorder pages and ballot enclosures should be reviewed and approved, The RR/CC should be notified immediately of any typographical errors, corrections, or omissions.
- **Certificates** of election to elected candidates should be issued.
- The City should determine if it has to translate material separately from the RR/CC. Please see Chapter 6 for more information.
- Staff in the **Election Planning Section and the Election Coordination Unit are available through the telephone numbers listed on the previous pages** should you need additional assistance or have further questions after reviewing the Information Booklet.

Requests for Special Cost Estimates – If you are a local jurisdiction that is responsible for conducting and administering elections (e.g., city, school district, general district) that is in need of a cost estimate for a potential election:

- that would not be consolidated with the statewide primary election in March or June or the statewide general election in November
- or that must adhere to a special timeline such as a recall election or an election due to termination of a provisional appointment
- or that would be conducted pursuant to Elections Code sections 1000(b), 1000(c), or 4000; Education Code 5091; or Government Code 1780 or 36512

Please submit correspondence, on your jurisdiction's letterhead, that describes:

- 1) the date that you are targeting or that is legally required
- 2) the statutory or legal authority that allows for said date
- 3) your request for a cost estimate.

Please ensure that your correspondence is signed by the appropriate official and address it to:

Monica Flores
Acting Assistant Registrar-Recorder/County Clerk
12400 Imperial Highway, Suite 7001
Norwalk, California 90650

Please email it to Monica Flores (mflores@rrcc.lacounty.gov) and copy Alex Olvera (aolvera@rrcc.lacounty.gov) and the Financial Services Section (electionbilling@rrcc.lacounty.gov).

REGISTRAR-RECORDER/COUNTY CLERK RESPONSIBILITIES

- The RR/CC receives signed copies of city resolutions “Requesting Consolidation and Services” and will automatically send the requesting cities an information booklet along with the appropriate forms such as candidate statement forms, transliteration forms, estimated costs of candidate statement, etc. **If a city has a measure on the ballot, our office will provide argument/rebuttal forms.**
- The RR/CC verifies signatures on Nomination Petitions upon written request from a city. Rates vary depending on the system used to verify signatures. For more information, see Chapter 8 or contact the **Data Entry and Signature Verification Section at (562) 462-2371.**
- The RR/CC recruits voter centers and election workers, and publishes the **Notice of Tally Center Location**. If you have specific vote center or election worker requests, contact the **Election Worker Services Section at (562) 466-1373.**
- The RR/CC assigns letter designations for each measure on the ballot. Letter designations are assigned in alphabetical order commencing with County measures and then other local measures (city, school, special district) in alphabetical sequence. Cities may request a specific letter designation in writing by completing a letter designation form (Exhibit) and submitting to the Election Coordination Unit by **August 17, 2022 (E-83)**. The email address is ecu@rrcc.lacounty.gov. An alternate choice should also be submitted in case the requested letter designation has already been assigned to another jurisdiction.
- The RR/CC prints official ballots. An English Official Sample Ballot Booklet will be printed and mailed. The RR/CC will include the City's material (English or English and Spanish candidate statements and measure information) in the same booklet depending on the volume of voting material. In some cases, the City Clerk will be required to prepare and mail a supplemental voter booklet.
- The RR/CC prepares and mails multilingual ballot material in accordance with the Voting Rights Act (VRA).

The RR/CC also:

- Issues Vote By Mail ballots and material and processes returned VBM ballots.
- Provides precinct supplies and trains election workers.
- Staffs check-in-centers and the tally center location.
- Conducts election tally and releases semi-official election results.
- Canvasses election returns and certifies official election results to the City.

Chapter 1

Calendar of



CALENDAR OF EVENTS

GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE NOVEMBER 8, 2022 GENERAL ELECTION

DATES	EVENTS
MAY 12 (Th) E-180	ADJUSTED JURISDICTION MAP Last day for jurisdictions to deliver a map delineating district and/or division boundary adjustments due to topography, geography, cohesiveness, contiguity, integrity, compactness of territory, community of interests, or other factors as applicable. NOTE: Historically, E-180 is the operational deadline used by the RRCC. Due to delays with U.S. Census data, this deadline has been postponed. For more information, please email redistricting@rrcc.lacounty.gov. (E. C. § 22000)
JULY 11 (M) E-120	ADOPTION OF ELECTION RESOLUTION (FOR OFFICE CONTESTS) Recommended last day for City Council to adopt resolution calling a General or Special Municipal Election for city elected officials. CITY RESOLUTION — CANDIDATE STATEMENTS Last day for the City Council to adopt resolution determining or amending the word limitation for candidate statements (200 or 400 words), and whether advance payment is required. (E. C. § 13307)
JULY 18 (M) E-113 AUG. 12 (F) E-88 5:00 P.M.	NOMINATION PERIOD First and last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224 and 10407) CANDIDATE STATEMENTS During this period candidates may file with the City Clerk a candidate statement not to exceed the word limitation (200 or 400 words) for inclusion in the Official Sample Ballot Booklet. The statement shall be filed no later than the last day to file nomination documents. (E. C. § 13307) NOTE: Candidate statements are only included in the Official Sample Ballot Booklet and will not be included in the Vote By Mail Voting Instructions and Guide.
JULY 18 (M) E-113	NOTICE OF ELECTION — PUBLICATION On or before this date the City Clerk shall publish a notice of election. (E. C. § 12101 and Govt. Code § 6061)

DATES	EVENTS
AUG. 11 (Th) E-89 5:00 P.M.	DATE FIXED TO SUBMIT ARGUMENTS — PUBLICATION Not later than this date, a notice may be published once in a newspaper of general circulation setting forth the date fixed to submit direct arguments. (E. C. Govt. Code § 6061) NOTE: It is recommended that this notification be combined with the Notice of Election that cities publish pursuant to E. C. § 12101.
AUG. 12 (F) E-88 5:00 P.M.	NOMINATION DOCUMENTS — DEADLINE DATE Last day for candidates to file nomination documents with the City Clerk. (E. C. §§ 10220, 10224 and 10407) CANDIDATE WITHDRAWAL No candidate whose Declaration of Candidacy has been filed may withdraw after this date. (E. C. § 10224) CONSOLIDATION OF ELECTIONS Last day City Clerks can file a resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk requesting consolidation with the election. A resolution placing a measure on the ballot shall contain the ballot wording which cannot exceed 75 words . (E. C. §§ 1405, 10402 and 13247)
AUG. 13 ** (Sa) E-87**	AUG. 17 (W) E-83 5:00 P.M. NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE) If nomination documents for an incumbent are not filed by 5:00 p.m. on August 12, 2022 , the nomination period shall be extended until August 17, 2022 at 5:00 p.m. , for persons other than the incumbent. (E. C. § 10225) NOTE: The extension does not apply where there is no incumbent eligible to be elected.
AUG. 13** (Sa) E-87**	AUG. 22 (M) E-78 PUBLIC EXAMINATION PERIOD Recommended period for the City Clerk to make available candidate statements, candidate names and ballot designations for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (E. C. § 13313) For candidate names and ballot designations, a writ of mandate may be filed pursuant to E.C. § 13314. NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to August 18 through August 29** .

** August 13, 20 and 27 (Saturdays) and August 14 and 28 (Sundays) - RRCC office will be closed.

DATES	EVENTS
AUG. 17 (W) E-83	AMENDMENT OR WITHDRAWAL OF MEASURE — DEADLINE Last day for county elections official to receive a resolution from a legislative body requesting to withdraw or amend any measure previously submitted for placement on the ballot. (E. C. § 9605) MEASURE LETTER DESIGNATION Last day for a City Clerk to request a specific letter designation in writing for a measure appearing on the ballot. An alternate choice should be submitted in case the requested designation has already been assigned.
AUG. 18 (Th) E-82 11:00 A.M.	RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE The Secretary of State shall hold a public drawing to determine the order of candidate names to appear on the ballot by randomly drawing each letter of the alphabet. (E. C. § 13112) RANDOMIZED ALPHABET DRAWING BY REGISTRAR-RECORDER/COUNTY CLERK A public drawing shall be held to determine the order of candidate names on the ballot for state legislative districts that encompass more than one county by randomly drawing each letter of the alphabet. (E. C. § 13111(i))
AUG. 19 (F) E-81	LIST OF CANDIDATES — COPY OF CANDIDATE STATEMENTS No later than this date the City Clerk shall deliver to the county elections official a certified list of qualified candidate names, ballot designations and residence addresses. (E. C. §§ 10402 and 10403) A legible copy of each candidate statement to be included in the Official Sample Ballot Booklet shall be delivered to the county elections official by this date. NOTE: The name on the candidate statement MUST match the name on the certified list of qualified candidates. MEASURES — LETTER DESIGNATION Scheduled date for the county elections official to notify the City Clerk of letter assigned to ballot measure(s).

DATES	EVENTS
AUG. 19 (F) E-81	IMPARTIAL ANALYSIS — LAST DAY TO SUBMIT TO CITY CLERK Recommended last day for the City Attorney to transmit impartial analysis of measure to the City Clerk. (E. C. § 9280) ARGUMENTS — LAST DAY TO SUBMIT TO CITY CLERK Recommended last day to submit arguments “FOR” or “AGAINST” any city measure to the City Clerk. Arguments may not exceed 300 words in length. (E. C. §§ 9282 and 9286) NOTE: The deadline to submit direct arguments may vary due to a City’s municipal code or charter, standard business hours, etc.
AUG. 20 (Sa)** AUG. 29 (M) E-80** E-71	PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS Recommended period for the City Clerk to make available for public examination, a copy of ballot measure text, impartial analysis and arguments for a measure. A fee may be charged to any candidate/person obtaining a copy of the materials. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E. C. § 9295) MEASURE ENCLOSURES No later than August 22, 2022 the City Clerk shall deliver a copy of each argument, ordinance text, analysis and any other ballot data/material to the county elections official for inclusion in the Official Sample Ballot Booklet.
AUG. 25 (Th) E-75	CANCELLED ELECTION DUE TO INSUFFICIENT NUMBER OF CANDIDATES Last day for City Clerk to make appointment(s) in lieu of election when an insufficient number of candidates file for the office. If an appointment(s) is not made, the election shall be held. (E. C. § 10229) NOTE: It is imperative that the City Clerk notify the county elections official immediately of cancelled elections.

** August 20 (Saturday) and August 21 (Sunday) - RR/CC office will be closed.

DATES		EVENTS
AUG. 29 (M) E-71		REBUTTALS — LAST DAY TO SUBMIT TO CITY CLERK Recommended last day for authors of arguments “FOR” and “AGAINST” any city measure to submit rebuttals (if permitted) to the City Clerk. A rebuttal may not exceed 250 words . (E. C. § 9285)
AUG. 30 (Tu) E-70		REBUTTALS — LAST DAY TO SUBMIT TO COUNTY Recommended last day for the City Clerk to submit rebuttals to the county elections official for inclusion in the Official Sample Ballot Booklet.
AUG. 30 (Tu) E-70	SEPT. 8 (Th) E-61	PUBLIC EXAMINATION PERIOD FOR REBUTTALS Recommended period for the City Clerk to make available rebuttals for public examination. A fee may be charged to any candidate/person obtaining a copy of the data/material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted. (E. C. § 9295)
SEPT. 8 (Th) E-61	SEPT. 14 (W) E-55	BALLOT PROOFS Recommended period for the county elections official to deliver copies of official ballot proofs to the City Clerk for approval. NOTE: Corrections to any ballot material must be submitted to the county elections official within 24 hours of receipt.
SEPT. 12 (M) E-57	OCT. 25 (Tu) E-14	STATEMENT OF WRITE-IN CANDIDACY A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-In Candidacy and sponsor signatures stating that they are a write-in candidate for the election. (E. C. §§ 8600, 8601 and 10103)

DATES	EVENTS
OCT. 10 (M) E-29	VOTE CENTER STAFF — APPOINTMENT Last day to appoint staff and designate vote centers. A notice of appointment shall be mailed to all staff. (E. C. §§ 12286, 12307 and 12319) MAILING OF VOTE BY MAIL BALLOTS No later than 29 days before the day of the election, the county elections official shall begin mailing the materials required by Section 3010. (E. C. § 3001(b), 3010 and 3206) PROCESSING VOTE BY MAIL BALLOTS The processing of vote by mail ballots may commence on the 10th business day before the election but the results of the tally shall not be released until after the vote centers close. (E. C. § 15101(b))
OCT. 10 (M) E-29 NOV. 1 (Tu) E-7	VOTE BY MAIL — FIRST AND LAST DAY TO APPLY Applications may be filed between these dates (both dates inclusive). Applications received prior to the 29th day preceding the election will be kept and processed during this period. (E. C. § 3001)
OCT. 10 (M) E-29 NOV. 8 (Tu) ELECTION DAY	EMERGENCY VOTE BY MAIL Between these dates, any voter may request a Vote By Mail ballot if they are unable to go to a Vote Center because of confinement due to an illness. The voter may designate an authorized representative to pick-up and return the ballot. (E. C. § 3021)
OCT. 14 (F) E-25	COPIES OF STREET INDEX Suggested last day for the City Clerk to request the number of street index copies required (not to exceed four (4)). (E. C. § 2183)
OCT. 18 (Tu) E-21	MAILING OF OFFICIAL SAMPLE BALLOT BOOKLETS (Historically commencing at E-40) An Official Sample Ballot Booklet shall be mailed to each voter in the jurisdiction no later than 21 days before the election. (E. C. § 13303)

DATES	EVENTS
OCT. 24 (M) E-15	CLOSE OF REGISTRATION Last day to transfer or register to vote in the election. (E. C. §§ 2102 and 2107)
OCT. 25 (Tu) E-14 NOV.8 (Tu) ELECTION DAY	NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen. (E.C. § 3500)
OCT. 25 (Tu) E-14	STATEMENT OF WRITE-IN CANDIDACY DEADLINE Last day for a candidate to file with the City Clerk sponsor signatures and a declaration stating that they are a write-in candidate in the election. (E. C. §§ 8600 and 8601) BILINGUAL VOTE CENTER STAFF Last day to prepare list of appointed bilingual staff. (E. C. § 12303)
OCT. 27 (Th) E-12	WRITE-IN CANDIDATES — SUBMIT TO COUNTY Recommended last day for the City Clerk to deliver the list of qualified write-in candidates to county elections official.
OCT. 29 (Sa) E-10	TALLY CENTER LOCATION — PUBLICATION On or before this date a notice specifying the public place to be used as the central tally location for counting the ballots shall be published once in a newspaper of general circulation within the jurisdiction. (E. C. § 12109) VOTE CENTERS — FIRST DAY Vote Centers open beginning 10 days prior to election day. A Voter Center election may be conducted pursuant to E. C. § 4007.
NOV. 1 (Tu) E-7	NOTICE OF LIST OF NOMINEES — PUBLICATION On or before this date, the City Clerk shall publish a list of nominees once in a newspaper of general circulation within the city. (E. C. § 12110 and Govt. Code § 6061)

DATES	EVENTS
NOV. 8 (Tu) 8:00 P.M. ELECTION DAY	ELECTION DAY Vote Centers open 7:00 a.m., close 8:00 p.m. (E. C. §§ 1200 and 14212) VOTE BY MAIL BALLOTS RETURNED — 8:00 P.M. Last day for Vote By Mail ballots to be received or turned in personally by the voter at any vote center in the jurisdiction. An authorized representative may return the voted ballot under specified conditions. (E. C. §§ 3017 and 3020) Any Vote By Mail ballot cast under this division shall be timely cast if it is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than seven days after election day in addition to the provisions set forth in E. C. 3020, Sections 1 and 2. (E. C. § 3020(b) Section 1 and 2)
NOV. 10 (Th) E+2	OFFICIAL CANVASS The canvass of election returns shall commence no later than the first Thursday following the election. (E. C. §§ 10262 and 15301)
DEC. 8 (Th) E+30	COMPLETION OF OFFICIAL CANVASS The county elections official shall prepare a certified statement of the results of the election and submit it to each jurisdiction within 30 days of the election. (E. C. § 15372) NOTE: On December 5, 2022 the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On December 6, 2022 the Board of Supervisors is tentatively scheduled to declare the election officially concluded.

Chapter 2



Certified List of Qualified Candidates, Name to Appear on the Ballot and Ballot Designations

CERTIFIED LIST OF QUALIFIED CANDIDATES

Below is the sample format the City Clerk should follow in submitting candidate names that will appear on the ballot. The additional information will be used for publication.

[illegible]

NAME TO APPEAR ON THE BALLOT

The **ballot name** may be designated as follows:

- First, middle and last names
- Initials only and last name
- A nickname (must be in parentheses () or quotation marks “”)
- A short version of the first name, such as “Bill” for William, “Dick” for Richard or “Kathy” for Kathleen

Please note:

- **Titles or degrees** are not allowed in the ballot name. (E.C. § 13106)
- Within one year of any election, a **change in legal name** shall not appear on the ballot unless the change was made by marriage or by decree of court. (E.C. § 13104)

ORDER OF CANDIDATE NAMES — The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet on **E-82**. Official vote recorder ballot positions for candidate names will not be available until approximately **40 days** before the election date.

BALLOT DESIGNATION PROVISIONS

The ballot designation describes the current profession, vocation, occupation or

incumbency status of the candidate that will appear on the ballot under the candidate's name.

BALLOT DESIGNATIONS:

- Can be no more than **three (3)** words
- Must appear on the Declaration of Candidacy/Affidavit of Nominee at the time it is filed
- Become public record once the information is filed on the Declaration of Candidacy/Affidavit of Nominee
- **Cannot be changed after the final date to file nomination documents (E-88)**

Ballot designations which exceed space allotted on the ballot (approximately 60 characters) are printed in a smaller typeface pursuant to Section 13107 (i) of the Elections Code.

The listing of a designation on the ballot is OPTIONAL. Only one of the following categories is allowed:

ELECTIVE OFFICE TITLE — Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

- **Example A:** Governing Board Member
- **Example B:** Boardmember, XYZ School District
- **Example C:** Councilmember, City of Los Angeles

INCUMBENT — The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

APPOINTED INCUMBENT — The words **Appointed Incumbent** must be used **IF** the candidate was appointed to the office and is **now** seeking election to that office. The word **Appointed** may also be used with the office title.

- **Example A:** Appointed Incumbent
- **Example B:** Appointed Boardmember, XYZ School District

EXCEPTION: Candidates appointed to office in lieu of an election **do not** have to use the word appointed.

BALLOT DESIGNATION PROVISIONS (continued)

PRINCIPAL OCCUPATION — No more than **three words** may be used to either describe the current principal profession, vocation, or occupation of the candidate **or** the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

- **Example A:** High School Teacher
- **Example B:** Attorney/Educator/Businessowner
- **Example C:** CEO/Councilmember

COMMUNITY VOLUNTEER — A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

- A candidate's community volunteer activities constitute their principal profession, vocation or occupation
- A candidate may not use the designation of "Community Volunteer" in combination with any other principal profession, vocation or occupation
- A candidate is not engaged concurrently in another principal profession, vocation or occupation

NO BALLOT DESIGNATION DESIRED — A ballot designation is optional. If the candidate does not request a ballot designation, the City Clerk must indicate NONE on the certified list of qualified candidates.

BALLOT DESIGNATION WORKSHEET — A ballot designation worksheet that supports the use of that ballot designation is required to be filed with the Registrar-Recorder/County Clerk at the same time a Declaration of Candidacy is filed. If a candidate fails to file a ballot designation worksheet, no designation will appear on the ballot. (E.C. § 13107.3)

REJECTION OF BALLOT DESIGNATION — If the designation is in violation of any of the restrictions set forth in the California Elections Code, the candidate will be notified by certified mail return receipt request, addressed to the mailing address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. (E.C. § 13107(f))

UNACCEPTABLE DESIGNATIONS — Pursuant to Elections Code § 13107(e), the Elections Official shall not accept a ballot designation if:

- a) It would mislead the voter.
- b) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous or eminent.
- c) It abbreviates the word "retired" or places it following any word(s) that it modifies.
- d) It includes a word or prefix, such as "former" or "ex", which means a prior status. The only exception is the use of the word "retired".
- e) It includes the name of any political party, whether or not it has qualified for the ballot.
- f) It includes a word(s) referring to a racial, religious, or ethnic group.
- g) It refers to any activity that is prohibited by law.

SECRETARY OF STATE

BALLOT DESIGNATION REGULATIONS

Chapter 7. Ballot Designations

§ 20710. General Provisions.

(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.

(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.

(c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether [they] will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.

(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts [they are] submitting [their] proposed ballot designation.

(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.

(f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20711. Ballot Designation Worksheet.

(a) In order to facilitate review of a candidate’s proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate may submit, at the time of filing [their] proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

BALLOT DESIGNATION REGULATIONS (continued)

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) At the option of the candidate, the candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting [their] proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office [they] currently occupy and may attach a copy of [their] Certificate of Election;

(B) If the candidate is a judicial officer and is submitting [their] proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office [they] currently hold and may attach either (A) a copy of [their] Certificate of Election or (B) a copy of [their] commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which [they] currently occupy;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:

BALLOT DESIGNATION REGULATIONS (continued)

- (i) The title of the position or positions which [they] claim supports the proposed ballot designation;
 - (ii) The dates during which the candidate held such position;
 - (iii) A description of the work [they] perform in the position;
 - (iv) The name of the candidate's business or employer;
 - (v) The name and telephone number of a person or persons who could verify such information; and
 - (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
- (D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate should indicate the date on which [they were] appointed to the office for which [they are] an appointed incumbent.
- (d) The candidate may attach or append any supporting documents or other exhibits to [their] Ballot Designation Worksheet which [they] believe support [their] proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.
- Note: Authority: Section 12172.5, Government Code
- Reference: Section 13107, Elections Code (e) If a candidate requests a change of [their] ballot designation pursuant to Election Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(1).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:

- (a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
- (b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.
- (c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

BALLOT DESIGNATION REGULATIONS (continued)

(d) Proposed ballot designations indicating a position of legislative leadership, such as “Majority Leader of the California Senate,” “Minority Leader of the California State Assembly,” “Speaker of the California State Assembly,” “President Pro Tempore of the California State Senate,” and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, be considered under the provisions of § 13107(a)(3).

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(2).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited “incumbent,” as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term “incumbent” must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation “Incumbent.”

(c) The word “incumbent” is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms “profession,” “vocation,” or “occupation,” as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

BALLOT DESIGNATION REGULATIONS (continued)

(1) "Profession" means a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline of learning or science. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

(2) "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for [their] livelihood and spends a major portion of [their] time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

(3) "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) "Principal," as that term is used in Elections Code § 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

(1) If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of [their] "principal" professions, vocations or occupations if (i) the candidate has maintained [their] license current as of the date [they] filed [their] nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable license fees and (ii) the status of the candidate's license is active at the time [they] filed [their] nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of [their] "principal" professions, vocations or occupations if (i) the candidate's licensure status is "inactive" at the time the candidate

BALLOT DESIGNATION REGULATIONS (continued)

files [their] nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files [their] nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code § 13107 and the regulations included in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time [they] file [their] nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time [they] file [their] nomination documents, the candidate may use a ballot designation consisting of [their] principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code § 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

(f) Pursuant to Elections Code § 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three-word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

BALLOT DESIGNATION REGULATIONS (continued)

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary of the English language.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not “geographical names,” as the term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of “City of . . .,” “County of . . .,” or “City and County of . . .” Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento.

(4) An acronym shall be counted as one word.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(4).

(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the phrase “appointed incumbent” if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”

(b) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word “appointed” in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word “appointed.”

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(4).

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20716. Unacceptable Ballot Designations.

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with,

BALLOT DESIGNATION REGULATIONS (continued)

Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code § 13107, subdivision (a)(3):

(1) **Avocations:** An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work, and matters pursued as an amateur.

(2) **Pro Forma Professions, Vocations and Occupations:** Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, volunteer firefighter, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) **Statuses:** A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns [their] livelihood or spends the substantial majority of [their] time. Examples of a status include, but are not limited to, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, tradename, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget[®] Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

BALLOT DESIGNATION REGULATIONS (continued)

(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

- (1) Prior to retiring from [their] principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
- (2) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
- (3) The candidate has reached at least the age of 55 years;
- (4) The candidate voluntarily left [their] last professional, vocational or occupational position;
- (5) If the candidate is requesting a ballot designation indicating that [they are] a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;

BALLOT DESIGNATION REGULATIONS (continued)

(6) The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,

(7) The candidate's retirement benefits are providing [them] with a principal source of income.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to [their] specific denomination. However, the candidate may use [their] clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20717. Requests for Supporting Documentation.

In addition to the Ballot Designation Worksheet requested to be filed with the Secretary of State pursuant to Election Code § 20711 and 3107.3 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials and the rendering of a summary, final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate.

BALLOT DESIGNATION REGULATIONS (continued)

When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that [they have] submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

§ 20718. Communication of Decisions Regarding Ballot Designations.

(a) An official copy of the decision of the Secretary of State regarding a candidate's ballot designation will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit an unofficial copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission sent to the facsimile number listed on the candidate's Ballot Designation Worksheet. When the candidate does not have reasonable access to a facsimile machine, the Secretary of State will transmit to the candidate, at the candidate's request, an unofficial copy of the decision by means of overnight express delivery to the address listed on the candidate's Ballot Designation Worksheet provided. If the candidate has not submitted a Ballot Designation Worksheet, the Secretary of State will transmit an official copy to the facsimile number provided by the candidate or, if the candidate does not have reasonable access to a facsimile machine, by overnight express mail to the address provided by the candidate.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

BALLOT DESIGNATION REGULATIONS (continued)

§ 20719. Service of Legal Process Regarding Ballot Designations.

(a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, Legal Affairs Unit, Executive Office of the Secretary, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State in the Legal Affairs Unit to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

(d) The Secretary of State shall be named as a respondent in any legal action pertaining to a ballot designation for a candidate described in Election Code § 15375, except for a candidate for judge of the superior court.

Chapter 3



Candidate Statements

CANDIDATE STATEMENTS

CANDIDATE STATEMENT FORM (Sample below) — The Candidate Statement Form is provided for candidate use in submitting statements to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the packet each candidate receives when filing nomination documents.

NOTE: The Official Vote By Mail Voting Instructions and Guide DOES NOT include Candidate Statements.

FRONT



CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES
READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT

STATEMENT OF: _____

CANDIDATE FOR: _____

ELECTION DATE: _____

AGE: _____ OCCUPATION: _____
 (Optional) (Optional)

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style Times New Roman, size 11 point. However, statement can be submitted using any standard font. See reverse side for information and guidelines including formatting restrictions. Statements are **only** included in the Official Sample Ballot Booklet and **will not** be included in the Official Absentee/Vote by Mail Ballot Instructions.

CSF 0617

BACK

CANDIDATE STATEMENT INFORMATION AND GUIDELINES
 (Elections Code Sections 13307, 13308, 13311 and 13313)

GENERAL INFORMATION: Filing of a statement is optional and applies to local nonpartisan offices. The elections official sends to each registered voter an Official Sample Ballot Booklet which contains the candidate statements prepared and submitted.

FILING PERIOD: Statement must be filed no later than the close of business hours on the last day of the candidate nomination period.

WITHDRAWAL: A candidate statement cannot be changed or revised once it is filed. A candidate statement may be withdrawn by 5 p.m. of the next business day after the last day to file the statement.

CONTENTS: Statement may include candidate's age and occupation and a 200 word description of the candidate's education and qualifications. Some jurisdictions increase the word limit to 400 words.

FORMAT/WORD COUNT: Please refer to the Candidate Handbook (Section 1 Chapter 3) for detailed information regarding format and word counting guidelines.

RESTRICTIONS: The candidate statement shall not include the party affiliation of the candidate nor reference any membership or activity in political organizations. Please refer to the Candidate Handbook (Section 1 Chapter 3) for more information.

IMPORTANT NOTICE - PLEASE READ

CANDIDATE STATEMENT BULLETIN: Please be advised that your candidate statement will not be appearing in the Vote By Mail Instructions entitled "Vote By Mail Instructions". It will only appear in the Official Sample Ballot Booklet.

PUBLIC EXAMINATION PERIOD: Candidate statements shall be confidential until the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During the examination period, candidate listings, candidate statements, candidate names and ballot designations (or occupation) on ballots shall be open to public examination. Any person may file a writ of mandate or an injunction to challenge and possibly amend any or all of the material data (E.C. 13215). If the filing period is extended for a particular office, the examination period for that office shall be adjusted. A fee may be charged to any candidate/person obtaining a copy of the material.

CANDIDATES FILING IN SHARED DISTRICTS: Your candidate statement must be filed with the county elections official in each county where you wish to have your statement printed (e.g., if you wish to have your statement printed in both Los Angeles and Ventura Counties, then you must submit one (1) copy of your statement and the appropriate fee to each county where you intend to have your statement appear in the Official Sample Ballot Booklet). The elections official will not forward your candidate statement or estimated shared cost to neighboring counties.

ESTIMATED COST

The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on number of voter registrations, the length and/or format of the statement submitted and printing cost. Accordingly, the elections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense to or refund any excess paid depending on the final actual cost. In the event of underpayment, the elections official may require the candidate pay to the balance of the cost incurred. In the event of overpayment, the elections official shall provide the excess amount among the candidate and refund the excess amount paid.

Pursuant to California law, the local agency has authorized a ☐ 200 ☐ 400 word maximum, and requires that the estimated cost be paid:
☐ in advance by all candidates ☐ District will pay for all candidate statements
☐ District will bill candidate after the election

The estimated cost of your English statement is: _____ The estimated cost of your English & Spanish statement is: _____

NOTE: Cost is estimated on a per page basis and may double, triple, or quadruple depending on your language selection(s) and/or statement formatting.

I have read and understand the provisions contained on this form and in the Candidate Handbook, and request that my statement as shown on the reverse side be printed as indicated:

Please mark (x) one box: English ☐ English & Spanish ☐

Signature of Candidate: _____ Date: _____

Phone Numbers: () _____ Daytime _____ Evening _____

DO NOT PRINT THIS STATEMENT IN THE EVENT

☐ There is no opposition to this contest on the ballot. ☐ No other candidate for this contest files a statement.

OFFICE USE ONLY

☐ Verified filing of Declaration of Candidacy and/or Nomination Papers

Project Code No.: _____
 Candidate File No.: _____
 Total No. of Words: _____
 Total No. of Words in boldface, capital letters, and/or underscored: _____
 By Deputy: _____

Date: _____ Election Official: _____

CSI 06/18

FORMAT AND STYLE INFORMATION (Sample below) — Statements must be neatly typed. Statement will be typed in the Official Sample Ballot Booklet using Times New Roman font in 11 point size. Please note, if using any standard font less than Times New Roman in 11 point size, the printed candidate statement may extend to two **(2)** columns once formatted. Each page contains two **(2)** columns, additional columns used will increase the estimated cost.

Statements will be printed in uniform type, style and spacing, using block paragraphs and single space format. Text submitted indented or centered will be typed on block paragraph form. Entire statements in all capital letters, bold and italics (or any combination of enhancements) are not acceptable. Indentations cannot be accommodated. Enhanced words that are printed in boldface type, underscored and/or CAPITALIZED are to be clearly indicated. The pronoun “I” is not counted as an enhanced word. **Refer to page 41 for the Word Counting Guidelines.**

All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line.

Candidate Statements & Measures

STATEMENT OF [CANDIDATE NAME]
CANDIDATE FOR [OFFICE TITLE],
[Trustee Area/Division No.]
[CITY/SCHOOL DISTRICT]

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are in a separate section of the information Booklet.

ENHANCED WORDS: It is acceptable for some words or phrases to be **bold**, underlined, or **CAPITALIZED**. Hyphens/dashes are allowed. The beginning of each paragraph may also be highlighted as shown in this example.

PARAGRAPHS: The candidate statement is printed in “block” paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space will appear between, shown in this example.

Candidate Statements & Measures

STATEMENT OF [CANDIDATE NAME]
CANDIDATE FOR [OFFICE TITLE],
[Trustee Area/Division No.]
[CITY/SCHOOL DISTRICT]

Age: ☐

Occupation: ☐

Santa Monica Native!

- SMMUSD: Madison, Lincoln, Samohi
- Played in our parks, body-surfed our waves, taught in our schools, community activist
- SMC, UCLA, LMU
- Renter, Homeowner, Teacher, Entrepreneur

Santa Monica Commissioner since 2003

- Past President, CalParks Board
- 2013 Commissioner of the Year, Chair, Recreation & Parks Commission

Working For Residents

- Host, Brock on Your Block
- Columnist, SM Mirror
- Co-Chair, Historic San Vicente Coalition
- Smart Group
- Samohi Alumni President
- Kiwanis Lieutenant-Governor
- SM Elks Trustee Citizen of the Year
- Salvation Army Advisory Board/Volunteer of the Year
- Civic Auditorium Working Group
- Boys & Girls Club Council

I will fight for you!

- Residents First!
- Restore Public Safety/Reduce Crime NOW!
- Common Sense City Government!
- STOP Overdevelopment!
- STOP wasting our tax dollars!
- STOP Traffic gridlock
- STOP overtaxing!

- ENFORCE e-scooter laws!
- ENACT building height/density limits.
- Palm trees must be our only high rises!
- Intelligent change that preserves character
- Sustainably adapt buildings
- Value YOUTH and SENIORS!
- Champion RENT CONTROL affordable FAMILY housing
- Find REAL homelessness solutions!
- Transparent government! LISTEN to residents
- Racial Justice Now!
- Free public transportation for residents
- Free citywide high-speed internet
- Parks are paramount. Create SAFE open space!
- Envision the future by honoring our past!
- I will take action where incumbents have failed!

Restore the soul of our city!

1 column (1 statement)

2 columns (1 statement)

STATE LAW

Statements may not include references to other candidates. See [Notice to Persons Submitting Candidate Statements on page 29](#) for restrictions.

No changes are allowed after the statement has been filed.

Statements are confidential until after the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During this period, a voter may seek a writ of mandate or an injunction requiring any or all data/material to be amended or deleted.

A candidate may request that the statement also be printed in Spanish and included in the Official Sample Ballot Booklet mailed to all voters in the election area. An additional fee is required to print a Spanish candidate statement. **In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements to be included in the Official Sample Ballot Booklet for candidates who wish to have one, at the candidate's own expense.**

Translations of candidate statements for Voter Information Booklets may be provided in Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Indonesian, Japanese, Korean, Mongolian, Russian, Spanish, Tagalog/Filipino, Telugu, Thai and Vietnamese for qualifying jurisdictions in accordance with Federal Voting Rights Act provisions and Department of Justice specifications. These materials when printed are sent only to voters who have requested them.

No reference to political party affiliation nor mention of any partisan political membership or activity is permitted.

ESTIMATED COST — The candidate statement form (page 24) issued with the nomination documents contains word limitations and estimated costs.

If the candidate statement word limitation is **400 words** and a candidate statement **200 words** or less is submitted, the entire amount of the estimated cost must be deposited. The estimated cost is based on column price, not by word count.

If a candidate statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc., the printed candidate statement may extend to two (2) columns. If a candidate statement is printed in another language, the translated candidate statement may extend to two (2) or more columns. In these cases, the actual cost for the candidate statement may double or triple and an additional cost may be billed to the City after the election. Please note, costs are calculated by column regardless of how much or how little text there is on each page. Costs are **NOT** calculated according to word count.

The estimated cost is determined prior to all information being available; therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

INDIGENT CANDIDATES — If a candidate alleges to be indigent and **unable to pay the advanced** candidate statement fee, then the candidate shall submit to the City Clerk an **Affidavit of Financial Worth (sample below)** to be used in determining the candidate's eligibility to defer the candidate statement fee to a later time determined by the city.

The candidate will have to **disclose** the necessary data requested which includes the candidate's employer, real estate holdings, tangible personal property and the **IRS Form 4506 "Request for Copy of Tax Return."**

AFFIDAVIT OF FINANCIAL WORTH — The candidate shall certify the content of the affidavit as to its truth and correctness **under penalty of perjury**. The affidavit shall be submitted by the candidate together with their candidate statement in accordance with the specified election deadline.

A determination shall be made whether or not the candidate is indigent. The City Clerk will notify the candidate of its findings. If it is determined that the candidate is not indigent, the candidate shall **within three (3) days** of notification, excluding Saturdays, Sundays and state holidays, withdraw their candidate statement or pay the requisite fee.

If the City Clerk makes the determination that the candidate is indigent, the elections official shall print and mail the candidate statement in the Official Sample Ballot Booklet. **Nothing prohibits the City Clerk from billing the candidate their actual pro rata share of the cost following the election.**

AFFIDAVIT OF FINANCIAL WORTH

Request for Copy of Tax Return
4506

AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES

AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES

NOTICE TO CANDIDATE

PLEASE PRINT LEGIBLY OR TYPE

I, _____, being first duly sworn, depose and say that I am unable to pay the \$ _____ required by Los Angeles County to file a candidate statement for the office of _____ to be printed and distributed to the voters at the _____ election (insert name of election).

I further swear or affirm that the responses which I have made to the questions and instructions below relating to my ability to pay said fee are true.

PUBLIC EXAMINATION PERIOD — The period between **August 13** (E-87)** and **August 22 (E-78)** is the **recommended** timeframe for the City Clerk to make candidate statements, candidate names and ballot designations available for public examination. A fee may be charged to any person obtaining a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (E.C. §13313)

INCUMBENTS/LIST OF QUALIFIED CANDIDATES — A Final List of Candidates **to Appear** on the Ballot and **Not to Appear** on the Ballot should be available for distribution by the **end of August**. Additionally, these listings will be posted on the RR/CC website www.lavote.net.

CANDIDATE STATEMENTS MUST BE FILED NO LATER THAN 5:00 P.M. ON THE LAST DAY OF THE NOMINATION PERIOD.

****August 13 and 20 (Saturdays) and August 14 and 21 (Sundays) RRCC office will be closed.**

NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

CANDIDATE STATEMENTS ARE LIMITED TO THE CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

The California Elections Code and case law prohibit **CANDIDATES** from making any reference to another candidate or to another candidate's qualification, character or activities. If the **CITY ELECTIONS OFFICIAL** discovers improper content in a candidate statement, the **CITY ELECTIONS OFFICIAL** will notify the candidate and give the individual an opportunity to correct the improper language in the candidate statement. If the candidate refuses to correct the improper language, the **CITY ELECTIONS OFFICIAL**, as well as any other voter, may bring legal action against the candidate to correct the statement. The prevailing party may also be entitled to obtain attorney's fees for bringing the action.

All prospective candidates may want to refer to California Elections Code Sections 13307, 13308, 13311, 13313, and 13314, as well as the California Court of Appeal ruling in *Dean v. Superior Court*, (1998 4th Dist.) 62 Cal. App. 4th 638. However, this list is not exhaustive and candidates are solely responsible for preparation and submittal of candidate's statements that are in conformance with the law. A copy of the above described Elections Code sections and the *Dean* decision are available from our office at no cost.

Chapter 4



Ballot Measures

BALLOT MEASURES

RESOLUTION FOR BALLOT MEASURE TEXT (Sample below) — To ensure that the Registrar-Recorder/County Clerk (RR/CC) uses the precise Ballot Measure Text the City wants printed in the Official Sample Ballot Booklet, the City must include the Ballot Measure Text, with title, **(not to exceed 75 words)** in the body of the **“Resolution Calling for an Election.”** Ballot Measure Text should be clearly labeled and identified. Please note that text in all CAPITAL LETTERS is not acceptable. (See Sample’s Below)

RESOLUTION NO. 06-17
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALLING A SPECIAL MUNICIPAL ELECTION
TO BE HELD ON JUNE 8, 2006 AND ORDERING THAT A
MEASURE TO AMEND THE CITY CHARTER BE
SUBMITTED TO THE VOTERS OF THE CITY

WHEREAS, over the last twelve (12) month period the City of
the City has contracted for the procurement of approximately
\$12 Million in goods and services and
WHEREAS, the City is desirous of assisting local businesses in
participating in the provision of goods and services to the City by providing a
pricing preference and
WHEREAS, it is necessary to amend the City Charter to provide such
preference;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF
DOES RESOLVE AND ORDER AS FOLLOWS:

Section 1. Pursuant to its rights, power and authority under the laws of
the State of California and the City Charter, the City Council hereby
calls and gives notice of a Special Municipal Election to be held in the City on June
8, 2006.

Section 2. The City Council does hereby order submitted to the voters at
such Regular Municipal Election the following measure:

Measure 06-B:
Shall the City Charter be amended to permit the City of _____ to apply a preference to assist local
businesses in the City's purchasing and contracting
processes, in an amount to be established by the City Council following a noticed public hearing?

YES _____
NO _____

ACCEPTABLE

Shall the measure, entitled Transactions and Use Tax Measure, establishing a three quarter cent per dollar (0.75%) general sales tax, annually providing an estimated \$1.4 million in revenue, until ended by voters, with funds being deposited into the City's General Fund for police, streets, buildings, parks, recreation and other general functions of the City be adopted?	YES
	NO

NOT ACCEPTABLE

SHALL THE ADVISORY PROPOSITION ADVISING THE CITY OF REGARDING EXPENDITURE OF REVENUE RESULTING FROM A 3/4 SALES TAX INCREASE BE ADOPTED?	Yes ☐ No ☐
--	--

GENERAL INFORMATION — Cities placing a measure on the County ballot may select one of the following three options:

1. Print a 75 word **abbreviated** Ballot Measure Text (prescribed by law) only.
2. Print a 75 word **abbreviated** Ballot Measure Text and **include Official Sample Ballot Notice** advising voters to call the City Clerk's Office and request a free copy of the ballot measure enclosure (OR) that the city will be sending voters a supplemental mailing.
3. Print a 75 word **abbreviated** Ballot Measure Text and include **Full Ballot Measure Enclosure Text** in the Official Sample Ballot Booklet.

BALLOT MEASURE TEXT (Samples below) — The Ballot Measure Text will appear in the Official Sample Ballot Booklet.

➤ **Measure D — Official Ballot Measure Text (35 words)**

ANY CITY SPECIAL MUNICIPAL ELECTION	
D CHARTER AMENDMENT. Shall the positions of Chief Deputy and of assistant or deputy next in line of authority to Chief Deputy, be removed from the County's Civil Service System and placed in the unclassified service?	YES→○
	NO→○

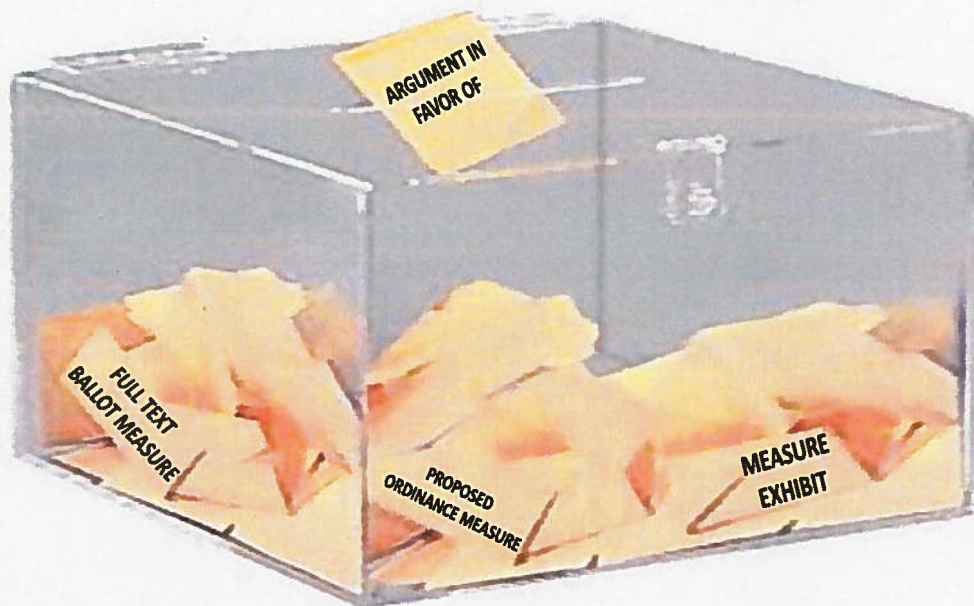
➤ **Measure G — Official Ballot Measure Text (69 words)**

ANY CITY SPECIAL MUNICIPAL ELECTION	
G ANY CITY PARK GENERAL OBLIGATION BONDS. PROPOSITION C. Shall Any City incur bonded indebtedness not to exceed \$46,500,000 in Any City Park to rehabilitate the Rose Garden and improve, construct and expand the Olympic Swim Stadium, Regional Recreation Center and, subject to securing matching public and/or private funds, the Environmental Science Learning Center and museums; provided that parking built under this measure be limited to people using these facilities?	YES→○
	NO→○

REQUEST FOR LETTER DESIGNATION — Cities may request a specific letter designation in writing by **E-83** using the letter designation form. An alternate choice should also be submitted, in case the requested letter designation has already been assigned to another jurisdiction. Specific letter designation requests are **processed in the order received**. The RR/CC will notify the City by **E-81** if the requested letter designation is available or if another letter assignment has been made.

WITHDRAWAL AND/OR AMENDMENTS — The City should file a resolution with the Registrar-Recorder/County Clerk by **E-83** to amend a measure or if an election is being cancelled because a measure has been withdrawn. (E. C. § 9605)

Chapter 5



Ballot Enclosures

BALLOT ENCLOSURES

TEXT AND TITLES — Ballot enclosures for impartial analyses, arguments, rebuttals, etc. are printed in the voter information portion of the Official Sample Ballot Booklet immediately behind candidate and measure contest pages. Copies of ballot enclosures to be printed in the Official Sample Ballot Booklet should be submitted as attachments to the “Resolution Calling for an Election” or as a separate mailing. Submitted attachments should be clearly identified by appropriate **ballot enclosure titles** (refer to the chart on [page 34](#)).

FORMAT AND STYLE — Please type enclosure text in upper and lower case letters. Hyphens/dashes (-) are allowed. Enclosures will be typed in the Official Sample Ballot Booklet using a standard font and size determined by the County. However, enclosures may be submitted using any standard font. Title headings are shown in the samples on [page 33](#).

BALLOT ENCLOSURES — Ballot enclosures, including impartial analyses, argument and/or rebuttal text, are printed in “block” paragraphs, which means each paragraph will start on the left, and the right margin will be justified. A double space will appear between paragraphs.

The **argument/rebuttal** samples below show how the layout will appear in the Official Sample Ballot Booklet. **(A) Argument In Favor**, **(B) Rebuttal To Argument In Favor**, **(C) Argument Against** and **(D) Rebuttal To Argument Against**.

A

ARGUMENT IN FAVOR OF MEASURE J

Election Districts

Our City of _____ is 102 square miles in size and would be divided into four equally populated districts. All council candidates would have to reside in one of these districts to be elected to our city council. All voters would vote for every city council member elected. Our mayor could live in any district they choose and would also be elected by all of the voters.

District elections will promote a better defined improvement plan, that is more specific to our neighborhood needs and give our residents a point of contact that would live in their geographic part of the City. Any expenditure of funds would have to be approved by the entire city council.

_____ would be better served if all parts of our city _____ in our development and decision making on our city council. _____ miles in size and much more diverse than our present _____.

JAMES

REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE J

This measure does NOT create district representation. If these were truly district elections, only the people of that district would be allowed to vote for their candidate.

In addition, under this measure:

- **Proposed districts are not equal!**
- This measure **will divide** the city into eastside _____
- One district **may outvote** the other districts _____ of certain candidates
- Political _____ decide _____ chosen _____
- _____ of the _____ the most qualified leader _____ the city may live in one district but want to serve _____ community. With a districting plan, they may be able to do _____ The measure will require candidates to live in a given neighborhood or none at all.

Proponents of districting feel that _____ at 102 square miles, is not large enough in population to slice and divide into competing neighborhoods. Political maneuvering will occur. We all see the problems districting has brought to the City of Los Angeles – the inefficiency, the power struggles. **Do we want that for**

VOTE NO ON DISTRICTS
VOTE NO ON MEASURE J

RICHARD H.
City Councilmember

B

ARGUMENT AGAINST MEASURE J

DISTRICTS

The proposal to split the City into districts is a sham. The efforts of the new Council over the last two years have been to heal not divide, provide new services not polarize our community. This proposal divides and splits the City. Cities of 500,000 or more require district representation. _____ a population of 125,000, does not need to be divided and quartered.

This sham proposal does not create real districts in which a Councilmember is elected by and represents that district. This proposal merely requires a candidate to reside in the district. Others would determine the representation of that district. For example, a district could support a candidate yet the voters from another district could still prevent his election. The only real proposal would be one in which their districts alone elect Councilmembers. This would do nothing to diversify representation on the Council.

"Turf" would be created by "deals made" with other district Councilmembers who decide which district gets their improvements first. A Councilperson out of favor with the Council Majority will be forced to negotiate from a position of weakness in order to gain the Council's attention to address the needs of their district. People could move from district to district to increase their chances of election. They would be no more representative of the district expert than anyone else.

This proposal creates one district of 35,000 and three of 25,000 when less than 15% of the voters cast their ballot in every election. Which district controls? Individuals from the Eastside could be overwhelmingly defeated by Westside voters or vice versa.

The current system, which allows a Councilmember to act on behalf of and be held accountable to ALL the citizens of Palmdale, is the best system.

PLEASE VOTE **NO** ON SPLITTING

PLEASE VOTE **NO** ON DISTRICTS!

RICHARD
City Councilmember

REBUTTAL TO ARGUMENT AGAINST MEASURE J

Do you believe in smaller government, that which is closest to the people? Do you believe that our city would be best served if councilmembers resided in different parts of our city not just one exclusive neighborhood?

Then I ask for your YES VOTE FOR DISTRICTING.

In recent history, 60%-80% of the members of our _____ City Council have resided in far westside neighborhoods. Our city has grown in those years to become one of the largest cities in California at 102 square miles. We have become a progressive city with vision. Many cities like _____ already have districting in place because they realize that different neighborhoods have different needs.

If we are to truly represent the needs of all our residents, we must have COUNCILMEMBERS WHO KNOW THOSE NEEDS AND CONCERNS FIRST HAND, who live and breathe them everyday.

There are naysayers who will say that districting will divide our city, but I submit to you that DISTRICTING WILL UNITE OUR GREAT CITY because all of our residents will know that they have a voice at the table where decisions are made.

Vote YES ON DISTRICTING to provide balanced representation on our city council.

JAMES
Mayor

C

D

BALLOT ENCLOSURE TITLES AND WORD LIMITATION CHART — Use this chart in submitting correct titles and word counts for ballot argument enclosures. **For Word Counting Guidelines refer to page 41.**

CITY ENCLOSURE TITLE TYPES GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH COUNTY ELECTIONS

TITLE	WORD LIMITATION / ELECTION CODE	 ENHANCED WORDS
PROPOSED ORDINANCE – MEASURE ____	NO LIMIT	N/A
FULL TEXT OF BALLOT MEASURE ____	NO LIMIT	N/A
PROPOSED CHARTER AMENDMENT – MEASURE ____	NO LIMIT	N/A
IMPARTIAL ANALYSIS OF MEASURE ____	500 (E.C. 9280)	N/A
ARGUMENT IN FAVOR OF MEASURE ____	300 (E.C. 9282)	N/A
REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE ____	250 (E.C. 9285)	N/A
ARGUMENT AGAINST MEASURE ____	300 (E.C. 9282)	N/A
REBUTTAL TO ARGUMENT AGAINST MEASURE ____	250 (E.C. 9285)	N/A
MEASURE ____ EXHIBIT	NO LIMIT	N/A
TAX RATE STATEMENT – MEASURE ____	NO LIMIT	N/A
____ CITY SPECIAL MUNICIPAL ELECTION – MEASURE ____	N/A	N/A

 Enhanced Words: **bold**, underlined and/or CAPITALIZED

ARGUMENT AND REBUTTAL FORM (Sample below) — This form will be used by authors for submitting “FOR” or “AGAINST” opinions. Ballot argument text shall not exceed **300 words** in length including title. **Rebuttals** shall not exceed **250 words** including title.

All authors for submitted ballot arguments must sign the declaration on the reverse side of the Argument and Rebuttal Form. **See page 36 for sample of the declaration.**



ARGUMENT AND REBUTTAL FORM

ELECTION DATE: _____ MEASURE I.D. (if any): _____

JURISDICTION: _____

(Please mark (x) in the appropriate box)

☐ Argument in Favor	☐ Argument Against
☐ Rebuttal to Argument Against	☐ Rebuttal to Argument in Favor

Statements will be printed in uniform type, style and spacing according to the County's system requirements. When preparing your statement, please use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. **Entire statements in all capital letters, bold and italics (or any combination of enhancements) are not acceptable. Indentations cannot be accommodated.** Words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. All statements should be checked by the authors for spelling and punctuation as the elections official is not permitted to edit any material contained therein. **NOTE:** Rebuttal arguments are not direct arguments. For example, a rebuttal to a direct argument in favor of a measure is NOT a direct argument against a measure. Please also note that rebuttal arguments are allowed only when both a direct argument for AND against a measure are filed.

ALL AUTHORS MUST SIGN ON THE REVERSE SIDE

Please attach typed statement to this form. Statements should be typed in upper and lower case letters. Statement will be typeset in the Official Sample Ballot Booklet using a standard font and size determined by the County. However, statements can be submitted using any standard font.

DECLARATION BY AUTHOR(S) OF ARGUMENTS / REBUTTALS (Sample below) —

This form is to be completed by proponents or opponents for ballot measures.

This form includes a statement (to be signed by each proponent/author) declaring that the submitted argument and/or rebuttal is true and correct to the best of their knowledge and belief.

Fill in the appropriate fields and provide information as indicated on the form.

No more than **five** author signatures shall appear on any argument and/or rebuttal.

LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK	ELECTION PLANNING SECTION (562) 462-2317																														
DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS (Elections Code Section 9600)																															
All arguments concerning measures filed pursuant to Division 9 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Voter Information portion of the Official Sample Ballot Booklet in the order provided below.																															
The undersigned author(s) of the:																															
☐ Argument in Favor ☐ Argument Against	☐ Rebuttal to Argument Against ☐ Rebuttal to Argument in Favor																														
of ballot measure _____ at the _____ (name and/or letter) (title of election)																															
election for the _____ to be held on _____ (date)																															
_____ hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.																															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 5%;">1.</td><td style="width: 60%;">Printed Name _____</td><td style="width: 35%;">Signature _____</td></tr><tr><td></td><td>Title to Appear on Argument _____</td><td>Date _____</td></tr><tr><td>2.</td><td>Printed Name _____</td><td>Signature _____</td></tr><tr><td></td><td>Title to Appear on Argument _____</td><td>Date _____</td></tr><tr><td>3.</td><td>Printed Name _____</td><td>Signature _____</td></tr><tr><td></td><td>Title to Appear on Argument _____</td><td>Date _____</td></tr><tr><td>4.</td><td>Printed Name _____</td><td>Signature _____</td></tr><tr><td></td><td>Title to Appear on Argument _____</td><td>Date _____</td></tr><tr><td>5.</td><td>Printed Name _____</td><td>Signature _____</td></tr><tr><td></td><td>Title to Appear on Argument _____</td><td>Date _____</td></tr></table>		1.	Printed Name _____	Signature _____		Title to Appear on Argument _____	Date _____	2.	Printed Name _____	Signature _____		Title to Appear on Argument _____	Date _____	3.	Printed Name _____	Signature _____		Title to Appear on Argument _____	Date _____	4.	Printed Name _____	Signature _____		Title to Appear on Argument _____	Date _____	5.	Printed Name _____	Signature _____		Title to Appear on Argument _____	Date _____
1.	Printed Name _____	Signature _____																													
	Title to Appear on Argument _____	Date _____																													
2.	Printed Name _____	Signature _____																													
	Title to Appear on Argument _____	Date _____																													
3.	Printed Name _____	Signature _____																													
	Title to Appear on Argument _____	Date _____																													
4.	Printed Name _____	Signature _____																													
	Title to Appear on Argument _____	Date _____																													
5.	Printed Name _____	Signature _____																													
	Title to Appear on Argument _____	Date _____																													
IMPORTANT FILING INFORMATION: I, _____ am the designated filer of the above titled argument/rebuttal. Please notify me of any questions pertaining to this filing. Below is my contact information. Mailing Address: _____ E-Mail Address: _____ Contact Numbers: _____ Daytime _____ Evening _____ Fax _____																															
OFFICE USE ONLY																															
Time Stamp _____																															
Word Counts																															
NUMBER OF WORDS:																															
PROJECT CODE NUMBER:																															
ELECTION DEPUTY:																															

RPS A&M June 2011

AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT FORM (Sample below) — Authors of an argument in “favor” or “against” a ballot measure may prepare and submit rebuttal arguments, or may authorize, in writing, another person to sign the rebuttal by completing the following form.

COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK	ELECTION PLANNING SECTION
--	---------------------------



**AUTHORIZATION FOR ANOTHER PERSON TO SIGN
REBUTTAL ARGUMENT**
(Elections Code Sections 9167, 9317 & 9504)

I, _____ authorize the person listed below to
(Print name of AUTHOR of the Argument)

sign the rebuttal to the argument ☐ In favor ☐ against Measure _____
(Check one) (Letter)

for the _____ election to be
(Jurisdiction)

held on _____
(Date)

Any Author of the Argument may be replaced with another author to sign the Rebuttal.

(Print name of Rebuttal Author)

(Signature of Rebuttal Author)

(Title to appear on Rebuttal)

Signature of Argument Author: _____ Date: _____

Attach this form to the “Declaration by Authors Form” submitted with the Rebuttal Argument.

Fill in the appropriate fields and provide information as indicated on the form. Form must include the printed name and signature of the author of ballot argument and the person authorized to sign as rebuttal author. Complete and attach above form to Declaration By Author(s) of Arguments or Rebuttals submitted with rebuttal argument text.

AVAILABLE FORMS — Copies of forms for submitting ballot measure arguments and rebuttals, referenced in this chapter may be obtained by calling the Election Planning Section at (562) 462-2317 or accessing the RR/CC website at www.lavote.net.

WITHDRAWAL OF ARGUMENTS — Ballot arguments “FOR” or “AGAINST” any measure may be withdrawn by proponents at any time prior to and including the final date fixed for filing arguments.

PUBLIC EXAMINATION — A public examination period is allowed for reviewing submitted arguments and rebuttal arguments during the **ten (10) calendar day period** immediately following the filing deadline for such documents. Throughout this period, any person may seek a writ of mandate or an injunction to require any or all of the material to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the ten (10) calendar day public examination period.

ORIGINAL FORMS/SIGNATURES — Electronic or faxed copies of arguments and/or rebuttals may be sent to the Registrar-Recorder/County Clerk’s office; however, forms with **original signatures must be received by the RR/CC office within 48 hours of the fax transmission**.

RESTRICTIONS — If the city plans to include **maps and/or graphics**, the Registrar-Recorder/County Clerk’s office must be notified prior to the resolution adoption to ensure there are no space limitation problems and ascertain if the City request will require special arrangements and possibly result in additional cost.

LITIGATION —The Registrar-Recorder/County Clerk must be notified of any pending litigation involving ballot enclosures. This includes action taken by the court if amendments or deletions are required on any ballot enclosures. This could potentially cause a delay in meeting established deadlines and/or printing of Official Sample Ballot Booklets.

ORDINANCE/CHARTER AMENDMENTS — Pursuant to Elections Code Sections 9223 and 9280, the City may print a notice in the Official Sample Ballot Booklet advising voters of the availability of a free copy of the Ordinance/Charter Amendment Text. Information on the process of obtaining a copy of ballot enclosures or accessing Ballot Measure Text may be posted on both RR/CC and City websites and may also be printed in a Voter Advisory Notice immediately below the impartial analysis. The City should provide the desired notice text to the RR/CC by **E-78**.

VOTER NOTICES

NOTICES PRINTED WITH IMPARTIAL ANALYSIS — Below are samples of three (3) choices of notices that can be printed in the Official Sample Ballot Booklet below the impartial analysis **advising voters of the availability of additional ballot information**.

IMPARTIAL ANALYSIS OF MEASURE A

By _____

Voter approval of this measure would amend the _____ Municipal Code by adding a transactions and use (sales) tax for a period of ten years on the sale and/or use of all tangible personal property sold at retail in the City, initially at the rate of one cent for every dollar spent (or one percent) for the first six years of the tax, and declining to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax would automatically terminate after the tenth year.

The measure, which was placed on the ballot by the _____ City Council, proposes a general tax, from which the revenue would be placed in the City's general fund. The measure requires a majority vote of the electorate.

The measure requires that a five-member citizens advisory committee be established to make recommendations on the priority of funded projects and to review the use of the funds by the City. The measure further requires annual audits of expenditures.

The proposed tax would be administered by the California State Board of Equalization, in the same manner that sales tax is currently administered, in order to reduce the cost of collecting the tax and to minimize the burden of record-keeping upon retailers subject to the tax. Collection of the tax would begin on January 1, 2017.

A "yes" vote is a vote in favor of authorizing the transactions and use tax for a period of ten years. A "no" vote is a vote against authorizing the transactions and use tax.

The above statement is an impartial analysis of Measure A. If you desire a copy of the measure, please contact the City Clerk's Office at (562) 999-9999 and a copy will be mailed at no cost to you.

IMPARTIAL ANALYSIS OF MEASURE A

By _____

Voter approval of this measure would amend the _____ Municipal Code by adding a transactions and use (sales) tax for a period of ten years on the sale and/or use of all tangible personal property sold at retail in the City, initially at the rate of one cent for every dollar spent (or one percent) for the first six years of the tax, and declining to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax would automatically terminate after the tenth year.

The measure, which was placed on the ballot by the _____ City Council, proposes a general tax, from which the revenue would be placed in the City's general fund. The measure requires a majority vote of the electorate.

The measure requires that a five-member citizens advisory committee be established to make recommendations on the priority of funded projects and to review the use of the funds by the City. The measure further requires annual audits of expenditures.

The proposed tax would be administered by the California State Board of Equalization, in the same manner that sales tax is currently administered, in order to reduce the cost of collecting the tax and to minimize the burden of record-keeping upon retailers subject to the tax. Collection of the tax would begin on January 1, 2017.

A "yes" vote is a vote in favor of authorizing the transactions and use tax for a period of ten years. A "no" vote is a vote against authorizing the transactions and use tax.

The above statement is an impartial analysis of Measure FF. If you desire a copy of the charter amendment text, please contact the City Clerk's office at (562) 999-9999 and a copy will be mailed at no cost to you, or you may access the text from the internet at www.xxx.xxx.com.

IMPARTIAL ANALYSIS OF MEASURE A

By _____

Voter approval of this measure would amend the _____ Municipal Code by adding a transactions and use (sales) tax for a period of ten years on the sale and/or use of all tangible personal property sold at retail in the City, initially at the rate of one cent for every dollar spent (or one percent) for the first six years of the tax, and declining to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax would automatically terminate after the tenth year.

The measure, which was placed on the ballot by the _____ City Council, proposes a general tax, from which the revenue would be placed in the City's general fund. The measure requires a majority vote of the electorate.

The measure requires that a five-member citizens advisory committee be established to make recommendations on the priority of funded projects and to review the use of the funds by the City. The measure further requires annual audits of expenditures.

The proposed tax would be administered by the California State Board of Equalization, in the same manner that sales tax is currently administered, in order to reduce the cost of collecting the tax and to minimize the burden of record-keeping upon retailers subject to the tax. Collection of the tax would begin on January 1, 2017.

A "yes" vote is a vote in favor of authorizing the transactions and use tax for a period of ten years. A "no" vote is a vote against authorizing the transactions and use tax.

The above statement is an impartial analysis. Copies of the charter are available at the library and on the city's home page at www.xxx.xxx.com. If you have any questions, please contact the City Clerk's office at (562) 999-9999.

If a City cannot meet the established deadlines or if the total of ballot enclosures will **exceed** the RR/CC's **30 page print limit**, the City should make arrangements with an election supplier to process a supplemental mailing of material for voters. Upon mutual agreement between the RR/CC and the City, the RR/CC will print a **voter notice** in the Official Sample Ballot Booklet advising voters of the supplemental mailings.

VOTER NOTICES

NOTICES PRINTED IN VOTER INFORMATION — Below are samples of two (2) choices of notices that can be printed in the voter information portion of the Official Sample Ballot Booklet advising voters that a supplemental mailing will be sent by the city.

CITY
SPECIAL MUNICIPAL ELECTION

Information concerning the City of _____ Measure is being mailed in a separate Voter Information Pamphlet. Please call the City Clerk's Office at (562) xxx-xxxx, if you have any questions regarding the City Measures.

CITY
SPECIAL MUNICIPAL ELECTION

The City of _____ will be mailing a Supplemental Voter Information Pamphlet regarding Measure E containing the City Attorney's Impartial Analysis, Argument in Favor of Measure E [No Argument Against Measure E was filed], and the Proposed Charter text. You may also access these documents from the Internet at www.ci.xxx.ca.us/cityclerk/election

**WORD COUNTING GUIDELINES
FOR
CANDIDATE STATEMENTS / ARGUMENTS / REBUTTALS AND OTHER
ENCLOSURES**

(Elections Code Chapter 1. General Provisions, § 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified 200 or 400 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.

2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.

3. **PROPER NOUNS**, such as geographical names, and names of persons or things, as one (1) word.

EXAMPLE: "Gus Enwright" = 1 word
"City of Los Angeles" = 1 word
"Dalai Lama" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

EXAMPLE: UCLA, PTA, USMC, LAPD, U.S.M.C.

5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.

EXAMPLE: Attorney-at-law

6. **DATES...** are counted as one (1) word.

EXAMPLE: July 21, 1983 18 June, 1987 3/18 7/21/89

7. **NUMERIC COMBINATIONS** are counted as one (1) word.

EXAMPLE: 1973 13 1/2 1971-73 5% 8/3/73 #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

EXAMPLE: \$1,000.00

MONETARY AMOUNTS consisting of a combination of words and digits are counted as two (2) words.

EXAMPLE: \$4 million

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

EXAMPLE: 1-800-815-2666 1-562-462-2317

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

EXAMPLE: <http://www.co.la.ca.us> www.lavote.gov <http://www.lacounty.info>

Chapter 6



Multilingual Services

MULTILINGUAL SERVICES

GENERAL INFORMATION — The 1992 provisions of the Voting Rights Act require that for elections conducted in Los Angeles County voting materials must be available in five languages other than English (**Chinese, Japanese, Spanish, Tagalog/Filipino and Vietnamese**). In 1998, the Los Angeles County Board of Supervisors instructed this office to include **Korean** in the translation of voting materials. Following the 2010 U.S. census, we provide translation services in **Cambodian/Khmer, Hindi, and Thai** as well. In 2018, the California Secretary of State instructed this office to include **Armenian** and **Farsi**. In 2020, California Elections Code added Bengali, Burmese, Gujarati, Indonesian, Mongolian and Telugu to the required languages for Los Angeles County.

Currently, Los Angeles County is required to provide the following language assistance to VRA Voters: Armenian, Cambodian/Khmer, Chinese, Farsi, Korean, Spanish, Tagalog/Filipino, and Vietnamese.

Additionally, this office supports Russian.

This office has met with community organizations to determine the most effective manner in which to implement multilingual provisions. A mutual agreement was reached as to what materials would be translated and how multilingual voters would be targeted for election mailings, thereby reducing printing requirements.

This office will continue working with community groups to determine multilingual service requirements for future County elections.

MULTILINGUAL SERVICES (RR/CC) — The county performs the following functions:

1. Translation of Official Sample Ballot Booklet information and related voting materials. If residents of a qualified language equal **3 percent or more of voting age residents**, this office will translate and post a facsimile of an Official Sample Ballot Booklet in the qualified language in the affected polling place. The transliteration of candidate names in languages that do not use Roman characters is provided, as instructed by the Department of Justice. These languages include Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Indonesian, Japanese, Korean, Mongolian, Russian, Telugu and Thai.
2. Mailing of multilingual ballot information booklets to voters requesting such material.
3. Billing to the City, and if applicable, its pro rata share of the cost of translating, printing and mailing language materials.

Note: In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements in the English language version of the Official Sample Ballot Booklet (for candidates who wish to have one) at the candidate's own expense.

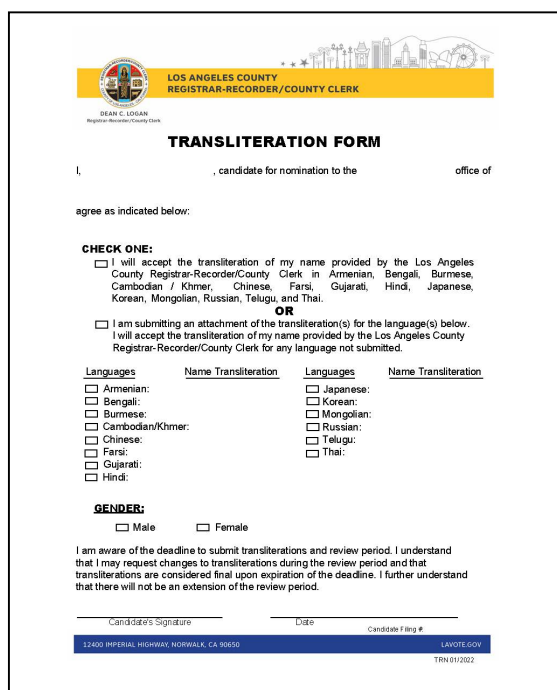
RR/CC MULTILINGUAL MATERIALS

All-American Polling Place Video — This is a ten minute video focusing on multilingual issues and procedures. Contact the Training Section at (562) 462-2620 for a copy.

New Targeting System — Lists the precincts in your city that are targeted by our office to have bilingual poll workers. Contact the Pollworker Services Division Manager at (562) 462-2877 or Network and Voter Systems at (562) 462-2445. (May no longer be available.)

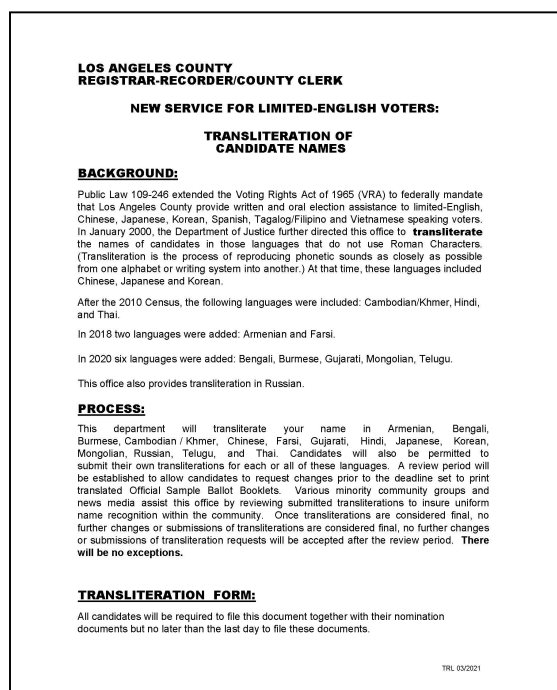
TRANSLITERATION OF CANDIDATE NAMES — Candidates may request that their names be transliterated in those languages that do not use Roman Characters as instructed by the Department of Justice. These languages include Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Indonesian, Japanese, Korean, Mongolian, Russian, Telugu and Thai. If applicable, candidates must complete a **Transliteration Form (Sample below)** and file it with their nomination documents by the specified deadline (**88 days** prior to the election). Candidates may review the transliteration of names and submit changes to the Registrar-Recorder/County Clerk (RR/CC) no later than the last day of the review period, which is normally **60 days** prior to the election, but subject to change. Candidates may schedule a review of transliterated names by calling the RR/CC Translation Services Unit at (562) 462-2730 or (562) 462-2676.

FRONT



The front side of the form features the Los Angeles County Registrar-Recorder/County Clerk logo and name at the top. Below this is the title "TRANSLITERATION FORM". The form includes a section for the candidate's name and office, followed by a "CHECK ONE:" section with two options: accepting the provided transliteration or submitting an attachment. Below this is a table for language selection with checkboxes for Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu, and Thai. A "GENDER:" section with Male and Female checkboxes follows. At the bottom, there is a statement of understanding about the deadline and a signature line for the candidate, with fields for date and candidate filing number.

BACK



The back side of the form contains the title "TRANSLITERATION OF CANDIDATE NAMES" and a "BACKGROUND:" section explaining the legal basis for the service. It lists the languages included in the 2010 Census and the 2018 and 2020 updates. A "PROCESS:" section describes the review period and the finality of the transliteration. At the bottom, there is a "TRANSLITERATION FORM:" section stating that candidates must file the form with their nomination documents by the last day of the review period.

MULTILINGUAL SERVICES (CITY) — It is the responsibility of the City to translate and print additional voter information that is not included in the County's Official Sample Ballot Booklet.

Chapter 7



Telephone Guide, Available Reports and Materials

TELEPHONE GUIDE

You may obtain information about **specific election services** by calling the following telephone numbers at the Registrar-Recorder/County Clerk Department.

Registration/Official Sample Ballot Booklet Inquiries/Provisional Ballot Status To verify registration status, inquire about the Official Sample Ballot Booklet or provisional ballot status	1 (800) 815-2666 Option 2
Vote By Mail To learn more about Vote By Mail Ballot information	1 (800) 815-2666 Option 2
Election Information To learn more about elections, registration and voter services	1 (800) 815-2666 Option 4
Official Sample Ballot Booklet Translations To request a translated Official Sample Ballot Booklet in one of the eligible languages: Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Russian, Spanish, Tagalog/Filipino, Thai or Vietnamese	1 (800) 481-8683 or 1 (800) 815-2666 Option 3
Vote Centers and Election Workers To learn more about Vote Centers or to become an election worker	1 (800) 815-2666 Option 7
Registering to Vote To register to vote during regular office hours, 8:00 a.m. to 5:00 p.m.	1 (800) 815-2666 Option 2
Candidate Nomination Procedures To inquire about election dates, offices to be filled, qualifications for office, nomination filing dates, and procedures	(562) 462-2317
Campaign Finance Disclosure To inquire about campaign financial statement filing requirements for candidates, committees and officeholders	(562) 462-2339
Voter Fraud Hotline To report factual information regarding illegal registration and/or voting activities (the hotline is available 24 hours a day, seven days a week by pressing option 5 of the menu)	1 (800) 815-2666 Option 5
TDD (Telecommunications Device for the Deaf) For the hearing impaired	(562) 462-2259
Election Coordination To inquire about Questionnaires, Recalls and/or Letter Designations (call or email the Election Coordination Unit at ecu@rrcc.lacounty.gov)	(562) 462-2912

AVAILABLE REPORTS AND MATERIALS

ELECTION VOTE CENTER BY VOTE CENTER TYPE — This report is in election precinct sequence within ballot group number. It shows the established precinct numbers, total voters, and vote center locations. It is available approximately seventy **(70) days** before the election and is updated on a weekly basis.

ELECTION WORKERS BY VOTE CENTER LOCATION — This report shows the vote center location and the election workers. It also indicates if a vote center is accessible to the disabled and elderly. It is available approximately seven **(7) days** before the election.

STREET INDEX — This report is produced for each election precinct and is listed in alphabetical order by street address. The **final** list is available fifteen **(15) days** before the election.

VOTE CENTER BY ADDRESS RANGE BY SPECIFIC CITY — This report is in alphabetical street address sequence within a city. It shows the vote center description and address for each location within the city. It is available approximately seven **(7) days** before the election.

TELEPHONE ANSWERING GUIDE — This guide is to assist telephone operators in responding to telephone inquiries concerning different types of election problems. It is available approximately seven **(7) days** before the election.

MEDIA KIT — A media kit is prepared to provide information about the election, including election night operations at the central tally location. It is available approximately seven **(7) days** before the election.

VOTE CENTER MAPS — These maps, which show the location of each vote center, will automatically be supplied to each vote center.

VOTE CENTER LOOK-UP ON WEBSITE — Cities may request their election vendor to provide the Registrar-Recorder/County Clerk with a file containing their vote center information. The information will be loaded into the RR/CC's Vote Center Look-up Website. Vote Center data is normally available on the internet **two business days after the RR/CC receives the information. Please contact Network and Voter Systems at (562) 462-2445 for a layout of the file.**

COPIES OF THESE REPORTS/GUIDES ARE AVAILABLE TO ASSIST CITY CLERKS WITH ANY QUESTIONS THEY MAY RECEIVE PERTAINING TO THEIR MUNICIPAL ELECTION. PLEASE NOTIFY THE EXECUTIVE OFFICE (AND PRINCIPAL CONTACT FOR CITY CLERKS) IN WRITING OR BY CALLING (562) 462-2800. IF YOU WISH TO RECEIVE ANY OF THE ABOVE MATERIALS, PLEASE INDICATE WHETHER YOU WANT THE DOCUMENTS TO BE MAILED OR YOU WILL ARRANGE FOR PICK UP.

Chapter 8



Signature Verification Services

SIGNATURE VERIFICATION SERVICES

To verify signatures on **petitions, candidate nomination papers, Vote By Mail ballot applications**, and **returned voted ballots**, Cities have the option of contracting with the Department of Registrar-Recorder/County Clerk (RR/CC) **OR** sending city staff to the:

Registrar-Recorder/County Clerk
Data Entry and Signature Verification Section, Room 4007
12400 Imperial Highway
Norwalk, California 90650

The RR/CC will provide work space and access to computer stations as well as microfilm readers to view voter signatures.

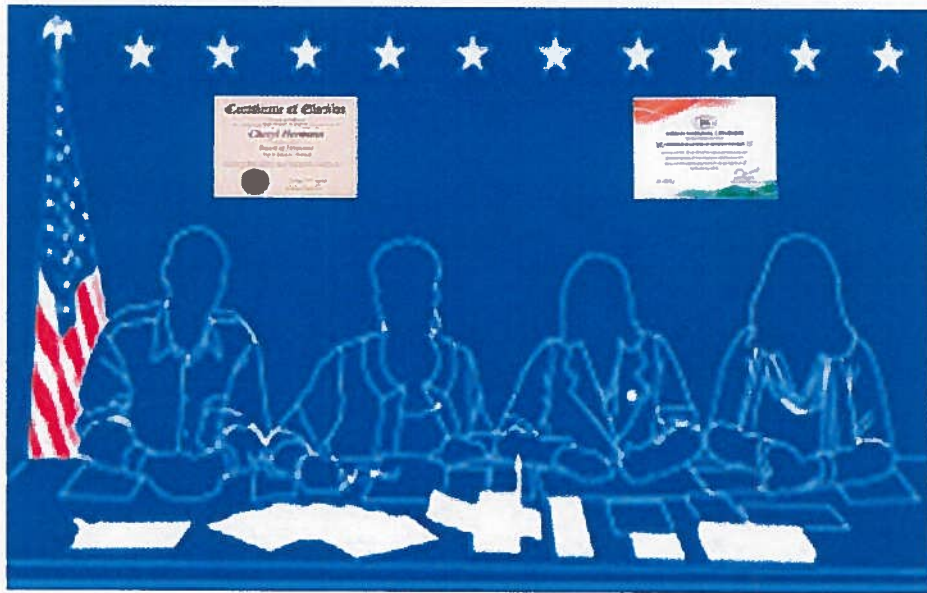
- 1. MICROFILM READERS** — There is **no charge to Cities for their staff** to use the microfilm equipment for signature verification. If RR/CC supervision is required, dedicated labor will be charged to the City based on the hourly wage of the supervisor(s).
- 2. ONLINE TERMINALS** — There is **no charge to Cities for their staff** to verify signatures using our Voter Information Management System (VIMS). If RR/CC supervision is required, dedicated labor will be charged to the City based on the hourly wage of the supervisor(s).
- 3. RESERVATIONS** — There may be a limited number of computer stations available for signature verification. Computer stations are available for Cities' use on a "first come, first served" basis. Please contact the Data Entry and Signature Verification Section at (562) 462-2371 for information regarding availability of equipment and to make reservations.
- 4. COST** — Effective **July 1, 2010** the rate for the Registrar-Recorder/County Clerk's staff to verify signatures:

\$0.97 per signature on the Voter Information Management System (VIMS) which accounts for approximately 95% of all registered voters,

\$2.45 per signature for signatures that are not available on VIMS (i.e. on Microfilm) which involves a more labor-intensive search and accounts for the remaining 5% of registered voters.

These fees are **SUBJECT TO CHANGE** without notification. You may contact the **Data Entry and Signature Verification Section at (562) 462-2371** if you have any questions regarding cost.

Chapter 9



Election Night Semi-Final Official Results and Certification

ELECTION NIGHT SEMI-FINAL OFFICIAL RESULTS AND CERTIFICATION

SEMI-FINAL OFFICIAL RESULTS — The week prior to the election, you will be notified of the phone numbers assigned to City Clerks, candidates, and the public to contact and obtain semi-final election results.

All semi-final results will be released from the Registrar-Recorder/County Clerk's headquarters located at the following address:

**Registrar-Recorder/County Clerk
12400 Imperial Highway
Norwalk, California 90650**

Semi-final results will also be continuously updated and displayed on the Department's website (www.lavote.gov) throughout Election Night and during the Official Canvass.

Vote By Mail ballot semi-final results will be available by approximately 8:15 p.m. on Election Night. Precinct semi-final results will be available as ballots are processed. Bulletins are updated and results released approximately **every 30 minutes** until the last **semi-final official results** are tallied on Election Night/early the following morning.

Copies of results by precinct will be available at the **RR/CC, Election Information Section Counter, 2nd Floor, Room 2013 on the Wednesday following the election (afternoon)**.

CERTIFICATION OF OFFICIAL RESULTS — On **December 5, 2022** the Registrar-Recorder/County Clerk is tentatively scheduled to certify election results. On **December 6, 2022** the Board of Supervisors is tentatively scheduled to declare the election officially concluded.

Certificates will be mailed to City Clerks unless other arrangements are made by the City Clerk. Please contact the Election Planning Section at (562) 462-2317 to make arrangements for the pick up, faxing and/or mailing of your certification.

Exhibit



Letter Designation Form



JURISDICTION NAME

County of LA Official Use Only: Date Received _____ Time Received _____

LETTER DESIGNATION FORM

Please complete this form in order to select your first, second, and third letter designation choice for your jurisdiction's measure to appear on the ballot. In the event your 1st, 2nd, or 3rd choice is unavailable, then please select the letter(s) designations that the jurisdiction DOES NOT want selected for its measure. The 3rd option for letter designations would be to create a unique letter designation that is not identified below using less than three letters of the alphabet. For example: County of Los Angeles USD Facilities Improvement measure could use unique letter designations such as CL, LA, LU, UC, LS.

Select your first, second, and third letter designation choice by **checking** ☒ off and listing the designated letters below:

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
AA BB CC DD EE FF GG HH II JJ KK LL MM
NN OO PP QQ RR SS TT UU VV WW XX YY ZZ

CHOICES

1ST _____ 2ND _____ 3RD _____

Select the letters that your jurisdiction **DOES NOT** want assigned to its measure by marking the letter with an X:

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
AA BB CC DD EE FF GG HH II JJ KK LL MM
NN OO PP QQ RR SS TT UU VV WW XX YY ZZ

List the Letters here: _____

In the event that your jurisdiction's measure letter designation is not available, then you can select a unique letter designation not shown above:

UNIQUE CHOICE

1ST _____ 2ND _____ 3RD _____

The **last day** jurisdictions may request in writing specific letter designations for its measure is **e-83**. The letter designation selections will be approved and communicated to the jurisdictions by e-81. Letter designations are on a first come first serve basis in the order received by the Registrar-Recorder County Clerk Department, Election Coordination Unit, 12400 Imperial Highway, Second Floor, Suite 2013A, Norwalk, California 90650.

NOTE: PLEASE USE ONE (1) FORM PER MEASURE

2022

JANUARY

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	Th	F	S
				1	1	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEREY PARK RECOGNIZING THE MONTH OF JUNE AS
LGBTQ PRIDE MONTH**

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

SECTION 1. The City Council finds as follows:

- A. Lesbian, gay, bisexual, transgender, and questioning people are our family, friends, neighbors, and co-workers who contribute meaningfully to our community.
- B. The fight for dignity, equality, and inclusion for lesbian, gay, bisexual, transgender, and questioning people has been hard-fought in the streets and the courts of this country.
- C. These fights for inclusion have made much progress toward changing the hearts and minds of people in many parts of the world.
- D. All are welcome in the City of Monterey Park to live, work, play, and every family, in any shape, deserves a place to call home where they are safe, happy, and supported by friends and neighbors.
- E. The City of Monterey Park denounces prejudice and unfair discrimination based on age, gender identity, gender expression, race, color, religion, marital status, national origin, sexual orientation, or physical attributes as an affront to our fundamental principles.
- F. Our community, regardless of sexual orientation, gender identity, and expression, must feel valued, safe, empowered, and supported by their peers and community leaders.
- G. The City Council of the City of Monterey Park encourages all to observe the month of June as LGBTQ Pride Month and urges residents and the community to recognize the contributions made by the LGBTQ community and to actively promote the principles of equality, liberty, and justice.
- H. The rainbow flag is an iconic symbol of the LGBTQ community and aims to celebrate inclusivity, diversity, and unity.

SECTION 2: *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 3: Recordation. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park, and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 4: Effective Date. This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

(Mayor signature and attestation must be on the same page.)

PASSED AND ADOPTED this ____ day of _____, 2022.

Henry Lo, Mayor

Attest:

Vincent Chang, City Clerk

ATTEST:

Vincent D. Chang, City Clerk

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

I, Vincent D. Chang, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. ____ was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 2nd day of June 2021, by the following vote:

Ayes:	Council Members:
Noes:	Council Members:
Absent:	Council Members:
Abstain:	Council Members:

Dated this day of June 2022.

Vincent D. Chang, City Clerk
Monterey Park, California