

**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
November 15, 2023
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.

LAND ACKNOWLEDGMENT

We would like to acknowledge that the land we inhabit today was once known as Tovangaar, the home of the Gabrieleño-Tongva people. We show our respect to the Gabrieleño-Tongva people, as well as all Indigenous people, past, present, and future, and honor their labor as original caretakers of this land. We commit to uplifting the Gabrieleño-Tongva people, invite you to acknowledge the history, and join us in caring for this land.

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>. 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.

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.

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.

CALL TO ORDER Mayor
FLAG SALUTE The Monterey Park Police Explores
ROLL CALL Henry Lo, Vinh Ngo, Jose Sanchez, Thomas Wong, Yvonne Yiu

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS

STAFF COMMUNICATIONS:

- Fire Department
- Police Department

[1.] PRESENTATION

1-A. MONTEREY PARK COMMUNITY HEALING FUND UPDATES

[2.] OLD BUSINESS

2-A. AUTHORIZATION TO ISSUE LEGISLATIVE SUBPOENAS REGARDING THE POTENTIAL REVOCATION OF CONDITIONAL USE PERMIT NO. CU-89-004 (AS AMENDED AND MODIFIED) HELD BY ATLANTIC SQUARE, LLC (CONTINUED FROM NOVEMBER 1, 2023)

It is recommended that the City Council consider:

- (1) Adopting a Resolution authorizing the Mayor and City Clerk to issue legislative subpoenas for testimony and records related to the potential revocation of CUP No. CU-89-004 (as amended) that was originally approved via Resolution No. 9356, adopted August 29, 1989 (and subsequently modified/amended); and
- (2) Taking such additional, related, action that may be desirable.

[3.] CONSENT CALENDAR ITEM NOS. 3A-3L

All items under the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion. Specific items may be removed from the Consent Calendar at the request of any member of the City Council for separate consideration.

3-A. MINUTES

It is recommended that the City Council consider:

- (1) Approving the minutes from the regular meeting of September 6, 2023 and the special meetings of September 6, 2023 and September 26, 2023; and
- (2) Taking such additional, related, action that may be desirable.

3-B. AMENDING RECORDS RETENTION SCHEDULE

It is recommended that the City Council consider:

- (1) Adopting a Resolution amending the City's Records Retention Schedule for City documents; or
- (2) Taking such additional, related, action that may be desirable.

3-C. MONTHLY INVESTMENT REPORT – OCTOBER 2023

It is recommended that the City Council consider:

- (1) Receiving and filing the monthly investment report; and
- (2) Taking such additional, related, action that may be desirable.

3-D. RESOLUTION ADOPTING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE AND ADMINISTRATIVE BUDGET FOR JULY 1, 2024 – JUNE 30, 2025

It is recommended that the City Council consider:

- (1) Adopting a resolution approving the Recognized Obligation Payment Schedule (ROPS 24-25 A&B) for the period between July 1, 2024 – June 30, 2025; and
- (2) Approving the Successor Agency Administrative Budget for July 1, 2024 – June 30, 2025;
- (3) Directing staff to post and transmit the ROPS and Administrative Budget to the appropriate public agencies; and
- (4) Taking such additional, related, action that may be desirable.

3-E. CONSIDERATION OF ADOPTION OF A RESOLUTION TO AUTHORIZE OPEN MARKET BOND REPURCHASE OF A PORTION OF THE CITY OF MONTEREY PARK OUTSTANDING TAXABLE PENSION OBLIGATION BONDS, SERIES 2021

It is recommended that the City Council consider:

- (1) Adopting a Resolution of the City Council of the City of Monterey Park:
 - a. authorizing the Open Market Bond Repurchase of a Portion of its Outstanding Taxable Pension Obligation Bonds, Series 2021;
 - b. approving a Repurchase Agent and authorizing the City Manager to execute an agreement, in a form approved by the City Attorney, with Samuel A. Ramirez & Co., Inc.; and
 - c. authorizing certain additional actions in connection therewith.
- (2) Taking such additional, related, action that may be desirable.

3-F. CONSIDERATION OF ADOPTION OF A RESOLUTION DIRECTING THE INTERIM CITY MANAGER TO TAKE ACTIONS NECESSARY TO FINANCE WATER FACILITIES AND IMPROVEMENTS TO THE WATER SYSTEM

It is recommended that the City Council consider:

- (1) Adopting Resolution No. _____ directing the Interim City Manager to take actions necessary to finance water facilities and improvements to the Water System; and
- (2) Taking such additional, related, action that may be desirable.

3-G. APPROVE REVISED FY2023-2024 CITY OF MONTEREY PARK COMPREHENSIVE SALARY SCHEDULE

It is recommended that the City Council consider:

- (1) Approve a revised City of Monterey Park Comprehensive Salary Schedule; and
- (2) Taking such additional, related, action that may be desirable.

3-H. SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT OPPORTUNITY FOR WATER LEADERSHIP (OWL) GRANT FISCAL YEAR 2023/24

It is recommended that the City Council consider:

- (1) Accepting \$3,000 in San Gabriel Valley Municipal Water District grant funding to purchase items for the Library collection and host a family-friendly event; and
- (2) Augmenting the FY 2023-2024 to allocate the \$3,000 in grant funds; and
- (3) Taking such additional, related, action that may be desirable.

3-I. AUTHORIZE THE INTERIM CITY MANAGER TO EXTEND THE LICENSE AGREEMENT WITH CHINATOWN SERVICE CENTER FOR USE OF THE SIERRA VISTA COMMUNITY CENTER AS THE TEMPORARY SITE OF THE MPK HOPE RESILIENCY CENTER

It is recommended that the City Council consider:

- (1) Authorizing the Interim City Manager, or designee, to extend the license agreement, in a form approved by the City Attorney with Chinatown Service Center for use of the Sierra Vista Community Center as the temporary MPK Hope Resiliency Center; and
- (2) Taking such additional, related, action that may be desirable.

3-J. AUTHORIZE THE INTERIM CITY MANAGER TO EXECUTE A LICENSE AGREEMENT WITH CARNIVAL MIDWAY ATTRACTIONS TO PROVIDE AMUSEMENT RIDES, GAMES, AND CONCESSIONS AT THE ANNUAL HAPPY BIRTHDAY MONTEREY PARK, PLAY DAYS CARNIVAL

It is recommended that the City Council consider:

- (1) Authorizing the Interim City Manager, or designee, to execute a license agreement, in a form approved by the City Attorney with Carnival Midway Attractions to provide amusement rides, games, and concessions at the annual Happy Birthday Monterey Park, Play Days Carnival; and
- (2) Taking such additional, related, action that may be desirable.

3-K. CONSIDERATION AND APPROVAL OF AN INTERAGENCY MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF MONTEREY PARK AND THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY AS THE ADMINISTRATOR OF THE REGIONAL INTEGRATION OF INTELLIGENT TRANSPORTATION SYSTEMS

It is recommended that the City Council consider:

- (1) Authorizing the Interim City Manager to execute a Memorandum of Understanding (MOU) with the Los Angeles County Metropolitan Transportation Authority (LACMTA), in a form approved by the City Attorney, for the Regional Integration of Intelligent Transportation System (RIITS); and
- (2) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The proposed action is exempt from the requirements of the California Environmental Quality Act (Pub. Res. Code §§ 21000, *et seq.*: “CEQA”) and CEQA Guidelines (Cal. Code Regs. Title 14, §§ 15000, *et seq.*) in accordance with CEQA Guidelines § 15305 (Class 5 – Minor Alterations in Land Use Limitations). The project involves a negligible expansion of use; there is only a minor change in the operation of an existing use. The project would not result in significant effects related to traffic, noise, air quality, or water quality and it can be adequately served by all required utilities and public services.

3-L. 2023 RESIDENTIAL STREET REHABILITATION – AWARD OF PUBLIC WORKS CONTRACT TO ALL AMERICAN ASPHALT

It is recommended that the City Council consider:

- (1) Authorizing the Interim City Manager to execute a public works contract, in a form approved by the City Attorney, with All American Asphalt in the contract amount of \$1,200,000 for the 2023 Residential Street Rehabilitation Project; and
- (2) Authorizing the Director of Public Works to approve change orders and contingency up to \$180,000, or 15% of the contract amount; and
- (3) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

It is recommended that the City Council find that the proposed work is exempt from additional environmental review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines (14 Cal. Code of Regs. § 15000, *et seq.*) § 15301(c) (Existing Facilities) which exempts the operation, repair, maintenance, alteration of existing public or private structures which involve negligible or no expansion of existing or former use. Subsection (c) of Section 15301 notes that repair of existing highways and streets, sidewalks, gutters, and bicycle and pedestrian trails—like the proposed work—are exempt from CEQA if additional automobile lanes are not created.

[4.] PUBLIC HEARING

4-A. PUBLIC HEARING TO APPROVE THE 2023 ANNUAL REPORT AND THE LEVY OF ASSESSMENTS FOR DOWNTOWN BUSINESS IMPROVEMENT DISTRICT NO. 1 FOR PROGRAM YEAR 2024.

It is recommended that the City Council consider:

- (1) Opening the public hearing, receiving both written and oral comments, and closing the public hearing; and
- (2) Adopting the resolution confirming the 2023 Annual Report and the levy of assessments for Business Improvement District No. 1 for program year 2024; and
- (3) Taking such additional, related, action that may be desirable.

[5.] NEW BUSINESS

5-A. PROVIDE AN UPDATE AND RECOMMENDATIONS REGARDING THE MONTEREY PARK REWARDS PROGRAM

It is recommended that the City Council consider:

- (1) Discussing several options regarding the continued use of a shop local rewards program; and
- (2) If desirable, providing additional staff direction; and
- (3) Taking such additional, related, action that may be desirable.

5-B. AN ORDINANCE AMENDING THE MONTEREY PARK MUNICIPAL CODE (“MPMC”) REGULATING PERMIT PARKING

It is recommended that the City Council consider:

- (1) Introducing and waiving first reading of an Ordinance adding Chapter 10.68 to the Monterey Park Municipal Code (“MPMC”) regulating preferential parking permit districts; and
- (2) Scheduling a second reading and adoption for December 6, 2023; and
- (3) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the Project under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. “CEQA”) and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the “CEQA Guidelines”). CEQA Guidelines §§ 15060(c)(2), 15061(b)(3), and 15378 exempt activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment, activities where there is possibility that it may have a significant effect on the environment, and activities that do not constitute a “project” as defined, respectively. This Ordinance is for general policies and procedure-making. Any request for preferential parking districts pursuant to this ordinance will be evaluated separately under the CEQA Guidelines. Accordingly, this Ordinance is exempt from further review.

[6.] CITY COMMUNICATIONS (CITY COUNCIL)

6-A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING THE MONTH OF NOVEMBER 2023 FAMILY COURT AWARENESS MONTH (Requested by Mayor Sanchez)

It is recommended that the City Council consider:

- (1) Adopting a Resolution declaring the month of November 2023 Family Court Awareness Month; and
- (2) Taking such additional, related, action that may be desirable.

6-B. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING THE MONTH OF NOVEMBER 2023 NATIONAL HOMELESS YOUTH AWARENESS MONTH (Requested by Mayor Sanchez)

It is recommended that the City Council consider:

- (1) Adopting a Resolution declaring the month of November 2023 National Homeless Youth Awareness Month; and
- (2) Taking such additional, related, action that may be desirable.

[7.] FUTURE AGENDA ITEMS

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

ADJOURN



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Old Business - 2A

TO: The Honorable Mayor and City Council
FROM: Karl H. Berger, City Attorney
SUBJECT: Authorization to issue Legislative Subpoenas regarding the potential revocation of Conditional Use Permit No. CU-89-004 (as amended and modified) held by Atlantic Square, LLC (Continued from November 1, 2023).

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a Resolution authorizing the Mayor and City Clerk to issue legislative subpoenas for testimony and records related to the potential revocation of CUP No. CU-89-004 (as amended) that was originally approved via Resolution No. 9356, adopted August 29, 1989 (and subsequently modified/amended); and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY

On November 1, 2023, the City Council considered whether to issue legislative subpoenas to gather information to determine whether the City should consider taking action to revoke CUP No. CU-89-004 which, as amended and modified, regulates land uses at 2000-2290 South Atlantic Boulevard. A copy of the staff report for that item is attached as Exhibit "1" (in its entirety).

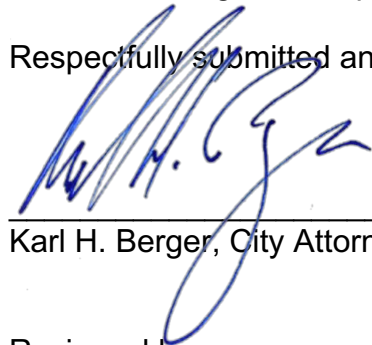
After discussion, the City Council postponed the matter to this meeting. In doing so, the Council invited the property owner to contact the City Attorney with a plan to file an application to revitalize the South Atlantic Boulevard. At the time this Agenda was posted, the City Attorney's office was not provided with any plan from the property owner.

Instead, the property owner's attorneys contacted the Assistant City Attorney with the attached email correspondence dated November 3, 2023 (Exhibit 2). The correspondence speaks for itself and appears to contradict written (see Exhibit 3) and verbal public comment provided during the November 1st meeting – regarding cooperation and good will – and certainly demonstrates the property owner's intent to ignore the City Council's invitation during that meeting. The Assistant City Attorney's response is also included as part of Exhibit 2.

Based upon the property owner's apparent unwillingness to accept the City Council's invitation and submit meaningful information to the City, the recommendation from November 1st is renewed, i.e., to issue legislative subpoenas in accordance with the draft resolution attached to the November 1st staff report (Exhibit 1). In addition to obtaining documents, the legislative subpoena would also require the deposition testimony of Chief Executive Officer Tim Pettit, Chief Operations Officer Tom Kuehl (who spoke on November 1st), and Mr. Byron de Arakal (who spoke before the closed session held at 5:30 p.m. on November 1st).

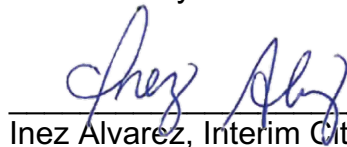
As to Mr. Arakal, we will be interested in deposing him about the statements made in his written comments from November 1st including, without limitation, an explanation regarding how the City's actions are "unnecessarily hostile" (in light of the City defending itself against two lawsuits filed by the property owner); what "exciting redevelopment plans" are being proposed – since there is no pending application for any such plans; and, along those lines, what "formula for success" might be proposed by the property owner since, again, no application is on file with the City.

Respectfully submitted and prepared by:



Karl H. Berger, City Attorney

Reviewed by:



Inez Alvarez, Interim City Manager

ATTACHMENTS

1. November 1, 2023 Staff Report and exhibits – including proposed Resolution.
2. Email correspondence from October 24th, October 30th, November 3rd, and November 4th.
3. Written public comment from November 1, 2023 submitted by Mr. Byron de Arakal.

ATTACHMENT 1

November 1, 2023 Staff Report



City Council Staff Report

DATE: November 1, 2023

AGENDA ITEM NO: New Business - 5A

TO: The Honorable Mayor and City Council
FROM: Karl H. Berger, City Attorney
SUBJECT: Authorization to issue Legislative Subpoenas regarding the potential revocation of Conditional Use Permit No. CU-89-004 (as amended and modified) held by Atlantic Square, LLC.

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a Resolution authorizing the Mayor and City Clerk to issue legislative subpoenas for testimony and records related to the potential revocation of CUP No. CU-89-004 (as amended) that was originally approved via Resolution No. 9356, adopted August 29, 1989 (and subsequently modified/amended); and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY

On May 4, 2022, the City Council adopted Resolution No. 2022-R28 to establish procedures for issuing legislative subpoenas in accordance with California law. Legislative subpoenas to investigate matters being considered by the City Council.

During the past several years, it is apparent that property located at 2000-2290 South Atlantic Boulevard, generally known as the "Atlantic Square" property, is generally in a state of vacancy and disrepair. In addition to that condition likely constituting a public nuisance under Monterey Park Municipal Code ("MPMC") Chapter 4.30, the failure to exercise the land use approvals granted via CUP No. CU-89-004 (as subsequently modified and amended; collectively, the "ATS CUP") make it apparent that the City Council may wish to review and potentially revoke such land use entitlements.

To better understand why the Atlantic Square property is currently vacant, 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 responsible for implementing the ATS CUP. Evidence gathered from such investigation will be presented to the City Council for consideration and potential action.

BACKGROUND

Relevant to this Agenda Item is the ATS CUP that the City Council approved via Resolution No. 9356 adopted on August 29, 1989. Among other things, the ATS CUP allows Atlantic Square to operate (1) a commercial shopping facility of five or more units; (2) two drive-in restaurants; (3) one additional on-sale alcohol use; and (4) major site identification signs. The ATS CUP was modified and amended in subsequent years to allow additional uses.

Since at least 2020, however, many storefronts at Atlantic Square remain vacant. Such vacancies undermine the public purpose for the former Monterey Park Redevelopment Agency (“MPRDA”) acquiring the property in the early 1980s. Rather than eliminating blight, the vacant storefronts are instead contributing to public nuisances (see *generally*, MPMC § 4.30.030, and *specifically*, §§ 4.30.050(a, c, d, e, g(3, 4, 5), x, and ii)). Indeed, the very findings for the ATS CUP appear to be undermined:

“the shopping center will be a substantial improvement over the existing one located in the center. Parking configuration shall be improved for better internal circulation. Additional landscaping will be provided and upgrading of all building facades will occur. ***Tenants needed by the City will be located here so as to provide necessary products to the citizens and needed sales tax to provide for City services.***”¹

While the property owner’s representatives (Terramar Retail Center or “TRC”) made multiple public assertions regarding why Atlantic Square is failing to take its obligations seriously, the City lacks substantial evidence to verify such statements.

MPMC § 21.32.150 establishes procedures for revoking or suspending conditional use permits; a copy is attached for reference. As may be read, “[u]pon recommendation by ... the City Council ... the body which granted a ... conditional use permit may conduct a noticed public hearing to determine whether it should be revoked.” Any such potential action must be based upon substantial evidence.

To determine whether there is sufficient evidence to consider revocation of the ATS CUP requires additional evidence. To gather such evidence, the City may issue legislative subpoenas in accordance with Government Code §§ 37104-37109 and Resolution No. 2022-R28. Once authorized, such subpoenas are signed by the Mayor and issued by the City Clerk. They may be enforced by the Superior Court.

¹ ATS CUP, p.2, Section 2(4); emphasis added.

The ability for cities to issue legislative subpoenas is well-established and was upheld by the California Supreme Court.² They may be utilized to gather testimony and documents that are relevant to any actions or matters considered by a city. Here, that means anything related to the failure to utilize the land uses authorized by the ATS CUP including, without limitation, the information TRC submitted to the City during the past 24 months.

If adopted, the draft resolution would authorize the Mayor and City Clerk to issue legislative subpoenas to the corporations and persons identified by the City Attorney in connection with the ATS CUP.

Once issued, the City Attorney's office would enforce the legislative subpoenas as needed to gather information to fully inform the City Council regarding potential revocation of the ATS CUP.

FISCAL IMPACT

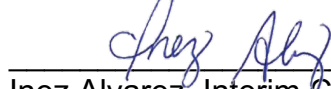
There is no fiscal impact associated with adopting the proposed resolutions.

Respectfully submitted and prepared by:



Karl H. Berger, City Attorney

Reviewed by:



Inez Alvarez, Interim City Manager

ATTACHMENTS

1. MPMC § 4.30.030, 4.30.050, and 21.32.150.
2. Resolution

² *Connecticut Indem. Co. v. Super. Court* (2000) 23 Cal.4th 807.

ATTACHMENT 1

Monterey Park

Municipal Code Sections

Monterey Park, California Municipal Code

Title 4 NEIGHBORHOOD PRESERVATION

Chapter 4.30 PUBLIC NUISANCES

4.30.040 Public nuisance—Generally.

Anything which is injurious to health, or is indecent, or offensive to the senses, or any obstruction to the free use of property so as to interfere with the comfortable enjoyment of life or property, or unlawfully obstructs the free passage or use in the customary manner of any public park, square, street or highway, is a nuisance. (Ord. 2129 § 6, 2016)

Monterey Park, California Municipal Code

Title 4 NEIGHBORHOOD PRESERVATION

Chapter 4.30 PUBLIC NUISANCES

4.30.050 Public nuisances—Designated.

It is unlawful and it is declared to be a public nuisance for any person owning, leasing, occupying, or having charge or possession of any residential, agricultural, commercial, industrial, business park, office, educational, religious, vacant, or other premises within the city, to maintain such premises in such a manner that any of the following conditions are found to exist thereon:

- (a) A violation of any regulations adopted by reference by the Monterey Park Municipal Code;
- (b) Any land, the topography, geology, or configuration of which, whether in a natural state or as a result of grading operations, excavations, fill, or other alteration, interferes with the established drainage pattern over the property or from adjoining or other properties which does or may result in erosion, subsidence, or surface water drainage problems of such magnitude as to be injurious to public health, safety and welfare or to neighboring properties;
- (c) Any building or structure which is partially destroyed, damaged, abandoned, boarded up, dilapidated, or permitted to remain in a state of partial construction;
- (d) The failure to secure and maintain against public access all doorways, windows, and other openings into vacant or abandoned buildings or structures;
- (e) Painted buildings and walls, retaining walls, fences or structures that require repainting, or buildings, walls, fences, or structures upon which the condition of the paint has become so deteriorated as to permit decay, excessive checking, cracking, peeling, chalking, dry rot, warping or termite infestation;
- (f) Any premises, building or structure, wall, fence, pavement, or walkway which is painted in a garish manner or is out of harmony or conformity with the standards of adjacent properties;
- (g) Any building or structure, wall, fence, pavement, or walkway upon which any graffiti, including paint, ink, chalk, dye, or other similar marking substances, is allowed to remain for more than twenty-four consecutive hours;
- (h) Any wall, fence, gate, or hedge that is damaged, broken, dilapidated or a hazard or is maintained in violation of this code;
- (i) Any wall, fence, gate, or hedge that is covered by or constructed of, whether totally or partially:
 - (1) Bamboo or other similar reed material, whether natural or artificial,
 - (2) Tarpaulin materials, whether natural or man-made,

(3) Plastic materials, or

(4) Broken windows;

(j) Any overgrown, dead, decayed, diseased or hazardous tree, weeds, vegetation, or debris which:

(1) May harbor rats, vermin, or other disease carriers,

(2) Is maintained so as to cause an obstruction to the vision of motorists or a hazardous condition to pedestrians or vehicle traffic,

(3) Constitutes an unsightly appearance,

(4) Creates a danger or attractive nuisance to the public,

(5) Causes detriment to neighboring properties or property values, or

(6) Constitutes a fire hazard.

Notwithstanding the above, a brown lawn will not constitute a nuisance during a period for which the Governor or city council has issued a proclamation of a state of emergency based on drought conditions;

(k) Building exteriors, roofs, landscaping, grounds, walls, retaining and crib walls, fences, driveways, parking lots, planters, sidewalks, or walkways which are maintained in such condition so as to become defective, unsightly, cracked or no longer viable;

(l) The accumulation of dirt, litter, trash, junk, feces, or debris in doorways, adjoining sidewalks, walkways, courtyards, patios, parking lots, planters, landscaped or other areas;

(m) Any premises upon which there is or is permitted to be:

(1) Lumber, building materials, rubble, broken asphalt or concrete, containers, or other similar materials, except where construction is occurring under a valid permit,

(2) Junk, solid waste, vegetation, salvage materials, scrap metals, hazardous waste, broken or neglected machinery, dirt or fill material deposited or stored contrary to any law, automobile parts, except within a commercial business lawfully engaged in retail sales,

(3) Rocks, except in their natural state and location,

(4) Sinks, fixtures or equipment, appliances or furniture, except lawn furniture in residential yards and new or used furniture lawfully stored or displayed in connection with a valid business engaged in the sale or purchase of the same, or

(5) Inoperative vehicles, except where permitted by zoning regulations;

(n) Deteriorated driveways and parking lots, including those containing pot holes, or cracks;

(o) Abandoned, broken, unused, neglected or unprotected equipment and machinery, ponds, reservoirs and pools, whether or not the same contains any water or liquid, excavations, abandoned wells, shafts, basements, foundations, or other holes, abandoned refrigerators or other appliances, abandoned motor vehicles, any unsound structure, skateboard ramps, or accumulated lumber, solid waste, junk, or vegetation which may reasonably attract children to such abandoned or neglected conditions;

(p) Construction equipment, buses, tow trucks, dump trucks, flatbed trucks, grading equipment, tractors, tractor trailers, truck trailers, or any other commercial vehicle over twenty-five feet long or eight feet in height or ninety inches wide, supplies, materials, or machinery of any type or description, parked or stored upon any street or property within a residential zone, except where permitted by this code or state law. "Commercial vehicle," for the purposes of this section, is defined as any motorized or nonmotorized vehicle used or maintained to transport property or goods for profit, or persons for hire or compensation;

(q) Temporary service bins or construction debris storage bins stored on a public street or on private property, except where permitted by this code;

(r) Any garbage can, solid waste container, solid waste, packing box or junk placed or maintained so as to be visible from neighboring properties or the public right-of-way, except for those times scheduled for collection, in accordance with this code;

(s) Any property with accumulations of grease, oil, or other hazardous material on paved or unpaved surfaces, driveways, buildings, walls, or fences, or from which any such material flows or seeps on to any public street or other public or private property, or which is likely to seep or migrate into the underground water table;

(t) Any front yard, parkway, or landscaped setback area which lacks turf, other planted material, decorative rock, bark, or planted ground cover or covering, so as to cause excessive dust or allow the accumulation of debris;

(u) Any condition of vegetation overgrowth which encroaches into, over, or upon any public right-of-way including, but not limited to, streets, alleys, or sidewalks, so as to constitute either a danger to the public safety or property or any impediment to public travel;

(v) Animals, livestock, poultry, or bees kept, bred, or maintained for any purpose and in violation of this code;

(w) A premises, building, habitation, or structure where debris, filth, rubbish, stagnant water or other offensive matter is permitted to accumulate so that it is unsanitary or likely to produce disease or otherwise endanger the public, health or safety;

(x) Any property, or any building or structure thereon, maintained in such condition so that it is defective, unsightly or in such condition of deterioration or disrepair that it causes or will cause an ascertainable diminution of the property values of surrounding properties or be otherwise materially detrimental to adjacent and nearby properties and improvements;

(y) Except where construction is occurring under a valid permit and pursuant to said permit, the dumping or deposit of any waste matter in or upon any public or private highway or road, including any portion of the right-of-way thereof, or in or upon any private property into or upon which the public is admitted by easement or license, or upon any private property without the consent of the owner, or in or upon any public park or any public property other than property designated or set aside for that purpose by the governing board or body having charge of that property;

(z) Except where construction is occurring under a valid permit and pursuant to said permit, any placing, depositing, or dumping of any rocks or dirt in or upon any private highway or road, including any portion of the right-of-way thereof, or any private property, without the consent of the owner, or in or upon any public work or other public property, without the consent of the state or local agency having jurisdiction over the highway, road, or property;

(aa) The parking of vehicles on private property in violation of the applicable zoning regulations for the property on which such vehicles are parked;

(bb) Rooftop storage (except as allowed pursuant to a valid permit issued by the city);

(cc) Any building, use or structure wherein one or more persons engage, or have engaged, in two or more acts which are prohibited by applicable law including, without limitation:

(1) Unlawful possession or use of controlled substances,

(2) Prostitution,

(3) Gambling, or

(4) Solicitation for any unlawful conduct;

(dd) Swimming pools not securely fenced or swimming pools, ponds, or other bodies of water that create an unhealthy or unsafe condition due to neglectful or improper supervision, treatment or filtration. The intent of this prohibition is to prevent or avoid the growth of harmful or unhealthy organisms or vegetation in the water, and also to protect public health and safety;

(ee) Maintaining, placing, or otherwise displaying upon any fence, wall, balcony, porch, tree, bush, or any other structure or portion thereof, any linens, rugs, fabrics, nylon, or any other item of clothing or similar items except upon a recognized clothes line facility. For the purpose of this subsection, the placement of clothes line(s) is prohibited within any front yard areas;

(ff) Unruly gatherings as defined by this code;

(gg) Graffiti as defined by this code;

(hh) Any building or portion thereof maintained in a manner which constitutes a substandard building pursuant to applicable law;

(ii) Any failure by a person or owner's association, as defined by this code, to enforce conditions of approval that are part of a permit issued in accordance with this code.

This section is not the exclusive definition or designation of what constitutes a nuisance within this city. It supplements and is in addition to other applicable law as it now exists or may be enacted. (Ord. 2191 § 3, 2020; Ord. 2129 § 6, 2016)

Monterey Park, California Municipal Code

Title 21 ZONING

Chapter 21.32 PERMIT PROCEDURES—GENERALLY

21.32.150 Revocation or Suspension.

(A) Revocation or Suspension. Upon recommendation by the City Planner, Planning Commission, or the City Council, by motion, carried by at least three affirmative votes, the body which granted a variance or conditional use permit may conduct a noticed public hearing to determine whether it should be revoked. If the granting body finds, upon substantial evidence, any of the following facts to be present, it may revoke the variance or conditional use permit:

- (1) That the variance or permit was obtained by fraud;
- (2) That the use for which such approval was granted has ceased to exist or has not operated for a period of one year, as determined by substantial evidence;
- (3) That the permit or variance granted is being, or has been, exercised contrary to any conditions imposed upon such permit or variance, or in violation of any law;
- (4) That an owner's association required by a conditional use permit was never formed, was dissolved, regularly fails to enforce covenants, conditions or restrictions ("CC&Rs") recorded on the property, or fails to enforce conditions of approval imposed upon the development; or
- (5) That the use for which the approval was granted is being exercised so as to be detrimental to the public health or safety, or as to constitute a nuisance.

(B) The granting body may, but is not required to, suspend a conditional use permit or variance if it finds that timely compliance will occur without additional violations.

(C) If the granting body determines that facts of subsection (A)(4) are present, it may, revoke or suspend the conditional use permit. It may also refer the matter to the City Attorney for enforcement pursuant to Chapter 4.10 of this code.

(D) If the revocation hearing is conducted by the Planning Commission, its decision may be appealed in accordance with Chapter 1.10. (Ord. 2203 § 1, 2021; Ord. 2191 § 5, 2020; Ord. 2132 § 1, 2016; Ord. 2097 § 3, 2013)

ATTACHMENT 2

Resolution

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY CLERK TO ISSUE SUBPOENAS FOR LEGISLATIVE FACT-FINDING RELATED TO CONDITIONAL USE PERMIT NO. CU-89-004 (AS AMENDED AND MODIFIED) ADOPTED BY RESOLUTION NO. 9356, ON AUGUST 29, 1989.

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 adopted Resolution No. 9356 on August 29, 1989 approving Conditional Use Permit No. CU-89-004 (as subsequently amended and modified) which authorized certain land uses located at 2000-2290 South Atlantic Boulevard, generally known as the “Atlantic Square” property (the “ATS CUP”).
- B. The City Council believes that it may be in the public interest to consider revoking the ATS CUP. To fully inform the City Council regarding whether to move forward with revocation procedures, it is in the public interest to obtain testimonial and documentary evidence regarding this matter.
- C. This Resolution is adopted in accordance with the requirements set forth in Resolution No. 2022-R38, for the purpose of obtaining information regarding potential revocation of the ATS CUP in accordance with Monterey Park Municipal Code (“MPMC”) Chapter 21.32.

SECTION 2: *Authorization.* The City Clerk is authorized to issue subpoenas requiring the attendance of witnesses and production of documents as required by the City Attorney to inform the City Planner and City Council regarding recommendations for revocation of the ATS CUP. Persons, documents, or other tangible items must be identified in a subpoena signed by the Mayor and approved as to form by the City Attorney. This authorization expires December 31, 2024 but may be renewed upon request by the City Attorney via City Council minute order, i.e., no subsequent resolution is required.

SECTION 3: *Subject-Matter of the Subpoenas.* The City Attorney is authorized to inform the City Clerk regarding which witnesses and what evidence is required to fully inform the City Planner and City Council. This authority may be expanded upon request by the City Attorney via City Council minute order, i.e., no subsequent resolution is required.

- A. Atlantic Square, LLC, along with its officers, directors and any other

persons most knowledgeable, as determined by the City Attorney; and

- B. Terramar Retail Center ("TRC"), along with its officers, directors and any other persons most knowledgeable, as determined by the City Attorney.

SECTION 4: Service. Subpoenas will be served in accordance with the provisions of Code of Civil Procedure §§ 1987 and 1988, and any successor statute or regulation.

SECTION 5: Witness fees and mileage. If requested by the witness, all witnesses appearing pursuant to subpoena will receive fees and mileage, in the same amount and under the same circumstances as prescribed by California law for the deposition of witnesses in civil actions in a superior court.

SECTION 6: Enforcement. Subpoenas issued in accordance with this Resolution may be enforced pursuant to applicable law including Government Code §§ 37105 through 37109.

SECTION 3: 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 4: 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 5: 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 November, 2023.

Jose Sanchez, Mayor

ATTEST:

Maychelle Yee, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, City Attorney

ATTACHMENT 2

Miscellaneous Emails

Subject: Re: Atlantic Square request for meeting with City staff
Date: Saturday, November 4, 2023 at 4:42:41 PM Pacific Daylight Time
From: Campen, Timothy E.
To: Quick, Deborah (Perkins Coie)
CC: Hensley, Mary E., Hartman, Ray (Perkins Coie), Murphy, Alan H. (Perkins Coie), Berger, Karl H.
Attachments: image001.jpg, image002.jpg

Dear Deborah,

Thank you for your correspondence. I've read through your novel explanation regarding your client's belief that its representatives can meet with City staff whenever they choose.

The City Attorney, of course, is himself a public official and is responsible for protecting his client and its employees, as am I as the Assistant City Attorney. So, please refer to my previous correspondence on this matter, which reflects how the City is proceeding.

In speaking with the City Attorney, he wanted to express his anticipation of seeing the long-promised application from your client - something that the City Council specifically invited your client to file during the meeting on Wednesday. We look forward to reviewing it before the next Council meeting on November 14th, which is when the matter of legislative subpoenas will again be in the agenda (at the Council's direction).

- Tim

Timothy E. Campen | Partner

501 West Broadway, Suite 1600 | San Diego, CA 92101

d - [619.814.5810](tel:619.814.5810) | t - [619.814.5800](tel:619.814.5800) | f - [619.814.6799](tel:619.814.6799) | m - [619.861.7707](tel:619.861.7707)

tcampen@bwslaw.com | bwslaw.com



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From: Quick, Deborah (Perkins Coie) <DQuick@perkinscoie.com>
Sent: Friday, November 3, 2023 3:06:20 PM
To: Campen, Timothy E. <TCampen@bwslaw.com>
Cc: Hensley, Mary E. <MaHensley@bwslaw.com>; Hartman, Ray (Perkins Coie) <RHartman@perkinscoie.com>; Murphy, Alan H. (Perkins Coie) <AMurphy@perkinscoie.com>

Subject: RE: Atlantic Square request for meeting with City staff

EXTERNAL

Tim,

In our collective professional experience, discussions regarding a land use regulator's interpretation of local codes and permit terms are typical of the ordinary course of business between landowners and business owners, and land use regulators. Such discussions help landowners and business owners understand when a formal application may, or may not, be needed.

In connection with its continual explorations of new tenancies and pursuit of entitlements to facilitate further capital investments in Atlantic Square, TRC intends to engage in the Site Plan Review process provided for in the Monterey Park Municipal Code, see Section 21.10.190. We appreciate your acknowledgment that the City is required to "absolutely process any applications or similar submissions from your client as it would from any other person or entity," which would not require any extraordinary requirement that such application and any associated communications be routed solely through, or require the presence of, counsel for either TRC or the City.

We trust that staff will timely process TRC's entitlement applications, including by engaging in all forms of staff communication that are part of the City's ordinary land use regulatory and permitting practices, and encompassing the informal, consultative communications discussed above. All of these communications between TRC and City staff are protected by TRC's First Amendment right to petition public officials.

Your client has made clear its desire to move forward with the ordinary course of permitting and land use regulatory matters in a cooperative and productive manner, and TRC will continue to proactively engage with staff in that spirit. We therefore decline your request to require that all communications between TRC and City staff "on any matters involving the Atlantic Square property go through counsel." Far from being required by Rule 2-100, such a deviation from normal practices risks running afoul of the duty of competence. *Issue: Attorney Represents Husband in Pending Dissolution Action* (1993) CA Eth. Op. 1993-131.

Your October 6, 2023 letter states: "Any meetings with City staff may include a representative of the City Attorney's office being present." To the extent you intend this statement to serve as notice of your intent to participate in meetings or communications with TRC without our presence or consent, we do not consent to such meetings or communications. Rule 2-100 prohibits such conduct without our consent. *Issues: May Consent Under the "No Contact" Rule of California Rule of Prof'l Conduct 2-100 Be Implied, or Must It Be Provided Expressly? If Consent May Be Implied, How Is Implied Consent Determined?* (2011) CA Eth. Op. 2011-181 ("Consent of the represented party is not sufficient. Rule 2-100 specifies that the consent of the other lawyer is required in order for a member to communicate with a represented party about the subject of the representation.")

Regards -

Deborah Quick | Perkins Coie LLP
SENIOR COUNSEL
D. +1.415.344.7157
E. DQuick@perkinscoie.com

From: Campen, Timothy E. <TCampen@bwsllaw.com>
Sent: Monday, October 30, 2023 9:36 AM
To: Quick, Deborah (SFO) <DQuick@perkinscoie.com>
Cc: Hensley, Mary E. <MaHensley@bwsllaw.com>

Subject: Atlantic Square request for meeting with City staff

Dear Deborah,

Below is an email from your client's representative, Byron de Arakal, to Jessica Serrano, Joe Torres and others in the Monterey Park's Community Development Department.

As I stated in my Oct. 6 letter, the City of Monterey Park is committed to "ensur(ing) the ability of your Client to fully access the City on matters requiring municipal engagement, while preserving the interests of the City Defendants" whom your client is suing as an entity and as individuals. I asked that communications between the parties go through the attorneys to maintain both your client's rights to engage with the City as well as the integrity of the litigation. That has not happened, and your client continues to not only communicate directly with represented individual defendants with even copying my office or providing any notice of said communications.

So, I am writing here to reiterate my request that communications between the parties on any matters involving the Atlantic Square property go through counsel. My office has similarly advised City staff.

With that in mind, I would like to respond specifically to your client's request below to "have a conversation with (Jessica Serrano), Beth (Chow) and Joseph (Torres) about (their) prospective tenant in the context of the current Master CUP for the center and the Zoning Code." It appears your client understands the permitted uses of the property per its CUP, but wants to have a discussion with staff to find a way to accommodate a prospective tenant anyway. If you could please advise your client that City staff cannot provide legal advice on this or on any matters. Further, the City will absolutely process any applications or similar submissions from your client as it would from any other person or entity. But it appears here that your client is seeking special treatment to meet with staff before doing so to obtain guidance on how it can circumvent or change the existing CUP on the property. Your client's actions further run the risk of appearing to leverage the existing litigation to get such special treatment. Again, please advise your client to seek the advice of its own counsel to explore how to comply with the law in pursuit of its goals. The City will continue to carry out its responsibilities according to the law.

Thank you in advance for your client's anticipated cooperation.

Sincerely, - Tim

Timothy E. Campen | Partner

501 West Broadway, Suite 1600 | San Diego, CA 92101

d - 619.814.5810 | t - 619.814.5800 | f - 619.814.6799 | m - 619.861.7707

tcampen@bwslaw.com | bwslaw.com



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From: Byron de Arakal <byron@trcretail.com>

Sent: Tuesday, October 24, 2023 3:50 PM

To: Serrano, Jessica <jserrano@MontereyPark.ca.gov>

Cc: Chow, Beth <bchow@MontereyPark.ca.gov>; Torres, Joseph <jtorres@MontereyPark.ca.gov>; Scott Grady <sgrady@trcretail.com>

Subject: Atlantic Square Master CUP - Zoning Code Update

[EXTERNAL EMAIL]

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Jessica –

Thanks for your response to my email earlier today.

On a separate matter, we are following with interest the City's "Our City, Our Plan" zoning code update. We're looking forward to participating in that process relative to Atlantic Square and contributing some ideas about needed updates to permitted uses in the Shopping Center zone of the City's Land Use Table.

As you likely know, Atlantic Square is governed by a Master Conditional Use Permit first adopted in 1989 with the redevelopment entitlements for the center. The CUP was subsequently amended in 1989, twice in 1993 and in 1999 (see attached). As you can imagine, the CUP is quite dated and is overly restrictive of non-retail uses and food and beverage uses given current tenant-mix trends in retail centers. In today's retail market, shopping center tenant mixes are skewing toward a balance of non-retail (medical office, instructor-based fitness, day care, tutoring, etc.) and retail uses to match consumer preferences for one-stop convenience.

In that context, we have a major prospective non-retail tenant interested in Atlantic Square. The tenant is focused on the run of shops between Rite Aid and Big 5. The tenant would replace a dentist's office that recently left the center. The prospective tenant did reach out to the City but was told it isn't possible to accommodate their use. We reached out to Joseph Torres to schedule a meeting to discuss the prospective tenant vis a vis the Atlantic Square Master CUP and the City's existing Land Use Table. Joseph had to cancel the meeting due to a family matter.

Again, we'd like to have a conversation with you, Beth and Joseph about our prospective tenant in the context of the current Master CUP for the center and the Zoning Code.

Hope to have an opportunity to discuss at your convenience.

Regards,

Byron

BYRON DE ARAKAL

*Consulting Director Entitlement Planning
and Special Projects*



4695 MacArthur Court | Suite 700
Newport Beach, CA 92660
C 714.227.4620
Byron@TRCRetail.com

NOTICE: This communication may contain privileged or other confidential information. If you have received it in error, please advise the sender by reply email and immediately delete the message and any attachments without copying or disclosing the contents. Thank you.

ATTACHMENT 3

Public Comment 11/1/2023

- Mayor Sanchez, Mayor Pro Tem Wong, Honorable Councilmembers. My name is Byron de Arakal representing TRC. We are the owners of Atlantic Square and have been for the last 27 years.
- I appreciate the opportunity to speak with you directly this evening relative to Item 2A on your Closed Session Agenda, although the circumstance is deeply disappointing, and we think unnecessarily hostile.
- TRC and Monterey Park have a common interest in Atlantic Square's long-term success. But if it's to succeed, the obsolete Conditional Use Permit governing the Center needs to be comprehensively amended to facilitate a market-relevant tenant mix of goods and services that provides consumers the one-stop convenience they want. After all, it was adopted before there were smart phones, Amazon and an historic pandemic that completely changed consumer habits. But modernizing Atlantic Square's CUP can only happen if we work together.
- But is that what we're doing here tonight? Are we working together? It doesn't feel like it. Instead, you're being asked to initiate legal action to compel TRC, we're assuming, to continue operating Atlantic Square according to a nearly 40-year-old document completely untethered from the realities of today's retail marketplace. And that if we don't, the Center's entitlements and CUP may be revoked.
- What we'd rather do is *collaborate* with the City on a new set of rules that will give Atlantic Square the best chance to remain relevant and successful.
- That's why last week I reached out by email to Community Development Director Jessica Serrano requesting a meeting with her, Senior Planner Beth Chow and Economic Development Director Joseph Torres to discuss a prospective, major new tenant, the existing Atlantic Square Conditional Use Permit and how the City's upcoming Zoning Code update would be an ideal process for modernizing the City's Land Use tables for the Shopping Center Zone as a precursor to a CUP amendment for Atlantic Square.
- Tonight's Closed Session agenda isn't the meeting we were hoping for.

- We have always valued the accessibility and responsiveness of Ms. Serrano and her staff in Planning.
- Your Building staff has been extraordinarily helpful with tenant plan checks and building permits.
- Chief Wiese has been instrumental in working directly with our Property Manager to implement new and effective security measures at Atlantic Square.
- We've appreciated our good working relationship with your Economic Development Director, Mr. Torres, in bringing new tenants to Atlantic Square including Silverlake Ramen, Fire Wings and Fit Body.
- We have what we think are exciting redevelopment plans to reposition Atlantic Square for the future, to make it more accessible and more relevant to more people, and we're looking forward to collaborating with the City to affect those plans.
- But because there remains an unresolved disagreement, it appears you're being asked to take an action that could lead to revocation of Atlantic Square's entitlements and its CUP and your staff is being instructed not to talk to us on ANY matter related to Atlantic Square. And to what end?
- Refusing to talk about or work together on all **other** things because we have an unresolved disagreement about one thing is not a formula for success. We hope you agree. We look forward to collaborating with you and staff on Atlantic Square and its future in the coming months.

Thank you very much for listening.



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Consent Calendar - 3A

TO: The Honorable Mayor and City Council

FROM: Maychelle Yee, City Clerk

SUBJECT: Minutes

RECOMMENDATION:

It is recommended that the City Council consider:

1. Approving the minutes from the regular meeting of September 6, 2023 and the special meetings of September 6, 2023 and September 26, 2023; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Maychelle Yee".

Maychelle Yee
City Clerk

Prepared by:

A handwritten signature in blue ink, appearing to read "Ruben Antonio Barbosa".

Ruben Antonio Barbosa
Senior Clerk Typist

Approved By:

A handwritten signature in blue ink, appearing to read "Inez Alvarez".

Inez Alvarez
Interim 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
SEPTEMBER 6, 2023**

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, Wednesday, September 6, 2023 at 5:30 p.m.

CALL TO ORDER:

Mayor Sanchez called the meeting to order at 5:35 p.m.

ROLL CALL:

Mayor Sanchez called the roll:

Council Members Present: Henry Lo, Vinh Ngo, Jose Sanchez, Thomas Wong,
Yvonne Yiu
Council Members Absent: None

ALSO PRESENT: City Attorney Karl Berger, Interim City Manager Inez Alvarez, Interim Assistant City Manager Diana Garcia, Director of Finance Martha Garcia, Director of Human Resources and Risk Management Christine Tomikawa

VIRTUALLY PRESENT: None.

PUBLIC COMMUNICATIONS: None.

1. CLOSED SESSION

The City Council adjourned to Closed Session at 5:35 p.m.

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

City Negotiators: Steve Berliner (not present) and Christine Tomikawa
Employee Confidential Employees' Association, Firefighters' Association,
Organizations: Mid-Management Association, Police Captains' Association,
Police Officers' Association, Police Officers' Mid-Management
Association, Professional Chief Officers' Association, and
Service Employees International Union, Local 721

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

RECONVENE & ADJOURNMENT

The City Council reconvened from Closed Session with all Council Members present.
The meeting was adjourned at 5:51 p.m.

Action Taken: No reportable action taken in Closed Session.

Maychelle Yee
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
FINANCING AUTHORITY (MPFA)
HOUSING AUTHORITY (MPHA)
GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD)
SUCCESSOR AGENCY (SA)
REGULAR MEETING
SEPTEMBER 6, 2023**

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, September 6, 2023, at 6:30 p.m.

CALL TO ORDER:

Mayor Sanchez called the meeting to order at 6:31 p.m.

FLAG SALUTE:

The Monterey Park Fire Explorers led the flag salute.

ROLL CALL:

City Clerk Maychelle Yee called the roll:

Council Members Present: Henry Lo, Vinh Ngo, Jose Sanchez, Thomas Wong,
Yvonne Yiu

Council Members Absent: None

ALSO PRESENT: City Treasurer Amy Lee, Interim City Manager Inez Alvarez, City Attorney Karl Berger, Interim Assistant City Manager Diana Garcia, Interim City Librarian Kristin Olivarez, Director of Public Works Shawn Igoe, Director of Recreation and Community Services Robert Aguirre, Director of Finance Martha Garcia, Community Development Director Jessica Serrano, Director of Human Resources and Risk Manager Christine Tomikawa, Police Chief Scott Wiese, Fire Chief Matt Hallock, Interim Planning Manager Beth Chow, Recreation Supervisor Orlando Muro, Program Coordinator Alejandra Espinosa, Interim Senior Librarian Lauren Frazier, Information Technology Manager Stanley Ardon, Assistant Deputy City Clerk Helena Cho

VIRTUALLY PRESENT: Priscila Davila, Housing Consultant

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

Interim City Manager Alvarez announced the addition of Public Works and Police Departments under staff communication. City Attorney Berger informed the City Council that the ordinance for Item No. 3I has been amended to reflect the changes requested by the City Council at the August 16th council meeting.

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.

PUBLIC COMMUNICATIONS

- Sarkis Antonian spoke about Spectrum services, mask mandates, and Covid-19 vaccines.
- Nancy Arcuri talked about an incident that occurred on September 2 regarding the Police Department assisting a stranded motorist on New Avenue and Graves Avenue and expressed her gratitude to the Department.
- Joseph Leon, City Representative on the Board of Trustees for the San Gabriel Valley Mosquito Vector District, provided an update on spraying in the City of Monterey Park. He reported no spraying will occur to combat mosquito infestation in the city, and no West Nile Virus has been reported in the City. He also provided a phone number for information, 626-814-9446
- Angela Pao-Johnson introduced herself as the new Executive Director of Meaningful Experiences and Relationships through Community Inclusion (MERCi), an organization that provides home and community-based services to adults with developmental disabilities. She asked the Council and community for any new opportunities for partnership. She provided her contact phone number; 310-991-1289.
- Randye Kay spoke about ongoing traffic issues at the intersection of Chandler and Hellman Avenues.
- City Clerk Yee received, filed, and read one written communication from resident Michael Becerra regarding safety concerns at the intersection of Chandler and Hellman Avenues.

STAFF COMMUNICATIONS

- Community Development: Community Development Director Serrano spoke about the upcoming Community Workshop, "Our City, Our Plan" on September 11, giving access to the public to be heard on issues involving the economic development of the City of Monterey Park. She also provided contact information for the Community Development Department.
- Fire Department: Fire Chief Hallock cited that September is designated as Emergency Preparedness Month and presented information on emergency preparedness in the home. He spoke about how to take steps in recognizing potential emergencies, assembling an emergency kit, and knowing what to do during and after an emergency. He encouraged the public to join the Community Emergency Response Team (CERT), and referred the community to preparempk.com, a website that details preparedness tips. He also took brief questions from the Council.

- Library: Interim Children's Senior Librarian Frazier presented the new hours of operation for the Bruggemeyer Library, including expanding hours to six full days and invited the public to the ribbon cutting ceremony and reception on September 18 at 4:30 p.m. She also encouraged participation in Library Card Sign-up Month, with outreach events starting September 16 with Alhambra Unified School District, September 21 at Movie in the Park, and September 28 at the Farmer's Market. She talked about Elder Law Day on September 30, sponsored by The Asian Pacific American Bar Association of Los Angeles County, mentioned Homework Help in the Library, Hispanic Heritage Month events starting September 16 through October 15, Mid-Autumn Festival which offers arts and crafts, and the College Preparation Workshops sponsored by the Chinatown Service Center and the Library Foundation Gala to be held on October 13 at Luminarias Restaurant. Interim City Librarian Olivarez answered a Council question regarding the free mental health services offered by the Chinatown Service Center on Wednesdays and Fridays.
- Recreation and Community Services Department: Recreation Supervisor Muro thanked those who participated in the Langley Center's Wildest Party in The West event, and the Karaoke contest. He spoke about the upcoming Hispanic Heritage Month events starting September 14 through October 12. Events will include the Friendly Fred walk with a Council Member, "Selena" Movie in the Park, and Fun Fiesta at the Langley Center. He also invited the community to the 9/11 Patriot Day event at City Hall. He encouraged the Council and community to save the date for upcoming events Electric Park on October 14 which includes music, food trucks and games; as well as Monster Mash on October 19 in conjunction with Bruggemeyer Library which will include local vendors and trick or treating. Both events will be held at Barnes Park.
- Public Works: Director Igoe recapped the distribution of over 10,000 sandbags during the recent storm event. He encouraged residents to keep the sandbags and try to reuse them during the upcoming rainy season. He also promoted the Community Clean-up Day at Elder Park on October 7, where residents can come to dispose of items.
- Police Department: Police Chief Wiese spoke of the commemoration of Monterey Park Officer William Guidera who died on September 9, 1927, assisting a motorist. The Chief also spoke about a new page on the Police Department website coming soon regarding firearms safety. The site will cover firearms safety, firearms disposal and turn in, and California firearms laws. The Chief also detailed how the Department has partnered with a child-safe organization to provide 100 safety locks which will be available soon for free. The Chief spoke about California Senate Bill 2, which amends current concealed weapon laws and in conjunction, spoke about business owner's rights regarding signage not allowing firearms on their property. Based on Council questions, The Chief elaborated on the types of community outreach the Department would enact once the bill is passed into law.

1. **PRESENTATION** – None.

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

2. **OLD BUSINESS**

2-A. **DISCUSSION OF CITY COUNCIL’S STANCE ON AMENDED SENATE BILL (SB) 710 (DURAZO)**

Staff was recently made aware that the Office of California Senator Maria Elena Durazo amended SB 710 to clarify the jurisdictions affected by the Bill (i.e., it now only covers the cities of Alhambra and Los Angeles). The City was invited to take appropriate action. The amended language changes “committee” to “task force” and specifically names the entities that will have representatives on the task force.

If SB 710 were enacted, the Terminus Regional Planning Task Force would meet quarterly to discuss traffic issues and potential land uses, including affordable housing, student housing, workforce development space, public university expansion, parks, open space, and alternative transportation. The Task Force is also required to complete and submit a report to the Legislature by December 1, 2025, on projects and land use in the State Route 710 Terminus adjacent areas, including a summary and status of the Alhambra 710 Arterial Project. Both the cities of Alhambra and Los Angeles are in support of SB 710 as amended.

Action Taken: By consensus, the City Council gave direction to maintain opposition and gave authority to the Mayor to draft a letter to request a seat on the Task Force based on legislative actions.

3. **CONSENT CALENDAR ITEMS NOS. 3A-3Q**

All items under the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion. Specific items may be removed from the Consent Calendar at the request of any member of the City Council for separate consideration.

Action Taken: The City Council approved and adopted Agenda Item Nos. 3A, 3C, 3G, 3H, 3I, 3J, 3K, 3L, 3M, 3O, 3P and 3Q on Consent Calendar, excluding Item Nos. 3B, 3D, 3E, 3F, and 3N which were pulled for discussion, separate motion, reading resolutions and ordinances by the title only and waiving further reading thereof. Mayor Pro Tem Wong reported a conflict of interest on Agenda Item No. 3P as his real property is within 500 feet of one of the project sites.

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

Ayes:	Council Members:	Lo, Yiu, Ngo, Wong, Sanchez
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None
Recusal:	Council Members:	Wong - Item No. 3P

3-A. MINUTES

Approving the minutes from the regular meetings of June 7, 2023, and June 21, 2023 and the special meetings of June 7, 2023, June 12, 2023, and June 21, 2023.

Action Taken: The City Council approved the minutes from the regular meetings of June 7, 2023, and June 21, 2023, and the special meetings of June 7, 2023, June 12, 2023, and June 21, 2023, on Consent Calendar.

3-B. AUTHORIZATION FOR MAYOR TO SIGN LETTERS OF SUPPORT FOR CALIFORNIA SENATE BILL 326 AND ASSEMBLY BILL 531 ADDRESSING MENTAL AND BEHAVIORAL HEALTH SERVICES

California Senate Bill 326 (SB 326) aims to modernize and reform the Mental Health Services Act (MHSA), enhancing services for individuals with substance use disorders and serious mental illness. Assembly Bill 531 (AB 531) proposes a \$4.68 billion general obligation bond to build treatment beds and housing units, addressing the shortage of behavioral health care options and providing housing for those experiencing homelessness with behavioral health needs. The behavioral health modernization package will go to the voters for approval on the March 2024 ballot, after consideration and approval by the Legislature and Governor Newsom's signature.

Action Taken: The City Council authorized the Mayor to Sign Letters of Support for California Senate Bill 326 and Assembly Bill 531 addressing Mental and Behavioral Health Services, as amended to see if Los Angeles County is in support of bills, if so, authorized all City Council signatures on possible support letters.

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

Ayes:	Council Members:	Lo, Yiu, Ngo, Wong, Sanchez
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None
Recusal:	Council Members:	None

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

Adopting the attached resolution in the staff report will allow the City to recover costs, including attorney's fees, incurred the City's abatement of the public nuisance present on certain real property located in the City (Lot 1 of Tract No. 34875—APN 5254-002-031) (the "Property") owned by Center Int'l Investments, Inc. ("CII").

The Resolution authorizes recording the associated Notice of Nuisance Abatement Lien in the amount of \$1,772,244.06. This will be the fifth lien placed on the Property and covers expenses that the City incurred between January 1, 2023, and June 30, 2023. After recording this lien, the liens against the Property will total \$12,093,904.27.

CEQA (California Environmental Quality Act):

Adoption of the 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.

Action Taken: The City Council adopted Resolution No. 2023-R69 to record a Notice of Nuisance Abatement Lien, on Consent Calendar.

Resolution No. 2023-R69:

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

3-D. 2022-2023 ANNUAL INVESTMENT REPORT

The City's Investment Policy requires an annual investment report and a statement of investment policy to be submitted to the City Council for annual review. The attached annual report shows that all investment activities during 2022-23 were conducted according to the fiscal year 2022-2023 City's Investment Policy.

The Treasury Committee is introducing and recommending adoption of the Investment Policy developed by Chandler Asset Management company.

This Item was heard with Item No. 3E.

Discussion: City Treasurer Amy Lee reported the total investment balance for the City as of June 30, 2023 as \$87,989,100.53 and introduced Regional Director Mia Corral Brown and Associate Portfolio Strategist Kara Hooks from Chandler Asset Management to speak on the annual investment report and investment/advisory

services. Finance Director Garcia provided a PowerPoint presentation along with the representatives from Chandler Asset Management in conjunction with Item No. 3E. The Council took part in a question-and-answer session on the annual investment report and management services offered.

Action Taken: The City Council adopted Resolution No. 2023-R70/SA-187 authorizing the City Treasurer and City Manager to implement the City's Investment Policy for FY 2023-24; and received and filed the 2022-23 Annual Investment Report.

Resolution No. 2023-R70 / SA-187:

A JOINT RESOLUTION OF THE CITY OF MONTEREY PARK; THE SUCCESSOR AGENCY TO THE MONTEREY PARK REDEVELOPMENT AGENCY; THE MONTEREY PARK FINANCING AUTHORITY; THE MONTEREY PARK HOUSING AUTHORITY; AND THE GEOLOGIC HAZARD ABATEMENT DISTRICT ADOPTING AN INVESTMENT POLICY AND AUTHORIZING THE TREASURER AND CITY MANAGER TO IMPLEMENT THE POLICY

3-E. PROFESSIONAL SERVICES AGREEMENT FOR INVESTMENT MANAGEMENT/ADVISORY SERVICES BY CHANDLER ASSET MANAGEMENT

Professional investment management of public funds is a best practice which provides substantial benefits to the City of Monterey Park. These benefits include day-to-day monitoring of investments within the portfolio, including daily analysis of available market yields; re-balancing of the portfolio's duration (average maturity) to take advantage of higher interest when available, daily credit monitoring of investment instruments, security selection and competitive shopping of investments to obtain the best execution of trades. Performance measurement against selected benchmarks and compliance will be monitored daily with the City's investment policy and California Government Code and reported formally to the City as part of its monthly reporting package. The goal of external management is to maximize the return on investments within the portfolio, while minimizing risk of principal and prioritizing safety of principal and liquidity.

This Item was heard with Item No. 3D.

Recommendation:

It is recommended that the City Council consider; (1) authorizing the Interim City Manager to execute an agreement, in a form approved by the City Attorney, with Chandler Asset Management for providing investment advisory services for three years with two optional one-year extensions (maximum 5-year contract term) and (2) taking such additional, related, action that may be desirable.

Action Taken: By consensus, the City Council continued this item to a future Council Meeting.

3-F. SERVICES AGREEMENT AMENDMENT WITH NETWORK MAGIC, UNLIMITED, INC. FOR NETWORK AND INFRASTRUCTURE SERVICES

Recently, the City has been experiencing intermittent network outages which are causing periodic lost internet and email connections citywide. In order to improve the network stability, upgrade the infrastructure, and improve cybersecurity, the City is requesting to amend the agreement with existing vendor, Network Magic, to modify scope of services and to increase compensation to an amount not to exceed \$228,900.

Action Taken: The City Council authorized the Interim City Manager to execute an Amendment with Network Magic, Unlimited, Inc., in a form approved by the City Attorney, to provide network and firewall services for amount not to exceed \$228,900.

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

Ayes:	Council Members:	Lo, Yiu, Ngo, Wong, Sanchez
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None
Recusal:	Council Members:	None

3-G. RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE MONTEREY PARK SERVICE EMPLOYEES' INTERNATIONAL UNION, LOCAL 721 FOR THE TERM OF JULY 1, 2023 TO JUNE 30, 2025

Representatives of the City of Monterey Park ("City") and SEIU met and conferred to negotiate the terms and conditions of a new Memorandum of Understanding ("MOU") regarding employment. The parties reached an agreement on an MOU effective July 1, 2023 to June 30, 2025.

Action Taken: The City Council adopted Resolution No. 2023-R71 approving a Memorandum of Understanding ("MOU") between the City of Monterey Park and the Monterey Park Services Employees' International Union, Local 721 ("SEIU"), on Consent Calendar.

Resolution No. 2023-R71

A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING FOR CONTRACT YEAR 2023-2025 BETWEEN THE CITY OF MONTEREY PARK AND THE MONTEREY PARK SERVICE EMPLOYEES' INTERNATIONAL UNION (SEIU), LOCAL 721

3-H. PURCHASE OF TWO LAW ENFORCEMENT MOTORCYCLES

The Police Department has two traffic motorcycles that need to be replaced (Units 047 and 122). Aging Unit 047 has exceeded its useful life with the current mileage exceeding 120,000 miles and Unit 122 was involved in a traffic collision which resulted in a total loss. The new motorcycles will be used by Motor Officers who will continue to enforce traffic-related laws to reduce injury and fatal traffic collisions.

Action Taken: The City Council waived bidding requirements pursuant to Monterey Park Municipal Codes §3.20.050 (2) through (4) and authorized the Interim City Manager to execute an amendment to Agreement No. 2004-A with Long Beach BMW Motorcycles, in a form approved by the City Attorney, for the purchase of two (2) 2024 BMW R1250 RT-P 753 law enforcement motorcycles; on Consent Calendar.

3-I. WAIVE FURTHER READING AND ADOPT AN ORDINANCE ADDING SECTION 13.18 ENTITLED “FIREARMS PROHIBITED ON PUBLIC PROPERTY” TO THE MONTEREY PARK MUNICIPAL CODE

On March 1, 2023, the City Council adopted Resolution No. 2023-R15 in response to the Mass Casualty Incident (“MCI”) on January 21, 2023, that killed 11 people and critically injured nine others. On July 19, 2023, the City Council adopted Ordinance No. 2233 on an urgency basis that added a new Chapter 21.55 to the Monterey Park Municipal Code (“MPMC”) establishing a Firearm Health Protection Zone regulating firearms dealers.

During the same meeting, the City Council gave direction on several additional items that were identified in Resolution No. 2023-R15. Among other things, the City Council directed that two ordinances be drafted: one requiring that trigger locks or storage devices be used for firearms; the other prohibiting firearms on City-owned property. The former ordinance is a separate agenda item; the latter is part of this agenda item.

Additionally, the City Council gave general policy directions for a myriad of firearms related matters that are reflected in the draft resolution accompanying the staff report.

Action Taken: The City Council waived the second reading and adopted Ordinance No. 2235, on Consent Calendar.

Ordinance No. 2235

AN ORDINANCE ADDING A NEW CHAPTER 13.18 TO THE MONTEREY PARK MUNICIPAL CODE PROHIBITING THE PRESENCE OF FIREARMS ON CITY-OWNED PROPERTY

3-J. WAIVE FURTHER READING AND ADOPT AN ORDINANCE ADDING SECTION 9.58.050 ENTITLED “SAFE STORAGE” TO THE MONTEREY PARK MUNICIPAL CODE

This Ordinance was drafted in accordance with Section 3(B)(8) of City Council Resolution No. 2023-R15, adopted March 1, 2023. That Section directed the City Manager and City Attorney to proposed amendments to the Monterey Park Municipal Code (“MPMC”) that, to the extent legally feasible, require all firearms in a residence be securely stored in a locked container or disabled with a trigger lock. If adopted, this Ordinance would add a new section to the MPMC requiring that firearms maintained in a residence be locked in a container or disabled with a trigger lock.

Action Taken: The City Council waived the second reading and adopted Ordinance No. 2236, on Consent Calendar.

Ordinance No. 2236

AN ORDINANCE ADOPTING SAFE FIREARM STORAGE WITHIN THE CITY OF MONTEREY PARK

3-K. WAIVE FURTHER READING AND ADOPT ZONING CODE AMENDMENT NO. 22-01 (ZCA-22-01), AN ORDINANCE AMENDING THE MONTEREY PARK MUNICIPAL CODE, CHAPTER 21.19, ENTITLED “INCLUSIONARY HOUSING” TO IMPLEMENT THE MONTEREY PARK HOUSING ELEMENT

The Planning Commission, at its April 25, 2023 meeting, reviewed the Inclusionary Housing Ordinance (“IHO”), and recommended City Council approval, with a minor change. The Commission recommended that a change be made to the IHO so that in cases where the number of required affordable units results in a fractional unit, the number would be rounded up to the next whole number for units to be provided on-site or the in-lieu fees be paid.

On June 7, 2023, the City Council reviewed the IHO and by a unanimous vote, continued the adoption of the IHO to August 16, 2023 for staff to further research. Thereafter, on June 21, 2023, the City Council by a unanimous vote continued the adoption of fees related to IHO to August 16, 2023. The staff report (without attachments) from the June 7, 2023 City Council meeting is contained in Attachment 2 of the staff report.

Staff amended the IHO related to rounding of fractional units for the calculation of inclusionary housing units or in-lieu fees as shown in Attachment 1 of the staff report.

Major findings from staff's research and analysis include:

1. City would likely not be at a competitive disadvantage if an IHO is adopted, but a feasibility study can better evaluate the City's market trends to ensure that the IHO does not deter housing production and that the correct in-lieu fee is established;
2. Funds from developer-paid-in-lieu fees may be used for a variety of uses to help leverage affordable housing, as determined by City Council;
3. Comparable community benefits may include facilities, improvements and programs which enhance quality of life for City residents;
4. In addition to the Density Bonus regulations, incentives, such as fee waivers, may be offered to encourage construction of lower income housing units;
5. IHO contains affordability requirements which may be best monitored through a housing consultant; and
6. Periodic review of IHO is recommended at 3-5 year intervals.

Action Taken: The City Council waived the second reading and adopted Ordinance No. 2237, on Consent Calendar.

ORDINANCE NO. 2237

AN ORDINANCE ADDING CHAPTER 21.19, ENTITLED "INCLUSIONARY HOUSING," TO THE MONTEREY PARK MUNICIPAL CODE

3-L. ONE-YEAR TIME EXTENSION FOR TENTATIVE MAP NO. 82607 (TM-20-03) – 126 NORTH NEW AVENUE (ASSESSOR'S PARCEL NO. (APN 5286-019-013)

The applicant, Jimmy Lee of LDC, Inc. on behalf of the property owner Greenstate Holding Inc., seeks a first, one-year time extension to record the final map related to the Whitmore Villas project. The project proposes to subdivide one lot into two lots. In addition, the project consists of construction of 63 new residential units and a subdivision of air rights for townhome purposes. The applicant timely filed this application request on July 6, 2023.

Pursuant to Monterey Park Municipal Code ("MPMC") § 20.04.120, the City Council "will either approve, conditionally approve or deny extension requests. Each extension of tentative map approval or conditional approval may be allowed for a period not exceeding one year from the anniversary date of the map's original approval. The total time of extensions cannot exceed six years from the initial expiration date." It is recommended that the City Council determine whether good cause for the extension exists.

CEQA (California Environmental Quality Act):

The Project is consistent with the Mitigated Negative Declaration and Mitigation Monitoring Program adopted by City Council on July 21, 2021 under Resolution No. 12259. No additional environmental review is necessary.

Public Comment was heard during Consent Calendar

- Nancy Arcuri: Spoke in favor of the Item and expressed concern over traffic flow around the area.

Action Taken: The City Council adopted Resolution No. 2023-R72 approving a Time Extension for Tentative Map No. 82607 (TM-20-03, on Consent Calendar.

Resolution No. 2023-R72

A RESOLUTION APPROVING A FIRST ONE-YEAR EXTENSION FOR TENTATIVE MAP NO. 82607 (TM-20-03) TO SUBDIVIDE ONE LOT INTO TWO LOTS LOCATED AT 126 NORTH NEW AVENUE (ASSESSOR'S PARCEL NUMBER: 5286-019-013)

3-M. CALIFORNIA STATE LIBRARY ZIP BOOKS GRANT FISCAL YEAR 2023/24

The Library was notified of a \$3,776 award from the California State Library. The grant funds will be utilized to continue to offer the Zip Books program, which allows library cardholders to request books that are not already owned by the library and have them delivered directly to their home via Amazon Prime.

Action Taken: The City Council accepted \$3,776 in California State Library grant funding to purchase books and an Amazon Prime membership; and appropriated the \$3,776 funding into the 2023-24 Fiscal Year budget, on Consent Calendar.

3-N. ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE (ESRI) ENTERPRISE AGREEMENT

ESRI is a Geographic Information System (GIS) software company. The City has been working with ESRI on a limited basis since 2008. ESRI's software helps the City map infrastructure and City assets to prioritize operations and maintenance. As ESRI is the sole-source provider for ESRI products in the United States, staff recommends the City Council waive the bidding requirements pursuant to Monterey Park Municipal Code (MPMC) 320.050(2), and authorize the Interim City Manager to execute a three-year agreement with ESRI to provide GIS software, maintenance, and support for the Department of Public Works at a cost of \$56,860 per year or \$170,580 total agreement cost.

Action Taken: The City Council waived the bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050(2) and authorized the Interim City Manager to execute an agreement, in a form approved by the City Attorney, with Environmental Systems Research Institute, Inc. (ESRI), for Enterprise GIS software, maintenance and support in an amount of \$170,580.

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

Ayes:	Council Members:	Lo, Yiu, Ngo, Wong, Sanchez
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None
Recusal:	Council Members:	None

3-O. RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER, OR DESIGNEE, TO APPLY FOR, SUBMIT APPLICATIONS, RECEIVE AND APPROPRIATE GRANT FUNDS FOR ALL CALRECYCLE GRANTS FOR WHICH THE CITY IS ELIGIBLE

The California Department of Resources Recycling and Recovery (CalRecycle) requires all jurisdictions to adopt a resolution that authorizes the Interim City Manager or designee to submit applications and execute documents related to the administration of CalRecycle grants. CalRecycle administers the Household Hazardous Waste (HHW) Grant Program to provide local governments with opportunities to implement HHW programs for the collection, public education, source reduction, reuse, and/or recycling of HHW. It is recommended that the City Council adopt a resolution authorizing the Interim City Manager, or designee, to apply for, submit applications, receive, and appropriate grant funds for all CalRecycle Grants for which the City is eligible, including the FY 2023-2024 HHW Grant Program.

Action Taken: The City Council adopted Resolution No. 2023-R73 authorizing the Interim City Manager, or designee, to apply for, submit applications, receive, and appropriate grant funds for all CalRecycle Grants for which the City is eligible, on Consent Calendar.

Resolution No. 2023-R73

RESOLUTION AUTHORIZING SUBMITTAL OF APPLICATIONS FOR ALL CALRECYCLE GRANTS FOR WHICH THE CITY OF MONTEREY PARK IS ELIGIBLE.

3-P. AMENDMENT TO CT&T CONCRETE PAVING, INC. AGREEMENT 2373-AC, AND AWARD OF CONTRACT FOR SIDEWALK REPAIR PROJECT

On June 7, 2023, City Council approved a public works contract with CT&T Concrete Paving, Inc., to install curb ramps, sidewalks, curb & gutter, and bus pads throughout the City. The Public Works contract was for a total amount of \$1,571,233, plus contingency up to \$157,123 or 10% of the contract amount. Due to the competitive prices of CT&T Concrete Paving, Inc, staff recommends amending the current agreement with CT&T Concrete Paving, Inc. for additional installation of curb ramps, sidewalk, and curb & gutter at various location and installation of concrete stairs and handrails at the Barnes Park Amphitheater,

increasing the approved contract amount from \$1,571,233 to \$1,867,433 plus \$186,743 contingency.

CEQA (California Environmental Quality Act):

The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities). The Project results in minor alterations to existing public facilities involving no significant expansion of the existing use. The Project is not anticipated to have any significant impacts with regard to noise, air quality, or water quality.

Action Taken: Mayor Pro Tem Wong reported a conflict of interest on Agenda Item No. 3P as his real property is within 500 feet of one of the project sites. The City Council authorized the Interim City Manager to execute the First Amendment, in a form approved by the City Attorney, to Agreement No. 2373-AC with CT&T Concrete Paving, Inc., to increase the contract amount by \$296,200, for additional concrete work for a total of \$1,867,433 plus \$186,743 in contingency, on Consent Calendar.

3-Q. RECEIVE AND FILE STAFF REPORT SUMMARIZING THE STATUS OF EMERGENCY REPAIRS OF THE MONTEREY PASS ROAD WATER LINE

On August 17, 2022, City Council adopted Resolution No. 2022-R69 authorizing the City Manager to take necessary measures for emergency repair of a water main line on Monterey Pass Road.

Recurring water main leaks in several areas within Monterey Pass Road between the intersections of Vagabond Drive and Brightwood Street resulted in extensive infrastructure damage to the roadway and necessary water main pipe repairs to ensure continued water service to residences and businesses in the area.

The design phase was completed in December 2022 followed by research of available material and cost during the months of December and January to ensure the project could be expedited due to the significant material delivery delays. Construction started in March 2023 and is scheduled to be complete by December 2023.

Action Taken: The City Council received and filed the staff report summarizing the status of emergency repairs of the Monterey Pass Road water line, on Consent Calendar.

4. PUBLIC HEARING

4-A. PUBLIC HEARING TO REVIEW AND APPROVE THE FISCAL YEAR (FY) 2022-23 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR SUBMITTAL TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

The U.S. Department of Housing and Urban Development provides funding to states, counties and cities in the form of Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds. Since the City of Monterey Park is an Entitlement City, the City is eligible to receive both CDBG and HOME funds which it has for many years.

As a condition of receiving federal grant funding, Federal regulations require the City to submit a Consolidated Annual Performance and Evaluation Report (CAPER) to the Department of Housing and Urban Development (HUD). The CAPER provides information to HUD documenting the City's progress in meeting its Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) program goals.

The City of Monterey Park's Housing Division has completed its Consolidated Annual Performance and Evaluation Report (Attachment 1 to the staff report) for the period July 1, 2022, through June 30, 2023. The CAPER describes the overall use of Federal Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds received from the U.S. Department of Housing and Urban Development (HUD) in relationship to the needs of the community as outlined in its FY 2022-23 Annual Action Plan. The City's overall objective in the CDBG and HOME programs is the development of viable communities by providing decent housing, a suitable living environment, and expansion of economic opportunities primarily for low-to-moderate income persons.

It is recommended that the City Council conduct a Public Hearing to receive community feedback on the FY 2022-23 CAPER and approve its submission to HUD.

A copy of the draft CAPER was made available for public review on August 21, 2023, through September 5, 2023. All comments will be incorporated into the final CAPER.

Discussion: Finance Director Garcia along with Housing Consultant Davila presented the background and requirements for the Consolidated Annual Performance and Evaluation Report (CAPER).

Action Taken: The City Council (1) opened the public hearing at 9:23 p.m. to receive testimonial and documentary evidence and closed the public hearing at 9:29 p.m. with no registered speakers; (2) approved the draft FY 2022-2023 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant ("CDBG"), and HOME Investment

Partnerships ("HOME") Programs; (3) directed staff to prepare and transmit the final documents to the U.S. Department of Housing and Urban Development ("HUD"); and (4) authorized the Interim City Manager, or her designee, to take all actions necessary or desirable to complete and submit the CAPER.

Motion: Moved by Mayor Pro Tem Wong and seconded by Mayor Sanchez, motion carried by the following vote:

Ayes:	Council Members:	Lo, Wong, Yiu, Ngo, Sanchez
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None
Recusal:	Council Members:	None

4-B. A CONTINUED PUBLIC HEARING TO CONSIDER ADOPTING A RESOLUTION ESTABLISHING CITY-WIDE FEES RELATED TO THE INCLUSIONARY HOUSING ORDINANCE

The Inclusionary Housing Ordinance (IHO) had a 1st reading on August 16, 2023; it is scheduled for 2nd reading and potential adoption this evening. If adopted, the Ordinance will go into effect 30 days from the 2nd reading.

As part of the IHO, one of the options to comply with the regulations is to pay in-lieu fees for developments subject to the IHO. The in-lieu fees would be used by the City to fund other affordable housing programs or projects. The proposed resolution will establish a method for calculating the inclusionary housing in-lieu fee and a consultant fee for calculating an individualized in-lieu fee per project. Calculation of the in-lieu fee will be based on the "affordability gap" between the market and affordable rate for new for-sale or for-rent units. Developers opting to pay an in-lieu fee rather than provide on-site affordable units will be required to pay a fee equivalent to the "affordability gap" times the number of required affordable units.

CEQA (California Environmental Quality Act):

Pursuant to the California Environmental Quality Act (Public Resources Code § 21000, *et seq.*; "CEQA") and its implementing regulations (14 Cal. Code of Regs. § 15000, *et seq.*; the "CEQA Guidelines"), the proposed fee resolution is categorically exempt from further CEQA review for the following reasons: (1) they will not result in a direct or reasonably foreseeable indirect physical change in the environment (CEQA Guidelines § 15060(c)(2)); (2) there is no possibility that they may have a significant effect on the environment because any potential, future, housing projects would undergo separate environmental review (CEQA Guidelines § 15061(b)(3)); and (3) the Resolution, by itself, does not constitute a "project" as defined in the CEQA Guidelines because it involves a policy action that is legislative implementing affordable housing policy and affects prospective future

housing development to comply with Housing Element Program 15 (CEQA Guidelines § 15378).

Discussion: Community Development Director Serrano along with Interim Planning Manager Chow provided a PowerPoint presentation on fees related to Inclusionary Housing. A revised agenda with corrected recommendation was posted and made available to the public on September 5.

Action Taken: The City Council opened a continued public hearing at 9:30 p.m. and took testimonial and documentary evidence; after closing the public hearing at 9:39 p.m. with no registered speakers, and after considering the evidence submitted during that public hearing, adopted Resolution No. 2023-R74 establishing the formula to calculate in-lieu fees and fees associated with the calculation of in-lieu fees for the Inclusionary Housing Ordinance.

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

Ayes:	Council Members:	Lo, Wong, Yiu, Ngo, Sanchez
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None
Recusal:	Council Members:	None

RESOLUTION NO. 2023-R74

A RESOLUTION APPROVING AN INCLUSIONARY HOUSING IN-LIEU FEE

5. NEW BUSINESS

5-A. DISCUSSION OF ESTABLISHING A MEMORIAL COMMITTEE FOR THE JANUARY 21ST MASS SHOOTING INCIDENT

On January 21st, the City of Monterey Park experienced a tragic mass shooting incident that resulted in the loss of 11 lives and left the community deeply affected. The City recognizes the need to honor the memory of the victims and create a space for healing, remembrance, and reflection for the entire community.

In response to this tragic event, there has been public interest and support for the creation of a permanent memorial that will serve as a place for residents and visitors to pay their respects and remember the lives that were lost. The memorial would serve not only as a tribute to the victims but also as a symbol of resilience and unity for the Monterey Park community. Communities affected by similar tragedies often establish committees that tackle the fundraising, outreach and planning for permanent memorials, which consist of a diverse group of community members, stakeholders, and experts in memorial design and public spaces.

Initial research on the memorials for six mass casualty events in the United States is attached for Council to review and to help guide initial discussion. Council may provide direction on next steps and/or request this item to be put on the agenda for discussion at future meetings.

Discussion: Interim City Manager Diana Garcia presented the discussion to establish a committee that would be tasked with creating a memorial for the mass shooting incident. She presented options for the different types of committees that could be established. Council Member Lo discussed other examples of memorial committees and suggested clarification of powers, parameters, direction and how the Council would handle those elements. Interim City Manager Alvarez also pointed out the consideration of the level of commitment of those within the memorial committee, when considering how long the process could be. Council Member Ngo also cited the length of process in creating a memorial and encouraged the start of discussion. Mayor Pro Tem Wong suggested a roundtable to discuss the actual process. Council Member Yiu brought up the aspect of fund raising, and how it would interact with the Healing Fund which already exists. City Attorney Berger pointed out that it would have to be distinct in its formation as a memorial fund. City Attorney Berger suggested the creation of an ad hoc committee to discuss the details of the process. Mayor Pro Tem Wong suggested gathering all the unknowns first to get answers regarding location(s) and cost. Council Member Lo seconded the question of location. Interim City Manager Garcia spoke about the different aspects of the memorials given as examples to the Council regarding the structure of those memorial committees and selection of location(s). Mayor Sanchez pointed out the possibility of petitioning the state legislature for funds. The Mayor also encouraged continuing the discussion in the future.

Recommendation: It is recommended that the City Council consider; (1) Receiving and filing the staff report and attachments; (2) Discussing the establishment an independent Memorial Committee for the January 21st Mass Shooting Incident; (3) If desirable, providing additional staff direction; and (4) Taking such additional, related, action that may be desirable.

Action Taken: Discussion only, no action taken.

6. CITY COMMUNICATIONS (CITY COUNCIL)

6-A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND PROCLAIMING SEPTEMBER 15 THROUGH OCTOBER 15, 2023 AS NATIONAL HISPANIC HERITAGE MONTH (REQUESTED BY MAYOR SANCHEZ)

Action Taken: The City Council adopted Resolution No. 2023-R75 of the City Council of the City of Monterey Park, California, declaring and proclaiming September 15 through October 15, 2023 as National Hispanic Heritage Month

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

Ayes:	Council Members:	Lo, Wong, Yiu, Ngo, Sanchez
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None
Recusal:	Council Members:	None

RESOLUTION NO. 2023-R75

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND PROCLAIMING SEPTEMBER 15 THROUGH OCTOBER 15, 2023 AS NATIONAL HISPANIC HERITAGE MONTH

COUNCIL COMMUNICATION

Council Member Lo said he attended a workshop held at the Langley Center on August 19 by Peace and Compassion San Gabriel Valley on how to combat hate crime. Also in attendance was Los Angeles County District Attorney George Gascon. Council Member Lo also mentioned attending the Monterey Park (MPK) Hope Resiliency Center on August 21 at Sierra Vista Park, and a solidarity rally on August 25 at Garfield Medical Center in support of healthcare workers. Council Member Lo also asked for an update on resolutions passed in the last year to promote pedestrian-friendly areas in the City.

Council Member Yiu talked about attending the grand opening of the Herald Christian Medical Center in El Monte on September 2, and spoke about how they have expanded their facilities since the pandemic to help underserved populations. Council Member Yiu also spoke about meeting with students at the Bruggemeyer Library during their Educator Night event. On August 21, she said she attended the Chinatown Service Center opening of the MPK Hope Resiliency Center at Sierra Vista Park.

Council Member Ngo talked about attending the Monterey Park Police Department's Annual Promotions event on August 17th. Council Member Ngo conveyed that he attended the Asian-American Economic Development Enterprise Career Fair in Alhambra on August 18, the Union Church Health Fair and Food giveaway event in the City of Monterey Park, the Monterey Park Manta Rays swim team awards banquet on August 15, the Monterey Park Hope Resiliency Center on August 21 at Sierra Vista Park, Back-to-School event on August 23 for the Garvey School District held at Garvey Middle School, and the Educator Night at the Bruggemeyer Library.

Mayor Pro Tem Wong spoke about attending many of the same events alongside the other Council Members and took time to congratulate the Police Officers who were promoted at the event on August 17. He congratulated the Manta Rays as well. He thanked the Chinatown Service Center for their work on the Hope Resiliency Center and wanted to remind the community of the services offered there. Finally, he talked about the retirement of Helen Romero Shaw from Southern California Gas Company and noted her retirement party held at a local small business in the City of Monterey Park.

Mayor Sanchez mentioned that many on the Council attended the same events. He talked about attending the Union Church Health Fair on August 19 and the Lions Club Dinner and commended the Lions Club for their work in the community during the pandemic. He also said he attended the Alhambra Teachers Association's Welcome Back Breakfast on August 26 and the Alhambra City Council reorganization meeting. He thanked former Mayor of Alhambra, Adele Andrade-Sadler for her service to the City of Alhambra and acknowledged the partnership with the City of Monterey Park. Mayor Sanchez acknowledged the new Mayor of Alhambra, Ross Maza and the new Vice Mayor, Sasha Renee Perez. He mentioned that he attended the Garfield Health Center for free flu shots on August 30. That same day, he attended the Joint Committee with Alhambra Unified School District, which was also attended by Interim City Manager Alvarez and Interim Assistant City Manager Garcia to discuss the District and City bringing students in to encourage civic engagement. He spoke about attending the solidarity rally with the healthcare workers at Garfield Medical Center and his participation at Educator Night at the Bruggemeyer Library. He also noted that October 5 is Latina Equal Pay Day and that the month of October is National Domestic Violence Awareness Month. Mayor Sanchez reminded the public that the Council Meeting on September 20 is cancelled.

7. FUTURE AGENDA ITEMS

8. CLOSED SESSION (IF REQUIRED; CITY ATTORNEY TO ANNOUNCE)
None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 10:32 p.m.

Maychelle Yee
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
FINANCING AUTHORITY (MPFA)
HOUSING AUTHORITY (MPHA)
GEOLOGIC HAZARD ABATEMENT DISTRICT (GHAD)
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
SEPTEMBER 26, 2023**

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 the Council Chamber, located at 320 West Newmark Avenue in the City of Monterey Park, Tuesday, September 26, 2023 at 7:00 p.m.

CALL TO ORDER:

Mayor Sanchez called the meeting to order at 7:02 p.m.

ROLL CALL:

City Clerk Maychelle Yee called the roll:

Council Members Present: Henry Lo, Vinh Ngo, Jose Sanchez, Thomas Wong,
Yvonne Yiu

Council Members Absent: None

ALSO PRESENT: Interim City Manager Inez Alvarez, City Attorney Karl Berger, Interim Assistant City Manager Diana Garcia, Interim City Librarian Kristin Olivarez, Director of Public Works Shawn Igoe, Director of Recreation and Community Services Robert Aguirre, Community Development Director Jessica Serrano, Police Chief Scott Wiese, Water Utility Manager Frank Heldman, Deputy City Clerk Cindy Trang.

VIRTUALLY PRESENT: Director of Human Resources and Risk Manager Christine Tomikawa, Fire Chief Matt Hallock, Director of Finance Martha Garcia

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

PUBLIC COMMUNICATIONS: None.

1. NEW BUSINESS

1-A. RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE MONTEREY PARK FIREFIGHTERS' ASSOCIATION FOR THE TERM OF JULY 1, 2023 TO JUNE 30, 2025

Representatives of the City of Monterey Park ("City") and MPFFA met and conferred to negotiate the terms and conditions of a new Memorandum of

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

Understanding (“MOU”) regarding employment. The parties reached an agreement on an MOU effective July 1, 2023 to June 30, 2025.

Action Taken: The City Council adopted Resolution No.2023-R76 approving a Memorandum of Understanding (“MOU”) between the City of Monterey Park and the Monterey Park Firefighters’ Association (“MPFFA”).

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

Ayes:	Council Members:	Lo, Yiu, Ngo, Wong, Sanchez
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None
Recusal:	Council Members:	None

Resolution No. 2023-R76:

A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING FOR CONTRACT YEAR 2023-2025 BETWEEN THE CITY OF MONTEREY PARK AND THE MONTEREY PARK FIREFIGHTERS’ ASSOCIATION (“MPFFA”).

1-B. APPROVE THE NOTICE OF PUBLIC HEARING FOR WATER AND SEWER RATE ADJUSTMENTS AND SET A PUBLIC HEARING DATE ON DECEMBER 6, 2023

In 2014, the City Council adopted Ordinance Nos. 2109 and 2110 adjusting the rates for water and sewer. These Ordinances included a 10% to 15% increase in rates for a five-year period beginning September 2014. The ordinances also included an automatic reversal of utility rate charges effective August 2019 back to utility charges exiting in August of 2017. Since that time, several factors have changed: declines in water usage resulting from increased efficiency and an increase in operating cost due to inflation. A new comprehensive rate study was desirable.

On June 16, 2021, the Council authorized the City Manager to execute an agreement with HF&H Consultants, LLC (HF&H) for a Utility Rate Fees Study (the Study). The last comprehensive study on the water, wastewater, and refuse rates occurred in 2014.

Discussion: Interim City Manager Alvarez presented a PowerPoint presentation on the process for determining the water and sewer rate increase. Public Works Director Igoe made a presentation regarding the current water and sewer infrastructure and the need for a rate increase. Senior Vice-President of HF & H Consultants, Rick Simonson was in attendance virtually to elaborate on the rate study and analysis of the rate increase and took questions from the Council. Director of Finance Garcia also participated in the discussion of the lifeline discount

program for residents. Chief Executive and Strategy Officer of Urban Futures Bond Administration, Michael Busch talked about the financial aspect for the City and took questions from the Council.

Action Taken: The City Council (1) received and filed the Water and Sewer Rate Study; (2) established proposed water and sewer rates for customer consideration; (3) directed the Interim City Manager, or designee, to implement the Proposition 218 protest ballot process (pursuant to Resolution No. 11647) for proposed rate setting; and (4) set a Public Hearing on December 6, 2023 to consider rate increases.

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

Ayes:	Council Members:	Lo, Yiu, Ngo, Wong, Sanchez
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None
Recusal:	Council Members:	None

RECESSED – 8:51 p.m.

2. CLOSED SESSION – 8:59 p.m.

2-A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOVERNMENT CODE SEC. 54956.9(D)(1))

Name of Case: *Shichen Mai v. City of Monterey Park, et al.* (filed November 30, 2022)
LSC Case No. 22AHCV01195.

2-B. CONFERENCE WITH LEGAL COUNSEL, INITIATION OF LITIGATION (Government Code § 54956.9(d)(4)).

Number of Potential Cases: One (related to Case No. 22AHCV01195, above). Potential Defendants (voluntarily disclosed; not legally required): West Coast Arborists, Inc. and Does 1-30.

RECONVENED – 9:02 p.m.

ADJOURNED

There being no further business for consideration, the meeting was adjourned at 9:02 p.m.

NO REPORTABLE ACTION TAKEN IN CLOSED SESSION

Maychelle Yee
City Clerk



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Consent Calendar - 3B

TO: The Honorable Mayor and City Council
FROM: Maychelle Yee, City Clerk
SUBJECT: Amending Records Retention Schedule

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a Resolution amending the City's Records Retention Schedule for City documents; or
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

At its November 2, 2011 meeting, the City Council adopted Resolution No. 11443, approving a Records Retention Schedule for City documents. Thereafter, every odd numbered year staff reviews the retention schedule for purposes of practicability and applicable law.

BACKGROUND:

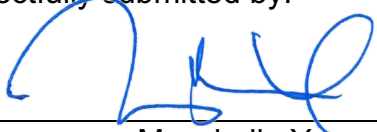
The City Council adopted the retention schedule in 2011 which was revised in 2013, 2015, 2017, 2019, 2021. The City Clerk's office, working in collaboration with all City departments identified the need to update the current retention schedule to reflect the current codes and make minor corrections.

Exhibit "A" to the draft Resolution describes the proposed changes. The blue strikethrough texts are to be deleted and the pink unlined texts are to be added. The schedules and the table of content will be amended after the adoption to reflect the updates, moving the divisions to the corresponding departments, the correct page numbering, and amending the schedules to include optical disk as an option for preservation of records. The destruction of records procedure as prescribed in the Retention Schedule will remain in effect. The City Attorney reviewed and approved all schedules.

FISCAL IMPACT:

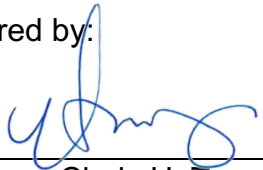
Destroying records in accordance with the Retention Schedule will generally reduce costs associated with records storage and retention. The exact amount is somewhat difficult to quantify.

Respectfully submitted by:



Maychelle Yee
City Clerk

Prepared by:



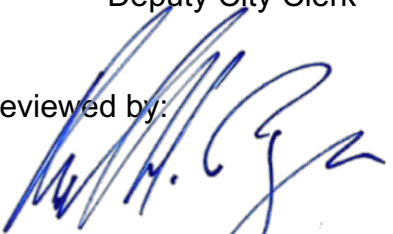
Cindy H. Trang
Deputy City Clerk

Approved by:



Inez Alvarez
Interim City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENTS:

1. Draft Resolution and Exhibit A (proposed changes)

ATTACHMENT 1

Draft Resolution and Exhibit A (proposed changes)

RESOLUTION NO.

A RESOLUTION AMENDING THE CITY'S RECORDS RETENTION SCHEDULE FOR CITY DOCUMENTS.

The City Council does resolve as follows:

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

- A. The City's Retention Schedule was first adopted on November 2, 2011 and was subsequently amended in odd numbered years (the "Schedule"). Keeping and maintaining public records that are unnecessary or duplicative results in the consumption of significant public resources including money, time, and space;
- B. Government Code §§ 34090, *et seq.* establish methods by which the City may approve the destruction of unneeded documents; and
- C. It is in the public interest to reduce the City's cost for storing documents while, at the same time, ensuring that the City preserves those records that are required to conduct City business.

SECTION 2: Pursuant to Government Code § 34090, the City Council amends the Retention Schedule as shown in attached Exhibit "A," which is incorporated by reference. The City Clerk is authorized to dispose of records according to the time intervals listed in that schedule upon the request of the City Manager, or designee, and the written approval of the City Attorney.

SECTION 3: Nothing in this Resolution is intended to, nor does it, amend the Schedule other than as set forth in Exhibit A. The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions; and make a minute of the adoption of the Resolution in the City Council's records and the minutes of this meeting.

SECTION 4: 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 5: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

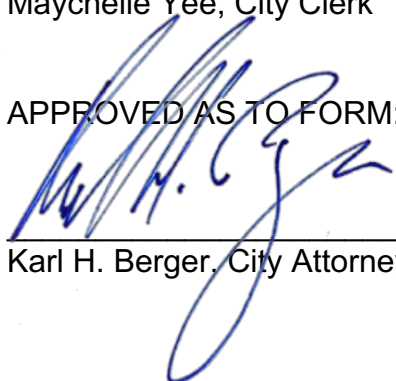
PASSED AND ADOPTED this 15th day of November, 2023.

Jose Sanchez, Mayor

ATTEST:

Maychelle Yee, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, City Attorney

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

I, Maychelle Yee, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. _____ was duly adopted and passed at a regular meeting of the Monterey Park City Council on the 15th day of November, 2023 by the following vote:

Ayes:	Council Members:
Noes:	Council Members:
Abstain:	Council Members:
Absent:	Council Members:

Dated this 15th day of November, 2023.

Maychelle Yee, City Clerk
Monterey Park, California

EXHIBIT A

Final

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Page CW-3

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Manag. Services / Finance	RS-153	Budgets - Adopted / Final	Copies - When No Longer Needed	Originals, Refer to OFR	Mag, OD, Ppr		Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Manag. Services / Finance	RS-169	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Needed	Originals, Refer to OFR	Mag, Ppr		All details sent to Finance; Refer to RS105, RS174, RS212; GC §34090.7
Originating Dept.	RS-179	City Attorney Opinions	Minimum 2 years	Minimum 2 years	Mag, Ppr		City preference; GC §34090
Human Resources / Risk Mgmt.	RS-183	Claims Against Others (Damage to City Property, etc.)	Copies - When No Longer Needed	Originals, Refer to OFR	Mag, OD, Ppr		Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5
Lead Dept.	RS-189	Committees Internal - Attended by employees: All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	Completion + 2 years	Completion +5 years	Mag, OD, Ppr	Yes	GC §34090
Originating Dept.	RS-524	Cloud Database Any service database that uses a cloud-based system for storage, retrieval, information e.g. Accela, NeoGov, ActiveNet, GoMpk, GRM, Library Management System, etc.	P	P	Mag, OD		Must provide backup and recovery methods of cloud-based with the City Clerk's office; Prior to terminating services, must file an optical disk of the contents of the entire database with the City Clerk's office; GC §34090
Originating Dept.	RS-525	Cloud Database - Drafts Information, Notes, Draft Memoranda, Worksheet, etc. used to enter into the database to create an electronic record	When No Longer Needed	When No Longer Needed	Ppr		Notes, draft memoranda, etc. used by reference for filling in the actual electronic "record" is a preliminary draft and does not constitute a "record"; GC §34090
Originating Dept.	RS-527	Electronic Records - Records generated by the database based on information entered into the system	Copies - When No Longer Needed	P	Ppr		Applications, notes, draft memoranda, worksheets etc. used by reference for filling in the actual electronic "record" is a preliminary draft and does not constitute a "record"; Records generated and stored in the database are permanent; Printouts are disposable at any time; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Originating Dept.	RS-540	Department Files - Unsuccessful Project / Program Working Files	~~Completion~~ Determination + 2 years	~~Completion~~ Determination + 2 years	Mag, Ppr		Department preference; GC §34090
Originating Dept.	RS-226	Drafts & Notes: Drafts that are revised (retain upon approval of final version)	Not More Than 90 Days or Upon Approval of Final	Not More Than 90 Days or Upon Approval of Final	Mag, Ppr		Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Originating Dept.	RS-246	Emails Active & Inactive (Separated)	2 years	2 years	Mag, Ppr		E-mails that have a material impact on business are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically; e-mail which serve no useful purpose to the City should be deleted from the system. Purge on an ongoing bases E-mails that have met the retention requirements.
Public Works / Engineering	RS-539	Employee Rideshare Transportation Program Application, Monthly Rideshare Card	Copies - When No Longer Needed	Originals, Refer to OFR	Mag, Ppr		GC §34090
Originating Dept.	RS-282	GIS Database / Data / Layers (both City-wide and Specialized)	2 years	2 years	Mag, OD		The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Originating Dept.	RS-284	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years	2 years	Mag, Ppr		GC §34090

Office of Record (OFC)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
City Clerk	RS-328	Master Appointment List / Roster of Elected and Appointed	2 years	P	Mag, OD, Ppr	Yes	Retained for Historical Value, GC §34090
City Clerk	RS-334	Minutes All Agencies Except for RS-148	2 years	P	Mag, OD, Ppr	Yes	GC §34090
City Clerk	RS-337	Municipal Code Supplements (retain 1 copy of each supplement)	2 years	P	Mag, OD, Ppr	Yes	Department preference; GC §34090
City Clerk	RS-342	Notice of Reorganization (City)	2 years	2 years	Mag, Ppr		GC §34090
City Clerk	RS-343	Notice of Reorganization (Other Cities)	When No Longer Needed	When No Longer Needed	Mag, Ppr		Non-Records
City Clerk	RS-346	Oaths of Office / Installation of Officers - Elected and Appointed Officials	5 years	P	Mag, OD, Ppr	Yes	Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; statewide guidelines propose Termination + 6 years; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	RS-519	Oaths of Office Board, Commission & Board members Employees & Volunteers	2 years	Separation + 2 years	Mag, OD, Ppr	Yes	Department preference; GC §34090
City Clerk	RS-351	Ordinances	2 years	P	Mag, OD, Ppr	No	GC §34090 et. seq.
City Clerk	RS-388	~~Proclamations / Commendations / Certificates / Recognitions (Council requests)~~	~~2 years~~	~~2 years~~	~~Mag, Ppr~~		~~GC §34090, same as RS-134~~ DUPLICATE
City Clerk	RS-400	Public Records Act Requests (PRA)	2 years	2 years	Mag, Ppr		GC §34090
City Clerk	RS-522	Recordings / DVD-R of Council Meetings (Beginning 2007)	2 years	P	Tape (Mag), OD		Department preference; Video recording of meetings are only required for 90 days; See RS-407 for prior; GC §34090.7
Staffing Dept.	RS-146	Recordings: ~~Audio Recordings~~ of meetings	At least 30 days; after Minutes are Approved	At least 30 days; after Minutes are Approved	Tape (Mag), OD		GC §54953.5

RECORDS RETENTION SCHEDULE:
COMMUNITY AND ECONOMIC DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
BUILDING							
Community & Economic / Building	RS-103	Accessibility Hardship Applications, Approvals & Denials, etc.	2 years	P	Mag, OD, Ppr	Yes	Department preference; GC §34090
Community & Economic / Building	RS-155	Building Permits / Building Address Files - Permanent Documents Applications, Building Permits, Certificate of Occupancy, Modification Requests / Applications for Constructing Permits, Administrative Modification Decisions, Appeals & Appeal Decisions, Inspection Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	2 years	P	Mag, OD, Ppr	Yes	GC §34090; H&S §19850; CBC §104.7
Community & Economic / Building	RS-531	Building Permits / Building Address Files - Documents Applications, Final Inspection Approval, Special Inspection Reports, Structural Calculations, Energy Calculations, Lab Test Reports, Structural Observation Reports, Property Reports	2 years	2 years			GC §34090
Community & Economic / Building	RS-156	Building Plan Checks Commercials / Industrials	2 years	2 years	Mag, Ppr		Preliminary draft not retained in the ordinary course of business; GC §34090 et seq.
Community & Economic / Building	RS-529	Building Plan Checks Residential	2 years	2 years	Mag, Ppr		CBC requires they be retained for at least completion + 180 days; H&S§19850; CBC §104.7; GC §34090
Community & Economic / Building	RS-157	Building Plans and Construction Documents - Final - Single Family Residential - SFR and Appurtenances	completion +2 years	completion +2 years	Mag, OD, Ppr		CBC requires they be retained for at least completion + 180 days; H&S§19850; CBC §104.7; GC §34090

RECORDS RETENTION SCHEDULE:
COMMUNITY AND ECONOMIC DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Community & Economic / Building	RS-158	Building Plans and Construction Documents - Final - Industrial, Commercial, Multi-Family Dwellings, Places of Public Accommodation, Tenant Improvements, Production Homes (includes Hazardous Materials Questionnaire, etc.)	2 years	P	Mag, OD, Ppr	Yes	Law requires for the life of the building except for residential buildings not over 2 stories; Statewide guidelines propose 2 years for blueprints & specifications; CBC §108.4.3.1; H&SS§19850, GC §34090
Community & Economic / Building	RS-543	Geotechnical and Soils Reports Building Division (Only) Projects	5 years	P	Mag, OD, Ppr	Yes	GC §34090
Community & Economic / Building	RS-380	Plans - Requests & Permissions to Receive Copies of Plans (to and from architects)	2 years	2 years	Mag, Ppr		GC §34090
Community & Economic / Building	RS-485	Uniform Codes (Title 24)	Superseded + 2 years	P	Mag, OD, Ppr	Yes	GC §50022.6

RECORDS RETENTION SCHEDULE:
COMMUNITY AND ECONOMIC DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
PLANNING							
Community Economic / Planning	RS-116	Annexations / Boundaries / Consolidations / LAFCO	2 years	P	Mag, OD, Ppr	Yes	Land Records; GC §34090
Community & Economic / Planning	RS-257	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Notice of Exemptions etc.	5 years	P	Mag, OD, Ppr	Yes	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Community & Economic / Planning	RS-279	General Plan, Elements and Amendments	5 years	P	Mag, OD, Ppr	Yes	Department preference; GC §34090
Community & Economic / Planning	RS-278	General Plan - Working Files	5 years	5 years	Mag, OD, Ppr		Preliminary drafts; GC §34090
Community & Economic / Planning	RS-314	Land Use Studies / Plans / Reports	5 years	P	Mag, OD, Ppr	Yes	Department preference; GC §34090
Community & Economic / Planning	RS-329	Master Plans, Specific Plans, Bikeway Plans, etc.	5 years	P	Mag, OD, Ppr	Yes	Department preference; GC §34090
Community & Economic / Planning	RS-378	Planning Project Files - Permanent Entitlements - Incomplete or Withdrawn	2 years	2 years	Mag, Ppr		Department preference; GC §§34090, 34090.7

RECORDS RETENTION SCHEDULE:
COMMUNITY AND ECONOMIC DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Community & Economic / Planning	RS-379	Planning Project Files - Permanent Entitlements Approved, Denied or Expired (Includes Associated Conditions of Approval, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Site Plans, Tentative Subdivisions, Variances, Zone Changes, Master Sign Programs , etc.	Project Completion	P	Mag, OD, Ppr	Yes	Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §§34090, 34090.7
Community & Economic / Planning	RS-382	Preliminary Review File (No Final Application)	When No Longer Needed	When No Longer Needed	Mag, Ppr		Department preference; Preliminary Documents (no application submitted); GC §34090
Community & Economic / Planning	RS-391	Project Log Index / Spreadsheet / Binders of Historic Actions	5 years	P	Mag, OD, Ppr	Yes	Department preference; GC §34090
Community & Economic / Planning	RS-452	Special Studies (Not related to a specific project)	5 years	P	Mag, OD, Ppr	Yes	Department preference; GC §34090

RECORDS RETENTION SCHEDULE:
COMMUNITY AND ECONOMIC DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Community & Economic / Planning	RS-544	Short Term Rental Permits	Closed + 2 years	Closed + 2 years	Mag, Ppr		GC§§34090
Community & Economic / Planning	RS-470	Temporary Use Permits / Special Use Permits / Temporary Entitlements: Christmas Tree Lots, Fireworks, Banners, Pumpkin Lots, Outdoor Events, etc.	2 years	2 years	Mag, Ppr		Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Community & Economic / Planning	RS-545	Yard Sale Permits	2 years	2 years	Mag, Ppr		GC§§34090
Community & Economic / Planning	RS-515	Zoning - Maps of Significant Historical Value	5 years	P	Mag, OD, Ppr	Yes	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
EMERGENCY MEDICAL SERVICES							
Fire / EMS	RS-105	~~Accounts Receivable: Income from Transport, Cash In / Cash Out~~	5 years	5 years	Mag, OD, Ppr	Yes	Department preference; GC §34090 DUPLICATE
Fire / EMS	RS-249	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years	3 years	Mag, OD, Ppr		Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, CFC, Section 104.6, 104.6.4, GC §34090
Fire / EMS	RS-250	EMS Database	P	P	Mag, OD		Data is interrelated; GC §34090
Fire / EMS	RS-291	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years	Superseded + 6 years	Mag, OD, Ppr	Yes	24 CFR 164.530(j)
Fire / EMS	RS-353	Paramedic / Ambulance Membership Subscriptions	Termination of Subscription + 5 years	Termination of Subscription + 5 years	Mag, OD, Ppr	Yes	Department preference (meets municipal government auditing standards); GC §34090
Fire / EMS	RS-357	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): ALL (medical and non-medical.)	3 years	Age 18 + 2 years	Mag, OD, Ppr	Yes	Department preference; 10 years is recommended by AHIMA for "healthcare providers"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; Juvenile records are required until patient becomes 18 years old; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; Statute of Limitations for health providers is 3 years; Federal law requires 3 years, statewide guidelines propose 3 years; HIPAA provides privacy regulations for patient's health records; 13 CFR 1100.7, CCP §340.5, GC §34090; H&S §123145
Fire / EMS	RS-434	Requests for Copies - EMS Reports	2 years	2 years	Mag, Ppr		GC §34090

(OFR) Office of Record	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Human Resources	RS-258	Equal Opportunity Employment - Complaints / Department of Fair Employment & Housing (DFEH or EEOC) Claims	Separation + 7 years	Separation + 7 years	Mag, OD, Ppr	Yes	Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090; CCP §342; GC §§ 911.2, 945
Human Resources	RS-259	Equal Opportunity Employment - EEOC Reports (EEO-4 Reports)	3 years	3 years	Mag, OD, Ppr		29 CFR 1602.30; 29 CFR 1602.32
Human Resources	RS-311	Job Descriptions	Minimum 3 years	Minimum 3 years	Mag, Ppr	Yes	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
City Clerk	RS-436	MOUs (copies) <i>Set by Resolutions</i>	Copies - When No Longer Needed	Refer to OFR	Mag, OD, Ppr		GC §34090.7
Human Resources	RS-339	Negotiation Binders / Notes, Side Letters, Correspondence, etc.	5 years	10 years	Mag, OD, Ppr	Yes	Department preference; GC §34090
Human Resources	RS-371	Personnel Files - All Employees Includes background checks from PD, and all training certificates (including Ethics Training Certificates)	Separation + 1 year	Separation + 7 years	Mag, OD, Ppr	Yes	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 53235.2(b); 29 USC 1113; CC § 1786.18 (ICRAA)
Human Resources	RS-372	Personnel Files - Medical Records (all employees)	Separation + 1 year	Separation + 30 years	Mag, OD, Ppr	Yes	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§ ~~12946~~ , 34090, 29 CFR 1910.1020(d)(1)(i)
Human Resources	RS-546	Employee Accident Reports	Separation + 1 year	Separation + 30 years	Mag, OD, Ppr	Yes	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §34090, 29 CFR 1910.1020(d)(1)(i)

RECORDS RETENTION SCHEDULE: **HUMAN RESOURCES**

(OFR) Office of Record	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Human Resources / Risk Mgmt	RS-514	Workers' Compensation or Disability Claims / ~~Employee Accident Reports~~ Denied Claims Includes all Accident, Incident, or Injury Reports and associated MSDS, Refusal of Medical Treatment of an Industrial Accident	Until Closed	~~Separation + 30 years~~ Settled + 5 years	Mag,-OD, Ppr	Yes	~~Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer; 8 CCR §3204(d)(1) et seq., 8 CCR 10102, 15400.2; GC §§12946, 34090~~

RECORDS RETENTION SCHEDULE: **INFORMATION TECHNOLOGY**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper After Imaged & QC'd?	Comments / Reference
Information Technology	RS-135	City Backup Tapes / Disks - Daily City applications, User files, Financial data, etc. (RS-263)	~~2~~ 1 weeks	~~2~~ 1 weeks	Mag, OD		Used for Disaster Recovery Purposes Only. Backups are done for Mondays through Fridays. Retention schedule is for two weeks. ~~Monthly backup is also performed for finance and payroll data and retention is for one year.~~
~~Information Technology~~	~~RS-136~~	~~City Backup Tapes / Disks - Weekly City applications, User files, Financial data, etc. (RS-263)~~	~~2 weeks~~	~~2 weeks~~	~~Mag, OD~~		~~Used for Disaster Recovery Purposes Only; Tuesday tapes are stored off-site and tapes are re-used bi-weekly; GC §34090 et seq.~~
Information Technology	RS-340	Network Configuration Maps & Plans	When No Longer Needed	When No Longer Needed	Mag, OD, Ppr		GC §34090 et seq. Current network layout is available in Finance.
Information Technology	RS-448	Software Licenses, Warranties, Installation Media	When No Longer Needed	When No Longer Needed	Mag, OD		GC §34090 et seq. Software licenses, warranties, and media are retained by IT until they are no longer needed.

RECORDS RETENTION SCHEDULE - **LIBRARY**

Office of Record (OFR)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
Library	RS-223	Disruptive Patrons / Patron Complaints / Incident Reports	2 years	2 years	Mag, Ppr		Department preference; GC §34090
Library	RS-286	Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), IMLS (Institute of Museum & Library Services), WIOA (Workforce Innovation Opportunity Act) and PLF (Public Library Foundation) ONLY. For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information)	Final Expenditure + 5 years	Final Expenditure + 5 years	Mag, OD, Ppr	Yes	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library	RS-304	Inter-Library Loan Records - Reports to the State Library (for reimbursement)	5 years	5 years	Mag, OD, Ppr	Yes	Department preference to ensure reimbursements; GC §34090
Library	RS-307	Internet User Statistics	2 years	2 years	Mag, Ppr		GC §34090
Library	~~RS-318~~	~~Library Management System / Database, Card Catalogue~~	~~1 week~~	~~1 week~~	~~Mag, OD~~	~~Yes~~	~~Data Fields / Records are interrelated; Backup Tapes/Disks used for Disaster Recovery Purposes Only; Tuesday tapes are stored off-site and tapes are re-used weekly; GC §34090 et seq.~~
Library	~~RS-359~~	~~Patron Applications for Library Cards~~	~~2 years~~	~~2 years~~	~~Mag, Ppr~~		~~GC §34090~~
Library	RS-356	Passport - Transmittal Forms, Receipts Books, Calendar	2 years	2 years	Ppr		GC §34090 et. seq.
Library	RS-389	Program Sign Ups (e.g. Summer Reading)	2 years	2 years	Mag, Ppr		GC §34090

RECORDS RETENTION SCHEDULE: **MANAGEMENT SERVICES**

Office of Record (OFC)	Retention No.	Records Description	Active (in office)	Total Retention	Media Options	Destroy Paper after Imaged & QC'd?	Comments / Reference
FINANCE/MANAGEMENT							
Manag. Services / Finance	RS-129	Assessment District 93-1 and Library Tax Annual Renewal Reports, Assessment Roll Reports	5 years	5 years	Mag, OD, Ppr	Yes	GC §34090
Manag. Services / Finance	RS-131	Audit Reports / CAFR / Single Audits	5 years	P	Mag, OD, Ppr	Yes	GC §34090
Manag. Services / Finance	RS-132	Audit Work Papers / Audit Schedules	2 years	5 years	Mag, Ppr		GC §34090
Manag. Services / Finance	RS-137	Bank Statements / Reconciliation Work Papers / Fiscal Agent Statements	2 years	5 years	Mag, OD, Ppr	Yes	GC §34090
Manag. Services / Finance	RS-151	Bonds: Debt Official Statements / Certificates of Participations (COPs) Other City Financing & Work papers	Cancellation, Redemption or Maturity + 10 years	Cancellation, Redemption or Maturity + 10 years	Mag, OD, Ppr	Yes	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq.
Manag. Services / Finance	RS-153	Budgets - Adopted / Final	5 years	P	Mag, OD, Ppr	Yes	GC §34090, 40802, 53901
Manag. Services / Finance	RS-181	City Investment Report - Quarterly & Annually	3-years	3-years	Mag, Ppr		GC §34090
Manag. Services / Finance	RS-263	Financial Services Database (Refer to IT, RS-135, RS-136)	Refer to IT	Refer to IT	Mag, OD		Refer to IT Retention Policy; GC §34090



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Consent Calendar - 3C

TO: The Honorable Mayor and City Council
FROM: Amy Lee, City Treasurer
SUBJECT: Monthly Investment Report – October 2023

RECOMMENDATION:

It is recommended that the City Council consider:

1. Receiving and filing the monthly investment report; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

As of October 31, 2023, invested funds for the City of Monterey Park total \$64,079,482.93.

BACKGROUND:

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

Respectfully submitted by:

A handwritten signature in blue ink, appearing to be "Amy Lee", written over a horizontal line.

Amy Lee
City Treasurer

Prepared by:

A handwritten signature in blue ink, appearing to be "Martha Garcia", written over a horizontal line.

Martha Garcia
Finance Director

Approved by:

A handwritten signature in blue ink, appearing to be "Inez Alvarez", written over a horizontal line.

Inez Alvarez
Interim City Manager

ATTACHMENT:

1. Monthly Investment Report

ATTACHMENT 1

Monthly Investment Report

**CITY OF MONTEREY PARK
INVESTMENT REPORT
OCTOBER 31, 2023**

INVESTMENTS PORTFOLIO PROFILE:

TOTAL BALANCE AT 10/31/2023

\$ 64,079,482.93

INVESTMENT COMPOSITION

(1) <u>LA COUNTY POOLED INVESTMENT FUND</u> (See Schedule A for LA County Pool Composition)	ON DEMAND	3.850%	<u>\$ 44,286,379.34</u>
(2) <u>LOCAL AGENCY INVESTMENT FUND</u>	ON DEMAND	3.150%	<u>\$ 11,948,103.59</u>

(3) <u>CERTIFICATES OF DEPOSIT</u>	Purchase Date	Maturity Date	Interest Rate	
1 SALLIE MAE BANK	08/11/21	08/12/24	0.70%	245,000
2 TOYOTA FINANCIAL SAVINGS BANK	09/16/21	09/16/24	0.65%	245,000
3 SYNCHRONY BANK	09/17/21	09/17/24	0.65%	245,000
4 UBS BANK USA	09/22/21	09/23/24	0.65%	245,000
5 STATE BANK OF INDIA	10/18/21	10/18/24	0.70%	245,000
6 MEDALLION BANK UTAH	01/28/22	01/28/25	1.25%	245,000
7 PENTAGON FEDERAL UNION	01/31/22	01/31/25	1.25%	245,000
8 BEAL BANK	02/02/22	01/29/25	1.15%	245,000
9 VALLIANCE BANK	03/18/22	03/18/25	1.40%	245,000
10 STATE BANK OF TEXAS	03/25/22	03/25/25	1.45%	245,000
11 FIRST FED SAVINGS & LOAN	03/30/22	03/31/25	2.00%	245,000
12 LAFAYETTE FEDERAL CREDIT UNION	03/30/22	03/31/25	2.20%	245,000
13 ALLY BANK	03/31/22	03/28/24	1.95%	245,000
14 COMENITY CAPITAL BANK	04/14/22	04/14/25	2.55%	245,000
15 AMERICU CREDIT UNION	04/21/22	04/21/25	2.30%	245,000
16 BALBOA THRIFT & LOAN	04/29/22	04/29/25	2.00%	245,000
17 CONNEXUS CREDIT UNION	05/26/22	05/28/24	2.65%	245,000
18 METRO CREDIT UNION	07/13/22	07/12/24	3.20%	245,000
19 FIRST TECHNOLOGY CREDIT UNION	08/05/22	08/05/24	3.25%	245,000
20 AUSTIN TELCO FEDERAL CREDIT UNION	12/16/22	12/16/24	5.00%	245,000
21 GREENWOOD MUNICIPAL FED CREDIT UNIK	01/27/23	01/27/25	4.80%	245,000
22 RAIZ CREDIT UNION	01/27/23	01/27/25	4.75%	245,000
23 WORKERS	01/27/23	01/27/25	4.70%	245,000
24 MANUF & TRADERS TRUST CO	01/31/23	01/31/26	4.25%	245,000
25 ALPINE BANK	01/31/23	01/31/25	4.55%	245,000
26 TECHNOLOGY FCU	02/10/23	02/24/25	5.00%	245,000
27 RED CROWN FCU	02/14/23	02/21/25	4.85%	245,000
28 UFIRST FEDERAL CREDIT UNION	02/15/23	02/25/25	4.85%	245,000
29 SEA COMM FEDERAL CREDIT UNION	02/23/23	03/03/25	4.90%	245,000
30 GLOBAL CREDIT UNION	05/02/23	05/12/25	4.85%	245,000
31 WESTERN ALLIANCE BANK	05/02/23	05/05/25	4.85%	245,000
32 PREFERRED BANK	09/03/23	09/03/24	4.16%	100,000
33 PREFERRED BANK	09/08/23	09/08/24	4.16%	150,000
Total CDs (33)			3.254%	<u>\$ 7,845,000.00</u>

OTHER INFORMATION:

BANK BALANCE: ⁽¹⁾

\$4,600,364.02

AVERAGE MATURITY DAYS

58

AVERAGE INTEREST RATE FOR THE MONTH

3.540%

THE CITY'S INVESTMENT HAS SUFFICIENT LIQUIDITY TO MEET THE CITY'S EXPENDITURE REQUIREMENTS FOR THE NEXT 180 DAYS. THE 180-DAY LIQUIDITY DISCLOSURE IS REQUIRED PER GOVERNMENT CODE 53646.

THERE HAVE BEEN NO VARIANCES TO THE INVESTMENT POLICY.

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



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Consent Calendar - 3D

TO: The Honorable Mayor and City Council
FROM: Martha Garcia, Director of Finance
SUBJECT: Resolution Adopting the Recognized Obligation Payment Schedule and Administrative Budget for July 1, 2024 – June 30, 2025

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a resolution approving the Recognized Obligation Payment Schedule (ROPS 24-25 A&B) for the period between July 1, 2024 – June 30, 2025; and
2. Approving the Successor Agency Administrative Budget for July 1, 2024 – June 30, 2025; and
3. Directing staff to post and transmit the ROPS and Administrative Budget to the appropriate public agencies; and
4. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Existing law requires the Monterey Park Successor Agency (SA) to formulate Recognized Obligation Payment Schedules (ROPS) under which the SA makes payments for eligible obligations of the former Redevelopment Agency. The ROPS are considered by the Successor Agency Board, proposed to the Oversight Board (OB) and, if approved by the OB, provided to the California Department of Finance for review.

The ROPS is required to be prepared for an entire 12 months. Staff requests that the City Council, acting on behalf of the SA for the former Monterey Park Redevelopment Agency, consider and adopt the ROPS 24-25 A&B and the related administrative budget for the period covering July 1, 2024 – June 30, 2025.

BACKGROUND:

ROPS 24-25 A&B has no new line items and requests an amount of \$2,431,804 including an administrative budget of \$190,000 for the period of July 1, 2024 through June 30, 2025.

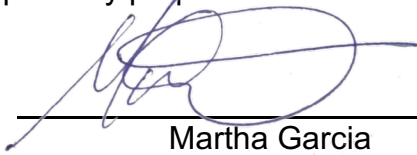
To meet the deadlines for disbursement of funds from the County of Los Angeles, both the SA and the OB must approve the ROPS and submit it to the Department of Finance by January 31, 2024.

The First District Consolidated Oversight Board is scheduled on January 8, 2024 to review the ROPS as well as the administrative budget after the SA's approval. The deadline for the Successor Agency to the First District Consolidated Oversight Board is December 18, 2023.

FISCAL IMPACT:

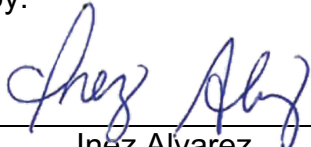
All monies received from the request made on the ROPS go into the account of the Successor Agency for obligations of the former Redevelopment Agency.

Respectfully prepared and submitted by:



Martha Garcia
Director of Finance

Approved by:



Inez Alvarez
Interim City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENT:

1. Resolution ROPS 24-25 A&B

ATTACHMENT 1

Resolution ROPS 24-25 A&B

RESOLUTION NO. SA- ____

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE
MONTEREY PARK REDEVELOPMENT AGENCY ADOPTING
RECOGNIZED OBLIGATION PAYMENT SCHEDULES PURSUANT
TO HEALTH AND SAFETY CODE § 34177.**

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

SECTION 1: The City council finds and declares that:

- A. On June 29, 2011, AB 1X 26 and AB 1 X 27 became effective, requiring that each redevelopment agency within California be dissolved unless the community that created it enacts an ordinance committing it to making certain payments;
- B. On December 29, 2011, the California Supreme Court issued a decision in *California Redevelopment Association v. Matosantos* (2011) 53 Cal. 4th 231 largely upholding AB 1 X 26, invalidating AB 1X 27 as unconstitutional, and holding that AB 1X 26 may be severed from AB 1X 27 and enforced independently;
- C. As a result of the Supreme Court's decision, the Monterey Park Redevelopment Agency (the "redevelopment agency"), created pursuant to the Community Redevelopment Law, was dissolved pursuant to AB 1X 26 on February 1, 2012;
- D. By its Resolution No. 11455 adopted on January 11, 2012, the City Council of the City of Monterey Park chose to act on behalf of the successor agency for the Redevelopment Agency (the "Successor Agency"); and
- E. In adopting this Resolution for the Successor Agency, the City Council approves the Recognized Obligation Payment Schedule (designated as ROPS 24-25 A&B by the California Department of Finance) on behalf of the Successor Agency for the period from July 1, 2024 through June 30, 2025.

SECTION 2: *Recognized Obligation Payment Schedules.* The City Council adopts ROPS 24-25 A&B attached as Exhibit "A" to this Resolution and incorporated by reference. The City Council also adopts the Administrative Budget attached as Exhibit "B" to this Resolution and incorporated by reference.

SECTION 3: Authorization. The City Manager, or designee, acting on behalf of the Successor Agency is authorized and directed, jointly and severally, to implement this Resolution including, without limitation, providing documents associated with the ROPS 24-25 A&B to the Oversight Board, City Council, Department of Finance, county Controller and (if applicable) State Controller. The City Manager, or designee, is the official whom the Department of Finance may make requests for review in connection with the ROPS 24-25 A&B.

SECTION 4: Amendment. The ROPS may be amended from time-to-time at any public meeting of the City Council acting on behalf of the Successor Agency.

SECTION 5: Environmental Determination. This Resolution is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 2100, et seq., “CEQA”) and CEQA regulations (14 California Code of Regulations §§ 15000, et seq.) because it establishes rules and procedures to implement government funding mechanisms; does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this Resolution does not constitute a “project” that requires environmental review (see specifically 14 CCR § 15378(b)(4-5)).

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

SECTION 7: Summaries of Information. All summaries of information in the findings, which precede this Section, are based on the substantial evidence in the record including, without limitation, verbal and documentary evidence submitted to the Successor Agency. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 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 9: The Secretary is directed to certify the adoption of this Resolution; record this Resolution in the book of the SA’s original resolutions; and make a minute of the adoption of the resolution in the Successor Agency’s records and the minutes of this meeting.

SECTION 10: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

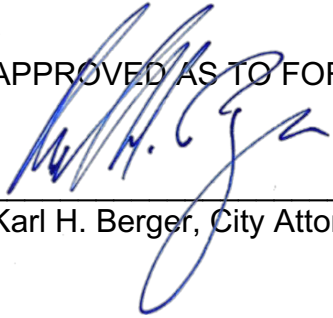
PASSED, APPROVED, AND ADOPTED this 15th day of November 2023.

Jose Sanchez, Mayor

ATTEST:

Maychelle Yee, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, City Attorney

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

I, Maychelle Yee, hereby certify that the above foregoing Resolution No. SA-____ was duly passed and adopted by the City Council acting on behalf of the Successor Agency to the former Redevelopment Agency at a regular meeting held on the 15th day of November, 2023 by the following vote:

Ayes:	Council Members:
Noes:	Council Members:
Absent:	Council Members:
Abstain:	Council Members:
Recusal:	Council Members:

Dated this 15th day of November, 2023

Maychelle Yee, City Clerk
Monterey Park, California

Monterey Park
ROPS 2024-25 Annual

Requested Funding for Obligations		24-25A Total	24-25B Total	ROPS Total
A	Obligations Funded as Follows (B+C+D)	0	0	0
B	Bond Proceeds	0	0	0
C	Reserve Balance	0	0	0
D	Other Funds	0	0	0
E	Redevelopment Property Tax Trust Fund (RPTTF) (F+G)	1,181,153	1,250,651	2,431,804
F	RPTTF	1,086,153	1,155,651	2,241,804
G	Administrative RPTTF	95,000	95,000	190,000
H	Current Period Obligations (A+E)	1,181,153	1,250,651	2,431,804

Monterey Park ROPS 2024-25 Annual								
Item #	Obligation Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Total Outstanding Obligation	Total Requested Funding
1	Successor Agency Administration Costs	Admin Costs	1/1/2014	7/12/2034	Successor Agency	Successor Agency Administration Costs - labor and overhead	35,706,622	190,000
28	Housing Fund Repayment of SERAF Loan	LMIHF Loans	8/4/2010	6/30/2016	Housing Successor Agency	Housing Fund Repayment of SERAF Loan	827,664	137,342
29	Repayment of Housing Loan Obligation	LMIHF Loans	5/19/1997	6/30/2039	Housing Successor Agency	Housing Fund Repayment for Outstanding Loan	1,186,222	100,000
31	Atlantic-Garvey Tax Allocation Refunding Bonds, 2013A	Bonds Issued On or Before 12/31/10	12/24/2013	9/1/2026	US Bank	Bonds issued to advance refund the 2002 Tax Allocation Bonds	3,313,802	1,345,731
32	Trustee Fees for Merged Tax Allocation Refunding Bonds, 2013B	Bonds Issued On or Before 12/31/10	12/24/2013	9/1/2028	US Bank	Fees for Trustee of Refunding Bonds	21,250	1,000
33	Trustee Fees for Atlantic-Garvey Tax Allocation Refunding Bonds, 2013A	Bonds Issued On or Before 12/31/10	12/24/2013	9/1/2026	US Bank	Fees for Trustee of Refunding Bonds	22,620	1,000
36	Merged Tax Allocation Refunding Bonds, 2013B	Bonds Issued After 12/31/10	12/24/2013	9/1/2028	US Bank	Bonds issued to advance refund the 1998 Tax Allocation Bonds	2,940,765	656,731
								2,431,804

Monterey Park Recognized Obligation Payment Schedule (ROPS 24-25) - Report of Cash Balances
July 1, 2021 through June 30, 2022
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (I), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, see Cash Balance Tips .							
A	B	C	D	E	F	G	H
		Fund Sources					
		Bond Proceeds		Reserve Balance	Other Funds	RPTTF	
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, Grants, Interest, etc.	Non-Admin and Admin	
	ROPS 21-22 Cash Balances (07/01/21 - 06/30/22)						Comments
1	Beginning Available Cash Balance (Actual 07/01/21) RPTTF amount should exclude "A" period distribution amount					0	
2	Revenue/Income (Actual 06/30/22) RPTTF amount should tie to the ROPS 21-22 total distribution from the County Auditor-Controller					2,434,931	
3	Expenditures for ROPS 21-22 Enforceable Obligations (Actual 06/30/22)					2,434,931	
4	Retention of Available Cash Balance (Actual 06/30/22) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)						
5	ROPS 21-22 RPTTF Prior Period Adjustment RPTTF amount should tie to the Agency's ROPS 21-22 PPA form submitted to the CAC	No entry required					
6	Ending Actual Available Cash Balance (06/30/22) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)						
		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	

City of Monterey Park
Successor Agency Administrative Costs
7/1/2024 - 6/30/2025
ROPS Item # 1

Name	Source of Payment	ROPS 24-25 A&B 12-Month Period Total
<i>Successor Agency</i>		
Direct Project Management Cost		
Salaries:	RPTTF	
ROPS documents preparation, filing, audits and other misc.		40,000
Accountant		
Finance Manager		
Director of Finance		
Agreements, resolutions, meetings	RPTTF	50,000
Administrative Secretary		
Finance Manager		
Director of Finance		
City Clerk		
City Attorney		
City Manager		
<i>Total Direct Project Management Cost</i>		90,000
Administrative Cost		
Insurance and Benefits	RPTTF	22,000
OPEB Obligations, Pension Charges	RPTTF	12,000
Office Supplies (paper/toners/ink)	RPTTF	1,000
Postage / Messenger Service / Telephone	RPTTF	1,000
Legal Services	RPTTF	5,000
SA Audit and Annual Financial Statement (The Pun Group, etc)	RPTTF	22,000
Other Professional Contracted Services, Technology Charges (HdL		
Property Tax Service, etc)	RPTTF	32,000
Printing / Copying / Duplicating Equipment Rental / Other Misc	RPTTF	5,000
<i>Total Administrative Cost</i>		100,000
<i>Total Direct and Administrative Cost</i>		\$ 190,000



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Consent Calendar - 3E

TO: The Honorable Mayor and City Council
FROM: Martha Garcia, Finance Director
SUBJECT: Consideration of Adoption of a Resolution To Authorize Open Market Bond Repurchase of a Portion of the City of Monterey Park Outstanding Taxable Pension Obligation Bonds, Series 2021

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a Resolution of the City Council of The City of Monterey Park:
 - a. authorizing the Open Market Bond Repurchase of a Portion of its Outstanding Taxable Pension Obligation Bonds, Series 2021;
 - b. approving a Repurchase Agent and authorizing the City Manager to execute an agreement, in a form approved by the City Attorney, with Samuel A. Ramirez & Co., Inc.; and
 - c. authorizing certain additional actions in connection therewith.
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

On February 16, 2021, the City of Monterey Park issued Taxable Pension Obligation Bonds, Series 2021 (2021 POBS) in the amount of \$106,335,000. The proceeds were used to pay the City's unfunded accrued liability (UAL), with respect to certain pension benefits of designated City employees, to the California Public Employees' Retirement System (CalPERS). The City is required to make principal and interest payments each year on the outstanding 2021 POBS. The significant increase in interest rates since the issuance of the 2021 POBS has decreased the price of bonds in the secondary market. If current bondholders are willing to sell bonds back to the City at a discount, the City could generate debt service savings with the repurchase of 2021 POBS.

As of June 30, 2023, Pension Fund 202 has a fund balance of approximately \$4.4 million. The Finance Director recommends allocating a maximum of \$4 million of Pension Fund 202 funds to repurchase a portion of the 2021 POBS on the open market. However, there is no assurance that investors will agree to sell their bonds back to the City. If no current bondholders are willing to sell the 2021 POBS at the prices the City is prepared to offer for repurchase, then the City would still have to pay any non-contingent consultant fees. Additionally, there are alternative uses for the \$4 million that the City may wish to consider.

BACKGROUND:

Interest rates directly impact bond prices; as interest rates rise, bond prices fall (and vice versa). When the 2021 POBS were issued, interest rates were near historical lows. Since that time, sharp increases in interest rates have produced corresponding decreases in the secondary market prices of bonds. Due to the decrease in the market prices for bonds, the City may be able to reduce its debt service liability by repurchasing a portion of the 2021 POBS at a discount on the open market. However, there are a number of variables that bondholders consider when deciding whether or not to sell their bonds, some of which may not be tied to the interest rate environment. Therefore, it is possible that despite the City's interest in repurchasing a portion of the 2021 POBS, there will be no interested seller.

The 2021 POBS were issued under a June 1, 2004 Trust Agreement between the City and Computershare Trust Company, N.A. (the "Trustee"), which was amended in February 2021. The Trust Agreement authorizes the City to repurchase all or a portion of the outstanding 2021 POBS. In order to facilitate the repurchase of a portion of the 2021 POBS, the City must appoint an agent to repurchase the bonds on its behalf.

It is recommended that the City appoint Samuel A. Ramirez & Co., Inc. ("Ramirez & Co.") to serve as its repurchase agent. The terms and conditions governing such repurchase by Ramirez & Co. and the obligations of the City will be set forth in a separate agreement with Ramirez & Co. Upon the successful repurchase of a portion of the 2021 POBS designated in the Trust Agreement as the 2043 Term Bonds (the "Target Bonds"), the City will deposit Pension Fund 202 monies with the Trustee in an amount not to exceed \$4,000,000, which includes any fees and costs incurred with the repurchase. Once Ramirez & Co. has repurchased a portion of the Target Bonds on the open market and delivered them to the Trustee, the Trustee must reimburse Ramirez & Co. for the repurchase, pay related fees and costs, and cancel the portion of the repurchased Target Bonds, thereby terminating the City's future debt service payments related to these Target Bonds.

In connection with the proposed repurchase of a portion of the Target Bonds, the City will post a notice on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access website to inform current owners of the outstanding Target Bonds of the City's Bond Repurchase Program and to provide for the disclosure of certain material information to the owners of the Target Bonds in connection with the Bond Repurchase Program. This notice is required by Rule 10b-5 promulgated under the Securities Exchange Act of 1934 and must provide current owners of the Target Bonds material information to enable them to make an informed decision of whether or not to sell their securities, including any significant changes to the condition of the City's General Fund since the most recent audited fiscal year (FY 2021-22).

It is proposed that the City appoint Urban Futures, Inc. as municipal advisor and Stradling Yocca Carlson & Rauth as special counsel in connection with this financing.

FISCAL IMPACT:

Approval of the open market bond repurchase of a portion of the outstanding 2021 POBs may result in a reduction of principal and interest payments of the repurchased bonds. The amount of the reduction is dependent on the quantity of 2021 POBS that are successfully repurchased and the purchase price at which such 2021 POBS are repurchased. The City will also have to pay fees to consultants for their role in repurchasing bonds.

While the current market offers opportunities to generate interest earnings at a higher rate than the borrowing rate on the Target Bonds, the economic benefit of purchasing Target Bonds at a significant discount could outweigh potential foregone interest earnings.

As an alternative to using Pension Fund 202 monies to repurchase Target Bonds in the open market, the City could elect to make Additional Discretionary Payments to CalPERS to pay down its UAL. As of the June 30, 2022 valuation date, the CalPERS Annual Valuation Reports indicate that the City's Safety Plan has \$12.9 million of UAL and the Miscellaneous Plan has \$10.1 million of UAL. The City could use the \$4 million to make additional discretionary payments (at once or over time) to CalPERS to reduce the UAL and lower associated costs of the UAL. The total savings achieved with this strategy would be subject to the investment performance of CalPERS.

Respectfully submitted by:



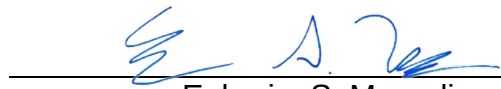
Martha Garcia
Director of Finance

Approved by:



Inez Alvarez
Interim City Manager

Reviewed by:



Ephraim S. Margolin
Deputy City Attorney

ATTACHMENT:

1. Resolution of the City Council of City of Monterey Park Authorizing Open Market Bond Repurchase of a Portion of its Outstanding Taxable Pension Obligation Bonds, Series 2021

ATTACHMENT 1

Draft Resolution

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE OPEN MARKET BOND REPURCHASE OF A PORTION OF ITS OUTSTANDING TAXABLE PENSION OBLIGATION BONDS, SERIES 2021, APPROVING SAMUEL A. RAMIREZ & CO., INC. AS ITS REPURCHASE AGENT AND AUTHORIZING CERTAIN ADDITIONAL ACTIONS

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

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

- A. In order to refinance certain pension liabilities, the City issued Taxable Pension Obligation Bonds, Series 2021 (the "2021 POBS") on February 16, 2021, pursuant a June 1, 2004 Trust Agreement with Computershare Trust Company, N.A., successor trustee (the "Trustee"), and supplemented by a First Supplemental Trust Agreement dated February 1, 2021 (together, the "Trust Agreement");
- B. The City is obligated to make certain semi-annual debt service payments on these outstanding 2021 POBS;
- C. Recent increases in yields demanded by owners of municipal bonds have produced corresponding decreases in the market prices for certain bonds;
- D. Due to the decrease in bond market prices, the City may be able to reduce its debt service liability by purchasing a portion of the 2021 POBS maturing June 1, 2043 and referred to in the Trust Agreement as the "2043 Term Bonds" (the "Target Bonds");
- E. It is in the public interest to authorize the repurchase of a portion of the outstanding principal amount of the Target Bonds on the open market, from time to time; provided that such purchases can be made at a discount from the outstanding principal amount of the Target Bonds to be purchased ("Bond Repurchase Program");
- F. The City may utilize legally available monies in the City's Pension Liability Fund ("Surplus Cash") to purchase a portion of the outstanding Target Bonds pursuant to the Bond Repurchase Program and deliver them to the Trustee for cancellation;
- G. Cancellation of a portion of the outstanding Target Bonds will reduce the overall principal amount of the 2021 POBs and eliminate the annual amount of interest payable by the City for the cancelled Target Bonds;

- H. The City Council desires to engage Samuel A. Ramirez & Co., Inc. ("Ramirez & Co.") to serve as its repurchase agent in connection with the open market purchase of a portion of the Target Bonds pursuant to the terms of an agreement approved as to form by the City Attorney;
- I. Following adoption of this Resolution by the City Council, the City will post a notice on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("EMMA") website to inform current owners of the outstanding Target Bonds of the City's Bond Repurchase Program and to disclose certain material information to the owners of the Target Bonds in connection with the Bond Repurchase Program; and
- J. The City Council authorizes the Bond Repurchase Program, provided that any repurchase under the Bond Repurchase Program will provide significant public benefits in the form of reductions in the amounts of both the principal and interest payable on the Target Bonds as set forth in this resolution and as determined in the discretion of any Authorized Officer (defined below).

SECTION 2: The City Council's findings are true and correct. All actions taken by the City Manager and the Authorized Officers in furtherance of the Bond Repurchase Program, including the posting of the notice on EMMA and any amendment or supplement to the Trust Agreement approved by any Authorized Officer in accordance with this Resolution, are accepted and ratified.

SECTION 3: The Bond Repurchase Program is approved. The Authorized Officers are designated as the City Manager, the Finance Director, and their designees, which are each authorized to utilize Surplus Cash to purchase outstanding bonds of the Target Bonds from time to time provided that:

- A. The amount of Surplus Cash so used may not exceed a total of \$4,000,000, inclusive of any fees and costs of such repurchase; and
- B. The repurchase results in a debt service reduction on the Target Bonds, net of all fees and expenses incurred in connection therewith.

SECTION 4: Each Authorized Officer, is authorized to negotiate, execute, and deliver one or more amendments or supplements to the Trust Agreement if necessary or advisable in the view of the City's special counsel to accomplish the Bond Repurchase Program, and each Authorized Officer is authorized and directed to take any actions necessary to effectuate such amendment or supplement to the Trust Agreement.

SECTION 5: All compensation payable to Ramirez & Co. for its services as Repurchase Agent will be included in the proposed acquisition cost of the bonds presented for purchase provided, however, that in no event may Ramirez & Co.'s compensation exceed 1.00% of the principal amount of any Target Bonds so purchased.

SECTION 6: The following professionals are appointed to serve the City in connection with the Bond Repurchase Program:

- A. Urban Futures, Inc. is engaged as municipal advisor; and
- B. Stradling Yocca Carlson & Rauth is engaged as special counsel.

SECTION 7: The City Manager is authorized to execute agreements, in a form approved by the City Attorney, or to sign such other documentation as is necessary or appropriate to evidence such engagements and retain such services in connection with the Bond Repurchase Program.

SECTION 8: Each Authorized Officer is authorized and directed, jointly and severally, to execute and sign any and all approvals, certificates, statements, requests, requisitions and orders of the City in connection with the implementation of the Bond Repurchase Program and the purchase and cancelation of Target Bonds pursuant thereto; and any action specifically authorized or directed by this Resolution to be undertaken by any of such officers may be undertaken by another with the same force and effect as if it had been undertaken by the officer specifically authorized or directed to do so.

SECTION 9: *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 10: *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 11: *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 12: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

**PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE
CITY OF MONTEREY PARK THIS 15th DAY OF NOVEMBER 2023.**

Jose Sanchez, Mayor

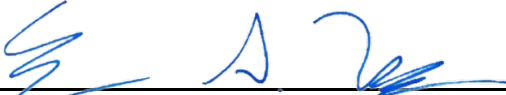
ATTEST:

Maychelle Yee, City Clerk

APPROVED AS TO FORM:

Karl H. Berger, City Attorney

By:



Ephraim S. Margolin, Deputy City Attorney



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Consent Calendar - 3F

TO: The Honorable Mayor and City Council

FROM: Martha Garcia, Finance Director

SUBJECT: Consideration of Adoption of a Resolution Directing the Interim City Manager to Take Actions Necessary to Finance Water Facilities and Improvements to the Water System

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting Resolution No. _____ directing the Interim City Manager to take actions necessary to finance water facilities and improvements to the Water System; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City has set a Public Hearing to consider rate adjustments to the Water System on December 6, 2023, and the City has already mailed the Proposition 218 notice with proposed water rate increases of 32%, 8%, 8%, 7%, and 8% starting in Fiscal Year 2023-24 through Fiscal Year 2027-28, respectively. However, issuing bonds to finance a portion of the needed improvements to the Water System would lower the cumulative rate increases from Fiscal Year 2023-24 through Fiscal Year 2027-28 and allow the City to accelerate much needed projects, including replacement of water meters.

BACKGROUND:

At its September 26, 2023 Council Meeting, the Council received and filed the Water and Sewer Rate Study, established proposed water rate adjustments of 32%, 8%, 8%, 7%, and 8% from Fiscal Year 2023-24 through Fiscal Year 2027-28, directed the City Manager to implement the Proposition 218 protest ballot process for proposed rate setting, and set a Public Hearing for December 6, 2023 to consider the rate increases.

The Council acknowledged that even if a majority of parcels do not protest the proposed rate adjustments, allowing Council to implement the proposed rate increases, the Council could decide to set rates lower than the proposed rates. The Council also discussed the needed improvements to the Water System and directed staff to return with more information regarding a potential bond financing to fund some of the improvements. Financing some of the improvements would also lower the cumulative rate increases from Fiscal Year 2023-24 through Fiscal Year 2027-28 (compared to the currently proposed rate increases) by spreading the cost of the improvements over a longer period of time.

Staff has identified \$20 million in water improvements that are high priority and that could be implemented within the next 3 years. In particular, staff has discussed with Council

the replacement of water meters, which would result in higher revenues due to more accurate reading of water usage. By financing this project, water meters could be installed earlier, thereby recovering revenues sooner.

Financing \$20 million in projects would allow rate increases to be set at 26%, 8%, 8%, 7%, 7% instead of at the currently proposed higher rate increases described above. However, cumulative rate increases would need to be higher from Fiscal Year 2028-29 through Fiscal Year 2032-33 due to interest costs related to the financing (rather than paying with cash). Below is a comparison of the projected rates from Fiscal Year 2023-24 through Fiscal Year 2032-33, assuming \$20 million of improvements are funded with cash or with the issuance of water revenue bonds.

Fiscal Year	Effective Date	Increase without Bond	Increase with \$20mm Bond
FY 2023-24	1/1/2024	32.0%	26.0%
FY 2024-25	7/1/2024	8.0%	8.0%
FY 2025-26	7/1/2025	8.0%	8.0%
FY 2026-27	7/1/2026	7.0%	7.0%
FY 2027-28	7/1/2027	8.0%	7.0%
FY 2028-29	7/1/2028	3.0%	3.0%
FY 2029-30	7/1/2029	3.0%	3.0%
FY 2030-31	7/1/2030	0.0%	3.0%
FY 2031-32	7/1/2031	0.0%	3.0%
FY 2032-33	7/1/2032	0.0%	3.0%

The process of bond financing takes approximately 3-4 months. Therefore, should the Council desire to consider bond financing and adopting lower cumulative rate increases from Fiscal Year 2023-24 through Fiscal Year 2027-28 than the proposed rate increases, staff recommends that Council adopt the Resolution to hire the financing team (bond and disclosure counsel, municipal advisor, trustee, and underwriter) to evaluate the feasibility of and take actions needed to proceed with the financing. This action would not commit the City to authorize the issuance of bonds. Staff would seek Council authorization to issue bonds and bring draft financing documents to the Council in January 2024, after the completion of the Proposition 218 process. This would allow the financing to close in February 2024 (at which point the City would receive the bond proceeds).

FISCAL IMPACT:

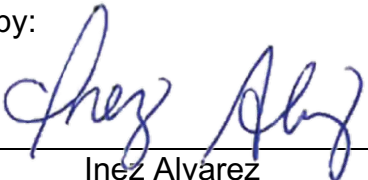
No fiscal impact at this time. By adopting the Resolution, staff and consultants would begin working on the financing, but consultant fees would only be paid upon the closing of a financing and would be paid out of bond proceeds.

Respectfully submitted by:



Martha Garcia
Director of Finance

Approved by:



Inez Alvarez
Interim City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENTS:

1. City Council Resolution No. _____
2. Water and Sewer Rate Study

ATTACHMENT 1
City Council Resolution

RESOLUTION NO. _____

**RESOLUTION DIRECTING THE CITY MANAGER AND MUNICIPAL
FINANCE PROFESSIONALS TO PREPARE NECESSARY
DOCUMENTATION FOR BONDS TO FINANCE WATER FACILITIES
AND IMPROVEMENTS TO THE WATER SYSTEM**

The City Council does resolve as follows:

SECTION 1: The City desires to finance certain costs of improvements to the City's water system and the repair and replacement of certain existing water facilities, including water meter replacements, reservoir improvements, water main replacements, programmable logic controller (PLC) upgrades and other appurtenant facilities (collectively, the "Project") by issuing water revenue bonds (the "Bonds") via the Monterey Park Financing Authority (the "Authority").

SECTION 2: The Authority previously assisted the City with financing costs related to improvements to the City's water facilities.

SECTION 3: To provide for issuing Bonds to finance the Project, the Interim City Manager, with the assistance of special counsel, consultants, and other third parties designated in this Resolution, will proceed to evaluate the feasibility of and take actions needed to proceed with the financing of the Project through issuance of the Bonds.

SECTION 4: This Resolution does not commit the City Council to issue Bonds, but authorizes the drafting of the necessary financial documents to return to the City Council and Board of Directors for the Authority in January 2024.

SECTION 5: Before and as a condition of issuance of the Bonds, the City Council and the Board of Directors of the Authority must authorize issuing the Bonds at a future public meeting.

SECTION 6: The City Council authorizes and directs the Interim City Manager and City Attorney to coordinate the attorneys, consultants, and third parties designated in Section 7 below to take all actions necessary and appropriate to present the Bonds and related agreements to the City Council and the Board of Directors of the Authority for approval at a future meeting of the City Council and the Board of Directors of the Authority.

SECTION 7: The City Council approves and appoints Stradling Yocca Carlson & Rauth, a Professional Corporation, as Bond and Disclosure Counsel; Urban Futures, Inc., Inc., as Municipal Advisor; and U.S. Bank Trust Company, National Association as Trustee, each to provide such services to the City as may be required to issue the Bonds. The City Council appoints Samuel A. Ramirez & Company, Inc., to serve as Underwriter in connection with the sale of the Bonds. The Interim City Manager and designees are hereby authorized and directed to execute agreements (in a form approved by the City Attorney) as is necessary or appropriate to evidence such engagements and retain such services with these financing team members.

SECTION 8: *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 9: *Preservation.* 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 10: *Supersession.* This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 11: *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 12: *Recordation.* The Mayor, or presiding officer, is 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.

PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MONTEREY PARK THIS ____ DAY OF NOVEMBER 2023.

Jose Sanchez, Mayor

ATTEST:

Maychelle Yee, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, City Attorney

ATTACHMENT 2

Water and Sewer Rate Study



CITY OF MONTEREY PARK

Utility Rate Study

September 15, 2023
Revised October 30, 2023



CITY OF MONTEREY PARK

320 West Newmark Ave
Monterey Park, CA 91754



UTILITY RATE STUDY

*September 15, 2023
Revised October 30, 2023*

HF&H CONSULTANTS, LLC

590 Ygnacio Valley Rd, Suite 105
Walnut Creek, CA 94596



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HF&H CONSULTANTS, LLC
Managing Tomorrow's Resources Today

Robert D. Hilton, CMC
John W. Farnkopf, PE
Laith B. Ezzet, CMC
Richard J. Simonson
Marva M. Sheehan, CPA
Robert C. Hilton

October 30, 2023

Martha Garcia
Director of Finance
City of Monterey Park
320 West Newmark Ave
Monterey Park, CA 91754

Subject: Utility Rate Study Report

Martha Garcia:

HF&H is pleased to submit this cost-of-service report to the City of Monterey Park.

HF&H is pleased to submit this cost-of-service rate study to the City of Monterey Park. This study documents our methodology and recommendations. We recommend adopting rate adjustments for the next five years, beginning January 1, 2024, and each July 1 through July 1, 2027.

We greatly appreciate your assistance in developing this cost-of-service analysis.

Sincerely,

HF&H CONSULTANTS, LLC

Rick Simonson
Senior Vice President

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LIMITATIONS

This document was prepared solely for the City of Monterey Park in accordance with the contract between the City and HF&H and is not intended for use by any other party for any other purpose.

In preparing this study, we relied on information from the City, which we consider accurate and reliable. Our analysis is based on the best available information at the time of the study.

Rounding differences caused by stored values in electronic models may exist.

This document represents our understanding of relevant laws, regulations, and court decisions but should not be relied upon as legal advice. Questions concerning the interpretation of legal authorities referenced in this document should be referred to a qualified attorney.



UTILITY RATE STUDY

1. EXECUTIVE SUMMARY

A. BACKGROUND

HF&H Consultants, LLC (HF&H) was retained by the City of Monterey Park (City) to conduct a utility rate study for its Water and Sewer Enterprises. This study documents the process by which our projected water and sewer rates were developed for a ten-year planning period, from FY 2023-24 through FY 2032-33. Though our models looked at a ten-year planning period, Article XIID, Section 6 of the State Constitution limits the adoption of rates to no more than five years at a time. The proposed rates summarized in this executive summary and explained in more detail in Section 3 (Water Rates) and Section 4 (Sewer Rates), are limited to the next five years (FY 2023-24 through FY 2027-28).

B. WATER RATES

The projected fund balance for the Water Enterprise was updated by first preparing a ten-year projection of operating and capital expenses. The projected increases needed in rate revenue were determined by comparing the expense projections with the revenue generated from current rates. The ten-year Water Enterprise fund balance projections are shown in **Figure 1-1** with and without the proposed rate revenue increases shown in **Figure 1-2**. Without rate increases, the Water Enterprise's fund balance will be depleted before the end of FY 2024-25 (dotted green line). With the proposed revenue increases, the fund balance will always exceed the City's minimum reserve target (i.e., two months of annual Water Enterprise operating expenses) and approach the total target reserve by FY 2032-33.

Figure 1-1. Water Enterprise Projected Fund Balance

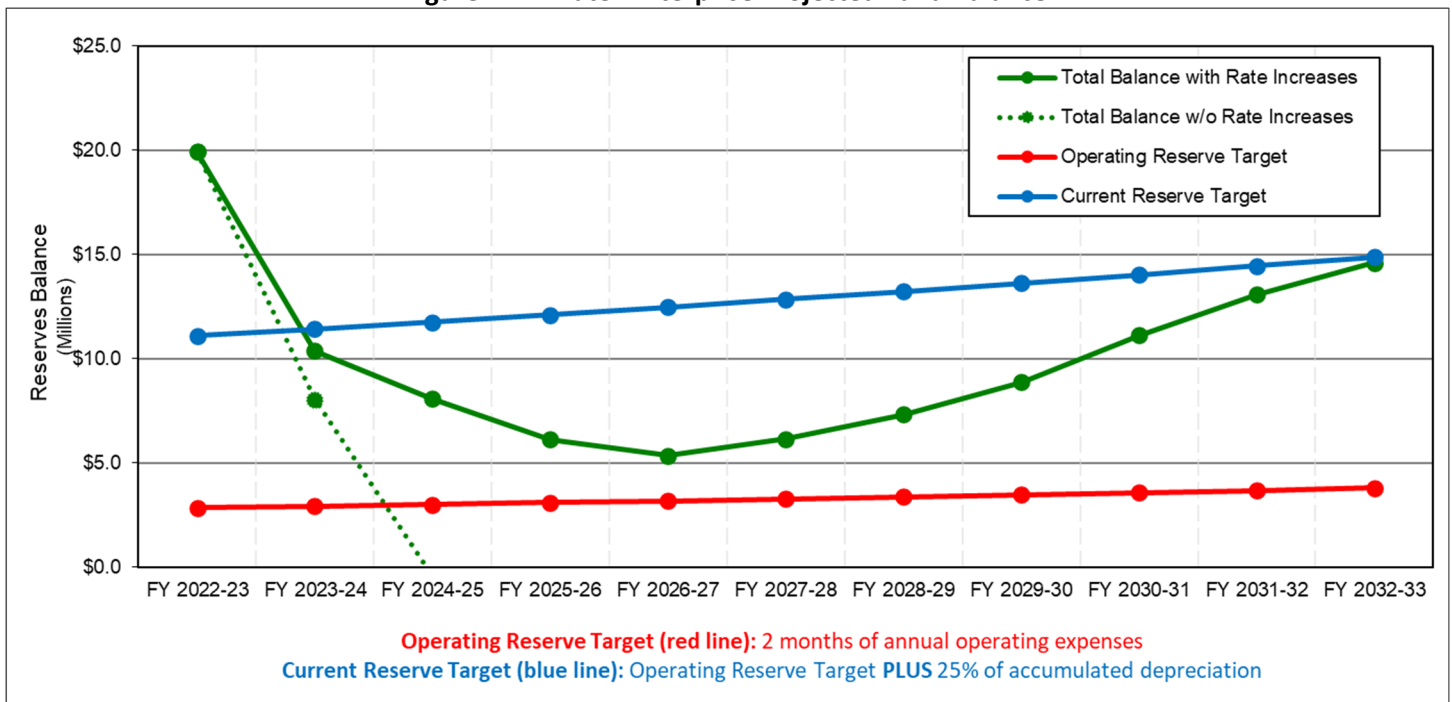


Figure 1-2. Projected Water Rate Revenue Increases

Fiscal Year	Effective Date	Revenue Increase
FY 2023-24	1/1/2024	32.0%
FY 2024-25	7/1/2024	8.0%
FY 2025-26	7/1/2025	8.0%
FY 2026-27	7/1/2026	7.0%
FY 2027-28	7/1/2027	8.0%
FY 2028-29	7/1/2028	3.0%
FY 2029-30	7/1/2029	3.0%
FY 2030-31	7/1/2030	0.0%
FY 2031-32	7/1/2031	0.0%
FY 2032-33	7/1/2032	0.0%

The larger rate increase, effective January 1, 2024 are necessary to cover the existing revenue shortfall from the lack of rate increases since 2017 and to meet the City's debt coverage ratio the minimum requirement of 1.2x net revenue, for existing debt. This requirement must be met as a condition of the debt agreement for the outstanding loans of the Water Enterprise. This larger increase will also ensure reserves can be maintained above the minimum target through the duration of the planning period.

Current and Proposed Water Rates

Based on the cost-of-service analysis (discussed in detail in Section 3) and the proposed rate revenue increases shown in **Figure 1-2**, the current and projected rates are shown in **Figure 1-3** and **Figure 1-4**.

Figure 1-3. Proposed Water Monthly Service Charge

Monthly Service Charges						
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Meter Size	Current Rates	1/1/2024	7/1/2024	7/1/2025	7/1/2026	7/1/2027
5/8" meters	\$26.40	\$20.16	\$21.77	\$23.51	\$25.16	\$27.17
3/4" meters	\$26.40	\$27.18	\$29.36	\$31.71	\$33.93	\$36.64
1" meters	\$28.53	\$41.23	\$44.53	\$48.10	\$51.46	\$55.58
1 1/2" meters	\$44.96	\$76.36	\$82.47	\$89.07	\$95.30	\$102.93
2" meters	\$57.96	\$118.52	\$128.00	\$138.24	\$147.91	\$159.75
3" meters	\$115.98	\$230.92	\$249.40	\$269.35	\$288.20	\$311.26
4" meters	\$191.88	\$357.38	\$385.98	\$416.85	\$446.03	\$481.72
6" meters	\$585.68	\$708.66	\$765.35	\$826.58	\$884.44	\$955.20
8" meters	\$1,464.79	\$1,130.20	\$1,220.61	\$1,318.26	\$1,410.54	\$1,523.38

Figure 1-4. Proposed Water Consumption Charge (per hcf)

Water Consumption Charge (per unit)							
	FY 2022-23		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Monthly Use	Current Rates	Monthly Use	1/1/2024	7/1/2024	7/1/2025	7/1/2026	7/1/2027
Single Family Residential							
Tier 1 (0-6 hcf)	\$2.89	Tier 1 (0 - 10 hcf)	\$3.41	\$3.69	\$3.98	\$4.26	\$4.60
Tier 2 (7-12 hcf)	\$3.15	Tier 2 (11 - 16 hcf)	\$4.50	\$4.86	\$5.24	\$5.61	\$6.06
Tier 3 (13+ hcf)	\$3.37	Tier 3 (17+ hcf)	\$8.51	\$9.19	\$9.92	\$10.62	\$11.47
All Other							
All Consumption	\$3.29	All Consumption	\$4.25	\$4.59	\$4.95	\$5.30	\$5.73

C. SEWER RATES

Fund Balance Projections

The projected fund balance for the Sewer Enterprise was updated by first preparing a ten-year projection of operating and capital expenses. The projected increases needed in rate revenue were determined by comparing the expense projections with the revenue generated from current rates. The ten-year fund balance projections are shown in **Figure 1-5** (solid green line) with the associated proposed rate revenue increases shown in **Figure 1-6**. In addition, **Figure 1-5** shows the projected annual fund balances without the revenue increases (dotted green line). As shown, without any rate increases, the fund balance will be fully depleted sometime before the end of FY 2024-25.

Figure 1-5. Sewer Enterprise Projected Fund Balance

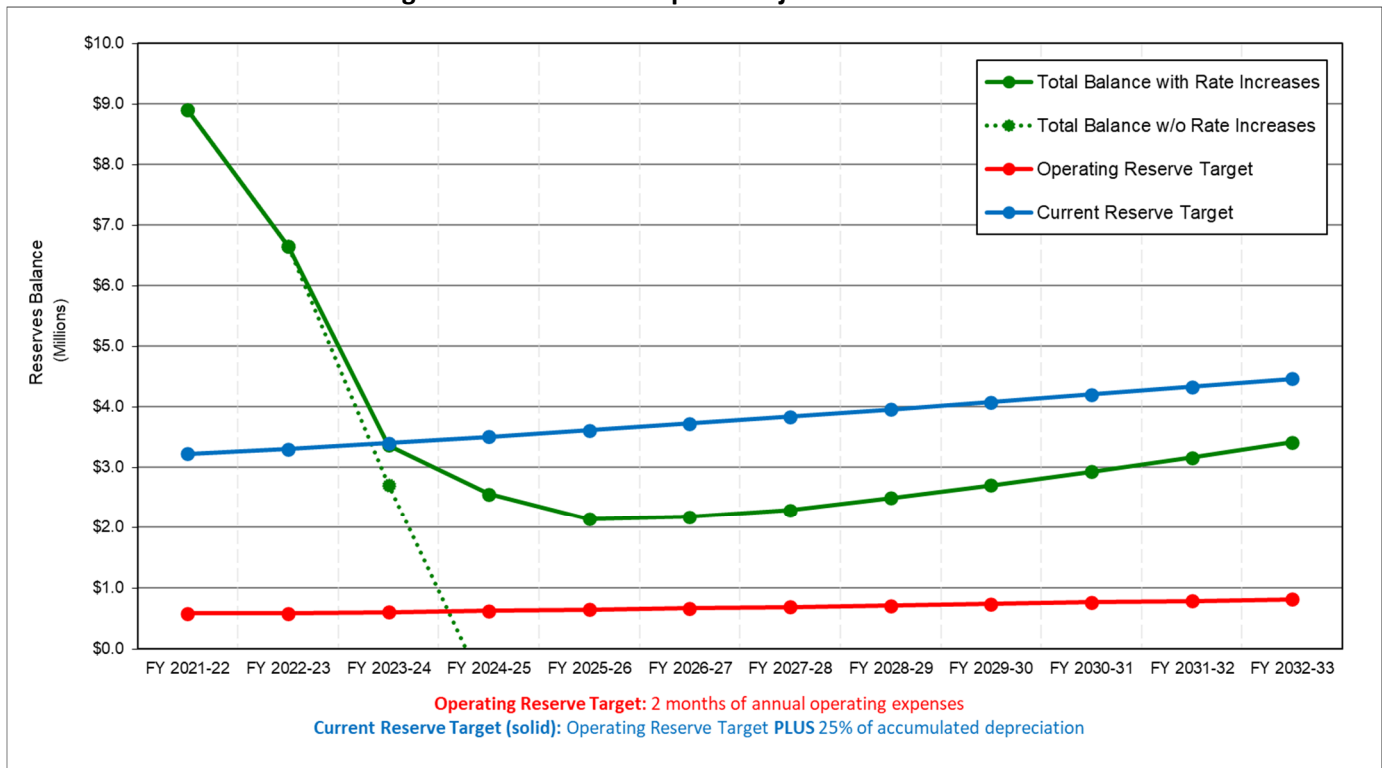


Figure 1-6. Projected Sewer Rate Revenue Increases

Fiscal Year	Effective Date	Overall Rate Revenue Increase
FY 2023-24	1/1/2024	40.0%
FY 2024-25	7/1/2024	30.0%
FY 2025-26	7/1/2025	10.0%
FY 2026-27	7/1/2026	10.0%
FY 2027-28	7/1/2027	4.0%
FY 2028-29	7/1/2028	4.0%
FY 2029-30	7/1/2029	3.0%
FY 2030-31	7/1/2030	3.0%
FY 2031-32	7/1/2031	3.0%
FY 2032-33	7/1/2032	3.0%

The larger rate increase, effective January 1, 2024 are necessary to cover the existing revenue shortfall from the lack of rate increases since 2017, as well as maintaining a reserve balance above the minimum target through the duration of the planning period.

Current and Proposed Sewer Rates

With the modifications and cost recovery calculations described above, the current and proposed rates are shown in **Figure 1-7**.

Figure 1-7. Current and Proposed Monthly Sewer Rates

Monthly Sewer Rates								
Customer Class	Current Units	Current FY 2022-23	Proposed Units	Proposed				
			effective date	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Single Family				1/1/2024	7/1/2024	7/1/2025	7/1/2026	7/1/2027
5/8", 3/4"	account	\$10.17	per account/DU	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
1"	account	\$12.42	per account/DU	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
1 1/2"	account	\$12.86	per account/DU	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
Multi Family								
3/4"	account	\$29.01	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
1"	account	\$34.76	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
1 1/4"	account	\$57.25	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
1 1/2"	account	\$84.15	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
2"	account	\$161.22	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
3"	account	\$413.02	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
4"	account	\$534.30	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
Commercial								
3/4"	account	\$27.09	account	\$27.37	\$35.58	\$39.14	\$43.05	\$44.78
1"	account	\$40.68	account	\$45.61	\$59.30	\$65.23	\$71.75	\$74.62
1 1/4"	account	\$40.68	account	\$91.22	\$118.59	\$130.45	\$143.50	\$149.24
1 1/2"	account	\$78.41	account	\$145.95	\$189.74	\$208.71	\$229.58	\$238.76
2"	account	\$198.97	account	\$291.91	\$379.49	\$417.44	\$459.18	\$477.55
3"	account	\$270.68	account	\$456.11	\$592.94	\$652.23	\$717.45	\$746.15
4"	account	\$386.69	account	\$912.21	\$1,185.88	\$1,304.46	\$1,434.91	\$1,492.31
6"	account	\$1,052.20	account	\$1,459.54	\$1,897.40	\$2,087.15	\$2,295.86	\$2,387.69
Institutional								
3/4"	account	\$46.29	account	\$27.37	\$35.58	\$39.14	\$43.05	\$44.78
2"	account	\$68.48	account	\$291.91	\$379.49	\$417.44	\$459.18	\$477.55
3"	account	\$73.29	account	\$456.11	\$592.94	\$652.23	\$717.45	\$746.15
4"	account	\$168.28	account	\$912.21	\$1,185.88	\$1,304.46	\$1,434.91	\$1,492.31

2. INTRODUCTION

A. STUDY PURPOSE

The purpose of this study is to conduct a cost-of-service analysis that will determine rates that proportionally recover the cost of providing the City's water and sewer services. The cost-of-service analysis is tailored specifically to the City's customer classes and the rate structures that are appropriate for each class. The study identifies the total cost incurred by the City for providing potable water and wastewater services; identifies classes of customers (e.g., residential and commercial); determines the demand created by each class of customer for the potable water and wastewater services; and then calculates the proportionate cost sharing for each customer class to create the rate structure.

B. STUDY PROCESS

The rate study was conducted following industry standards and practices promulgated by the American Water Works Association (AWWA) and the Water Environment Federation (WEF). A comprehensive rate study involves the four steps:

1. Revenue requirements were projected for a ten-year planning period based on operations, maintenance, capital expenses, and contributions to reserves.
2. The cost-of-service analysis allocates the projected expenses among the customer classes in proportion to their use of the systems.
3. Rates are then calculated so that rate payers are charged equitably based upon each customer classes proportionate use.
4. For illustrative purposes, to demonstrate the impact of the proposed rate adjustments on average water use customers for each customer class, we compare bills under the proposed rates with bills under the current rates.

C. REPORT ORGANIZATION

This report describes each of the four rate-making steps for the Water Fund followed by the Sewer Fund. A glossary of technical terms and acronyms is provided following the Table of Contents. An appendix contains a copy of portions of the rate model that are not included in the body of the report text as tables and figures.

3. WATER RATE STUDY

A. REVENUE REQUIREMENTS AND FINANCIAL PROJECTIONS

To determine whether additional water rate revenue is required, projected operating and capital expenses are compared with projected revenue from current rates. Annual surpluses and deficits are then applied to the reserve funds. Rates are then increased so that the expenses are covered and operating and capital reserves are maintained. The following sections summarize the methodology for determining the annual revenue requirements, the necessary annual revenue increases, and the projected impact these results will have on the Sewer Enterprise fund balance.

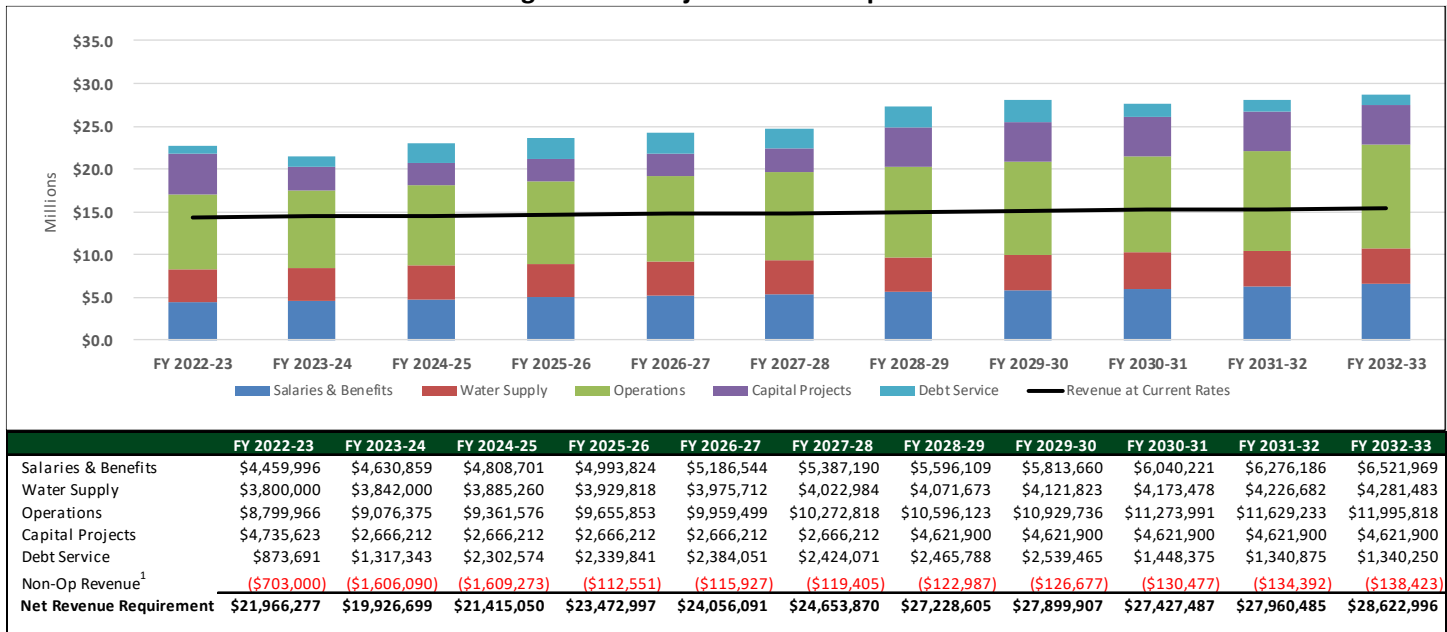
Assumptions

A spreadsheet model was developed to derive revenue requirements for FY 2022-23 through FY 2032-33. The revenue requirements represent the costs that must be covered by revenue from rates and other sources, such as reserves. The City's Council-approved operating and capital budget for FY 2022-23 served as the starting point for projecting the City's expenses and revenues over the ten-year financial planning period. We worked with City staff to project beyond FY 2022-23. The assumptions shown in **Figure 3-1** were used to project operating expenses, capital project costs, account growth, and water demand through FY 2032-33. The application of these assumptions to the O&M and capital expenses are summarized in **Figure 3-2** and are described in more detail below. The revenue from current rates (plus growth) is also shown (dotted black line).

Figure 3-1. Projection Assumptions

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
Annual Account Growth Rate	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
Annual Water Demand Increases	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
General Inflation	Budgeted	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Salaries & Wages	Budgeted	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Benefits	Budgeted	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Utilities	Budgeted	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%
Construction Cost Inflation	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%
Interest on Fund Balance	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%

Figure 3-2. Projected O&M Expenses



¹ Water Non-Operating Revenues include meter installation fees, monies received from a settlement with the Environmental Protection Agency (estimated at \$3.6 million to be received from FY 2022-23 through FY 2024-25), and the sale of surplus Water Enterprise property (e.g., vehicles, computers, equipment) which is not longer needed. These non-operating revenues reduce the necessary revenue that needs to come from rates to cover operating and capital costs.

Debt Service. The City's Water Enterprise has three outstanding loans. **Figure 3-3** shows the annual debt service for each loan.

- **Current:** A 15-year lease purchase agreement with Siemens Public, Inc. for the purchase and installation of interior lighting retrofits, exterior lighting retrofits, HVAC equipment replacement at select sites, building automation system and water meter replacements. The Water Enterprise is responsible for 85% of this debt service.
- **Current:** A 30-year loan agreement with the California Infrastructure and Economic Development Bank for the construction of the La Loma and Highland reservoirs. This study assumes this debt service will be refunded by the proposed \$15 million bond issuance in FY 2023-24.
- **Current:** A 10-year loan agreement with the San Gabriel Valley Water Company for \$4 million at 0% interest. Debt proceeds are anticipated to be received in FY 2022-23 with payment beginning in FY 2023-24.

Figure 3-3. Annual Debt Service

	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
Siemens	\$804,851	\$850,949	\$888,341	\$928,551	\$970,446	\$1,014,788	\$1,091,840	\$0	\$0	\$0
I-Bank Loan	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$0	\$0
San Gabriel Valley Water	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Total Debt Service	\$1,317,343	\$1,363,441	\$1,400,833	\$1,441,043	\$1,482,938	\$1,527,280	\$1,604,332	\$512,492	\$400,000	\$400,000

Figure 3-4 shows the debt service coverage provided by the revenue increases in **Figure 3-5**. The City aims to maintain a coverage ratio of 1.25. A higher ratio provides a greater margin of safety to bondholders

and can enhance the credit rating on bonds. This is particularly true with water utilities whose revenues are vulnerable to periods of conservation. It is projected that the City will be above its party debt coverage target through this ten-year planning period.

Figure 3-4. Debt Coverage

Debt Coverage Calculation	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
Funds Available for Debt Service										
Rate revenue - Service Charges	\$16,741,245	\$20,728,063	\$22,553,726	\$24,313,218	\$26,455,205	\$27,453,507	\$28,489,779	\$28,704,346	\$28,920,834	\$29,139,260
Non-Rate Revenue Income	\$1,606,090	\$1,609,273	\$112,551	\$115,927	\$119,405	\$122,987	\$126,677	\$130,477	\$134,392	\$138,423
Interest income	\$60,477	\$36,834	\$29,741	\$28,687	\$26,668	\$26,827	\$32,246	\$39,828	\$48,236	\$55,210
Total Funds Available	\$18,407,811	\$22,374,170	\$22,696,018	\$24,457,833	\$26,601,278	\$27,603,321	\$28,648,702	\$28,874,651	\$29,103,461	\$29,332,893
Expenses										
O&M	\$17,549,234	\$18,055,537	\$18,579,495	\$19,121,755	\$19,682,992	\$20,263,905	\$20,865,219	\$21,487,689	\$22,132,101	\$22,799,270
Total Expenses	\$17,549,234	\$18,055,537	\$18,579,495	\$19,121,755	\$19,682,992	\$20,263,905	\$20,865,219	\$21,487,689	\$22,132,101	\$22,799,270
Net Revenue	\$858,577	\$4,318,633	\$4,116,523	\$5,336,078	\$6,918,286	\$7,339,416	\$7,783,483	\$7,386,962	\$6,971,360	\$6,533,624
New Debt Service - iBank Loan	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$0	\$0
New Debt Service - FY 2024 Issuance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parity Debt Service	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$0	\$0
Parity Debt Coverage Ratio	7.63	38.39	36.59	47.44	61.50	65.24	69.19	65.67	N/A	N/A
Net Funds Available	\$746,085	\$4,206,141	\$4,004,031	\$5,223,586	\$6,805,794	\$7,226,924	\$7,670,991	\$7,274,470	\$6,971,360	\$6,533,624
Subordinate Debt Service (Siemens, San Gabriel)	\$1,204,851	\$1,250,949	\$1,288,341	\$1,328,551	\$1,370,446	\$1,414,788	\$1,491,840	\$400,000	\$400,000	\$400,000
Subordinate Debt Coverage Ratio	0.62	3.36	3.11	3.93	4.97	5.11	5.14	18.19	17.43	16.33

Revenue Projections

Given the projected O&M and capital costs that need to be recovered through rate (shown in **Figure 3-2**), HF&H developed a rate revenue adjustment scenario that maintains adequate fund balances (see **Figure 3-9**) for the ongoing operations of the Water Enterprise. These rate revenue adjustments are shown in **Figure 3-5**. **Figure 3-6** shows the projected water rate revenue associated with the rate revenue adjustments.

Figure 3-5. Water Rate Revenue Adjustments

Fiscal Year	Effective Date	Revenue Increase
FY 2023-24	1/1/2024	32.0%
FY 2024-25	7/1/2024	8.0%
FY 2025-26	7/1/2025	8.0%
FY 2026-27	7/1/2026	7.0%
FY 2027-28	7/1/2027	8.0%
FY 2028-29	7/1/2028	3.0%
FY 2029-30	7/1/2029	3.0%
FY 2030-31	7/1/2030	0.0%
FY 2031-32	7/1/2031	0.0%
FY 2032-33	7/1/2032	0.0%

Figure 3-6. Projected Water Rate Revenue

	Months Increase In Effect	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
Water Rate Revenue		\$14,367,574	\$14,432,107	\$14,539,887	\$14,648,625	\$14,758,330	\$14,869,013	\$14,980,683	\$15,093,350	\$15,207,024	\$15,321,715	\$15,437,433
Increase in Rate Revenue		0.0%	32.0%	8.0%	8.0%	7.0%	8.0%	3.0%	3.0%	0.0%	0.0%	0.0%
Revenue from Rate Increases												
FY 2023-24 (eff. Jan 1, 2024)	6		\$2,309,137	\$4,652,764	\$4,687,560	\$4,722,666	\$4,758,084	\$4,793,819	\$4,829,872	\$4,866,248	\$4,902,949	\$4,939,979
FY 2024-25 (eff. Jul 1, 2024)	12			\$1,535,412	\$1,546,895	\$1,558,480	\$1,570,168	\$1,581,960	\$1,593,858	\$1,605,862	\$1,617,973	\$1,630,193
FY 2025-26 (eff. Jul 1, 2025)	12				\$1,670,646	\$1,683,158	\$1,695,781	\$1,708,517	\$1,721,366	\$1,734,331	\$1,747,411	\$1,760,608
FY 2026-27 (eff. Jul 1, 2026)	12					\$1,590,584	\$1,602,513	\$1,614,549	\$1,626,691	\$1,638,942	\$1,651,303	\$1,663,775
FY 2027-28 (eff. Jul 1, 2027)	12						\$1,959,645	\$1,974,362	\$1,989,211	\$2,004,193	\$2,019,308	\$2,034,559
FY 2028-29 (eff. Jul 1, 2028)	12							\$799,617	\$805,630	\$811,698	\$817,820	\$823,996
FY 2029-30 (eff. Jul 1, 2029)	12								\$829,799	\$836,049	\$842,354	\$848,716
FY 2030-31 (eff. Jul 1, 2030)	12									\$0	\$0	\$0
FY 2031-32 (eff. Jul 1, 2031)	12										\$0	\$0
FY 2032-33 (eff. Jul 1, 2032)	12											\$0
Total Revenue from Rate Increases		\$0	\$2,309,137	\$6,188,176	\$7,905,101	\$9,554,888	\$11,586,191	\$12,472,823	\$13,396,428	\$13,497,322	\$13,599,118	\$13,701,827
Total Current Revenue		\$14,367,574	\$14,432,107	\$14,539,887	\$14,648,625	\$14,758,330	\$14,869,013	\$14,980,683	\$15,093,350	\$15,207,024	\$15,321,715	\$15,437,433
Total Revenue with Rate Increases		\$14,367,574	\$16,741,245	\$20,728,063	\$22,553,726	\$24,313,218	\$26,455,205	\$27,453,507	\$28,489,779	\$28,704,346	\$28,920,834	\$29,139,260
Total Revenue Requirement		\$21,966,277	\$23,254,061	\$22,923,279	\$24,867,777	\$25,446,871	\$26,046,526	\$26,290,097	\$26,964,774	\$26,491,604	\$27,019,610	\$27,682,746
Transfer to/(from) Reserves		(\$7,598,702)	(\$6,512,817)	(\$2,195,216)	(\$2,314,051)	(\$1,133,653)	\$408,679	\$1,163,410	\$1,525,005	\$2,212,742	\$1,901,224	\$1,456,513

Water Reserve Fund Balance Projections

The rate revenue adjustments in **Figure 3-5** were developed by analyzing the City's projected expenses over the course of the planning period against its projected revenues.

In addition to covering annual expenses, water rates need to generate revenue to maintain adequate operations and capital reserves. To determine what constitutes adequate reserve amounts, the City's Water Enterprise fund balance is divided into operating and capital reserves. Recommended target balances are set to fund each reserve. The resulting cash balances with the recommended rate revenue increases (shown in **Figure 3-5**), is represented by the solid green line in **Figure 3-7**. In addition, **Figure 3-7** shows the projected annual fund balances without the revenue increases (dotted green line). As shown, without any rate increase, the fund balance will be fully depleted sometime before the end of FY 2024-25.

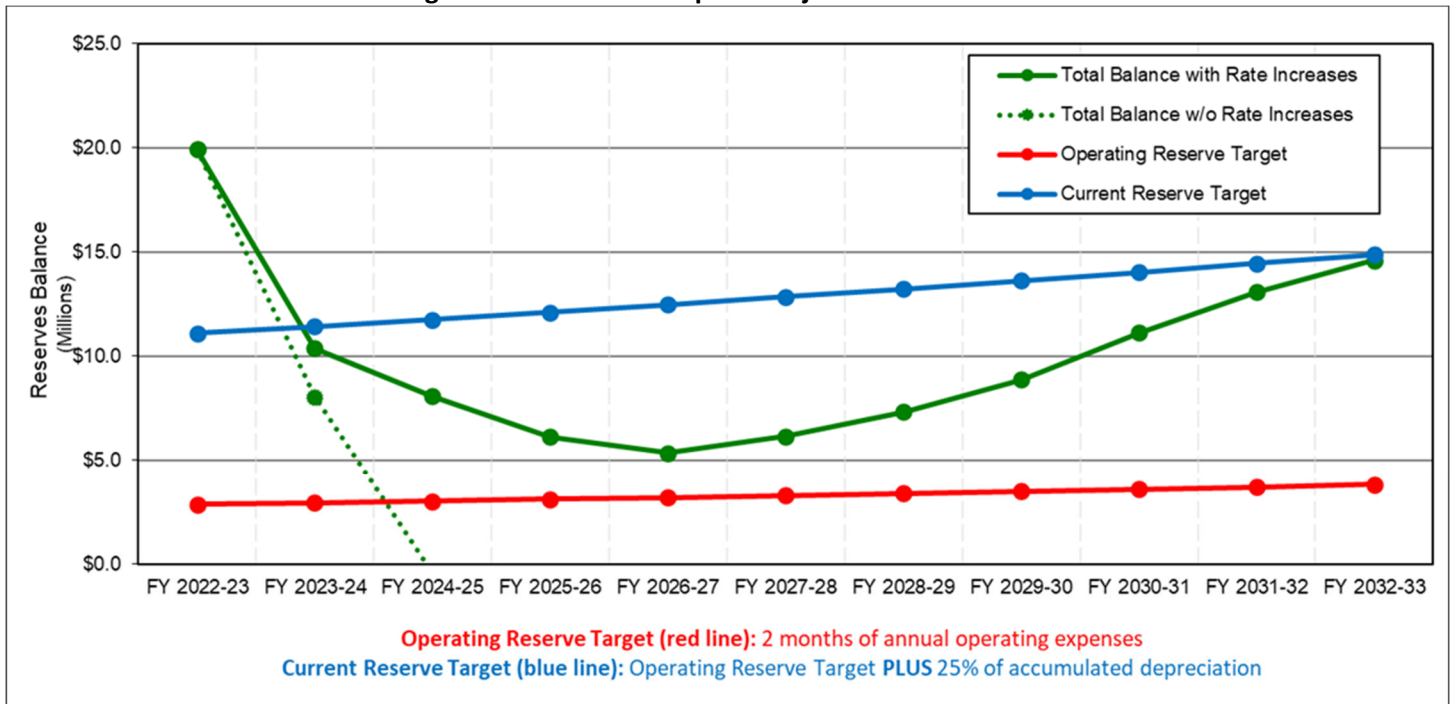
The cash reserve targets used in **Figure 3-7** are as follows:

Operating Reserve. The operating component of the reserves provides working capital for month-to-month O&M expenditures. With sufficient working capital, the City can operate without cash flow constraints. The City's reserve policy is two months of operating expenses. The City's reserves should never drop below this minimum balance. The operating reserve target is represented by the red line in **Figure 3-7**.

Capital Reserve. The capital component of the reserves provides working capital for the City's capital improvement projects. The fund balance needs to be sufficient to at least pay contractors without delays caused by cash flow limitations. The fund balance can be larger so that the City can fund larger construction projects on a pay-as-you-go basis, thereby eliminating financing costs. The City's reserve policy for the capital reserve is 25% of accumulated depreciation of capital assets.

Total Reserve Target. The total reserve target for the City is the sum of the target balances for the operating reserve and capital reserve. The target balance is represented by the blue line in **Figure 3-7**.

Figure 3-7. Water Enterprise Projected Fund Balance



B. COST-OF-SERVICE ANALYSIS

General Approach

The revenue requirement analysis establishes how much revenue is required from rates. The next step in the analysis is determining the cost of service (COS) by customer class. The cost-of-service analysis performed in this study follows a procedure that has been long established by the American Water Works Association (AWWA), which is referred to as the “base/extra capacity method.” This method allocates the revenue requirements to the components of the rate structure.

The base/extra capacity method in the AWWA M1 Manual contains three categories: base, maximum day, and maximum hour. Base capacity is determined by the average daily flow during the year. The average daily flow determines how much base capacity is needed to provide that flow. Maximum day capacity is determined by the flow on the maximum day of the year. In other words, the maximum day capacity is greater than the base capacity, including the base capacity plus the additional capacity needed to provide for the maximum day flow of the year. Maximum hour capacity is determined by the flow during the maximum hour on the maximum day. In other words, the maximum hour capacity is greater than the maximum day capacity by the amount of peak hour that occurs during the maximum day flow.

As the name implies, COS is a process of determining how much water service costs to provide capacity to meet customer demands. To provide water service, infrastructure must be constructed, operated, and maintained, which must be paid for from cash or debt. The type and size of infrastructure depends on how much service customers require. Water systems are designed to provide sufficient capacity to meet customer demands for service wherever, whenever, and for as long as demanded.

Although each customer places unique demands on the system, water system design is based on the maximum or peak demand for service placed on the system by all customers during the peak demand period. The size of the infrastructure that is needed will depend on the maximum demand. Higher demands will obviously require larger, more costly infrastructure as well as increased operating and O&M costs. Here, the goal of a COS analysis is to allocate the cost of the capacity to meet the peak demand in proportion to how much of the capacity is required by each customer. The proportions correspond to the maximum amount of capacity provided by the infrastructure. This means that customers that place greater demands on the infrastructure – customers with greater service needs (i.e., higher peak demands) – will be apportioned a greater share of the operating and capital costs of the infrastructure required to meet that demand.

It is important to realize that once the peak demand is used to design the infrastructure, the capacity is available at all times, not just during peak demands. The capacity is available for the potential peak when it occurs. During off-peak demands, the same facilities are being used, but the capital cost of the facilities is determined by the peak demand only, and it is the peak demand that is used to allocate costs. Note that the costs are not allocated only to those who peak. Those who do not peak as much are also using the same facilities. Consequently, they are allocated a share of the costs of the facilities in proportion to their contribution to the peak demand, even though their contribution to peaking may be significantly less.

Allocation Factors

Within the demand service function, allocations are made to varying levels of service ranging from average day demand to the highest level of peak demand for outdoor water use and irrigation during the peak

hour of the peak day. With these allocations, rates can be designed to proportionately charge customers based on their demands.

Average Day Demand: Average day demand represents demand that includes only an average level of peaking. The average day demand was derived for each customer class from the City's customer billing data of actual water use.

Maximum Day Demand: Maximum day demand includes average day demand plus peak day demand in the irrigation season. The City does not directly meter maximum day demand, so this analysis relied on the City's most recent water system master plan which estimated the maximum day demand to be 1.60 times the average day demand.

Maximum Hour Demand: Maximum hour demand represents the maximum hour demand on the maximum day. The City does not directly meter maximum day demand, so this analysis relied on the City's most recent water system master plan which estimated the maximum day demand to be 3.00 times the average day demand.

The flows associated with the demand service levels for each customer class are shown in **Figure 3-8**. The system-wide allocation percentages corresponding to those flows are shown in **Figure 3-9**. Note that costs that are classified as maximum day are allocated across average day and maximum day and not allocated only to maximum day. This is done because the capacity provided by maximum day facilities also provides capacity to meet average day demands. Similarly, maximum hour costs are spread across average day and maximum hour demands.

Figure 3-8. Service Level Demands and Load Factors

		Levels of Demand		
		Base Day	Maximum Day	Maximum Hour
Demand by Customer Category				
Single Family Residential		3,529	5,646	10,586
All Other		4,618	7,388	13,853
Total		8,146	13,034	24,439
Ratio of Flows to Base Day				
Single Family Residential		1.00	1.60	3.00
All Other		1.00	1.60	3.00
Total		1.00	1.60	3.00
Level of Service		8,146	13,034	24,439
Base Day Demand		8,146	8,146	8,146
Ratio of Level of Service to Base Day		1.00	1.60	3.00

Base Day: Average of February and March Billed Usage Annualized

Maximum Day: Per 1-5 of 2012 Master Plan

Maximum Hour: Per 1-5 of 2012 Master Plan

Figure 3-9. Demand Related Allocation Percentages

Allocation Basis	Load Factors	Demand Service Levels			Totals
		Base Day	Maximum Day	Maximum Hour	
Base Day <i>Allocation %</i>	1.00	1.00 100%			1.00 100%
Maximum Day <i>Allocation %</i>	1.60	1.00 63%	0.60 38%		1.60 100%
Maximum Hour <i>Allocation %</i>	3.00	1.00 33%	0.60 20%	1.40 47%	3.00 100%

The allocation factors for costs classified as meter charge are either 100% account or capacity allocations. **Figure 3-10** summarizes the allocation factors for the demand and customer service costs. In addition, it shows the composite allocations. The O&M and Capital composite allocations are based on subtotals of the O&M and Capital costs that were directly allocated to either the demand or customer service categories. The expense composite is based on the combined subtotal of all directly classified costs.

Figure 3-10. Allocation Factors

System-Wide Cost Allocation Factors	Demand Services			Customer Services		Total
	Base	Maximum Day	Maximum Hour	Accounts	Capacity	
<u>Demand Services</u>						
Base Day	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Max Day	62.5%	37.5%	0.0%	0.0%	0.0%	100.0%
Max Hour	33.3%	20.0%	46.7%	0.0%	0.0%	100.0%
<u>Customer Services</u>						
Capacity	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%
Accounts	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%
<u>Composite Allocations</u>						
O&M Composite	79.7%	6.0%	11.9%	1.9%	0.6%	100.0%
CIP Composite	10.0%	3.2%	2.2%	0.6%	84.0%	100.0%
Exp Composite	64.2%	5.4%	9.8%	1.6%	19.1%	100.0%

Cost Allocations

Figure 3-11 shows the FY 2022-23 revenue requirement allocated into the demand and customer services. Each line item was classified according to the associated function. The allocation factors summarized in **Figure 3-10** allocate costs across the services based on the allocation factor column in **Figure 3-11**.

Figure 3-11. Revenue Requirement Allocations

			Consumption Charge			Meter Charge	
			Base Day	Maximum Day	Maximum Hour	Accounts	Capacity
FY 2022-23 Revenue Requirement			Allocation Factor				
O&M Expenses							
1406 - Revenue Collection	\$182,828	Accounts	\$0	\$0	\$0	\$182,828	\$0
3240 - Code Compliance	\$130,511	Accounts	\$0	\$0	\$0	\$130,511	\$0
4212 - Engineering	\$380,287	Max Day	\$237,679	\$142,608	\$0	\$0	\$0
4221 - Water Commercial	\$1,736,604	Base Day	\$1,736,604	\$0	\$0	\$0	\$0
4222 - Water Production	\$4,913,136	Base Day	\$4,913,136	\$0	\$0	\$0	\$0
4223 - Water Distribution	\$4,249,920	Max Hour	\$1,416,640	\$849,984	\$1,983,296	\$0	\$0
4226 - Well No. 5	\$1,277,666	Base Day	\$1,277,666	\$0	\$0	\$0	\$0
4227 - Well No. 12 Treatment Plant	\$1,167,904	Base Day	\$1,167,904	\$0	\$0	\$0	\$0
4229 - Well No. 1, 3, 10	\$1,113,670	Base Day	\$1,113,670	\$0	\$0	\$0	\$0
4230 - Well 12 Dual Barrier	\$814,220	Base Day	\$814,220	\$0	\$0	\$0	\$0
4231 - Well 15	\$598,299	Base Day	\$598,299	\$0	\$0	\$0	\$0
4202 - Street Maintenance	\$101,220	Capacity	\$0	\$0	\$0	\$0	\$101,220
Total Allocable O&M	\$16,666,265		\$13,275,818	\$992,592	\$1,983,296	\$313,339	\$101,220
O&M Composite			79.7%	6.0%	11.9%	1.9%	0.6%
Capital Expenses (PayGo)	\$4,735,623	CIP Composite	\$471,365	\$153,787	\$104,008	\$26,634	\$3,979,829
Subtotal - O&M and Capital							
	\$21,401,888		\$13,747,183	\$1,146,378	\$2,087,304	\$339,974	\$4,081,049
% of Consumption			81.0%	6.8%	12.3%		
% of total			64.2%	5.4%	9.8%	1.6%	19.1%
Administrative Costs							
1702 - Building & Safety	\$132,198	Accounts	\$0	\$0	\$0	\$132,198	\$0
4210 - Maintenance	\$369,693	Accounts	\$0	\$0	\$0	\$369,693	\$0
4220 - Water Administration	\$568,981	Accounts	\$0	\$0	\$0	\$568,981	\$0
5102 - Post Employment	\$196,516	Accounts	\$0	\$0	\$0	\$196,516	\$0
Administrative Costs	\$1,267,389		\$0	\$0	\$0	\$1,267,389	\$0
Subtotal O&M, Capital, Non-Operat							
Expense Allocation	\$22,669,277		\$13,747,183	\$1,146,378	\$2,087,304	\$1,607,362	\$4,081,049
			60.6%	5.1%	9.2%	7.1%	18.0%
Non-Operating Revenue							
Meter Installation	(\$100,000)	Accounts	\$0	\$0	\$0	(\$100,000)	\$0
EPA Settlement	(\$600,000)	Accounts	\$0	\$0	\$0	(\$600,000)	\$0
Sale of Surplus Property	(\$3,000)	Exp Composite	(\$1,927)	(\$161)	(\$293)	(\$48)	(\$572)
Total Non-Operating	(\$703,000)		(\$1,927)	(\$161)	(\$293)	(\$700,048)	(\$572)
Transfers to/(from) Reserves	(\$7,598,702)	O&M Composite	(\$6,052,885)	(\$452,555)	(\$904,250)	(\$142,862)	(\$46,150)
Total Revenue Requirement							
	\$14,367,574		\$7,692,370	\$693,662	\$1,182,761	\$764,453	\$4,034,328
					\$9,568,794	\$764,453	\$4,034,328
% of total revenue requirement					66.6%	33.4%	
					Consumption Charge COS	Service Charge COS	

The results of the cost-of-service allocations are shown in **Figure 3-12** which compares the revenue produced by the current rates for each of the charges with the cost-of-service allocations, which do not include the proposed rate revenue increase. The allocations slightly shift costs from the meter charges to the consumption charges.

Figure 3-12. Comparison of Current Revenue with Cost-of-Service Allocations

Components of Rate Structure	Revenue at		Cost of Service		Difference	
	Current Rates FY 2022-23		FY 2022-23		COS Minus Current	
Total						
Consumption Charge Revenue	\$9,373,164	65%	\$9,568,794	67%	\$195,630	2.1%
Meter Charge Revenue	\$4,994,411	35%	\$4,798,781	33%	(\$195,630)	-3.9%
Total	\$14,367,574	100%	\$14,367,574	100%	(\$0)	0.0%

Consumption Charge Cost Allocation

Figure 3-13 derives the cost-of-service for each of the City's customer classes. The allocation for the potable water classes encompasses each classes' proportionate share of the three demand service levels (i.e., average day, maximum day, and maximum hour) because they share common facilities. Moreover, the allocation of costs to the single family customers needs to be tracked by demand service level for purposes of calculating the single family tiered rates.

Figure 3-13. Variable Charge Cost Allocations by Customer Class

Consumption Charge Cost-of-Service	Base Day	Max Day	Max Hour	Total
Operations & Maintenance	\$13,275,818	\$992,592	\$1,983,296	\$16,251,706
Capital Expenses (PayGo)	\$471,365	\$153,787	\$104,008	\$729,159
Non-Operating Revenue	(\$1,927)	(\$161)	(\$293)	(\$2,380)
Transfers to/(from) Reserves	(\$6,052,885)	(\$452,555)	(\$904,250)	(\$7,409,691)
Total Consumption Charge COS	\$7,692,370	\$693,662	\$1,182,761	\$9,568,794
Units of Service (hcf)				
Single Family Residential	3,529	5,646	10,586	
All Other	4,618	7,388	13,853	
	8,146	13,034	24,439	
Proportional Allocation Factors				
Single Family Residential	43.32%	43.32%	43.32%	
All Other	56.68%	56.68%	56.68%	
	100.00%	100.00%	100.00%	
Total COS - Residential	\$3,332,147	\$300,478	\$512,343	\$4,144,968
Total COS - All Other	\$4,360,223	\$393,185	\$670,418	\$5,423,826
Grand Total Consumption Charge COS	\$7,692,370	\$693,662	\$1,182,761	\$9,568,794

Summary of Allocations by Customer Class

The allocations by customer class are summarized in **Figure 3-14**. Both the single family class and all other classes (non-single family) will only see a slight shift from the revenue being generated at current rates compared with the cost-of-service.

Figure 3-14. Customer Class Allocations

Components of Rate Structure	Revenue at		Cost of Service		Difference	
	Current Rates FY 2022-23		FY 2022-23		COS Minus Current	
<u>Single Family Residential</u>						
Consumption Charge Revenue	\$3,834,482	52%	\$4,144,968	57%	\$310,486	8.1%
Meter Charge Revenue	\$3,570,143	48%	\$3,094,356	43%	(\$475,787)	-13.3%
Subtotal - SFR	\$7,404,625	100%	\$7,239,324	100%	(\$165,301)	-2.2%
<u>All Other</u>						
Consumption Charge Revenue	\$5,538,682	80%	\$5,423,826	76%	(\$114,856)	-2.1%
Meter Charge Revenue	\$1,424,268	20%	\$1,704,424	24%	\$280,157	19.7%
Subtotal - All Other	\$6,962,950	100%	\$7,128,250	100%	\$165,301	2.4%
<u>Total</u>						
Consumption Charge Revenue	\$9,373,164	65%	\$9,568,794	67%	\$195,630	2.1%
Meter Charge Revenue	\$4,994,411	35%	\$4,798,781	33%	(\$195,630)	-3.9%
Total	\$14,367,574	100%	\$14,367,574	100%	(\$0)	0.0%

C. RATE DESIGN

The City charges water customers the sum of a fixed monthly meter charge and a consumption charge that varies based on monthly water use. This section explains the derivation of the rates that determine each customer's charges. These rates are based on the results of the cost-of-service analysis in the preceding chapter.

Water Meter Charge Rates

Meter charges are fixed rates charged per account that are billed each billing period to recover the cost of the customer service function. The meter charges are graduated in proportion to the maximum capacity (i.e., maximum flow through a meter) serving a property. Meter charges are also independent of customer classes because the capacity of a service does not change depending on what class of customer that is connected to the water system.

The cost-of-service analysis determined how much of the revenue requirement is attributable to the customer service function. The function has two components – customer accounts (e.g., customer service staffing, billing) and customer capacity (e.g., capital and operating costs associated with maintaining the water transmission and distribution system) – each of which is itemized in the cost-of-service analysis in **Figure 3-11**. Costs attributable to customer accounts are allocated to customers in proportion to the number of accounts. As such, all customers pay the same for these costs which do not vary based on flow. Costs attributable to customer capacity are allocated to customers in proportion to the capacity of their services. As such, customer pay a graduated rate based on their meter size, as larger meters provide more capacity to the customer. The sum of the two components equals the meter charge per connection.

Figure 3-15 lists the units of service corresponding to each of the cost components. The 13,770 accounts are used for apportioning the customer accounts cost component.

Capacity costs associated with the distribution system are apportioned among the connections in proportion to the capacity associated with each connection in accordance with the American Water Works Association's recommended rated capacities. Accounts are converted to Equivalent Meter Units (EMUs) to apportion the customer capacity cost component. An EMU represents the number of $\frac{3}{4}$ -inch meters to which a larger meter is equivalent. For example, a 1-inch meter provides 1.67 times as much capacity as a $\frac{3}{4}$ -inch meter. The capacity multipliers are based on the nominal capacity of the City's meters. The 2,445 1-inch meters equal 4,075 EMUs. There are 21,055 total EMUs. In effect, the 13,770 services of assorted sizes have the equivalent capacity as 21,055 $\frac{3}{4}$ -inch meters.

Figure 3-15 also derives the unit costs for the customer accounts and customer capacity cost components. Each account is allocated \$4.63 for the customer account cost component. That amount represents the costs the City incurs to maintain an account regardless of the capacity of the service. Each account is also allocated \$15.97 per EMU. That amount represents a portion of the cost of providing distribution system capacity for each account, and increases based on the capacity of the meter.

Figure 3-15. Service Charge Units of Service

Service Size	# of Accounts	Meter Ratings (gpm)	Capacity Multiplier	EMUs	
	a	b	c = b ÷ 30	a * c	
5/8"	1	20	0.67	1	
3/4"	9,571	30	1.00	9,571	
1"	2,445	50	1.67	4,075	
1.5"	1,254	100	3.33	4,180	
2"	450	160	5.33	2,400	
3"	18	320	10.67	192	
4"	25	500	16.67	417	
6"	5	1000	33.33	167	
8"	1	1600	53.33	53	
Total Accounts	13,770		Total EMUs	21,055	
Units Costs (from Figure 3-14)		\$764,453		\$4,034,328	
	# of Accounts	13,770		# of EMUs	21,055
Monthly Cost per Account	\$4.63		Monthly Cost per EMU	\$15.97	

Based on AWWA gpm ratings

Figure 3-16 combines the customer service and capacity components into a single Service Charge for each size service and compares proposed rates to the current rates.

Figure 3-16. Proposed Monthly Service Charge Rates – FY 2023-24

Service Size	% of Meters	Account	Capacity Component			COS	FY 2023-24	Proposed
		Component (\$/mo.)	Capacity (\$/EMU)	Capacity Multiplier	Capacity Total	Service Charges (\$/mo.)	Increase	Service Charges (\$/mo.)
		a	b	c	d = b * c	e = a + d	f	g = e * (1 + f)
5/8" meters	0.0%	\$4.63	\$15.97	0.67	\$10.64	\$15.27	32.0%	\$20.16
3/4" meters	69.5%	\$4.63	\$15.97	1.00	\$15.97	\$20.59	32.0%	\$27.18
1" meters	17.8%	\$4.63	\$15.97	1.67	\$26.61	\$31.24	32.0%	\$41.23
1 1/2" meters	9.1%	\$4.63	\$15.97	3.33	\$53.22	\$57.85	32.0%	\$76.36
2" meters	3.3%	\$4.63	\$15.97	5.33	\$85.16	\$89.78	32.0%	\$118.52
3" meters	0.1%	\$4.63	\$15.97	10.67	\$170.32	\$174.94	32.0%	\$230.92
4" meters	0.2%	\$4.63	\$15.97	16.67	\$266.12	\$270.75	32.0%	\$357.38
6" meters	0.0%	\$4.63	\$15.97	33.33	\$532.24	\$536.87	32.0%	\$708.66
8" meters	0.0%	\$4.63	\$15.97	53.33	\$851.58	\$856.21	32.0%	\$1,130.20

Figure 3-17 shows the proposed five-year schedule of meter charges.

Figure 3-17. Current and Proposed Monthly Service Charge Rates

Monthly Service Charges						
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Meter Size	Current Rates	1/1/2024	7/1/2024	7/1/2025	7/1/2026	7/1/2027
5/8" meters	\$26.40	\$20.16	\$21.77	\$23.51	\$25.16	\$27.17
3/4" meters	\$26.40	\$27.18	\$29.36	\$31.71	\$33.93	\$36.64
1" meters	\$28.53	\$41.23	\$44.53	\$48.10	\$51.46	\$55.58
1 1/2" meters	\$44.96	\$76.36	\$82.47	\$89.07	\$95.30	\$102.93
2" meters	\$57.96	\$118.52	\$128.00	\$138.24	\$147.91	\$159.75
3" meters	\$115.98	\$230.92	\$249.40	\$269.35	\$288.20	\$311.26
4" meters	\$191.88	\$357.38	\$385.98	\$416.85	\$446.03	\$481.72
6" meters	\$585.68	\$708.66	\$765.35	\$826.58	\$884.44	\$955.20
8" meters	\$1,464.79	\$1,130.20	\$1,220.61	\$1,318.26	\$1,410.54	\$1,523.38

Consumption Charge Design

Single Family Residential Consumption Charge

Tiered rate structures are well suited to single-family residential quantity charges because of the wide variation in peak demand patterns. The use of three tiers has been in place for the City's single-family residential customers and continues to be appropriate based on an analysis of actual water use patterns of single-family customers, conducted for this study. With three tiers, we size tiers corresponding average day demand, maximum day demand, and maximum hour peak demand. The size of the tiers is based on the demand pattern for single-family customers using water meter data collected by the City. The proposed breakpoints align the cost associated with each level of demand with the demand in each tier.

The rates for each tier cannot exceed the proportional cost of service for each tier. In the City's case, a three-tier structure aligns well with the three demand service levels where Tier 1, Tier 2, and Tier 3 correspond with average day, maximum day, and maximum hour demands. Given a three-tier structure, the following describes how the size of the tiers and rate per tier were derived.

It is not the case that all the water is billed at only the rate for the highest block. All metered water use is at least billed the Tier 1 rate. Water use beyond Tier 1 is only billed the Tier 2 rate for the volume of water allocated to Tier 2, and water use beyond the volume of water allocated to Tier 2 is billed at the Tier 3 rate.

The base/extra capacity cost-of-service analysis leads to three distinct levels of demand that are defined by the functions performed by facilities that are designed to provide the service levels. Each service has an average flow that can be used as the divider (i.e., "breakpoint") between each service level. Based on single family billing data, the breakpoints were calculated as shown in **Figure 3-18**.

Figure 3-18. Single Family Residential Tier Breakpoint Locations

Flow per Customer (hcf per month)	Base Day	Maximum Day	Maximum Hour
Single Family			
hcf per day	3,529	5,646	10,586
hcf per month	105,864	169,383	
# of Accounts	10,768	10,768	
Average flow per Acct (hcf/mo)	10.0	16.0	17+

The breakpoints create the following tiers, which apply to monthly water use:

- Tier 1: 0-10 hcf per month
- Tier 2: 11-16 hcf per month
- Tier 3: 17+ hcf per month

With breakpoints that correspond to the service levels in the cost-of-service analysis, it is possible to calculate the rate per tier by dividing the cost-of-service per tier by the water demand in each tier. The resulting rates represent the unit cost of service for each tier.

Figure 3-19 shows the calculations of the incremental cost per tier. Using the base day service function as an example, \$3,332,147 of the revenue requirement is recovered from Tier 1. All of the water sold, including water in Tiers 2 and 3, benefits from the Tier 1 costs and shares in paying them. Dividing the base day costs by the total demand of 1,288,016 HCF in **Figure 3-19** yields a Tier 1 rate of \$2.59 per HCF.

Demand that does not exceed the 10 hcf Tier 1 breakpoint is only charged the Tier 1 rate. Demand that does not exceed Tier 1 is not responsible for the additional costs of peaking that were allocated to the higher service levels. Bills that exceed Tier 1 pay additional rate increments. The next increment of demand is responsible for the costs allocated to average day service, \$300,478 in **Figure 3-19**. This increment of cost is divided by the demand that exceeds Tier 1, 367,086 hcf, resulting in an incremental Tier 2 rate of \$0.82 per hcf. This incremental increase gets added to the Tier 1 rate to determine the total Tier 2 rate, as shown in **Figure 3-19**.

The calculation of the Tier 3 rate increment proceeds similarly in **Figure 3-19**. It can be seen that the incremental rate for Tier 3 Tier 2. The \$512,343 allocated to the maximum hour service level is only slightly higher, but it is only the highest 168,562 hcf that create the need for this increment of peak capacity, which results in an incremental Tier 3 rate of \$3.04 per hcf. This incremental increase gets added to the Tier 1 and Tier 2 rates to determine the total Tier 3 rate, as shown in **Figure 3-19**.

The incremental rates are additive. In other words, demand in Tier 1 only pays the base day rate. Demand in Tier 2 pays the base day rate plus the average day increment, and so forth. Adding the increments yields the rates per tier. These rates per tier plus a 32% overall rate revenue increase in FY 2023-24 results in the proposed rates per tier in **Figure 3-19**.

Figure 3-19. Incremental Unit Cost – Single Family Residential

Single Family COS per Unit	Base Day	Maximum Day	Maximum Hour
	Tier 1	Tier 2	Tier 3
Single Family COS - Consumption	\$3,332,147	\$300,478	\$512,343
Demand Per Tier			
Tier 1 (0 - 10 hcf)	920,930		
Tier 2 (11 - 16 hcf)	198,524	198,524	
Tier 3 (17+ hcf)	168,562	168,562	168,562
Total hcf per Tier	1,288,016	367,086	168,562
Cost-of-Service per Unit (hcf)	\$2.59	\$0.82	\$3.04
Tier 1 (0 - 10 hcf)	\$2.59	\$2.59	\$2.59
Tier 2 (11 - 16 hcf)		\$0.82	\$0.82
Tier 3 (17+ hcf)			\$3.04
Unit Cost per hcf (by Tier)	\$2.59	\$3.41	\$6.45
<i>FY 2023-24 Rate Increase</i>	<i>32.0%</i>	<i>32.0%</i>	<i>32.0%</i>
Proposed FY 2023-24 Rates	\$3.41	\$4.50	\$8.51

All Other Customers Consumption Charges

It is recommended that the City continue with the same uniform rate structure for all other customers (non-single family residential). The proposed adjustment is intended to increase the uniform rate to re-

align with the cost-of-service for this customer class. The uniform rate is derived by dividing this class's share of the FY 2022-23 revenue requirement by the class's projected annual demand.

Figure 3-20. Calculation All Other Uniform Consumption Charges

All Other Revenue Requirement	\$5,423,826
Projected Demand (hcf)	1,685,411
Uniform Consumption Charge per hcf	\$3.22
FY 2023-24 Rate Increase	32.0%
Proposed FY 2023-24 Rate	\$4.25

Consumption Charge Summary

The five-year schedule of proposed Volume Charge rates for Residential and Non-Residential customers is shown in **Figure 3-21**.

Figure 3-21. Proposed Consumption Charges

Water Consumption Charge (per unit)							
FY 2022-23		FY 2023-24 FY 2024-25 FY 2025-26 FY 2026-27 FY 2027-28					
Monthly Use	Current Rates	Monthly Use	1/1/2024	7/1/2024	7/1/2025	7/1/2026	7/1/2027
Single Family Residential							
Tier 1 (0-6 hcf)	\$2.89	Tier 1 (0 - 10 hcf)	\$3.41	\$3.69	\$3.98	\$4.26	\$4.60
Tier 2 (7-12 hcf)	\$3.15	Tier 2 (11 - 16 hcf)	\$4.50	\$4.86	\$5.24	\$5.61	\$6.06
Tier 3 (13+ hcf)	\$3.37	Tier 3 (17+ hcf)	\$8.51	\$9.19	\$9.92	\$10.62	\$11.47
All Other							
All Consumption	\$3.29	All Consumption	\$4.25	\$4.59	\$4.95	\$5.30	\$5.73

4. SEWER RATE STUDY

A. REVENUE REQUIREMENTS AND FINANCIAL PROJECTIONS

To determine whether additional sewer rate revenue is required, projected operating and capital expenses are compared with projected revenue from current rates. Annual surpluses and deficits are then applied to the reserve funds. Rates are then increased so that the expenses are covered and operating and capital reserves are maintained. The following sections summarize the methodology for determining the annual revenue requirements, the necessary annual revenue increases, and the projected impact these results will have on the Sewer Enterprise fund balance.

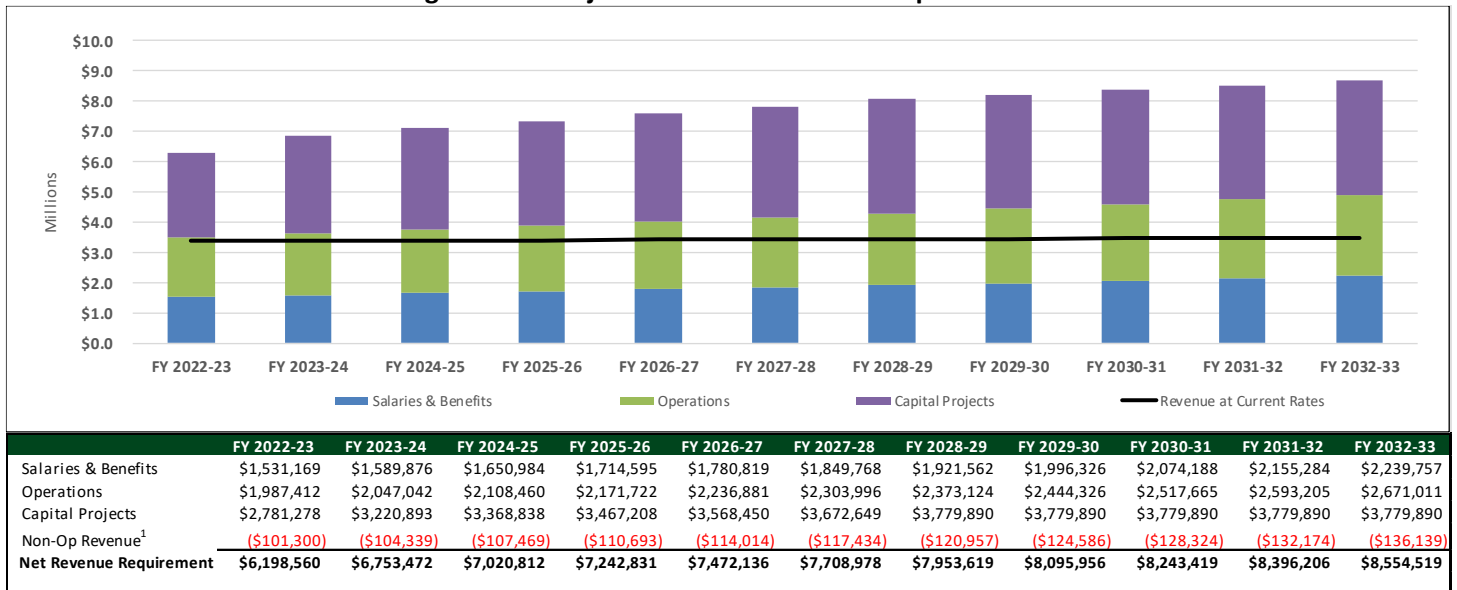
Assumptions

A spreadsheet model was developed to derive revenue requirements for FY 2022-23 through FY 2032-33. The revenue requirements represent the costs that must be covered by revenue from rates and other sources, such as reserves. The City's Council-approved operating and capital budget for FY 2022-23 served as the starting point for projecting the City's expenses and revenues over the ten-year financial planning period. We worked with City staff to project beyond FY 2022-23. The assumptions shown in **Figure 4-1** were used to project expenses, account growth, and water demand through FY 2032-33. The application of these assumptions to the O&M and capital expenses are summarized in **Figure 4-2** and are described in more detail below. The revenue from current rates (plus growth) is also shown (dotted black line).

Figure 4-1. Projection Assumptions

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
Annual Account Growth Rate	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
Annual Water Demand Increases	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
General Inflation	Budgeted	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Salaries & Wages	Budgeted	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Benefits	Budgeted	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Utilities	Budgeted	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%
Construction Cost Inflation	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%
Interest on Fund Balance	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%

Figure 4-2. Projected Annual Revenue Requirements



¹ Sewer Non-Operating Revenues include sewer reconstruction fees and the sale of surplus Sewer Enterprise property (e.g., vehicles, computers, equipment) which is not longer needed. These non-operating revenues reduce the necessary revenue that needs to come from rates to cover operating and capital costs.

Revenue Projections

Given the projected O&M and capital costs in **Figure 4-2**, HF&H developed a rate revenue adjustment scenario that maintains adequate fund balances for the ongoing operations of the Sewer Enterprise. These rate revenue adjustments are shown in **Figure 4-3**. **Figure 4-4** shows the projected sewer rate revenue associated with the proposed rate revenue adjustments.

Figure 4-3. Sewer Rate Revenue Adjustments

Fiscal Year	Effective Date	Overall Rate Revenue Increase
FY 2023-24	1/1/2024	40.0%
FY 2024-25	7/1/2024	30.0%
FY 2025-26	7/1/2025	10.0%
FY 2026-27	7/1/2026	10.0%
FY 2027-28	7/1/2027	4.0%
FY 2028-29	7/1/2028	4.0%
FY 2029-30	7/1/2029	3.0%
FY 2030-31	7/1/2030	3.0%
FY 2031-32	7/1/2031	3.0%
FY 2032-33	7/1/2032	3.0%

Figure 4-4. Projected Sewer Rate Revenue

	Months Increase In Effect	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
Sewer Rate Revenue at Current Rates (including growth)		\$3,270,000	\$3,278,175	\$3,286,370	\$3,294,586	\$3,302,822	\$3,311,079	\$3,319,357	\$3,327,655	\$3,335,974	\$3,344,314	\$3,352,675
Increase in Rate Revenue		0.0%	40.0%	30.0%	10.0%	10.0%	5.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Revenue from Rate Increases												
FY 2023-24 (eff. Jan 1, 2024)	6		\$655,635	\$1,314,548	\$1,317,834	\$1,321,129	\$1,324,432	\$1,327,743	\$1,331,062	\$1,334,390	\$1,337,726	\$1,341,070
FY 2024-25 (eff. Jul 1, 2024)	12			\$1,380,275	\$1,383,726	\$1,387,185	\$1,390,653	\$1,394,130	\$1,397,615	\$1,401,109	\$1,404,612	\$1,408,124
FY 2025-26 (eff. Jul 1, 2025)	12				\$599,615	\$601,114	\$602,616	\$604,123	\$605,633	\$607,147	\$608,665	\$610,187
FY 2026-27 (eff. Jul 1, 2026)	12					\$661,225	\$662,878	\$664,535	\$666,197	\$667,862	\$669,532	\$671,206
FY 2027-28 (eff. Jul 1, 2027)	12						\$364,583	\$365,494	\$366,408	\$367,324	\$368,242	\$369,163
FY 2028-29 (eff. Jul 1, 2028)	12							\$230,261	\$230,837	\$231,414	\$231,993	\$232,573
FY 2029-30 (eff. Jul 1, 2029)	12								\$237,762	\$238,357	\$238,953	\$239,550
FY 2030-31 (eff. Jul 1, 2030)	12									\$245,507	\$246,121	\$246,736
FY 2031-32 (eff. Jul 1, 2031)	12										\$253,505	\$254,138
FY 2032-33 (eff. Jul 1, 2032)	12											\$261,763
Total Revenue from Rate Increases		\$0	\$655,635	\$2,694,823	\$3,301,175	\$3,970,653	\$4,345,162	\$4,586,287	\$4,835,514	\$5,093,110	\$5,359,348	\$5,634,509
Total Current Revenue		\$3,270,000	\$3,278,175	\$3,286,370	\$3,294,586	\$3,302,822	\$3,311,079	\$3,319,357	\$3,327,655	\$3,335,974	\$3,344,314	\$3,352,675
Total Revenue with Rate Increases		\$3,270,000	\$3,933,810	\$5,981,193	\$6,595,761	\$7,273,475	\$7,656,241	\$7,905,644	\$8,163,169	\$8,429,084	\$8,703,662	\$8,987,184
Total Revenue Requirement		\$6,198,560	\$6,753,472	\$7,020,812	\$7,242,831	\$7,472,136	\$7,708,978	\$7,953,619	\$8,095,956	\$8,243,419	\$8,396,206	\$8,554,519
Transfer to/(from) Reserves		(\$2,928,560)	(\$2,819,662)	(\$1,039,619)	(\$647,070)	(\$198,661)	(\$52,737)	(\$47,975)	\$67,213	\$185,665	\$307,456	\$432,665

Sewer Reserve Fund Balance Projections

The rate adjustments in **Figure 4-2** were developed by analyzing the City's projected expenses over the course of the planning period against its projected revenues.

In addition to covering annual expenses, sewer service charges need to generate revenue to maintain adequate operations and capital reserves. To determine what constitutes adequate reserve amounts, the City's Sewer Enterprise fund balance is divided into operating and capital reserves. Recommended target balances are set to fund each reserve. The resulting cash balances with the recommended revenue increase shown in **Figure 4-2**, is represented by the solid green line in **Figure 4-5**. In addition, **Figure 4-5** shows the projected annual fund balances without the revenue increases (dotted green line). As shown, without any rate increase, the fund balance will be fully depleted sometime before the end of FY 2024-25.

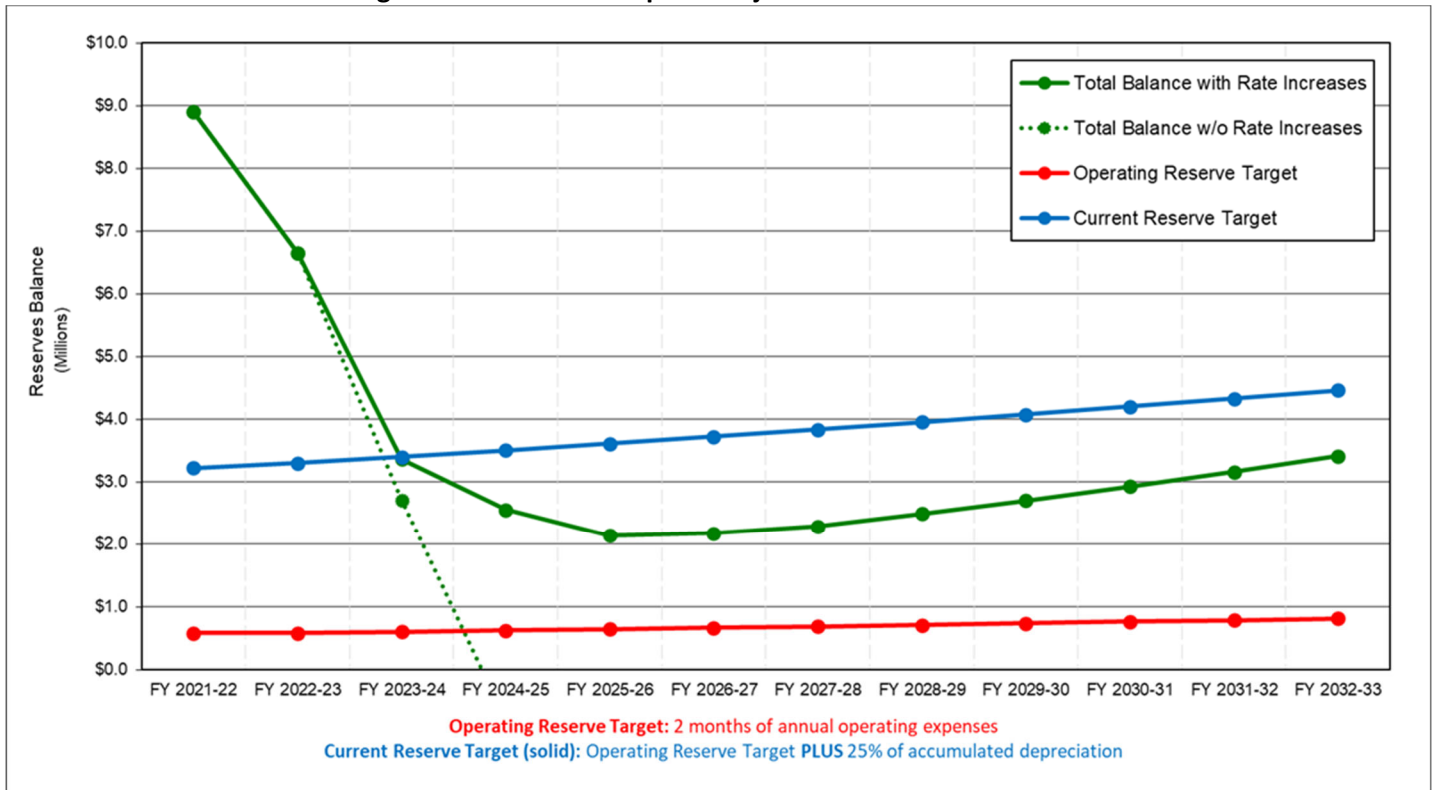
The cash reserve targets used in **Figure 4-5** are as follows:

Operating Reserve. The operating component of the reserves provides working capital for month-to-month O&M expenditures. With sufficient working capital, the City can operate without cash flow constraints. The City's reserve policy is two months of operating expenses. The City's reserves should never drop below this minimum balance. The operating reserve target is represented by the red line in **Figure 4-5**.

Capital Reserve. The capital component of the reserves provides working capital for the City's capital improvement projects. The fund balance needs to be sufficient to at least pay contractors without delays caused by cash flow limitations. The fund balance can be larger so that the City can fund larger construction projects on a pay-as-you-go basis, thereby eliminating financing costs. The City's reserve policy for the capital reserve is 25% of accumulated depreciation of capital assets.

Total Reserve Target. The total reserve target for the City is the sum of the target balances for the operating reserve and capital reserve. The target balance is represented by the blue line in Figure 4-5.

Figure 4-5. Sewer Enterprise Projected Fund Balance



B. COST-OF-SERVICE ANALYSIS

The total revenue requirement for FY 2022-23 of \$6,198,560, as shown in **Figure 4-2**, was used as the starting point for the cost-of-service and rate design analysis. To reduce rate impacts to consumers, our analysis assumes the use of reserves to partially offset the rate increases to be effective January 1, 2024. The need for additional rate increases to cover operating and capital cost increases, and rebuild reserves, will be spread over the five-year planning period, as shown in **Figure 4-3**.

Analytical Approach

The sewer cost-of-service analysis differs from the water cost-of-service analysis because providing wastewater collection services should only account for the consideration of account versus flow, which is different from providing water service where peak demands and capacity are a primary consideration. The cost-of-service analysis in this report follows wastewater rate-making techniques promulgated by the Water Environment Federation, which is the wastewater industry's equivalent to the American Water Works Association.

The analytical procedure contains the following steps:

1. **Service function cost classification** – The City's budget is summarized into service function cost categories, which is needed for allocating costs that will be used for calculating rates.
2. **Demand service function allocation percentages** – Account and conveyance allocation factors are needed to apportion costs related to the demand service functions and to customer classes.
3. **Service function allocations** – Costs from Step 1 are allocated to the account and conveyance service functions from Step 2.
4. **Customer class allocations** – The costs allocated to the demand service function in Step 3 are further apportioned between three customer classes.

This sequence of steps is further explained below. The steps constitute the cost-of-service analysis, which converts the revenue requirement for FY 2022-23 into the eventual cost-of-service for sewer service charges.

Allocation Factors

Conveyance Services: Collection system O&M and capital costs including lift stations sewer mains.

Customer Accounts: Billing, accounting, customer service, and other costs related to the operations of the sewer system that aren't directly attributable to conveyance/flow.

Composite Services: Indirect allocations for costs that are not directly related to specific service functions: personnel, overhead, non-operating revenue.

The allocation factors that apply to the three different cost categories are summarized in **Figure 4-6**. With these allocation factors, rates can be designed to proportionately charge customers based on their demands.

Figure 4-6. Allocation Factors

Cost Allocation Factors	Accounts	Flow
Conveyance	0%	100%
Accounts	100%	0%
Rev. Req. Composite	15%	85%

Cost Allocations

Figure 4-7 shows the FY 2022-23 net revenue requirement allocated into flow and customer services. Each line item was classified according to the associated function. The allocation factors that are summarized in **Figure 4-6** allocate the costs across the services based on the allocation factor column in **Figure 4-7**.

Figure 4-7. Net Revenue Requirement Allocations

Revenue Requirement Allocation	Rev Req't FY 2022-23	Allocation Type	Cost Allocation		Total
			Accounts	Flow	
Operations & Maintenance					
Revenue Collection	\$186,696	Accounts	\$186,696	\$0	\$186,696
Building & Safety	\$213,808	Accounts	\$213,808	\$0	\$213,808
Sanitary Sewer Maintenance	\$2,465,532	Conveyance	\$0	\$2,465,532	\$2,465,532
Maintenance	\$86,025	Accounts	\$86,025	\$0	\$86,025
Engineering	\$474,969	Accounts	\$474,969	\$0	\$474,969
Post Employment	\$66,929	Accounts	\$66,929	\$0	\$66,929
Storm Drain Maintenance	\$24,622	Conveyance	\$0	\$24,622	\$24,622
Non Operating Revenue	(\$101,300)	Accounts	(\$101,300)	\$0	(\$101,300)
Total O&M	\$3,417,281		\$927,128	\$2,490,153	\$3,417,281
<i>O&M Composite</i>	<i>100%</i>		<i>27%</i>	<i>73%</i>	<i>100%</i>
Capital Improvements	\$2,781,278	Conveyance	\$0	\$2,781,278	\$2,781,278
Total Revenue Requirement	\$6,198,560		\$927,128	\$5,271,432	\$6,198,560
<i>Rev. Req. Composite</i>	<i>100%</i>		<i>15%</i>	<i>85%</i>	<i>100%</i>
Transfer from Operating Reserves	(\$2,928,560)	Rev. Req. Composite	(\$438,029)	(\$2,490,531)	(\$2,928,560)
Net Revenue Requirement	\$3,270,000		\$489,099	\$2,780,901	\$3,270,000

Cost of Service by Customer Class

The results of the cost-of-service allocations are shown in **Figure 4-8**. Additionally, **Figure 4-8** calculates the unit costs of the sewer system on a per account and per hundred cubic feet (HCF; which is 748.052 gallons) of flow basis. The units of service for flow are based on winter water use of each customer class. The unit costs multiplied by the units of service for each customer class results in the revenue that needs to be generated by each customer class.

Figure 4-8. Cost-of-Service Allocation to Customer Classes

				Total
Units of Service by Customer Class		Accounts	Flow (HCF)	
Single Family (accounts/flow)	a	10,615	1,142,472	
Multi Family (dwelling units/flow)	b	8,630	928,998	
Commercial & Institutional (accounts/flow)	c	907	641,766	
	d = a+b+c	20,152	2,713,236	
Functional Costs [1]				
Operations & Maintenance		\$927,128	\$2,490,153	\$3,417,281
Capital Improvements		\$0	\$2,781,278	\$2,781,278
Transfers		(\$438,029)	(\$2,490,531)	(\$2,928,560)
	e	\$489,099	\$2,780,901	\$3,270,000
Unit Cost Calculations				
Units of Service Total	f = d	20,152	2,713,236	
Unit Cost of Service				
	g = e ÷ f	\$24.27	\$1.02	
		per account/ dwelling unit	per HCF	
Cost of Service by Customer Class				
Single Family	h = a * g	\$257,631	\$1,170,964	\$1,428,595
Multi Family	i = b * g	\$209,454	\$952,166	\$1,161,620
Commercial & Institutional	j = c * g	\$22,013	\$657,771	\$679,784
		\$489,099	\$2,780,901	\$3,270,000
		15%	85%	100%

1. Source: Figure 4-7

C. RATE DESIGN

The City's sewer customers currently pay a fixed monthly sewer rate based on water meter size and customer class.

- **Single Family.** Water meter sizes for single family customers range from 5/8" to 1.5". The current monthly sewer service rate increases as the water meter size increases. The size of a customer's water meter is not necessarily indicative of how much water is discharged into the City's sewer collection system. Typically, single family customers only "size up" their water meters for fire protection requirements or for increased flow for outdoor irrigation purposes, neither of which contributes to an increase in wastewater volume. Therefore, we recommend charging single family customers based on a fixed monthly sewer rate regardless of meter size.
- **Multi Family.** Water meter sizes for multi family customers range from 3/4" to 4". The current monthly sewer service rate increases as the water meter size increases. The size of a customer's water meter is not necessarily indicative of how much water is discharged into the City's sewer collection system. Like single family customers, multi family customers may "size up" their water meters for non-wastewater purposes (e.g., irrigation and fire flow) but also to meet the water demands for each dwelling unit. Therefore, we recommend charging multi family customers based on a fixed monthly sewer rate based on the number of dwelling units regardless of meter size.
- **Commercial & Institutional.** Water meter sizes for commercial and institutional (C&I) customers range from 3/4" to 6". The current monthly sewer service rate increases as the water meter size increases. Unlike residential customers, typically C&I customers have separate irrigation and fire flow meters. As such, the City's current rate structure for C&I customers is appropriate. Therefore, we recommend that C&I customers maintain their current rate structure based on meter size.

Fixed and Variable Costs

Since the proposed sewer rates will be a fixed amount per month and not based on the flows of each customer, since sewer water use is not metered, the "flow" portion of the cost-of-service needs to be reallocated to the fixed portion. **Figure 4-9** shows the annual per unit cost for each customer class after the variable costs have been reallocated to be recovered by the fixed monthly charge for each customer class.

Figure 4-9. Unit Costs by Customer Class

Unit Cost by Customer Class	
Customer Class	Total Costs ¹
Single Family	\$1,428,595
Multi Family	\$1,161,620
C&I	\$679,784
Total	\$3,270,000

Customer Class	Units
Single Family (accounts)	10,615
Multi Family (dwelling units)	8,630
C&I (EMUs)	2,898

Unit Costs	Annual Cost per Unit
Single Family	\$134.58
Multi Family	\$134.60
C&I	\$234.57

¹ Source: **Figure 4-8**

Residential Rate Design

Figure 4-9 calculated the annual per unit rate for each the single family and multi family customer classes. The single family customers will be charged on a per account basis and the multi family customers will be charged on a per dwelling unit basis. **Figure 4-10** shows the derivation for the monthly per unit rates for FY 2023-24.

Figure 4-10. Derivation of Monthly Residential Rates

Customer Type	FY 2023-24 Annual Cost per Unit ¹	FY 2022-23 Cost per Month	Rate Revenue Increase ²	FY 2023-24 Proposed Rate
Single Family	\$134.58	\$11.22	40.0%	\$15.70
Multi Family	\$134.60	\$11.22	40.0%	\$15.70

¹ Source: **Figure 4-9**

² Source: **Figure 4-3**

Commercial and Institutional Rate Design

Figure 4-9 calculated the annual per unit rate for each the commercial and institutional customer class. This class will be charged on a per EMU basis. Meter size can be used a proxy for water use and therefore wastewater volume. The capacity multipliers are the same multipliers used in the water rates. **Figure 4-11** shows the derivation for the monthly per unit rates for FY 2023-24.

Figure 4-11. C&I Monthly Rate Calculation

C&I Meter Size	Capacity Multiplier	Rate per EMU ¹	FY 2022-23		Rate Revenue Increase ²	FY 2023-24 Proposed Rate
			FY 2022-23 Annual Cost	FY 2022-23 Cost per Month		
3/4" Meters	1.00	\$234.57	\$234.57	\$19.55	40.0%	\$27.37
1" Meters	1.67	\$234.57	\$390.95	\$32.58	40.0%	\$45.61
1.5" Meters	3.33	\$234.57	\$781.90	\$65.16	40.0%	\$91.22
2" Meters	5.33	\$234.57	\$1,251.04	\$104.25	40.0%	\$145.95
3" Meters	10.67	\$234.57	\$2,502.08	\$208.51	40.0%	\$291.91
4" Meters	16.67	\$234.57	\$3,909.50	\$325.79	40.0%	\$456.11
6" Meters	33.33	\$234.57	\$7,819.01	\$651.58	40.0%	\$912.21
8" Meters	53.33	\$234.57	\$12,510.41	\$1,042.53	40.0%	\$1,459.54

¹ Source: Figure 4-9

² Source: Figure 4-3

Proposed Rates

Figure 4-12 shows the summary of the proposed sewer rates through FY 2027-28.

Figure 4-12. Proposed Sewer Rates

Monthly Sewer Rates								
Customer Class	Current Units	Current FY 2022-23	Proposed Units	Proposed				
				FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Single Family			<i>effective date</i>	1/1/2024	7/1/2024	7/1/2025	7/1/2026	7/1/2027
5/8", 3/4"	account	\$10.17	per account/DU	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
1"	account	\$12.42	per account/DU	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
1 1/2"	account	\$12.86	per account/DU	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
Multi Family								
3/4"	account	\$29.01	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
1"	account	\$34.76	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
1 1/4"	account	\$57.25	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
1 1/2"	account	\$84.15	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
2"	account	\$161.22	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
3"	account	\$413.02	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
4"	account	\$534.30	per dwelling unit	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
Commercial								
3/4"	account	\$27.09	account	\$27.37	\$35.58	\$39.14	\$43.05	\$44.78
1"	account	\$40.68	account	\$45.61	\$59.30	\$65.23	\$71.75	\$74.62
1 1/4"	account	\$40.68	account	\$91.22	\$118.59	\$130.45	\$143.50	\$149.24
1 1/2"	account	\$78.41	account	\$145.95	\$189.74	\$208.71	\$229.58	\$238.76
2"	account	\$198.97	account	\$291.91	\$379.49	\$417.44	\$459.18	\$477.55
3"	account	\$270.68	account	\$456.11	\$592.94	\$652.23	\$717.45	\$746.15
4"	account	\$386.69	account	\$912.21	\$1,185.88	\$1,304.46	\$1,434.91	\$1,492.31
6"	account	\$1,052.20	account	\$1,459.54	\$1,897.40	\$2,087.15	\$2,295.86	\$2,387.69
Institutional								
3/4"	account	\$46.29	account	\$27.37	\$35.58	\$39.14	\$43.05	\$44.78
2"	account	\$68.48	account	\$291.91	\$379.49	\$417.44	\$459.18	\$477.55
3"	account	\$73.29	account	\$456.11	\$592.94	\$652.23	\$717.45	\$746.15
4"	account	\$168.28	account	\$912.21	\$1,185.88	\$1,304.46	\$1,434.91	\$1,492.31

5. CUSTOMER BILL IMPACTS

Note: The following monthly bill comparisons are based on “typical” customers or customers that are most representative of a group of customers. The typical customer is based on the most common meter sizes for the class and the average water use for customers of that type. Customer bills for customers using more or less water than average will see different results.

BILL COMPARISONS

Figure 5-1 shows the comparison of a sample single family residential customer bill (including both water and sewer charges) with a ¾” meter and using 10 hcf per month, which is the average water use by single family customers.

Figure 5-1. Single Family Residential Combined Monthly Bill Impact

	Current	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Assumptions						
Meter Size	¾" meter	¾" meter				
Water Consumption	10	10				
Water						
Fixed Service Charge	\$19.20	\$27.18	\$29.36	\$31.71	\$33.93	\$36.64
Consumption Charge	\$21.76	\$34.15	\$36.88	\$39.83	\$42.62	\$46.03
37.5% Surcharge	\$15.36	n/a	n/a	n/a	n/a	n/a
Total	\$56.32	\$61.33	\$66.24	\$71.54	\$76.55	\$82.67
Increase/(Decrease)		\$5.01	\$4.91	\$5.30	\$5.01	\$6.12
Sewer						
Charge per account	\$10.17	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
Total	\$10.17	\$15.71	\$20.42	\$22.46	\$24.71	\$25.70
Increase/(Decrease)		\$5.54	\$4.71	\$2.04	\$2.25	\$0.99
Total Monthly Bill	\$66.49	\$77.04	\$86.66	\$94.00	\$101.25	\$108.37
Increase/(Decrease)		\$10.55	\$9.62	\$7.34	\$7.25	\$7.11

Figure 5-2 shows the comparison of a sample 10-unit multi family residential customer with a 2” meter and using 90 hcf per month.

Figure 5-2. Multi Family Residential Combined Monthly Bill Impact

	Current	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Assumptions						
Meter Size	2" meter	2" meter				
Water Consumption	90	90				
Dwelling Units	10	10				
Water						
Fixed Service Charge	\$42.15	\$118.52	\$128.00	\$138.24	\$147.91	\$159.75
Consumption Charge	\$215.10	\$382.31	\$412.90	\$445.93	\$477.14	\$515.31
37.5% Surcharge	\$96.47	n/a	n/a	n/a	n/a	n/a
Total	\$353.72	\$500.83	\$540.89	\$584.16	\$625.06	\$675.06
Increase/(Decrease)		\$147.11	\$40.07	\$43.27	\$40.89	\$50.00
Sewer						
Charge per account	\$161.22	\$157.08	\$204.20	\$224.62	\$247.09	\$256.97
Total	\$161.22	\$157.08	\$204.20	\$224.62	\$247.09	\$256.97
Increase/(Decrease)		(\$4.14)	\$47.12	\$20.42	\$22.46	\$9.88
Total Monthly Bill	\$514.94	\$657.91	\$745.10	\$808.79	\$872.14	\$932.03
Total Increase/(Decrease)		\$142.97	\$87.19	\$63.69	\$63.35	\$59.89
Increase/Decrease per DU		\$14.30	\$8.72	\$6.37	\$6.34	\$5.99

Figure 5-3 shows the comparison of a sample commercial or institutional customer with a 1" meter and using 53 hcf per month.

Figure 5-3. Commercial and Institutional Combined Monthly Bill Impact

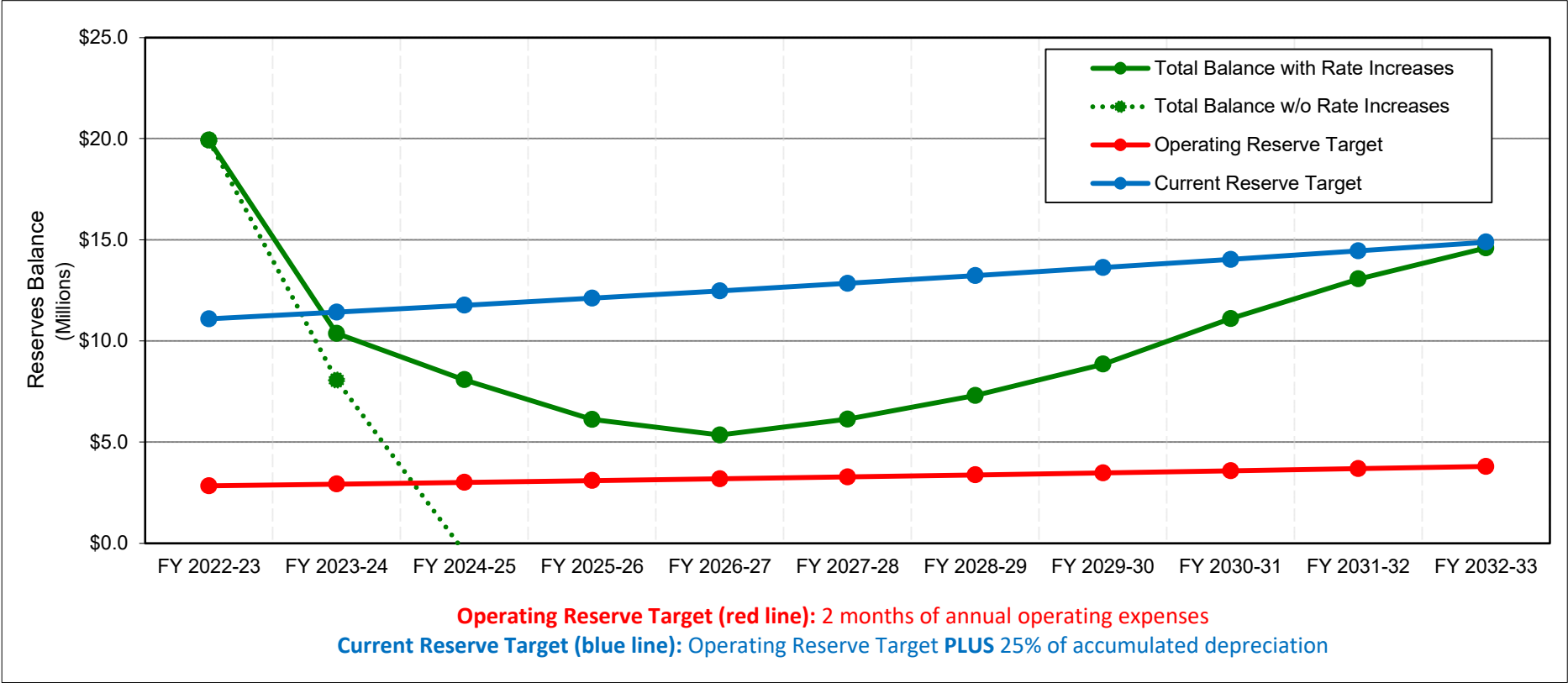
	Current	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Assumptions						
Meter Size	1" meter	1" meter				
Water Consumption	53	53				
Sewered Flow	53	53				
Water						
Fixed Service Charge	\$20.75	\$41.23	\$44.53	\$48.10	\$51.46	\$55.58
Consumption Charge	\$126.67	\$225.14	\$243.15	\$262.60	\$280.98	\$303.46
37.5% Surcharge	\$55.28	n/a	n/a	n/a	n/a	n/a
Total	\$202.70	\$266.37	\$287.68	\$310.70	\$332.45	\$359.04
Increase/(Decrease)		\$63.67	\$21.31	\$23.01	\$21.75	\$26.60
Sewer						
Charge per account	\$40.68	\$45.61	\$59.30	\$65.23	\$71.75	\$74.62
Total	\$40.68	\$45.61	\$59.30	\$65.23	\$71.75	\$74.62
Increase/(Decrease)		\$4.93	\$13.68	\$5.93	\$6.52	\$2.87
Total Monthly Bill	\$243.38	\$311.98	\$346.98	\$375.92	\$404.19	\$433.66
Increase/(Decrease)		\$68.60	\$34.99	\$28.94	\$28.27	\$29.47



UTILITY RATE STUDY

Appendix A. Water Rate Model
Appendix B. Sewer Rate Model

	A	B	D	E	F	G	H	I	J	K	L	M	N
1	City of Monterey Park Water Rate Model 1A - Summary												
2													
3													
4													
5													
6	Fiscal year	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33		
7	Eff. Date	1/1/2024	7/1/2024	7/1/2025	7/1/2026	7/1/2027	7/1/2028	7/1/2029	7/1/2030	7/1/2031	7/1/2032		
8	Annual Rate Revenue Increases	32.0%	8.0%	8.0%	7.0%	8.0%	3.0%	3.0%	0.0%	0.0%	0.0%		
9	Cumulative Revenue Increases	32.0%	42.6%	54.0%	64.7%	77.9%	83.3%	88.8%	88.8%	88.8%	88.8%		
10	Parity Debt Coverage	7.63	38.39	36.59	47.44	61.50	65.24	69.19	65.67	N/A	N/A		
11											debt paid off		



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		City of Monterey Park													
2		Water Rate Model													
3		1B - Assumptions													
4															
5		Budget											Notes		
6		FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33			
7	a	Annual Account Growth Rate		0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	Estimate; To Tabs 3, 4, 7		
8	b	Annual Water Demand Increases		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%			
9	c	General Inflation	Budgeted	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%			
10	d	Salaries & Wages	Budgeted	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%			
11	e	Benefits	Budgeted	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%			
12	f	Utilities	Budgeted	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%			
13	g	Construction Cost Inflation	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	ENR CCI Index LA Average annual change 2013 - 2022		
14	h	Interest on Fund Balance	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%			
15	i	Annual SFR conservation reduction	0.0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	To Tab 3		
16	n														

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City of Monterey Park													
2	Water Rate Model													
3	2 - Rev Reqmts													
4														
5	Object Description	Inflation Factor	Budgeted FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	Notes
6	Salaries & Benefits													
7	PERMANENT SALARIES	d	\$2,357,744	\$2,428,476	\$2,501,331	\$2,576,371	\$2,653,662	\$2,733,272	\$2,815,270	\$2,899,728	\$2,986,720	\$3,076,321	\$3,168,611	
8	PART TIME SALARIES	d	\$163,399	\$168,301	\$173,350	\$178,550	\$183,907	\$189,424	\$195,107	\$200,960	\$206,989	\$213,198	\$219,594	
9	OVERTIME SALARIES	d	\$85,707	\$88,275	\$90,926	\$93,654	\$96,464	\$99,357	\$102,338	\$105,408	\$108,571	\$111,828	\$115,183	
10	MEDICARE INSURANCE	e	\$36,631	\$38,462	\$40,385	\$42,405	\$44,525	\$46,751	\$49,089	\$51,543	\$54,120	\$56,826	\$59,668	
11	MEDICAL INSURANCE	e	\$447,323	\$469,690	\$493,174	\$517,833	\$543,724	\$570,911	\$599,456	\$629,429	\$660,900	\$693,945	\$728,643	
12	MEDICAL INS RETIREES	e	\$190,260	\$199,773	\$209,762	\$220,250	\$231,262	\$242,825	\$254,967	\$267,715	\$281,101	\$295,156	\$309,913	
13	DENTAL INSURANCE	e	\$34,372	\$36,090	\$37,895	\$39,790	\$41,779	\$43,868	\$46,061	\$48,365	\$50,783	\$53,322	\$55,988	
14	VISION PLAN	e	\$11,715	\$12,301	\$12,916	\$13,562	\$14,240	\$14,952	\$15,700	\$16,485	\$17,309	\$18,174	\$19,083	
15	LONG TERM DISABILITY	e	\$13,504	\$14,180	\$14,889	\$15,633	\$16,415	\$17,235	\$18,097	\$19,002	\$19,952	\$20,950	\$21,997	
16	LIFE INSURANCE	e	\$9,191	\$9,650	\$10,133	\$10,639	\$11,171	\$11,730	\$12,316	\$12,932	\$13,579	\$14,258	\$14,970	
17	RETIREMENT	e	\$255,212	\$267,972	\$281,371	\$295,439	\$310,211	\$325,722	\$342,008	\$359,108	\$377,064	\$395,917	\$415,713	
18	PART TIME RETIREMENT	e	\$3,371	\$3,539	\$3,716	\$3,902	\$4,097	\$4,302	\$4,517	\$4,743	\$4,980	\$5,229	\$5,491	
19	401 DEFERRED COMP	e	\$53,122	\$55,778	\$58,567	\$61,495	\$64,570	\$67,798	\$71,188	\$74,747	\$78,485	\$82,409	\$86,529	
20	SEPARATION BENEFIT	e	\$85,730	\$90,016	\$94,517	\$99,243	\$104,205	\$109,415	\$114,886	\$120,630	\$126,662	\$132,995	\$139,645	
21	PENSION CHARGES	e	\$330,177	\$346,686	\$364,020	\$382,221	\$401,332	\$421,388	\$442,468	\$464,592	\$487,821	\$512,212	\$537,823	
22	OPEB CHARGES	e	\$82,734	\$86,871	\$91,214	\$95,775	\$100,564	\$105,592	\$110,872	\$116,415	\$122,236	\$128,348	\$134,765	
23	WORKERS COMPENSATION	e	\$299,806	\$314,796	\$330,536	\$347,063	\$364,416	\$382,637	\$401,769	\$421,857	\$442,950	\$465,098	\$488,353	
24	Subtotal		\$4,459,996	\$4,630,859	\$4,808,701	\$4,993,824	\$5,186,544	\$5,387,190	\$5,596,109	\$5,813,660	\$6,040,221	\$6,276,186	\$6,521,969	
25	Operations													
27	OTHER GOVT AGENCIES	c	\$73,000	\$75,190	\$77,446	\$79,769	\$82,162	\$84,627	\$87,166	\$89,781	\$92,474	\$95,248	\$98,106	
28	DUES MEMBERSHIPS	c	\$12,800	\$13,184	\$13,580	\$13,987	\$14,407	\$14,839	\$15,284	\$15,742	\$16,215	\$16,701	\$17,202	
29	WEBSITE MAINTENANCE	c	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30	OTHER PROFESSIONAL SERVICES	c	\$1,157,300	\$1,192,019	\$1,227,780	\$1,264,613	\$1,302,551	\$1,341,628	\$1,381,877	\$1,423,333	\$1,466,033	\$1,510,014	\$1,555,314	
31	DATA PROCESSING	c	\$80,454	\$82,868	\$85,354	\$87,914	\$90,552	\$93,268	\$96,066	\$98,948	\$101,917	\$104,974	\$108,123	
32	SAFETY EDUCATION	c	\$5,700	\$5,871	\$6,047	\$6,229	\$6,415	\$6,608	\$6,806	\$7,010	\$7,221	\$7,437	\$7,660	
33	METER INSTALLATION	c	\$110,000	\$113,300	\$116,699	\$120,200	\$123,806	\$127,520	\$131,346	\$135,286	\$139,345	\$143,525	\$147,831	
34	WATER ASSESSMENT CHARGES	c	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	
35	LEGAL FEES	c	\$7,500	\$7,725	\$7,957	\$8,195	\$8,441	\$8,695	\$8,955	\$9,224	\$9,501	\$9,786	\$10,079	
36	REPAIR AND MAINT GROUNDS	c	\$60,200	\$62,006	\$63,866	\$65,782	\$67,756	\$69,788	\$71,882	\$74,038	\$76,260	\$78,547	\$80,904	
37	REPAIR AND MAINT BUILDING	c	\$116,239	\$119,727	\$123,318	\$127,018	\$130,829	\$134,753	\$138,796	\$142,960	\$147,249	\$151,666	\$156,216	
38	REPAIR AND MAINT OTHER	c	\$20,000	\$20,600	\$21,218	\$21,855	\$22,510	\$23,185	\$23,881	\$24,597	\$25,335	\$26,095	\$26,878	
39	REPAIR AND MAINT MACHINERY	c	\$221,500	\$228,145	\$234,989	\$242,039	\$249,300	\$256,779	\$264,483	\$272,417	\$280,590	\$289,007	\$297,677	
40	REPAIR AND MAINT SEMPRA	c	\$15,000	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389	\$17,911	\$18,448	\$19,002	\$19,572	\$20,159	
41	DUPLICATING EQUIPMENT RENTAL	c	\$6,750	\$6,953	\$7,161	\$7,376	\$7,597	\$7,825	\$8,060	\$8,302	\$8,551	\$8,807	\$9,071	
42	MTCE EQUIP RENTAL	c	\$4,000	\$4,120	\$4,244	\$4,371	\$4,502	\$4,637	\$4,776	\$4,919	\$5,067	\$5,219	\$5,376	
43	EDUCATION TRAINING	c	\$5,000	\$5,150	\$5,305	\$5,464	\$5,628	\$5,796	\$5,970	\$6,149	\$6,334	\$6,524	\$6,720	
44	CONFERENCES	c	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$1,159	\$1,194	\$1,230	\$1,267	\$1,305	\$1,344	
45	ELECTRICITY	f	\$1,196,200	\$1,244,407	\$1,294,556	\$1,346,727	\$1,401,000	\$1,457,460	\$1,516,196	\$1,577,299	\$1,640,864	\$1,706,991	\$1,775,783	
46	GAS SERVICE	f	\$8,600	\$8,947	\$9,307	\$9,682	\$10,072	\$10,478	\$10,901	\$11,340	\$11,797	\$12,272	\$12,767	
47	WATER SERVICE	c	\$45,000	\$46,350	\$47,741	\$49,173	\$50,648	\$52,167	\$53,732	\$55,344	\$57,005	\$58,715	\$60,476	
48	TELEPHONE	c	\$17,787	\$18,321	\$18,870	\$19,436	\$20,019	\$20,620	\$21,239	\$21,876	\$22,532	\$23,208	\$23,904	
49	SOFTWARE HARDWARE	c	\$15,250	\$15,708	\$16,179	\$16,664	\$17,164	\$17,679	\$18,209	\$18,756	\$19,318	\$19,898	\$20,495	
50	SMALL TOOLS	c	\$22,000	\$22,660	\$23,340	\$24,040	\$24,761	\$25,504	\$26,269	\$27,057	\$27,869	\$28,705	\$29,566	
51	POSTAGE	c	\$77,130	\$79,444	\$81,827	\$84,287	\$86,810	\$89,415	\$92,097	\$94,860	\$97,706	\$100,637	\$103,656	
52	OFFICE PAPER PRODUCTS	c	\$4,750	\$4,893	\$5,039	\$5,190	\$5,346	\$5,507	\$5,672	\$5,842	\$6,017	\$6,198	\$6,384	
53	OTHER OFFICE SUPPLIES	c	\$4,900	\$5,047	\$5,198	\$5,354	\$5,515	\$5,680	\$5,851	\$6,026	\$6,207	\$6,393	\$6,585	
54	CLEANING SUPPLIES	c	\$700	\$721	\$743	\$765	\$788	\$811	\$836	\$861	\$887	\$913	\$941	
55	OTHER OPERATING SUPPLIES	c	\$8,300	\$8,549	\$8,805	\$9,070	\$9,342	\$9,622	\$9,911	\$10,208	\$10,514	\$10,830	\$11,155	
56	UNIFORM	c	\$8,100	\$8,343	\$8,593	\$8,851	\$9,117	\$9,390	\$9,672	\$9,962	\$10,261	\$10,569	\$10,886	
57	ENGINEERING SUPPLIES	c	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$1,159	\$1,194	\$1,230	\$1,267	\$1,305	\$1,344	
58	TRAFFIC SUPPLIES	c	\$7,100	\$7,313	\$7,532	\$7,758	\$7,991	\$8,231	\$8,478	\$8,732	\$8,994	\$9,264	\$9,542	
59	PAINT SUPPLIES	c	\$2,800	\$2,884	\$2,971	\$3,062	\$3,155	\$3,246	\$3,343	\$3,444	\$3,547	\$3,653	\$3,763	
60	OTHER REPAIR MAINT SUPPLIES	c	\$6,300	\$6,489	\$6,684	\$6,884	\$7,091	\$7,303	\$7,523	\$7,748	\$7,981	\$8,220	\$8,467	
61	ROAD REPAIR SUPPLIES	c	\$2,000	\$2,060	\$2,122	\$2,185	\$2,251	\$2,319	\$2,388	\$2,460	\$2,534	\$2,610	\$2,688	
62	EQUIPMENT SUPPLIES	c	\$106,100	\$109,283	\$112,561	\$115,938	\$119,416	\$122,999	\$126,689	\$130,490	\$134,404	\$138,436	\$142,590	
63	ELECTRICAL SUPPLIES	c	\$50,300	\$51,809	\$53,363	\$54,964	\$56,613	\$58,311	\$60,061	\$61,863	\$63,719	\$65,630	\$67,599	
64	WATER SUPPLIES	c	\$1,400,000	\$1,442,000	\$1,485,260	\$1,529,818	\$1,575,712	\$1,622,984	\$1,671,673	\$1,721,823	\$1,773,478	\$1,826,682	\$1,881,483	
65	LANDSCAPING	c	\$2,000	\$2,060	\$2,122	\$2,185	\$2,251	\$2,319	\$2,388	\$2,460	\$2,534	\$2,610	\$2,688	
66	BLUEPRINTS	c	\$500	\$515	\$530	\$546	\$563	\$580	\$597	\$615	\$633	\$652	\$672	
67	PRINTING	c	\$12,600	\$12,978	\$13,367	\$13,768	\$14,181	\$14,607	\$15,045	\$15,496	\$15,961	\$16,440	\$16,933	
68	BOOKS AND SUBSCRIPTIONS	c	\$500	\$515	\$530	\$546	\$563	\$580	\$597	\$615	\$633	\$652	\$672	
69	BROCHURES	c	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
70	UNIFORM	c	\$22,500	\$23,175	\$23,870	\$24,586	\$25,324	\$26,084	\$26,866	\$27,672	\$28,502	\$29,357	\$30,238	
71	ADMINISTRATIVE OVERHEAD	c	\$727,337	\$749,157	\$771,632	\$794,781	\$818,624	\$843,183	\$868,478	\$894,533	\$921,369	\$949,010	\$977,480	
72	TECHNOLOGY CHARGES	c	\$86,251	\$88,839	\$91,504	\$94,249	\$97,076	\$99,989	\$102,988	\$106,078	\$109,260	\$112,538	\$115,914	
73	MOTOR POOL CHARGES	c	\$665,741	\$685,714	\$706,285	\$727,474	\$749,298	\$771,777	\$794,930	\$818,778	\$843,341	\$868,642	\$894,701	
74	GENERAL LIABILITY	c	\$2,074,844	\$2,137,089	\$2,201,202	\$2,267,238	\$2,335,255	\$2,405,313	\$2,477,472	\$2,551,796	\$2,628,350	\$2,707,200	\$2,788,417	
75	OTHER PAYMENTS	c	\$1,726,933	\$1,778,741	\$1,832,103	\$1,887,066	\$1,943,678	\$2,001,989	\$2,062,048	\$2,123,910	\$2,187,627	\$2,253,256	\$2,320,854	
76	Subtotal		\$12,599,966	\$12,918,375	\$13,246,836	\$13,585,671	\$13,935,212	\$14,295,802	\$14,667,796	\$15,051,559	\$15,447,469	\$15,855,915	\$16,277,301	
77	Total Operations & Maintenance		\$17,059,963	\$17,549,234	\$18,055,537	\$18,579,495	\$19,121,755	\$19,682,992	\$20,263,905	\$20,865,219	\$21,487,689	\$22,132,101	\$22,799,270	
78	Non-Rate Revenue													
81	Meter Installation	c	(\$100,000)	(\$103,000)	(\$106,090)	(\$109,273)	(\$112,551)	(\$115,927)	(\$119,405)	(\$122,987)	(\$126,677)	(\$130,477)	(\$134,392)	
82	EPA Settlement Revenue	c	(\$600,000)	(\$1,500,000)	(\$1,500,000)									
83	Sale of Surplus Property	c	(\$3,000)	(\$3,000)	(\$3,183)	(\$3,278)	(\$3,377)	(\$3,478)	(\$3,582)	(\$3,690)	(\$3,800)	(\$3,914)	(\$4,032)	
84	Total Non-Rate Revenue		(\$703,000)	(\$1,606,090)	(\$1,609,273)	(\$1,112,551)	(\$1,115,927)	(\$1,119,405)	(\$1,122,987)	(\$1,126,677)	(\$1,130,477)	(\$1,134,392)	(\$1,138,423)	
85	Subtotal		\$16,356,963	\$15,943,144	\$16,446,264	\$18,466,944	\$19,005,828	\$19,563,587	\$20,140,917	\$20,738,542	\$21,357,212	\$21,997,710	\$22,660,846	
86	Debt Service													
89	Siemens		\$761,199	\$804										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City of Monterey Park													
2	Water Rate Model													
3	3A - Rev Increases													
4														
5														
6														
7		Months Increase In Effect	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	Notes
9	Water Rate Revenue		\$14,367,574	\$14,432,107	\$14,539,887	\$14,648,625	\$14,758,330	\$14,869,013	\$14,980,683	\$15,093,350	\$15,207,024	\$15,321,715	\$15,437,433	From Tab 1B
11														
12	Increase in Rate Revenue		0.0%	32.0%	8.0%	8.0%	7.0%	8.0%	3.0%	3.0%	0.0%	0.0%	0.0%	
16														
17	Revenue from Rate Increases													
19	FY 2023-24 (eff. Jan 1, 2024)	6		\$2,309,137	\$4,652,764	\$4,687,560	\$4,722,666	\$4,758,084	\$4,793,819	\$4,829,872	\$4,866,248	\$4,902,949	\$4,939,979	
20	FY 2024-25 (eff. Jul 1, 2024)	12			\$1,535,412	\$1,546,895	\$1,558,480	\$1,570,168	\$1,581,960	\$1,593,858	\$1,605,862	\$1,617,973	\$1,630,193	
21	FY 2025-26 (eff. Jul 1, 2025)	12				\$1,670,646	\$1,683,158	\$1,695,781	\$1,708,517	\$1,721,366	\$1,734,331	\$1,747,411	\$1,760,608	
22	FY 2026-27 (eff. Jul 1, 2026)	12					\$1,590,584	\$1,602,513	\$1,614,549	\$1,626,691	\$1,638,942	\$1,651,303	\$1,663,775	
23	FY 2027-28 (eff. Jul 1, 2027)	12						\$1,959,645	\$1,974,362	\$1,989,211	\$2,004,193	\$2,019,308	\$2,034,559	
24	FY 2028-29 (eff. Jul 1, 2028)	12							\$799,617	\$805,630	\$811,698	\$817,820	\$823,996	From above To Tab 6
25	FY 2029-30 (eff. Jul 1, 2029)	12								\$829,799	\$836,049	\$842,354	\$848,716	
26	FY 2030-31 (eff. Jul 1, 2030)	12									\$0	\$0	\$0	
27	FY 2031-32 (eff. Jul 1, 2031)	12										\$0	\$0	
28	FY 2032-33 (eff. Jul 1, 2032)	12											\$0	
29	Total Revenue from Rate Increases		\$0	\$2,309,137	\$6,188,176	\$7,905,101	\$9,554,888	\$11,586,191	\$12,472,823	\$13,396,428	\$13,497,322	\$13,599,118	\$13,701,827	From above To Tab 6
30	Total Current Revenue		\$14,367,574	\$14,432,107	\$14,539,887	\$14,648,625	\$14,758,330	\$14,869,013	\$14,980,683	\$15,093,350	\$15,207,024	\$15,321,715	\$15,437,433	
31	Total Revenue with Rate Increases		\$14,367,574	\$16,741,245	\$20,728,063	\$22,553,726	\$24,313,218	\$26,455,205	\$27,453,507	\$28,489,779	\$28,704,346	\$28,920,834	\$29,139,260	To Tab 4
32	Total Revenue Requirement		\$21,966,277	\$23,254,061	\$22,923,279	\$24,867,777	\$25,446,871	\$26,046,526	\$26,290,097	\$26,964,774	\$26,491,604	\$27,019,610	\$27,682,746	
33	Transfer to/(from) Reserves		(\$7,598,702)	(\$6,512,817)	(\$2,195,216)	(\$2,314,051)	(\$1,133,653)	\$408,679	\$1,163,410	\$1,525,005	\$2,212,742	\$1,901,224	\$1,456,513	

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		City of Monterey Park											
2		Water Rate Model											
3		3B - Rev at Current Rates											
4													
5													
6			FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
7		Water Meter Charge Revenue at Current Rates											
8		Meter Count by Size											
9		5/8" meters	1	1	1	1	1	1	1	1	1	1	1
10		3/4" meters	9,571	9,595	9,619	9,643	9,667	9,691	9,715	9,739	9,763	9,787	9,811
11		1" meters	2,445	2,451	2,457	2,463	2,469	2,475	2,481	2,487	2,493	2,499	2,505
12		1 1/2" meters	1,254	1,257	1,260	1,263	1,266	1,269	1,272	1,275	1,278	1,281	1,284
13		2" meters	450	451	452	453	454	455	456	457	458	459	460
14		3" meters	18	18	18	18	18	18	18	18	18	18	18
15		4" meters	25	25	25	25	25	25	25	25	25	25	25
16		6" meters	5	5	5	5	5	5	5	5	5	5	5
17		8" meters	1	1	1	1	1	1	1	1	1	1	1
18			13,770	13,804	13,838	13,872	13,906	13,940	13,974	14,008	14,042	14,076	14,110
19		Monthly Rate											
20		5/8" meters	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20
21		3/4" meters	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20	\$19.20
22		1" meters	\$20.75	\$20.75	\$20.75	\$20.75	\$20.75	\$20.75	\$20.75	\$20.75	\$20.75	\$20.75	\$20.75
23		1 1/2" meters	\$32.70	\$32.70	\$32.70	\$32.70	\$32.70	\$32.70	\$32.70	\$32.70	\$32.70	\$32.70	\$32.70
24		2" meters	\$42.15	\$42.15	\$42.15	\$42.15	\$42.15	\$42.15	\$42.15	\$42.15	\$42.15	\$42.15	\$42.15
25		3" meters	\$84.35	\$84.35	\$84.35	\$84.35	\$84.35	\$84.35	\$84.35	\$84.35	\$84.35	\$84.35	\$84.35
26		4" meters	\$139.55	\$139.55	\$139.55	\$139.55	\$139.55	\$139.55	\$139.55	\$139.55	\$139.55	\$139.55	\$139.55
27		6" meters	\$425.95	\$425.95	\$425.95	\$425.95	\$425.95	\$425.95	\$425.95	\$425.95	\$425.95	\$425.95	\$425.95
28		8" meters	\$1,065.30	\$1,065.30	\$1,065.30	\$1,065.30	\$1,065.30	\$1,065.30	\$1,065.30	\$1,065.30	\$1,065.30	\$1,065.30	\$1,065.30
29		Annual Revenue											
30		5/8" meters	\$230	\$230	\$230	\$230	\$230	\$230	\$230	\$230	\$230	\$230	\$230
31		3/4" meters	\$2,205,158	\$2,210,688	\$2,216,218	\$2,221,747	\$2,227,277	\$2,232,806	\$2,238,336	\$2,243,866	\$2,249,395	\$2,254,925	\$2,260,454
32		1" meters	\$608,805	\$610,299	\$611,793	\$613,287	\$614,781	\$616,275	\$617,769	\$619,263	\$620,757	\$622,251	\$623,745
33		1 1/2" meters	\$492,070	\$493,247	\$494,424	\$495,601	\$496,778	\$497,956	\$499,133	\$500,310	\$501,487	\$502,664	\$503,842
34		2" meters	\$227,610	\$228,116	\$228,622	\$229,127	\$229,633	\$230,139	\$230,645	\$231,151	\$231,656	\$232,162	\$232,668
35		3" meters	\$18,220	\$18,220	\$18,220	\$18,220	\$18,220	\$18,220	\$18,220	\$18,220	\$18,220	\$18,220	\$18,220
36		4" meters	\$41,865	\$41,865	\$41,865	\$41,865	\$41,865	\$41,865	\$41,865	\$41,865	\$41,865	\$41,865	\$41,865
37		6" meters	\$25,557	\$25,557	\$25,557	\$25,557	\$25,557	\$25,557	\$25,557	\$25,557	\$25,557	\$25,557	\$25,557
38		8" meters	\$12,784	\$12,784	\$12,784	\$12,784	\$12,784	\$12,784	\$12,784	\$12,784	\$12,784	\$12,784	\$12,784
39		Total Service Charge Revenue	\$3,632,299	\$3,641,005	\$3,649,712	\$3,658,418	\$3,667,125	\$3,675,832	\$3,684,538	\$3,693,245	\$3,701,951	\$3,710,658	\$3,719,365
40													
41													
42		Total Water Meter Charge Revenue	\$3,632,299	\$3,641,005	\$3,649,712	\$3,658,418	\$3,667,125	\$3,675,832	\$3,684,538	\$3,693,245	\$3,701,951	\$3,710,658	\$3,719,365
43													
44													
45			FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
46		Water Consumption Charge Revenue at Current Rates											
47		Single Family											
48		Tier 1 Usage	650,257	656,760	663,327	669,960	676,660	683,427	690,261	697,164	704,135	711,177	718,288
49		Tier 2 Usage	358,139	361,720	365,338	368,991	372,681	376,408	380,172	383,973	387,813	391,691	395,608
50		Tier 3 Usage	279,620	282,416	285,240	288,093	290,974	293,883	296,822	299,790	302,788	305,816	308,874
51													
52		Tier 1 Rate	\$2.10	\$2.10	\$2.10	\$2.10	\$2.10	\$2.10	\$2.10	\$2.10	\$2.10	\$2.10	\$2.10
53		Tier 2 Rate	\$2.29	\$2.29	\$2.29	\$2.29	\$2.29	\$2.29	\$2.29	\$2.29	\$2.29	\$2.29	\$2.29
54		Tier 3 Rate	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45	\$2.45
55													
56		Tier 1 Revenue	\$1,365,540	\$1,379,195	\$1,392,987	\$1,406,917	\$1,420,986	\$1,435,196	\$1,449,548	\$1,464,043	\$1,478,684	\$1,493,471	\$1,508,405
57		Tier 2 Revenue	\$820,138	\$828,340	\$836,623	\$844,989	\$853,439	\$861,974	\$870,593	\$879,299	\$888,092	\$896,973	\$905,943
58		Tier 3 Revenue	\$685,069	\$691,920	\$698,839	\$705,827	\$712,886	\$720,014	\$727,215	\$734,487	\$741,832	\$749,250	\$756,742
59		Residential Consumption Charge Revenue	\$2,870,747	\$2,899,454	\$2,928,449	\$2,957,734	\$2,987,311	\$3,017,184	\$3,047,356	\$3,077,829	\$3,108,608	\$3,139,694	\$3,171,091
60													
61		Non SFR											
62		Total Usage	1,685,411	1,702,265	1,719,288	1,736,481	1,753,845	1,771,384	1,789,098	1,806,989	1,825,059	1,843,309	1,861,742
63		Uniform Rate	\$2.39	\$2.39	\$2.39	\$2.39	\$2.39	\$2.39	\$2.39	\$2.39	\$2.39	\$2.39	\$2.39
64		Institutional Consumption Charge Revenue	\$4,028,132	\$4,068,414	\$4,109,098	\$4,150,189	\$4,191,691	\$4,233,608	\$4,275,944	\$4,318,703	\$4,361,890	\$4,405,509	\$4,449,564
65													
66		Life Line Customer Discount											
67		Customer Discount	\$12.60	\$12.60	\$12.60	\$12.60	\$12.60	\$12.60	\$12.60	\$12.60	\$12.60	\$12.60	\$12.60
68		Number of Customers	746	746	746	746	746	746	746	746	746	746	746
69			\$112,795	\$112,795	\$112,795	\$112,795	\$112,795	\$112,795	\$112,795	\$112,795	\$112,795	\$112,795	\$112,795
70													
71		Revenue Recap											
72		Meter Charge Revenue	\$3,632,299	\$3,641,005	\$3,649,712	\$3,658,418	\$3,667,125	\$3,675,832	\$3,684,538	\$3,693,245	\$3,701,951	\$3,710,658	\$3,719,365
73		Consumption Revenue - Single Family	\$2,870,747	\$2,899,454	\$2,928,449	\$2,957,734	\$2,987,311	\$3,017,184	\$3,047,356	\$3,077,829	\$3,108,608	\$3,139,694	\$3,171,091
74		Consumption Revenue - Non SFR	\$4,028,132	\$4,068,414	\$4,109,098	\$4,150,189	\$4,191,691	\$4,233,608	\$4,275,944	\$4,318,703	\$4,361,890	\$4,405,509	\$4,449,564
75		Life Line Customer Discount	(\$112,795)	(\$112,795)	(\$112,795)	(\$112,795)	(\$112,795)	(\$112,795)	(\$112,795)	(\$112,795)	(\$112,795)	(\$112,795)	(\$112,795)
76		Water Treatment Charge Revenue - 37.5%	\$3,949,192	\$3,936,029	\$3,965,424	\$3,995,080	\$4,024,999	\$4,055,185	\$4,085,641	\$4,116,368	\$4,147,370	\$4,178,650	\$4,210,209
77			\$14,367,574	\$14,432,107	\$14,539,887	\$14,648,625	\$14,758,330	\$14,869,013	\$14,980,683	\$15,093,350	\$15,207,024	\$15,321,715	\$15,437,433
78		Annual Change	\$64,533	\$107,780	\$108,738	\$109,706	\$110,683	\$111,670	\$112,667	\$113,674	\$114,691	\$115,718	\$116,745
79		du to growth		0.4%	0.7%	0.7%	0.7%	0.7%	0.8%	0.8%	0.8%	0.8%	0.8%

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		City of Monterey Park											
2		Water Rate Model											
3		3C - Rev at Proposed Rates											
4													
5			FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
6		Water Meter Charge Revenue at Current Rates											
7		<u>Meter Count by Size</u>											
8		5/8" meters	1	1	1	1	1	1	1	1	1	1	1
9		3/4" meters	9,571	9,595	9,619	9,643	9,667	9,691	9,715	9,739	9,763	9,787	9,811
10		1" meters	2,445	2,451	2,457	2,463	2,469	2,475	2,481	2,487	2,493	2,499	2,505
11		1 1/2" meters	1,254	1,257	1,260	1,263	1,266	1,269	1,272	1,275	1,278	1,281	1,284
12		2" meters	450	451	452	453	454	455	456	457	458	459	460
13		3" meters	18	18	18	18	18	18	18	18	18	18	18
14		4" meters	25	25	25	25	25	25	25	25	25	25	25
15		6" meters	5	5	5	5	5	5	5	5	5	5	5
16		8" meters	1	1	1	1	1	1	1	1	1	1	1
17			13,770	13,804	13,838	13,872	13,906	13,940	13,974	14,008	14,042	14,076	14,110
18													
19		<u>Monthly Rate</u>											
20		5/8" meters	\$15.27	\$20.16	\$21.77	\$23.51	\$25.16	\$27.17	\$27.99	\$28.83	\$28.83	\$28.83	\$28.83
21		3/4" meters	\$20.59	\$27.18	\$29.36	\$31.71	\$33.93	\$36.64	\$37.74	\$38.87	\$38.87	\$38.87	\$38.87
22		1" meters	\$31.24	\$41.23	\$44.53	\$48.10	\$51.46	\$55.58	\$57.25	\$58.96	\$58.96	\$58.96	\$58.96
23		1 1/2" meters	\$57.85	\$76.36	\$82.47	\$89.07	\$95.30	\$102.93	\$106.02	\$109.20	\$109.20	\$109.20	\$109.20
24		2" meters	\$89.78	\$118.52	\$128.00	\$138.24	\$147.91	\$159.75	\$164.54	\$169.47	\$169.47	\$169.47	\$169.47
25		3" meters	\$174.94	\$230.92	\$249.40	\$269.35	\$288.20	\$311.26	\$320.60	\$330.22	\$330.22	\$330.22	\$330.22
26		4" meters	\$270.75	\$357.38	\$385.98	\$416.85	\$446.03	\$481.72	\$496.17	\$511.05	\$511.05	\$511.05	\$511.05
27		6" meters	\$536.87	\$708.66	\$765.35	\$826.58	\$884.44	\$955.20	\$983.86	\$1,013.37	\$1,013.37	\$1,013.37	\$1,013.37
28		8" meters	\$856.21	\$1,130.20	\$1,220.61	\$1,318.26	\$1,410.54	\$1,523.38	\$1,569.08	\$1,616.15	\$1,616.15	\$1,616.15	\$1,616.15
29													
30		<u>Annual Revenue</u>											
31		5/8" meters	\$183	\$242	\$261	\$282	\$302	\$326	\$336	\$346	\$346	\$346	\$346
32		3/4" meters	\$2,365,203	\$3,129,896	\$3,388,743	\$3,668,974	\$3,935,573	\$4,260,971	\$4,399,670	\$4,542,855	\$4,554,050	\$4,565,245	\$4,576,440
33		1" meters	\$916,531	\$1,212,789	\$1,313,019	\$1,421,523	\$1,524,735	\$1,650,716	\$1,704,359	\$1,759,735	\$1,763,980	\$1,768,226	\$1,772,471
34		1 1/2" meters	\$870,530	\$1,151,848	\$1,246,965	\$1,349,929	\$1,447,855	\$1,567,389	\$1,618,227	\$1,670,705	\$1,674,636	\$1,678,567	\$1,682,498
35		2" meters	\$484,836	\$641,406	\$694,255	\$751,454	\$805,831	\$872,214	\$900,355	\$929,399	\$931,433	\$933,467	\$935,500
36		3" meters	\$37,788	\$49,880	\$53,870	\$58,180	\$62,252	\$67,232	\$69,249	\$71,327	\$71,327	\$71,327	\$71,327
37		4" meters	\$81,224	\$107,215	\$115,793	\$125,056	\$133,810	\$144,515	\$148,850	\$153,316	\$153,316	\$153,316	\$153,316
38		6" meters	\$32,212	\$42,520	\$45,921	\$49,595	\$53,067	\$57,312	\$59,031	\$60,802	\$60,802	\$60,802	\$60,802
39		8" meters	\$10,275	\$13,562	\$14,647	\$15,819	\$16,926	\$18,281	\$18,829	\$19,394	\$19,394	\$19,394	\$19,394
40		Total Service Charge Revenue	\$4,798,781	\$6,349,359	\$6,873,474	\$7,440,812	\$7,980,351	\$8,638,956	\$8,918,906	\$9,207,878	\$9,229,284	\$9,250,689	\$9,272,094
41													
42													
43		Total Water Meter Charge Revenue	\$4,798,781	\$6,349,359	\$6,873,474	\$7,440,812	\$7,980,351	\$8,638,956	\$8,918,906	\$9,207,878	\$9,229,284	\$9,250,689	\$9,272,094
44													
45			FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
46		Water Consumption Charge Revenue at Current Rates											
47		<u>Single Family</u>											
48		Tier 1 Usage	920,930	930,139	939,441	948,835	958,323	967,907	977,586	987,362	997,235	1,007,208	1,017,280
49		Tier 2 Usage	198,524	200,509	202,514	204,539	206,585	208,651	210,737	212,845	214,973	217,123	219,294
50		Tier 3 Usage	168,562	170,248	171,950	173,670	175,406	177,160	178,932	180,721	182,528	184,354	186,197
51													
52		Tier 1 Rate	\$2.59	\$3.41	\$3.69	\$3.98	\$4.26	\$4.60	\$4.74	\$4.88	\$4.88	\$4.88	\$4.88
53		Tier 2 Rate	\$3.41	\$4.50	\$4.86	\$5.24	\$5.61	\$6.06	\$6.24	\$6.43	\$6.43	\$6.43	\$6.43
54		Tier 3 Rate	\$6.45	\$8.51	\$9.19	\$9.92	\$10.62	\$11.47	\$11.81	\$12.17	\$12.17	\$12.17	\$12.17
55													
56		Tier 1 Revenue	\$2,382,481	\$3,176,324	\$3,464,735	\$3,779,332	\$4,084,325	\$4,455,181	\$4,634,725	\$4,821,504	\$4,869,720	\$4,918,417	\$4,967,601
57		Tier 2 Revenue	\$676,091	\$901,364	\$983,208	\$1,072,483	\$1,159,033	\$1,264,273	\$1,315,223	\$1,368,227	\$1,381,909	\$1,395,728	\$1,409,685
58		Tier 3 Revenue	\$1,086,396	\$1,448,383	\$1,579,896	\$1,723,351	\$1,862,425	\$2,031,533	\$2,113,404	\$2,198,574	\$2,220,560	\$2,242,765	\$2,265,193
59		Residential Consumption Charge Revenue	\$4,144,968	\$5,526,071	\$6,027,839	\$6,575,166	\$7,105,782	\$7,750,987	\$8,063,352	\$8,388,305	\$8,472,188	\$8,556,910	\$8,642,479
60													
61		<u>Non SFR</u>											
62		Total Usage	1,685,411	1,702,265	1,719,288	1,736,481	1,753,845	1,771,384	1,789,098	1,806,989	1,825,059	1,843,309	1,861,742
63		Uniform Rate	\$3.22	\$4.25	\$4.59	\$4.95	\$5.30	\$5.73	\$5.90	\$6.07	\$6.07	\$6.07	\$6.07
64		Institutional Consumption Charge Revenue	\$5,423,826	\$7,231,045	\$7,887,624	\$8,603,820	\$9,298,148	\$10,142,420	\$10,551,159	\$10,976,371	\$11,086,135	\$11,196,996	\$11,308,966
65													
66		<u>Revenue Recap</u>											
67		Meter Charge Revenue	\$4,798,781	\$6,349,359	\$6,873,474	\$7,440,812	\$7,980,351	\$8,638,956	\$8,918,906	\$9,207,878	\$9,229,284	\$9,250,689	\$9,272,094
68		Consumption Revenue - Single Family	\$4,144,968	\$5,526,071	\$6,027,839	\$6,575,166	\$7,105,782	\$7,750,987	\$8,063,352	\$8,388,305	\$8,472,188	\$8,556,910	\$8,642,479
69		Consumption Revenue - Non SFR	\$5,423,826	\$7,231,045	\$7,887,624	\$8,603,820	\$9,298,148	\$10,142,420	\$10,551,159	\$10,976,371	\$11,086,135	\$11,196,996	\$11,308,966
70			\$14,367,574	\$19,106,475	\$20,788,937	\$22,619,798	\$24,384,281	\$26,532,363	\$27,533,417	\$28,572,555	\$28,787,607	\$29,004,595	\$29,223,539
71		Annual Change		33.0%	8.8%	8.8%	8.8%	8.8%	8.8%	3.8%	0.8%	0.8%	0.8%
72													

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City of Monterey Park													
2	Water Rate Model													
3	4 - Reserves													
4														
5	Fiscal Year	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	Notes
6														
7	Operating Reserve													
8	Beginning Balance		\$17,029,145	\$9,483,362	\$2,995,453	\$807,828	(\$1,506,223)	(\$1,389,875)	(\$481,196)	\$2,987,216	\$6,030,220	\$7,670,308	\$8,002,815	
9	Transfers													
10	(to/from) Operations		(\$7,598,702)	(\$6,512,817)	(\$2,195,216)	(\$2,314,051)	(\$1,133,653)	\$408,679	\$1,163,410	\$1,525,005	\$2,212,742	\$1,901,224	\$1,456,513	From Tab 3
11	(to/from) Rev. Requirements													To Tab 2
12	(to/from) Capital Reserve						\$1,250,000	\$500,000	\$2,300,000	\$1,500,000	(\$600,000)	(\$1,600,000)	(\$2,600,000)	To below
13	Fund Subtotal		\$9,430,443	\$2,970,545	\$800,237	(\$1,506,223)	(\$1,389,875)	(\$481,196)	\$2,982,214	\$6,012,221	\$7,642,961	\$7,971,531	\$6,859,328	
14	Estimated Interest Earnings		\$52,919	\$24,908	\$7,591	\$0	\$0	\$0	\$5,002	\$17,999	\$27,346	\$31,284	\$29,724	Avg. Bal. * Tab 1A assumption f.
15	Ending Balance with Rate Increase	\$17,029,145	\$9,483,362	\$2,995,453	\$807,828	(\$1,506,223)	(\$1,389,875)	(\$481,196)	\$2,987,216	\$6,030,220	\$7,670,308	\$8,002,815	\$6,889,053	
16	Target Balance	\$2,843,327	\$2,843,327	\$2,924,872	\$3,009,256	\$3,096,582	\$3,186,959	\$3,280,499	\$3,377,317	\$3,477,536	\$3,581,282	\$3,688,684	\$3,799,878	2 months annual operating expenses
17	Fund Balance Compared to Target			334%	102%	27%	-49%	-44%	-15%	88%	173%	214%	217%	181%
18														
19														
20	Capital Reserve													
21	Beginning Balance		\$10,100,000	\$10,441,000	\$7,378,914	\$7,271,659	\$7,628,490	\$6,743,831	\$6,616,996	\$4,317,349	\$2,820,551	\$3,432,719	\$5,060,403	
22	Revenues													
23	(to/from) Rev. Requirements		\$4,735,623	\$5,993,574	\$5,113,574	\$5,000,000	\$5,000,000	\$5,000,000	\$4,621,900	\$4,621,900	\$4,621,900	\$4,621,900	\$4,621,900	rolling five year average
24	(to/from) Operating Fund		\$0	\$0	\$0	\$0	(\$1,250,000)	(\$500,000)	(\$2,300,000)	(\$1,500,000)	\$600,000	\$1,600,000	\$2,600,000	
25														
26	PAYGo Funded CIP Expenditures		(\$4,735,623)	(\$9,400,000)	(\$5,567,871)	(\$5,000,000)	(\$5,000,000)	(\$5,000,000)	(\$5,000,000)	(\$5,000,000)	(\$5,000,000)	(\$5,000,000)	(\$5,000,000)	From Tab 5
27	Development Impact Fees		\$150,000	\$154,386	\$158,899	\$163,545	\$168,327	\$173,248	\$178,314	\$183,527	\$188,893	\$194,416	\$200,100	
28	Capital Fees		\$150,000	\$154,386	\$158,899	\$163,545	\$168,327	\$173,248	\$178,314	\$183,527	\$188,893	\$194,416	\$200,100	
29	Net PAYGo Funded CIP		(\$4,435,623)	(\$9,091,229)	(\$5,250,072)	(\$4,672,909)	(\$4,663,346)	(\$4,653,503)	(\$4,643,373)	(\$4,632,946)	(\$4,622,214)	(\$4,611,168)	(\$4,599,800)	
30														
31	Fund Subtotal		\$10,400,000	\$7,343,345	\$7,242,416	\$7,598,749	\$6,715,144	\$6,590,328	\$4,295,524	\$2,806,303	\$3,420,237	\$5,043,450	\$7,682,503	
32	Estimated Interest Earnings		\$41,000	\$35,569	\$29,243	\$29,741	\$28,687	\$26,668	\$21,825	\$14,247	\$12,482	\$16,952	\$25,486	Avg. Bal. * Tab 1A assumption f.
33	Ending Balance	\$10,100,000	\$10,441,000	\$7,378,914	\$7,271,659	\$7,628,490	\$6,743,831	\$6,616,996	\$4,317,349	\$2,820,551	\$3,432,719	\$5,060,403	\$7,707,989	
34	Target Balance	\$8,009,261	\$8,249,539	\$8,497,025	\$8,751,936	\$9,014,494	\$9,284,929	\$9,563,476	\$9,850,381	\$10,145,892	\$10,450,269	\$10,763,777	\$11,086,690	25% of accumulated depreciation
35	Fund Balance Compared to Target			127%	87%	83%	85%	73%	69%	44%	28%	33%	47%	70%
36														
37														
38	Operating Fund w/o Rate Increases													
39	Beginning Balance		\$17,029,145	\$9,483,362	\$681,698	(\$7,701,695)	(\$17,920,847)	(\$27,359,387)	(\$38,036,899)	(\$47,046,313)	(\$57,417,736)	(\$69,302,316)	(\$82,600,211)	
40	Transfers													
41	(to/from) Operations		(\$7,598,702)	(\$8,821,954)	(\$8,383,392)	(\$10,219,152)	(\$10,688,540)	(\$11,177,512)	(\$11,309,414)	(\$11,871,423)	(\$11,284,580)	(\$11,697,895)	(\$12,245,313)	
42	(to/from) Rev. Requirements		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
43	(to/from) Capital Reserve		\$0	\$0	\$0	\$0	\$1,250,000	\$500,000	\$2,300,000	\$1,500,000	(\$600,000)	(\$1,600,000)	(\$2,600,000)	
44	Fund Subtotal		\$9,430,443	\$661,408	(\$7,701,695)	(\$17,920,847)	(\$27,359,387)	(\$38,036,899)	(\$47,046,313)	(\$57,417,736)	(\$69,302,316)	(\$82,600,211)	(\$97,445,525)	
45	Estimated Interest Earnings		\$52,919	\$20,290	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
46	Ending Balance with Rate Increase	\$17,029,145	\$9,483,362	\$681,698	(\$7,701,695)	(\$17,920,847)	(\$27,359,387)	(\$38,036,899)	(\$47,046,313)	(\$57,417,736)	(\$69,302,316)	(\$82,600,211)	(\$97,445,525)	
47	Target Balance	\$2,843,327	\$2,843,327	\$2,924,872	\$3,009,256	\$3,096,582	\$3,186,959	\$3,280,499	\$3,377,317	\$3,477,536	\$3,581,282	\$3,688,684	\$3,799,878	
48	Fund Balance Compared to Target			334%	23%	-256%	-579%	-858%	-1159%	-1393%	-1651%	-1935%	-2239%	-2564%
49														
50														
51	Reserve Funds Summary													
52	Total Balance with Rate Increases	\$27,129,145	\$19,924,362	\$10,374,367	\$8,079,487	\$6,122,268	\$5,353,956	\$6,135,800	\$7,304,565	\$8,850,770	\$11,103,026	\$13,063,218	\$14,597,041	To Tab 1B Graph
53	Total Balance w/o Rate Increases	\$27,129,145	\$19,924,362	\$8,060,612	(\$430,036)	(\$10,292,356)	(\$20,615,556)	(\$31,419,903)	(\$42,728,964)	(\$54,597,185)	(\$65,869,598)	(\$77,539,809)	(\$89,737,536)	
54														
55	Operating Reserve Target	\$2,843,327	\$2,843,327	\$2,924,872	\$3,009,256	\$3,096,582	\$3,186,959	\$3,280,499	\$3,377,317	\$3,477,536	\$3,581,282	\$3,688,684	\$3,799,878	To Tab 1B Graph
56	Capital Reserve Target	\$8,009,261	\$8,249,539	\$8,497,025	\$8,751,936	\$9,014,494	\$9,284,929	\$9,563,476	\$9,850,381	\$10,145,892	\$10,450,269	\$10,763,777	\$11,086,690	From Tab 5 - avg annual cash-funded CIP
57	Current Reserve Target	\$10,852,588	\$11,092,866	\$11,421,897	\$11,761,192	\$12,111,076	\$12,471,888	\$12,843,975	\$13,227,698	\$13,623,429	\$14,031,550	\$14,452,461	\$14,886,569	To Tab 1B Graph

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City of Monterey Park													
2	Water Rate Model													
3	5 - CIP													
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Project Description	Budgeted FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	Project Costs
Water Master Plan	\$286,810	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$286,810
Groundwater Treatment System	\$105,541	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105,541
Groundwater Treatment System	\$2,140,237	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,140,237
Water Main Replacement - Northeast Phase 2	\$446,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$446,550
Mira Valle Water Project	\$0	\$1,080,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,080,000
Mpk Golf Course Water Main Extension	\$0	\$1,260,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,260,000
Russell Street Reservoir	\$0	\$2,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,400,000
N. Atlantic Water Improvement	\$1,668,753	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,668,753
Plc Upgrade	\$387,341	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$387,341
Water Main Replacement - Northeast	\$112,491	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$112,491
Water Main Replacement - Northeast	\$2,437,305	\$2,400,000	\$2,700,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,537,305
Water Meter Replacements	\$1,000,000	\$7,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000,000
Monterey Pass Rd Water Main Improvements	\$6,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500,000
Public Works Vehicle (Water)	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000
Miscellaneous Projects	\$0	\$0	\$3,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$43,000,000
Subtotal, Projects	\$15,155,029	\$14,140,000	\$6,700,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$75,995,029
(Less) deferred projects	(\$10,419,406)	(\$4,740,000)	(\$1,132,129)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$16,291,535)
Net Projects to be funded	\$4,735,623	\$9,400,000	\$5,567,871	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$59,703,494
Debt Funded Projects												\$0
PAYGo Funded Project Costs	\$4,735,623	\$9,400,000	\$5,567,871	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$59,703,494

¹ Deferred projects will be completed in subsequent years and are included in the Miscellaneous projects line item in future years. The timing of which projects will be deferred is not yet known.

PAYGo Project Description	Project Costs	Allocation Factor	Base Day	Maximum Day	Maximum Hour	Accounts	Customer Capacity
Water Master Plan	\$286,810	Accounts	\$0	\$0	\$0	\$286,810	\$0
Groundwater Treatment System	\$105,541	Base Day	\$105,541	\$0	\$0	\$0	\$0
Groundwater Treatment System	\$2,140,237	Base Day	\$2,140,237	\$0	\$0	\$0	\$0
Water Main Replacement - Northeast Phase 2	\$446,550	Capacity	\$0	\$0	\$0	\$0	\$446,550
Mira Valle Water Project	\$1,080,000	Max Day	\$675,000	\$405,000	\$0	\$0	\$0
Mpk Golf Course Water Main Extension	\$1,260,000	Capacity	\$0	\$0	\$0	\$0	\$1,260,000
Russell Street Reservoir	\$2,400,000	Max Hour	\$800,000	\$480,000	\$1,120,000	\$0	\$0
N. Atlantic Water Improvement	\$1,668,753	Max Day	\$1,042,971	\$625,783	\$0	\$0	\$0
Plc Upgrade	\$387,341	Max Day	\$242,088	\$145,253	\$0	\$0	\$0
Water Main Replacement - Northeast	\$112,491	Capacity	\$0	\$0	\$0	\$0	\$112,491
Water Main Replacement - Northeast	\$7,537,305	Capacity	\$0	\$0	\$0	\$0	\$7,537,305
Water Meter Replacements	\$9,000,000	Capacity	\$0	\$0	\$0	\$0	\$9,000,000
Monterey Pass Rd Water Main Improvements	\$6,500,000	Capacity	\$0	\$0	\$0	\$0	\$6,500,000
Public Works Vehicle (Water)	\$70,000	Base Day	\$70,000	\$0	\$0	\$0	\$0
Miscellaneous Projects	\$18,000,000	Capacity	\$0	\$0	\$0	\$0	\$18,000,000
	\$50,995,029		\$5,075,837	\$1,656,035	\$1,120,000	\$286,810	\$42,856,346
			10.0%	3.2%	2.2%	0.6%	84.0%

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	City of Monterey Park												
2	Water Rate Model												
3	6 - Debt												
4													
5		FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	Notes
6	Siemens (85% to Water Enterprise)												
7	Principal	\$585,792	\$646,403	\$711,354	\$769,269	\$831,670	\$897,540	\$967,745	\$1,073,151	\$0	\$0	\$0	
8	Interest	\$175,407	\$158,448	\$139,595	\$119,072	\$96,881	\$72,907	\$47,043	\$18,689	\$0	\$0	\$0	
9	Total	\$761,199	\$804,851	\$850,949	\$888,341	\$928,551	\$970,446	\$1,014,788	\$1,091,840	\$0	\$0	\$0	
10													
11	Water Production - iBank												
12	Principal	\$77,933	\$77,933	\$77,933	\$77,933	\$77,933	\$77,933	\$77,933	\$77,933	\$77,933			
13	Interest	\$32,078	\$32,078	\$32,078	\$32,078	\$32,078	\$32,078	\$32,078	\$32,078	\$32,078			
14	Annual Fee	\$2,481	\$2,481	\$2,481	\$2,481	\$2,481	\$2,481	\$2,481	\$2,481	\$2,481			
15	Total	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$0	\$0	
16													
17	New Debt Service - San Gabriel Valley Water	\$0	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	
18	New Debt Service - FY 2024 Issuance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
19													
20	Total Debt Service	\$873,691	\$1,317,343	\$1,363,441	\$1,400,833	\$1,441,043	\$1,482,938	\$1,527,280	\$1,604,332	\$512,492	\$400,000	\$400,000	
21													
22	Debt Coverage Calculation												
23	Funds Available for Debt Service												
24	Rate revenue - Service Charges	\$14,367,574	\$16,741,245	\$20,728,063	\$22,553,726	\$24,313,218	\$26,455,205	\$27,453,507	\$28,489,779	\$28,704,346	\$28,920,834	\$29,139,260	From Tab 3
25	Non-Rate Revenue Income	\$703,000	\$1,606,090	\$1,609,273	\$112,551	\$115,927	\$119,405	\$122,987	\$126,677	\$130,477	\$134,392	\$138,423	From Tab 2
26	Interest income	\$93,919	\$60,477	\$36,834	\$29,741	\$28,687	\$26,668	\$26,827	\$32,246	\$39,828	\$48,236	\$55,210	From Tab 4
27	Total Funds Available	\$15,164,494	\$18,407,811	\$22,374,170	\$22,696,018	\$24,457,833	\$26,601,278	\$27,603,321	\$28,648,702	\$28,874,651	\$29,103,461	\$29,332,893	To below
28													
29	Expenses												
30	O&M	\$17,059,963	\$17,549,234	\$18,055,537	\$18,579,495	\$19,121,755	\$19,682,992	\$20,263,905	\$20,865,219	\$21,487,689	\$22,132,101	\$22,799,270	From Tab 2
31	Total Expenses	\$17,059,963	\$17,549,234	\$18,055,537	\$18,579,495	\$19,121,755	\$19,682,992	\$20,263,905	\$20,865,219	\$21,487,689	\$22,132,101	\$22,799,270	
32													
33	Net Revenue	(\$1,895,469)	\$858,577	\$4,318,633	\$4,116,523	\$5,336,078	\$6,918,286	\$7,339,416	\$7,783,483	\$7,386,962	\$6,971,360	\$6,533,624	Funds Available less Expenses
34													
35	New Debt Service - iBank Loan	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$0	\$0	From Row 15 above
36	New Debt Service - FY 2024 Issuance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	From Tab 6
37	Parity Debt Service	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$0	\$0	
38													
39	Parity Debt Coverage Ratio	(16.85)	7.63	38.39	36.59	47.44	61.50	65.24	69.19	65.67	N/A	N/A	
40													
41	Net Funds Available	(\$2,007,961)	\$746,085	\$4,206,141	\$4,004,031	\$5,223,586	\$6,805,794	\$7,226,924	\$7,670,991	\$7,274,470	\$6,971,360	\$6,533,624	
42	Subordinate Debt Service (Siemens, San Gabriel)	\$761,199	\$1,204,851	\$1,250,949	\$1,288,341	\$1,328,551	\$1,370,446	\$1,414,788	\$1,491,840	\$400,000	\$400,000	\$400,000	
43													
44	Subordinate Debt Coverage Ratio	(2.64)	0.62	3.36	3.11	3.93	4.97	5.11	5.14	18.19	17.43	16.33	
45													
46													
47		FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	
48	Siemens	\$761,199	\$804,851	\$850,949	\$888,341	\$928,551	\$970,446	\$1,014,788	\$1,091,840	\$0	\$0	\$0	
49	i-Bank Loan	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$112,492	\$0	\$0	
50	San Gabriel Valley Water	\$0	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	
51		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
52	Total Debt Service	\$873,691	\$1,317,343	\$1,363,441	\$1,400,833	\$1,441,043	\$1,482,938	\$1,527,280	\$1,604,332	\$512,492	\$400,000	\$400,000	
53													

	A	B	C	D	E	F	G
1		City of Monterey Park					
2		Water Rate Model					
3		7 - Load Factors					
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Water Use (HCF)			
Month	Single Family	Non SFR	Total
July	7	111,263	101,220
August	8	100,092	165,673
September	9	123,960	114,947
October	10	109,491	188,910
November	11	121,901	121,769
December	12	98,760	172,122
January	1	124,475	113,299
February	2	86,707	156,439
March	3	103,705	115,329
April	4	96,273	157,128
May	5	118,702	112,633
June	6	92,687	165,942
Total		1,288,016	1,685,411
			2,973,427

Levels of Demand			
	Base Day	Maximum Day	Maximum Hour
Demand by Customer Category			
Single Family Residential	3,529	5,646	10,586
All Other	4,618	7,388	13,853
Total	8,146	13,034	24,439
Ratio of Flows to Base Day			
Single Family Residential	1.00	1.60	3.00
All Other	1.00	1.60	3.00
Total	1.00	1.60	3.00
Level of Service	8,146	13,034	24,439
Base Day Demand	8,146	8,146	8,146
Ratio of Level of Service to Base Day	1.00	1.60	3.00

Base Day: Average of February and March Billed Usage Annualized
Maximum Day: Per 1-5 of 2012 Master Plan
Maximum Hour: Per 1-5 of 2012 Master Plan

Demand Service Levels					
Allocation Basis	Load Factors	Base Day	Maximum Day	Maximum Hour	Totals
Base Day	1.00	1.00			1.00
Allocation %		100%			100%
Maximum Day	1.60	1.00	0.60		1.60
Allocation %		63%	38%		100%
Maximum Hour	3.00	1.00	0.60	1.40	3.00
Allocation %		33%	20%	47%	100%

Flow per Customer (hcf per month)			
	Base Day	Maximum Day	Maximum Hour
Single Family			
hcf per day	3,529	5,646	10,586
hcf per month	105,864	169,383	
# of Accounts	10,768	10,768	
Average flow per Acct (hcf/mo)	10.0	16.0	17+
All Other			
hcf per day	4,618	7,388	13,853
hcf per month	138,527	221,643	
# of Accounts	3,002	3,002	
Average flow per Acct (hcf/mo)	46.0	74.0	74+
Combined			
hcf per day	8,146	13,034	24,439
hcf per month	244,391	391,026	
# of Accounts	13,770	13,770	
Average flow per Acct (hcf/mo)	18.0	28.0	28+

x 30 days
hcf per month ÷ Monthly bills

	A	B	C	D	E	F	G	H	I
1	City of Monterey Park								
2	Water Rate Model								
3	8 - Allocations								
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System-Wide Cost Allocation Factors	Demand Services			Customer Services		Total
	Base	Maximum Day	Maximum Hour	Accounts	Capacity	
<u>Demand Services</u>						
Base Day	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Max Day	62.5%	37.5%	0.0%	0.0%	0.0%	100.0%
Max Hour	33.3%	20.0%	46.7%	0.0%	0.0%	100.0%
<u>Customer Services</u>						
Capacity	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%
Accounts	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%
<u>Composite Allocations</u>						
O&M Composite	79.7%	6.0%	11.9%	1.9%	0.6%	100.0%
CIP Composite	10.0%	3.2%	2.2%	0.6%	84.0%	100.0%
Exp Composite	64.2%	5.4%	9.8%	1.6%	19.1%	100.0%

	FY 2022-23 Revenue Requirement	Allocation Factor	Consumption Charge			Meter Charge	
			Base Day	Maximum Day	Maximum Hour	Accounts	Capacity
O&M Expenses							
1406 - Revenue Collection	\$182,828	Accounts	\$0	\$0	\$0	\$182,828	\$0
3240 - Code Compliance	\$130,511	Accounts	\$0	\$0	\$0	\$130,511	\$0
4212 - Engineering	\$380,287	Max Day	\$237,679	\$142,608	\$0	\$0	\$0
4221 - Water Commercial	\$1,736,604	Base Day	\$1,736,604	\$0	\$0	\$0	\$0
4222 - Water Production	\$4,913,136	Base Day	\$4,913,136	\$0	\$0	\$0	\$0
4223 - Water Distribution	\$4,249,920	Max Hour	\$1,416,640	\$849,984	\$1,983,296	\$0	\$0
4226 - Well No. 5	\$1,277,666	Base Day	\$1,277,666	\$0	\$0	\$0	\$0
4227 - Well No. 12 Treatment Plant	\$1,167,904	Base Day	\$1,167,904	\$0	\$0	\$0	\$0
4229 - Well No. 1, 3, 10	\$1,113,670	Base Day	\$1,113,670	\$0	\$0	\$0	\$0
4230 - Well 12 Dual Barrier	\$814,220	Base Day	\$814,220	\$0	\$0	\$0	\$0
4231 - Well 15	\$598,299	Base Day	\$598,299	\$0	\$0	\$0	\$0
4202 - Street Maintenance	\$101,220	Capacity	\$0	\$0	\$0	\$0	\$101,220
Total Allocable O&M	\$16,666,265		\$13,275,818	\$992,592	\$1,983,296	\$313,339	\$101,220
O&M Composite			79.7%	6.0%	11.9%	1.9%	0.6%
Capital Expenses (PayGo)	\$4,735,623	CIP Composite	\$471,365	\$153,787	\$104,008	\$26,634	\$3,979,829
Subtotal - O&M and Capital	\$21,401,888		\$13,747,183	\$1,146,378	\$2,087,304	\$339,974	\$4,081,049
		% of Consumption	81.0%	6.8%	12.3%		
		% of total	64.2%	5.4%	9.8%	1.6%	19.1%
Administrative Costs							
1702 - Building & Safety	\$132,198	Accounts	\$0	\$0	\$0	\$132,198	\$0
4210 - Building Maintenance	\$369,693	Accounts	\$0	\$0	\$0	\$369,693	\$0
4220 - Water Administration	\$568,981	Accounts	\$0	\$0	\$0	\$568,981	\$0
5102 - Post Employment	\$196,516	Accounts	\$0	\$0	\$0	\$196,516	\$0
Administrative Costs	\$1,267,389		\$0	\$0	\$0	\$1,267,389	\$0
Subtotal O&M, Capital, Non-Operating	\$22,669,277		\$13,747,183	\$1,146,378	\$2,087,304	\$1,607,362	\$4,081,049
Expense Allocation			60.6%	5.1%	9.2%	7.1%	18.0%
Non-Operating Revenue							
Meter Installation	(\$100,000)	Accounts	\$0	\$0	\$0	(\$100,000)	\$0
EPA Settlement	(\$600,000)	Accounts	\$0	\$0	\$0	(\$600,000)	\$0
Sale of Surplus Property	(\$3,000)	Exp Composite	(\$1,927)	(\$161)	(\$293)	(\$48)	(\$572)
Total Non-Operating	(\$703,000)		(\$1,927)	(\$161)	(\$293)	(\$700,048)	(\$572)
Transfers to/(from) Reserves	(\$7,598,702)	O&M Composite	(\$6,052,885)	(\$452,555)	(\$904,250)	(\$142,862)	(\$46,150)
Total Revenue Requirement	\$14,367,574		\$7,692,370	\$693,662	\$1,182,761	\$764,453	\$4,034,328
					\$9,568,794	\$764,453	\$4,034,328
		% of total revenue requirement			66.6%		33.4%
					Consumption Charge COS		Service Charge COS

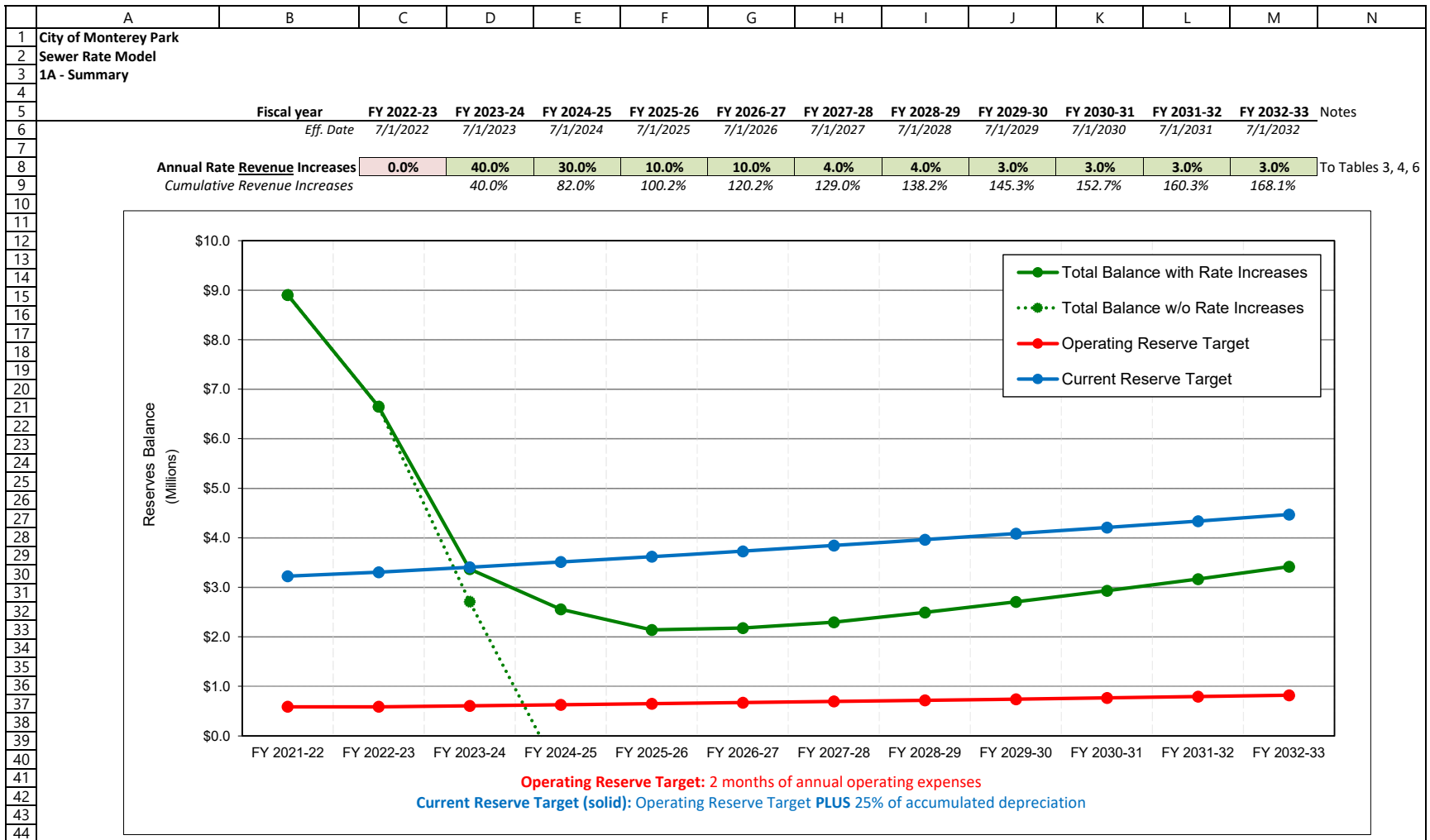
	A	B	C	D	E	F	G	H
1		City of Monterey Park						
2		Water Rate Model						
3		9 - Consumption Charges						
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	A	B	C	D	E	F	G	H	I	J	K	L	M
1	City of Monterey Park												
2	Water Rate Model												
3	10 - Fixed Monthly Charges												
4													
5													
6	Account and EMU Summary												
7													
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Service Size	# of Accounts	Meter Ratings (gpm)	Capacity Multiplier	EMUs	
	a	b	c = b ÷ 30	a * c	
5/8"	1	20	0.67	1	Displacement Type
3/4"	9,571	30	1.00	9,571	Displacement Type
1"	2,445	50	1.67	4,075	Displacement Type
1.5"	1,254	100	3.33	4,180	Displacement Type
2"	450	160	5.33	2,400	Displacement Type
3"	18	320	10.67	192	Singlejet Type
4"	25	500	16.67	417	Singlejet Type
6"	5	1000	33.33	167	Singlejet Type
8"	1	1600	53.33	53	Compound Type, Class I
Total Accounts	13,770		Total EMUs	21,055	
Units Costs (from Figure 3-14)	\$764,453			\$4,034,328	
# of Accounts	13,770		# of EMUs	21,055	
Monthly Cost per Account	\$4.63		Monthly Cost per EMU	\$15.97	

Based on AWWA gpm ratings

Service Charge Component Calculation										
Service Size	% of Meters	Account Component (\$/mo.)	Capacity Component			COS Service Charges (\$/mo.)	FY 2023-24 Increase	Proposed Service Charges (\$/mo.)	Total Current Charge	\$ Difference
		a	b	c	d = b * c	e = a + d	f	g = e * (1 + f)	h	i = e - h
5/8" meters	0.0%	\$4.63	\$15.97	0.67	\$10.64	\$15.27	32.0%	\$20.16	\$19.20	(\$3.93)
3/4" meters	69.5%	\$4.63	\$15.97	1.00	\$15.97	\$20.59	32.0%	\$27.18	\$19.20	\$1.39
1" meters	17.8%	\$4.63	\$15.97	1.67	\$26.61	\$31.24	32.0%	\$41.23	\$20.75	\$10.49
1 1/2" meters	9.1%	\$4.63	\$15.97	3.33	\$53.22	\$57.85	32.0%	\$76.36	\$32.70	\$25.15
2" meters	3.3%	\$4.63	\$15.97	5.33	\$85.16	\$89.78	32.0%	\$118.52	\$42.15	\$47.63
3" meters	0.1%	\$4.63	\$15.97	10.67	\$170.32	\$174.94	32.0%	\$230.92	\$84.35	\$90.59
4" meters	0.2%	\$4.63	\$15.97	16.67	\$266.12	\$270.75	32.0%	\$357.38	\$139.55	\$131.20
6" meters	0.0%	\$4.63	\$15.97	33.33	\$532.24	\$536.87	32.0%	\$708.66	\$425.95	\$110.92
8" meters	0.0%	\$4.63	\$15.97	53.33	\$851.58	\$856.21	32.0%	\$1,130.20	\$1,065.30	(\$209.09)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		City of Monterey Park													
2		Sewer Rate Model													
3		1B - Assumptions													
4															
5			FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	Notes	
6	a	Annual Account Growth Rate	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	Estimate; To Tables 3, 4, 7	
7	b	Annual Water Demand Increases	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%		
8	c	General Inflation	Budgeted	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%		
9	d	Salaries & Wages	Budgeted	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%		
10	e	Benefits	Budgeted	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		
11	f	Utilities	Budgeted	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	4.03%	ENR CCI Index Los Angeles Average 20-year average	
12	g	Construction Cost Inflation	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%	2.92%		
13	h	Interest on Fund Balance	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	To Table 4	
14	i														

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City of Monterey Park													
2	Sewer Rate Model													
3	2 - Rev Reqmts													
4														
5	Object Description	Inflation Factor	Budgeted FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	Notes
6	Salaries & Benefits													
7	PERMANENT SALARIES	d	\$844,174	\$869,500	\$895,585	\$922,452	\$950,126	\$978,629	\$1,007,988	\$1,038,228	\$1,069,375	\$1,101,456	\$1,134,500	
8	PART TIME SALARIES	d	\$36,295	\$37,384	\$38,505	\$39,660	\$40,850	\$42,076	\$43,338	\$44,638	\$45,977	\$47,356	\$48,777	
9	OVERTIME SALARIES	d	\$12,075	\$12,437	\$12,810	\$13,195	\$13,591	\$13,998	\$14,418	\$14,851	\$15,296	\$15,755	\$16,228	
10	SEPARATION BENEFITS	e	\$29,847	\$31,339	\$32,906	\$34,552	\$36,279	\$38,093	\$39,998	\$41,998	\$44,098	\$46,303	\$48,618	
11	Medicare Insurance	e	\$11,845	\$12,437	\$13,059	\$13,712	\$14,398	\$15,117	\$15,873	\$16,667	\$17,500	\$18,375	\$19,294	
12	MEDICAL INSURANCE	e	\$166,162	\$174,470	\$183,193	\$192,353	\$201,971	\$212,069	\$222,673	\$233,806	\$245,497	\$257,772	\$270,660	
13	MEDICAL INS_RETIREES	e	\$58,800	\$61,740	\$64,827	\$68,068	\$71,472	\$75,045	\$78,798	\$82,738	\$86,874	\$91,218	\$95,779	
14	DENTAL INSURANCE	e	\$14,090	\$14,794	\$15,534	\$16,311	\$17,126	\$17,983	\$18,882	\$19,826	\$20,817	\$21,858	\$22,951	
15	VISION PLAN	e	\$4,227	\$4,438	\$4,660	\$4,893	\$5,138	\$5,395	\$5,665	\$5,948	\$6,245	\$6,557	\$6,885	
16	LONG TERM DISABILITY	e	\$4,675	\$4,908	\$5,154	\$5,411	\$5,682	\$5,966	\$6,264	\$6,578	\$6,906	\$7,252	\$7,614	
17	LIFE INSURANCE	e	\$3,778	\$3,967	\$4,165	\$4,374	\$4,592	\$4,822	\$5,063	\$5,316	\$5,582	\$5,861	\$6,154	
18	RETIREMENT	e	\$85,272	\$89,536	\$94,013	\$98,713	\$103,649	\$108,831	\$114,273	\$119,986	\$125,986	\$132,285	\$138,899	
19	PART TIME RETIREMENT	e	\$311	\$327	\$343	\$360	\$378	\$397	\$417	\$438	\$460	\$483	\$507	
20	CITY 401k Plan	e	\$11,483	\$12,057	\$12,660	\$13,293	\$13,958	\$14,656	\$15,388	\$16,158	\$16,966	\$17,814	\$18,705	
21	OPEB CHARGES	e	\$28,804	\$30,244	\$31,757	\$33,344	\$35,012	\$36,762	\$38,600	\$40,530	\$42,557	\$44,685	\$46,919	
22	PENSION CHARGES	e	\$114,952	\$120,700	\$126,735	\$133,072	\$139,725	\$146,711	\$154,047	\$161,749	\$169,837	\$178,329	\$187,245	
23	Worker's COMPENSATION CHARGES	e	\$104,379	\$109,598	\$115,077	\$120,831	\$126,873	\$133,217	\$139,877	\$146,871	\$154,215	\$161,926	\$170,022	
24			\$1,531,169	\$1,589,876	\$1,650,984	\$1,714,595	\$1,780,819	\$1,849,768	\$1,921,562	\$1,996,326	\$2,074,188	\$2,155,284	\$2,239,757	
25														
26														
27	OTHER PROFESSIONAL SERVICES	c	\$132,000	\$135,960	\$140,039	\$144,240	\$148,567	\$153,024	\$157,615	\$162,343	\$167,214	\$172,230	\$177,397	
28	DATA PROCESSING	c	\$21,141	\$21,775	\$22,428	\$23,101	\$23,794	\$24,508	\$25,243	\$26,001	\$26,781	\$27,584	\$28,412	
29	REPAIR AND MAINT MACHINERY	c	\$5,100	\$5,253	\$5,411	\$5,573	\$5,740	\$5,912	\$6,090	\$6,272	\$6,461	\$6,654	\$6,854	
30	EDUCATION_TRAINING COSTS	c	\$750	\$773	\$796	\$820	\$844	\$869	\$896	\$922	\$950	\$979	\$1,008	
31	TELEPHONE	f	\$675	\$702	\$731	\$760	\$791	\$822	\$856	\$890	\$926	\$963	\$1,002	
32	BARRICADES LIGHTS SIGNS	c	\$6,000	\$6,180	\$6,365	\$6,556	\$6,753	\$6,956	\$7,164	\$7,379	\$7,601	\$7,829	\$8,063	
33	EQUIPMENT SUPPLIES	c	\$18,000	\$18,540	\$19,096	\$19,669	\$20,259	\$20,867	\$21,493	\$22,138	\$22,802	\$23,486	\$24,190	
34	ADMIN OVERHEAD	c	\$419,080	\$431,652	\$444,601	\$457,939	\$471,678	\$485,828	\$500,403	\$515,415	\$530,877	\$546,804	\$563,208	
35	TECHNOLOGY CHARGES	c	\$29,645	\$30,534	\$31,450	\$32,394	\$33,366	\$34,367	\$35,398	\$36,460	\$37,553	\$38,680	\$39,840	
36	MOTOR POOL CHARGES	c	\$144,966	\$149,315	\$153,794	\$158,408	\$163,160	\$168,055	\$173,097	\$178,289	\$183,638	\$189,147	\$194,822	
37	GENERAL LIABILITY	c	\$878,906	\$905,273	\$932,432	\$960,405	\$989,217	\$1,018,893	\$1,049,460	\$1,080,944	\$1,113,372	\$1,146,773	\$1,181,177	
38	OTHER PAYMENTS	c	\$331,150	\$341,085	\$351,317	\$361,857	\$372,712	\$383,894	\$395,410	\$407,273	\$419,491	\$432,076	\$445,038	
39	Subtotal		\$1,987,412	\$2,047,042	\$2,108,460	\$2,171,722	\$2,236,881	\$2,303,996	\$2,373,124	\$2,444,326	\$2,517,665	\$2,593,205	\$2,671,011	
40														
41	Total Operations & Maintenance		\$3,518,581	\$3,636,918	\$3,759,444	\$3,886,316	\$4,017,700	\$4,153,764	\$4,294,686	\$4,440,652	\$4,591,853	\$4,748,489	\$4,910,768	
42				3.36%	3.37%	3.37%	3.38%	3.39%	3.39%	3.40%	3.40%	3.41%	3.42%	
43	Non-Operating Revenue													
44	SEWER RECONSTRUCTION FEE	c	(\$1,300)	(\$1,339)	(\$1,379)	(\$1,421)	(\$1,463)	(\$1,507)	(\$1,552)	(\$1,599)	(\$1,647)	(\$1,696)	(\$1,747)	
45	SALE OF SURPLUS PROPERTY	c	(\$100,000)	(\$103,000)	(\$106,090)	(\$109,273)	(\$112,551)	(\$115,927)	(\$119,405)	(\$122,987)	(\$126,677)	(\$130,477)	(\$134,392)	
46	Total Non-Rate Revenue		(\$101,300)	(\$104,339)	(\$107,469)	(\$110,693)	(\$114,014)	(\$117,434)	(\$120,957)	(\$124,586)	(\$128,324)	(\$132,174)	(\$136,139)	
47														
48	Subtotal		\$3,417,281	\$3,532,579	\$3,651,975	\$3,775,623	\$3,903,686	\$4,036,329	\$4,173,729	\$4,316,066	\$4,463,529	\$4,616,315	\$4,774,629	
49	Debt Service													
50	Interfund Loan		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
51	Total Debt Service		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
52	Transfers to/(from):													
53	Operating Reserves		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	From Table 4
54	Capital Reserves		\$2,781,278	\$3,220,893	\$3,368,838	\$3,467,208	\$3,568,450	\$3,672,649	\$3,779,890	\$3,779,890	\$3,779,890	\$3,779,890	\$3,779,890	From Table 4
55	Total Transfers		\$2,781,278	\$3,220,893	\$3,368,838	\$3,467,208	\$3,568,450	\$3,672,649	\$3,779,890	\$3,779,890	\$3,779,890	\$3,779,890	\$3,779,890	
56														
57	Total Revenue Requirement		\$6,198,560	\$6,753,472	\$7,020,812	\$7,242,831	\$7,472,136	\$7,708,978	\$7,953,619	\$8,095,956	\$8,243,419	\$8,396,206	\$8,554,519	To Table 3
58	Annual Change		0.0%	9.0%	4.0%	3.2%	3.2%	3.2%	3.2%	1.8%	1.8%	1.9%	1.9%	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City of Monterey Park													
2	Sewer Rate Model													
3	3A - Rev Increases													
4														
5														
6														
7		Months Increase In Effect	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	Notes
9	Sewer Rate Revenue at Current Rates		\$3,270,000	\$3,278,175	\$3,286,370	\$3,294,586	\$3,302,822	\$3,311,079	\$3,319,357	\$3,327,655	\$3,335,974	\$3,344,314	\$3,352,675	From Table 3b
11	(including growth)													
12														
13	Increase in Rate Revenue		0.0%	40.0%	30.0%	10.0%	10.0%	4.0%	4.0%	3.0%	3.0%	3.0%	3.0%	From Table 1B
17														
18	Revenue from Rate Increases													
20	FY 2023-24 (eff. Jan 1, 2024)	6		\$655,635	\$1,314,548	\$1,317,834	\$1,321,129	\$1,324,432	\$1,327,743	\$1,331,062	\$1,334,390	\$1,337,726	\$1,341,070	
21	FY 2024-25 (eff. Jul 1, 2024)	12			\$1,380,275	\$1,383,726	\$1,387,185	\$1,390,653	\$1,394,130	\$1,397,615	\$1,401,109	\$1,404,612	\$1,408,124	
22	FY 2025-26 (eff. Jul 1, 2025)	12				\$599,615	\$601,114	\$602,616	\$604,123	\$605,633	\$607,147	\$608,665	\$610,187	
23	FY 2026-27 (eff. Jul 1, 2026)	12					\$661,225	\$662,878	\$664,535	\$666,197	\$667,862	\$669,532	\$671,206	
24	FY 2027-28 (eff. Jul 1, 2027)	12						\$291,666	\$292,396	\$293,126	\$293,859	\$294,594	\$295,330	
25	FY 2028-29 (eff. Jul 1, 2028)	12							\$304,091	\$304,852	\$305,614	\$306,378	\$307,144	
26	FY 2029-30 (eff. Jul 1, 2029)	12								\$237,784	\$238,379	\$238,975	\$239,572	
27	FY 2030-31 (eff. Jul 1, 2030)	12									\$245,530	\$246,144	\$246,759	
28	FY 2031-32 (eff. Jul 1, 2031)	12										\$253,528	\$254,162	
29	FY 2032-33 (eff. Jul 1, 2032)	12											\$261,787	
30	Total Revenue from Rate Increases		\$0	\$655,635	\$2,694,823	\$3,301,175	\$3,970,653	\$4,272,246	\$4,587,018	\$4,836,269	\$5,093,890	\$5,360,152	\$5,635,340	
31	Total Current Revenue		\$3,270,000	\$3,278,175	\$3,286,370	\$3,294,586	\$3,302,822	\$3,311,079	\$3,319,357	\$3,327,655	\$3,335,974	\$3,344,314	\$3,352,675	From above
32	Total Revenue with Rate Increases		\$3,270,000	\$3,933,810	\$5,981,193	\$6,595,761	\$7,273,475	\$7,583,325	\$7,906,375	\$8,163,924	\$8,429,864	\$8,704,466	\$8,988,015	To Table 6
33	Total Revenue Requirement		\$6,198,560	\$6,753,472	\$7,020,812	\$7,242,831	\$7,472,136	\$7,708,978	\$7,953,619	\$8,095,956	\$8,243,419	\$8,396,206	\$8,554,519	From Table 2
34	Transfer to/(from) Reserves		(\$2,928,560)	(\$2,819,662)	(\$1,039,619)	(\$647,070)	(\$198,661)	(\$125,654)	(\$47,244)	\$67,968	\$186,444	\$308,261	\$433,496	To Table 4
35														
36	Transfer to/(from) Reserves w/o rate increas		(\$2,928,560)	(\$3,475,297)	(\$3,734,442)	(\$3,948,245)	(\$4,169,314)	(\$4,397,899)	(\$4,634,262)	(\$4,768,301)	(\$4,907,445)	(\$5,051,892)	(\$5,201,844)	To Table 4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		City of Monterey Park												
2		Sewer Rate Model												
3		3B - Rev at Current Rates												
4														
5														
6		Sewer Service Charge Revenue at Current Rates												
7			FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
8		Meter Count by Size												
9		City Meter												
10		W- 3/4"	17	17	17	17	17	17	17	17	17	17	17	17
11		W- 1 1/2"	9	9	9	9	9	9	9	9	9	9	9	9
12		W- 1"	13	13	13	13	13	13	13	13	13	13	13	13
13		W- 2"	32	32	32	32	32	32	33	33	33	33	33	33
14		W- 3"	2	2	2	2	2	2	2	2	2	2	2	2
15		W-City Meters	4	4	4	4	4	4	4	4	4	4	4	4
16		W- 4"	4	4	4	4	4	4	4	4	4	4	4	4
17		Commercial												
18		F-2" Line	21	21	21	21	21	21	21	21	21	21	22	22
19		F-4" Line	72	72	72	73	73	73	73	73	73	74	74	74
20		F-6" Line	64	64	64	64	65	65	65	65	65	65	66	66
21		F-8" Line	39	39	39	39	39	39	40	40	40	40	40	40
22		W- 3/4" (categorized as Single-Family)	81	81	81	82	82	82	82	82	83	83	83	83
23		W- 3/4"	254	255	255	256	257	257	258	258	259	260	260	261
24		W- 1 1/2"	180	180	181	181	182	182	183	183	184	184	185	185
25		W- 1.5" Combo Meter (categorized as single-family)	1	1	1	1	1	1	1	1	1	1	1	1
26		W- 1"	212	213	213	214	214	215	215	216	216	217	217	218
27		W- 1" Combo Meter	3	3	3	3	3	3	3	3	3	3	3	3
28		W- 1" (categorized as single-family)	24	24	24	24	24	24	24	24	24	25	25	25
29		W- 1" Combo Meter (categorized as single-family)	16	16	16	16	16	16	16	16	16	16	16	16
30		W- 2"	155	155	156	156	157	157	158	158	159	159	159	159
31		W- 2" Combo Meter	1	1	1	1	1	1	1	1	1	1	1	1
32		W- 2" Combo Meter (categorized as single-family)	1	1	1	1	1	1	1	1	1	1	1	1
33		W- 3"	11	11	11	11	11	11	11	11	11	11	11	11
34		W- 4"	9	9	9	9	9	9	9	9	9	9	9	9
35		W- 6"	7	7	7	7	7	7	7	7	7	7	7	7
36		W-City Meters	1	1	1	1	1	1	1	1	1	1	1	1
37		xW- 1 1/4"	4	4	4	4	4	4	4	4	4	4	4	4
38		Institutional												
39		F-8" Line	1	1	1	1	1	1	1	1	1	1	1	1
40		W- 1 1/2"	1	1	1	1	1	1	1	1	1	1	1	1
41		W- 2"	3	3	3	3	3	3	3	3	3	3	3	3
42		W- 4"	3	3	3	3	3	3	3	3	3	3	3	3
43		W- 8"	1	1	1	1	1	1	1	1	1	1	1	1
44		Life Line												
45		F-2" Line	2	2	2	2	2	2	2	2	2	2	2	2
46		W- 3/4"	4	4	4	4	4	4	4	4	4	4	4	4
47		W- 3/4" SF	11	11	11	11	11	11	11	11	11	11	11	11
48		W-Lifeline 1"	25	25	25	25	25	25	25	26	26	26	26	26
49		W-Lifeline 1.5"	2	2	2	2	2	2	2	2	2	2	2	2
50		W-Lifeline 1.5" Combo	3	3	3	3	3	3	3	3	3	3	3	3
51		W-Lifeline 3/4"	414	415	416	417	418	419	420	421	422	423	424	426
52		W-Lifeline 1" (categorized as single-family)	2	2	2	2	2	2	2	2	2	2	2	2
53		W-Lifeline 3/4" (categorized as single-family)	20	20	20	20	20	20	20	20	20	20	21	21
54		Multi-Family W/O Trash												
55		W- 3/4"	2	2	2	2	2	2	2	2	2	2	2	2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
56		W- 1"	16	16	16	16	16	16	16	16	16	16	16	16
57		W- 2"	1	1	1	1	1	1	1	1	1	1	1	1
58		Multiple Family												
59		F-2" Line	148	148	149	149	149	150	150	151	151	151	152	152
60		F-4" Line	28	28	28	28	28	28	28	29	29	29	29	29
61		F-6" Line	5	5	5	5	5	5	5	5	5	5	5	5
62		F-8" Line	3	3	3	3	3	3	3	3	3	3	3	3
63		W- 3/4"	380	381	382	383	384	385	386	387	388	389	390	391
64		W- 5/8"	1	1	1	1	1	1	1	1	1	1	1	1
65		W- 1 1/2"	396	397	398	399	400	401	402	403	404	405	406	407
66		W- 1"	523	524	526	527	528	530	531	532	534	535	536	538
67		W- 1" Combo Meter	1	1	1	1	1	1	1	1	1	1	1	1
68		W- 2"	147	147	148	148	148	149	149	150	150	150	151	151
69		W- 2" Combo Meter	1	1	1	1	1	1	1	1	1	1	1	1
70		W- 3"	2	2	2	2	2	2	2	2	2	2	2	2
71		W- 4"	10	10	10	10	10	10	10	10	10	10	10	10
72		xW- 1 1/4"	8	8	8	8	8	8	8	8	8	8	8	8
73		O-Business												
74		F-2" Line	1	1	1	1	1	1	1	1	1	1	1	1
75		F-4" Line	1	1	1	1	1	1	1	1	1	1	1	1
76		W- 2"	3	3	3	3	3	3	3	3	3	3	3	3
77		Single Family												
78		F-2" Line	24	24	24	24	24	24	24	24	24	25	25	25
79		F-4" Line	1	1	1	1	1	1	1	1	1	1	1	1
80		Sewer- SF 3/4"	2	2	2	2	2	2	2	2	2	2	2	2
81		W- 3/4" SF	8,129	8,149	8,170	8,190	8,211	8,231	8,252	8,272	8,293	8,314	8,335	8,355
82		W- 3/4" SF (Commercial)	1	1	1	1	1	1	1	1	1	1	1	1
83		W- 5/8" SF	14	14	14	14	14	14	14	14	14	14	14	14
84		W- 1 1/2"	5	5	5	5	5	5	5	5	5	5	5	5
85		W- 1 1/2" SF	60	60	60	60	61	61	61	61	61	61	62	62
86		W- 1" Combo Meter SF	428	429	430	431	432	433	434	436	437	438	439	440
87		W- 1" SF	1,329	1,332	1,336	1,339	1,342	1,346	1,349	1,352	1,356	1,359	1,363	1,366
88		W- 1.5" Combo Meter SF	7	7	7	7	7	7	7	7	7	7	7	7
89		W- 2" SF	9	9	9	9	9	9	9	9	9	9	9	9
90		W- 2" Combo Meter SF	26	26	26	26	26	26	26	26	27	27	27	27
91			13,441	13,475	13,508	13,542	13,576	13,610	13,644	13,678	13,712	13,746	13,781	13,815
92														
93			FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
94		Monthly Rate												
95		City Meter												
96		W- 3/4"	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09
97		W- 1 1/2"	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41
98		W- 1"	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68
99		W- 2"	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97
100		W- 3"	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68
101		W-City Meters	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
102		W- 4"	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69
103		Commercial												
104		F-2" Line	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105		F-4" Line	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106		F-6" Line	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
107		F-8" Line												
108		W- 3/4" (Single-Family)	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09
109		W- 3/4"	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09	\$27.09
110		W- 1 1/2"	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
111		W- 1.5" Combo Meter (single-family)	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41	\$78.41
112		W- 1"	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68
113		W- 1" Combo Meter	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68
114		W- 1" (single-family)	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68
115		W- 1" Combo Meter (single-family)	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68
116		W- 2"	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97
117		W- 2" Combo Meter	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97
118		W- 2" Combo Meter (single-family)	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97
119		W- 3"	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68	\$270.68
120		W- 4"	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69	\$386.69
121		W- 6"	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20
122		W-City Meters		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123		xW- 1 1/4"	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68	\$40.68
124		Institutional												
125		F-8" Line	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
126		W- 1 1/2"	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48
127		W- 2"	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48	\$68.48
128		W- 4"	\$168.28	\$168.28	\$168.28	\$168.28	\$168.28	\$168.28	\$168.28	\$168.28	\$168.28	\$168.28	\$168.28	\$168.28
129		W- 8"	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20	\$1,052.20
130		Life Line												
131		F-2" Line	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
132		W- 3/4"	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
133		W- 3/4" SF		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
134		W-Lifeline 1"	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
135		W-Lifeline 1.5"	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
136		W-Lifeline 1.5" Combo	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
137		W-Lifeline 3/4"		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
138		W-Lifeline 1" (single-family)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
139		W-Lifeline 3/4" (single-family)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
140		Multi-Family W/O Trash												
141		W- 3/4"	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01
142		W- 1"	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76
143		W- 2"	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22
144		Multiple Family												
145		F-2" Line		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
146		F-4" Line		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
147		F-6" Line		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
148		F-8" Line		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
149		W- 3/4"	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01
150		W- 5/8"	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01	\$29.01
151		W- 1 1/2"	\$84.15	\$84.15	\$84.15	\$84.15	\$84.15	\$84.15	\$84.15	\$84.15	\$84.15	\$84.15	\$84.15	\$84.15
152		W- 1"	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76
153		W- 1" Combo Meter	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76	\$34.76
154		W- 2"	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22
155		W- 2" Combo Meter	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22	\$161.22
156		W- 3"	\$413.02	\$413.02	\$413.02	\$413.02	\$413.02	\$413.02	\$413.02	\$413.02	\$413.02	\$413.02	\$413.02	\$413.02
157		W- 4"	\$534.30	\$534.30	\$534.30	\$534.30	\$534.30	\$534.30	\$534.30	\$534.30	\$534.30	\$534.30	\$534.30	\$534.30
158		xW- 1 1/4"	\$57.25	\$57.25	\$57.25	\$57.25	\$57.25	\$57.25	\$57.25	\$57.25	\$57.25	\$57.25	\$57.25	\$57.25
159		O-Business												
160		F-2" Line		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
161		F-4" Line		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
162		W- 2"	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97	\$198.97
163		Single Family												
164		F-2" Line		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
165		F-4" Line		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
166		Sewer- SF 3/4"	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17
167		W- 3/4" SF	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17
168		W- 3/4" SF (Commercial)	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17
169		W- 5/8" SF	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17	\$10.17
170		W- 1 1/2"	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86
171		W- 1 1/2" SF	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86
172		W- 1" Combo Meter SF	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42
173		W- 1" SF	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42	\$12.42
174		W- 1.5" Combo Meter SF	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86
175		W- 2" SF	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86
176		W- 2" Combo Meter SF	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86	\$12.86
177														
178		Number of Bills Annually	12											
179														
180			FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33
181		Annual Revenue												
182		City Meter												
183		W- 3/4"	\$5,526	\$5,540	\$5,554	\$5,568	\$5,582	\$5,596	\$5,610	\$5,624	\$5,638	\$5,652	\$5,666	\$5,680
184		W- 1 1/2"	\$8,468	\$8,489	\$8,511	\$8,532	\$8,553	\$8,575	\$8,596	\$8,618	\$8,639	\$8,661	\$8,682	\$8,704
185		W- 1"	\$6,346	\$6,362	\$6,378	\$6,394	\$6,410	\$6,426	\$6,442	\$6,458	\$6,474	\$6,490	\$6,507	\$6,523
186		W- 2"	\$76,404	\$76,595	\$76,787	\$76,979	\$77,171	\$77,364	\$77,558	\$77,752	\$77,946	\$78,141	\$78,336	\$78,532
187		W- 3"	\$6,496	\$6,513	\$6,529	\$6,545	\$6,562	\$6,578	\$6,594	\$6,611	\$6,627	\$6,644	\$6,661	\$6,677
188		W-City Meters	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
189		W- 4"	\$18,561	\$18,608	\$18,654	\$18,701	\$18,747	\$18,794	\$18,841	\$18,888	\$18,936	\$18,983	\$19,030	\$19,078
190		Commercial	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
191		F-2" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
192		F-4" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
193		F-6" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
194		F-8" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
195		W- 3/4" (Single-Family)	\$26,331	\$26,397	\$26,463	\$26,529	\$26,596	\$26,662	\$26,729	\$26,796	\$26,863	\$26,930	\$26,997	\$27,065
196		W- 3/4"	\$82,570	\$82,777	\$82,984	\$83,191	\$83,399	\$83,608	\$83,817	\$84,026	\$84,236	\$84,447	\$84,658	\$84,870
197		W- 1 1/2"	\$169,366	\$169,789	\$170,213	\$170,639	\$171,066	\$171,493	\$171,922	\$172,352	\$172,783	\$173,215	\$173,648	\$174,082
198		W- 1.5" Combo Meter (single-family)	\$941	\$943	\$946	\$948	\$950	\$953	\$955	\$958	\$960	\$962	\$965	\$967
199		W- 1"	\$103,490	\$103,749	\$104,008	\$104,268	\$104,529	\$104,790	\$105,052	\$105,315	\$105,578	\$105,842	\$106,106	\$106,372
200		W- 1" Combo Meter	\$1,464	\$1,468	\$1,472	\$1,475	\$1,479	\$1,483	\$1,487	\$1,490	\$1,494	\$1,498	\$1,502	\$1,505
201		W- 1" (single-family)	\$11,716	\$11,745	\$11,774	\$11,804	\$11,833	\$11,863	\$11,893	\$11,922	\$11,952	\$11,982	\$12,012	\$12,042
202		W- 1" Combo Meter (single-family)	\$7,811	\$7,830	\$7,850	\$7,869	\$7,889	\$7,909	\$7,928	\$7,948	\$7,968	\$7,988	\$8,008	\$8,028
203		W- 2"	\$370,084	\$371,009	\$371,937	\$372,867	\$373,799	\$374,733	\$375,670	\$376,609	\$377,551	\$378,495	\$379,441	\$380,390
204		W- 2" Combo Meter	\$2,388	\$2,394	\$2,400	\$2,406	\$2,412	\$2,418	\$2,424	\$2,430	\$2,436	\$2,442	\$2,448	\$2,454
205		W- 2" Combo Meter (single-family)	\$2,388	\$2,394	\$2,400	\$2,406	\$2,412	\$2,418	\$2,424	\$2,430	\$2,436	\$2,442	\$2,448	\$2,454
206		W- 3"	\$35,730	\$35,819	\$35,909	\$35,998	\$36,088	\$36,179	\$36,269	\$36,360	\$36,451	\$36,542	\$36,633	\$36,725
207		W- 4"	\$41,763	\$41,867	\$41,972	\$42,077	\$42,182	\$42,287	\$42,393	\$42,499	\$42,605	\$42,712	\$42,818	\$42,925
208		W- 6"	\$88,385	\$88,606	\$88,827	\$89,049	\$89,272	\$89,495	\$89,719	\$89,943	\$90,168	\$90,393	\$90,619	\$90,846
209		W-City Meters	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
210		xW- 1 1/4"	\$1,953	\$1,958	\$1,962	\$1,967	\$1,972	\$1,977	\$1,982	\$1,987	\$1,992	\$1,997	\$2,002	\$2,007
211		Institutional	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
212		F-8" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
213		W- 1 1/2"	\$822	\$824	\$826	\$828	\$830	\$832	\$834	\$836	\$838	\$840	\$843	\$845
214		W- 2"	\$2,465	\$2,471	\$2,478	\$2,484	\$2,490	\$2,496	\$2,502	\$2,509	\$2,515	\$2,521	\$2,528	\$2,534
215		W- 4"	\$6,058	\$6,073	\$6,088	\$6,104	\$6,119	\$6,134	\$6,150	\$6,165	\$6,180	\$6,196	\$6,211	\$6,227
216		W- 8"	\$12,626	\$12,658	\$12,690	\$12,721	\$12,753	\$12,785	\$12,817	\$12,849	\$12,881	\$12,913	\$12,946	\$12,978
217		Life Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
218		F-2" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
219		W- 3/4"	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
220		W- 3/4" SF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
221		W-Lifeline 1"	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
222		W-Lifeline 1.5"	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
223		W-Lifeline 1.5" Combo	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
224		W-Lifeline 3/4"	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
225		W-Lifeline 1" (single-family)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
226		W-Lifeline 3/4" (single-family)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
227		Multi-Family W/O Trash												
228		W- 3/4"	\$696	\$698	\$700	\$701	\$703	\$705	\$707	\$709	\$710	\$712	\$714	\$716
229		W- 1"	\$6,674	\$6,691	\$6,707	\$6,724	\$6,741	\$6,758	\$6,775	\$6,792	\$6,809	\$6,826	\$6,843	\$6,860
230		W- 2"	\$1,935	\$1,939	\$1,944	\$1,949	\$1,954	\$1,959	\$1,964	\$1,969	\$1,974	\$1,979	\$1,984	\$1,989
231		Multiple Family												
232		F-2" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
233		F-4" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
234		F-6" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
235		F-8" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
236		W- 3/4"	\$132,286	\$132,616	\$132,948	\$133,280	\$133,613	\$133,947	\$134,282	\$134,618	\$134,955	\$135,292	\$135,630	\$135,969
237		W- 5/8"	\$348	\$349	\$350	\$351	\$352	\$353	\$354	\$355	\$356	\$357	\$358	\$359
238		W- 1 1/2"	\$399,881	\$400,881	\$401,883	\$402,887	\$403,895	\$404,904	\$405,917	\$406,931	\$407,949	\$408,969	\$409,991	\$411,016
239		W- 1"	\$218,154	\$218,699	\$219,246	\$219,794	\$220,343	\$220,894	\$221,447	\$222,000	\$222,555	\$223,112	\$223,669	\$224,229
240		W- 1" Combo Meter	\$417	\$418	\$419	\$420	\$421	\$422	\$423	\$424	\$426	\$427	\$428	\$429
241		W- 2"	\$284,392	\$285,103	\$285,816	\$286,530	\$287,247	\$287,965	\$288,685	\$289,406	\$290,130	\$290,855	\$291,582	\$292,311
242		W- 2" Combo Meter	\$1,935	\$1,939	\$1,944	\$1,949	\$1,954	\$1,959	\$1,964	\$1,969	\$1,974	\$1,979	\$1,984	\$1,989
243		W- 3"	\$9,912	\$9,937	\$9,962	\$9,987	\$10,012	\$10,037	\$10,062	\$10,087	\$10,112	\$10,138	\$10,163	\$10,189
244		W- 4"	\$64,116	\$64,276	\$64,437	\$64,598	\$64,760	\$64,921	\$65,084	\$65,246	\$65,410	\$65,573	\$65,737	\$65,901
245		xW- 1 1/4"	\$5,496	\$5,510	\$5,524	\$5,537	\$5,551	\$5,565	\$5,579	\$5,593	\$5,607	\$5,621	\$5,635	\$5,649
246		O-Business												
247		F-2" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
248		F-4" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
249		W- 2"	\$7,163	\$7,181	\$7,199	\$7,217	\$7,235	\$7,253	\$7,271	\$7,289	\$7,307	\$7,326	\$7,344	\$7,362
250		Single Family	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
251		F-2" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
252		F-4" Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
253		Sewer- SF 3/4"	\$244	\$245	\$245	\$246	\$247	\$247	\$248	\$248	\$249	\$250	\$250	\$251
254		W- 3/4" SF	\$992,063	\$994,543	\$997,030	\$999,522	\$1,002,021	\$1,004,526	\$1,007,037	\$1,009,555	\$1,012,079	\$1,014,609	\$1,017,146	\$1,019,688
255		W- 3/4" SF (Commercial)	\$122	\$122	\$123	\$123	\$123	\$124	\$124	\$124	\$125	\$125	\$125	\$125
256		W- 5/8" SF	\$1,709	\$1,713	\$1,717	\$1,721	\$1,726	\$1,730	\$1,734	\$1,739	\$1,743	\$1,747	\$1,752	\$1,756
257		W- 1 1/2"	\$772	\$774	\$775	\$777	\$779	\$781	\$783	\$785	\$787	\$789	\$791	\$793
258		W- 1 1/2" SF	\$9,259	\$9,282	\$9,306	\$9,329	\$9,352	\$9,376	\$9,399	\$9,422	\$9,446	\$9,470	\$9,493	\$9,517
259		W- 1" Combo Meter SF	\$63,789	\$63,949	\$64,108	\$64,269	\$64,429	\$64,590	\$64,752	\$64,914	\$65,076	\$65,239	\$65,402	\$65,565
260		W- 1" SF	\$198,074	\$198,569	\$199,066	\$199,563	\$200,062	\$200,562	\$201,064	\$201,567	\$202,070	\$202,576	\$203,082	\$203,590
261		W- 1.5" Combo Meter SF	\$1,080	\$1,083	\$1,086	\$1,088	\$1,091	\$1,094	\$1,097	\$1,099	\$1,102	\$1,105	\$1,108	\$1,110
262		W- 2" SF	\$1,389	\$1,392	\$1,396	\$1,399	\$1,403	\$1,406	\$1,410	\$1,413	\$1,417	\$1,420	\$1,424	\$1,428
263		W- 2" Combo Meter SF	\$4,012	\$4,022	\$4,032	\$4,042	\$4,053	\$4,063	\$4,073	\$4,083	\$4,093	\$4,104	\$4,114	\$4,124
264		Total Revenue	\$3,496,070	\$3,504,810	\$3,513,572	\$3,522,356	\$3,531,162	\$3,539,990	\$3,548,840	\$3,557,712	\$3,566,606	\$3,575,523	\$3,584,462	\$3,593,423

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City of Monterey Park													
2	Sewer Rate Model													
3	4 - Reserves													
4														
5	Fiscal Year	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	Notes
6														
7	Operating Reserve													
8	Beginning Balance		\$6,905,697	\$3,998,903	\$1,189,598	\$653,658	\$709,309	\$713,488	\$690,637	\$746,261	\$817,350	\$807,036	\$818,542	
9	Transfers													
10	(to/from) Operations		(\$2,928,560)	(\$2,819,662)	(\$1,039,619)	(\$647,070)	(\$198,661)	(\$125,654)	(\$47,244)	\$67,968	\$186,444	\$308,261	\$433,496	From Table 3
11	(to/from) Rev. Requirements													To Table 2
12	(to/from) Capital Reserve				\$500,000	\$700,000	\$200,000	\$100,000	\$100,000		(\$200,000)	(\$300,000)	(\$400,000)	To below
13														
14	Fund Subtotal		\$3,977,138	\$1,179,242	\$649,979	\$706,588	\$710,648	\$687,834	\$743,393	\$814,229	\$803,794	\$815,297	\$852,037	
15	Estimated Interest Earnings		\$21,766	\$10,356	\$3,679	\$2,720	\$2,840	\$2,803	\$2,868	\$3,121	\$3,242	\$3,245	\$3,341	Avg. Bal. * Table 1A assumption f.
16	Ending Balance with Rate Increase	\$6,905,697	\$3,998,903	\$1,189,598	\$653,658	\$709,309	\$713,488	\$690,637	\$746,261	\$817,350	\$807,036	\$818,542	\$855,379	Page 1 of FY 2021-22 Budget
17	Target Balance	\$586,430	\$586,430	\$606,153	\$626,574	\$647,719	\$669,617	\$692,294	\$715,781	\$740,109	\$765,309	\$791,415	\$818,461	2 months annual operating expenses
18	Fund Balance Compared to Target		682%	196%	104%	110%	107%	100%	104%	110%	105%	103%	105%	
19														
20														
21	Capital Reserve													
22	Beginning Balance		\$2,000,000	\$2,649,318	\$2,179,101	\$1,902,328	\$1,429,637	\$1,461,810	\$1,600,234	\$1,745,306	\$1,886,838	\$2,121,969	\$2,347,738	
23	(less) Capital Carryover		(\$898,975)	(\$898,975)										
24	Revenues													
25	(to)/from Rev. Requirements		\$2,781,278	\$3,220,893	\$3,368,838	\$3,467,208	\$3,568,450	\$3,672,649	\$3,779,890	\$3,779,890	\$3,779,890	\$3,779,890	\$3,779,890	
26	(to)/from Operating Fund		\$0	\$0	(\$500,000)	(\$700,000)	(\$200,000)	(\$100,000)	(\$100,000)	\$0	\$200,000	\$300,000	\$400,000	
27	Development Impact Fees		\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000	
28	Cash Funded CIP Expenditures		(\$1,266,266)	(\$2,825,772)	(\$3,177,758)	(\$3,270,548)	(\$3,366,048)	(\$3,464,337)	(\$3,565,496)	(\$3,669,608)	(\$3,776,761)	(\$3,887,042)	(\$4,000,544)	From Table 5
29	Interfund Loan/(Payments)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30	Fund Subtotal		\$2,640,038	\$2,169,464	\$1,894,181	\$1,422,987	\$1,456,039	\$1,594,122	\$1,738,628	\$1,879,588	\$2,113,967	\$2,338,817	\$2,551,085	
31	Estimated Interest Earnings		\$9,280	\$9,638	\$8,147	\$6,651	\$5,771	\$6,112	\$6,678	\$7,250	\$8,002	\$8,922	\$9,798	Avg. Bal. * Table 1A assumption f.
32	Ending Balance	\$2,000,000	\$2,649,318	\$2,179,101	\$1,902,328	\$1,429,637	\$1,461,810	\$1,600,234	\$1,745,306	\$1,886,838	\$2,121,969	\$2,347,738	\$2,560,882	Page 1 of FY 2021-22 Budget
33	Target Balance	\$2,637,460	\$2,716,584	\$2,798,082	\$2,882,024	\$2,968,485	\$3,057,539	\$3,149,265	\$3,243,743	\$3,341,056	\$3,441,287	\$3,544,526	\$3,650,862	25% of accumulated depreciation
34	Fund Balance Compared to Target	76%	98%	78%	66%	48%	48%	51%	54%	56%	62%	66%	70%	
35														
36														
37														
38														
39	Operating Fund w/o Rate Increases													
40	Beginning Balance		\$6,905,697	\$3,998,903	\$532,652	(\$2,701,791)	(\$5,950,036)	(\$9,919,349)	(\$14,217,248)	(\$18,751,510)	(\$23,519,811)	(\$28,627,257)	(\$33,979,148)	
41	Transfers													
42	(to/from) Operations		(\$2,928,560)	(\$3,475,297)	(\$3,734,442)	(\$3,948,245)	(\$4,169,314)	(\$4,397,899)	(\$4,634,262)	(\$4,768,301)	(\$4,907,445)	(\$5,051,892)	(\$5,201,844)	
43	(to/from) Rev. Requirements		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
44	(to/from) Capital Reserve		\$0	\$0	\$500,000	\$700,000	\$200,000	\$100,000	\$100,000	\$0	(\$200,000)	(\$300,000)	(\$400,000)	
45	Fund Subtotal		\$3,977,138	\$523,607	(\$2,701,791)	(\$5,950,036)	(\$9,919,349)	(\$14,217,248)	(\$18,751,510)	(\$23,519,811)	(\$28,627,257)	(\$33,979,148)	(\$39,580,993)	
46	Estimated Interest Earnings		\$21,766	\$9,045	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
47	Ending Balance without Rate Increase	\$6,905,697	\$3,998,903	\$532,652	(\$2,701,791)	(\$5,950,036)	(\$9,919,349)	(\$14,217,248)	(\$18,751,510)	(\$23,519,811)	(\$28,627,257)	(\$33,979,148)	(\$39,580,993)	
48	Target Balance	\$586,430	\$586,430	\$606,153	\$626,574	\$647,719	\$669,617	\$692,294	\$715,781	\$740,109	\$765,309	\$791,415	\$818,461	
49	Fund Balance Compared to Target	1178%	682%	88%	-431%	-919%	-1481%	-2054%	-2620%	-3178%	-3741%	-4293%	-4836%	
50														
51														
52	Reserve Funds Summary													
53	Total Balance with Rate Increases	\$8,905,697	\$6,648,221	\$3,368,699	\$2,555,986	\$2,138,946	\$2,175,298	\$2,290,871	\$2,491,567	\$2,704,187	\$2,929,005	\$3,166,280	\$3,416,261	To Table 1B Graph
54	Total Balance w/o Rate Increases	\$8,905,697	\$6,648,221	\$2,711,753	(\$799,463)	(\$4,520,398)	(\$8,457,539)	(\$12,617,014)	(\$17,006,204)	(\$21,632,974)	(\$26,505,288)	(\$31,631,410)	(\$37,020,111)	
55														
56	Operating Reserve Target	\$586,430	\$586,430	\$606,153	\$626,574	\$647,719	\$669,617	\$692,294	\$715,781	\$740,109	\$765,309	\$791,415	\$818,461	To Table 1B Graph
57	Capital Reserve Target	\$2,637,460	\$2,716,584	\$2,798,082	\$2,882,024	\$2,968,485	\$3,057,539	\$3,149,265	\$3,243,743	\$3,341,056	\$3,441,287	\$3,544,526	\$3,650,862	25% of accumulated depreciation
58	Current Reserve Target	\$3,223,890	\$3,303,014	\$3,404,235	\$3,508,598	\$3,616,204	\$3,727,156	\$3,841,559	\$3,959,524	\$4,081,164	\$4,206,596	\$4,335,941	\$4,469,323	To Table 1B Graph

	A	B	C	D	E	F	G	H	N
1		City of Monterey Park							
2		Sewer Rate Model							
3		5 - CIP							
4									
5									
6									
7		Project Description	Budgeted FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	6-Year Project Costs FY 2023 through FY 2028
8	1	Update Emergency Overflow Response Plan	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
9	2	Allowance for Regular Hot Spot Maintenance	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$1,380,000
10	3	Pipe Replacement - Grandridge from alley E/O Isabella to Arlight	\$0	\$333,600	\$0	\$0	\$0	\$0	\$333,600
11	4	Upgrade Field Equipment(CCTV)	\$38,168	\$0	\$0	\$0	\$0	\$0	\$38,168
12	5	Staff Training	\$11,500	\$11,500	\$11,500	\$11,500	\$11,500	\$11,500	\$69,000
13	6	Annual Allowance for Pipeline Repairs found by CCTV work	\$400,000	\$620,000	\$1,100,000	\$1,200,000	\$1,200,000	\$1,200,000	\$5,720,000
14	7	Pipeline Replacement - Easement from Cipriano to Alley West of El Mercado, Alley from Easement to El Portal	\$0	\$0	\$0	\$247,900	\$0	\$0	\$247,900
15	8	Geographic Positioning Survey to Inventory Sewer System	\$0	\$0	\$0	\$115,000	\$0	\$0	\$115,000
16	9	Pipeline Replacement - Briarcliff Way	\$0	\$67,000	\$0	\$0	\$0	\$0	\$67,000
17	10	Pipeline Replacement - Alpine Terrace	\$0	\$96,700	\$0	\$0	\$0	\$0	\$96,700
18	11	Annual CCTV Videotaping	\$221,800	\$221,800	\$221,800	\$221,800	\$221,800	\$221,800	\$1,330,800
19	12	Cured-in-Place Pipe Relining - Various Locations	\$887,000	\$600,000	\$950,000	\$1,200,000	\$1,200,000	\$1,200,000	\$6,037,000
20	13	Pipeline Replacement - Chandler from Harding to 300' north	\$160,000	\$0	\$0	\$0	\$0	\$0	\$160,000
21	14	Utility Rate Study	\$0	\$0	\$0	\$0	\$0	\$0	\$0
22	15	Pipeline Replacement - Gladys from Emersone to End	\$310,000	\$0	\$0	\$0	\$0	\$0	\$310,000
23	16	Spot Repairs - Various Locations	\$1,282,000	\$450,000	\$500,000	\$300,000	\$300,000	\$300,000	\$3,132,000
24	17	Develop Sewer Atlas Map Book	\$0	\$115,000	\$0	\$0	\$0	\$0	\$115,000
25	18	Emerson Ave Parallel Pipeline	\$615,000	\$0	\$0	\$0	\$0	\$0	\$615,000
26	19	Emerson Ave Pipeline Relining	\$245,000	\$0	\$0	\$0	\$0	\$0	\$245,000
27	20	Vac Truck purchase	\$555,000	\$0	\$0	\$0	\$0	\$0	\$555,000
28	21	Sewer Master Plan (Fund 411 and 419)	\$221,177	\$0	\$0	\$0	\$0	\$0	\$221,177
29	22	N. Atlantic Sewer Improvement	\$538,533	\$0	\$0	\$0	\$0	\$0	\$538,533
30	23	Sewer Repairs and Pipe Relining	\$609,325	\$0	\$0	\$0	\$0	\$0	\$609,325
31	24	Miscellaneous Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0
32	25	Subtotal, Projects	\$6,374,503	\$2,745,600	\$3,013,300	\$3,526,200	\$3,163,300	\$3,163,300	\$21,986,203
33	26	(Less) deferred projects ¹	(\$5,108,237)	\$0	(\$13,300)	(\$526,200)	(\$163,300)	(\$163,300)	(\$5,974,337)
34		Total Projects	\$1,266,266	\$2,745,600	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$16,011,866
35		ENR Multiplier	1.000	1.029	1.059	1.090	1.122	1.155	
36		Project Costs Escalated	\$1,266,266	\$2,825,772	\$3,177,758	\$3,270,548	\$3,366,048	\$3,464,337	\$36,270,180
36		¹ Deferred projects will be completed in subsequent years and are included in the Miscellaneous projects line item in future years. The timing of which projects will be deferred is not yet known.							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1		City of Monterey Park																
2		Sewer Rate Model																
3		7 - Customer Data																
4																		
5		Customer Class	Accounts															
6		Single Family	10,615															
7		Multi Family	1,487															
8		Commercial	828															
9		Institutional	79															
10		Not Sewered	109															
11			13,118															
12																		
13		Customer Class Consumption	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY 2020-21 Total	% of Total	Winter Water Use	Annualized
14		Single Family	111,263	100,092	123,960	109,491	121,901	98,760	124,475	86,707	103,705	96,273	118,702	92,687	1,288,016	43.3%	190,412	1,142,472
15		Multi Family	70,203	78,804	77,483	88,813	82,654	81,421	77,746	79,540	75,293	76,231	74,575	71,401	934,164	31.4%	154,833	928,998
16		Commercial	20,882	69,026	25,782	80,125	28,620	69,930	26,292	60,990	25,064	66,253	29,052	72,421	574,437	19.3%	86,054	516,324
17		Institutional	6,910	5,682	7,364	6,136	6,343	9,279	6,145	7,790	13,117	6,698	6,442	11,175	93,081	3.1%	20,907	125,442
18		Not Sewered	3,225	12,161	4,318	13,836	4,152	11,492	3,116	8,119	1,855	7,946	2,564	10,945	83,729	2.8%	9,974	59,844
19		Total	212,483	265,765	238,907	298,401	243,670	270,882	237,774	243,146	219,034	253,401	231,335	258,629	2,973,427	100.0%	462,180	2,773,080

	A	B	C	D	E	F	G
1		City of Monterey Park					
2		Sewer Rate Model					
3		8 - COS - Allocations					
4							
5							
6							
7		Revenue Requirement Allocation	Rev Req't FY 2022-23	Allocation Type	Cost Allocation		Total
8		Operations & Maintenance			Accounts	Flow	
9		Revenue Collection	\$186,696	Accounts	\$186,696	\$0	\$186,696
10		Building & Safety	\$213,808	Accounts	\$213,808	\$0	\$213,808
11		Sanitary Sewer Maintenance	\$2,465,532	Conveyance	\$0	\$2,465,532	\$2,465,532
12		Maintenance	\$86,025	Accounts	\$86,025	\$0	\$86,025
13		Engineering	\$474,969	Accounts	\$474,969	\$0	\$474,969
14		Post Employment	\$66,929	Accounts	\$66,929	\$0	\$66,929
15		Storm Drain Maintenance	\$24,622	Conveyance	\$0	\$24,622	\$24,622
16		Non Operating Revenue	(\$101,300)	Accounts	(\$101,300)	\$0	(\$101,300)
17		Total O&M	\$3,417,281		\$927,128	\$2,490,153	\$3,417,281
18		<i>O&M Composite</i>	<i>100%</i>		<i>27%</i>	<i>73%</i>	<i>100%</i>
19							
20		Capital Improvements	\$2,781,278	<i>Conveyance</i>	\$0	\$2,781,278	\$2,781,278
21							
22		Total Revenue Requirement	\$6,198,560		\$927,128	\$5,271,432	\$6,198,560
23		<i>Rev. Req. Composite</i>	<i>100%</i>		<i>15%</i>	<i>85%</i>	<i>100%</i>
24							
25		Transfer from Operating Reserves	(\$2,928,560)	<i>Rev. Req. Composite</i>	(\$438,029)	(\$2,490,531)	(\$2,928,560)
26							
27		Net Revenue Requirement	\$3,270,000		\$489,099	\$2,780,901	\$3,270,000
28							
29							
30							
31							
32							
33							
34							
36							

Cost Allocation Factors	Total	Accounts	Flow	Total
Conveyance	100%	0%	100%	100%
Accounts	100%	100%	0%	100%
Rev. Req. Composite	100%	15%	85%	100%

	A	B	C	D	E	F	G	H	I
1	City of Monterey Park								
2	Sewer Rate Model								
3	9 - COS - Rate Calcs								
4									
5									
6									
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	Accounts	Flow (HCF)	Total
Units of Service by Customer Class			
Single Family (accounts/flow) a	10,615	1,142,472	
Multi Family (dwelling units/flow) b	8,630	928,998	
Commercial & Institutional (accounts/flow) c	907	641,766	
d = a+b+c	20,152	2,713,236	
Functional Costs [1]			
Operations & Maintenance	\$927,128	\$2,490,153	\$3,417,281
Capital Improvements	\$0	\$2,781,278	\$2,781,278
Transfers	(\$438,029)	(\$2,490,531)	(\$2,928,560)
e	\$489,099	\$2,780,901	\$3,270,000
Unit Cost Calculations			
Units of Service Total f = d	20,152	2,713,236	
Unit Cost of Service g = e ÷ f	\$24.27	\$1.02	
	per account/ dwelling unit	per HCF	
Cost of Service by Customer Class			
Single Family h = a * g	\$257,631	\$1,170,964	\$1,428,595
Multi Family i = b * g	\$209,454	\$952,166	\$1,161,620
Commercial & Institutional j = c * g	\$22,013	\$657,771	\$679,784
	\$489,099	\$2,780,901	\$3,270,000
	15%	85%	100%

Reallocation between Fixed/Variable		
Single Family	\$1,428,595	\$1,428,595
Multi Family	\$1,161,620	\$1,161,620
C&I	\$679,784	\$679,784
Total	\$3,270,000	\$3,270,000

Percent Allocation	Fixed Portion	Variable Portion
Single Family	100%	0%
Multi Family	100%	0%
C&I	100%	0%

Reallocated Costs	Fixed Cost	Variable Cost
Single Family	\$1,428,595	\$0
Multi Family	\$1,161,620	\$0
C&I	\$679,784	\$0
	\$3,270,000	\$0

\$4,578,000

	A	B	C	D	E	F	G	H	I
48		Unit Cost by Customer Class							
49		Customer Class	Total	Costs¹	Variable Costs				
50		Single Family		\$1,428,595	\$0				
51		Multi Family		\$1,161,620	\$0				
52		C&I		\$679,784	\$0				
53		Total		\$3,270,000	\$0				
54									
55		Customer Class	Units	HCF					
56		Single Family (accounts)	10,615	1,142,472					
57		Multi Family (dwelling units)	8,630	928,998					
58		C&I (EMUs)	2,898	641,766					
59									
60		Unit Costs	Annual Cost per U	per HCF					
61		Single Family	\$134.58	\$0.00					
62		Multi Family	\$134.60	\$0.00					
63		C&I	\$234.57	\$0.00					
64									
65									
66		Commercial & Industrial by Meter Size							
67		C&I Meter Size	Capacity Multiplier	Rate per EMU¹	FY 2022-23 Annual Cost	FY 2022-23 Cost per Month	Rate Revenue Increase²	FY 2023-24 Proposed Rate	
68		3/4" Meters	1.00	\$234.57	\$234.57	\$19.55	40.0%	\$27.37	
69		1" Meters	1.67	\$234.57	\$390.95	\$32.58	40.0%	\$45.61	
70		1.5" Meters	3.33	\$234.57	\$781.90	\$65.16	40.0%	\$91.22	
71		2" Meters	5.33	\$234.57	\$1,251.04	\$104.25	40.0%	\$145.95	
72		3" Meters	10.67	\$234.57	\$2,502.08	\$208.51	40.0%	\$291.91	
73		4" Meters	16.67	\$234.57	\$3,909.50	\$325.79	40.0%	\$456.11	
74		6" Meters	33.33	\$234.57	\$7,819.01	\$651.58	40.0%	\$912.21	
75		8" Meters	53.33	\$234.57	\$12,510.41	\$1,042.53	40.0%	\$1,459.54	
76									
77									
78		Customer Type	FY 2023-24 Annual Cost per Unit¹	FY 2022-23 Cost per Month	Rate Revenue Increase²	FY 2023-24 Proposed Rate			
79		Single Family	\$134.58	\$11.22	40.0%	\$15.70			
80		Multi Family	\$134.60	\$11.22	40.0%	\$15.70			
81									
82									



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Consent Calendar - 3G

TO: The Honorable Mayor and City Council

FROM: Martha Garcia, Director of Finance
Christine Tomikawa, Director of Human Resources and Risk Management

SUBJECT: Approve Revised FY2023-2024 City of Monterey Park Comprehensive Salary Schedule

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve a revised City of Monterey Park Comprehensive Salary Schedule; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

California law requires the City to approve a comprehensive salary schedule listing all full-time and part-time employee classifications with associated salary ranges in one document. The City Council's approval of various memoranda of understanding ("MOUs") with bargaining units in the City means new salary ranges were approved for employees and the City Council is being asked to approve a revised comprehensive salary schedule to reflect those changes.

BACKGROUND:

The City negotiated eight MOUs in the past eight months. Through the negotiation process, the City Council approved increases in salary ranges for employees in these new MOUs (POA Reso. No. 2023-R56, POMMA Reso. No. 2023-R63, PD Capt. Reso. No. 2023-R64, Fire Reso. No. 2023-R76, Fire Mgmt. Reso. No. 2023-R50, MMA Reso. No. 2034-R60, Confidential Reso. No. 2023-R61, and SEIU Reso. No. 2023-R71) and the Executive staff resolution, Reso. No. 2023-R71. The revised comprehensive salary schedule reflects the up-to-date salary range changes approved by the City Council and is compliant with California law and the Municipal Code.

California Government Code section 37206 requires the City Council to prescribe the time and method of paying salaries, wages and benefits for employees of the City. Similarly, Municipal Code Chapter 2.36 (Salaries) requires the City Council to adopt by resolution a salary schedule for City employees.

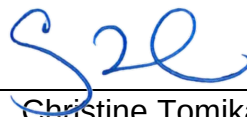
FISCAL IMPACT:

None. The salary schedule and compensation rates were previously approved through various resolutions including without limitation, the Budget Resolution.

Respectfully submitted by:

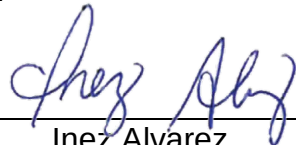


Martha Garcia
Director of Finance



Christine Tomikawa
Director of Human Resources and Risk
Management

Approved by:



Inez Alvarez
Interim City Manager

Reviewed by:



Ephraim S. Margolin
Deputy City Attorney

ATTACHMENTS:

1. Comprehensive Salary Schedule – November 2023
2. Proposed Resolution

ATTACHMENT 1
Comprehensive Salary Schedule – November
2023

EXHIBIT A

City of Monterey Park Salary Schedule
Updated November 15, 2023

Elected Official	Monthly Compensation	
City Council	\$500	
City Clerk	\$500	
City Treasurer	\$500	

Job Classification	Bargaining Unit	Effective Date	Salary
City Manager	Contract	8/1/2022	\$226,830
Interim City Manager	Contract	7/8/2023	\$230,766

FULL-TIME SALARY SCHEDULE

Job Classification	Bargaining Unit	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Account Clerk	SEIU	7/8/2023	\$3,918	\$4,016	\$4,117	\$4,219	\$4,325	\$4,433	\$4,544	\$4,657	\$4,774	\$5,012
Accountant	SEIU	7/8/2023	\$5,652	\$5,793	\$5,939	\$6,087	\$6,239	\$6,395	\$6,555	\$6,718	\$6,887	\$7,231
Administrative Aide	SEIU	7/8/2023	\$4,930	\$5,053	\$5,179	\$5,309	\$5,442	\$5,577	\$5,716	\$5,860	\$6,007	\$6,307
Administrative Aide	Confidential	7/8/2023	\$4,869	\$4,991	\$5,115	\$5,242	\$5,373	\$5,510	\$5,647	\$5,787	\$5,932	\$6,228
Administrative Manager	Unrepresented/At-Will	7/1/2023	\$10,029	\$10,281	\$10,536	\$10,799	\$11,069	\$11,347	\$11,630	\$11,921	\$12,220	\$12,830
Administrative Secretary	Confidential	7/8/2023	\$4,629	\$4,745	\$4,863	\$4,986	\$5,111	\$5,238	\$5,368	\$5,503	\$5,640	\$5,923
Adult Literacy Coordinator	Mid-Management	7/8/2023	\$6,730	\$6,897	\$7,070	\$7,247	\$7,428	\$7,614	\$7,804	\$7,999	\$8,199	\$8,609
Animal Services Officer	SEIU	7/8/2023	\$4,274	\$4,380	\$4,490	\$4,603	\$4,718	\$4,836	\$4,956	\$5,080	\$5,207	\$5,468
Animal Services Supervisor	SEIU	7/8/2023	\$5,492	\$5,629	\$5,770	\$5,915	\$6,063	\$6,214	\$6,369	\$6,528	\$6,691	\$7,026
Assistant City Engineer	Mid-Management	7/8/2023	\$10,850	\$11,121	\$11,399	\$11,684	\$11,974	\$12,275	\$12,582	\$12,896	\$13,218	\$13,881
Assistant City Manager	Executive Management	7/8/2023	\$12,911	-	-	-	-	-	-	-	-	\$20,470
Assistant Deputy City Clerk	SEIU	7/8/2023	\$5,156	\$5,285	\$5,416	\$5,552	\$5,691	\$5,834	\$5,979	\$6,128	\$6,282	\$6,597
Assistant Planner	SEIU	7/8/2023	\$5,819	\$5,965	\$6,114	\$6,267	\$6,424	\$6,584	\$6,749	\$6,918	\$7,090	\$7,445
Assistant to City Manager	Mid-Management	7/8/2023	\$8,822	\$9,043	\$9,269	\$9,501	\$9,738	\$9,982	\$10,231	\$10,487	\$10,749	\$11,287
Associate Planner	SEIU	7/8/2023	\$6,607	\$6,771	\$6,941	\$7,114	\$7,292	\$7,474	\$7,661	\$7,853	\$8,049	\$8,452
Auto Shop Technician	SEIU	7/8/2023	\$4,283	\$4,390	\$4,500	\$4,613	\$4,728	\$4,846	\$4,967	\$5,091	\$5,218	\$5,480
Building Inspector	SEIU	7/8/2023	\$6,509	\$6,672	\$6,839	\$7,010	\$7,185	\$7,365	\$7,549	\$7,738	\$7,931	\$8,328
Building Official	Mid-Management	7/8/2023	\$9,611	\$9,851	\$10,096	\$10,349	\$10,607	\$10,873	\$11,145	\$11,423	\$11,708	\$12,294
Building Trades Technician	SEIU	7/8/2023	\$5,074	\$5,201	\$5,331	\$5,463	\$5,600	\$5,741	\$5,884	\$6,031	\$6,182	\$6,491
Child Care Assistant	SEIU	7/8/2023	\$3,918	\$4,016	\$4,117	\$4,219	\$4,325	\$4,433	\$4,544	\$4,657	\$4,774	\$5,012
Child Care Coordinator	SEIU	7/8/2023	\$4,930	\$5,053	\$5,179	\$5,309	\$5,442	\$5,577	\$5,716	\$5,860	\$6,007	\$6,307
City Librarian	Executive Management	7/8/2023	\$12,911	-	-	-	-	-	-	-	-	\$20,470
Civil Engineering Assistant	SEIU	7/8/2023	\$6,320	\$6,478	\$6,640	\$6,805	\$6,976	\$7,150	\$7,328	\$7,511	\$7,700	\$8,084
Civil Engineering Associate	Mid-Management	7/8/2023	\$7,641	\$7,833	\$8,028	\$8,229	\$8,434	\$8,646	\$8,862	\$9,084	\$9,310	\$9,777
Civil Engineering Technician	SEIU	7/8/2023	\$5,492	\$5,629	\$5,770	\$5,915	\$6,063	\$6,214	\$6,369	\$6,528	\$6,691	\$7,026
Code Enforcement Officer	SEIU	7/8/2023	\$5,202	\$5,332	\$5,465	\$5,601	\$5,742	\$5,885	\$6,032	\$6,183	\$6,337	\$6,655
Communication Dispatcher	SEIU	7/8/2023	\$5,370	\$5,504	\$5,642	\$5,783	\$5,928	\$6,076	\$6,228	\$6,383	\$6,542	\$6,870
Communications Dispatcher Trainee	SEIU	7/8/2023	\$4,437	\$4,549	\$4,662	\$4,779	\$4,898	\$5,021	\$5,146	\$5,275	\$5,407	\$5,677
Communications Supervisor	Mid-Management	7/8/2023	\$6,730	\$6,897	\$7,070	\$7,247	\$7,428	\$7,614	\$7,804	\$7,999	\$8,199	\$8,609
Community Communications Coordinator	SEIU	7/8/2023	\$5,177	\$5,306	\$5,438	\$5,574	\$5,713	\$5,857	\$6,002	\$6,153	\$6,307	\$6,622
Community Service Officer	SEIU	7/8/2023	\$4,268	\$4,374	\$4,483	\$4,595	\$4,710	\$4,828	\$4,949	\$5,073	\$5,200	\$5,459
Consumer Service Representative	SEIU	7/8/2023	\$4,799	\$4,918	\$5,041	\$5,168	\$5,296	\$5,428	\$5,564	\$5,703	\$5,847	\$6,138
Consumer Services Supervisor	Mid-Management	7/8/2023	\$7,177	\$7,355	\$7,539	\$7,727	\$7,921	\$8,118	\$8,322	\$8,530	\$8,744	\$9,180
Crew Leader	SEIU	7/8/2023	\$5,074	\$5,201	\$5,331	\$5,463	\$5,600	\$5,741	\$5,884	\$6,031	\$6,182	\$6,491
Cross Connection Control Inspector	SEIU	7/8/2023	\$6,439	\$6,601	\$6,765	\$6,935	\$7,108	\$7,286	\$7,468	\$7,654	\$7,845	\$8,238
Deputy City Clerk	Mid-Management	7/8/2023	\$8,207	\$8,412	\$8,624	\$8,839	\$9,059	\$9,286	\$9,519	\$9,755	\$10,001	\$10,499
Deputy Fire Marshal	Mid-Management	7/8/2023	\$7,111	\$7,289	\$7,470	\$7,658	\$7,849	\$8,045	\$8,246	\$8,452	\$8,663	\$9,096
Dial-A-Ride Dispatcher	SEIU	7/8/2023	\$4,268	\$4,374	\$4,483	\$4,595	\$4,710	\$4,828	\$4,949	\$5,073	\$5,200	\$5,459

City of Monterey Park Salary Schedule
Updated November 15, 2023

Job Classification	Bargaining Unit	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Dial-A-Ride Driver	SEIU	7/8/2023	\$2,877	\$2,949	\$3,022	\$3,098	\$3,176	\$3,255	\$3,337	\$3,420	\$3,505	\$3,681
Director of Community & Economic	Executive Management	7/8/2023	\$12,911	-	-	-	-	-	-	-	-	\$20,470
Director of Human Resources & Risk	Executive Management	7/8/2023	\$12,911	-	-	-	-	-	-	-	-	\$20,470
Director of Finance	Executive Management	7/8/2023	\$12,911	-	-	-	-	-	-	-	-	\$20,470
Director of Public Works	Executive Management	7/8/2023	\$12,911	-	-	-	-	-	-	-	-	\$20,470
Director of Recreation & Community Services	Executive Management	7/8/2023	\$12,911	-	-	-	-	-	-	-	-	\$20,470
Battalion Chief	Fire Management	7/1/2023	\$11,798	\$12,395	\$13,022	\$13,681	\$14,365	-	-	-	-	-
Economic Development Project Manager	Mid-Management	7/8/2023	\$8,956	\$9,182	\$9,410	\$9,645	\$9,886	\$10,134	\$10,387	\$10,647	\$10,913	\$11,459
Economic Development Specialist	SEIU	7/8/2023	\$6,320	\$6,478	\$6,640	\$6,805	\$6,976	\$7,150	\$7,328	\$7,511	\$7,700	\$8,084
Electrician	SEIU	7/8/2023	\$5,492	\$5,629	\$5,770	\$5,915	\$6,063	\$6,214	\$6,369	\$6,528	\$6,691	\$7,026
Equipment Mechanic	SEIU	7/8/2023	\$5,074	\$5,201	\$5,331	\$5,463	\$5,600	\$5,741	\$5,884	\$6,031	\$6,182	\$6,491
Equipment Service Specialist	SEIU	7/8/2023	\$4,283	\$4,390	\$4,500	\$4,613	\$4,728	\$4,846	\$4,967	\$5,091	\$5,218	\$5,480
Evidence Officer	SEIU	7/8/2023	\$4,607	\$4,722	\$4,840	\$4,961	\$5,086	\$5,213	\$5,343	\$5,477	\$5,614	\$5,894
Facilities Maintenance Supervisor	Mid-Management	7/8/2023	\$6,730	\$6,897	\$7,070	\$7,247	\$7,428	\$7,614	\$7,804	\$7,999	\$8,199	\$8,609
Finance Manager	Unrepresented/At-Will	7/1/2023	\$10,927	\$11,199	\$11,479	\$11,765	\$12,060	\$12,360	\$12,671	\$12,987	\$13,311	\$13,978
Financial Analyst	Mid-Management	7/8/2023	\$6,730	\$6,897	\$7,070	\$7,247	\$7,428	\$7,614	\$7,804	\$7,999	\$8,199	\$8,609
Fire Captain	Firefighters	8/19/2023	\$9,752	\$10,240	\$10,752	\$11,289	\$11,854	-	-	-	-	-
Fire Chief	Executive Management	7/8/2023	\$12,911	-	-	-	-	-	-	-	-	\$20,470
Fire Engineer	Firefighters	8/19/2023	\$8,371	\$8,789	\$9,228	\$9,690	\$10,174	-	-	-	-	-
Fire Marshall	Mid-Management	7/8/2023	\$9,468	\$9,705	\$9,947	\$10,196	\$10,450	\$10,712	\$10,980	\$11,254	\$11,536	\$12,112
Fire Prevention Permit Technician	SEIU	7/8/2023	\$4,688	\$4,805	\$4,925	\$5,048	\$5,174	\$5,304	\$5,436	\$5,572	\$5,711	\$5,997
Fire Safety Specialist	SEIU	7/8/2023	\$6,168	\$6,321	\$6,480	\$6,642	\$6,807	\$6,978	\$7,152	\$7,331	\$7,515	\$7,890
Firefighter	Firefighters	8/19/2023	\$7,234	\$7,595	\$7,974	\$8,373	\$8,792	-	-	-	-	-
Fleet Maintenance Supervisor	Mid-Management	7/8/2023	\$6,730	\$6,897	\$7,070	\$7,247	\$7,428	\$7,614	\$7,804	\$7,999	\$8,199	\$8,609
Human Resources Analyst	Confidential	7/8/2023	\$6,781	\$6,952	\$7,126	\$7,303	\$7,487	\$7,674	\$7,867	\$8,063	\$8,263	\$8,676
Human Resources Assistant	Confidential	7/8/2023	\$5,763	\$5,905	\$6,053	\$6,204	\$6,359	\$6,518	\$6,682	\$6,849	\$7,020	\$7,372
Human Resources/Risk Manager	Unrepresented/At-Will	7/1/2023	\$10,744	\$11,011	\$11,286	\$11,569	\$11,859	\$12,154	\$12,459	\$12,770	\$13,088	\$13,743
Human Resources Technician	Confidential	7/8/2023	\$5,047	\$5,174	\$5,304	\$5,435	\$5,572	\$5,711	\$5,853	\$5,999	\$6,149	\$6,457
Information Systems Specialist	Confidential	7/8/2023	\$7,308	\$7,491	\$7,679	\$7,871	\$8,067	\$8,269	\$8,476	\$8,687	\$8,905	\$9,349
Information Technology Services Manager	Unrepresented/At-Will	7/1/2023	\$10,744	\$11,011	\$11,286	\$11,569	\$11,859	\$12,154	\$12,459	\$12,770	\$13,088	\$13,743
Information Technology Technician I	SEIU	7/8/2023	\$5,202	\$5,332	\$5,465	\$5,601	\$5,742	\$5,885	\$6,032	\$6,183	\$6,337	\$6,655
Information Technology Technician II	SEIU	7/8/2023	\$6,168	\$6,321	\$6,480	\$6,642	\$6,807	\$6,978	\$7,152	\$7,331	\$7,515	\$7,890
Irrigation Specialist	SEIU	7/8/2023	\$4,283	\$4,390	\$4,500	\$4,613	\$4,728	\$4,846	\$4,967	\$5,091	\$5,218	\$5,480
Jailer	SEIU	7/8/2023	\$4,511	\$4,624	\$4,739	\$4,857	\$4,978	\$5,103	\$5,230	\$5,362	\$5,495	\$5,770
Jail Supervisor	Mid-Management	7/8/2023	\$6,605	\$6,770	\$6,939	\$7,113	\$7,291	\$7,473	\$7,660	\$7,851	\$8,047	\$8,450
Janitor	SEIU	7/8/2023	\$3,313	\$3,396	\$3,480	\$3,567	\$3,657	\$3,748	\$3,842	\$3,938	\$4,036	\$4,238
Lead Equipment Mechanic	SEIU	7/8/2023	\$5,836	\$5,981	\$6,130	\$6,284	\$6,441	\$6,602	\$6,768	\$6,936	\$7,109	\$7,464
Librarian	SEIU	7/8/2023	\$5,819	\$5,965	\$6,114	\$6,267	\$6,424	\$6,584	\$6,749	\$6,918	\$7,090	\$7,445
Library Circulation Service Supervisor	SEIU	7/8/2023	\$4,472	\$4,584	\$4,699	\$4,816	\$4,937	\$5,059	\$5,186	\$5,316	\$5,449	\$5,722
Library Assistant	SEIU	7/8/2023	\$3,918	\$4,016	\$4,117	\$4,219	\$4,325	\$4,433	\$4,544	\$4,657	\$4,774	\$5,012
Library Technician	SEIU	7/8/2023	\$4,472	\$4,584	\$4,699	\$4,816	\$4,937	\$5,059	\$5,186	\$5,316	\$5,449	\$5,722
Maintenance Worker	SEIU	7/8/2023	\$4,077	\$4,179	\$4,283	\$4,390	\$4,500	\$4,613	\$4,728	\$4,846	\$4,967	\$5,216
Management Aide	SEIU	7/8/2023	\$4,953	\$5,079	\$5,204	\$5,334	\$5,467	\$5,606	\$5,745	\$5,888	\$6,035	\$6,337
Management Analyst	SEIU	7/8/2023	\$6,235	\$6,391	\$6,550	\$6,714	\$6,880	\$7,053	\$7,229	\$7,411	\$7,595	\$7,976
Outreach and Housing Navigation Coord.	SEIU	7/8/2023	\$4,268	\$4,374	\$4,483	\$4,595	\$4,710	\$4,828	\$4,949	\$5,073	\$5,200	\$5,459
Park Maintenance Crew Leader	SEIU	7/8/2023	\$5,074	\$5,201	\$5,331	\$5,463	\$5,600	\$5,741	\$5,884	\$6,031	\$6,182	\$6,491
Park Maintenance Lead Worker	SEIU	7/8/2023	\$4,718	\$4,836	\$4,956	\$5,080	\$5,207	\$5,338	\$5,471	\$5,608	\$5,748	\$6,035
Park Maintenance Worker	SEIU	7/8/2023	\$4,077	\$4,179	\$4,283	\$4,390	\$4,500	\$4,613	\$4,728	\$4,846	\$4,967	\$5,216
Park Supervisor	Mid-Management	7/8/2023	\$6,730	\$6,897	\$7,070	\$7,247	\$7,428	\$7,614	\$7,804	\$7,999	\$8,199	\$8,609

EXHIBIT A

City of Monterey Park Salary Schedule
Updated November 15, 2023

Job Classification	Bargaining Unit	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Payroll Technician	Confidential	7/8/2023	\$5,115	\$5,242	\$5,373	\$5,509	\$5,646	\$5,787	\$5,932	\$6,079	\$6,232	\$6,544
Permit Technician I	SEIU	7/8/2023	\$4,688	\$4,805	\$4,925	\$5,048	\$5,174	\$5,304	\$5,436	\$5,572	\$5,711	\$5,997
Permit Technician II	SEIU	7/8/2023	\$5,202	\$5,332	\$5,465	\$5,601	\$5,742	\$5,885	\$6,032	\$6,183	\$6,337	\$6,655
Plan Checker	SEIU	7/8/2023	\$6,969	\$7,143	\$7,322	\$7,505	\$7,693	\$7,885	\$8,082	\$8,284	\$8,491	\$8,916
Planning Manager	Unrepresented/At-Will	7/8/2023	\$10,124	\$10,376	\$10,637	\$10,902	\$11,175	\$11,454	\$11,741	\$12,034	\$12,334	\$12,952
Planning Technician	SEIU	7/8/2023	\$4,930	\$5,053	\$5,179	\$5,309	\$5,442	\$5,577	\$5,716	\$5,860	\$6,007	\$6,307
Police Administrative Assistant	Confidential	7/8/2023	\$4,396	\$4,506	\$4,618	\$4,734	\$4,852	\$4,972	\$5,084	\$5,225	\$5,356	\$5,623
Police Captain	Police Captains	7/8/2023	\$16,785					-	-	-	-	\$19,302
Police Chief	Executive Management	7/8/2023	\$12,911	-	-	-	-	-	-	-	-	\$20,470
Police Chief's Secretary	Confidential	7/8/2023	\$4,629	\$4,745	\$4,863	\$4,986	\$5,111	\$5,238	\$5,368	\$5,503	\$5,640	\$5,923
Police Clerk	SEIU	7/8/2023	\$3,961	\$4,060	\$4,161	\$4,265	\$4,372	\$4,481	\$4,593	\$4,708	\$4,826	\$5,067
Police Corporal	POA	7/8/2023	\$8,035	\$8,437	\$8,859	\$9,301	\$9,767	-	-	-	-	-
Police Lieutenant	Police Mid-Management	7/8/2023	\$13,837					-	-	-	-	\$15,913
Police Officer	POA	7/8/2023	\$7,451	\$7,825	\$8,217	\$8,626	\$9,058	-	-	-	-	-
Police Officer Recruit	SEIU	7/8/2023	\$5,159	-	-	-	-	-	-	-	-	-
Police Records Management Technician	SEIU	7/8/2023	\$5,608	\$5,748	\$5,891	\$6,039	\$6,190	\$6,345	\$6,503	\$6,666	\$6,832	\$7,175
Police Sergeant	Police Mid-Management	7/8/2023	\$11,363					-	-	-	-	\$13,068
Pool Maintenance Worker	SEIU	7/8/2023	\$4,077	\$4,179	\$4,283	\$4,390	\$4,500	\$4,613	\$4,728	\$4,846	\$4,967	\$5,216
Principal Financial Analyst	Mid-Management	7/8/2023	\$8,295	\$8,503	\$8,715	\$8,933	\$9,155	\$9,384	\$9,620	\$9,860	\$10,106	\$10,611
Principal Human Resources Analyst	Unrepresented/At-Will	7/1/2023	\$8,295	\$8,503	\$8,715	\$8,933	\$9,155	\$9,384	\$9,620	\$9,860	\$10,106	\$10,611
Principal Management Analyst	Mid-Management	7/8/2023	\$7,946	\$8,145	\$8,348	\$8,557	\$8,770	\$8,989	\$9,215	\$9,445	\$9,681	\$10,164
Program Coordinator	SEIU	7/8/2023	\$4,930	\$5,053	\$5,179	\$5,309	\$5,442	\$5,577	\$5,716	\$5,860	\$6,007	\$6,307
Public Works Inspector	SEIU	7/8/2023	\$5,823	\$5,968	\$6,117	\$6,271	\$6,427	\$6,588	\$6,752	\$6,921	\$7,094	\$7,449
Public Works Maint. Manager	Mid-Management	7/8/2023	\$10,029	\$10,280	\$10,536	\$10,800	\$11,069	\$11,347	\$11,630	\$11,921	\$12,219	\$12,830
Public Works Maint. Supv.	Mid-Management	7/8/2023	\$6,730	\$6,897	\$7,070	\$7,247	\$7,428	\$7,614	\$7,804	\$7,999	\$8,199	\$8,609
Public Works Technician	SEIU	7/8/2023	\$4,930	\$5,053	\$5,179	\$5,309	\$5,442	\$5,577	\$5,716	\$5,860	\$6,007	\$6,307
Recreation Manager	Unrepresented/At-Will	7/8/2023	\$8,960	\$9,183	\$9,413	\$9,648	\$9,890	\$10,137	\$10,391	\$10,650	\$10,917	\$11,463
Recreation Supervisor	Mid-Management	7/8/2023	\$6,730	\$6,897	\$7,070	\$7,247	\$7,428	\$7,614	\$7,804	\$7,999	\$8,199	\$8,609
Records Supervisor	Mid-Management	7/8/2023	\$6,605	\$6,770	\$6,939	\$7,113	\$7,291	\$7,473	\$7,660	\$7,851	\$8,047	\$8,450
Secretary (non-conf)	SEIU	7/8/2023	\$4,688	\$4,805	\$4,925	\$5,048	\$5,174	\$5,304	\$5,436	\$5,572	\$5,711	\$5,997
Secretary to City Manager	Confidential	7/8/2023	\$5,763	\$5,905	\$6,053	\$6,204	\$6,359	\$6,518	\$6,682	\$6,849	\$7,020	\$7,372
Senior Account Clerk (Non-Confidential)	SEIU	7/8/2023	\$4,688	\$4,805	\$4,925	\$5,048	\$5,174	\$5,304	\$5,436	\$5,572	\$5,711	\$5,997
Senior Accountant	Mid-Management	7/8/2023	\$7,308	\$7,491	\$7,679	\$7,871	\$8,067	\$8,269	\$8,476	\$8,687	\$8,905	\$9,349
Senior Civil Engineer	Mid-Management	7/8/2023	\$8,960	\$9,184	\$9,413	\$9,649	\$9,890	\$10,137	\$10,391	\$10,650	\$10,917	\$11,463
Senior Clerk Typist (Non-Confidential)	SEIU	7/8/2023	\$3,918	\$4,016	\$4,117	\$4,219	\$4,325	\$4,433	\$4,544	\$4,657	\$4,774	\$5,012
Senior Code Enforcement Officer	SEIU	7/8/2023	\$5,819	\$5,965	\$6,114	\$6,267	\$6,424	\$6,584	\$6,749	\$6,918	\$7,090	\$7,445
Senior Librarian	Mid-Management	7/8/2023	\$6,730	\$6,897	\$7,070	\$7,247	\$7,428	\$7,614	\$7,804	\$7,999	\$8,199	\$8,609
Senior Library Assistant	SEIU	7/8/2023	\$4,274	\$4,380	\$4,490	\$4,603	\$4,718	\$4,836	\$4,956	\$5,080	\$5,207	\$5,468
Senior Maintenance Worker	SEIU	7/8/2023	\$4,437	\$4,549	\$4,662	\$4,779	\$4,898	\$5,021	\$5,146	\$5,275	\$5,407	\$5,677
Senior Management Analyst	SEIU	7/8/2023	\$7,458	\$7,644	\$7,835	\$8,031	\$8,232	\$8,437	\$8,649	\$8,865	\$9,086	\$9,541
Senior Management Analyst	Confidential	7/8/2023	\$7,458	\$7,644	\$7,835	\$8,031	\$8,232	\$8,437	\$8,649	\$8,865	\$9,086	\$9,541
Senior Planner	Mid-Management	7/8/2023	\$8,009	\$8,210	\$8,416	\$8,624	\$8,841	\$9,062	\$9,289	\$9,521	\$9,759	\$10,247
Senior Water Production System Operator	SEIU	7/8/2023	\$5,978	\$6,128	\$6,280	\$6,438	\$6,599	\$6,764	\$6,933	\$7,106	\$7,284	\$7,648
Support Services Supervisor	SEIU	7/8/2023	\$6,168	\$6,321	\$6,480	\$6,642	\$6,807	\$6,978	\$7,152	\$7,331	\$7,515	\$7,890
Water Distribution Crew Supervisor	SEIU	7/8/2023	\$5,978	\$6,128	\$6,280	\$6,438	\$6,599	\$6,764	\$6,933	\$7,106	\$7,284	\$7,648
Water Distribution Lead Worker	SEIU	7/8/2023	\$5,159	\$5,288	\$5,420	\$5,555	\$5,695	\$5,837	\$5,983	\$6,133	\$6,286	\$6,600
Water Distribution Supervisor	Mid-Management	7/8/2023	\$7,177	\$7,355	\$7,539	\$7,727	\$7,921	\$8,118	\$8,322	\$8,530	\$8,744	\$9,180
Water Operations Supervisor	Mid-Management	7/8/2023	\$7,177	\$7,355	\$7,539	\$7,727	\$7,921	\$8,118	\$8,322	\$8,530	\$8,744	\$9,180
Water Production Supervisor	Mid-Management	7/8/2023	\$7,177	\$7,355	\$7,539	\$7,727	\$7,921	\$8,118	\$8,322	\$8,530	\$8,744	\$9,180

Job Classification	Bargaining Unit	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Water Production System Operator	SEIU	7/8/2023	\$5,159	\$5,288	\$5,420	\$5,555	\$5,695	\$5,837	\$5,983	\$6,133	\$6,286	\$6,600
Water Utility Maintenance Worker	SEIU	7/8/2023	\$4,354	\$4,464	\$4,575	\$4,689	\$4,806	\$4,927	\$5,051	\$5,177	\$5,306	\$5,571
Water Utility Manager	Unrepresented/At-Will	7/8/2023	\$10,744	\$11,011	\$11,286	\$11,569	\$11,859	\$12,154	\$12,459	\$12,770	\$13,088	\$13,743

PART-TIME SALARY SCHEDULE

Account Clerk	Unrepresented/At-Will	7/8/2023	\$21.98	\$22.53	\$23.09	\$24.25	\$25.46	\$26.73				
Accountant	Unrepresented/At-Will	7/8/2023	\$30.08	\$30.83	\$31.60	\$33.18	\$34.84	\$36.58				
Administrative Aide	Unrepresented/At-Will	7/8/2023	\$26.23	\$26.89	\$27.56	\$28.94	\$30.38	\$31.90				
Administrative Assistant	Unrepresented/At-Will	7/8/2023	\$26.23	\$26.89	\$27.56	\$28.94	\$30.38	\$31.90				
Administrative Intern I	Unrepresented/At-Will	7/8/2023	\$17.00	\$17.43	\$17.86	\$18.75	\$19.69	\$20.68				
Administrative Intern II	Unrepresented/At-Will	7/8/2023	\$21.98	\$22.53	\$23.09	\$24.25	\$25.46	\$26.73				
Animal Services Officer	Unrepresented/At-Will	7/8/2023	\$22.70	\$23.27	\$23.85	\$25.04	\$26.29	\$27.61				
Assistant Planner	Unrepresented/At-Will	7/8/2023	\$30.08	\$30.83	\$31.60	\$33.18	\$34.84	\$36.58				
Assistant Pool Manager	Unrepresented/At-Will	7/8/2023	\$21.98	\$22.53	\$23.09	\$24.25	\$25.46	\$26.73				
Building Inspector	Unrepresented/At-Will	7/8/2023	\$34.64	\$35.51	\$36.39	\$38.21	\$40.12	\$42.13				
Building Trades Technician	Unrepresented/At-Will	7/8/2023	\$28.58	\$29.29	\$30.03	\$31.53	\$33.10	\$34.76				
Child Care Teacher	Unrepresented/At-Will	7/8/2023	\$17.00	\$17.43	\$17.86	\$18.75	\$19.69	\$20.68				
Civil Engineering Assoc.	Unrepresented/At-Will	7/8/2023	\$41.99	\$43.04	\$44.12	\$46.32	\$48.64	\$51.07				
Code Enforcement Officer	Unrepresented/At-Will	7/8/2023	\$28.58	\$29.29	\$30.03	\$31.53	\$33.10	\$34.76				
Community Media Specialist	Unrepresented/At-Will	7/8/2023	\$15.84	\$16.24	\$16.64	\$17.47	\$18.35	\$19.27				
Community Service Officer	Unrepresented/At-Will	7/8/2023	\$22.70	\$23.27	\$23.85	\$25.04	\$26.29	\$27.61				
Crime Analyst	Unrepresented/At-Will	7/8/2023	\$21.98	\$22.53	\$23.09	\$24.25	\$25.46	\$26.73				
Dial-A-Ride Driver	Unrepresented/At-Will	7/8/2023	\$17.00	\$17.43	\$17.86	\$18.75	\$19.69	\$20.68				
Communications Dispatcher	Unrepresented/At-Will	7/8/2023	\$28.58	\$29.29	\$30.03	\$31.53	\$33.10	\$34.76				
Economic Development Specialist	Unrepresented/At-Will	7/8/2023	\$34.64	\$35.51	\$36.39	\$38.21	\$40.12	\$42.13				
Electrician	Unrepresented/At-Will	7/8/2023	\$30.08	\$30.83	\$31.60	\$33.18	\$34.84	\$36.58				
Engineering Aide	Unrepresented/At-Will	7/8/2023	\$18.98	\$19.45	\$19.94	\$20.94	\$21.98	\$23.08				
Equipment Mechanic	Unrepresented/At-Will	7/8/2023	\$28.58	\$29.29	\$30.03	\$31.53	\$33.10	\$34.76				
Equipment Service Specialist	Unrepresented/At-Will	7/8/2023	\$22.70	\$23.27	\$23.85	\$25.04	\$26.29	\$27.61				
Evidence Officer	Unrepresented/At-Will	7/8/2023	\$24.23	\$24.84	\$25.46	\$26.73	\$28.07	\$29.47				
Fire Safety Specialist	Unrepresented/At-Will	7/8/2023	\$30.08	\$30.83	\$31.60	\$33.18	\$34.84	\$36.58				
Human Resources Analyst	Unrepresented/At-Will	7/8/2023	\$34.64	\$35.51	\$36.39	\$38.21	\$40.12	\$42.13				
Human Resources Technician	Unrepresented/At-Will	7/8/2023	\$28.58	\$29.29	\$30.03	\$31.53	\$33.10	\$34.76				
Extra Help I Retirees (range)	Unrepresented/At-Will	7/8/2023	\$30.00	-	-	-	-	\$80.00				
Extra Help II Retirees (range)	Unrepresented/At-Will	7/8/2023	\$81.00	-	-	-	-	\$130.00				
Jailer	Unrepresented/At-Will	7/8/2023	\$24.23	\$24.84	\$25.46	\$26.73	\$28.07	\$29.47				
Librarian	Unrepresented/At-Will	7/8/2023	\$30.08	\$30.83	\$31.60	\$33.18	\$34.84	\$36.58				
Library Assistant	Unrepresented/At-Will	7/8/2023	\$21.98	\$22.53	\$23.09	\$24.25	\$25.46	\$26.73				
Library Page	Unrepresented/At-Will	7/8/2023	\$15.84	\$16.24	\$16.64	\$17.47	\$18.35	\$19.27				
Library Technician	Unrepresented/At-Will	7/8/2023	\$24.23	\$24.84	\$25.46	\$26.73	\$28.07	\$29.47				
Lifeguard	Unrepresented/At-Will	7/8/2023	\$17.00	\$17.43	\$17.86	\$18.75	\$19.69	\$20.68				
Literacy Program Admin.	Unrepresented/At-Will	7/8/2023	\$36.98	\$37.90	\$38.85	\$40.79	\$42.83	\$44.98				
Maintenance Worker	Unrepresented/At-Will	7/8/2023	\$22.70	\$23.27	\$23.85	\$25.04	\$26.29	\$27.61				
Management Analyst	Unrepresented/At-Will	7/8/2023	\$34.64	\$35.51	\$36.39	\$38.21	\$40.12	\$42.13				
Minutes Clerk	Unrepresented/At-Will	7/8/2023	\$18.98	\$19.45	\$19.94	\$20.94	\$21.98	\$23.08				
Office Assistant I	Unrepresented/At-Will	7/8/2023	\$17.00	\$17.43	\$17.86	\$18.75	\$19.69	\$20.68				
Office Assistant II	Unrepresented/At-Will	7/8/2023	\$21.98	\$22.53	\$23.09	\$24.25	\$25.46	\$26.73				
Permit Technician	Unrepresented/At-Will	7/8/2023	\$24.23	\$24.84	\$25.46	\$26.73	\$28.07	\$29.47				
Planning Technician	Unrepresented/At-Will	7/8/2023	\$26.23	\$26.89	\$27.56	\$28.94	\$30.38	\$31.90				
Police Cadet	Unrepresented/At-Will	7/8/2023	\$15.84	\$16.24	\$16.64	\$17.47	\$18.35	\$19.27				

EXHIBIT A

City of Monterey Park Salary Schedule
Updated November 15, 2023

Job Classification	Bargaining Unit	Effective Date	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Police Records Cadet	Unrepresented/At-Will	7/8/2023	\$15.84	\$16.24	\$16.64	\$17.47	\$18.35	\$19.27				
Police Records Clerk	Unrepresented/At-Will	7/8/2023	\$21.98	\$22.53	\$23.09	\$24.25	\$25.46	\$26.73				
Police Records Mgmt Tech	Unrepresented/At-Will	7/8/2023	\$28.58	\$29.29	\$30.03	\$31.53	\$33.10	\$34.76				
Pool Manager	Unrepresented/At-Will	7/8/2023	\$24.23	\$24.84	\$25.46	\$26.73	\$28.07	\$29.47				
Principal Management Analyst	Unrepresented/At-Will	7/8/2023	\$49.54	\$50.78	\$52.05	\$54.65	\$57.38	\$60.25				
Program Coordinator	Unrepresented/At-Will	7/8/2023	\$24.23	\$24.84	\$25.46	\$26.73	\$28.07	\$29.47				
Recreation Leader I	Unrepresented/At-Will	7/8/2023	\$15.84	\$16.24	\$16.64	\$17.47	\$18.35	\$19.27				
Recreation Leader II	Unrepresented/At-Will	7/8/2023	\$18.98	\$19.45	\$19.94	\$20.94	\$21.98	\$23.08				
School Crossing Guard	Unrepresented/At-Will	7/8/2023	\$15.84	\$16.24	\$16.64	\$17.47	\$18.35	\$19.27				
Senior Account Clerk	Unrepresented/At-Will	7/8/2023	\$26.23	\$26.89	\$27.56	\$28.94	\$30.38	\$31.90				
Senior Librarian	Unrepresented/At-Will	7/8/2023	\$36.98	\$37.90	\$38.85	\$40.79	\$42.83	\$44.98				
Senior Lifeguard/Instructor	Unrepresented/At-Will	7/8/2023	\$21.98	\$22.53	\$23.09	\$24.25	\$25.46	\$26.73				
Senior Management Analyst	Unrepresented/At-Will	7/8/2023	\$41.99	\$43.04	\$44.12	\$46.32	\$48.64	\$51.07				
Senior Planner	Unrepresented/At-Will	7/8/2023	\$41.99	\$43.04	\$44.12	\$46.32	\$48.64	\$51.07				
Water Production System Operator	Unrepresented/At-Will	7/8/2023	\$28.58	\$29.29	\$30.03	\$31.53	\$33.10	\$34.76				
Water Utility Maintenance Worker	Unrepresented/At-Will	7/8/2023	\$24.23	\$24.84	\$25.46	\$26.73	\$28.07	\$29.47				

ATTACHMENT 2

Proposed Resolution

RESOLUTION NO. ____

A RESOLUTION APPROVING THE REVISED SALARY RANGES FOR CITY EMPLOYEES AND AUTHORIZING THE INTERIM CITY MANAGER TO IMPLEMENT SUCH CHANGES IN THE CITY'S SALARY SCHEDULE.

THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1: The City Council authorizes the Interim City Manager, or designee, to compensate all classifications at the rates set forth in the attached Salary Schedule (Exhibit "A"), which is incorporated by reference.

SECTION 2: The City Council previously approved the Budget Resolution, which provided for adequate funding to compensate employees in line with the Salary Schedule. Nonetheless, in order to avoid any conflict, the City Council authorizes the Interim City Manager, or designee, to amend the Operating Budget for fiscal year 2023-2024 to incorporate and provide adequate funding to compensate employees in line with the Salary Schedule, that was not addressed by the City Council's past actions.

SECTION 3: *Conflict with Old Salary Schedules.* All prior resolutions and salary schedules in conflict with this resolution are hereby rescinded.

SECTION 4: *Authority.* The City Council has authority to adopt this resolution under Government Code § 37206, which requires the City Council to prescribe the time and method of paying salaries, wages and benefits for employees of the City, and Monterey Park Municipal Code Chapter 2.36 (Salaries), which also requires the City Council to establish a salary schedule by resolution.

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: *Construction.* This Resolution must be broadly construed to achieve the purposes stated in this Resolution. It is the City Council's intent that the provisions of this Resolution be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Resolution.

SECTION 7: *Effective Date.* This Resolution will become effective immediately upon adoption.

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

Jose Sanchez, Mayor

ATTEST:

Maychelle Yee, City Clerk

APPROVED AS TO FORM:

Karl H. Berger, City Attorney



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Consent Calendar - 3H

TO: The Honorable Mayor and City Council
FROM: Kristin Olivarez, Interim City Librarian
SUBJECT: San Gabriel Valley Municipal Water District Opportunity for Water Leadership (OWL) Grant Fiscal Year 2023/24

RECOMMENDATION:

It is recommended that the City Council consider:

1. Accepting \$3,000 in San Gabriel Valley Municipal Water District grant funding to purchase items for the Library collection and host a family-friendly event; and
2. Augmenting the FY 2023-2024 to allocate the \$3,000 in grant funds; and
3. Taking such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

The Library was notified of a \$3,000 award from the San Gabriel Valley Municipal Water District. Grant funds will be used to purchase books and media for the Library to educate patrons about water conservation. Funding will also be used to host a family-friendly event celebrating Earth Day and provide activities promoting water-wise solutions for residents of all ages.

BACKGROUND:

The San Gabriel Valley Municipal Water District provides community groups and youth organizations within their service area with funding to develop projects that support water-wise solutions. The Monterey Park Bruggemeyer Library, with the assistance of the Junior Friends teen volunteer group, applied for funding to provide residents with tools and opportunities to learn about conserving water responsibly.

The Junior Friends will assist the Teen Librarian in implementing the grant by assisting in the selection of library materials to be added to the collection and assisting with the planning and implementation of an Earth Day program. This grant is an opportunity for Junior Friends to give back to the community while learning about library collection development, project management and valuable leadership skills.

FISCAL IMPACT:

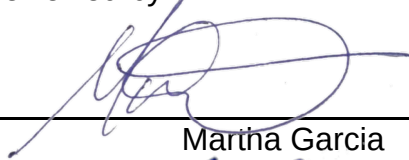
This is a single-year grant and no matching funds are required for this grant. This item asks City Council to authorize the appropriation of \$3,000 in grant funding to the FY 2023-24 budget.

Respectfully submitted by:



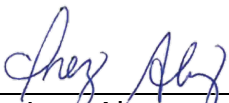
Kristin Olivarez
Interim City Librarian

Reviewed by:



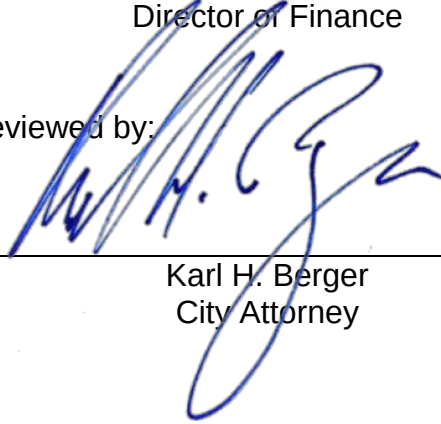
Martha Garcia
Director of Finance

Approved by:



Inez Alvarez
Interim City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENT:

1. San Gabriel Valley Municipal Water District OWL Grant Award Letter
2. OWL Grant Agreement Form

ATTACHMENT 1

OWL Grant Award Letter

Mike Eng
Bruce H. Knoles
Mark R. Paulson
Steven T. Placido, DDS
Miles L. Prince

Darin J. Kasamoto
General Manager

Steve Kiggins
Assistant General Manager

Attn: Kristin Olivarez, Interim City Librarian
Deborah Takahashi, Teen Librarian
Monterey Park Bruggemeyer Library
318 S. Ramona Avenue
Monterey Park, CA 91754

RE: Approval of Grant Application

Dear Monterey Park Bruggemeyer Library and Junior Friends,

On behalf of the San Gabriel Valley Municipal Water District Board of Directors, I am pleased to inform you that your grant application submitted to the Water District has been approved. Your proposed project aligns well with our mission to support "water-wise" initiatives that contribute to the betterment of our community.

Grant Amount: \$3,000

The Monterey Park Bruggemeyer Library has long been a cherished institution in our community, serving as a vital hub for learning, exploration, and community engagement. Your tireless efforts in securing this grant will undoubtedly have a positive and lasting impact on the library's ability to provide valuable resources and programs to our residents, especially our young readers and learners.

The San Gabriel Valley Municipal Water District looks forward to the successful implementation of your project and the benefits it will bring to the Monterey Park community. We anticipate updates on your progress and outcomes achieved through the project.

As a grant recipient, you are expected to adhere to the terms and conditions specified in the grant agreement. These terms will include reporting requirements, deadlines, and any other obligations associated with the grant. Please review the agreement carefully and reach out to our office if you have any questions or require further clarification.

Once again, congratulations on your successful grant application. We are confident that your project will be a valuable addition to our community, and we are proud to support your efforts.

Sincerely,



Evelyn Reyes
External Affairs Manager
San Gabriel Valley Municipal Water District

ATTACHMENT 2

Grant Agreement Form



O.W.L. PROGRAM - GRANT AGREEMENT FORM

This *Grant Recipient Agreement Form* shall be submitted by email to ereyes@sgvmwd.com immediately to receive the grant award.

In addition, the attached Grant Completion Form should be submitted by email to ereyes@sgvmwd.com, along with supporting documentation within 60 days of project completion. To ensure that your expenses are accounted for, complete the form and include receipts and invoices for every expense incurred, up to your grant amount.

The District will be indemnified from damages resulting from implementing the project. By submitting the application, you agree to fulfill the project's objective by June 30, 2024. Award of any grants under this Program are subject to the Applicant's completion of the Grant Agreement and the signature of the responsible party on the grant application. If the completion form is not received 60 days after project completion the applicant can be held liable to reimburse the District for the full grant amount.

DATE OF APPROVAL	September 21, 2023
APPROXIMATE PROJECT COMPLETION DATE	6/30/2024
APPROVED GRANT AMOUNT	\$3,000
ORGANIZATION/SCHOOL NAME	Monterey Park Bruggemeyer Library
MAILING ADDRESS	318 S. Ramona Ave, Monterey Park, CA 91754
PRIMARY CONTACT NAME/TITLE	Kristin Olivarez / Interim City Librarian
PRIMARY CONTACT EMAIL	kolivarez@montereypark.ca.gov
SIGNATURE / DATE	 10/18/23

The grant will be administered by: San Gabriel Valley Municipal Water District
P.O. Box 1299, Azusa, CA 91702

Contact: Evelyn Reyes, External Affairs Manager

Phone: (626) 969-7911

Email: ereyes@sgvmwd.com



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Consent Calendar - 3I

TO: The Honorable Mayor and City Council
FROM: Robert Aguirre, Director of Recreation & Community Services
SUBJECT: Authorize the Interim City Manager to extend the license agreement with Chinatown Service Center for use of the Sierra Vista Community Center as the temporary site of the MPK Hope Resiliency Center

RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the Interim City Manager, or designee, to extend the license agreement, in a form approved by the City Attorney with Chinatown Service Center for use of the Sierra Vista Community Center as the temporary MPK Hope Resiliency Center; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

At the June 21, 2023, City Council meeting, City Council authorized the City Manager to enter into a license agreement with Chinatown Service Center to utilize Sierra Vista Community Center as a temporary location for the MPK Hope Resiliency Center through December 31, 2023.

Chinatown Service Center is seeking a location for a permanent Community Resiliency Center and needs additional time at the temporary site during their search. While their search for a permanent location continues, the City would like to extend the license agreement with Chinatown Service Center for an additional six months to provide mental health and wellness services to those impacted by the 2023 Monterey Park tragedy.

Staff is recommending City Council authorize the Interim City Manager, or designee, to extend the term of the license agreement through June 30, 2024, in a form approved by the City Attorney, to use the Sierra Vista Community Center as a temporary Community Resiliency Center.

BACKGROUND:

In March 2023 Chinatown Service Center was invited to apply for the Antiterrorism Emergency Assistance Program grant by consultants of the Federal government with the Office for Victims of Crime (OVC). AEAP grants are available by OVC invitation only. These grants are offered to communities where mass casualty incidents have

occurred and provide funding for resources and services to victims and residents beyond the acute phase of an incident in the form of a Community Resiliency Center.

The Office for Victims of Crime describes the purpose of a Community Resiliency Center as, “providing a safe and supportive healing environment for affected individuals and groups seeking to improve their emotional and physical health related to the trauma they experienced due to a mass violence incident.”

At the June 21, 2023, City Council meeting, City Council authorized the City Manager to enter into a license agreement with Chinatown Service Center to utilize Sierra Vista Community Center as a temporary location for the MPK Hope Resiliency Center through December 31, 2023.

Following the opening of the MPK Hope Resiliency Center, Chinatown Service Center has led the MPK Hope Resiliency Center operations and has provided counseling (individual and group), outreach and engagement, wellness workshops and community activities.

Chinatown Service Center is continuing their search for a permanent location for the MPK Hope Resiliency Center. The ideal square footage is around 3,000 square feet and the space should accommodate the following operations:

- Individual rooms for therapy
- Multipurpose spaces to accommodate groups programs of at least 25 attendees
- An office space for staff to manage operations and the facility
- An outdoor space for activities such as yoga and tai chi
- Storage space for supplies and materials
- An optional kitchen space

FISCAL IMPACT:

The market rate of commercial space in Monterey Park is \$2.21 per square foot, as determined in a lease comps report prepared by the Economic Development Manager. At 2,416 square feet, the rental cost for the Sierra Vista Community Center is \$5,339.00 per month. Janitorial services for the facility are estimated to be \$1,380 per month. The rental and janitorial costs would total \$40,314 for a six-month term.

This cost includes electricity for the building, landscaping costs, security cameras, and facility maintenance as in-kind contributions.

Chinatown Service Center has their application in progress for the Antiterrorism and Emergency Assistance Program (AEAP) grant which includes funding for rental space for the Community Resiliency Center at market rate. However, the disbursement of funds will take up to 18 months from submission of the application.

Respectfully submitted by:



Robert Aguirre
Director of Recreation &
Community Services

Approved by:



Inez Alvarez
Interim City Manager

Reviewed by:



Karl H. Berger
City Attorney



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Consent Calendar - 3J

TO: The Honorable Mayor and City Council
FROM: Robert Aguirre, Director of Recreation & Community Services
SUBJECT: Authorize the Interim City Manager to execute a license agreement with Carnival Midway Attractions to provide amusement rides, games, and concessions at the annual Happy Birthday Monterey Park, Play Days Carnival

RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the Interim City Manager, or designee, to execute a license agreement, in a form approved by the City Attorney with Carnival Midway Attractions to provide amusement rides, games, and concessions at the annual Happy Birthday Monterey Park, Play Days Carnival; and
2. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City of Monterey Park traditionally celebrates its "birthday" each May with a four-day celebration in Barnes Park, "*Happy Birthday Monterey Park, Play Days.*" As part of the festivities, the City contracts with an amusement contractor to provide rides, game booths, and concessions at Barnes Park. In addition to the carnival, the four-day event includes live entertainment and food trucks.

Agreement No. 1925-A between the City of Monterey Park and Carnival Midway Attractions allowed services at the annual Happy Birthday Monterey Park Play Days carnival from 2018-2023. City Staff has met with Carnival Midway Attractions and would like to extend the license agreement for a five-year term.

The annual Happy Birthday Monterey Park Play Days celebration is fully funded by revenue generated at the Play Days carnival.

BACKGROUND:

The City of Monterey Park has worked with Carnival Midway Attractions for over seven years at the Play Days carnival and witnessed its performance for over nine years at the Annual Lunar New Year Festival. City staff evaluated the past two years of its performance and determined the company provides a safe, clean, high-quality operation for the event.

In 2022 and 2023, Carnival Midway Attractions paid the City on average, approximately \$31,700 annually based on the agreed revenue structure:

Revenue	Attraction
30% of Pre-Sale	Carnival Ride Tickets
25% of Onsite Sales	Carnival Ride Tickets
\$125 per Each	Game Booth (min. of 8)
\$300 per Each	Food Booth
\$200 per Each	Additional Attraction

FISCAL IMPACT:

The anticipated revenue to the Play Days account 180-4401-75007 is \$32,000 annually. This account funds entertainment, rental equipment, and publicly for the Play Days Carnival and enhances other annual City events.

Respectfully submitted by:



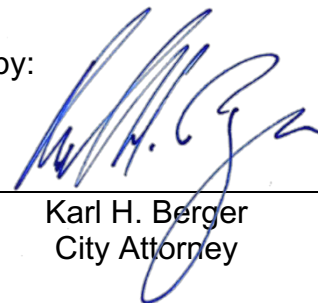
Robert Aguirre
Director of Recreation &
Community Services

Approved by:



Inez Alvarez
Interim City Manager

Reviewed by:



Karl H. Berger
City Attorney

ATTACHMENT:

1. Draft License Agreement with Exhibits A and B

ATTACHMENT 1

Draft License Agreement

**LICENSE AGREEMENT BETWEEN THE
CITY OF MONTEREY PARK AND
CARNIVAL MIDWAY ATTRACTIONS**

THIS LICENSE is made and executed this ___ day of Month, 2023, between the CITY OF MONTEREY PARK, a general law city and municipal corporation (“CITY”), and CARNIVAL MIDWAY ATTRACTIONS, a XXX (“LICENSEE”). The parties agree as follows:

1. LICENSE; DESCRIPTION OF PROPERTY. CITY licenses CARNIVAL MIDWAY ATTRACTIONS to use, on the terms and conditions in this License, location set forth in attached Exhibit “A,” which is incorporated by this reference (“Property”). CITY’s action is not, and cannot be construed to be, a conveyance of a property interest or a lease; it is a license to use property only.

2. USE OF PROPERTY.

- A. LICENSEE may temporarily use the Property for the purpose of conducting a Carnival, subject to the responsibilities set forth in attached Exhibit “B,” which is incorporated by this reference.
- B. CITY may change, amend, or terminate LICENSEE’s use of Property at any time, and in its sole discretion, verbally or in writing.

3. TERM. Except as provided in Section 4, the term of this license will begin on ____, 2023 and end on ____, 2028. Upon mutual written agreement between the parties, this License may be renewed for additional time.

4. TERMINATION.

- A. As stated above, CITY may terminate this License at any time with or without cause. Termination will be effective upon the thirty (30) day after notification, unless CITY specifies otherwise.
- B. LICENSEE may terminate this License at any time in writing at least (30) days before the effective termination date.
- C. By executing this document, LICENSEE waives any and all claims for damages that might otherwise arise from CITY’s termination under this Section.
- D. Upon termination, LICENSEE will remove all personal property and improvements from Property within fifteen (15) days from the effective termination date. Property will be left in a clean and orderly fashion.

DRAFT LICENSE AGREEMENT

5. **CONDEMNATION.** If all or part of Property is acquired by eminent domain or purchase in lieu thereof, LICENSEE acknowledges that it will have no claim to any compensation awarded for the taking of Property or any portion thereof or for loss of or damage to LICENSEE's improvements.

6. **RELOCATION BENEFITS.** LICENSEE acknowledges that it has been informed that CITY is a public entity and that Property was previously acquired by CITY for a public purpose. LICENSEE further acknowledges that any rights acquired under this License arose after the date of acquisition of Property and that said rights are subject to termination when Property is needed by CITY. LICENSEE hereby acknowledges that at the time of said termination of this License by CITY, it will not be a "displaced person" entitled to any of the relocation assistance or benefits offered to displaced persons under State or Federal law.

7. **ALTERATIONS.** LICENSEE will not make, or cause to be made, any alterations to Property, or any part thereof, without CITY's prior written consent.

8. **HAZARDOUS/TOXIC WASTE.** CITY has not, nor, to CITY's knowledge, has any third party used, generated, stored or disposed of, or permitted the use, generation, storage or disposal of, any Hazardous Material (as defined below) on, under, about or within Property in violation of any law or regulation. LICENSEE agrees that it will not use, generate, store or dispose of any Hazardous Material (as defined below) on, under, about or within Property in violation of any law or regulation. LICENSEE agrees to defend and indemnify CITY, to the extent stated in Section 12, against any and all losses, liabilities, claims or costs arising from any breach of any warranty or agreement contained in this Section. As used in this Section, "Hazardous Material" means any substance, chemical or waste that is identified as hazardous, toxic or dangerous in any applicable federal, state or local law or regulation (including petroleum and asbestos).

9. **SIGNS.** LICENSEE will not place any sign upon Property without CITY's prior written consent. LICENSEE will pay for all costs of any approved signage and comply with all applicable sign codes and ordinances.

10. **ASSIGNMENT.** LICENSEE will not be permitted to assign this License or any interest therein.

11. INDEMNIFICATION.

- A. LICENSEE will hold CITY harmless and free from any and all liability arising out of this License, or its performance, except for such loss or damage arising from CITY's sole negligence or willful misconduct. Should CITY be named in any suit, or should any claim be against it, by suit or otherwise, whether the same be groundless or not, arising out of this License, or its performance, pursuant to this License, LICENSEE will defend CITY (at CITY's request and with counsel satisfactory to CITY) and will indemnify it for any judgment rendered against it or any sums paid out in settlement or otherwise.

DRAFT LICENSE AGREEMENT

- B. For purposes of this section “CITY” includes CITY’s officers, officials, employees, agents, representatives, and certified volunteers.
- C. LICENSEE expressly agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion is held invalid, it is agreed that the balance will, notwithstanding, continue in full legal force and effect.
- D. It is expressly understood and agreed that the foregoing provisions will survive termination of this License.
- E. The requirements as to the types and limits of insurance coverage to be maintained by LICENSEE as required by Section 13 below, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by LICENSEE pursuant to this License, including but not limited to the provisions concerning indemnification.

12. INSURANCE.

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

<u>Type of Insurance</u>	<u>Limits (combined single)</u>
Commercial general liability:	\$5,000,000
Workers compensation	Statutory limits

- B. Commercial general liability insurance will meet or exceed the requirements of the most current ISO Forms. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies must be endorsed to name CITY, its officials, and employees as “additional insureds” under said insurance coverage and to state that such insurance will be deemed “primary” such that any other insurance that may be carried by CITY will be excess thereto. Such insurance will be on an “occurrence,” not a “claims made,” basis and will not be cancelable except upon 30 days prior written notice to CITY except for nonpayment of premiums which may be cancelable upon ten (10) day notice.
- C. LICENSEE will furnish to CITY duly authenticated Certificates of Insurance and Endorsements evidencing maintenance of the insurance required under this License and such other evidence of insurance or copies of policies as may be

reasonably required by CITY from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII." Certificate(s) must reflect that the insurer will provide thirty (30) day notice of any cancellation of coverage. LICENSEE will require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

- D. Should LICENSEE, for any reason, fail to obtain and maintain the insurance required by this License, CITY may obtain such coverage at LICENSEE's expense and charge the cost of such insurance to LICENSEE under this License or terminate pursuant to Section 3.

13. COMPLIANCE WITH LAW. LICENSEE will, at its sole cost and expense, comply with all of the requirements of all federal, state, and local authorities now in force, or which may hereafter be in force, pertaining to Property and will faithfully observe in the use of Property all applicable laws. The judgment of any court of competent jurisdiction, or the admission of LICENSEE in any action or proceeding against LICENSEE, whether CITY be a party thereto or not, that LICENSEE has violated any such ordinance or statute in the use of Property will be conclusive of that fact as between CITY and LICENSEE.

14. POSSESSORY INTEREST TAXES. This License is not intended to give LICENSEE a property interest in Property. However, LICENSEE is informed by CITY pursuant to Revenue & Taxation Code § 107.6 that any property interest in the Property may be subject to property taxation if created and that LICENSEE may be subject to the payment of property taxes levied on such interest. LICENSEE may not deduct such amount from payments to CITY.

15. BREACH OF AGREEMENT. The violation of any of the provisions of this License will constitute a breach of this License by LICENSEE, and in such event said License will automatically cease and terminate.

16. WAIVER OF BREACH. Any express or implied waiver of a breach of any term of this License will not constitute a waiver of any further breach of the same or other term of this License.

17. ENTRY BY CITY AND PUBLIC. This License does not convey any property interest to LICENSEE. Except for areas restricted because of safety concerns, CITY and the general public will have unrestricted access upon Property for all lawful acts.

18. INSOLVENCY; RECEIVER. Either the appointment of a receiver to take possession of all or substantially all of the assets of LICENSEE, or a general assignment by the LICENSEE for the benefit of creditors, or any action taken or offered by LICENSEE under any insolvency or bankruptcy action, will constitute a breach of this License by LICENSEE, and in such event said License will automatically cease and terminate.

DRAFT LICENSE AGREEMENT

19. **NOTICES.** Except as otherwise expressly provided by law, all notices or other communications required or permitted by this License or by law to be served on or given to either party to this License by the other party will be in writing and will be deemed served when personally delivered to the party to whom they are directed, or in lieu of the personal service, upon deposit in the United States Mail, certified or registered mail, return receipt requested, postage prepaid, addressed to LICENSEE at:

Carnival Midway Attractions
4122 E. Chapman Ave. #15
Orange, California 92869

or to CITY at:

City of Monterey Park
320 W. Newmark Avenue
Monterey Park, CA 91754
Attention: Interim City Manager, Inez Alvarez

Either party may change its address for the purpose of this Section by giving written notice of the change to the other party.

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

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

22. **PARTIAL INVALIDITY.** Should any provision of this License be held by a court of competent jurisdiction to be either invalid or unenforceable, the remaining provisions of this License will remain in effect, unimpaired by the holding.

23. **ENTIRE AGREEMENT.** This instrument and its Attachments constitute the sole agreement between CITY and LICENSEE respecting Property, the use of Property by LICENSEE, and the specified License term, and correctly sets forth the obligations of CITY and LICENSEE. Any agreement or representations respecting Property or its licensing by CITY to LICENSEE not expressly set forth in this instrument are void.

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

DRAFT LICENSE AGREEMENT

25. **AUTHORITY/MODIFICATION.** The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this License and to engage in the actions described herein. This License may be modified by written agreement. CITY's city manager, or designee, may execute any such amendment on behalf of CITY.

26. **COUNTERPARTS.** This License may be executed in any number or counterparts, each of which will be an original, but all of which together will constitute one instrument executed on the same date.

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

CITY OF MONTEREY PARK

LICENSEE

Inez Alvarez,
Interim City Manager President

CARNIVAL MIDWAY ATTRACTIONS,
President

APPROVED AS TO FORM:

Karl H. Berger, City Attorney

Exhibit A

Barnes Park
350 S. McPherrin Ave,
Monterey Park, CA 91754



 Carnival Location

Exhibit B

SCOPE OF SERVICES

Vendor must provide Carnival Services relating to planning, development, coordination, implementation, management, and operation of the City of Monterey Park's annual "Play Days" celebration at Barnes Park, 350 S. McPherrin Ave., Monterey Park, CA 91754. (See Exhibit A for site map). Vendor must provide the necessary onsite staff for services during operating hours and for setup and cleanup times. The Vendor will provide all needed staff to complete and obtain all necessary documentation. The Vendors responsibilities shall include, but not be limited to the following:

- 1. Amusement Rides, Games and Tickets Booths.** Vendor must provide the following number of rides, games and ticket booths:
 - At least thirteen (13) amusement attractions, including at least five (5) "Kiddie" rides, six (6) medium "Family" rides, and two (2) "Spectaculars;"
 - At least eight (8) professional carnival games;
 - Vendors must provide at least two (2) ticket booths and provide all staff for the ticket booths a minimum of 30 minutes before the start of each day and for the duration of the hours of operation;
 - All ticket sales must stop 30 minutes before the scheduled carnival closing time.
- 2. Hours of Operation.** Monterey Park "Play Days" is a four-day event. The hours of operation for the carnival rides are as follows:
 - Thursday from 5:00 p.m. to 10:00 p.m.
 - Friday from 5:00 p.m. to 11:00 p.m.
 - Saturday from 1:00 p.m. to 11:00 p.m.
 - Sunday from 1:00 p.m. to 10:00 p.m.
- 3. Midway Concessions.** Vendor is allowed midway concessions as follows:
 - Up to three (3) food concession truck/trailer for the sale of food and beverage items as mutually agreed upon by Vendor and the City;
 - All food, beverages and refreshments sold or kept for sale must comply with all applicable law. Vendors is responsible for obtaining all necessary permits and licenses, including paying for all associated fees;
 - Alcoholic beverages cannot be sold.
- 4. Vendor Set-up.** Facility set-up by the Vendor includes the following:
 - Obtain, complete and maintain all permits and supporting documentation to satisfy all permitting requirements of Los Angeles County, the State of California, and the City of Monterey Park;

- Provide an Incident Action Plan (IAP) for the Carnival and name the key staffers with their responsibilities;
- Ensure trip guards are used with all cables, cords, wires and conduits placed upon or running over ground;
- Provide portable generators and related equipment capable of providing adequate electrical power to light merchant booths after sundown, as needed;
- Obtain a Special Events Permit with the Fire Department and Building Division and schedule appointments with the Fire Department and Building Division for inspections before opening of the carnival;
- Create a site plan including configuration of all booths, attractions, entrances/exits, and electrical equipment to be approved by the Monterey Park Fire Department and Building Division;
- Schedule pre-event and post-event inspections with Park maintenance personnel to determine site condition and identify/cover irrigation;
- Vendor's personnel must be adequate to provide complete operations, shall be dressed in uniform and maintain professional behavior, and be screened under "Megan's Law" by the vendor;
- Vendor must comply with all OSHA and CAL-OSHA safety procedures and rules;
- Vendor must immediately contact a City representative on-site, in cases of emergency, accidents, incidents or public disorder;
- All attractions must be in good repair, safe, and operable condition.

5. Vendor Responsibilities. Vendor is responsible for the following:

- Be registered and maintain proper business licenses and remain in good standing within the State of California and the City of Monterey Park;
- Vendor must, at its own expense, carry and maintain, during the period of performance: California required Worker's Compensation Insurance and Employer's Liability Insurance for its employees with limits of \$1,000,000, per occurrence, or evidence of self-insurance where permitted by law; Comprehensive General Liability Insurance with minimum limits of \$5,000,000 and on which the City of Monterey Park, its Officers, Officials, Employees and Volunteers are named as additional insured;
- Create and implement a marketing and promotional program. Coordinate all promotion of the market, including print, internet, social media outlets, and Monterey Park Television, to make sure the market is well attended;
- Ensure an onsite manager is in attendance from the start of set-up until the end of clean-up to oversee operations and to handle inquiries and problems from customers;
- Ensure that the site is left clean and in a useable condition no later than 12:00 p.m. on the Tuesday following the completion of the carnival;

- Provide payment of agreed upon compensation in the form of cash, cashier's check, or company check, due to the City no later than 12:00 p.m. on the Monday following the completion of the carnival.

6. Revenue to the City

Revenues	Attraction
30% of Pre-Sale	Carnival Ride Tickets
25% of Onsite Sales	Carnival Ride Tickets
\$125 per Each	Game Booths (min. of 8)
\$300 per Each	Food Booth
\$200 per Each	Each Additional Attraction

7. Penalties

- The parties agree that for each carnival day if a ride is not operational for greater than four (4) hours, liquidated damages of one thousand dollars (\$1,000) per non-operational ride will be imposed.



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Consent Calendar - 3K

TO: The Honorable Mayor and City Council
FROM: Shawn Igoe, Director of Public Works
SUBJECT: Consideration and Approval of an Interagency Memorandum of Understanding between the City of Monterey Park and the Los Angeles County Metropolitan Transportation Authority as the Administrator of the Regional Integration of Intelligent Transportation Systems

RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the Interim City Manager to execute a Memorandum of Understanding (MOU) with the Los Angeles County Metropolitan Transportation Authority (LACMTA), in a form approved by the City Attorney, for the Regional Integration of Intelligent Transportation System (RIITS); and
2. Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The proposed action is exempt from the requirements of the California Environmental Quality Act (Pub. Res. Code §§ 21000, *et seq.*: "CEQA") and CEQA Guidelines (Cal. Code Regs. Title 14, §§ 15000, *et seq.*) in accordance with CEQA Guidelines § 15305 (Class 5 – Minor Alterations in Land Use Limitations). The project involves a negligible expansion of use; there is only a minor change in the operation of an existing use. The project would not result in significant effects related to traffic, noise, air quality, or water quality and it can be adequately served by all required utilities and public services.

EXECUTIVE SUMMARY

The proposed MOU is an agreement between the City of Monterey Park and LACMTA and it expresses the City's legal commitment to support LACMTA's vision to improve mobility throughout its public transit network, which includes the City of Monterey Park. Execution of this MOU grants the City membership in the Configuration Management Committee that oversees RIITS. In 2010, the City approved an MOU with LACMTA, granting it the permission to modify the City's traffic control equipment—such as Traffic signals—at identified intersections to give priority to LACMTA buses and improve bus service for residents.

BACKGROUND

LACMTA devised the Countywide Signal Priority (CSP) and Expansion NextGen Project (NextGen) network that deploys Bus Signal Priority (BSP) systems throughout various transportation corridors. BSP systems utilize special technologies, hardware, and

software developed, tested, and placed into the operations of LACMTA's CSP Standard Compliant Systems.

The NextGen Transit First Service Plan introduces an expanded number of high-frequency bus corridors that will require transit signal priority at additional intersections to achieve increased service speeds. Increasing the number of intersections with transit signal priority on high-frequency corridors will reduce travel time for buses as they significantly reduce dwell times for buses at signalized intersections. This project will allow LACMTA and municipal bus operators to operate faster and more efficient service.

Terms of the MOU

If the City approves the MOU, it will join the Configuration Management Committee, which oversees RIITS, as a voting member. In exchange, the City will share operational and infrastructure resources for CSP with LACMTA and other participating agencies. The City will also be able to advise LACMTA on which intersections CSP technology should be installed. LACMTA will pay to install the CSP technology and the City is required to issue permits to LACMTA at no cost.

The RIITS data cannot be used by law enforcement agencies, except for situational awareness, tactical planning, infrastructure protection, or incident responses. The City can exchange data about RIITS with other public agencies that sign the MOU. Data from the program will be displayed on a public website, but the City can have the information taken down.

As part of the MOU, the City will indemnify LACMTA and defend LACMTA in case a lawsuit is filed against both parties due to the City's participation in this MOU.

The term of the MOU is one year and it automatically renews on a monthly basis unless the City provides LACMTA with a 30-days written notice that it wants to terminate the MOU.

The MOU does not affect the the City's responsibility to maintain its traffic control system and requires the City to notify LACMTA when its traffic control system is damaged, disconnected or removed in a way which could affect the RIITS infrastructure. The City is responsible for ensuring that it obtains technology that accurately transmits, receives, and displays data about the RIITS program. The MOU makes the City potentially financially responsible if it is informed that the information it is transmitting is not accurate and another public agency is harmed.

LACMTA's Goals

LACMTA's goals are to implement a countywide network interconnecting public agencies for the exchange of transportation-related information to facilitate coordinated transportation system management. Traffic signal controller hardware modifications are

necessary to implement the system. The modifications include upgrading signal controller equipment and signal controller software and firmware and adding BSP signal timing parameters.

Each of the modifications is necessary to provide full BSP system implementation at each intersection. Recommendations include Metro upgrading the existing 170 controllers running with LACO-4E software to Type 2070 controllers running with the latest D4 controller software. This upgrade provides the latest BSP functionalities and reduces the number of BSP equipment at every intersection and minimizes future operations and maintenance activities at City owned and maintained intersections.

NextGen CSP in Monterey Park

NextGen CSP expands along the following corridors within Monterey Park:

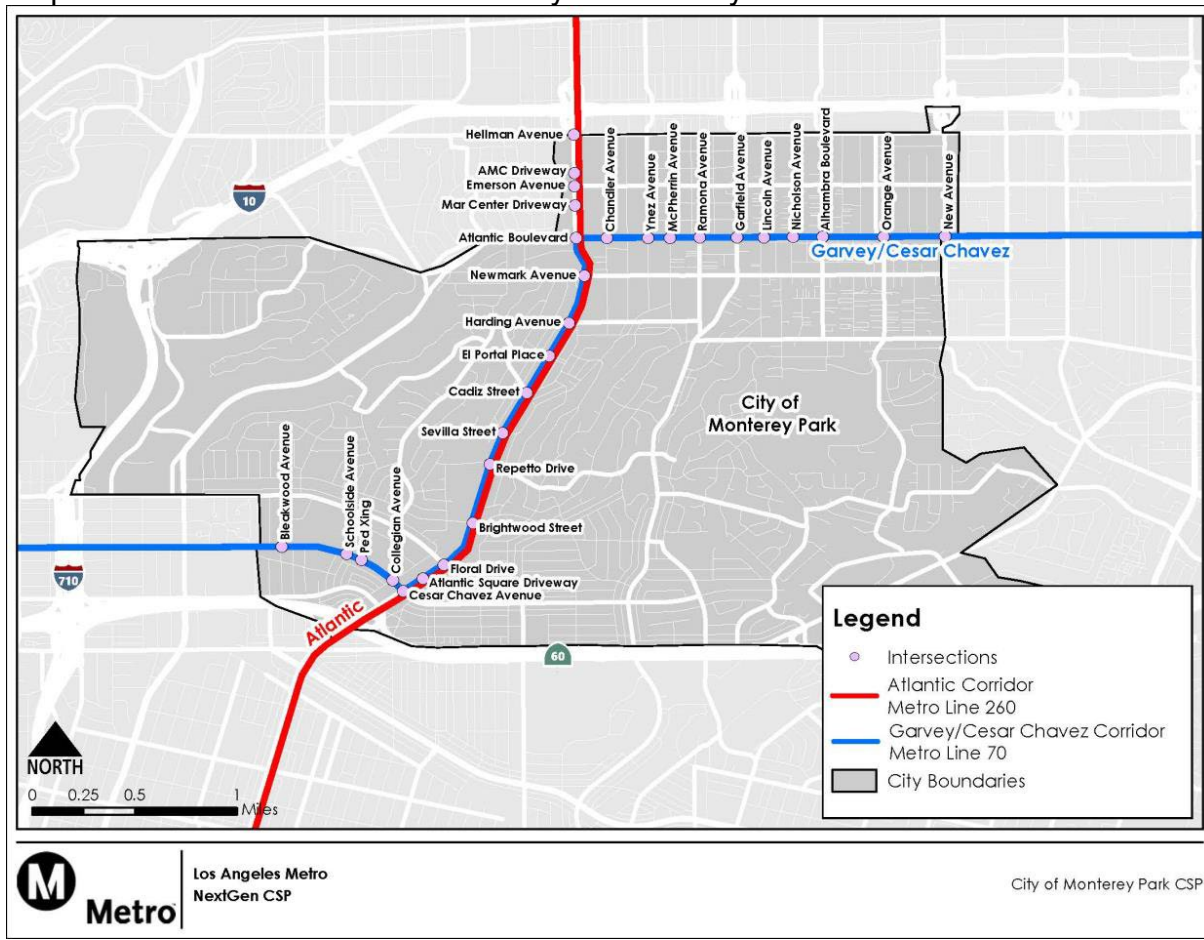
- Cesar Chavez Avenue, from Bleakwood Avenue to Collegian Avenue
- Atlantic Boulevard, from Cesar Chavez Avenue to Hellman Avenue
- Garvey Avenue, from Chandler Avenue to Jackson Avenue

The project will upgrade existing CSP corridors to support LACMTA Lines 70 and 260.

The following is a list of the affected intersections in Monterey Park

• Chandler Ave & Garvey Ave	• AMC Driveway
• Ynez Ave & Garvey Ave	• Emerson Ave & AtlanticMar Center
• McPherrin Ave & Garvey Ave	Driveway & Atlantic Blvd
• Ramona Ave & Garvey Ave	• Newmark Ave & Atlantic Blvd
• Garfield Ave & Garvey Ave	• Harding Ave & Atlantic Blvd
• Lincoln Ave & Garvey Ave	• El Portal Place & Atlantic Blvd
• Nicholson Ave & Garvey Ave	• Cadiz St & Atlantic Blvd
• Alhambra Blvd & Garvey Ave	• Sevilla St & Atlantic Blvd
• Orange Ave & Garvey Ave	• Repetto Dr & Atlantic Blvd
• New Ave & Garvey Ave	• Brightwood St & Atlantic Blvd
• Collegian Ave & Cesar Chavez Ave	• Floral Ave & Atlantic Blvd
• Ped Xing & Cesar Chavez Ave	• Atlantic Square Driveway &
• Schoolside Ave & Cesar Chavez Ave	Atlantic Blvd
• Bleakwood Ave & Cesar Chavez Ave	• Cesar Chavez Avenue & Atlantic
• Hellman & Atlantic	Blvd

Map of affected intersections in the City of Monterey Park



LACMTA and the City had previously executed an MOU on May 18, 2010 (Attachment 2) as the predecessor of this program.

A RIITS membership pamphlet is included as Attachment 3.

FISCAL IMPACT

There is no fiscal impact associated with the execution of the MOU.

Respectfully submitted by:


Shawn Iggoe
Public Works Director

Prepared By:

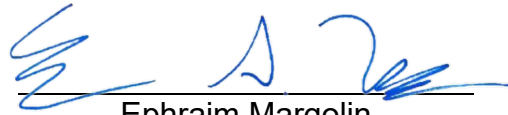

Ziad Mazboudi, PE
CIP Manager

Approved by:



Inez Alvarez
Interim City Manager

Reviewed by:



Ephraim Margolin
Deputy City Attorney

ATTACHMENTS

1. METRO RIITS MOU
2. METRO-MP 2010 MOU
3. RIITS Membership pamphlet

ATTACHMENT 1

METRO RIITS MOU

INTERAGENCY MEMORANDUM OF UNDERSTANDING

between

Los Angeles County Metropolitan Transportation Authority, in its capacity as the Administrator of the Regional Integration of Intelligent Transportation Systems ("RIITS"), located at 1 Gateway Plaza, Los Angeles, California 90012

and

City of Monterey Park ("Monterey Park"), located at 320 W. Newmark Avenue, Monterey Park, CA 91754

This Interagency Memorandum of Understanding (the "Agreement") between the Los Angeles County Metropolitan Transportation Administration in its capacity as the RIITS Administrator ("Administrator") and Monterey Park sets forth the obligations and rights of membership in the Configuration Management Committee that oversees RIITS. Administrator and Monterey Park may be referred to individually as a "Party" and collectively as "Parties". This is a no cost Agreement. Neither Party shall incur any cost from the other or charge for anything related to this Agreement. This Agreement will be effective on the last date of signatures below (the "Effective Date").

RECITALS

WHEREAS, on or about April 15, 2004, the State of California, Department of Transportation for District 7 ("Caltrans"), the City of Los Angeles, Department of Transportation ("LADOT"), and the Los Angeles County Metropolitan Transportation Administration ("LACMTA") entered into an interagency memorandum of understanding (the "RIITS MOU") to establish the Regional Integration of Intelligent Transportation Systems ("RIITS") for the purpose of exchanging infrastructure and operational resources, including, but not limited to, near real time traffic, transit, video, and other data relating to all modes of transportation;

WHEREAS, on or about December 1, 2004, LACMTA, Caltrans, and LADOT entered into Amendment No. 1 to the RIITS MOU to:

- name LACMTA as the Administrator and delegate authority to LACMTA to administer, maintain, operate, manage and monitor RIITS access, codify system changes, process Member, Associate, and User agreements, and enforce the terms and conditions of the processed agreements; and
- establish a Configuration Management Committee ("CM Committee") to oversee RIITS;

WHEREAS, the CM Committee adopted bylaws (the “Bylaws”) to establish among other things, rules of membership, roles and responsibilities of Members and officers of the CM Committee, and the voting process by which the CM Committee may take action as the governing body of RIITS;

WHEREAS, to participate in RIITS, each Member and/or Associate must first enter into an Interagency Memorandum of Understanding substantially similar to this Agreement and authorize the Administrator to exchange data through RIITS;

WHEREAS, on April 14, 2023, the CMC voted and approved Monterey Park to join the CM Committee as a voting Member on the condition that Monterey Park exchanges Information through RIITS;

WHEREAS, Monterey Park desires to join the CM Committee as a voting Member and exchange Information through RIITS infrastructure and operational resources; and

WHEREAS, Monterey Park agrees to share operational and infrastructure resources for Countywide Signal Priority (“CSP”);

NOW, THEREFORE, in consideration for the promises set forth herein, the receipt and adequacy of which is hereby acknowledged, the Parties hereto agree as follows:

1. DEFINITIONS

- 1.1. “Information” means any and all data, records, materials, including specifically but not limited to near or real time traffic, transit, video, and other data relating to all modes of transportation. As defined herein below, a subset of Information is RIITS Data, and a subset of RIITS Data is Transportation Data.
- 1.2. “Interagency Memorandum of Understanding” means an agreement entered into between Administrator and a public agency setting forth the terms and conditions of the agency’s membership in the CM Committee.
- 1.3. “Member” or “Members” means any entity that has been approved by the CM Committee to be a voting member of the CM Committee and has entered into an Interagency Memorandum of Understanding.
- 1.4. “Associate” or “Associates” means any entity that has been approved by the CM Committee to be a non-voting member of the CM Committee and has entered into an Interagency Memorandum of Understanding.
- 1.5. “Users” means non-members that have access to Transportation Data Members and Associates authorize Administrator to make available.

- 1.6. “RIITS Data” means Information available through RIITS and any other data that RIITS Administrator makes available under this Agreement during the Term from sources of data supplied through RIITS, including, but not limited to, data provided via Members’ and Associate’s infrastructure and operational resources. Members and Associates may have login access to RIITS Data and access to operational and infrastructure resources that may not be available to Users or the general public.
- 1.7. “Transportation Data” means a subset of the RIITS Data that the Member which is the source of the Information authorizes to be incorporated into the public facing section of www.riits.net, shared or exchanged with Users, and that may be included in the public facing applications of Members, Associates, and Users.

2. MEMBERSHIP

- 2.1. Upon execution of this Agreement by both Parties, Monterey Park will become a Member.
- 2.2. As a Member, Monterey Park agrees to abide by and uphold the Bylaws and jointly with other Members, develop, review, and approve additional Bylaws, guidelines, protocols, terms and conditions, agreements, memorandum of understandings between and for Members, Associates, and Users and/or licensees. To the extent a conflict may arise between this Agreement and the Bylaws, the Bylaws shall govern.
- 2.3. Monterey Park understands that Information accessed via RIITS is to be used for transportation related system management purposes only. RIITS Data shall only be used to provide general information about transportation and to assist Members and Associates in transportation management operations. RIITS Data shall not be used for any non-transportation related system management purposes, including but not limited to, law enforcement, except law enforcement and emergency management agencies may use the RIITS Data for the purpose of situational awareness, tactical planning, infrastructure protection, or incident response. RIITS Data shall not be recorded in any manner without the prior approval of the source of the RIITS Data.
- 2.4. Members may exchange Information per this Agreement. Members may choose to add or remove infrastructure and operational resources, including Information exchanged through RIITS by Member’s written notice to Administrator. As a Member, Monterey Park may have access to Information and may use RIITS Data according to this Agreement. Monterey Park acknowledges and agrees that Members and Associates may access and use Information provided by Monterey Park as RIITS Data subject to this Agreement.
- 2.5. Monterey Park is responsible for the procurement, maintenance, and upgrade of its equipment required for transmitting, receiving, and displaying the RIITS Data.
- 2.6. Monterey Park may enter into third party contracts on behalf of RIITS to obtain and provide transportation and related data, service, or maintenance agreements for the benefit of Monterey Park and RIITS Members and Associates, with Administrator approval.

- 2.7. Member agrees to participate in CSP as more particularly set forth in the Countywide Signal Priority attachment, which is incorporated into and made part of this Agreement.

3. DISSEMINATION OF THE DATA

- 3.1. With the approval of the voting Members of the CM Committee and the execution of a written agreement, Transportation Data may be licensed to Users.
- 3.2. At any time, the source of Information may:
 - 3.2.1. Revoke the authority to use its Transportation Data in public facing applications and the public facing www.riits.net website.
 - 3.2.2. Revoke the authority to license its Transportation Data to Users.
 - 3.2.3. Cause the Administrator to remove from RIITS the RIITS Data it has provided.
- 3.3. Monterey Park shall prevent any unauthorized use of the RIITS Data by its personnel.
- 3.4. As between the Administrator and/or any and all Members and/or Associates, on the one side, and the Party providing its Information and access to operational and infrastructure resources, on the other, the Party providing Information and access to operational and infrastructure resources retains ownership and control of said Information and access to operational and infrastructure resources.

4. COMPENSATION

This is a no cost Agreement. Neither Party shall incur any cost from the other or charge for anything related to this Agreement. However, Members may enter into a separate written agreement for the provision of hardware, software, license, training, warranty, service, product, and other work provided by Members and Associates.

5. AMENDMENTS

No amendment, modification, alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the Parties hereto.

6. PUBLIC RECORDS ACT

- 6.1 Each Party understands and agrees that any and all Information is subject to the provisions of the California Public Records Act, California Government Code sections 6250, *et seq.* ("CPRA") and/or the Federal Freedom of Information Act, Title 5 USC 552 ("FOIA")

- 6.2 Administrator will not advise as to the nature or content of Information entitled to protection from disclosure under the CPRA or FOIA but will use best efforts to provide the source Party timely notification of any third-party request for disclosure.
- 6.3 The source Party shall timely (1) notify Administrator in writing whether and to the extent it objects to disclosure of Information and (2) seek the appropriate judicial relief under the CPRA or FOIA.
- 6.4 If the source Party does not timely notify Administrator of any objection to disclosure and obtain judicial instruction or relief, then Administrator may comply with the request to the extent required by the CPRA or FOIA.
- 6.5 In the event of any judicial proceeding or action concerning or seeking the disclosure of any Information, the source Party understands and agrees that Administrator's sole involvement will be as a custodial stakeholder to retain the Information until otherwise ordered by a court of competent jurisdiction. The source Party, at its sole expense and risk, shall be responsible for any and all fees for prosecuting or defending any proceeding or action concerning Information, and shall indemnify, defend, and hold Administrator harmless from all liability, including attorney's fees, costs, and expenses, in connection with any such proceeding or action.

7. CONFIDENTIALITY

- 7.1. Parties agree that for and during the entire term of the Agreement, all information, except Transportation Data, including, but not limited to data, figures, records, findings and the like received or generated by the Agreement and in the performance of the Agreement, shall be considered and kept private and confidential and shall not be divulged to any person, firm, corporation, or other entity, unless required by the California Public Records Act or any other applicable law.
- 7.2. Upon termination of the Agreement for any cause, Parties agree that they will continue to treat as private and confidential any information other than Transportation Data, including but not limited to, data, figures, records and the like, and will not release any such information to any person, firm, corporation or other entity, unless required by the California Public Records Act or any other applicable law.

8. REPRESENTATIONS AND WARRANTIES

- 8.1. Neither Administrator nor any of the Members and Associates, nor any of their respective employees, officers, agents, or consultants makes any warranty, express or implied, with respect to infrastructure and operational resources, sources of data and Information, nor with respect to the accuracy, sufficiency or completeness thereof, nor with respect to any of the software or other systems provided by Administrator or any Member or Associate under this Agreement. RIITS is provided on an "as is" and "with all faults" basis, with Monterey Park using RIITS at its own risk.

- 8.2. Neither Administrator, Members, nor Associates make any representations or warranties, express or implied, that the RIITS Data will perform on Monterey Park's equipment. Further, Administrator makes no representations or warranties, express or implied, that RIITS Data will be suitable for the purposes for which it is permitted to be used under the terms of this Agreement. THE IMPLIED WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY EXPRESSLY WAIVED BY THE PARTIES.
- 8.3. Monterey Park warrants that all work necessary to transmit its Information through RIITS has been completed. In the event of breach of this warranty, Monterey Park shall take the necessary actions to correct the breach and the consequences thereof, at Monterey Park's sole expense, in the most expeditious manner as permitted by existing circumstances. Upon notification from Administrator of Monterey Park's breach, if Monterey Park does not promptly take steps to correct the breach, Administrator may: 1) Correct the breach or cause others to do so upon written consent of Monterey Park. Administrator may require Monterey Park to reimburse Administrator for any work that is completed by Administrator or others to correct the breach; 2) disconnect Monterey Park from RIITS; or 3) terminate this Agreement and Monterey Park's Membership. The remedies described above are non-exclusive and Administrator's use of these remedies does not waive any other rights or remedies it may have at law or otherwise.

9. LIMITATION OF LIABILITY

- 9.1. Except for Indemnity obligations set forth in section 10, neither Monterey Park, Administrator, any Member, or any Associate, or any of their respective employees, officers, agents, or consultants shall be liable for any damages, claim or loss incurred by a Member or Associate (including without limitation, compensatory, incidental, indirect, special, consequential, or exemplary damages, lost profits, lost sales or business, expenditures, investments or commitments in connection with any business, or loss of goodwill) resulting from the RIITS Data or inability to use the provided RIITS Data irrespective of whether Administrator, Monterey Park, Members and/or Associates have been informed of, knew of, or should have known of the likelihood of such damages, claim, or loss.
- 9.2. Members and Associates assume no liability or responsibility for Monterey Park equipment.
- 9.3. Monterey Park will not hold any Member or Associate liable or responsible in any way for unforeseen interruptions in providing the RIITS Data regardless of cause.

- 9.4. Monterey Park, on behalf of itself and its agents, sub-licensees, employees, clients, and customers, hereby waives and releases Administrator and all Members and Associates from any and all liability, including but not limited to claims, causes of action, losses, costs, damages, and expenses of any kind or nature whatsoever, whether known or unknown, to the extent caused by or attributable to RIITS, this Agreement, or the use of RIITS Data by Monterey Park.

Monterey Park (for itself and its clients, customers and employees) expressly waives the benefit of Section 1542 of the California Civil Code, which provides as follows: “a general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor”.

(Monterey Park’s Initials) _____

10. INDEMNIFICATION

- 10.1. To the fullest extent permitted by law, and with counsel approved by the Administrator, Monterey Park shall defend, indemnify, and hold harmless the Administrator, Members, and Associates, including the respective agents, employees, directors, or officers of each (the “Indemnified Parties”), from and against any and all liability, to the extent arising out of, connected with, or resulting from any act or omission of Monterey Park or any of its officers, authorized representative, employees, subcontractors or suppliers, or any person or organization directly or indirectly employed by any of them, which liability includes but is not limited to claims, actions, suits (including but not limited to workers’ compensation suits and breaches of contract claims made by employees of Monterey Park against Indemnified Parties), demands, costs, judgments, liens, penalties, damages, losses, and/or expenses, including but not limited to any fees of accountants, attorneys or other professionals.
- 10.2. The indemnification specified in this Section shall survive termination or closeout of the Agreement hereunder and is in addition to any other rights or remedies that Members and Associates may have under the law or under this Agreement.
- 10.3. Parties acknowledge that all Members and Associates enter into an Interagency Memorandum of Understanding with substantially similar indemnification language under which Monterey Park shall be indemnified as a Member.

- 10.4. Claims against the indemnified Members and/or Associates by any employee of the Members and/or Associates, its subcontractors, suppliers, anyone directly or indirectly employed by any of them, and/or anyone for whose acts any of them may be liable shall not in any way limit Monterey Park's indemnification obligation as set forth above, including the Agreement and/or type of damages, compensation, and/or benefits payable by or for the Monterey Park or its subcontractors under workers' compensation acts, disability benefit acts, and/or other employee benefit acts and/or insurances.

11. NO WAIVER

- 11.1. Failure of Administrator to enforce at any time, or from time to time, any provision of the Agreement shall not be construed as a waiver thereof.
- 11.2. No waiver by Administrator of any breach of any provision of the Agreement shall constitute a waiver of any other breach or of such provision.
- 11.3. Failure or delay by Administrator to insist upon strict performance of any terms or conditions of the Agreement, or to exercise any rights or remedies provided by law, shall not be deemed a waiver of any right of Administrator to insist upon performance of Monterey Park's obligations set forth in the Agreement, or rights or remedies as to any prior or subsequent default hereunder.

12. TERM OF THE AGREEMENT

- 12.1. The term of the Agreement shall begin upon the date of the last Party to sign this Agreement and shall continue for one (1) year (the "Initial Term").
- 12.2. The Agreement shall automatically renew month to month (each a "Renewal Term"), unless either Party sends written notice to the other Party at least thirty (30) days before expiration of the Initial Term or any Renewal Term that it does not wish to renew the Agreement.
- 12.3. The term of the Agreement shall consist of the Initial Term and any Renewal Term (the "Term").

13. TERMINATION

- 13.1. If Monterey Park fails to comply with any of the terms and conditions contained within this Agreement, Administrator may revoke Monterey Park's access privileges to RIITS Data and, upon written notification, terminate this Agreement immediately. In addition, Administrator shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.
- 13.2. Except as provided in the preceding paragraph, CM Committee reserves the right to revoke Monterey Park's access privileges to RIITS and terminate this Agreement at any time, upon thirty (30) days prior written notice to Monterey Park.

- 13.3. Monterey Park may terminate this Agreement upon thirty (30) days prior written notice to Administrator.

14. OTHER TERMS AND CONDITIONS

- 14.1. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.
- 14.2. Each Member and Associate of the CM Committee is an express third-party beneficiary of this Agreement.
- 14.3. The persons executing this Agreement on behalf of the Parties shall be duly authorized to execute this Agreement on behalf of its respective Party.

15. ASSIGNMENT

Monterey Park shall not assign, transfer, convey, or otherwise dispose of the Agreement (or the right, title, or interest in it or any part of it) without the prior written consent of the CM Committee and endorsement of the Administrator, which consent shall not be unreasonably withheld.

16. AUTHORITY TO ENTER AGREEMENTS AND MANAGEMENT OF RIITS

- 16.1. LACMTA as the Administrator is authorized to execute Member, Associate, and User agreements which contain provisions regarding guidelines, protocols, terms and conditions on use of RIITS that have been approved by the CM Committee on behalf of all Members and Associates, including Monterey Park.
- 16.2. Monterey Park hereby acknowledges that Administrator or any successor Administrator selected by the CM Committee is delegated authority to provide for the day-to-day operation, maintenance, management, and monitoring of RIITS, codify system changes, provide administrative support to the CM Committee, execute related agreements, and enforce the terms and conditions of agreements.

17. GOVERNING LAW

The Agreement has been negotiated, entered into, and shall be performed, within the State of California, and as such California substantive and procedural law shall apply, except to the extent preempted or superseded by federal law. By entering into the Agreement, the Parties consent and submit to the jurisdiction of the courts of the State of California, County of Los Angeles, over any action at law, suit in equity, and/or other proceeding that may arise out of the Agreement.

18. SEVERABILITY

In the event any article, section, sub-article, paragraph, sentence, clause, phrase contained in the Agreement shall be determined, declared, adjudged invalid, illegal, unconstitutional, or otherwise void, such determination, declaration, or adjudication shall in no manner affect the other articles, sections, sub-articles, paragraphs, sentences, clauses, or phrases of the Agreement, which shall remain in full force and effect as if the article, section, sub-article, paragraph, sentence, clause, or phrase declared, determined, or adjudged invalid, illegal, unconstitutional, or otherwise void, was not originally contained in the Agreement.

19. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between Monterey Park and the Administrator regarding RIITS, and supersedes any and all previous and contemporaneous agreements, whether written or oral, and all communications between the Parties regarding RIITS.

20. BINDING ON SUCCESSORS AND ASSIGNS

This Agreement shall run to the benefit of and be binding upon any successors and assigns.

21. CONTACT INFORMATION

Notices under this Agreement shall be sent by first-class U.S. mail, postage prepaid, to the Monterey Park contact and to the Administrator, at the address specified. Each Party will notify the other in writing of changes to their designated contact person. Notices shall be deemed effective five business days after such mailing.

Contact information regarding any aspects of this Agreement is as follows:

21.1. Monterey Park Contact Information

Monterey Park may provide a primary and a technical contact. Monterey Park contact information is as follows:

21.1.1. Primary Contact Name

Name:	City of Monterey Park
Contact Name:	Mr. Shawn Igoe
Title:	Public Works Director
Address:	320 W. Newmark Avenue Monterey Park, CA 91754
Telephone:	(626) 307-1320
Email:	sigoe@montereypark.ca.gov

21.1.2. Technical Contact Name

Name:	City of Monterey Park
Contact Name:	Mr. Ziad Mazboudi
Title:	CIP Manager
Address:	320 W. Newmark Avenue Monterey Park, CA 91754
Telephone:	(626) 532-2018
Email:	zmazboudi@montereypark.ca.gov

21.2. LACMTA in its capacity as RIITS Administrator Contact

Agency Name:	Los Angeles County Metropolitan Transportation Authority
Contact Name:	Mr. Kali Fogel
Title:	RIITS Administrator
Address:	1 Gateway Plaza Los Angeles, CA 90012
Telephone:	(213) 922-2665
Email:	fogelk@metro.net

22. ELECTRONIC SIGNATURES

Each Party agrees that electronic signatures, whether digital or encrypted, of the Parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Delivery of a copy of this Agreement or any other document contemplated hereby bearing an original or electronic signature by facsimile, by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the dates indicated below.

Los Angeles County Metropolitan
Transportation Authority, in its
capacity as the duly authorized
RIITS Administrator

City of Monterey Park

STEPHANIE N. WIGGINS
CHIEF EXECUTIVE OFFICER

By:

Steven Gota Date
Executive Officer

Inez Alvarez Date
Interim City Manager

COUNTYWIDE SIGNAL PRIORITY ATTACHMENT

1. PARTICIPATION BY MEMBERS

- 1.1 This Countywide Signal Priority (“CSP”) Attachment to the Interagency Memorandum of Understanding between Los Angeles County Metropolitan Transportation Authority (“LACMTA”), in its capacity as the Administrator of the Regional Integration of Intelligent Transportation Systems (“RIITS”) and Monterey Park sets forth the terms and conditions for participation by the Member in Countywide Signal Priority.
- 1.2 The Parties shall determine where CSP equipment and software will be installed within the Member’s jurisdiction as RIITS infrastructure. LACMTA on behalf of RIITS may install CSP infrastructure within Member’s jurisdiction. The Parties will mutually cooperate to promptly resolve any technical or institutional issues, including those during design, implementation, operation, and maintenance of CSP.
- 1.3 By participating in CSP, the Member authorizes RIITS to make certain changes or improvements to the Member's traffic control equipment at targeted intersections.
- 1.4 Notwithstanding any provision to the contrary, whether expressly or by implication, the Member has and retains the sole responsibility for the operation and maintenance of its traffic control system.
- 1.5 LACMTA has deployed, or will be deploying, its bus service through certain corridors in the Member's jurisdiction. A component of the bus program is to provide signal priority for buses at signalized intersections along the bus route. LACMTA uses CSP technologies to implement and maintain the signal-priority function of the bus service.
- 1.6 The Member acknowledges and agrees that CSP was prepared in accordance with state and federal signal safety requirements, and the implementation of CSP does not adversely affect or alter the safety parameters of the local traffic control system.

2. MEMBER RESPONSIBILITIES

The Member hereby agrees, in no particular order, to each and every of the following:

- 2.1. Member shall provide or make available existing traffic signal plans for targeted intersections to RIITS;
- 2.2. Member shall provide coordination support during the design, installation, and test of all CSP elements. Such support may include, without limitation, timely review of design, access to necessary equipment for installation, providing timely inspections and approvals, and making staff available on an as-needed basis;

- 2.3. Member shall work with RIITS to make space available for the installation of CSP equipment within traffic controller cabinets and on traffic signal poles and mast arms as necessary;
- 2.4. Member shall issue all required permits at no cost to LACMTA on behalf of RIITS or its contractors for all work directly related to the installation of CSP;
- 2.5. Member shall assist with the installation of any updated traffic signal control programs required for CSP operations. Further, the Member shall remain responsible for entering the signal timing, including CSP parameters, and for other tasks directly related to day-to-day traffic signal operations;
- 2.6. Member hereby authorizes RIITS to obtain the applicable traffic signal control firmware for the Member in order to operate CSP;
- 2.7. Member retains the exclusive ownership and control over all traffic signal control equipment. Other than the CSP and related equipment, the Member shall also retain exclusive ownership and control over the equipment, firmware, software and improvements that RIITS makes to the Member's traffic signal control operations;
- 2.8. Member shall support the deployment of CSP and will cooperate with RIITS to successfully install signal priority within Member's jurisdiction;
- 2.9. Member shall provide, at its own cost and expense, operational infrastructure within Member's jurisdiction that allows CSP to operate normally;
- 2.10. Member shall promptly notify the CSP Program Manager whenever RIITS infrastructure is disconnected during the normal course of traffic signal control operations and maintenance or otherwise;
- 2.11. Member shall notify the CSP Program Manager immediately if RIITS infrastructure is damaged or removed. Member will retain any and all removed equipment, including hardware, parts, etc., for return to RIITS;
- 2.12. Member retains the responsibility for the operations and maintenance of its traffic control system, including those intersections receiving upgrades. Nothing in this Countywide Signal Priority Attachment is intended to change or be construed to change the Member's responsibilities in operating and maintaining its traffic control system, including, without limitation, traffic timing/signal issues at the Member's intersections;
- 2.13. Member reserves the right to disconnect CSP hardware as deemed necessary as part of normal traffic signal control operations and maintenance;
- 2.14. Member shall promptly notify CSP Program Manager if CSP hardware is disconnected during the normal course of traffic signal control operations and maintenance; and

- 2.15. Member hereby appoints and designates the following individual to serve as the principal point of contact for the Member for purposes of CSP:

2.15.1. CSP Contact Name

Name: City of Monterey Park
Contact Name: Mr. Shawn Igoe
Title: Public Works Director
Address: 320 W. Newmark Avenue
Monterey Park, CA 91754
Telephone: (626) 307-1320
Email: sigoe@montereypark.ca.gov

3. ADMINISTRATOR RESPONSIBILITIES

Subject to and upon approval from the RIITS Configuration Management Committee, and in no particular order, RIITS shall perform as follows:

- 3.1. RIITS shall work closely with Member to ensure that the deployment of signal priority does not impact traffic conditions or increase normal operations and maintenance requirements at signal prioritized intersections;
- 3.2. Work with Member to develop appropriate signal priority implementation strategies acceptable to both Parties. The Parties understand and agree that the Member is ultimately responsible for the traffic signal timing sheets that control all intersections;
- 3.3. At RIITS' sole cost and expense, RIITS shall procure, test, and in coordination with the Member, integrate and install all elements necessary to implement CSP at each targeted intersection, and shall not install CSP equipment until RIITS has received Member's approval;
- 3.4. In furtherance of 2.4 above, RIITS and/or its contractors shall obtain from Member all necessary permits and coordinate with the Member prior to commencing fieldwork;
- 3.5. RIITS has and shall retain the exclusive ownership and control over CSP and related equipment; and
- 3.6. Coordinate all operations and maintenance directly attributable to the signal priority deployment with the Member.

4. **CSP PROGRAM MANAGER**

The CSP Program Manager is the designated and primary point-of-contact for any and all CSP technical and administrative matters. Their contact information is below.

4.1. CSP Program Manager Contact

Agency Name: Los Angeles County Metropolitan Transportation Authority
Contact Name: Mrs. Eva Moon
Title: CSP Program Manager
Address: 1 Gateway Plaza
Los Angeles, CA 90012
Telephone: (213) 418-3285
Email: panmoone@metro.net

END OF COUNTYWIDE SIGNAL PRIORITY ATTACHMENT

ATTACHMENT 2

METRO-MP 2010 MOU

**INTER-AGENCY COUNTYWIDE SIGNAL PRIORITY
MEMORANDUM OF UNDERSTANDING**

**CITY OF MONTEREY PARK
AND
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION
AUTHORITY**

This Memorandum of Understanding ("MOU") is a no cost agreement entered into effective _____ by and between the City of Monterey Park ("City") and the Los Angeles County Metropolitan Transportation Authority ("LACMTA") to provide inter-agency guidelines, responsibilities and procedures for the installation, operations and maintenance of Countywide Signal Priority (CSP) to support METRO Rapid operations.

RECITALS

- A. The City has responsibility for the operation and maintenance of its local traffic control system.
- B. LACMTA is deploying its Metro Rapid bus service, which will be running through certain corridors in the City. A component of this Rapid bus program is to provide signal priority for Rapid buses at signalized intersections along the Rapid bus route. LACMTA uses Countywide Signal Priority ("CSP") technologies to implement the signal priority element of the Rapid service.
- C. The implementation of CSP technologies have been successfully demonstrated to enhance Metro Rapid services, resulting in substantial travel time savings for the public without negatively impacting the overall transportation network.
- D. CSP was prepared in accordance with state and federal traffic signal safety requirements. The implementation of CSP does not affect or alter the safety parameters of the local traffic control system.
- E. The City desires to participate in the Metro Rapid service by allowing LACMTA to make certain improvements on City traffic control equipment at targeted intersections as described herein.
- F. The purpose of this MOU is to establish the following items to facilitate the implementation and ongoing operations of CSP for Metro Rapid services along Garvey Avenue between New Avenue and Atlantic Boulevard, Atlantic Boulevard between Emerson Avenue and 1st Street, and Cesar Chavez Avenue

between Atlantic Boulevard and Bleakwood Avenue in the City of Monterey Park:

- Clear delineation of roles and responsibilities of each agency
- Standard operating procedures for each agency
- Maintenance responsibilities for agencies
- Acceptance of mutual cooperation to resolve technical and institutional issues during the design, implementation, operation and maintenance of the CSP project.
- Communication protocols (along with contact names and phone numbers)

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1.0 CITY AGREES:

1.1 ROLES AND RESPONSIBILITIES

- 1.1.1 If available, the City will provide or make available to LACMTA existing traffic signal plans for targeted intersections in order for LACMTA to prepare final as-built drawings. Such traffic signal plans shall be provided in an electronic format, if available.
- 1.1.2 The City will provide coordination support during the design, installation and testing of all CSP elements. Such support may include, without limitation, timely review of design, access to necessary equipment for installation, providing timely approvals and inspections and making staff available on an as-needed basis.
- 1.1.3 The City shall work with LACMTA to make space available for the installation of CSP WLAN equipment within traffic controller cabinets and on traffic signal poles and mast arms as necessary.
- 1.1.4 The City shall issue permits, if required, at no cost to LACMTA or its contractors for all work directly related to the installation of CSP.
- 1.1.5 The City shall assist with the installation of updated traffic signal control programs required for the CSP operation. The City shall remain responsible for tasks directly related to day-to-day traffic signal operations.
- 1.1.6 The City hereby authorizes LACMTA to obtain the applicable traffic signal control firmware for the City in order to operate the CSP system.

- 1.1.7 The City shall retain exclusive ownership and control over all local traffic signal control equipment. Other than the CSP WLAN and related equipment, the City shall also retain exclusive ownership and control over all other equipment, firmware, software and improvements that LACMTA makes to the City traffic signals.

1.2 OPERATIONS & MAINTENANCE

- 1.2.1 The City shall retain responsibility for the operations and maintenance of the local traffic control system, including those intersections receiving traffic signal cabinet, controller hardware and firmware upgrades. Nothing in this MOU is intended to change or be construed to change City's responsibilities in operating and maintaining its traffic control system, including, without limitation, traffic timing/signal issues at City intersections.
- 1.2.2 The City reserves the right to disconnect CSP hardware as deemed necessary as part of normal local traffic signal control operations and maintenance.
- 1.2.3 The City will notify LACMTA if CSP hardware is disconnected during the normal course of traffic signal control operations and maintenance.

1.3 COOPERATION

- 1.3.1 The City supports the deployment of the CSP System and will cooperate with LACMTA in order to successfully deploy signal priority along Garvey Avenue between New Avenue and Atlantic Boulevard, Atlantic Boulevard between Emerson Avenue and 1st Street, and Cesar Chavez Avenue between Atlantic Boulevard and Bleakwood Avenue in the City of Monterey Park.

1.4 COMMUNICATIONS

- 1.4.1 The City appoints the following individual to serve as the principal point of contact under this MOU:
Elias Saykali
Director of Public Works
City of Monterey Park
320 W. Newmark Avenue, Monterey Park , CA 91754
626-307-1323
esaykali@montereypark.ca.gov

2.0 LACMTA AGREES:

2.1 ROLES AND RESPONSIBILITIES

- 2.1.1 To the extent, LACMTA obtains traffic signal plans from the City, LACMTA shall update such traffic signal plans with the proposed signal priority improvements and provide final as built plans to the City upon completion of installation.
- 2.1.2 At LACMTA's sole cost and expense, LACMTA shall procure, test, and in coordination with the City, integrate, and install all elements necessary to implement CSP at each targeted intersection, including installing traffic signal controller and firmware upgrades when necessary. LACMTA shall not install any CSP equipment until LACMTA has received (i) City's approval on the design and (ii) the applicable City permits.
- 2.1.3 LACMTA and its contractors will obtain all necessary permits and coordinate with the City prior to commencing fieldwork.
- 2.1.4 LACMTA will retain exclusive ownership and control over the CSP WLAN and related equipment.
- 2.1.5 LACMTA will coordinate with the Los Angeles County Department of Public Works who will be responsible for updating and the initial entering of signal timing with CSP parameters along Garvey Avenue, Atlantic Boulevard, and Cesar Chavez Avenue.

2.2 OPERATIONS & MAINTENANCE

- 2.2.1 LACMTA shall work with the City to develop appropriate signal priority implementation strategies acceptable to both agencies. The parties understand and agree that the City is ultimately responsible for the traffic timing sheets that control all intersections.
- 2.2.2 LACMTA will coordinate all operations and maintenance directly attributable to the signal priority deployment with the City.

2.3 COOPERATION

- 2.3.1 LACMTA will work closely with the City to ensure that the deployment of signal priority does not impact traffic conditions or increase normal operations and maintenance requirements at signal prioritized intersections.

2.4 COMMUNICATIONS

- 2.4.1 LACMTA appoints the following individual to serve as the principal point of contact:

Steve Gota
Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Mail Stop: 99-22-8
Los Angeles, CA 90012
(213) 922-3043
gotas@metro.net

3.0 MUTUALLY AGREED:

- 3.1 The recitals above are incorporated by reference and hereby made a part of this MOU.
- 3.2 By accepting this MOU, the City and LACMTA recognize that it is impractical to make provisions for every contingency that may arise during the term of this MOU. The City and LACMTA agree in principle that the MOU shall operate with fairness and without detriment to the interest of all parties, and if in the course of the performance of this MOU, an infringement of this principle is anticipated or disclosed, the City and LACMTA shall promptly meet in good faith and shall determine what actions need to take place to remove the cause or causes of such infringement.
- 3.3 Neither the City nor any officer or employee thereof is responsible for any damages or liability occurring by reason of anything done or omitted to be done by LACMTA under or in connection with any work authority or jurisdiction delegated to LACMTA under this MOU. It is understood and agreed that, pursuant to Government Code Section 895.4, LACMTA shall fully defend, indemnify and save harmless the City and their respective officers and employees from all claims, suits or action of every name, kind and description brought for or on account of injury (as defined in Government Section 810.8) occurring by reason of anything done or omitted to be done by LACMTA under or in connection with any work, authority, responsibility or jurisdiction delegated to LACMTA under this MOU.
- 3.4 Neither LACMTA nor any officer or employee thereof is responsible for any damages or liability occurring by reason of anything done or omitted to be done by the City under or in connection with any work authority or jurisdiction delegated to the City under this MOU. It is understood and agreed that, pursuant to Government Code Section 895.4, the City shall fully defend, indemnify and save harmless LACMTA and their respective officers and employees from all claims, suits or action of every name, kind and description brought for or on account of injury (as defined in Government Section 810.8) occurring by reason of anything done or omitted to be done by the City under or in connection with any work, authority, responsibility or jurisdiction delegated to the City under this MOU.

Inter-Agency Countywide Signal Priority Memorandum of Understanding
City of Monterey Park

IN WITNESS WHEREOF, the parties have caused this MOU to be executed by their duly authorized representatives as of the dates indicated below:

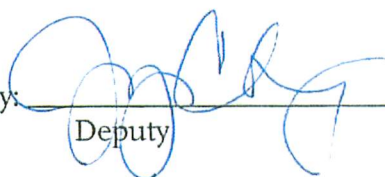
LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By:  6/2/10
For Arthur T. Leahy Date
Chief Executive Officer

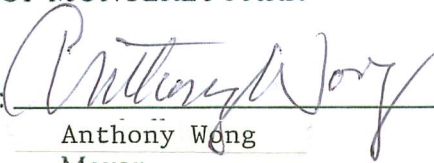
APPROVED AS TO FORM:

Robert E. Kalunian
Acting County Counsel

By:  12/10/09
Deputy Date

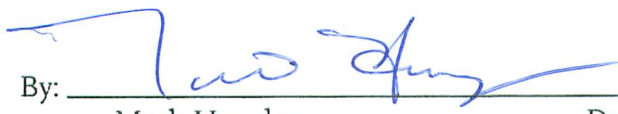
GRANTEE:

CITY OF MONTEREY PARK

By:  05/18/10
Anthony Wong Date
Mayor

APPROVED AS TO FORM:

City Counsel

By:  05/19/10
Mark Hensley Date
City Attorney

ATTACHMENT 3

RIITS Membership pamphlet

Products & Services

RIITS offers an unparalleled array of unique benefits. They include:



Regional intelligent transportation systems architecture



Inter-agency fiber connection support



Free software and licensed product access



Customized multi-modal APIs



Multi-modal initiative support



Multi-agency transportation cloud



Multi-agency coordination



Measure Up! access

Partners

Agencies recognize RIITS as an enabling tool to meet Southern California’s mobility challenges. As more agencies join, the greater the value to the region for both partner agencies and the public overall.



Contact Us

SHARED MOBILITY INTELLIGENT TRANSPORTATION SYSTEMS

Kali Fogel, Senior Manager
fogelk@metro.net

Linh Trinh, Senior Transportation Planner
trinhl@metro.net

riits.net

We’re facilitating transportation.

Regional Integration of Intelligent Transportation Systems



What is RIITS?

RIITS (Regional Integration of Intelligent Transportation Systems) combines near real-time transportation data from intelligent transportation systems and agencies across the Southern California region, and in return exchanges value-added information on the operation of multimodal transportation systems (including freeway, arterial, and public transportation systems) with partner agencies, researchers, universities, private companies, and the general public. By integrating and disseminating transportation data from varied sources, RIITS provides curated information responsive to the interests and needs of partners.

RIITS' central mission is to support the core business needs of public agencies by creating a 'one-stop shop' for near real-time data about the complete transportation system.

RIITS uniquely views the transportation network of the region as a whole, rather than as separate jurisdictions. Thus, RIITS supports and collaborates with partners to enhance the systems data architecture, elevate reliability, leverage investments, and fund systemwide improvements to deliver multimodal transportation information services through a flexible platform to achieve regional mobility, safety and sustainability goals.

History

LACTMA (Metro), Caltrans District 7, and the City of Los Angeles, Department of Transportation (LADOT) established RIITS to exchange infrastructure and operational resources, including, but not limited to near real-time traffic, transit, video, and other data relating to all modes of transportation.

RIITS was designed, developed, and deployed as a demonstration project and prototype system in 2004 in accordance with the Regional ITS architecture following the Systems Engineering Process and National ITS architecture to develop, integrate, store, share, manage, host, operate, maintain and expand the collection, distribution and use of transportation and related data.

Membership

There are three types of memberships:

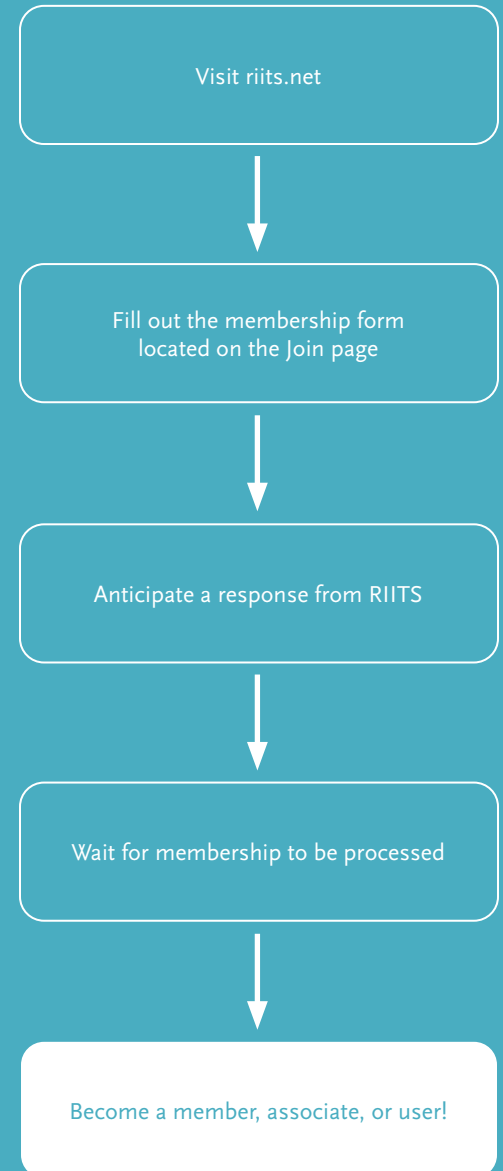
- > **Members** serve as voting partners
- > **Associates** are non-voting partners
- > **Users** have access to data made available by members and associates

Members and associates have executed inter-agency memorandums of understanding (MOU) with RIITS.



Membership is Easy!

Join us for the evolution of transportation as we transform it in Southern California for our mobility future! RIITS membership is simple:





City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Consent Calendar - 3L

TO: The Honorable Mayor and City Council
FROM: Shawn Igoe, Director of Public Works
SUBJECT: 2023 Residential Street Rehabilitation – Award of Public Works Contract to All American Asphalt

RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the Interim City Manager to execute a public works contract, in a form approved by the City Attorney, with All American Asphalt in the contract amount of \$1,200,000 for the 2023 Residential Street Rehabilitation Project;
2. Authorizing the Director of Public Works to approve change orders and contingency up to \$180,000, or 15% of the contract amount; and
3. Taking such additional, related action that may be desirable.

CEQA (California Environmental Quality Act):

It is recommended that the City Council find that the proposed work is exempt from additional environmental review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines (14 Cal. Code of Regs. § 15000, *et seq.*) § 15301(c) (Existing Facilities) which exempts the operation, repair, maintenance, alteration of existing public or private structures which involve negligible or no expansion of existing or former use. Subsection (c) of Section 15301 notes that repair of existing highways and streets, sidewalks, gutters, and bicycle and pedestrian trails—like the proposed work—are exempt from CEQA if additional automobile lanes are not created.

EXECUTIVE SUMMARY

Per Resolution No. 2023-R52, the Public Works Director solicited bids for the 2023 Residential Street Rehabilitation project, Capital Improvement Project No. 96042. The public bid opening for the 2023 Residential Street Rehabilitation Project was held on November 1, 2023. Five bids were received: All American Asphalt, Hardy & Harper Inc, Onyx Paving Company, Vance Corporation, and Palp Inc., dba Excel Paving Co. Staff recommends that the City Council authorize the Interim City Manager to execute a Public Works contract with All American Asphalt, the lowest responsible bidder, for the 2023 Residential Street Rehabilitation Project in the amount of \$1,200,000, plus 15% contingency.

BACKGROUND

The 2023-24 Capital Improvement Program includes the 2023 Street Rehabilitation project as Project No. 96042 to be funded by Senate Bill 1 (SB 1) funds. The proposed project involves the rehabilitation of the following streets:

STREET SEGMENTS
S Garfield Ave – Graves Ave to El Repetto Dr
W Gleason St – Via Norte Ave to Ferdinand Ave
W Gleason St – Ferdinand Ave to Isabella Ave
Browning Pl – Tegner Dr to End of Street
E Markland Dr – E Riggins St to Wilcox Ave

The work includes cold milling and removal of the existing asphalt pavement and constructing a rubberized asphalt overlay, adjusting utility covers to grade; constructing new Americans with Disabilities Act curb ramps; repairing residential sidewalks, restoring traffic stripings and pavement markings; and providing and maintaining traffic control during construction.

The public works bid was opened on November 1, 2023, and includes the following five bids:

RANK	BIDDER	BASE BID AMOUNT
1	All American Asphalt	\$ 1,054,966.00
2	Hardy & Harper, Inc	\$ 1,061,838.00
3	Onyx Paving Company, Inc	\$ 1,096,000.00
4	Vance Corporation	\$1,117,282.00
5	Palp Inc., dba Excel Paving Co.	\$1,226,697.50

The bid submitted by All American Asphalt is the lowest responsive bid from a responsible bidder. All American Asphalt's contractors license was verified with the California State Contractor's License Board to be current, active and in good standing. Registration with the California Department of Industrial Relations (DIR) was verified. Staff also checked the contractor's references and received positive feedback.

FISCAL IMPACT

The proposed project is budgeted in the 2023-2024 fiscal year Capital Improvement Program under CIP 96042 funded by SB 1 funds. The total estimated project cost for this project is \$1,500,000, including the contract amount, contingency, and construction management and inspection.

CIP 96042 – 2023 Residential Street Rehabilitation			
	Original Bid	Additional Work	Total
Construction Contract Amount (All American Asphalt)	\$1,054,966.00	\$145,034.00	\$1,200,000.00
Contingency (15%)	\$158,244.90	\$21,755.10	\$180,000.00
Project/Construction Management/Inspection	\$105,496.60	\$14,503.40	\$120,000.00
Total Estimated Project Cost	\$1,318,707.50	181,292.50	\$1,500,000.00

The contract amount includes an additional \$145,034 for paving additional streets that will be identified once the contract has started. Additionally, the total project cost includes project management and inspection services performed by All American Asphalt to oversee the project's schedule, budget, and safety, and to ensure it is completed pursuant to bid specifications.

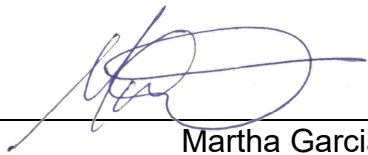
By awarding the proposed contract to All American Asphalt, the City will use all available funds under SB 1 Road Maintenance and Rehabilitation Funds.

Respectfully submitted and prepared by:

Reviewed by:



Shawn Igoe
Director of Public Works



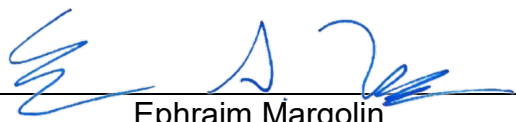
Martha Garcia
Director of Finance

Approved by:

Reviewed by:



Inez Alvarez
Interim City Manager



Ephraim Margolin
Deputy City Attorney

ATTACHMENTS

1. All American Asphalt Proposal

ATTACHMENT 1

All American Asphalt Proposal

SECTION C. BIDDERS PROPOSAL
(Entire section C shall be submitted with the bid)

BIDDER'S NAME: All American Asphalt

In accordance with the City's Notice Inviting Sealed Bids, the undersigned BIDDER, hereby proposes to furnish all materials, equipment, tools, labor, and incidentals required for the above stated project as set forth in the Plans, Specifications, and contract documents therefore, and to perform all work in the manner and time prescribed therein.

BIDDER declares that this proposal is based upon careful examination of the work site, Plans, Specifications, Instructions to Bidders, and all other contract documents. If this proposal is accepted for award, BIDDER understands that failure to enter into a contract in the manner and time prescribed will result in forfeiture to the City of Monterey Park of the guarantee accompanying this proposal.

BIDDER understands that a bid is required for the entire work. The contract will be awarded on the prices shown on the bid schedule. It is agreed that the unit and/or lump sum prices bid include all appurtenant expenses, taxes, royalties and fees. In the case of discrepancies in the amounts of bid, unit prices shall govern over extended amount, and words shall govern over figures.

If awarded the Contract, the undersigned further agrees that in the event of the BIDDER'S default in executing the required contract and filing the necessary bonds and insurance certificates within ten working days after the date of the City's notice of award of contract to the BIDDER, the proceeds of the guarantee accompanying this bid shall become the property of the City and this bid and the acceptance hereof may, at the City's option, be considered null and void.

BID SCHEDULE

To the Monterey Park's City Council, herein called the "Council".

Pursuant to and in compliance with your Notice Inviting Bids and the other documents relating thereto, the undersigned bidder, having familiarized himself with the work, and with the terms of the contract, the local conditions affecting the performance of the contract, and the cost of the work at the place where the work is done, and with the drawings and specifications and other contract documents, hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools, expendable equipment, and all applicable taxes, utility and transportation services necessary to perform the contract and complete in a workmanlike manner, all in strict conformity with the Contract Documents on file at the office of the City Clerk of said City, per the following bid schedule:

BID SCHEDULE					
For 2023 Residential Street Rehabilitation, Specification No. 2023-008					
No.	Bid Item Description	Quantity	Unit	Unit Bid	Total Bid
1	Cold Mill Existing Asphalt Pavement, 1.5" deep as shown on Appendix 4. Location Index, Method A. Work locations are shown on Appendix 4. Location Index.	341,500	SF	\$ 0.49	\$ 167,335.00
2	Furnish and install 1.5" thick (ARHM) asphalt rubberized hot mix complete and in place.	3,161	TON	\$ 153.00	\$ 483,633.00
3	Furnish and install 1.5" thick asphalt concrete AC Type B level Course including tapering from 0" at gutter edge to 3" at 5' from gutter edge as shown on Appendix 4. Location Index, Detail A.	2,840	TON	\$ 115.00	\$ 326,600.00
4	Adjust manhole covers to grade, complete and in place.	38	EA	\$ 800.00	\$30,400.00
5	Adjust water/gas valves to grade, complete and in place.	15	EA	\$780.00	\$ 11,700.00
6	Furnish and install Stop Pavement Marking per Caltrans Standard A.24D.	5	EA	\$150.00	\$750.00
7	Furnish and install Limit Line/Stop Bar per Caltrans Standard A.24E.	5	EA	\$ 100.00	\$ 500.00
8	Furnish and install Thermoplastic High Visibility Yellow/White Basic Crosswalk per Caltrans Standard A.24F.	1	EA	\$ 1,200.00	\$ 1,200.00
9	Furnish and install Thermoplastic High Visibility Yellow/White Diagonal Crosswalk per Caltrans Standard A.24F.	2	EA	\$ 1,200.00	\$ 2,400.00
10	Furnish and install "SLOW SCHOOL XING" marking per Caltrans Standard A.24D.	3	EA	\$ 350.00	\$1,050.00
11	Furnish and install "SIGNAL AHEAD" marking per Caltrans Standard A.24D.	4	EA	\$300.00	\$ 1,200.00
12	Furnish and install Type IV(L) and Type IV(R) Arrow Pavement Marking per Caltrans Standard A.24A.	13	EA	\$ 100.00	\$ 1,300.00
13	Furnish and install White Lane Line/Skip Line pavement striping per Caltrans Standard A.20A.	5,840	LF	\$ 1.00	\$ 5,840.00

BID SCHEDULE					
For 2023 Residential Street Rehabilitation, Specification No. 2023-008					
No.	Bid Item Description	Quantity	Unit	Unit Bid	Total Bid
14	Furnish and install channelizing lane pavement striping per Caltrans Standard A.20D Detail 38A.	3,585	LF	\$ 1.50	\$ 5,377.50
15	Furnish and install no passing zone two direction yellow pavement striping per Caltrans Standard A.20A.	5,250	LF	\$ 1.50	\$ 7,875.00
16	Furnish and Install Construction Project Information Sign.	2	EA	\$ 1,500.00	\$ 3,000.00
17	Remove and Install Traffic Delineators as existing. See Appendix 5	1	LS	\$ 3,105.50	\$ 3,105.50
18	Remove and Install "No Left Turn" Sign (R3-2) as existing. See Appendix 5	1	EA	\$ 350.00	\$ 350.00
19	Furnish and Install "Right Lane Must Turn Right" Sign (R3-7) as shown in Appendix 5	2	EA	\$ 350.00	\$ 700.00
20	Furnish and Install "Right Turn Only" Sign (R3-5R) as shown in Appendix 5	1	EA	\$ 350.00	\$ 350.00
21	Furnish and Install Red Curb as shown in Appendix 5	150	LF	\$ 2.00	\$ 300.00
TOTAL BASE BID AMOUNT IN NUMBERS					\$ 1,054,966.00
TOTAL BASE BID AMOUNT IN WORDS:					
ONE MILLION FIFTY FOUR THOUSAND NINE HUNDRED SIXTY SIX DOLLARS AND ZERO CENTS					

The award of Contract shall be based on the TOTAL BASE BID AMOUNT.	
In the case of discrepancies in the amount of bid, unit prices shall govern over extended amounts, and words shall govern over figures.	
Full compensation for the items listed to the right as Items A, B, C, D and E are considered as inclusive in each Bid Item listed above in the Bid Schedule as applicable, and no additional and/or separate compensation will be allowed.	A. Mobilization / Demobilization
	B. Traffic Control
	C. NPDES, WVECP, and Best Management Practices (BMPs), Public Convenience and Safety
	D. Construction Staking by Land Surveyor
	E. Clearing and Grubbing
The bid prices shall include any and all costs, including labor, materials, appurtenant expenses, taxes, royalties and any and all other incidental costs to complete the project, in compliance with the Bid and Contract Documents and all applicable codes and standards.	
The City reserves the right to add, delete, increase or decrease the amount of any quantity shown and to delete any item from the contract and pay the contractor at the bid unit prices so long as the total amount of change does not exceed 25% (plus or minus) of the total bid amount for the entire project. If the change exceeds 25%, a change order may be negotiated to adjust unit bid prices.	
All other work items not specifically listed in the bid schedule, but necessary to complete the work per bid and contract documents and all applicable codes and standards are assumed to be included in the bid prices.	
A bid is required for the entire work, that the quantities set forth in the Bid Schedule are to calculate total bid amount, and that final compensation under the contract will be based upon the actual quantities of work satisfactorily completed.	

DESIGNATION OF SUBCONTRACTORS

BIDDER proposes to subcontract certain portions of the work which are in excess of one-half of one percent of the bid and to procure materials and equipment from suppliers and vendors as follows:

Subcontractor Information	Work to be Performed	Dollar Amount
Name: CAL STRIPE	STRIPING	\$ <u>32,292.50</u>
Address: 2040 EAST STEEL RD COLTON, CA 92324		
Tel: 909-884-7170		
Name: Case Land Survey	Survey	\$ <u>14,400.00</u>
Address: 614 N. Eckhoff St, Orange, CA 92868		
Tel: 714-628-8948		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Total Subcontract Amount (shall not exceed 49% of Total Bid Amount)		\$ _____

DESIGNATION OF SUBCONTRACTORS

BIDDER proposes to subcontract certain portions of the work which are in excess of one-half of one percent of the bid and to procure materials and equipment from suppliers and vendors as follows:

Subcontractor Information	Work to be Performed	Dollar Amount
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
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Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Total Subcontract Amount (shall not exceed 49% of Total Bid Amount)		\$ _____

REFERENCES

References shall be for projects constructed by the bidding company; references for other projects performed by principals or other individuals of the bidding company may not be included. References shall be either minimum from 3 Public Agencies; or minimum from 2 Public Agencies plus 2 Private Entities for which BIDDER has performed similar work within the past three years.

Reference 1		
Agency Name RMV Realty, Inc	Project Name and Brief Description PLANNING AREA 3.1 STREET IMPROVEMENT	
Contact Name and Title Kelly Haymes		
Tel: _____ E-mail: <u>Khaymes@ranchomv.com</u>	Contract Value: \$ <u>3,996,996.00</u>	Year Completed: <u>2022</u>

Reference 2		
Agency Name City of Westlake Village	Project Name and Brief Description DALES DR AND PARKRIDGE AVE STREET IMPROVEMENT	
Contact Name and Title Roxanne Hughes		
Tel: <u>805-890-8885</u> E-mail: <u>rhughes@willdan.com</u>	Contract Value: \$ <u>1,025,336</u>	Year Completed: <u>2022</u>

Reference 3		
Agency Name City of Burbank	Project Name and Brief Description Local Residential St. Improvement Project	
Contact Name and Title Amanda Perez		
Tel: <u>909-864-6861</u> E-mail: <u>aperez@cityofhighland.org</u>	Contract Value: \$ <u>2,082,099</u>	Year Completed: <u>2022</u>

Reference 4		
Agency Name City of Buena Park	Project Name and Brief Description Eighth Street Rehab Project	
Contact Name and Title Cesar Ortiz		
Tel: 714-562-3689 E-mail: CORTIZ@BUENAPARK.COM	Contract Value: \$510,000.00	Year Completed: 2022

SITE INSPECTION

The Bidder declares that he/she has carefully read and examined the plans, specifications, bid documents, and he/she has made a personal examination of the site (indicate name of the person, representing the bidder, who inspected the site and date below) and that he/she understands the exact scope of the Project without question.

Name of Person who inspected the site: Maurice Ramirez

Date of Inspection: 10/24/2023

ADDENDA ACKNOWLEDGMENT

The Bidder acknowledges receipt of the following Addenda and has included their provisions in this Proposal:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

2022

PAST WORK REFERENCES

City of Manhattan Beach
1400 Highland Ave.
Manhattan Beach, CA 90266
Contact: Bianca Cardenas (310) 802-5357
bcardenas@manhattanbeach.gov

Slurry Seal of Central Area of Sands Section
Contract Amount: \$730,251.42
Start Date: 12/2021
End Date: 7/2022

RMV Realty, Inc.
28811 Ortega Hwy
San Juan Capistrano, CA 92693
Contact: Kelly Haymes
khaymes@ranchomv.com

Planning Area 3.1 Street Improvement
Contract Amount: \$3,996,996.00
Start Date: 4/2021
End Date: 4/2022

City of Westlake Village
31200 Oak Crest Dr.
Westlake Village, CA 91361
Contact: Roxanne Hughes (805) 890-8885
rhughes@willdan.com

Dales Dr. and Parkridge Ave Street Improv.
Amount: \$1,025,336.00
Start Date: 5/2022
End Date: 6/2022

City of Burbank
275 E Olive
Burbank, CA 91502
Contact: Artin Megerdichian (818) 238-3942
amegerdichian@burbankca.gov

Local Residential St. Improv. Project
Contract Amount: \$7,761,320.00
Start Date: 1/2022
End Date: 12/2022

City of Highland
27215 Base Line St.
Highland, CA 9234
Contact: Amanda Perez (909) 864-6861
aperez@cityofhighland.org

Pavement Management Program
Contract Amount: \$2,082,099.00
Start Date: 10/2021
End Date: 12/2022

2022

PAST WORK REFERENCES

Toll Bros, Inc.
725 W. Town & Country Road, Ste 200
Orange, CA 92868
Contact: Brandon Haskell (714) 347-1360
bhaskell@tollbrothers.com

The Metro Heights
Contract Amount: \$2,675,250.00
Start Date: 11/2021
End Date: 04/2022

City of Fullerton
303 W. Commonwealth Ave
Fullerton, CA. 92632
Contact: Nick Esposito (714) 738-6851
Nick.esposito@cityoffullerton.com

Miscellaneous Rehab FY 21-22
Contract Amount: \$704,080.00
Start Date: 06/2022
End Date: 12/2022

City of Norco
2870 Clark Ave
Norco, CA 92860
Contact: Chad Blais (951) 270-5678
cbkaus@cu.norco.ca.us

Corporate Yard Pavement Rehab
Contract Amount: \$612,755.33
Start Date: 10/2021
End Date: 12/2022

City of Newport Beach
100 Civic Center Drive
Newport Beach, CA. 92660
Contact: Ben Davis (949) 644-3311
bdavis@newportbeachca.gov

E. Coast Highway & Marguerite Avenue
Pavement Rehabilitation Contract No. 7807-2
Contract Amount: \$3,363,056.00
Start Date: 01/2022
End Date: 10/2022

City of Villa Park
17855 Santiago Blvd.
Villa Park, CA 92667
Contact: Hamid Torkamanha (714) 998-1500
hamid@villapark.org

FY2021-2022 Slurry Seal Project
Contract Amount: \$128,497.60
Start Date: 02/2022
End Date: 12/2022

2022

PAST WORK REFERENCES

City of Norwalk
12700 Norwalk Blvd.
Norwalk, CA 90650
Contact: Damian Rosales (562) 929-5527
jlopez2@norwalkca.gov

Local St. Rehabilitation Project
Contract Amount: \$1,041,470.00
Start Date: 01/2021
End Date: 12/2022

City of Buena Park
6650 Beach Blvd.
Buena Park, CA 90621
Contact: Cesar Ortiz (714) 562-3689
cortiz@buenapark.com

Eighth Street Rehab Project
Contract Amount: \$510,000.00
Start Date: 1/2021
End Date: 12/2022

City of Santa Clarita
23920 Valencia Blvd. #120
Valencia, CA 91355
Contact: Juana Alfaro (661) 255-4942
jalfaro@santa-clarita.com

Dales Dr. and Parkridge Ave Street Improv.
Amount: \$1,025,336.00
Start Date: 5/2022
End Date: 6/2022

Lewis Operating Corp.
1156 N. Mountain Ave.
Upland, CA 91786
Contact: Bill Hanson (909)985-0971
Bill.hanson@lewismc.com

Meridian Phase 3 Street Improvements
Contract Amount: \$4,947,887.50
Start Date: 11/2021
End Date: 12/2022

City of La Mirada
15515 Phoebe Avenue
La Mirada, CA 90638
Contact: Priscilla Yi (562) 902-2374
Priscilla.yi@cityoflamirada.org

Neighborhood Slurry Seal Area 3
Contract Amount: \$799,151.00
Start Date: 6/2022
End Date: 12/2022

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

BIDDER certifies that all previous contracts or subcontracts, all reports which may have been due under the requirements of any Agency, Site, or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

AFFIRMATIVE ACTION CERTIFICATION

BIDDER certifies that affirmative action has been taken to seek out and consider minority business enterprises for those portions of work to be subcontracted, and that such affirmative actions have been fully documented, that said documentation is open to inspection, and that said affirmative action will remain in effect for the life of any contract awarded hereunder. Furthermore, BIDDER certifies that affirmative action will be taken to meet all equal employment opportunity requirements of the contract documents.



ALL AMERICAN ASPHALT
ALL AMERICAN AGGREGATES

T 951-736-7800 F 951-739-4671
P.O. BOX 2229, CORONA, CA 92678-2229
CONTRACTORS LICENSE #267073 AC12
DIR #100001051

EEO-AFFIRMATIVE ACTION PROGRAM - BASIC POLICY

TO ALL AMERICAN ASPHALT PERSONNEL:

IT IS THE STATED POLICY OF ALL AMERICAN ASPHALT THAT ALL EMPLOYEES AND APPLICANTS SHALL RECEIVE EQUAL CONSIDERATION AND TREATMENT. ALL RECRUITMENT, HIRING, PLACEMENT, TRANSFER AND PROMOTIONS WILL BE ON THE BASIS OF QUALIFICATIONS OF THE INDIVIDUAL FOR THE POSITION BEING FILLED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, MARITAL STATUS, NATIONAL ORIGIN, ANCESTRY, DISABILITY (MENTAL AND PHYSICAL, INCLUDING HIV AND AIDS), MEDICAL CONDITION (CANCER AND GENETIC CHARACTERISTICS), AND/OR AGE (40 AND OVER). ALL OTHER PERSONNEL ACTIONS, SUCH AS COMPENSATION, BENEFITS, LAYOFFS, RETURN FROM LAYOFF, TERMINATION'S, TRAINING AND SOCIAL AND RECREATIONAL PROGRAMS ARE ADMINISTERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, MARITAL STATUS, NATIONAL ORIGIN, ANCESTRY, DISABILITY (MENTAL AND PHYSICAL, INCLUDING HIV AND AIDS), MEDICAL CONDITION (CANCER AND GENETIC CHARACTERISTICS), AND/OR AGE (40 AND OVER).

EQUAL OPPORTUNITY IS A CONTINUING EFFORT AND REQUIRES THE FULL SUPPORT OF ALL OF US TO ENSURE THE DEVELOPMENT OF OUR MINORITY AND FEMALE EMPLOYEES. EACH POSSIBILITY TO HIRE OR PROMOTE SHOULD BE VIEWED AS AN OPPORTUNITY TOWARD OUR GOAL OF A FULLER UTILIZATION OF OUR MINORITY AND FEMALE EMPLOYEES. EACH MANAGER WILL COMMUNICATE TO EMPLOYEES THAT OUR COMMITMENT TO AN AFFIRMATIVE ACTION PROGRAM IS REAL, IS SUPPORTED BY OUR COMPANY, AND HAS A HIGH PRIORITY. WE ENCOURAGE ALL OF OUR EMPLOYEES TO PARTICIPATE IN THIS EFFORT BY ENCOURAGING MINORITIES AND FEMALES TO APPLY FOR EMPLOYMENT AND TO SEEK PROMOTIONS.

FOR ASSISTANCE IN THE EQUAL OPPORTUNITY PROGRAM, MANAGERS AND EMPLOYEES SHOULD CONTACT MARK LUER, EEO COORDINATOR AT (951) 736-7600. HE HAS THE SPECIFIC RESPONSIBILITIES TO MONITOR AND ASSESS THE PROGRESS FOR OUR EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAMS.

MARK LUER
PRESIDENT

December 7, 2011

INSURANCE REQUIREMENTS

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

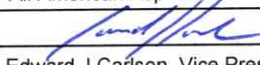
<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$2,000,000
Business automobile liability	\$1,000,000
Workers compensation	Statutory requirement.

Commercial general liability insurance shall meet or exceed the requirements of ISO-CGL Form No. CG 00 01 11 85 or 88. The amount of insurance set forth above shall be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies shall be endorsed to name the City, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by the City will be excess thereto. Such endorsement shall be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. Such insurance shall be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to the City.

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

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

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

Bidder's Name:	All American Asphalt
Authorized Signature:	
Name and Title:	Edward J. Carlson, Vice President
Date:	10/30/23

PUBLIC CONTRACT CODE SECTION 7106**Noncollusion Declaration by Bidder**

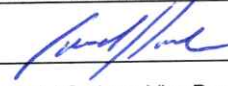
The undersigned declares:

I am the Vice President of All American Asphalt, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Bidder's Name: All American Asphalt
Authorized Signature: 
Name and Title: Edward J Carlson, Vice President
Date: 10/30/23

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

CIVIL CODE § 1189

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

State of California

County of Riverside

On October 30, 2023 before me, Sarah Amanda Langley, Notary Public,
Date Here Insert name and Title of the Officer

personally appeared Edward J. Carlson
Name(s) of Signer(s)



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

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

WITNESS my hand and official seal.

Signature Sarah Amanda Langley
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to person relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document Non-Collusion Declaration

Document Date: 10/30/2023 Number of Pages: 1

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: Edward J. Carlson

☐ Individual

☒ Corporate Officer — Title(s): Vice President

☐ Partner ☐ Limited ☐ General

☐ Attorney in Fact

☐ Trustee

☐ Other: _____

Signer is Representing:

All American Asphalt

RIGHT THUMBPRINT
OF SIGNER

Top of thumb here

Signer's Name: N/A

☐ Individual

☐ Corporate Officer — Title(s): N/A

☐ Partner ☐ Limited ☐ General

☐ Attorney in Fact

☐ Trustee

☐ Other: N/A

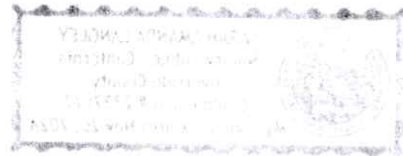
Signer is Representing:

N/A

RIGHT THUMBPRINT
OF SIGNER

Top of thumb here

Doc. Grande Lodge



PUBLIC CONTRACT CODE SECTION 10162

In conformance with the above Public Contract Code Section, the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder any officer of such bidder, or any employee of such bidder who has a proprietary interest in such bidder

has never been x **has been** _____ (indicate YES or NO after applicable answer)

disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation, and if so to explain the circumstances.

If the answer is **has been** YES explain the circumstances below:

N/A

Bidder's Name:

All American Asphalt

Authorized Signature:



Name and Title:

Edward J Carlson, Vice President

Date:

10/30/23

PUBLIC CONTRACT CODE SECTION 10232

In conformance with above Public Contract Code Section, the bidder hereby declares under penalty of perjury under the laws of the State of California that no more than one final, unappealable finding of contempt of court by a federal court

has not been x **has been** (indicate YES or NO after applicable answer)

issued against the bidder within the immediately preceding two-year period because of the contractor's failure to comply with an order of a federal court which orders the contractor to comply with an order of the National Labor Relations Board. For purposes of this section, a finding of contempt does not include any finding which has been vacated, dismissed, or otherwise removed by the court because the contractor has complied with the order which was the basis for the finding.

Bidder's Name: All American Asphalt
Authorized Signature: 
Name and Title: Edward J Carlson, Vice President
Date: 10/30/23

PUBLIC CONTRACT CODE SECTION 10285.1

In conformance with above Public Contract Code Section, the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder or any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof

has never been^x_____ has been_____ (indicate YES or NO after applicable answer)

convicted within the preceding three years by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity, as defined in Public Contract Code Section 1100, including, for the purposes of this article, the Regents of the University of California or the Trustees of the California State University.

Bidder's Name:

All American Asphalt

Authorized Signature:



Name and Title:

Edward J Carlson, Vice President

Date:

10/30/23

BIDDER INFORMATIONBidder's Name: All American AsphaltAddress: 400 East Sixth St Corona, CA 92879Form of Legal Entity: CorporationIf a Corporation, State of Incorporation: CaliforniaState Contractor's Class and License No.: 267073 A,C-12**Contact Person Information:**Name: Maurice Ramirez Title: Project ManagerE-mail: mramirez@allamericanasphalt.com Tel: 951-736-7600

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint venturers, and/or corporate officers having a principal interest in this proposal:

Mark Luer, President 400 East Sixth St Corona, CA 92879 951-736-7600Edward J Carlson, Vice President 400 East Sixth St Corona, CA 92879 951-736-7600Michael Farkas, Secretary 400 East Sixth St Corona, CA 92879 951-736-7600

The date(s) of any voluntary or involuntary bankruptcy judgements against any principal having an interest in this proposal are as follows:

N/A

All current and prior DBA'S, alias, and/or fictitious business names for any principal having an interest in this proposal are as follows:

N/A

Previous contract performance history:

Was any contract terminated previously: NO

If the answer to the above is "yes", provide the following information:

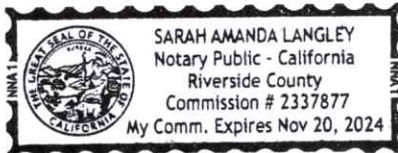
2CALIFORNIA JURAT**GOV CODE § 8202**

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

State of California

County of RiversideSubscribed and sworn to (or affirmed) before
me on this 30th day of October, 2023
Date MonthBy (1) Edward J. Carlson
Name of SignerProved to me on the basis of satisfactory evidence
be the person who appeared before me (.) (,)

(and

(2) _____
Name of SignerProved to me on the basis of satisfactory evidence
be the person who appeared before me.)

Place Notary Seal Above

Signature

Signature of Notary Public

OPTIONAL

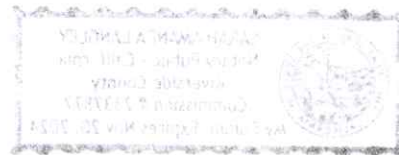
Though the information below is not required by law, it may prove
valuable to person relying on the document and could prevent
fraudulent removal and reattachment of this form to another document.

Further Description of Any Attached DocumentTitle or Type of Document Bidder InformationDocument Date: 10/30/23 Number of Pages: 1Signer(s) Other Than Named Above: N/ARIGHT THUMBPRINT
OF SIGNER

Top of thumb here

RIGHT THUMBPRINT
OF SIGNER

Top of thumb here



WILLIAM A. LINDLEY

Contract/project name and number: _____

Date of termination: _____ **N/A**

Reason for termination: _____

Owner's name: _____

Owner contact person and tel. no.: _____

IN WITNESS WHEREOF, BIDDER executes and submits this proposal with the names, titles, hands, and seals of all aforementioned principals this 30th day of October 23, 2023.

BIDDER

All American Asphalt

X



Edward J Carlson, Vice President

Subscribed and sworn to this 30th day of October, 2023

NOTARY PUBLIC _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT**CIVIL CODE § 1189**

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

State of California

County of RiversideOn October 30, 2023 before me, Sarah Amanda Langley, Notary Public,
Date Here Insert name and Title of the Officerpersonally appeared Edward J. Carlson
Name of Signer

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

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

WITNESS my hand and official seal.

Signature

Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to person relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached DocumentTitle or Type of Document Bid BondDocument Date: 10/19/2023 Number of Pages: 3Signer(s) Other Than Named Above: Rebecca Haas-Bates, Attorney in Fact**Capacity(ies) Claimed by Signer(s)**Signer's Name: Edward J. Carlson☐ Individual☒ Corporate Officer — Title(s): Vice President☐ Partner ☐ Limited ☐ General☐ Attorney in Fact☐ Trustee☐ Other: _____

Signer is Representing:

All American AsphaltRIGHT THUMBPRINT
OF SIGNER

Top of thumb here

Signer's Name: N/A☐ Individual☐ Corporate Officer — Title(s): N/A☐ Partner ☐ Limited ☐ General☐ Attorney in Fact☐ Trustee☐ Other: N/A

Signer is Representing:

N/ARIGHT THUMBPRINT
OF SIGNER

Top of thumb here

2012-2013



Bid Date: 11/01/2023

PROPOSAL GUARANTEE**BID BOND**Bond No.: 08957423

KNOW ALL MEN BY THESE PRESENTS that All American Asphalt, as BIDDER, AND Fidelity and Deposit Company of Maryland, as SURETY, are held and firmly bound unto the City of Monterey Park, in the penal sum of Ten Percent of Total Amount Bid---- (\$ 10% of Bid----) dollars, lawful money of the United States, which is 10 percent of the total amount bid by BIDDER to the City of Monterey Park for the **2023 RESIDENTIAL STREET REHABILITATION SPECIFICATION NO. 2023-008** ("Public Project"), for the payment of which sum, BIDDER and SURETY agree to be bound, jointly and severally, firm by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas BIDDER is about to submit a bid to the City of Monterey Park for the above stated project, if said bid is rejected, or if said bid is accepted and a contract is awarded and entered into by BIDDER in the manner and time specified, then this obligation shall be null and void, otherwise it shall remain in full force and effect in favor of the City of Monterey Park.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this 19th day of October, 2023.

SIGNED AND SEALED this 19th day of October, 2023.

All American Asphalt


Edward J. Carlson, Vice President
PRINCIPAL

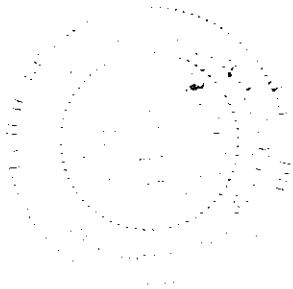
Fidelity and Deposit Company of Maryland


Rebecca Haas-Bates, Attorney-in-Fact

SURETY

PRINCIPAL's MAILING ADDRESS:All American Asphalt400 East Sixth StreetCorona, CA 92879**SURETY's MAILING ADDRESS:**Fidelity and Deposit Company of Maryland777 S. Figueroa Street, Suite 3900Los Angeles, CA 90017

NOTE: All signatures shall be acknowledged by a notary public.



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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

State of California)

County of Orange)

On 10/19/2023 before me, Alma Karen Hernandez, Notary Public,

Date

Here Insert Name and Title of the Officer

personally appeared Rebecca Haas-Bates

Name(s) of Signer(s)

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

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

WITNESS my hand and official seal.



Signature

Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Bid Bond Document Date: 10/19/2023

Number of Pages: One(1) Signer(s) Other Than Named Above: All American Asphalt

Capacity(ies) Claimed by Signer(s)

Signer's Name: Rebecca Haas-Bates

☐ Corporate Officer — Title(s): _____

☐ Partner — ☐ Limited ☐ General

☐ Individual ☒ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: _____

Signer Is Representing: _____

Fidelity and Deposit Company of Maryland

Signer's Name: _____

☐ Corporate Officer — Title(s): _____

☐ Partner — ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: _____

Signer Is Representing: _____

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

2. The second step is to gather relevant information and data. This can be done through research, interviews, or other methods that provide insight into the problem.

3. The third step is to analyze the information and data collected. This involves identifying patterns, trends, and relationships that can help in understanding the problem.

4. The fourth step is to develop a solution or answer. This involves applying the information and data to the problem and creating a plan or strategy to address it.

5. The fifth step is to implement the solution or answer. This involves putting the plan or strategy into action and monitoring the results to ensure that the problem is solved.

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

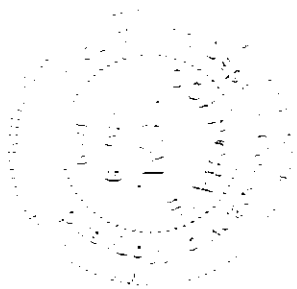
This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies,
this 19th day of October, 2023.



Thomas O. McClellan
Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
reportsfclaims@zurichna.com
800-626-4577

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint William SYRKIN, Richard ADAIR, Rebecca HAAS-BATES of Irvine, California, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings**, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 11th day of October, A.D. 2023.



ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: Robert D. Murray
Vice President

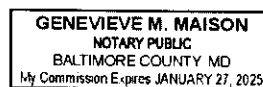
By: Dawn E. Brown
Secretary

**State of Maryland
County of Baltimore**

On this 11th day of October, A.D. 2023, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Genevieve M. Maison



Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

PROPOSAL GUARANTEE
CERTIFIED CHECK or CASHIER'S CHECK

As an Alternative to Bid Bond, Bidder can provide Certified Check or Cashier's Check as follows

Accompanying this proposal is a certified check or a cashier's check payable to the order of the City of Monterey Park, in the amount of (\$) dollars, lawful money of the United States, which is 10 percent of the total amount bid by BIDDER to the City of Monterey Park for the **2023 RESIDENTIAL STREET REHABILITATION SPECIFICATION NO. 2023-008** ("Public Project").

The proceeds of the same shall become the property of said City if, in case this proposal shall be accepted by said City through the City Council, the undersigned shall fail to execute a contract, with and furnish the insurance and bonds required by the City of Monterey Park within the specified time; otherwise, the same is to be returned to the undersigned as set forth in the Instructions to Bidders.

BID BOND INCLUDED

Bidder's Name: All American Asphalt
Authorized Signature: MA
Name and Title: Edward J Carlson, Vice President
Date: _____

--END OF SECTION--



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: Public Hearing - 4A

TO: The Honorable Mayor and City Council
FROM: Jessica Serrano, Director of Community Development
SUBJECT: Public hearing to approve the 2023 Annual Report and the levy of assessments for Downtown Business Improvement District No. 1 for program year 2024.

RECOMMENDATION:

It is recommended that the City Council consider:

1. Opening the public hearing, receiving both written and oral comments, and closing the public hearing;
2. Adopting the resolution confirming the 2023 Annual Report and the levy of assessments for Business Improvement District No. 1 for program year 2024; and
3. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

At its October 18, 2023 meeting, the City Council received an annual report on Business Improvement District No. 1 (BID) and set November 15, 2023 as the date for a public hearing regarding the levying of an assessment on businesses within the BID. BID assessment revenues will fund beautification, promotional activities, and special events to benefit participating Downtown BID businesses.

This hearing was noticed in the Monterey Park Press newspaper and every business in the BID was sent a hearing notice in Chinese, English, and Spanish. At the conclusion of this public hearing, the Council can choose to adopt the resolution confirming the levy of assessments for the BID or adjust as needed.

The proposed assessment is identical to the assessment on BID businesses for program year 2023.

BACKGROUND:

Based on its October 3, 2023 Annual Meeting, the Business Improvement District Advisory Committee (BIDAC) requested that the City Council set the date for a public hearing to consider the 2024 levy of assessment fees for the BID.

BIDAC is an advisory board to the City Council, consisting of business owners within the BID who are entrusted with providing feedback on the needs of the businesses within the

BID. BIDAC is responsible for providing an annual report to the City Council. The BID was originally managed by an independent business association but was replaced by BIDAC.

Funding from Business Improvement Districts provides an avenue for participating BID businesses to enhance services in their district above those provided by the City. Services such as increased sidewalk cleaning, custodial services, marketing services, street furniture and holiday decorations are some examples of ways BID funds may be used.

The law governing BIDs provides an opportunity for all potential assesses to protest the proposed renewal or change to the assessments. If written protests are received from the owners of the businesses in the BID area that pay 50% or more of the total assessment amount to be levied, the proposed assessment cannot occur. If the protests received amount to 50% or less, then the Council may adopt the resolution confirming the levy of assessments. This will allow the BID to continue benefitting from the promotions and public improvements as proposed in the 2024 BID budget.

On October 18, 2023, in accordance with the BID law, the BIDAC submitted to Council its 2023 Annual Report for BID No. 1 that identified activities and expenditures during the 2023 Program Year and described the proposed programs and budget for the upcoming 2024 Program year.

On October 3, 2023, the BIDAC conducted its annual members meeting, which was held at Jardin El Encanto. Notices were sent to all BID businesses inviting them to attend the meeting and express their concerns or ideas for programming and budgeting. The purpose of the meeting was to review the Annual Report and receive feedback on the 2023 expenditures and the proposed 2024 budget and assessment fee schedule.

Significant expenditures in 2023 were the installation of holiday decorations for Garvey Avenue and janitorial services for the Downtown area. In addition, a new janitorial services contractor was secured in late 2020. Up until 2021, the BID had experienced several years of expenditures exceeding the annual revenue, mainly due to the escalating costs of janitorial services provided by Chrysalis Enterprises. In December 2020, the City took steps to reduce BID expenditures by terminating the Chrysalis maintenance contract. The City then added the BID janitorial services to the City's existing contract with Valley Maintenance Corporation effective December 1, 2020, through December 31, 2023, providing the BID area with janitorial services four days a week at a significant cost reduction of 64% year-over-year. In 2022, the City added the cleaning of the Downtown parking lot on Garvey and Garfield to the Valley Maintenance contract with the same significantly reduced rate. As of August 2023, the BID has received approximately \$56,000.00 in assessments and expects not to exceed its annual revenue with September 2023's year-to-date expenditures at \$41,413.00.

The BIDAC's proposed 2024 BID programs and budget are included in the 2023 Annual Report.

Several goals for the upcoming 2024 BID program include, without limitation:

- Continue to work with the Downtown Garvey - Garfield businesses on ways they can assist in keeping the area attractive.
- Continue Valley Maintenance Corporation janitorial services at a reduced cost for the BID area.
- Install holiday decorations along Garvey Avenue, then remove and place in storage.
- Work with the City to provide incentives, workshops and other business assistance activities for businesses in the BID area, such as the creation of visually appealing store front windows stickers and wall plaques that indicate membership in the Downtown BID.
- Support City projects that benefit the BID area such as discussions on the need for assisting businesses in the Downtown area, signage, and maintenance; identify ways to promote businesses in the BID.

The 2023 Annual Report includes a map of the area to be assessed, the 2023 and 2024 budget, and the Fee Schedule for the 2024 program year. Exhibit E of the Annual Report reflects the Fee Schedule recommended by the BIDAC and is the amount needed to bring annual revenue to a level that covers annual expenditures. This Fee Schedule is the same as in the previous 2023 program year. The annual report was available for review at the City Clerk's counter since October 18, 2023.

Staff would administer the BID funds consistent with the approved 2024 budget and seek recommendations from the BIDAC and appropriate City Council approvals to carry out BID activities.

FISCAL IMPACT:

All costs related to BID No. 1 come from the BID assessments and not the general fund.

Respectfully submitted by:

Prepared by:

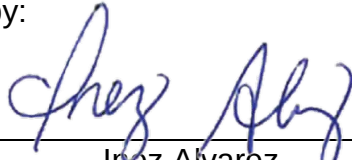


Jessica Serrano
Director of Community
Development



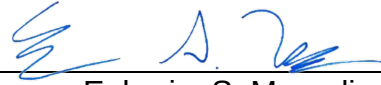
Joseph Torres
Economic Development Manager

Approved by:



Inez Alvarez
Interim City Manager

Reviewed by:



Ephraim S. Margolin
Deputy City Attorney

ATTACHMENT:

1. Resolution Levying 2024 BID Assessments
2. 2023 Annual Report

ATTACHMENT 1

Resolution Levying 2024 BID Assessments

RESOLUTION NO. _____

A RESOLUTION LEVYING ASSESSMENTS FOR BUSINESS IMPROVEMENT DISTRICT NO. 1 FOR PROGRAM YEAR 2024 IN ACCORDANCE WITH GOVERNMENT CODE § 36624.

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

SECTION 1: *Findings.* The City Council finds as follows:

- A. Cities are authorized under the Property and Business Improvement District Law of 1994 (Streets & Highways Code §§36600, *et seq.*) to establish business improvement districts (“BID”) within their jurisdictions for the purpose of funding certain services;
- B. Business Improvement District No. 1 was established by Ordinance No. 1604 on October 10, 1983, and modified by Ordinance No. 1656 on March 10, 1986;
- C. As required by applicable law, the City prepared an Annual Report for Program Year 2023 for Business Improvement District No. 1 (“Report”) and submitted it to the City Council;
- D. Based upon the Report, the City Council proposes to levy and collect assessments on participating businesses within Business Improvement District No. 1 for Program Year 2024 as calculated in the Report which is incorporated by reference. A true and correct copy of the Report is available for public review in the City Clerk’s office;
- E. On October 18, 2023, the City Council adopted Resolution No. 2023-R81 giving notice of its intent to levy and collect assessments on participating businesses within Business Improvement District No. 1 for Program Year 2024; and
- F. On November 15, 2023, the City Council considered public testimony and documentary evidence during a public hearing regarding the levy of assessments on participating businesses for Business Improvement District No. 1. This Resolution, and its findings, is based upon the entirety of the record considered by the City Council at its November 15, 2023, public hearing.

SECTION 2: *Protests.* The dollar value of valid protests required to prevent adoption of the proposed assessments is \$51,188. Because the number of valid protests received by the City ☐ does, ☐ does not represent a majority of persons eligible to protest, the City Council ☐ may, ☐ may not, adopt the proposed assessments.

SECTION 3: *Approval.* If, pursuant to Section 2, the City Council may adopt the proposed assessments in accordance with the applicable sections of Property and Business Improvement District Law of 1994 (Streets & Highways Code §§36600, *et seq.*), then the City Council adopts an annual assessment within the BID as set forth in attached Exhibit “A,” which is incorporated by reference.

SECTION 4: *Authorization.* The City Manager, or designee, is directed to take such actions that are needed to collect this assessment.

SECTION 5: *Budget.* The BID Annual Budget for 2024, as set forth in the Report, is approved. The City Manager, or designee, is authorized to implement the BID Annual Budget for 2024 as set forth in the Report.

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

SECTION 7: *Summaries of Information.* All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 8: *Effectiveness.* This Resolution will become effective immediately upon adoption.

SECTION 9: *Recordation.* The Mayor, or presiding officer, is 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 10: *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.

PASSED AND ADOPTED this 15th day of November 2023.

Jose Sanchez
Mayor

ATTEST:

Maychelle Yee
City Clerk

APPROVED AS TO FORM:

By: _____
Karl H. Berger
City Attorney
State of California)
County of Los Angeles) ss.
City of Monterey Park)

I, Maychelle Yee, 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 15th day of November 2023 by the following vote:

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

Dated this 15th day of November 2023

Maychelle Yee, City Clerk
City of Monterey Park, California

EXHIBIT:

A: 2024 BID Fee Schedule

EXHIBIT A

2024 BID Fee Schedule

Business Type	Fee	Employee/Seat	Formula
Retail	\$105.17	\$13.52	
Service (Includes Financial)	\$105.17	\$13.52	
Restaurant			
Without ABC	\$105.17	\$ 6.57	(1)
With ABC	\$105.17	\$ 7.87	(2)
Professional (inc. Insurance)	\$105.17	\$13.52	
Theater	\$105.17		
Wholesale	\$105.17		
Manufacturing	\$105.17		
Contractor	\$105.17		
Commercial Rental	\$23.00 + .006574 sq. ft.		(3)
Residential Rental	\$23.00		(4)
Hotel	\$23.00 per unit		
Laundromat	\$105.17		

(1) 20 seats or less, no seat assessment fees. Over 20 seats, \$6.57 per seat starting with Seat 21. Eg. For 50 seats, total charge is \$105.17 (base fee) + \$197.10 (30 seats x \$6.57) = \$302.27.

(2) 20 seats or less, no seat assessment fees. Over 20 seats, \$7.87 per seat starting with Seat 21. Eg. For 50 seats, total charge is \$105.17 (base fee) + \$236.10 (30 seats x \$7.87) = \$341.27.

(3) Base fee is \$23.00 per unit. For every additional sq. ft. over 2,000; multiply excess by \$.006574. Eg. 2,500 sq. ft., total charge is \$23.00 + \$3.29 (500 sq. ft. x \$0.006574) = \$26.29 (calculations are rounded up)

(4) If you own 1-3 units, there is no charge. If you own more than 3 units, you pay \$23.00 per unit more than 3 units. Eg. You own 5 units. You pay \$23.00 x 2 (5 units – 3 units) = \$56.00

Staff Report
November 15, 2023

ATTACHMENT 2

2023 Annual Report

CITY OF MONTEREY PARK

BUSINESS IMPROVEMENT DISTRICT NO. 1

2023 ANNUAL REPORT



JANUARY 2023 – DECEMBER 2023

DOWNTOWN Garvey – Garfield



VISION STATEMENT

The Downtown Business Improvement District (BID) No. 1 was established to improve and preserve the business community in the heart of the City.

The Downtown area of the City is an important destination point for the business community and residents of Monterey Park. Through continued efforts in organization, beautification, promotion, and revitalization, the City leaders and its business community will work together to preserve and improve the quality of life for future generations.

BID Board Members:

Elizabeth Yang, Chairperson

Gene Jeng, Vice Chair

Josephine Louie

Jesse Li

Zhen Wu

OVERVIEW

The Business Improvement District Advisory Committee (BIDAC) meets quarterly and during special meetings to discuss issues of concern to businesses located within the BID area. Programs addressing cleanliness, promotions, and marketing are all reflected in the budget for the BID. In addition to the issues discussed, the Committee also researches and plans innovative ways to promote businesses and maintain the goals and budget outlined in the Annual Report.

HISTORY

Comprised of approximately 410 small businesses, the Monterey Park Business Improvement District No. 1 encompasses the area extending along Garvey Avenue from Ramona Avenue to Nicholson Avenue and on Garfield Avenue from south of Newmark Avenue to Emerson Avenue (refer to Exhibit A). The Monterey Park City Council established the BID in 1986 at the request of local businesses and the Downtown Merchants Association (DMA) under the California Streets and Highway Code Section 36500 et seq.

The primary responsibility of the BIDAC is to make recommendations to the City Council on the methods and ways by which revenues derived from the annual assessment are used for the betterment of the BID businesses and the BID area.

The BIDAC comprises five (5) members appointed by the City Council for one year and may serve for up to eight (8) years if reinstated by a Council member. Each City Council member appoints one Committee member. The BIDAC meets quarterly and as needed and hosts an annual meeting of the BID members-at-large at the end of the year, before the following year's assessments.

ACCOMPLISHMENTS

This section of the Annual Report reflects the activities during 2023 to promote or enhance the BID area and its businesses.

Holiday Promotion

Holiday decorations were installed and displayed along Garvey Avenue and the medians to provide a bright seasonal atmosphere for shoppers in the Downtown BID.

Janitorial Services

Valley Maintenance Corporation, taking over Chrysalis Corporation in December 2020, continues to perform the janitorial services in the BID area four days a week at a significantly reduced rate. In 2023, the City added the cleaning of the Downtown parking lot on Garvey and Garfield to the Valley Maintenance contract with the same significantly reduced rate.

BUDGET

2024 Program Year

The Annual Report contains an estimated budget for the BID for January 1, 2024, to December 31, 2024, and is tied to programs and activities scheduled during the calendar year.

The City budgeted approximately \$84,000 in revenue from the BID for the calendar year 2023. Exhibit C reflects the actual expenditures for the calendar year 2023, and Exhibit D reflects the BID's Estimated Annual Program Budget for the calendar year 2024.

GOALS for 2024

This section of the Annual Report shows the programs or activities intended for 2024.

- Continue to work with the Downtown BID businesses in ways they can assist in keeping the area attractive.
- Continue janitorial services for the BID area.
- Install holiday decorations along Garvey Avenue, remove them, and place them in storage.
- Work with the City to provide incentives, workshops, and other business assistance activities for businesses in the BID area, such as the creation of visually appealing store front window stickers and wall plaques that indicate membership in the Downtown BID.
- Support City projects that benefit the BID area, such as discussions on the need for a parking structure in the Downtown, signage, and maintenance; identify ways to promote businesses in the BID.

Exhibits:

- A: BID Area Map
- B: 2023 Estimated Expenditures
- C: 2023 Actual Expenditures
- D: 2024 Estimated Budget
- E: 2024 Fee Schedule

EXHIBIT A

BUSINESS IMPROVEMENT DISTRICT NO. 1 MAP



EXHIBIT B

Business Improvement District No. 1

2023 Estimated Expenditures

Budget Item		Description		2022 Est. Expenditures
Administration		Postage		\$600.00
		Business Cards		\$225.00
		Translation Services		\$1,200.00
		Office Supplies		\$300.00
Street Banners		20 Large Banners 30" x 96"		\$3,380.00
		34 Small Banners		\$3,740.00
		1 Across the Street Banner		\$1,400.00
		Single & Double Brackets		\$6,912.00
Holiday Decoration		Holiday light bulb replacement		\$500.00
		Edison		\$625.00
		Holiday light storage & installation		\$5,577.00
Trash Receptacles		Liners & lids		\$200.00
Landscaping		Additional planting supplies		\$1,000.00
Custodial Contract		Maintenance of the BID area		\$ 21,840.00
		Pressure Washing		\$7,360
		TOTAL EST. EXPENDITURES:		\$54,859.00

EXHIBIT C

Business Improvement District No. 1

2023 Actual Expenditures as of August 2023

Budget Item		Description	2023 Actual Expenses
Administration		Postage	\$400.00
		Business Cards	\$46.00
		Translation Services	\$0.00
		Office Supplies	\$0.00
Holiday Decoration		Holiday light bulb	\$500.00
		Holiday light storage & installation	\$5,577.00
Trash Receptacles		Additional liners & lids	\$200.00
Landscaping		Additional planting supplies	\$1,000.00
Custodial Contract		Maintenance of the BID area	\$16,380.00
		Pressure Washing	\$5,520.00
		Downtown Parking Lot Cleaning	\$11,790.00
		TOTAL EXPENDITURES:	\$41,413.00
Revenue as of 08/2023			\$56,000.00
Reserves as of 08/2023			\$173,192.00

EXHIBIT D

Business Improvement District No. 1

2024 Estimated Budget

Budget Item		Description		2023 Estimated Budget
Administration		Postage		\$400.00
		Business Cards		\$150.00
		Translation Services		\$1,200.00
		Office Supplies		\$300.00
BID Promotion		Incentives, marketing, & promotions		\$12,860.00
Holiday Decoration		Holiday light bulb replacement		\$500.00
		Holiday light storage & installation		\$5,577.00
Trash Receptacles		Additional liners & lids		\$200.00
Landscaping		Additional planting supplies		\$1,000.00
Custodial Contract		Maintenance of the BID area		\$21,840.00
		Downtown Parking Lot Cleaning		\$15,120.00
		TOTAL:		\$59,147.00

EXHIBIT E

2024 BID Fee Schedule (same as last year)

Business Type	Fee	Employee/Seat	Formula
Retail	\$105.17	\$13.52	
Service (Includes Financial)	\$105.17	\$13.52	
Restaurant			
Without ABC	\$105.17	\$ 6.57	(1)
With ABC	\$105.17	\$ 7.87	(2)
Professional (inc. Insurance)	\$105.17	\$13.52	
Theater	\$105.17		
Wholesale	\$105.17		
Manufacturing	\$105.17		
Contractor	\$105.17		
Commercial Rental	\$23.00 + .006574 sq. ft.		(3)
Residential Rental	\$23.00		(4)
Hotel	\$23.00 per unit		
Laundromat	\$105.17		

(5) 20 seats or less, no seat assessment fees. Over 20 seats, \$6.57 per seat starting with Seat 21. Eg. For 50 seats, total charge is \$105.17 (base fee) + \$197.10 (30 seats x \$6.57) = \$302.27.

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(7) Base fee is \$23.00 per unit. For every additional sq. ft. over 2,000; multiply excess by \$.006574. Eg. 2,500 sq. ft., total charge is \$23.00 + \$3.29 (500 sq. ft. x \$0.006574) = \$26.29 (calculations are rounded up)

(8) If you own 1-3 units, there is no charge. If you own more than 3 units, you pay \$23.00 per unit more than 3 units. Eg. You own 5 units. You pay \$23.00 x 2 (5 units – 3 units) = \$56.00



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: New Business - 5A

TO: The Honorable Mayor and City Council
FROM: Jessica Serrano, Director of Community Development
SUBJECT: Provide an update and recommendations regarding the Monterey Park Rewards program.

RECOMMENDATION:

It is recommended that the City Council consider:

1. Discussing several options regarding the continued use of a shop local rewards program; and
2. If desirable, providing additional staff direction; and
3. Taking such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

Staff anticipates that the existing \$60,000 budget allocation for the MPK Rewards program app will be fully expended before the end of the calendar year, December 2023. Should the City Council wish to continue with a shop local reward app through June 30, 2024, an additional \$60,000 budget appropriation will be required. Due to the MPK Rewards app's high operating costs and limitations on translating the smartphone-based application to Chinese and Spanish, the Economic Development staff researched other platforms, allowing the City to provide a customer rewards program for local businesses. The City Council may consider appropriating additional funds to transition to a more cost-effective and translatable alternative with Bludot's Open Rewards app.

Staff asks that the City Council provide direction to staff regarding a shop local program. Options one, this report compares the two shop-local programs: MPK Rewards and Open Rewards, and involves discontinuing MPK Rewards entirely by December 31, 2023, and transitioning to the Open Rewards app. Option two involves discontinuing MPK Rewards entirely by December 31, 2023, and directing staff to work through the Economic Development Strategic Plan process to identify and recommend strategies and potential programs to support local businesses.

BACKGROUND:

With the MPK Rewards program, customers receive \$1 in MPK reward reimbursements for every \$5 spent at a participating local business. Originally designed to support small businesses during the pandemic, the program aims to encourage users to continue shopping and dining locally. The MPK Rewards program provides an online dashboard that allows staff to track the program's users, businesses, outstanding and redeemed points, and other performance metrics. Since the program's inception in November 2021,

MPK Rewards users/customers have spent over \$794,000 and received \$45,000 in MPK reward reimbursements, as tracked by the software's performance tracking and metrics dashboard. While the City received approximately \$12,950 in sales tax revenue, calculated at 1.75% from the participating businesses for the same period, the City's cost to run the program was \$130,000. This year, from January through September 2023, registered app users grew to 2,730, and local participating businesses increased to 181 (from 169). Based on this information, it appears that there is community and business interest in a rewards app. However, please note it is difficult for staff to quantify the exact dollar-for-dollar return or how this app has directly supported participating businesses. The MPK Rewards app, offered by Colu, has apparent shortfalls, such as a lack of translation capabilities, high ongoing software costs, user credit card registration requirements, and business registration requirements.

In addition, it is essential to acknowledge that the continued operation of the MPK Rewards program carries a substantial financial burden to the City. The City reimburses every dollar redeemed by MPK Rewards users, which now averages \$4,000 monthly, and fully subsidizes the software program cost, averaging \$5,300 monthly, amounting to an annual operating cost of over \$114,000, which increases exponentially as community adoption and redemptions rise.

Economic Development staff researched the loyalty program industry to identify more cost-effective alternatives, seeking alternative programs with a more favorable cost-to-benefit ratio and offering translation into Chinese and Spanish while delivering comparable outcomes. Staff identified another vendor with a similar digital smartphone-based shop local application called "Open Rewards," from app developer Bludot Technologies, which offers similar advantages as MPK Rewards but at half the cost. Key attributes of the Open Rewards program include:

- **Secure and User-Friendly:** Open Rewards does not require users to link their debit or credit cards, addressing the privacy concerns of many users of MPK Rewards. Users can earn points through cash or other payment methods at any retail or restaurant establishment in the City. Instead of linked cards, users may upload photos of purchase receipts through the app to receive point credits. However, users may still link their cards for a more integrated experience to earning credits.
- **Merchant Convenience:** Unlike MPK Rewards, Open Rewards does not require businesses to enroll in the program or train their employees to redeem points. The City designates which businesses participate in the program, simplifying the onboarding process for local businesses. The app vendor handles the processing of transactions and redemptions, reducing the administrative burdens on businesses.
- **Multilingual Support:** Open Rewards offers translation to Chinese and Spanish on the smartphone application, enhancing accessibility for Monterey Park's diverse community. MPK Rewards currently does not offer translation options.
- **Cost-Effective Solution:** Comparably, the proposed Open Rewards program costs approximately \$54,000 annually, making it significantly more cost-effective than MPK

Rewards, which costs over \$114,000 annually. Please refer to the attached chart for a detailed comparison of Open Rewards and MPK Rewards.

Should the City Council wish to continue offering a shop local program, staff recommends the City transition to Open Rewards, which more closely aligns with the City's goals of supporting local businesses and ensuring equitable community engagement through Chinese and Spanish translation options. Should the City Council direct the interim City Manager to move forward with this transition, staff recommend that the City Council appropriate funding to run Open Rewards for six months. Staff will provide an update before the end of the six months to report back on the progress of the new shop-local program. Looking ahead to the next fiscal year, the Economic Development annual budget allocation would be able to fully support the Open Rewards app. It would not need additional funding allocations to support the program.

Staff requests City Council direction on the two following options:

Option 1: Terminating the contract with Colu Technologies for the MPK Rewards app by December 31, 2023, or soonest possible date thereafter; appropriating an additional \$30,000 from general fund to the FY 2023-2024 budget to fund final user redemptions for the MPK Rewards program; and authorizing the Interim City Manager to execute an agreement, in a form approved by the City Attorney, with Bludot Technologies for the Open Rewards app in an amount not to exceed \$30,000 to fund a replacement digital smartphone-based application to promote economic development in the City for six months. As of the end of October 2023, twenty-six thousand one hundred eighty-five (26,185) MPK Rewards user-earned points are unredeemed. Staff anticipates most users potentially redeem all or a portion of their unredeemed points when the program terminates and requests \$30,000 to consider the approximate unredeemed user-earned points from November to December 2023; or

Option 2: Discontinuing the MPK Rewards program entirely by December 31, 2023, or the soonest possible date thereafter; appropriating \$30,000 from the general fund to the FY 2023-2024 budget to fund potential final user redemptions for the MPK Rewards program; and using the results of the Economic Development Strategic Plan to determine what programs and initiatives will best serve our local business community.

2023-2024 STRATEGIC PLAN GOAL:

This request to continue a shop local incentive program beyond December 2023 meets the **Economic Development** strategic plan goal. Implementing a local shop program using smartphone app technology strengthens the local economy, keeps dollars in the community, and supports local businesses.

FISCAL IMPACT:

1. If MPK Rewards is terminated in December 2023, or shortly thereafter, and the City replaces it with Open Rewards through June 2024, the staff recommends appropriating funding to the FY 2023-2024 budget as follows:

- a. \$30,000 from the General Fund to operate the Open Rewards program for six months, including software licensing, customer reimbursements, and other operating expenses; and
 - b. \$30,000 from the General Fund to fund potential redemptions of all remaining points in MPK Rewards user accounts.
2. If MPK Rewards is terminated entirely by December 2023, staff recommends appropriating \$30,000 from the General Fund to the FY 2023-2024 budget to fund potential redemptions of all remaining points in the MPK Rewards user accounts and waiting until the completion of the Economic Development Strategic Plan in the next six to nine months to determine what programs and initiatives will best serve our local business community.

Respectfully submitted by:



Jessica Serrano
Director of Community
Development

Prepared by:



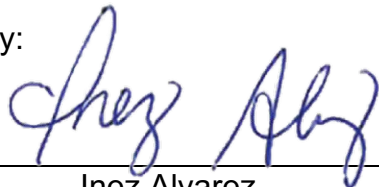
Joseph Torres
Economic Development Manager

Reviewed by:



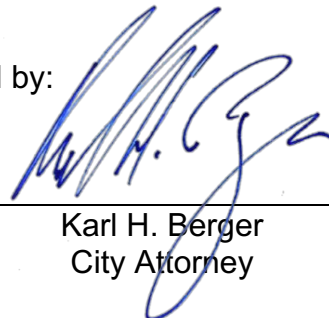
Martha Garcia
Director of Finance

Approved by:



Inez Alvarez
Interim City Manager

Reviewed by:



Karl H. Berger
City Attorney

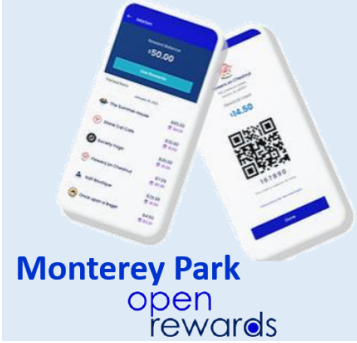
ATTACHMENT:

1. Shop Local Program Comparison Chart

ATTACHMENT 1

Shop Local Program Comparison Chart

SHOP LOCAL PROGRAM COMPARISON CHART

 Monterey Park Rewards	 Monterey Park open rewards
App-based City-wide shop local program ☒	App-based City-wide shop local program ☒
No cost to users and businesses ☒	No cost to users and businesses ☒
Data dashboard to measure impact ☒	Data dashboard to measure impact ☒
Earn rewards with linked cards only.	<i>No link cards are required, supports credit/debit/cash</i> ☒
Use rewards with redeeming merchants only.	<i>Use rewards anywhere in the community.</i> ☒
Businesses must sign up as redeemers.	<i>No actions required from the businesses</i> ☒
Businesses must train staff on how to redeem points.	<i>No staff training</i> ☒
No Chinese app translation	<i>Chinese app translation</i> ☒
Minimum 12 months vendor contract	<i>Minimum 1-month commitment</i> ☒
Sample Pricing: \$63,650 annual software (\$5,304 x 12) \$48,000 annual point redemptions \$3,000 promotional and operating expenses ----- \$114,650 Total annual program cost	Sample Pricing: <i>\$5,940 annual software (\$495 x 12)</i> \$48,000 annual point redemptions \$3,000 promotional and operating expenses ----- <i>\$56,940 Total annual program cost</i> ☒



City Council Staff Report

DATE: November 15, 2023

AGENDA ITEM NO: New Business - 5B

TO: The Honorable Mayor and City Council
FROM: Shawn Igoe, Director of Public Works
SUBJECT: An Ordinance Amending the Monterey Park Municipal Code ("MPMC")
Regulating Permit Parking

RECOMMENDATION:

It is recommended that the City Council consider:

1. Introducing and waiving first reading of an Ordinance adding Chapter 10.68 to the Monterey Park Municipal Code ("MPMC") regulating preferential parking permit districts;
2. Scheduling a second reading and adoption for December 6, 2023; and
3. Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The City reviewed the environmental impacts of the Project under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the "CEQA Guidelines"). CEQA Guidelines §§ 15060(c)(2), 15061(b)(3), and 15378 exempt activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment, activities where there is possibility that it may have a significant effect on the environment, and activities that do not constitute a "project" as defined, respectively. This Ordinance is for general policies and procedure-making. Any request for preferential parking districts pursuant to this ordinance will be evaluated separately under the CEQA Guidelines. Accordingly, this Ordinance is exempt from further review.

EXECUTIVE SUMMARY:

An ordinance amending the Monterey Park Municipal Code ("MPMC") by adding a new Chapter entitled "Chapter 10.68: PARKING PERMITS" to regulate, the establishment of preferential parking districts and procedures for the issuance of permits.

BACKGROUND:

In November of 2004 the City adopted a policy which provides a process for residents to petition the City to establish a permit parking area, and the criteria for considering residential parking districts. Upon recent review of the policy, it is recommended that existing procedures be superseded to review permit parking requests in a more efficient and expedited process, and codified in the MPMC.

Vehicle Code § 22507(a) (emphasis added) allows local agencies to adopt preferential parking privileges:

“Local authorities may, by ordinance or resolution, prohibit or restrict the ... parking ... of vehicles ... on certain streets or highways, or portions thereof, during all or certain hours of the day. The ordinance or resolution may include a designation of certain streets upon which preferential parking privileges are given to residents and merchants adjacent to the streets for their use and the use of their guests, under which the residents and merchants may be issued a permit or permits that exempt them from the prohibition or restriction of the ordinance or resolution.... [T]he ordinance or resolution shall not apply until signs or markings giving adequate notice thereof have been placed. A local ordinance or resolution adopted pursuant to this section may contain provisions that are reasonable and necessary to ensure the effectiveness of a preferential parking program.”

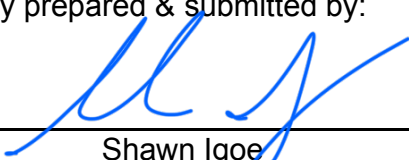
The proposed ordinance will supersede the 2004 policy, and add a new Chapter to the MPMC (Chapter 10.68) to clarify and modernize the means by which preferential parking districts may be created and the City may issue permits.

FISCAL IMPACT:

Residents living in established parking districts receive up to four free parking permits per property. The cost to replace a lost parking permit is \$30. While there is an initial fiscal impact due to costs incurred by the permit issuance, this will be offset by the revenue from violations. The cost for a restricted parking citation is currently \$60. The table below shows the number of citations issued and associated revenue for the last three fiscal years.

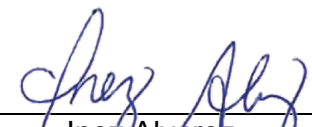
	<u>Citations</u>	<u>Revenue</u> <u>(includes late fees)</u>
<u>FY 2020-21</u>	<u>694</u>	<u>\$42,044</u>
<u>FY 2021-22</u>	<u>1,303</u>	<u>\$84,344</u>
<u>FY 2022-23</u>	<u>1,060</u>	<u>\$73,392</u>

Respectfully prepared & submitted by:



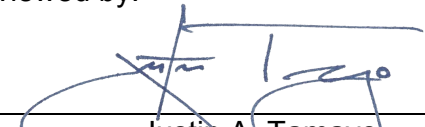
Shawn Igoe
Director of Public Works

Approved by:



Inez Alvarez
Interim City Manager

Reviewed by:



Justin A. Tamayo
Deputy City Attorney

ATTACHMENTS:

1. Ordinance
2. Resolution No. 10931
3. Existing Preferential Parking Districts

ATTACHMENT 1

Ordinance

ORDINANCE NO. _____

**AN AMENDING THE MONTEREY PARK MUNICIPAL CODE (“MPMC”) BY
ADDING CHAPTER 10.68 ENTITLED “PREFERENTIAL PARKING
PERMITS”**

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

SECTION 1: *Findings*. The City Council finds and declares that:

- A. The City of Monterey Park (“City”) is a general law city, incorporated under the laws of the State of California.
- B. Pursuant to its police power, the City may enact and enforce laws within its boundaries which promote the public health, morals, safety, or general welfare of the community, and are not in conflict with general laws.
- C. California Vehicle Code § 22507.5 allows the City to prohibit or restrict the parking or standing of vehicles on certain streets or highways, or portions thereof.
- D. On November 3, 2004, the City Council adopted Resolution No. 10931 regulating the parking and standing of vehicles on certain streets and providing for preferential parking privileges.
- E. As of the date of this ordinance, there are approximately 38 preferential parking districts.
- F. The City reviewed this Resolution pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., “CEQA”) and the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, et seq., the “CEQA Guidelines”). CEQA and the CEQA Guidelines are collectively referred to as “CEQA Regulations.”
- G. On November 1, 2023, the City Council considered this Ordinance. Its findings are made based on the entire administrative record including, without limitation, the staff report submitted by the Public Works Director.

SECTION 2: A new chapter 10.68 titled “Parking Permits,” consisting of § 10.68.010-§10.68.210 is added to the MPMC to read as follows:

“CHAPTER 10.68: PARKING PERMITS

- 10.68.010. Purpose.**
- 10.68.020. Definitions.**
- 10.68.030. Application of regulations.**
- 10.68.040. Appeals.**
- 10.68.050. Parking Prohibited; Exceptions.**
- 10.68.060. Additional Prohibitions.**
- 10.68.070. Parking Permits – Application.**

- 10.68.080. Fees.**
- 10.68.090. Issuing Permits.**
- 10.68.100. Duration.**
- 10.68.110. Permit Denial.**
- 10.68.120. Permit Form.**
- 10.68.130. Display.**
- 10.68.140. Notice.**
- 10.68.150. Designation of Specified Areas.**
- 10.68.160. Designation Process.**
- 10.68.170. Dissolution Process.**
- 10.68.180. Previously Established Areas**
- 10.68.190. Designated Permit Parking Areas.**
- 10.68.190. Permits.**
- 10.68.200. Public Parking Lot Permits.**
- 10.68.210. Administrative Policies and Procedures.**

10.68.010 Purpose.

This chapter is adopted pursuant to the city's police powers and Vehicle Code § 22507, and any successor statute or regulation, in order to allow permit parking in specified areas within the city's jurisdiction.

10.68.020 Definitions.

Unless the contrary is stated or clearly appears from the context, the following definitions will govern the construction of the words and phrases used in this chapter:

"Dwelling unit" means any self-contained house, apartment, stock cooperative, or condominium occupied solely for residential purposes.

"Parking block" means for purposes of preferential parking district formation only, all residential property abutting or having frontage along one side of the right-of-way of a public street or highway between a street or highway and a railroad right-of-way, terminus or dead-end street or highway, or City boundary. An intersecting street or highway only determines the boundary of the parking block on the side of the street or highway that it intersects.

"Parking Permit Area" means any area specially designated by resolution as a residential or business parking district.

"Director of Public Works" means the City Manager, Director of Public Works, or their designees.

"Resident" means any person who lives in a dwelling unit located in a specified area.

"Specified area" means locations within the city's jurisdiction designated by city council resolution as permit parking areas.

"Visitor" means a person visiting residents living in a dwelling unit in a specified area.

10.68.030 Application of regulations.

The time limitations on standing or parking in this code will not relieve any person from the duty to observe other and more restrictive provisions of the Vehicle Code or this code prohibiting or limiting the standing or parking of vehicles in specified places or at specified times.

10.68.040 Appeals.

Every person who is issued a notice of parking violation pursuant to this chapter may request review of that notice under Vehicle Code §§ 40215, *et seq.*

10.68.050 Parking Prohibited; Exceptions.

- A. Except as otherwise provided in this section, it is unlawful for any person to park or leave standing any vehicle on any street or structure in a parking permit area.
- B. Exceptions. This section does not apply:
 - 1. To any person holding a valid vehicle parking permit issued pursuant to this chapter;
 - 2. To any person holding a valid handicap permit issued pursuant to applicable law;
 - 3. To the following vehicles, provided that the vehicle operators are actively working or on-duty:
 - a. Vehicles with exempt "E" plates;
 - b. Vehicles bearing United States government plates;
 - c. Utility company vehicles displaying warning devices;
 - d. Commercial vehicles engaged in work that requires the vehicle to be parked in a particular location;
 - e. Contractors providing service to a property located in a specified area;
 - f. Vehicles engaged in the performance of services contracted by the City; or
 - g. Any public emergency vehicle.

10.68.060 Additional Prohibitions.

- A. It is unlawful for any person to falsely represent themselves as eligible for a parking permit under this chapter or to furnish false information in an application for a parking permit.

- B. It is unlawful for any person to copy, produce, or otherwise bring into existence a facsimile or counterfeit parking permit.
- C. It is unlawful for any person to knowingly use or display a facsimile or counterfeit parking permit, with intent to evade prohibitions or limitations on parking in a specified area.

10.68.070 Parking Permits – Application.

Every person seeking a parking permit must file an application with the Director of Public Works containing the following:

- A. The name, address and phone number of the registered owner and applicant of the designated vehicle;
- B. The license number, make and model of the designated vehicle;
- C. Additional information the Director of Public Works may reasonably require; and
- D. The applicant must sign an application under penalty of perjury.

10.68.080 Fees.

Applicants for permits issued pursuant to this chapter will pay to the city a fee equal to the sum of money sufficient to reimburse the city for all expenses incurred by it in connection with processing permit applications, along with any other costs that are reasonable and necessary to ensure their effectiveness. The amount of such fees will be established periodically by City Council resolution.

Current fees are listed in the Master Schedule of Fees and Charges.

10.68.090 Issuing Permits.

- A. The Director of Public Works must issue a permit if:
 - 1. The application was completed in accordance with this chapter; and
 - 2. There are no grounds for denying the permit.
- B. Use of any permit issued pursuant to this chapter will conform to the general permit conditions of this chapter.

10.68.100 Duration.

A parking permit is valid for fiscal year, July 1st through June 30th. Upon expiration, the applicant may apply for and be granted additional parking permits if the applicant still qualifies under the conditions set forth herein.

10.68.110 Permit Denial.

A permit must be denied if the Director of Public Works finds that:

- A. The applicant is not a bona fide city resident;
- B. The proposed location is not in a specified location;
- C. Information submitted by the applicant is materially false; or
- D. The number of permits issued exceed the number allowed by this chapter.

10.68.120 Permit Form.

Permits issued pursuant to this chapter will be in a form prescribed by the City and include the permit number, the letter of the permit parking district, and the expiration date.

10.68 Display.

All permits will be hung from the rear view mirror of the vehicle to which it relates so that it is clearly visible from the exterior of the vehicle.

10.68.140 Notice.

Signs giving reasonable notice of the prohibitions contained in this section will be erected within the specified areas as required by the Vehicle Code.

10.68.150 Designation of Specified Areas.

The City Council may designate specified areas by resolution upon making the following findings:

- A. Vehicles owned or operated by persons who are not residents substantially and regularly interfere with the use of the majority of available public street or alley parking spaces in the proposed specified area by adjacent residents;
- B. Interference by such vehicles occurs in the proposed specified area at regular and significant daily or weekly intervals; and
- C. There is shortage of reasonably available and convenient residential related parking spaces within the proposed specified area.

10.68.160 Designation Process.

- A. A specified area may be requested through a petition signed by residents living in at least 66% of the dwelling units of the proposed specified area and the Director of Public Works verifies that the petition contains signatures from a sufficient number of qualified persons. Once the request has been made by the resident petition process, the Director of Public Works must undertake such surveys or studies as are deemed necessary to determine whether the area should be designated a specified area and must report his findings to the City Council.

- B. A specified area must consist of at least one parking block. In the absence of an intersective street or highway, the City Council can determine the length of a parking block, which ordinarily cannot be less than 750 feet. The City Council may, but is not required to, approve a parking block smaller than 750 feet if it can find, based upon substantive evidence provided by residents or the Director of Public Works, that: (1) a smaller parking block is desirable to protect public health and safety; and (2) that a smaller parking block will not unfairly interfere with on-street parking serving other nearby properties.
- C. Before residents may present a petition, they must notify all affected residents and provide the Director of Public Works with sufficient evidence to demonstrate that all affected residents have been notified.

10.68.170 Dissolution Process.

Proceedings to dissolve a specified area must be initiated upon receipt and verification of a petition signed by residents living in 66% of the dwelling units within the specified area or upon adoption of a resolution by the city council. A dissolution must be accomplished by city council resolution.

10.68.180 Previously Established Specified Areas.

Specified Areas established before the effective date of this chapter, as established by city council resolution, will continue in effect unless subsequently modified or dissolved in accordance with this chapter.

10.68.190 Permits.

- A. The Director of Public Works must issue permits for preferential parking and the Finance Director must collect all fees.
- B. Permit applicants must present proof that they reside in a dwelling unit in a specified area.
- C. Applicants requesting more than four permits for a dwelling unit may be granted additional permits by the Director of Public Works upon showing that there are more than four vehicles registered at the dwelling unit, and that sufficient off-street parking is not available to the applicant, and that to deny such additional permits would constitute a hardship.
- D. Parking permits issued pursuant to this chapter will remain in effect for a period of one year or fraction thereof, and may be renewed for a period of one year, as long as the permit holder continues to reside in the dwelling unit, or until the specified area for which the permit was issued is dissolved, whichever period of time is less.
- E. Residents may also receive temporary residential parking permits for use by their guests at no cost. Temporary permits will be issued to residents upon application to the Director of Public Works. A resident may obtain permits for any of the following holidays: New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday,

President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day. In addition, a resident may obtain permits for three non-holiday days per year.

- F. Use of a temporary permit may not exceed 24 hours. A maximum of 15 temporary residential parking permits may be used per day for each dwelling unit. Each such permit must have the date, street name, and name of the person approving the permit.
- G. A parking permit does not guarantee or reserve to the holder thereof an on-street parking space within the designated specified area.
- H. Each permit issued pursuant to this chapter is subject to each and every condition and restriction set forth in this chapter and as further provided by resolution establishing the specified area for which it was issued. Such a permit cannot be construed to be a permit for, or approval of, any violation of any provision of this code or any other applicable law.

10.68.200 Public Parking Lot Permits.

- A. A person may apply for a commercial permit authorizing a vehicle to remain parked in a City-owned or City-controlled parking lot during periods when the lot is designated as closed pursuant to section 10.12.020(E) of this Code. The Director of Public Works is responsible for issuing permits and the Finance Director is responsible for collecting any permit fees.
- B. Applicants must present proof that they own, or are employed by, a business located within 300 feet of the City-owned or City-controlled parking lot and that denial of parking would constitute a hardship. In deciding whether to grant or deny a permit, the Director of Public Works may consider the distance between the parking lot and the location where the applicant is employed, the degree of hardship an applicant would experience if a permit was denied, and the number of permits previously issued for the parking lot.
- C. Parking permits issued pursuant to this chapter will remain in effect for a period of one year or fraction thereof, and may be renewed for a period of one year. If an applicant wishes to renew a permit, he or she must demonstrate that the conditions which formed the basis for the decision to grant a parking permit have not substantially changed.
- D. A parking permit does not guarantee or reserve to the holder a space within the designated the City-owned or City-controlled parking lot.
- E. Each permit issued pursuant to this chapter is subject to each and every condition and restriction set forth in this chapter and as further provided by resolution establishing the specified area for which it was issued. Such a permit cannot be construed to be a permit for, or approval of, any violation of any provision of this code or any other applicable law.

10.68.210 Administrative Policies and Procedures.

The Director of Public Works is authorized to promulgate administrative policies and procedures to implement this chapter including, without limitation, posting signs on streets designated as specified areas. These rules must be submitted to and approved by the City Council.”

SECTION 3: Section 2 of Resolution No. 10931 establishing preferential parking district regulations and procedures is rescinded in its entirety.

SECTION 4: Environmental Assessment. The City reviewed the environmental impacts of the Project under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq. “CEQA”) and the regulations promulgated thereunder (14 Cal. Code of Regs. §§ 15000, et seq., the “CEQA Guidelines”). CEQA Guidelines §§ 15060(c)(2), 15061(b)(3), and 15378 exempt activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment, activities where there is possibility that it may have a significant effect on the environment, and activities that do not constitute a “project” as defined, respectively. This Ordinance is for general policies and procedure-making. Any request for preferential parking districts pursuant to this ordinance will be evaluated separately under the CEQA Guidelines. Accordingly, this Ordinance is exempt from further review.

SECTION 5: Construction. This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council’s intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 6: Enforceability. Repeal or supersession of any provision of the BMC does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance’s effective date. Any such repealed or superseded part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 7: Validity of Previous Code Sections. If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the BMC or other ordinance by this Ordinance will be rendered void and cause such previous BMC provision or other the city ordinance to remain in full force and effect for all purposes.

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

SECTION 9: Recording. The City Clerk, or her duly appointed deputy, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Monterey Park’s book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 10: Electronic Signatures. This Ordinance 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: Execution. The Mayor, or presiding officer, is hereby authorized to affix his signature to this Ordinance signifying its adoption by the City Council of the City of Monterey Park, and the City Clerk, or duly appointed deputy, is directed to attest.

SECTION 12: Effective Date. This Ordinance becomes effective on the 30th day following its passage and adoption.

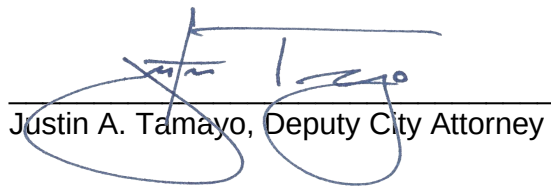
PASSED AND ADOPTED this ____ day of _____, 2023.

Jose Sanchez, Mayor

ATTEST:

Maychelle Yee, City Clerk

APPROVED AS TO FORM:
KARL H. BERGER, CITY ATTORNEY



Justin A. Tamayo, Deputy City Attorney

ATTACHMENT 2

Resolution No. 10931

RESOLUTION NO. 10931

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK RESCINDING RESOLUTION NO. 9910 AND ADOPTING NEW REGULATIONS RESTRICTING THE PARKING OR STANDING OF VEHICLES ON CERTAIN STREETS AND PROVIDING FOR PREFERENTIAL PARKING PRIVILEGES THEREON

THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER THE FOLLOWING:

SECTION 1. Resolution No. 9910 is hereby rescinded.

SECTION 2.

a.) Establishment of Preferential Permit Parking District areas.

- 1.) Each permit parking area shall be designated only upon findings that designation as a permit parking area is required to enhance or protect the quality of life in the area of the proposed district which is threatened by noise, traffic hazards, environmental pollution, or devaluation of real property resulting from vehicular parking or traffic arising from vehicles of non-district residents, and that designation as a permit parking area is necessary to provide reasonably available and convenient parking for the benefit of the residents within the proposed district. No resolution creating a permit parking area shall be enforceable until signs or markings giving adequate notice thereof have been placed

b.) Criteria for Findings

- 1.) The findings set forth in Subsection a of this section shall be based upon the existence of one or more of the following conditions established to the satisfaction of the City Traffic Commission:
 - a). Non-district resident vehicles regularly and substantially interfere with the use of available public street parking spaces by the residents in the area of the proposed permit parking area;
 - b). A shortage of reasonable available and convenient residential-related parking spaces exists in the area of the proposed permit parking area;
 - c). Extended parking during the day and/or night by a substantial number of non-district resident vehicles in the area of the proposed permit parking area;

c.) Establishment of Permit parking areas.

- 1.) Upon receipt and verification of a petition on a form supplied by the City and signed by residents of two-thirds (66%) of the dwelling units of the area proposed for designation as a permit parking area, the public works director shall review the petition and submit a report to the City Traffic Commission concerning the validity thereof.
- 2.) After receipt of the report, the City Traffic Commission shall conduct a public hearing thereon, for the purpose of determining whether a preferential permit parking district area meets the criteria established in section B of this resolution and that there are no extenuating public safety circumstances that should override such a petition request. All property owners and residents in the effected area shall be notified by mail of the proposed public hearing time and date. In no circumstance shall a hearing take place less than 14 business days after such a notice has been mailed to effected properties and persons..
- 3.) Permit parking areas may be established for either of two time frames. These time frames may not be mixed within a preferential permit parking district area .
 - i.) 24-hours per day, 7 days a week, Holidays excepted, or
 - ii.) 7:00 AM to 7:00 PM, Monday through Friday, Holidays excepted.

d.) Issuance of Permits.

- 1.) Permits. The police department shall issue parking permits to qualified applicants who have completed an application form supplied by the police department. Applicants for such permits shall present such proof as may be required of residence within the area designated as a permit parking area. Not more than two permits shall be issued for each qualified dwelling unit to any qualified applicant.
- 2.) In addition, no more than two guest parking permits shall be issued for each residence, if requested by persons who obtain parking permits pursuant to subparagraph (a) above. The guest parking permits shall only be used by guests of the residents and shall bear the name and address of the residence for which they are issued.
- 3.) Duration of Permit. Permits issued pursuant to this section shall be effective for a calendar year (January 1 through December 31) so long as the applicant continues to reside at the address set forth on the application and so long as the permit parking area for which the permit was issued remains in effect.

- 4.) Each residence through the police department may acquire temporary parking permits. Temporary parking permits may be issued up to two weeks in advance of a special event, shall bear the name and address of the residence for which they are issued and shall be good for the time period stamped on the pass. These temporary parking permits are to be discarded upon expiration.
- 5.) The City shall establish a fee of \$18 to replace lost permit.
- 6.) Placement.
 - i.) Permanent parking permits shall be permanently affixed to the driver's side rear bumper or rear window on the driver's side.
 - ii.) Visitor or temporary parking permits must be suspended from the interior rear view mirror of the vehicle to be accorded preferential parking privileges.
- 7.) Conditions of Permit. Each permit shall be subject to all conditions and restrictions set forth in this section and of the permit parking area for which it is issued. The issuance of such a permit shall not be construed to be a permit for, or approval of, any violation of any provision of this code or any other laws or regulations.
- 8.) The residents' preferential parking permits shall not be transferable to any other vehicles, provided, however, if a vehicle with a parking permit is sold, the permit must be scrapped off and brought into the Police department in order to be issued a replacement permit for the new vehicle along with payment of a parking permit replacement fee for issuance of a new permit.
- 9.) If a permittee loses a resident or guest parking permit, a new permit can be obtained, subject to review and approval of the police department, upon payment of a parking permit replacement fee .
- e.) Any parking permit issued hereunder may be revoked if the Chief of Police (or his/her designee) determines that any of the facts in the application are false or if any of the regulations of this section have been violated.
- f.) Prohibitions.
 - 1.) No vehicle shall be parked or stopped adjacent to any curb in a permit parking district area in violation of any posted or noticed prohibition or restriction unless:
 - 2.) Such vehicle has appropriately displayed a valid and current permit indicating the exemption from such restriction or prohibition;

- 3.) A motor vehicle identified, , as being owned by or operated under contract to a utility, whether privately, municipally or publicly owned, when used in the construction, operation, removal, or repair of utility property or facilities or engaged in authorized work in the designated permit parking district area;
- 4.) A motor vehicle identified as being owned by or operated under contract to a governmental agency, when used in the course of official government business; or
- 5.) A commercial vehicle or trailer actively engaged in loading or unloading property, or parked in connection with or in aid of the performance of a service to or on a property located in the block in which such vehicle is parked.
- 6.) It shall be unlawful for any person to sell, rent or lease, or cause to be sold, rented or leased, for any value or consideration, any preferential parking district permit. Upon violation of this paragraph, all preferential parking district permits issued to, or for the benefit of, the dwelling unit to which the sold, rented or leased permit is authorized shall be void.
- 7.) It shall be unlawful for any person to buy or otherwise acquire for value or use any preferential parking permit, except as provided for in this section.

g.) Termination of Preferential Parking Zones.

- 1.) Upon receipt and verification of a petition supplied by the city signed by residents living in two-thirds (66%) of the dwelling units of an area established as a permit parking area, the Traffic Commission shall conduct a public hearing thereon, for the purpose of determining if such a decertification of a Preferential Parking District Area should occur. All property owners and residents in the effected area shall be notified by mail of the proposed public hearing time and date. In no circumstance shall a hearing take place less than 14 business days after such a notice has been mailed to effected properties and persons.
- 2.) Termination of an existing permit parking district area shall be based upon a finding that the conditions set forth in Subsection a) of the section no longer exist or have diminished in degree to such an extent as to make unnecessary the continuation of the permit parking area.

SECTION 3. Except as hereinafter provided, no person shall stop, stand or park any vehicle on any of the following streets 24-hours per day 7 days a week without an official parking permit clearly displayed as prescribed herein;

- a) Avenida Cesar Chavez Frontage Road (south side only), Schoolside Avenue to Collegian Avenue;
- b) Avenida Cesar Chavez Frontage Road, Bleakwood Avenue to Westcott Avenue;
- c) Bleakwood Avenue, Floral Street to Avenida Cesar Chavez;
- d) Dorner Drive, First Street to Collegian Avenue;
- e) Dorner Drive, Westcott Avenue to Schoolside Avenue;
- f) Dorner Drive, Vancouver Avenue to Westcott Avenue;
- g) First Street Schoolside Avenue to Collegian Drive;
- h) Roscommon Avenue, Dorner Drive to Avenida Cesar Chavez;
- i) Schoolside Avenue, First Street to Avenida Cesar Chavez;
- j) Vancouver Avenue, Avenida Cesar Chavez to Floral Drive; Westcott Avenue, north from the cul-de-sac to Avenida Cesar Chavez; Woods Avenue, Avenida Cesar Chavez to Floral Drive.

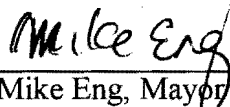
SECTION 4. Except as hereinafter provided, no person shall stop, stand or park any vehicle on any of the following streets from 7:00 a.m. to 7:00 p.m. Monday through Friday without an official parking permit clearly displayed as prescribed herein;

- a) The south side of Hellman Avenue between Alhambra Avenue and New Avenue;
- b) Alhambra Avenue from Hellman Avenue to a point 300 feet south;
- c) Sierra Vista Avenue from Hellman Avenue to a point 300 feet south;
- d) Rural Drive from Hellman Avenue to a point 300 feet south;
- e) Orange Avenue from Hellman Avenue to a point 300 feet south;
- f) The south side of Sevilla Street from the beginning of residential zone to South Ynez Avenue;
- g) The east side of Ynez Avenue between Sevilla Street and South Cadiz Street;
- h) The east side of Cadiz Street from South Ynez Avenue to Atlantic Boulevard;

SECTION 5. In addition to the parking restriction in Sections 2 and 3, parking shall be prohibited on said streets pursuant to all applicable regulations, including street sweeping regulations.

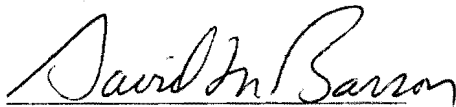
SECTION 6. The City Clerk shall certify to the adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED, AND ADOPTED this 3rd day of November, 2004.


Mike Eng, Mayor

City of Monterey Park, California

ATTEST:



David M. Barron, City Clerk
City of Monterey Park, California

I, David M. Barron, City Clerk of the City of Monterey, California, do hereby certify that the foregoing Resolution No. 10931 was duly and regularly adopted by the City Council of the City of Monterey Park, at a meeting held on the November 3, 2004, by the following vote of the Council.

AYES:	COUNCIL MEMBERS: MARTINEZ, LAU, CHU, VENTI, ENG
NOES:	COUNCIL MEMBERS: NONE
ABSTAIN:	COUNCIL MEMBERS: NONE
ABSENT:	COUNCIL MEMBERS: NONE

Dated this 3rd day of November, 2004.



David M. Barron, City Clerk
City of Monterey Park, California

ATTACHMENT 3

Existing Preferential Parking Districts



City of Monterey Park Preferential Parking Districts

Per Resolutions 10931, 11634, 11744, and 2022-R50

No person shall stop, stand or park any vehicle on any of the following streets **24-hours per day 7 days a week** without an official parking permit clearly displayed:

- A. Avenida Cesar Chavez Frontage Road (south side only), Schoolside Avenue to Collegian Avenue;
- B. Avenida Cesar Chavez Frontage Road, Bleakwood Avenue to Westcott Avenue;
- C. Bleakwood Avenue, Floral Street to Avenida Cesar Chavez;
- D. Dorner Drive, First Street to Collegian Avenue;
- E. Dorner Drive, Westcott Avenue to Schoolside Avenue;
- F. Dorner Drive, Vancouver Avenue to Westcott Avenue;
- G. First Street, Schoolside Avenue to Collegian Drive;
- H. Roscommon Avenue, Dorner Drive to Avenida Cesar Chavez;
- I. Schoolside Avenue, First Street to Avenida Cesar Chavez;
- J. Vancouver Avenue, Avenida Cesar Chavez to Floral Drive;
- K. Westcott Avenue, north from the cul-de-sac to Avenida Cesar Chavez;
- L. Woods Avenue, Avenida Cesar Chavez to Floral Drive;
- M. Westcott Avenue, north from the cul-de-sac to Avenida Cesar Chavez;
- N. Woods Avenue, Avenida Cesar Chavez to Floral Drive;
- O. Collegian Avenue, Avenida Cesar Chavez to First Street;
- P. Iris Way cul-de-sac southeast of Clover Drive and on Clover Drive northeast of Iris Way;
- Q. Sunrise Place, Sunrise Drive to end of cul de sac;
- R. El Repetto, Dell Drive to 901 El Repetto;
- S. Sunrise Drive, El Repetto to Glenview Terrace;
- T. 941 Glenview Terrace;
- U. 901 & 931 Wandering Way;
- V. Dell Drive, Glenview Terrace to Wandering Way;
- W. Avenida Cesar Chavez Frontage Road (south side only), Vancouver Avenue to Bleakwood Avenue;
- X. Avenida Cesar Chavez Frontage Road (median side), Vancouver Avenue to Roscommon Avenue;
- Y. Avenida Cesar Chavez (south side), West City Boundary to Vancouver Avenue;
- Z. Roscommon Ave, Dorner Drive to 1st Street;
- AA.S. Atlantic Boulevard, El Repetto to North end of the street;
- BB.Everett Avenue, Edgley Avenue to the Alley South of East Garvey Avenue;
- CC. Wandering Drive, Crest Vista Drive to Dell Drive.
- DD. Vancouver Avenue, Avenida Cesar Chavez to Dorner Drive

No person shall stop, stand or park any vehicle on any of the following streets **from 7:00 a.m. to 7:00 p.m. Monday through Friday** without an official parking permit clearly displayed:

- A. The south side of Hellman Avenue between Alhambra Avenue and New Avenue;
- B. Alhambra Avenue from Hellman Avenue to a point 300 feet south;
- C. Sierra Vista Avenue from Hellman Avenue to a point 300 feet south;
- D. Rural Drive from Hellman Avenue to a point 300 feet south;
- E. Orange Avenue from Hellman Avenue to a point 300 feet south;
- F. The south side of Sevilla Street from the beginning of residential zone to South Ynez Avenue;
- G. The east side of Ynez Avenue between Sevilla Street and South Cadiz Street;
- H. The east side of Cadiz Street from South Ynez Avenue to Atlantic Boulevard;



City of Monterey Park Preferential Parking Districts

Per Resolutions 10931, 11634, 11744, and 2022-R50

- I. El Mercado; Cadiz Street to Lorna Verde Street;
- J. 1102-1100 South Atlantic
- K. Bleakwood Avenue from Dorner Drive to 1st Street
- L. Collegian Avenue, (west side) First Street to end of cul de sac
- M. Gladmar Avenue, Collegian Avenue to Sherbrook Street
- N. Sherbrook Street, Gladmar Avenue to First Street
- O. 1st Street from Sherbrook Ave to Schoolside Ave.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING THE MONTH OF NOVEMBER 2023 FAMILY COURT AWARENESS MONTH

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

SECTION 1: The City Council finds as follows:

- A. The mission of the Family Court Awareness Month Committee (FCAMC) is to increase awareness of the importance of a family court system that prioritizes child safety and acts in the best interest of children.
- B. The mission at the FCAMC is fueled by the desire to create awareness and change in the family court system for the conservatively estimated 58,000 children a year ordered into unsupervised contact with abusive parents while honoring the hundreds of children who have reported as murdered during visitation with a dangerous parent.
- C. The mission of the FCAMC is to increase awareness of the importance of empirically-based education and training on domestic violence and child abuse, including emotional, psychological, physical, and sexual abuse, as well as childhood trauma, coercive control, and post-separation abuse for judges and all professionals working on cases within the family court system.
- D. The mission of the FCAMC is to increase awareness of the importance of using scientifically valid, evidence-based treatment programs and services that prove safety, effectiveness, and therapeutic value.
- E. The mission at the FCAMC is to educate judges and other family court professionals on evidence-based, peer-reviewed research. Such research is a critical component to making decisions that are truly in the best interest of children. This research includes The Adverse Childhood Experiences (ACEs) Study (co-principal investigator: Vincent Felitti, Kaiser Permanente-CDC); Child Custody Evaluators' Beliefs About Domestic Abuse Allegations (principal investigator: Daniel Saunders, University of Michigan, sponsored by the National Institute of Justice); and Child Custody Outcomes in Cases Involving Parental Alienation and Abuse Allegations (principal investigator: Joan S. Meier, GW Law School, sponsored by the National Institute of Justice).
- F. The City Council of the City of Monterey Park encourages all residents to support their local communities' efforts to prevent the harm of children in the hands of family members and to honor and value the lives of children and hereby proclaim the month of November 2023 as Family Court Awareness Month.

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 _____, 2023.

Jose Sanchez, Mayor

Attest:

Maychelle Yee, City Clerk

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING THE MONTH OF NOVEMBER 2023 NATIONAL HOMELESS YOUTH AWARENESS MONTH

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

SECTION 1: The City Council finds as follows:

- A. On July 11, 2007, the United States Congress established November as National Homeless Youth Awareness Month. Since then, the Resolution has been adopted by many national organizations and school districts nationwide.
- B. As of June 2023, over 58,000 homeless students have been identified across the 80 public school districts and 370 plus charter schools in Los Angeles County; 4.3% of students, or 1 out of every 20, currently reside in a homeless situation in Los Angeles County.
- C. While unemployment rates may have stabilized, inflation rates, cost of living, low wages, and lack of affordable housing are resulting in a significant increase in the number of students and families experiencing homelessness across the state and the nation.
- D. The Los Angeles County Office Homeless Education Program, the Los Angeles County Superintendent of Schools, and the Los Angeles County Board of Education recognize the devastating impact homelessness has on students and are tirelessly working with districts and charters to support this vulnerable and growing population with resources and supplies and continue to serve as partners for consultation and collaboration.
- E. Students experiencing homelessness are 87% more likely than their stable housed peers to drop out of school, face significant gaps in high school graduation rates compared to their housed peers, and are more likely to rely on public assistance.
- F. The estimated rate of chronic absence for students experiencing homelessness is twice the rate of housed students; 21% repeat a grade because of frequent absences from school; chronic absenteeism is associated with lower academic achievement and higher dropout rates.
- G. Within a single school year, 40% of students experiencing homelessness attend two different schools; students experiencing homelessness experience greater school mobility than their housed peers, which can cause interruptions to a student's education.

- H. The future well-being of our county depends on the value we place on our children and youth and, in particular, on our actions to provide these most vulnerable of children and young people with opportunities to acquire the knowledge, skills, and abilities they need to find and maintain stable housing and develop into healthy, self-sufficient adults.
- I. The number of effective programs providing services and support to youth experiencing homelessness in Los Angeles County is only a fraction of what is needed to address the needs of these young people fully; additionally, the funding for homeless education is minimal and does not meet the complex needs of this particular population.
- J. The Los Angeles County Superintendent of Schools and the Los Angeles County Board of Education recognize that homelessness continues to be a severe problem for many students and families across Los Angeles County.
- K. The Los Angeles County Superintendent of Schools and the Los Angeles County Board of Education continue to encourage citizens across the county to recognize that many students lack fixed, regular, and adequate housing and continue to promote collaboration efforts between school districts, charter schools, early education, and higher education systems, organizations serving homeless youth and the community to remove barriers and enable children and youth experiencing homelessness to successfully and fully participate in their education.
- L. The City Council of the City of Monterey Park will continue to support outreach efforts to community partners for resources to address the educational needs of children and youth experiencing homelessness across Los Angeles County and hereby proclaim the month of November 2023 as National Homeless Youth Awareness Month.

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 _____, 2023.

Jose Sanchez, Mayor

Attest:

Maychelle Yee, City Clerk