

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

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

**Wednesday  
June 5, 2024  
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](mailto: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 Fire Explorer  
**ROLL CALL** Henry Lo, Vinh Ngo, Jose Sanchez, Thomas Wong, Yvonne Yiu

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS**

**PUBLIC COMMUNICATIONS**

**STAFF COMMUNICATIONS:**

- Library
- Police Department
- Recreation and Community Services

**[1.] PRESENTATION**

**1-A. ANNOUNCEMENT OF FUNDING FOR FIRE STATION 61**

**1-B. DEVELOPMENT PRESENTATION**

**[2.] OLD BUSINESS**

**2-A. UPDATE REGARDING THE SATURN PARK ADVISORY AND RECOMMENDATION COMMITTEE (SPARC) AND NEXT STEPS**

It is recommended that the City Council consider:

- (1) Receiving and filing this report;
- (2) Directing the City Manager and City Attorney to prepare documents needed to consider adopting a moratorium for development in Saturn Park during the time that the SPARC considers land use regulations; and
- (3) Taking such additional, related, action that may be desirable.

**[3.] CONSENT CALENDAR ITEM NOS. 3A-3F**

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 and special meetings of March 6, 2024; and
- (2) Taking such additional, related, action that may be desirable.

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

It is recommended that the City Council consider:

- (1) Directing the City Clerk to perform the biennial review of the City's Conflict of Interest Code and report back before October 1, 2024; and
- (2) Taking such additional, related, action that may be desirable.

**3-C. PROFESSIONAL SERVICES AMENDMENTS FOR COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIPS PROGRAM SERVICES**

It is recommended that the City Council consider:

- (1) Authorizing the City Manager to execute an amendment to professional services agreement in a form approved by the City Attorney, to provide Community Development Block Grant (CDBG) and Home Improvement Investment Partnerships Program (HOME) services with Priscila Davila & Associates for an amount not to exceed \$285,545 and HP Housing Programs for an amount not to exceed \$345,000 over a 3-year period; and
- (2) Taking such additional, related, action that may be desirable.

**3-D. AUTHORIZE THE CITY MANAGER TO AMEND AGREEMENT NO. 1718-A AND EXTEND THE TERM FOR AN ADDITIONAL FIVE YEARS WITH WORLD JOURNAL LA, LLC, TO BE THE CO-PRODUCER OF THE MONTEREY PARK LUNAR NEW YEAR FESTIVAL**

It is recommended that the City Council consider:

- (1) Authorizing the City Manager to amend agreement no. 1718-A and extend the term for an additional five-year term in a form approved by the City Attorney, with World Journal LA, LLC to co-produce the Monterey Park Lunar New Year Festival on dates to be determined by the City; and
- (2) Taking such additional, related, action that may be desirable.

**3-E. AUTHORIZE PURCHASE OF A CASE 580SN BACKHOE LOADER**

It is recommended that the City Council consider:

- (1) Waiving the bidding requirements pursuant to Monterey Park Municipal Code Section 3.20.050(3) and (4), and authorizing the City Manager to purchase a 2024 CASE 580SN backhoe loader from Sonsray Machinery at the cost of \$173,969.61; and
- (2) Taking such additional, related, action that may be desirable.

**3-F. PURCHASE OF AN EV FORD E-TRANSIT 350 AERIAL LIFT VEHICLE**

It is recommended that the City Council consider:

- (1) Waiving bidding requirements pursuant to Monterey Park Municipal Code §3.20.050 (4) and purchase of a California HVIP qualified Ford E-Transit 350 Aerial Lift vehicle; and
- (2) Taking such additional, related, action that may be desirable.

**[4.] PUBLIC HEARING**

**4-A. THE CITY MUST CONDUCT A PUBLIC HEARING TO CONSIDER RENEWING ASSESSMENTS FOR THE CITYWIDE MAINTENANCE DISTRICT NO. 93-1 FOR FISCAL YEAR 2024-25 PURSUANT TO STREETS AND HIGHWAYS CODE §§ 22500, ET SEQ.**

It is recommended that the City Council consider:

- (1) Opening the public hearing and receive documentary and testimonial evidence;
- (2) Closing the public hearing and adopting a Resolution authorizing the levy and collection of assessments for Fiscal Year 2024-25 in Citywide Maintenance District No. 93-1 pursuant to Streets and Highways Code § 22587; and
- (3) Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

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

**[5.] NEW BUSINESS**

**5-A. RESOLUTIONS FOR NOVEMBER 5, 2024 GENERAL MUNICIPAL ELECTION**

It is recommended that the City Council consider:

- (1) Adopting a resolution calling for a general municipal election on November 5, 2024 pursuant to Elections Code § 1301;
- (2) Adopting a resolution requesting the County of Los Angeles to consolidate the City of Monterey Park's general municipal election to be held on November 5, 2024, with the statewide general election on the date pursuant to Elections Code §1301;
- (3) Adopting a resolution establishing requirements for candidate statements filed with the City Clerk to be included with voter information for an election on November 5, 2024; and
- (4) Taking such additional, related, action that may be desirable.

**[6.] CITY COMMUNICATIONS (CITY COUNCIL)**

**6-A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING JUNE 7, 2024, NATIONAL GUN VIOLENCE AWARENESS DAY AND JUNE 8-9, 2024, AS WEAR ORANGE WEEKEND IN MONTEREY PARK**

It is recommended that the City Council consider:

- (1) Adopting a Resolution declaring June 7, 2024, National Gun Violence Awareness Day and June 8-9, 2024, as Wear Orange Weekend In Monterey Park; 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:** June 5, 2024

**AGENDA ITEM NO:** Old Business - 2A

**TO:** The Honorable Mayor and City Council  
**FROM:** Diana Garcia, Assistant City Manager  
**SUBJECT:** Update regarding the Saturn Park Advisory and Recommendation Committee (SPARC) and next steps

## **RECOMMENDATION:**

It is recommended that the City Council consider:

1. Receiving and filing this report;
2. Directing the City Manager and City Attorney to prepare documents needed to consider adopting a moratorium for development in Saturn Park during the time that the SPARC considers land use regulations; and
3. Taking such additional, related, action that may be desirable.

## **BACKGROUND:**

On May 22, 2024, the City Council created the SPARC ad hoc committee. The SPARC is led by the Mayor and the Mayor pro tem who are authorized to appoint individuals to the SPARC to consider the future development of Saturn Park.

The Mayor and Mayor pro tem met on May 29<sup>th</sup> to identify potential committee members. Individuals will be contacted in the next few days to see if they are able to serve on the SPARC.

The ad hoc committee also discussed the potential for a moratorium on new development within Saturn Park during the time period that the SPARC considers options. There are inquiries currently pending with the City for new businesses at existing location based upon the current zoning regulations. If directed by the City Council, the City Manager and City Attorney would prepare documents for the next City Council meeting in June to consider whether a moratorium temporarily pausing new land use applications should be adopted. Any such moratorium would require a 4/5 vote of the City Council; would place an initial 45 day hold on land use applications; and may be subsequently extended for 10 months and 15 days (there is also the possibility for a subsequent extension of one year).

It is anticipated that the SPARC would have four total meetings and would wrap up consideration of new land uses in late August or September. Any recommendations from the SPARC would then be brought to the City Council pursuant to Monterey Park Municipal Code § 2.56.020(c).

**FISCAL IMPACT:**

The City Manager previously executed a task order with Willdan Engineering to assist with various land use projects. Willdan provided initial draft depictions of Saturn Park for the Planning Commission's consideration. The task order is a not to exceed amount of \$60,000. The City Manager will seek Council approval if Willdan's services are anticipated to exceed this amount.

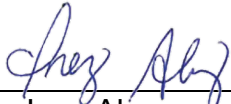
Respectfully submitted by:



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Diana Garcia,  
Assistant City Manager

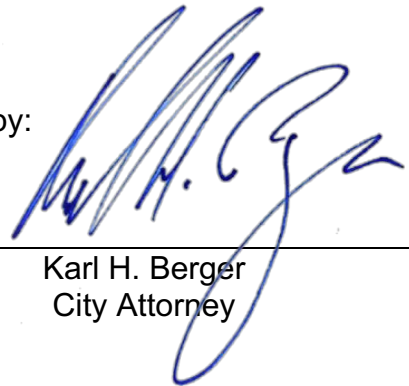
Approved by:



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Inez Alvarez  
City Manager

Reviewed by:



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Karl H. Berger  
City Attorney



# City Council Staff Report

**DATE:** June 5, 2024

**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 and special meetings of March 6, 2024; and
2. Taking such additional, related, action that may be desirable.

## **EXECUTIVE SUMMARY:**

None.

## **BACKGROUND:**

None.

## **FISCAL IMPACT:**

None.

Respectfully submitted,

A blue ink signature of Maychelle Yee, written in a cursive style.

Maychelle Yee  
City Clerk

Prepared by:

A blue ink signature of Helena Cho, written in a cursive style.

Helena Cho  
Assistant Deputy City Clerk

Approved By:

A blue ink signature of Inez Alvarez, written in a cursive style.

Inez Alvarez  
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  
MARCH 6, 2024**

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, March 6, 2024 at 5:30 p.m.

**CALL TO ORDER:**

Mayor Sanchez called the meeting to order at 5:36 p.m.

**ROLL CALL:**

City Manager Inez Alvarez called the roll:

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

Council Members Absent: None

**ALSO PRESENT:** City Manager Inez Alvarez, City Attorney Karl Berger, Assistant City Manager Diana Garcia, Director of Public Works Shawn Igoe

**VIRTUALLY PRESENT:** None

**PUBLIC COMMUNICATIONS:** None.

**1. CLOSED SESSION**

The City Council adjourned to Closed Session at 5:36 p.m.

**1-A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

**Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): two.**

Facts and Circumstances: No disclosure required per Government Code section 54956.9(e)(1) (not yet known to a potential plaintiff or plaintiffs).

**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 6:09 p.m.

**Action Taken:** No reportable action taken in Closed Session.

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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  
MARCH 6, 2024**

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, March 6, 2024, at 6:30 p.m.

**CALL TO ORDER:**

Mayor Wong called the meeting to order at 6:35 p.m.

**FLAG SALUTE:**

The Monterey Park Fire Explorers led the flag salute. Pledge of Allegiance presented by Civic Superstar Violet Lefort.

**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, City Manager Inez Alvarez, City Attorney Karl Berger, Assistant City Manager Diana Garcia, 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 Management Christine Tomikawa, Police Chief Scott Wiese, Interim Fire Chief Chris Thompson, Finance Manager Laura Borjon, Interim Planning Manager Beth Chow, Recreation Manager Christina Alatorre, Fire Marshall Jessica Estrella, Senior Librarian Leonie Jordan, Assistant Deputy City Clerk Helena Cho

**VIRTUALLY PRESENT:** None.

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS**

City Manager Alvarez clarified that Agenda Item No. 6B was requested by Council Member Sanchez. City Manager Alvarez informed the City Council that the County of Los Angeles could not attend tonight's meeting, but the presentation regarding human trafficking will be presented to council at a future meeting. City Manager Alvarez

**MISSION STATEMENT**

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requested to move New Business Items up on the agenda due to guest speakers in attendance.

## **PUBLIC COMMUNICATIONS**

- Randye Kay spoke about the traffic issues at Chandler and Hellman Avenues. She asked for active traffic enforcement to reduce pedestrian accidents and injuries. Ms. Kay spoke about the Metro Nashville Police Department who embarked on a traffic study in 2017 entitled “The Effect of High Visibility Enforcement on Motor Vehicle Crashes” which she said was published online by the National Institute of Justice. She said the study targeted the reduction of crashes at specific locations based on identifying behaviors. She stated the short-term decrease in accidents at specific targeted police interventions, successfully reduced crashes. Ms. Kay voiced her opinion that reducing accidents at the intersection of Chandler and Hellman Avenues requires structural and behavioral interventions, including no parking on both sides of Hellman, extension of red zones, and multiple stop signs.

## **STAFF COMMUNICATIONS**

Staff Communications were heard after New Business Items.

- Library: Senior Librarian Jordan spoke about the inspiring February 24 Reimagining Asian Communities event; she stated the highlight was receiving a certificate of appreciation from Assembly Member Mike Fong. She reported on the various events and activities at the library, including celebrating the Lunar New Year, Valentine’s Day, K-Pop activities, Pokemon Party, and Women’s History Month. Senior Librarian Jordan reported on the upcoming Volunteer Income Tax Assistance (VITA) Clinic, January 18 – April 11, Housing Rights Clinic, Job Seeker Support, Spring Break at Bruggemeyer Library, and Elephant & Piggie Party.
- Recreation & Community Services: Director of Recreation and Community Services Aguirre thanked everyone who attended the Youth Mental Health Summit and extended a special thank you to the Los Angeles County Office of Violence Prevention, city commissioners, and volunteers. Director Aguirre spoke about the city’s recent volunteer recognition dinner held at the Courtyard Marriott Hotel, where each volunteer and commissioner were presented with a memorabilia coin. Director Aguirre reminded everyone that there is still time to receive notices for the Parks System Master Plan and mentioned a survey will be provided to the community. Director Aguirre shared that the Spring Break Camp will be held from March 25 to 29 for ages 5 to 12. Director Aguirre talked about upcoming activities at the Langley Senior Center include ongoing health screenings, St. Patrick’s Day Dance, and Date Night. Other city special events include the Spring Egg Hunt on March 28 and the 24th Annual Cherry Blossom Festival. He promoted that the city is hiring Lifeguards, Recreation Leaders, and class instructors as the city gears up for the summer months.

- Public Works: Director of Public Works Igoe announced the upcoming free compost event on Saturday, March 9, from 8:00 a.m. to 12 p.m. at Garvey Ranch Park. He mentioned that the event typically hands out 40 tons of compost and has 150 to 200 participants. He said he is looking forward to the community participating in the event.

1. **PRESENTATION** – None.

2. **OLD BUSINESS** – None.

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

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 – 3E on Consent Calendar, excluding Item Nos. 3B, 3D, and 3E which were pulled for discussion, separate motion, reading resolutions and ordinances by the title only and waiving further reading thereof.

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

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

3-A. **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 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 \$61,337.27. This will be the seventh lien placed on the Property and covers expenses that the City incurred between October 1, 2023, and December 31, 2023. After recording this lien, the liens against the Property will total \$15,838,317.43.

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. 2024-R13 to record a Notice of Nuisance Abatement Lien on Consent Calendar.

**Resolution No. 2024-R13**

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

**3-B. ANNUAL MILITARY EQUIPMENT REPORT PER ASSEMBLY BILL NO. 481**

On May 18, 2022, the Monterey Park City Council adopted Ordinance No. 2222 approving a Military Equipment Use Policy (Monterey Park Police Department – Policy 709) pursuant to Assembly Bill No. 481 (“AB 481”). In accordance with AB 481 and Policy 709, a military equipment report must be submitted to the City Council annually for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use. In compliance with AB 481, outlined below is the 2023 MPPD Annual Military Equipment Report.

**Action Taken:** The City Council received and filed the Annual Military Equipment Report.

**Motion:** Moved by Council Member Sanchez and seconded by Council Member Lo, motion carried by the following vote:

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

**3-C. AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT NO. (“PSA”) 2303-AB FOR CONSULTANT SERVICES RELATED TO INDUSTRIAL WASTE, AND FATS, OILS AND GREASE (“FOG”) MANAGEMENT AND CONTROL PROGRAMS**

Staff recommends the City Council approve a Second Amendment to Agreement 2303-AB with John L. Hunter & Associates for the addition of Industrial Waste Program and FOG management and control assistance services.

**Action Taken:** The City Council authorized the City Manager to execute a Second Amendment to Agreement 2303-AB with John L. Hunter & Associates for Industrial Waste and FOG Management and Control Program Assistance, in a form approved by the City Attorney, on Consent Calendar.

**3-D. WAIVE SPIRIT BUS FARES FOR EARTH DAY ON APRIL 22, 2024**

It is recommended that City Council waive the fare to the Spirit Bus on Monday, April 22, 2024, when Earth Day will be celebrated globally. Free rides on the Spirit Bus will promote public transportation and reduce traffic and the City's carbon footprint through the reduction of automobile emissions. This action will support the City's *Going Green* initiative to encourage the community to consider environmentally friendly activities such as using alternative forms of transportation. The Spirit Bus fare was also waived last year in honor of Earth Day 2023.

**Action Taken:** The City Council waived Spirit Bus fare for riders on Monday, April 22, 2024, in celebration of Earth Day as amended to extend the free fare for the entire week of April 22-26, 2024 with the cost being covered by the City Council.

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

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

**3-E. POTRERO GRANDE DRIVE SIGNAL IMPROVEMENTS – AWARD OF CONTRACT**

Per Resolution No. 2023-R52, the Public Works Director solicited bids for the Potrero Grande Drive Signal Improvements project, Capital Improvement Project (CIP) No. 96012. The public bid opening for the Potrero Grande Drive Signal Improvements project was held on February 15, 2024. Four bids were received: PTM General Engineering, DBX, California Professional Engineering, and Palp dba Excel Paving. Staff recommends that the City Council authorize the City Manager to execute a Public Works contract with PTM General Engineering Inc., the lowest responsible bidder, for the Potrero Grande Drive Signal Improvements project in the amount of \$569,365, plus 10% contingency.

**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. CEQA Guidelines 15301(c) 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.

**Action Taken:** The City Council authorized the City Manager to execute a public works contract, in a form approved by the City Attorney, with PTM General Engineering Services, Inc., in the amount of \$569,365 for the Potrero Grande Drive Signal Improvements project and authorized the Director of Public Works to approve change orders and contingency up to \$56,940 (10%) of the contract amount, for a total project cost of \$626,305.

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

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

#### 4. PUBLIC HEARING

##### 4-A. ANNUAL WEED ABATEMENT PROTEST HEARING

The County of Los Angeles Department of Agriculture Commissioner/Weights and Measures (Weed Abatement Division) submitted to the City the annual Weed Abatement Declaration List and resolution declaring that weeds, brush, rubbish, refuse and dirt maintained on certain private properties in the City are a public nuisance. At the regular City Council meeting on February 21, 2024, the Council adopted Resolution No. 2024-R9 approving the 2024 Weed Abatement Declaration List as posted by the County. By adopting the Resolution, the Council declared its intention to provide for the abatement of said public nuisances. To complete the process, the Council must hold a protest hearing to allow parcel owners identified on the Declaration List an opportunity to object to their inclusion thereon.

CEQA (California Environmental Quality Act):

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

**Discussion:** Mayor Wong announced that his employer, Southern California Edison, has properties on the weed abatement declaration list, but there is no conflict of interest as this item is city-wide.

**Action Taken:** The City Council opened the public hearing at 7:54 p.m. to receive public comment, closed the public hearing at 7:54 with no registered speakers and adopted Resolution No. 2024-R14 declaring that weeds, brush, rubbish and refuse upon or in front of specified property in the city are a seasonal and recurrent public nuisance and declaring its intention to provide for abatement.

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

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

**Resolution No. 2024-R14**

THE CITY COUNCIL ADOPTED RESOLUTION NO. 2024-R14 PURSUANT TO GOVERNMENT CODE § 39561 DECLARING THE WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE, AND DECLARING ITS INTENTION TO PROVIDE FOR ABATEMENT

**5. NEW BUSINESS**

New Business Items were heard after Public Communications.

**5-A. DISCUSSION AND DIRECTION REGARDING ASSEMBLY BILL 2979 (2024)  
("AB 2979")**

At the Regular City Council Meeting on February 21, 2024, the City Council requested a discussion of AB 2979 be placed on a future City Council agenda. AB 2979 is attached as Attachment 1, which contains the proposed law that was introduced by Assembly Member Mike Fong. As of the writing of this staff report, AB 2979 solely consists of establishing a legislative intent to pass subsequent legislation relating to the exclusion of compensation received from the California Victim Compensation Board (Clack) from the definition of gross income for the purpose of taxation.

Public Speakers:

- Jennifer Tang, District Director for Assembly Member Mike Fong, spoke in support of Assembly Bill 2979, which Assembly Member Fong authored. District Director Tang communicated that Assembly Member Fong introduced this Bill after working with the victims of the city's January 2023 mass casualty incident. She thanked the Council for supporting AB 2979.



**Action Taken:** The City Council discussed and provided direction on AB 2979 entitled “Income taxation: exclusion: victim compensation” (an act relating to taxation) and will sign a letter with all City Council Members signatures on behalf of the City in support of AB 2979.

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

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

**5-B. DISCUSSION AND DIRECTION REGARDING SENATE BILL 1094 (2024) (“SB 1094”)**

At the Regular City Council Meeting on February 21, 2024, the City Council requested a discussion of SB 1094 be placed on a future City Council agenda. SB 1094 is attached as Attachment 1, which contains the proposed law that was introduced by Senator Monique Limón. If enacted, the amendment would require principles of democracy and State and Federal constitutions to be taught to students in grade levels 1 through 12 and also require a civic engagement or experience with a governmental institution at least once between the grade levels of 1 through 6 and at least once between grade levels 7 through 8.

**Action Taken:** The City Council discussed and provided direction on SB 1094 entitled “Pupil instruction: course of study: social sciences: civic engagement” (an act to amend Section 51210 and 51220 of the Education Code, relating to pupil instruction) and will sign a letter with all City Council Members signatures on behalf of the City in support of SB 1094.

**Motion:** Moved by Council Member Sanchez and seconded by Council Member Lo, motion carried by the following vote:

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



**5-C. 2023 MONTEREY PARK GENERAL PLAN AND HOUSING ELEMENT ANNUAL PROGRESS REPORT**

This report is prepared in compliance with California Government Code Section 65400(a)(2), which mandates that each city and county prepare an annual report on the status and implementation of its General Plan. The report must be submitted by April 1 of each year to the City Council, OPR and HCD.

The 2023 General Plan Annual Progress Report summarizes the City's progress towards implementing the Monterey Park General Plan from January 1, 2023, to December 31, 2023. Throughout calendar year 2023, the City has been continuously implementing the policies and programs that help achieve goals contained within the General Plan.

Public Speakers:

- City Clerk Yee read, received, and filed one written communication from Linda Tang who stated her concerns that the city is nowhere near achieving its goal for very low and low-income housing units. Ms. Tang conveyed her recommendation for the city to prioritize some city owned sites for development of affordable homes for lower income families in the city.

**Discussion:** Director of Community Development Serrano along with Interim Planning Manager Chow presented a PowerPoint presentation on the item.

**Action Taken:** The City Council received and filed the 2023 General Plan and Housing Element Annual Progress Report and directed staff to forward a copy of the report to the Governor's Office of Planning and Research ("OPR") and the State Department of Housing and Community Development ("HCD") before April 1, 2024.

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

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

**6. CITY COMMUNICATIONS (CITY COUNCIL)**

**6-A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING THE MONTH OF MARCH 2024 AS AMERICAN RED CROSS MONTH (REQUESTED BY MAYOR WONG)**

**Action Taken:** The City Council adopted Resolution No. 2024-R15 declaring and recognizing the month of March 2024 as American Red Cross Month.

**Motion:** Moved by Council Member Lo and seconded by Council Member Sanchez, motion carried by the following vote:

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

**Resolution No. 2024-R15:**

A RESOLUTION DECLARING AND RECOGNIZING THE MONTH OF MARCH 2024 AS AMERICAN RED CROSS MONTH

**6-B. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA, DECLARING AND RECOGNIZING THE MONTH OF MARCH 2024 AS WOMEN'S HISTORY MONTH, A NATIONAL CELEBRATION THAT HIGHLIGHTS THE CONTRIBUTIONS OF WOMEN TO EVENTS IN HISTORY AND CONTEMPORARY SOCIETY (REQUESTED BY MAYOR WONG)**

**Discussion:** It was announced that this Agenda Item was requested by Council Member Sanchez rather than Mayor Wong as noted.

**Action Taken:** The City Council adopted Resolution 2024-R16, declaring and recognizing the month of March 2024 as Women's History Month, a national celebration that highlights the contributions of women to events in history and contemporary society.

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

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

**Resolution No. 2024-R16**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING AND RECOGNIZING THE MONTH OF MARCH 2024 AS WOMEN'S HISTORY MONTH, A NATIONAL CELEBRATION THAT HIGHLIGHTS THE CONTRIBUTIONS OF WOMEN TO EVENTS IN HISTORY AND CONTEMPORARY SOCIETY

**CITY COUNCIL COMMUNICATIONS**

Council Member Sanchez stated he attended the swearing-in ceremony for Kenneth Tang, Alhambra Unified School District Board Clerk, to the California State Teachers Retirement System (CalSTRS) Teachers' Retirement Board. Council Member Sanchez announced his attendance at Assembly Member Mike Fong's birthday celebration and the Youth Summit at Langley Senior Center with over 200 students participating in the summit.

Council Member Lo spoke about attending the swearing-in ceremony for Kenneth Tang and the successful Youth Summit at Langley Center. He mentioned that he attended the opening ceremonies of the Pony Baseball and USA Softball at Garvey Ranch Park, Asian American Association's Lunar New Year Dinner at NBC Restaurant, Read Across America at Robert Hill Lane Elementary School, and the Chinese Parents Association for the Disabled's Lunar New Year celebration. Council Member Lo communicated that United States Senator Alex Padilla secured \$1.5 million funding to design and remodel the city's Fire Station 61 which is in addition to the funding secured by Assembly Member Mike Fong for city's Fire Station 63.

Council Member Lo said he attended the San Gabriel Valley Council of Governments (SGVCOG) Transportation Committee meeting and reported one of the items on the agenda was the San Gabriel Valley transit feasibility study. He expressed that it is an exciting opportunity for the city and the region to have a more robust rapid bus transit system. He continued to state that the proposed rapid bus transit system would begin where the Gold Line Station ends in the City of East Los Angeles and go up Atlantic Boulevard through Garvey Avenue to the City of El Monte.

Council Member Yiu spoke proudly of the city's Bruggemeyer Library and all the amazing creative activities and programs it has to offer the community. Council Member Yiu talked about the city's volunteer recognition dinner held on February 22 and showed her gratitude to all the commissioners and volunteers for their valued contributions to the city.

Mayor Pro Tem Ngo announced his attendance at the city's volunteer recognition dinner, Asian American Association's Lunar New Year dinner at NBC Restaurant, the swearing-in ceremony for Kenneth Tang, Assembly Member Mike Fong's birthday celebration, and the Chinese Parents Association for the Disabled's Lunar

New Year celebration. He mentioned that March is employee recognition and appreciation month and expressed his appreciation to all the city employees for their hard work.

Mayor Wong spoke about attending many of the same events. He stated that he attended the Los Angeles County City Selection Committee South Coast Air Quality Management District Board Eastern Region meeting and reported that Michael Cacciotti, Council Member for the City of South Pasadena, was re-appointed to be the representative for the Eastern Region of the South Coast Air Quality Management District Governing Board. Mayor Wong expressed his appreciation to Senator Padilla for securing funding for Fire Station 61. Mayor Wong conveyed that he would like the city to support the rapid bus transit plan and find ways to accelerate the planning process and integrate the Metro funding received for the city's Garvey Avenue redesign project to ensure that the project aligns with Metro and the San Gabriel Valley Council of Governments vision. Mayor Wong said he participated at Bella Vista Elementary School for Read Across America. He stated he attended the Center for Asian Americans United Self Empowerment's (CAUSE) Vote Center Food Crawl Challenge to help promote vote centers and local businesses and extended his appreciation to the CAUSE for highlighting the vote center here at Union Church on New Avenue. He thanked the County of Los Angeles and everyone that contributed to the election process.

## **7. FUTURE AGENDA ITEMS**

Mayor Wong requested a future agenda item regarding the designs and plans for the city Fire Station 61 and 63. Mayor Wong also requested an update on the San Gabriel Valley Council of Government's (SGVCOG) rapid bus transit system route as well as a report on the city's Spirit Bus ridership.

Council Member Lo requested to invite SGVCOG to make a presentation on its Transportation Committees transit feasibility study and the rapid bus transit system.

Council Member Sanchez requested a future agenda item regarding the city's Spirit Bus ridership, routes, potential new routes, and exploring creative uses for the Spirit bus.

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

## **ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 8:13 p.m.

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Maychelle Yee  
City Clerk



# City Council Staff Report

**DATE:** June 5, 2024

**AGENDA ITEM NO:** Consent Calendar - 3B

**TO:** The Honorable Mayor and City Council  
**FROM:** Maychelle Yee, City Clerk  
**SUBJECT:** Consideration and possible action to direct the City Clerk to perform the biennial review of the City's Conflict of Interest Code

## **RECOMMENDATION:**

It is recommended that the City Council consider:

1. Directing the City Clerk to perform the biennial review of the City's Conflict of Interest Code and report back before October 1, 2024; and
2. Taking such additional, related, action that may be desirable.

## **EXECUTIVE SUMMARY:**

Pursuant to the Political Reform Act, Government Code § 81000, *et seq.*, every local agency is required to review its Conflict of Interest Code (COI) biennially to determine if the Code is accurate or in need of amendment. The COI contains a list of designated officials who must disclose their financial holdings. If positions or titles changed in the local agency's organization, then the legislative body must amend the COI before October 1, 2024.

## **BACKGROUND:**

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

The City's current COI is attached for reference. Under California law, the City Council must direct the City Clerk to review the COI and then recommend any changes to it by October 1, 2024.

## **FISCAL IMPACT:**

Administrative costs associated with staff review and recommendations to the City Council.

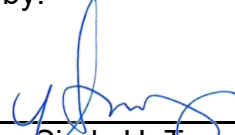
Respectfully submitted by:



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Maychelle Yee  
City Clerk

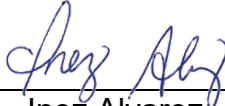
Prepared by:



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Cindy H. Trang  
Deputy City Clerk

Reviewed by:



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Inez Alvarez  
City Manager

Reviewed by:

APPROVED AS TO FORM BY  
KARL H. BERGER, CITY ATTORNEY



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Ephraim S. Margolin  
Deputy City Attorney

**Attachments:**

1. Resolution No. 2022-R77

# **ATTACHMENT 1**

## **Resolution No. 2022-R77**

## RESOLUTION NO. 2022-R77

### **A RESOLUTION ADOPTING THE 2022 CONFLICT OF INTEREST CODE FOR THE CITY OF MONTEREY PARK IN ACCORDANCE WITH THE POLITICAL REFORM ACT.**

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

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

- A. The Political Reform Act (Government Code §§ 81000, *et seq.*; the "PRA") and regulations adopted pursuant to the PRA (2 Cal. Code of Regs. §§ 18700, *et seq.*; "FPPC Regs.") require local government to adopt conflict of interest codes ("COI").
- B. The Fair Political Practices Commission promulgated FPPC Regs. § 18730, which contains the terms of a standard conflict of interest code that can be incorporated by reference as the City's COI.
- C. The City Council directed the City Clerk's office to review the COI on June 1, 2022 pursuant to the PRA (Government Code § 87306.5).
- D. The City Clerk finished that review and made recommendations which the City Council incorporated into this Resolution.
- E. To fulfill its obligations under the PRA and FPPC Regs., the City Council adopts this 2022 Monterey Park COI as set forth in this Resolution.

**SECTION 2:** *2022 Monterey Park COI – Generally.* FPPC Regs. § 18730 is adopted by reference as the City of Monterey Park's 2022 COI. Except as modified in this Resolution, all requirements of FPPC Regs. § 18730 apply as if fully set forth in this Resolution.

**SECTION 3:** *Monterey Park 2022 COI - Changes.* The 2022 Monterey Park COI includes the following changes:

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

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

#### **A. Designated Officials and Employees:**



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

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

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

#### COUNCIL, COMMISSIONS, COMMITTEES & BOARDS:

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

#### OFFICE OF THE CITY MANAGER:

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

#### OFFICE OF THE CITY ATTORNEY:

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

OFFICE OF THE CITY CLERK:

City Clerk  
Deputy City Clerk

OFFICE OF THE CITY TREASURER:

\* City Treasurer

COMMUNITY DEVELOPMENT DEPARTMENT:

Director of Community Development Department  
Planning Manager  
Senior Planner  
Assistant Planner  
Building Official  
Building Inspector  
Plan Checker

FIRE DEPARTMENT:

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

HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT:

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

LIBRARY:

City Librarian  
Senior Librarian  
Literacy Coordinator

MANAGEMENT SERVICES DEPARTMENT:

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

POLICE DEPARTMENT:

Police Chief  
Police Captain  
Police Lieutenant  
Range Master  
Technical Services Manager  
Community Engagement Bureau Sergeant  
Neighborhood Engagement Team Sergeant  
Traffic Bureau Sergeant

PUBLIC WORKS DEPARTMENT:

Director of Public Works/City Engineer  
Assistant City Engineer  
Public Works Manager  
Water Utility Manager  
Civil Engineering Associate  
Civil Engineer Assistant  
Civil Engineer Technician

RECREATION & COMMUNITY SERVICES DEPARTMENT

Director of Recreation and Community Services  
Recreation Manager  
Recreation Supervisor

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

**B. Consultants:**

The City Manager may determine in writing that a particular consultant is hired to perform a range of duties that requires the consultant to fully

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

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

Designated employees must file Statements of Economic Interests with the City of Monterey Park, on forms created by the Fair Political Practices Commission, in conformance with the individual disclosure categories and state guidelines, when requested by the City Clerk. The City Clerk will retain custody of the Statements and make them available for public inspection and reproduction. Designated employees listed in the Code with an asterisk (\*) must either file their Statements directly with the Fair Political Practices Commission in conformance with state guidelines, or file one original copy of their Statement of Economic Interest with the City Clerk, who must make and retain a copy and forward the original to the California Fair Political Practices Commission. All other designated employees must file one original copy of their Statement of Economic Interest with the City Clerk.

**SECTION 6:** *Disclosure and Disqualification:*

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

**SECTION 7:** *Travel Payments, Advances and Reimbursements.* If a payment, including an advance or reimbursement, for travel is required to be reported pursuant to Government Code § 87207, it may be reported on a separate travel reimbursement

schedule which shall be included in the filer's statement of economic interests. A filer who chooses not to use the travel schedule shall disclose payments for travel as a gift, unless it is clear from all surrounding circumstances that the services provided were equal to or greater in value than the payments for the travel, in which case the travel may be reported as income.

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

**SECTION 9:** Repeal of any provision of any resolution or policy herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Resolution's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Resolution.

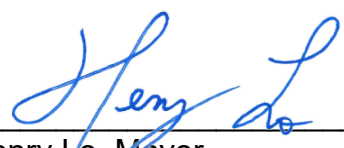
**SECTION 10:** A late fine of \$10 per day up to a maximum of \$100 will be assessed, commencing on the day after the form is due to the City Clerk's office. In addition, if a matter is referred to the FPPC's Enforcement Division for failure to file or failure to include all required economic interests,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

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

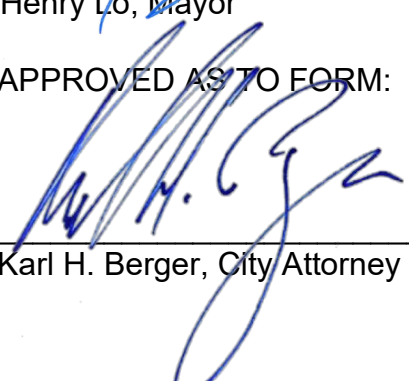
**SECTION 12:** The City Clerk will certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

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

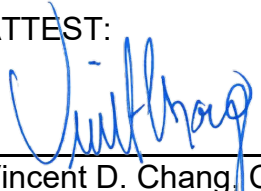
PASSED AND ADOPTED this 5<sup>th</sup> day of October, 2022

  
\_\_\_\_\_  
Henry Lo, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Karl H. Berger, City Attorney

ATTEST:

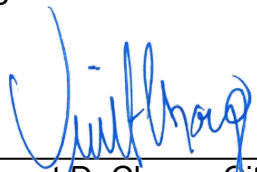
  
\_\_\_\_\_  
Vincent D. Chang, City Clerk

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

I, VINCENT D. CHANG, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 2022-R77 was duly regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 5<sup>th</sup> day of October 2022, by the following vote:

|          |                                      |
|----------|--------------------------------------|
| AYES:    | Councilmembers: Yiu, Chan, Liang, Lo |
| NOES:    | Councilmembers: None                 |
| ABSTAIN: | Councilmembers: None                 |
| ABSENT:  | Councilmembers: None                 |

Dated this 5<sup>th</sup> day of October 2022.

  
\_\_\_\_\_  
Vincent D. Chang, City Clerk  
Monterey Park, California



# City Council Staff Report

**DATE:** June 5, 2024

**AGENDA ITEM NO:** Consent Calendar - 3C

**To:** The Honorable Mayor and City Council

**From:** Martha Garcia, Director of Finance

**Subject:** Professional Services Amendments for Community Development Block Grant and Home Investment Partnerships Program Services.

## **RECOMMENDATION:**

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute an amendment to professional services agreement in a form approved by the City Attorney, to provide Community Development Block Grant (CDBG) and Home Improvement Investment Partnerships Program (HOME) services with Priscila Davila & Associates for an amount not to exceed \$285,545 and HP Housing Programs for an amount not to exceed \$345,000 over a 3-year period; and
2. Taking such additional, related, action that may be desirable.

## **EXECUTIVE SUMMARY:**

On January 18, 2017, City Council authorized the City Manager to enter into a 3-year professional services agreement from February 1, 2017, to February 1, 2020, with Priscila Davila & Associates and with HP Housing Programs. On December 19, 2019, City Council authorized the City Manager to execute a first amendment to extend the term to February 1, 2021 for both Priscila Davila & Associates and for HP Housing Programs agreements. On December 16, 2020 City Council authorized the City Manager to execute a second amendment to further extend the term of both agreements to June 30, 2024. The City requests authorizing the City Manager to execute a third amendment for both agreements with Priscila Davila & Associates and HP Housing Programs to extend the term by an additional three-years to June 30, 2027.

## **BACKGROUND:**

Every year the City of Monterey Park receives CDBG and HOME funds from the United States Department of Housing and Urban Development (HUD). Under this federal program, the City is obligated to spend HOME funds exclusively to create affordable housing for low-income households or rehabilitate existing residential dwelling unit whose owner meets specific income requirements. CDBG funds allow for more flexible spending that address a wide range of unique community development needs with the understanding that the City is ultimately meeting national objectives that expand

economic opportunities and fulfill community needs that benefit low to moderate-income households.

Due to the complexity of federal regulations, staff is recommending that City Council authorize the amendment to extend the Priscila Davila & Associates Agreement to provide CDBG and HOME administrative services for an amount not to exceed \$285,545. for a three-year term of July 1, 2024, to June 30, 2027, and HP Housing Programs Agreement to manage the City's Housing Rehabilitation Program and monitor the affordable housing assets in the community for an amount not to exceed \$345,000 for a three-year term of July 1, 2024 to June 30, 2027.

**FISCAL IMPACT:**

No General Fund revenue will be used to fund the programs or consulting services provided as part of these contracts. Funding to pay the contracts will come solely from CDBG, HOME and Housing funds as identified in the City's annual budget and the Annual Action Plan.

Respectfully submitted by:

  
\_\_\_\_\_  
Martha Garcia, Director of Finance

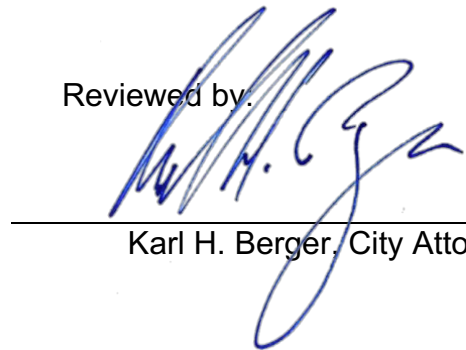
Prepared by:

  
\_\_\_\_\_  
Maria Espinosa-Chavez  
Principal Management Analyst

Approved by:

  
\_\_\_\_\_  
Inez Alvarez, City Manager

Reviewed by:

  
\_\_\_\_\_  
Karl H. Berger, City Attorney





# City Council Staff Report

**DATE:** June 5, 2024

**AGENDA ITEM NO:** Consent Calendar - 3D

**TO:** The Honorable Mayor and City Council  
**FROM:** Robert Aguirre, Director of Recreation and Community Services  
**SUBJECT:** Authorize the City Manager to Amend Agreement No. 1718-A and extend the term for an additional five years with World Journal LA, LLC, to be the Co-Producer of the Monterey Park Lunar New Year Festival

## **RECOMMENDATION:**

It is recommended that the City Council consider:

1. Authorizing the City Manager to amend agreement no. 1718-A and extend the term for an additional five-year term in a form approved by the City Attorney, with World Journal LA, LLC to co-produce the Monterey Park Lunar New Year Festival on dates to be determined by the City; and
2. Taking such additional, related, action that may be desirable.

## **EXECUTIVE SUMMARY:**

The City of Monterey Park has cohosted the annual Lunar New Year Festival with World Journal LA, LLC since 2012. In April 2024, Agreement no. 1718-A between the City of Monterey Park and World Journal LA, LLC (World Journal) ended its term.

City staff has been happy with World Journal's performance since 2012 and recommends an amendment to the agreement to extend the term for an additional five years. If approved, the amendment would give World Journal adequate time to plan for the 2025 event and enable them to leverage the agreement's term to secure sponsors and vendors for the next five years.

## **BACKGROUND:**

The City's Annual Lunar New Year Festival is located on East Garvey Avenue in the downtown area from Garfield Avenue to Alhambra Avenue. The event features entertainment, food, and over 200 commercial vendors and cultural booths. Attendance for the two-day event is estimated to be approximately 200,000 attendees each year.

The Business Improvement District Advisory Committee (BIDAC) and City staff have expressed satisfaction with the collaborative efforts with World Journal since the inaugural event in 2012.

Building on this successful partnership, the event will continue among the World Journal, the City, and the BIDAC. World Journal will retain the responsibilities for vendor and sponsor recruitment, securing essential services for equipment rental, waste management, and restroom facilities, as well as coordinating entertainment, decor, marketing, security, and all other financial and logistical obligations resulting from the event's production. The BIDAC will collaborate with the City to organize the Opening Ceremony and engage with local businesses in the area impacted by the two-day event.

**FISCAL IMPACT:**

City staffing and services cost approximately \$77,000 annually, including public safety, street closures, inspections, traffic, and other safety-related duties. World Journal pays \$7,500 to the city to offset the costs of City staffing and services. World Journal also shares the net profit, using the following percentages:

| Amount of Net Profit | Portion to CO-PRODUCER | Portion to CITY |
|----------------------|------------------------|-----------------|
| \$0 to \$20,000      | 80%                    | 20%             |
| \$20,001 - \$30,000  | 75%                    | 25%             |
| \$30,001+            | 70%                    | 30%             |

During the last contract renewal, beginning in 2018, the City's portion was as follows: 2018 - \$1,384; 2019 - \$2447; 2020 - \$3,254; 2021 and 2022 – Cancelled due to the pandemic; 2023 - \$0 (event cancelled after the January 21<sup>st</sup> tragedy); 2024 - \$0

Respectfully submitted by:

  
\_\_\_\_\_  
Robert Aguirre  
Director of Recreation &  
Community Services

Approved by:

  
\_\_\_\_\_  
Inez Alvarez  
City Manager

Reviewed by:

  
\_\_\_\_\_  
Karl H. Berger  
City Attorney

**ATTACHMENT:**

1. Agreement No. 1718-A

**PROFESSIONAL SERVICES AGREEMENT  
BY AND BETWEEN  
THE CITY OF MONTEREY PARK AND  
WORLD JOURNAL LA, LLC**

This Professional Services Agreement (“**Agreement**”) is governed by the laws of the State of California and is made and entered into this 16<sup>th</sup> day of August, 2017, by and between the CITY OF MONTEREY PARK, a public corporation (“**CITY**”), and WORLD JOURNAL LA, LLC, a California limited liability corporation (“**CO-PRODUCER**”), collectively referred to as the “Parties,” and separately referred to as a “Party.”

**RECITALS**

- A. The Lunar New Year is celebrated during a fifteen-day period around January and February of each year.
- B. The CITY has historically conducted Lunar New Year Festivals and desires to do so again in 2018, 2019, and 2020.
- C. The CITY’s Lunar New Year Festival is becoming a leading Lunar New Year Festival in the greater Los Angeles Area and attracts visitors from a wide diversity of backgrounds.
- D. The CITY desires an experienced regional event coordinator to organize and manage the 2018, 2019, and 2020 Monterey Park Lunar New Year Celebration Festival (the “**Festival**”).

**NOW, THEREFORE**, in consideration of the performance by the Parties of the covenants and conditions herein contained, the Parties hereto agree as follows:

**ARTICLE 1  
TERM OF AGREEMENT**

1.1 This Agreement commences on **August 16, 2017**, and continues in full force and effect through, **March 1, 2020**, unless earlier terminated as provided elsewhere in this Agreement. The CITY has the option to extend this agreement for two additional one year terms.

## **ARTICLE 2 RESPONSIBILITIES OF CO-PRODUCER**

2.1 The CO-PRODUCER agrees to perform any and all work necessary for the completion of the Monterey Park Lunar New Year Celebration Festival.

2.2 The CO-PRODUCER represents that it employs or will employ, at its own expense, all personnel required for the performance of any and all tasks and services. Expenses to include reimbursement for CITY staff time during the duration of the festival, including street closures, inspections, traffic, and any other duties undertaken in previous years. City expenses cannot exceed \$7,500.

2.3 The CO-PRODUCER represents that the tasks and services will be performed by the CO-PRODUCER, or under its direct supervision, and that all personnel engaged in such work are fully qualified and authorized and permitted under applicable State and/or local law to perform such tasks and services.

2.4 The CO-PRODUCER cannot subcontract or assign any portion of the production management duties herein without CITY's prior written approval which cannot be unreasonably withheld.

2.5 The CO-PRODUCER must work closely with CITY's designated liaison.

2.6 The CO-PRODUCER designates Konan Tien as its representative for supervision of the tasks and services required by this Agreement.

2.7 [Intentionally blank]

2.8 The CO-PRODUCER must comply with all applicable Federal, State, and local laws, ordinances and regulations.

2.9 CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, provided such changes do not create substantial burdens on CO-PRODUCER, and only on condition that such additions, deletions or revisions are submitted to CO-PRODUCER no later than December 15, 2018; December 14, 2019; December 13, 2020. All such changes must be authorized in writing, executed by CO-PRODUCER and CITY. The cost, credit, liability or time extension resulting from changes in the services will be determined and shared in accordance with written agreement between the Parties.

2.10 CO-PRODUCER is responsible for obtaining paid sponsorships for local, state and national businesses to provide funding for the Festival.

2.11 CO-PRODUCER is responsible for leasing booths to vendors, community organizations and/or non-profits organizations to provide funding for the Festival.

CO-PRODUCER must ensure that only vendors promoting a diversity of products and/or services to the community are involved with the Festival. CO-PRODUCER must also ensure that a portion of the booths are made available for Monterey Park merchants, artistic and hand-crafted products. Further, CO-PRODUCER must ensure that booths selling products are placed so that they do not directly compete with affixed businesses located adjacent to such booths.

2.12 CO-PRODUCER must provide a layout to CITY with a total number of booths and or/tents. The configuration of all booths and tents, both externally and internally, must be approved by the Monterey Park Fire Department in its regulatory capacity.

2.13 CO-PRODUCER, except for otherwise indicated in this Agreement, is solely responsible for all expenses, costs, liabilities, and losses, incurred in furtherance of this Agreement and/or related to the Festival. CITY does not have any liability or responsibility for the payment of any losses suffered or liabilities incurred by the CO-PRODUCER arising from producing this event unless solely and directly caused by the CITY's or its officers, officials, employees and/or representatives willful or negligent act(s).

### **ARTICLE 3**

#### **RESPONSIBILITIES OF THE CITY**

3.1 Robert Aguirre is the CITY's liaison regarding the subject matter of this Agreement.

3.2 CITY will provide full information regarding its requirements for the Agreement, and furnish CO-PRODUCER with any and all information, data, reports, maps, and records which are available within the offices of the CITY and are necessary for the performance by the CO-PRODUCER of the tasks and services in this Agreement at no cost to CO-PRODUCER.

### **ARTICLE 4**

#### **INTELLECTUAL PROPERTY LICENSES.**

4.1 CITY grants to CO-PRODUCER an exclusive worldwide license during the term to market and promote the Festival name and any logo in any manner or media now known or hereafter devised ("Licensed Product"), including, without limitation, products embodying same.

4.2 CITY grants to CO-PRODUCER an exclusive license during the term to produce and operate the Festival within CITY's jurisdictional limits, but not elsewhere, in any manner whatsoever, provided that during the term. CITY will not grant to any other person or entity the right to produce and/or operate the Festival, whether in the CITY's jurisdictional limits or otherwise;

4.3 Pursuant to the Copyright Act of 1976, as amended, (17 U.S.C. §§ 101, *et seq.*) CITY and CO-PRODUCER will jointly retain the copyright and all other rights in and to the Logo and the Festival to be designed by CO-PRODUCER.

4.4 Other than in connection with the promotion, marketing and production of the Festival, CO-PRODUCER will not grant permission to others to use any logo without CITY's written permission, not to be unreasonably withheld.

4.5 If CO-PRODUCER learns of the substantial infringement of any copyright licensed under this Agreement, CO-PRODUCER will call CITY's attention thereto in writing and provide CITY with reasonable evidence of infringement. Neither party will notify a third party of the infringement without first obtaining consent of the other party, which consent will not be unreasonably denied. Both Parties will use their best efforts in cooperation with each other to terminate infringement without litigation. CO-PRODUCER will have no obligation to commence litigation in connection with any such infringement.

4.6 Legal action, as is decided on, will be at the expense of the party bringing suit and all damages recovered thereby will belong to the party bringing suit, but legal action brought jointly by CITY and CO-PRODUCER and fully participated in by both will be at the joint expense of the Parties and all recoveries will be shared jointly by them in proportion to the share of expense paid by each party.

4.7 Each party will cooperate with the other in litigation proceedings instituted hereunder but at the expense of the party bringing suit. Litigation will be controlled by the party bringing the suit, except that CITY may be represented by counsel of its choice in any suit brought by CO-PRODUCER.

## **ARTICLE 5 COMPENSATION**

5.1 CO-PRODUCER must share Net Profit with CITY as follows:

| <b>Amount of Net Profit</b> | <b>Portion to CO-PRODUCER</b> | <b>Portion to CITY</b> |
|-----------------------------|-------------------------------|------------------------|
| \$0 to \$20,000             | 80%                           | 20%                    |
| \$20,001 - \$30,000         | 75%                           | 25%                    |
| \$30,001+                   | 70%                           | 30%                    |

"Net Profit" is calculated by subtracting CO-PRODUCER's expenses and costs associated with FESTIVAL event from total income (e.g. commissions from the carnival, the fees paid by vendors or merchants, or sponsorships) received by CO-PRODUCER. The necessity or the amount of said expenses and costs shall be solely determined by CO-PRODUCER.

5.2 CO-PRODUCER agrees to provide an expense and income statement to the CITY in sufficient detail to verify Net Profit generated from the Festival using common accounting

practices. Such expense and income statement must be provided within 45 days of the ending date of the Festival for any one year. In addition, copies of various backup information, invoices, revenue receipts, etc, must be provided to the CITY at the same time the income and expense statement is provided. Income sources must include, without limitation, commissions from the carnival and the fees paid by vendors or merchants to attend the event, or sponsorships, etc.

5.3 CO-PRODUCER agrees to provide the CITY with advertising space in the World Journal publication to be utilized by BIDAC, Free of charge, twice during the two weeks prior to each year of the respective Monterey Park Lunar New Year Celebration Festival dates in 2018, 2019, and 2020; and twice, prior to each Christmas in 2018, 2019, and 2020.

5.4 The Parties agree that failure of CO-PRODUCER to timely provide the expense and income statement to CITY constitutes a default. Upon default, CITY must notify in writing to CO-PRODUCER and allow CO-PRODUCER a seven (7)-day grace period to cure the default. Should CO-PRODUCER fail to cure the default in the grace period, and CITY opts to not allow CO-PRODUCER to continue to provide the expenses and income statement, the Parties agree that this default will result in damage and injury to CITY. The Parties further agree, however, that actual damages incurred by CITY as result of such default is difficult if not impossible to ascertain with any degree of certainty or accuracy. Accordingly, the Parties have negotiated and have agreed that for each calendar day during which such default occurs, that CO-PRODUCER will pay CITY, as and for liquidated damages, and not as a penalty, the sum of one hundred dollars (\$100).

## **ARTICLE 6 TERMINATION OF AGREEMENT**

6.1 Each Party may terminate this Agreement with or without cause upon providing the other Party fifteen (15) day written notice, but in no event later than December 15, 2018; December 14, 2019; December 13, 2020.

6.2 The Parties agree that each party shall assume responsibility for its own costs, expenses, losses, damages and/or other liabilities which the Party may sustain by reason of such termination.

## **ARTICLE 7 EMPLOYMENT PRACTICES OF THE CO-PRODUCER**

7.1 In providing for the performance of the tasks and services required by this Agreement, the CO-PRODUCER cannot discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, or national origin.

7.2 The CO-PRODUCER must take affirmative actions to ensure that applicants are employed and employees are treated during their employment without regard to race, religion, color, sex, or national origin.



7.2.1 Affirmative actions include, without limitation, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

7.2.2 These provisions must be included in any subcontract for the services provided under this Agreement awarded by the CO-PRODUCER.

7.2.3 The CO-PRODUCER will cooperate with the CITY in maximizing the utilization of minority business enterprises to complete any subcontract work under this Agreement.

## **ARTICLE 8 CONFLICTS OF INTEREST**

8.1 No officer or employee of the CITY can have any interest, direct or indirect, in this Agreement or the proceeds thereof during his tenure with the CITY or for a period of one (1) year thereafter. This section will survive termination of the Agreement.

8.2 The CO-PRODUCER covenants on behalf of itself and its employees, that it has, at the time of the execution of this Agreement, no interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement, nor will it acquire any such interest at any time during such performance of services. The CO-PRODUCER further covenants that during the performance of this Agreement, no person, having any such interest may be employed by the CO-PRODUCER.

8.3 The CITY and the CO-PRODUCER covenant and agree that, to their best knowledge, no member of the City of Monterey Park, nor any officer or employee of the CITY has any interest, whether contractual, non-contractual, financial or otherwise direct or indirect, in this Agreement or in the business of subcontracting work required under this Agreement; and that if any such interest comes to the attention of either party at any time during the performance of this Agreement, a full and complete disclosure of such information must be made in writing to the other party, even if such interest would not be considered a conflict of interest under applicable laws and the CO-PRODUCER must take such action as required by law to eliminate the conflict of interest.

8.4 The CO-PRODUCER covenants that it has not employed or retained any person or company to solicit or secure this Agreement; and that it has not paid or agreed to pay any person or company any fee, commission, percentage, brokerage fee, gift, or other compensation, contingent upon or resulting from the award of making of this Agreement. For breach or violation of this covenant, the CITY has the right to annul this Agreement without liability, or in its discretion to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

8.5 CO-PRODUCER cannot disseminate mailers, flyers, newsletters, magazines or any other written materials that exceed 200 in number that contain CITY COUNCIL member's



names, pictures or likenesses except the CITY COUNCIL member's name may be listed in a letterhead format subject to approval by CITY. This provision specifically excludes any and all press releases, news articles, reporting coverage, magazine articles, and other feature articles that are authored by CO-PRODUCER reporting on the event.

## **ARTICLE 9 INSURANCE/INDEMNIFICATION**

9.1 The CO-PRODUCER must procure and maintain, for the respective Monterey Park Lunar New Year Celebration Festival dates in 2018, 2019 and 2020, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the CO-PRODUCER'S performance. The cost of such insurance is borne by the CO-PRODUCER. CITY may terminate this Agreement for CO-PRODUCER's failure to procure and/or maintain the proper insurance.

9.2 Before commencing performance under this Agreement, and at all other times this Agreement is effective, CO-PRODUCER 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</u>         |
|-------------------------------|-----------------------|
| Commercial general liability  | \$2,000,000           |
| Professional Liability        | \$1,000,000           |
| Business automobile liability | \$1,000,000           |
| Workers compensation          | Statutory requirement |

9.3 Commercial general liability insurance will meet or exceed the requirements of the most recent ISO-CGL Form, or equivalent. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies will be endorsed to name CITY, its officials, and employees as "additional insured's" 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 and non contributory. Such insurance will be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to CITY.

9.4 Professional liability coverage will be on an "occurrence basis" if such coverage is available, or on a "claims made" basis if not available. When coverage is provided on a "claims made basis," CO-PRODUCER will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CO-PRODUCER for all claims made by CITY arising out of any errors or omissions of CO-PRODUCER, or its officers or employees during the time this Agreement was in effect.

9.5 Automobile coverage will be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).

9.6 CO-PRODUCER will furnish to CITY duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement and such other evidence of insurance or copies of policies as may be reasonably required by CITY from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A: VII."

9.7 Should CO-PRODUCER, for any reason, fail to obtain and maintain the insurance required by this Agreement, CITY may obtain such coverage at CO-PRODUCER's expense and deduct the cost of such insurance from payments due to CO-PRODUCER under this Agreement or terminate.

9.8 All Coverages. Each insurance policy required by this clause must be endorsed to state that coverage cannot be cancelled except after thirty (30) days prior written notice by mail has been given to the CITY, or ten (10) days' notice if cancellation is due to nonpayment of a premium.

**9.9 INDEMNIFICATION. CO-PRODUCER agrees to the following:**

**9.9.1 *Indemnification for Professional Services.* CO-PRODUCER will save harmless and indemnify and at CITY's request reimburse defense costs for CITY and all its officers, employees and representatives from and against any and all suits, actions, or claims, of any character whatever, brought for, or on account of, any injuries or damages sustained by any person or property resulting or arising solely and directly from any negligent or wrongful act, error or omission by CO-PRODUCER or any of CO-PRODUCER's officers, agents, employees, or representatives, in the performance of this Agreement, except for such loss or damage arising from CITY's sole negligence or willful misconduct.**

**9.9.2 *Indemnification for other Damages.* CO-PRODUCER for the respective Monterey Park Lunar New Year Celebration Festival dates in 2018, 2019 and 2020 indemnifies and holds CITY harmless from and against any claim, action, damages, costs (including, without limitation, reasonable attorney's fees), injuries, or liability, solely and directly arising out of CO-PRODUCER's negligence or willful misconduct in the performance of this Agreement, except for such loss or damage arising from CITY's sole negligence or willful misconduct. Should CITY be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising directly out of CO-PRODUCER's negligence or willful misconduct, in the performance of this Agreement, CO-PRODUCER will defend CITY (at CITY's written request and with counsel reasonably satisfactory to CITY) and will indemnify CITY for any judgment rendered against it or any sums paid out in settlement or otherwise.**

**9.9.3** For purposes of this section "CITY" includes CITY's officers, officials, employees, and representatives.

9.9.4 It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.

9.9.5 The CO-PRODUCER acknowledges that it has fully informed itself of the contents and meaning of this hold harmless agreement, and has so executed it with full knowledge thereof, and that the terms are contractual and not a mere recital. These requirements also apply to any subcontractor whose hazards are not covered by the CO-PRODUCER'S insurance policies.

9.10 CO-PRODUCER agrees to obtain from all its subcontractors involved in this Festival, certificates of insurance evidencing coverage for general liability, workers compensations, and auto liability insurance and furnish to the CITY for verification. It is the CITY's responsibility to verify the certificate's authenticity, adequacy and validity. All Insurance endorsements must contain an additional insured endorsement naming the "CITY OF MONTEREY PARK, its elected and non elected officials, employees, and agents as additional insured's. Policy must apply on a primary basis. Any insurance or self-insurance, maintained by the city is non-contributory to contractor's policy."

## **ARTICLE 10**

### **FORCE MAJEURE**

10.1 Neither CO-PRODUCER nor CITY will be deemed to be in default if performance of the obligations required in this Agreement is delayed or becomes impossible because of any natural disaster, war, terrorist act, earthquake, fire, strike, sickness, inclement weather, accident, civil commotion, epidemic, act of federal, state, or local government (including CITY in its regulatory and police power capacity), its agencies or officers, or any other legitimate cause beyond control of the Parties.

10.2 On the occurrence of any such event as set forth in Section 10.1, or if CO-PRODUCER fails to perform any of the conditions of this Agreement, because of circumstances beyond the control of CO-PRODUCER and not induced or brought about by the unreasonable acts of CITY, then CITY may elect, by giving notice to CO-PRODUCER, to extend the term of the Agreement to conduct the Festival. In the event of any such extension, specific dates, periods, and time requirements referred to in the Agreement will be postponed or extended accordingly. The Parties will make a good faith effort to negotiate a new date, which must be within sixty (60) days of the original date.

10.4 The Parties agree that each party shall assume responsibility for its own losses expenses, and/or other liabilities that result from this Agreement being delayed or becoming impossible to perform because of any natural disaster, war, terrorist act, earthquake, fire, strike, sickness, inclement weather, accident, civil commotion, epidemic, act of federal, state, or local government (including CITY in its regulatory and police power capacity), its agencies or officers, or any other legitimate cause beyond control of the Parties. CITY has no duty or obligation to pay for any portion of any such losses, expenses, and/or other liabilities.

10.5 Section 5.2 above is not applicable if this Agreement is delayed or becomes impossible because of any natural disaster, war, terrorist act, earthquake, fire, strike, sickness, inclement weather, accident, civil commotion, epidemic, act of federal, state, or local government (including CITY in its regulatory and police power capacity), its agencies or officers, or any other legitimate cause beyond control of the Parties.

10.6 In accordance with Exhibit A, in particular Section 13 and Exhibit E regarding determination process, in the event of inclement weather, or other adverse conditions, the City Manager can make the final determination to postpone or cancel the Festival in his or her sole discretion which shall not be arbitrarily made.

## **ARTICLE 11 MISCELLANEOUS**

11.1 This Agreement is by and between the CITY and CO-PRODUCER and is not intended, and cannot be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the CITY and CO-PRODUCER. The employees and agents of one party are not the employees or agents of the other party for any purpose whatsoever. CO-PRODUCER and its employees are independent contractors and are not employees of the CITY. CO-PRODUCER is solely liable and responsible for providing all compensation and benefits to, or on behalf of, all persons performing work pursuant to this Agreement. CITY has no liability or responsibility for the payment of any salaries, wages, unemployment benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of CO-PRODUCER.

The CO-PRODUCER understands and agrees that all persons performing work pursuant to this Agreement are, for purposes of worker's compensation liability, solely employees of CO-PRODUCER and not employees of the CITY. The CO-PRODUCER is solely liable and responsible for furnishing any and all worker's compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of CO-PRODUCER hereunder.

The CO-PRODUCER agrees to indemnify, defend with counsel acceptable to the CITY, and hold CITY harmless for any action or proceeding regarding CO-PRODUCER'S employee or agent's independent contractor status. The employees and agents of each party must, while on the premises of the other party, comply with all rules and regulations of the premises, including, without limitation, security requirements.

11.2 The CITY and the CO-PRODUCER each binds itself and its partners, successors, and assigns of to the other party to this Agreement and to the partners, successors and assigns of such other party with respect to all covenants of this Agreement. Neither the CITY nor the CO-PRODUCER can assign, sublet, or transfer its interest in this Agreement without the written consent of the other party.

11.3 This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

11.4 The CO-PRODUCER may begin work upon receipt of the "Notice to Proceed" and diligently perform the services required of him/ her by this Agreement.

11.5 All documents, data, studies, drawings, maps, models, photographs and reports prepared by CO-PRODUCER under this Agreement are to be treated as the property jointly owned by CITY and CO-PRODUCER. CO-PRODUCER is permitted to retain all original copies of said documents and materials as desired, but will deliver copies of said all original materials to CITY upon CITY's written notice. CITY agrees that use of CO-PRODUCER 's completed work product, for purposes other than identified in this Agreement, or use of incomplete work product, is at CITY's own risk.

11.6 Records of the CO-PRODUCER'S expenses pertaining to the Festival and the performance of all services under this Agreement, and records of accounts between the CITY and the CO-PRODUCER must be kept on a generally recognized accounting basis. Such records, in addition to employment, operating, and regulatory documents, must be available to the CITY or its authorized representative at mutually convenient times for inspection. The CO-PRODUCER must maintain all records for up to three (3) years after the termination of this Agreement.

11.7 CO-PRODUCER covenants that, during the term, it cannot use its name or funds, or permit or offer its name or funds, to be used in connection with the election, nomination, support or publicity endorsement or appointment of any officer or employee of (1) the CITY or any governmental agency in which the CITY area is included, or (II) any county, state or federal government agency. The CO-PRODUCER further covenants that it must refrain from participation in the distribution of pamphlets or handbills of any kind favoring or opposing any candidate for election to any public office or to the office of any equal quasi-public agency.

11.8 For any agreement with a subcontractor or other person or entity hired for this Festival in an industry or trade where workers compensation insurance is generally recommended, CO-PRODUCER agrees that such agreement must include a requirement that the subcontractor or other person or entity provide general liability insurance and workers compensation insurance naming as additional insureds the Parties to this Agreement. For trades or industries where workers compensation insurance is not the norm, CO-PRODUCER agrees that such agreement must, at a minimum, include a requirement that the subcontractor or other person or entity provide general liability insurance. The determination as to what trades or industries generally recommend workers compensation insurance is left to the sole discretion of the CITY. CO-PRODUCER agrees to obtain certificates evidencing such coverage and make reasonable efforts to ensure that such coverage is provided as required herein. Nonetheless it is the CITY's responsibility to verify the certificate's authenticity, adequacy and validity. CO-PRODUCER agrees to require that no contract used by any subcontractor will reserve the right to charge back to

CITY the cost of insurance required by this Agreement. CO-PRODUCER agrees that upon request, all agreements with subcontractors or others with whom CO-PRODUCER contracts with on behalf of CITY will be submitted to CITY for its review. This is not applicable to the agreements or contract strictly between CO-PRODUCER to verify the certificate's authenticity, adequacy and validity and its subcontractors or others. Failure of CITY to request copies of such agreements will not impose any liability on CITY, or its employees.

11.9 No waiver of any breach of this Agreement can be held to be a waiver of any other subsequent breach. All remedies afforded in this Agreement will be taken and construed as cumulative, that is, in addition to every other remedy provided therein or by law. The failure of one Party to enforce at any time any of the provisions of this Agreement, or to require at any time performance by the other Party of any of the provisions, therefore, cannot be construed to be a waiver of such provisions, nor in any way affect the validity of this Agreement or any part thereof or the right of the Party to thereafter enforce each and every such provision.

11.10 If there is a conflict between Services Documents, the highest in precedence controls. The precedence is from highest to lowest in precedence:

1. Permits from other agencies as may be required by law;
2. The body of this Agreement; and
3. Exhibit A and Exhibit E to this Agreement, entitled the Lunar New Year Concept.

11.11 Whenever it is necessary for either party to serve notice on the other respecting this Agreement, such notice must be served by personal delivery or by certified mail addressed to the following addresses, unless and until different addresses may be furnished in writing by either party to the other, and such notice is deemed served within seventy-two (72) hours after the same has been deposited in a United States Post Office by certified mail or has been delivered personally, and is valid and sufficient service of notice for all purposes:

|             |                                              |                    |
|-------------|----------------------------------------------|--------------------|
| <b>CITY</b> | Robert Aguirre                               | Ph: (626) 307-1390 |
|             | Recreation and Community Services Department |                    |
|             | City of Monterey Park                        |                    |
|             | 320 West Newmark Ave.                        |                    |
|             | Monterey Park, CA 91754                      |                    |

|                    |                           |                    |
|--------------------|---------------------------|--------------------|
| <b>CO-PRODUCER</b> | Konan Tien                | Ph: (323) 859-8991 |
|                    | World Journal LA, LLC     |                    |
|                    | 1588 Corporate Center Dr. |                    |
|                    | Monterey Park, CA 91754   |                    |

11.12 CO-PRODUCER cannot make changes in the services or perform any additional work or provide any additional material under this Agreement without first obtaining



written authorization from CITY for additional work or materials. Additional labor or materials provided without authorization is done at CO-PRODUCER'S risk and without payment.

11.13 If any provision of this Agreement is found to be invalid, void or unenforceable, the remaining provisions nevertheless continue in full force and effect without being invalidated in any way.

11.14 CO-PRODUCER agrees that it will not engage in any activity that is substantially similar to the for the respective Lunar New Year Celebration Festival, that will compete directly with the Festival during the term of this Agreement.

11.15 Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

11.16 The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement. This Agreement may be modified by written amendment signed by the Parties. CITY's city manager, or designee, may execute any such amendment on behalf of CITY.

11.17 The Parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a Party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.

11.18 The Parties agree that the Festival name, logo(s), website domain, vendor list, sponsor list, all forms created on behalf of the Festival are jointly owned by CITY and CO-PRODUCER.

11.19 CITY and CO-PRODUCER agree to attempt to settle any claim, dispute or controversy arising from this Agreement through consultation and negotiation in good faith and in a spirit of mutual cooperation. If those attempts fail, the dispute may be mediated by a mediator chosen jointly by CITY and CO-PRODUCER within thirty (30) days after notice by one of the parties demanding non-binding mediation. Neither party may unreasonably withhold consent to the selection of a mediator. CITY and CO-PRODUCER will share the cost of the mediation equally. The parties may agree to engage in some other form of non-binding alternate dispute resolution ("ADR") procedure in lieu of mediation. Any dispute that cannot be resolved between the parties through negotiation or mediation within two months after the date of the initial demand for non-binding mediation may then be submitted to a court of competent jurisdiction in the County of Los Angeles, California.

11.20 This Agreement supersedes any and all other Agreements either oral or in writing, between the Parties and with respect to the subject matter herein. Each Party to this Agreement acknowledges that this document comprises the entire Agreement between the above Parties with respect to the subject matter of this Agreement and no other promises, statements or representations have been made to any Party to this Agreement other than those contained herein. Any modifications of this Agreement is not valid unless in writing and signed by all Parties.

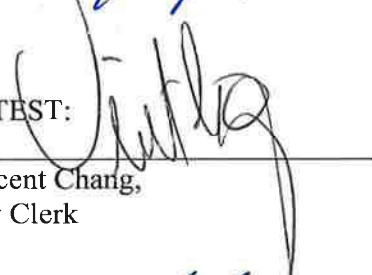
**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement on the date first above written.

**CITY OF MONTEREY PARK**

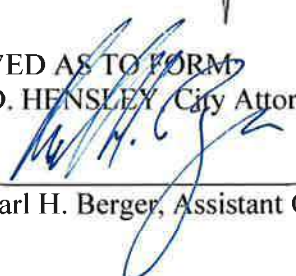
  
\_\_\_\_\_  
Ron Bow  
City Manager

Date: 9/29/17

ATTEST:

  
\_\_\_\_\_  
Vincent Chang,  
City Clerk

APPROVED AS TO FORM  
MARK D. HENSLEY, City Attorney

By:   
\_\_\_\_\_  
Karl H. Berger, Assistant City Attorney

**WORLD JOURNAL LA, LLC**

  
\_\_\_\_\_  
James Kuo  
President

Date: 8/24/17





# City Council Staff Report

**DATE:** June 5, 2024

**AGENDA ITEM NO:** Consent Calendar - 3E

**TO:** The Honorable Mayor and City Council  
**FROM:** Shawn Igoe, Director of Public Works  
**SUBJECT:** Authorize Purchase of a CASE 580SN Backhoe Loader

## **RECOMMENDATION:**

It is recommended that the City Council consider:

1. Waiving the bidding requirements pursuant to Monterey Park Municipal Code Section 3.20.050(3) and (4), and authorizing the City Manager to purchase a 2024 CASE 580SN backhoe loader from Sonsray Machinery at the cost of \$173,969.61; and
2. Taking such additional, related, action that may be desirable.

## **EXECUTIVE SUMMARY:**

The Public Works Director seeks City Council approval for the purchase of a backhoe loader due to the increased need for the equipment. The 2024 CASE 580SN Backhoe Loader is the most suitable equipment for use in day-to-day operations by the Street and Park maintenance divisions. This equipment may be purchased via Sonsray Machinery which was identified through a Sourcewell contract. The total cost for the backhoe loader is \$173,969.61, including applicable taxes and fees.

## **BACKGROUND:**

The City's Maintenance Divisions have seen an increased need for the use of backhoe loader equipment during daily operations requiring digging, trenching, back-filling and material handling. Having a City-owned backhoe loader will reduce the need to pay for equipment rentals and/or hire outside vendors to complete work that could otherwise be completed in-house. The backhoe loader is relatively small and versatile and would be of great benefit for both Street and Park maintenance operations, while also serving in a backup capacity for the Water Division's emergency response operations, which use the same CASE model. The estimated savings from contracted services is approximately \$15,000 per year.

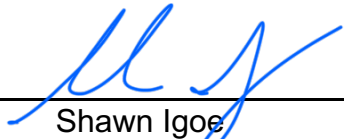
The City is member of Sourcewell, a purchasing cooperative that combines the purchasing power of multiple agencies into a cooperative purchasing group to secure lower prices than what a smaller agency may obtain through an individual bid. Sourcewell contracts are competitively solicited and meet public bidding processes; accordingly, the City Council may authorize purchase of the backhoe via MPMC § 3.20.050(3) and (4) – which allows the City to forego bidding when it is in the City's best interests (here, for best value and because bidding occurred via a purchasing cooperative). Sonsray Machinery

was selected based upon its lowest price because of its participation with Sourcewell. The total cost of the backhoe loader is \$173,969.61 including applicable taxes and fees. It is recommended that City Council approve the purchase of the 2024 CASE 580SN backhoe loader through Sonsray Machinery.

**FISCAL IMPACT:**

The total purchase price for the backhoe loader is \$173,969.61. The purchase will be made through expenditure account 242-4202-5506 (\$164,200) previously approved through the City's FY 23-24 Midyear Budget Adjustment process and expenditure account 239-4202-5329 (\$9,769), approved with the FY 23-24 original budget.

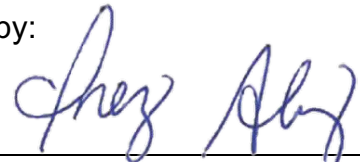
Respectfully submitted by:

  
\_\_\_\_\_  
Shawn Igoe  
Director of Public Works

Reviewed by:

  
\_\_\_\_\_  
Martha Garcia  
Director of Finance

Approved by:

  
\_\_\_\_\_  
Inez Alvarez  
City Manager

Reviewed by:

  
\_\_\_\_\_  
Karl H. Berger  
City Attorney

**ATTACHMENT(S):**

1. Sonsray Machinery Quote

## **ATTACHMENT 1**

### Sonsray Machinery Quote





## City Council Staff Report

**DATE:** June 5, 2024

**AGENDA ITEM NO:** Consent Calendar - 3F

**TO:** The Honorable Mayor and City Council  
**FROM:** Shawn Igoe, Director of Public Works  
**SUBJECT:** Purchase of an EV Ford E-Transit 350 Aerial Lift Vehicle

### **RECOMMENDATION:**

It is recommended that the City Council consider:

1. Waiving bidding requirements pursuant to Monterey Park Municipal Code § 3.20.050 (4) and purchase of a California HVIP qualified Ford E-Transit 350 Aerial Lift vehicle; and
2. Taking such additional, related, action that may be desirable.

### **EXECUTIVE SUMMARY:**

The Public Works Facilities Maintenance Division is proposing to replace a utility vehicle that has exceeded its service life for daily use with a Ford E-Transit 350 Aerial Lift vehicle. Staff is recommending purchase of the replacement truck through RUSH Truck Center. RUSH is the exclusive authorized dealer in the United States to supply this vehicle in either gas or EV non-emission versions.

### **BACKGROUND:**

The Facilities Maintenance Division is proposing to replace the City's 2004 Aerial lift truck, unit 022. This vehicle has aged out for the day to day operations required by this Division. It will be designated as a vehicle to be used for street banner installation, Holiday flag installation, smaller lamp post maintenance in City Parks, and Water Division reservoir maintenance. These maintenance duties occur at a lower rate of frequency within Public Works. Both vehicles can easily serve as a back-up to the other if such a need should arise.

The proposed replacement vehicle is a 2023 Ford 350 E-Transit van which is an all-electric unit in the Ford E-Transit Series. This vehicle is specially outfitted with a LiftUP Aerial RH38DGA bucket apparatus. LiftUP is a leading manufacturer of aerial lifts specializing in innovative design. The bucket apparatus is an aerial ladder system that can be extended to 38' and has safety features that include single person operation with a manual override to exit the bucket if needed, remote control operation, an integrated self-leveling bucket to ground feature, a 46Kv Class C insulated ladder, and a ground level side door bucket entrance. The ladder and bucket operate on a separate battery pack, independent from the vehicle power supply.

RUSH Truck Centers is the only approved provider of the model Ford E-Transit 350 equipped with the LiftUP system in the U.S. market. The vehicle complies with SCAQMD Rule 1196, which aims at reducing air toxic and criteria pollutant emissions and also meets California *Hybrid & Zero Emission Truck and Bus Voucher Incentive Project* (HVIP) requirements. HVIP assists with the transition of all truck and bus fleets to cleaner technologies by providing point-of-sale discounts. The HVIP incentive for the purchase of this E-Transit vehicle is \$7,500. Additionally, Ford is offering a limited time EV cash Rebate of \$15,000, for a total of \$22,500 off the final sale price, bringing the total purchase price to \$152,000. These immediately applied savings and final price will keep the City well under the \$200,000 previously approved for the purchase of a vehicle and meet the current needs of the Facilities Maintenance Division. This vehicle is ready to purchase, fully outfitted from the dealer, thus avoiding the current delays in manufacturing and post-purchase upfitting that are being experienced by many Municipalities in their purchase of commercial use vehicles.

**FISCAL IMPACT:**

The total purchase price for the EV Ford E-Transit 350 Aerial Lift vehicle is \$152,011.42. The purchase will be made through expenditure account 501-5002-5501-EPW02 (\$150,000) and expenditure account 401-5002-5501-EPW03 (\$2,011.42), previously approved and carried over from the Fiscal '22-'23 vehicle replacement budget.

Respectfully submitted by:

  
\_\_\_\_\_  
Shawn Igoe  
Director of Public Works

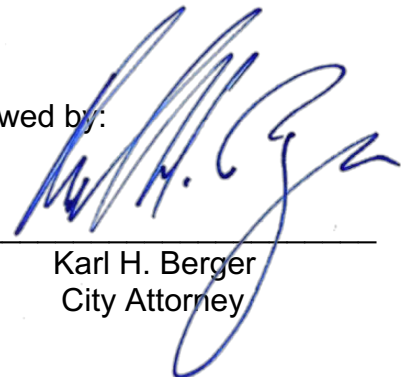
Reviewed by:

  
\_\_\_\_\_  
Martha Garcia  
Director of Finance

Approved by:

  
\_\_\_\_\_  
Inez Alvarez  
City Manager

Reviewed by:

  
\_\_\_\_\_  
Karl H. Berger  
City Attorney

**ATTACHMENT(S):**

1. CMP 23 E-Transit LU RSO
2. 2023 Transit EV RH38DGA Equipment List
3. Rush – LiftUP 2024
4. 01-Ladder Bucket Ranger Bin Package Diagram
5. 02 – Side View Elevated

# **ATTACHMENT 1**

## **CMP 23 E-Transit LU RSO**

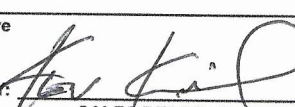




Rush Truck Center, San Diego  
8464 Miramar Rd.  
San Diego, CA 92126  
858-566-2605

REVISED ✓

## Retail Sales Order

| SALES ORDER                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | Date 05/24/2024                                                                                                                                                                                                                                                                                                    |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Please enter my order for the following:<br><input checked="" type="checkbox"/> New <input type="checkbox"/> F.E.T. Applicable<br><input type="checkbox"/> Used <input checked="" type="checkbox"/> F.E.T. Exempt                                                                                                                                                                                                                                         |  | City of Monterey Park                                                                                                                                                                                                                                                                                              |  |
| Make Ford                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Customer's Name                                                                                                                                                                                                                                                                                                    |  |
| Year 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | 320 West Newman Avenue Monterey Park CA 91754-2896                                                                                                                                                                                                                                                                 |  |
| Color OXFORD WHITE                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | Street City State Zip                                                                                                                                                                                                                                                                                              |  |
| Serial # 1FTBW1YK2PKB05494                                                                                                                                                                                                                                                                                                                                                                                                                                |  | (626) 307-1291                                                                                                                                                                                                                                                                                                     |  |
| Stock # 1614583                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Federal Tax ID # Business Phone Fax                                                                                                                                                                                                                                                                                |  |
| To be delivered on or about 6/3/2024                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Purchaser's Name                                                                                                                                                                                                                                                                                                   |  |
| *Includes RH38DGA 46KV Insulated Aerial Lift,<br>Ranger FTL-27 Bin Pkg w/ Composite SubFloor,<br>Lighting Pkg - Strobes Front and Rear, (2) Traffic<br>Arrows Rear Door, Traffic Control Stick Top Rear.<br>*Sales Tax 10.25%. *DMV Exempt Plates.                                                                                                                                                                                                        |  | Street City State Zip                                                                                                                                                                                                                                                                                              |  |
| Rebate: Ford EV Cash \$15000 EXPIRES 7-8-24<br>HVIP Grant Voucher \$7,500.                                                                                                                                                                                                                                                                                                                                                                                |  | Federal Tax ID # Business Phone Fax                                                                                                                                                                                                                                                                                |  |
| Sales Price 157,957.00                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Kenneth Kail                                                                                                                                                                                                                                                                                                       |  |
| Factory Paid F.E.T. 0.00                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | By Salesman                                                                                                                                                                                                                                                                                                        |  |
| F.E.T. Tire Credit 0.00                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | Vehicle will be Titled in Los Angeles County.                                                                                                                                                                                                                                                                      |  |
| Total Factory Paid F.E.T. 0.00                                                                                                                                                                                                                                                                                                                                                                                                                            |  | *** Vehicle will be Registered in the State of California                                                                                                                                                                                                                                                          |  |
| Optional Extended Warranties 0.00                                                                                                                                                                                                                                                                                                                                                                                                                         |  | LIENHOLDER INFORMATION                                                                                                                                                                                                                                                                                             |  |
| Sub-Total 157,957.00                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Date of Lien                                                                                                                                                                                                                                                                                                       |  |
| Dealer Paid F.E.T. * 0.00                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Lien Holder                                                                                                                                                                                                                                                                                                        |  |
| Local Taxes 16,224.42                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | EV INCENTIVE EXPIRES 7-8-24/ HVIP GRANT 22,500.00                                                                                                                                                                                                                                                                  |  |
| Document Processing Charge 80.00                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Total Used Vehicle Allowance * 0.00                                                                                                                                                                                                                                                                                |  |
| Administration Fee ** 250.00                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Less Total Balance Owed 0.00                                                                                                                                                                                                                                                                                       |  |
| Delivered Price 152,011.42                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Total Net Allowance on Used Vehicle(s) 0.00                                                                                                                                                                                                                                                                        |  |
| Total Down Payment 22,500.00                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Deposit or Credit Balance 0.00                                                                                                                                                                                                                                                                                     |  |
| Unpaid Balance Due on Delivery 152,011.42                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Cash with Order 0.00                                                                                                                                                                                                                                                                                               |  |
| A DOCUMENT PROCESSING CHARGE IS NOT A GOVERNMENTAL FEE. A DOCUMENT PROCESSING CHARGE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO CUSTOMERS FOR HANDLING DOCUMENTS RELATING TO THE SALE. A DOCUMENT PROCESSING CHARGE MAY NOT EXCEED \$80.00. THIS NOTICE IS REQUIRED BY LAW.                                                                                                                                                                            |  | ← - - - - - 22,500.00                                                                                                                                                                                                                                                                                              |  |
| ** THE ADMINISTRATIVE FEE IS NOT A GOVERNMENTAL FEE **                                                                                                                                                                                                                                                                                                                                                                                                    |  | *See Trade-in details on page 4                                                                                                                                                                                                                                                                                    |  |
| CARB Disclosure: A vehicle operated in California may be subject to the California Air Resources Board Advanced Clean Fleets regulations. It therefore could be subject to requirements to reduce emissions of air pollutants. For more information, please visit the CARB Advanced Clean Fleets webpage at <a href="https://ww2.arb.ca.gov/our-work/programs/advanced-clean-fleets">https://ww2.arb.ca.gov/our-work/programs/advanced-clean-fleets</a> . |  | Customer, by the execution of this Order, offers to purchase the Product(s) described above upon the Terms and Conditions contained herein. Customer acknowledges that Customer has read the Terms and Conditions of this Order on Page 2 and has received a true copy of this Order and the Terms and Conditions. |  |
| *** State of registration is based on the state selected by the Customer when the vehicle was ordered. Customer is solely responsible for, and agrees to defend, indemnify and hold Rush harmless from, any reporting obligations and/or liability, including but not limited to penalties and fines, arising from registration and/or operation of a vehicle in a state other than the state of registration identified herein.                          |  | INSURANCE                                                                                                                                                                                                                                                                                                          |  |
| *SUBJECT TO ADJUSTMENT - FINAL F.E.T. MAY VARY.<br>ANY F.E.T. VARIANCE RESPONSIBILITY OF DEALER                                                                                                                                                                                                                                                                                                                                                           |  | UNLESS A CHARGE IS INCLUDED IN THIS ORDER FOR PUBLIC LIABILITY OR PROPERTY DAMAGE INSURANCE, PAYMENT FOR SUCH COVERAGE IS NOT PROVIDED BY THIS ORDER.                                                                                                                                                              |  |
| NOTICE: THE FOLLOWING ARE IMPORTANT PROVISIONS OF THIS ORDER                                                                                                                                                                                                                                                                                                                                                                                              |  | NOTICE. No person is required as a condition precedent to financing the purchase of an automobile that any insurance be negotiated or purchased through a particular insurance agent or broker.                                                                                                                    |  |
| THIS ORDER CANCELS AND SUPERCEDES ANY PRIOR AGREEMENTS AND, AS OF THE DATE HEREOF, COMPRISES THE COMPLETE AND EXCLUSIVE STATEMENT OF THE TERMS OF THE AGREEMENT BETWEEN THE PARTIES.                                                                                                                                                                                                                                                                      |  | Customer's Signature Date                                                                                                                                                                                                                                                                                          |  |
| IF ANY REPRESENTATIONS, SPECIFICATIONS OR OTHER AGREEMENTS ARE RELIED UPON BY CUSTOMER, THEY MUST BE IN WRITING AND SPECIFICALLY IDENTIFIED AND REFERENCED IN THIS ORDER; OTHERWISE, THEY WILL NOT BE BINDING ON OR ENFORCEABLE AGAINST DEALER.                                                                                                                                                                                                           |  | OFFER RECEIVED BY:  5/24/2024                                                                                                                                                                                                  |  |
| THERE ARE NO UNWRITTEN ORAL AGREEMENTS BETWEEN THE PARTIES.                                                                                                                                                                                                                                                                                                                                                                                               |  | SALES REPRESENTATIVE Date                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | OFFER ACCEPTED BY: _____                                                                                                                                                                                                                                                                                           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | AUTHORIZED REPRESENTATIVE Date                                                                                                                                                                                                                                                                                     |  |



## **ATTACHMENT 2**

### **2023 Transit EV RH38DGA Equipment List**



**RH38DGA 46KV INSULATED AERIAL LIFT EXTENDED GOOSENECK** **Included**

- 38' WORKING HEIGHT
- 27' SIDE REACH
- 350 LB BUCKET CAPACITY WITH FASTENED TARP COVER
- 550 LB LIFTING RING CAPACITY
- AERIAL LADDER TELESCOPES FROM THREE SECTIONS
- LADDER IS COMPRISED OF HIGH STRENGTH ALLOY FULLY POWDER COATED TO SEAL OUT MOISTURE
- FIBERGLASS INSULATION 46KV RATING
- -10% ELEVATION FOR GROUND ACCESS, UP TO 80%
- TWO SPEED MOTOR
- 5 GALLON HYDRAULIC RESERVOIR TANK
- (2) AGM AUXILARY BATTERY
- WIRELESS REMOTE CONTROL
- TETHERED AUXILARY CONTROL IN VAN
- REAR ACCESS PLATFORM

**RANGER FTL-27 BIN PACKAGE WITH COMPOSITE SUBFLOOR** **Included**

- ALUMINUM COMPOSITION
- ALUMINUM PARTITION
- 1 EA. 48"D X 14"W X 16"H TOOL DRAWER 320LB CAPACITY
- 1 EA. 48"D X 12"W X 6"H PARTSLIDER 150LB CAPACITY
- 1 EA. 48"D X 12"W 6"H OPEN TOP COMPARTMENT
- 1 EA. 48"W X 14"D X 44.5"H SHELVING WITH REMOVABLE DIVIDERS & BINS
- 1 EA. 84"W X 14"D X 44.5"H SHELVING WITH REMOVABLE DIVIDERS & BINS
- CARGO CABINET 2 EA. DRAWERS 14"D X 24"W X 12"H 150LB CAPACITY DRAWER
- PARTS ORGANIZER 2 EA. CARRY CASE WITH HOLDER
- 2 EA. 6" CARGO HOOKS
- 2 EA. CABINET DOORS

**LIGHTING PACKAGE** **Included**

- 2 EA. STROBES IN FRONT LIGHT ASSEMBLY
- 2 EA. STROBES IN REAR LIGHT ASSEMBLY
- 2 EA. TRAFFIC ARROW MOUNTED IN REAR DOOR
- 1 EA. TRAFFIC CONTROL STICK MOUNTED ON TOP REAR OF VAN

**TOTAL      \$157,957.00**





## 2023 E-Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)

Quote ID: T350RH38DG

### Major Equipment

(Based on selected options, shown at right)

Automatic

- \* Running boards
- \* Front tires LT load rating: C
- \* All-speed ABS and driveline traction control
- \* Battery run down protection
- \* 12 inch primary LCD display
- \* Wireless audio streaming
- \* Seek scan
- \* Vehicle body length: 237.6"
- \* Interior cargo length: 143.7 "
- \* Power door mirrors
- \* Manual folding door mirrors
- \* Variable intermittent front windshield wipers
- \* Driver front impact airbag
- \* Cancellable front passenger air bag
- \* Airbag occupancy sensor
- \* SecuriLock immobilizer
- \* Bucket front seats
- \* Front passenger seat with 4-way directional controls

Exterior: Oxford White

Interior: Dark Palazzo Gray w/Vinyl Front Bucket Seats

- \* 16 x 6.5-inch front and rear argent steel wheels
- \* LT235/65RS16 AS BSW front and rear tires
- \* Dual lead acid battery
- \* SYNC 4 Connected Navigation integrated navigation system with voice activation
- \* Steering wheel mounted audio controls
- \* AM/FM stereo radio
- \* SYNC 4 external memory control
- \* Wheelbase: 148.0"
- \* Standard ride suspension
- \* Heated driver and passenger side door mirrors
- \* Light tinted windows
- \* Ford Co-Pilot360 w/Side Wind Stabilization electronic stability control system with anti-roll
- \* Seat mounted side impact driver airbag
- \* Seat mounted side impact front passenger airbag
- \* 6 airbags
- \* Automatic climate control
- \* Driver seat with 4-way directional controls
- \* Height adjustable front seat head restraints

### As Configured Vehicle

MSRP

|                                                    |             |
|----------------------------------------------------|-------------|
| STANDARD VEHICLE PRICE .....                       | \$51,495.00 |
| Order Code 101A .....                              | N/C         |
| Engine: Electric Motor .....                       | Included    |
| Transmission: Single-Speed .....                   | Included    |
| Electric Axle .....                                | Included    |
| GVWR: 9,500 lbs .....                              | Included    |
| Tires: 235/65R16C 121/119 R AS BSW .....           | Included    |
| Wheels: 16" Steel w/Full Silver Cover .....        | Included    |
| Vinyl Front Bucket Seats .....                     | Included    |
| Dark Palazzo Gray Vinyl Bucket Seats .....         | Included    |
| Monotone Paint Application .....                   | STD         |
| 148" Wheelbase .....                               | STD         |
| Radio: AM/FM Stereo w/SYNC 4 .....                 | Included    |
| Zero Evaporated Emissions System .....             | STD         |
| Electronic Air Temperature Control .....           | Included    |
| Oxford White .....                                 | N/C         |
| Dark Palazzo Gray w/Vinyl Front Bucket Seats ..... | N/C         |
| Full Rear Compartment Lighting .....               | \$70.00     |
| Front License Plate Bracket .....                  | N/C         |



## 2023 E-Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)

Quote ID: T350RH38DG

### Major Equipment

- |                                            |                                          |
|--------------------------------------------|------------------------------------------|
| * Manual front seat head restraint control | * Driver seat armrest                    |
| * Manual reclining driver seat             | * Manual driver seat fore/aft control    |
| * Manual reclining passenger seat          | * Manual passenger seat fore/aft control |
| * Vinyl front seat upholstery              | * Vinyl front seatback upholstery        |
| * 4-wheel disc brakes                      | * 4-wheel antilock (ABS) brakes          |
| * Electronic parking brake                 | * Brake assist system                    |
| * Hill start assist                        |                                          |

### Fuel Economy

**City**  
N/A



**Hwy**  
N/A

### As Configured Vehicle

MSRP

|                                                              |                    |
|--------------------------------------------------------------|--------------------|
| 6 Cargo Tie-Down Hooks .....                                 | \$25.00            |
| 50/50 Hinged Rear Door w/253-Degree Opening .....            | \$70.00            |
| Intelligent Access w/Push-Button Start .....                 | Included           |
| Keyless Entry Keypad .....                                   | \$90.00            |
| Modified Vehicle Wiring System .....                         | \$70.00            |
| Dual AGM Batteries (70 Amp-hr Each) .....                    | \$275.00           |
| Long-Arm Manual-Folding Heated Pwr Adjusting Mirrors .....   | \$205.00           |
| Cruise Control w/Adjustable Spd Limiting Device (ASLD) ..... | \$300.00           |
| D-Pillar Assist Handles .....                                | \$55.00            |
| Running Boards .....                                         | \$290.00           |
| 2 Additional Keys (4 Total) .....                            | \$70.00            |
| 12V Powerpoint .....                                         | Included           |
| 120V/2.4kW Pro Power Onboard .....                           | \$1,265.00         |
| <hr/>                                                        |                    |
| SUBTOTAL .....                                               | \$54,280.00        |
| Destination Charge .....                                     | \$1,895.00         |
| <hr/>                                                        |                    |
| <b>TOTAL .....</b>                                           | <b>\$56,175.00</b> |



2023 E-Transit-350 Cargo RWD Low Roof Van 148" WB Base (W1Y)

Quote ID: T350RH38DG

Warranty

Standard Warranty

Basic Warranty

Basic warranty ..... 36 months/36,000 miles

Powertrain Warranty

Powertrain warranty ..... 60 months/60,000 miles

Corrosion Perforation

Corrosion perforation warranty ..... 60 months/unlimited

Roadside Assistance Warranty

Roadside warranty ..... 60 months/60,000 miles

Hybrid/Electric Components Warranty

Hybrid/electric components warranty ..... 96 months/100,000 miles

Traction Battery Warranty

Traction battery warranty ..... 96 months/100,000 miles



### Seller's Report for Section 30D Clean Vehicle Credit

The Clean Vehicle Credit is a federal income tax credit for the purchase of new plug-in electric vehicles. Beginning January 1, 2023, the IRS requires Sellers (dealerships) to provide this report to the purchaser of any qualified clean vehicle, not later than the date when the vehicle is purchased. **Sellers must also submit all completed reports to the IRS within 15 days after the end of the calendar year.** A report is not required for customers that lease an eligible clean vehicle, as they are not entitled to claim the credit. Pursuant to IRS Revenue Procedure 2022-42, this report provides the following information:

Taxpayer (purchaser) name \_\_\_\_\_  
Taxpayer (purchaser) tax ID (e.g., SSN) \_\_\_\_\_  
Seller (dealership) name \_\_\_\_\_  
Seller (dealership) tax ID \_\_\_\_\_  
Vehicle Identification Number (VIN) \_\_\_\_\_  
Vehicle battery capacity (kWh) \_\_\_\_\_  
Date of sale \_\_\_\_\_  
Vehicle sales price \_\_\_\_\_  
Maximum Clean Vehicle Credit allowable for this vehicle <sup>1</sup> \_\_\_\_\_  
Original use of this vehicle commences with the customer.  
MSRP: \_\_\_\_\_  
Final assembly in North America? \_\_\_\_\_ Yes / \_\_\_\_\_ No

Under penalties of perjury, I declare that I have examined this report submitted to the IRS pursuant to Revenue Procedure 2022-42 by (insert name of Seller) \_\_\_\_\_, and to the best of my knowledge and belief I certify that this report is true, correct, and complete.

Signature of person authorized to bind the Seller \_\_\_\_\_

Purchaser: If your modified adjusted gross income exceeds certain limits, you will be ineligible to claim the Clean Vehicle Credit. The applicable income threshold amounts are as follows: \$300,000 for joint return filers or surviving spouses, \$225,000 for head of household filers, and \$150,000 for all others, including single filing taxpayers. Vehicle eligibility is determined on the date you take delivery. Vehicles acquired for resale are not eligible for the Clean Vehicle Credit. Please consult with your own tax or legal professional to determine whether you are eligible to claim the credit. The federal tax credit is a potential future tax savings. The amount of your tax savings will depend on your individual tax circumstances. This information does not constitute tax or legal advice.

<sup>1</sup> The following table has been prepared to assist with your determination of the maximum allowable credit:

|                       | If MSRP does not exceed: | Then maximum credit allowable is: |         |         |
|-----------------------|--------------------------|-----------------------------------|---------|---------|
|                       |                          | 2021 MY                           | 2022 MY | 2023 MY |
| Mustang Mach-E        | \$80,000                 | \$7,500                           | \$7,500 | \$7,500 |
| F-150 Lightning       | \$80,000                 | \$7,500                           | \$7,500 | \$7,500 |
| E-Transit             | \$80,000                 | \$7,500                           | \$7,500 | \$7,500 |
| Escape Plug-in Hybrid | \$80,000                 | \$6,843                           | \$6,843 | \$6,885 |

This table summarizes information about eligible vehicles and applicable MSRPs obtained from <https://www.irs.gov/credits-deductions/manufacturers-and-models-for-new-qualified-clean-vehicles-purchased-in-2023-or-after> as of February 3, 2023. If the MSRP exceeds the MSRP limit, the vehicle is not eligible for the credit and this form should not be completed. For purposes of the Clean Vehicle Credit, MSRP does not include destination charges or optional items added by the dealer, or taxes and fees. This information does not constitute tax or legal advice.

This table shows the maximum credit amount available for the specified vehicle. The actual credit amount allowable to purchaser may be less.

## **ATTACHMENT 3**

### **Rush – LiftUP 2024**





**This is to certify that company:**

**Rush Truck Center – Denver Medium Duty** | 6800 East 50<sup>th</sup> Avenue | Commerce City,  
CO | 80022

Is the exclusive authorized dealer of LiftUP Aerial Equipment Inc. they will supply the United States with a Ford Transit 350 Gas version or EV version product upfitted by Temco Located in Fort Morgan, CO with the LiftUP Aerial RH38DGA bucket apparatus. Also certified as a service provider for the United States. To maintain and service LiftUp Aerial devices.

This agreement is for a period of one year and to be renewed each year.

Date: January 1st, 2024

Signed by:

A handwritten signature in blue ink, appearing to read "R. Vermette", with a long horizontal flourish extending to the right.

Richard Vermette

VP of Sales LiftUp Aerial Equipment Inc.

192 Sylvestre | St-Germain-de-Grantham (Québec) J0C 1K0

## **ATTACHMENT 4**

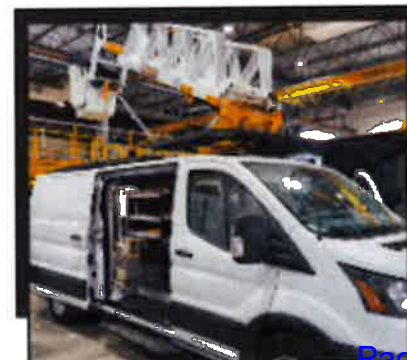
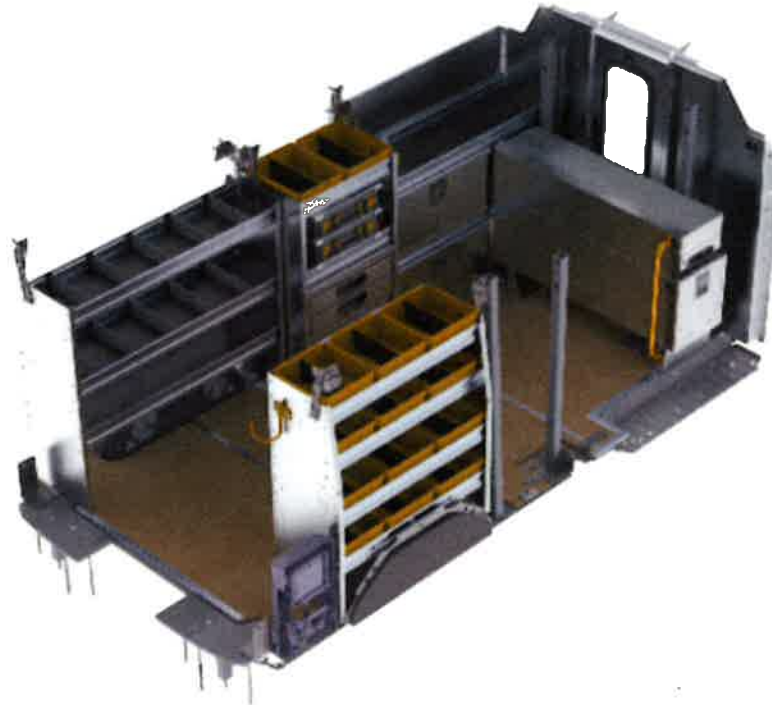
### 01-Ladder Bucket Ranger Bin Package Diagram

# MAXIMIZE YOUR CARGO SPACE

## WITH A CUSTOM UPFIT BY RANGER DESIGN

### WHAT'S IN THIS UPFIT?

- Four custom aluminum shelving units.
- 12" and 14" deep plastic bins with a center divider.
- Adjustable and lockable aluminum shelving doors to hide electrical and pneumatic equipment while still providing easy access for maintenance.
- Two Partskeeper parts organizer carry cases with holder, 14"d x 17"w x 6"h.
- Partslider organizer, 150 lbs weight capacity, 48"d x 12"w x 6"h.
- Tool drawer for cargo vans, 320 lbs weight capacity, 48"d x 14"w x 16"h.
- Large yellow grab handle for cargo vans, steel, 29.8". Can withstand over 300 lbs of pull force.
- Aluminum straight partition with a polycarbonate window.
- 6" fixed hook and 8" swivel hook for cargo vans, tumbled aluminum, 3" opening.



## **ATTACHMENT 5**

### **02 – Side View Elevated**







# City Council Staff Report

**DATE:** June 5, 2024

**AGENDA ITEM NO:** Public Hearing - 4A

**TO:** The Honorable Mayor and City Council

**FROM:** Laura Borjon, Finance Manager

**SUBJECT:** The City must conduct a Public Hearing to consider renewing assessments for the Citywide Maintenance District No. 93-1 for Fiscal Year 2024-25 pursuant to Streets and Highways Code §§ 22500, *et seq.*

## **RECOMMENDATION:**

It is recommended that the City Council consider:

1. Opening the public hearing and receive documentary and testimonial evidence;
2. Closing the public hearing and adopting a Resolution authorizing the levy and collection of assessments for Fiscal Year 2024-25 in Citywide Maintenance District No. 93-1 pursuant to Streets and Highways Code § 22587; and
3. Taking such additional, related action that may be desirable.

## **CEQA (California Environmental Quality Act):**

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

## **EXECUTIVE SUMMARY:**

In 1993 the City formed a citywide benefit assessment district to finance the operation and maintenance of public street lighting and landscaping. The district was renewed each of the past 31 years and must be renewed for the 2024-25 fiscal year in order for the City to continue collecting assessments. The City started the process to renew its Citywide Maintenance District No. 93-1 for the 2024-25 fiscal year at its May 1, 2024, meeting. At that time, the City Council approved the Engineer's Report; adopted the Resolution of Intention (Resolution No. 2024-R28) and scheduled the required public hearing for June 5, 2024.

### **BACKGROUND:**

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

The law requires the City to renew the assessments each year. Revenue generated by the City's assessment district is approximately \$1,020,051 for the 2024-25 fiscal year. The City has renewed the benefit assessment district every year for the past 31 years. During this time, the assessment rate has only been increased once, in 1996 (from \$39.97 to \$40.97). Since 1996, the assessment rates have not been adjusted and the City continues using General-Fund monies to supplement significant shortfalls that result from increased operating costs.

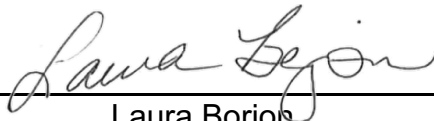
At its May 1, 2024 meeting, the City Council adopted a Resolution of Intention (Resolution No. 2024-R28) which, among other things, proposes an assessment per single-family home of \$40.97 for the 2024-25 fiscal year. The cost for the operation and maintenance of the City's landscaping and lighting is approximately \$1.9 million. The assessment district will fund \$1,020,051 of the cost and the City's General Fund will cover the remaining \$884,215.

The Resolution of Intention, which includes the public hearing date and protest procedures, was published in the Monterey Park Press on May 23, 2024. To date, no majority protest has been received against the proposed assessment district renewal for the 2024-25 fiscal year.

### **FISCAL IMPACT**

The proposed assessment rate for Fiscal Year 2024-25 is the same as Fiscal Year 2023-24. The total projected assessment revenue is approximately \$1,020,051. If the City does not renew the District, it must reduce expenditures or seek new revenues by \$1,020,051 to balance the budget.

Respectfully submitted by:

  
\_\_\_\_\_  
Laura Borjon  
Finance Manager

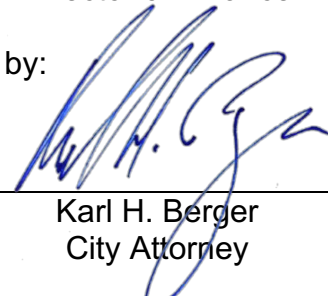
Reviewed by:

  
\_\_\_\_\_  
Martha Garcia  
Director of Finance

Approved by:

  
\_\_\_\_\_  
Inez Alvarez  
City Manager

Reviewed by:

  
\_\_\_\_\_  
Karl H. Berger  
City Attorney

**ATTACHMENT:**

1. Resolution



# **ATTACHMENT 1**

## **Resolution**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2024-25 IN CITYWIDE MAINTENANCE DISTRICT NO. 93-1 PURSUANT TO STREETS AND HIGHWAYS CODE § 22587.**

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

**SECTION 1:** The City Council finds as follows:

- A. The City Council seeks to levy assessments for Fiscal Year 2024-25 pursuant to Streets and Highways Code §§ 22500, *et seq.* for Citywide Maintenance District No. 93-1 ("District").
- B. The District is exempt from the procedures and approval process of California Constitution art. XIID, § 4 pursuant to California Constitution, art. XIID, § 5(a).
- C. An Engineer's Report ("Report") was prepared pursuant to Streets and Highways Code § 22566 for Fiscal Year 2024-25. While the Report is too voluminous to be reprinted with this Resolution, it is available for public inspection with the City Clerk and incorporated by this reference as if fully set forth.
- D. Following a public hearing, the City Council did not receive a majority protest from the property owners affected by the proposed assessment before the close of the public hearing on June 5, 2024.

**SECTION 2:** In accordance with Streets and Highways Code §§ 22500, *et seq.*, the City Council adopts an annual assessment of \$40.97 for each Equivalent Dwelling Unit (EDU) within the District during Fiscal Year 2024-25. The assessments levied and collected must be used for maintaining certain landscaping and street lighting improvements, as set forth in the Report.

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

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

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

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

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

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

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

PASSED AND ADOPTED this 5<sup>th</sup> day of June, 2024

\_\_\_\_\_  
Thomas Wong, Mayor

Attest:

\_\_\_\_\_  
Maychelle Yee, City Clerk

Approved as to Form:

  
\_\_\_\_\_  
Karl H. Berger, City Attorney

Page 78 of 183



# City Council Staff Report

**DATE:** June 5, 2024

**AGENDA ITEM NO:** New Business - 5A

**TO:** The Honorable Mayor and City Council  
**FROM:** Maychelle Yee, City Clerk  
**SUBJECT:** Resolutions for November 5, 2024 General Municipal Election

## **RECOMMENDATION:**

It is recommended that the City Council consider:

1. Adopting a resolution calling for a general municipal election on November 5, 2024 pursuant to Elections Code § 1301;
2. Adopting a resolution requesting the County of Los Angeles to consolidate the City of Monterey Park's general municipal election to be held on November 5, 2024, with the statewide general election on the date pursuant to Elections Code §1301;
3. Adopting a resolution establishing requirements for candidate statements filed with the City Clerk to be included with voter information for an election on November 5, 2024; and
4. Taking such additional, related, action that may be desirable.

## **EXECUTIVE SUMMARY:**

The general municipal election is scheduled for Tuesday, November 5, 2024 for the purpose of electing three members of the City Council for District Nos. 2, 3, and 4 for a term of four years each. The election will be consolidated with the Statewide general election conducted by the Los Angeles County Registrar Recorder's Office. The Fiscal Year 2024-2025 budget is expected to include \$250,000 for expenditures associated with the November 5, 2024 general municipal election.

## **BACKGROUND:**

City Council Members will be elected by-district for Council District Nos. 2, 3 and 4 for a term of four years each. Candidates must reside in the district in which they are running. The election will be consolidated with the Statewide general election conducted by the Los Angeles County Registrar Recorder's Office (RRCC). A resolution requesting the Los Angeles Board of Supervises to provide election services for November 5, 2024 is required. The nomination period will begin July 15, 2024 and concludes on August 9, 2024. The candidate filing process and inquiries will be conducted by the City Clerk's office. Candidates, however, may purchase maps and voter files directly from RRCC.

Candidates may submit an optional statement of not more than 200 words for inclusion in the Official Sample Ballot Booklet for an additional cost. RRCC prints its main Official Sample Ballot Booklet in English with the option for candidates to print their candidate statement in English and Spanish side-by-side. A deposit of \$500 is required for English only or \$1,000 for English and Spanish. Candidates will be refunded by the City for any overpayment and charged for the balance incurred for underpayment within 30 days after the election. The attached resolution provides for requirements for candidate statements in accordance with Election Codes § 13307-13312.

RRCC will be canvassing the elections results at the Los Angeles County Ballot Processing Center located at 13401 Crossroads Pkwy. North, City of Industry and the public observation schedule will be made available by RRCC. The semi-final results will be released from RRCC headquarters located at 12400 Imperial Highway, Norwalk, CA 90650 and continuously updated and displayed on the County's website at [www.lavote.gov](http://www.lavote.gov) throughout Election Night and during the Official Canvass.

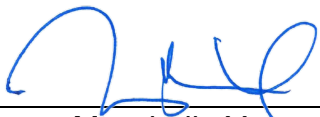
On November 29, 2024, RRCC is tentatively scheduled to certify election results. On December 5, 2024, the Board of Supervisors is tentatively scheduled to declare the election officially concluded. An official certificate will be provided to the City Clerk and the final declaration of the results by the City Council and the Oath of Office is tentatively scheduled for Wednesday, December 4, 2024.

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

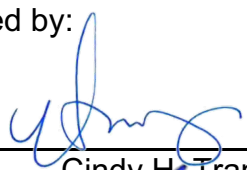
**FISCAL IMPACT:**

Staff is requesting \$250,000 in the Fiscal Year 2024-2025 budget for expenditures associated with the November 5, 2024 general municipal election. The Fiscal Year 2024-2025 budget will be adopted by City Council in June 2024.

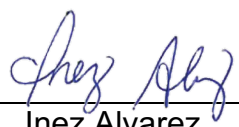
Respectfully submitted by:

  
\_\_\_\_\_  
Maychelle Yee  
City Clerk

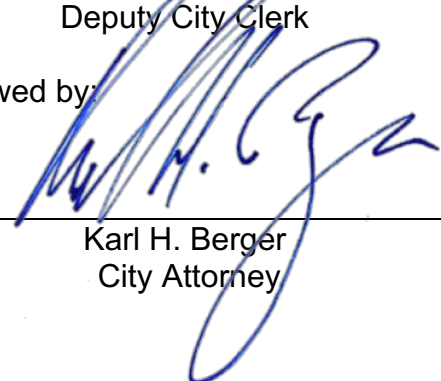
Prepared by:

  
\_\_\_\_\_  
Cindy H. Trang  
Deputy City Clerk

Reviewed by:

  
\_\_\_\_\_  
Inez Alvarez  
City Manager

Reviewed by:

  
\_\_\_\_\_  
Karl H. Berger  
City Attorney

**Attachments:**

1. Draft Resolutions
2. Los Angeles County November 5, 2024 Municipal Information Book

# **ATTACHMENT 1**

## **Draft Resolutions**



## **RESOLUTION NO.**

### **A RESOLUTION CALLING A GENERAL MUNICIPAL ELECTION ON NOVEMBER 5, 2024 PURSUANT TO ELECTIONS CODE § 1301 FOR CITY COUNCIL DISTRICT NOS. 2, 3 and 4.**

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

**SECTION 1:** Pursuant to Elections Code § 1301, the City Council calls for a general municipal election to be held in the City of Monterey Park on Tuesday, November 5, 2024, for the purpose of electing three members of the City Council (Council District Nos. 2, 3, and 4) for a full term of four years.

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

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

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

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

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

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

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

**SECTION 8:** If the Los Angeles County Board of Supervisors permits the General Municipal Election to be consolidated with the Statewide General Election on November 5, 2024, then, notwithstanding anything to the contrary in Sections 5, 6, or 7, above, within the City the precincts, polling places, and election officers of the two elections will be the same the Registrar-Recorder/County Clerk of the County of Los Angeles will canvass the returns of the general municipal election and the election will be held in all respects as if there were only one election.

SECTION 9: This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

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

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

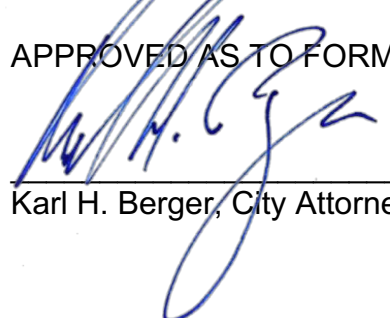
PASSED, APPROVED AND ADOPTED this 5<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Thomas Wong, 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, 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 5<sup>th</sup> day of June, 2024 by the following vote:

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

Dated this 5<sup>th</sup> day of June, 2024.

---

Maychelle Yee, City Clerk  
Monterey Park, California

## **CITY OF MONTEREY PARK**

### **RESOLUTION NO.**

**A RESOLUTION REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE THE CITY OF MONTEREY PARK'S GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024, WITH THE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO ELECTIONS CODE SECTION 10403**

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

**SECTION 1.** Pursuant to the requirements of Elections Code § 10002, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to conduct specified election services for the consolidation of the City of Monterey Park's general municipal election with a Statewide election that will be held on Tuesday, November 5, 2024, for the purpose of electing three members of the City Council (Council District Nos. 2, 3, and 4) for a full term of four years. The City Council requests that the County of Los Angeles take all necessary steps to hold a consolidated election.

**SECTION 2.** The City Council requests the Board of Supervisors to direct the Registrar-Recorder/County Clerk to administer, manage, and oversee all facets of the City of Monterey Park's November 5, 2024, general municipal election and further direct the Registrar-Recorder/County Clerk to perform all necessary function, services, and tasks related to the complete and successful conduct of the election; the provision of all election materials and equipment; the hiring, training, and supervision of poll workers and other election personnel; the printing and distribution of ballot materials; the translation of ballot materials; the collection of submitted ballots; the tallying of votes; canvassing and certification of election results. The County election department is authorized to canvass the returns of the general municipal election. The election will be held in all respects as if there were only one election and only one form of ballot will be used. The election will be held and conducted in accordance with the provisions of law regulating the Statewide Election.

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

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

**SECTION 5.** The candidate filing process will be conducted by the City Clerk with the support of the County Registrar between the dates of July 15 and August 9,

2024 (or August 14, 2024, if an incumbent does not file), pursuant to Elections Code §§ 10220 through 10230.

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

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

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

**SECTION 9.** To the extent that any other resolution pertaining to the request to the Board of Supervisors of the County of Los Angeles to direct the Registrar-Recorder/County Clerk to administer, manage, and oversee the City of Monterey Park's general municipal election to be held on Tuesday, November 5, 2024, and request for consolidation with any statewide election to be held on November 5, 2024, is incorporated into this Resolution, it is superseded in its entirety. In all other particulars not specifically provided in this Resolution, the Election will be held and conducted as provided by law.

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

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

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

**PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE  
CITY OF MONTEREY PARK ON THIS 5<sup>th</sup> DAY OF JUNE, 2024.**

\_\_\_\_\_  
Thomas Wong, 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, 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 5<sup>th</sup> day of June, 2024 by the following vote:

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

Dated this 5<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Maychelle Yee, City Clerk  
Monterey Park, California

## **RESOLUTION NO.**

### **A RESOLUTION ESTABLISHING REQUIREMENTS FOR CANDIDATE STATEMENTS FILED WITH THE CITY CLERK TO BE INCLUDED WITH VOTER INFORMATION FOR AN ELECTION ON NOVEMBER 5, 2024.**

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

SECTION 1: Pursuant to Elections Code § 13307, candidates seeking election to office on November 5, 2024 may prepare a candidate's statement on forms provided by the City Clerk.

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

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

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

- A. It cannot identify the candidate's membership in any political party or activity in partisan political organization;
- B. It must be uniform in type and size;
- C. It must be typewritten using at least a 12 point font, provided on a printed draft and on a portable media (USB/CD) in Microsoft Word format;
- D. It must be filed in the City Clerk's office with a candidate's nomination papers;
- E. Although it may be withdrawn during the time for filing nomination papers and until 5:00 p.m. the next working day after the close of the nomination period, the statement may not be changed.

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

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

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

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

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

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

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

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

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



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

PASSED, APPROVED AND ADOPTED this 5<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Thomas Wong, 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, 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 5<sup>th</sup> day of June, 2024 by the following vote:

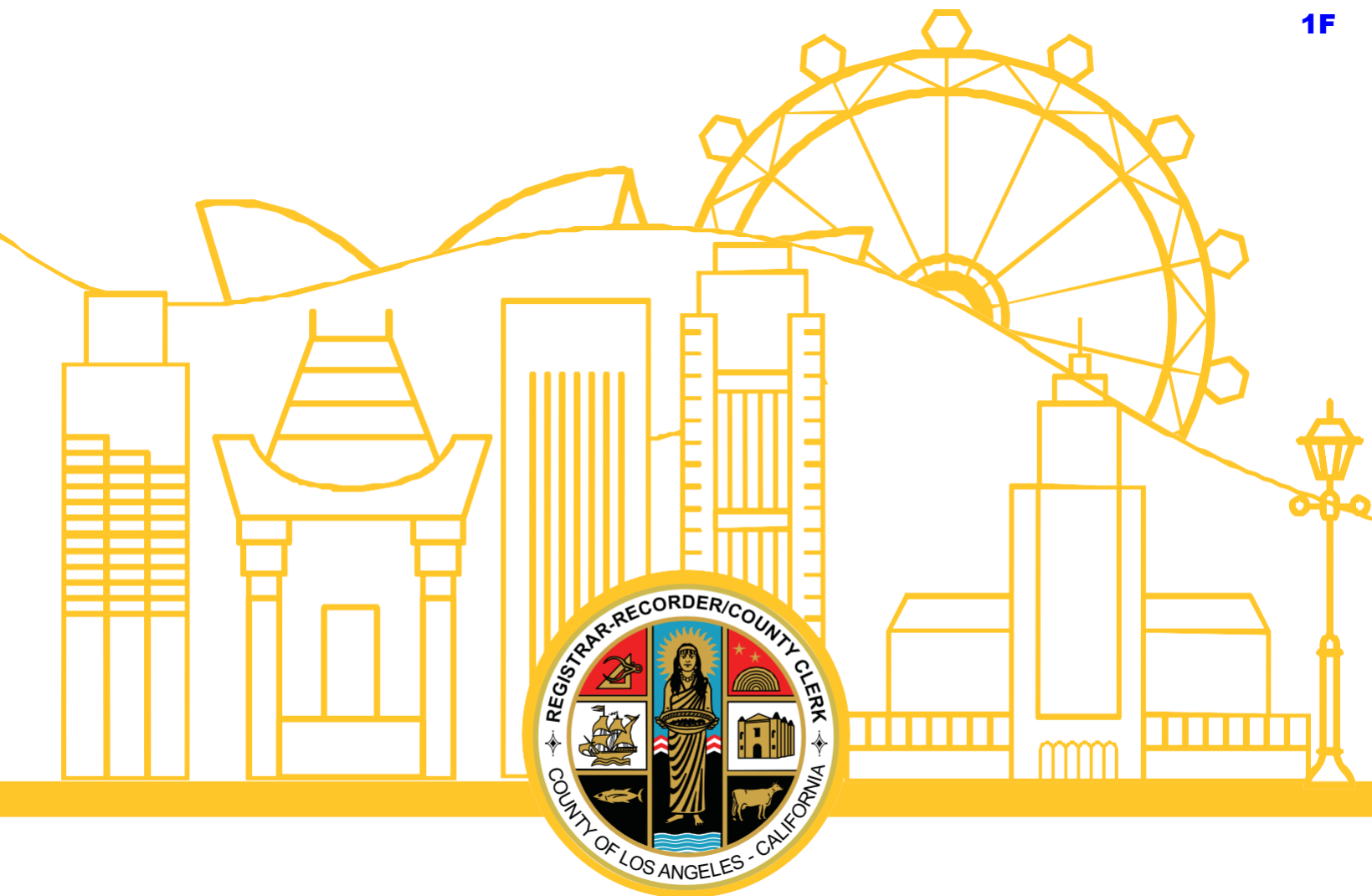
|          |                  |
|----------|------------------|
| Ayes:    | Council Members: |
| Noes:    | Council Members: |
| Abstain: | Council Members: |
| Absent:  | Council Members: |
| Recusal: | Council Members: |

Dated this 5<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Maychelle Yee, City Clerk  
Monterey Park, California

## **ATTACHMENT 2**

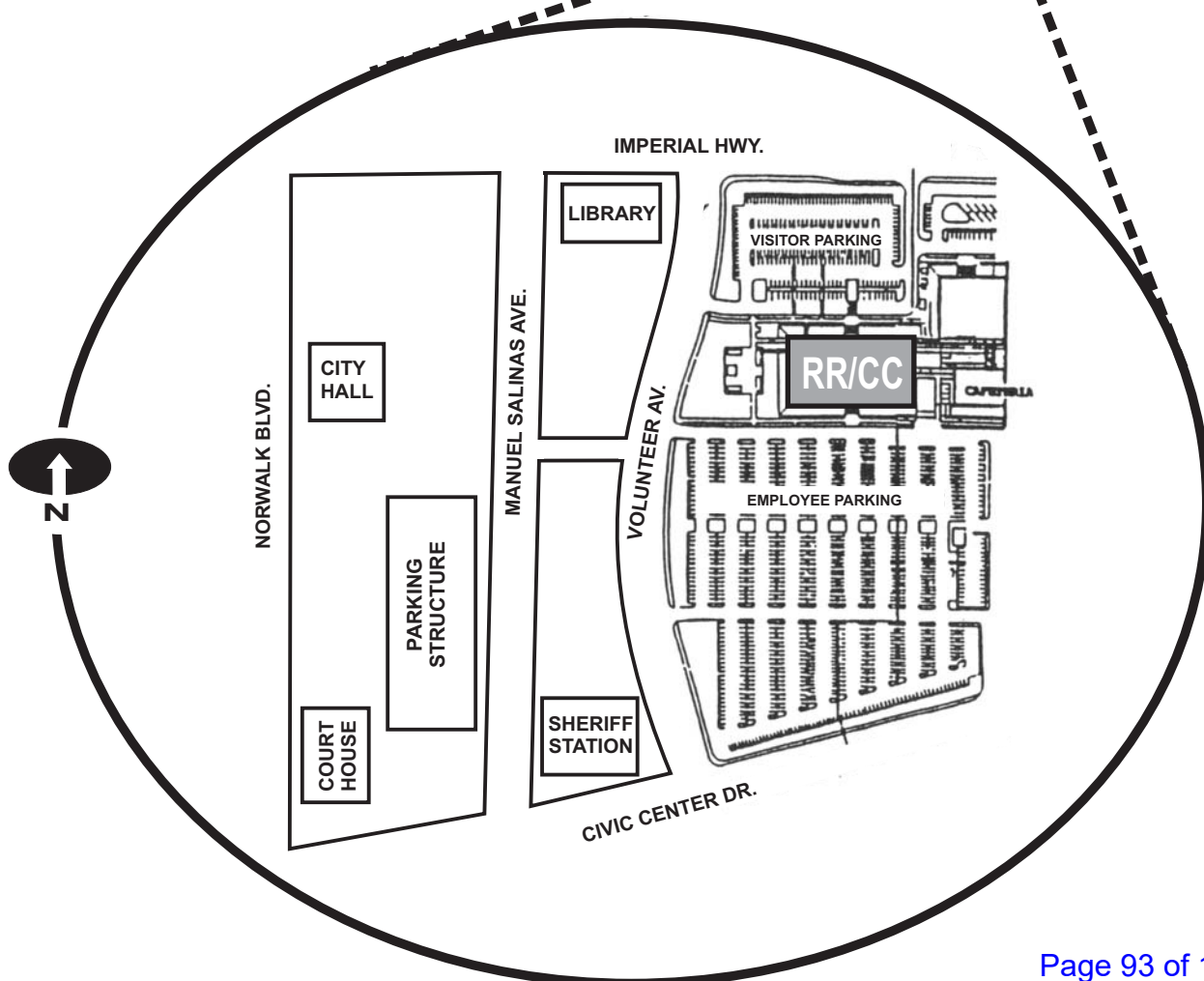
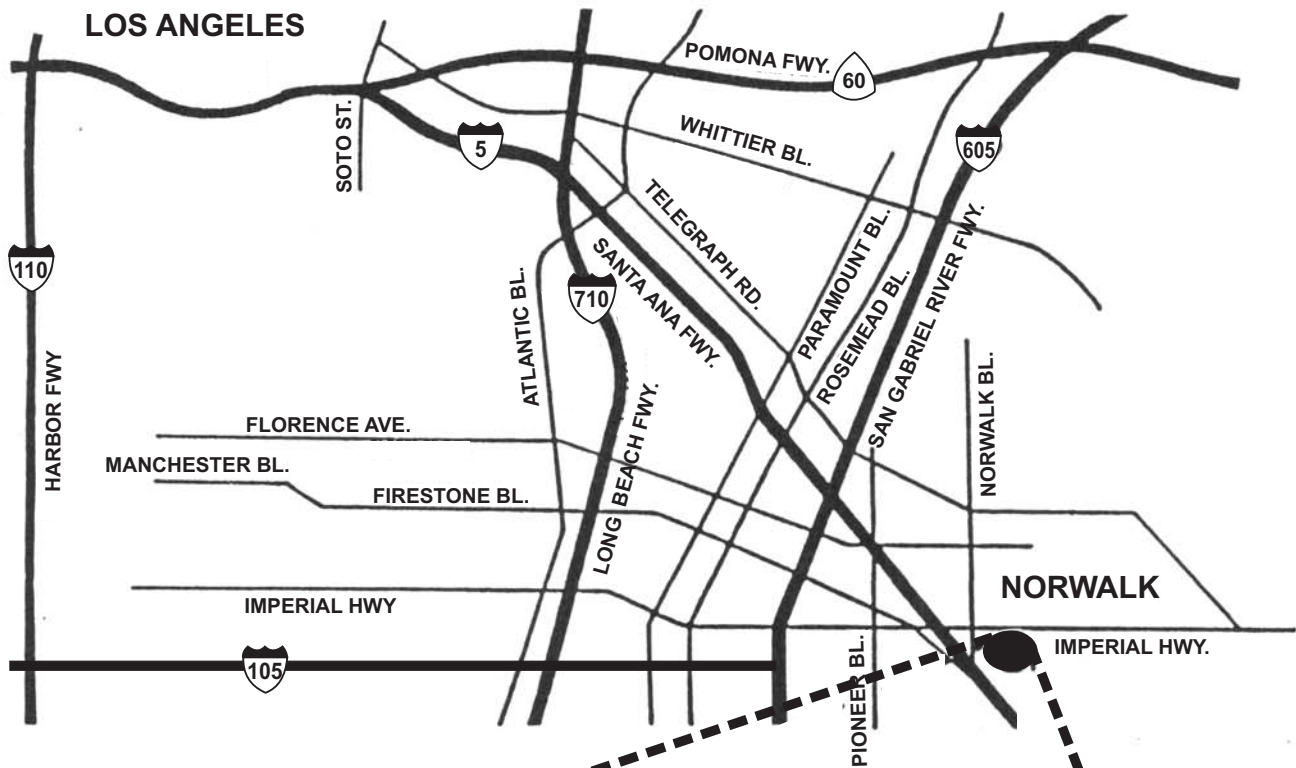
### **Los Angeles County November 5, 2024 Municipal Information Book**



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

**MUNICIPAL  
INFORMATION BOOKLET  
GENERAL ELECTION  
NOVEMBER 5, 2024**

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



## **NOTICE**

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

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

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



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# GENERAL INFORMATION



## CITY AND RR/CC RESPONSIBILITIES



**GENERAL INFORMATION**  
**GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE**  
**November 5, 2024 GENERAL ELECTION**

**CITY RESPONSIBILITIES**

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

**RESOLUTION  
CALLING  
FOR AN  
ELECTION**

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

RESOLVED this 31<sup>st</sup> day of July, 2016.

ATTEST:

**RESOLUTION  
CONSOLIDATING  
WITH THE  
ELECTION**

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

ATTEST:

RESOLUTION NO. CC-1407-065

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

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

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

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

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

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

CITY TREASURER REQUIREMENTS

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

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

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

FORM:

City Attorney

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## **CITY RESPONSIBILITIES (continued)**

- Election resolutions should be addressed to **Mr. Jeff Levinson, Interim-Executive Officer Board of Supervisors** and be mailed to:

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

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

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

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

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

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

## **CITY RESPONSIBILITIES (continued)**

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

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

- The RR/CC should be notified no later than **August 22, 2024 (E-75)** if an election is being **CANCELLED** due to an insufficient number of candidates filing for offices.
- Ballot reproduction proofs of candidates statements, vote recorder pages and ballot enclosures should be reviewed and approved, The RR/CC should be notified immediately of any typographical errors, corrections, or omissions.
- **Certificates** of election to elected candidates should be issued.
- The City should determine if it has to translate material separately from the RR/CC. Please see Chapter 6 for more information.
- Staff in the **Election Planning Section and the Election Coordination Unit are available through the telephone numbers listed on the previous pages** should you need additional assistance or have further questions after reviewing the Information Booklet.

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

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

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

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

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

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

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

## REGISTRAR-RECORDER/COUNTY CLERK RESPONSIBILITIES

- The RR/CC receives signed copies of city resolutions “Requesting Consolidation and Services” and will automatically send the requesting cities an information booklet along with the appropriate forms such as candidate statement forms, transliteration forms, estimated costs of candidate statement, etc. **If a city has a measure on the ballot, our office will provide argument/rebuttal forms.**
- The RR/CC verifies signatures on Nomination Petitions upon written request from a city. Rates vary depending on the system used to verify signatures. For more information, see Chapter 8 or contact the **Data Entry and Signature Verification Section at (562) 462-2371.**
- The RR/CC recruits voter centers and election workers, and publishes the **Notice of Tally Center Location.** If you have specific vote center or election worker requests, contact the **Election Worker Services Section at (562) 466-1373.**
- The RR/CC assigns letter designations for each measure on the ballot. Letter designations are assigned in alphabetical order commencing with County measures and then other local measures (city, school, special district) in alphabetical sequence. Cities may request a specific letter designation in writing by completing a letter designation form (Exhibit) and submitting to the Election Coordination Unit by **August 14, 2024 (E-83).** The email address is [ecu@rrcc.lacounty.gov](mailto:ecu@rrcc.lacounty.gov). An alternate choice should also be submitted in case the requested letter designation has already been assigned to another jurisdiction.
- The RR/CC prints official ballots. An English Official Sample Ballot Booklet will be printed and mailed. The RR/CC will include the City's material (English or English and Spanish candidate statements and measure information) in the same booklet depending on the volume of voting material. In some cases, the City Clerk will be required to prepare and mail a supplemental voter booklet.
- The RR/CC prepares and mails multilingual ballot material in accordance with the Voting Rights Act (VRA).

The RR/CC also:

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





# Chapter 1

## *Calendar of*





## CALENDAR OF EVENTS

### GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED WITH THE NOVEMBER 5, 2024 PRESIDENTIAL GENERAL ELECTION

| DATES                              | EVENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MAY 9 (Th)</b><br><b>E-180</b>  | <b>ADJUSTED JURISDICTION MAP</b><br>Last day for jurisdictions to deliver a map delineating district and/or division boundary adjustments due to topography, geography, cohesiveness, contiguity, integrity, compactness of territory, community of interests, or other factors as applicable.<br><b>NOTE:</b> Historically, E-180 is the operational deadline used by the RRCC. Due to delays with U.S. Census data, this deadline has been postponed. For more information, please email <a href="mailto:redistricting@rrcc.lacounty.gov">redistricting@rrcc.lacounty.gov</a> .<br>(E. C. § 22000)                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>JULY 8 (M)</b><br><b>E-120</b>  | <b>ADOPTION OF ELECTION RESOLUTION (FOR OFFICE CONTESTS)</b><br><b>Recommended</b> last day for City Council to adopt resolution calling a General or Special Municipal Election for city elected officials.<br><br><b>CITY RESOLUTION — CANDIDATE STATEMENTS</b><br>Last day for the City Council to adopt resolution determining or amending the word limitation for candidate statements <b>(200 or 400 words)</b> , and whether advance payment is required.<br>(E. C. § 13307)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>JULY 15 (M)</b><br><b>E-113</b> | <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>AUG. 9 (F)</b><br/> <b>E-88</b><br/> <b>5:00 P.M.</b> </div> <div style="width: 65%;"> <b>NOMINATION PERIOD</b><br/>                     First and last day for candidates to file nomination documents with the City Clerk.<br/>                     (E. C. §§ 10220, 10224 and 10407)<br/><br/> <b>CANDIDATE STATEMENTS</b><br/>                     During this period candidates may file with the City Clerk a candidate statement not to exceed the word limitation <b>(200 or 400 words)</b> for inclusion in the Official Sample Ballot Booklet. The statement shall be filed no later than the last day to file nomination documents.<br/>                     (E. C. § 13307)<br/> <b>NOTE:</b> Candidate statements are <b>only</b> included in the Official Sample Ballot Booklet and <b>will not</b> be included in the Vote By Mail Voting Instructions and Guide.                 </div> </div> |
| <b>JULY 15 (M)</b><br><b>E-113</b> | <b>NOTICE OF ELECTION — PUBLICATION</b><br>On or before this date the City Clerk shall publish a notice of election to fill offices.<br>(E. C. § 12101 and Govt. Code § 6061)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| DATES                                                 | EVENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AUG. 8 (Th)</b><br><b>E-89</b><br><b>5:00 P.M.</b> | <b>DATE FIXED TO SUBMIT ARGUMENTS — PUBLICATION</b><br>Not later than this date, a notice may be published once in a newspaper of general circulation setting forth the date fixed to submit direct arguments.<br><br><b>NOTE:</b> It is recommended that this notification be combined with the Notice of Election that cities publish pursuant to E. C. § 12101.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>AUG. 9 (F)</b><br><b>E-88</b><br><b>5:00 P.M.</b>  | <b>NOMINATION DOCUMENTS — DEADLINE DATE</b><br>Last day for candidates to file nomination documents with the City Clerk.<br>(E. C. §§ 10220, 10224 and 10407)<br><br><b>CANDIDATE WITHDRAWAL</b><br>No candidate whose Declaration of Candidacy has been filed may withdraw after this date.<br>(EC §10224 ) )<br><br><b>CONSOLIDATION OF ELECTIONS</b><br>Last day City Clerks can file a resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk requesting consolidation with the election. A resolution placing a measure on the ballot shall contain the ballot wording which cannot exceed <b>75 words</b> .<br>(E. C. §§ 1405, 10402 and 13247)                                                                                                                                                                              |
| <b>AUG. 10 ** (Sa)</b><br><b>E-87**</b>               | <b>AUG. 14 (W)</b><br><b>E-83</b><br><b>5:00 P.M.</b><br><br><b>NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE)</b><br>If nomination documents for an incumbent are not filed by <b>5:00 p.m.</b> on <b>August 9, 2024</b> , the nomination period shall be extended until <b>August 14, 2024</b> at <b>5:00 p.m.</b> , for persons other than the incumbent.<br>(E. C. § 10225)<br><br><b>NOTE:</b> The extension does not apply where there is no incumbent eligible to be elected.                                                                                                                                                                                                                                                                                                                                                               |
| <b>AUG. 10** (Sa)</b><br><b>E-87**</b>                | <b>AUG. 19 (M)</b><br><b>E-78</b><br><br><b>PUBLIC EXAMINATION PERIOD</b><br><b>Recommended</b> period for the City Clerk to make available candidate statements, candidate names, ballot designations and ballot measure text (i.e., the 75 word YES/NO question) for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted.<br>(E. C. § 13313)<br><br>For candidate names and ballot designations, a writ of mandate may be filed pursuant to E.C. § 13314.<br><br><b>NOTE:</b> If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to <b>August 15 through August 26**</b> . |

\*\* August 10 (Saturday) office will be open. August 17 and 24 (Saturdays) and August 11 and 18 (Sundays) - RRCC office will be closed.

| DATES                                                     | EVENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>AUG. 12 (M)</b><br/>E-85</p>                        | <p><b>CERTIFIED LIST OF CANDIDATES AND CANDIDATE STATEMENTS – RECOMMENDED DATE TO SUBMIT TO COUNTY (IF THERE IS NO NOMINATION EXTENSION PERIOD)</b></p> <p>FINAL date for City to submit Certified List of Candidates to the County Election’s Official. If nomination documents for incumbents have been filed by 5:00 p.m. on August 9, 2024 (E-88), the extension period will not take effect (E. C. § 10225). <b>NOTE:</b> The earlier the County receives the Certified List, the earlier the County can provide ballot proofs to the City for review and approval for printing and mailing of the Official Sample Ballot (voter guide) to voters.</p> |
| <p><b>AUG. 14 (W)</b><br/>E-83</p>                        | <p><b>AMENDMENT OR WITHDRAWAL OF MEASURE — DEADLINE</b></p> <p>Last day for county elections official to receive a resolution from a legislative body requesting to withdraw or amend any measure previously submitted for placement on the ballot.<br/>(E. C. § 9605)</p> <p><b>MEASURE LETTER DESIGNATION</b></p> <p>Last day for a City Clerk to request a specific letter designation in writing for a measure appearing on the ballot. An alternate choice should be submitted in case the requested designation has already been assigned.</p>                                                                                                        |
| <p><b>AUG. 15 (Th)</b><br/>E-82<br/><b>11:00 A.M.</b></p> | <p><b>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE</b></p> <p>The Secretary of State shall hold a public drawing to determine the order of candidate names to appear on the ballot by randomly drawing each letter of the alphabet.<br/>(E. C. § 13112)</p> <p><b>RANDOMIZED ALPHABET DRAWING BY REGISTRAR-RECORDER/COUNTY CLERK</b></p> <p>A public drawing shall be held to determine the order of candidate names on the ballot for state legislative districts that encompass more than one county by randomly drawing each letter of the alphabet.<br/>(E. C. § 13111(i))</p>                                                                     |

| DATES                           | EVENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AUG. 16 (F)</b><br>E-81      | <p><b>LIST OF CANDIDATES — COPY OF CANDIDATE STATEMENTS</b></p> <p>No later than this date the City Clerk shall deliver to the county elections official a certified list of qualified candidate names, ballot designations and residence addresses.<br/>(E. C. §§ 10402 and 10403)</p> <p>A legible copy of each candidate statement to be included in the Official Sample Ballot Booklet shall be delivered to the county elections official by this date.</p> <p><b>NOTE:</b> The name on the candidate statement <b>MUST</b> match the name on the certified list of qualified candidates.</p> <p><b>MEASURES — LETTER DESIGNATION</b></p> <p>Scheduled date for the county elections official to notify the City Clerk of letter assigned to ballot measure(s).</p>                                |
| <b>AUG. 16 (F)</b><br>E-81      | <p><b>IMPARTIAL ANALYSIS — LAST DAY TO SUBMIT TO CITY CLERK</b></p> <p><b>Recommended</b> last day for the City Attorney to transmit impartial analysis of measure to the City Clerk.<br/>(E. C. § 9280)</p> <p><b>ARGUMENTS — LAST DAY TO SUBMIT TO CITY CLERK</b></p> <p><b>Recommended</b> last day to submit arguments “FOR” or “AGAINST” any city measure to the City Clerk. Arguments may not exceed <b>300 words</b> in length.<br/>(E. C. §§ 9282 and 9286)</p> <p><b>NOTE:</b> The deadline to submit direct arguments may vary due to a City’s municipal code or charter, standard business hours, etc.</p>                                                                                                                                                                                   |
| <b>AUG. 17 (Sa)**</b><br>E-80** | <p><b>AUG. 26 (M)</b><br/> E-71</p> <p><b>PUBLIC EXAMINATION PERIOD FOR BALLOT MEASURE MATERIALS</b></p> <p><b>Recommended</b> period for the City Clerk to make available for public examination, a copy of impartial analysis and arguments for a measure. A fee may be charged to any candidate/person obtaining a copy of the materials. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted.<br/>(E. C. § 9295)</p> <p><b>MEASURE ENCLOSURES</b></p> <p>No later than <b>August 21, 2024</b> the City Clerk shall deliver a copy of each argument, ordinance text, analysis and any other ballot data/material to the county elections official for inclusion in the Official Sample Ballot Booklet.</p> |

\*\* August 17 (Saturday) and August 18 (Sunday) - RR/CC office will be closed.

| DATES                       | EVENTS                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AUG. 22 (Th)</b><br>E-75 | <b>CANCELLED ELECTION DUE TO INSUFFICIENT NUMBER OF CANDIDATES</b><br>Last day for City Clerk to make appointment(s) in lieu of election when an insufficient number of candidates file for the office. If an appointment(s) is not made, the election shall be held.<br>(E. C. § 10229)<br><br><b>NOTE:</b> It is <b>imperative</b> that the City Clerk notify the county elections official immediately of cancelled elections.          |
| <b>AUG. 26 (M)</b><br>E-71  | <b>REBUTTALS — LAST DAY TO SUBMIT TO CITY CLERK</b><br><b>Recommended</b> last day for authors of arguments “FOR” and “AGAINST” any city measure to submit rebuttals (if permitted) to the City Clerk. A rebuttal may not exceed <b>250 words</b> .<br>(E. C. § 9285)                                                                                                                                                                      |
| <b>AUG. 27 (Tu)</b><br>E-70 | <b>REBUTTALS — LAST DAY TO SUBMIT TO COUNTY</b><br><b>Recommended</b> last day for the City Clerk to submit rebuttals to the county elections official for inclusion in the Official Sample Ballot Booklet.                                                                                                                                                                                                                                |
| <b>AUG. 27 (Tu)</b><br>E-70 | <b>SEPT. 5 (Th)</b><br>E-61<br><br><b>PUBLIC EXAMINATION PERIOD FOR REBUTTALS</b><br><b>Recommended</b> period for the City Clerk to make available rebuttals for public examination. A fee may be charged to any candidate/person obtaining a copy of the data/material. During this period any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted.<br>(E. C. § 9295) |
| <b>SEPT. 5 (Th)</b><br>E-61 | <b>SEPT. 11 (W)</b><br>E-55<br><br><b>BALLOT PROOFS</b><br><b>Recommended</b> period for the county elections official to deliver copies of official ballot proofs to the City Clerk for approval.<br><br><b>NOTE:</b> Corrections to any ballot material must be submitted to the county elections official within 24 hours of receipt.                                                                                                   |

| <b>DATES</b>                |                                    | <b>EVENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SEPT. 9 (M)</b><br>E-57  | <b>OCT. 22 (Tu)</b><br>E-14        | <b>STATEMENT OF WRITE-IN CANDIDACY</b><br>A name written on a ballot will not be counted unless the person has filed during this period a Statement of Write-In Candidacy and sponsor signatures stating that they are a write-in candidate for the election.<br>(E. C. §§ 8600, 8601 and 10103)                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>OCT. 7 (M)</b><br>E-29   |                                    | <b>VOTE CENTER STAFF — APPOINTMENT</b><br>Last day to appoint staff and designate vote centers. A notice of appointment shall be mailed to all staff.<br>(E. C. §§ 12286, 12307 and 12319)<br><br><b>MAILING OF VOTE BY MAIL BALLOTS</b><br>No later than 29 days before the day of the election, the county elections official shall begin mailing the materials required by Section 3010.<br>(E. C. § 3001(b), and 3010)<br><br><b>PROCESSING OF VOTE BY MAIL BALLOTS</b><br>The processing of vote by mail ballots may commence on the <b>29<sup>th</sup></b> business day before the election but the results of the tally shall not be released until after the vote centers close.<br>(E. C. § 15101(b)) |
| <b>OCT. 11 (F)</b><br>E-25  |                                    | <b>COPIES OF STREET INDEX</b><br><b>Suggested</b> last day for the City Clerk to request the number of street index copies required (not to exceed four (4)).<br>(E. C. § 2183)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>OCT. 21 (M)</b><br>E-15  |                                    | <b>CLOSE OF REGISTRATION</b><br>Last day to transfer or register to vote in the election.<br>(E. C. §§ 2102 and 2107)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>OCT. 22 (Tu)</b><br>E-14 | <b>NOV. 5 (Tu)</b><br>ELECTION DAY | <b>NEW CITIZEN ELIGIBILITY TO REGISTER AND VOTE</b><br>A new citizen is eligible to register and vote at the office of, or at another location designated by, the county elections official at any time beginning on the 14th day before an election and ending at the close of polls on the election day following the date on which that person became a citizen.<br>(E.C. § 3500)                                                                                                                                                                                                                                                                                                                           |



| <b>DATES</b>                | <b>EVENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>OCT. 22 (Tu)</b><br>E-14 | <p><b>STATEMENT OF WRITE-IN CANDIDACY DEADLINE</b><br/>Last day for a candidate to file with the City Clerk sponsor signatures and a declaration stating that they are a write-in candidate in the election.<br/>(E. C. §§ 8600 and 8601)</p> <p><b>BILINGUAL VOTE CENTER STAFF</b><br/>Last day to prepare list of appointed bilingual staff.<br/>(E. C. § 12303)</p>                                                                                                  |
| <b>OCT. 24 (Th)</b><br>E-12 | <p><b>WRITE-IN CANDIDATES — SUBMIT TO COUNTY</b><br/><b>Recommended</b> last day for the City Clerk to deliver the list of qualified write-in candidates to county elections official.</p>                                                                                                                                                                                                                                                                              |
| <b>OCT. 26 (Sa)</b><br>E-10 | <p><b>TALLY CENTER LOCATION — PUBLICATION</b><br/>On or before this date a notice specifying the public place to be used as the central tally location for counting the ballots shall be published once in a newspaper of general circulation within the jurisdiction.<br/>(E. C. § 12109)</p> <p><b>VOTE CENTERS — FIRST DAY</b><br/>Vote Centers open beginning 10 days prior to election day. A Voter Center election may be conducted pursuant to E. C. § 4007.</p> |
| <b>OCT. 26 (Sa)</b><br>E-10 | <p><b>MAILING OF OFFICIAL SAMPLE BALLOT BOOKLETS</b><br/>(Historically commencing at E-40)<br/>An Official Sample Ballot Booklet shall be mailed to each voter in the jurisdiction no later than 10 days before the election.<br/>(E. C. § 13300 (c))</p>                                                                                                                                                                                                               |

| <b>DATES</b>                                                  | <b>EVENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>OCT. 29 (Tu)</b><br><b>E-7</b>                             | <b>NOTICE OF LIST OF NOMINEES — PUBLICATION</b><br>On or before this date, the City Clerk shall publish a list of nominees once in a newspaper of general circulation within the city.<br>(E. C. § 12110 and Govt. Code § 6061)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>NOV. 5 (Tu)</b><br><b>8:00 P.M.</b><br><b>ELECTION DAY</b> | <b>ELECTION DAY</b><br>Vote Centers open 7:00 a.m., close 8:00 p.m.<br>(E. C. §§ 1200 and 14212)<br><br><b>VOTE BY MAIL BALLOTS RETURNED — 8:00 P.M.</b><br>Last day for Vote By Mail ballots to be received or turned in personally by the voter at any vote center in the jurisdiction. An authorized representative may return the voted ballot under specified conditions.<br>(E. C. §§ 3017 and 3020)<br><br>Any Vote By Mail ballot cast under this division shall be timely cast if it is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than seven days after election day in addition to the provisions set forth in E. C. 3020, Sections 1 and 2.<br>(E. C. § 3020(b) Section 1 and 2) |
| <b>NOV. 7 (Th)</b><br><b>E+2</b>                              | <b>OFFICIAL CANVASS</b><br>The canvass of election returns shall commence no later than the first Thursday following the election.<br>(E. C. §§ 10262 and 15301)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>DEC. 5 (Th)</b><br><b>E+30</b>                             | <b>COMPLETION OF OFFICIAL CANVASS</b><br>The county elections official shall prepare a certified statement of the results of the election and submit it to each jurisdiction within 30 days of the election.<br>(E. C. § 15372)<br><br><b>NOTE:</b> On <b>November 29, 2024</b> the Registrar-Recorder/County Clerk is tentatively scheduled to certify the election results. On <b>December 3, 2024</b> the Board of Supervisors is tentatively scheduled to declare the election officially concluded.                                                                                                                                                                                                                                                                                |

## Chapter 2



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



## CERTIFIED LIST OF QUALIFIED CANDIDATES

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

[illegible]

# NAME TO APPEAR ON THE BALLOT

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

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

Please note:

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

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

## BALLOT DESIGNATION PROVISIONS

The ballot designation describes the current profession, vocation, occupation or incumbency status of the candidate that will appear on the ballot under the candidate's name.

### BALLOT DESIGNATIONS:

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

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

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

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

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

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

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

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

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

## **BALLOT DESIGNATION PROVISIONS (continued)**

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

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

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

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

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

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

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

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

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

# **SECRETARY OF STATE**

## **BALLOT DESIGNATION REGULATIONS**

### **Chapter 7. Ballot Designations**

#### **§ 20710. General Provisions.**

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

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

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

(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.

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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

#### **§ 20711. Ballot Designation Worksheet.**

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



## **BALLOT DESIGNATION REGULATIONS (continued)**

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

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

- (1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;
- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) At the option of the candidate, the candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
  - (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
  - (B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
  - (C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate should indicate:

## **BALLOT DESIGNATION REGULATIONS (continued)**

- (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
  - (ii) The dates during which the candidate held such position;
  - (iii) A description of the work he or she performs in the position;
  - (iv) The name of the candidate's business or employer;
  - (v) The name and telephone number of a person or persons who could verify such information; and
  - (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
- (D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate should indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
- (d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

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

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

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

## **BALLOT DESIGNATION REGULATIONS (continued)**

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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

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

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

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

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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

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

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

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

## **BALLOT DESIGNATION REGULATIONS (continued)**

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

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

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

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

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

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

## **BALLOT DESIGNATION REGULATIONS (continued)**

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

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

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

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

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

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

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

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

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

## **BALLOT DESIGNATION REGULATIONS (continued)**

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

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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

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

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

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

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

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

### **§ 20716. Unacceptable Ballot Designations.**

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



## BALLOT DESIGNATION REGULATIONS (continued)

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

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

(1) **Avocations:** An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work, and matters pursued as an amateur.

(2) **Pro Forma Professions, Vocations and Occupations:** Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, volunteer firefighter, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) **Statuses:** A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter.

(d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, tradename, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget<sup>®</sup> Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

## **BALLOT DESIGNATION REGULATIONS (continued)**

(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation. In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

- (1) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
- (2) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
- (3) The candidate has reached at least the age of 55 years;
- (4) The candidate voluntarily left his or her last professional, vocational or occupational position;
- (5) If the candidate is requesting a ballot designation indicating that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;



## **BALLOT DESIGNATION REGULATIONS (continued)**

(6) The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,

(7) The candidate's retirement benefits are providing him or her with a principal source of income.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

### **§ 20717. Requests for Supporting Documentation.**

In addition to the Ballot Designation Worksheet requested to be filed with the Secretary of State pursuant to § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials and the rendering of a summary, final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate.

## **BALLOT DESIGNATION REGULATIONS (continued)**

When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

### **§ 20718. Communication of Decisions Regarding Ballot Designations.**

(a) An official copy of the decision of the Secretary of State regarding a candidate's ballot designation will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit an unofficial copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission sent to the facsimile number listed on the candidate's Ballot Designation Worksheet. When the candidate does not have reasonable access to a facsimile machine, the Secretary of State will transmit to the candidate, at the candidate's request, an unofficial copy of the decision by means of overnight express delivery to the address listed on the candidate's Ballot Designation Worksheet provided. If the candidate has not submitted a Ballot Designation Worksheet, the Secretary of State will transmit an official copy to the facsimile number provided by the candidate or, if the candidate does not have reasonable access to a facsimile machine, by overnight express mail to the address provided by the candidate.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code

## **BALLOT DESIGNATION REGULATIONS (continued)**

### **§ 20719. Service of Legal Process Regarding Ballot Designations.**

(a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, Legal Affairs Unit, Executive Office of the Secretary, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State in the Legal Affairs Unit to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.

Note: Authority: Section 12172.5, Government Code

Reference: Section 13107, Elections Code



# Chapter 3



## Candidate Statements



# CANDIDATE STATEMENTS

**CANDIDATE STATEMENT FORM (Sample below)** — The Candidate Statement Form is provided for candidate use in submitting statements to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the packet each candidate receives when filing nomination documents.

**NOTE: The Official Vote By Mail Voting Instructions and Guide DOES NOT include Candidate Statements.**

## FRONT



**CANDIDATE STATEMENT FORM - NONPARTISAN OFFICES**  
**READ INFORMATION ON BACK OF FORM BEFORE SUBMITTING STATEMENT**

STATEMENT OF: \_\_\_\_\_

CANDIDATE FOR: \_\_\_\_\_

ELECTION DATE: \_\_\_\_\_

AGE: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_  
 (Optional) (Optional)

Please type your statement below in upper and lower case letters. The statement text will be typeset using font style Times New Roman, size 11 point. However, statement can be submitted using any standard font. See reverse side for information and guidelines including formatting restrictions. Statements are **only** included in the Official Sample Ballot Booklet and **will not** be included in the Official Absentee/Vote by Mail Ballot Instructions.

CSF 0617

## BACK

**CANDIDATE STATEMENT INFORMATION AND GUIDELINES**  
 (Elections Code Sections 13307, 13308, 13311 and 13313)

**GENERAL INFORMATION:** Filing of a statement is optional and applies to local nonpartisan offices. The elections official sends to each registered voter an Official Sample Ballot Booklet which contains the candidate statements prepared and submitted.

**FILING PERIOD:** Statement must be filed no later than the close of business hours on the last day of the candidate nomination period.

**WITHDRAWAL:** A candidate statement cannot be changed or revised once it is filed. A candidate statement may be withdrawn by 5 p.m. of the next business day after the last day to file the statement.

**CONTENTS:** Statement may include candidate's age and occupation and a 200 word description of the candidate's education and qualifications. Some jurisdictions increase the word limit to 400 words.

**FORMAT/WORD COUNT:** Please refer to the Candidate Handbook (Section 1 Chapter 3) for detailed information regarding format and word counting guidelines.

**RESTRICTIONS:** The candidate statement shall not include the party affiliation of the candidate nor reference any membership or activity in political organizations. Please refer to the Candidate Handbook (Section 1 Chapter 3) for more information.

**IMPORTANT NOTICE - PLEASE READ**

**CANDIDATE STATEMENT BULLETIN:** Please be advised that your candidate statement will not be appearing in the Vote By Mail Instructions entitled "Vote By Mail Instructions". It will only appear in the Official Sample Ballot Booklet.

**PUBLIC EXAMINATION PERIOD:** Candidate statements shall be confidential until the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten (10) calendar day period. During the examination period, candidate listings, candidate statements, candidate names and ballot designations (or occupation) on ballots shall be open to public examination. Any person may file a writ of mandate or an injunction to challenge and possibly amend any or all of the material data (E.C. 13215). If the filing period is extended for a particular office, the examination period for that office shall be adjusted. A fee may be charged to any candidate/person obtaining a copy of the material.

**CANDIDATES FILING IN SHARED DISTRICTS:** Your candidate statement must be filed with the county elections official in each county where you wish to have your statement printed (e.g., if you wish to have your statement printed in both Los Angeles and Ventura Counties, then you must submit one (1) copy of your statement and the appropriate fee to each county where you intend to have your statement appear in the Official Sample Ballot Booklet). The elections official will not forward your candidate statement or estimated shared cost to neighboring counties.

**ESTIMATED COST**

The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on number of voter registrations, the length and/or format of the statement submitted and printing cost. Accordingly, the elections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense to or refund any excess paid depending on the final actual cost. In the event of underpayment, the elections official may require the candidate pay to the balance of the cost incurred. In the event of overpayment, the elections official shall provide the excess amount among the candidate and refund the excess amount paid.

Pursuant to California law, the local agency has authorized a ☐ 200 ☐ 400 word maximum, and requires that the estimated cost be paid:  
☐ in advance by all candidates ☐ District will pay for all candidate statements  
☐ District will bill candidate after the election

The estimated cost of your English statement is: \_\_\_\_\_ The estimated cost of your English & Spanish statement is: \_\_\_\_\_

NOTE: Cost is estimated on a per page basis and may double, triple, or quadruple depending on your language selection(s) and/or statement formatting.

**I have read and understand the provisions contained on this form and in the Candidate Handbook, and request that my statement as shown on the reverse side be printed as indicated:**

Please mark (x) one box: English ☐ English & Spanish ☐

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Numbers: ( ) \_\_\_\_\_ Daytime \_\_\_\_\_ Evening \_\_\_\_\_

**DO NOT PRINT THIS STATEMENT IN THE EVENT**

☐ There is no opposition to this contest on the ballot. ☐ No other candidate for this contest files a statement.

**OFFICE USE ONLY**

☐ Verified filing of Declaration of Candidacy and/or Nomination Papers

Project Code No.: \_\_\_\_\_  
 Candidate File No.: \_\_\_\_\_  
 Total No. of Words: \_\_\_\_\_  
 Total No. of Words in boldface, capital letters, and/or underscored: \_\_\_\_\_  
 By Deputy: \_\_\_\_\_

Date: \_\_\_\_\_ Election Official: \_\_\_\_\_

CSI 06/18

**FORMAT AND STYLE INFORMATION (Sample below)** — Statements must be neatly typed. Statement will be typed in the Official Sample Ballot Booklet using Times New Roman font in 11 point size. Please note, if using any standard font less than Times New Roman in 11 point size, the printed candidate statement may extend to two **(2)** columns once formatted. Each page contains two **(2)** columns, additional columns used will increase the estimated cost.

Statements will be printed in uniform type, style and spacing, using block paragraphs and single space format. Text submitted indented or centered will be typed on block paragraph form. Entire statements in all capital letters, bold and italics (or any combination of enhancements) are not acceptable. Indentations cannot be accommodated. Enhanced words that are printed in boldface type, underscored and/or CAPITALIZED are to be clearly indicated. The pronoun “I” is not counted as an enhanced word. **Refer to page 41 for the Word Counting Guidelines.**

All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line.

## Candidate Statements & Measures

STATEMENT OF [CANDIDATE NAME]  
CANDIDATE FOR [OFFICE TITLE],  
[Trustee Area/Division No. ]  
[CITY/SCHOOL DISTRICT]

**FORMAT/CONTENT:** This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are in a separate section of the information Booklet.

**ENHANCED WORDS:** It is acceptable for some words or phrases to be **bold**, underlined, or **CAPITALIZED**. Hyphens/dashes are allowed. The beginning of each paragraph may also be highlighted as shown in this example.

**PARAGRAPHS:** The candidate statement is printed in “block” paragraphs, which means each paragraph will start on the left and the right margin will be justified. A double space will appear between, shown in this example.

## Candidate Statements & Measures

STATEMENT OF [CANDIDATE NAME]  
CANDIDATE FOR [OFFICE TITLE],  
[Trustee Area/Division No. ]  
[CITY/SCHOOL DISTRICT]

Age: ☐

Occupation: ☐

Santa Monica Native!

- SMMUSD: Madison, Lincoln, Samohi
- Played in our parks, body-surfed our waves, taught in our schools, community activist
- SMC, UCLA, LMU
- Renter, Homeowner, Teacher, Entrepreneur

Santa Monica Commissioner since 2003

- Past President, CalParks Board
- 2013 Commissioner of the Year, Chair, Recreation & Parks Commission

Working For Residents

- Host, Brock on Your Block
- Columnist, SM Mirror
- Co-Chair, Historic San Vicente Coalition
- Smart Group
- Samohi Alumni President
- Kiwanis Lieutenant-Governor
- SM Elks Trustee Citizen of the Year
- Salvation Army Advisory Board/Volunteer of the Year
- Civic Auditorium Working Group
- Boys & Girls Club Council

I will fight for you!

- Residents First!
- Restore Public Safety/Reduce Crime NOW!
- Common Sense City Government!
- STOP Overdevelopment!
- STOP wasting our tax dollars!
- STOP Traffic gridlock
- STOP overtaxing!

- ENFORCE e-scooter laws!
- ENACT building height/density limits.
- Palm trees must be our only high rises!
- Intelligent change that preserves character
- Sustainably adapt buildings
- Value YOUTH and SENIORS!
- Champion RENT CONTROL affordable FAMILY housing
- Find REAL homelessness solutions!
- Transparent government! LISTEN to residents
- Racial Justice Now!
- Free public transportation for residents
- Free citywide high-speed internet
- Parks are paramount. Create SAFE open space!
- Envision the future by honoring our past!
- I will take action where incumbents have failed!

Restore the soul of our city!

1 column (1 statement)

2 columns (1 statement)



## STATE LAW

Statements may not include references to other candidates. See **Notice to Persons Submitting Candidate Statements on page 29** for restrictions.

No changes are allowed after the statement has been filed.

Statements are confidential until after the close of the nomination period. Once the nomination period closes, the statements are open to public examination for a ten **(10)** calendar day period. During this period, a voter may seek a writ of mandate or an injunction requiring any or all data/material to be amended or deleted.

A candidate may request that the statement also be printed in Spanish and included in the Official Sample Ballot Booklet mailed to all voters in the election area. An additional fee is required to print a Spanish candidate statement. **In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements to be included in the Official Sample Ballot Booklet for candidates who wish to have one, at the candidate's own expense.**

Translations of candidate statements for Voter Information Booklets may be provided in Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Indonesian, Japanese, Korean, Mongolian, Russian, Spanish, Tagalog/Filipino, Telugu, Thai and Vietnamese for qualifying jurisdictions in accordance with Federal Voting Rights Act provisions and Department of Justice specifications. These materials when printed are sent only to voters who have requested them.

No reference to political party affiliation nor mention of any partisan political membership or activity is permitted.

**ESTIMATED COST** — The candidate statement form **(page 24)** issued with the nomination documents contains word limitations and estimated costs.

If the candidate statement word limitation is **400 words** and a candidate statement **200 words** or less is submitted, the entire amount of the estimated cost must be deposited. The estimated cost is based on column price, not by word count.

If a candidate statement is formatted to include numerous paragraph breaks and/or individual listings of accomplishments, endorsements, etc., the printed candidate statement may extend to two **(2)** columns. If a candidate statement is printed in another language, the translated candidate statement may extend to two **(2)** or more columns. In these cases, the actual cost for the candidate statement may double or triple and an additional cost may be billed to the City after the election. Please note, costs are calculated by column regardless of how much or how little text there is on each page. Costs are **NOT** calculated according to word count.

The estimated cost is determined prior to all information being available; therefore, it is an approximation of the actual cost that varies from election to election and may be significantly more or less depending on the actual number of candidates filing statements.

**INDIGENT CANDIDATES** — If a candidate alleges to be indigent and **unable to pay the advanced** candidate statement fee, then the candidate shall submit to the City Clerk an **Affidavit of Financial Worth (sample below)** to be used in determining the candidate's eligibility to defer the candidate statement fee to a later time determined by the city.

The candidate will have to **disclose** the necessary data requested which includes the candidate's employer, real estate holdings, tangible personal property and the **IRS Form 4506 "Request for Copy of Tax Return."**

**AFFIDAVIT OF FINANCIAL WORTH** — The candidate shall certify the content of the affidavit as to its truth and correctness **under penalty of perjury**. The affidavit shall be submitted by the candidate together with their candidate statement in accordance with the specified election deadline.

A determination shall be made whether or not the candidate is indigent. The City Clerk will notify the candidate of its findings. If it is determined that the candidate is not indigent, the candidate shall **within three (3) days** of notification, excluding Saturdays, Sundays and state holidays, withdraw their candidate statement or pay the requisite fee.

If the City Clerk makes the determination that the candidate is indigent, the elections official shall print and mail the candidate statement in the Official Sample Ballot Booklet. **Nothing prohibits the City Clerk from billing the candidate their actual pro rata share of the cost following the election.**

**AFFIDAVIT OF FINANCIAL WORTH**

**Request for Copy of Tax Return**  
4506  
OMB No. 1545-0047  
Rev. 1-1-03

**AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES**

17. List the individuals who are dependent upon you for your support. State their age and your relationship to these individuals. Describe how they are supported.

**AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES**

16. Do you have a checking or savings account?  
Yes ☐ No ☐

**AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES**

15. State your spouse's occupation and amount of his/her gross monthly income.  
Occupation: \_\_\_\_\_  
Gross monthly income: \_\_\_\_\_

**AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES**

1. Full Name: \_\_\_\_\_  
2. Address: \_\_\_\_\_  
3. City: \_\_\_\_\_  
4. State: \_\_\_\_\_  
5. Zip: \_\_\_\_\_  
6. Birth Date: \_\_\_\_\_  
7. Social Security Number: \_\_\_\_\_  
8. Current Employer: \_\_\_\_\_  
9. Monthly Income: \_\_\_\_\_  
10. Assets: \_\_\_\_\_  
11. Liabilities: \_\_\_\_\_  
12. Other: \_\_\_\_\_

**COUNTY OF LOS ANGELES  
REGISTRAR-RECORDER/COUNTY CLERK  
12000 IMPERIAL HWY. - P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024 - (562) 940-1234**

**DEAN G. LOGAN  
Registrar-Recorder/County Clerk**

**AFFIDAVIT OF FINANCIAL WORTH IN SUPPORT OF APPLICATION TO FILE CANDIDATE STATEMENT WITHOUT ADVANCE PAYMENT OF FEES**

**NOTICE TO CANDIDATE**

The Registrar-Recorder/County Clerk will request the Department of Treasury-Tax Collector, Revenue and Enforcement Division to review this completed form and your personal tax form from the prior tax reporting year to make a final determination of your eligibility as an indigent. This process will be accomplished as soon as possible.

If the Revenue and Enforcement Division determines that you are not indigent, you will be notified of this finding. Within three days of notification, excluding Saturdays, Sundays and state holidays, you must either withdraw your statement or pay the requisite estimated cost. If you fail to respond within the time prescribed, this office will not print and mail the statement.

If it is determined that you are indigent, this office shall print and mail the statement without requesting payment of the estimated cost. This, however, does not relieve you of your obligation to pay the candidate statement cost in the manner established by the Revenue and Enforcement Division.

**PLEASE PRINT LEGIBLY OR TYPE**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am unable to pay the \$ \_\_\_\_\_ required by Los Angeles County to file a candidate statement for the office of \_\_\_\_\_ to be printed and distributed to the voters at the \_\_\_\_\_ election (insert name of election).

I further swear or affirm that the responses which I have made to the questions and instructions below relating to my ability to pay said fee are true.

**PUBLIC EXAMINATION PERIOD** — The period between **August 10\*\* (E-87) and August 19 (E-78)** is the **recommended** timeframe for the City Clerk to make candidate statements, candidate names and ballot designations available for public examination. A fee may be charged to any person obtaining a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material in a candidate statement to be amended or deleted. (E.C. §13313)

**INCUMBENTS/LIST OF QUALIFIED CANDIDATES** — A Final List of Candidates **to Appear** on the Ballot and **Not to Appear** on the Ballot should be available for distribution by the **end of August**. Additionally, these listings will be posted on the RR/CC website [www.lavote.net](http://www.lavote.net).

**CANDIDATE STATEMENTS MUST BE FILED NO LATER THAN 5:00 P.M. ON THE LAST DAY OF THE NOMINATION PERIOD.**

**\*\*August 10 (Saturday) office will be open and 17 and 24 (Saturdays) and August 11 and 18 (Sundays) RRCC office will be closed.**

## NOTICE TO PERSONS SUBMITTING CANDIDATE STATEMENTS

### CANDIDATE STATEMENTS ARE LIMITED TO THE CANDIDATE'S OWN QUALIFICATIONS

This applies to all candidates.

The California Elections Code and case law prohibit **CANDIDATES** from making any reference to another candidate or to another candidate's qualification, character or activities. If the **CITY ELECTIONS OFFICIAL** discovers improper content in a candidate statement, the **CITY ELECTIONS OFFICIAL** will notify the candidate and give the individual an opportunity to correct the improper language in the candidate statement. If the candidate refuses to correct the improper language, the **CITY ELECTIONS OFFICIAL**, as well as any other voter, may bring legal action against the candidate to correct the statement. The prevailing party may also be entitled to obtain attorney's fees for bringing the action.

All prospective candidates may want to refer to California Elections Code Sections 13307, 13308, 13311, 13313, and 13314, as well as the California Court of Appeal ruling in *Dean v. Superior Court*, (1998 4<sup>th</sup> Dist.) 62 Cal. App. 4<sup>th</sup> 638. However, this list is not exhaustive and candidates are solely responsible for preparation and submittal of candidate's statements that are in conformance with the law. A copy of the above described Elections Code sections and the *Dean* decision are available from our office at no cost.

## Chapter 4



## Ballot Measures



# BALLOT MEASURES

**RESOLUTION FOR BALLOT MEASURE TEXT (Sample below)** — To ensure that the Registrar-Recorder/County Clerk (RR/CC) uses the precise Ballot Measure Text the City wants printed in the Official Sample Ballot Booklet, the City must include the Ballot Measure Text, with title, **(not to exceed 75 words)** in the body of the **“Resolution Calling for an Election.”** Ballot Measure Text should be clearly labeled and identified. Please note that text in all CAPITAL LETTERS is not acceptable. (See Sample’s Below)

[illegible]

ACCEPTABLE

|                                                                                                                                                                                                                                                                                                                                                                                                        |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <p>Shall the measure, entitled [REDACTED] Transactions and Use Tax Measure, establishing a three quarter cent per dollar (0.75%) general sales tax, annually providing an estimated \$1.4 million in revenue, until ended by voters, with funds being deposited into the City's General Fund for police, streets, buildings, parks, recreation and other general functions of the City be adopted?</p> | <p>YES</p> |
|                                                                                                                                                                                                                                                                                                                                                                                                        | <p>NO</p>  |

NOT ACCEPTABLE

SHALL THE ADVISORY PROPOSITION ADVISING THE CITY OF [REDACTED] REGARDING EXPENDITURE OF REVENUE RESULTING FROM A 3/4 SALES TAX INCREASE BE ADOPTED?

Yes ☐

No ☐

**GENERAL INFORMATION** — Cities placing a measure on the County ballot may select one of the following three options:

1. Print a 75 word **abbreviated** Ballot Measure Text (prescribed by law) only.
2. Print a 75 word **abbreviated** Ballot Measure Text and **include Official Sample Ballot Notice** advising voters to call the City Clerk's Office and request a free copy of the ballot measure enclosure (OR) that the city will be sending voters a supplemental mailing.
3. Print a 75 word **abbreviated** Ballot Measure Text and include **Full Ballot Measure Enclosure Text** in the Official Sample Ballot Booklet.

**BALLOT MEASURE TEXT (Samples below)** — The Ballot Measure Text will appear in the Official Sample Ballot Booklet.

➤ **Measure D — Official Ballot Measure Text (35 words)**

**ANY CITY SPECIAL MUNICIPAL ELECTION**

|                                                                                                                                                                                                                                        |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>D</b> <b>CHARTER AMENDMENT.</b> Shall the positions of Chief Deputy and of assistant or deputy next in line of authority to Chief Deputy, be removed from the County's Civil Service System and placed in the unclassified service? | <b>YES→○</b> |
|                                                                                                                                                                                                                                        | <b>NO→○</b>  |

➤ **Measure G — Official Ballot Measure Text (69 words)**

**ANY CITY SPECIAL MUNICIPAL ELECTION**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>G</b> <b>ANY CITY PARK GENERAL OBLIGATION BONDS. PROPOSITION C.</b> Shall Any City incur bonded indebtedness not to exceed \$46,500,000 in Any City Park to rehabilitate the Rose Garden and improve, construct and expand the Olympic Swim Stadium, Regional Recreation Center and, subject to securing matching public and/or private funds, the Environmental Science Learning Center and museums; provided that parking built under this measure be limited to people using these facilities? | <b>YES→○</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>NO→○</b>  |

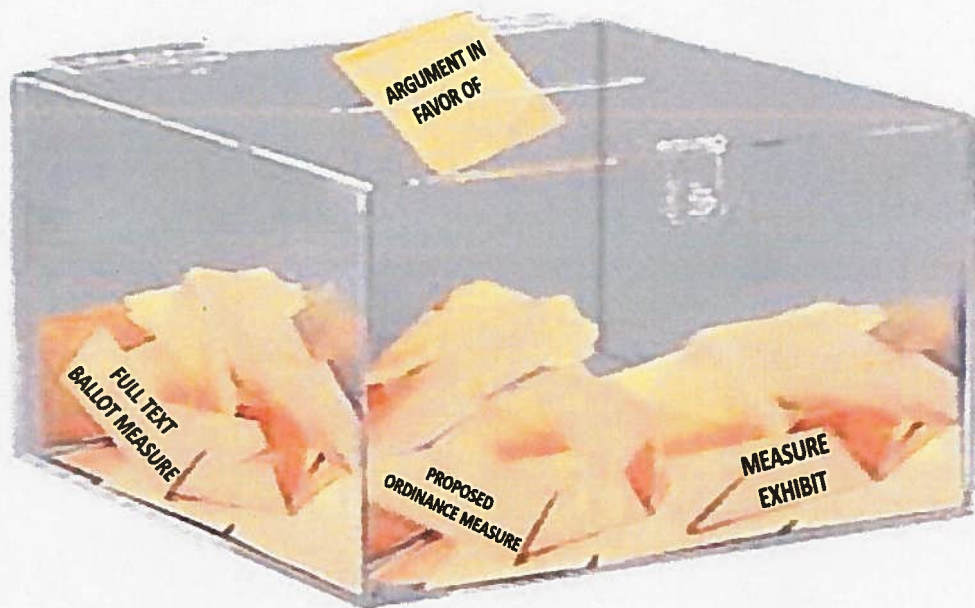
**REQUEST FOR LETTER DESIGNATION** — Cities may request a specific letter designation in writing by **E-83** using the letter designation form. An alternate choice should also be submitted, in case the requested letter designation has already been assigned to another jurisdiction. Specific letter designation requests are **processed in the order received**. The RR/CC will notify the City by **E-81** if the requested letter designation is available or if another letter assignment has been made.

**WITHDRAWAL AND/OR AMENDMENTS** — The City should file a resolution with the Registrar-Recorder/County Clerk by **E-83** to amend a measure or if an election is being cancelled because a measure has been withdrawn. (E. C. § 9605)





# Chapter 5



## Ballot Enclosures



## BALLOT ENCLOSURES

**TEXT AND TITLES** — Ballot enclosures for impartial analyses, arguments, rebuttals, etc. are printed in the voter information portion of the Official Sample Ballot Booklet immediately behind candidate and measure contest pages. Copies of ballot enclosures to be printed in the Official Sample Ballot Booklet should be submitted as attachments to the “Resolution Calling for an Election” or as a separate mailing. Submitted attachments should be clearly identified by appropriate **ballot enclosure titles** (refer to the chart on **page 34**).

**FORMAT AND STYLE** — Please type enclosure text in upper and lower case letters. Hyphens/dashes (-) are allowed. Enclosures will be typed in the Official Sample Ballot Booklet using a standard font and size determined by the County. However, enclosures may be submitted using any standard font. Title headings are shown in the samples on **page 33**.

**BALLOT ENCLOSURES** — Ballot enclosures, including impartial analyses, argument and/or rebuttal text, are printed in “block” paragraphs, which means each paragraph will start on the left, and the right margin will be justified. A double space will appear between paragraphs.

The **argument/rebuttal** samples below show how the layout will appear in the Official Sample Ballot Booklet. **(A) Argument In Favor, (B) Rebuttal To Argument In Favor, (C) Argument Against and (D) Rebuttal To Argument Against.**

**A**

**ARGUMENT IN FAVOR OF MEASURE J**

Election Districts

Our City of \_\_\_\_\_ is 102 square miles in size and would be divided into four equally populated districts. All council candidates would have to reside in one of these districts to be elected to our city council. All voters would vote for every city council member elected. Our mayor could live in any district they choose and would also be elected by all of the voters.

District elections will promote a better defined improvement plan, that is more specific to our neighborhood needs and give our residents a point of contact that would live in their geographic part of the City. Any expenditure of funds would have to be approved by the entire city council.

\_\_\_\_\_ would be better served if all parts of our city \_\_\_\_\_ in our development and decision making on our city council. \_\_\_\_\_ miles in size and much more diverse than our present \_\_\_\_\_.

JAMES  
\_\_\_\_\_

**REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE J**

This measure does NOT create district representation. If these were truly district elections, only the people of that district would be allowed to vote for their candidate.

In addition, under this measure:

- **Proposed districts are not equal!**
  - This measure **will divide** the city into eastside \_\_\_\_\_
  - One district **may outvote** the other districts \_\_\_\_\_ of certain candidates
  - Political \_\_\_\_\_ decide \_\_\_\_\_ chosen \_\_\_\_\_
- \_\_\_\_\_ of the \_\_\_\_\_ the most qualified leader \_\_\_\_\_ the city may live in one district but want to serve \_\_\_\_\_ community. With a districting plan, they may be able to do \_\_\_\_\_ The measure will require candidates to live in a given \_\_\_\_\_ or none at all.

Proponents of districting feel that \_\_\_\_\_ at 102 square miles, is not large enough in population to slice and divide into competing neighborhoods. Political maneuvering will occur. We all see the problems districting has brought to the City of Los Angeles – the inefficiency, the power struggles. **Do we want that for**

**VOTE NO ON DISTRICTS**  
**VOTE NO ON MEASURE J**

RICHARD H.  
City Councilmember

**B**

**ARGUMENT AGAINST MEASURE J**

DISTRICTS

The proposal to split the City into districts is a sham. The efforts of the new Council over the last two years have been to heal not divide, provide new services not polarize our community. This proposal divides and splits the City. Cities of 500,000 or more require district representation. \_\_\_\_\_ a population of 125,000, does not need to be divided and quartered.

This sham proposal does not create real districts in which a Councilmember is elected by and represents that district. This proposal merely requires a candidate to reside in the district. Others would determine the representation of that district. For example, a district could support a candidate yet the voters from another district could still prevent his election. The only real proposal would be one in which their districts alone elect Councilmembers. This would do nothing to diversify representation on the Council.

"Turf" would be created by "deals made" with other district Councilmembers who decide which district gets their improvements first. A Councilperson out of favor with the Council Majority will be forced to negotiate from a position of weakness in order to gain the Council's attention to address the needs of their district. People could move from district to district to increase their chances of election. They would be no more representative of the district expert than anyone else.

This proposal creates one district of 35,000 and three of 25,000 when less than 15% of the voters cast their ballot in every election. Which district controls? Individuals from the Eastside could be overwhelmingly defeated by Westside voters or vice versa.

The current system, which allows a Councilmember to act on behalf of and be held accountable to ALL the citizens of Palmdale, is the best system.

PLEASE VOTE **NO** ON SPLITTING

PLEASE VOTE **NO** ON DISTRICTS!

RICHARD  
City Councilmember

**REBUTTAL TO ARGUMENT AGAINST MEASURE J**

Do you believe in smaller government, that which is closest to the people? Do you believe that our city would be best served if councilmembers resided in different parts of our city not just one exclusive neighborhood?

Then I ask for your YES VOTE FOR DISTRICTING.

In recent history, 60%-80% of the members of our \_\_\_\_\_ City Council have resided in far westside neighborhoods. Our city has grown in those years to become one of the largest cities in California at 102 square miles. We have become a progressive city with vision. Many cities like \_\_\_\_\_ already have districting in place because they realize that different neighborhoods have different needs.

If we are to truly represent the needs of all our residents, we must have COUNCILMEMBERS WHO KNOW THOSE NEEDS AND CONCERNS FIRST HAND, who live and breathe them everyday.

There are naysayers who will say that districting will divide our city, but I submit to you that DISTRICTING WILL UNITE OUR GREAT CITY because all of our residents will know that they have a voice at the table where decisions are made.

Vote YES ON DISTRICTING to provide balanced representation on our city council.

JAMES  
Mayor

**C**

**D**

**BALLOT ENCLOSURE TITLES AND WORD LIMITATION CHART** — Use this chart in submitting correct titles and word counts for ballot argument enclosures. **For Word Counting Guidelines refer to page 41.**

**CITY ENCLOSURE TITLE TYPES  
GENERAL AND SPECIAL MUNICIPAL ELECTIONS CONSOLIDATED  
WITH COUNTY ELECTIONS**

| <b>TITLE</b>                                           | <b>WORD LIMITATION<br/>/ ELECTION CODE</b> | <b>Enhanced<br/>WORDS</b> |
|--------------------------------------------------------|--------------------------------------------|---------------------------|
| PROPOSED ORDINANCE – MEASURE ____                      | NO LIMIT                                   | N/A                       |
| FULL TEXT OF BALLOT MEASURE ____                       | NO LIMIT                                   | N/A                       |
| PROPOSED CHARTER AMENDMENT – MEASURE ____              | NO LIMIT                                   | N/A                       |
| IMPARTIAL ANALYSIS OF MEASURE ____                     | 500<br>(E.C. 9280)                         | N/A                       |
| ARGUMENT IN FAVOR OF MEASURE ____                      | 300<br>(E.C. 9282)                         | N/A                       |
| REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE ____          | 250<br>(E.C. 9285)                         | N/A                       |
| ARGUMENT AGAINST MEASURE ____                          | 300<br>(E.C. 9282)                         | N/A                       |
| REBUTTAL TO ARGUMENT AGAINST MEASURE ____              | 250<br>(E.C. 9285)                         | N/A                       |
| MEASURE ____ EXHIBIT                                   | NO LIMIT                                   | N/A                       |
| TAX RATE STATEMENT – MEASURE ____                      | NO LIMIT                                   | N/A                       |
| ____ CITY SPECIAL<br>MUNICIPAL ELECTION – MEASURE ____ | N/A                                        | N/A                       |

Enhanced Words: **bold**, underlined and/or CAPITALIZED

**ARGUMENT AND REBUTTAL FORM (Sample below)** — This form will be used by authors for submitting “FOR” or “AGAINST” opinions. Ballot argument text shall not exceed **300 words** in length including title. **Rebuttals** shall not exceed **250 words** including title.

All authors for submitted ballot arguments must sign the declaration on the reverse side of the Argument and Rebuttal Form. **See page 36 for sample of the declaration.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                            |                                                       |                                                                                                                                                                                                                                                           |                                           |                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------|
| <br><b>ARGUMENT AND REBUTTAL FORM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |                                                       |                                                                                                                                                                                                                                                           |                                           |                                                        |
| ELECTION DATE: _____ MEASURE I.D. (if any): _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                            |                                                       |                                                                                                                                                                                                                                                           |                                           |                                                        |
| JURISDICTION: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                            |                                                       |                                                                                                                                                                                                                                                           |                                           |                                                        |
| (Please mark (x) in the appropriate box)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                                                       |                                                                                                                                                                                                                                                           |                                           |                                                        |
| <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 2px;"><input type="checkbox"/> Argument in Favor</td></tr><tr><td style="padding: 2px;"><input type="checkbox"/> Rebuttal to Argument Against</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> Argument in Favor | <input type="checkbox"/> Rebuttal to Argument Against | <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 2px;"><input type="checkbox"/> Argument Against</td></tr><tr><td style="padding: 2px;"><input type="checkbox"/> Rebuttal to Argument in Favor</td></tr></table> | <input type="checkbox"/> Argument Against | <input type="checkbox"/> Rebuttal to Argument in Favor |
| <input type="checkbox"/> Argument in Favor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                            |                                                       |                                                                                                                                                                                                                                                           |                                           |                                                        |
| <input type="checkbox"/> Rebuttal to Argument Against                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                            |                                                       |                                                                                                                                                                                                                                                           |                                           |                                                        |
| <input type="checkbox"/> Argument Against                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |                                                       |                                                                                                                                                                                                                                                           |                                           |                                                        |
| <input type="checkbox"/> Rebuttal to Argument in Favor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |                                                       |                                                                                                                                                                                                                                                           |                                           |                                                        |
| <p>Statements will be printed in uniform type, style and spacing according to the County's system requirements. When preparing your statement, please use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. <b>Entire statements in all capital letters, bold and italics (or any combination of enhancements) are not acceptable. Indentations cannot be accommodated.</b> Words to be printed in <b>boldface type</b>, <u>underscored</u> and/or CAPITALIZED are to be clearly indicated. All statements should be checked by the authors for spelling and punctuation as the elections official is not permitted to edit any material contained therein. <b>NOTE:</b> Rebuttal arguments are not direct arguments. For example, a rebuttal to a direct argument in favor of a measure is NOT a direct argument against a measure. Please also note that rebuttal arguments are allowed only when both a direct argument for AND against a measure are filed.</p> |                                            |                                                       |                                                                                                                                                                                                                                                           |                                           |                                                        |
| <b>ALL AUTHORS MUST SIGN ON THE REVERSE SIDE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                            |                                                       |                                                                                                                                                                                                                                                           |                                           |                                                        |
| <p>Please attach typed statement to this form. Statements should be typed in upper and lower case letters. Statement will be typeset in the Official Sample Ballot Booklet using a standard font and size determined by the County. However, statements can be submitted using any standard font.</p> <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                            |                                                       |                                                                                                                                                                                                                                                           |                                           |                                                        |

## DECLARATION BY AUTHOR(S) OF ARGUMENTS / REBUTTALS (Sample below) —

This form is to be completed by proponents or opponents for ballot measures.

This form includes a statement (to be signed by each proponent/author) declaring that the submitted argument and/or rebuttal is true and correct to the best of their knowledge and belief.

Fill in the appropriate fields and provide information as indicated on the form.

No more than **five** author signatures shall appear on any argument and/or rebuttal.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------|-----------------------------------|--|-----------------------------------------------------|------------------------------|----|--------------------------------------|-----------------------------------|--|-----------------------------------------------------|------------------------------|----|--------------------------------------|-----------------------------------|--|-----------------------------------------------------|------------------------------|----|--------------------------------------|-----------------------------------|--|-----------------------------------------------------|------------------------------|----|--------------------------------------|-----------------------------------|--|-----------------------------------------------------|------------------------------|
| LOS ANGELES COUNTY<br>REGISTRAR-RECORDER/COUNTY CLERK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ELECTION PLANNING SECTION<br>(562) 462-2317                                                                     |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| <b>DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS</b><br>(Elections Code Section 9600)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| <small>All arguments concerning measures filed pursuant to Division 9 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Voter Information portion of the Official Sample Ballot Booklet in the order provided below.</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| The undersigned author(s) of the:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| <input type="checkbox"/> Argument in Favor<br><input type="checkbox"/> Argument Against                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Rebuttal to Argument Against<br><input type="checkbox"/> Rebuttal to Argument in Favor |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| of ballot measure _____ at the _____<br><div style="display: flex; justify-content: space-between;"><span>(name and/or letter)</span><span>(title of election)</span></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| election for the _____ to be held on _____<br>(date)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| _____ hereby state that such argument is true and correct to the best of his/her/their knowledge and belief.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 5%; text-align: center;">1.</td><td style="width: 60%;">_____<br/><small>Printed Name</small></td><td style="width: 35%;">_____<br/><small>Signature</small></td></tr><tr><td></td><td>_____<br/><small>Title to Appear on Argument</small></td><td>_____<br/><small>Date</small></td></tr><tr><td style="text-align: center;">2.</td><td>_____<br/><small>Printed Name</small></td><td>_____<br/><small>Signature</small></td></tr><tr><td></td><td>_____<br/><small>Title to Appear on Argument</small></td><td>_____<br/><small>Date</small></td></tr><tr><td style="text-align: center;">3.</td><td>_____<br/><small>Printed Name</small></td><td>_____<br/><small>Signature</small></td></tr><tr><td></td><td>_____<br/><small>Title to Appear on Argument</small></td><td>_____<br/><small>Date</small></td></tr><tr><td style="text-align: center;">4.</td><td>_____<br/><small>Printed Name</small></td><td>_____<br/><small>Signature</small></td></tr><tr><td></td><td>_____<br/><small>Title to Appear on Argument</small></td><td>_____<br/><small>Date</small></td></tr><tr><td style="text-align: center;">5.</td><td>_____<br/><small>Printed Name</small></td><td>_____<br/><small>Signature</small></td></tr><tr><td></td><td>_____<br/><small>Title to Appear on Argument</small></td><td>_____<br/><small>Date</small></td></tr></table> |                                                                                                                 | 1.                                | _____<br><small>Printed Name</small> | _____<br><small>Signature</small> |  | _____<br><small>Title to Appear on Argument</small> | _____<br><small>Date</small> | 2. | _____<br><small>Printed Name</small> | _____<br><small>Signature</small> |  | _____<br><small>Title to Appear on Argument</small> | _____<br><small>Date</small> | 3. | _____<br><small>Printed Name</small> | _____<br><small>Signature</small> |  | _____<br><small>Title to Appear on Argument</small> | _____<br><small>Date</small> | 4. | _____<br><small>Printed Name</small> | _____<br><small>Signature</small> |  | _____<br><small>Title to Appear on Argument</small> | _____<br><small>Date</small> | 5. | _____<br><small>Printed Name</small> | _____<br><small>Signature</small> |  | _____<br><small>Title to Appear on Argument</small> | _____<br><small>Date</small> |
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | _____<br><small>Printed Name</small>                                                                            | _____<br><small>Signature</small> |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
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| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | _____<br><small>Printed Name</small>                                                                            | _____<br><small>Signature</small> |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
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| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | _____<br><small>Printed Name</small>                                                                            | _____<br><small>Signature</small> |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
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| 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | _____<br><small>Printed Name</small>                                                                            | _____<br><small>Signature</small> |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
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| <b>IMPORTANT FILING INFORMATION:</b> I, _____ am the designated filer of the above titled argument/rebuttal. Please notify me of any questions pertaining to this filing. Below is my contact information.<br>Mailing Address: _____ E-Mail Address: _____<br>Contact Numbers: _____<br><div style="display: flex; justify-content: space-between;"><span>Daytime</span><span>Evening</span><span>Fax</span></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| <b>OFFICE USE ONLY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| Time Stamp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| Word Counts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| NUMBER OF WORDS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| PROJECT CODE NUMBER:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |
| ELECTION DEPUTY:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                 |                                   |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |    |                                      |                                   |  |                                                     |                              |

RPS A&M June 2011



**AUTHORIZATION FOR ANOTHER PERSON TO SIGN REBUTTAL ARGUMENT FORM (Sample below)** — Authors of an argument in “favor” or “against” a ballot measure may prepare and submit rebuttal arguments, or may authorize, in writing, another person to sign the rebuttal by completing the following form.

|                                                                                                                                                                                       |                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| COUNTY OF LOS ANGELES<br>REGISTRAR-RECORDER/COUNTY CLERK                                                                                                                              | ELECTION PLANNING SECTION |
|                                                                                                      |                           |
| <b>AUTHORIZATION FOR ANOTHER PERSON TO SIGN<br/>REBUTTAL ARGUMENT</b><br>(Elections Code Sections 9167, 9317 & 9504)                                                                  |                           |
| <p>I, _____ authorize the person listed below to<br/><small>(Print name of AUTHOR of the Argument)</small></p>                                                                        |                           |
| <p>sign the rebuttal to the argument      <input type="checkbox"/> In favor      <input type="checkbox"/> against      Measure _____<br/><small>(Check one)      (Letter)</small></p> |                           |
| <p>for the _____ election to be<br/><small>(Jurisdiction)</small></p>                                                                                                                 |                           |
| <p>held on _____<br/><small>(Date)</small></p>                                                                                                                                        |                           |
| <p>Any Author of the Argument may be replaced with another author to sign the Rebuttal.</p>                                                                                           |                           |
| <p>_____<br/><small>(Print name of Rebuttal Author)</small></p>                                                                                                                       |                           |
| <p>_____<br/><small>(Signature of Rebuttal Author)</small></p>                                                                                                                        |                           |
| <p>_____<br/><small>(Title to appear on Rebuttal)</small></p>                                                                                                                         |                           |
| <p>Signature of Argument Author: _____ Date: _____</p>                                                                                                                                |                           |
| <p><b>Attach this form to the “Declaration by Authors Form” submitted with the Rebuttal Argument.</b></p>                                                                             |                           |

Fill in the appropriate fields and provide information as indicated on the form. Form must include the printed name and signature of the author of ballot argument and the person authorized to sign as rebuttal author. Complete and attach above form to Declaration By Author(s) of Arguments or Rebuttals submitted with rebuttal argument text.

**AVAILABLE FORMS** — Copies of forms for submitting ballot measure arguments and rebuttals, referenced in this chapter may be obtained by calling the Election Planning Section at (562) 462-2317 or accessing the RR/CC website at [www.lavote.net](http://www.lavote.net).

**WITHDRAWAL OF ARGUMENTS** — Ballot arguments “FOR” or “AGAINST” any measure may be withdrawn by proponents at any time prior to and including the final date fixed for filing arguments.

**PUBLIC EXAMINATION** — A public examination period is allowed for reviewing submitted arguments and rebuttal arguments during the **ten (10) calendar day period** immediately following the filing deadline for such documents. Throughout this period, any person may seek a writ of mandate or an injunction to require any or all of the material to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the ten (10) calendar day public examination period.

**ORIGINAL FORMS/SIGNATURES** — Electronic or faxed copies of arguments and/or rebuttals may be sent to the Registrar-Recorder/County Clerk’s office; however, forms with **original signatures must be received by the RR/CC office within 48 hours of the fax transmission**.

**RESTRICTIONS** — If the city plans to include **maps and/or graphics**, the Registrar-Recorder/County Clerk’s office must be notified prior to the resolution adoption to ensure there are no space limitation problems and ascertain if the City request will require special arrangements and possibly result in additional cost.

**LITIGATION** —The Registrar-Recorder/County Clerk must be notified of any pending litigation involving ballot enclosures. This includes action taken by the court if amendments or deletions are required on any ballot enclosures. This could potentially cause a delay in meeting established deadlines and/or printing of Official Sample Ballot Booklets.

**ORDINANCE/CHARTER AMENDMENTS** — Pursuant to Elections Code Sections 9223 and 9280, the City may print a notice in the Official Sample Ballot Booklet advising voters of the availability of a free copy of the Ordinance/Charter Amendment Text. Information on the process of obtaining a copy of ballot enclosures or accessing Ballot Measure Text may be posted on both RR/CC and City websites and may also be printed in a Voter Advisory Notice immediately below the impartial analysis. The City should provide the desired notice text to the RR/CC by **E-78**.

## VOTER NOTICES

**NOTICES PRINTED WITH IMPARTIAL ANALYSIS** — Below are samples of three (3) choices of notices that can be printed in the Official Sample Ballot Booklet below the impartial analysis **advising voters of the availability of additional ballot information**.

### IMPARTIAL ANALYSIS OF MEASURE A

By \_\_\_\_\_

Voter approval of this measure would amend the \_\_\_\_\_ Municipal Code by adding a transactions and use (sales) tax for a period of ten years on the sale and/or use of all tangible personal property sold at retail in the City, initially at the rate of one cent for every dollar spent (or one percent) for the first six years of the tax, and declining to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax would automatically terminate after the tenth year.

The measure, which was placed on the ballot by the \_\_\_\_\_ City Council, proposes a general tax, from which the revenue would be placed in the City's general fund. The measure requires a majority vote of the electorate.

The measure requires that a five-member citizens advisory committee be established to make recommendations on the priority of funded projects and to review the use of the funds by the City. The measure further requires annual audits of expenditures.

The proposed tax would be administered by the California State Board of Equalization, in the same manner that sales tax is currently administered, in order to reduce the cost of collecting the tax and to minimize the burden of record-keeping upon retailers subject to the tax. Collection of the tax would begin on January 1, 2017.

A "yes" vote is a vote in favor of authorizing the transactions and use tax for a period of ten years. A "no" vote is a vote against authorizing the transactions and use tax.

The above statement is an impartial analysis of Measure A. If you desire a copy of the measure, please contact the City Clerk's Office at (562) 999-9999 and a copy will be mailed at no cost to you.

### IMPARTIAL ANALYSIS OF MEASURE A

By \_\_\_\_\_

Voter approval of this measure would amend the \_\_\_\_\_ Municipal Code by adding a transactions and use (sales) tax for a period of ten years on the sale and/or use of all tangible personal property sold at retail in the City, initially at the rate of one cent for every dollar spent (or one percent) for the first six years of the tax, and declining to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax would automatically terminate after the tenth year.

The measure, which was placed on the ballot by the \_\_\_\_\_ City Council, proposes a general tax, from which the revenue would be placed in the City's general fund. The measure requires a majority vote of the electorate.

The measure requires that a five-member citizens advisory committee be established to make recommendations on the priority of funded projects and to review the use of the funds by the City. The measure further requires annual audits of expenditures.

The proposed tax would be administered by the California State Board of Equalization, in the same manner that sales tax is currently administered, in order to reduce the cost of collecting the tax and to minimize the burden of record-keeping upon retailers subject to the tax. Collection of the tax would begin on January 1, 2017.

A "yes" vote is a vote in favor of authorizing the transactions and use tax for a period of ten years. A "no" vote is a vote against authorizing the transactions and use tax.

The above statement is an impartial analysis of Measure FF. If you desire a copy of the charter amendment text, please contact the City Clerk's office at (562) 999-9999 and a copy will be mailed at no cost to you, or you may access the text from the internet at [www.xxx.xxx.com](http://www.xxx.xxx.com).

### IMPARTIAL ANALYSIS OF MEASURE A

By \_\_\_\_\_

Voter approval of this measure would amend the \_\_\_\_\_ Municipal Code by adding a transactions and use (sales) tax for a period of ten years on the sale and/or use of all tangible personal property sold at retail in the City, initially at the rate of one cent for every dollar spent (or one percent) for the first six years of the tax, and declining to one-half cent for every dollar spent (or one-half percent) for the remaining four years. The tax would automatically terminate after the tenth year.

The measure, which was placed on the ballot by the \_\_\_\_\_ City Council, proposes a general tax, from which the revenue would be placed in the City's general fund. The measure requires a majority vote of the electorate.

The measure requires that a five-member citizens advisory committee be established to make recommendations on the priority of funded projects and to review the use of the funds by the City. The measure further requires annual audits of expenditures.

The proposed tax would be administered by the California State Board of Equalization, in the same manner that sales tax is currently administered, in order to reduce the cost of collecting the tax and to minimize the burden of record-keeping upon retailers subject to the tax. Collection of the tax would begin on January 1, 2017.

A "yes" vote is a vote in favor of authorizing the transactions and use tax for a period of ten years. A "no" vote is a vote against authorizing the transactions and use tax.

The above statement is an impartial analysis. Copies of the charter are available at the library and on the city's home page at [www.xxx.xxx.com](http://www.xxx.xxx.com). If you have any questions, please contact the City Clerk's office at (562) 999-9999.

If a City cannot meet the established deadlines or if the total of ballot enclosures will **exceed** the RR/CC's **30 page print limit**, the City should make arrangements with an election supplier to process a supplemental mailing of material for voters. Upon mutual agreement between the RR/CC and the City, the RR/CC will print a **voter notice** in the Official Sample Ballot Booklet advising voters of the supplemental mailings.

## VOTER NOTICES

**NOTICES PRINTED IN VOTER INFORMATION** — Below are samples of two (2) choices of notices that can be printed in the voter information portion of the Official Sample Ballot Booklet advising voters that a supplemental mailing will be sent by the city.

\_\_\_\_\_ CITY  
SPECIAL MUNICIPAL ELECTION

Information concerning the City of \_\_\_\_\_ Measure is being mailed in a separate Voter Information Pamphlet. Please call the City Clerk's Office at (562) xxx-xxxx, if you have any questions regarding the City Measures.

\_\_\_\_\_ CITY  
SPECIAL MUNICIPAL ELECTION

The City of \_\_\_\_\_ will be mailing a Supplemental Voter Information Pamphlet regarding Measure E containing the City Attorney's Impartial Analysis, Argument in Favor of Measure E [No Argument Against Measure E was filed], and the Proposed Charter text. You may also access these documents from the Internet at [www.ci.xxx.ca.us/cityclerk/election](http://www.ci.xxx.ca.us/cityclerk/election)

**WORD COUNTING GUIDELINES  
FOR  
CANDIDATE STATEMENTS / ARGUMENTS / REBUTTALS AND OTHER  
ENCLOSURES**

(Elections Code Chapter 1. General Provisions, § 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified 200 or 400 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.

1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.

2. **THE WORDS** "I", "a", "the", "and", "an" are counted as individual words.

3. **PROPER NOUNS**, such as geographical names, and names of persons or things, as one (1) word.

**EXAMPLE:** "Gus Enwright" = 1 word  
"City of Los Angeles" = 1 word  
"Dalai Lama" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

**EXAMPLE:** UCLA, PTA, USMC, LAPD, U.S.M.C.

5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.

**EXAMPLE:** Attorney-at-law

6. **DATES...** are counted as one (1) word.

**EXAMPLE:** July 21, 1983      18 June, 1987      3/18      7/21/89

7. **NUMERIC COMBINATIONS** are counted as one (1) word.

**EXAMPLE:** 1973      13 1/2      1971-73      5%      8/3/73      #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.

**EXAMPLE:** \$1,000.00

**MONETARY AMOUNTS** consisting of a combination of words and digits are counted as two (2) words.

**EXAMPLE:** \$4 million

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

**EXAMPLE:** 1-800-815-2666      1-562-462-2317

10. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.

**EXAMPLE:** <http://www.co.la.ca.us>      [www.lavote.gov](http://www.lavote.gov)      <http://www.lacounty.info>



## Chapter 6



## Multilingual Services





## MULTILINGUAL SERVICES

**GENERAL INFORMATION** — The 1992 provisions of the Voting Rights Act require that for elections conducted in Los Angeles County voting materials must be available in five languages other than English (**Chinese, Japanese, Spanish, Tagalog/Filipino and Vietnamese**). In 1998, the Los Angeles County Board of Supervisors instructed this office to include **Korean** in the translation of voting materials. Following the 2010 U.S. census, we provide translation services in **Cambodian/Khmer, Hindi, and Thai** as well. In 2018, the California Secretary of State instructed this office to include **Armenian** and **Farsi**. In 2020, California Elections Code added Bengali, Burmese, Gujarati, Mongolian and Telugu to the required languages for Los Angeles County.

Currently, Los Angeles County is required to provide the following language assistance to VRA Voters: Armenian, Cambodian/Khmer, Chinese, Farsi, Korean, Spanish, Tagalog/Filipino, and Vietnamese.

Additionally, this office supports Russian.

This office has met with community organizations to determine the most effective manner in which to implement multilingual provisions. A mutual agreement was reached as to what materials would be translated and how multilingual voters would be targeted for election mailings, thereby reducing printing requirements.

This office will continue working with community groups to determine multilingual service requirements for future County elections.

**MULTILINGUAL SERVICES (RR/CC)** — The county performs the following functions:

1. Translation of Official Sample Ballot Booklet information and related voting materials. The transliteration of candidate names in languages that do not use Roman characters is provided, as instructed by the Department of Justice. These languages include Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu and Thai.
2. Mailing of multilingual ballot information booklets to voters requesting such material.
3. Billing to the City, and if applicable, its pro rata share of the cost of translating, printing and mailing language materials.

**Note:** In compliance with California Law, (E. C. § 13307 (b)) this office will only print English and Spanish candidate statements in the English language version of the Official Sample Ballot Booklet (for candidates who wish to have one) at the candidate's own expense.

## RR/CC MULTILINGUAL MATERIALS

**All-American Polling Place Video** — This is a ten minute video focusing on multilingual issues and procedures. Contact the Training Section at (562) 462-2620 for a copy.

**New Targeting System** — Lists the precincts in your city that are targeted by our office to have bilingual poll workers. Contact the Pollworker Services Division Manager at (562) 462-2877 or Network and Voter Systems at (562) 462-2445. (May no longer be available.)

**TRANSLITERATION OF CANDIDATE NAMES** — Candidates may request that their names be transliterated in those languages that do not use Roman Characters as instructed by the Department of Justice. These languages include Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu and Thai. If applicable, candidates must complete a **Transliteration Form (Sample below)** and file it with their nomination documents by the specified deadline (**88 days** prior to the election). Candidates may review the transliteration of names and submit changes to the Registrar-Recorder/County Clerk (RR/CC) no later than the last day of the review period, which is normally **60 days** prior to the election, but subject to change. Candidates may schedule a review of transliterated names by calling the RR/CC Translation Services Unit at (562) 462-2730 or (562) 462-2676.

### FRONT

 **LOS ANGELES COUNTY**  
REGISTRAR-RECORDER/COUNTY CLERK  
DEAN C. LOGAN  
Registrar-Recorder/County Clerk

**TRANSLITERATION FORM**

I, \_\_\_\_\_, candidate for nomination to the \_\_\_\_\_ office of \_\_\_\_\_

agree as indicated below:

**CHECK ONE:**

☐ I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk in Armenian, Bengali, Burmese, Cambodian / Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu, and Thai.

**OR**

☐ I am submitting an attachment of the transliteration(s) for the language(s) below. I will accept the transliteration of my name provided by the Los Angeles County Registrar-Recorder/County Clerk for any language not submitted.

| Languages                                 | Name Transliteration | Languages                           | Name Transliteration |
|-------------------------------------------|----------------------|-------------------------------------|----------------------|
| <input type="checkbox"/> Armenian:        |                      | <input type="checkbox"/> Japanese:  |                      |
| <input type="checkbox"/> Bengali:         |                      | <input type="checkbox"/> Korean:    |                      |
| <input type="checkbox"/> Burmese:         |                      | <input type="checkbox"/> Mongolian: |                      |
| <input type="checkbox"/> Cambodian/Khmer: |                      | <input type="checkbox"/> Russian:   |                      |
| <input type="checkbox"/> Chinese:         |                      | <input type="checkbox"/> Telugu:    |                      |
| <input type="checkbox"/> Farsi:           |                      | <input type="checkbox"/> Thai:      |                      |
| <input type="checkbox"/> Gujarati:        |                      |                                     |                      |
| <input type="checkbox"/> Hindi:           |                      |                                     |                      |

**GENDER:**

☐ Male ☐ Female

I am aware of the deadline to submit transliterations and review period. I understand that I may request changes to transliterations during the review period and that transliterations are considered final upon expiration of the deadline. I further understand that there will not be an extension of the review period.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate Filing #

12400 IMPERIAL HIGHWAY, NORWALK, CA 90650  
LAWOTE.GOV  
TRN 01/2022

### BACK

**LOS ANGELES COUNTY**  
REGISTRAR-RECORDER/COUNTY CLERK

**NEW SERVICE FOR LIMITED-ENGLISH VOTERS:**

**TRANSLITERATION OF CANDIDATE NAMES**

**BACKGROUND:**

Public Law 109-246 extended the Voting Rights Act of 1965 (VRA) to federally mandate that Los Angeles County provide written and oral election assistance to limited-English, Chinese, Japanese, Korean, Spanish, Tagalog/Filipino and Vietnamese speaking voters. In January 2020, the Department of Justice further directed this office to **transliterate** the names of candidates in those languages that do not use Roman Characters. (Transliteration is the process of reproducing phonetic sounds as closely as possible from one alphabet or writing system into another.) At that time, these languages included Chinese, Japanese and Korean.

After the 2010 Census, the following languages were included: Cambodian/Khmer, Hindi, and Thai.

In 2018 two languages were added: Armenian and Farsi.

In 2020 six languages were added: Bengali, Burmese, Gujarati, Mongolian, Telugu.

This office also provides transliteration in Russian.

**PROCESS:**

This department will transliterate your name in Armenian, Bengali, Burmese, Cambodian / Khmer, Chinese, Farsi, Gujarati, Hindi, Japanese, Korean, Mongolian, Russian, Telugu, and Thai. Candidates will also be permitted to submit their own transliterations for each or all of these languages. A review period will be established to allow candidates to request changes prior to the deadline set to print translated Official Sample Ballot Booklets. Various minority community groups and news media assist this office by reviewing submitted transliterations to insure uniform name recognition within the community. Once transliterations are considered final, no further changes or submissions of transliterations are considered final, no further changes or submissions of transliteration requests will be accepted after the review period. **There will be no exceptions.**

**TRANSLITERATION FORM:**

All candidates will be required to file this document together with their nomination documents but no later than the last day to file these documents.

TRN 03/2021

**MULTILINGUAL SERVICES (CITY)** — It is the responsibility of the City to translate and print additional voter information that is not included in the County's Official Sample Ballot Booklet.

# Chapter 7



## Telephone Guide, Available Reports and Materials



## TELEPHONE GUIDE

You may obtain information about **specific election services** by calling the following telephone numbers at the Registrar-Recorder/County Clerk Department.

|                                                                                                                                                                                                                                                                                 |                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>Registration/Official Sample Ballot Booklet Inquiries/Provisional Ballot Status</b><br>To verify registration status, inquire about the Official Sample Ballot Booklet or provisional ballot status                                                                          | 1 (800) 815-2666<br>Option 2                           |
| <b>Vote By Mail</b> .....<br>To learn more about Vote By Mail Ballot information                                                                                                                                                                                                | 1 (800) 815-2666<br>Option 2                           |
| <b>Election Information</b> .....<br>To learn more about elections, registration and voter services                                                                                                                                                                             | 1 (800) 815-2666<br>Option 4                           |
| <b>Official Sample Ballot Booklet Translations</b> .....<br>To request a translated Official Sample Ballot Booklet in one of the eligible languages: Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Russian, Spanish, Tagalog/Filipino, Thai or Vietnamese | 1 (800) 481-8683<br>or<br>1 (800) 815-2666<br>Option 3 |
| <b>Vote Centers and Election Workers</b> .....<br>To learn more about Vote Centers or to become an election worker                                                                                                                                                              | 1 (800) 815-2666<br>Option 7                           |
| <b>Registering to Vote</b> .....<br>To register to vote during regular office hours, 8:00 a.m. to 5:00 p.m.                                                                                                                                                                     | 1 (800) 815-2666<br>Option 2                           |
| <b>Candidate Nomination Procedures</b> .....<br>To inquire about election dates, offices to be filled, qualifications for office, nomination filing dates, and procedures                                                                                                       | (562) 462-2317                                         |
| <b>Campaign Finance Disclosure</b> .....<br>To inquire about campaign financial statement filing requirements for candidates, committees and officeholders                                                                                                                      | (562) 462-2339                                         |
| <b>Voter Fraud Hotline</b> .....<br>To report factual information regarding illegal registration and/or voting activities (the hotline is available 24 hours a day, seven days a week by pressing option 5 of the menu)                                                         | 1 (800) 815-2666<br>Option 5                           |
| <b>TDD (Telecommunications Device for the Deaf)</b> .....<br>For the hearing impaired                                                                                                                                                                                           | (562) 462-2259                                         |
| <b>Election Coordination</b> .....<br>To inquire about Questionnaires, Recalls and/or Letter Designations (call or email the Election Coordination Unit at <a href="mailto:ecu@rrcc.lacounty.gov">ecu@rrcc.lacounty.gov</a> )                                                   | (562) 462-2912                                         |

## AVAILABLE REPORTS AND MATERIALS

**PRECINCT CONSOLIDATION REPORT** — This report is in election precinct sequence within ballot group number. It shows the established precinct numbers and total voters. It is available approximately seventy **(70) days** before the election and is updated on a weekly basis.

**ELECTION WORKERS BY VOTE CENTER LOCATION** — This report shows the vote center location and the election workers. It also indicates if a vote center is accessible to the disabled and elderly. It is available approximately seven **(7) days** before the election.

**STREET INDEX** — This report is produced for each election precinct and is listed in alphabetical order by street address. The **final** list is available fifteen **(15) days** before the election.

**TELEPHONE ANSWERING GUIDE** — This guide is to assist telephone operators in responding to telephone inquiries concerning different types of election problems. It is available approximately seven **(7) days** before the election.

**MEDIA KIT** — A media kit is prepared to provide information about the election, including election night operations at the central tally location. It is available approximately **seven (7) days** before the election.

**VOTE CENTER MAPS** — These maps, which show the location of each vote center, will automatically be supplied to each vote center.

COPIES OF THESE REPORTS/GUIDES ARE AVAILABLE TO ASSIST CITY CLERKS WITH ANY QUESTIONS THEY MAY RECEIVE PERTAINING TO THEIR MUNICIPAL ELECTION. PLEASE NOTIFY THE EXECUTIVE OFFICE (AND PRINCIPAL CONTACT FOR CITY CLERKS) IN WRITING OR BY CALLING (562) 345-8372. IF YOU WISH TO RECEIVE ANY OF THE ABOVE MATERIALS, PLEASE INDICATE WHETHER YOU WANT THE DOCUMENTS TO BE MAILED OR YOU WILL ARRANGE FOR PICK UP.

## Chapter 8



## Signature Verification Services





## SIGNATURE VERIFICATION SERVICES

To verify signatures on **petitions, candidate nomination papers, Vote By Mail ballot applications, and returned voted ballots**, Cities have the option of contracting with the Department of Registrar-Recorder/County Clerk (RR/CC) **OR** sending city staff to the:

**Registrar-Recorder/County Clerk  
Data Entry and Signature Verification Section, Room 4007  
12400 Imperial Highway  
Norwalk, California 90650**

The RR/CC will provide work space and access to computer stations as well as microfilm readers to view voter signatures.

- 1. MICROFILM READERS** — There is **no charge to Cities for their staff** to use the microfilm equipment for signature verification. If RR/CC supervision is required, dedicated labor will be charged to the City based on the hourly wage of the supervisor(s).
- 2. ONLINE TERMINALS** — There is **no charge to Cities for their staff** to verify signatures using our Voter Information Management System (VIMS). If RR/CC supervision is required, dedicated labor will be charged to the City based on the hourly wage of the supervisor(s).
- 3. RESERVATIONS** — There may be a limited number of computer stations available for signature verification. Computer stations are available for Cities' use on a "first come, first served" basis. Please contact the Data Entry and Signature Verification Section at (562) 462-2371 for information regarding availability of equipment and to make reservations.
- 4. COST** — Effective **July 1, 2010** the rate for the Registrar-Recorder/County Clerk's staff to verify signatures:

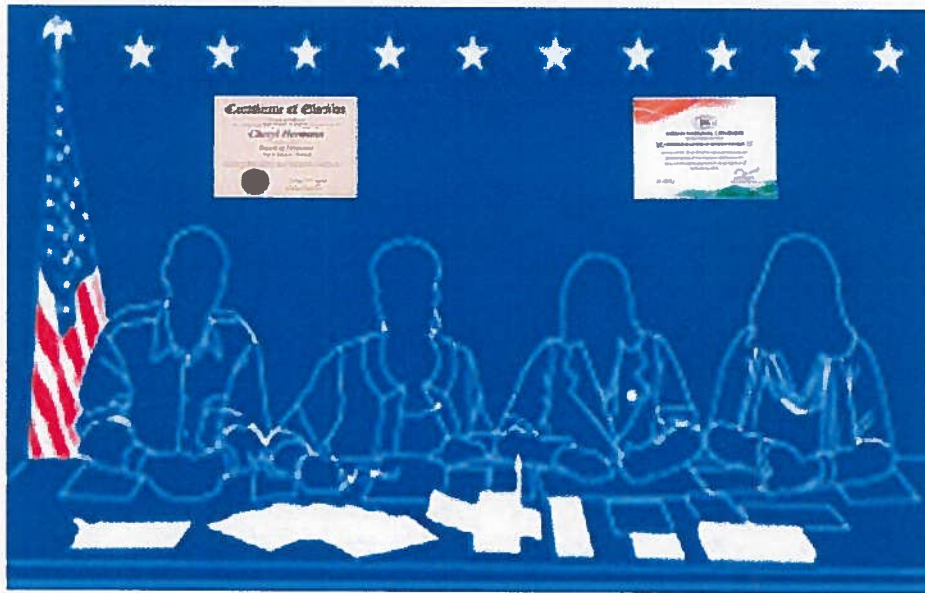
**\$0.97 per signature** on the Voter Information Management System (VIMS) which accounts for approximately 95% of all registered voters,

**\$2.45 per signature** for signatures that are not available on VIMS (i.e. on Microfilm) which involves a more labor-intensive search and accounts for the remaining 5% of registered voters.

These fees are **SUBJECT TO CHANGE** without notification. You may contact the **Data Entry and Signature Verification Section at (562) 462-2371** if you have any questions regarding cost.



# Chapter 9



# Election Night Semi-Final Official Results and Certification



## **ELECTION NIGHT SEMI-FINAL OFFICIAL RESULTS AND CERTIFICATION**

**SEMI-FINAL OFFICIAL RESULTS** — The week prior to the election, you will be notified of the phone numbers assigned to City Clerks, candidates, and the public to contact and obtain semi-final election results.

All semi-final results will be released from the Registrar-Recorder/County Clerk's headquarters located at the following address:

**Registrar-Recorder/County Clerk  
12400 Imperial Highway  
Norwalk, California 90650**

**Semi-final results will also be continuously updated and displayed on the Department's website ([www.lavote.net](http://www.lavote.net)) throughout Election Night and during the Official Canvass.**

Vote By Mail ballot semi-final results will be available by approximately 8:15 p.m. on Election Night. Precinct semi-final results will be available as ballots are processed. Bulletins are updated and results released approximately **every 30 or more minutes** until the last **semi-final official results** are tallied on Election Night/early the following morning.

Copies of results by precinct will be available at the **RR/CC, Election Information Section Counter, 2nd Floor, Room 2013 on the Wednesday following the election (afternoon).**

**CERTIFICATION OF OFFICIAL RESULTS** — On **November 29, 2024** the Registrar-Recorder/County Clerk is tentatively scheduled to certify election results. On **December 3, 2024** the Board of Supervisors is tentatively scheduled to declare the election officially concluded.

Certificates will be mailed to City Clerks unless other arrangements are made by the City Clerk. Please contact the Election Planning Section at (562) 462-2317 to make arrangements for the pick up, faxing and/or mailing of your certification.



# Exhibit



## Letter Designation Form







## JURISDICTION NAME

County of LA Official Use Only: Date Received \_\_\_\_\_ Time Received \_\_\_\_\_

### LETTER DESIGNATION FORM

Please complete this form in order to select your first, second, and third letter designation choice for your jurisdiction's measure to appear on the ballot. In the event your 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice is unavailable, then please select the letter(s) designations that the jurisdiction DOES NOT want selected for its measure. The 3<sup>rd</sup> option for letter designations would be to create a unique letter designation that is not identified below using less than three letters of the alphabet. For example: County of Los Angeles USD Facilities Improvement measure could use unique letter designations such as CL, LA, LU, UC, LS.

Select your first, second, and third letter designation choice by **checking** ☒ off and listing the designated letters below:

|    |    |    |    |    |    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|----|----|----|----|----|
| A  | B  | C  | D  | E  | F  | G  | H  | I  | J  | K  | L  | M  |
| N  | O  | P  | Q  | R  | S  | T  | U  | V  | W  | X  | Y  | Z  |
| AA | BB | CC | DD | EE | FF | GG | HH | II | JJ | KK | LL | MM |
| NN | OO | PP | QQ | RR | SS | TT | UU | VV | WW | XX | YY | ZZ |

### CHOICES

1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_

Select the letters that your jurisdiction **DOES NOT** want assigned to its measure by marking the letter with an X:

|    |    |    |    |    |    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|----|----|----|----|----|
| A  | B  | C  | D  | E  | F  | G  | H  | I  | J  | K  | L  | M  |
| N  | O  | P  | Q  | R  | S  | T  | U  | V  | W  | X  | Y  | Z  |
| AA | BB | CC | DD | EE | FF | GG | HH | II | JJ | KK | LL | MM |
| NN | OO | PP | QQ | RR | SS | TT | UU | VV | WW | XX | YY | ZZ |

List the Letters here: \_\_\_\_\_

In the event that your jurisdiction's measure letter designation is not available, then you can select a unique letter designation not shown above:

### UNIQUE CHOICE

1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_

The **last day** jurisdictions may request in writing specific letter designations for its measure is **e-83**. The letter designation selections will be approved and communicated to the jurisdictions by e-81. Letter designations are on a first come first serve basis in the order received by the Registrar-Recorder County Clerk Department, Election Coordination Unit, 12400 Imperial Highway, Second Floor, Suite 2013A, Norwalk, California 90650.

**NOTE: PLEASE USE ONE (1) FORM PER MEASURE**



# 2024

## JANUARY

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

## FEBRUARY

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 |    |    |

## MARCH

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

## APRIL

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

## MAY

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## JUNE

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

## JULY

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

## AUGUST

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

## SEPTEMBER

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

## OCTOBER

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

## NOVEMBER

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

## DECEMBER

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY  
PARK DECLARING JUNE 7, 2024, NATIONAL GUN VIOLENCE  
AWARENESS DAY AND JUNE 8-9, 2024, AS WEAR ORANGE  
WEEKEND IN MONTEREY PARK**

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

**SECTION 1:** The City Council finds as follows:

- A. Every day in the United States, more than 120 people are killed as a result of gun violence. Every year in the United States, over 40,000 people are killed with guns and approximately 85,000 are shot and wounded.
- B. The gun homicide rate in the United States is 26 times higher than that of other developed countries, but research shows that common sense and public safety laws can reduce gun violence.
- C. The first Friday of June marks the beginning of a three-day movement honoring the victims and survivors of gun violence and calling for an end to the epidemic. In 2024, National Gun Violence Awareness Day is observed on June 7 and Wear Orange Weekend is observed on June 8-9.
- D. National Gun Violence Awareness Day began on June 2, 2015, in honor of what would have been Hadiya Pendleton's 18<sup>th</sup> birthday. Hadiya was a 15-year-old girl who was tragically shot and killed in Chicago on January 29, 2013.
- E. In response to this tragedy, Hadiya's friends wore orange to honor her and encouraged others to also do so to raise awareness and to advocate for a future that is free from gun violence.
- F. Wear Orange Weekend follows National Gun Violence Awareness Day and honors the thousands of people in the United States whose lives are taken or forever changed by gun violence each year. Orange was chosen because it represents the color hunters wear to protect themselves from gunfire.
- G. The Monterey Park City Council has advocated for gun safety and gun violence prevention. In light of the January 21, 2023, mass shooting incident, the Monterey Park City Council adopted firearm safety ordinances and added new chapters to the Monterey Park Municipal Code to protect the community from violence resulting from firearms.
- H. In an effort to practice and promote greater awareness of gun violence and gun safety initiatives, the Monterey Park City Council also hosted a Gun Violence

Restraining Order (GVRO) Training to educate the public on how a GVRO can protect themselves, their loved ones, and the community.

- I. The City of Monterey Park calls on its residents to practice and promote greater awareness of gun violence and gun safety and give heightened attention to gun violence awareness during the summer months when there is a prominent increase in gun violence. More information regarding firearm safety, rules, and other resources can be found on the City of Monterey Park's website at <https://www.montereypark.ca.gov/1592/Firearms>.
- J. The City of Monterey Park encourages residents to wear orange on Wear Orange Weekend to show that they are not targets and do not have to live in fear that gunfire can ring out at any moment. Community members and leaders are also encouraged to collaboratively work together towards finding ways to make Monterey Park a safer community.
- K. The City of Monterey Park memorializes the victims of the Star Ballroom shooting, as well as all the victims who have been killed or injured due to gun violence, in declaring June 7, 2024, as National Gun Violence Awareness Day and June 8-9, 2024, as Wear Orange Weekend in the City of Monterey Park.

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

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

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

PASSED AND ADOPTED this 5th day of June 2024.

---

Thomas Wong, Mayor

Attest:

---

Maychelle Yee, City Clerk