

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

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

**Wednesday
August 1, 2018
7:00 p.m.**

MISSION STATEMENT

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

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

PUBLIC COMMENTS ON AGENDA ITEMS

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

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

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

CALL TO ORDER Mayor

FLAG SALUTE The Monterey Park Fire Explorers

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

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

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

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATION - None

[2.] SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) - CONSENT CALENDAR ITEM NO. 2A

2-A. SUCCESSOR AGENCY (SA) MINUTES

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

- (1) Approve the minutes from the regular and special meetings of June 20, 2018; and
- (2) Take such additional, related, action that may be desirable.

[3.] CITY OF MONTEREY PARK- CONSENT CALENDAR ITEMS NOS. 3A-3I

3-A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF AUGUST 1, 2018

It is recommended that the City Council:

- (1) Approve payment of warrants and adopt a Resolution allowing certain claims and demands per Warrant Register dated August 1, 2018 totaling \$1,300,046.66 specifying the funds out of which the same are to be paid; and
- (2) Take such additional, related, action that may be desirable.

3-B. CITY COUNCIL MINUTES

It is recommended that the City Council:

- (1) Approve the minutes from the regular and special meetings of June 20, 2018; and
- (2) Take such additional, related, action that may be desirable.

3-C. 2017-2018 ANNUAL INVESTMENT REPORT

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

- (1) Receive and file the 2017-18 Annual Investment report;
- (2) Adopt a Resolution authorizing the Treasurer to implement the City's Investment Policy for FY 2018-19; and
- (3) Take such additional, related, action that may be desirable.

3-D. IDENTIFYING A TAX RATE FOR COLLECTING VOTER AUTHORIZED PROPERTY TAXES FOR EMPLOYEE RETIREMENT BENEFITS BASED ON THE ASSESSED VALUATION ESTABLISHED BY THE COUNTY ASSESSOR'S OFFICE

It is recommended that the City Council:

- (1) Adopt a Resolution identifying the amount of tax revenue required to fulfill the voters' intent in funding the City's retirement system; and
- (2) Take such additional, related, action that may be desirable.

3-E. AUTHORIZE PURCHASE OF A FORD POLICE INTERCEPTOR SUV

It is recommended that the City Council consider:

- (1) Waiving bidding requirements pursuant to Monterey Park Municipal Code Section 3.20.050(5) and authorize the City Manager to amend the contract (Agreement # 1967-A) with Wondries Fleet Group in a form approved by the City Attorney, not to exceed \$35,000 for the purchase of one 2019 Ford Police Interceptor SUV.
- (2) Authorizing the City Manager to execute a contract in a form approved by the City Attorney for the conversion/up-fitting of one 2019 Ford Police Interceptor SUV through an already approved City vendor, not to exceed \$13,000; and
- (3) Take such additional, related, action that may be desirable.

3-F. PURCHASE OF BULK CHEMICALS FOR WATER DIVISION

It is recommended that the City Council:

- (1) Authorize the City Manager to execute three-year agreements, in a form approved by the City Attorney, with Gallade Chemical, Inc., Miles Chemical Company, Inc., and USP Technologies for the purchase and delivery of bulk chemicals in a combined total not to exceed \$300,000 annually; and
- (2) Take such additional, related, action that may be desirable.

3-G. AWARD OF CONTRACT – LAB ANALYSIS SERVICES FOR THE WATER DIVISION

It is recommended that the City Council:

- (1) Authorize the City Manager to execute three-year agreements, in a form approved by the City Attorney, with Eurofins Eaton Analytica, LLC and Weck Laboratories, Inc., in a combined total not to exceed \$500,000 annually for laboratory analysis services for the Water Division; and
- (2) Take such additional, related, action that may be desirable.

3-H. 2018 ADA CURB RAMPS AND SIDEWALK REPAIRS – AWARD OF CONTRACT

It is recommended that the City Council:

- (1) Authorize the City Manager to execute a public works contract in a form approved by the City Attorney, with All Cities Engineering located in Jurupa Valley, CA, in the amount of \$248,300.00 for the 2018 ADA Curb Ramps and Sidewalk Repairs Project;
- (2) Authorize the Director of Public Works to approve construction change orders and contingency up to \$12,415.00 or 5% of contract amount for this project;
- (3) Authorize an additional allocation of \$30,715 in SB-821 Funds to cover the final cost of the project; and
- (4) Take such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

Since the proposed work is a minor alteration to an existing public facility, this project is Class 1 Categorically Exempt pursuant to the California Environmental Quality Act (CEQA).

3-I. PAVEMENT MANAGEMENT PROGRAM UPDATE – AWARD OF AGREEMENT

It is recommended that the City Council:

- (1) Authorize the City Manager to execute a professional services agreement with Bucknam Infrastructure Group, Inc. for \$41,549;
- (2) Authorize the Public Works Director to approve change orders and contingency up to \$4,154.90 or 10% of contract amount for this project; and
- (3) Take such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

The Pavement Management Program is exempt from additional environmental review under the California Environmental Quality Act (“CEQA”) for two reasons. First, pursuant to CEQA Guidelines (Title 14 to the California Code of Regulations) § 15061(b)(3), the Pavement Management Program is exempt because it can be seen with certainty that it will not, by itself, have a significant effect on the environment. Second, the Pavement Management Program is not a “project” as defined by CEQA Guidelines § 15378 because they has no potential for resulting in physical change in the environment, directly or ultimately. Any project anticipated by the Pavement Management Program will undergo environmental review in accordance with CEQA.

[4.] PUBLIC HEARING

4-A. A PUBLIC HEARING TO CONSIDER A GENERAL PLAN AMENDMENT (GPA-17-01), ZONE CHANGE (ZC-17-01), AND TENTATIVE MAP NO. 77195 (TM-17-10) TO SUBDIVIDE AIR RIGHTS FOR AN 8-UNIT RESIDENTIAL DEVELOPMENT – 2011 POTRERO GRANDE DRIVE

It is recommended that the City Council consider:

- (1) Open and then continue the public hearing for the requested General Plan Amendment (GPA-17-01), Zone Change (ZC-17-01), and Tentative Map No. 77195 (TM-17-10); and
- (2) Take such additional, related, action that may be desirable.

[5.] OLD BUSINESS

5-A. TERM LIMITS FOR TRAFFIC COMMISSION, PERSONNEL BOARD AND LIBRARY BOARD

It is recommended that the City Council consider:

- (1) Waive first reading and introduce an ordinance amending the Monterey Park Municipal Code (“MPMC”) to establish term limits for the Traffic Commission, Personnel Board, and Library Board; or
- (2) Take such additional, related, action that may be desirable.

5-B. ANNOUNCEMENT OF COMMISSION, BOARD AND COMMITTEE MEMBERS FOR A ONE-YEAR TERM BEGINNING MAY 1, 2018 AND ENDING APRIL 30, 2019

It is recommended that the City Council:

- (1) Receive and file announcements of appointments to the Commissions/Boards/Committees listed in Attachment 1;
- (2) Discuss and provide possible direction on consolidation and/or elimination of certain commissions, boards and committees; and
- (3) Take such additional, related, action that may be desirable.

[6.] NEW BUSINESS - None

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

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

ADJOURN



City Council Staff Report

DATE: August 1, 2018

AGENDA ITEM NO: SA CONSENT CALENDAR
AGENDA ITEM 2-A.

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Successor Agency (SA) Minutes

RECOMMENDATION:

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

- (1) Approve the minutes from the regular and special meeting of June 20, 2018; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

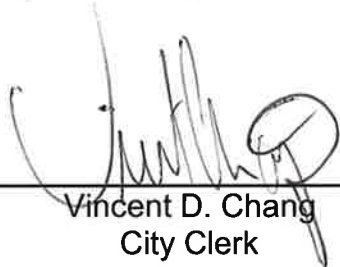
BACKGROUND:

None.

FISCAL IMPACT:

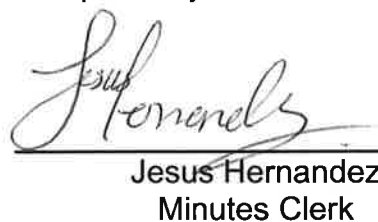
None.

Respectfully submitted,



Vincent D. Chang
City Clerk

Prepared by:



Jesus Hernandez
Minutes Clerk

Approved By:



Ron Bow
City Manager

Attachments: Minutes

ATTACHMENT 1

Minutes

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
JUNE 20, 2018**

The City Council of the City of Monterey Park held a Special Meeting of the Council in Room 266, Second Floor of City Hall, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, June 20, 2018 at 6:00 p.m.

CALL TO ORDER:

Mayor Lam called the meeting to order at 6:05 p.m.

ROLL CALL:

City Manager Ron Bow called the roll:

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

Council Members Absent: Mitchell Ing

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

CLOSED SESSION - The City Council adjourned to Closed Session at 6:05 p.m.

**1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION -
GOVERNMENT CODE § 54956.9(d). Number of Case: Four**

Chu Thai v. City of Monterey Park (filed March 6, 2018), LASC Case No. BC696884.

Ben Cevallos v. City of Monterey Park (filed December 29, 2016), WCAB Case No. ADJ10704266.

Ben Cevallos v. City of Monterey Park (filed April 22, 2016), WCAB Case No. ADJ10707729.

Ben Cevallos v. City of Monterey Park (filed March 11, 2017), WCAB Case No. ADJ10884557.

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 7:01 p.m.

Action Taken: No reportable action taken in Closed Session.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
JUNE 20, 2018**

The City Council of the City of Monterey Park held a Regular Meeting of the Council in the Council Chamber, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, June 20, 2018 at 7:00 p.m.

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

CALL TO ORDER:

Mayor Lam called the meeting to order at 7:12 p.m.

FLAG SALUTE:

The Monterey Park Police Explorers

ROLL CALL:

City Clerk Vincent Chang called the roll:

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

Council Members Absent: None

ALSO PRESENT: City Manager Ron Bow, City Attorney Mark Hensley, City Treasurer Joseph Leon, Fire Chief Scott Haberle, Police Chief Jim Smith, Director of Human Resources and Risk Management Tom Cody, Director of Community & Economic Development Michael Huntley, Director of Management Services Annie Yaung, Director of Public Works Mark McAvoy, Director of Recreation & Community Services Inez Alvarez, City Librarian Norma Arvizu, Assistant City Engineer Rey Alfonso, Police Captain Steve Coday, Water Utility Manager Richard Gonzalez, Economic Development Project Manager Thomas Welch, Deputy City Clerk Cindy Trang, Community TV Producer Randy Ishino

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

- Jim Smith, Monterey Park Police Chief, invited residents to participate in the Ring Video Doorbell Special Event on July 17th at the Langley Senior Center. The first 200 households will receive a \$100 discount on a Ring doorbell.

MISSION STATEMENT

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- Scott Haberle, Monterey Park Fire Chief, stated that per the Monterey Park Municipal Code usage of fireworks is only permitted on July 4th between 10 a.m. to 10 p.m. The only fireworks allowed are safe and sane fireworks. Therefore, usages that are not permitted by the Municipal Code will result in a fine up to \$1,000.

1. PRESENTATIONS

1A. INTRODUCTION OF THOMAS WELCH – ECONOMIC DEVELOPMENT PROJECT MANAGER

Director of Community & Economic Development Michael Huntley introduced Thomas Welch, the new Economic Development Project Manager. Mr. Welch briefly introduced himself along with his experience and goals for the city.

2. SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) - CONSENT CALENDAR ITEM NO. 2A

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

Action Taken: The City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency approved and adopted Item No. 2A on Consent Calendar.

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

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

2A. SUCCESSOR AGENCY MONTHLY INVESTMENT REPORT - MAY 2018

As of May 31, 2018 invested funds for the Successor Agency of the City of Monterey Park is as follows:

•	Successor Agency (SA) Checking	210,116.28
•	Successor Agency (SA) RORF	<u>69,190.00</u>
	Total	<u>\$ 279,306.28</u>

Action Taken: The City Council, acting on behalf of the Successor Agency, received and filed the Monthly Investment Report on Consent Calendar.

This is the end of Successor Agency (SA) items



City Council Staff Report

DATE: August 1, 2018

AGENDA ITEM NO: **Consent Calendar
Agenda Item 3-A.**

TO: The Honorable Mayor and City Council
FROM: Annie Yaung, CPFO, Director of Management Services
SUBJECT: Warrant Register for the City of Monterey Park of
August 1, 2018

RECOMMENDATION:

It is recommended that the City Council:

- (1) Approve payment of warrants and adopt a Resolution allowing certain claims and demands per Warrant Register dated **August 1, 2018 totaling \$1,300,046.66** specifying the funds out of which the same are to be paid; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Disbursements will be made from the funds referenced in the attached Resolution in Warrants numbered **320190-320396**.

BACKGROUND:

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

FISCAL IMPACT:

Disbursements from all funds total **\$1,300,046.66.**

Respectfully submitted:

Approved By:



Annie Young, CPFO
Director of Management Services

Ron Bow
City Manager

Attachments 1: Resolution
Attachments 2: Warrant Register

ATTACHMENT 1

Resolution

RESOLUTION NO.
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS
PER WARRANT REGISTER DATED
1ST OF AUGUST 2018
TOTALING \$1,300,046.66 AND SPECIFYING THE FUNDS OUT
OF WHICH THE SAME ARE TO BE PAID

THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DOES RESOLVE:

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

General Fund	\$ 530,970.42
Retirement Fund	2,500.00
State Gas Tax Fund	327.08
Sewer Fund	13,080.52
Refuse Fund	51,222.14
City Shop Fund	44,304.26
Payroll Clearing Account	2,359.44
Public Safety Impact Fee Fund	109.14
Special Deposits Fund	4,175.19
Water Fund	101,160.71
Water Treatment WQA-EPA Fund	246,516.64
OPA Proposition A	58,592.92
Measure R Fund	153,879.92
Library Tax Fund	466.90
POST	329.75
Home Housing Program	44,074.88
Recreation Fund	2,376.65
Asset Forfeiture	1,720.02
Construction Agency Fund	20,723.40
Prop C	9,443.44
CDBG Fund	2,500.00
Prop A - Per Parcel Grant	663.10
Used Oil Recycling Block Grant	3,752.50
Maintenance Grant (075)	1,300.00
ELAC Instructional Serv Prog	3,160.89
Library Passport Trust Grant	336.75
 TOTAL	 <u>\$ 1,300,046.66</u>

PASSED, APPROVED AND ADOPTED THE 1ST OF AUGUST 2018.

Stephen Lam, Mayor
City of Monterey Park, California

ATTEST

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

RESOLUTION NO.
Page 2

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

I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Monterey Park at a regular meeting held on the 1st of August 2018 by the following vote of the Council:

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

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

ATTACHMENT 2

Warrant Register

Final Warrant Register

August 1, 2018

FY 2017 - 2018

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/01/2018

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
#1 CHARCOAL BBQ	0010-701-0010-06850	32.00	REFUND INDUSTRIAL WASTE FEE		320225	32.00
ADLERHORST INTERNATIONAL INC.	0160-801-3103-22800	1,575.00	POLICE TRAINING	18-0257	320226	1,575.00
AERUS ELECTROLUX	0010-801-6001-38100	385.81	VACUUM CLEANER REPAIR		320227	385.81
ALACO LADDER COMPANY	0010-801-3210-38400	592.63	FIRE-REPAIR LADDER	18-0017	320228	592.63
ALL STAR GLASS, INC	0060-801-4211-38400	458.01	FLEET REPAIR-UNIT 999		320229	458.01
ALLDATA LLC	0060-801-4211-31950	1,500.00	VEHICLE DIAGNOSTIC SOFTWARE		320230	1,500.00
ALLSTAR FIRE EQUIPMENT INC.	0010-801-3210-22320	1,922.58	HELMETS,FLASHLIGHTS,GOGGLES		320231	1,922.58
ALTEC INDUSTRIES, INC.	0060-801-4211-38400	369.00	REPAIR-UNIT 021		320232	369.00
AMERICAN RED CROSS	0010-801-6503-31150	72.00	AQUATIC CPR/AED TRAINING		320233	72.00
ARAMARK UNIFORM & CAREER APPAREL GF	0060-801-4211-22300	47.99	UNIFORM CLEANING	18-0379	320234	96.47
	0010-801-3210-39050	16.32	UNIFORM CLEANING		320234	
	0010-801-3210-39050	3.34	UNIFORM CLEANING		320234	
	0010-801-3210-39050	16.05	UNIFORM CLEANING		320234	
	0010-801-3210-39050	12.77	UNIFORM CLEANING		320234	
ASTRO PLUMBING SUPPLY CO (DBA)	0010-801-4210-38100	53.36	BARNES DAY CARE DRAIN,HOSE	18-0155	320235	53.36
ATHENS SERVICES	0344-801-5002-99290	1,300.00	STREET SWEEPING SERVICES	18-0351	320236	1,300.00

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/01/2018

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
AUTOZONE WEST, INC	0060-801-4211-23500	137.86	BATTERY	18-0115	320237	152.19
	0060-801-4211-23500	14.33	BALL BEARING	18-0115	320237	
B & H FOTO & ELECTRONICS CORP.	0010-801-3210-22750	3,059.98	UBIQUITI AIRFIBER 24GHZ	18-0476	320238	2,794.50
	0010-431	265.48-	UBIQUITI AIRFIBER 24GHZ		320238	
BACKFLOW APPARATUS & VALVE CO	0092-801-4221-23700	60.20	WATER TOOLS		320239	60.20
BNC TECHNOLOGY INC	0010-701-0010-03630	53.00	REFUND PARKING CITATION		320240	53.00
CALIFA	0010-801-6003-39250	811.20	CENIC BROADBAND	18-0550	320241	9,684.88
	0010-801-6001-38100	4,023.24	CENIC BROADBAND	18-0550	320241	
	0010-801-6001-38100	4,850.44	CENIC BROADBAND	18-0550	320241	
CALOX, INC	0010-801-3220-24200	8.50	CYLINDER OXYGEN		320242	17.00
	0010-801-3220-24200	8.50	CYLINDER OXYGEN		320242	
CAMINO REAL CHEVROLET	0060-801-4211-23500	17.53	CAM-UNIT 990		320243	17.53
CANON FINANCIAL SERVICES, INC.	0092-801-4223-38400	937.89	COPIER MACHINE RENTAL		320244	2,546.77
	0010-801-1201-37500	1,362.21	COPIER MACHINE RENTAL		320244	
	0010-801-3115-38400	246.67	COPIER MACHINE RENTAL		320244	
CINTAS CORPORATION	0010-801-3210-22150	185.12	JANITORIAL SUPPLIES-FS63		320245	
	0010-801-3210-22150	110.08	JANITORIAL SUPPLIES-FS63		320245	
	0010-801-3210-22150	184.38	JANITORIAL SUPPLIES-FS61		320245	
	0010-801-3210-22150	129.47	JANITORIAL SUPPLIES-FS61		320245	
	0010-801-3210-22150	129.08	JANITORIAL SUPPLIES-FS61		320245	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 08/01/2018

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CINTAS CORPORATION	0010-801-3210-22150	346.94	JANITORIAL SUPPLIES-FS61		320245	
	0010-801-3210-22150	254.03	JANITORIAL SUPPLIES-FS62		320245	
	0010-801-3210-22150	113.70	JANITORIAL SUPPLIES-FS62		320245	
	0010-801-3210-22150	113.70	JANITORIAL SUPPLIES-FS62		320245	
	0010-801-3210-22150	196.97	JANITORIAL SUPPLIES-FS62		320245	
	0010-801-3210-22150	138.99	JANITORIAL SUPPLIES-FS63		320245	
	0010-801-3210-22150	70.57	JANITORIAL SUPPLIES-FS63		320245	
	0010-801-3210-22150	70.57	JANITORIAL SUPPLIES-FS63		320245	
	0010-801-3210-22150	230.86	JANITORIAL SUPPLIES-FS63		320245	
	0010-801-3210-22150	138.99	JANITORIAL SUPPLIES-FS63		320245	
	0010-801-3210-22150	184.38	JANITORIAL SUPPLIES-FS61		320245	
	0010-801-3210-22150	254.03	JANITORIAL SUPPLIES-FS62		320245	
	0010-801-3210-22150	129.08	JANITORIAL SUPPLIES-FS61		320245	
	0010-801-3210-22150	129.47	JANITORIAL SUPPLIES-FS61		320245	
	0010-801-3210-22150	346.94	JANITORIAL SUPPLIES-FS61		320245	
	0010-801-3210-22150	184.38	JANITORIAL SUPPLIES-FS61		320245	
	0010-801-3210-22150	113.70	JANITORIAL SUPPLIES-FS62		320245	
	0010-801-3210-22150	113.70	JANITORIAL SUPPLIES-FS62		320245	
	0010-801-3210-22150	196.97	JANITORIAL SUPPLIES-FS62		320245	
	0010-801-3210-22150	254.03	JANITORIAL SUPPLIES-FS62		320245	
	0010-801-3210-22150	70.57	JANITORIAL SUPPLIES-FS63		320245	
	0010-801-3210-22150	70.57	JANITORIAL SUPPLIES-FS63		320245	
	0010-801-3210-22150	230.86	JANITORIAL SUPPLIES-FS63		320245	
	0010-801-3210-22150	138.99	JANITORIAL SUPPLIES-FS63		320245	
	0178-801-6502-22150	364.43	JANITORIAL SUPPLIES-LANGLEY	18-0107	320245	
	0010-801-6502-38250	61.41	JANITORIAL SUPPLIES	18-0107	320245	
	0010-801-6502-22150	725.79	JANITORIAL SUPPLIES		320245	
	0010-801-6502-22150	599.86	JANITORIAL SUPPLIES-LANGLEY		320245	
	0010-801-6502-31150	642.92	JANITORIAL SUPPLIES-LANGLEY		320245	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CINTAS CORPORATION	0010-801-6505-22150	188.34	JANITORIAL SUPPLIES-LANGLEY	18-0107	320245	
	0010-801-6505-22150	188.34	JANITORIAL SUPPLIES-LANGLEY	18-0107	320245	
	0010-801-6505-22150	48.45	JANITORIAL SUPPLIES-LANGLEY	18-0107	320245	
	0178-801-6502-38250	139.89	JANITORIAL SUPPLIES-LANGLEY	18-0107	320245	
	0178-801-6502-38250	158.78	JANITORIAL SUPPLIES-LANGLEY	18-0107	320245	
	0010-801-6502-38250	29.56	JANITORIAL SUPPLIES-LANGLEY		320245	
						7,978.89
CITATION MANAGEMENT (DBA)	0010-701-0010-03630	5,096.22	PARKING CITATIONS SERVICE		320246	
						5,096.22
CLINICAL LABORATORY OF	0093-801-4231-31950	15.00	WATER ANALYSIS		320247	
	0093-801-4230-31950	135.00	WATER ANALYSIS		320247	
	0093-801-4229-31950	105.00	WATER ANALYSIS		320247	
	0093-801-4227-31950	120.00	WATER ANALYSIS		320247	
	0093-801-4226-31950	123.00	WATER ANALYSIS		320247	
	0092-801-4222-31950	1,444.00	WATER ANALYSIS		320247	
						1,942.00
COBRA FIRE PROTECTION	0060-801-4211-31950	544.88	FIRE SYS/EXTINGUISHERS SERVICE		320248	
						544.88
COMET ELECTRIC INC	0110-801-5001-91944	28,177.38	TRAFFIC SIGNAL-N ATLANTIC	18-0336	320249	
						28,177.38
CONTROL AUTOMATION DESIGN	0092-801-4222-23400	7,540.00	SCADA MAINTENANCE	18-0430	320250	
	0092-801-4222-23400	4,612.80	SCADA MAINTENANCE	18-0430	320250	
						12,152.80
DAILY JOURNAL CORPORATION	0043-801-1301-34050	141.00	LEGAL NOTICE	18-0170	320251	
	0043-801-1301-34050	318.00	LEGAL NOTICE	18-0170	320251	
						459.00
DELL MARKETING LP	0010-801-6003-38400	5,326.37	LIBRARY COMPUTERS	18-0479	320252	
						5,326.37

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
DEPARTMENT OF JUSTICE	0010-801-1801-39550	436.00	FINGERPRINT PROCESSING		320253	
	0010-801-6003-22450	32.00	FINGERPRINT PROCESSING		320253	
	0075-450-0075-08270	96.00	FINGERPRINT PROCESSING (TRUST)		320253	
	0010-801-6502-31950	32.00	FINGERPRINT PROCESSING		320253	
	0010-701-0010-03710	32.00	FINGERPRINT PROCESSING	18-0070	320253	628.00
DIEGO'S AUTO REPAIR, INC	0060-801-4211-38400	1,246.85	REPAIR-UNIT 949		320254	1,246.85
DIVERSIFIED ALARM SERVICE	0010-801-4210-38100	232.50	MONITORING SERVICES		320255	
	0010-801-6507-31160	75.00	MONITORING SERVICES		320255	307.50
DUNN-EDWARDS CORPORATION	0022-801-4206-23800	265.82	SPRAY KITS		320256	265.82
EMERGENCY RESPONSE CRIME SCENE CLEANING	0010-801-3104-31950	650.00	DECONTAMINATION		320257	650.00
EMPIRE CLEANING SUPPLY	0010-801-6001-38100	297.68	LINER, DETERGENT, TOWEL		320258	
	0010-801-6001-38100	594.96	TISSUE, CLEANER, TOWEL, GLOVE		320258	892.64
ERLA, INC./ EMSAR LA	0010-801-3220-38400	976.73	FIRE EQUIPMENT MAINTENANCE	18-0024	320259	976.73
EVOQUA WATER TECHNOLOGIES LLC	0071-801-3210-38400	109.14	FIRE DI TANK RENTAL		320260	109.14
EWING IRRIGATION PRODUCTS, INC.	0092-801-4222-23700	26.88	PVC BUCH	18-0224	320261	26.88
EXPRESS SERVICE, INC	0010-801-6003-11300	1,370.25	TEMPORARY STAFFING SERVICES		320262	
	0131-801-6002-11300	436.45	TEMPORARY STAFFING SERVICES		320262	
	0010-801-6003-11300	791.70	TEMPORARY STAFFING SERVICES		320262	
	0131-801-6002-11300	30.45	TEMPORARY STAFFING SERVICES		320262	

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						2,628.85
FEDERAL EXPRESS CORP.	0010-801-5002-99324	1,119.69	DELIVERY SERVICES		320263	
	0010-801-1403-32200	36.72	DELIVERY SERVICES		320263	
						1,156.41
FEDEX OFFICE PRINTS & SHIP SERVICES	0060-801-4211-39400	21.02	CITY MAP LAMINATING		320264	
						21.02
FIRST TRANSIT INC	0109-801-4201-31960	57,861.33	SPIRIT BUS OPERATION	18-0242	320265	
	0166-801-4201-31960	9,233.79	SPIRIT BUS OPERATION	18-0242	320265	
	0166-801-4201-31960	209.65	SPIRIT BUS GPS		320265	
	0109-701-0109-07680	2,358.29-	SPIRIT BUS FARE		320265	
						64,946.48
FORD OF MONTEBELLO	0060-801-4211-23500	83.22	FLOOR MATS-UNIT 138		320266	
	0060-801-4211-23500	64.78	HEATER KNOB-UNIT 853		320266	
						148.00
GALL'S, INC. (DBA) GALLS/QUARTERMASTER	0010-801-3210-22320	32.51	UNIFORMS-A FOX	18-0060	320267	
	0010-801-3210-22320	32.51	UNIFORMS-B CARVAJAL	18-0060	320267	
	0010-801-3210-22310	386.64	UNIFORMS-S HABERLE		320267	
	0010-801-3210-22310	203.35	UNIFORMS-R BLAKE		320267	
	0010-801-3210-22310	26.17	UNIFORMS-R BALKE		320267	
	0010-801-3210-22310	23.98	UNIFORMS-C CALLOWAY		320267	
	0010-801-3210-22310	81.34	UNIFORMS-R DEROSA		320267	
	0010-801-3210-22310	51.40	UNIFORMS-R DEROSA		320267	
	0010-801-3210-22310	145.15	UNIFORMS-D GARCIA		320267	
	0010-801-3210-22310	3.29	UNIFORMS-J GIN		320267	
	0010-801-3210-22310	11.44	UNIFORMS-J GIN		320267	
	0010-801-3210-22310	13.74	UNIFORMS-J GIN		320267	
	0010-801-3210-22310	37.13	UNIFORMS-D GOETZ		320267	
	0010-801-3210-22310	26.67	UNIFORMS-S GREGG		320267	
	0010-801-3210-22310	71.94	UNIFORMS-S HABERLE		320267	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
GALL'S, INC. (DBA) GALLS/QUARTERMASTER	0010-801-3210-22310	13.10	UNIFORMS-K LEASURE		320267	
	0010-801-3210-22310	81.88	UNIFORMS-J LEGA		320267	
	0010-801-3210-22310	16.38	UNIFORMS-A MALOUF		320267	
	0010-801-3210-22310	12.00	UNIFORMS-A MALOUF		320267	
	0010-801-3210-22310	26.17	UNIFORMS-A MOLOUF		320267	
	0010-801-3210-22310	17.47	UNIFORMS-D MARQUARDT		320267	
	0010-801-3210-22310	99.97	UNIFORMS-D MARQUARDT		320267	
	0010-801-3210-22310	19.67	UNIFORMS-M OLIVAS		320267	
	0010-801-3210-22310	16.38	UNIFORMS-D PARK		320267	
	0010-801-3210-22310	14.84	UNIFORMS-D PARK		320267	
	0010-801-3210-22310	12.38	UNIFORMS-D PARK		320267	
	0010-801-3210-22310	44.52	UNIFORMS-S REILLY		320267	
	0010-801-3210-22310	59.96	UNIFORMS-S REILLY		320267	
	0010-801-3210-22310	239.04	UNIFORMS-S REILLY		320267	
	0010-801-3210-22310	32.80	UNIFORMS-S REILLY		320267	
	0010-801-3210-22310	286.80	UNIFORMS-S REILLY		320267	
	0010-801-3210-22310	28.43	UNIFORMS-T STARK		320267	
	0010-801-3210-22310	147.83	UNIFORMS-T STARK		320267	
	0010-801-3210-22310	44.52	UNIFORMS-T STARK		320267	
	0010-801-3210-22310	99.97	UNIFORMS-T STARK		320267	
	0010-801-3210-22310	179.47	UNIFORMS-E STARY		320267	
	0010-801-3210-22310	119.52	UNIFORMS-E STARY		320267	
	0010-801-3210-22310	44.35	UNIFORMS-E STARY		320267	
	0010-801-3210-22310	99.97	UNIFORMS-E STARY		320267	
	0010-801-3210-22310	11.44	UNIFORMS-E STARY		320267	
	0010-801-3210-22310	14.84	UNIFORMS-L BAILEY		320267	
	0010-801-3210-22310	26.17	UNIFORMS-L BAILEY		320267	
	0010-801-3210-22310	16.38	UNIFORMS-L BAILER		320267	
	0010-801-3210-22310	12.00	UNIFORMS-J GIN		320267	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
GALL'S, INC. (DBA) GALLS/QUARTERMASTER	0010-801-3210-22310	164.24	UNIFORMS-J GIN		320267	
	0010-801-3210-22310	22.90	UNIFORMS-J GIN		320267	
	0010-801-3210-22310	343.21	UNIFORMS-J GIN		320267	
	0010-801-3210-22310	21.80	UNIFORMS-J GIN		320267	
	0010-801-3210-22310	74.19	UNIFORMS-M LENNI		320267	
	0010-801-3210-22310	3.29	UNIFORMS-M LENNI		320267	
	0010-801-3210-22310	174.22	UNIFORMS-M LENNI		320267	
	0010-801-3210-22310	12.00	UNIFORMS-K TEMPLEMAN		320267	
	0010-801-3210-22310	160.21	UNIFORMS-R WEISSENBERGER		320267	
	0010-801-3210-22310	219.49	UNIFORMS-L BAILEY		320267	
	0010-801-3210-22310	115.05	UNIFORMS-L BAILEY		320267	
	0010-801-3210-22310	47.96	UNIFORMS-D GARCIA		320267	
	0010-801-3210-22310	21.80	UNIFORMS-J GIN		320267	
	0010-801-3210-22310	117.22	UNIFORMS-J GIN		320267	
	0010-801-3210-22310	59.98	UNIFORMS-J GIN		320267	
	0010-801-3210-22310	23.98	UNIFORMS-S HABERLE		320267	
	0010-801-3210-22310	168.20	UNIFORMS-M LENNI		320267	
	0010-801-3210-22310	3.19	UNIFORMS-M OLIVAS		320267	
	0010-801-3210-22310	12.00	UNIFORMS-S REILLY		320267	
	0010-801-3210-22310	140.11	UNIFORMS-K TEMPLEMAN		320267	
	0010-801-3210-22310	80.87	UNIFORMS-J TREJO		320267	
	0010-801-3210-22310	140.11	UNIFORMS-R TULLIUS		320267	
	0010-801-3210-22310	68.55	UNIFORMS-R TULLIUS		320267	
	0010-801-3210-22310	115.91	UNIFORMS-J WONG		320267	
	0010-801-3210-22310	62.31	UNIFORMS-J WONG		320267	
	0010-801-3210-22310	44.35	UNIFORMS-J WONG		320267	
	0010-801-3210-22310	43.69	UNIFORMS-R WEDDLE		320267	
						5,446.34
GARFIELD MEDICAL CENTER	0010-801-3113-22600	24.00	PHYSICAL		320268	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
GARFIELD MEDICAL CENTER	0010-801-3113-22600	24.00	PHYSICAL		320268	48.00
GARVEY EQUIPMENT COMPANY	0060-801-4211-38400	534.94	CONCRETE GRINDERS SERVICED		320269	534.94
GENERAL PUMP COMPANY, INC.	0093-801-4227-23300	44,589.86	RUSSELL BOOSTER 1	18-0285	320270	44,589.86
GRICELDA GOMEZ	0010-801-3210-22750	17.96	UNIFORM CLEANING		320271	17.96
GORDON TERMITE CONTROL INC	0092-801-4223-23400	145.00	PEST CONTROL		320272	145.00
GOVCONNECTION INC.	0043-801-4212-31700	6,978.30	AUTOCAD SUBSCRIPTION	18-0453	320273	7,641.24
	0060-801-4211-24150	662.94	AUTOCAD SUBSCRIPTION		320273	
GRAINGER	0092-801-4222-23700	505.46	CHEMICAL RESISTANT JACKET		320274	505.46
GRM INFORMATION MANAGEMENT	0010-801-1802-38400	278.00	DOCUMENT SYSTEM SERVICES	18-0043	320275	278.00
H & H AUTO PARTS WHOLESALE	0060-801-4211-23500	39.22	AIR FILTER	18-0124	320276	187.57
	0060-801-4211-23500	148.35	OIL FILTER	18-0124	320276	
HARDY & HARPER, INC	0110-801-5001-91943	70,068.93	STREET RESURFACING	18-0340	320277	123,697.15
	0110-801-5003-91943	53,628.22	STREET RESURFACING	18-0340	320277	
HAROLD'S KEY SHOP, INC.	0010-801-4210-38100	207.38	KEY/LOCK SERVICES		320278	297.38
	0010-801-4210-38100	90.00	KEY/LOCK SERVICES		320278	
HARRINGTON INDUSTRIAL PLASTICS	0092-801-4222-23700	289.44	FILTER CARTRIDGES		320279	
	0092-801-4222-23700	349.55	TUBE ASSEMBLY		320279	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						638.99
BENANCIO HERRERA JR.	0010-801-6502-23050	132.95	DRY WALL PATCH		320280	132.95
HI-WAY SAFETY RENTALS, INC.	0060-801-4211-23500	687.21	ARROW BOARD ACTUATOR		320281	
	0042-801-4204-23800	2,653.02	DELINEATORS,BASE,BONES		320281	3,340.23
HOME DEPOT CREDIT SERVICES	0010-801-4210-23050	6.55	GRILLE	18-0153	320282	
	0010-801-4210-23050	10.13	AIR REGISTER	18-0153	320282	16.68
HOUSING RIGHTS CENTER	0169-801-2201-41200	2,500.00	FAIR HOUSING	18-0334	320283	2,500.00
VIVIAN HUERTA	0159-701-0159-07010	120.00	REFUND RECREATION CLASS		320284	120.00
IRON MOUNTAIN OFF-SITE DATA	0010-850-1403-31700	335.78	COMPUTER DATA STORAGE		320285	335.78
JCL TRAFFIC SERVICES	0042-801-4204-22100	1,000.00	4TH OF JULY WATER WALL RENTALS		320286	1,000.00
JOHN L. HUNTER & ASSOC.,INC.	0043-801-4203-31950	3,850.00	NPDES SERVICES	18-0241	320287	
	0184-801-4208-31950	3,752.50	USED OIL PROGRAM	18-0241	320287	7,602.50
CORY KILBURN	0349-801-3201-39400	457.50	FIRE TRAINING		320288	457.50
KOA CORPORATION	0161-450-4212-06910	20,723.40	MARKET PLACE WATER LINE INSP		320289	20,723.40
KRONOS INCORPORATED	0010-801-3210-24150	360.00	FIRE-TELESTAFF SOFTWARE		320290	360.00
YUEN LING KWONG	0159-701-0159-07010	45.00	REFUND RECREATION CLASS		320291	45.00

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L & M FOOTWEAR DBA SHOETERIA	0010-801-4209-22310	203.91	SAFETY BOOTS-C VEGA	18-0083	320292	424.66
	0010-801-4209-22310	220.75	SAFETY BOOTS-R LUCERO	18-0083	320292	
L N CURTIS & SONS	0010-801-3210-22300	22,522.29	FIRE FIGHTING RUSH GEAR	18-0362	320293	22,522.29
	0010-801-3210-24100	16,140.30	BUDDY BREATHER	18-0463	320294	16,140.30
LIFE-ASSIST INC	0010-801-3220-22350	228.00	FENTANYL	18-0054	320295	8,886.95
	0010-801-3220-22350	266.00	EPINEPHRINE,ADENOSINE,ATROPINE	18-0054	320295	
	0010-801-3220-22350	1,411.39	BANDAGES,EKG PAPER,TEST STRIPS	18-0054	320295	
	0010-801-3220-22350	398.94	EPINEPHRINE,ADENOSINE	18-0054	320295	
	0010-801-3220-24200	1,111.79	ENDOTRACHEAL TUBES,SUCTION		320295	
	0010-801-3220-22350	139.60	EPINEPHRINE	18-0054	320295	
	0010-801-3220-22350	326.25	GLUCAGON	18-0054	320295	
	0010-801-3220-22350	135.69	ALCOHOL PREP,COLLARS	18-0054	320295	
	0010-801-3220-22350	110.33	MIDAZOLAM	18-0054	320295	
	0010-801-3220-22350	329.28	SODIUM CHLORIDE	18-0054	320295	
	0010-801-3220-22350	149.40	EPINEPHRINE	18-0054	320295	
	0010-801-3220-22350	10.92	GLUTOSE	18-0054	320295	
	0010-801-3220-22350	2,060.91	ONDANSETRON,NALOXINE,ADENSINE	18-0054	320295	
	0010-801-3220-22350	66.25	BP CUFFS,TUBE CONNECTORS	18-0054	320295	
	0010-801-3220-22350	507.36	AIRWAY INTUBATION MODULE	18-0054	320295	
	0010-801-3220-22350	294.23	ENDOTRACHEAL TUBES,EXAM GLOVES	18-0054	320295	
	0010-801-3220-24200	1,340.61	ENDOTRACHEAL STYLETTE,SPONGES		320295	
LINCOLN EQUIPMENT INC.	0010-801-6503-38100	574.88	LIQUID CHLORINE,MURIATIC ACID	18-0230	320296	
	0010-801-6503-31150	745.09	LIQUID CHLORINE,MURIATIC ACID	18-0230	320296	
	0010-801-6503-31150	648.19	LIQUID CHLORINE,MURIATIC ACID	18-0230	320296	
	0010-801-6503-38200	48.56	LIQUID CHLORINE,MURIATIC ACID	18-0230	320296	

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LINCOLN EQUIPMENT INC.	0010-801-6503-23050	471.00	LIQUID CHLORINE,MURIATIC ACID	18-0230	320296	
	0010-801-6502-31950	48.91	LIQUID CHLORINE,MURIATIC ACID	18-0230	320296	
	0010-801-6503-38100	195.02	LIQUID CHLORINE,MURIATIC ACID	18-0230	320296	
	0010-801-6503-38100	254.10	LIQUID CHLORINE,MURIATIC ACID	18-0230	320296	
	0010-801-6503-31150	230.72	LIQUID CHLORINE,MURIATIC ACID	18-0230	320296	
	0010-801-6502-31150	442.10	LIQUID CHLORINE,MURIATIC ACID		320296	
						3,658.57
LOGAN SUPPLY CO., INC.	0092-801-4221-24100	508.52	MARKING CHALK, PAINT		320297	
	0092-801-4221-24100	682.32	SHOVELS,BROOMS, SOCKET, KNIFE		320297	
						1,190.84
LONG BEACH BMW MOTORCYCLES (DBA)	0060-801-4211-38400	271.41	MOTORCYCLE RUNNING IN CHECK		320298	
						271.41
LOOMIS ARMORED US, INC.	0010-801-1403-31950	555.91	ARMORED CARRIER SERVICE		320299	
						555.91
LOS ANGELES COUNTY AUDITOR	0010-801-3104-31950	30.00	AUTOPSY REPORT		320300	
						30.00
LOS ANGELES COUNTY SHERIFF'S DEPAR	0010-801-3113-22600	876.00	INMATE MEALS SERVICES		320301	
						876.00
LOUIE LOIZU (DBA) COLOR NEW CO.	0010-801-5004-96091	9,203.00	DAY CARE CLASSROOMS REPAINTING	18-0393	320302	
	0010-801-5004-96092	1,247.00	DAY CARE CLASSROOMS REPAINTING	18-0393	320302	
						10,450.00
MARILYNN HARA (DBA) MARILYNN'S	0060-801-4211-21350	200.00	PUBLIC WORKS WATER DISPENSER		320303	
	0010-801-4212-24100	230.00	PUBLIC WORKS WATER DISPENSER		320303	
	0092-801-4212-21350	200.00	PUBLIC WORKS WATER DISPENSER		320303	
	0092-801-4221-24100	400.00	PUBLIC WORKS WATER DISPENSER		320303	
	0010-801-6517-38100	310.38	PUBLIC WORKS WATER DISPENSER		320303	
						1,340.38
MCMASTER-CARR SUPPLY CO.	0092-801-4222-23700	266.49	IN GROUND UMBRELLA	18-0226	320304	

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MCMASTER-CARR SUPPLY CO.	0092-801-4222-23700	455.91	IN GROUND UMBRELLA	18-0226	320304	
	0092-801-4222-23700	227.96-	IN GROUND UMBRELLA-CREDIT	18-0226	320304	494.44
METROPOLITAN TRANSPORTATION	0109-801-6511-41200	3,020.00	LANGLEY TAP CARD		320305	3,020.00
MISSION SUPER HARDWARE	0010-801-5004-91737	107.22	PAINT REMOVER,JOIN CEMENT,BRUS		320306	
	0060-801-4211-23500	36.61	BATTERY,MOP,BROOM		320306	
	0010-801-3210-22750	51.38	NUTS,BOLTS,WASHERS		320306	
	0010-801-3210-22750	57.22	STICKERS FOR FUEL PUMPS		320306	252.43
MOUNTAIN VIEW POOL REMODELING	0010-801-5004-91738	6,846.50	ELDER POOL REPLASTERING	18-0460	320307	
	0010-801-5004-91738	7,350.00	ELDER POOL REPLASTERING	18-0460	320307	14,196.50
MR. ROOTER PLUMBING (DBA)	0010-801-4210-38100	1,410.00	PLUMBING SERVICES	18-0135	320308	
	0010-801-4210-38100	700.00	PLUMBING SERVICES	18-0135	320308	
	0010-801-4210-38100	410.00	PLUMBING SERVICES	18-0135	320308	
	0010-801-4210-38100	1,387.50	PLUMBING SERVICES	18-0135	320308	
	0010-801-4210-38100	555.00	PLUMBING SERVICES	18-0135	320308	
	0010-801-4210-38100	555.00	PLUMBING SERVICES	18-0135	320308	5,017.50
RICKY MUNDER	0010-801-1801-39400	1,677.98	TUITION REIMBURSEMENT		320309	1,677.98
MUNICIPAL EMERGENCY SERVICES, INC.	0010-801-3210-22300	39,050.11	FIRE PROTECTIVE EQUIPMENT	18-0038	320310	
	0010-801-3210-22300	8,367.88	FIRE PROTECTIVE EQUIPMENT	18-0038	320310	
	0010-801-3210-22300	8,367.88	FIRE PROTECTIVE EQUIPMENT	18-0038	320310	55,785.87
O'REILLY AUTO PARTS	0060-801-4211-23500	5.14	BOX STRAP	18-0126	320311	
	0060-801-4211-23500	62.95	V BELT-UNIT 019	18-0126	320311	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
O'REILLY AUTO PARTS	0060-801-4211-23500	13.36	ALT BRG-UNIT 019	18-0126	320311	
	0060-801-3210-38400	94.27	ACP GAUGE, MOTOR OIL		320311	175.72
OFFICE DEPOT INC.	0010-801-3114-21250	294.93	FOLDER		320312	
	0010-801-3114-21250	342.86	PAPER, CLIP, INDEX, NOTE PAD		320312	
	0092-801-4222-21250	154.17	NETWORK SWITCH		320312	
	0010-801-1406-21350	76.40	PAPER		320312	
	0010-801-6505-21250	76.42	PAPER		320312	
	0010-801-1802-21250	76.42	PAPER		320312	
	0092-801-4223-22150	126.67	REFRESHMENT SUPPLIES		320312	
	0060-801-4211-21350	49.17	RADIO		320312	
	0060-801-4211-21350	4.41	REFRESHMENT SUPPLIES		320312	
	0010-801-4209-21350	52.63	REFRESHMENT SUPPLIES		320312	
	0010-801-4209-21350	16.96	HOLDER		320312	
	0010-801-6001-21250	69.55	PAPER		320312	
	0010-801-6001-21250	33.79	SIGN HOLDERS, ENVELOPES		320312	
	0010-801-6006-22450	8.31	INDEX CARD FILE BOX		320312	
	0010-801-3205-21250	81.99	PAPER		320312	
	0010-801-3210-21350	23.99	BATTERIES, LEGAL PADS		320312	
	0010-801-3114-21250	175.02	PAPER		320312	
	0010-801-3114-21250	309.32	TONERS		320312	
	0010-801-6003-22450	25.16	PAPER, CERTIFICATE COVERS		320312	
	0010-801-6001-39250	177.00	PAPER, CERTIFICATE COVERS		320312	
	0010-801-6003-22450	8.39	TAPE, REFRESHMENT SUPPLIES		320312	
	0010-801-6001-21250	11.69	TAPE, REFRESHMENT SUPPLIES		320312	
	0010-801-6001-21250	43.78	BULLETIN BOARD		320312	
	0010-801-6003-38400	326.54	TONER, INK		320312	
	0010-801-6001-21250	15.26	CLASP ENVELOPES		320312	
	0010-801-6003-38400	190.41	CAMERA, MEMORY CARD		320312	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
OFFICE DEPOT INC.	0010-801-1802-21250	41.99	CARTRIDGE,PEN,FOLDER,MARKER		320312	
	0010-801-1802-21350	33.99	CARTRIDGE,PEN,FOLDER,MARKER		320312	
	0010-801-1801-21350	175.37	CARTRIDGE,PEN,FOLDER,MARKER		320312	
	0010-801-1702-21350	47.01	PAPER CLIP,NOTE		320312	
	0010-801-1702-21350	15.68	TEMPLATE		320312	
	0010-801-1702-21350	62.74	WIRE CUTTER		320312	
						3,148.02
OFFICE SOLUTIONS	0010-801-1403-22750	43.13	NOTEBOOKS,PEN ERASER		320313	
	0010-801-1403-22750	208.47	PAPER,FOLDERS,INK		320313	
	0010-801-1403-22750	115.93	CALCULATOR		320313	
	0010-801-1403-22750	2,895.52	TONERS,FOLDER,BOX,PAPER,CLIPS		320313	
						3,263.05
OFFICE SOLUTIONS BUSINESS PRODUCTS	0092-801-4220-21250	370.11	REPORT COVER		320314	
	0010-801-1301-21350	222.24	BINDERS,PAPER		320314	
						592.35
PIRTEK COMMERCE SOUTH (DBA)	0060-801-4211-38400	290.00	REPAIR-UNIT 853		320315	
						290.00
PROFORCE LAW ENFORCEMENT (DBA)	0010-801-5002-99328	115,583.54	POLICE TASERS	18-0477	320316	
						115,583.54
PROSOURCE FACILITY SUPPLY	0092-801-1407-38250	614.73	TOWELS,BATH TISSUE		320317	
						614.73
R S D REFRIGERATION	0010-801-4210-38150	411.15	PLEATED FILTERS	18-0159	320318	
						411.15
RAFTELIS FINANCIAL CONSULTANTS, INC	0042-801-5002-99024	9,427.50	RATE STUDY-WATER,TRASH,SEWER	18-0552	320319	
						9,427.50
JOHN REZA	0136-801-3101-33250	124.58	POST TRAINING		320320	
						124.58
RKA CONSULTING GROUP	0010-850-5002-96093	2,783.75	POTRERO GRANDE BEAUTIFICATION	17-0407	320321	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
RKA CONSULTING GROUP	0010-850-5002-96093	3,670.00	POTRERO GRANDE BEAUTIFICATION	17-0407	320321	
	0010-850-5002-96093	670.00	POTRERO GRANDE BEAUTIFICATION	17-0407	320321	
	0010-850-5002-96093	2,822.50	POTRERO GRANDE BEAUTIFICATION	17-0407	320321	
	0010-850-5002-96093	19,876.00	POTRERO GRANDE BEAUTIFICATION	17-0407	320321	
	0010-850-5002-96093	93.75	POTRERO GRANDE BEAUTIFICATION	17-0407	320321	
	0010-850-5002-96093	2,030.00	POTRERO GRANDE BEAUTIFICATION	17-0407	320321	
	0010-850-5002-96093	770.00	POTRERO GRANDE BEAUTIFICATION	17-0407	320321	
	0010-801-5004-96095	140.00	SLOPE REPAIR FS63	18-0222	320321	
						32,856.00
S C FUELS (DBA)	0060-801-4211-22250	11,870.18	FUEL	18-0120	320322	
	0060-801-4211-22250	27.37	FUEL	18-0120	320322	
	0060-801-4211-22250	8,491.55	FUEL	18-0120	320322	
	0060-801-4211-22250	4,174.28	FUEL		320322	
						24,563.38
SAIGON DIGITAL PRINTING & COPY	0010-801-3205-39250	624.15	FIRE INSPECTION FORMS		320323	
						624.15
SAN GABRIEL VALLEY WATER CO.	0092-801-4222-36300	60.78	WATER SERVICES		320324	
	0093-801-4233-22900	521.78	WATER SERVICES		320324	
						582.56
SAN LUIS BUTANE DISTRIBUTORS, INC	0060-801-4211-22250	44.47	PROPANE	18-0127	320325	
						44.47
SEULKEE E. PARK	0010-701-0010-02010	160.00	REFUND BUSINESS LICENCE		320326	
						160.00
JAY SILVERMAN	0010-801-3102-22310	241.31	UNIFORM REIMBURSEMENT		320327	
						241.31
SMARDAN SUPPLY COMPANY	0010-801-4210-23300	629.63	WATER HEATER	18-0154	320328	
	0010-801-4210-23300	156.48	FLUSH ELBOW	18-0154	320328	
						786.11

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
SMART & FINAL #321	0010-801-3210-22750	11.50	FIRE WATER CACHE		320329	
	0010-801-3210-22750	57.50	FIRE WATER CACHE		320329	69.00
SNAP-ON INDUSTRIAL, A DIVISION OF J	0060-801-4211-38400	100.87	SHOP TOOLS	18-0133	320330	
	0060-801-4211-38400	528.52	SHOP TOOLS-IMPACT DRIVE	18-0133	320330	
	0060-801-4211-38400	48.39	SHOP TOOLS	18-0133	320330	677.78
SONSRAY MACHINERY LLC	0060-801-4211-38400	1,189.82	LOADER/BACKHOE-UNIT 099		320331	1,189.82
SPRINT NEXTEL	0010-801-3115-38400	2,809.49	MOBILE DATA SERVICES	18-0302	320332	2,809.49
THE STANDARD INSURANCE CO.	0065-464	644.16	EXECUTIVE PREMIUM		320333	644.16
STATUS ONE MEDICAL INC	0092-801-4223-22300	380.85	FIRST AID SUPPLIES		320334	380.85
SUPERIOR COURT OF CALIFORNIA - COUN	0010-701-0010-03620	10,830.30	CITATION PROCESSING		320335	10,830.30
T-MOBILE USA	0109-801-6511-31180	69.88	DIAL-A-RIDE CELLULAR SERVICES		320336	69.88
THE GAS COMPANY (DBA)	0010-801-3114-36200	39.54	GAS SERVICES		320337	
	0060-801-4211-22250	4,904.79	GAS SERVICES		320337	4,944.33
THOMAS PARTITIONS AND	0010-801-4210-38100	4,444.21	SERVICE CLUB ST STEEL DOORS	18-0467	320338	4,444.21
TIFCO INDUSTRIES, INC.	0060-801-4211-23500	590.92	FLASHLIGHT, HYDRATION QWIK STIK		320339	590.92
TOM'S CLOTHING & UNIFORMS INC	0092-801-4223-22310	135.75	UNIFORMS-D ABARCA		320340	
	0092-801-4223-22310	150.00	UNIFORMS-R CHAZERA		320340	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						285.75
TRANSTECH	0010-801-5004-96085	560.00	GARVEY RANCH BASKETBALL COURT		320341	
	0010-801-5004-99021	560.00	PW COUNTER RENOVATIONS	18-0474	320341	
	0010-801-5004-99021	840.00	PW COUNTER RENOVATIONS	18-0474	320341	
	0010-801-5004-99021	400.00	PW COUNTER RENOVATIONS	18-0474	320341	
	0010-801-5004-99021	3,200.00	PW COUNTER RENOVATIONS	18-0474	320341	
	0010-801-5004-99021	2,739.00	PW COUNTER RENOVATIONS	18-0474	320341	
	0010-801-5004-91738	1,120.00	ELDER POOL CONCRETE DECK	18-0478	320341	
	0010-801-5004-91738	280.00	ELDER POOL CONCRETE DECK	18-0478	320341	
	0010-801-5004-91738	2,590.00	ELDER POOL CONCRETE DECK	18-0478	320341	
	0010-801-5004-91738	910.00	BARNES POOL CONCRETE JOINT	18-0478	320341	
	0010-801-5004-91738	700.00	BARNES POOL CONCRETE JOINT	18-0478	320341	
	0010-801-5004-91738	280.00	BARNES POOL CONCRETE JOINT	18-0478	320341	
	0010-801-5004-91738	237.60	BARNES POOL PUMP REPLACEMENT	18-0478	320341	
	0010-801-5004-91738	980.00	BARNES POOL PUMP REPLACEMENT	18-0478	320341	
	0010-801-5004-91738	420.00	FITNESS COURT INSTALLATION	18-0478	320341	
	0010-801-5004-91738	1,917.50	BARNES POOL FILTER REPLACEMENT	18-0480	320341	
	0010-801-5004-91738	2,450.00	BARNES POOL FILTER REPLACEMENT	18-0480	320341	
	0010-801-5004-91738	2,380.00	BARNES POOL FILTER REPLACEMENT	18-0480	320341	
	0010-801-4212-31950	1,840.00	LA LOMA ELECTRIC REPAIRS		320341	24,404.10
U S SAFETY AND SUPPLY COMPANY	0092-801-4223-22300	955.73	REPAIR WINCH,TRIPOD		320342	
	0092-801-4223-38400	1,482.84	WINCH,TRIPOD		320342	2,438.57
UNITED PARCEL SERVICE	0010-801-1407-32200	67.50	DELIVERY SERVICES		320343	
	0010-801-3101-32200	9.98	DELIVERY SERVICES		320343	
	0010-801-3115-32200	12.89	DELIVERY SERVICES		320343	
	0010-801-3205-32200	75.66	DELIVERY SERVICES		320343	
	0060-801-4211-32200	63.28	DELIVERY SERVICES		320343	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						229.31
UNITED PUMPING SERVICES INC	0060-801-4211-31950	557.10	CLARIFIER CLEAN OUT-CITY YARD	18-0113	320344	
	0060-801-4211-31950	26.70	CLARIFIER CLEAN OUT-FS1	18-0113	320344	
	0060-801-4211-31950	186.90	CLARIFIER CLEAN OUT-FS3	18-0113	320344	
						770.70
UNITED WATER WORKS, INC	0092-801-4222-23700	3,669.49	BRASS BLOT,SADDLE,COUPLE,STOP		320345	
	0092-801-4222-23700	164.25	ELBOW		320345	
	0092-801-4222-23700	9,264.78	BRASS FIRE HYDRANT		320345	
	0092-801-4222-23700	3,080.67	VALVE,PIPES		320345	
						16,179.19
VERIZON WIRELESS	0010-801-1101-32050	56.22	WIRELESS VOICE & DATA SERVICE		320346	
	0010-801-3112-32050	55.12	WIRELESS VOICE & DATA SERVICE		320346	
	0010-801-6502-32050	56.12	WIRELESS VOICE & DATA SERVICE		320346	
	0022-801-4206-32050	61.26	WIRELESS VOICE & DATA SERVICE		320346	
	0010-801-4209-32050	20.23	WIRELESS VOICE & DATA SERVICE		320346	
	0010-801-4212-32050	14.73	WIRELESS VOICE & DATA SERVICE		320346	
	0092-801-4221-32050	20.65	WIRELESS VOICE & DATA SERVICE		320346	
	0092-801-4222-32050	0.38	WIRELESS VOICE & DATA SERVICE		320346	
	0092-801-4223-32050	73.66	WIRELESS VOICE & DATA SERVICE		320346	
	0010-801-6502-32050	0.19	WIRELESS VOICE & DATA SERVICE		320346	
	0010-801-6517-32050	56.50	WIRELESS VOICE & DATA SERVICE		320346	
	0010-801-1201-38400	38.01	WIRELESS VOICE & DATA SERVICE		320346	
	0092-801-4222-32050	171.04	WIRELESS VOICE & DATA SERVICE		320346	
	0010-801-3115-38400	38.01	WIRELESS VOICE & DATA SERVICE		320346	
						662.12
VULCAN MATERIAL CO	0110-801-4202-23600	308.36	ASPHALT	18-0401	320347	
	0110-801-4202-23600	1,425.20	ASPHALT	18-0401	320347	
	0110-801-4202-23600	271.83	ASPHALT	18-0401	320347	
						2,005.39

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
SIMON YC WAN	0010-701-0010-02010	37.50	REFUND BUSINESS LICENCE		320348	37.50
ZIJIA WANG	0159-701-0159-07010	120.00	REFUND RECREATION CLASS		320349	120.00
WARREN DISTRIBUTING, INC.	0060-801-4211-23500	80.12	POWER WINDOW	18-0125	320350	648.42
	0060-801-4211-23500	112.22	OIL FILTER	18-0125	320350	
	0060-801-4211-23500	134.14	SWITCH-UNIT 990	18-0125	320350	
	0060-801-4211-23500	120.63	OIL FILTER	18-0125	320350	
	0060-801-4211-23500	201.31	BATTERY	18-0125	320350	
WECK LABORATORIES (DBA)	0093-801-4230-31950	907.00	VESSEL #6,DURAL BARRIER TP		320351	907.00
WELLS FARGO BANK, N.A.	0012-801-5102-31850	2,500.00	TRUSTEE FEE		320352	2,500.00
WESTERN EXTERMINATOR COMPANY	0010-801-4210-38100	215.00	PEST CONTROL	18-0204	320353	2,013.50
	0010-801-4210-38100	60.00	PEST CONTROL	18-0204	320353	
	0010-801-4210-38100	749.00	PEST CONTROL	18-0204	320353	
	0010-801-4210-38100	989.50	PEST CONTROL	18-0204	320353	
WOLFF LANG CHRISTOPHER ARCHITECTS,	0010-850-5002-99730	490.00	FIRE STATION PARKING LOT	17-0290	320354	490.00
WURTH USA INC	0060-801-4211-23500	532.65	FLEET TOOLS		320355	532.65
TOTAL FOR REGULAR WARRANTS						801,182.31
PRINTED		801,182.31				
E-PAYABLE		0.00				
ACH-PAYMENTS		0.00				

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TOTAL FOR PREPAID WARRANTS	\$0.00
TOTAL FOR PRINTED WARRANTS	\$801,182.31
TOTAL FOR ACH-PAYMENTS	\$0.00
TOTAL FOR PRINTED E-PAYABLES	\$0.00
TOTAL WARRANTS	\$801,182.31
TOTAL VOID CHECKS	0
TOTAL PREPAID CHECKS	0
TOTAL ACH-PAYMENTS PRINTED	0
TOTAL CHECKS PRINTED	131
TOTAL E-PAYABLES PRINTED	0
TOTAL CHECKS ISSUED	131

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FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0010	GENERAL FUND	0.00	392,192.50	392,192.50
0012	RETIREMENT FUND	0.00	2,500.00	2,500.00
0022	STATE GAS TAX FUND	0.00	327.08	327.08
0042	SEWER FUND	0.00	13,080.52	13,080.52
0043	REFUSE FUND	0.00	11,287.30	11,287.30
0060	CITY SHOP FUND	0.00	41,591.66	41,591.66
0065	PAYROLL CLEARING ACCOUNT	0.00	644.16	644.16
0071	PUBLIC SAFETY IMPACT FEE FUND	0.00	109.14	109.14
0075	SPECIAL DEPOSITS FUND	0.00	96.00	96.00
0092	WATER FUND	0.00	39,073.05	39,073.05
0093	WATER TREATMENT WQA-EPA FUND	0.00	46,516.64	46,516.64
0109	OPA PROPOSITION A	0.00	58,592.92	58,592.92
0110	MEASURE R FUND	0.00	153,879.92	153,879.92
0131	LIBRARY TAX FUND	0.00	466.90	466.90
0136	POST	0.00	124.58	124.58
0159	RECREATION FUND	0.00	285.00	285.00
0160	ASSET FORFEITURE	0.00	1,575.00	1,575.00
0161	CONSTRUCTION AGENCY FUND	0.00	20,723.40	20,723.40
0166	PROPOSITION C	0.00	9,443.44	9,443.44
0169	CDBG FUND	0.00	2,500.00	2,500.00
0178	PROP A - PER PARCEL GRANT	0.00	663.10	663.10
0184	USED OIL RECYCLING BLOCK GRANT	0.00	3,752.50	3,752.50
0344	MAINTENANCE GRANT (075)	0.00	1,300.00	1,300.00
0349	ELAC INSTRUCTIONAL SERV PROG	0.00	457.50	457.50
TOTAL		0.00	801,182.31	801,182.31

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August 1, 2018

FY 2018 - 2019

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ABC ADVANCE BUILDER & CONST. INC	0152-801-2206-38620	23,525.80	HOUSING REHAB-2403 COLLEGIAN		320209	23,525.80
	0152-801-2206-38620	5,258.25	HOUSING REHAB-2403 COLLEGIAN		320210	5,258.25
	0152-801-2206-38620	1,514.95	HOUSING REHAB-2403 COLLEGIAN		320211	1,514.95
ROBERTO A AGUIRRE	0010-801-6508-39860	1,751.99	FOLDING PICNIC TABLES		320190	1,751.99
AHL HEATING AND AIR	0152-801-2206-38620	5,490.00	HOME REHAB-218 AVONDALE		320212	5,490.00
ARTHUR J. GALLAGHER & CO.	0010-801-1802-35250	99,807.30	REAL PROPERTY EARTHQUAKE INS		320191	199,614.60
	0043-801-1802-35250	39,922.92	REAL PROPERTY EARTHQUAKE INS		320191	
	0092-801-1802-35250	59,884.38	REAL PROPERTY EARTHQUAKE INS		320191	
AT & T	0010-801-3113-32050	83.32	PHONE SERVICE		320213	83.32
BANKCARD CENTER	0010-801-1101-39400	1,730.02	06/18-US CONF OF MAYORS		320214	
	0010-801-1201-39400	250.00	06/18-MEMBERSHIP		320214	
	0010-801-1301-21250	187.96	06/18-RIBBON, SCANNER, CARD		320214	
	0010-801-1403-39400	85.00	06/18-TRAINING		320214	
	0010-801-1406-39400	300.00	06/18-CUST SER TRAINING		320214	
	0010-801-1704-31860	55.98	06/18-RIBBON CUTTING SUPPLIES		320214	
	0010-801-1704-39300	50.00	06/18-MEMBERSHIP		320214	
	0010-801-1801-39550	95.00	06/18-ORAL BOARD MEAL		320214	
	0010-801-3101-22650	9.90	06/18-SUBSCRIPTION		320214	
	0010-801-3120-39700	198.00	06/18-NNO BANNERS		320214	
	0010-801-3230-39460	90.95	06/18-CERT SUPPLIES		320214	
	0010-801-6001-21350	65.69	06/18-INK		320214	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
BANKCARD CENTER	0010-801-6001-38100	29.99	06/18-JANITORIAL SUPPLIES		320214	
	0010-801-6003-22450	56.80	06/18-JANITORIAL SUPPLIES		320214	
	0010-801-6006-22450	650.18	06/18-RE-LABELING SUPPLIES		320214	
	0060-801-3210-38400	678.41	06/18-REPAIR E62		320214	
	0075-450-0075-08550	828.00	06/18-LANGLEY TRIP (TRUST)		320214	
	0075-450-0075-08640	489.38	06/18-MPKTV CAMERA,CARD (TRUST)		320214	
	0136-801-3101-33250	106.83-	06/18-POST TRAINING		320214	
	0160-801-3101-39400	145.02	06/18-STRATEGIC PLAN SEMINAR		320214	
	0349-801-3201-39400	2,553.39	06/18-IAFC DALLAS,BOOT CAMP		320214	
	0454-801-6005-32200	336.75	06/18-FLAT RATE EVELOPES		320214	
						8,779.59
BIGAIR FUN, LLC (DBA) BIG AIR TRAMP	0010-801-6506-31150	875.00	KIDVENTURE SUMMER TRIP		320192	
						875.00
CALIFORNIA ASSOCIATION OF	0065-464	576.00	LTD FIREFIGHTERS		320193	
						576.00
CALIFORNIA BUILDING STANDARDS COMM	0010-701-0010-09202	847.80	BUILDING PERMIT SURCHARGE FEE		320194	
						847.80
CENTAUR HOLDINGS, UNITED STATES, IN	0010-801-6506-31150	919.45	KIDVENTURE CAMP TRIP		320215	
						919.45
CHARTER COMMUNICATIONS	0010-801-6502-32050	59.90	INTERNET/CABLE SERVICE		320195	
	0010-801-6502-32050	81.18	INTERNET/CABLE SERVICE		320195	
	0010-801-6502-32050	79.99	INTERNET/CABLE SERVICE		320195	
						221.07
	0010-801-3210-32050	101.47	INTERNET/CABLE SERVICE		320216	
						101.47
VANESSA DELGADO	0075-450-0075-08420	501.40	MPPD EXPLORER SHIRTS (TRUST)		320196	
	0075-450-0075-08420	460.00	MPPD EXPLORER CONFERENCE-TRUST		320196	
						961.40

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
DEPARTMENT OF CONSERVATION	0010-701-0010-09200	4,518.63	STRONG MOTION FEE		320197	4,518.63
DIVERSIFIED RISK INSURANCE	0075-450-0075-08350	212.66	SPECIAL EVENT INSURANCE (TRUST)		320198	212.66
DOOR AND WINDOW PLUS, INC.	0152-801-2206-38620	5,840.00	HOME REHAB-218 AVONDALE		320217	5,840.00
	0152-801-2206-38620	815.88	HOME REHAB-218 AVONDALE		320218	815.88
	0152-801-2206-38620	1,500.00	HOME REHAB-218 AVONDALE		320219	1,500.00
INDEPENDENT CITIES ASSOCIATION	0010-801-1110-39300	2,731.00	ICA MEMBERSHIP		320199	2,731.00
JUDY W LOW	0010-701-0010-08100	4,575.74	REFUND BUILDING PERMIT		320200	4,575.74
KNOTT'S BERRY FARM	0010-801-6506-31150	2,458.50	KIDVENTURE SUMMER TRIP		320201	2,458.50
LOS ANGELES COUNTY POLICE	0010-801-3101-39300	200.00	STRATEGIC PLANNING WORKSHOP		320202	200.00
MONTEREY PARK PETTY CASH	0010-801-1403-39400	14.38	PETTY CASH-MILEAGE		320203	
	0010-801-3210-39050	14.97	PETTY CASH-UNIFORM CLEANING		320203	
	0010-801-3120-39700	9.30	PETTY CASH-OFFICE SUPPLIES		320203	
	0010-801-1407-21350	3.56	PETTY CASH-DUPLICATE KEYS		320203	
	0075-450-0075-08640	52.57	PETTY CASH-DVD R (TRUST)		320203	
	0010-801-5004-91737	88.95	PETTY CASH-BUILDING SUPPLIES		320203	
	0010-801-3120-39700	93.07	PETTY CASH-NNO SUPPLIES		320203	
	0010-801-3120-39700	94.29	PETTY CASH-NNO SUPPLIES		320203	
	0010-801-3120-39700	87.77	PETTY CASH-NNO SUPPLIES		320203	
	0010-801-5004-91737	79.65	PETTY CASH-BUILDING SUPPLIES		320203	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MONTEREY PARK PETTY CASH	0010-801-6508-39720	21.85	PETTY CASH-4TH OF JULY SUPPLY		320203	560.36
	0092-801-4221-22750	10.82	PETTY CASH-CHARGER		320220	
	0092-801-4220-33200	20.00	PETTY CASH-CONFERENCE		320220	
	0092-801-4221-32200	48.98	PETTY CASH-POSTAGE		320220	
	0010-801-1701-21350	7.79	PETTY CASH-WATER		320220	
	0092-801-4220-39400	50.00	PETTY CASH-STATE EXAM FEE		320220	
	0092-801-4220-39400	70.00	PETTY CASH-STATE LICENCE FEE		320220	
	0092-801-4220-39400	70.00	PETTY CASH-STATE LICENCE FEE		320220	
	0092-801-4220-39400	50.00	PETTY CASH-STATE EXAM FEE		320220	
	0010-801-6508-22670	40.46	PETTY CASH-SUPPLIES		320220	
	0010-801-4210-23050	14.87	PETTY CASH-LOCK		320220	
	0010-801-6502-23050	98.06	PETTY CASH-PAINT		320220	
	0010-801-1403-32200	6.54	PETTY CASH-MILEAGE		320220	
	0092-801-6508-39860	73.12	PETTY CASH-SUPPLIES		320220	
	0010-801-3230-39400	44.17	PETTY CASH-PLAQUE		320220	
	0092-801-4223-22100	39.63	PETTY CASH-FOOD FOR CREW		320220	
						644.44
PITNEY BOWES POSTAGE BY PHONE	0010-801-1301-32200	18.39	POSTAGE		320221	
	0010-801-1403-32200	108.05	POSTAGE		320221	
	0010-801-1406-32200	93.62	POSTAGE		320221	
	0010-801-1701-32200	49.89	POSTAGE		320221	
	0010-801-1702-32200	71.73	POSTAGE		320221	
	0010-801-1703-32200	7.72	POSTAGE		320221	
	0010-801-1801-32200	28.75	POSTAGE		320221	
	0010-801-1802-32200	1.41	POSTAGE		320221	
	0010-801-3101-32200	8.08	POSTAGE		320221	
	0010-801-3102-32200	35.88	POSTAGE		320221	
	0010-801-3104-32200	18.70	POSTAGE		320221	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PITNEY BOWES POSTAGE BY PHONE	0010-801-3113-32200	1.84	POSTAGE		320221	
	0010-801-3114-32200	56.22	POSTAGE		320221	
	0010-801-3120-32200	5.64	POSTAGE		320221	
	0010-801-3201-32200	2.15	POSTAGE		320221	
	0010-801-3205-32200	30.77	POSTAGE		320221	
	0010-801-3210-32200	6.47	POSTAGE		320221	
	0010-801-3220-32200	6.57	POSTAGE		320221	
	0010-801-6001-32200	24.91	POSTAGE		320221	
	0010-801-6502-32200	534.19	POSTAGE		320221	
	0043-801-4212-32200	11.92	POSTAGE		320221	
	0075-450-0075-09230	60.30	POSTAGE		320221	
	0092-801-1201-32200	4.23	POSTAGE		320221	
						1,187.43
RAQUEL RICHARDS	0010-801-1801-39550	11.33	PETTY CASH-ORAL BOARD		320204	
	0010-801-1801-22670	109.96	PETTY CASH-EE LUNCHEON		320204	
	0010-801-1802-33100	72.48	PETTY CASH-ICRMA MILEAGE		320204	
	0010-801-1801-21350	73.99	PETTY CASH-NEW HIRE CEREMONY		320204	
	0010-801-1802-39400	70.09	PETTY CASH-SAFETY TRAINING		320204	
						337.85
MANUEL REYES	0159-801-6507-31910	2,091.65	INSTRUCTOR-RECREATION CLASS		320205	
						2,091.65
RIVERSIDE COUNTY SHERIFFS DEPT	0136-801-3101-33250	312.00	POST TRAINING		320222	
						312.00
SAN GABRIEL VALLEY WATER ASSOC	0092-801-4220-33200	90.00	WATER TRAINING		320223	
						90.00
THE STANDARD INSURANCE CO.	0065-464	1,139.28	EXECUTIVE PREMIUM		320206	
						1,139.28
UNITED PARCEL SERVICE	0010-801-1403-32200	50.97	DELIVERY SERVICES		320224	

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
UNITED PARCEL SERVICE	0010-801-1407-32200	40.50	DELIVERY SERVICES		320224	
	0010-801-3205-32200	55.13	DELIVERY SERVICES		320224	146.60
MARICELA VASQUEZ	0010-801-6506-31150	250.00	DAY CARE SUPPLIES		320207	
	0010-801-6506-22750	300.00	DAY CARE KIDVENTURE SUPPLIES		320207	550.00
VERIZON WIRELESS	0010-801-3104-39100	38.01	WIRELESS VOICE & DATA SERVICE		320208	
	0010-801-3115-38400	38.01	WIRELESS VOICE & DATA SERVICE		320208	
	0010-801-6502-32050	50.28	WIRELESS VOICE & DATA SERVICE		320208	126.30
TOTAL FOR PREPAID WARRANTS						280,559.01
PRINTED		280,559.01				

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
1977 SATURN STREE	0010-701-0010-06850	308.00	REFUND INDUSTRIAL WASTE FEE		320356	308.00
AMERICAN RED CROSS	0010-801-6503-22300	504.00	AQUATIC CPR/AED TRAINING		320357	504.00
ARAMARK UNIFORM & CAREER APPAREL GF	0060-801-4211-22300	47.99	UNIFORM CLEANING		320358	
	0010-801-3210-39050	3.34	UNIFORM CLEANING		320358	
	0010-801-3210-39050	16.32	UNIFORM CLEANING		320358	
	0010-801-3210-39050	8.17	UNIFORM CLEANING		320358	75.82
ARC IMAGING RESOURCE - CALIFORNIA	0010-801-4212-37500	2,284.28	ENGINEERING PRINTER RENTAL		320359	2,284.28
AUTOZONE WEST, INC	0060-801-4211-23500	105.10	ROTOR-UNIT 092		320360	105.10
CAMINO REAL CHEVROLET	0060-801-4211-23500	37.92	MODULE-UNIT 092		320361	37.92
CHICAGO TITLE COMPANY	0152-801-2206-38650	65.00	TITLE REPORT-1860 S ORANGE		320362	
	0152-801-2206-38650	65.00	TITLE REPORT-420 AVONDALE		320362	130.00
CHRIS THOMPSON	0349-801-3210-39400	150.00	FIRE TRAINING		320363	150.00
CODE 3, INC	0060-801-4211-31950	728.00	FLEET REPAIR		320364	728.00
EMPIRE CLEANING SUPPLY	0010-801-3210-22150	592.88	CUP,LINER,DETERGENT		320365	592.88
ESRI INC	0010-801-3210-24150	1,280.75	SOFTWARE MAINTENANCE		320366	1,280.75
FILEKEEPERS, LLC	0010-801-1802-31950	192.00	STORAGE SERVICE		320367	192.00

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
FOOTHILL CHAPTER - ICC	0010-801-1703-39350	50.00	MEMBERSHIP RENEWAL		320368	50.00
FORENSIC NURSE RESPONSE TEAM (DBA)	0010-801-3104-31950	1,020.00	INVESTIGATION SERVICE		320369	1,020.00
JONATHAN GIN	0010-801-3230-22750	115.45	REIMBURSE FIREWORK PATROL MEAL		320370	115.45
GRICELDA GOMEZ	0010-801-3205-39400	139.50	UNIFORM CLEANING		320371	139.50
GOVCONNECTION INC.	0010-801-1703-24100	384.03	IPAD		320372	884.03
	0010-801-1703-24150	500.00	IPAD		320372	
HAPPY GARDEN, INC.	0010-701-0010-06850	308.00	REFUND INDUSTRIAL WASTE FEE		320373	308.00
HERTZ VEHICLES LLC	0010-701-0010-03630	95.00	REFUND PARKING CITATION		320374	95.00
HOME DEPOT CREDIT SERVICES	0010-801-6503-38200	25.03	TAPE,NUTS,BOLTS,WASHERS		320375	421.19
	0010-801-4210-23050	24.66	FLEA TRAPS,PEST TRAPS		320375	
	0010-801-6505-23050	299.77	TRASH CANS,LIDS,STORAGE		320375	
	0010-801-6505-23050	71.73	SINK STRAINERS,TOWELS,CLEANERS		320375	
LIFE-ASSIST INC	0010-801-3220-22350	1,054.51	GLUCAGON,ASPIRIN,GLUTOSE		320376	1,054.51
LOS ANGELES TIMES	0010-801-3113-39350	72.00	SUBSCRIPTION		320377	72.00
MATTHEW GEIGER (DBA) FSP DESIGNS	0010-801-1702-22750	133.32	CODE ENFOCEMENT UNIFORMS		320378	133.32
MCNEILL SECURITY AND FIRE SYSTEMS	0092-801-4222-31950	644.81	ALARM SERVICES		320379	1,031.69
	0092-801-4222-31950	1,031.69	ALARM SERVICES		320379	

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						1,676.50
MONOPRICE, INC	0010-801-3114-21350	80.95	TONER		320380	80.95
NEW NYC SEAFOOD RESTAURANT	0010-701-0010-06850	308.00	REFUND INDUSTRIAL WASTE FEE		320381	308.00
LEE O NORRIS	0010-801-3103-22310	389.58	UNIFORM REIMBURSEMENT		320382	389.58
O'REILLY AUTO PARTS	0060-801-4211-23500	43.76	WHEEL NUTS-UNIT 092		320383	87.52
	0060-801-4211-23500	43.76	WHEEL NUTS		320383	
OFFICE DEPOT INC.	0060-801-4211-21350	28.52	FOLDER,PEN,FILTERS		320384	133.12
	0010-801-4209-21350	100.78	FOLDER,PEN,FILTERS		320384	
	0010-801-6502-21350	3.82	PEN		320384	
OK CAFE	0010-701-0010-06850	293.00	REFUND INDUSTRIAL WASTE FEE		320385	293.00
JEREMY ORATE	0010-801-3103-22310	359.26	UNIFORM REIMBURSEMENT		320386	359.26
S C FUELS (DBA)	0060-801-4211-22250	524.68	FUEL		320387	524.68
SAN GABRIEL VALLEY MUNICIPAL WATER	0093-801-4226-42200	200,000.00	DEBT SERVICE PAYMENT-NO. 9		320388	200,000.00
SUCCESS PRINTING & SIGN INC.	0010-801-6502-39250	542.03	BIRTHDAY CARDS,ENVELOPES		320389	542.03
TOM'S CLOTHING & UNIFORMS INC	0010-801-3113-22310	120.45	UNIFORMS-T WISNIEWSKIS		320390	120.45
TRAINING INNOVATIONS	0010-801-3101-39350	750.00	POLICE SYSTEM MAINTENANCE		320391	750.00

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
UNITED SITE SERVICES OF CA INC	0075-450-0075-08600	1,474.88	4TH OF JULY RESTROOMS (TRUST)		320392	1,474.88
W.L. COMPANY	0010-701-0010-06850	308.00	REFUND INDUSTRIAL WASTE FEE		320393	308.00
WARREN DISTRIBUTING, INC.	0060-801-4211-23500	40.15	AIR FILTER, SPARK PLUGS-UNIT952		320394	
	0060-801-4211-23500	201.31	BATTERY		320394	
	0060-801-4211-23500	17.42	SWITCH-UNIT 077		320394	
	0060-801-4211-23500	39.42-	BATTERY-CREDIT		320394	219.46
TIM WISNIEWSKI	0010-801-3113-22310	101.16	REIMBURSE UNIFORM		320395	101.16
BOB WONDRIES FORD	0060-801-4211-38400	255.00	REPAIR-UNIT 127		320396	255.00
TOTAL FOR REGULAR WARRANTS						218,305.34
PRINTED		218,305.34				
E-PAYABLE		0.00				
ACH-PAYMENTS		0.00				

CITY OF MONTEREY PARK
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TOTAL FOR PREPAID WARRANTS	\$280,559.01
TOTAL FOR PRINTED WARRANTS	\$218,305.34
TOTAL FOR ACH-PAYMENTS	\$0.00
TOTAL FOR PRINTED E-PAYABLES	\$0.00
TOTAL WARRANTS	\$498,864.35
TOTAL VOID CHECKS	0
TOTAL PREPAID CHECKS	35
TOTAL ACH-PAYMENTS PRINTED	0
TOTAL CHECKS PRINTED	41
TOTAL E-PAYABLES PRINTED	0
TOTAL CHECKS ISSUED	76

CITY OF MONTEREY PARK
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 FUND SUMMARY

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FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0010	GENERAL FUND	125,938.15	12,839.77	138,777.92
0043	REFUSE FUND	39,934.84	0.00	39,934.84
0060	CITY SHOP FUND	678.41	2,034.19	2,712.60
0065	PAYROLL CLEARING ACCOUNT	1,715.28	0.00	1,715.28
0075	SPECIAL DEPOSITS FUND	2,604.31	1,474.88	4,079.19
0092	WATER FUND	60,411.16	1,676.50	62,087.66
0093	WATER TREATMENT WQA-EPA FUND	0.00	200,000.00	200,000.00
0136	POST	205.17	0.00	205.17
0152	HOME HOUSING PROGRAM	43,944.88	130.00	44,074.88
0159	RECREATION FUND	2,091.65	0.00	2,091.65
0160	ASSET FORFEITURE	145.02	0.00	145.02
0349	ELAC INSTRUCTIONAL SERV PROG	2,553.39	150.00	2,703.39
0454	LIBRARY PASSPORT TRUST GRANT	336.75	0.00	336.75
TOTAL		280,559.01	218,305.34	498,864.35



City Council Staff Report

DATE: August 1, 2018

AGENDA ITEM NO:

**Consent Calendar
Agenda Item 3-B.**

TO: The Honorable Mayor and City Council

FROM: Vincent D. Chang, City Clerk

SUBJECT: City Council Minutes

RECOMMENDATION:

It is recommended that the City Council

- (1) Approve the minutes from the regular and special meeting of June 20, 2018; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None.

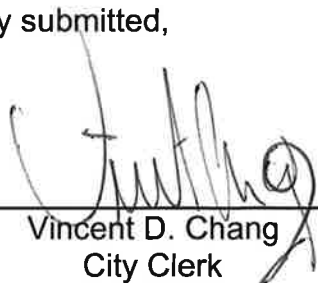
BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted,



Vincent D. Chang
City Clerk

Prepared by:



Jesus Hernandez
Minutes Clerk

Approved By:



Ron Bow
City Manager

Attachments: Minutes

ATTACHMENT 1

Minutes

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
SPECIAL MEETING
JUNE 20, 2018**

The City Council of the City of Monterey Park held a Special Meeting of the Council in Room 266, Second Floor of City Hall, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, June 20, 2018 at 6:00 p.m.

CALL TO ORDER:

Mayor Lam called the meeting to order at 6:05 p.m.

ROLL CALL:

City Manager Ron Bow called the roll:

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

Council Members Absent: Mitchell Ing

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL & WRITTEN COMMUNICATIONS

None.

CLOSED SESSION - The City Council adjourned to Closed Session at 6:05 p.m.

**1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION -
GOVERNMENT CODE § 54956.9(d). Number of Case: Four**

Chu Thai v. City of Monterey Park (filed March 6, 2018), LASC Case No. BC696884.

Ben Cevallos v. City of Monterey Park (filed December 29, 2016), WCAB Case No. ADJ10704266.

Ben Cevallos v. City of Monterey Park (filed April 22, 2016), WCAB Case No. ADJ10707729.

Ben Cevallos v. City of Monterey Park (filed March 11, 2017), WCAB Case No. ADJ10884557.

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 7:01 p.m.

Action Taken: No reportable action taken in Closed Session.

Vincent D. Chang
City Clerk

**MINUTES
MONTEREY PARK CITY COUNCIL
SUCCESSOR AGENCY (SA)
REGULAR MEETING
JUNE 20, 2018**

The City Council of the City of Monterey Park held a Regular Meeting of the Council in the Council Chamber, located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, June 20, 2018 at 7:00 p.m.

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

CALL TO ORDER:

Mayor Lam called the meeting to order at 7:12 p.m.

FLAG SALUTE:

The Monterey Park Police Explorers

ROLL CALL:

City Clerk Vincent Chang called the roll:

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

Council Members Absent: None

ALSO PRESENT: City Manager Ron Bow, City Attorney Mark Hensley, City Treasurer Joseph Leon, Fire Chief Scott Haberle, Police Chief Jim Smith, Director of Human Resources and Risk Management Tom Cody, Director of Community & Economic Development Michael Huntley, Director of Management Services Annie Yaung, Director of Public Works Mark McAvoy, Director of Recreation & Community Services Inez Alvarez, City Librarian Norma Arvizu, Assistant City Engineer Rey Alfonso, Police Captain Steve Coday, Water Utility Manager Richard Gonzalez, Economic Development Project Manager Thomas Welch, Deputy City Clerk Cindy Trang, Community TV Producer Randy Ishino

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

- Jim Smith, Monterey Park Police Chief, invited residents to participate in the Ring Video Doorbell Special Event on July 17th at the Langley Senior Center. The first 200 households will receive a \$100 discount on a Ring doorbell.

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

- Scott Haberle, Monterey Park Fire Chief, stated that per the Monterey Park Municipal Code usage of fireworks is only permitted on July 4th between 10 a.m. to 10 p.m. The only fireworks allowed are safe and sane fireworks. Therefore, usages that are not permitted by the Municipal Code will result in a fine up to \$1,000.

1. PRESENTATIONS

1A. INTRODUCTION OF THOMAS WELCH – ECONOMIC DEVELOPMENT PROJECT MANAGER

Director of Community & Economic Development Michael Huntley introduced Thomas Welch, the new Economic Development Project Manager. Mr. Welch briefly introduced himself along with his experience and goals for the city.

2. SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA) - CONSENT CALENDAR ITEM NO. 2A

2A. SUCCESSOR AGENCY MONTHLY INVESTMENT REPORT - MAY 2018

See Successor Agency Minutes

This is the end of Successor Agency (SA) items

3. CITY OF MONTEREY PARK CONSENT CALENDAR CONSISTS OF ITEM NOS. 3A-3G

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

Action Taken: The City Council approved and adopted Item Nos. 3A and 3B on Consent Calendar, expect for Item Nos. 3C, 3D, 3E, 3F and 3G, which were pulled for discussion and separate motions, reading resolutions and ordinances by the title only and waiving further reading thereof.

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

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

3A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF JUNE 20, 2018

Disbursements will be made from the funds referenced in the Resolution, attached to the staff report, in Warrants numbered 319568-319724.

Action Taken: The City Council approved payment of warrants and adopted Resolution No. 12016 allowing certain claims and demands per Warrant Register dated June 20, 2018 totaling \$1,096,563.58 specifying the funds out of which the same are to be paid on Consent Calendar.

Resolution No. 12016, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA ALLOWING CERTAIN CLAIMS AND DEMANDS PER WARRANT REGISTER DATED 20TH DAY OF JUNE 2018 TOTALING \$1,096,563.58 AND SPECIFYING THE FUNDS OUT OF WHICH THE SAME ARE TO BE PAID

3B. MONTHLY INVESTMENT REPORT - MAY 2018

As of May 31, 2018 invested funds for the City of Monterey Park is \$91,813,453.60.

Action Taken: The City Council received and filed the Monthly Investment Report on Consent Calendar.

3C. RECOMMENDATIONS FOR ADOPTION OF FISCAL YEAR 2018-2019 ANNUAL BUDGET

The City Council conducted public budget hearings on May 29 and June 4, 2018 regarding the City's current finances, projected revenues, and financial obligations. The budget for 2018-2019 presents a spending plan that anticipates \$102.8 million in estimated operating revenues and transfers-in from all funds combined and \$105.4 million in operating, capital improvement expenditures and transfers-out. The budget includes a total of 368.14 full-time-equivalent positions. Financial matters, including the potential impact from the pension cost increases, the State mandate minimum wage requirement, staffing realignment and changes, mitigation strategies for pension and retiree medical unfunded liabilities, economic development projects, and goals and objectives associated with the City budget, were presented and discussed at the hearing.

Discussion: The City Council directed staff to close the Bruggemeyer Library on Fridays.

Action Taken: The City Council adopted Resolution No. 12017 the City's and Successor Agency's Fiscal Year 2018-2019 Annual Budget as presented on May 29 and June 4, 2018 Special City Council Meetings, City Manager's recommended budget as amended to approve the budget with an amount not to exceed \$91,600,000 with the addition of a police officer and to defer the recruitment of a Senior Clerk Typist, in the City Manager's Office, to Midyear Budget hearing.

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

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

Resolution No. 12017, entitled:

A RESOLUTION ADOPTING THE FISCAL YEAR 2018-2019 FINAL OPERATING BUDGET FOR THE CITY OF MONTEREY PARK AND THE SUCCESSOR AGENCY TO THE MONTEREY PARK REDEVELOPMENT AGENCY; AND ADOPTING THE 2018-2019 CAPITAL IMPROVEMENT BUDGET

RECESSED AND RECONVENED

The City Council recessed at 8:26 p.m. and reconvened with all council members present at 8:41 p.m.

3D. SUCCESS PRINTING AGREEMENT AMENDMENT FOR CASCADES NEWSPAPER PRINTING SERVICES

On July 3, 2013, the City entered into a professional services agreement with Success Printing to coordinate all aspects of the Cascades Newspaper. Services provided include the following: design, layout, artwork, editing, typesetting, advertising, production, and delivery to the post office/mail house. The current agreement is set to expire on July 9, 2018 and unless terminated at least sixty (60) days before July 10, 2018, the agreement would automatically renew for an additional twelve months.

Success Printing has recently requested a price adjustment based on the increases in material and labor costs. The current agreement does not expressly allow for annual price adjustments for cost increases related to the production of each issue. Success Printing is requesting an increase per issue of \$760 for 8 pages or \$970 for 12 pages. Therefore, staff is proposing an amendment to the agreement to cover increased costs and to extend the agreement for six (6) months from July 10, 2018 to January 9, 2019. This amendment to the current agreement allows continued distribution of the Cascades Newspaper to community members and provides staff with the ample time needed to prepare a Request for Proposals (RFP) to evaluate and consider options for printing services.

Upon completion of the RFP and review of the proposals, staff would bring the findings back to City Council for review and discussion. In addition, any potential budget amendment would be requested during the mid-year budget review for the new contract.

Success Printing has been a reliable and responsive contractor in providing Cascades Newspaper publication services and has maintained the current agreement pricing for the last four fiscal years. Staff is recommending City Council authorize the City Manager to amend the agreement; approve a price adjustment; and extend the term for an additional six (6) months.

Discussion: Council Member Real Sebastian directed staff to specify, in the upcoming RFP, the need for a digital newspaper in where residents have the option to not receive a physical newspaper. The City Council directed staff to implement wording, on the upcoming RFP, that will restrict non family friendly ads to be published in the city newspaper.

Public Speakers:

- Simon Yeung, Owner of Success Printing, provided general information about the company and was available to answer questions.

Action Taken: The City Council approved a rate adjustment (\$760 / 8 pages or \$970 / 12 pages) per issue for the term extension of six (6) months from July 10, 2018 to January 9, 2019 with Success Printing for editorial and publication services for the Cascades Newspaper.

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

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

3E. AWARD OF CONTRACT TO FARMER MARKET & LOCAL COMMUNITY EVENTS, FOR FARMERS' MARKET MANAGER SERVICES

The last Farmers' Market conducted by Sprouts of Promise was held on Friday, April 13, 2018. Staff prepared a request for proposal (RFP) to solicit proposals for a new Farmers' Market Manager. Attachment 1 of the staff report is a copy of the RFP for further reference.

Public Speakers:

- Amy Arnold, Farmers' Market Manager, and associate provided general information about the company and was available to answer questions.

Discussion: Mayor Lam directed staff to work with FM & LCE to insure that they have enough liability insurance to cover any accident.

Action Taken: The City Council (1) awarded a one-year contract for Farmers' Market Manager Services to Farmer Market & Local Community Events (FM & LCE) to operate a weekly Farmers' Market; (2) authorized the City Manager to execute a contract, in a form approved by the City Attorney, with FM & LCE; and (3) provided direction regarding location of weekly Farmers' Market as amended to have the Farmers' Market at George Elder Park on Thursday evenings.

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

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

3F. AWARD OF CONTRACT FOR MPK-TV MASTER CONTROL UPGRADE PROJECT

City staff prepared a request for proposal (RFP) for the MPK-TV Master Control Upgrade project in order to replace existing equipment to ensure the continued reliable operation and technical quality of the City's government access channel. Media Control Systems, LLC submitted the most responsive proposal of \$44,694.32.

CEQA (California Environmental Quality Act):

Since the proposed work is minor alteration to an existing public facility, this project is Class 1 Categorically Exempt pursuant to the California Environmental Quality Act (CEQA).

Public Speakers:

- Thomas Walsh, CEO of Media Control Systems, provided general information about the company and was available to answer questions.

Action Taken: The City Council awarded a contract to Media Control Systems, LLC for the MPK-TV master control upgrade project for \$44,695 (+10% contingency of \$4,469) to be funded from the Cable TV Trust account 0075-450-0075-08640; and authorized the City Manager to execute a contract, in a form approved by the City Attorney.

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

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

3G. AWARD PROFESSIONAL SERVICES AGREEMENT TO SA ASSOCIATES FOR ENGINEERING SERVICES FOR THE N. ATLANTIC BLVD. WATER AND SEWER SYSTEM IMPROVEMENTS PROJECT

The project involves the preparation of a plan, specification and estimate ("PS&E") package for approximately 3,700 linear feet of water and sewer main improvements along N. Atlantic Blvd., between Newmark Ave. and Hellman Ave. The preliminary design is for a new parallel water main, consisting of a 12-inch Ductile Iron Pipe (DIP); a new parallel sewer main, consisting of a 12-inch Vitrified Clay Pipe (VCP); and appurtenant facilities. The design work also includes hydraulic analysis of the existing water and sewer system to determine the required pipe sizes, to ensure adequate service for present and future customers.

The need for these new facilities was discussed over the past year, with the new construction of the Marriott Hotel at the corner of N. Atlantic Blvd. and Hellman Ave., as well as several proposed development projects along the N. Atlantic Blvd corridor. Based on the current water and sewer master plans, the existing facilities being near capacity, and the additional proposed development, it was determined that the improvements would be needed in the near term.

Staff solicited proposals from the City's on-call consultants, to design these improvements. The following two proposals were received:

RANK	PROPOSER	PROPOSALAMOUNT
1	SA ASSOCIATES	\$123,000.00
2	RKA CONSULTANTING GROUP	\$167,610.00

Staff determined the proposal submitted by SA Associates to be the most responsive proposal based on the City's requirements for the project design, and it also had the lowest base cost. As one of the City's on-call engineering consultants, SA Associates has completed satisfactory work in recent years, and completed similar design projects for nearby cities such as Chino, Inglewood, and Whittier.

This project was not originally included in the FY 2017-18 budget capital improvement program (CIP); staff has proposed the project for funding in the FY 2018-19 budget CIP. Approval of this action tonight would therefore be contingent on the approval of the FY 2018-19 budget, and no project expenditures would occur until after the start of the new fiscal year. Based on its proposal and discussions with SA Associates, the design work is estimated to take about five months to complete. Future City Council action for award of a construction contract would be considered once design is complete and final cost estimates determined.

CEQA (California Environmental Quality Act):

Since the proposed work is a minor alteration to an existing public facility, this project is Class 1 Categorically Exempt pursuant to the California Environmental Quality Act (CEQA).

Discussion: Council Member Real Sebastian directed staff to email council the dollar figure amount for the public impacts fee paid by the Marriot Hotel, and the expected amount from the Best Western Hotel.

Action Taken: The City Council (1) awarded a Professional Services Agreement (PSA) to SA Associates, in the amount of \$123,000, to prepare plans, specifications, and estimates (PS&E) for the N. Atlantic Blvd Water and Sewer System Improvements Project; (2) authorized the City Manager to execute a PSA with SA Associates, in a form approved by the City Attorney; and (3) authorized the Director of Public Works to execute change orders up to \$12,300 (10% of the contract cost).

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

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

4. PUBLIC HEARING

4A. THE CITY IS REQUIRED TO CONDUCT A PUBLIC HEARING TO CONSIDER ASSESSMENTS FOR THE CITYWIDE MAINTENANCE DISTRICT NO. 93-1 FOR FY 2018-19 PURSUANT TO STREETS AND HIGHWAYS CODE §§ 22500, ET SEQ.

The City started the process to renew its Citywide Maintenance District No. 93-1 for the 2018-19 fiscal year at its April 4, 2018 meeting. At that time, the City Council approved the engineer's report; adopted the Resolution of Intention and scheduled June 20th for the public hearing.

Action Taken: The City Council opened the public hearing at 10:18 p.m. and received documentary and testimonial evidence; and closed the public hearing at 10:18 p.m. and adopted Resolution No. 12018 authorizing the Levy and Collection of Assessments for Fiscal Year 2018-19 in Citywide Maintenance District No. 93-1 pursuant to Streets and Highways Code § 22587.

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

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

Resolution No. 12018, entitled:

A RESOLUTION AUTHORIZING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2018-19 IN CITYWIDE MAINTENANCE DISTRICT NO. 93-1 PURSUANT TO STREETS AND HIGHWAYS CODE § 22587

4B. ADOPTION OF AN ORDINANCE AMENDING TITLE 8 OF THE MONTEREY PARK MUNICIPAL CODE, IN ITS ENTIRETY, TO INCORPORATE TITLE 10 OF THE LOS ANGELES COUNTY CODE REGARDING THE REGULATION OF ANIMALS WITHIN THE CITY'S JURISDICTION

The City of Monterey Park contracts with the Los Angeles County Department of Animal Care and Control (LACDACC) for supplemental Animal Control services. In order for LACDACC personnel to issue citations and take other regulatory actions, the City needs to amend Title 8 of the Monterey Park Municipal Code and Adopt Title 10 of the Los Angeles County Code in its entirety regarding the regulation of animals. At the June 6, 2018 City Council meeting, the Council approved the introduction and waived first reading of the ordinance. The public hearing was set for June 20, 2018. The City complied with regulatory notice requirements by posting a notice of public hearing on May 17, 2018 and May 24, 2018 in the Monterey Park Progress newspaper.

City Council requested that staff update the City's animal control codes to reconcile with the LA County Code's requirements the number of dogs and cats allowed. Currently, the MPMC allows two dogs and two cats per household; LA County Code allows for three dogs and five cats.

Action Taken: The City Council opened the public hearing at 10:18 p.m.; took testimonial and documentary evidence; closed the public hearing at 10:18 p.m.; and after considering the evidence, adopted Ordinance No. 2155 amending Title 8 of the Monterey Park Municipal Code.

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

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

Ordinance No. 2155, entitled:
AN ORDINANCE AMENDING TITLE 8 OF THE MONTEREY PARK MUNICIPAL CODE IN ITS ENTIRETY TO INCORPORATE TITLE 10 OF THE LOS ANGELES COUNTY CODE REGARDING THE REGULATION OF ANIMALS WITHIN THE CITY'S JURISDICTION

5. **OLD BUSINESS**
None.

6. **NEW BUSINESS**

6A. **DELTA PLANT CENTRALIZED GROUNDWATER TREATMENT SYSTEM PROJECT BUDGET AUGMENTATION**

On August 17, 2016, City Council awarded a design-build contract to J.R. Filanc Construction Company, Inc., in the amount of \$8,291,682, to construct the Centralized Groundwater Treatment System (CGTS) at the Delta Plant located at 2657 Delta Ave in Rosemead.

The project is in the final stages of construction. The majority of remaining work consists of obtaining the required update to the permit to operate from the State and bringing the CGTS online. In addition, working through the revised reimbursement cost eligibility with the San Gabriel Water Quality Authority (WQA) and Environmental Protection Agency (EPA). The update to the permit to operate, start-up process, and remaining tasks are expected to continue through Fall 2018. The extended construction schedule; start up protocol; sampling and testing protocols; and overall change order work have increased project costs for construction and administration.

A budget appropriation of \$333,000 is needed to complete the project. Staff is requesting a 2% contingency authorization for the contract with Filanc, in the amount of \$165,834. Staff is also requesting approval of amendments to two other contracts: Eurofins (the City's water quality laboratory) in the amount of \$45,000; and SA Associates (partial construction management and inspection services, project oversight and plan/permitting assistance) in the amount of \$122,000 for additional work to complete the CGTS project.

CEQA (California Environmental Quality Act):

The project is categorically exempt from the California Environment Quality Act (CEQA) per CEQA Guidelines § 15302, "Replacement or Reconstruction."

Public Speakers:

- John Robinson, Consulting Engineer with SA Associates, provided general information about the company and was available to answer questions.
- Shahnawaz Ahmad, Consulting Engineer with SA Associates, provided general information about the company and was available to answer questions

Action Taken: The City Council (1) appropriated \$333,000 in Water Treatment funds to complete the Centralized Groundwater Treatment System Project; (2) approved a 2% contingency to the J.R. Filanc Construction Company, Inc. contract, in the amount of \$165,834, for unforeseen conditions; (3) authorized the City Manager to execute an Amendment, in a form approved by the City Attorney, to the Agreement with Eurofins Eaton Analytical, Inc. for lab analysis for the CGTS start-up protocol at a cost not-to-exceed \$45,000; and (4) authorized the City Manager to execute a Second Amendment, in a form approved by the City Attorney, to the Agreement with SA Associates for professional services for the CGTS project at a cost not to exceed \$122,000.

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

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

7. COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

7A. CONSIDERATION AND POSSIBLE ACTION TO DIRECT STAFF TO PREPARE THE NECESSARY DOCUMENTS TO POTENTIALLY PLACE MEASURES ON THE NOVEMBER 2018 BALLOT

The next consolidated election is November 6, 2018. Based upon the Elections Code, the last day to place matters on the ballot for that election is August 10, 2018. Over the past two years, the City Council and individual Councilmembers expressed interest in placing various items onto the ballot for voter consideration. These are listed in the staff report. One additional item, the cannabis tax, is still being vetted. Accordingly, it is not included with this agenda item.

Public Speakers:

- Nancy Arcuri stated that the voters need to decide what is best for their hometown.

Recommendations: (1) Determine whether to place propositions on the November 2018 ballot for: a special sales tax; eliminating CalPERS accounts for future elected officials; amending height limit regulations; amending zoning regulations affecting property greater than one-acre; and such additional matters that may be identified by the City Council; (2) If desirable, direct staff to prepare appropriate documents for consideration at a future City Council meeting for any such propositions; and (3) Take such additional, related, action that may be desirable.

Discussion: The City Council directed staff to draft the ballot materials for CalPERS Accounts for Elected Officials, Special Sales Tax, Zoning regulations governing property greater than one-acre, and Height limitations for the July 18th Council Meeting.

EXTENSION OF COUNCIL MEETING

Action Taken: The City Council made a motion to extend the council meeting to 11:15 p.m.

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

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

EXTENSION OF COUNCIL MEETING

Action Taken: The City Council made a motion to extend the council meeting to 11:25 p.m.

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

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

7B. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING THE MONTH OF JUNE AS MEN'S HEALTH MONTH (Requested by Councilmember Real Sebastian)

Men's Health Month began in 1994 with the congressional passage of Men's Health Week, sponsored by Senator Bob Dole and Congressman Bill Richardson at the request of Men's Health Network. Men's Health Week was signed by President Clinton, and became Public Law 103-264 on May 31, 1994. At that time, Congressman Bill Richardson noted increasing the awareness of men's health is an extremely important issue not just for men, but also for women and families.

Action Taken: The City Council adopted Resolution No. 12019 declaring the month of June as Men's Health Month.

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

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

Resolution No. 12019, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK DECLARING THE MONTH OF JUNE AS MEN'S HEALTH MONTH

COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS

Council Member Real Sebastian wished her husband, Armen Sebastian, a happy birthday.

Council Member Ing stated that he missed the previous meeting due to him picking up his daughter from Virginia.

Council Member Liang had wished the best for Mayor Lam's mom, who was in the hospital.

Mayor Pro Tem Chan wanted to emphasis that not only men should take care of their health but also women.

Mayor Lam announced that the meeting scheduled for July 4th will be cancelled due to it being a national holiday and that the next meeting would be on July 18th.

8. CLOSED SESSION

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 11:23 p.m.

Vincent D. Chang
City Clerk



City Council Staff Report

DATE: August 1, 2018

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

TO: The Honorable Mayor and City Council
FROM: Joseph Leon, City Treasurer
Annie Young, CPFO, Director of Management Services
SUBJECT: 2017-2018 Annual Investment Report

RECOMMENDATION: It is recommended that the City Council:

- (1) Receive and file the 2017-18 Annual Investment report;
- (2) Adopt a Resolution authorizing the Treasurer to implement the City's Investment Policy for FY 2018-19; and
- (3) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City's Investment Policy requires an annual investment report and a statement of investment policy to be submitted to the City Council for review within 60 days of the fiscal year-end. The attached annual report shows that all investment activities during 2017-18 were conducted according to the City's Investment Policy.

BACKGROUND:

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

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

Investment Activities

All investment activities during 2017-18 were made according to the Policy. During the year, funds were invested in the Local Agency Investment Fund, LA County Pooled Investment Fund and Certificates of Deposits.

Local Agency Investment Fund (LAIF) was created by statute in 1977. It is a pooled investment program for local agencies and special districts to participate. LAIF is managed by the State and investment securities are purchased in accordance with Government Code Sections 16430 and 16480.4. LAIF has 2409 participants and \$22.5 billion in its portfolio. As of June 30, 2018, the City has \$40.3 million invested with LAIF.

Los Angeles County Pooled Investment Fund (LACPIF) allows local agencies in the County of Los Angeles to deposit excess funds in the Los Angeles County Treasury Pool for the purpose of investment by the Treasurer and Tax Collector of the County. As of June 30, 2018, the City has \$38.2 million invested with LACPIF.

Certificates of Deposits (CD) Certificates of Deposits are time deposits with banks or savings and loans. Federal Depository Insurance Corporation (FDIC) insures each depositor up to \$250,000. The City invests CDs with California State or nationally chartered financial institutions. As of June 30, 2018, the City has (55) fifty-five CDs (see Attachment 2).

Investment Composition

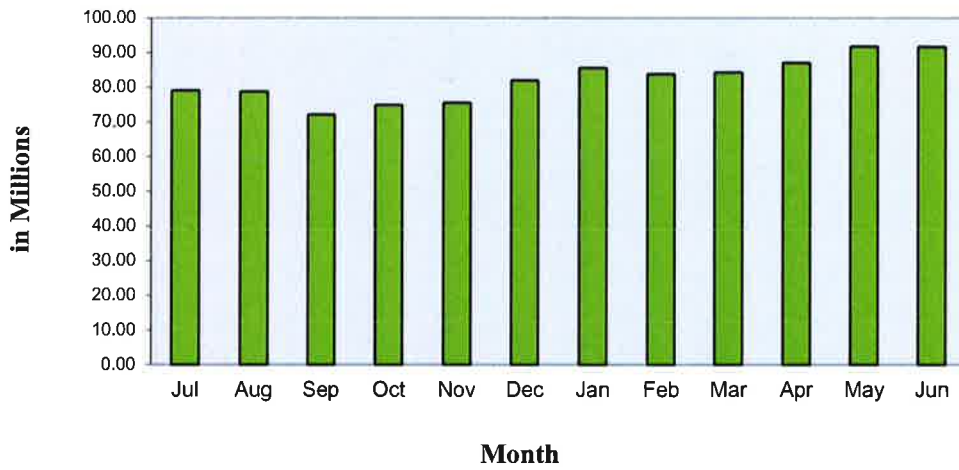
The City invests its idle cash from all operating funds on a pooled basis to maximize returns. Earnings are allocated to each fund based on the average cash balance. Total investment balance for the City as of June 30, 2018 was \$91,713,454.

<u>Instruments</u>	<u>Balance</u>	<u>Interest Rate</u>	<u>Maturity</u>
LAIF	\$ 40,341,828	1.90%	1-day
LACPIF	38,238,626	1.87%	1-day
CDs	13,133,000	1.20% - 2.75%	72 days – 3 years
Total	<u>\$ 91,713,454</u>		

Investment Balance

Timing of revenue collections, such as property tax, business licenses, and franchise tax, affects the monthly investment balance during the year. In 2017-18, monthly investment varied from \$79 million to \$92 million. The average balance was \$82.2 million.

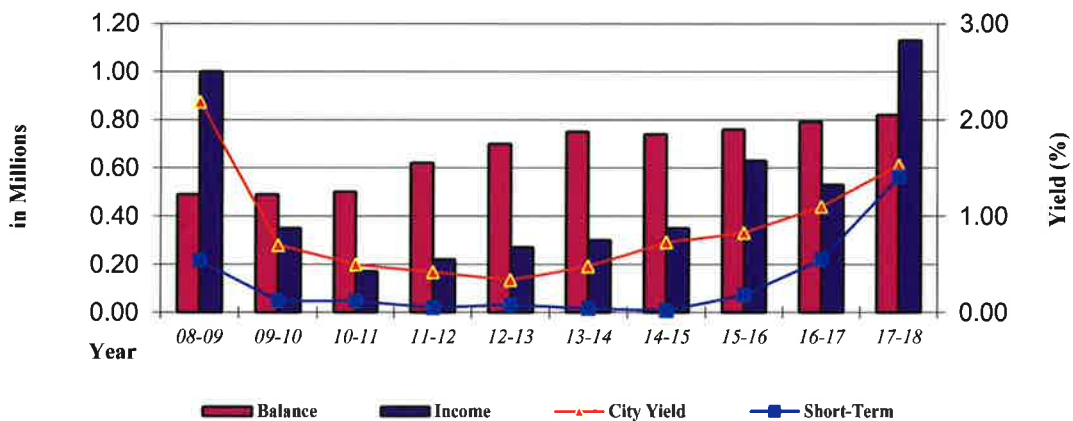
**Average Investment Balance
Fiscal Year 2017-18**



10-Year City Investment Summary

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

**10-Year Investment Summary
From 08/09 to 17/18**



Investment Performance

The 2017-18 interest earning for the City totaled approximately \$1,130,613 and the average yields were 1.53%. The City invested 43.99% of its funds into local government investment pools (LAIF), 41.69% into Los Angeles County Pooled Fund (LACPIF), and 14.32% into certificates of deposits, which all can be effective mechanisms for obtaining liquidity, diversified portfolios, and competitive yields. The better performance from the investment in the County pooled funds, LAIF, and Certificates of Deposit have provided the City higher investment earnings in 2017-18.

Investment Policy

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

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

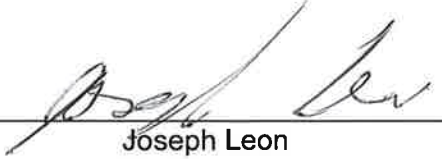
Investment Policy Certification Award

The City has always received recognition from the Municipal Treasurers' Association (MTA) of United States & Canada for Investment Policy Certification. The certification award represents the highest level of investment policy guidelines and confirms that the City's investment operations, as guided by the Investment Policy, effectively safeguard its capital while providing operating liquidity and market-rate earnings. MTA recommends re-certification of the investment policy every three years to ensure the policy contains updated practices and/or laws pertaining to investment. The latest certification award for the City's 2017-18 Investment Policy has been received.

Conclusion

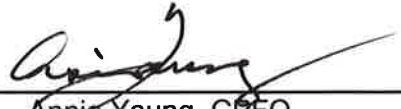
There is a minor change for the Investment Policy that the position of "Controller" is removed from the Treasury Committee. The position of "Controller" is eliminated during the budget process. For the Fiscal Year 2018-2019, the Committee will seek permitted investment instruments according to the investment policy, and take a balanced approach consistent with the guidelines of safety, liquidity, and yield as established by the Council adopted Investment Policy. The ultimate goal is to enhance the economic status of the City while protecting its assets.

Respectfully submitted by:



Joseph Leon
City Treasurer

Prepared by:



Annie Yaung, CPFO
Director of Management Services

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

Attachments:

- 1) Exhibit A - Investment Policy
- 2) List of Certificates of Deposit
- 3) Resolution

ATTACHMENT 1
Exhibit A - Investment Policy

City of Monterey Park



Investment Policy

August 2018

CITY OF MONTEREY PARK INVESTMENT POLICY

I. PURPOSE

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

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

II. SCOPE

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

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

III. INVESTMENT OBJECTIVES

Criteria for selecting investments and the order of priority are:

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

IV. TREASURY COMMITTEE

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

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

V. INVESTMENT PROCEDURES AND RESPONSIBILITY

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

ETHICS AND CONFLICTS OF INTEREST

VI. ALLOWABLE INVESTMENTS

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

VII. SELECTION OF FINANCIAL INSTITUTIONS AND DEALERS

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

VIII. SAFEKEEPING AND CUSTODY

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

INVESTMENT POOLS/MONEY MARKET MUTUAL FUNDS/BANK SAVINGS FUNDS

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

IX. COLLATERALIZATION

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

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

X. MATURITY

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

XI. LIQUIDITY

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

XII. DIVERSIFICATION

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

XIII. COMPETITIVE BIDDING

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

XIV. REPORTING

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

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

XV. PRUDENCE

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

XVI. INTERNAL CONTROLS

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

XVII. INVESTMENT GUIDELINES POLICY ADOPTION

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

Glossary of Terminology

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

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

BID: The price offered for securities.

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

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

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

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

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

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

Cost: The purchase price of an investment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Portfolio: Collection of securities held by an investor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF MONTEREY PARK

FINANCIAL INSTITUTIONS

Section I – Certificates of Deposit and Collateralized Bank Deposits

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

Section II – Government Investment Pools

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

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

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

ALLOWABLE INVESTMENTS

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

ALLOWABLE INVESTMENTS

Investment Types	Maximum % of Portfolio	CITY AUTHORIZED		Minimum Quality	STATE CODE	
		Maximum Maturity			Maximum Maturity	Minimum Quality
<u>Los Angeles County Pooled Investment Fund</u> California Government Code Section 53664 allows local agencies in the County of Los Angeles to deposit excess funds in the Los Angeles County Treasury Pool for the purpose of investment by the Treasurer and Tax Collector of the County	10% of LACPIF pool balance	None		None	Not applicable	None
Mutual Funds and Money Market Mutual Funds	20%	Not applicable		Highest ranking by not less 2 largest rating services Have an SEC registered investment advisor with more than 5 years' experience Assets under management greater than \$500 million	20%	Not applicable Highest ranking by not less 2 largest rating services Have an SEC registered investment advisor with more than 5 years' experience Assets under management greater than \$500 million
"Banker's acceptance"	40% of portfolio (no more than 30% in any one commercial bank)	180 days		None	40% of portfolio (no more than 30% in any one commercial bank)	180 days None
Commercial Paper	40% of portfolio for counties, cities and other local agencies (No more than 10% of agency's money in the commercial paper of any one corporate issuer)	270 days		"A" or higher rating for issuer's debt within U.S. corporations and have assets in excess of \$500 million.	40% of portfolio for counties, cities and other local agencies (No more than 10% of agency's money in the commercial paper of any one corporate issuer)	270 days "A" or higher rating for issuer's debt within U.S. corporations and have assets in excess of \$500 million.
Repurchase Agreements	Not Allowable	Not Allowable		Not Allowable	None	1 year None
<u>Negotiable Certificates of Deposit</u> Negotiable Certificates of Deposit issued by a nationally or State - chartered Bank, a federal association, or a State - licensed branch of a foreign - owned bank (insured by the federal government).	30%	5 years		None	30%	5 years None

ALLOWABLE INVESTMENTS

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

ATTACHMENT 2
List of Certificates of Deposit

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**CITY OF MONTEREY PARK
CERTIFICATES OF DEPOSIT
AS OF JUNE 30, 2018**

INSTITUTION NAME	AMOUNT	INTEREST RATE	MATURITY DATE
INVESTMENTS:			
ASIAN PACIFIC NATIONAL BANK	200,000	1.25%	09/04/18
CATHAY BANK	100,000	1.20%	08/14/18
PACIFIC PREMIER BANK	245,000	2.10%	08/28/19
PREFERRED BANK	140,000	2.00%	09/03/19
ROYAL BUSINESS BANK	250,000	2.20%	06/23/19
ALLY BANK MIDVALE	245,000	1.95%	10/05/20
AMERICAN EXPRESS BANK	245,000	1.80%	05/04/20
AMERICAN EXPRESS CENTURION BANK	245,000	1.40%	12/03/18
BANK OF HOPE	245,000	1.70%	11/26/19
BANKUNITED NA	245,000	2.20%	02/10/20
BMW BK NORTH AMERICA	238,000	1.85%	03/16/20
BROOKLINE BANK	245,000	1.65%	06/28/19
CAPITAL ONE BANK	245,000	1.35%	08/15/18
CAPITAL ONE NATL BANK	245,000	2.00%	10/26/20
CHARTER BANK	245,000	2.05%	04/10/19
COMENITY CAP BK SALT LAKE CITY	245,000	1.70%	09/21/18
COMMERCIAL BANK	245,000	2.75%	06/22/20
COMMUNITY WEST BANK	245,000	2.25%	05/29/19
COMPASS BANK	245,000	1.75%	12/28/18
DIRECT CFED CREDIT UNION	245,000	2.00%	11/23/20
DISCOVER BANK	245,000	1.90%	09/01/20
DOUGLAS NATIONAL BANK	245,000	2.10%	05/09/19
EVERBANK	245,000	1.25%	09/16/19
FIFTH THIRD BANK	245,000	2.20%	05/23/19
FIRST FED SAVINGS & LOAN	245,000	2.05%	12/20/19
FIRST FINAL BANK	245,000	2.25%	10/10/19
FIRST MERCHANTS BANK	245,000	1.50%	06/28/19
FIRST TECH FEDERAL CREDIT UNION	245,000	1.80%	10/16/19
GARRETT BANK	245,000	2.55%	05/11/20
GOLDMAN SACHS BANK	245,000	1.95%	10/19/20
GRAND RIVER BANK	245,000	1.80%	05/28/20
GUARANTY BANK	245,000	2.40%	09/15/20
IBERIABANK	245,000	2.70%	11/30/20
INFINITY FCU	245,000	1.90%	02/12/19
JP MORGAN CHASE BANK	245,000	1.20%	04/19/19
LAKESIDE BANK CHICAGO	245,000	1.65%	05/11/20
MB FINANCIAL BANK	245,000	1.75%	02/24/20
MERRICK BK SOUTH	245,000	1.50%	04/18/19
MIDLAND BANK	245,000	2.20%	09/23/19
MORGAN STANLEY	245,000	2.05%	12/30/19
MORGAN STANLEY BANK	245,000	1.90%	12/02/19
NATIONWIDE BANK	245,000	2.00%	08/31/20
POST OAK BANK	245,000	2.05%	08/21/19
SAFRA NATIONAL BANK	245,000	1.80%	04/15/19
SALLIE MAE BANK	245,000	1.65%	10/09/18
STEARNS BANK	245,000	2.70%	05/29/20
SYNCHRONY BK RETAIL	245,000	2.55%	04/27/20
THIRD FED SAVINGS & LOAN	245,000	2.10%	12/21/20

**CITY OF MONTEREY PARK
CERTIFICATES OF DEPOSIT
AS OF JUNE 30, 2018**

INSTITUTION NAME	AMOUNT	INTEREST RATE	MATURITY DATE
INVESTMENTS:			
UNITED BANKERS BANK	245,000	2.30%	11/12/19
UNIVERSITY IOWA CMNTY	245,000	2.75%	04/30/21
WEBBANK	245,000	1.25%	07/30/18
WELLS FARGO BANK	245,000	1.40%	11/13/18
WEX BANK	245,000	1.80%	06/02/20
WHITNEY BANK	245,000	1.55%	01/25/19
WORLDS FOREMOST BANK	200,000	1.35%	04/05/19
TOTAL	\$ 13,133,000		

ATTACHMENT 3
Resolution

RESOLUTION NO. _____
SA RESOLUTION NO. _____

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

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

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

- A. Government Code § 53646 allows the Treasurer, or Treasurer's designee, to provide the City Council an investment policy for consideration;
- B. Government Code § 53607 allows the City Council to delegate investment authority to the Treasurer, who may then designate persons to implement such authority, on an annual basis; and
- C. The Treasurer proposed that the City Council consider the Investment Policy attached as Exhibit "A," and incorporated by reference, for Fiscal Year 2018-19 ("Policy").

SECTION 2: After due consideration, the City Council finds that the Policy conforms with applicable law and adopts it for use during Fiscal Year 2018-19 on behalf of the City of Monterey Park and the Successor Agency to the Monterey Park Redevelopment Agency (collectively, "City"). The Treasurer and Director of Management Services are authorized to implement the Policy for this time period on the City's behalf.

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

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

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

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

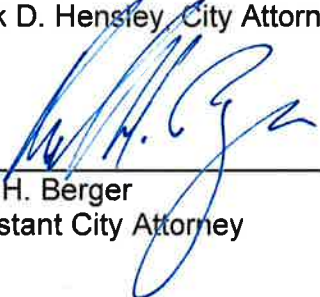
PASSED AND ADOPTED this 1st day of August, 2018

Stephen Lam, Mayor
Monterey Park, California

ATTEST:

Vincent D. Chang, City Clerk

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



Karl H. Berger
Assistant City Attorney

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

I, VINCENT D. CHANG, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. _____ was duly regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 1st day of August 2018, by the following vote:

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

Dated this 1st day of August, 2018

Vincent D. Chang, City Clerk



City Council Staff Report

DATE: August 1, 2018

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

TO: The Honorable Mayor and City Council

FROM: Annie Yaung, CPFO, Director of Management Services

SUBJECT: Identifying a tax rate for collecting voter authorized property taxes for employee retirement benefits based on the assessed valuation established by the County Assessor's Office

RECOMMENDATION It is recommended that the City Council:

- (1) Adopt a Resolution identifying the amount of tax revenue required to fulfill the voters' intent in funding the City's retirement system; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City of Monterey Park's retirement costs are funded by a special voter-approved property tax. Each year the City is required to establish a tax rate to generate the retirement property tax based on the assessed valuation established by the County Assessor's Office.

BACKGROUND:

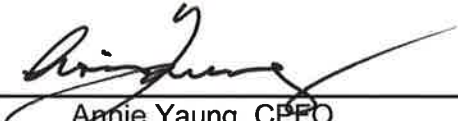
The City's retirement tax was authorized by the Monterey Park voters in elections held in 1946 and 1952. The tax rate is limited by AB13 not to exceed the rate imposed in the 1983-84 Fiscal Year. The proposed tax rate for the 2018-19 Fiscal Year is \$0.091175 per \$100 of assessed valuation. This is the same rate since 1983-84 and it is also the maximum rate allowed by AB13.

For 2018-19, the projected budget for retirement expenditures is \$10.6 million. The projected retirement tax revenue, including secured and unsecured retirement property taxes, residual distributions, and General Fund transfer. The voter authorized property tax pays for \$7.0 million of this overall retirement cost amount. The remaining expenditures will be covered by the City's General Fund and Retirement Fund reserve.

The retirement tax is collected by the County Auditor Controller's Office through its annual property tax billing. The City is required to submit the attached resolution establishing the 2018-19 retirement tax rate to the County in August.

Respectfully submitted and prepared by:

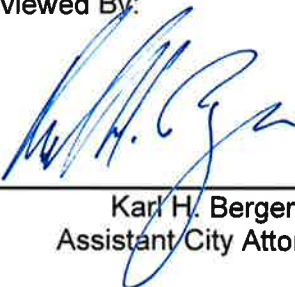
Approved By:



Annie Yaung, CPFO
Director of Management Services

Ron Bow
City Manager

Reviewed By:



Karl H. Berger
Assistant City Attorney

ATTACHMENT(S):

1. Resolution

ATTACHMENT 1

Resolution

RESOLUTION NO. _____

A RESOLUTION IDENTIFYING THE AMOUNT OF TAX REVENUE REQUIRED TO FULFILL THE VOTERS' INTENT IN FUNDING THE CITY'S RETIREMENT SYSTEM DURING FISCAL YEAR 2018-2019 AND AUTHORIZING THE LEVY OF APPROPRIATE TAXES.

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

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

- A. On August 20, 1946, the City's voters approved a ballot measure which authorized the City to participate in the "State Employee Retirement System" (now the California Public Employee Retirement System) and also authorized the City Council "to levy and collect, annually ... a special tax sufficient to raise the amount estimated by [the City] Council to be required to provide sufficient revenue to meet the obligations of said City" to the retirement system;
- B. On April 8, 1952, the City's voters approved a ballot measure which extended the City's authorization to participate in the retirement system to include fire and police personnel. That ballot measure affirmed the City Council's authority "to levy and collect taxes sufficient to pay all costs and expenses ... to be paid by the City" to the retirement system;
- C. In 1978, California voters amended the California Constitution through Proposition 13. That Proposition generally limits the property tax rate to 1% except for indebtedness approved by the voters before July 1, 1978 or bonded indebtedness approved by the voters after July 1, 1978;
- D. In 1982, the California Supreme Court determined that a pre-1978 voter-approved pension program was an indebtedness that local officials could finance with a property tax rate outside the usual 1% limit (*Carman v. Alvord* (1982) 31 Cal.3d 318); and
- E. In 1985, the Legislature capped existing tax rates at the 1982-83 or 1983-84 level, except for rates supporting general obligation bonds, water contracts, and lease purchases (AB 13, Roos, 1985).

SECTION 2: The amount of tax revenue required from taxable property within the City to pay for the retirement system during fiscal year 2018-2019, beginning July 1, 2018 is \$7.0 million.

SECTION 3: The City Manager, or designee, is authorized to levy taxes as follows:

- A. For the fiscal year beginning July 1, 2018, the rate for the City is fixed and is levied on all taxable property within the City using the assessed value of such property. Tax Districts are identified below and the corresponding tax collected from each District is listed in the table set forth in subsection C.
- B. TAXATION DISTRICT NO. 1 consisting of all that portion of the City of Monterey Park included within the boundaries thereof as fixed by special election held August 19, 1920, (Resolution No. 245); all that territory annexed to the City of Monterey Park at annexation election held January 23, 1923, and known as Garvey Avenue Tracts (Ordinance No. 120); all that territory annexed to the City of Monterey Park at annexation election held on July 8, 1925, and known as New Avenue Tract (Ordinance No. 174); all that territory annexed to the City of Monterey Park at annexation election held July 10, 1928, and known as Keith Tract (Ordinance No. 207); all that territory annexed to the City of Monterey Park by annexation election held on April 22, 1930, and known as Midwick View Estates Tract (Ordinance No. 230); all that territory annexed to the City of Monterey Park known as Jebbia Annexation (Ordinance No. 467); all that territory annexed to the City of Monterey Park known as Midwick Country Club Annexation (Ordinance No. 468); all that territory annexed to the City of Monterey Park known as the Fitzgerald Annexation (Ordinance No. 484); all that territory annexed to the City of Monterey Park known as the Hellman Estate Annexation No. 2 (Ordinance No. 724); all that territory annexed to the City of Monterey Park known as Poteete Annexation (Ordinance No. 850); all that territory annexed to the City of Monterey Park by Ordinance No. 489 and known as the Hamilton Homes Annexation; all that territory annexed to the City of Monterey Park by Ordinance No. 510, and known as Hamilton Homes Annexation No. 2, all that territory annexed to the City of Monterey Park by Ordinance No. 520, effective October 7, 1948, known as the Jebbia Annexation; Wheeler Annexation, effective February 21, 1949, (Ordinance No. 532); Garvey Annexation, effective May 11, 1949, (Ordinance No. 537); Garvey Avenue Annexation No. 2, effective October 13, 1949, (Ordinance No. 547); Monterey Pass Annexation, effective October 13, 1949, (Ordinance No. 548); Reservoir Annexation, effective January 16, 1950, (Ordinance No. 553); Hellman Estate Annexation effective April 26, 1951, (Ordinance No. 590); Industrial Center Annexation effective October 1, 1951, (Ordinance No. 601); Wheeler Annexation No. 2, effective March 25, 1953, (Ordinance No. 638); and O'Brien Annexation, effective November 16, 1953, (Ordinance No. 649); Wheeler Annexation No. 3, effective February 27, 1959, (Ordinance No. 844).

- C. TAXATION DISTRICT NO. 2 consisting of all that territory annexed to the City of Monterey Park by Ordinance No. 940, known as Southwesterly Atlantic Annexation No. 1; and Ordinance No. 1000, known as Southwesterly Annexation No. 3; and Ordinance No. 1093, known as Southeasterly Annexation No. 1; and Ordinance No. 1421, known as Southwesterly Annexation No. 4A.

D. Tax Table:

Assessed Value:	
Taxation District No. 1	\$ 5,703,476,000
Taxation District No. 2	<u>379,057,000</u>
Total	<u>\$ 6,082,533,000</u>

	<u>DISTRICT NO.1</u>	<u>DISTRICT NO.2</u>
Retirement Fund Tax Rate	<u>\$.091175</u>	<u>\$.091175</u>

SECTION 4: *Limitations.* The City Council's analysis and evaluation of this Resolution is based on the best information currently available. It is inevitable that in evaluating a matter that absolute and perfect knowledge of all possible aspects of the issue will not exist. One of the major limitations on analysis of the project is the City Council's lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 5: *Summaries of Information.* All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 6: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

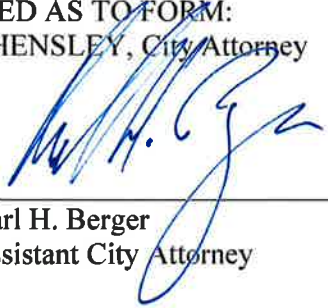
PASSED AND ADOPTED this 1st day of August, 2018

Stephen Lam
Mayor
Monterey Park, California

ATTEST:

Vincent D. Chang, City Clerk

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

By: 
Karl H. Berger
Assistant City Attorney

Resolution No.
Page 5

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

I, VINCENT D. CHANG, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. _____ was duly regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 1st day of August, 2018, by the following vote:

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

Dated this 1st day of August, 2018

Vincent D. Chang, City Clerk



City Council Staff Report

DATE: August 1, 2018

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

TO: The Honorable Mayor and City Council
FROM: Jim Smith, Chief of Police
SUBJECT: Authorize Purchase of a Ford Police Interceptor SUV

RECOMMENDATION:

It is recommended that the City Council consider:

1. Waiving bidding requirements pursuant to Monterey Park Municipal Code Section 3.20.050(5) and authorize the City Manager to amend the contract (Agreement # 1967-A) with Wondries Fleet Group in a form approved by the City Attorney, not to exceed \$35,000 for the purchase of one 2019 Ford Police Interceptor SUV.
2. Authorizing the City Manager to execute a contract in a form approved by the City Attorney for the conversion/up-fitting of one 2019 Ford Police Interceptor SUV through an already approved City vendor, not to exceed \$13,000; and
3. Taking such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The 2018-19 budget includes replacement and conversion/up-fitting of one patrol vehicle for the Police Department. Staff researched optional vehicles and determined the Ford Police Interceptor SUV is the best replacement choice as this vehicle meets the Police Department's needs.

BACKGROUND:

The Police Department utilized the Ford Crown Victoria patrol sedan for over 12 years. During that time, the Department was able to re-use equipment such as safety screens, radios, weapons racks, etc., as older vehicles were taken out of service and new ones were placed into service. Ford discontinued production of the Crown Victoria patrol sedan in 2011. Consequently, the Police Department switched to a completely new vehicle which does not allow for the re-use of the equipment listed above. The police department has ten additional Ford Crown Victoria patrol sedans to replace in the future.

Ford's 2019 Police Interceptor SUV comes standard with a 3.7 liter V6 engine, automatic 6-speed transmission, all wheel drive, air bags (including side curtain air bags for occupant safety), as well as an anti-lock braking system. Ford provides a 5-

year/100,000 mile power train warranty (major engine and transmission components) and 3-year/36,000 mile bumper to bumper warranty for its Interceptor SUV's.

These vehicles are available through the joint purchase program generally for larger agencies such as the State of California (C.H.P.) and Los Angeles County (Sheriffs). Under joint purchase, participating agencies can acquire goods and services at the lowest price possible through volume discount without repeating the bid process. Joint Purchase is a permitted purchasing method per Monterey Park Municipal Code Section 3.20.050(5).

The County of Los Angeles recently (6/5/18) completed the formal bid process for Ford Interceptor SUV's and the low bid was from Wondries Fleet Group (LA County PO #18331203-1). Through the joint purchase process, the City is able to obtain the Ford Interceptor SUV's from Wondries Fleet Group at the price of \$33,632.92 per unit. This price includes sales tax, tire fee, black and white paint scheme, and delivery. Staff requests to amend the contract (Agreement # 1967-A) with Wondries Fleet Group for this purchase. The City may purchase the 2019 Ford Interceptor SUV with the same specifications as the 2018 Ford Interceptor SUV's we purchased. The 2019 Ford Interceptor SUV Fleet Preview Guide has been released and the options we want are available; however, the 2019 Specification Vehicle Report will not be available until September. By placing our order now we will be able to take delivery before the end of 2018. If we delay our order until the 2019 Specification Vehicle Report is available delivery will not occur until May 2019.

The cost of conversion/up-fitting of a Ford Interceptor SUV is approximately \$13,000 per vehicle. This price includes the purchase of new equipment (push bars, consoles, cages, prisoner seats, etc.) that cannot be reused from the Ford Crown Victoria sedan as well as the equipment that can be removed/reinstalled (two-way radios, in-car camera system, Lojack, ALPR, etc). This price could vary slightly if the City chooses to add/change items at the time of installation, or if items are found to be in need of repair.

There are other factors staff considers when completing conversions such as reliability of their conversions, efficiency, consistency of installations, custom fabrication ability, man hours to transport vehicles to the shop, and "turn-around" time. "Turn-around" time varies based on the number of vehicles the vendor already has scheduled for conversion for other agencies. Staff has identified two vendors that meet our requirements and expectations for affordability, the reliability of their conversions, efficiency, and consistency of installations: West Coast Lights and Siren and Black and White Emergency Vehicles. Staff requests the option to choose one of these two vendors to perform the conversions based on their projected "turn-around" time once the vehicle is shipped from the factory because delivery can be anywhere from 90-120 days from date of purchase from Wondries Fleet Group.

FISCAL IMPACT:

The purchase of a Ford Police Interceptor SUV was approved by City Council in the 2018-19 budget. \$48,000 was budgeted for the vehicle purchase and conversion. The funding account number is 0060-801-4211-54050.

Respectfully submitted by:



Jim Smith
Chief of Police

Prepared by:



Frank Duke
Police Sergeant

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT(S):

1. Attachment #1 – Wondries Fleet Group Bid

ATTACHMENT 1
Wondries Fleet Group Bid

Prepared By:
Administrator
Your Dealership Name Here

2018 Ford Police Interceptor Utility

• VEHICLE REPORT

2018 Ford Police Interceptor Utility K8A AWD Base

SELECTED MODEL

Code	Description
------	-------------

K8A	2018 Ford Police Interceptor Utility AWD Base
-----	---

SELECTED VEHICLE COLORS

Code	Description
------	-------------

-	Interior: CHARCOAL BLACK
-	Exterior 1: SHADOW BLACK
-	Exterior 2: No color has been selected.

SELECTED OPTIONS

Code	Description	Class
------	-------------	-------

PACKAGES		
500A	Order Code 500A (99R) Engine: 3.7L V6 Ti-VCT FFV; (44C) Transmission: 6-Speed Automatic; (STDAX) 3.65 Axle Ratio; (STDGV) GVWR: 6,300 lbs; (STDTR) Tires: P245/55R18 AS BSW; (STDWL) Wheels: 18" x 8" 5-Spoke Painted Black Steel : Includes center caps and full size spare.; (9) Unique HD Cloth Front Bucket Seats w/Vinyl Rear : Includes driver 6-way power track (fore/aft, up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft, with manual recline) and built-in steel intrusion plates in both front seatbacks.; (STDRD) Radio: MyFord AM/FM/CD/MP3 Capable : Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.	OPT

POWERTRAIN		
99R	Engine: 3.7L V6 Ti-VCT FFV	INC
44C	Transmission: 6-Speed Automatic	INC
STDAX	3.65 Axle Ratio	INC
STDGV	GVWR: 6,300 lbs	INC

WHEELS & TIRES		
STDTR	Tires: P245/55R18 AS BSW	INC

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September 22, 2017

Page 1

2018 Ford Police Interceptor Utility

• VEHICLE REPORT

2018 Ford Police Interceptor Utility K&A AWD Base

SELECTED OPTIONS

Code	Description	Class
WHEELS & TIRES (Continued)		
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel Includes center caps and full size spare.	INC
SEATS & SEAT TRIM		
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear Includes driver 6-way power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both front seatbacks.	INC
OTHER OPTIONS		
113WB	113" Wheelbase	STD
PAINT	Monotone Paint Application	STD
STDRD	Radio: MyFord AM/FM/CD/MP3 Capable Includes clock, 6 speakers and 4.2" color LCD screen center-stack Smart Display.	INC
86P	Front Headlamp/Police Interceptor Housing Only Includes pre-drilled hole for side marker police use, does not include LED installed lights (eliminates need to drill housing assemblies) and pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights).	OPT
86T	Tail Lamp/Police Interceptor Housing Only Pre-existing holes with standard twist lock sealed capability (does not include LED installed lights) (eliminates need to drill housing assemblies).	OPT
43D	Dark Car Feature Courtesy lamps disabled when any door is opened.	OPT
17T	Red/White Dome Lamp in Cargo Area	OPT
51V	Dual (Driver & Passenger) LED Spot Lamps (Whelen)	OPT
76D	Deflector Plate	OPT
52P	Hidden Door-Lock Plunger/Rr-Door Handles Inoperable	OPT
18W	Windows - Rear-Window Power Delete Operable from front driver side switches.	OPT
		OPT

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September 22, 2017

Page 2

Prepared By:
Administrator
Your Dealership Name Here

2018 Ford Police Interceptor Utility

• VEHICLE REPORT

2018 Ford Police Interceptor Utility K&A AWD Base

SELECTED OPTIONS

Code	Description	Class
OTHER OPTIONS (Continued)		
549	Heated Sideview Mirrors	OPT
76R	Reverse Sensing	OPT
17A	Aux Air Conditioning	OPT
60R	Noise Suppression Bonds (Ground Straps)	OPT
INTERIOR COLORS FOR : PRIMARY		
9W	Charcoal Black	OPT
EXTERIOR COLORS FOR : PRIMARY		
G1	Shadow Black	OPT

OPTIONS TOTAL

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September 22, 2017

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2018 Ford Police Interceptor Utility

• VEHICLE REPORT

2018 Ford Police Interceptor Utility K8A AWD Base

STANDARD EQUIPMENT

Powertrain

- 304hp 3.7L DOHC 24 valve V-6 engine with variable valve control, SMPI
- Recommended fuel : regular unleaded
- Emissions Type: ULEV II
- 6 speed automatic transmission with overdrive
- All-wheel drive
- Fuel Economy City: 16mpg
- Fuel Economy Highway: 21mpg
- Fuel Tank Capacity: 18.6gal.

Suspension/Handling

- Front independent strut suspension with anti-roll bar, gas-pressurized shocks
- Rear independent multi-link suspension with anti-roll bar, gas-pressurized shocks
- Electric power-assist rack-pinion steering
- Front and rear 18" x 8" black steel wheels with hub covers
- P245/55WR18.0 BSW AS front and rear tires

Body Exterior

- 4 doors
- Driver and passenger power remote heated door mirrors
- Black door mirrors
- Rear lip spoiler
- Body-colored bumpers

2018 Ford Police Interceptor Utility

• VEHICLE REPORT

2018 Ford Police Interceptor Utility K8A AWD Base

STANDARD EQUIPMENT

Body Exterior (Continued)

- 1 skid plate
- Clearcoat paint

Convenience

- Manual air conditioning with air filter
- Rear HVAC
- Auxiliary rear heater
- Cruise control with steering wheel controls
- Power windows
- Driver and passenger 1-touch down
- Driver and passenger 1-touch up
- Power door locks
- Manual tilt steering wheel
- Day-night rearview mirror
- Power adjustable pedals
- 1 1st row LCD monitor
- Dual visor vanity mirrors
- Driver and passenger door bins

Seats and Trim

- Seating capacity of 5
- Front bucket seats

2018 Ford Police Interceptor Utility

• VEHICLE REPORT

2018 Ford Police Interceptor Utility K&A AWD Base

STANDARD EQUIPMENT

Seats and Trim (Continued)

- 8-way (6-way power) driver seat adjustment
- Manual driver lumbar support
- Power height adjustable driver seat
- 4-way passenger seat adjustment
- 60-40 folding rear split-bench seat
- Cloth seat upholstery
- Metal-look instrument panel insert

Entertainment Features

- AM/FM stereo radio
- Single CD player
- MP3 decoder
- Steering wheel mounted radio controls
- 6 speakers
- Integrated roof antenna

Lighting, Visibility and Instrumentation

- LED low beam aero-composite headlights
- Variable intermittent front windshield wipers
- Speed sensitive wipers
- Fixed interval rear windshield wiper
- Rear window defroster

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September 22, 2017

Page 6

2018 Ford Police Interceptor Utility

• VEHICLE REPORT

2018 Ford Police Interceptor Utility K&A AWD Base

STANDARD EQUIPMENT

Lighting, Visibility and Instrumentation (Continued)

- *Fixed rearmost windows*
- *Deep tinted windows*
- *Front and rear reading lights*
- *Tachometer*
- *Low tire pressure warning*
- *Trip computer*
- *Parking sensors*
- *Trip odometer*
- *Rear camera*

Safety and Security

- *4-wheel ABS brakes*
- *Brake assist*
- *4-wheel disc brakes*
- *AdvanceTrac w/Roll Stability Control electronic stability*
- *ABS and driveline traction control*
- *Dual front impact airbag supplemental restraint system*
- *Dual seat mounted side impact airbag supplemental restraint system*
- *Safety Canopy System curtain 1st and 2nd row overhead airbag supplemental restraint system*
- *Airbag supplemental restraint system occupancy sensor*
- *Power door locks*

2018 Ford Police Interceptor Utility

• VEHICLE REPORT

2018 Ford Police Interceptor Utility K&A AWD Base

STANDARD EQUIPMENT

Safety and Security (Continued)

- *Manually adjustable front head restraints*

Specs and Dimensions

- *Engine displacement: 3.7L*
- *Engine horsepower: 304hp @ 6,500RPM*
- *Engine torque: 279 lb.-ft. @ 4,000RPM*
- *Bore x stroke : 3.76" x 3.41"*
- *Compression ratio: 10.80:1*
- *Gear ratios (1st): 4.48*
- *Gear ratios (2nd): 2.87*
- *Gear ratios (3rd): 1.84*
- *Gear ratios (4th): 1.41*
- *Gear ratios (5th): 1.00*
- *Gear ratios (6th): 0.74*
- *Gear ratios (reverse): 2.88*
- *Curb weight: 4,639lbs.*
- *GVWR: 6,300lbs.*
- *Towing capacity: 2,000lbs.*
- *Exterior length: 197.1"*
- *Exterior body width: 78.9"*
- *Exterior height: 69.2"*

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September 22, 2017

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2018 Ford Police Interceptor Utility

• VEHICLE REPORT

2018 Ford Police Interceptor Utility K&A AWD Base

STANDARD EQUIPMENT

Specs and Dimensions (Continued)

- *Wheelbase: 112.6"*
- *Front track: 67.0"*
- *Rear track: 67.0"*
- *Turning radius: 19.4'*
- *Min ground clearance: 6.5"*
- *Max ground clearance: 8.5"*
- *Front legroom: 40.6"*
- *Rear legroom: 41.6"*
- *Front headroom: 41.4"*
- *Rear headroom: 40.1"*
- *Front hiproom: 57.3"*
- *Rear hiproom: 56.8"*
- *Front shoulder room: 61.3"*
- *Rear shoulder room: 60.9"*
- *Passenger volume: 118.4cu.ft.*
- *Approach angle: 19.7 deg*
- *Departure angle: 21.7 deg*
- *Interior cargo volume: 48.1cu.ft.*
- *Interior cargo volume seats folded: 85.1cu.ft.*

Prepared By:
Administrator
Your Dealership Name Here

2018 Ford Police Interceptor Utility

• VEHICLE REPORT

2018 Ford Police Interceptor Utility K8A AWD Base

STANDARD EQUIPMENT

Specs and Dimensions (Continued)

- * Interior maximum cargo volume: 85.1cu.ft.



FLEET GROUP

1247 W. Main Street, P.O. Box 3850, Alhambra, CA 91803
626/457-5590 626/457-5593 Fax

July 25, 2018

Sgt. Frank Duke
City of Monterey Park
751 S. Alhambra Ave
Monterey Park, Ca 91755
Delivery Via Email

Dear Sgt. Duke,

In response to your inquiry, we are pleased to submit the following for your consideration:

Wondries Fleet Group will sell, service and deliver at Monterey, new/unused 2019 Police Interceptor Utilities responding to your requirement with the attached specifications for \$ 30,707.00 plus State Sales Tax, and \$8.75 tire tax (non-taxable). These vehicles are available under the Los Angeles County PO# 17323698-1. Pricing includes black and white paint.

Terms are net 30 days. Delivery is 90-120 days.

Sincerely

John Oviyach
Wondries Fleet Group



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City Council Staff Report

DATE: August 1, 2018

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

TO: The Honorable Mayor and City Council
FROM: Mark A. McAvoy, Director of Public Works/City Engineer
SUBJECT: Purchase of Bulk Chemicals for Water Division

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute three-year agreements, in a form approved by the City Attorney, with Gallade Chemical, Inc., Miles Chemical Company, Inc., and USP Technologies for the purchase and delivery of bulk chemicals in a combined total not to exceed \$300,000 annually; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Water Division requires a number of chemicals to treat contaminants in the City's groundwater supply. Pursuant to Monterey Park Municipal Code Chapter 3.20, a bid for the purchase and delivery of bulk chemicals was completed on July 11, 2018. Staff requests City Council authorization for the City Manager to execute agreements with Gallade Chemical, Inc., Miles Chemical Company, Inc., and USP Technologies for the purchase of chemicals for the Water Division in a combined total not to exceed \$300,000 annually. The term of the contracts is for three years.

BACKGROUND:

The Public Works Water Division requires chemicals such as hydrogen peroxide and chlorine for its water treatment operations. On June 27, 2018, staff released the bid for the purchase and delivery of bulk chemicals. The bid package was sent to 8 companies that supply at least one of the specified chemicals within 30 miles of the City jurisdiction. The bid was also posted on the City's website. Three companies responded to the bid: Gallade Chemical, Inc., Miles Chemical Company Inc., and USP Technologies. Olin Corporation submitted a *no bid* and asked to remain on the City's vendor list for future bids. A summary of their costs is provided in the following table:

CHEMICAL	Cost per Unit			
	Gallade	Miles	USP	Feb. 2017 Lowest Bid
50% Hydrogen Peroxide			\$2.79/gal	\$3.78/gal
25% Sodium Hydroxide		\$1.52/gal		\$1.25/gal
31.5% Hydrochloric Acid		\$1.43/gal		\$1.07/gal
12.5% Sodium Hypochlorite		\$2.16/gal		\$2.26/gal
Sodium Chloride	\$0.22/lb.			\$0.21/gal
Fuel Charge	No Charge	\$39/delivery	No Charge	

Because each bidder proposed to provide a chemical that the others cannot, staff is recommending award of contract to all three companies: Gallade Chemical, Inc., Miles Chemical Company, Inc., and USP Technologies. The costs proposed for four of the five chemicals are either lower or comparable to the lowest bids that were submitted for last year's bid that was conducted in February 2017.

Based on the projected quantities of chemicals by the manufacturers of the Centralized Groundwater Treatment System that is expected to be completed by Fall 2018, the cost for chemicals for FY2019 is estimated to be \$300,000. The award of contract to the three companies would not exceed a combined total of \$300,000 annually. The term of the contracts would be for three years.

FISCAL IMPACT:

The FY2019 budget includes funds for the purchase and delivery of bulk chemicals. The funding sources for the purchase of these chemicals are water operations and treatment funds: 0092-801-4222-23300, 0092-801-4226-23300, 0093-801-4227-23300, 0093-801-4229-23300, and 0093-801-4230-23300.

Costs for hydrogen peroxide, sodium hydroxide and hydrochloric acid will be reimbursed by the Water Quality Authority (WQA) per the requirements to cleanup the South El Monte Operable Unit (SEMOU).

Respectfully submitted by:


Mark A. McAvoy
Director of Public Works/
City Engineer

Prepared by:


Richard Gonzales
Water Utility Manager

Approved by:


Ron Bow
City Manager

Reviewed by:


Karl H. Berger
Assistant City Attorney

Attachments:

1. Bid for the Purchase and Delivery of Bulk Chemicals
2. Gallade Chemical Cost Schedule
3. Miles Chemical Company Cost Schedule
4. USP Technologies Cost Schedule

ATTACHMENT 1
Bid for the Purchase and Delivery of Bulk Chemicals



**CITY OF MONTEREY PARK
NOTICE INVITING BIDS FOR
PURCHASE AND DELIVERY OF BULK CHEMICALS**

ISSUE DATE: June 27, 2018

BID DUE DATE: 3:00 P.M., Wednesday, July 11, 2018.

Submit Bid to Amy Ho at amho@montereypark.ca.gov.

If you are unable to submit your bid by Email, contact Amy Ho at (626) 307-1430 or
Ralph Martinez at (626) 280-5552.

A. BID INSTRUCTIONS

1. **Submitting Bids.** Bids must include Proposer Information Form, Exhibit A Cost Schedule, and Exhibit B Insurance Requirements. Upon award, all submissions become a matter of public record.
2. **Alternatives.** The City has the option of accepting or rejecting any alternative bid.
3. **Rejection.** The City may reject any or all bids and waive irregularity in any bid. The City may reject the bid of any proposer who previously failed to perform properly, or complete on time, contracts of a similar nature, or to reject the bid of a proposer who is not in a position to perform such a contract satisfactorily. The City may reject the bid of any proposer who is in default of the payment of taxes, licenses or other monies due to the City of Monterey Park.
4. **Default.** In case of default by the vendor of any of the conditions of this bid or contract resulting from this solicitation, the vendor agrees that the City may procure the commodity/services from other sources and may deduct from the unpaid balance due the vendor or may invoice the vendor for excess costs so paid, and prices paid by the City will be considered the prevailing market price at the time such purchase is made.
5. **Assignment.** No assignment by the vendor of contract or any part hereof, or of funds to be received hereunder, is binding upon the City unless the City gave written consent before such assignment.
6. **Sub-contractors.** The Bidder must list any subcontractors that will be used and identify the work to be performed by them.
7. **Insurance.** The City requires that insurance must be primary insurance and must name the City of Monterey Park as an additional insured. Proof of insurance in the following amounts must be provided prior to contract signing; liability in the amount of \$2,000,000 each occurrence, automotive in the amount of \$1,000,000 combined single limit per accident, and worker's compensation in accordance with California law. **BIDDERS MUST SIGN AND RETURN EXHIBIT B, INSURANCE REQUIREMENTS, WITH THEIR PROPOSAL.**
8. **Contract Pricing.** Except as otherwise provided, price bids must remain consistent through the term of this contract.
9. **Terms & Conditions.** The term of this contract shall be for (3) three years, provided that the service remains satisfactory and the Contractor adheres to the conditions of the contract. At any time, however, this agreement may be terminated by either party by giving written notice of such termination at least thirty (30) days prior to the date of termination.

To maintain the integrity and water supply reliability to the customers of the City of Monterey Park, the City may establish multiple contracts. The City would utilize the

lowest bidder unless this Contractor is not able to supply the requested chemicals in the necessary timeframe. The City would then exercise its rights to utilize the next qualified Contractor.

10. Proposal Questions. Questions should be directed to Ralph Martinez at RMartinez@montereypark.ca.gov at (626) 280-5552.

B. BID SPECIFICATIONS

1. Scope of Work

The Contractor shall provide all necessary labor, materials, equipment and transportation for the delivery of bulk chemicals to the City of Monterey Park water division facilities listed below. All chemicals supplied must be National Science Foundation (NSF) certified. Contractor shall make regular deliveries at each facility as well as providing products *on an as needed basis*.

The City prefers that the Vendor have the ability to maintain an adequate level of hydrogen peroxide in the City's tank and ensure that the tank has sufficient hydrogen peroxide to operate the Advanced Oxidation-Ultraviolet (AO UV) system at all time.

2. Types of Chemicals

- 50% NSF Hydrogen Peroxide
- 25% NSF Sodium Hydroxide
- 31.5% NSF Hydrochloric Acid
- 12.5% NSF Sodium Hypochlorite
- Sodium Chloride VB Hi-Grade Evaporated Salt, NSF (50 lb. bag)

3. Delivery Locations & Quantities

Delta Plant – 2657 Delta Avenue, Rosemead 91770

Chemical Type	Tank Capacity (Gallons)	Delivery Amount (Gallons)	*Annual Consumption (Gallons)
50% Hydrogen Peroxide	6,000	2,000 – 5,000	118,000
25% Sodium Hydroxide	4,000	1,000 – 2,000	34,885
12.5% Sodium Hypochlorite	1,000	200 – 800	7,500
Sodium Chloride VB Hi-Grade Evaporated Salt, Food Grade (50 lb. bag)	N/A	2450-4900 Pounds (1-2 pallets/50# bags)	58,800 pounds

Well 12 – 8815 Klingerman Street, Rosemead 91770

Chemical Type	Tank Capacity (Gallons)	Delivery Amount (Gallons)	*Annual Consumption (Gallons)
31.5% Hydrochloric Acid	9,000	2,000 – 5,000	60,000

Well 5 – 2450 Charlotte Avenue, Rosemead 91770

Chemical Type	Tank Capacity (Gallons)	Delivery Amount (Gallons)	*Annual Consumption (Gallons)
12.5% Sodium Hypochlorite	300	100 – 200	4,800

*Annual Consumption is an estimate only and not a guaranteed amount.

4. Product Requirements

- A. The product supplied at the treatment facilities shall be as specified. Normal manufacturing procedures result in deviations by 1% to 2%. Therefore, prior to shipment the product must be tested and the certified test results forwarded to the City.
- B. The product supplied must be indicated on the invoice and associated delivery slips, along with the copies of the certified test results.
- C. A written delivery statement shall accompany all shipments and state the delivered weight, delivered gallons, actual specific gravity of the product being shipped, and the actual concentration percent. Payment shall be based on the actual amount of product delivered. At a minimum, the invoice shall include a description of the delivery location, the delivery date, the unit price, the weight of product delivered, the percent solution, and any other parameters used to determine the cost for the shipment.
- D. The product supplied shall be of new manufacture and shall not be a reconstituted, reclaimed or spent product. Said product shall be clean and free from all particulate matter which could cause pumping failure. The City reserves the right to reject a load or cancel the contract if the stated requirements are not met.
- E. The City does not guarantee any minimum or maximum usage of supplied product. The annual quantity specified in the tables is an estimate based on past and expected usage. The City reserves the right to order "short" or "split" orders. Split orders will be split between two or more locations.

5. Delivery Requirements

- A. Contractor shall be required to deliver on any day of the week, on an as needed basis.
- B. Scheduled deliveries will be made Monday through Friday, between 7:00 a.m. and 2:00 p.m.
- C. The Contractor shall be able to provide delivery with a minimum of 48-hour verbal notice. Occasionally in an emergency, the City will request delivery with a minimum of 24-hours notice.
- D. Contractor shall provide a twenty-four (24) hour telephone number where qualified personnel can be contacted in the event of an emergency. Contractor is responsible for updating any changes in contact information.
- E. A written delivery statement shall accompany all shipments and state delivered weight, delivered gallons, specific gravity of the product being shipped and chemical concentration percent of the delivered solution.
- F. At the time of all deliveries, Contractor shall provide all the necessary, fully trained and qualified personnel to be in continuous attendance during the transfer of chemical.
- G. The City will provide one operator to act as observer during connection and disconnection. Contractor shall provide one copy of the delivery statement to City operator prior to connection.
- H. Contractor shall provide all necessary safety equipment required by the hauler.
- I. The Contractor driver is responsible for cleanup of spilled material. Cleanup must be conducted in conformance with EPA, regional and local regulations and ordinances, and product manufacture's recommended clean up procedures. The City only has plant water available for any cleanup. Neutralizing agents, special equipment or chemicals required for clean up must be furnished by the Contractor.
- J. Contractor shall provide the City with the name of the hauling company and safety related provisions set forth between the Contractor and the hauling company.
- K. Chemical deliveries will be refused for any of the following:
 - Incorrect chemical
 - Unsafe delivery vehicle off-loading equipment
 - Chemical not in compliance with the specification
 - Improper flow monitoring equipment

6. Chemical Delivery Unloading Procedures

Upon arrival at City facility:

- A. The driver shall notify the Delta Plant Operator, or the Standby Operator, that he is at the City facility to deliver ordered chemicals. City operator will respond to give access to site.
- B. The driver shall meet the operator at the facility entrance. Chemical shall not be off-loaded until directed to do so by the operator.
- C. The City will provide one operator to act as observer during connection and disconnection. The Contractor's personnel shall provide one copy of the delivery statement to City's operator prior to connection.
- D. The driver shall not over-pressurize the off-loading system, piping or appurtenances. Chemical shall not be off-loaded at a rate greater than can be off-loaded at pressures greater than 20 psi. In addition, when the driver clears or purges the tank, hoses or piping, he will not surge the system or create hammer pressures in the system.

7. Safety Requirements

- A. *Personal Protective Equipment.* The City requires, safety glasses, long pants, shirts, and enclosed-foot shoes be worn on plant premises. In addition, hard hats are required at all sites or where posted or required by regulation. Face shields and safety glasses shall also be required to be worn when working around pressurized chemical systems at connections, disconnections, adjustments and observations. The minimum personal protective equipment (PPE) to be utilized shall meet the specific chemical requirements called out by Occupational Safety and Health Act (OSHA), the Safety Data Sheets, or the manufacturer. It is the responsibility of the Contractor to ensure that delivery truck drivers and all personnel who handle chemicals are trained in these safety requirements.
- B. Safety showers and eye washes are located at the chemical handling locations. Driver must review the showers and eyewash locations prior to off-loading chemicals. Contractor shall provide safety equipment. Lack of safety equipment or failure to use safety equipment will be cause for termination of the contract.
- C. *Regulations.* Contractor agrees to conform to all applicable federal and state Occupational Safety and Health Act (OSHA), California Labor Code, California Hazardous Waste, South Coast Air Quality Management District (SCAQMD) and Federal Department of Transportation regulations. Incompliance may be cause for termination of the contract.

- D. *SDS Sheets*. Contractor shall provide the City with Safety Data Sheets (formerly Material Safety Data Sheets) for all applicable materials before the material is brought to the site.
- E. *Hazardous Material Spill Response Plan*. Contractor shall prepare and maintain an effective hazardous material spill response plan to minimize environmental impacts. Said plan must be forwarded in writing to the City's Water Utility Manager prior to bringing hazardous materials to the City's facilities.

PROPOSER INFORMATION FORM

I have, read, understood, and agree to the terms and conditions on all pages of this bid for the PURCHASE AND DELIVERY OF BULK CHEMICALS. The undersigned agrees to furnish the commodity or service stipulated on this bid.

The undersigned declares that he/she has carefully examined the bid notice, instructions and specifications, is thoroughly familiar with the contents, and proposes to deliver *Free on Board* Monterey Park and complete all labor and installation as indicated in this bid.

The undersigned has carefully checked all of the COST SCHEDULE figures and understands that the City of Monterey Park, or any officer thereof, will not be responsible for any errors or omissions on the part of the undersigned in submitting this bid.

Company Name	
Address	
Email Address	Phone Number
Signature	Name (Print)
Title of Person Signing	Date

References

List a minimum of five (5) public or private annual contracts that are active and effective for this fiscal year. All cities or companies listed shall be within a 30 mile radius of the City of Monterey Park.

	City or Company	Contact Person	Phone
1			
2			
3			
4			
5			

Exhibit B
INSURANCE REQUIREMENTS
[MUST BE SUBMITTED WITH PROJECT PROPOSAL]

To be awarded this contract, the successful bidder must procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$2M per occurrence
Business automobile liability	\$1M
Workers compensation	Statutory requirement.

Commercial general liability insurance must meet or exceed the requirements of the most recent ISO-CGL Form Number. The amount of insurance set forth above must be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies must be endorsed to name the City, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by the City will be excess thereto. Such insurance must be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to the City.

Automobile coverage must be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto). Automobile policies must also be endorsed to name the City, its officials, and employees as "additional insureds."

The Contractor must furnish to the City duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement, endorsements as required herein, and such other evidence of insurance or copies of policies as may be reasonably required by the City from time to time. Insurance must be placed with admitted insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII." Certificate(s) must reflect that the insurer will provide thirty (30) day notice of any cancellation of coverage. The Consultant will require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

By signing this form, the bidder certifies that it has read, understands, and will comply with these insurance requirements if it is selected as the City's contractor. Failure to provide this form may render the bidder's proposal "nonresponsive."

Date

Bidder

ATTACHMENT 2
Gallade Chemical, Inc. Cost Schedule

EXHIBIT A
COST SCHEDULE
PURCHASE AND DELIVERY OF BULK CHEMICALS

Company Name: Gallade Chemical, Inc.

Item A. Chemicals

Quantity	Item	Unit Cost	Unit Cost Total
118,000 gallons	50% NSF Hydrogen Peroxide		\$ -
34,885 gallons	25% NSF Sodium Hydroxide		\$ -
60,000 gallons	31.5% NSF Hydrochloric Acid		\$ -
12,300 gallons	12.5% NSF Sodium Hypochlorite		\$ -
58,800 pounds	Sodium Chloride VB Hi-Grade Evaporated Salt, NSF (50 lb. bags)	\$0.22	\$ 12,936.00

Item B. Delivery Cost

	Type	Cost Per Delivery
1	Fuel Charge	Free
2	Other Surcharge (Provide description below):	
3	Other Surcharge (Provide description below):	

ATTACHMENT 3
Miles Chemical Company Cost Schedule

EXHIBIT A
COST SCHEDULE
PURCHASE AND DELIVERY OF BULK CHEMICALS

Company Name: MILES CHEMICAL CO INC.

Item A. Chemicals

Quantity	Item	Unit Cost	Unit Cost Total
118,000 gallons	50% NSF Hydrogen Peroxide	—	\$ -
34,885 gallons	25% NSF Sodium Hydroxide	1.52/GAL	\$ 53,025 -
60,000 gallons	31.5% NSF Hydrochloric Acid	1.43/GAL	\$ 85,800 -
12,300 gallons	12.5% NSF Sodium Hypochlorite	2.16/GAL	\$ 26,568 -
58,800 pounds	Sodium Chloride VB Hi-Grade Evaporated Salt, NSF (50 lb. bags)	—	\$ -

Item B. Delivery Cost

	Type	Cost Per Delivery
1	Fuel Charge	\$ 39.00
2	Other Surcharge (Provide description below):	
3	Other Surcharge (Provide description below):	

ATTACHMENT 4

USP Technologies Cost Schedule

EXHIBIT A
COST SCHEDULE
PURCHASE AND DELIVERY OF BULK CHEMICALS

Company Name: US Peroxide LLC dba USP Technologies

Item A. Chemicals

Quantity	Item	Unit Cost	Unit Cost Total
118,000 gallons	50% NSF Hydrogen Peroxide	\$ 2.79	\$ 329,220.00
34,885 gallons	25% NSF Sodium Hydroxide		\$ -
60,000 gallons	31.5% NSF Hydrochloric Acid		\$ -
12,300 gallons	12.5% NSF Sodium Hypochlorite		\$ -
58,800 pounds	Sodium Chloride VB Hi-Grade Evaporated Salt, NSF (50 lb. bags)		\$ -

Item B. Delivery Cost

	Type	Cost Per Delivery
1	Fuel Charge	
2	Other Surcharge (Provide description below):	
3	Other Surcharge (Provide description below):	



City Council Staff Report

DATE: August 1, 2018

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

TO: The Honorable Mayor and City Council
FROM: Mark A. McAvoy, Director of Public Works/City Engineer
SUBJECT: Award of Contract – Lab Analysis Services for the Water Division

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute three-year agreements, in a form approved by the City Attorney, with Eurofins Eaton Analytica, LLC and Weck Laboratories, Inc., in a combined total not to exceed \$500,000 annually for laboratory analysis services for the Water Division; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Pursuant to Monterey Park Municipal Code Chapter 3.20, a Request for Proposal (RFP) for laboratory analysis services to meet the Water Division's drinking water requirements was completed on July 11, 2018. Staff requests City Council's authorization for the City Manager to execute professional service agreements with Eurofins Eaton Analytical, LLC and Weck Laboratories, Inc. in a combined total not to exceed \$500,000 annually. The term of the agreements is for three years.

BACKGROUND:

Per Title 22 California Code of Regulations Chapter 15, the State Water Resources Control Board Division of Drinking Water (DDW) requires testing of water samples from the City's water distribution and production system on a routine and as-needed basis. The laboratory that collects and analyzes the samples must be certified with the Board's Environmental Laboratory Accreditation Program (ELAP) to ensure that the quality of the analytical data produced by the laboratory can be used for regulatory purposes.

The City's contract for laboratory analysis has been with Eurofins Eaton since July 2015, and expired in July 2018. Staff issued a Request for Proposals (RFP) on June 27, 2018 with a submittal deadline of July 11, 2018. The RFP was sent to four (4) local laboratories that meet ELAP certification: Babcock Laboratories, Inc., Clinical Laboratory of San Bernardino, Eurofins Eaton Analytical, LLC, and Weck Laboratories, Inc. The RFP was also posted on the City's website. Three (3) firms responded with

proposals - Enthalpy Analytical, Eurofins Eaton, and Weck - and their costs are summarized in the table below:

Laboratory	Est. Monthly	Est. Monthly Adjusted
Enthalpy	\$52,329	\$63,097
Eurofins Eaton	\$45,525	\$48,710
Weck	\$56,563	\$62,673

Certain tests can be combined with other tests: for example, when testing for *acetaldehyde*, levels of *formaldehydes* and *glyoxylic acids* can also be determined. In these cases, the laboratories did not provide a cost for the other tests. In the example described, a lab enters "\$125" for *cetaldehyde*," "\$0" for *formaldehydes* and "\$0" for *glyoxylic acids*. However, DDW determines which sample tests are necessary at any given time and "combined" tests are not always requested together. Therefore each firm's bid form was adjusted to assign a cost for all tests with the assumption that each test would be conducted independently of the other (e.g., *acetaldehyde* = \$125, *formaldehydes* = \$125 and *glyoxylic acids* = \$125).

All three laboratories are ELAP certified and confirmed that they can meet the specifications that were outlined in the RFP. Enthalpy's proposal is the second highest with the "combined test discounts" but the highest without the discounts. Eurofins and Weck conduct all their tests in-house however Enthalpy will be subcontracting approximately 20% of the tests to Weck. Consequently, its costs for these tests are higher than Wecks due to a markup to Weck's costs.

A backup laboratory is requested in order to ensure that water distribution is not interrupted and the City is forced to purchase water from an outside purveyor. In instances when lab analysis reporting is delayed because of contamination or other unforeseen problems, staff will have the option of using another laboratory to meet DDW's monitoring requirements.

Based on the preliminary discussions with DDW staff for the number and types of sample tests that are required for the new Centralized Groundwater Treatment System, the estimated cost for laboratory analysis services for FY2019 is \$500,000. Using the *adjusted monthly* costs, staff is requesting award of contract to Eurofins Eaton Analytical, LLC and Weck Analytical, Inc. as the backup lab. The contract to Eurofins would be at an amount not to exceed \$450,000 annually, and the on-call contract to Weck would be at an amount not to exceed \$50,000 annually. Both contracts would have a term of three years.

FISCAL IMPACT:

The FY2019 budget includes funds for laboratory analysis services. The funding sources are water treatment funds that are reimbursable by the Water Quality Authority (WQA): 0093-801-4226-31950, 0093-801-4227-31950, 0093-801-4229-31950, and 0093-801-4230-31950.

Respectfully submitted by:



Mark A. McAvoy
Director of Public Works/
City Engineer

Prepared by:



Richard Gonzales
Water Utility Manager

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

Attachments:

1. RFP for Lab Analysis Services
2. Eurofins Eaton Bid Form
3. Weck Analytical Bid Form
4. Enthalpy Analytical Bid Form

ATTACHMENT 1

RFP for Lab Analysis Services

CITY OF MONTEREY PARK

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



City Council
Peter Chan
Mitchell Ing
Stephen Lam
Hans Liang
Teresa Real Sebastian

City Clerk
Vincent D. Chang

City Treasurer
Joseph Leon

LAB ANALYSIS SERVICES REQUEST FOR PROPOSALS (RFP) JUNE 27, 2018

The City of Monterey Park (City) requests proposals for **Lab Analysis Services** for the Water Division. The analysis is required for the City's drinking water compliance.

Proposals must be received **before 11:00 a.m. on Tuesday, July 11, 2018**. Submit proposals to Amy Ho at AMHo@montereypark.ca.gov. E-mail submittals are preferred, however if you are unable to send your proposal via E-mail, contact Amy at (626) 307-1430 or Ralph Martinez at (626) 280-5552.

Please contact Ralph Martinez at RMartinez@montereypark.ca.gov or Amy Ho at AMHo@montereypark.ca.gov for any questions.

The specifications in this notice are a part of any contract awarded in accordance with this RFP.

Richard Gonzales
Water Utility Manager

**CITY OF MONTEREY PARK
REQUEST FOR PROPOSAL
LAB ANALYSIS SERVICES FOR THE WATER DIVISION**

I. PROPOSAL INSTRUCTIONS

In the preparation of this Request for Proposal the words "Bidder," "Contractor," "Consultant," "Proposer," and "Vendor" are used interchangeably.

1. Submittal. Proposers must submit the following:
 - a. Exhibit A: Bid Form
 - b. Exhibit B: Proposer Information Form
 - c. Exhibit C: Insurance Requirements
 - d. Environmental Laboratory Accreditation Program (ELAP) certificate

Upon award, all submissions become a matter of public record.

2. Signature. Only an authorized representative of the bidder can sign the proposal.
3. Addenda. City may modify the proposal and/or issue supplementary information or guidelines relating to the RFP.
4. Sub-contractors. The Bidder must list any subcontractors that will be used and indicate the work to be performed by them.
5. Rejection. The City may reject the proposal of any proposer who previously failed to perform properly, or complete on time, contracts of a similar nature, or b) is not in a position to perform such a contract satisfactorily.

The City reserves the right to reject any or all proposals, and/or waive irregularity in any proposal.

6. Proposal Changes. Once submitted, proposals, including the composition of the contracting team, cannot be altered without the prior written consent of the City. All proposals constitute an offer to the City and may not be withdrawn for a period of sixty (60) days after the last day to accept proposals.
7. Default. In case of default by the vendor of any of the conditions of this proposal or contract resulting from this proposal, the vendor agrees that the City may procure the services from other sources and may deduct from the unpaid balance due the vendor, or collect against the bond or surety, or may invoice the vendor for excess costs so paid, and prices paid by the City will be considered the prevailing market price at the time such purchase is made.

8. Assignment. No assignment by the vendor of contract or any part hereof, or of funds to be received hereunder, is binding upon the City unless the City gave written consent before such assignment.
9. Indemnification. The extent of a successful contractor's obligation to indemnify and defend the City is set forth in the sample contract attached to this RFP.
10. Insurance. This is a contract involving services and the City requires insurance. Insurance must be primary insurance and must name the City of Monterey Park as an additional insured. Proof of insurance in the following amounts must be provided prior to contract signing; liability in the amount of \$2,000,000, automotive in the amount of \$1,000,000, worker's compensation in accordance with California law and Pollution Liability or Errors & Omissions of \$1,000,000 for each occurrence/\$2,000,000 policy aggregate. Specific insurance requirements are set forth in the sample contract.
BIDDERS MUST SIGN AND RETURN EXHIBIT C, INSURANCE REQUIREMENTS, WITH THEIR PROPOSAL.
11. Contract. The successful bidder will be required to enter into the sample contract that is attached as Exhibit D. The term of contract is two years. The City of Monterey Park reserves the right to award separate contracts for lab analysis services.

II. SPECIFICATIONS

The City's Water Division is seeking lab analysis services that are required for the City's drinking water compliance monitoring. All analyses must be performed in accordance with standards and procedures set forth by the California Department of Public Health Environmental Laboratory Accreditation Program (DPH-ELAP) and performed by a laboratory currently certified for drinking water by ELAP for a minimum of five years.

State Detection Limits for Reporting (DLRs) for drinking water must be achievable and reportable by your laboratory. The analytical report of results must clearly state that the constituent was found at a specific concentration or that it was not detected at or below the State DLR.

Laboratories must provide the following services that are included in the pricing stated in the Bid Form:

1. 7 day turn-around-time for final reports.
2. Sample bottles/kits. Sample kits (cooler) should contain pre-labeled sample bottles for a given location, pre-preserved sample bottles appropriate for the requested analyses, chain of custody forms, ice packs, and return shipping label, if necessary.
3. Sample bottles/kits delivery and pick-up.
4. Minimum of 3 pick-ups per week. Pick up location: 2657 Delta Ave., Rosemead 91770.
5. Disposal of samples.
6. Electronic reporting and website access to current and historical data reports.
7. Electronic reporting of analytical results using California Department of Public Health "Write On" software and documented transmission of data with each deliverable report.
8. Quality Assurance/Quality Control data report that will be provided for each analysis.

**Exhibit B
PROPOSER INFORMATION**

Company Name	
Street Address	
City	ZIP

Secondary facility(s) (if any) where samples may be routinely sent for testing

Street Address	
City	ZIP

Subcontractor(s) (if any)

Note on Exhibit A the tests that will be conducted by Subcontractor.

Company Name	
Street Address	
City	ZIP

The undersigned is authorized to represent the Proposer and has carefully checked all **bid** figures. The City of Monterey Park, or any officer thereof, will not be responsible for any errors or omissions on the part of the undersigned in submitting this bid.

Company Name	
Signature	Name of Signee (Print)
Title of Signee	Date of Signature

REFERENCES

The Contractor must list five active "Annual Contracts" with clients that are located in Los Angeles County.

	Agency	Contact Person	Phone
1.			
2.			
3.			
4.			
5.			

Exhibit C INSURANCE REQUIREMENTS

To be awarded this contract, the successful bidder must procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits per Occurrence</u>
Commercial general liability:	\$2M
Professional liability	\$1M
Business automobile liability	\$1M
Workers compensation	Statutory requirement.

Commercial general liability insurance must meet or exceed the requirements of the most recent ISO-CGL Form Number. The amount of insurance set forth above must be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies must be endorsed to name the City, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by the City will be excess thereto. Such insurance must be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to the City.

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

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

The Contractor must furnish to the City duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement, endorsements as required herein, and such other evidence of insurance or copies of policies as may be reasonably required by the City from time to time. Insurance must be placed with admitted insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII." Certificate(s) must reflect that the insurer will provide thirty (30) day notice of any cancellation of coverage. The Contractor will require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

By signing this form, the bidder certifies that it has read, understands, and will comply with these insurance requirements if it is selected as the City's contractor. Failure to provide this form may render the bidder's proposal "nonresponsive."

Date

Bidder

Exhibit D
SAMPLE CONTRACT

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF MONTEREY PARK AND**

This AGREEMENT is entered into this ____th day of _____, 2018, by and between the CITY OF MONTEREY PARK, a municipal corporation and general law city ("CITY") and _____, a California Corporation and _____ firm ("CONSULTANT").

1. CONSIDERATION.

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, below;
- B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;
- C. As additional consideration, CITY agrees to pay CONSULTANT a sum not to exceed _____ dollars (\$_____) for CONSULTANT's services. CITY may modify this amount as set forth below. Unless otherwise specified by written amendment to this Agreement, CITY will pay this sum as specified in the attached Exhibit "A," which is incorporated by reference.

2. SCOPE OF SERVICES.

- A. CONSULTANT will perform services listed in the attached Exhibit "A," which is incorporated by reference.
- B. CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as herein otherwise expressly specified to be furnished by CITY, necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

3. PERFORMANCE STANDARDS. While performing this Agreement, CONSULTANT will use the appropriate generally accepted professional standards of practice existing at the time of performance utilized by persons engaged in providing similar services. CITY will continuously monitor CONSULTANT's services. CITY will notify CONSULTANT of any deficiencies and CONSULTANT will have fifteen (15) days after such notification to cure any shortcomings to CITY's satisfaction. Costs associated with curing the deficiencies will be borne by CONSULTANT.

4. PAYMENTS. For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit a detailed invoice to CITY which lists the hours worked and hourly

rates for each personnel category and reimbursable costs (all as set forth in Exhibit “B”) the tasks performed, the percentage of the task completed during the billing period, the cumulative percentage completed for each task, the total cost of that work during the preceding billing month and a cumulative cash flow curve showing projected and actual expenditures versus time to date.

5. NON-APPROPRIATION OF FUNDS. Payments due and payable to CONSULTANT for current services are within the current budget and within an available, unexhausted and unencumbered appropriation of the CITY. In the event the CITY has not appropriated sufficient funds for payment of CONSULTANT services beyond the current fiscal year, this Agreement will cover only those costs incurred up to the conclusion of the current fiscal year.

6. ADDITIONAL WORK.

- A. CITY’s city manager (“Manager”) may determine, at the Manager’s sole discretion, that CONSULTANT must perform additional work (“Additional Work”) to complete the Scope of Work. If Additional Work is needed, the Manager will give written authorization to CONSULTANT to perform such Additional Work for a mutually agreed-upon amount.
- B. If CONSULTANT believes Additional Work is needed to complete the Scope of Work, CONSULTANT will provide the Manager with written notification that contains a specific description of the proposed Additional Work, reasons for such Additional Work, and a detailed proposal regarding cost.
- C. Payments over \$25,000 for Additional Work must be approved by CITY’s city council. All Additional Work will be subject to all other terms and provisions of this Agreement.

7. FAMILIARITY WITH WORK.

- A. By executing this Agreement, CONSULTANT agrees that it has:
 - i. Carefully investigated and considered the scope of services to be performed;
 - ii. Carefully considered how the services should be performed; and
 - iii. Understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.
- B. If services involve work upon any site, CONSULTANT agrees that CONSULTANT has or will investigate the site and is or will be fully acquainted with the conditions there existing, before commencing the services hereunder. Should CONSULTANT discover any latent or unknown conditions that may materially affect the performance of the services, CONSULTANT will immediately inform CITY of such fact and will not proceed except at CONSULTANT’s own risk until written instructions are received from CITY.

8. **TERM.** The term of this Agreement will be from _____, 2018 to _____, 2020. Unless otherwise determined by written amendment between the parties, this Agreement will terminate in the following instances:

- A. Completion of the work specified in Exhibit "A";
- B. Termination as stated in Section 16.

9. **TIME FOR PERFORMANCE.**

- A. CONSULTANT will not perform any work under this Agreement until:
 - i. CONSULTANT furnishes proof of insurance as required under Section 23 of this Agreement; and
 - ii. CITY gives CONSULTANT a written notice to proceed.
- B. Should CONSULTANT begin work on any phase in advance of receiving written authorization to proceed, any such professional services are at CONSULTANT's own risk.

10. **TIME EXTENSIONS.** Should CONSULTANT be delayed by causes beyond CONSULTANT's control, CITY may grant a time extension for the completion of the contracted services. If delay occurs, CONSULTANT must notify the Manager within forty-eight hours (48 hours), in writing, of the cause and the extent of the delay and how such delay interferes with the Agreement's schedule. The Manager will extend the completion time, when appropriate, for the completion of the contracted services.

11. **CONSISTENCY.** In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement takes precedence over the attached Exhibits; this Agreement supersedes any conflicting provisions.

12. **CHANGES.** CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

13. **TAXPAYER IDENTIFICATION NUMBER.** CONSULTANT will provide CITY with a Taxpayer Identification Number.

14. **PERMITS AND LICENSES.** CONSULTANT, at its sole expense, will obtain and maintain during the term of this Agreement, all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

15. WAIVER. CITY's review or acceptance of, or payment for, work product prepared by CONSULTANT under this Agreement will not be construed to operate as a waiver of any rights CITY may have under this Agreement or of any cause of action arising from CONSULTANT's performance. A waiver by CITY of any breach of any term, covenant, or condition contained in this Agreement will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

16. TERMINATION.

- A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause.
- B. CONSULTANT may terminate this Agreement at any time with CITY's mutual consent. Notice will be in writing at least thirty (30) days before the effective termination date.
- C. Upon receiving a termination notice, CONSULTANT will immediately cease performance under this Agreement unless otherwise provided in the termination notice. Except as otherwise provided in the termination notice, any additional work performed by CONSULTANT after receiving a termination notice will be performed at CONSULTANT's own cost; CITY will not be obligated to compensate CONSULTANT for such work.
- D. Should termination occur, all finished or unfinished documents, data, studies, surveys, drawings, maps, reports and other materials prepared by CONSULTANT will, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination, not to exceed the total costs under Section 1(C).
- E. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.
- F. By executing this document, CONSULTANT waives any and all claims for damages that might otherwise arise from CITY's termination under this Section.

17. OWNERSHIP OF DOCUMENTS. All documents, data, studies, drawings, maps, models, photographs and reports prepared by CONSULTANT under this Agreement are CITY's property. CONSULTANT may retain copies of said documents and materials as desired, but will deliver all original materials to CITY upon CITY's written notice. CITY agrees that use of CONSULTANT's completed work product, for purposes other than identified in this Agreement, or use of incomplete work product, is at CITY's own risk.

18. PUBLICATION OF DOCUMENTS. Except as necessary for performance of service under this Agreement, no copies, sketches, or graphs of materials, including graphic art work, prepared pursuant to this Agreement, will be released by CONSULTANT to any other person or public CITY without CITY's prior written approval. All press releases, including graphic display information to be

published in newspapers or magazines, will be approved and distributed solely by CITY, unless otherwise provided by written agreement between the parties.

19. INDEMNIFICATION.

A. CONSULTANT agrees to the following:

- i. *Indemnification for Professional Services.* CONSULTANT will save harmless and indemnify and at CITY's request reimburse defense costs for CITY and all its officers, volunteers, 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 from any negligent or wrongful act, error or omission by CONSULTANT or any of CONSULTANT'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.
- ii. *Indemnification for other Damages.* CONSULTANT indemnifies and holds CITY harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of this Agreement, or its performance, 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 out of this Agreement, or its performance, CONSULTANT will defend CITY (at CITY's request and with counsel satisfactory to CITY) and will indemnify CITY for any judgment rendered against it or any sums paid out in settlement or otherwise.

- B. For purposes of this section "CITY" includes CITY's officers, officials, employees, agents, representatives, and certified volunteers.
- C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.
- D. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 23, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

20. ASSIGNABILITY. This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

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

22. AUDIT OF RECORDS. CONSULTANT will maintain full and accurate records with respect to all services and matters covered under this Agreement. CITY will have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. CONSULTANT will retain such financial and program service records for at least three (3) years after termination or final payment under this Agreement.

23. INSURANCE.

- A. Before commencing performance under this Agreement, and at all other times this Agreement is effective, CONSULTANT 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

- B. Commercial general liability insurance will meet or exceed the requirements of the most recent ISO-CGL Form. 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 insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by CITY will be excess thereto. Such endorsement must be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. Such insurance will be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to CITY.
- C. Professional liability coverage will be on an "occurrence basis" if such coverage is

available, or on a “claims made” basis if not available. When coverage is provided on a “claims made basis,” CONSULTANT 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 CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

- D. Automobile coverage will be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).
- E. CONSULTANT 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.”
- F. Should CONSULTANT, for any reason, fail to obtain and maintain the insurance required by this Agreement, CITY may obtain such coverage at CONSULTANT’s expense and deduct the cost of such insurance from payments due to CONSULTANT under this Agreement or terminate pursuant to Section 16.
- G. Self-Insured Retention/Deductibles. All policies required by this Agreement must allow CITY, as additional insured, to satisfy the self-insured retention (“SIR”) and deductible of the policy in lieu of CONSULTANT (as the named insured) should CONSULTANT fail to pay the SIR or deductible requirements. The amount of the SIR or deductible is subject to the approval of the City Attorney and the Finance Director. CONSULTANT understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by CONSULTANT as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should CITY pay the SIR or deductible on CITY’s behalf upon the CONSULTANT’S failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages in any action against CONSULTANT for breach of this Agreement in addition to any other damages incurred by CITY due to the breach.

24. USE OF SUBCONTRACTORS. CONSULTANT must obtain CITY’s prior written approval to use any consultants while performing any portion of this Agreement. Such approval must approve of the proposed consultant and the terms of compensation.

25. INCIDENTAL TASKS. CONSULTANT will meet with CITY as needed to provide the status on the project, which will include a schedule update and a short narrative description of progress for each major task, a description of the work remaining and a description of the work to be done before the next schedule update.

26. NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY

City of Monterey Park
320 W Newmark Ave
Monterey Park, CA 91754
Attn: Richard Gonzales

CONSULTANT

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

27. CONFLICT OF INTEREST. CONSULTANT will comply with all conflict of interest laws and regulations including, without limitation, CITY's conflict of interest regulations.

28. SOLICITATION. CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

29. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.

30. INTERPRETATION. 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.

31. COMPLIANCE WITH LAW. CONSULTANT agrees to comply with all federal, state, and local laws applicable to this Agreement.

32. ENTIRE AGREEMENT. This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written. There are TWO (2) Attachments to this Agreement. This Agreement will bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.

33. RULES OF CONSTRUCTION. 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.

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

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

36. ACCEPTANCE OF FACSIMILE SIGNATURES. 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.

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

38. TIME IS OF ESSENCE. Time is of the essence for each and every provision of this Agreement.

39. FORCE MAJEURE. Should performance of this Agreement be prevented due to fire, flood, explosion, acts of terrorism, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' reasonable control, then the Agreement will immediately terminate without obligation of either party to the other.

40. STATEMENT OF EXPERIENCE. By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public CITY.

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

CITY OF MONTEREY PARK

[NAME OF COMPANY]

Ron Bow,
City Manager

ATTEST:

Vincent D. Chang,
City Clerk

Taxpayer ID No. _____
Business License No. _____

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

By: _____
Karl H. Berger,
Assistant City Attorney

Insurance reviewed by: _____

ATTACHMENT 2

Eurofins Eaton Bid Form

**Exhibit B
PROPOSER INFORMATION**

Company Name Eurofins Eaton Analytical, LLC	
Street Address 750 Royal Oaks Drive #100	
City Monrovia	ZIP 91016

Secondary facility(s) (if any) where samples may be routinely sent for testing

Street Address None	
City	ZIP

Subcontractor(s) (if any)

Note on Exhibit A the tests that will be conducted by Subcontractor.

Company Name Eurofins Calscience	
Street Address 7440 Lincoln Way	
City Garden Grove	ZIP 92841

The undersigned is authorized to represent the Proposer and has carefully checked all **bid** figures. The City of Monterey Park, or any officer thereof, will not be responsible for any errors or omissions on the part of the undersigned in submitting this bid.

Company Name Eurofins Eaton Analytical, LLC	
Signature 	Bosco Ramirez Name of Signee (Print)
President Title of Signee	7-11-18 Date of Signature

**Exhibit A
BID FORM**

Based on Estimated Monthly Frequency
Only Enter Data in Non-Shaded Cells

	Sample Test	CGTS (est.)	Well 9, 12, 15	Well 1,3, 10	Well 5	Distributio n	TOTAL	Proposed Rate	Total Monthly Cost	Enter "I" for In-house or "S" for Subcontract
1	Acetaldehyde (aldehydes)	5					5	\$ 125.00	\$ 625.00	I
2	Aggressive Index		8			19	27	\$ -	\$ -	I
3	Alkalinity	10					10	\$ -	\$ -	I
4	Alkalinity in CaCO3	10				19	29	\$ 10.00	\$ 290.00	I
5	Arsenic	10	15	10			35	\$ 15.00	\$ 525.00	I
6	Bicarb Alkalinity as HCO3 Calculated					19	19	\$ -	\$ -	I
7	Calcium Hardness as CaCO3					19	19	\$ -	\$ -	I
8	Calcium Total ICAP					19	19	\$ 15.00	\$ 285.00	I
9	Carbonate as CO3 Calculated					19	19	\$ -	\$ -	I
10	Chloropicrin	5					5	\$ 125.00	\$ 625.00	I
11	Conductivity	10					10	\$ 10.00	\$ 100.00	I
12	Specific Conductance	20	20			19	59	\$ 10.00	\$ 590.00	I
13	Copper						4	\$ 10.00	\$ 40.00	I
14	1,4 Dioxane	25	5	6	4		40	\$ 75.00	\$ 3,000.00	I
15	EC		11				11	\$ 10.00	\$ 110.00	I
16	Ferric ion	5					5	\$ 15.00	\$ 75.00	I
17	Ferrous ion	5					5	\$ -	\$ -	I
18	Formaldehyde (aldehydes)	5					5	\$ -	\$ -	I
19	General Mineral - Title 22		1	1	1		3	\$ 150.00	\$ 450.00	I
20	General Physical					19	19	\$ 15.00	\$ 285.00	I
21	Glyoxylic Acid (aldehydes)	5					5	\$ -	\$ -	I
22	HAA5	5					5	\$ 75.00	\$ 375.00	I
23	Hydrogen Peroxide (H2O2)	63					63	\$ -	\$ -	I
24	Langlier Saturation Index & CCP	5	8				13	\$ 75.00	\$ 975.00	I
25	Langlier Index at 60C	5	8			19	32	\$ 10.00	\$ 320.00	I

**Exhibit A
BID FORM**

26	Langlier Index at Source Temp	5				19	24	\$ -	\$ -	
27	Lead						4	\$ 10.00	\$ 40.00	
28	Log Field Data onto Final Report	5	2	2	2	25	36	\$ -	\$ -	
29	Magnesium Total IACP					19	19	\$ 10.00	\$ 190.00	
30	NDMEP (nitrosamines)	25	9	4	3		41	\$ 100.00	\$ 4,100.00	
31	Nitrate as NO3	7	7	8	24		46	\$ 10.00	\$ 460.00	
32	Nitrite as NO2	5					5	\$ 10.00	\$ 50.00	
33	Perchlorate (low level)	7	7	4	2		20	\$ 35.00	\$ 700.00	
34	Perflourooctanesulfonic Acid Perfluorobutanesulfonic Acid Perfluorooctanoic Acid Perfluoroheptanoic Acid Perfluorohexanesulfonic Perfluorononanoic Acid	5					5	\$ 200.00	\$ 1,000.00	
35	Peroxide (Lab)	63					63	\$ 10.00	\$ 630.00	
36	pH (Lab)	5					5	\$ -	\$ -	
37	pH of CaCO3 Saturation at 60C	5				19	24	\$ 10.00	\$ 240.00	
38	Sulfate (SO4)	7	7		8		22	\$ 10.00	\$ 220.00	
39	1,2,3 TCP low level	63	39	9	6		117	\$ 75.00	\$ 8,775.00	
40	TDS (solids)	15	15			19	49	\$ 10.00	\$ 490.00	
41	TOC	5					5	\$ 25.00	\$ 125.00	
42	Total Hardness as CaCO3 by ICP	5				19	24	\$ 10.00	\$ 240.00	
43	TTHM	5					5	\$ 50.00	\$ 250.00	
44	UVT Transmissivity	15					15	\$ 25.00	\$ 375.00	
45	524.2 VOCs (full list)	63	39	108	40		250	\$ 50.00	\$ 12,500.00	
46	524.2 VOCs + TICs	5					5	\$ 150.00	\$ 750.00	
47	525.2 SVOCs w/ TICs	5	12				17	\$ 200.00	\$ 3,400.00	
48	9223 MPN (Quantitray)	18	12	8	6		44	\$ 10.00	\$ 440.00	
49	9215B HPC	18	12	8	6	7	51	\$ 10.00	\$ 510.00	
50	9223 P/A					97	97	\$ 10.00	\$ 970.00	
51	Air Sample: Test Method 8260						2	\$ 200.00	\$ 400.00	S
	Total	549	237	168	102	395	902		\$ 45,525.00	

ATTACHMENT 3
Weck Analytical Bid Form

**Exhibit B
PROPOSER INFORMATION**

Company Name Weck Laboratories, Inc.	
Street Address 14859 Clark Avenue	
City Industry CA	ZIP 91745

Secondary facility(s) (if any) where samples may be routinely sent for testing

Street Address N/A	
City	ZIP

Subcontractor(s) (if any)

Note on Exhibit A the tests that will be conducted by Subcontractor.

Company Name N/A	
Street Address	
City	ZIP

The undersigned is authorized to represent the Proposer and has carefully checked all **bid** figures. The City of Monterey Park, or any officer thereof, will not be responsible for any errors or omissions on the part of the undersigned in submitting this bid.

Company Name Weck Laboratories, Inc.	
Signature 	Name of Signee (Print) Marilyn Romero
Title of Signee Customer Service Manager	Date of Signature 7/5/18

**Exhibit A
BID FORM**

Based on Estimated Monthly Frequency
Only Enter Data in Non-Shaded Cells

	Sample Test	CGTS (est.)	Well 9, 12, 15	Well 1,3, 10	Well 5	Distributio n	TOTAL	Proposed Rate	Total Monthly Cost	Enter "I" for In-house or "S" for Subcontract
1	Acetaldehyde (aldehydes)	5					5	\$ 150.00	\$ 750.00	I
2	Aggressive Index		8			19	27	\$ 28.00	\$ 756.00	I
3	Alkalinity	10					10	\$ -	\$ -	I
4	Alkalinity in CaCO3	10				19	29	\$ 5.00	\$ 145.00	I
5	Arsenic	10	15	10			35	\$ 8.00	\$ 280.00	I
6	Bicarb Alkalinity as HCO3 Calculated					19	19	\$ 5.00	\$ 95.00	I
7	Calcium Hardness as CaCO3					19	19	\$ 10.00	\$ 190.00	I
8	Calcium Total ICAP					19	19	\$ 8.00	\$ 152.00	I
9	Carbonate as CO3 Calculated					19	19	\$ 5.00	\$ 95.00	I
10	Chloropicrin	5					5	\$ 120.00	\$ 600.00	I
11	Conductivity	10					10	\$ 5.00	\$ 50.00	I
12	Specific Conductance	20	20			19	59	\$ 5.00	\$ 295.00	I
13	Copper						4	\$ 8.00	\$ 32.00	I
14	1,4 Dioxane	25	5	6	4		40	\$ 120.00	\$ 4,800.00	I
15	EC		11				11	\$ 5.00	\$ 55.00	I
16	Ferric ion	5					5	\$ 30.00	\$ 150.00	I
17	Ferrous ion	5					5	\$ -	\$ -	I
18	Formaldehyde (aldehydes)	5					5	\$ -	\$ -	I
19	General Mineral - Title 22		1	1	1		3	\$ 80.00	\$ 240.00	I
20	General Physical					19	19	\$ 15.00	\$ 285.00	I
21	Glyoxylic Acid (aldehydes)	5					5	\$ -	\$ -	I
22	HAA5	5					5	\$ 70.00	\$ 350.00	I
23	Hydrogen Peroxide (H2O2)	63					63	\$ 70.00	\$ 4,410.00	I
24	Langlier Saturation Index & CCP	5	8				13	\$ 38.00	\$ 494.00	I
25	Langlier Index at 60C	5	8			19	32	\$ 38.00	\$ 1,216.00	I

**Exhibit A
BID FORM**

26	Langlier Index at Source Temp	5				19	24	\$ 38.00	\$ 912.00	I
27	Lead						4	\$ 8.00	\$ 32.00	I
28	Log Field Data onto Final Report	5	2	2	2	25	36	\$ -	\$ -	I
29	Magnesium Total IACP					19	19	\$ 8.00	\$ 152.00	I
30	NDMEP (nitrosamines)	25	9	4	3		41	\$ 150.00	\$ 6,150.00	I
31	Nitrate as NO3	7	7	8	24		46	\$ 10.00	\$ 460.00	I
32	Nitrite as NO2	5					5	\$ 10.00	\$ 50.00	I
33	Perchlorate (low level)	7	7	4	2		20	\$ 50.00	\$ 1,000.00	
34	Perflourooctanesulfonic Acid Perfluorobutanesulfonic Acid Perfluorooctanoic Acid Perfluoroheptanoic Acid Perfluorohexanesulfonic Perfluorononanoic Acid	5					5	\$ 180.00	\$ 900.00	I
35	Peroxide (Lab)	63					63	\$ -	\$ -	I
36	pH (Lab)	5					5	\$ 5.00	\$ 25.00	I
37	pH of CaCO3 Saturation at 60C	5				19	24	\$ 5.00	\$ 120.00	I
38	Sulfate (SO4)	7	7		8		22	\$ 10.00	\$ 220.00	I
39	1,2,3 TCP low level	63	39	9	6		117	\$ 65.00	\$ 7,605.00	I
40	TDS (solids)	15	15			19	49	\$ 12.00	\$ 588.00	I
41	TOC	5					5	\$ 25.00	\$ 125.00	I
42	Total Hardness as CaCO3 by ICP	5				19	24	\$ 10.00	\$ 240.00	I
43	TTHM	5					5	\$ 35.00	\$ 175.00	I
44	UVT Transmissivity	15					15	\$ 40.00	\$ 600.00	I
45	524.2 VOCs (full list)	63	39	108	40		250	\$ 65.00	\$ 16,250.00	I
46	524.2 VOCs + TICs	5					5	\$ 80.00	\$ 400.00	I
47	525.2 SVOCs w/ TICs	5	12				17	\$ 165.00	\$ 2,805.00	I
48	9223 MPN (Quantitray)	18	12	8	6		44	\$ 12.00	\$ 528.00	I
49	9215B HPC	18	12	8	6	7	51	\$ 10.00	\$ 510.00	I
50	9223 P/A					97	97	\$ 8.00	\$ 776.00	I
51	Air Sample: Test Method 8260						2	\$ 250.00	\$ 500.00	I
	Total	549	237	168	102	395	902		\$ 56,563.00	

ATTACHMENT 4
Enthalpy Analytical Bid Form

**Exhibit B
PROPOSER INFORMATION**

Company Name Enthalpy Analytical, LLC	
Street Address 931 W. Barkley Aveue.	
City Orange, CA	ZIP 92868

Secondary facility(s) (if any) where samples may be routinely sent for testing

Street Address	
City	ZIP

Subcontractor(s) (if any)

Note on Exhibit A the tests that will be conducted by Subcontractor.

Company Name Weck Laboratories, Inc.	
Street Address 14859 Clark Avenue	
City City of Industry, CA	ZIP 91745

The undersigned is authorized to represent the Proposer and has carefully checked all **bid** figures. The City of Monterey Park, or any officer thereof, will not be responsible for any errors or omissions on the part of the undersigned in submitting this bid.

Company Name Enthalpy Analytical, LLC	
Signature 	Name of Signee (Print) Dennis Dorning
Title of Signee Vice President of Sales and Marketing	Date of Signature 7-10-18

Based on Estimated Monthly Frequency
Only Enter Data in Non-Shaded Cells

	Sample Test	CGTS (est.)	Well 9, 12, 15	Well 1,3, 10	Well 5	Distribution	TOTAL	Proposed Rate	Total Monthly Cost	Enter "I" for In-house or "S" for Subcontract
1	Acetaldehyde (aldehydes)	5					5	\$ 264.00	\$ 1,320.00	s
2	Aggressive Index		8			19	27	\$ 10.00	\$ 270.00	I
3	Alkalinity	10					10	\$ 10.00	\$ 100.00	I
4	Alkalinity in CaCO3	10				19	29	\$ 8.00	\$ 232.00	I
5	Arsenic	10	15	10			35	\$ 7.00	\$ 245.00	I
6	Bicarb Alkalinity as HCO3 Calculated					19	19	\$ 10.00	\$ 190.00	I
7	Calcium Hardness as CaCO3					19	19	\$ 14.00	\$266.00	I
8	Calcium Total ICAP					19	19	\$ 7.00	\$ 133.00	I
9	Carbonate as CO3 Calculated					19	19	Inc w/ Item #6		I
10	Chloropicrin	5					5	\$ 220.00	\$ 1,100.00	s
11	Conductivity	10					10	\$ 8.00	\$ 80.00	I
12	Specific Conductance	20	20			19	59	\$ 8.00	\$ 472.00	I
13	Copper						4	\$ 7.00	\$ 28.00	I
14	1,4 Dioxane	25	5	6	4		40	\$ 75.00	\$ 3,000.00	I
15	EC		11				11	\$ 7.00	\$ 77.00	I
16	Ferric ion	5					5	\$ 27.00	\$ 135.00	I
17	Ferrous ion	5					5	\$ 20.00	\$ 100.00	I
18	Formaldehyde (aldehydes)	5					5	Inc w/ Item #1		s
19	General Mineral - Title 22		1	1	1		3	\$ 125.00	\$ 375.00	I
20	General Physical					19	19	\$ 9.00	\$ 171.00	I
21	Glyoxylic Acid (aldehydes)	5					5	Inc w/ Item #1		s
22	HAA5	5					5	\$ 121.00	\$ 605.00	s
23	Hydrogen Peroxide (H2O2)	63					63	\$ 126.00	\$ 7,938.00	s
24	Langlier Saturation Index & CCP	5	8				13	\$ 10.00	\$ 130.00	I
25	Langlier Index at 60C	5	8			19	32	\$ 10.00	\$ 320.00	I
26	Langlier Index at Source Temp	5				19	24	\$ 10.00	\$ 240.00	I

27	Lead					4	\$ 7.00	\$ 28.00	I
28	Log Field Data onto Final Report	5	2	2	2	25	\$ 3.00	\$ 108.00	I
29	Magnesium Total IACP					19	\$ 7.00	\$ 133.00	I
30	NDMEP (nitrosamines)	25	9	4	3		\$ 264.00	\$ 10,824.00	s
31	Nitrate as NO3	7	7	8	24		\$ 7.00	\$ 322.00	I
32	Nitrite as NO2	5				5	\$ 7.00	\$ 35.00	I
33	Perchlorate (low level)	7	7	4	2		\$ 20.00	\$ 400.00	I
34	Perfluorooctanesulfonic Acid Perfluorobutanesulfonic Acid Perfluorooctanoic Acid Perfluoroheptanoic Acid Perfluorohexanesulfonic Perfluorononanoic Acid	5				5	\$ 276.00	\$ 1,380.00	s
35	Peroxide (Lab)	63				63	Inc w/ Item #23		s
36	pH (Lab)	5				5	\$ 5.00	\$ 25.00	I
37	pH of CaCO3 Saturation at 60C	5				19	\$ 5.00	\$ 120.00	I
38	Sulfate (SO4)	7	7		8		\$ 10.00	\$ 220.00	I
39	1,2,3 TCP low level	63	39	9	6		\$ 38.00	\$ 4,446.00	I
40	TDS (solids)	15	15			19	\$ 7.00	\$ 343.00	I
41	TOC	5				5	\$ 15.00	\$ 75.00	I
42	Total Hardness as CaCO3 by ICP	5				19	\$ 14.00	\$ 336.00	I
43	TTHM	5				5	\$ 38.00	\$ 190.00	I
44	UVT Transmissivity	15				15	\$ 67.00	\$ 1,005.00	s
45	524.2 VOCs (full list)	63	39	108	40		\$ 38.00	\$ 9,500.00	I
46	524.2 VOCs + TICs	5				5	\$ 45.00	\$ 225.00	I
47	525.2 SVOCs w/ TICs	5	12			17	\$ 216.00	\$ 3,672.00	s
48	9223 MPN (Quantitray)	18	12	8	6		\$ 8.00	\$ 352.00	I
49	9215B HPC	18	12	8	6	7	\$ 4.00	\$ 204.00	I
50	9223 P/A					97	\$ 7.00	\$ 679.00	I
51	Air Sample: Test Method 8260					2	\$ 90.00	\$ 180.00	I
	Total	549	237	168	102	395	902	\$ 52,063.00	

\$52,329.00



City Council Staff Report

DATE: August 1, 2018

AGENDA ITEM NO: **Consent Calendar
Agenda Item 3-H.**

TO: The Honorable Mayor and City Council
FROM: Mark A. McAvoy, Director of Public Works/City Engineer
SUBJECT: 2018 ADA Curb Ramps and Sidewalk Repairs – Award of Contract

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute a public works contract in a form approved by the City Attorney, with All Cities Engineering located in Jurupa Valley, CA, in the amount of \$248,300.00 for the 2018 ADA Curb Ramps and Sidewalk Repairs Project;
2. Authorize the Director of Public Works to approve construction change orders and contingency up to \$12,415.00 or 5% of contract amount for this project;
3. Authorize an additional allocation of \$30,715 in SB-821 Funds to cover the final cost of the project; and
4. Take such additional, related action that may be desirable.

CEQA (California Environmental Quality Act):

Since the proposed work is a minor alteration to an existing public facility, this project is Class 1 Categorically Exempt pursuant to the California Environmental Quality Act (CEQA).

EXECUTIVE SUMMARY:

On May 2, 2018, the City Council adopted a resolution authorizing advertisement to solicit bids for the 2018 ADA Curb Ramps and Sidewalk Repairs Project. The public bid opening was held on July 17, 2018. Staff has completed its review of bids, and recommends that the contract be awarded to All Cities Engineering, the lowest responsive bidder, in the amount of \$248,300.00.

BACKGROUND:

The project involves the installation of 40 new ADA (Americans with Disabilities Act) curb ramps at various locations throughout the city. The new ramps will generally be installed in the vicinity of local schools, parks, and commercial areas to improve access for pedestrians, persons in wheelchairs, and the visually impaired. The project also includes the removal and replacement of over 15,000 square feet of concrete sidewalk

at approximately 150 locations to repair damaged sidewalk and some curb & gutter sections uplifted by street trees. On July 17, 2018, a total of seven bids were received. The bid results were as follows:

RANK	BIDDER	BASE BID AMOUNT
1	ALL CITIES ENGINEERING	\$248,300.00
2	FS CONTRACTORS	\$252,500.00
3	KALBAN	\$283,800.00
4	RUIZ CONCRETE AND PAVING	\$318,860.98
5	EBS GENERAL ENGINEERING	\$351,200.00
6	MINCO CONSTRUCTION	\$404,800.00
7	EC CONSTRUCTION	\$538,670.00

Staff performed a bid analysis consistent with Community Development Block Grant (CDBG) program guidelines, reviewing all of the bids for compliance with Section 3 (Federal Labor Standards) requirements.

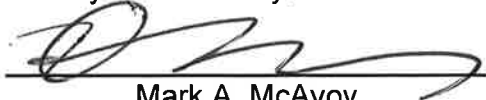
The bid submitted by All Cities Engineering in the amount \$248,300 is the lowest responsive bid from a responsible bidder. All Cities Engineering's license was verified with the California State Contractor's License Board to be current, active and in good standing. Staff also verified the contractor's registration with the California Department of Industrial Relations and contacted its references, receiving positive feedback. All Cities Engineering has completed ADA curb ramp and sidewalk repair projects in the Cities of Pico Rivera, San Jacinto, and Duarte.

Assuming the City Council awards the contract at tonight's meeting, construction is anticipated to begin in September 2018 and be completed by December 2018.

FISCAL IMPACT:

The project will be funded with SB-821, Measure R, and CDBG Funds (Account Nos. 0023-5003-91945, 0110-5003-91945, and 0169-5003-91945) in the amount of \$230,000 carried over from the 2017-2018 capital improvement budget. The estimated cost of the project, including 5% contingency, is \$260,715. Therefore, staff is requesting an additional allocation \$30,715 in SB-821 Funds to cover the cost of the project.

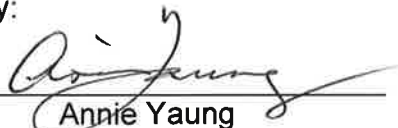
Respectfully submitted by:


Mark A. McAvoy
Director of Public Works/
City Engineer

Prepared by:


Rey Alfonso
Assistant City Engineer

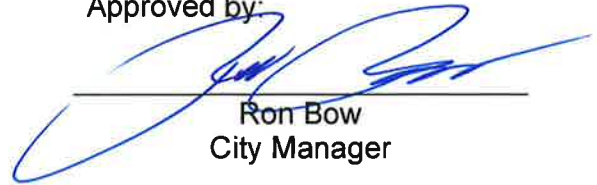
Approved by:


Annie Yaung
Director of Management Services

Reviewed by:


Karl H. Berger
Assistant City Attorney

Approved by:


Ron Bow
City Manager

ATTACHMENT:

1. All Cities Engineering Bid Proposal

ATTACHMENT 1

All Cities Engineering Bid Proposal

SECTION C. BIDDERS PROPOSAL
(Entire section C shall be submitted with the bid)

BIDDER'S NAME: All Cities Engineers, Inc.

In accordance with the City's Notice Inviting Sealed Bids, the undersigned BIDDER, hereby proposes to furnish all materials, equipment, tools, labor, and incidentals required for the above stated project as set forth in the Plans, Specifications, and contract documents therefore, and to perform all work in the manner and time prescribed therein.

BIDDER declares that this proposal is based upon careful examination of the work site, Plans, Specifications, Instructions to Bidders, and all other contract documents. If this proposal is accepted for award, BIDDER understands that failure to enter into a contract in the manner and time prescribed will result in forfeiture to the City of Monterey Park of the guarantee accompanying this proposal.

BIDDER understands that a bid is required for the entire work. The contract will be awarded on the prices shown on the bid schedule. It is agreed that the unit and/or lump sum prices bid include all appurtenant expenses, taxes, royalties and fees. In the case of discrepancies in the amounts of bid, unit prices shall govern over extended amount, and words shall govern over figures.

If awarded the Contract, the undersigned further agrees that in the event of the BIDDER'S default in executing the required contract and filing the necessary bonds and insurance certificates within ten working days after the date of the City's notice of award of contract to the BIDDER, the proceeds of the guarantee accompanying this bid shall become the property of the City and this bid and the acceptance hereof may, at the City's option, be considered null and void.

BID SCHEDULE

To the Monterey Park's City Council, herein called the "Council".

Pursuant to and in compliance with your Notice Inviting Bids and the other documents relating thereto, the undersigned bidder, having familiarized himself with the work, and with the terms of the contract, the local conditions affecting the performance of the contract, and the cost of the work at the place where the work is done, and with the drawings and specifications and other contract documents, hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools, expendable equipment, and all applicable taxes, utility and transportation services necessary to perform the contract and complete in a workmanlike manner, all in strict conformity with the Contract Documents on file at the office of the City Clerk of said City, per the following bid schedule:

BID SCHEDULE					
For 2018 ADA Curb Ramps & Sidewalk Improvements, Specification No. 880					
No.	Bid Item Description	Quantity	Unit	Unit Bid	Total Bid
1	Mobilization	Lump Sum	L.S.	\$7,500 ⁰⁰	\$7,500 ⁰⁰
2	Sawcut existing PCC sidewalk and AC pavement	Lump Sum	L.S.	\$10,000 ⁰⁰	\$10,000 ⁰⁰
3	AC slot patch adjacent to curb ramp location	Lump Sum	L.S.	\$6,500 ⁰⁰	\$6,500 ⁰⁰
4	Construct new PCC curb ramp per S.P.P.W.C. Standard 111-5. See Appendix 5 for location, case and type.	43	EA	\$2,300 ⁰⁰	\$98,900 ⁰⁰
5	Remove and reconstruct PCC sidewalk. See Appendix 6 for location.	15,400	SF.	\$7.50	\$115,500 ⁰⁰
6	Remove and reconstruct CURB AND GUTTER. See Appendix 6 for location.	200	LF.	\$27 ⁰⁰	\$5,400 ⁰⁰
7	Re-establish centerline tie. See Appendix 5 for locations.	9	EA.	\$500 ⁰⁰	\$4,500 ⁰⁰
TOTAL BID AMOUNT IN NUMBERS					\$248,300⁰⁰
TOTAL BID AMOUNT IN WRITING: Two hundred forty-eight thousand, three hundred dollars					

The low bid will be established based on the "Base Bid". Any "Additive Alternate" bid items must also be filled out, but will not be taken into account in determining the lowest responsible bidder, but may be awarded to the awardee at the sole and complete discretion of the City as part of the performance of the contract

- The bid prices shall include any and all costs, including labor, materials, appurtenant expenses, taxes, royalties and any and all other incidental costs to complete the project, in compliance with the Bid and Contract Documents and all applicable codes and standards.
- All other work items not specifically listed in the bid schedule, but necessary to complete the work per bid and contract documents and all applicable codes and standards are assumed to be included in the bid prices.
- The City reserves the right to add, delete, increase or decrease the amount of any quantity shown and to delete any item from the contract and pay the contractor at the bid unit prices so

long as the total amount of change does not exceed 25% (plus or minus) of the total bid amount for the entire project. If the change exceeds 25%, a change order may be negotiated to adjust unit bid prices.

- A bid is required for the entire work. The quantities set forth in the Bid Schedule will be used to calculate total bid amount. The final compensation under the contract will be based upon the actual quantities of work satisfactorily completed.

DESIGNATION OF SUBCONTRACTORS

BIDDER proposes to subcontract certain portions of the work which are in excess of one-half of one percent of the bid and to procure materials and equipment from suppliers and vendors as follows:

Subcontractor Information	Work to be Performed	Dollar Amount
Name: <i>N/A</i>		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Name:		\$ _____
Address:		
Tel:		
Total Subcontract Amount (shall not exceed 49% of Total Bid Amount)		\$ _____

REFERENCES

References shall be for projects constructed by the bidding company; references for other projects performed by principals or other individuals of the bidding company may not be included. References shall be either minimum from 3 Public Agencies; or minimum from 2 Public Agencies plus 2 Private Entities for which BIDDER has performed similar work within the past three years.

Reference 1		
Agency Name <u>City of Pico Rivera</u>	Project Name and Brief Description <u>city wide Sidewalk Improvements</u>	
Contact Name and Title <u>Robert (Engineer)</u>	<u>- Remove and Reconstruct sidewalks, curb ramps, curbs and gutter at various locations throughout the city.</u>	
Tel: <u>562-801-4364</u>	Contract Value: <u>\$230K</u>	Year Completed: <u>2017</u>
E-mail: <u>Rdelgadillo@pico-rivera.org</u>		

Reference 2		
Agency Name <u>City of San Jacinto</u>	Project Name and Brief Description <u>Pedestrian upgrades</u>	
Contact Name and Title <u>Sean (Engineer)</u>	<u>- Replace various curb ramps throughout city.</u>	
Tel: <u>(949) 232-6153</u>	Contract Value: <u>\$272K</u>	Year Completed: <u>2017</u>
E-mail: <u>Sean@inlaneconsultants.com</u>		

Reference 3		
Agency Name <u>City of Duarte</u>	Project Name and Brief Description <u>citywide sidewalk Improvements</u>	
Contact Name and Title <u>teresa (Project Manager)</u>	<u>- Remove and replace sidewalks, curbs, and color pavement throughout the city.</u>	
Tel: <u>(626) 705-4837</u>	Contract Value: <u>\$70K</u>	Year Completed: <u>2018</u>
E-mail: <u>Rteresa1@accessduarte.com</u>		

Reference 4		
Agency Name <u>City of Pico Rivera</u>	Project Name and Brief Description <u>Annual Citywide Sidewalk and curb Imp.</u>	
Contact Name and Title <u>Kenner (Asst Engineer)</u>	<u>- Remove trees, curbs, sidewalks, ADA Ramps, Drain inlets, throughout the city.</u>	
Tel: <u>(562) 801-4351</u>	Contract Value: <u>\$300K</u>	Year Completed: <u>2018</u>
E-mail: <u>Kguerrero@Pico-Rivera.org</u>		

SITE INSPECTION

The Bidder declares that he/she has carefully read and examined the plans, specifications, bid documents, and he/she has made a personal examination of the site (indicate name of the person, representing the bidder, who inspected the site and date below) and that he/she understands the exact scope of the Project without question.

Name of Person who inspected the site: Javier Castro

Date of Inspection: July 10, 2018

ADDENDA ACKNOWLEDGMENT

The Bidder acknowledges receipt of the following Addenda and has included their provisions in this Proposal:

Addendum No. 1 Dated 07-07-18

Addendum No. 2 Dated 07-10-18

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

BIDDER certifies that all previous contracts or subcontracts, all reports which may have been due under the requirements of any Agency, Site, or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

AFFIRMATIVE ACTION CERTIFICATION

BIDDER certifies that affirmative action has been taken to seek out and consider minority business enterprises for those portions of work to be subcontracted, and that such affirmative actions have been fully documented, that said documentation is open to inspection, and that said affirmative action will remain in effect for the life of any contract awarded hereunder. Furthermore, BIDDER certifies that affirmative action will be taken to meet all equal employment opportunity requirements of the contract documents.

INSURANCE REQUIREMENTS

To be awarded this contract, the successful bidder shall procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$2,000,000
Business automobile liability	\$2,000,000
Workers compensation	Statutory requirement.

Commercial general liability insurance shall meet or exceed the requirements of ISO-CGL Form No. CG 00 01 11 85 or 88. The amount of insurance set forth above shall be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies shall be endorsed to name the City, its officials, and employees as "additional insureds" under said insurance coverage and to state that such insurance will be deemed "primary" such that any other insurance that may be carried by the City will be excess thereto. Such endorsement shall be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. Such insurance shall be on an "occurrence," not a "claims made," basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to the City.

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

The Contractor shall furnish to the City duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement, endorsements as required herein, and such other evidence of insurance or copies of policies as may be reasonably required by the City from time to time. Insurance shall be placed with admitted insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII." Certificate(s) shall reflect that the insurer will provide thirty (30) day notice of any cancellation of coverage. The Contractor shall require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

By signing this form, the bidder certifies that it has read, understands, and will comply with these insurance requirements if it is selected as the City's Contractor. Failure to provide this insurance will render the bidder's proposal "nonresponsive."

Bidder's Name: All Cities Engineering, Inc.
 Authorized Signature: [Signature]
 Name and Title: Javier Castro (Project Manager)
 Date: 07-16-18

PUBLIC CONTRACT CODE SECTION 7106**Noncollusion Declaration by Bidder**

The undersigned declares:

I am the Project Manager of All Cities Engineering, Inc., the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Bidder's Name: All Cities Engineering, Inc.
Authorized Signature: [Signature]
Name and Title: Javier Castro (Project Manager)
Date: 07-16-12

PUBLIC CONTRACT CODE SECTION 10162

In conformance with the above Public Contract Code Section, the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder any officer of such bidder, or any employee of such bidder who has a proprietary interest in such bidder

has never been ✓ has been _____ (Indicate YES or NO after applicable answer)

disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation, and if so to explain the circumstances.

If the answer is has been YES explain the circumstances below:

Bidder's Name: All Cities Engineering, Inc.

Authorized Signature: [Signature]

Name and Title: Javier Castro (Project Manager)

Date: 07-16-18

PUBLIC CONTRACT CODE SECTION 10232

In conformance with above Public Contract Code Section, the bidder hereby declares under penalty of perjury under the laws of the State of California that no more than one final, unappealable finding of contempt of court by a federal court

has not been ✓ has been _____ (indicate YES or NO after applicable answer)

Issued against the bidder within the immediately preceding two-year period because of the contractor's failure to comply with an order of a federal court which orders the contractor to comply with an order of the National Labor Relations Board. For purposes of this section, a finding of contempt does not include any finding which has been vacated, dismissed, or otherwise removed by the court because the contractor has complied with the order which was the basis for the finding.

Bidder's Name:

All Cities Engineering, Inc.

Authorized Signature:

J. Castro

Name and Title:

Javier Castro (Project Manager)

Date:

07-16-18

PUBLIC CONTRACT CODE SECTION 10285.1

In conformance with above Public Contract Code Section, the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder or any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof

has never been ✓ has been _____ (indicate YES or NO after applicable answer)

convicted within the preceding three years by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity, as defined in Public Contract Code Section 1100, including, for the purposes of this article, the Regents of the University of California or the Trustees of the California State University.

Bidder's Name:

All Cities Engineering, Inc.

Authorized Signature:

[Signature]

Name and Title:

Javier Castro (Project Manager)

Date:

07-16-18

BIDDER INFORMATION

Bidder's Name: All Cities Engineering, Inc.
Address: 5881 Snowgrass Tr. Jump Valley, CA 92509
Form of Legal Entity: S corporation
If a Corporation, State of Incorporation: California
State Contractor's Class and License No.: 1009171

Contact Person Information:

Name: Javier Castro Title: Project Manager
E-mail: Javier_allcities@yahoo.com Tel: (909) 241-3632

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint venturers, and/or corporate officers having a principal interest in this proposal:

Apolonio Ramirez (owner) (909) 643-3348
Kimberly Weber (treasurer/secretary) (951) 453-8862

The date(s) of any voluntary or involuntary bankruptcy judgements against any principal having an interest in this proposal are as follows:

N/A

All current and prior DBA'S, alias, and/or fictitious business names for any principal having an interest in this proposal are as follows:

N/A

Previous contract performance history:

Was any contract terminated previously: NO

If the answer to the above is "yes", provide the following information:

Contract/project name and number: _____

Date of termination: _____

Reason for termination: _____

Owner's name: _____

Owner contact person and tel. no.: _____

IN WITNESS WHEREOF, BIDDER executes and submits this proposal with the names, titles, hands, and seals of all aforementioned principals this ____ day of _____, 20__.

BIDDER

All Cities Engineering, Inc.
5881 Snowmass Tr. Turkeys Valley CA, 92509
(909) 241-3672
[Signature]

Subscribed and sworn to this ____ day of _____, 20__.

NOTARY PUBLIC _____

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

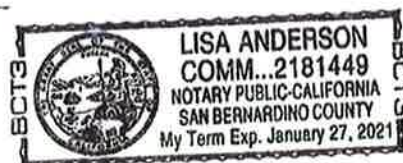
State of California
 County of San Bernardino

Subscribed and sworn to (or affirmed) before me on
 this 17 day of July, 2018.

By Savior Castro.

proved to me on the basis of satisfactory evidence to be
 the person(s) who appeared before me.

[Signature]
 Notary Public



BID BOND

KNOW ALL BY THESE PRESENTS, That we, ALL CITIES ENGINEERING, INC.

of 5881 SNOWGRASS TRAIL JURUPA VALLEY, CA 92509 (hereinafter called the Principal),

as Principal, and UNITED STATES FIRE INSURANCE COMPANY

(hereinafter called the Surety), as Surety are held and firmly bound unto CITY OF MONTEREY PARK

(hereinafter called the Obligor) in the penal sum of TEN PERCENT OF AMOUNT BID

Dollars (\$ 10%)

for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That WHEREAS, the Principal has submitted or is about to submit a proposal to the Obligor on a contract for 2018 ADA RAMPS & SIDEWALK IMPROVEMENTS PROJECT

NOW, THEREFORE, If the said Contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing, and give bond, if bond is required, with surety acceptable to the Obligor for the faithful performance of the said Contract, then this obligation shall be void; otherwise to remain in full force and effect.

Signed and sealed this 16TH day of JULY, 2018.



Witness

{ ALL CITIES ENGINEERING, INC. (Seal)
Principal
Apolonio Ramirez
Title

Witness

{ UNITED STATES FIRE INSURANCE COMPANY
By Kevin Vega
KEVIN VEGA, Attorney-in-Fact

**POWER OF ATTORNEY
UNITED STATES FIRE INSURANCE COMPANY
PRINCIPAL OFFICE - MORRISTOWN, NEW JERSEY**

04594432918

KNOW ALL MEN BY THESE PRESENTS: That United States Fire Insurance Company, a corporation duly organized and existing under the laws of the state of Delaware, has made, constituted and appointed, and does hereby make, constitute and appoint:

Philip E. Vega, Kevin Vega, Britton Christiansen, Myrna Smith

each, its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver: Any and all bonds and undertakings of surety and other documents that the ordinary course of surety business may require, and to bind United States Fire Insurance Company thereby as fully and to the same extent as if such bonds or undertakings had been duly executed and acknowledged by the regularly elected officers of United States Fire Insurance Company at its principal office, in amounts or penalties not exceeding: **Seven Million, Five Hundred Thousand Dollars (\$7,500,000).**

This Power of Attorney limits the act of those named therein to the bonds and undertakings specifically named therein, and they have no authority to bind United States Fire Insurance Company except in the manner and to the extent therein stated.

This Power of Attorney revokes all previous Powers of Attorney issued on behalf of the Attorneys-In-Fact named above and expires on January 31, 2019.

This Power of Attorney is granted pursuant to Article IV of the By-Laws of United States Fire Insurance Company as now in full force and effect, and consistent with Article III thereof, which Articles provide, in pertinent part:

Article IV, Execution of Instruments - Except as the Board of Directors may authorize by resolution, the Chairman of the Board, President, any Vice-President, any Assistant Vice President, the Secretary, or any Assistant Secretary shall have power on behalf of the Corporation:

(a) to execute, affix the corporate seal manually or by facsimile to, acknowledge, verify and deliver any contracts, obligations, instruments and documents whatsoever in connection with its business including, without limiting the foregoing, any bonds, guarantees, undertakings, recognizances, powers of attorney or revocations of any powers of attorney, stipulations, policies of insurance, deeds, leases, mortgages, releases, satisfactions and agency agreements;

(b) to appoint, in writing, one or more persons for any or all of the purposes mentioned in the preceding paragraph (a), including affixing the seal of the Corporation.

Article III, Officers, Section 3.11, Facsimile Signatures. The signature of any officer authorized by the Corporation to sign any bonds, guarantees, undertakings, recognizances, stipulations, powers of attorney or revocations of any powers of attorney and policies of insurance issued by the Corporation may be printed, facsimile, lithographed or otherwise produced. In addition, if and as authorized by the Board of Directors, dividend warrants or checks, or other numerous instruments similar to one another in form, may be signed by the facsimile signature or signatures, lithographed or otherwise produced, of such officer or officers of the Corporation as from time to time may be authorized to sign such instruments on behalf of the Corporation. The Corporation may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Corporation, notwithstanding the fact that he may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, United States Fire Insurance Company has caused these presents to be signed and attested by its appropriate officer and its corporate seal hereunto affixed this 10th day of March, 2016.

UNITED STATES FIRE INSURANCE COMPANY



Anthony R. Slimowicz, Senior Vice President

State of New Jersey }
County of Morris }

On this 10th day of March 2016, before me, a Notary public of the State of New Jersey, came the above named officer of United States Fire Insurance Company, to me personally known to be the individual and officer described herein, and acknowledged that he executed the foregoing instrument and affixed the seal of United States Fire Insurance Company thereto by the authority of his office.

SONIA SCALA
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES 3/25/2019

Sonia Scala

(Notary Public)

I, the undersigned officer of United States Fire Insurance Company, a Delaware corporation, do hereby certify that the original Power of Attorney of which the foregoing is a full, true and correct copy is still in force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of United States Fire Insurance Company on the 16th day of July 2018
UNITED STATES FIRE INSURANCE COMPANY



Al Wright, Senior Vice President

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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

State of California)
County of LOS ANGELES)

On 07/16/2018 before me, PHILIP VEGA, NOTARY PUBLIC
Date Here Insert Name and Title of the Officer
personally appeared KEVIN VEGA
Name(s) of Signer(s)

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

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

WITNESS my hand and official seal.



Signature _____
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____
Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney In Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney In Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

PROPOSAL GUARANTEE

BID BOND

Bond No.: 045A4423918

KNOW ALL MEN BY THESE PRESENTS that All Cities Engineering, Inc. as BIDDER, AND United States Fire Insurance Comp. as SURETY, are held and firmly bound unto the City of Monterey Park, in the penal sum of 10 % (\$) dollars, lawful money of the United States, which is 10 percent of the total amount bid by BIDDER to the City of Monterey Park for the 2018 ADA CURB RAMPS AND SIDEWALK IMPROVEMENTS, SPECIFICATIONS NO. 880 ("Public Project"), for the payment of which sum, BIDDER and SURETY agree to be bound, jointly and severally, firm by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas BIDDER is about to submit a bid to the City of Monterey Park for the above stated project, if said bid is rejected, or if said bid is accepted and a contract is awarded and entered into by BIDDER in the manner and time specified, then this obligation shall be null and void, otherwise it shall remain in full force and effect in favor of the City of Monterey Park.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this 16th day of July, 2018.

SIGNED AND SEALED this 16th day of July, 2018.

All Cities Engineering, Inc.

PRINCIPAL

United States Fire Insurance Company

SURETY

PRINCIPAL'S MAILING ADDRESS:

5881 Snowgrass Tr.
Juniper Valley CA 92509

SURETY'S MAILING ADDRESS:

534 E. Badillo St.
Conina CA, 91723

NOTE: All signatures shall be acknowledged by a notary public.

PROPOSAL GUARANTEE

N/A

CERTIFIED CHECK or CASHIER'S CHECK

As an Alternative to Bid Bond, Bidder can provide Certified Check or Cashier's Check as follows

Accompanying this proposal is a certified check or a cashier's check payable to the order of the City of Monterey Park, in the amount of _____ (\$ _____) dollars, lawful money of the United States, which is 10 percent of the total amount bid by BIDDER to the City of Monterey Park for the **2018 ADA CURB RAMPS AND SIDEWALK IMPROVEMENTS, SPECIFICATIONS NO. 880** ("Public Project").

The proceeds of the same shall become the property of said City if, in case this proposal shall be accepted by said City through the City Council, the undersigned shall fail to execute a contract, with and furnish the insurance and bonds required by the City of Monterey Park within the specified time; otherwise, the same is to be returned to the undersigned as set forth in the Instructions to Bidders.

Bidder's Name: _____

Authorized Signature: _____

Name and Title: _____

Date: _____

--END OF SECTION--

1. NON-SEGREGATED FACILITIES CERTIFICATION**NON-SEGREGATED FACILITIES CERTIFICATION
FEDERALLY-ASSISTED CONSTRUCTION PROJECTS**

The federally-assisted construction contractor certifies that he/she DOES NOT and WILL NOT:

1. Maintain or provide, for his/her employees, any segregated facilities at any of his/her establishments.
2. Permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained.

The federally-assisted contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification, the term segregated facilities means any waiting room, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise.

The federally-assisted contractor agrees that (except where he/she has obtained identical certifications from proposed subcontractors for specific time periods) he/she will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause, and that he/she will retain such certifications in his/her files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date: 07-16-18 Project Number: 880
Company: All Cities Engineering, Inc.
Address: 5881 Snowgrass Tr. Jupa Valley, CA 92509
By: [Signature]
Title: Project Manager

2. PAST PERFORMANCE CERTIFICATION

CERTIFICATION WITH REGARD TO THE PERFORMANCE OF PREVIOUS CONTRACTS OR SUBCONTRACTS SUBJECT TO THE EQUAL OPPORTUNITY CLAUSE AND THE FILING OF REQUIRED REPORTS

The ☒ bidder, ☐ proposed sub-contractor, hereby certifies that he/she ☒ has, ☐ has not, participated in a previous contract or subcontract subject to the Equal Opportunity Clause, as required by Executive Orders 10925, 11114, or 11246, and that he/she ☒ has, ☐ has not, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

Date: 07-16-18 Project Number: 880 Contract Award: \$ 240k

Awarding Agency: City of Monterey Park

Contractor Name: 2018 ADA Curb Ramp/Sidewalk Total Number of Employees 20

Affiliate Company: N/A

By: [Signature]

Title: Project Manager

NOTE: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b)(1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5 (Generally only contracts or subcontracts of \$10,000 or under are exempt).

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b)(1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the U.S. Department of the Interior or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

SF-100 (EEO-1) must be filed by:

(A) All private employers who are:

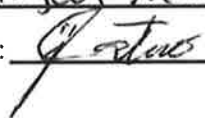
- (1) Subject to Title VII of the Civil Rights Act of 1964 (as amended) with 100 or more employees.
- (2) Subject to Title VII who has fewer than 100 employees, if the company is owned or affiliated with another company, or there is centralized ownership, control or management so that the group legally constitutes a single enterprise, and the entire enterprise employs a total of 100 or more employees.

(B) All federal contractors (private employers), who:

- (1) Are not exempt as provided for by 41 CFR 60-1.5
- (2) Have 50 or more employees, and
 - a. Are prime contractors or first-tier subcontractors, and have a contract, subcontract, or purchase order amounting to \$50,000 or more; or
 - b. Serve as a depository of Government funds in any amount, or
 - c. Is a financial institution, which is an issuing, and paying agent for U.S. Savings Bonds and Notes.

4. WORKER'S COMPENSATION CERTIFICATION**WORKER'S COMPENSATION CERTIFICATION**

I certify, by signature below, that I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Date: 07-16-18 Project Number: 880
Project Name: 2018 ADA Curb Ramps & Sidewalk Improvements
Company Name: City of Monterey Park
Address: 320 West Newmark Avenue Monterey Park CA 91754
Print Name: Javier Castro
Title: Project Manager
Signature: 

This form will be submitted by the selected contractor after determination of lowest responsive bidder and when requested by the City.

For the bid submittal, bidders shall complete the table on Page C-3 in Section titled "DESIGNATION OF SUBCONTRACTORS"

CONTRACTOR LIST OF PROPOSED SUBCONTRACTORS

[illegible]

Signature: _____

07-16-2018

Date _____

Name and Title: Javier Castro (project manager)

Company Name A/Cities Engineering Inc.

6. REQUEST FOR ADDITIONAL CLASSIFICATION AND RATE

N/A

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT REPORT OF ADDITIONAL CLASSIFICATION AND RATE		HUD FORM 4230A OMB Approval Number 2501-0011 (Exp. 09/30/2006)
1. FROM (name and address of requesting agency)		2. PROJECT NAME AND NUMBER
4. BRIEF DESCRIPTION OF PROJECT		3. LOCATION OF PROJECT (City, County and State)
		5. CHARACTER OF CONSTRUCTION ☐ Building ☐ Residential ☐ Heavy ☐ Other (specify) ☐ Highway
6. WAGE DECISION NO. (include modification number, if any) ☐ COPY ATTACHED		7. WAGE DECISION EFFECTIVE DATE
8. WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
9. PRIME CONTRACTOR (name, address)		10. SUBCONTRACTOR/EMPLOYER, IF APPLICABLE (name, address)
Check All That Apply: ☐ The work to be performed by the additional classification(s) is not performed by a classification in the applicable wage decision. ☐ The proposed classification is utilized in the area by the construction industry. ☐ The proposed wage rate(s), including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage decision. ☐ The interested parties, including the employees or their authorized representatives, agree on the classification(s) and wage rate(s). ☐ Supporting documentation attached, including applicable wage decision.		
Check One: ☐ Approved, meets all criteria. DOL confirmation requested. ☐ One or more classifications fail to meet all criteria as explained in agency referral. DOL decision requested.		
_____ Agency Representative (Typed name and signature)		_____ <i>Date</i> _____ <i>Phone Number</i>
		FOR HUD USE ONLY LR2000: Log in: Log out:

HUD-4230A (1-01) PREVIOUS EDITION IS OBSOLETE

7. NOTICE OF EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT**EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT**

TO:

(Name of Labor Union, Workers Representative, etc.)

(Address)

Name of Business (Contractor): All Cities Engineering, Inc.Project Name: 2018ADA Culvercamp's Sidewalk Project Number: 880

The Undersigned currently holds a contract with City of Monterey Park, involving funds of the U. S. Government, or a subcontract with a prime contractor holding such contract.

You are advised that under the provisions of the above contract or subcontract, and in accordance with Executive Order 11246, the undersigned is obligated not to discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. This obligation not to discriminate in employment includes, but is not limited to the follow:

1. Hiring, placement, upgrading, transfer or demotion;
2. Recruitment, advertising or solicitation for employment;
3. Treatment during employment;
4. Rates of pay or other forms of compensation;
5. Selection for training, including apprenticeship; and
6. Layoff or termination.

This notice is furnished to you pursuant to the provisions of the above contract or subcontract and Executive Order 11246. Copies of this notice will be posted by the undersigned in conspicuous places available to employees or applicants for employment.

Javier Castro

(Print Name)

By:



(Signature)

07-16-2018

(Date)

Project Manager

(Title)

8. NOTICE OF SECTION 3 COMMITMENT

NOTICE OF SECTION 3 COMMITMENT

TO:

(Name of Labor Union, Workers Representative, etc.)

(Address)

Name of Business (Contractor): All Cities Engineering, Inc.

Project Name: 2018 ADA Ramp & sidewalks Project Number: 880

The Undersigned currently holds a contract with City of Monterey Park involving Block Grant (CDBG) funds from the U. S. Department of Housing and Urban Development or a subcontract with a prime contractor holding such contract.

You are advised that under the provisions of the above contract or subcontract and in accordance with Section 3 of the Housing and Urban Development Act of 1968, the undersigned is obligated to the greatest extent feasible, to give opportunities for employment and training to lower income residence of the CDBG-assisted project area and to award contracts for work on the project to business concerns which are located in or are owned in substantial part by project area residence.

Regarding employment opportunities for Section 3, the minimum number and job titles are:

Minimum Number	Job Classification
<u>1</u>	<u>Labor</u>

Regarding job referrals, request that consideration be given, to the greatest extent feasible, to assignment of persons residing in the service area or neighborhood in which the project is located.

The anticipated date the work will begin is _____. For additional information, you may contact Javier Castro, Project Manager at (909) 241-3632.

This notice is furnished to you pursuant to the provisions of the above contract or subcontract and Section 3 of the Housing and Urban Development Act of 1968. Copies of this notice will be posted by the undersigned in conspicuous places available to employees or applicants for employment.

Javier Castro
(Print Name)

By: [Signature]
(Signature)

07-20-18
(Date)

Project Manager
(Title)

9. SECTION 3 ECONOMIC OPPORTUNITY PLAN

SECTION 3 ECONOMIC OPPORTUNITY PLAN

1. Name and Address of Reporting Entity (Recipient, Sub-recipient, Contractor, Subcontractor) All Cities Engineering Inc. 5881 Snowmass Tr. Jurupa Valley, CA 92509	2. Federal Identification: (Contract/Award No.) 880	3. Dollar Amount of Award: \$248K
	4. Contact Person: Javier Castro	5. Phone: (include Area Code) 909-241-3632
	6. Reporting Period: 1	7. Date Report Submitted 6-20-18
8. Program Code: 8 (Use a separate sheet for each Program Code)		
Program Codes 1. Flexible Subsidy 2. Section 202/811 3. Public/Indian Housing Development, Operation and Modernization 4. Homeless Assistance 5. HOME 6. HOME - State Administered 7. CDBG - Entitlement 8. CDBG - State Administered 9. Other CD Programs 10. Other Housing Programs		

Part I: Employment and Training Commitment

JOB CLASSIFICATION	TOTAL NEW HIRES	SECTION 3 NEW HIRES	% of Aggregate Hires Who are Section 3 Residents
Professionals			%
Technicians			%
Office/Clerical			%
Trade: Labor	1	1	100 %
Trade:			%
Trade:			%
Trade:			%
Total:			%

Part II: Contract Award Commitment to Section 3 Businesses (Subcontractors, Suppliers, Vendors, or Service Providers)

NAME OF SECTION 3 BUSINESS CONCERN	SPECIFY CONSTRUCTION OR NONCONSTRUCTION CONTRACT	CONTRACT AMOUNT
N/A		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL		\$
Percentage of the total dollar amount to be awarded to Section 3 Business Concerns:		%

9. SECTION 3 ECONOMIC OPPORTUNITY PLAN (continues)

A Section 3 responsive bidder who commits to hire Section 3 Residents by directing employment and training opportunities toward low- and very low-income persons, particularly those who are recipients of government assistance for housing, may use any combination of outreach efforts to meet the Section 3 commitment made when a Section 3 Economic Opportunity Plan has been submitted.

REMEMBER: All employees of a business/firm count toward meeting your Section 3 compliance goals—Section 3 New Hires do not have to be construction workers, they just have to be a part of your permanent, full-time staff.

SAMPLE OUTREACH EFFORTS FOR CONTRACTORS SEEKING SECTION 3 RESIDENT EMPLOYEES

- Enter into "first-source" hiring agreements with organizations representing Section 3 residents, such as *Work Source* or a local Workforce Investment Board. For more information, visit <http://www.calwia.org/lwia/index.cfm>
- Sponsor a HUD-certified "Step-Up" employment and training program for Section 3 residents.
- Advertise training and employment positions by distributing flyers (Notice of Section 3 Commitment or other flyer that identifies the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to every occupied dwelling unit in the housing development(s) adjacent to the project site.
- Post training and employment position flyers in public housing developments, offices of the local government, and other conspicuous places.
- Contact State-approved apprenticeship programs to gain access to potentially low-income residents who are actively seeking job-placement and training. For more information on local apprenticeship programs, you can visit the California Department of Industrial Relations' database of local apprenticeship programs by visiting <http://www.dir.ca.gov/databases/das/aigstart.asp>
- Contact agencies administering HUD Youthbuild programs, and requesting their assistance to recruit current HUD Youthbuild program participants who are in need of permanent placement.
- Advertise any positions to be filled through the local media, such as community television networks, newspapers of general circulation, or commonly-used job placement websites such as www.monster.com

10. SECTION 3 RESIDENT CERTIFICATION

SECTION 3 RESIDENT CERTIFICATION
(2017 INCOME GUIDELINES)

Name: N/A

Address: _____

I hereby certify that I am a Section 3 resident; based on the following qualification(s):

1. ☐ I am a **Public Housing Resident** (Specify Name of the Public Housing site):

2. ☐ I am a **low-income resident of the metropolitan area**.

Select your **Family size** and gross annual **Income Limits** (from all sources):

Number of Persons	2017 INCOME LIMITS		
	Extremely Low-Income	Low-Income	Moderate-Income
1	☐ \$18,950 to \$31,549	☐ \$31,550 to \$50,499	☐ \$50,500 or more
2	☐ \$21,650 to \$36,049	☐ \$36,050 to \$57,699	☐ \$57,700 or more
3	☐ \$24,350 to \$40,549	☐ \$40,550 to \$64,899	☐ \$64,900 or more
4	☐ \$27,049 to \$45,049	☐ \$45,050 to \$72,099	☐ \$72,100 or more
5	☐ \$29,250 to \$48,699	☐ \$48,700 to \$77,899	☐ \$77,900 or more
6	☐ \$32,960 to \$52,299	☐ \$52,300 to \$83,649	☐ \$83,650 or more
7	☐ \$37,140 to \$55,899	☐ \$55,900 to \$89,449	☐ \$89,450 or more
8	☐ \$41,320 to \$59,499	☐ \$59,500 to \$95,199	☐ \$95,200 or more

3. ☐ I am not a **Public Housing** or **low-income resident of the metropolitan area**.

Under penalty of perjury, I certify that the above information is true and correct:

Employee Signature

Date

To Be Completed by Employer

The above-named person is a *permanent full-time* employee who was hired on: _____

This person's Job Classification is: _____

Business Name: _____

Print Name of Owner/Agent: _____ Signature of Owner/Agent: _____

11. SECTION 3 BUSINESS CERTIFICATION

SECTION 3 BUSINESS CERTIFICATION FORM

Business Name:

All Cities Engineering, Inc.

Business Address:

5881 Snowgrass Tr.
Juniper Valley CA 92509

Telephone Number:

(909) 241-3632

Contract/Bid Amount: \$

248K

1. The above mentioned business firm is a Section 3 business concern based on the following qualifications:

**51-percent owned by Section 3 Residents**

(Submit Resident Certifications with this business certification form)

**At least 30-percent Permanent, full-time employees are Section 3 Residents**Total Number of all full-time employees _____, Number of Section 3 qualified Employees _____
(Submit the Resident Certification form(s) with this Business Certification form)

2. The above mentioned business firm is not a Section 3 business concern, but commits to the Section 3 goal:

**Written Commitment** (Section 3 Economic Opportunity Plan), outline intentions to:Hire Section 3 qualified residents at least 30-percent aggregate new hire positions, and/or
Subcontract 25-percent or more of the contract amount to Section 3 qualified business concerns.**THE UNDERSIGNED DECLARES THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT**Apolonio Ramirez

Signature of Owner/Principal

07-16-18

Date

All Cities Engineering, Inc.

Business Name

1009171

License Number

To Be Completed by Local Contracting Agency

Preference Category: ☐ Targeted Service Area ☐ Youthbuild ☐ Other - Census Tract Number: _____

12. SECTION 3 SUMMARY REPORT

Contractor's SECTION 3 Economic Opportunity Report

Name and Address ☒ Contractor ☐ Subcontractor: ACE, INC 5881 Snowmass Tr. Tampa Valley CA 92504		Date Report Submitted 6-7-16-18
Contract Person: Javier Castro		Phone: (include Area Code) 929-241-3636
Federal EIN 611-17-2434		Dollar Amount of Contract: \$24,300
Project Number: 880	Project Name: 2018 Curb and Sidewalk Impr.	

Part I: Employment & Training Opportunities provided to low-income individuals (Minimum Goal: 30% of New Hires)

JOB CLASSIFICATION	TOTAL NEW HIRES	LOW-INCOME NEW HIRES	% of Aggregate Hires Who are low-income
Technicians	0	0	0 %
Office/Clerical	0	0	0 %
Professionals	0	0	0 %
Construction Trade:	0	0	0 %
Construction Trade:	0	0	0 %
TOTALS	0	0	0 %

Part II: Subcontracts Awarded (Minimum Subcontract Goal is 25% of the Prime Contract Amount)

Name of Qualified Business Concern	Construction or Non-construction Contract	Amount
	N/A	\$
		\$
		\$
Total Dollar Amount of Subcontracts awarded to Section 3 qualified Business Concerns:		\$
Dollar Amount of All Subcontracts:		\$
Percentage of the total dollar amount awarded to qualified Business Concerns:		%

Part III: Summary of the efforts that were made to generate economic opportunities

☐ Trained and/or Employed _____ low-income individuals equal to _____ (%) of the aggregate new hires. (attach Resident Certification)

☐ Awarded Subcontracts to _____ qualified Business Concerns equal to _____ (%) of the contract amount. (attach Residency Certification)

☐ Attempted to recruit low-income individuals through:

- ☐ Advertised through local media, television, radio, newspaper (attach copy of ad or newsprint)
- ☐ Signs prominently displayed at the project site (attach copy of photo or sign)
- ☐ Contacts with community organizations
- ☐ Contacted management to notify residents and posted or distributed flyers at public housing authority (attach log)
- ☐ Participated in a program which promotes the training or employment of low-income individuals (attach supporting documentation)
- ☐ Participated in a program which promotes the award of contracts to Section 3 Qualified Businesses (attach supporting documentation)
- ☐ Contacted agencies administering HUD Youth-Build programs. (attach log)
- ☐ Maintained a file of eligible, qualified low-income Residents and qualified Business Concerns for future employment opportunities.

☐ OTHER _____ (attach supporting documentation)

Section 3 Summary Report

Economic Opportunities for Low- and Very Low-Income Persons

OMB Approval No. 2529-0043
(exp. 6/30/2004)

HUD Field Office:

1. Recipient Name & Address: (street, city, state, zip)

3. Dollar Amount of Award:

5 Phone: (include area code)

7. Date Report Submitted

9. Program Name:

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	E** %, of Total Staff Hours for Section 3 Employees and Trainees	F** Number of Section 3 Employees and Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade (List)					
Trade					
Trade					
Trade					
Trade					
Other (List)					
Total					

10 = Other Housing Programs

Page 1 of 2

12. SECTION 3 SUMMARY REPORT (Continued)

Part II: Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$
B. Total dollar amount of contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving contracts	

2. Non-Construction Contracts:

A. Total dollar amount of all non-construction contracts awarded on the project/activity	\$
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving non-construction contracts	

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- ☐ Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- ☐ Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- ☐ Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- ☐ Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- ☐ Other; describe below.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a data base and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

12. SECTION 3 SUMMARY REPORT (Continued)

Form HUD-60002, Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.

Instructions: This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **public and Indian Housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F) or the number of new hires utilized on the Section 3 covered project (columns B, C and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' efforts to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.* A recipient of Section 3 covered assistance shall submit two copies of this report to the local HUD Field Office. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name forwarding the Section 3 report.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

Submit two (2) copies of this report to the HUD Field Office of Fair Housing and Equal Opportunity, Program Operations and Compliance Center Director, at the same time the performance report is submitted to the program office. For those programs where such a report is not required, the Section 3 report is submitted by January 10. Include only contracts executed during the reporting period specified in item 8. PHAs/HAs are to report all contracts/subcontracts.

* The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.

9. Program Name: Enter the name of the HUD Program corresponding with the "Program Code" in number 8.

Part I: Employment and Training Opportunities

Column A: Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e., supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

Column B: Enter the number of new hires for each category of workers identified in Column A in connection with this award. New Hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column C: Enter the number of Section 3 new hires for each category of workers identified in Column A in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column D: Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

Column E: Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

Column F: Enter the number of Section 3 residents that were employed and trained in connection with this award.

Part II: Contract Opportunities

Block 1: Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Block 2: Non-Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Part III: Summary of Efforts - Self-explanatory

smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

13. FEDERAL LOBBYIST CERTIFICATION**EXHIBIT - 15****FEDERAL LOBBYIST CERTIFICATION**

Name of Firm: All cities Engineering, Inc.
Address: 5881 Snowgrass Tr. Juniper Valley
State: CA Zip Code: 92509 Telephone Number: (909) 241-3632

Acting on behalf of the above named firm, as its Authorized Official, I make the following Certification to the U. S. Department of Housing and Urban Development, County of Los Angeles.

- 1) No Federal appropriated funds have been paid by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and;
- 3) The above name firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Official:

ACE Inc.
(Contractor/Subcontractor)
07-16-18
(Date)

By: [Signature]
(Signature)
Project Manager
(Title)



City Council Staff Report

DATE: August 1, 2018

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

TO: The Honorable Mayor and City Council
FROM: Mark A. McAvoy, Director of Public Works/City Engineer
SUBJECT: Pavement Management Program Update – Award of Agreement

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute a professional services agreement with Bucknam Infrastructure Group, Inc. for \$41,549;
2. Authorize the Public Works Director to approve change orders and contingency up to \$4,154.90 or 10% of contract amount for this project; and
3. Take such additional, related action that may be desirable.

CEQA (California Environmental Quality Act):

The Pavement Management Program is exempt from additional environmental review under the California Environmental Quality Act ("CEQA") for two reasons. First, pursuant to CEQA Guidelines (Title 14 to the California Code of Regulations) § 15061(b)(3), the Pavement Management Program is exempt because it can be seen with certainty that it will not, by itself, have a significant effect on the environment. Second, the Pavement Management Program is not a "project" as defined by CEQA Guidelines § 15378 because they has no potential for resulting in physical change in the environment, directly or ultimately. Any project anticipated by the Pavement Management Program will undergo environmental review in accordance with CEQA.

EXECUTIVE SUMMARY:

In order to remain eligible for Proposition C transportation funding, local agencies are required to develop and implement a Pavement Management Program (PMP) every three years. The PMP provides an inventory and assessment of the existing pavement conditions for the City's entire roadway system, and recommends the appropriate maintenance and rehabilitation strategies.

BACKGROUND:

The City's Pavement Management Program (PMP) was last updated in July 2015. The last update was performed by Bucknam Infrastructure Group, Inc. (Bucknam) and included a visual survey, inventory, and analysis of 123 miles of city streets. The PMP

determined a pavement condition index (PCI) for each street, which provided the basis for identifying and prioritizing pavement rehabilitation projects for the City's Capital Improvement Program. The PMP provides a valuable tool for planning and budgeting for capital projects in a cost-effective manner.

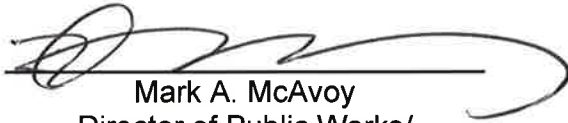
To ensure consistency and continuity with the current PMP, staff reached out to Bucknam for a proposal to perform the next update. Bucknam Infrastructure has prepared and managed PMPs for over 70 municipalities including the Cities of Sierra Madre, Lomita, Irvine, Fountain Valley, as well as Monterey Park. Bucknam submitted a proposal in the amount of \$41,549 to update Monterey Park's PMP, holding their unit costs firm to the previous 2015 contract which resulted in a very competitive price.

Monterey Park Municipal Code § 3.20.070 allows the City to directly negotiate contracts for professional services. Bucknam was previously selected (in 2015) after a competitive basis and provided satisfactory service. Accordingly, it is recommended that the City contract with Bucknam to complete the PMP.

FISCAL IMPACT:

Sufficient funding for this work is included in the budget in Account No. 0112-5001-89100 (Measure M funds, \$50,000 available).

Respectfully submitted by:


Mark A. McAvoy
Director of Public Works/
City Engineer

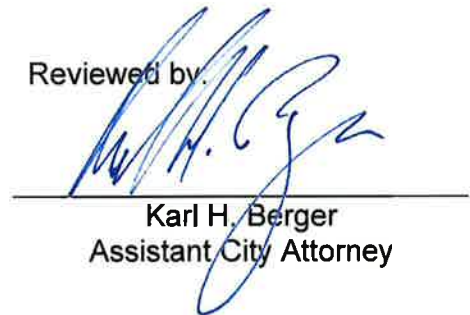
Prepared by:


Rey Alfonso
Assistant City Engineer

Approved by:


Ron Bow
City Manager

Reviewed by:


Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

1. Bucknam Infrastructure Proposal

ATTACHMENT 1
Bucknam Infrastructure Proposal

July 12, 2018

Mr. Rey Alfonso
Assistant City Engineer
City of Monterey Park
320 West Newmark Avenue
Monterey Park, CA 91754

Subject: Proposal for Update of Pavement Management Program – 2018

Dear Mate,

It is our pleasure to submit our proposal to assist the City of Monterey Park in the continued, proactive management of your Pavement Management Program (PMP). With the City seeking to move toward stronger infrastructure management methodologies through advanced pavement inspections, neighborhood maintenance scheduling, Capital Improvement reporting (CIP), and GIS implementation, *Bucknam Infrastructure Group, Inc.* has identified a proactive and cost efficient method to assist the City in implementing a successful PMP. Our team will focus our long-term PMP knowledge, extensive Los Angeles County experience and GIS/GPS technologies to optimize the City's maintenance dollars by implementing a manageable and reliable PMP methodology.

With Bucknam assisting the City with PMP services since 2015, our project staff can be relied upon to provide continued, outstanding service to the City. This will be accomplished by assisting the City in implementing a common-sense neighborhood M&R schedule, formulating a proactive Arterial CIP budget and providing realistic maintenance recommendations. Our firm is unique in that we provide:

- ❖ Relevant and accurate PMP services based on our ongoing work with numerous Los Angeles, Orange County and San Diego local agencies such as:
 - 20 Los Angeles County local agencies (i.e. Lynwood, Compton, Bellflower, etc.)
 - 17 Orange County local agencies; and
 - 10 San Diego/Inland Empire local agencies
- ❖ Army Corps of Engineers ASTM D6433-16 compliant surveying, reporting and pavement analysis on an annual basis;
- ❖ Our project manager has worked within the SoCal Pavement Management industry for over twenty (20) years and has worked extensively with StreetSaver, MicroPAVER and CarteGraph PMP software's through turn-key data conversion projects to long-term, proactive pavement CIP scheduling that relies on accurate and cost-efficient bid documentation;
- ❖ Project/engineering experience that brings the understanding that MicroPAVER results are not set in stone; we proactively use the available data to enhance budget forecasting and CIP/O&M project planning;

BUCKNAM INFRASTRUCTURE GROUP, INC.
3548 Seagate Way, Suite 230 Oceanside, CA 92056
T. 760.216.6529 F. 760.216.6549
www.bucknam-inc.com

- ❖ Cost effective management methodologies, from the project kickoff through final reporting, gained through our Project Manager's experience and use of GIS tablet-based / digital roadway imaging surveys; and
- ❖ Professional Engineering experience through Mr. Steve Bucknam, P.E. who brings 40+ years of public/private local agency experience. Mr. Bucknam has served as City Engineer, Deputy City Manager, Design Engineer and Utilities Director for numerous public agencies.

As Project Manager, my goal is not just to meet the requirements of this project but establish a living document (Arterial & Local pavement CIP submittal) that will be used throughout the term of the CIP as well as implement achievable long-term infrastructure management goals in coordination with City schedules.

Offeror: Bucknam Infrastructure Group, 3548 Seagate Way, Suite 230, Oceanside, CA 92056; Company FID # 45-2723662

Mr. Steve Bucknam, P.E. (Principal) will be responsible for all project oversight and deliverables (steve@bucknam.net). Mr. Peter Bucknam (Project Manager/Principal Agent) will be providing day-to-day operational and management services; he is authorized to sign the agreement for this contract. He can be contacted at 760-216-6529 (work) 714-501-1024 (cell) or email at peter@bucknam-inc.com.

By selecting *Bucknam Infrastructure Group, Inc.*, the City of Monterey Park will receive a strong, knowledgeable, innovative, and communicative team with the experience to implement a cost-effective pavement management program. Our handpicked pavement management professionals are committed to delivering quality services to the City within the 150 calendar day schedule.

We have already scheduled time for your project and eagerly await our kick-off meeting with City staff and you. This proposal is valid for ninety (90) days.

Respectfully submitted,

Bucknam Infrastructure Group, Inc.



Peter J. Bucknam
President



Project Understanding / Approach

As the City of Monterey Park infrastructure matures, the City's staff is striving to update the City's Pavement Management Program (PMP) through "annual" cost effective condition surveys, engineering cost evaluation, budgetary reporting and data updates within the StreetSaver PMP database. The City's 2018 focus for field inspections will cover all defined streets within the network (123.2 miles).

The City requires a team that will not only resurvey the defined sections using cost-conscious methodologies but will create a comprehensive program that includes the enhancement of your multi-year PMP CIP, district maintenance, educational training, efficient bid documents, stewardship of the PMP, GIS links to the PMP, and the knowledge of the inner workings of the PMP software. Bucknam provided the successful and City Council approved PMP to Monterey Park in 2015.

Bucknam will again provide these services through our proactive and accurate implementation of your PMP; we will address the City's primary goals of:

- Conversion of MicroPAVER to StreetSaver;
- Updating StreetSaver with 2018 inspections, work history and maintenance data; or
- Verifying / Updating pavement centerline and metric data (PMP vs. GIS);
- Surveying 123.2 miles of Arterial, Collector, Local and Alley streets; provide variance PCI reporting based upon 2015 PCI's vs. 2018;
- Generating 2018 Pavement Condition Index (PCI) ratings for each segment;
- Developing a proactive preventative slurry seal / overlay maintenance schedules based on existing capital funding;
- Establishing solid recommendations for current / future maintenance needs;
- Utilizing the City's existing funding to generate a baseline five (5) year Capital Improvement Program (CIP) – July 1st to June 30th fiscal year;
- Recommending alternative maintenance budgets that demonstrate realistic return-on-investments (ROI), i.e. Scenarios 1, 2, 3, "actual" budget model, maintain PCI model, etc.;
- Provide all pavement data within the City's newly established GIS Enterprise.

Approach / Scope of Work



We have defined detailed phases to the scope of work in accordance to the City's RFP;

1. Project Implementation
2. Client Satisfaction
3. Project Schedule (See Section 5)
4. Scope of Work (Major Tasks)

1) Project Implementation

TASK 1.1: Project Kickoff

The first step in implementing a successful pavement management program truly resides in frequent communication and timely scheduled data updates. For the City of Monterey Park it will be essential to establish, up front, the Public Works (Engineering/Maintenance) pavement management priorities. Our team will set a Project Kickoff meeting to further discuss and review in detail the expectations of the project, technical approach, section ID / GIS management & surveys, district/quadrant maintenance, MicroPAVER to StreetSaver conversion & use, deliverables within the scope of work and the review of schedule.

This effort will build consensus between the Maintenance and Public Works staff as well as build stronger ARTERIAL and LOCAL maintenance programs that complement large Public Works CIP projects and annual maintenance projects.

The first key topics to be discussed will include the review and assessment of the existing 2015 MicroPAVER pavement plan/data; its current and future use, survey areas based on recent maintenance work and schedules, review of the City's 5-year 2015-2020 CIP, new construction, data quality and condition, current pavement procedures, historical expenditure levels, software implementation and desired service levels.

Deliverable: Meeting minutes, revised project schedule (if necessary)

TASK 1.2: Project Status Meetings - Quality Control Program

Status Meetings and Progress Reports

- Minimum of four meetings during the project (kickoff, field, and status meetings – 30%, 65% and 100%);
- Field review meetings with City staff;
- Monthly progress status reports will be delivered to City project manager.

Approach / Scope of Work



PMP Quality Control (QC)

We will use a statistical sampling approach for measuring the quality of our field technician's work. In this manner, 10 percent (12.3 miles out of 123 miles) of the original surveys will be re-surveyed by an independent survey crew, supervised by a field supervisor, and the results will be compared to the original surveys.

Our QC process involves checking the field crews' work in a "blind study" fashion. Quality control checks will be performed at the end of each survey week. This will ensure that all field personnel are properly collecting distresses and pavement quantities for all street segments.

PCI variance reporting will be performed where previous 2015 PCI data will be compared to 2018 data; if PCI's vary more than ten (10) points per year Bucknam staff will assess the potential cause through unrecorded work history, accelerated pavement deterioration, etc.

Since we are collecting distress information on our field Tablets with the Monterey Park PMP database live, our staff will perform several quality control tests within the pavement management software using a sample set of the City of Monterey Park's street distress data. This will ensure that all system and analysis settings as well as City recommendations and standards are being followed.

Over the past year, Bucknam has submitted twenty-two (22) METRO compliant reports for LA municipalities, they include:

Los Angeles County PMP Clients		
Pomona	Alhambra	El Segundo
Duarte	Culver City	Lomita
RPV	Palmdale	South Gate
South Pasadena	La Habra Heights	Sierra Madre
Monterey Park	Hermosa Beach	South Pasadena
Compton	Lynwood	Norwalk
La Verne	Rosemead	Bellflower
Rancho Palos Verdes		

Over the past year, Bucknam has submitted seventeen (17) OCTA compliant reports for OC municipalities, they include:

Orange County PMP Clients		
Brea	Irvine	RSM
Costa Mesa	Aliso Viejo	Tustin
Laguna Hills	Laguna Beach	Westminster
Fountain Valley	San Juan Capistrano	La Habra
Huntington Beach	Newport Beach	Fullerton
La Palma	San Clemente	

Approach / Scope of Work



Our field surveys follow the accepted ASTM D6433-16 walking requirements and are proven and continue to be utilized for our SoCal clients shown above. A copy of the QA/QC plan utilized by our staff during the project will be submitted along with the PMP certification documents.

Our staff attends the OCTA PMP Distress Training Classes held each winter (FY 2011 thru 2017). In January 2018 our staff was acknowledged as “qualified ASTM D6433 inspectors and firm” to prepare Pavement Management Plans compliant with the OCTA Countywide Pavement Management Guidelines (this compliance runs through June 2020).

Registered Engineer / Lead Engineer

Mr. Steve Bucknam, P.E. will supervise all operations, review all completed data and prepare and sign a final report incorporating the results of our pavement evaluation and conditions. We will provide engineered recommendations for pavement rehabilitation and replacement based upon field data and analysis.

Deliverable: Monthly Project Status reports, field review and project status meetings, QA/QC Plan

2) Client Satisfaction

TASK 2.1: Project Deliverables

Shown throughout our Scope of Work, each Task is summarized with project deliverables. Client satisfaction will derive from frequent communication with the Project Manager and key staff members from the Engineering and Public Services departments. Project success is created by delivering on three main factors;

- 1) Adherence to scope tasks and deliverables
- 2) Performing to the standard set by the Project Schedule; and
- 3) Controlling costs.

Our Project Manager will follow each of these factors throughout the duration of the project

Deliverable: Project Status Updates, as stated in Task 1.2

Approach / Scope of Work



3) Project Schedule

TASK 3.1: Work Flow / Project Schedule

Our project schedule shows each major task identified in our scope of work, as well as quality control milestones and meetings. Bucknam currently has ample staff to apply to this project in order to meet an aggressive schedule (4 field technicians will drive the proactive schedule).

With a completed survey, our team will work with you to establish a PMP that provides specific, manageable pavement segments, detailed maintenance schedules of needed repairs and cost conscious maintenance recommendations that will assist you in preparing budget estimates required to complete the scheduled work for fiscal year 2018-19 and beyond. See project schedule below:

Based on the survey methodology used, our staff will be able to meet and exceed the City's project schedule.

- Project Kickoff – August 14, 2018
- Survey Completion – October 16, 2018
- Delivery of Draft CIP PMP – October 30, 2018
- City comments returned to Consultant – early November, 2018
- Delivery of multi-yr CIP Final Report + METRO Report – November 20, 2018

Task Name	14-Aug	21-Aug	28-Aug	4-Sep	11-Sep	18-Sep	25-Sep	2-Oct	9-Oct	16-Oct	23-Oct	30-Oct
BASE SCOPE OF WORK												
1) Project Implementation												
Task 1.1 - Project Kickoff	X											
Assess PMP data / Establish Survey												
Task 1.2 - Project Status Meetings - Quality Control												
Project Status Meetings	X					X			X			X
2) Client Satisfaction												
Task 2.1 - Project Deliverables			X			X			X			X
3) Project Schedule	X											
4) Scope of Work												
Task 4.1 - PMP Assessment and Conversion to MTC StreetSaver												
Task 4.2 - Pavement Condition Survey												
PCI Reporting					30%		60%		90%			
Survey/Reporting Project Status Meetings						X			X			X
Quality Control Checks												
DEVELOP RECOMMENDED IMPROVEMENT PROGRAM												
Task 4.3 - Maintenance and Rehabilitation Decision Tree												
Task 4.4 - Budgetary Analysis and Final PMP Reporting												
METRO Compliance Reports/Citywide CIP Report												
City Review of Draft Final Report												
CIP Project Status Meeting												X
Delivery of Final CIP Report												
Task 4.5 - Mapping and GIS Update												
Task 4.6 - PMP Training and Technical Support												
Task 4.7 - Presentation to the City Council												
OPTIONAL SERVICES												
Task 5.1 - As-Needed PMP and GIS Services												
Task 5.2 - Automated Digital Roadway Imaging												

Approach / Scope of Work



4) Scope of Work (Major Tasks)

TASK 4.1: PMP Assessment and Conversion to MTC StreetSaver

With Bucknam in possession of the 2015 database we will perform the necessary validation of which data is the most current. The City is currently using the MicroPAVER version 6.5 pavement software to track and monitor pavement conditions and deterioration; the City has indicated that they will be purchasing MTC StreetSaver and will provide Bucknam username/password access to perform the conversion.

The vital process of ensuring that all network, conditional and historical pavement data from MicroPAVER is converted to StreetSaver is essential to this projects success. Our first efforts on the project will involve Bucknam assessing the database table structures within MicroPAVER and StreetSaver to perform the work efforts described below. This data conversion is a manually effort and one that can quickly be done by our staff due to our experience. The City also has the option of utilizing MTC StreetSaver staff to perform this conversion (pricing varies dependent on what data is being converted). For our efforts, we will be converting all available MicroPAVER data found within the San Juan database.

Road Number	Road Name	Last Modified
1	ABELLAINE AVE	2/17/2015 2:24 PM
16	ARROYO VISTA PL	2/17/2015 3:31 PM
108	LAS FLORES DR	2/17/2015 4:18 PM
101	LAS PALMITAS ST	2/17/2015 4:19 PM
102	LE DROIT DR	2/17/2015 4:19 PM
103	LEMAN ST	2/17/2015 4:19 PM
104	LEMAN LN	2/17/2015 4:20 PM
105	LOMA VISTA CT	2/17/2015 4:21 PM
106	LOS ALBOS	2/17/2015 4:22 PM
107	LOS LAURELES ST	2/17/2015 4:22 PM
108	LYNDON ST	2/17/2015 4:22 PM
108	MAGNOLIA LN	2/17/2015 4:23 PM
11	ATLANTIC AVE	2/17/2015 3:31 PM
110	MAGNOLIA ST	2/17/2015 4:23 PM
111	MAPLE ST	2/17/2015 4:23 PM
112	MAPLE WY	2/17/2015 4:24 PM
113	MARPERIO AVE	2/17/2015 4:25 PM
114	MARMON WY	2/17/2015 4:25 PM
115	MAYCREST AVE	2/17/2015 4:27 PM

Branches (Street Name Utility)

Bucknam will use existing MicroPAVER data to enter the branch IDs and the branch names into the StreetSaver system. Due to the StreetSaver system, these will have to be manually entered through their remote desktop connection software.

Sections (Create Section Utility)

Bucknam will use existing MicroPAVER data to enter the sections manually into the StreetSaver system. The section details include:

- Road Name
- From, To
- Functional Class
- Length, Width, Area, True Area
- Surface Type
- Cul-de-Sac
- Number of slabs (PCC), slab length, slab width

The screenshot shows the 'Create Section' window with the following fields and options:

- Section ID:** [Empty field]
- Section Name:** [Empty field]
- Functional Class:** [Dropdown menu]
- Length:** [Input field]
- Width:** [Input field]
- Area:** [Input field]
- Surface Type:** [Dropdown menu]
- Cul-de-Sac:** [Input field]
- Number of Slabs:** [Input field]
- Slab Length:** [Input field]
- Slab Width:** [Input field]
- Exclude from Contingency:** [Checkbox]
- ADT:** [Input field]

Approach / Scope of Work



Inspections (Import Inspection Units)

Bucknam will export existing inspections from the MicroPAVER database for all sections. Using the exported spreadsheet, Bucknam will convert the inspection data to work with the StreetSaver database schema. This includes matching inspection information including inspection date, inspection sample area size, inspection length, distress type, severity and distress size. Bucknam will then use the import inspection tool to import the inspection data into the StreetSaver system.

Work History (Import M&R Utility)

Bucknam will export existing work history from the MicroPAVER database for all sections. Using the exported spreadsheet, Bucknam will convert the work history data to match the StreetSaver database schema. This includes maintenance date, treatment, thickness, area, cost and comments. Bucknam will then use the import M&R utility to import the work history data into the StreetSaver system.

Prior to the data conversion, we will verify that all PMP pavement segmentation, metrics, work histories and other essential database functions are accurate, relevant and applicable to the project. The City will provide Bucknam a complete listing of all major work (overlay, slurry, etc.) that has occurred since 2015 in order to update specific section work histories and PCI ratings. Our staff will enter the necessary work history updates as mentioned above (i.e. data entry of maintenance / rehabilitation activities) into the PMP database. If the City elects to have the software managed by Bucknam offsite; Bucknam will ensure that all identified work history records are properly updated within MicroPAVER.

Deliverable: Update PMP data, Work History report

TASK 4.2: Pavement Condition Surveys

First and foremost, the assessment of the City's pavement segmentation is one of the key priorities for this project. With three years between major inspections it will be essential to verify that all Arterial, Collector and Local segmentation is up-to-date and that section SF quantities are verified, accurate and reliable.

Once the pavement segmentation has been assessed and verified, the necessary inspections will be performed. It is the City's desire to survey all pavement sections this fiscal year.

Our survey methodology will include one of the following approaches based on the ASTM D6433-16 guidelines:

1. **Walking/Windshield** - All sections are surveyed through walking/windshield methodologies. Distress types will be collected based upon actual surface conditions and physical characteristics of the segment. Sample locations, distress types, extents and severities will be collected based upon actual surface conditions and physical characteristics of the segment.

Approach / Scope of Work



Surveying methods will be conducted by remaining consistent with ASTM D6433-16 sampling guidelines while being flexible to current City practices. Live GIS files will be used to enhance field survey locations, data access and quality control measures.

All sample locations observed through our surveys cover 20% of a pavement sections area or slabs; additional street factors such as unique distress areas found outside our sample areas will be recorded. The inspection of approximately 123.2 miles of Arterial, Collector, Local and Alley streets will be performed;

- Potentially, recent slurry seal and overlay maintenance may reduce the amount of necessary survey, Bucknam will coordinate mileage reduction with City prior to survey.
 - No private streets will be surveyed under this effort.
2. **Automated Digital Roadway Imaging (see Optional Task 5.2)** survey; As an alternative survey method Bucknam can provided digital roadway imaging of all streets and public right-of-way to capture the necessary pavement data as well as other City assets through "one" Bucknam has recently performed this service for the cities of Compton, , RPV, Aliso Viejo, Bellflower, Culver City, Beverly Hills, Palmdale, Fountain Valley, Cypress, RSM, Santa Ana, La Habra Heights, National City and Palm Desert for PMP and ROW inspections. Our staff will establish all inspection sample locations for survey based on ASTM D6433-16 guidelines; **this effort replaces the walking field operations; all pavement condition inspections are then completed in-house through our automated processes. Surveys are quality controlled with field operations.**

Our use of StreetSaver MobileRater Tablet units allows our staff to collect pavement data with the City of Monterey Park's PMP database live in the field. At the end of the day all electronic data is transferred to our office for quality control and management. **Our Tablet methodology sets us apart from the competition since we are using a paper-less inventory process to enter data; this in turn generates cost savings to enhance other portions of the project such as CIP reporting, GIS implementation, PMP software training, and on-call services.**

Roadway Verification Survey - A listing of the field attribute data that is updated/verified during the survey for the pavement management database is listed below:

1. Field Attribute Data (updated and/or verified)

- ❖ From/to, indicating the assigned limits of the section, sample test areas, street name, a street codification (i.e. truck route, school zone, maintenance district)
- ❖ Street ranking indicating local, arterial, collector, # of lanes, surface type
- ❖ Street segmentation implemented continuously from west to east and south to north
- ❖ Variance PCI reporting (previous 2015 inspections vs. 2018 PCI inspections)

Approach / Scope of Work



- ❖ Segment quantities, indicating the length, width, and total true area of the section
- ❖ Structural sections (if available from previous reports or City documents)

2. Conditional data will be evaluated for all street segments and will include:

- ❖ 20 AC & 19 PCC distresses by type, severity and sample area
- ❖ PCI ratings (0-100), taking into account the surface condition, level of distress
- ❖ Drainage Condition Rating (standing water, etc.)
- ❖ Traffic volumes (ADT, if available)

In developing the PMP and through our field surveys if our staff modifies or changes any street segment we will notify the City Project Manager and gain approval for such changes before any modifications are made.

We welcome staff members from the City of Monterey Park to join our surveys.

Under the use of StreetSaver all pavement data will be entered into the City's most current licensed cloud-based software. All items listed above will be maintained by our staff for the duration of this project. Data management will be performed in-house at our Oceanside office. At the completion of the project, the PMP database will be placed within your internal Public Works network.

3. Section Distress and PCI Reporting

Once inspections are completed, we will generate a draft Pavement Condition Index (PCI) Report for City staff to review. The City and our staff will review these reports to ensure that all inventory data is correct and the project is running smoothly.

Our submittal will include:

1. PCI Variance report comparing 2015 PCI's to 2018 PCI's
2. Street centerline miles, lane miles, and pavement area
 - a. Reported as an entire network
 - b. Reported by functional classification (arterial, collector, local)
3. Current street network Pavement Condition Index ratings
 - a. Report as an entire network
 - b. Reported by functional classification (arterial, collector, local)
4. Pavement segment tabular listing for the entire street network
 - a. PCI Report – sorted by PCI (worst to best)
 - b. PCI Report – sorted alphabetically

Approach / Scope of Work



5. Creation of pavement performance curves and definitions for maintenance strategies, decision tree models and pavement life-cycle analysis
- 6.

Deliverable: Citywide PCI Reports (30%, 65% and 100% status PCI reports), PCI Variance report

DEVELOP RECOMMENDED IMPROVEMENT PROGRAM

TASK 4.3: Maintenance and Rehabilitation Decision Tree

In regard to the pavement maintenance that has been performed by in-house staff as well as through contractual maintenance, our staff will review all street activities that have been performed since the last major PMP update (FY 2015). All street maintenance data will be entered into StreetSaver to improve upon section deterioration projections that will in turn enhance the recommendations for the upcoming FY 2018-2023 budgetary analysis and CIP reporting.

We will assist the City in developing the most cost-effective preventative maintenance, repair and rehabilitation strategies possible. This will be accomplished by meeting with the City to discuss and strategize maintenance activities/unit costs that are currently being used by the City. This effort is typically scheduled for when our pavement surveys reach 65% complete.

Based on the City's current available budget, AC & PCC applications/costs and other maintenance practices used we will conduct an historical and prospective analysis on the conditional and financial impact these practices have on the pavement network. The maintenance strategies that are typically reviewed are localized stop gap maintenance, slurry seals, rehabilitation and reconstruction (R&R), the expected improvement in pavement condition, the life-cycle extension that would result and the unit costs for maintenance.

Based on our fiscal and deterioration analysis, we will present our results and recommendations to City staff. This analysis will become an essential building block for the recommended 2018-2023 maintenance programs/scenarios. Bucknam will provide an engineering discussion that includes priority listings as well as several sets of priority / cost-benefit analysis scenarios.

We will establish a maintenance "decision tree" that will be used to generate pavement recommendations that match current 2018 maintenance approaches. This will be accomplished by assessing/updating the unique and individual deterioration curves within the database based on functional class (i.e. arterial, collector, local) and age. Our staff will review the Monterey Park's deterioration curves that have been developed based on historical pavement condition, inspection, surface type, and road class. The curves will be modified based on 2018 pavement conditions.

All maintenance practices/unit costs will be integrated into the StreetSaver database and will be derived from the most recent construction bids for pavement rehabilitation. We will account for annual inflation rates and PMP project contingencies when long-term revenues projections are made.

Approach / Scope of Work



Our staff will also recommend updates to the City's arterial/residential maintenance district approach. We will focus on projecting budgets and maintenance recommendations for all streets within maintenance districts; this will allow us to proactively schedule maintenance efforts throughout the 5-year CIP as well as achieve the desired level of PCI across the City.

Our Project Manager and Principal will work closely with City in defining repair and rehabilitation strategies during each fiscal year and within each tract/area defined by the City. Once the repair/rehabilitation strategies have been defined, the identification of a five year Forecasted Maintenance schedule will be generated.

The recommended budget scenarios will be identified on the basis of several criteria:

- Assessment and review of the City's Pavement CIP;
- Present pavement conditions; Desired levels of service and available resources;
- Projected / Forecasted PCI's per section;
- Cost benefit of individual strategies (e.g. maintain PCI in 5-years, etc.);
- Scheduling with the City's major CIP projects (water, sewer, etc.) ;
- Budgetary recommendations that satisfy METRO guidelines;
- Future routine maintenance needs based on projected deterioration rates; and
- Measure M and SB1 objectives and improving citywide weighted PCI

The primary emphasis of this task is to maximize the scheduling of street maintenance using the most cost-effective strategies available and taking into account a life-cycle cost analysis. A working "draft" Final Report will be generated for City staff to review. The report will include an executive summary, the PCI Report as well as draft budgetary findings and recommendations.

Deliverable: Two copies of the Draft Pavement Management Program Report

TASK 4.4: Budgetary Analysis and Final PMP Reporting

We will deliver the Final Report to the City which will be essential for staff use/reference and beneficial for elected officials/upper management. The report will be prepared in a format that uses the information delivered by PMP in conjunction with the information and analysis performed by our team. The report will provide the City with information on:

- Current inventory and pavement conditions indices (PCI) for all road classes
- Projected annual rehabilitation programs for street maintenance for a 5-yr period (ARTERIAL and LOCAL Forecast Maintenance Reports) that show the largest return on investment and acceptable levels of service;
- Modeling and comparison of budget scenarios typically include:
 - Current / Actual budget 5-year projection (citywide approach)
 - Identification of annual funding to maintain current PCI after 5-years

Approach / Scope of Work



- Increase current PCI within 5-years
- Gradual, Frontloaded, Constrained and Unlimited funding analysis
- Strategies and recommendations for the City's maintenance programs and procedures, including a preventative maintenance schedule;
- Supporting documentation required by METRO; and
- The PMP will be presented to the Monterey Park City Council and/or upper management and we will support Monterey Park staff in the development of the presentation; **pro bono**

Registered Engineer

Mr. Steve Bucknam, P.E. will supervise all operations, review all completed data and prepare and sign a final report incorporating the results of our pavement evaluation and conditions. We will provide engineered recommendations for pavement rehabilitation and replacement design based upon field data and analysis.

In summary, the final report will include:

Final Report Deliverables
Executive Summary outlining the completed project
Methodologies utilized for field survey and budget analysis
Work history of completed street maintenance, rehabilitation and reconstruction
Current PCI's by section
Condition distribution by functional classification
Projected annual road maintenance R&R programs for streets over a five-year period based on Task 4.4 scenarios
Analysis that allows for City to measure cost impact due to deferred maintenance
GIS map exhibits and program scenarios as required
Present and future PCI rating and a five-yr work program

Deliverable: Upon final approval, two (2) bound copies of the Final Pavement PMP Report (plus one original signed by our Registered Engineer, CA No. 20903), in binder and electronic form (.pdf), will be sent to the City. Bucknam will provide one (1) DVD copy of the Final PMP database and will install it at the City.

TASK 4.5: Mapping and GIS Update

As an enhancement and proactive approach to this project, our staff will update the existing 2015 Pavement-GIS link between the StreetSaver PMP software and the City's Pavement Management GIS layer(s) (ESRI ArcMap 10). The City's current centerline will be used as base file for updating the unique pavement-GIS layer and project files. Bucknam will request an updated centerline from the City if any changes have been made to the file since 2015.

Prior to the establishment of pavement surveys, we will update the necessary PMP-GIS linkages. By using the unique section ID's within the PMP database and the City's GIS street segment ID's,

Approach / Scope of Work



we will update the one-to-one match for each pavement section in the GIS. As new pavement inspections and edits are entered into the PMP the link that we have created will display the most current PMP data through the City's GIS.

The maps described below will be incorporated into the back of the City's Final PMP report and all digital GIS data will be provided to the City:

- ❖ PCI values for every section (symbolized through various PCI ranges)
- ❖ Work History identifications
- ❖ Five-year Arterial, Residential Overlay, Slurry Seal Programs
- ❖ District GIS Maps (if needed)

Alternative ArcGIS Online Implementation

Our firm is unique in that we provide citywide GIS contract services to numerous cities in Southern California. This service covers turn-key GIS Enterprise implementation, annual GIS development and publishing within all departments (i.e. PW, Planning, Police, Traffic, Code Enforcement, etc.) and ESRI software management. It is our understanding the City has recently purchased a large suite of ESRI software for Public Works GIS development and eventual citywide management.

This PMP project can be utilized as a ignitor for implementing the ESRI GIS Server and workstation access and publishing of the PMP data within Public Works. We have listed this service as a potential "Optional" task within our scope of work (see Task 5.1).

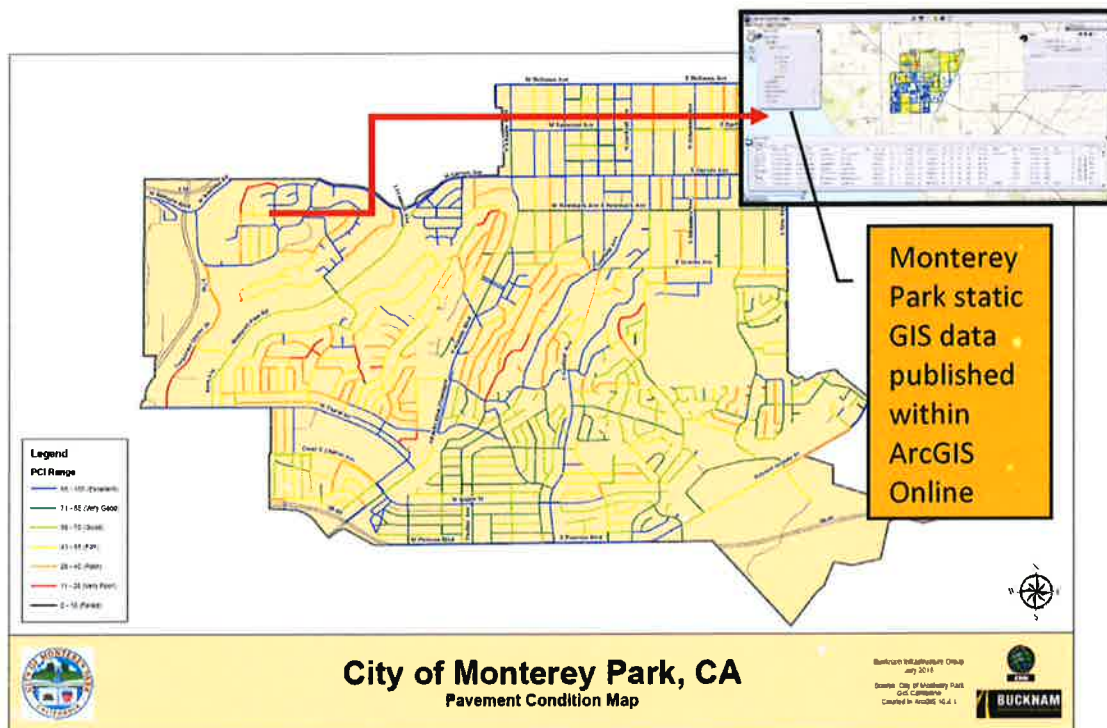
One of the initial uses of ESRI software for Monterey Park will be ArcGIS Online. Bucknam can immediately utilize the City's ArcGIS Online license to publish available PMP data and satisfy the above task as well as initialize the future development of the Monterey Park GIS Enterprise.

This functionality displays your PMP in a "editing, viewing and query" environment that allows you to view PCI's, run queries, view budgetary reports, work histories and create/delete new sections. As seen above, the user has the ability to edit any pavement data shown.

Additionally, any electronic document / image type (i.e. street improvement plans, videos, digital images, site assessment photos, etc.) can be linked to the service shown above. A simple hyperlink will be provided within the table structure shown.

As shown in the PCI map below, by using ESRI's ArcGIS Online, the existing PCI data will be uploaded to the City's ArcGIS Online organizational account. The GIS data is securely stored and hosted by ESRI. In addition to hosting the data, a web service is created to use in web-mapping applications.

Approach / Scope of Work



Deliverable: All GIS project data (.mxd), published within the City's ArcServer GIS Enterprise, shapefile format as well as Excel, ArcGIS Online license (if selected), GIS map deliverables for all PCI and budgetary reports.

TASK 4.6: StreetSaver PMP Training

With PMP software use being one of the key components to a successful PMP implementation, we will provide City staff with quality, certified training and the necessary skills needed to maintain the PMP. Bucknam will provide City staff with all collected pavement/GIS data, as well as updated operation manuals for both field data collection and software use. Based on the number of future users, our staff will deliver as many copies as needed by City staff to facilitate the program. Peter Bucknam, who is certified in the use of MicroPAVER/StreetSaver, will conduct comprehensive multi-day training sessions covering implementation, interfacing with the system, PMP methodologies, field survey practices, PCI calculations, budget needs analysis and editing/updating the database. This is estimated to consist of a minimum of 16 hours of training.

Training typically involves two (2) days of training on the PMP software and GIS linkages. There is no minimum or maximum amount of people that can be trained under this methodology (City projected two (2) users). We can train one key individual or an entire classroom using a City training facility pending on your needs; the intent of this training is to empower and allow City staff to continue updating the PMS database on their own after this project is completed.

Deliverable: PMP software training, field and internal technical support

Approach / Scope of Work



TASK 4.7: Presentation to City Council (Pro-bono)

As a pro-bono effort, Bucknam will prepare and present the PMP to the City Council and/or upper management. This effort will include the development and finalization of a PowerPoint presentation (approved by City staff); the report will reflect all data collected and reported on during the project.

Deliverable: Delivery of PowerPoint presentation, assistance with presentation to City Council

OPTIONAL SERVICES

TASK 5.1: As-Needed PMP and GIS Services

Technical support will include the provision of up to 40 hours of PMP support for one year upon completion of the project (annually). Bucknam will provide quality and accurate use of the in-house operation of StreetSaver software as well as Public Work GIS support initially pertaining to the PMP and then to future GIS development.

Once the City has approved the Pavement Condition Index Report under this year's work effort, this service will become active. Our typical On-Call services include:

- ❖ Additional budget scenarios, general reporting, deterioration studies
- ❖ Additional visual inspections above the mileage amount indicated in Task 4.2
- ❖ Additional pavement management – GIS mapping
- ❖ Additional StreetSaver training, operational use
- ❖ **GIS Enterprise assessment, management, implementation, support (Contract Citywide GIS Services)**

The agreement will include the provision of onsite and telephone support for the City staff.

TASK 5.2: Automated Digital Roadway Imaging

As an alternative survey methodology, our staff will implement a pavement survey methodology that will support Task 4.2 efforts as well as implement a proactive and cost efficient GPS survey methodology that will allow for the collection of numerous Monterey Park (City owned) assets and their GPS locations using “one” set of digital imagery (e.g. seven citywide infrastructure surveys for the cost of one). **Beyond the pavement survey capabilities, the City will be able to collect other infrastructure assets in the future such as:**



- **Sign (Warning, Regulatory, Guide, City Unique signs, etc.;**

Approach / Scope of Work



- **Right-of-Way assets;**
- **Street lights,**
- **Catch Basins, Manhole/Water Valves, Fire hydrants,**
- **Pavement markings, legends and other ROW features;**

A tremendous costs savings that reaches \$300,000 over the next 3 years.

With verification of street segmentation, the inspection of approximately 123.2 miles will be surveyed. ASTM D6433 - Army Corp of Engineers AC and PCC distress types will be collected based upon actual surface conditions and physical characteristics of the segment while being flexible to current City practices. Our automated digital imaging allows technicians to collect the following:

- Continuous pavement imaging (images taken every 5 meters, competition typically surveys at every 8 meters/25 feet intervals)
- ASTM D6433-16 AC and PCC distresses (e.g. linear/transverse cracking, alligator, patching, bleeding, block cracking, etc.)
- Surface roughness ratings (IRI); rutting depth (full width of lane or street), if called out by the City as needed
- Imaging captures 100% of each pavement segment (not just one lane)
- Data transfers seamlessly to your PMP database
- 2mm pixel images allows for centimeter horizontal and vertical accuracy

The first survey process will involve the mobile GPS vehicle taking approximately one-week's time to survey the Monterey Park street network; additionally, the vehicles drive the posted speed limits. The images that are collected are taken by using Sony digital stereographic cameras (4 to 6 cameras) positioned on the vehicle. The images have a resolution of 2448 x 2050 and are geo-referenced by means of inertial GPS equipment contained within the van; images are taken every 4 to 6 meters, 15 ft. intervals. All images taken are owned by the City and can be used for future data extraction within the Feature Extraction software. Survey vehicles are equipped with digital measuring instrumentation (DMI) that will be used to verify all pavement section lengths and widths. Our vehicles can be equipped with road roughness rating equipment, strip mapping cameras and are set to record 360 degree street imaging.

The PCI conditional surveys will be performed by the Bucknam team (in-house, with 20% field QC review) that is experienced and trained in pavement condition assessment using LambdaTech's "Feature Extraction" software. Bucknam will measure specific distress types from the digital image set. A listing of the field attributes that will be collected during the survey is listed above in Task 4.2.

The quality of the imagery and its GIS / record collecting capabilities within the software provided allows the technician to accurately identify the required pavement distresses defined by the pavement software and the project (distresses are collected in-house). All pavement GIS data associated with each pavement section will be entered into the City's working software. If

Approach / Scope of Work



the City elects to collect other street and ROW assets under this contract these assets will be collected at the same time as the pavement.

Approach / Scope of Work



Proposed Fee

Task Items 1 through 4 can be accomplished on a **time and materials not to exceed** basis in accordance with the standard hourly rate schedule attached. Our anticipated fee including labor and reimbursable expenses is projected to be \$41,549 for a four-month period.

Should the City desire to increase the service level above the hours outlined above for the Task items 1 through 4 or require other services not described herein, a fee adjustment would be negotiated and mutually agreed upon by both parties. We have included our fee schedule below for the City consideration.

	Description	Principal	Project Manager	GIS Planner	Field Technician(s)	Admin	Total by Task
	Base Fee	\$250/hr	\$175/hr	\$135/hr	\$86/hr	\$75/hr	
Task 1	Project Implementation						
Task 1.1	Project Kickoff		2				\$350
Task 1.2	Project Status Meetings - Quality Control	1	4	4	18		\$3,038
Task 2	Client Satisfaction						
Task 2.1	Project Deliverables		4	4	2		\$1,412
Task 3	Project Schedule						
Task 3.1	Work Flow / Project Schedule		2		4		\$694
Task 4	Scope of Work						
Task 4.1	PMP Assessment and Conversion to MTC StreetSaver		2	2	18		\$2,168
	- Pavement Segmentation Assessment / Validation						
Task 4.2	Pavement Condition Survey (123.2 miles-Windshield)		6	6	170		\$16,480
Task 4.3	Maintenance and Rehabilitation Decision Tree		6				\$1,050
Task 4.4	Budgetary Analysis and Final PMP Reporting	1	32	4	4		\$6,734
	Final Report Deliverables (PCI Reporting)		2			2	\$500
Task 4.5	Mapping and GIS Update		3	18	14		\$4,159
Task 4.6	StreetSaver PMP Training		2		14		\$1,554
Task 4.7	Presentation to City Council (pro bono)						
	Purchase of StreetSaver (Cloud-based)						\$1,800
	Reimbursables (mileage, printing, materials)						\$1,610
	All deliverables will become property of the City of Monterey Park						
	All Tasks are negotiable						
	Total Hours per Staff	2	65	98	244	2	
	Total Base Fee (with MicroPAVER + ArcGIS Online purchase)	\$ 500	\$ 11,375	\$ 5,130	\$ 20,984	\$ 150	\$41,549
	Optional Tasks						
Task 5.1	As-Needed PMP and GIS Services						\$3,250
Task 5.2	Automated Digital Roadway Imaging (Citywide-123 miles)						\$15,100
	Pavement survey data extraction from digital images *						\$17,200
	* Cost replaces driving windshield based survey Task 4.2)						
	Additional Sign, ROW, Utility, Traffic Control assets can be collected						TBD
	(all digital images complete with GPS coordinates @ 15ft intervals)						
	Additional services outside of this contract will be negotiated with the City where we will use the Standard Hourly Rate Schedule shown here.						

Approach / Scope of Work



Standard Hourly Rate Schedule

Category	Rate
Principal	\$ 250
Senior Project Manager	215
Senior Engineer / Planner	195
Construction Manager	190
Pavement Management Project Manager	175
Management Analyst	165
Project Engineer / Planner	155
Senior Engineer / Senior Technician / GIS Planner / Senior Inspector	135
Asst. Engineer / Asst. Technician / GIS Analyst / Inspector	130
CADD Operator	110
Administrative Assistant	105
Field Technician	86
Clerical / Word Processing	75
Forensic Services	Quote
<u>Reimbursables</u>	
Mileage	\$ 0.65/mile
Subconsultant Services	Cost + 5%
Reproduction	Cost + 5%
Travel & Subsistence	Cost + 5%
Fees & Permits	Cost + 5%
Computer Services (External)	Cost + 5%

Standard Hourly Rates shown will not be changed and/or increased during the contract period

BUCKNAM INFRASTRUCTURE GROUP, INC.

3548 Seagate Way, Suite 230 Oceanside, CA 92056
T. 760.216.6529 F. 760.216.6549 www.bucknam.net



City Council Staff Report

DATE: August 1, 2018

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

TO: Honorable Mayor and Members of the City Council
FROM: Michael A. Huntley, Community and Economic Development Director
SUBJECT: A Public Hearing to consider a General Plan Amendment (GPA-17-01), Zone Change (ZC-17-01), and Tentative Map No. 77195 (TM-17-10) to subdivide air rights for an 8-unit residential development – 2011 Potrero Grande Drive.

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Open and then continue the public hearing for the requested General Plan Amendment (GPA-17-01), Zone Change (ZC-17-01), and Tentative Map No. 77195 (TM-17-10); and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

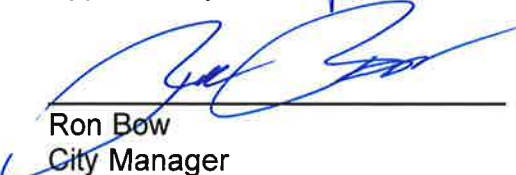
Staff is requesting a continuation of the application to the regularly scheduled meeting of September 5, 2018 to allow for additional time to further analyze the proposed project.

By:



Michael Huntley
Director of Community and
Economic Development

Approved by:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney



City Council Staff Report

DATE: August 1, 2018

AGENDA ITEM NO: Old Business
Agenda Item 5-A.

TO: The Honorable Mayor and City Council

FROM: Vincent D. Chang, City Clerk.

SUBJECT: Term Limits for Traffic Commission, Personnel Board and Library Board

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Waive first reading and introduce an ordinance amending the Monterey Park Municipal Code ("MPMC") to establish term limits for the Traffic Commission, Personnel Board, and Library Board; or
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

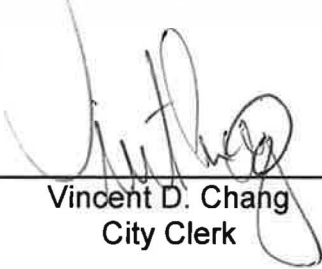
This item was continued from the July 18, 2018 City Council meeting. See Attachment 1 for the completed agenda packet from the July 18th meeting.

FISCAL IMPACT:

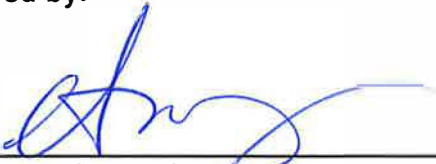
None.

Respectfully submitted,

Prepared by:



Vincent D. Chang
City Clerk



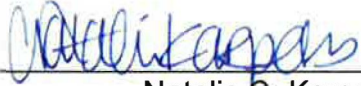
Cindy H. Trang
Deputy City Clerk

Approved By:

Reviewed by:



Ron Bow
City Manager



Natalie C. Karpeles
Deputy City Attorney

Attachments:

1. July 18, 2018 City Council Meeting Staff Report

ATTACHMENT 1
July 18, 2018 City Council Meeting Staff Report



City Council Staff Report

DATE: July 18, 2018

AGENDA ITEM NO:

Old Business
Agenda Item 5-D.

TO: The Honorable Mayor and City Council

FROM: Vincent D. Chang, City Clerk

SUBJECT: Commission, Board and Committee

RECOMMENDATION:

It is recommended that the City Council consider:

- (1) Waive first reading and introduce an ordinance amending the Monterey Park Municipal Code ("MPMC") to establish term limits for the Traffic Commission, Personnel Board, and Library Board; or
- (2) Take such additional, related, action that may be desirable.

CEQA:

This ordinance is exempt from review under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, et seq., the "CEQA Guidelines") because it constitutes an organizational or administrative activity of the City that will not result in direct or indirect physical changes in the environment. Accordingly, it is not a "project" that has the potential to cause significant physical effects on the environment and is not subject to CEQA pursuant to CEQA Guidelines §§ 15061 and 15378.

EXECUTIVE SUMMARY:

At the March 21, 2018 council meeting, Council directed staff to bring back, for further discussion, the issue of term limits for specified board and commission members.

BACKGROUND:

A. Consecutive Term Limits.

In 2013, voters overwhelmingly adopted Measure MP-EE, which imposed term limits upon elected officials with in the City of Monterey Park. After approval of Measure MP-EE, the City Council adopted Resolution No. 11589 and Ordinance No. 2098 in 2013 to establish general requirements for City commissions, boards and committees. These requirements are reflected in Chapters 2.28 (Personnel Board); 2.56 (Planning Commission); 2.78 (Design Review Board); 2.80 (Public Library Board); 2.82 (General

Requirements for City Commissions, Boards and Committees); and 2.90 (Traffic Commission) of the MPMC. While these requirements also place limits upon the terms of appointed officials, the MPMC does not currently provide consecutive term limits for members of the Personnel Board, Library Board and Traffic Commission. At the March 21, 2018 council meeting, Council directed staff to bring back, for further discussion, the issue of consecutive term limits for specified board and commission members.

MPMC Chapter 2.82 sets forth regulations for membership, terms of office, appointment procedures, removal by City Council, organization, attendance, and vacancy related to City boards, commissions and committees. Under this Chapter, members serve for one year and cannot serve more than eight consecutive terms on the same commission/board. Chapter 2.82 expressly exempts the Personnel Board, Library Board and Traffic Commission from its provisions.

Membership on the City's Personnel Board, Public Library Board and Traffic Commission are by appointment of the City Council. Members appointed to the City's Personnel Board serve a term of four years (MPMC § 2.28.030), while members appointed to the City's Public Library Board serve a term of three years (MPMC § 2.80.030). There are no term limits specified in the Monterey Park Municipal Code for members appointed to serve on the City's Traffic Commission. At the end of each term, the City Council may opt to either replace or reappoint members.

The Library Board of Trustees is governed by Education Code § 18911 and Chapter 2.80 of the MPMC. Additionally, the Library Board adopted By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library ("Library Board By-Laws"). Section 6 of Article IV of the Library Board By-Laws states that "[a]ll Board members shall serve no more than two consecutive three-year terms." Notably, the Library Board By-Laws is not a binding document, and its provisions are not codified in the MPMC.

The Traffic Commission is governed by MPMC Chapter 2.90. The Traffic Commission also adopted its own "rules and regulations" that are neither codified in the MPMC nor have legal effect.

The Personnel Board is governed by Chapter 2.28 of the MPMC. The MPMC does not provide term limits for this board.

If adopted, the proposed ordinance would codify the voters' overall intent to limit the time period within which individuals may serve the City as follows: (1) allow a maximum of two 3-year term limits for Library Board members; (2) allow a maximum of eight 1-year terms for Traffic Commissioners (by removing the exclusion of the Traffic Commission from Chapter 2.82); and (3) allow a maximum of eight 1-year terms for Personnel Board members (by repealing section 2.28.030 and removing the exclusion of the Personnel Board from Chapter 2.82). Because the Library Board is, in part,

governed by the Education Code, the City Council cannot reduce the three-year term to something less. It may, however, limit the number of terms by ordinance.

B. Other Considerations Related to the City's Commissions, Boards and Committees.

The City Clerk's office suggests that existing commissioner/board member terms automatically "rollover," unless any commissioner/board member expresses an opinion to the contrary. This suggestion is in line with MPMC § 2.82.050(b) and would help to alleviate the confusion, delay or disruption caused by waiting for a formal confirmation from the City Council. For instance, while waiting for formal confirmation, existing commissions/boards have not been able to reorganize because they do not know whether existing board members will be confirmed; and some commissions/boards have been left without Chair persons and meetings have been delayed pending confirmation. This uncertainty, for formality's sake, disrupts the processes for these bodies and the City Clerk is suggesting that, at the end of each term, existing commissioner/board members are automatically expected to serve – unless the commissioner, board member, or Council express any statements to the contrary.

FISCAL IMPACT:

None.

Respectfully submitted,



Vincent D. Chang
City Clerk

Prepared by:



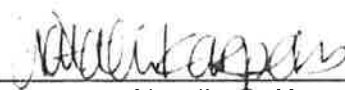
Cindy H. Trang
Deputy City Clerk

Approved By:



Ron Bow
City Manager

Reviewed by:



Natalie C. Karpeles
Deputy City Attorney

Attachments:

1. MPMC 2.82 and Resolution 11589 – General Requirements for Boards and Commissions
2. MPMC 2.80 and By-Laws – Library Board of Trustees
3. MPMC 2.28 – Personnel Board
4. Draft Ordinance

ATTACHMENT 1
MPMC 2.82 and Resolution 11589
General Requirements for Boards and Commissions

Monterey Park Municipal Code

Title 2 ADMINISTRATION AND PERSONNEL**Chapter 2.82 GENERAL REQUIREMENTS FOR CITY COMMISSIONS, BOARDS AND COMMITTEES****Note**

* Prior ordinance history: Ords. 1520, 1523, 1753, 1756, 1874, 1888, 1988 and 1994.

2.82.010 Purpose.

This chapter is adopted for the purpose of setting forth the enabling provisions establishing the city's various bodies, boards, and commissions (collectively "committees") that assist the city council in conducting public business and prescribing the manner in which persons may be appointed to such committees. Additional committees may be created by city council resolution. (Ord. 2098 § 2, 2013)

2.82.020 Compensation.

The city council may, by resolution, determine whether, and in what amount, compensation will be provided for members of the committees established by this chapter. Without a city council resolution establishing compensation, it is conclusively presumed that no compensation is to be provided. (Ord. 2098 § 2, 2013)

2.82.030 Further provisions.

- (a) Member qualifications and/or committee duties or responsibilities may be revised or amended by city council resolution.
- (b) Members of the library board, traffic commission, and personnel board are not subject to this chapter.
- (c) Persons serving on one committee cannot simultaneously serve on another committee. (Ord. 2098 § 2, 2013)

2.82.040 Membership.

- (a) Unless otherwise provided, committees established pursuant to this chapter consist of five members who are appointed individually, one per city council member, in the manner provided by this chapter. Three members constitute a quorum. The city manager may designate an ex-officio staff person to serve as secretary and custodian of records who will not have a vote.
- (b) Unless otherwise provided, during their incumbency all members must be, and remain, a resident in fact of the city. Residency will be verified annually by the city clerk's office. Should any member cease to be a city resident, that office is deemed vacant and the term of such member terminated. The secretary will notify the city council and the city clerk of such termination as soon as administratively possible.
- (c) Convicted felons cannot serve on committees. (Ord. 2098 § 2, 2013)

2.82.050 Terms of office.

- (a) Unless otherwise provided by law or resolution, each member may serve for a one-year term. No person may serve more than eight consecutive terms on the same commission. If an individual separates from serving on a board or commission, such person cannot be reappointed to the same board or commission for at least twelve consecutive months. A person cannot serve on more than one board or commission at the same time.
- (b) Unless otherwise provided, all committee members will serve until a successor is qualified and appointed. (Ord. 2098 § 2, 2013)

2.82.060 Appointment procedures.

- (a) Persons seeking appointment to a committee should file applications, in a form prescribed by the city clerk, or designee, to the city clerk's office.
- (b) Unless otherwise provided, each councilmember may appoint one person to a particular board or commission. Persons nominated by a councilmember are announced at a council meeting, but the nomination does not require ratification by council action.
- (c) Every term begins May 1st and ends April 30th of the following year. (Ord. 2098 § 2, 2013)

2.82.070 Removal by city council.

Notwithstanding any other provision of this chapter, all members serve at the pleasure of the appointing city council member and may be removed by that council member at any time. (Ord. 2098 § 2, 2013)

2.82.080 Organization.

- (a) Each May, a committee will annually organize and elect a chairperson and vice-chairperson from its membership for a one-year term. In the chairperson's or vice-chairperson's absence or disability, the committee may designate a chairperson or vice-chairperson pro tempore.
- (b) Regular meetings may be held on a day and time established by committee resolution and may be amended from time to time.
- (c) Committees may establish a procedure for calling special meetings and may also adopt application requirements, meeting procedures, and other reasonable rules and regulations for conducting business. Minutes must be kept of all meetings and the secretary will deliver copies of minutes to the city clerk for filing.
- (d) Committees may designate one of its members, or a subcommittee composed of not more than two members, to study, review, consider, or make recommendations concerning any matter within the committee's purview. (Ord. 2098 § 2, 2013)

2.82.090 Nonattendance.

- (a) Unless otherwise provided, if a committee member fails to attend three consecutive meetings, unless excused for cause by the committee chairperson, that member's office is deemed vacant and the member's term ended. The committee secretary must immediately notify the city council and city clerk of such termination.
- (b) Any member of any city commission, board or committee appointed by a city council member, and terminated from said commission, board or committee for absences, whether excused or unexcused, cannot be nominated for appointment to any city commission, board or committee for a period of twelve months after said termination became effective. (Ord. 2098 § 2, 2013)

2.82.100 Vacancy.

If a vacancy occurs other than term expiration, notice must be given to the city council and city clerk. The appointing city council member may appoint a new member in accordance with this chapter for the remaining portion of the term, subject to the Maddy Act (Government Code Section 54970 et seq.); any partial term of service will count as a full year toward the term of office. (Ord. 2098 § 2, 2013)

View the [mobile version](#).

RESOLUTION NO. 11589

A RESOLUTION ESTABLISHING VARIOUS BOARDS AND COMMISSION IN ACCORDANCE WITH CHAPTER 2.82 OF THE MONTEREY PARK MUNICIPAL CODE.

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

SECTION 1: Unless otherwise provide by this Resolution, all Boards and Commissions established by this Resolution will conform with Monterey Park Municipal Code ("MPMC") Chapter 2.82 as to membership, terms, and procedures.

SECTION 2: **Commission on Aging.** The City Council establishes a Commission on Aging as follows:

- A. *Membership.* The Commission on Aging will consist of ten individuals. Each councilmember may appoint two individuals to the Commission on Aging in accordance with MPMC Chapter 2.82.
- B. *Responsibilities.* The Commission on Aging may undertake the following activities:
 - 1. Provide liaison and coordination among the senior citizen community, the city council, the recreation and parks commission, the community relations commission, community service organizations, and other governmental and private agencies in relation to aging;
 - 2. Promote and encourage community interest and responsibility to correct and prevent problems of aging;
 - 3. Obtain resources for available grants and funds for senior citizen projects;
 - 4. Improve the physical and social environment with respect to senior citizens;
 - 5. Obtain and distribute resource information for various services intended to benefit senior citizens such as legal aid, medical programs, housing and transportation;
 - 6. Encourage established agencies to take responsibility for meeting needs as they are discovered and to take all appropriate action;

7. Develop and assist in planning appropriate services or projects if existing agencies are unable to meet the need;
8. Participate in the establishment of the policy and/or program development of such service or project during and after its formulation; and
9. Act in an advisory capacity to the city council in all matters pertaining to senior citizen problems.

SECTION 3: Business Improvement District Advisory Committee. The City Council establishes a Business Improvement District Advisory Committee as follows:

- A. *Membership.* Members serving on the Business Improvement District Advisory Committee must own or operate a business within the business improvement district.
- B. *Responsibilities.* The Business Improvement District Advisory Committee may undertake the following activities:
 1. Make recommendations to the City Council regarding operations and marketing for the downtown business area;
 2. Make recommendations to the City Council regarding the methods and ways in which the revenue is derived from the charges, assessments and contributions imposed or authorized by Chapter 5.82 of this Code and California Streets and Highways Code §§ 36500, *et seq.*

SECTION 4: Youth Advisory Board. The Youth Advisory Board established by Resolution No. 9939 and Resolution No. 9984 is dissolved and Resolution Nos. 9939 and 9984 are repealed.

SECTION 5: Community Participation Commission. The City Council establishes a Community Participation Commission as follows:

- A. *Membership.* The Community Participation Commission will consist of ten members plus seven non-voting youth members. Each councilmember may appoint two individuals to the Community Participation Commission in accordance with MPMC Chapter 2.82.
- B. Youth members will be selected by the Community Participation Commission as follows:
 1. Three members from the Alhambra Unified School District;

2. Two members from the Montebello Unified School District;
3. Two members at large from the community to accommodate students attending private schools
4. Members must be currently attending high school or attended within the last six months.

C. *Responsibilities.* The Community Participation Commission may undertake the following activities:

1. Coordinate activities and programs with the Youth Advisory Board;
2. Seek out and publicize artistic, cultural and historic exhibits, performances and opportunities that enhances the community;
3. Increase public awareness and appreciation of Monterey Park's history and heritage;
4. Preserve memorabilia and records of the history of Monterey Park and maintain a written history of the city;
5. Conduct and recommend programs which will increase good will among residents of the community and open new opportunities into all phases of community life for all residents;
6. To make residents aware of the services, programs and organizations available in the community;
7. Provide information and opportunities for newcomers to become involved in the community;
8. Foster mutual regard and understanding among all racial, religious and ethnic groups in the community;
9. Participate in community affairs;
10. Promote and encourage community interest and responsibility to correct and prevent conditions of neighborhood blight and deterioration by developing programs and resources in order to provide for a more suitable living environment for all residents;
11. Involve youths in community activities; and

12. Act in an advisory capacity to the city council on all matters pertaining to the city's community participation activities.
13. Review existing youth programs and make recommendations to improve these programs;
14. Inform the Community Participation Commission and City Council of the needs, concerns, achievements, goals and problems of the youth in the community;
15. Promote increased interest and participation among the youth in community affairs;
16. Foster increased understanding between youth groups within the community by providing conflict resolution; and
17. Provide an annual report to the City Council via the Community Participation Commission regarding the status of the community's youth.

SECTION 6: Economic Development Advisory Commission. The City Council establishes an Economic Development Advisory Commission as follows:

- A. *Membership.* Each member must be either a resident of the city or have business experience with a background in finance, economics or development.
- B. *Responsibilities.* The Economic Development Advisory Commission may undertake the following activities:
 1. Monitor implementation of the most current economic development strategic plan adopted by the city council;
 2. Recommend updates or amendments to the economic development strategic plan as deemed necessary;
 3. Provide the city council with annual reports on progress towards meeting economic and community development goals as identified in the economic development strategic plan; and
 4. Act in an advisory capacity to the city council on the needs of local businesses, and the availability of economic development opportunities and resources.

SECTION 7: Environmental Commission. The City Council establishes an Environmental Commission as follows:

A. *Membership.* The Environmental Commission will consist of five members plus two ex officio youth members appointed by the Environmental Commission. Each member may be a resident of the city of Monterey Park, an individual operating or working in the city of Monterey Park, or a professional or scholar in the environmental field.

B. *Responsibilities.* The Environmental Commission may undertake the following activities:

1. Develops and implement policies and procedures relevant to the environment and sustainability of the community;
2. Promote programs to increase the education and awareness of the environment, in addition to providing direct benefits to individual residents and businesses through dollar savings;
3. Investigate potential funding in order to implement programs directly in the community and to operate the activities of the commission;
4. Monitoring legislative activities that would affect the city and provide recommendations to the city council;
5. Undertake such activities as directed by the city council for other issues deemed necessary as the environmental integrity of the city that affects numerous areas of municipal government, planning, transportation, air quality, congestion management, and community improvement; and
6. Serve in advisory capacity to the city council on issues deemed relevant to the environment and sustainability of the city.

SECTION 8: Recreation and Parks Commission. The City Council establishes a Recreation and Parks Commission as follows:

A. *Membership.* The Recreation and Parks Commission will consist of five members plus ex officio member(s) as approved by the city manager or it's designees. Regular members cannot hold any paid office or employment in the city government.

B. *Responsibilities.* The Recreation and Parks Commission may undertake the following activities:

1. Act in advisory capacity to the city council and administrative personnel in all matters pertaining to parks, parkways and public recreation and to cooperate with other governmental agencies and civic groups in the acquisition, planning and programming thereof;
2. Formulate and propose policies on recreation services for approval by the city council;
3. Make periodic inventories of recreation services that may be needed and interpret the needs of the public to the city council and administration;
4. Aid in coordinating the recreation services with the programs of other governmental agencies and voluntary organizations;
5. Inform the public of the policies and functions of the recreation and parks program; and
6. Inform, advise and cooperate with boards of education and boards of school trustees of school districts comprising a part of the city or being immediately adjacent to the city to the extent that such information, advice and cooperation shall be proper and desirable in preparing, revising or carrying out the park or recreation program of the city.

SECTION 9: All boards and commissions nametags, business cards and letterheads must be approved by the city manager or his designee.

SECTION 10: Resolution is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, "CEQA") and CEQA regulations (14 California Code of Regulations §§ 15000, *et seq.*) because it consists only of revisions and clarifications to existing codes and procedures regarding appointing persons to City commissions, boards, and committees. Adopting this Resolution will not have the effect of deleting or substantially changing any regulatory standards or required findings.

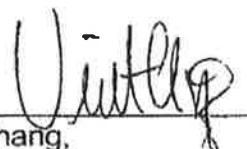
SECTION 11: This Resolution will become effective on the same date as Ordinance No. 2098 and will remain effective unless repealed or superseded.

SECTION 12: The City Clerk will certify to the passage and adoption of this Resolution; will enter the same in the book of original Resolutions of said City; and will make a minute of the passage and adoption thereof in the record of proceedings of the City Council of said City, in the minutes of the meeting at which the same is passed and adopted.

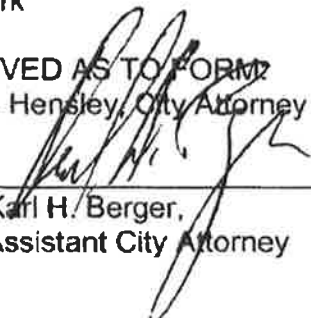
PASSED AND ADOPTED this 19th day of June, 2013.


Teresa Real Sebastian,
Mayor

ATTEST:


Vincent Chang,
City Clerk

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

By: 
Karl H. Berger,
Assistant City Attorney

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

I, Vincent D. Chang, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 11589 was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 19th day of June, 2013, by the following vote:

Ayes: Council Members: Chan, Liang, Wong
Nayes: Council Members: Ing, Real Sebastian
Absent: Council Members: None
Abstain: Council Members: None

Dated this 19th day of June, 2013.


Vincent Chang, City Clerk
City of Monterey Park, California

ATTACHMENT 2

MPMC 2.80 and By-Laws – Library Board of Trustees

Monterey Park Municipal Code

Title 2 ADMINISTRATION AND PERSONNEL

Chapter 2.80 PUBLIC LIBRARY

2.80.010 Establishment.

A public library is established in and for the city to be known as the Monterey Park Bruggemeyer Library, which public library shall be free to the residents, and nonresident property owners and employees of the city, and residents of the Metropolitan Cooperative Library System jurisdictions, subject always to such rules, regulations and bylaws as may be made by the board of library trustees. Fees for library services for patrons other than provided above shall be established by resolution of the city council. (Ord. 2032 § 1, 2005; Ord. 1880 § 1, 1994)

2.80.020 Board of library trustees.

There is created and established a board of library trustees consisting of five members appointed by the mayor with the approval of the city council. (Ord. 1880 § 1, 1994)

2.80.030 Term of office.

The terms of office of the trustees shall be for three years. The members of the first board shall classify themselves by lot to stagger the five members' first term over the initial three-year period. Each trustee, except those resigning or removed by the city council, shall serve until his or her successor is appointed. (Ord. 1880 § 1, 1994)

2.80.040 Meetings and procedures.

The board of library trustees shall adopt rules and regulations to govern its proceedings. The board shall set a time and place for regular meetings by resolution, which shall be held at least once each month. The meeting of the board shall be recorded and properly kept. The board shall appoint one of its trustees president, who shall serve for one year and until his or her successor is appointed. (Ord. 1880 § 1, 1994)

2.80.050 Powers.

The board of library trustees shall have the following powers:

- (a) To make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the library and all property belonging thereto;
- (b) To administer any trust declared or created for the library, and received by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library;
- (c) To appoint and prescribe the duties and powers of the city librarian, who shall hold office at and during the pleasure of the board of library trustees. The board shall also fix the compensation for the city librarian;
- (d) To purchase necessary books, journals, publications and other personal property;
- (e) To purchase real property, and erect or rent or equip such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the city council for the library;
- (f) To request the appropriate state officials to furnish the library of any and all reports, laws and other publications of the state not otherwise disposed of by law;
- (g) To borrow books from, lend books to, and exchange books with other libraries, and to allow nonresidents to borrow books under such conditions as the board may prescribe; and
- (h) To do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter. (Ord. 1880 § 1, 1994)

2.80.060 Annual report.

The board of library trustees shall, on or before August 31st, in each year, report to the city council and to the state librarian on the condition of the library for the year ending the thirtieth day of June preceding. The report shall, in addition to other matters deemed expedient by the board of library trustees, contain such statistical and other information as deemed desirable by the state librarian. (Ord. 1880 § 1, 1994)

2.80.070 Library fund.

All money acquired by gift, devise, request, or otherwise, for the purposes of the library, shall be apportioned to a fund to be designated the library fund, and shall be applied to the purposes authorized in this chapter. (Ord. 1880 § 1, 1994)

2.80.080 Title to property.

The title to all property acquired for the purposes of the library, when not inconsistent with the terms of its acquisition, or otherwise designated, shall vest in the name of the city of Monterey Park, and the city may be sued for and defended by action at law or otherwise. (Ord. 1880 § 1, 1994)

2.80.090 Penalty.

Any person who maliciously cuts, tears, defaces, breaks or injures any book, map, chart, picture, engraving, statue, model, or other work of literature, art, mechanics or object of curiosity deposited in the library, is guilty of a misdemeanor. Any person who wilfully detains any book, newspaper, magazine, pamphlet,

manuscript, or other property belonging to the library, for thirty days after notice in writing to return the article or property, given after the expiration of the time for which by the rules of the library the article or property may be kept, is guilty of a misdemeanor. The parent or guardian of a minor who wilfully and maliciously commits any act within the scope of this section will be liable for any damages so caused by the minor. (Ord. 1880 § 1, 1994)

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Monterey Park Bruggemeyer Library Policy	Policy Number: 59-01
	Issue Date: May 28, 1959
	Revised Date: 6/16/59; 12/4/95; 5/9/96; 6/13/96; 8/8/96; 9/15/98; 6/19/01; 5/20/03; 12/14/04; 6/21/05; 8/21/06
Subject: By-Laws of the Library Board of Trustees	Library Board of Trustees' Approval
	Page Number 1 of 4
<u>Purpose:</u> These By-Laws establish a frame work for the Library Board of Trustees to conduct its business.	
<u>Provisions:</u> See attached pages.	

Monterey Park Bruggemeyer Library
May 28, 1959

By-Laws of the Library Board of Trustees of the Monterey Park Bruggemeyer Library

- Article I
NAME This organization shall be called "The Library Board of Trustees of the Monterey Park Bruggemeyer Library" existing by virtue of the provisions of the Educational Code of the State of California (Sections 18910-18927) and the Monterey Park Municipal Code (Sections 2.80.020-2.80.060) and exercising the powers and authority and assuming the responsibilities delegated to it as under the said statute.
- Article II
OBJECT The object shall be to promote and strengthen the development of the Monterey Park Bruggemeyer Library particularly, and of libraries generally; to keep informed of national and state library developments and to convey that information to the electorate of the city so that there shall be an intelligent public opinion relative to libraries and the services they render.
- Article III
OFFICERS Section 1: Officers of the Board (President and Secretary) shall rotate annually at the July meeting. The Secretary rotates into the Presidency. The order of rotation into the Presidency shall be by date of appointment subject to a confirming vote.
Section 2: The President of the Board shall conduct meetings, appoint committees, fill all vacancies in committees, participate in discussions, make and second motions, vote, and perform the duties of a presiding officer.
Section 3: The Secretary shall keep the minutes of the regular meeting, or cause the Library's Secretary, who may be the ex-officio recording secretary, to keep the minutes. The Secretary shall also notify the members of any special meetings, write such correspondence as is necessary, and shall perform such other duties delegated by the President.
- Article IV
MEETINGS Section 1: The Board shall hold regular monthly meetings in the Monterey Park Bruggemeyer Library at 7:00 P.M. on the third Tuesday of each month unless the third Tuesday falls on a holiday, in which case the meeting may be held on the following Tuesday.
Section 2: All agendas shall be posted in the library and at City Hall at least seventy-two hours prior to the time of the meeting.
Section 3: Special meetings may be called by the President or Secretary and shall be called at the request of two members of the Board. Such a meeting shall be posted to conform with the Brown Act.
Section 4: When a Board member has four absences in a calendar year his/her seat will be considered vacant. After the third absence, the President shall send a

warning notice to the delinquent Board member via registered mail. Upon the fourth absence, the President will notify the Board member and the Mayor regarding the members= termination on the Board.

Section 5: A quorum for the transaction of business shall consist of three members of the Board.

Section 6: All Board members shall serve no more than two consecutive three-year terms. The exception to this is a member who was appointed to fill an unexpired term. If the time remaining is less than eighteen months, the person could serve two additional three-year terms. If the time remaining is more than eighteen months, the term would be considered as one of the three year terms. Trustees serve until their respective successors qualify and are appointed. Trustees who serve at least one full-term before they leave the Library Board will receive a plaque for their service.

Article V A City Librarian shall be appointed by the Board to serve during the pleasure of LIBRARIAN the Board. The librarian shall be considered an ex-officio executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. Specifically, the librarian shall be held responsible for the following:

- (1) Care of buildings and equipment
- (2) Direction of the staff
- (3) Appointment, dismissal, promotion, or demotion of staff members
- (4) A reasonable and progressive plan for extending the use of books and other communication media, and for developing information and reference services
- (5) Preparation of clear and definite reports on the library=s progress
- (6) Cooperation with other public officials
- (7) Maintenance of good public relations and of adequate publicity about the library and its services
- (8) Recommendations concerning the budget which will provide for the library=s orderly expansion
- (9) Expenditures and operation of the library within the terms of the budget
- (10) Determination of plan layout for the most efficient functional relationships and work areas. The City Librarian or his/her representative shall attend all Board meetings, except those at which his/her performance or salary is to be discussed.

Article VI COMMIT-TEES Section 1: Special committees for the special purpose study and investigation may be appointed by the President, with the approval of the Board, such committees to serve until the completion of the work for which they were appointed.

Section 2: The Board shall meet as a Committee of the Whole to serve as the

evaluation committee for the City Librarian.

- Article VII
LIAISONS
- Section 1: A Board member, appointed by the President, will sit on the Library Foundation Board of Directors as a voting member. This appointment will be made each July for a term of one year.
- Section 2: The President or a representative of the Friends of the Monterey Park Bruggemeyer Library shall be invited to attend each Board meeting.
- Section 3: The MCLS Systems Advisory Board member shall be invited to attend all meetings of the Library Board of Trustees.
- Article VIII
- Section 1: The order of business shall include Board projects, committee and other reports, unfinished business, new business and announcements, but not necessarily in that order.
- Section 2: The City Librarian can add items to the agenda.
- Section 3: Once the agenda is posted items cannot be withdrawn.
- Section 4: The order may be changed by a vote of the majority of those members present.
- Section 5: In the event of an emergency situation which would impair public health and safety unless action is taken, the Board shall, by a two-thirds vote of its members, or a unanimous vote if less than two-thirds of its members are present, make findings of the existence of the emergency situation and include such facts in the minutes prior to taking any action on the item.
- Article IX
ANNUAL
REPORT
- The Board shall on or before August 31 of each year report to the City Council on the condition of the library, for the year ending the 30th day of June preceding.
- Article X
AMMEND-
MENTS
- These by-laws may be amended at any regular meeting of the Board where a quorum is present, by the majority vote of the members present; provided a written copy of the proposed amendment shall be mailed to each Board member at least 15 days prior to the meeting at which such amendment is to be voted upon.
- Article XI
AUTHORITY
FOR
MATTERS
NOT
COVERED
- The current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall be the authority on all questions of parliamentary law unless in conflict with these by-laws or with the statutes of the State of California.

ATTACHMENT 3
MPMC 2.28 – Personnel Board

Title 2 ADMINISTRATION AND PERSONNEL**Chapter 2.28 UNIFORM PERSONNEL SYSTEM****2.28.010 Adoption.**

In order to establish an equitable and uniform procedure for dealing with personnel matters, to attract to municipal service the best qualified persons available, to assure that appointments and promotions of employees will be based on merit and fitness as determined by competitive test, and to provide a reasonable degree of security for qualified employees, the following personnel system is adopted as a continuation of the existing uniform personnel system. (Prior code § 2200)

2.28.020 Personnel board—Creation.

There is created a personnel board of five members appointed by the city council in accordance with the provisions of Section 2.28.050 of this chapter, and sometimes referred to in this chapter as "the board." (Prior code § 2201)

2.28.030 Personnel board—Terms.

The terms of office of the members of the board shall be for four years. (Ord. 1571 § 1, 1982; prior code § 2201.1)

2.28.040 Personnel board—Vacancies.

Vacancies of the board shall be filled by appointment by the city council in the same manner as that in which the member being replaced was originally appointed. Each member, except those resigning or removed by the council, shall serve until his or her successor is appointed. (Ord. 1888 § 1, 1995; Ord. 1571 § 1, 1982; prior code § 2201.2)

2.28.050 Personnel board—Appointment.

(a) The city council shall appoint the members of the personnel board in the following manner: One member from a list of three persons nominated by the personnel of the Monterey Park fire and police departments, one member from a list of three persons nominated by the remaining employees of the city, two members from the community at large, and one member from a list of three persons nominated by a majority of the four previously appointed members. A majority vote of the city council shall be required to appoint a member of the personnel board.

(b) Nominations as required in subsection (a) of this section shall be made to the council within thirty days following notification by the council that such nominations are required. In the event nominations are not received within the thirty-day period, the council may proceed to fill the vacancies by appointment from the community at large. (Ord. 1888 § 2, 1995; prior code § 2201.3)

2.28.060 Personnel board—Qualifications.

Members of the personnel board shall be qualified electors of the city who are in sympathy with the application of merit principles to public employment. No person shall be appointed to the board who holds any salaried office or employment with the city, nor shall any member, while on the board or for a period of one year after his term has expired, be eligible for appointment to any office of employment of the city. (Prior code § 2201.4)

2.28.070 Personnel board—Organization—Officers.

The election of a chairman shall take place at the first meeting of the board held during the month of January of each year. The board may fill for the unexpired term any vacancy occurring in the office of chairman. (Prior code § 2201.5)

2.28.080 Personnel board—Meetings—Quorum.

The board shall hold a regular meeting at least once a month at times fixed by resolution. Special meetings may be called by the chairman or any three members of the board upon twenty-four-hours' notice. The board shall determine the order of business for the conduct of its meetings. Three members of the board shall constitute a quorum for the transaction of business. (Prior § 2201.6)

2.28.090 Personnel board—Powers—Duties.

The powers and duties of the personnel board shall be the following:

(1) As provided by the personnel system rules and regulations, the hearing of appeals submitted by any person in the competitive service relative to any disciplinary action, dismissal, demotion or alleged violation of this chapter or the personnel rules and the certification of its findings and recommendations as provided in this chapter;

(2) In any investigation or hearing conducted by the board, it shall have the power to examine witnesses under oath and compel their attendance or production of evidence by subpoenas issued in the name of the city and attested by the city clerk. It shall be the duty of the chief of police to cause all such subpoenas to be served and refusal of a person to attend or to testify in answer to such a subpoena shall subject the person to prosecution in the same manner set forth by law for failure to appear before the city council in response to a subpoena issued by the council. Each member of the personnel board shall have the power to administer oaths to witnesses;

(3) When requested by the city council or the city manager, the personnel board shall make inquiries and recommendations on any matter of personnel administration, such as standardization of hours of work, attendance and leave regulations, vacations, holidays and working conditions;

(4) The preparation and adoption by resolution, subject to the approval of the city council, of rules and regulations to supplement this chapter and establishing specific procedures governing such phases of the personnel system as:

- (A) Preparation, installation, revision and maintenance of a position classification plan covering all positions in the competitive service,
- (B) Formulation of standards and qualifications for each class, including residential requirements, if any,
- (C) Public announcement of all tests and the acceptance of applications for employment,
- (D) Preparation and conduct of tests and the establishment, approval and use of resulting employment lists containing names of persons eligible for appointment,
- (E) Certification and appointment of persons from employment lists, and the making of temporary and emergency appointments,
- (F) Evaluation of employees,
- (G) Transfer, promotion, demotion and reinstatement of employees in the competitive service,
- (H) Separation of employees from the city service through layoff, suspension and dismissal,
- (I) Development of employee morale, welfare and training programs,
- (J) Content, maintenance and use of personnel records and forms. (Ord. 1382 § 1, 1974; Ord. 1289 §§ 1, 2, 1971; prior code § 2201.7)

2.28.095 City council review.

Any decision, action, or failure to act or consider, by the board regarding or in connection with the establishment, amendment or revision of the classification plan may be reviewed by the city council for final approval. Within ninety days of any such action or inaction by the board, the city council, by majority vote, shall set a time, place and date for hearing and considering the action or inaction by the board. At the time of consideration by the city council, any interested person may appear and be heard. The decision of the city council shall be final. (Ord. 1820 § 1, 1991)

2.28.100 Personnel officer.

The city manager shall appoint a personnel officer, after consultation with the personnel board. The personnel officer shall perform the following duties:

- (1) Administer all provisions of this chapter and the rules established hereunder, in accordance with the policies and directives established by the personnel board;
- (2) Attend meetings of and serve as secretary of the personnel board, with such clerical assistance as may be necessary;
- (3) Have custody of all personnel records;
- (4) Accept all notices, requests for hearings, complaints and other official documents which are required to be filed with the personnel board;
- (5) Prepare rules and amendments thereof, for the consideration of the board;
- (6) Prepare a position classification plan, class specifications and revisions thereof, for the consideration of the board;
- (7) Prepare a plan of compensation, and revisions thereof, covering all classifications in the competitive service. This compensation plan and all revisions thereof shall be transmitted to the city council by the city manager with his recommendation for city council approval.

The duties of the office of personnel officer may be combined with those of any other office in the event the work involved does not warrant, in the discretion of the city manager, the creation of a special position. (Ord. 1289 § 3, 1971; prior code § 2202)

2.28.110 Competitive service.

The provisions of this chapter and the personnel system rules and regulations adopted pursuant to this chapter shall apply to all offices, positions and employment now in the service of the city, except:

- (1) Elective offices; provided, however, that in the event the people of the city by election change the status of any of the elective offices of the city to that of appointive offices, then at the expiration of his term of office, the person holding such office shall assume regular status without competitive test, providing that he or she has served in such position continuously for at least six months immediately prior to the expiration of his term of office. Thereafter, the incumbent and the position shall be subject in all respects to the provisions of this chapter and the personnel rules;
- (2) Positions on appointive boards, commissions and committees;
- (3) Persons under contract to supply expert, professional or technical services;
- (4) Volunteer personnel who receive no regular compensation from the city;
- (5) Part-time employees (such as crossing guards), per diem, hourly and seasonal employees;
- (6) Building official;
- (7) City librarian;
- (8) City manager;
- (9) Director of community development;
- (10) Director of economic development;
- (11) Director of human resources and risk management;
- (12) Director of management services;
- (13) Director of public works/city engineer;
- (14) Director of recreation and parks;
- (15) Financial services manager;
- (16) Fire chief;
- (17) Police chief;
- (18) Support services manager;

(19) All of those transitional positions authorized by motion of the city council, which are funded in whole or in part by the federal government pursuant to Public Law 92-302 entitled the "Comprehensive Employment Training Act of 1973" and pursuant to amendments and extensions thereof. (Ord. 1969 § 1, 2000;

Ord. 1540 § 1, 1981; Ord. 1497 § 1, 1979; Ord. 1458 § 1, 1978; Ord. 1396 § 1, 1975; Ord. 1383 § 1, 1974; Ord. 1310 § 1, 1971; Ord. 1309 § 1, 1971; Ord. 1289 § 4, 1971; prior code § 2203)

2.28.120 Appointments.

Appointments to vacant positions in the competitive service shall be made in accordance with the personnel rules. Appointments and promotions shall be based on merit and fitness to be ascertained so far as practicable by competitive test. Appointments shall be made by the city council, city manager or other officer in whom the power to make appointments is vested by law, as the case may be. (Prior code § 2204)

2.28.130 Competitive service—Name certification.

If appointment is to be made from an employment or promotional list, the names of persons willing to accept appointment shall be certified by the personnel officer to the appointment power in the order they appear on the appropriate lists. The number of names certified shall be made in accordance with the personnel rules. (Ord. 1936 § 1, 1998; prior code § 2204.1)

2.28.140 Competitive service—Temporary.

In the absence of an appropriate employment list, or in the case of a temporary position that will not exist for more than six months, a temporary appointment of a person meeting the minimum training and experience qualifications for the position may be made by the appointing authority for a period not to exceed six months. An employment list shall be established within six months for any permanent position filled by temporary appointment. When a position is filled by temporary appointment, the personnel board shall record such action in the minutes of its meeting. (Prior code § 2204.2)

2.28.150 Competitive service—Temporary—Credit.

No credit shall be allowed in meeting any qualification or in the giving of any test or the establishment of any employment or promotional lists, for service rendered under a temporary appointment made in accordance with provisions of Section 2.28.140. (Prior code § 2204.3)

2.28.160 Probationary period.

Except as otherwise provided in any resolution and/or memorandum of understanding which is or has been approved, ratified or authorized by the city council and/or any administrative policy approved and authorized by the city manager to implement same, all appointments to position in the competitive service, except temporary and/or "at-will" appointments shall be in accordance with the personnel rules. During the probationary period the employee may be rejected at any time without the right of appeal or hearing. (Ord. 1968 § 1, 2000; prior code § 2205)

2.28.170 Probationary period—Promotion—Rejection.

An employee rejected during the probationary period from a position to which he or she has been promoted shall be reinstated to the position from which he or she was promoted, unless he or she is dismissed from the city service as provided in this chapter and the rules. (Prior code § 2205.1)

2.28.180 Status of present employees.

Any person holding a position included in the competitive service who, on the effective date of Ordinance No. 695* shall have served continuously in such position or in some other position in the competitive service, for a period equal to the probationary period prescribed in the rules for his class, shall assume regular status in the competitive service in the position held on such effective date without qualifying test, and shall thereafter be subject in all respects to the provisions of this chapter and the personnel rules.

Any other persons holding positions in the competitive service shall be regarded as probationers who are serving out the balance of their probationary periods as prescribed in the rules before obtaining regular status. The probationary period shall be computed from the date of appointment or employment. (Prior code § 2206)

* Ordinance 695 is included in the original codification.

2.28.190 Appointments subject to chapter.

The city council, city manager and any other officer in whom is vested the power to appoint, make transfers, promotions, demotions, reinstatements, layoffs and to suspend or dismiss employees, shall retain such power, subject to the provisions of this chapter and the personnel rules. (Prior code § 2207)

2.28.200 Suspension.

Any person holding a position in the competitive service shall be subject to disciplinary suspension without pay by the appointing power. Such suspensions shall not exceed ten calendar days for any one suspension nor a total of thirty calendar days in any fiscal year. A department head not having power of appointment may make disciplinary suspensions in accordance with the personnel rules. (Prior code § 2208)

2.28.205 Automatic resignation.

Any employee holding a position in the competitive service who is absent without a valid leave of absence for more than two consecutive working shifts, shall be deemed to have abandoned his position and to have resigned from the service, unless, within fifteen calendar days from the last day he or she worked or the last day he or she was on a valid leave of absence, he or she proves to the satisfaction of appropriate departmental supervision and the city manager that the absence was excusable.

Any person who has been terminated pursuant to this section shall have the right to appeal the automatic resignation decision to the personnel board in the time and manner as prescribed in personnel system rules and regulations. Nothing in this section, however, shall prevent the city from suspending or discharging an

employee for unauthorized absence. (Ord. 1382 § 1, 1974; Ord. 1316 § 1, 1972; prior code § 2208.1)

2.28.210 Transfer—Work assignment.

Employees may be transferred between departments by the city manager where such transfers involve work of the same civil service class as that in which the employee has status. Employees may be assigned within their department by the department head to work appropriate to their civil service class. No assignments or transfers shall be made to work of a civil service class different from that in which the employee has status, except work which is purely temporary and incidental thereto, or except in the event of grave emergency involving danger to life or property, and then only for such limited periods of time as may be required because of such emergency. Transfers and work assignments shall not be made for punitive reasons. An employee shall have the right of appeal to the personnel board in any case in which he or she believes the provisions of this section have been violated. (Prior code § 2209)

2.28.220 Disciplinary action.

No permanent employee in the competitive service shall be suspended, demoted, dismissed or subjected to any other disciplinary action unless such action is taken in accordance with and pursuant to personnel system rules and regulations. This section shall not apply to the abolition of a position pursuant to Section 2.28.230. (Ord. 1382 § 1, 1974; prior code § 2210)

2.28.230 Abolition of position.

Whenever in the judgment of the city council it becomes necessary in the interest of economy or because the necessity for the position or employment involved no longer exists, the city council may abolish any position or employment. The employee holding such position or employment shall be laid off, demoted or transferred without the filing of written charges and without the right of appeal in accordance with rules established by the personnel board. If, within two years, an appointment is to be made to any position or employment in any existing or new class having the same, or, substantially similar qualifications and duties as the position abolished, the employee laid off, demoted or transferred shall have the right to such appointment, unless he or she files a waiver in writing with the personnel officer; or, if laid off, he or she fails to report to the personnel officer within twenty working days after notice is mailed to his last known address. (Prior code § 2211)

2.28.270 Discrimination prohibited.

No person in the competitive service or seeking admission thereto shall be employed, promoted, demoted, discharged or in any way favored or discriminated against because of race, color, religion, national origin, political opinions or affiliations, sex, age, or physical handicap, except where sex, age, or absence of physical handicap constitute a bona fide occupational qualification. (Ord. 1516 § 1, 1980; prior code § 2215)

2.28.280 Age limits.

Minimum or maximum age limits for any examination for a position in the competitive service shall not be established and age shall not be a minimum qualification for any employment in the competitive service. Any person possessing all the minimum qualifications for a position is eligible to take any examination hereunder regardless of age, and neither the personnel board, personnel officer or appointing power shall adopt any rule prohibiting the employment of any person otherwise qualified solely because of age. This section shall be subject to the provisions of any applicable retirement system, and this section shall not prevent the city council from fixing minimum or maximum age limits for employment of policemen or firemen. (Prior code § 2216)

2.28.300 Right to contract for special services.

The personnel board shall consider and make recommendations to the city council regarding the extent to which the city should contract for the performance of technical services in connection with the establishment or operation of the personnel system. The city council may contract with any qualified person or agency for the performance of all or any of the following responsibilities and duties imposed by this chapter:

- (1) The preparation of personnel rules and subsequent revisions and amendments thereof;
- (2) The preparation of a position classification plan, and subsequent revisions and amendments thereof;
- (3) The preparation of a plan of compensation, and subsequent revision and amendments thereof;
- (4) The preparation, conduct and grading of competitive tests;
- (5) Special and technical services of advisory or informational character on matters relating to personnel administration. (Prior code § 2218)

2.28.310 Appropriation of fund.

The city council shall appropriate such funds as are necessary to carry out the provisions of this chapter. (Prior code § 2219)

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ATTACHMENT 4

Draft Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING MONTEREY PARK MUNICIPAL CODE CHAPTERS 2.28, 2.80 AND 2.90 TO LIMIT TERMS OF APPOINTED OFFICIALS SERVING ON THE CITY'S PERSONNEL BOARD, PUBLIC LIBRARY BOARD AND TRAFFIC COMMISSION.

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

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

- A. In 2013, voters overwhelmingly adopted Measure MP-EE which imposed term limits upon elected officials within the City of Monterey Park.
- B. After approval of Measure MP-EE, the City Council in 2013 placed limits upon the terms of appointed officials including, without limitation, the Planning Commission. These changes are partly reflected in Monterey Park Municipal Code ("MPMC") § 2.82.050.
- C. These limits were not, however, extended at that time to the Personnel Board, Library Board, or Traffic Commission.
- D. To help ensure equal treatment, it is in the public interest for the City Council to impose reasonable term limits on persons serving on all appointed boards and commissions to the extent permitted by applicable law.

SECTION 2: For the Personnel Board, MPMC § 2.28.030 is repealed as follows:

~~"2.28.030 Personnel board — Terms.~~

~~The terms of office of the members of the board shall be for four years."~~

SECTION 3: MPMC § 2.82.030 is amended to read as follows:

"2.82.030 Further provisions.

- (a) Member qualifications and/or committee duties or responsibilities may be revised or amended by city council resolution.
- (b) Members of the library board, ~~traffic commission, and personnel board~~ are not subject to this chapter, pursuant to Education Code § 18911.
- (c) Persons serving on one committee cannot simultaneously serve on another committee."

SECTION 4: For the Library Board, MPMC § 2.80.030 is amended to read as follows:

"2.80.030 Term of office.

Pursuant to Education Code § 18911, The terms of office of for the a
trustees shall be is for three years. No person may serve more than two
consecutive terms as a member of the board. The members of the first
board shall classify themselves by lot to stagger the five members' first
term over the initial three-year period. Each trustee, except those
resigning or removed by the city council, shall serve until his or her
successor is appointed."

SECTION 5: For the Traffic Commission, MPMC § 2.90.010 is amended to read as follows:

"2.90.010 Creation.

A There is created and established a traffic commission is created in
accordance with Chapter 2.82. which shall consist of five members. Each
of the five council members shall nominate one member for a total of five
members. All nominations by the council members are subject to the
ratification by the city council. However, should a nominee be rejected, the
city council member recommending the appointment shall retain
appointing authority to submit another nominee. The members serve at
the pleasure of the city council."

SECTION 6: *Environmental Review.* This ordinance is exempt from review under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, et seq., the "CEQA Guidelines") because it constitutes an organizational or administrative activity of the City that will not result in direct or indirect physical changes in the environment. Accordingly, it is not a "project" that has the potential to cause significant physical effects on the environment and is not subject to CEQA pursuant to CEQA Guidelines §§ 15061 and 15378.

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

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

SECTION 9: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Monterey Park's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 10: This Ordinance will take effect on the 30th day following its final passage and adoption.

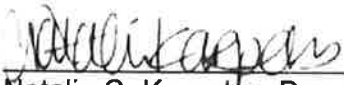
PASSED AND ADOPTED this ____ day of July, 2018.

Stephen Lam, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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

By: 

Natalie C. Karpeles, Deputy City Attorney



City Council Staff Report

DATE: August 1, 2018

AGENDA ITEM NO: Old Business
Agenda Item 5-B.

TO: The Honorable Mayor and City Council

FROM: Vincent D. Chang, City Clerk

SUBJECT: Announcement of Commission, Board and Committee members for a one-year term beginning May 1, 2018 and ending April 30, 2019.

RECOMMENDATION:

It is recommended that the City Council

- (1) Receive and file announcements of appointments to the Commissions/Boards/Committees listed in Attachment 1;
- (2) Discuss and provide possible direction on consolidation and/or elimination of certain commissions, boards and committees; and
- (3) Take such additional, related, action that may be desirable.

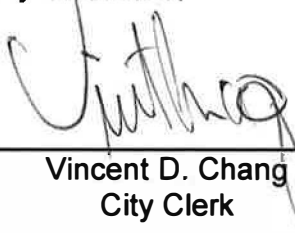
EXECUTIVE SUMMARY:

This item was continued from the July 18, 2018 City Council meeting. See Attachment 1 for the completed agenda packet from the July 18th meeting.

FISCAL IMPACT:

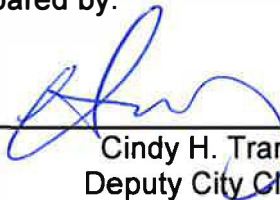
None.

Respectfully submitted,



Vincent D. Chang
City Clerk

Prepared by:



Cindy H. Trang
Deputy City Clerk

Approved By:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

Attachments:

1. July 18, 2018 City Council Meeting Staff Report

ATTACHMENT 1
July 18, 2018 City Council Meeting Staff Report



City Council Staff Report

DATE: July 18, 2018

AGENDA ITEM NO: New Business
Agenda Item 6-A.

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Announcement of Commission, Board and Committee members for a one-year term beginning May 1, 2018 and ending April 30, 2019.

RECOMMENDATION:

It is recommended that the City Council

- (1) Receive and file announcements of appointments to the following Commissions/Boards/Committees as listed in Attachment 1;
- (2) Discuss and provide possible direction on consolidation and/or elimination of certain commissions, boards and committees; and
- (3) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

In 2013, the City Council added Chapter 2.82 to the Monterey Park Municipal Code ("MPMC") restructuring the establishment of the Commissions, Boards and Committees, collectively "Commissions," and redefines the appointment procedures. In accordance with the MPMC, each council member appoints his/her respective representative(s) to the 9 commissions to serve a one year term beginning on May 1st and ending April 30th. Commissioners may serve not more than eight consecutive one year terms on the same commission.

BACKGROUND:

A. Appointments.

Each council member may appoint 1 seat to Business Improvement District Advisory Committee, Design Review Board, Economic Development Advisory Commission, Environmental Commission, Planning Commission, Recreation and Parks Commission, and Traffic Commission; and 2 seats to the Commission on Aging and Community Participation Commission. Each commissioner serves at the pleasure of the appointing council member. This constitutes the "announcement" of such appointments pursuant to MPMC § 2.82.060(b).

B. Consolidation.

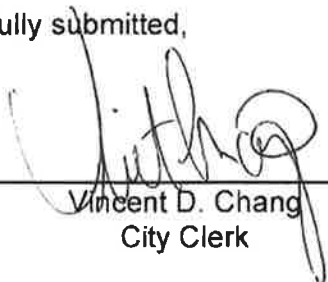
The City Clerk's office is concerned about the ability of certain commissions/boards/committees to establish a quorum needed to hold regularly scheduled meetings. For instance, the Design Review Board canceled 10 of its 24 regularly scheduled meetings in 2017; the Community Participation Community cancelled 7 out of 12 regularly scheduled meetings in 2017. While the circumstances resulting in cancellation vary (*i.e.*, due to vacancies, lack of items for discussion and/or lack of a quorum), these cancellations nevertheless disrupt the orderly conduct of business. Consequently, the Council may wish to review the list of existing commissions, committees and boards and consider eliminating, consolidating, or reducing the number of members required to serve:

- Five-Member Boards:¹
 - Business Improvement District Advisory Committee
 - Design Review Board
 - Economic Development Advisory Commission
 - Environmental Commission
 - Personnel Board
 - Recreation and Parks Commission
 - Traffic Commission
- Ten-Member Boards:²
 - Commission on Aging
 - Community Participation Commission

FISCAL IMPACT:

None.

Respectfully submitted,



Vincent D. Chang
City Clerk

Prepared by:



Cindy H. Trang
Deputy City Clerk

Approved By:



Ron Bow
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

¹ For five-member boards, three members are necessary to establish a quorum.

² Resolution No. 11589 (adopted on June 19, 2013) serves as the City's "master" resolution regarding the City's boards, commissions and committees. Resolution No. 11589 grants the City Council will the authority to create 10-member commissions and establishes that for ten-member boards, six members are necessary to establish a quorum.

Attachments:

1. List of Commissions Appointments
2. DRB and CPC meetings log, Commissions Fact Sheet

ATTACHMENT 1

List of Commissions Appointments

PETER CHAN

		Appointees 2017 - 2018 Term	Terms:	Appointment 2018 – 2019 Term
Seat No. 1	Commission on Aging	Steve Shieh	8/7/13 - 4/30/14 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 2	Commission on Aging	Alex Tang	5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 1	Business Improvement District Advisory Committee	Vacant		
Seat No. 1	Community Participation Commission	Victoria Chavez- Calderon	8/7/13 - 4/30/14 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 2	Community Participation Commission	Vacant		
Seat No. 1	Design Review Board	Gay Q. Yuen	7/6/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 1	Economic Development Advisory Commission	Kathy Tieu	5/18/17 - 4/30/18	
Seat No. 1	Environmental Commission	Shirley Hwong	8/5/15 - 4/30/16 5/1/16 - 4/30/17 5/18/17 - 4/30/18	
Seat No. 1	Planning Commission	Theresa Garcia Amador	5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 1	Recreation and Parks Commission	Philip Chang	5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 1	Traffic Commission	Allan Paul Shatkin	5/1/17 - 4/30/18	

MITCHELL ING

		Appointees 2017 - 2018 Term	Terms:	Appointment 2018 – 2019 Term
Seat No. 3	Commission on Aging	Agnes Arakawa	8/21/13 - 4/30/14 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 4	Commission on Aging	Beryl Shieh	8/7/13 - 4/30/14 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 2	Business Improvement District Advisory Committee	Guey Lin Jeng (Gene) Martin Florist	8/21/13- 4/30/14 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 3	Community Participation Commission	Sandra Hidalgo	5/1/15 - 04/30/16 5/1/16 - 04/30/17	
Seat No. 4	Community Participation Commission	Julia Villagran	5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 2	Design Review Board	Vacant		
Seat No. 2	Economic Development Advisory Commission	Dominic A. Lombardo	8/21/13 - 4/30/14 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 2	Environmental Commission	Jenelle Dhing	6/7/17 - 4/30/18	
Seat No. 2	Planning Commission	Margaret Leung	5/2/18 – 4/30/19	
Seat No. 2	Recreation and Parks Commission	Paul Duke Lee	1/26/15 - 4/30/15 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 2	Traffic Commission	Steve Klein	5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	

HANS LIANG

		Appointees 2017 - 2018 Term	Terms:	Appointment 2018 – 2019 Term
Seat No. 5	Commission on Aging	Samuel Song Y. Park	8/7/13 - 4/30/14 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 6	Commission on Aging	Virginia Mason-Greene	Terms: 1/22/18 – 4/30/18	
Seat No. 3	Business Improvement District Advisory Committee	Josephine Louie United pacific Bank	8/5/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 5	Community Participation Commission	Carol Ann Sullivan	6/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 6	Community Participation Commission	Vacant		
Seat No. 3	Design Review Board	Elizabeth Yang	5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 3	Economic Development Advisory Commission	Henry Lo	6/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 3	Environmental Commission	Karl Wong	11/6/13 - 4/30/14 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 3	Planning Commission	Ricky Choi	8/7/13 - 4/30/14 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 3	Recreation and Parks Commission	Bryant Y. Yang	5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 3	Traffic Commission	Benkin Jong	11/6/13 - 4/30/14 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	

TERESA REAL SEBASTIAN

		Appointees 2017 - 2018 Term	Terms:	Appointment 2018 - 2019
Seat No. 7	Commission on Aging	Virginia King	5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 8	Commission on Aging	Michael W. Lopez	5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 4	Business Improvement District Advisory Committee	Johnny Thompson Johnny Thompson Music	8/7/13 - 4/30/14 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 7	Community Participation Commission	Evelyn Moreno	1/7/15 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 8	Community Participation Commission	Vacant		
Seat No. 4	Design Review Board	Vacant		
Seat No. 4	Economic Development Advisory Commission	Raymond Mark Landin Mauna	5/1/17 - 4/30/18	
Seat No. 4	Environmental Commission	Sam Cheung	8/10/17 – 4/30/18	
Seat No. 4	Planning Commission	Eric Brossy de Dios	5/1/17 - 4/30/18	
Seat No. 4	Recreation and Parks Commission	Julie Cortez	6/15/18 – 4/30/19	
Seat No. 4	Traffic Commission	Ulysses Ramirez	10/14/13 - 4/30/14 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	

STEPHEN LAM

		Appointees 2017 - 2018 Term	Terms:	Appointment 2018 – 2019 Term
Seat No. 9	Commission On Aging	Betty Ping Cheng	8/7/13 - 4/30/14 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 10	Commission on Aging	Mau, Tak Kuen "Charles"	1/7/15 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 5	Business Improvement District Advisory Committee	Vacant		
Seat No. 9	Community Participation Commission	Vacant		
Seat No. 10	Community Participation Commission	Grace Ge (PeiJun)	8/7/13 - 4/30/14 5/1/14 - 4/30/15 5/1/14 - 4/30/15 5/1/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 5	Design Review Board	Ivan W Lam	11/15/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 5	Economic Development Advisory Commission	Philip Smith	6/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 5	Environmental Commission	Stephen Fong	5/2/18 – 4/30/19	
Seat No. 5	Planning Commission	Delario M. Robinson	6/1/16 - 4/30/17 5/1/17 - 4/30/18	
Seat No. 5	Recreation and Parks Commission	David Kwok	5/2/18 – 4/30/19	
Seat No. 5	Traffic Commission	Paul G. Perez	10/7/15 - 4/30/16 5/1/16 - 4/30/17 5/1/17 - 4/30/18	

ATTACHMENT 2
DRB and CPC meetings log, Commissions Fact Sheet

Design Review Board – 2017/2018 Term
Meetings Log

1	5/2/17		
2	5/16/17	Cancelled	Lack of items
3	6/6/17		
4	6/20/17		Lack of items
5	7/4/17	Cancelled	Consensus – holiday
6	7/18/17		Lack of a quorum
7	8/1/17	Cancelled	Lack of items
8	8/15/17		
9	9/5/17		
10	9/19/17		
11	10/3/17		
12	10/17	Cancelled	Lack of a quorum
13	11/7/17	Cancelled	Lack of a quorum
14	11/21/17		
15	12/5/17		
16	12/19/17		Lack of a quorum
17	1/2/18		
18	1/16/18	Cancelled	Lack of a quorum
19	2/6/18	Cancelled	Lack of a quorum
20	2/20/18	Cancelled	Lack of a quorum
21	3/6/18		
22	3/20/18	Cancelled	Lack of a quorum
23	4/3/18	Cancelled	Lack of a quorum
24	4/17 TBA		
24 meetings total 3 meetings cancelled due to lack of items 1 meeting cancelled – holiday 9 meetings cancelled due to lack of a quorum 11 regularly scheduled meetings held			

Community Participation Commission – 2017/18

Attendance Sheet

Month	Seat No. 1	Seat No. 2	Seat No. 3	Seat No. 4	Seat No. 5	Seat No. 6	Seat No. 7	Seat No. 8	Seat No. 9	Seat No. 10
May (NewTerm)	X	Absent	Absent	X	X	Absent	x	Vacant	Vacant	Vacant
June	X	X	X	X	X	X	Absent	Vacant	Vacant	Vacant
July	X	X	X	X	X	X	X	Vacant	Vacant	Vacant
August (no quorum)	X	X	Absent	X	X	Absent	X	Vacant	Vacant	Vacant
September (no quorum)	Absent	X	X	No Longer on Committee	X	X	Absent	Vacant	Vacant	Vacant
October	Absent	X	X	X	X	X	X	Vacant	Vacant	Vacant
November	Dark	Dark	Dark	Dark	Dark	Dark	Dark	Vacant	Vacant	Vacant
December	Dark	Dark	Dark	Dark	Dark	Dark	Dark	Sworn in, in December	Vacant	Vacant
January	X	X	X	X	X	X	X	X	Vacant	Vacant
February (no quorum)	Absent				Absent	Absent			Vacant	Vacant
March (no quorum)	Absent	Absent	Absent	Absent		Absent		Absent	Vacant	Vacant
April									Vacant	Vacant

Month					Cook (YAB)	Yam (YAB)		
May (NewTerm)	Vacant	Vacant	Vacant		Absent	Absent		
June								
July								
August								
September								
October								
November								
December								
January								
February								
March								
April								

MONTEREY PARK COMMISSION FACT SHEET

The City of Monterey Park strongly encourages residents to participate in the community. One way to make a significant contribution to the community and its residents is to serve on a City commission, board, or committee. Listed below is a description of the City's commissions, boards, and committees on which you can serve. For more information on how to participate, contact the City Clerk's Office at (626) 307-1359.

Commission on Aging (Recreation and Community Services): The Commission on Aging consists of ten members that advises the City Council regarding the problems and services relating to the senior citizens of Monterey Park. It also serves as a liaison with other agencies and commissions on matters relating to senior programs. Members on this commission must be a Monterey Park resident.

Business Improvement District Advisory Committee (Community and Economic Development): The Business Improvement District Advisory Committee consists of five members. The purpose of this committee is to make recommendations on the operations and extent of marketing the downtown business area and the methods and ways in which the revenue is derived from the charges, assessments and contributions imposed or authorized by Municipal Code Chapter 5.82, and California Street & Highway Code Section 36500 et. sq. Members on this committee must own or operate a business in the Business Improvement District.

Community Participation Commission (Recreation and Community Services): The Community Participation Commission has ten members and seven non-voting youth members that coordinate activities and programs that bring the community together. This commission will seek out and publicize artistic, cultural, and historic exhibits, performances and opportunities that would enhance the community and increase public awareness and appreciation of Monterey Park's heritage. Members on this commission must be a Monterey Park resident.

Design Review Board (Community and Economic Development): The Design Review Board consists of five members - four members of the Board must be professionals. The purpose of the Board is to ensure high quality design standards in building and development projects in order to conserve the value of buildings, to encourage the most appropriate use of land, and to maintain a proper relationship between the taxable value of real property and the cost of providing municipal services. Members on this board may either be a Monterey Park resident or a person maintaining a business license in the city.

Economic Development Advisory Commission (Community and Economic Development): An economic development advisory commission is created and shall consist of five members. It shall be the responsibility of the commission to: (1) Monitor implementation of the most current Economic Development Strategic Plan adopted by the city council; (2) Recommend updates or amendments to the Economic Development Strategic Plan as deemed necessary; (3) Provide the city council with annual reports on progress towards meeting economic and community development goals as identified in the Economic Development Strategic Plan (4) Act in an advisory capacity to the city council on the needs of local businesses, and the availability of economic development opportunities and resources. Each member shall be either a resident of the city or shall operate a business, or have operated or had business experience or have a background in finance, economics or development.

Environmental Commission (Public Works): This commission consists of five voting members and two non-voting youth members that develop and implement policies and procedures relevant to the environment and sustainability of the community. It promotes programs to increase the education and awareness of the environment, in addition to advising the City Council on matters related to environmental protection. Members of this commission may either be a Monterey Park resident, an individual operating or working in the city or a professional or scholar in the environmental field.

Library Board of Trustees (Library): The five members Library Board, governed by the California Education Code, is an administrative body responsible for the effective delivery of library services to the community. The Library Board makes and enforces all rules, regulations, policies and bylaws necessary for the administration, government and protection of the library, and all property belonging thereto, and appoints and prescribes the duties and powers of the City Librarian. Members on this board must be a Monterey Park resident.

Personnel Board (Human Resources): The Personnel Board is comprised of five members and is primarily concerned with keeping City employment free from favoritism and irregularities. The Board reviews recruitment and examination procedures, hears appeals to disciplinary actions, and makes recommendations regarding the City's civil service rules and regulations.

Planning Commission (Community and Economic Development): The Planning Commission is a quasi-judicial body consisting of five members who advise the Council on policies and legislation relating to the regulation of growth, development and environmental conditions affecting the City. The Commission investigates and makes recommendations on zone changes, specific plan revisions, subdivision maps, and decides on zone variances and conditional use permits, subject to appeal to the City Council. Members on this commission must be a Monterey Park resident.

Recreation and Parks Commission (Recreation and Community Services): The five member Recreation and Parks Commission advises the Council on the administrative policies (fees, monies allocated, priority for park improvements, etc.) regarding the City's parks and recreation activities. They also coordinate the City's recreation programs with those offered by other governmental agencies and volunteer organizations. Members on this commission must be a Monterey Park resident.

Sister Cities Commission (City Council): The Sister Cities Commission consists of three members from each of our sister city associations: Nachikatsuura, Japan; Morelia, Mexico; Yung-Ho, Taiwan; Quanzhou, China; and Yeongdeungpo-Gu, Korea. They promote friendship, goodwill and communication among the Sister Cities of Monterey Park; participate in the exchange of cultures through cultural events and programs and serve as the cultural ambassadors to sister city visitors. Their respective associations select members for the commission.

Traffic Commission (Public Works): The Traffic Commission consists of five members. The Commission reviews traffic issues and recommends any needed changes. Issues range from traffic safety matters to parking restrictions that may be the result of a citizen's request or a staff recommendation. The Commission also make recommendations to the City Council for installation of stop signs and amendments to the City Code for traffic related items that may ease traffic congestion and help facilitate transportation throughout the City. Members on this commission must be a Monterey Park resident.