

**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
November 16, 2016
7:00 PM**

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.

Communication by the Public is an important part of the Local Government Process. Staff reports, writings, or other materials related to an item on this Agenda, which are distributed to the City Council/Agency Board less than 72 hours before this scheduled meeting are available for public inspection in the City Clerk's Office located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours. Such staff reports, writings, or other materials are also on the City's website subject to staff's ability to post the materials before the meeting. The City's website is located at www.montereypark.ca.gov. Copies of staff reports and/or written documents pertaining to any item on the Agenda are on file in the Office of the City Clerk and are available for public inspection during regular business hours.

PUBLIC COMMENTS ON AGENDA ITEMS

For members of the public wishing to address the City Council regarding any item on this Agenda including the Consent Calendar or Oral Communications, please fill out a speaker card and return it to the City Clerk before the announcement of the Agenda Item.

Speakers are provided five (5) minutes per individual on each published agenda item. Individual speakers may consolidate time with another speaker's time; the total consolidated time cannot exceed two (2) minutes per speaker giving up time. However in the interest of ensuring that all members of the Public have an equal opportunity to participate, a single speaker cannot speak for more than ten (10) minutes on an individual Agenda item. If there are a large number of speakers on a particular agenda item, the Mayor, as confirmed by the City Council may reduce the amount of time allotted to each speaker or limit the total amount time allowed for speakers to address the agenda item. At the conclusion of that period of time, the speaker will be asked to please conclude their remarks so that the next speaker may begin their comments.

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call City Hall, (626) 307-1359. Please notify the City Clerk's Office twenty-four hours prior to the meeting so that reasonable arrangements can be made to ensure availability of audio equipment for the hearing impaired. Council Chambers are wheelchair accessible.

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

CALL TO ORDER	Mayor
FLAG SALUTE	The Monterey Park Police Explorers
ROLL CALL	Peter Chan, Mitchell Ing, Stephen Lam, Hans Liang, Teresa Real Sebastian

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person) 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 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.] PRESENTATIONS

1-A. MARKET PLACE SHOPPING CENTER PRESENTATION

[2.] SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT AGENCY (SA)

NEW BUSINESS

2-A. SUCCESSOR AGENCY MONTHLY INVESTMENT REPORT – OCTOBER 2016

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

- (1) Receive and file the Monthly Investment Report; and
- (2) Take such additional, related, action that may be desirable.

[3.] CITY OF MONTEREY PARK- CONSENT CALENDAR - None.

[4.] PUBLIC HEARING

4-A. CONTINUATION OF THE PUBLIC HEARING FOR BUSINESS IMPROVEMENT DISTRICT NO. 1 (BID) TO CONSIDER THE 2017 ASSESSMENTS (COUNCIL ACTION)

It is recommended that the City Council

- (1) Open and continue the public hearing to December 7, 2016 for consideration of the 2017 BID assessments; and
- (2) Take such additional, related, action that may be desirable.

4-B. SECOND READING AND ADOPTION: AN ORDINANCE AMENDING TITLES 16 AND 17 OF THE MONTEREY PARK MUNICIPAL CODE BY ADOPTING THE 2016 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE AND THE MONTEREY PARK AMENDMENTS TO THE CALIFORNIA BUILDING STANDARDS CODE

It is recommended that the City Council:

- (1) Open the public hearing to take verbal and written evidence;
- (2) Close the public hearing;
- (3) After considering the evidence, waive second reading and adopt the proposed ordinance; and
- (4) Take such additional, related, action that may be desirable.

[5.] OLD BUSINESS

5-A. PROPOSITION FOR MARCH 2017 BALLOT TO ELIMINATE PENSION AND MEDICAL BENEFITS FOR PERSONS ELECTED TO OFFICE WITHIN THE CITY OF MONTEREY PARK AFTER JANUARY 1, 2016

It is recommended that the City Council consider:

- (1) Adopting a resolution adding a new proposition to the March 7, 2017 ballot to eliminate pension and medical benefits for persons elected to office within the City of Monterey Park after January 1, 2016;
- (2) Adopting a resolution requesting the City Attorney prepare an impartial analysis;
- (3) Adopting a resolution establishing procedures for submitting ballot arguments; and
- (4) Take such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

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

5-B. PROPOSITION FOR MARCH 2017 BALLOT REGARDING LIBRARY PARCEL TAX

It is recommended that the City Council consider:

- (1) Adopting a resolution adding a new proposition to the March 7, 2017 ballot to renew the library parcel tax;
- (2) Adopting a resolution requesting the City Attorney prepare an impartial analysis;
- (3) Adopting a resolution establishing procedures for submitting ballot arguments; and
- (4) Take such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

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

[6.] NEW BUSINESS

6-A. WARRANT REGISTER FOR THE CITY OF MONTEREY PARK OF NOVEMBER 16, 2016

It is recommended that the City Council:

- (1) Approve payment of warrants and adopt Resolution No. _____ allowing certain claims and demands per Warrant Register dated November 16, 2016 totaling \$970,069.00 specifying the funds out of which the same are to be paid; and
- (2) Take such additional, related, action that may be desirable.

6-B. MONTHLY INVESTMENT REPORT – OCTOBER 2016

It is recommended that the City Council:

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

6-C. AWARD OF PROFESSIONAL SERVICES AGREEMENT TO PROVIDE ARCHITECTURAL SERVICES FOR THE REMODEL OF THE POLICE DEPARTMENT LOCKER ROOMS

It is recommended that the City Council consider:

- (1) Authorizing the City Manager to execute a contract with Leach Mounce Architects for architectural services for remodel of the Police Department locker rooms, in the amount of \$68,195, in a form approved by the City Attorney;
- (2) Authorize the City Manager to approve change orders up to \$6,819 (up to 10% of agreement amount) for this project;
- (3) Take such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

Taking the recommended action would not result in a potential for resulting in a direct or reasonably indirect physical change in the environment and, accordingly, does not qualify as a "project" under the California Environmental Quality Act (Cal. Pub. Res. Code §§ 21000, *et seq.*; "CEQA") or CEQA regulations (Cal. Code Regs. tit. 14, §§ 15000, *et seq.*; see Cal. Code Regs. tit. 14, §§ 15061(b)(3), 15378). Even if the award of contract were to qualify as a project, it would be categorically exempt as a Class 1 or Class 5 project since, at best, it would constitute a minor alteration of existing public structures involving no expansion of use; or a minor alteration in land use limitations (see Cal. Code Regs. tit. 14, §§ 15301, 15305).

6-D. NORTH ATLANTIC BOULEVARD TRAFFIC SIGNAL SYNCHRONIZATION PROJECT – AUTHORIZATION TO ADVERTISE

It is recommended that the City Council consider:

- (1) Adopting a resolution authorizing staff to advertise the North Atlantic Boulevard Traffic Signal Synchronization Project; and
- (2) 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).

6-E. AUTHORIZATION TO LEASE HP XL 4500MFP PLOTTER THROUGH ARC

It is recommended that the City Council:

- (1) Authorizing the City Manager to execute a new lease agreement with ARC, in a form approved by the City Attorney; in the amount of \$37,550 for the lease of a HP XL 4500MFP Plotter; and
- (2) Take such additional, related, action that may be desirable.

**6-F. CONSIDERATION AND POSSIBLE ACTION TO APPOINT AN INTERIM CITY
MANAGER EFFECTIVE DECEMBER 1, 2016 AND TO APPROVE A CONTRACT
WITH INTERIM CITY MANAGER**

It is recommended that the City Council consider:

- (1) Appointing an interim city manager and authorizing the Mayor to execute a contract, in a form approved by the City Attorney, with an interim city manager; and
- (2) Take such additional, related, action that may be desirable.

6-G. AWARD OF RFP FOR ENTERPRISE RESOURCE PLANNING SYSTEM

It is recommended that the City Council consider:

- (1) Authorizing the City Manager to execute a contract with Tyler Technologies for an Enterprise Resource Planning system for \$413,085 in a form approved by the City Attorney.
- (2) Appropriate \$663,085 Technology Internal Service Fund (0063) balance to this project which includes \$250,000 for miscellaneous software, hardware and support.
- (3) Take such additional, related, action that may be desirable.

6-H. REPORT ON ECONOMIC DEVELOPMENT PROJECTS

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

[8.] CLOSED SESSION - None.

ADJOURN

ORAL AND WRITTEN COMMUNICATIONS

PRESENTATION



City Council Staff Report

DATE: November 16, 2016

AGENDA ITEM NO: (SA) New Business
Agenda Item 2-A.

TO: The Honorable Mayor and City Council

FROM: Annie Yaung, CPFO, Controller

SUBJECT: Successor Agency Monthly Investment Report – October 2016

RECOMMENDATION: It is recommended that the City Council:

- (1) Receive and file the Monthly Investment Report; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

As of October 31, 2016 invested funds for the Successor Agency of the City of Monterey Park is as follows:

• Successor Agency (SA) Checking	104,214.92
• Successor Agency (SA) RORF	<u>156,595.00</u>
Total	<u>\$ 260,809.92</u>

BACKGROUND:

In accordance with the City's Investment Policy, a monthly investment report is presented to the City Council showing the types of investments, dates of maturities, amounts of deposits, rates of interest, and the current market values for securities with maturity more than 12 months.

Respectfully submitted and prepared by:

Approved by:


Annie Yaung, CPFO
Controller


Paul L. Talbot
City Manager



City Council Staff Report

DATE: NOVEMBER 16, 2016

AGENDA ITEM NO: Public Hearing
Agenda Item 4-A.

TO: The Honorable Mayor and City Council
FROM: Michael Huntley, Director of Planning and Community Development
SUBJECT: Continuation of the Public Hearing for Business Improvement District No. 1 (BID) to consider the 2017 assessments (Council Action)

RECOMMENDATION:

It is recommended that the City Council:

- (1) Open and continue the public hearing to December 7, 2016 for consideration of the 2017 BID assessments; and
- (2) Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

On November 2, 2016 the City Council set a public hearing for November 16, 2016 to consider the 2017 Levy of Assessment Fees for Business Improvement District No. 1.

DISCUSSION:

The law governing the levy of assessments for business improvement districts requires a 7 day noticing before the public hearing. Staff did not meet the deadline for noticing for the November 16th meeting, requiring the public hearing be moved to the next City Council meeting; December 7, 2016.

In addition, staff received a request by the Chair of the Business Improvement Advisory Committee that the meeting be continued to a date when he would be able to attend the Public Hearing and personally respond to any questions the City Council may have regarding programs and expenditures.

Respectfully submitted by:

Michael Huntley
Director of Planning & Community
Development

Prepared by:

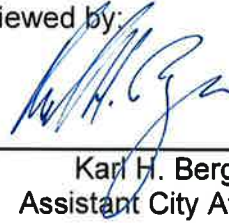
Donna Ramirez
Economic Development
Specialist

Approved By:

A handwritten signature in black ink, appearing to read "Paul L. Talbot", written over a horizontal line.

Paul L. Talbot
City Manager

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karl H. Berger", written over a horizontal line.

Karl H. Berger
Assistant City Attorney



City Council Staff Report

DATE: November 16, 2016

AGENDA ITEM NO: Public Hearing
Agenda Item 4-B.

TO: Honorable Mayor and Members of the City Council

FROM: Michael Huntley, Community and Economic Development Director
Scott Haberle, Fire Chief
Timothy Tran, Building Official

SUBJECT: Second Reading and Adoption: An ordinance amending Titles 16 and 17 of the Monterey Park Municipal Code by adopting the 2016 Edition of The California Building Standards Code and the Monterey Park Amendments to the California Building Standards Code

SUMMARY:

The first reading and public hearing occurred on November 2, 2016. The ordinance is now ready for second reading and adoption by the City Council.

A copy of the staff report from November 2, 2016 is attached for reference.

RECOMMENDATION:

It is recommended that the City Council:

- (1) Open the public hearing to take verbal and written evidence;
- (2) Close the public hearing;
- (3) After considering the evidence, waive second reading and adopt the proposed ordinance; and
- (4) Take such additional, related, action that may be desirable.

ATTACHMENTS:

1. City Council Staff Report – November 2, 2016
2. Draft Ordinance and Exhibit "A" - Local Amendments to the 2016 California Building Standards Code

Respectfully submitted by:



Michael Huntley
Director of Community and
Economic Development

Approved by:



Paul L. Talbot
City Manager

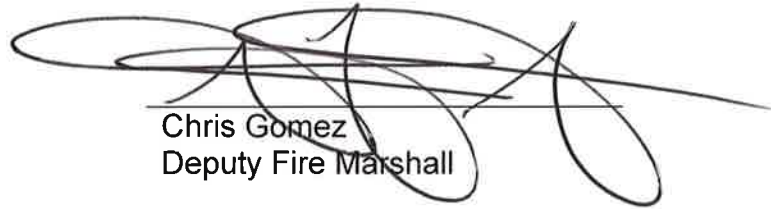
Reviewed and Approved by:



Karl H. Berger
Assistant City Attorney



Scott Haberle
Fire Chief



Chris Gomez
Deputy Fire Marshall



Timothy Tran
Building Official

ATTACHMENT 1
City Council Staff Report
November 2, 2016



City Council Staff Report

DATE: November 2, 2016

AGENDA ITEM NO: New Business
Agenda Item 6-E.

TO: The Honorable Mayor and members of the City Council

FROM: Michael Huntley, Community and Economic Development Director
Scott Haberle, Fire Chief
Timothy Tran, Building Official

SUBJECT: Ordinance amending Titles 16 and 17 of the Monterey Park Municipal Code by adopting the 2016 Edition of The California Building Standards Code and the Monterey Park Amendments to the California Building Standards Code

RECOMMENDATION:

It is recommended that the City Council consider:

1. Introducing the proposed ordinance for first reading;
2. Scheduling a public hearing for the second reading and adoption of the Ordinance, for November 16, 2016; and/or
3. Taking any additional, related action that may be desirable.

EXECUTIVE SUMMARY:

On January 1, 2017, the 2016 Edition of the California Building Standards Code ("CBSC") will become effective statewide. Health and Safety Code §17958 requires local governments to adopt the most recent edition of the California Building Standards Code. Cities are, however, allowed to amend the codes based upon local climatic, topographical, and geological conditions, or for administrative reasons.

The Community and Economic Development Department is proposing amendments to the Monterey Park Municipal Code relating to building code regulations for the purpose of complying with State requirements and to update current administrative and technical standards. Every three years, the State of California adopts a new Building Code with California amendments. The last code adoption with amendments to the Monterey Park Municipal Code relating to building code regulations was February 19, 2014.

This ordinance would amend portions of the proposed 2016 CBSC and adopt the 2016 Edition of the CBSC.

BACKGROUND:

Established in 1953 by the California Building Standards Law, the California Building Standards Commission is within the Department of General Services under the Government Operations Agency. Commission members are appointed by the Governor and confirmed by the State Senate. The Commission is authorized by California Building Standards Law (Health and Safety Code §§ 18901 through 18949.31) to administer the processes related to the adoption, approval, publication, and implementation of California's building codes.

California Code of Regulations ("CCR"), Title 24, also known as the CBSC, is a compilation of three (3) types of building criteria from three (3) origins:

- Building standards that have been adopted by state agencies with change from building standards contained in national model codes;
- Building standards that have been adopted and adapted from the national model code standards to meet California conditions; and
- Building standards, authorized by the California legislature, that constitute extensive additions not covered by the model codes that have been adopted to address particular California concerns.

Since 1989, the Commission has published triennial editions of Title 24 in their entirety every three years. These building codes, Title 24, comprise of 12 parts containing the regulations that govern and serve as the basis for the design and construction of all buildings and structures in California.

State law requires ordinances adopting the CBSC to have first and second readings, as do other ordinances, but to be adopted after a Public Hearing, set by the City Council, held on the same date as the second reading (adoption). Thus, staff recommends that the City Council set a Public Hearing for the second reading of the Ordinance at its November 16, 2016 meeting.

FISCAL IMPACT:

The recommended actions will result in no financial impact to the City's General Fund. The cost to administer this process is captured through Building permits and fees.

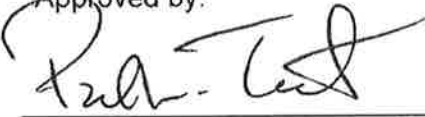
CEQA:

This ordinance is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, et seq., the "State CEQA Guidelines") because it consists only of minor revisions and clarifications to an existing code of construction-related regulations and specification of procedures related thereto and will not have the effect of deleting or substantially changing any regulatory standards or findings required therefor, and therefore does not have the potential to cause significant effects on the environment. In addition, this ordinance is an action being taken for enhanced protection of the environment and is exempt from further review under CEQA Guidelines § 15308.

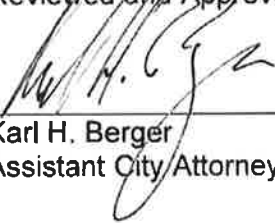
Respectfully submitted by:


Michael Huntley
Director of Community and
Economic Development

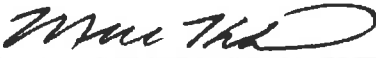
Approved by:

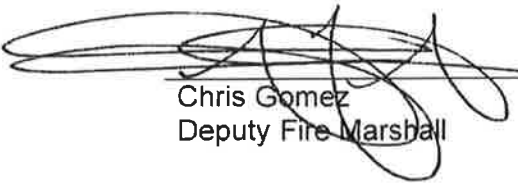

Paul L. Talbot
City Manager

Reviewed and Approved by:


Karl H. Berger
Assistant City Attorney

Prepared by:


Scott Haberle *FOR CHIEF*
Fire Chief *HABERLE*


Chris Gomez
Deputy Fire Marshall


Timothy Tran
Building Official

ATTACHMENTS:

1. Draft Ordinance
2. Exhibit "A" - Local Amendments to the 2016 California Building Standards Code

ATTACHMENT 2

Draft Ordinance

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE 2016 EDITIONS OF THE CALIFORNIA BUILDING CODE, THE CALIFORNIA RESIDENTIAL CODE, THE CALIFORNIA ELECTRICAL CODE, THE CALIFORNIA MECHANICAL CODE, THE CALIFORNIA PLUMBING CODE, THE CALIFORNIA ENERGY CODE, THE CALIFORNIA HISTORICAL CODE, THE CALIFORNIA FIRE CODE, THE CALIFORNIA EXISTING BUILDING CODE, THE CALIFORNIA GREEN BUILDING STANDARDS CODE, THE CALIFORNIA REFERENCED STANDARDS CODE, THE CALIFORNIA BUILDING STANDARDS ADMINISTRATIVE CODE, AND THE 2015 EDITION OF THE INTERNATIONAL POOL AND SPA CODE; MAKING CERTAIN AMENDMENTS BASED UPON LOCAL CONDITIONS; AND AMENDING THE MONTEREY PARK MUNICIPAL CODE TO REFLECT SUCH CHANGES.

The City Council for the City of Monterey Park does ordain as follows:

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

- A. The City may adopt model codes by reference pursuant to Government Code §§ 50022.2, *et seq.*;
- B. Health and Safety Code § 17958 requires the City to adopt certain codes that are set forth in Health and Safety Code § 17922 and published in the California Code of Regulations;
- C. In accordance with Health and Safety Code § 17958.7, it is in the public interest to adopt the most recent codes published by the California Building Standards Commission;
- D. Notice of public hearing to consider the adoption of the codes was published pursuant to Government Code § 6066 and a duly noticed public hearing was held on November 16, 2016, regarding the adoption of the Codes;
- E. Pursuant to § 50022.6 of the Government Code, at least one copy of all codes adopted by reference were filed with the City Clerk of the City and were available for public inspection for at least fifteen (15) days preceding the date of the hearing;
- F. Pursuant to Government Code § 50022.9, the City Council intends to adopt by reference, with local amendments, the following 2016 codes in their entirety as if set forth in full herein:
 - 1. The California Building Code, 2016 Edition - Vol. I & II as published in Title 24, Part 2 of the California Code of Regulations;
 - 2. The California Residential Code, 2016 Edition, as published in Title 24, Part 2.5 of the California Code of Regulations;
 - 3. The California Electrical Code, 2016 Edition, as published in Title

- 24, Part 3 of the California Code of Regulations;
4. The California Mechanical Code, 2016 Edition, as published in Title 24, Part 4 of the California Code of Regulations;
 5. The California Plumbing Code, 2016 Edition, as published in Title 24, Part 5 of the California Code of Regulations;
 6. The California Energy Code, 2016 Edition, as published in Title 24, Part 6 of the California Code of Regulations;
 7. The California Historical Building Code, 2016 Edition, as published in Title 24, Part 8 of the California Code of Regulations;
 8. The California Fire Code, 2016 Edition, as published in Title 24, Part 9 of the California Code of Regulations;
 9. The California Existing Building Code, 2016 Edition, as published in Title 24, Part 10 of the California Code of Regulations;
 10. The California Green Building Standards Code, 2016 Edition, as published in Title 24, Part 11 of the California Code of Regulations;
 11. The California Referenced Standards Code, 2016 Edition, as published at Title 24, Part 12, of the California Code of Regulations;
 12. The International Pool and Spa Code, 2015 Edition, as published by the International Code Council; and
 13. The California Building Standards Administrative Code, 2016 Edition, as published in Title 24, Part 1 of the California Code of Regulations.

SECTION 2: In accordance with Health and Safety Code § 17958.7, the City Council finds that there are local climatic, geographic, and topographic conditions justifying the various local amendments to the California Building Standards Code as set forth in attached Exhibit “A,” which is adopted by the City Council and incorporated by reference.

SECTION 3: Chapter 16.01 of the Monterey Park Municipal Code (“MPMC”) is amended in its entirety to read as follows:

**“Chapter 16.01 ADOPTION OF TECHNICAL BUILDING CODES AND
ADMINISTRATIVE PROVISIONS**

16.01.010 Adoption of specific Codes; Copies on file.

- A. Except as otherwise provided in this chapter, the following Codes are adopted by reference:

1. The 2016 California Building Code including Appendices B, F, H, I and J;
2. The 2016 California Residential Code including Appendices E, F, H, J, O, and V;
3. The 2016 California Electrical Code including;
4. The 2016 California Mechanical Code including Appendix D;
5. The 2016 California Plumbing Code including Appendices A, C, D, E, G, I, and K;
6. The 2016 California Energy Code;
7. The 2016 California Historical Building Code;
8. The 2016 California Existing Building Code;
9. The 2016 California Green Building Standards;
10. The 2016 California Referenced Standards Code; and
11. The 2015 International Pool and Spa Code.

- B. In accordance with Health and Safety Code § 18942, one copy of the above-referenced Codes will remain on file in the office of the City Clerk.

16.01.020 Definition of terms.

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this Title. Words and phrases not defined by this chapter have the meanings set forth in the applicable Code as set forth in Title 24 of the Code of California Regulations. If the definition of any term contained in this Title conflicts with the definition of the same term in the applicable Code, then the definition contained in this Title governs.

“Building and Safety Division” means the Building Division, Community and Economic Development Department of the City of Monterey Park.

“Code” or “Codes” means the applicable 2016 code adopted by reference in this Title.

“Health office” means the Los Angeles County Department of Health Services.

16.01.030 Resolution of conflicts in application.

In the event of any conflict or ambiguity between any provision contained in the Codes and this Title, this Title will govern.

16.01.040 Administrative provisions

Add Chapter 1, Administrative Provisions to read as follows:

Chapter 1 ADMINISTRATIVE PROVISIONS

SECTION 100 CONTENTS

- Section 101 General
- Section 102 Applicability
- Section 103 Building and Safety
- Section 104 Duties and Powers of Building Official
- Section 105 Permits
- Section 106 Construction Documents
- Section 107 Temporary Structures and Uses
- Section 108 Fees
- Section 109 Inspections
- Section 110 Certificate of Occupancy
- Section 111 Service Utilities
- Section 112 Board of Appeals
- Section 113 Violations and Penalties
- Section 114 Stop Work Order
- Section 115 Unsafe Structures and Buildings

SECTION 101 GENERAL

101.1 Title. These regulations may be referred to as the Administrative Provisions of the California Building Codes of the State of California and other Codes as adopted by Title 16 and 17 of the Monterey Park Municipal Code.

101.2 Scope. The provisions of the codes apply to the construction, alteration, relocation, enlargement, replacement, repair, equipment, used and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

101.2.1 Appendices. Provisions in the appendices of the codes, do not apply unless specifically adopted.

101.3 Intent. The purpose of the codes is to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations.

101.4 Referenced codes. Codes listed in Sections 101.4.1 through 101.4.11 and referenced elsewhere in the codes are part of the requirements of the codes to the prescribed extent of each such reference.

101.4.1 Building Code. The provision of the California Building Code as adopted in Section 16.01.010 apply to all buildings and structures other than those meeting the scoping limitations contained in the California Residential Code.

101.4.2 Residential Code. The provisions of the California Residential Code as adopted in Section 16.01.010 apply to detached one and two family dwellings and townhouses not more than three stories above grade plane in height with a separate means of egress and their accessory structures not more than three stories above grade plane in height.

101.4.3 Electrical Code. The provisions of the California Electrical Code as adopted in Section 16.01.010 apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto.

101.4.4 Mechanical Code. The provisions of the California Mechanical Code as adopted in Section 16.01.010 apply to the installation, alterations, repairs and replacement, addition to, use, or maintenance of mechanical systems.

101.4.5 Plumbing Code. The provisions of the California Plumbing Code as adopted in Section 16.01.010 apply to the installation, alteration, repair, replacement, addition to, use, and maintenance of plumbing systems.

101.4.6 Energy Code. The provisions of the California Energy Code as adopted in Section 16.01.010 apply to all buildings: (1) That are occupancy Group A, B, E, F, H, M, R, S or U; (2) For which an application for a building permit or renewal of an existing permit is filed, or which are constructed by a governmental agency; and (3) That are unconditioned, or indirectly or directly conditioned by mechanical heating or mechanical cooling, or process spaces, or low-rise residential buildings that are heated with a nonmechanical heating system.

101.4.7 Historical Building Code. The provisions of the California Historical Building Code as adopted in Section 16.01.010 apply to the preservation, restoration, rehabilitation, or reconstruction of buildings or properties designated as qualified historical buildings or properties.

101.4.8 Existing Building Code. The provisions of the California Existing Building Code as adopted in Section 16.01.010 apply to the repair, alteration, change of occupancy and addition to buildings.

101.4.9 Green Building Standards Code. The mandatory provisions of the California Green Building Standards Code as adopted in Section 16.01.010 apply to the planning, design, operation, construction, use and occupancy of every building or structure.

101.4.10 Referenced Standards Code. The provisions of the California Referenced Standards Code as adopted in Section 16.01.010 apply to all buildings and structures.

101.4.11 Pool and Spa Code. The mandatory provisions of the International Pool and Spa Code as adopted in Section 16.01.010 apply to the construction, alteration, renovation, replacement, repair and maintenance of aquatic recreation facilities, pools and spas.

SECTION 102 APPLICABILITY

102.1 General. Where there is a conflict between a general requirement and a specific requirement, the specific requirement applies. Where, in any specific case, different sections of this code specify different materials, methods of construction or other requirements, the most restrictive governs.

102.2 Other laws. The provisions of the codes cannot be deemed to nullify any provisions of local, state or federal law.

102.3 Application of references. References to chapter or section numbers, or to provisions not specifically identified by number are construed to refer to such chapter, section or provision of the codes.

102.4 Referenced codes and standards. The codes and standards referenced in the codes are considered part of the requirements of the codes to the prescribed extent of each such reference. Where conflicts occur between provisions of the codes and referenced codes and standards, the provisions of the codes apply.

102.5 Partial invalidity. In the event that any part or provision of the codes is held to be illegal or void, this does not have the effect of making void or illegal any of the other parts or provisions.

102.6 Existing structures. The legal occupancy of any structure existing on the date of adoption of the codes may continue without change, except as is specifically covered in the codes or as is deemed necessary by the Building Official for the general safety and welfare of the occupants and the public.

SECTION 103 BUILDING AND SAFETY

103.1 [INTENTIONALLY BLANK]

103.2 Appointment. The Building Official is appointed by the authorized representative of the authority having jurisdiction.

103.3 Deputies. In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the Building Official has the authority to appoint a deputy Building Official, the related technical officers, inspectors, plan examiners and other agents. Such appointed agents have powers as delegated by the Building Official.

SECTION 104 DUTIES AND POWERS OF BUILDING OFFICIAL

104.1 General. The Building Official is authorized and directed to enforce the provisions of the codes. The Building Official has the authority to render interpretations of the codes and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures must be in compliance with the intent and purpose of the codes. Such policies and procedures do not have the effect of waiving requirements specifically provided for in the codes.

104.2 Applications and permits. The Building Official will receive applications, review construction documents and issue permits for the erection, and alteration, demolition and moving of buildings and structures, inspect the premises for which such permits are issued and enforce compliance with the provisions of the codes.

104.3 Notices and orders. The Building Official is authorized to issue all necessary notices or orders to ensure compliance with the codes.

104.4 Inspections. The Building Official is authorized to make all of the required inspections and the Building Official has authority to accept reports of inspection by approved agencies or individuals. Reports of such inspections must be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The Building Official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

104.5 Identification. The Building Official and appointees must carry proper identification when inspecting structures or premises in the performance of duties under the codes.

104.6 Right of entry. Where it is necessary to make an inspection to enforce the provisions of the codes or where the Building Official has reasonable cause to believe that there exists in a structure or upon a premises a condition which is contrary to or in violation of the codes which makes the structure or premises unsafe, dangerous or hazardous, the Building Official is authorized to enter the structure or premises at reasonable times to inspect or to perform the duties imposed by the codes, provided that if such structure or premises be occupied that credentials be presented to the occupant and entry requested. If such structure or premises is unoccupied, the Building Official must first make a reasonable effort to locate the owner or other person having charge or control of the structure or premises and request entry. If entry is refused, the Building Official may take additional legal actions to obtain entry to the premises.

104.7 Department records. The Building Official must keep official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued. Such records must be retained in the official records for the period required for retention of public records.

104.8 Liability. The Building Official, member of the board of appeals or employee charged with the enforcement of this code, while acting for the City in good faith and without malice in the discharge of the duties required by the codes or other pertinent law or ordinance, will not thereby be civilly or criminally rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property

as a result of any act or by reason of an act or omission in the discharge of official duties.

104.8.1 Legal Defense. Any suit or criminal complaint instituted against an officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of the codes must be defended by legal representatives of the City until the final termination of the proceedings. The Building Official or any subordinate will not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of the codes.

104.9 Approved materials and equipment. Materials, equipment and devices approved by the Building Official must be constructed and installed in accordance with such approval.

104.9.1 Used materials and equipment. The use of used materials which meet the requirements of the codes for new materials is permitted. Used equipment and devices cannot be reused unless approved by the Building Official.

104.10 Modifications. Where there are practical difficulties involved in carrying out the provisions of the codes, the Building Official has the authority to grant modifications for individual cases, upon application of the owner or owner's representative, provided the Building Official must first find that special individual reason makes the strict letter of the codes impractical and the modification is in compliance with the intent and purpose of the codes and that such modification does not lessen health, accessibility, life and fire safety, or structural requirements. The details of action granting modifications must be recorded and entered in the City's files.

104.11 Alternative materials, design and methods of construction and equipment. The provisions of the codes are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by the codes, provided that any such alternative has been approved. An alternative material, design or method of construction must be approved where the Building Official finds that the proposed design is satisfactory and complies with the intent of the provisions of the codes, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in the codes in quality, strength, effectiveness, fire resistance, durability and safety. Where the alternative material, design or method of construction is not approved, the Building Official must respond in writing, stating the reasons why the alternative was not approved.

104.11.1 Research reports. Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in the codes, consists of valid research reports from approved sources.

104.11.2 Tests. Whenever there is insufficient evidence of compliance with the provisions of the codes, or evidence that a material or method does not conform to the requirements of the codes, or in order to substantiate claims for alternative materials or methods, the Building Official has the authority to require tests as evidence of compliance to be made at no expense to the jurisdiction. Test methods are as specified in the codes or by other recognized test standards. In the absence of recognized and

accepted test methods, the Building Official may approve the testing procedures. Tests must be performed by an approved agency. Reports of such tests must be retained by the Building Official for the period required for retention of public records.

SECTION 105 PERMITS

105.1 Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the codes, or to cause any such work to be done, must obtain a valid permit from the Building Official.

Work performed without a permit is a misdemeanor. In addition, any such work constitutes a public nuisance and may be abated in accordance with the MPMC.

105.1.1 Time-based permit. In lieu of an individual permit for each alteration to an already approved electrical, gas, mechanical or plumbing installation, the Building Official is authorized to issue a permit, valid for a specific time period not exceeding one year, upon application therefore to any person, firm or corporation regularly employing one or more qualified trade persons in the building, structure or on the premises owned or operated by the applicant for the permit.

The Building Official may detail the scope, parameters and conditions of this permit. The permit may be revoked when it is determined by the Building Official that the outlined scope, parameters, conditions or intent of the codes is not upheld by the permittee. The Building Official has access to such records at all times and such records must be filed with the Building Official as designated.

105.2 Work exempt from permit. Exemptions from permit requirements of the codes are not deemed to grant authorization for any work to be done in any manner in violation of the provisions of the codes or any other applicable law or policy. Except when otherwise subject to City review and approval or when otherwise required by State or local laws, regulations or standards, permits are not required for the following:

Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet and conforms to the zoning regulations of the MPMC.
2. Masonry walls or fences not over 4 feet high and other walls or fences not over 7 feet high. Walls supporting a surcharge or impounding Class I, II or III A liquids are not exempt from permit.
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall.
4. Oil derricks.

5. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width is not greater than 2:1.
6. Sidewalks and driveways that are not more than 30 inches above adjacent grade, not over any basement or story below, not part of an accessible route and not part of a commercial site.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 18 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one-and two-family dwellings.
12. Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support of Group R-3 and U occupancies.
13. Non-fixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height.

Electrical:

1. Repairs and maintenance: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
2. Radio and television transmitting stations: The provisions of the codes must not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.
3. Temporary testing systems: A permit must not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

Gas:

1. Portable heating appliance.

2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by the codes.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with the new material, such work is considered new work and a permit must be obtained and inspection made as provided in the codes.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

105.2.1 Emergency repairs. Where equipment replacements and repairs are performed in an emergency situation, the permit application must be submitted within the next working business day to the Building Official.

105.2.2 Repairs. Application or notice to the Building Official is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs do not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor do ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

105.2.3 Public service agencies. A permit is not required for installation, alteration or repair of generation, transmission, distribution or metering or other related equipment that is under the ownership and control of public service agencies by established right.

105.3 Application for permit. To obtain a permit, the applicant must first file an application therefore in writing on a form furnished by the Building Official for that purpose. Such application must:

1. Identify and describe the work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required in Section 106.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicant's authorized agent.
7. Give such other data and information as required by the Building Official.

105.3.1 Action on application. The Building Official will examine or cause to be examined applications for permits and amendments within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of applicable law, the Building Official must reject such application in writing.

No building permit or other similar applicable permit bearing on property development or use including additions, modifications or revisions may be issued unless and until the review and approval of all other departments and agencies having legal authority for review of construction projects have found the construction project to be in compliance with all applicable code provisions or entitlements.

When the Building Official is satisfied that the proposed work conforms to the requirements of applicable law, the Building Official must issue a permit in accordance with applicable law.

105.3.2 Time limitation of application. An application for a permit for any proposed work is deemed abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued. The Building Official is authorized to grant one or more extensions of time for additional periods of an unexpired application not exceeding 180 days. The extension must be requested in writing and justifiable cause demonstrated.

Expired application, plans and other data submitted may be returned to the applicant; or when not stamped as "REVIEWED FOR CODE COMPLIANCE" may be destroyed by the Building Official.

Permit applications which were submitted as a result of a Code Enforcement notice of violation and subsequently not issued within 90 days of filing are deemed expired. The Building Official may authorize the extension of time for justifiable good cause.

105.4 Permit issuance. The application, plans, specifications, computations, and other data filed by an applicant for a permit will be reviewed by the Building Official. Such plans may be reviewed by other City officials to verify compliance with applicable law. If the Building Official finds that the work described in an application for a permit and the plans, specifications and other data filed therewith conform with applicable law, and that the specified fees have been paid, the permit must be issued.

When the Building Official issues the permit where plans are required, they must endorse in writing or stamp the plans and specifications "REVIEWED FOR CODE COMPLIANCE." Such approved plans and specifications cannot be changed, modified or altered without authorization from the Building Official, and all work regulated by the codes must be done in accordance with the approved plans.

105.5 Validity of permit. Issuing a permit or approving plans, specifications, and computations cannot be construed to be a permit for, or an approval of, any violation of applicable law. Permits presuming to give authority to violate or cancel the provisions of the codes or other ordinances of the City are not valid.

Issuing a permit based on construction documents and other data does not prevent the Building Official from requiring the correction of errors in the construction document and other data. Any addition to or alteration of approved construction documents must be approved in advance by the Building Official, as evidenced by the issuance of a new or amended permit. The Building Official is also authorized to prevent occupancy or use of a structure where in violation of the codes or of any other ordinances of this City.

105.6 Expiration. Every permit issued by the Building Official under the provisions of the codes will expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of permit issuance, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be commenced or recommenced, a permit must first be renewed or reissued.

For the purpose of this section, if an inspection approval is not recorded, the work authorized by the permit is deemed not commenced or recommenced.

(1) Requesting extension of an unexpired permit: Any permittee holding an unexpired permit may apply for an extension of time within which permittee may commence work under that permit when he is unable to commence or recommence work within the time required by this section for good and satisfactory reasons. The Building Official may extend the time for action by the permittee for a period not more than 180 days upon

written request by the permittee showing justifiable cause beyond the control of the permittee have prevented action from being taken. Subject to approval of the Building Official, permits extended in this manner do not require additional permit fees.

(2) Requesting reissuance of an expired permit: Any permittee holding a permit which has expired may apply for a renewal or reissuance of the permit subject to compliance with current regulations and payment of plan check and permit fees. Plans must be resubmitted for plan check.

105.7 Suspension or revocation. The Building Official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of the codes.

105.8 Placement of permit. The building permit or a copy must be kept on the site of the work until the completion of the project.

105.9 Responsibility. Every person who performs work for the installation or repair of building, structure, electrical, gas, mechanical or plumbing systems, for which this code is applicable, must comply with the codes.

105.10 Preliminary inspection. Before issuing a permit, the Building Official is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed.

105.11 Change of contractor or of ownership. A valid permit terminates upon a change of ownership or a change of contractor regarding the building, structure or grading for which said permit was issued if the work is not complete. A new permit is required for the completion of the work. Permit and applicable State fees, will be made for issuing a new permit under such circumstances. If, however, changes have been made to the plans and specifications last submitted to the Building Official, a permit fee based upon the proposed changes may be levied.

105.12 Incomplete construction. When a permit is revoked pursuant to Section 105.7 or abandoned pursuant to Section 105.6, the incomplete construction for which the permit is issued constitute a public nuisance and must be appropriately abated as in accordance with the procedure set forth in Chapter 16.02.

105.13 Surrender of permit. If a portion of the work or construction covered by the issued permit has not been commenced, the permittee may deliver such permit and approved documents to the Building Official with request that such permit is to be canceled. The Building Official will make note on the permit with or with like wording "Canceled at the request of the Permittee." Thereupon the permit and documents becomes null and void.

105.14 Liens to be discharged. A permit cannot be issued to any person or corporation under the provision of this Title in respect to any property where the cost of any building repair or abatement has been performed and a lien is recorded by the City, unless and until the amount of said lien with interest, has been paid in full.

SECTION 106 CONSTRUCTION DOCUMENTS

106.1 Submittal documents. Construction documents, statement of special inspections, geotechnical reports and other data must be submitted in two or more sets with each permit application. The construction documents must be prepared by a registered design professional where required by the statutes of the City in which the project is to be constructed. Where special conditions exist, the Building Official is authorized to require additional construction documents to be prepared by a registered design professional.

Exception: The Building Official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if the Building Official finds that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with the codes.

106.2 Information on construction documents. Construction documents must be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the Building Official. Construction documents must be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes and relevant laws, ordinances, rules and regulations, as determined by the Building Official.

106.2.1 Fire protection system shop drawings. Shop drawings for the fire protection system(s) must be submitted to indicate conformance with the codes and the construction documents and must be approved before the start of system installation. Shop drawings must contain all information as required by the referenced installation standards in Chapter 9.

106.2.2 Means of egress. The construction documents must show in sufficient detail the location, construction, size and character of all portions of the means of egress including the path of the exit discharge to the public way in compliance with the provisions of the codes. In other than occupancies in Groups R-2, R-3, and I-I, the construction documents must designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.

106.2.3 Exterior wall envelope. Construction documents for all buildings must describe the exterior wall envelope in sufficient detail to determine compliance with the codes. The construction documents must provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive membrane and details around openings.

The construction documents must include manufacturer's installation instructions that provide supporting documentation that the proposed penetration and opening details described in the construction documents maintain the weather resistance of the exterior wall envelope. The supporting documentation must fully describe the exterior wall system which was tested, where applicable, as well as the test procedure used.

106.2.4 Site plan. The construction documents submitted with the application for permit must be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it must be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan must show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The Building Official is authorized to waive or modify the requirement for a site plan when the application for permit is for alteration or repair or when otherwise warranted.

106.2.5 Structural information. The construction documents must provide the information specified in Section 1603.

106.5 Examination of documents. The Building Official must examine or cause to be examined the accompanying construction documents and must ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of the codes and other applicable law.

106.6 Approval of construction documents. When the Building Official issues a permit, the construction documents must be approved, in writing or by stamp, as "Reviewed for Code Compliance." One set of construction documents so reviewed must be retained by the Building Official. The other set must be returned to the applicant, must be kept at the site of work and must be open to inspection by the Building Official or a duly authorized representative.

106.6.1 Previous approvals. The codes cannot require changes in the construction documents, construction or designated occupancy of a structure for which a lawful permit was previously issued or otherwise lawfully authorized, and the construction of which was pursued in good faith within 180 days after the effective date of the codes, has not been abandoned or the Building Official has not determined the permit was issued under false information.

106.6.2 Phased approval. The Building Official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements are filed complying with pertinent requirements of the codes and the MPMC. The holder of such permit for the foundation or other parts of a building or structure must proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

106.7 Design professional in responsible charge.

106.7.1 General. When it is required that documents be prepared by a registered design professional, the Building Official must be authorized to require the owner to engage and designate on the building permit application a registered design professional who must act as the registered design professional in responsible charge.

If the circumstances require, the owner must designate a substitute registered design professional in responsible charge who must perform the duties required of the original registered design professional in responsible charge. The Building Official must be notified in writing by the owner if the registered design professional in responsible charge is changed or is unable to continue to perform the duties.

The registered design professional in responsible charge must be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

Where structural observation is required, the statement of special inspections must name the individual or firms who are to perform structural observation and describe the stages of construction at which structural observation is to occur.

106.7.2 Deferred submittals. For the purposes of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the Building Official within a specified period.

Deferral of any submittal items must have the prior approval of the Building Official. The registered design professional in responsible charge must list the deferred submittals on the construction documents for review by the Building Official.

Documents for deferred submittal items must be submitted to the registered design professional in responsible charge who must review them and forward them to the Building Official with a notation indicating that the deferred submittal documents have been reviewed and been found to be in general conformance to the design of the building. The deferred submittal items must not be installed until the design and submittal documents have been approved by the Building Official.

106.8 Amended construction documents. Work must be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents must be resubmitted for approval as an amended set of construction documents,

106.9 Number of construction documents. One set of approved construction documents must be retained by the Building Official for a period of not less than that required by state law and the City's retention policy.

SECTION 107 TEMPORARY STRUCTURES AND USES

107.1 General. The Building Official is authorized to issue a permit for temporary structures and temporary uses. Such permits must be limited as to time of service, but cannot be permitted for more than 180 days. The Building Official is authorized to grant extensions for demonstrated good cause.

107.2 Conformance. Temporary structures and uses must conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of the codes as necessary to ensure public health, safety and general welfare.

107.3 Temporary power. The Building Official is authorized to give permission to temporarily supply and use power in part of an electric installation before such installation has been fully completed and the final certificate of completion has been issued. The part covered by the temporary certificate must comply with the requirements specified for temporary lighting, heat or power in the California Electrical Code.

107.4 Termination of approval. The Building Official is authorized to terminate such permit for a temporary structure or use and to order the temporary structure or use to be discontinued.

SECTION 108 FEES

108.1 General. A fee as established by resolution of the City Council must be paid for each plan review when submitted and each permit at time of issuance.

108.2 Permit fees. A fee for each required permit must be assessed in accordance with the fee schedule adopted by City Council.

Failure to pay fees and obtain a permit before commencing work must be deemed a violation of the codes, except when a program is established by the Building Official and permit conditions are defined, or it can be proven to the satisfaction of the Building Official that an emergency existed which made it impractical to first obtain the permit. A violation must result in an assessment of an investigation fee in an amount equal to the permit fee for the work undertaken without permit. Payment of a double fee must not relieve any person from fully complying with the requirements of the codes nor from any other penalties prescribed herein.

108.3 Plan review fees. When a plan or other data is ready to be submitted by Section 105.3, a plan-checking fee, in the amount as established by City Council must be paid to the Building Official at the time of submitting plans and specifications for checking. When submittal documents are incomplete or changes so as to require additional plan review or when the project involves differed submittal items an additional fee must be assessed in accordance with the fee schedule established by City Council.

108.4 Investigation fee. An investigation fee as established by Section 108.2 may be charged by the Building Official whenever work for which a permit is required by the codes has been commenced without first obtaining said permit. This fee must be paid and the investigation must be made before the issuance of any permit for said work. An investigation fee may be charged for any investigation of a building, structure, work reports, certification or any other related work requested by an owner or authorized agent of such owner.

108.5 Fee Refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected. The Building Official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with the codes, except that no refund will be made for less than \$100. The Building Official may authorize refunding of not more than

80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is performed, except that no refund will be made for less than \$100. The Building Official cannot authorize refunding of any fee paid except on written application filed by the original permittee not later than 60 days after the date of fee payment.

Permit and plan check fees will be refunded in their entirety when inadvertently paid for a project outside the City or as duplicate fees, except that no refund will be made if 60 days have elapsed from the date of payment.

108.6 Additional plan review fees. Where plans are incomplete or changed so as to require additional plan checking, an additional plan checking fee must be paid to the Building Official based upon the value of construction of the proposed change or redesign. In establishing said fee, no allowance for a decreased valuation is permitted due to the replacement, omission or lessening of any member or portion of the building shown in the original plans. No additional fees can be charged for checking corrections required by the Building Official; except where excessive plan reviews are performed, additional fees may be levied as established by City Council.

108.7 Change of Occupancy Investigation fee. A fee as established by City Council resolution must be paid when an occupancy investigation inspection is required by the Building Official. Note: The occupancy investigation fees are in addition to other investigation fees and do not include the fees for the building permit, or fees for electrical, plumbing or mechanical permits covering the alterations and/or repairs of the occupancy conversion.

SECTION 109 INSPECTIONS

109.1 General. Construction or work for which a permit is required must be subject to inspection by the Building Official and such construction or work must remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection cannot be construed to approve violations of applicable law. Inspections presuming to give authority to violate or cancel the provisions of the codes or of other ordinances of the City are not valid. It is the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the Building Official nor the City is liable for expense entailed in the removal or replacement of any material required to allow inspection.

109.2 Preliminary inspection. Before issuing a permit, the Building Official is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed.

109.3 Required inspections. The Building Official, upon notification, must make the inspections set forth in Sections 109.3.1 through 109.3.10.

109.3.1 Footing and foundation inspection. Footing and foundation inspections must be made after excavations for footings are complete and any required reinforcing steel is in place, For concrete foundations, any required forms must be in place before

inspection. Materials for the foundation must be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job.

109.3.2 Concrete slab and under-floor inspection. Concrete slab and under-floor inspections must be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

109.3.3 Lowest floor elevation. In flood hazard areas, upon placement of the lowest floor, including the basement, and before further vertical construction, the elevation certification required in Section 1612.5 must be submitted to the Building Official.

109.3.4 Frame inspection. Framing inspections must be made after the roof deck or sheathing, all framing, fireblocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

109.3.5 Lath and gypsum board inspection. Lath and gypsum board inspections must be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

109.3.6 Fire-resistant penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies, smoke barriers and smoke partitions must not be concealed from view until inspected and approved.

109.3.7 Energy efficiency inspections. Inspections must be made to determine compliance with the California Energy Code, California Green Building Standards Codes and must include, without limitation, inspections for: envelope insulation R and U-values, fenestration U-value, duct system R-value, and HVAC and water-heating equipment efficiency.

109.3.8 Other inspections. In addition to the inspections specified in Section 109.3.1 through Section 109.3.7, the Building Official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of the codes, standards and other laws that are enforced by the City.

109.3.9 Special inspections. For special inspections, see Section 1704 of the California Building Code.

109.3.10 Final inspection. The final inspection must be made after all work required by the building permit is completed.

109.4 Inspection agencies. The Building Official is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

109.5 Inspection requests. It is the duty of the holder of the building permit or their duly authorized agent to notify the Building Official when work is ready for inspection. It is also the duty of the permit holder to provide access to and means for inspections of such work that are required by the codes.

109.6 Approval required. Work cannot be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Official. The Building Official, upon notification, must make the requested inspections and must either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or their agent wherein the same fails to comply with the codes. Any portions that do not comply must be corrected and such portion must not be covered or concealed until authorized by the Building Official.

SECTION 110 CERTIFICATE OF OCCUPANCY

110.1 Use and occupancy. No building or structure can be used or occupied, and no change in the existing use or occupancy classification of a building or structure or portion thereof can be made until the Building Official has issued a certificate of occupancy therefore as provided herein. The Building Official cannot issue a Certificate of Occupancy to the builder upon the completion of a commercial structure where there is tenant spaces. Instead, a Certificate of Occupancy is issued to a business entity that is going to occupy the building or a portion thereof. Issuance of a certificate of occupancy must not be construed as an approval of a violation of the provisions of the codes or other ordinances of the City. Certificates presuming to give authority to violate or cancel the provisions of the codes or other ordinances are not valid.

Exception: The Building Official cannot issue Certificate of Occupancies for single and duplex residential dwelling units and owner-occupied dwelling units, such as townhomes, condominiums and U occupancies.

110.2 Time limitation of application. An application for a certificate of occupancy is deemed abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a certificate of occupancy has been issued.

110.3 Certificate issued. After the Building Official inspects the building or structure and finds no violations of the provisions of the codes or other laws that are enforced by the City, the Building Official must issue a certificate of occupancy that contains the following:

1. The building permit number.
2. The address of the structure.
3. The name and address of the owner.
4. A description of that portion of the structure for which the certificate is issued.

5. A statement that the described portion of the structure has been inspected for compliance with the requirements of the codes for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
6. The name of the Building Official.
7. The edition of the code under which the permit was issued.
8. The use and occupancy, in accordance with the provisions of Chapter 3.
9. The type of construction as defined in Chapter 6.
10. The design occupant load.
11. If an automatic sprinkler system is provided, whether the sprinkler system is required.
12. Any special stipulations and conditions of the building permit.

110.4 Temporary occupancy. The Building Official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions must be occupied safely. The Building Official must set a time period during which the temporary certificate of occupancy is valid.

In the event the building is not completed and ready for final inspection in the time prescribed by the Building Official, the building must be vacated and the utilities disconnected until such time the building is completed, final inspection is completed and a Certificate of Occupancy is issued.

110.5 Revocation. The Building Official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of the codes wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of the codes.

SECTION 111 SERVICE UTILITIES

111.1 Connection of service utilities. Connections from a utility, source of energy, fuel or power to any building or system that is regulated by the codes for which a permit is required, must not be established until released by the Building Official.

111.2 Temporary connection. The Building Official has authority to authorize the temporary connection of the building or system to the utility source of energy, fuel or power.

Temporary connections may be terminated by the Building Official in the event the permit for such work expires, temporary occupancy is terminated, or it is determined by the Building Official that conditions associated with the connected utility are not met.

111.3 Authority to disconnect service utilities. The Building Official may authorize disconnection of utility service to the building, structure or system regulated by the codes and the codes referenced in case of emergency where necessary to eliminate an immediate hazard to life or property. The Building Official must notify the serving utility, and wherever possible the owner and occupant of the building, structure or service system of the decision to disconnect before taking such action. If not notified before disconnecting, the owner or occupant of the building, structure or service system must be notified in writing, as soon as practical thereafter.

SECTION 112 BOARD OF APPEALS

112.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of this code, there must be and is hereby created a board of appeals. The board of appeals must be appointed by the City Council and holds office at its pleasure. The board may adopt rules of procedure for conducting its business.

112.2 Limitations on authority. The Board of Appeals does not have authority relative to interpretation of the administrative provisions of the codes nor is the Board empowered to waive requirements of the codes. The application for appeal must be based on a claim that the true intent of the codes or the rules legally adopted thereunder have been incorrectly interpreted where the provision of the codes do not fully apply, or where an equally good or better form of construction is proposed.

112.3 Qualifications. The board of appeals must consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the City.

112.4 Applications, fees and findings. Any person appealing the decision of the Building Official must file with the Building Official a written application accompanied by a filing fee in accordance with the fee schedule adopted by City Council resolution at any time not more than 20 calendar days after the decision of the Building Official.

The application must set forth and include any information as the Building Official may require.

Upon the filing of a verified application, the Building Official must transmit said application forthwith to the Board of Appeals, and such board must investigate, examine, review, hear testimony, from and on behalf of the applicant, and must render findings and decisions on the matter in writing to the applicant with a duplicate copy to the Building Official within 20 days after the conclusion of its proceedings, the Building Official must make all findings and decisions available to the public without fees.

SECTION 113 VIOLATIONS AND PENALTIES

113.1 General. Violation of the codes constitutes a misdemeanor. In addition, such violation constitutes a public nuisance subject to abatement in accordance with applicable law.

113.2 Notice of violation. The Building Official is authorized to serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of the codes, or in violation of a permit or certificate issued under the provisions of the codes. Such order must direct the discontinuance of the illegal action or condition and the abatement of the violation.

113.3 Prosecution of violation. If the notice of violation is not complied with promptly, the Building Official is authorized to request the legal counsel of the jurisdiction to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of the codes or of the order or direction made pursuant thereto.

113.4 Violation penalties. Any person who violates a provision of the codes or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of the codes, is subjected to penalties as prescribed by law.

SECTION 114 STOP WORK ORDER

114.1 Authority. Whenever the Building Official finds any work regulated by the codes being performed in a manner either contrary to the provisions of the codes or dangerous or unsafe, the Building Official is authorized to issue a stop work order.

114.2 Issuance. The stop work order must be in writing and must be given to the owner of the property involved, or to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work must immediately cease. The stop work order must state the reason for the order, and the conditions under which the cited work will be permitted to resume.

114.3 Unlawful continuance. Any person who continues any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, is subjected to penalties as prescribed by law.

SECTION 115 UNSAFE STRUCTURES AND BUILDINGS

115.1 General. All buildings, structures or existing equipment that are or hereafter become unsafe, insanitary or deficient because of inadequate means of egress facilities, inadequate light and ventilation, or which constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or that involve illegal or improper occupancy or inadequate maintenance, are, for the purpose of this section, unsafe conditions. All such unsafe buildings or conditions are public nuisances and must be abated by repair, rehabilitation, improvement, removal, or demolition, in whole or part. A vacant building or structure that is not secure against entry must be deemed unsafe.”

SECTION 4: Chapter 16.05 of the MPMC to read is amended in its entirety to read as follows:

“Chapter 16.05 BUILDING CODE

16.05.010 Document adopted by reference.

Pursuant to Government Code § 50022.9, the City Council incorporates by reference the California Building Code, 2016 Edition, as published in Title 24, Parts 2, Volume 1 and 2 of the California Code of Regulations.

16.05.020. Chapter 1, Division II Scope and Administration amended.

The text within Chapter 1 Division II is deleted and replaced with the following:

**Division II
Administrative Provisions**

Section 101. For administrative provisions for this Code, see Section 16.01.040.

16.05.030. Section 202 amended.

Section 202, definition of “swimming pool” is deleted in its entirety and replaced to read as follows:

202 Definitions. Swimming Pool. Any structure intended for swimming, recreational bathing or wading that contains water over 18 inches deep. This includes in-ground, above ground and on-ground pools; hot tubs; spas and fixed-in-place wading pools.

16.05.040. Section 903.1.2 added.

Section 903.1.2 is added to read as follows:

903.1.2 Partial Automatic Fire Suppression Systems Prohibited. Whenever an automatic fire suppression system is installed for any portion of any building or structure, an automatic fire suppression system must be installed for the entire building or structure.

16.05.050. Section 903.2 amended.

Section 903.2 is amended to read as follows:

903.2 Where required. Approved automatic extinguishing systems must be installed:

1. In all new buildings regardless of the type of construction or occupancy.

Exceptions:

- 1.1. Detached Group U occupancies, providing the floor area does not exceed 1000 square feet.
 - 1.2. Other minor buildings and/or occupancies as approved by the Fire Chief.
2. In existing buildings with new occupancies as required by other sections of the Fire Code.

16.05.060. Section 903.3.1.1 amended.

Section 903.3.1.1 is amended to read as follows:

903.3.1.1 NFPA 13 sprinkler systems. In other than residential buildings that are not over two stories in height, automatic sprinkler systems will be designed and installed in accordance with the NFPA 13, 2016 Edition as amended in Chapter 35 except as provided in Section 903.3.1.1.1.

16.05.070. Section 903.3.1.1.2 added.

Section 903.3.1.1.2 is added to read as follows:

903.3.1.1.2 Riser room location. In structures over three stories in height or served by more than two fire sprinkler risers, a dedicated Fire Sprinkler Riser Room must be provided at an approved location. The riser room must be accessible to emergency personnel from the exterior of the building.

16.05.080. Section 903.3.1.2 amended.

Section 903.3.1.2 is amended to read as follows:

903.3.1.2. NFPA 13R sprinkler systems. Where allowed in buildings of Group R, up to and including two stories in height, automatic sprinkler systems will be installed throughout in accordance with NFPA 13R, 2016 Edition as amended in Chapter 35.

Sec. 16.05.090. Section 903.3.1.2.3 added.

Section 903.3.1.2.3 is added to read as follows:

903.3.1.2.3 Attic and basement spaces. In residential buildings with automatic sprinkler systems designed and installed in accordance with NFPA 13R, attics and basements used for storage purposes must be fully sprinklered with residential type heads.

Sec. 16.05.100. Section 903.3.1.3 amended.

Section 903.3.1.3 is amended to read as follows:

903.3.1.3. NFPA 13D sprinkler systems. Where allowed, automatic sprinkler systems

will be installed in one- and two-family dwellings will be installed throughout in accordance with NFPA 13D, 2016 Edition as amended in Chapter 35.

Sec. 16.05.110. Section 903.3.1.3.1 added.

Section 903.3.1.3.1 is added to read as follows:

903.3.1.3.1. Detailed requirements. Automatic sprinkler system protection for one and two-family dwellings will be designed and installed in accordance with NFPA 13D, 2016 Edition with the following modifications:

1. A local water flow alarm must be provided for all sprinkler systems.
2. Attics and basements used for storage purposes must be fully sprinklered with residential type heads.
3. Overhead piping must be hydrostatically tested for leakage at 200 psi for two hours and inspected before drywall or insulation installation.
4. A minimum of three spare representative sprinkler heads and installation wrench must be provided at an approved location.

Sec. 16.05.120. Section 903.3.5 amended.

Section 903.3.5 is amended to read as follows:

903.3.5 Water Supplies. Water supplies for automatic sprinkler systems must comply with this section and the standards referenced in section 903.3.1. The potable water supply must be protected against backflow in accordance with the *Health and Safety Code*. Hydraulic calculations for systems designed per NFPA 13, 13D, or 13R will include a ten percent (10%) reduction from the available supply source.

Sec. 16.05.130. Section 903.6 added.

Section 903.6 is added to read as follows:

903.6 Existing Occupancies. An automatic sprinkler system will be installed in existing occupancies as follows:

1. In all commercial and industrial buildings greater than 5000 square feet in area when enlarged by an addition to the existing structure or as required by the Fire Chief.
2. In all commercial and industrial buildings equal to or less than 5000 square feet in area, when enlarged by an addition to the existing structure, exceeds 5000 square feet or as required by the Fire Chief.
3. In all commercial and industrial buildings when an addition to the existing area exceeds fifty percent (50%) within any twelve month period.

4. In all residential occupancies when an addition to the existing living area exceeds fifty percent (50%) within any twelve month period.
5. As required by the Fire Code due to a change in occupancy.
6. As required by the Fire Code in Chapter 11.

Sec. 16.05.140. Section 907.1.6 added.

Section 907.1.6 is added to read as follows:

907.1.6 Multiple Fire Alarm Systems. Multiple fire alarm systems within single protected premises must be interconnected and must transmit signals as one system.

Sec. 16.05.150. Table 1505.1 amended.

Table 1505.1 amended, by the deletion of Table 1505.1 and the addition of a new Table 1505.1 thereto, to read as follows:

**TABLE 1505.1
MINIMUM ROOF COVERING CLASSIFICATIONS**

TYPES OF CONSTRUCTION								
IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A	A	A	A	A	A	A	A	A

Sec. 16.05.160. Section 1505.1.3 amended.

Section 1505.1.3 is amended to read as follows:

1505.1.3. Roof coverings within all other areas. The entire roof covering of every existing structure where more than 50 percent of the total roof area is replaced within any one-year period, the entire roof covering of every new structure, and any roof covering applied in the alteration, repair or replacement of the roof of every existing structure, will be a fire-retardant roof covering that is at least Class A.

16.05.170. Section 1507.3.1 amended.

Section 1507.3.1 is amended to read as follows:

1507.3.1 Deck requirements. Concrete and clay tile must be installed only over solid sheathing or spaced structural sheathing boards.

16.05.180. Section 1613.5.2 added.

Section 1613.5.2 is added to read as follows:

1613.5.2 Structural Separation. Modify ASCE 7 Section 12.12.3 Equation 12.12-1 as follows:

$$\delta_x = \frac{C_d \delta_{xe}}{I_e} \quad (12.12-1)$$

16.05.190. Section 1613.5.3 added.

Section 1613.5.3 is added to read as follows:

1613.5.3 Values for Vertical Combinations. Modify ASCE 7 Section 12.2.3.1 Exception 3 as follows:

3. Detached one- and two-family dwellings up to two stories in height of light frame construction.

16.05.200. Section 1613.5.4 added.

Section 1613.5.4 is added to read as follows:

1613.5.4 Wood Diaphragms. Modify ASCE 7 Section 12.11.2.3 as follows:

12.11.2.2.3 Wood Diaphragms. In wood diaphragms, the continuous ties must be in addition to the diaphragm sheathing. Anchorage must not be accomplished by use of toe nails or nails subject to withdrawal nor will wood ledgers or framing be used in cross-grain bending or cross-grain tension. The diaphragm sheathing must not be considered effective as providing ties or struts required by this section.

For structures assigned to Seismic Design Category D, E or F, wood diaphragms supporting concrete or masonry walls must comply with the following:

1. The spacing of continuous ties is not to exceed 40 feet. Added chords of diaphragms may be used to form subdiaphragms to transmit the anchorage forces to the main continuous crossties.
2. The maximum diaphragm shear used to determine the depth of the subdiaphragm must not exceed 75% of the maximum diaphragm shear.

16.05.210. Section 1613.5.5 added.

Section 1613.5.5 is added to read as follows:

1613.5.5 Maximum S_{DS} Value in Determination of C_s and E_v . Modify ASCE 7 Section 12.8.1.3 as follows:

~~**12.8.1.3 Maximum S_s Value in Determination of C_s .** For regular structures five stories or less above the base, as defined in Section 11.2 and with a period, T , of 0.5 s or less, C_s is permitted to be evaluated using the larger of either S_s equal to 1.5 or 80 percent of the value of S_s determined per Section 11.4.1 or 11.4.7.~~

12.8.1.3 Maximum S_{DS} Value in Determination of C_s and E_v . The value of C_s and E_v are permitted to be calculated using a value of S_{DS} equal to 1.0 but not less than 70% of S_{DS} as defined in Section 11.4.4, provided that all of the following criteria are met:

1. The structure does not have irregularities, as defined in Section 12.3.2;
2. The structure does not exceed five stories above the lower of the base or grade plane as defined in Section 11.2, and, where present, each mezzanine level must be considered a story for the purpose of this limit;
3. The structure has a fundamental period, T , that does not exceed 0.5 seconds, as determined using Section 12.8.2;
4. The structure meets the requirements necessary for the redundancy factor, ρ , to be permitted to be taken as 1.0, in accordance with Section 12.3.4.2;
5. The site soil properties are not classified as Site Classes E or F, as defined in Section 11.4.2; and
6. The structure is classified as Risk Category I or II, as defined in Section 1.5.1.

16.05.220. Section 1613.7 added.

Section 1613.7 is added to read as follows:

1613.7 Seismic Design Provisions for Hillside Buildings.

1613.7.1 Purpose. The purpose of this section is to establish minimum regulations for the design and construction of new buildings and additions to existing buildings when constructing such buildings on or into slopes steeper than one unit vertical in three units horizontal (33.3%). These regulations establish minimum standards for seismic force resistance to reduce the risk of injury or loss of life in the event of earthquakes.

1613.7.2 Scope. The provisions of this section apply to the design of the lateral-force-resisting system for hillside buildings at and below the base level diaphragm. The design of the lateral-force-resisting system above the base level diaphragm must be in accordance with the provisions for seismic and wind design as required elsewhere in this division.

Exception: Non-habitable accessory buildings and decks not supporting or supported from the main building are exempt from these regulations.

1613.7.3 Definitions. For the purposes of this section certain terms are defined as follows:

BASE LEVEL DIAPHRAGM is the floor at, or closest to, the top of the highest level of the foundation.

DIAPHRAGM ANCHORS are assemblies that connect a diaphragm to the adjacent foundation at the uphill diaphragm edge.

DOWNHILL DIRECTION is the descending direction of the slope approximately perpendicular to the slope contours.

FOUNDATION is concrete or masonry which supports a building, including footings, stem walls, retaining walls, and grade beams.

FOUNDATION EXTENDING IN THE DOWNHILL DIRECTION is a foundation running downhill and approximately perpendicular to the uphill foundation.

HILLSIDE BUILDING is any building or portion thereof constructed on or into a slope steeper than one unit vertical in three units horizontal (33.3%). If only a portion of the building is supported on or into the slope, these regulations apply to the entire building.

PRIMARY ANCHORS are diaphragm anchors designed for and providing a direct connection as described in Sections 1613.7.5 and 1613.7.7.3 between the diaphragm and the uphill foundation.

SECONDARY ANCHORS are diaphragm anchors designed for and providing a redundant diaphragm to foundation connection, as described in Sections 1613.7.6 and 1613.7.7.4.

UPHILL DIAPHRAGM EDGE is the edge of the diaphragm adjacent and closest to the highest ground level at the perimeter of the diaphragm.

UPHILL FOUNDATION is the foundation parallel and closest to the uphill diaphragm edge.

1613.7.4 Analysis and Design.

1613.7.4.1 General. Every hillside building within the scope of this section must be analyzed, designed, and constructed in accordance with the provisions of this division. When the code-prescribed wind design produces greater effects, the wind design governs, but detailing

requirements and limitations prescribed in this and referenced sections must be followed.

1613.7.4.2 Base Level Diaphragm-Downhill Direction. The following provisions apply to the seismic analysis and design of the connections for the base level diaphragm in the downhill direction.

1613.7.4.2.1 Base for Lateral Force Design Defined. For seismic forces acting in the downhill direction, the base of the building is the floor at or closest to the top of the highest level of the foundation.

1613.7.4.2.2 Base Shear. In developing the base shear for seismic design, the response modification coefficient (R) is not to exceed 5 for bearing wall and building frame systems. The total base shear must include the forces tributary to the base level diaphragm including forces from the base level diaphragm.

1613.7.5 Base Shear Resistance-Primary Anchors.

1613.7.5.1 General. The base shear in the downhill direction must be resisted through primary anchors from diaphragm struts provided in the base level diaphragm to the foundation.

1613.7.5.2 Location of Primary Anchors. A primary anchor and diaphragm strut must be provided in line with each foundation extending in the downhill direction. Primary anchors and diaphragm struts must also be provided where interior vertical lateral-force-resisting elements occur above and in contact with the base level diaphragm. The spacing of primary anchors and diaphragm struts or collectors is not to exceed 30 feet (9144 mm).

1613.7.5.3 Design of Primary Anchors and Diaphragm Struts. Primary anchors and diaphragm struts must be designed in accordance with the requirements of Section 1613.7.8.

1613.7.5.4 Limitations. The following lateral-force-resisting elements must not be designed to resist seismic forces below the base level diaphragm in the downhill direction:

1. Wood structural panel wall sheathing.
2. Cement plaster and lath.
3. Gypsum wallboard, and
4. Tension only braced frames.

Braced frames designed in accordance with the requirements of Section 2205.2.1.2 may be used to transfer forces from the primary

anchors and diaphragm struts to the foundation provided lateral forces do not induce flexural stresses in any member of the frame or in the diaphragm struts. Deflections of frames must account for the variation in slope of diagonal members when the frame is not rectangular.

1613.7.6 Base Shear Resistance-Secondary Anchors.

1613.7.6.1 General. In addition to the primary anchors required by Section 1613.7.5, the base shear in the downhill direction may be resisted through secondary anchors in the uphill foundation connected to diaphragm struts in the base level diaphragm.

Exception: Secondary anchors are not required where foundations extending in the downhill direction spaced at not more than 30 feet (9144 mm) on center extend up to and are directly connected to the base level diaphragm for at least 70% of the diaphragm depth.

1613.7.6.2 Secondary Anchor Capacity and Spacing. Secondary anchors at the base level diaphragm must be designed for a minimum force equal to the base shear, including forces tributary to the base level diaphragm, but not less than 600 pounds per lineal foot (8.76 kN/m) based on Allowable Stress Design (ASD) levels. The secondary anchors must be uniformly distributed along the uphill diaphragm edge and must be spaced a maximum of 4 feet (1219 mm) on center.

1613.7.6.3 Design. Secondary anchors and diaphragm struts must be designed in accordance with Section 1613.7.8.

1613.7.7 Diaphragms Below the Base Level-Downhill Direction. The following provisions apply to the lateral analysis and design of the connections for all diaphragms below the base level diaphragm in the downhill direction.

1613.7.7.1 Diaphragm Defined. Every floor level below the base level diaphragm must be designed as a diaphragm.

1613.7.7.2 Design Force. Each diaphragm below the base level diaphragm must be designed for all tributary loads at that level using a minimum seismic force factor not less than the base shear coefficient.

1613.7.7.3 Design Force Resistance-Primary Anchors. The design force described in Section 1613.7.7.2 must be resisted through primary anchors from diaphragm struts provided in each diaphragm to the foundation. Primary anchors must be provided and designed in accordance with the requirements and limitations of Section 1613.7.5.

1613.7.7.4 Design Force Resistance-Secondary Anchors.

1613.7.7.4.1 General. In addition to the primary anchors required in Section 1613.7.7.3, the design force in the downhill direction must be resisted through secondary anchors in the uphill foundation connected to diaphragm struts in each diaphragm below the base level.

Exception: Secondary anchors are not required where foundations extending in the downhill direction, spaced at not more than 30 feet (9144 mm) on center, extend up to and are directly connected to each diaphragm below the base level for at least 70% of the diaphragm depth.

1613.7.7.4.2 Secondary Anchor Capacity. Secondary anchors at each diaphragm below the base level diaphragm must be designed for a minimum force equal to the design force but not less than 300 pounds per lineal foot (4.38 kN/m) based on Allowable Stress Design (ASD) levels. The secondary anchors must be uniformly distributed along the uphill diaphragm edge and must be spaced a maximum of 4 feet (1219 mm) on center.

1613.7.7.4.3 Design. Secondary anchors and diaphragm struts must be designed in accordance with Section 1613.7.8.

1613.7.8 Primary and Secondary Anchorage and Diaphragm Strut Design. Primary and secondary anchors and diaphragm struts must be designed in accordance with the following provisions:

1. **Fasteners.** All bolted fasteners used to develop connections to wood members must be provided with square plate washers at all bolt heads and nuts. Washers must be minimum 0.229 inch by 3 inches by 3 inches (5.82 mm by 76 mm by 76 mm) in size. Nuts must be tightened to finger tight plus one half (1/2) wrench turn before covering the framing.
2. **Fastening.** The diaphragm to foundation anchorage must not be accomplished by the use of toenailing, nails subject to withdrawal, or wood in cross-grain bending or cross-grain tension.
3. **Size of Wood Members.** Wood diaphragm struts collectors, and other wood members connected to primary anchors must not be less than 3 inch (76 mm) nominal width. The effects of eccentricity on wood members must be evaluated as required per Item 9.
4. **Design.** Primary and secondary anchorage, including diaphragm struts, splices, and collectors must be designed for 125% of the tributary force.

5. Allowable Stress Increase. The one-third allowable stress increase permitted under Section 1605.3.2 is not permitted when the working (allowable) stress design method is used.
6. Steel Element of Structural Wall Anchorage System. The strength design forces for steel elements of the structural wall anchorage system, with the exception of anchor bolts and reinforcing steel, must be increased by 1.4 times the forces otherwise required.
7. Primary Anchors. The load path for primary anchors and diaphragm struts must be fully developed into the diaphragm and into the foundation. The foundation must be shown to be adequate to resist the concentrated loads from the primary anchors.
8. Secondary Anchors. The load path for secondary anchors and diaphragm struts must be fully developed in the diaphragm but need not be developed beyond the connection to the foundation.
9. Symmetry. All lateral force foundation anchorage and diaphragm strut connections must be symmetrical. Eccentric connections may be permitted when demonstrated by calculation or tests that all components of force have been provided for in the structural analysis or tests.
10. Wood Ledgers. Wood ledgers must not be used to resist cross-grain bending or cross-grain tension.

1613.7.9 Lateral-Force-Resisting Elements Normal to the Downhill Direction.

1613.7.9.1 General. In the direction normal to the downhill direction, lateral-force-resisting elements must be designed in accordance with the requirements of this section.

1613.7.9.2 Base Shear. In developing the base shear for seismic design, the response modification coefficient (R) is not to exceed 5 for bearing wall and building frame systems.

1613.7.9.3 Vertical Distribution of Seismic Forces. For seismic forces acting normal to the downhill direction the distribution of seismic forces over the height of the building using Section 12.8.3 of ASCE 7 must be determined using the height measured from the top of the lowest level of the building foundation.

1613.7.9.4 Drift Limitations. The story drift below the base level diaphragm is not to exceed 0.007 times the story height at strength design force level. The total drift from the base level diaphragm to the top of the foundation is not to exceed 3/4 inch (19 mm). Where the story height or the height from the base level diaphragm to the top of the foundation

varies because of a stepped footing or story offset, the height will be measured from the average height of the top of the foundation. The story drift must not be reduced by the effect of horizontal diaphragm stiffness.

1613.7.9.5 Distribution of Lateral Forces.

1613.7.9.5.1 General. The design lateral force must be distributed to lateral-force-resisting elements of varying heights in accordance with the stiffness of each individual element.

1613.7.9.5.2 Wood Structural Panel Sheathed Walls. The stiffness of a stepped wood structural panel shear wall may be determined by dividing the wall into adjacent rectangular elements, subject to the same top of wall deflection. Deflections of shear walls may be estimated by AWC SDPWS Section 4.3.2. Sheathing and fastening requirements for the stiffest section must be used for the entire wall. Each section of wall must be anchored for shear and uplift at each step. The minimum horizontal length of a step must be 8 feet (2438 mm) and the maximum vertical height of a step must be 2 feet 8 inches (813 mm).

1613.7.9.5.3 Reinforced Concrete or Masonry Shear Walls. Reinforced concrete or masonry shear walls must have forces distributed in proportion to the rigidity of each section of the wall.

1613.7.9.6 Limitations. The following lateral force-resisting-elements must not be designed to resist lateral forces below the base level diaphragm in the direction normal to the downhill direction:

1. Cement plaster and lath,
2. Gypsum wallboard, and
3. Tension-only braced frames.

Braced frames designed in accordance with the requirements of Section 2205.2.1.2 of this Code may be designed as lateral-force-resisting elements in the direction normal to the downhill direction, provided lateral forces do not induce flexural stresses in any member of the frame. Deflections of frames will account for the variation in slope of diagonal members when the frame is not rectangular.

1613.7.10 Specific Design Provisions.

1613.7.10.1 Footings and Grade Beams. All footings and grade beams must comply with the following:

1. Grade beams must extend at least 12 inches (305 mm) below the lowest adjacent grade and provide a minimum 24 inch (610 mm) distance horizontally from the bottom outside face of the grade beam to the face of the descending slope.
2. Continuous footings must be reinforced with at least two No. 4 reinforcing bars at the top and two No. 4 reinforcing bars at the bottom.
3. All main footing and grade beam reinforcement steel must be bent into the intersecting footing and fully developed around each corner and intersection.
4. All concrete stem walls must extend from the foundation and reinforced as required for concrete or masonry walls.

1613.7.10.2 Protection Against Decay and Termites. All wood to earth separation must comply with the following:

1. Where a footing or grade beam extends across a descending slope, the stem wall, grade beam, or footing must extend up to a minimum 18 inches (457 mm) above the highest adjacent grade.

Exception: At paved garage and doorway entrances to the building, the stem wall need only extend to the finished concrete slab, provided the wood framing is protected with a moisture proof barrier.

2. Wood ledgers supporting a vertical load of more than 100 pounds per lineal foot (1.46 kN/m) based on Allowable Stress Design (ASD) levels and located within 48 inches (1219 mm) of adjacent grade are prohibited. Galvanized steel ledgers and anchor bolt with or without wood nailers, or treated or decay resistant sill plates supported on a concrete or masonry seat, may be used.

1613.7.10.3 Sill Plates. All sill plates and anchorage must comply with the following:

1. All wood framed walls, including nonbearing walls, when resting on a footing, foundation, or grade beam stem wall, must be supported on wood sill plates bearing on a level surface.
2. Power-driven fasteners must not be used to anchor sill plates except at interior nonbearing walls not designed as shear walls.

1613.7.10.4 Column Base Plate Anchorage. The base of isolated wood posts (not framed into a stud wall) supporting a vertical load of 4,000 pounds (17.8 kN) based on Allowable Stress Design (ASD) levels or more and the base plate for a steel column must comply with the following:

1. When the post or column is supported on a pedestal extending above the top of a footing or grade beam, the pedestal must be designed and reinforced as required for concrete or masonry columns. The pedestal must be reinforced with a minimum of four No. 4 bars extending to the bottom of the footing or grade beam. The top of exterior pedestals must be sloped for positive drainage.
2. The base plate anchor bolts or the embedded portion of the post base, and the vertical reinforcing bars for the pedestal, must be confined with two No. 4 or three No. 3 ties within the top 5 inches (127 mm) of the concrete or masonry pedestal. The base plate anchor bolts must be embedded a minimum of 20 bolt diameters into the concrete or masonry pedestal. The base plate anchor bolts and post bases must be galvanized and each anchor bolt must have at least 2 galvanized nuts above the base plate.

1613.7.10.5 Steel Beam to Column Supports. All steel beam to column supports must be positively braced in each direction. Steel beams must have stiffener plates installed on each side of the beam web at the column. The stiffener plates must be welded to each beam flange and the beam web. Each brace connection or structural member must consist of at least two 5/8 inch (15.9 mm) diameter machine bolts.

16.05.230. Section 1613.8 added.

Section 1613.8 is added to read as follows:

1613.8 Suspended Ceilings. Minimum design and installation standards for suspended ceilings must be determined in accordance with the requirements of Section 2506.2.1 of this Code and this section.

1613.8.1 Scope. This part contains special requirements for suspended ceilings and lighting systems. Provisions of Section 13.5.6 of ASCE 7 apply except as modified herein.

1613.8.2 General. The suspended ceilings and lighting systems must be limited to 6 feet (1828 mm) below the structural deck unless the lateral bracing is designed by a licensed engineer or architect.

1613.8.3 Sprinkler Heads. All sprinkler heads (drops) except fire-resistance-rated floor/ceiling or roof/ceiling assemblies, must be designed to allow for free movement of the sprinkler pipes with oversize rings, sleeves or adaptors through

the ceiling tile. Sprinkler heads and other penetrations must have a 2 inch (50mm) oversize ring, sleeve, or adapter through the ceiling tile to allow for free movement of at least 1 inch (25mm) in all horizontal directions. Alternatively, a swing joint that can accommodate 1 inch (25 mm) of ceiling movement in all horizontal directions is permitted to be provided at the top of the sprinkler head extension.

Sprinkler heads penetrating fire-resistance-rated floor/ceiling or roof/ceiling assemblies must comply with Section 714 of this Code.

1613.8.4 Special Requirements for Means of Egress. Suspended ceiling assemblies located along means of egress serving an occupant load of 30 or more must comply with the following provisions.

1613.8.4.1 General. Ceiling suspension systems must be connected and braced with vertical hangers attached directly to the structural deck along the means of egress serving an occupant load of 30 or more and at lobbies accessory to Group A Occupancies. Spacing of vertical hangers is not to exceed 2 feet (610 mm) on center along the entire length of the suspended ceiling assembly located along the means of egress or at the lobby.

1613.8.4.2 Assembly Device. All lay-in panels must be secured to the suspension ceiling assembly with two hold-down clips minimum for each tile within a 4-foot (1219 mm) radius of the exit lights and exit signs.

1613.8.4.3 Emergency Systems. Independent supports and braces must be provided for light fixtures required for exit illumination. Power supply for exit illumination must comply with the requirements of Section 1008.3 of this Code.

1613.8.4.4 Supports for Appendage. Separate support from the structural deck must be provided for all appendages such as light fixtures, air diffusers, exit signs, and similar elements.

16.05.240. Section 1704.6 amended.

Section 1704.6 is amended as follows:

1704.6 Structural Observations. Where required by the provisions of Section 1704.6.1 or 1704.6.2, the owner or the owner's authorized agent must employ a ~~registered design professional~~ structural observer to perform structural observations. Structural observation does not include or waive the responsibility for the inspections in Section 110 or the special inspections in Section 1705 or other section of this code. The structural observer must be one of the following individuals:

1. The registered design professional responsible for the structural design, or

2. A registered design professional designated by the registered design professional responsible for the structural design.

Before the commencement of observations, the structural observer must submit to the building official a written statement identifying the frequency and extent of structural observations.

~~At the conclusion of the work included in the permit, the structural observer shall submit to the building official a written statement that the site visits have been made and identify any reported deficiencies that, to the best of the structural observer's knowledge, have not been resolved.~~

The owner or owner's authorized agent must coordinate and call a preconstruction meeting between the structural observer, contractors, affected subcontractors and special inspectors. The structural observer must preside over the meeting. The purpose of the meeting must be to identify the major structural elements and connections that affect the vertical and lateral load resisting systems of the structure and to review scheduling of the required observations. A record of the meeting must be included in the report submitted to the Building Official.

Observed deficiencies must be reported in writing to the owner or owner's authorized agent, special inspector, contractor and the Building Official. Upon the form prescribed by the Building Official, the structural observer must submit to the Building Official a written statement at each significant construction stage stating that the site visits have been made and identifying any reported deficiencies which, to the best of the structural observer's knowledge, have not been resolved. A final report by the structural observer which states that all observed deficiencies have been resolved is required before acceptance of the work by the Building Official.

16.05.250. Section 1704.6.1 amended.

Section 1704.6.1 is amended as follows:

1704.6.1 Structural observations for seismic resistance. Structural observations must be provided for those structures assigned to Seismic Design Category D, E or F, where one or more of the following conditions exist:

1. The structure is classified as Risk Category III or IV in accordance with Table 1604.5.
2. The height of the structure is greater than 75 feet (22860 mm) above the base.
3. ~~The structure is assigned to Seismic Design Category E,~~ is classified as Risk Category I or II in accordance with Table 1604.5, ~~and is greater than two stories one stories above grade plane~~ a lateral design is required for the structure or portion thereof.

Exception: One-story wood framed Group R-3 and Group U Occupancies less than 2,000 square feet in area, provided the adjacent grade is not steeper than 1 unit vertical in 10 units horizontal (10% sloped), assigned to Seismic Design Category D.

4. When so designated by the registered design professional responsible for the structural design.
5. When such observation is specifically required by the Building Official.

16.05.260. Section 1705.3 amended.

Section 1705.3 is amended as follows:

1705.3 Concrete Construction. The special inspections and tests for concrete construction must be performed in accordance with this section and Table 1705.3.

Exceptions: Special inspections and tests is not required for:

1. Isolated spread concrete footings of buildings three stories or less above grade plane that are fully supported on earth or rock, where the structural design of the footing is based on a specified compressive strength, f'c, no greater than 2,500 pounds per square inch (psi) (17.2 Mpa) regardless of the compressive strength specified in the construction documents or used in the footing construction.
2. Continuous concrete footings supporting walls of buildings three stories or less above grade plane that are fully supported on earth or rock where:
 - 2.1. The footings support walls of light-frame construction;
 - 2.2. The footings are designed in accordance with Table 1809.7; or
 - 2.3. The structural design of the footing is based on a specified compressive strength, f'c, no greater than 2,500 pounds per square inch (psi) (17.2 Mpa), regardless of the compressive strength specified in the construction documents or used in the footing construction.
3. Nonstructural concrete slabs supported directly on the ground, including prestressed slabs on grade, where the effective prestress in the concrete is less than 150 psi (1.03 Mpa).
4. ~~Concrete foundation walls constructed in accordance with Table 1807.1.6.2.~~
54. Concrete patios, driveways and sidewalks, on grade.

16.05.270. Exception 3 of Section 1705.12 amended.

Exception 3 of Section 1705.12 is amended as follows:

1705.12 Special inspections for seismic resistance. Special inspections for seismic resistance must be required as specified in Sections 1705.12.1 through 1705.12.9, unless exempted by the exceptions of Section 1704.2.

Exception: The special inspections specified in Sections 1705.12.1 through 1705.12.9 are not required for structures designed and constructed in accordance with one of the following

1. The structure consists of light-frame construction; the design spectral response acceleration at short periods, SDS, as determined in Section 1613.3.4, does not exceed 0.5; and the building height of the structure does not exceed 35 feet (10 668 mm)
2. The seismic force-resisting system of the structure consists of reinforced masonry or reinforced concrete; the design spectral response acceleration at short periods, SDS, as determined in Section 1613.3.4, does not exceed 0.5; and the building height of the structure does not exceed 25 feet (7620 mm)
3. The structure is a detached one- or two-family dwelling not exceeding two stories above grade plane, is not assigned to Seismic Design Category D, E or F and does not have any of the following horizontal or vertical irregularities in accordance with Section 12.3 of ASCE 7:
 - 3.1. Torsional or extreme torsional irregularity.
 - 3.2. Nonparallel systems irregularity.
 - 3.3. Stiffness-soft story or stiffness-extreme soft story irregularity.
 - 3.4. Discontinuity in lateral strength-weak story irregularity

16.05.280. Section 1807.1.4 amended.

Section 1807.1.4 is amended as follows:

1807.1.4 Permanent wood foundation systems. Permanent wood foundation systems must be designed and installed in accordance with AWC PWF. Lumber and plywood must be treated in accordance with AWPA U1 (Commodity Specification A, Use Category 4B and Section 5.2) and must be identified in accordance with Section 2303.1.9.1. Permanent wood foundation systems must not be used for structures assigned to Seismic Design Category D, E or F.

16.05.290. Section 1807.1.6 amended.

Section 1807.1.6 is amended as follows:

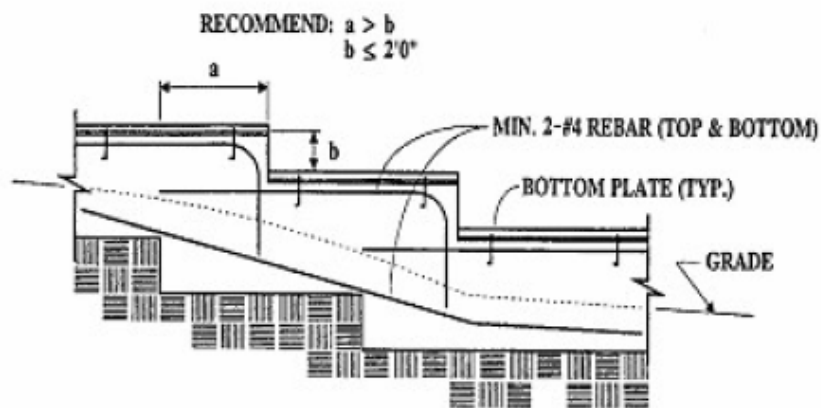
1807.1.6 Prescriptive design of concrete and masonry foundation walls. Concrete and masonry foundation walls that are laterally supported at the top and bottom is permitted to be designed and constructed in accordance with this section. Prescriptive design of foundation walls is not to be used for structures assigned to Seismic Design Category D, E or F.

16.05.300. Section 1809.3 amended.

Section 1809.3 is amended as follows:

1809.3 Stepped footings. The top surface of footings must be level. The bottom surface of footings must be permitted to have a slope not exceeding one unit vertical in 10 units horizontal (10-percent slope). Footings must be stepped where it is necessary to change the elevation of the top surface of the footing or where the surface of the ground slopes more than one unit vertical in 10 units horizontal (10-percent slope).

For structures assigned to Seismic Design Category D, E or F, the stepping requirement will also apply to the top surface of grade beams supporting walls. Footings must be reinforced with four No. 4 bars. Two bars must be place at the top and bottom of the footings as shown in Figure 1809.3.



STEPPED FOUNDATIONS

**FIGURE 1809.3
STEPPED FOOTING**

16.05.310. Section 1809.7 and Table 1809.7 amended.

Section 1809.7 and Table 1809.7 is amended as follows:

1809.7 Prescriptive footings for light-frame construction. Where a specific design is not provided, concrete or masonry-unit footings supporting walls of light-frame construction is permitted to be designed in accordance with Table 1809.7. Prescriptive

footings in Table 1809.7 must not exceed one story above grade plane for structures assigned to Seismic Design Category D, E or F.

TABLE 1809.7
PRESCRIPTIVE FOOTINGS SUPPORTING WALLS OF
LIGHT-FRAME CONSTRUCTION ^{a, b, c, d, e}

NUMBER OF FLOORS SUPPORTED BY THE FOOTING ^f	WIDTH OF FOOTING (inches)	THICKNESS OF FOOTING (inches)
1	12	6
2	15	6
3	18	8 ^g

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm

- a. Depth of footings shall be in accordance with Section 1809.4.
- b. The ground under the floor shall be permitted to be excavated to the elevation of the top of the footing.
- c. ~~Interior stud bearing walls shall be permitted to be supported by isolated footings. The footing width and length shall be twice the width shown in this table, and footings shall be spaced not more than 6 feet on center. Not Adopted.~~
- d. See Section 1908 for additional requirements for concrete footings of structures assigned to Seismic Design Category C, D, E or F.
- e. For thickness of foundation walls, see Section 1807.1.6.
- f. Footings shall be permitted to support a roof addition to the stipulated number of floors. Footings supporting roof only shall be as required for supporting one floor.
- g. ~~Plain concrete footings for Group R-3 occupancies shall be permitted to be 6 inches thick.~~

16.05.320. Section 1809.12 amended.

Section 1809.12 is amended as follows:

1809.12 Timber footings. Timber footings is permitted for buildings of Type V construction and as otherwise approved by the Building Official. Such footings must be treated in accordance with AWPA U1 (Commodity Specification A, Use Category 4B). Treated timbers are not required where placed entirely below permanent water level, or where used as capping for wood piles that project above the water level over submerged or marsh lands. The compressive stresses perpendicular to grain in untreated timber footing supported upon treated piles is not to exceed 70 percent of the allowable stresses for the species and grade of timber as specified in the ~~AF&PA~~ ANSI/AWC NDS. Timber footings will not be used in structures assigned to Seismic Design Category D, E or F.

16.05.330. Section 1810.3.2.4 amended.

Section 1810.3.2.4 is amended as follows:

1810.3.2.4 Timber. Timber deep foundation elements must be designed as piles or poles in accordance with ~~AF&PA~~ ANSI/AWC NDS. Round timber elements must conform to ASTM D 25. Sawn timber elements must conform to DOC PS-20. Timber must not be used in structures assigned to Seismic Design Category D, E or F.

16.05.340. Section 1905.1.7 amended.

Section 1905.1.7 is amended as follows:

1905.1.7 ACI 318, Section 14.1.4. Delete ACI 318, Section 14.1.4, and replace with the following:

14.1.4 – Plain concrete in structures assigned to Seismic Design Category C, D, E or F.

14.1.4.1 – Structures assigned to Seismic Design Category C, D, E or F must not have elements of structural plain concrete, except as follows:

1.1. ~~Structural plain concrete basement, foundation or other walls below the base as defined in ASCE 7 are permitted in detached one- and two-family dwellings three stories or less in height constructed with stud-bearing walls. In dwellings assigned to Seismic Design Category D or E, the height of the wall may not exceed 8 feet (2438 mm), the thickness may not be less than 7½ inches (190 mm), and the wall shall retain no more than 4 feet (1219 mm) of unbalanced fill. Walls must have reinforcement in accordance with 14.6.1. Concrete used for fill with a minimum cement content of two (2) sacks of Portland cement or cementitious material per cubic yard.~~

1.2. Isolated footings of plain concrete supporting pedestals or columns are permitted, provided the projection of the footing beyond the face of the supported member does not exceed the footing thickness.

~~Exception: In detached one- and two-family dwellings three stories or less in height, the projection of the footing beyond the face of the supported member is permitted to exceed the footing thickness.~~

1.3. Plain concrete footings supporting walls are permitted provided the footings have at least two continuous longitudinal reinforcing bars. Bars must not be smaller than No. 4 and must have a total area of not less than 0.002 times the gross cross-sectional area of the footing. ~~For footings that exceed 8 inches (203 mm) in thickness, a~~ minimum of one bar must be provided at the top and bottom of the footing. Continuity of reinforcement must be provided at corners and intersections.

Exceptions:

1. ~~In Seismic Design Categories A, B and C, Detached one- and two-family dwellings three stories or less in height and constructed with stud-bearing walls, are permitted to have plain concrete footings without longitudinal reinforcement with at least two continuous longitudinal reinforcing bars not smaller than No. 4~~

are permitted to have a total area of less than 0.002 times the gross cross-sectional area of the footing.

2. ~~For foundation systems consisting of a plain concrete footing and a plain concrete stemwall, a minimum of one bar must be provided at the top of the stemwall and at the bottom of the are footing.~~
3. ~~Where a slab on ground is cast monolithically with the footing, one No. 5 bar is permitted to be located at either the top of the slab or bottom of the footing.~~

16.05.350. Section 1905.1 amended and Sections 1905.1.9 through 1905.1.11 added.

Section 1905.1 is amended and Sections 1905.1.9 through 1905.1.11 are added to read as follows:

1905.1 General. The text of ACI 318 must be modified as indicated in Sections 1905.1.1 through ~~1908.1.8~~ 1905.1.11.

1905.1.9 ACI 318, Section 18.7.5. Modify ACI 318, Section 18.7.5, by adding Section 18.7.5.7 and 18.7.5.8 as follows:

18.7.5.7 Where the calculated point of contraflexure is not within the middle half of the member clear height, provide transverse reinforcement as specified in ACI 318 Sections 18.7.5.1, Items (a) through (c), over the full height of the member.

18.7.5.8 – At any section where the design strength, ϕP_n , of the column is less than the sum of the shears V_e computed in accordance with ACI 318 Sections 18.7.6.1 and 18.6.5.1 for all the beams framing into the column above the level under consideration, transverse reinforcement as specified in ACI 318 Sections 18.7.5.1 through 18.7.5.3 must be provided. For beams framing into opposite sides of the column, the moment components are permitted to be assumed to be of opposite sign. For the determination of the design strength, ϕP_n , of the column, these moments are permitted to be assumed to result from the deformation of the frame in any one principal axis.

1905.1.10 ACI 318, Section 18.10.4. Modify ACI 318, Section 18.10.4, by adding Section 18.10.4.6 as follows:

18.10.4.6 – Walls and portions of walls with $P_u > 0.35P_o$ will not be considered to contribute to the calculated shear strength of the structure for resisting earthquake-induced forces. Such walls must conform to the requirements of ACI 318 Section 18.14.

1905.1.11 ACI 318, Section 18.12.6. Modify ACI 318, by adding Section 18.12.6.2 as follows:

18.12.6.2 Collector and boundary elements in topping slabs placed over precast floor and roof elements must not be less than 3 inches (76 mm) or $6 d_b$ in thickness, where d_b is the diameter of the largest reinforcement in the topping slab.

16.05.360. Section 2304.10.1 amended.

Section 2304.10.1 is amended as follows:

2304.10.1 Fastener requirements. Connections for wood members must be designed in accordance with the appropriate methodology in Section 2301.2. The number and size of fasteners connecting wood members must not be less than that set forth in Table 2304.10.1. Staple fasteners in Table 2304.10.1 must not be used to resist or transfer seismic forces in structures assigned to Seismic Design Category D, E or F.

Exception: Staples may be used to resist or transfer seismic forces when the allowable shear values are substantiated by cyclic testing and approved by the Building Official.

16.05.370. Section 2304.12.5 amended.

Section 2304.12.5 is amended as follows:

2304.12.5 Wood used in retaining walls and cribs. Wood installed in retaining or crib walls must be preservative treated in accordance with AWPA U1 for soil and fresh water use. Wood will not be used in retaining or crib walls for structures assigned to Seismic Design Category D, E or F.

16.05.380. Section 2305.4 added.

Section 2305.4 is added to read as follows:

2305.4 Quality of Nails. In Seismic Design Category D, E or F, mechanically driven nails used in wood structural panel shear walls must meet the same dimensions as that required for hand-driven nails, including diameter, minimum length and minimum head diameter. Clipped head or box nails are not permitted in new construction. The allowable design value for clipped head nails in existing construction may be taken at no more than the nail-head-area ratio of that of the same size hand-driven nails.

16.05.390. Section 2305.5 added.

Section 2305.5 is added to read as follows:

2305.5 Hold-down connectors. In Seismic Design Category D, E or F, hold-down connectors must be designed to resist shear wall overturning moments using approved cyclic load values or 75 percent of the allowable seismic load values that do not

consider cyclic loading of the product. Connector bolts into wood framing require steel plate washers on the post on the opposite side of the anchorage device. Plate size must be a minimum of 0.229 inch by 3 inches by 3 inches (5.82 mm by 76 mm by 76 mm) in size. Hold-down connectors must be tightened to finger tight plus one half (1/2) wrench turn just before covering the wall framing.

16.05.400. Section 2306.2 amended.

Section 2306.2 is amended as follows:

2306.2 Wood-frame diaphragms. Wood-frame diaphragms must be designed and constructed in accordance with AWC SDPWS. Where panels are fastened to framing members with staples, requirements and limitations of AWC SDPWS must be met and the allowable shear values set forth in Table 2306.2(1) or 2306.2(2) will only be permitted for structures assigned to Seismic Design Category A, B, or C.

Exception: Allowable shear values where panels are fastened to framing members with staples may be used if such values are substantiated by cyclic testing and approved by the Building Official.

The allowable shear values in Tables 2306.2(1) and 2306.2(2) are permitted to be increased 40 percent for wind design.

Wood structural panel diaphragms used to resist seismic forces in structures assigned to Seismic Design Category D, E or F must be applied directly to the framing members.

Exception: Wood structural panel diaphragms are permitted to be fastened over solid lumber planking or laminated decking, provided the panel joints and lumber planking or laminated decking joints do not coincide.

16.05.410. Section 2306.3 amended.

Section 2306.3 is amended as follows:

2306.3 Wood-frame shear walls. Wood-frame shear walls must be designed and constructed in accordance with AWC SDPWS. For structures assigned to Seismic Design Category D, E, or F, application of Tables 4.3A and 4.3B of AWC SDPWS include the following:

1. Wood structural panel thickness for shear walls may not be less than 3/8 inch thick and studs must not be spaced at more than 16 inches on center.
2. The maximum nominal unit shear capacities for 3/8 inch wood structural panels resisting seismic forces in structures assigned to Seismic Design Category D, E or F is 400 pounds per linear foot (plf).

Exception: Other nominal unit shear capacities may be permitted if such values are substantiated by cyclic testing and approved by the Building Official.

3. Nails must be placed not less than 1/2 inch in from the panel edges and not less than 3/8 inch from the edge of the connecting members for shear greater than 350 plf using ASD or 500 plf using LRFD. Nails must be placed not less than 3/8 inch from panel edges and not less than 1/4 inch from the edge of the connecting members for shears of 350 plf or less using ASD or 500 plf or less using LRFD.
4. Table 4.3B application is not allowed for structures assigned to Seismic Design Category D, E, or F.

For structures assigned to Seismic Design Category D, application of Table 4.3C of AWC SDPWS must not be used below the top level in a multi-level building.

Where panels are fastened to framing members with staples, requirements and limitations of AWC SDPWS must be met and the allowable shear values set forth in Table 2306.3(1), 2306.3(2) or 2306.3(3) is only permitted for structures assigned to Seismic Design Category A, B, or C.

Exception: Allowable shear values where panels are fastened to framing members with staples may be used if such values are substantiated by cyclic testing and approved by the Building Official.

The allowable shear values in Tables 2306.3(1) and 2306.3(2) are permitted to be increased 40 percent for wind design. Panels complying with ANSI/APA PRP-210 must be permitted to use design values for Plywood Siding in the AWC SDPWS.

16.05.420. Section 2307.2 added.

Section 2307.2 is added to read as follows:

2307.2 Wood-frame shear walls. Wood-frame shear walls must be designed and constructed in accordance with Section 2306.3 as applicable.

16.05.430. Table 2308.6.1 amended.

Table 2308.6.1 is amended as follows:

**TABLE 2308.6.1*
WALL BRACING REQUIREMENTS**

SEISMIC DESIGN CATEGORY	STORY CONDITION (SEE SECTION 2308.2)	MAXIMUM SPACING OF BRACED WALL LINES	BRACED PANEL LOCATION, SPACING (O.C.) AND MINIMUM PERCENTAGE (%)			MAXIMUM DISTANCE OF BRACED WALL PANELS FROM EACH END OF BRACED WALL LINE
			Bracing method ^a			
			LIB	DWB, WSP	SFB, PBS, PCP, HPS, GB ^{c,d}	
A and B		35'- 0"	Each end and ≤ 25'- 0" o.c.	Each end and ≤ 25'- 0" o.c.	Each end and ≤ 25'- 0" o.c.	12'- 6"
		35'- 0"	Each end and ≤ 25'- 0" o.c.	Each end and ≤ 25'- 0" o.c.	Each end and ≤ 25'- 0" o.c.	12'- 6"
		35'- 0"	NP	Each end and ≤ 25'- 0" o.c.	Each end and ≤ 25'- 0" o.c.	12'- 6"
C		35'- 0"	NP	Each end and ≤ 25'- 0" o.c.	Each end and ≤ 25'- 0" o.c.	12'- 6"
		35'- 0"	NP	Each end and ≤ 25'- 0" o.c. (minimum 25% of wall length) ^e	Each end and ≤ 25'- 0" o.c. (minimum 25% of wall length) ^e	12'- 6"
D and E See		25'- 0"	NP	$S_{DR} < 0.50$: Each end and ≤ 25'- 0" o.c. (minimum 21% of wall length) ^f	$S_{DR} < 0.50$: Each end and ≤ 25'- 0" o.c. (minimum 43% of wall length) ^f	8'- 0"
				$0.5 \leq S_{DR} < 0.75$: Each end and ≤ 25'- 0" o.c. (minimum 32% of wall length) ^f	$0.5 \leq S_{DR} < 0.75$: Each end and ≤ 25'- 0" o.c. (minimum 59% of wall length) ^f	
				$0.75 \leq S_{DR} \leq 1.00$: Each end and ≤ 25'- 0" o.c. (minimum 37% of wall length) ^f	$0.75 \leq S_{DR} \leq 1.00$: Each end and ≤ 25'- 0" o.c. (minimum 75% of wall length) ^f	
				$S_{DR} > 1.00$: Each end and ≤ 25'- 0" o.c. (minimum 48% of wall length) ^f	$S_{DR} > 1.00$: Each end and ≤ 25'- 0" o.c. (minimum 100% of wall length) ^f	

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

NP = Not Permitted.

a. This table specifies minimum requirements for braced wall panels along interior or exterior braced wall lines.

b. See Section 2308.6.3 for full description of bracing methods.

c. For Method GB, gypsum wallboard applied to framing supports that are spaced at 16 inches on center.

d. The required lengths shall be doubled for gypsum board applied to only one face of a braced wall panel.

e. Percentage shown represents the minimum amount of bracing required along the building length (or wall length if the structure has an irregular shape).

f. DWB, SFB, PBS, and HPS wall braces are not permitted in Seismic Design Categories D or E.

g. Minimum length of panel bracing of one face of the wall for WSP sheathing shall be at least 4'-0" long or both faces of the wall for GB or PCP sheathing shall be at least 8'-0" long; h/w ratio shall not exceed 2:1. Wall framing to which sheathing used for bracing is applied shall be nominal 2 inch wide (actual 1 1/2 inch (38 mm) or larger members and spaced a maximum of 16 inches on center. Braced wall panel construction types shall not be mixed within a braced wall line.

h. WSP sheathing shall be a minimum of 1/532" thick nailed with 8d common placed 3/8 inches from panel edges and spaced not more than 6 inches on center and 12 inches on center along intermediate framing members.

16.05.440. Section 2308.6.5, Figure 2308.6.5.1 and Figure 2308.6.5.2 amended.

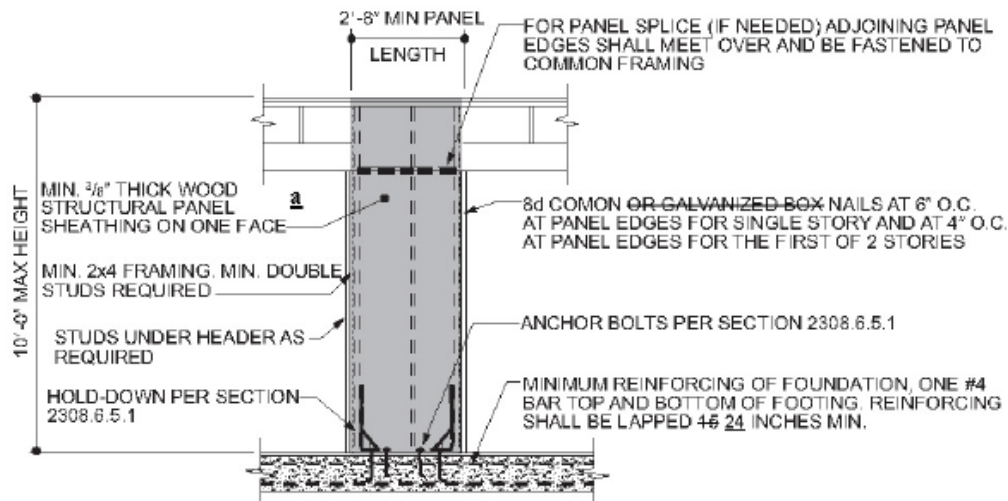
Section 2308.6.5, Figure 2308.6.5.1 and Figure 2308.6.5.2 are amended as follows:

2308.6.5 Alternative bracing. An alternate braced wall (ABW) or a portal frame with hold-downs (PFH) described in this section is permitted to substitute for a 48-inch (1219 mm) braced wall panel of Method DWB, WSP, SFB, PBS, PCP or HPS. For Method GB, each 96-inch (2438 mm) section (applied to one face) or 48-inch (1219 mm) section

(applied to both faces) or portion thereof required by Table 2308.6.1 is permitted to be replaced by one panel constructed in accordance with Method ABW or PFH.

2308.6.5.1 Alternate braced wall (ABW). An ABW must be constructed in accordance with this section and Figure 2308.6.5.1. In one-story buildings, each panel must have a length of not less than 2 feet 8 inches (813 mm) and a height of not more than 10 feet (3048 mm). Each panel must be sheathed on one face with 3/8-inch (3.2 mm) minimum-thickness wood structural panel sheathing nailed with 8d common or galvanized box nails in accordance with Table 2304.10.1 and blocked at wood structural panel edges. For structures assigned to Seismic Design Category D or E, each panel must be sheathed on one face with 15/32-inch-minimum-thickness (11.9 mm) wood structural panel sheathing nailed with 8d common nails spaced 3 inches on panel edges, 3 inches at intermediate supports. Two anchor bolts installed in accordance with Section 2308.3.1 must be provided in each panel. Anchor bolts must be placed at each panel outside quarter points. Each panel end stud must have a hold-down device fastened to the foundation, capable of providing an approved uplift capacity of not less than 1,800 pounds (8006 N). The hold-down device must be installed in accordance with the manufacturer's recommendations. The ABW must be supported directly on a foundation or on floor framing supported directly on a foundation that is continuous across the entire length of the braced wall line. This foundation must be reinforced with not less than one No. 4 bar top and bottom. Where the continuous foundation is required to have a depth greater than 12 inches (305 mm), a minimum 12-inch by 12-inch (305 mm by 305 mm) continuous footing ~~or turned-down slab edge~~ is permitted at door openings in the braced wall line. This continuous footing ~~or turned-down slab edge~~ must be reinforced with not less than one No. 4 bar top and bottom. This reinforcement must be lapped ~~15~~ 24 inches (~~381~~ 610 mm) with the reinforcement required in the continuous foundation located directly under the braced wall line.

Where the ABW is installed at the first story of two-story buildings, the wood structural panel sheathing must be provided on both faces, three anchor bolts must be placed at one-quarter points and tie-down device uplift capacity must be not less than 3,000 pounds (13 344 N).



For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

a. For structures assigned to Seismic Design Category D or E, sheathed on one face with 15/32-inch-minimum-thickness (11.9 mm) wood structural panel sheathing

**FIGURE 2308.6.5.1
ALTERNATE BRACED WALL PANEL (ABW)**

2308.6.5.2 Portal frame with hold-downs (PFH). A PFH must be constructed in accordance with this section and Figure 2308.6.5.2. The adjacent door or window opening must have a full-length header.

In one-story buildings, each panel must have a length of not less than 16 inches (406 mm) and a height of not more than 10 feet (3048 mm). Each panel must be sheathed on one face with a single layer of 3/8-inch (9.5 mm) minimum-thickness wood structural panel sheathing nailed with 8d common or galvanized box nails in accordance with Figure 2308.6.5.2. For structures assigned to Seismic Design Category D or E, each panel must be sheathed on one face with 15/32-inch-minimum-thickness (11.9 mm) wood structural panel sheathing nailed with 8d common nails spaced 3 inches on panel edges, 3 inches at intermediate supports and in accordance with Figure 2308.6.5.2. The wood structural panel sheathing must extend up over the solid sawn or glued-laminated header and must be nailed in accordance with Figure 2308.6.5.2. A built-up header consisting of at least two 2-inch by 12-inch (51 mm by 305 mm) boards, fastened in accordance with Item 24 of Table 2304.10.1 must be permitted to be used. A spacer, if used, must be placed on the side of the built-up beam opposite the wood structural panel sheathing. The header must extend between the inside faces of the first full-length outer studs of each panel. The clear span of the header between the inner studs of each panel must be not less than 6 feet (1829 mm) and not more than 18 feet (5486 mm) in length. A strap with an uplift capacity of not less than 1,000 pounds (4,400 N) must fasten the header to the inner studs opposite the sheathing. One anchor bolt not less than 5/8 inch (15.9 mm) diameter and installed in accordance with Section 2308.3.1 must be provided in the center of each sill plate. The studs at each end of the panel must have a hold-down device fastened to the foundation with an uplift capacity of not less than 3,500 pounds (15 570 N).

Where a panel is located on one side of the opening, the header must extend between the inside face of the first full-length stud of the panel and the bearing studs at the other end of the opening. A strap with an uplift capacity of not less than 1,000 pounds (4400 N) must fasten the header to the bearing studs. The bearing studs must also have a

hold-down device fastened to the foundation with an uplift capacity of not less than 1,000 pounds (4400 N). The hold-down devices must be an embedded strap type, installed in accordance with the manufacturer's recommendations. The PFH panels must be supported directly on a foundation that is continuous across the entire length of the braced wall line. This foundation must be reinforced with not less than one No. 4 bar top and bottom. Where the continuous foundation is required to have a depth greater than 12 inches (305 mm), a minimum 12-inch by 12-inch (305 mm by 305 mm) continuous footing or ~~turned-down slab edge~~ is permitted at door openings in the braced wall line. This continuous footing or ~~turned-down slab edge~~ must be reinforced with not less than one No. 4 bar top and bottom. This reinforcement must be lapped not less than ~~15~~ 24 inches (~~381~~ 610 mm) with the reinforcement required in the continuous foundation located directly under the braced wall line.

Where a PFH is installed at the first story of two-story buildings, each panel must have a length of not less than 24 inches (610 mm).

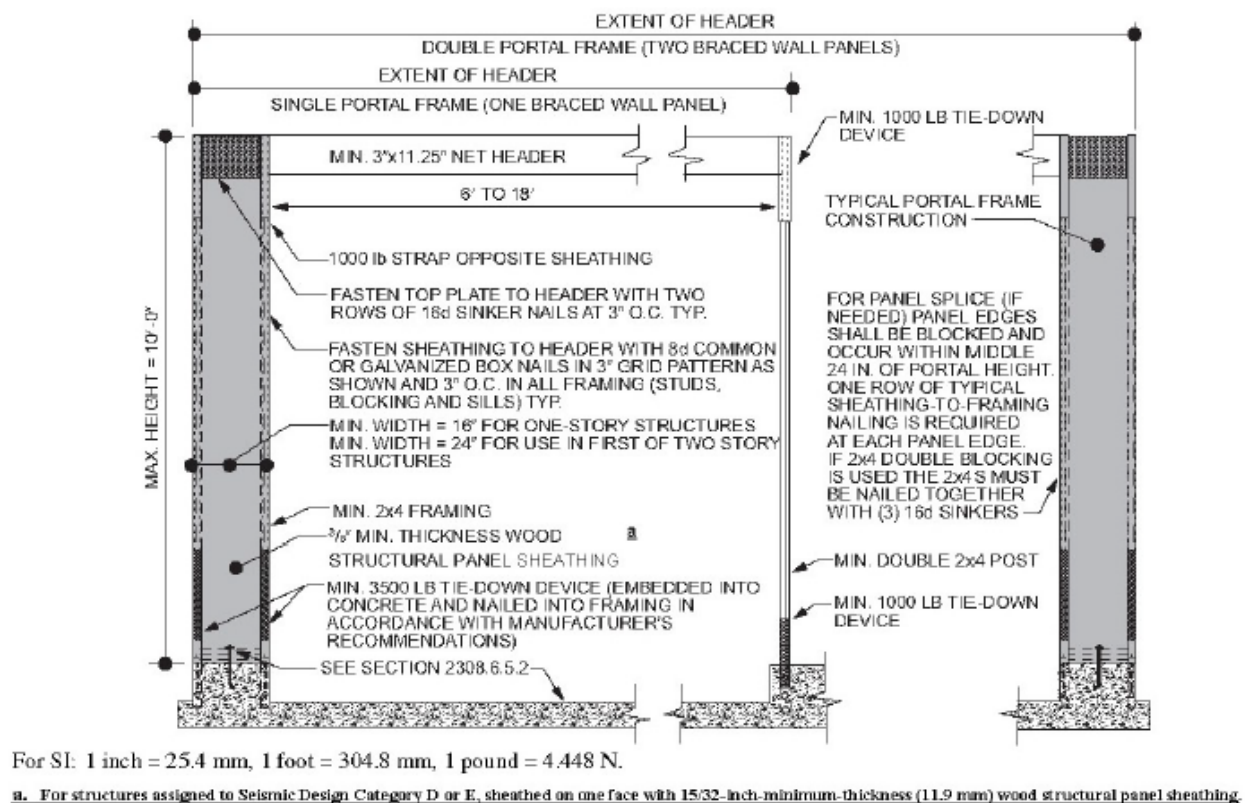


FIGURE 2308.6.5.2
PORTAL FRAME WITH HOLD-DOWNS (PFH)

16.05.450. Section 2308.6.8.1 amended.

Section 2308.6.8.1 is amended as follows:

2308.6.8.1 Foundation requirements. Braced wall lines must be supported by continuous foundations.

Exception: For structures with a maximum plan dimension not more than 50 feet (15240 mm), continuous foundations are required at exterior walls only for structures assigned to Seismic Design Category A, B, or C.

For structures in Seismic Design Categories D and E, exterior braced wall panels must be in the same plane vertically with the foundation or the portion of the structure containing the offset must be designed in accordance with accepted engineering practice and Section 2308.1.1.

Exceptions:

1. ~~Exterior braced wall panels must be permitted to be located not more than 4 feet (1219 mm) from the foundation below where supported by a floor constructed in accordance with all of the following:~~
 - 1.1. ~~Cantilevers or setbacks may not exceed four times the nominal depth of the floor joists.~~
 - 1.2. ~~Floor joists must be 2 inches by 10 inches (51 mm by 254 mm) or larger and spaced not more than 16 inches (406 mm) on center.~~
 - 1.3. ~~The ratio of the back span to the cantilever must be not less than 2 to 1.~~
 - 1.4. ~~Floor joists at ends of braced wall panels must be doubled.~~
 - 1.5. ~~A continuous rim joist must be connected to the ends of cantilevered joists. The rim joist is permitted to be spliced using a metal tie not less than 0.058 inch (1.47 mm) (16 galvanized gage) and 1 1/2 inches (38 mm) in width fastened with six 16d common nails on each side. The metal tie must have a yield stress not less than 33,000 psi (227 MPa).~~
 - 1.6. ~~Joists at setbacks or the end of cantilevered joists may not carry gravity loads from more than a single story having uniform wall and roof loads nor carry the reactions from headers having a span of 8 feet (2438 mm) or more.~~
2. ~~The end of a required braced wall panel must be allowed to extend not more than 1 foot (305 mm) over an opening in the wall below. This requirement is applicable to braced wall panels offset in plane and braced wall panels offset out of plane as permitted by Exception 1. Braced wall panels are permitted to extend over an opening not more than 8 feet (2438 mm) in width where the header is a 4 inch by 12 inch (102 mm by 305 mm) or larger member.~~

16.05.460. Section 2308.6.9 amended.

Section 2308.6.9 is amended as follows:

2308.6.9 Attachment of sheathing. Fastening of braced wall panel sheathing will not be less than that prescribed in Tables 2308.6.1 or 2304.10.1. Wall sheathing must not be attached to framing members by adhesives. Staple fasteners in Table 2304.10.1 must not be used to resist or transfer seismic forces in structures assigned to Seismic Design Category D, E or F.

Exception: Staples may be used to resist or transfer seismic forces when the allowable shear values are substantiated by cyclic testing and approved by the Building Official.

All braced wall panels must extend to the roof sheathing and must be attached to parallel roof rafters or blocking above with framing clips (18 gauge minimum) spaced at maximum 24 inches (6096 mm) on center with four 8d nails per leg (total eight 8d nails per clip). Braced wall panels must be laterally braced at each top corner and at maximum 24 inches (6096 mm) intervals along the top plate of discontinuous vertical framing."

SECTION 5: Chapter 16.06 of the MPMC is amended in its entirety to read as follows:

"Chapter 16.06 RESIDENTIAL CODE

16.06.010 Document adopted by reference.

Pursuant to Government Code § 50022.9, the City Council incorporates by reference the California Residential Building Code, 2016 Edition, as published in Title 24, Part 2.5 of the California Code of Regulations.

16.06.020. Chapter 1 Division II amended.

The text within Chapter 1 Division II is deleted and replaced with the following:

Chapter 1 Division II Administrative Provisions

For administrative provisions for this Code, see Section 16.01.040.

16.06.030. Section R301.1.3.2 amended.

Section R301.1.3.2 is amended to read as follows:

R301.1.3.2 Woodframe structures ~~greater than two stories~~. The Building Official will require construction documents to be approved and stamped by a California licensed architect or engineer for all dwellings of woodframe construction more than two stories and basement in height located in Seismic Design Category A, B or C. Notwithstanding other sections of law; the law establishing these provisions is found in Business and Professions Code Section 5537 and 6737.1.

The Building Official will require construction documents to be approved and stamped by a California licensed architect or engineer for all dwellings of woodframe construction more than one story in height or with a basement located in Seismic Design Category D₀, D₁, D₂ or E.

16.06.040. Section R301.1.4 amended.

Section R301.1.4 is amended to read as follows:

R301.1.4 Seismic design provisions for buildings constructed on or into slopes steeper than one unit vertical in three units horizontal (33.3 percent slope). The design and construction of new buildings and additions to existing buildings when constructed on or into slopes steeper than one unit vertical in three units horizontal (33.3 percent slope) must comply with Section 1613.9 of the Building Code.

16.06.042. Section R309.6 exception amended.

Section R309.6 exception is amended as follows:

Exception: An automatic residential fire sprinkler system must not be required when additions or alterations are made to existing carports and/or garages that do not have an automatic fire sprinkler system installed unless a sprinkler system is required in accordance with California Fire Code Section ~~903.2.8~~ 903.6.

16.06.044. Section R313.1 exception amended.

Section R313.1 exception is amended as follows:

Exception: An automatic residential fire sprinkler system must not be required when additions or alterations are made to existing townhouses that do not have an automatic fire sprinkler system installed unless a sprinkler system is required in accordance with California Fire Code Section ~~903.2.8~~ 903.6.

16.06.046. Section R313.2 exception amended.

Section R313.2 exception is amended as follows:

Exception: An automatic residential fire sprinkler system must not be required for additions or alterations to existing buildings that are not already provided with an automatic sprinkler system unless a sprinkler system is required in accordance with California Fire Code Section ~~903.2.8~~ 903.6.

16.06.048. Section R313.3.6.2.2 amended.

Section R313.3.6.2.2 is amended as follows:

Section R313.3.6.2.2 Calculation procedure. Determination of the required size for water distribution piping must be in accordance with the following procedure and California Fire Code Sections 903.3.1.3.1 and 903.3.5.

16.06.050. Table R301.2(1) amended.

Table R301.2(1) is amended to read as follows:

TABLE R301.2(1)
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATEGORY ^f	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP ^e	ICE BARRIER UNDERLAYMENT REQUIRED ^h	FLOOD HAZARDS ^g	AIR FREEZING INDEX ⁱ	MEAN ANNUAL TEMP ^j
	Speed ^d (mph)	Topographic Effects ^k	Special Wind Region ^l	Wind- borne Debris Zone ^m		Weathering ^a	Frost Line Depth ^b	Termite ^c					
ZERO	130 V _{ult}	NO	NO	1	E	NEGLIGIBLE	12"- 24"	VERY HEAVY	48°F	NO	NO	0	64°F

For SI: 1 pound per square foot = 0.0479 kPa, 1 mile per hour = 0.447 m/s.

- a. Weathering may require a higher strength concrete or grade of masonry than necessary to satisfy the structural requirements of this code. The weathering column must be filled in with the weathering index (i.e., "negligible," "moderate" or "severe") for concrete as determined from the Weathering Probability Map [Figure R301.2(3)]. The grade of masonry units must be determined from ASTM C 34, C 55, C 62, C 73, C 90, C 129, C 145, C 216 or C 652.
- b. The frost line depth may require deeper footings than indicated in Figure R403.1(1). The jurisdiction must fill in the frost line depth column with the minimum depth of footing below finish grade.
- c. The jurisdiction must fill in this part of the table to indicate the need for protection depending on whether there has been a history of local subterranean termite damage.
- d. The jurisdiction must fill in this part of the table with the wind speed from the basic wind speed map [Figure R301.2(4)]. Wind exposure category must be determined on a site-specific basis in accordance with Section R301.2.1.4.
- e. The outdoor design dry-bulb temperature must be selected from the columns of 971/2-percent values for winter from Appendix D of the *California Plumbing Code*. Deviations from the Appendix D temperatures must be permitted to reflect local climates or local weather experience as determined by the Building Official.
- f. The jurisdiction must fill in this part of the table with the seismic design category determined from Section R301.2.2.1.
- g. The jurisdiction must fill in this part of the table with (a) the date of the jurisdiction's entry into the National Flood Insurance Program (date of adoption of the first code or ordinance for management of flood hazard areas), (b) the date(s) of the Flood Insurance Study and (c) the panel numbers and dates of all currently effective FIRMs and FBFMs or other flood hazard map adopted by the authority having jurisdiction, as amended.
- h. In accordance with Sections R905.2.7.1, R905.4.3.1, R905.5.3.1, R905.6.3.1, R905.7.3.1 and R905.8.3.1, where there has been a history of local damage from the effects of ice damming, the jurisdiction must fill in this part of the table with "YES." Otherwise, the jurisdiction must fill in this part of the table with "NO."
- i. The jurisdiction must fill in this part of the table with the 100-year return period air freezing index (BF-days) from Figure R403.3(2) or from the 100-year (99%) value on the National Climatic Data Center data table "Air Freezing Index- USA Method (Base 32°)" at www.ncdc.noaa.gov/fpsf.html.
- j. The jurisdiction must fill in this part of the table with the mean annual temperature from the National Climatic Data Center data table "Air Freezing Index-USA Method (Base 32°F)" at www.ncdc.noaa.gov/fpsf.html.
- k. In accordance with Section R301.2.1.5, where there is local historical data documenting structural damage to buildings due to topographic wind speed-up effects, the jurisdiction must fill in this part of the table with "YES." Otherwise, the jurisdiction must indicate "NO" in this part of the table.

16.06.060. Section R301.2.2.2.5 amended.

Items 1, 3 and 5 of Section R301.2.2.2.5 are amended to read as follows:

1. Where exterior shear wall lines or braced wall panels are not in one plane vertically from the foundation to the uppermost story in which they are required.

Exception: ~~For wood light-frame construction, floors with cantilevers or setbacks not exceeding four times the nominal depth of the wood floor~~

joists are permitted to support braced wall panels that are out of plane with braced wall panels below provided that:

1. ~~Floor joists are nominal 2 inches by 10 inches (51 mm by 254 mm) or larger and spaced not more than 16 inches (406 mm) on center.~~
2. ~~The ratio of the back span to the cantilever is not less than 2 to 1.~~
3. ~~Floor joists at ends of braced wall panels are doubled.~~
4. ~~For wood-frame construction, a continuous rim joist is connected to ends of cantilever joists. When spliced, the rim joists must be spliced using a galvanized metal tie not less than 0.058 inch (1.5 mm) (16 gage) and 1 1/2 inches (38 mm) wide fastened with six 16d nails on each side of the splice or a block of the same size as the rim joist of sufficient length to fit securely between the joist space at which the splice occurs fastened with eight 16d nails on each side of the splice; and~~
5. ~~Gravity loads carried at the end of cantilevered joists are limited to uniform wall and roof loads and the reactions from headers having a span of 8 feet (2438 mm) or less.~~

* * *

3. ~~When the end of a braced wall panel occurs over an opening in the wall below and ends at a horizontal distance greater than 1 foot (305 mm) from the edge of the opening. This provision is applicable to shear walls and braced wall panels offset in plane and to braced wall panels offset out of plane as permitted by the exception to item 1.~~

Exception: ~~For wood light-frame wall construction, one end of a braced wall panel must be permitted to extend more than one foot (305 mm) over an opening not more than 8 feet (2438 mm) in width in the wall below provided that the opening includes a header in accordance with the following:~~

1. ~~The building width, loading condition and framing member species limitations of Table R602.7(1) apply; and~~
2. ~~Not less than one 2x12 or two 2x10 for an opening not more than 4 feet (1219 mm) wide; or~~
3. ~~Not less than two 2x12 or three 2x10 for an opening not more than 6 feet (1829 mm) in width; or~~
4. ~~Not less than three 2x12 or four 2x10 for an opening not more than 8 feet (2438 mm) in width; and~~

5. ~~The entire length of the braced wall panel does not occur over an opening in the wall below.~~

* * *

5. Where portions of a floor level are vertically offset.

Exceptions:

1. ~~Framing supported directly by continuous foundations at the perimeter of the building.~~
2. ~~For wood light-frame construction, floors must be permitted to be vertically offset when the floor framing is lapped or tied together as required by section R502.6.1.~~

16.06.070. Section R301.2.2.3.8 added.

Section R301.2.2.3.8 is added to read as follows:

R301.2.2.3.8 Anchorage of Mechanical, Electrical, or Plumbing Components and Equipment. Mechanical, electrical, or plumbing components and equipment must be anchored to the structure. Anchorage of the components and equipment must be designed to resist loads in accordance with the California Building Code and ASCE 7, except where the component is positively attached to the structure and flexible connections are provided between the component and associated ductwork, piping, and conduit; and either

1. The component weighs 400 lb (1,780 N) or less and has a center of mass located 4 ft (1.22 m) or less above the supporting structure; or
2. The component weighs 20 lb (89N) or less or, in the case of a distributed system, 5 lb/ft (73 N/m) or less.

16.06.080. Section R401.1 amended.

Section R401.1 is amended to read as follows:

R401.1 Application. The provisions of this chapter control the design and construction of the foundation and foundation spaces for buildings. In addition to the provisions of this chapter, the design and construction of foundations in flood hazard areas as established by Table R301.2(1) must meet the provisions of Section R322. Wood foundations must be designed and installed in accordance with AWC PWF.

Exception: The provisions of this chapter is permitted to be used for wood foundations only in the following situations:

1. In buildings that have no more than two floors and a roof.

2. When interior basement and foundation walls are constructed at intervals not exceeding 50 feet (15 240 mm).

Wood foundations in Seismic Design Category D₀, D₁ or D₂ ~~designed in accordance with accepted engineering practice is~~ not permitted.

Exception: In non-occupied, single-story, detached storage sheds and similar uses other than carport or garage, provided the gross floor area does not exceed 200 square feet, the plate height does not exceed 12 feet in height above the grade plane at any point, and the maximum roof projection does not exceed 24 inches.

16.06.090. Sections R403.1.2, R403.1.3.6 and R403.1.5 amended.

Sections R403.1.2, R403.1.3.6 and R403.1.5 are amended to read as follows:

R403.1.2 Continuous footing in Seismic Design Categories D₀, D₁ and D₂. Exterior walls of buildings located in Seismic Design Categories D₀, D₁ and D₂ must be supported by continuous solid or fully grouted masonry or concrete footings. ~~Other footing materials or systems must be designed in accordance with accepted engineering practice.~~ All required interior braced wall panels in buildings located in Seismic Design Categories D₀, D₁ and D₂ ~~with plan dimensions greater than 50 feet (15 240 mm) must be supported by continuous solid or fully grouted masonry or concrete footings in accordance with Section R403.1.3.4, except for two-story buildings in Seismic Design Category D₂, in which all braced wall panels, interior and exterior, must be supported on continuous foundations.~~

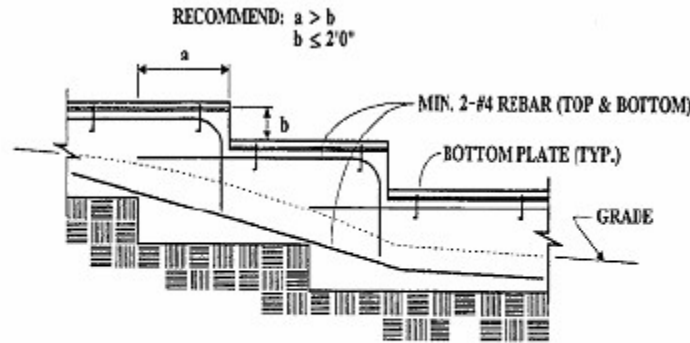
Exception: ~~Two-story buildings must be permitted to have interior braced wall panels supported on continuous foundations at intervals not exceeding 50 feet (15 240 mm) provided that:~~

1. ~~The height of cripple walls does not exceed 4 feet (1219 mm).~~
2. ~~First floor braced wall panels are supported on doubled floor joists, continuous blocking or floor beams.~~
3. ~~The distance between bracing lines does not exceed twice the building width measured parallel to the braced wall line.~~

R403.1.3.6 Isolated concrete footings. In detached one- and two-family dwellings located in Seismic Design Category A, B, or C that are three stories or less in height and constructed with stud bearing walls, isolated plain concrete footings supporting columns or pedestals are permitted.

R403.1.5 Slope. The top surface of footings must be level. The bottom surface of footings must not have a slope exceeding one unit vertical in 10 units horizontal (10-percent slope). Footings must be stepped where it is necessary to change the elevation of the top surface of the footings or where the slope of the bottom surface of the footings will exceed one unit vertical in 10 units horizontal (10-percent slope).

For structures located in Seismic Design Categories D₀, D₁ or D₂, stepped footings must be reinforced with four No. 4 rebar. Two bars must be placed at the top and bottom of the footings as shown in Figure R403.1.5.



STEPPED FOUNDATIONS

FIGURE R403.1.5
STEPPED FOOTING

16.06.100. Section R404.2 amended.

Section R404.2 is amended to read as follows:

R404.2 Wood foundation walls. Wood foundation walls must be constructed in accordance with the provisions of Sections R404.2.1 through R404.2.6 and with the details shown in Figures R403.1(2) and R403.1(3). Wood foundation walls is not permitted for structures located in Seismic Design Category D₀, D₁ or D₂.

16.06.110. Section R501.1 amended.

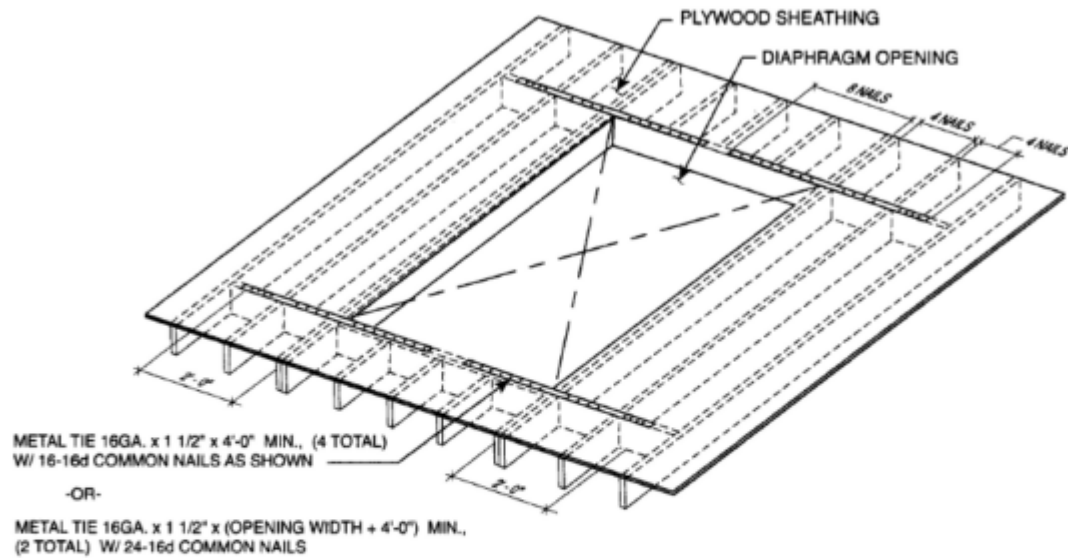
Section R501.1 is amended to read as follows:

R501.1 Application. The provisions of this chapter control the design and construction of the floors for buildings, including the floors of attic spaces used to house mechanical or plumbing fixtures and equipment. Mechanical or plumbing fixtures and equipment must be attached (or anchored) to the structure in accordance with Section R301.2.2.3.8.

16.06.120. Section R503.2.4 added.

Section R503.2.4 is added to read as follows:

R503.2.4 Openings in horizontal diaphragms. Openings in horizontal diaphragms with a dimension perpendicular to the joist that is greater than 4 feet (1.2 m) must be constructed in accordance with Figure R503.2.4.



For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

- Blockings shall be provided beyond headers.
- Metal ties not less than 0.058 inch (1.47 mm (16 galvanized gage)) by 1.5 inches (38 mm) wide with eight 16d common nails on each side of the header-joist intersection. The metal ties shall have a minimum yield of 33,000 psi (227 MPa).
- Openings in diaphragms shall be further limited in accordance with Section R301.2.2.2.5.

FIGURE R503.2.4
OPENINGS IN HORIZONTAL DIAPHRAGMS

16.06.130. Table R602.3(1) amended.

Lines 35 and 36 of Table R602.3(1) are amended to read as follows:

TABLE 602.3(1)
FASTENING SCHEDULE—continued

ITEM	DESCRIPTION OF BUILDING ELEMENTS	NUMBER AND TYPE OF FASTENER ^{a, b, c}	SPACING AND LOCATION	
Floor				
24	2" subfloor to joist or girder	3-16d box (3 1/2" × 0.135"); or 2-16d common (3 1/2" × 0.162")	Blind and face nail	
25	2" planks (plank & beam—floor & roof)	3-16d box (3 1/2" × 0.135"); or 2-16d common (3 1/2" × 0.162")	At each bearing, face nail	
26	Band or rim joist to joist	3-16d common (3 1/2" × 0.162") 4-10 box (3" × 0.128"), or 4-3" × 0.131" nails; or 4-3" × 14 ga. staples, 7/16" crown	End nail	
27	Built-up girders and beams, 2-inch lumber layers	20d common (4" × 0.192"); or	Nail each layer as follows: 32" o.c. at top and bottom and staggered.	
		10d box (3" × 0.128"); or 3" × 0.131" nails	24" o.c. face nail at top and bottom staggered on opposite sides	
		And: 2-20d common (4" × 0.192"); or 3-10d box (3" × 0.128"); or 3-3" × 0.131" nails	Face nail at ends and at each splice	
28	Ledger strip supporting joists or rafters	4-16d box (3 1/2" × 0.135"); or 3-16d common (3 1/2" × 0.162"); or 4-10d box (3" × 0.128"); or 4-3" × 0.131" nails	At each joist or rafter, face nail	
29	Bridging to joist	2-10d (3" × 0.128")	Each end, toe nail	
ITEM	DESCRIPTION OF BUILDING ELEMENTS	NUMBER AND TYPE OF FASTENER ^{a, b, c}	SPACING OF FASTENERS	
			Edges (inches) ^h	Intermediate supports ^{d, e} (inches)
Wood structural panels, subfloor, roof and interior wall sheathing to framing and particleboard wall sheathing to framing (see Table R602.3(3) for wood structural panel exterior wall sheathing to wall framing)				
30	3/8" - 1/2"	6d common (2" × 0.113") nail (subfloor, wall) ⁱ 8d common (2 1/2" × 0.131") nail (roof)	6	12 ^f
31	5/32" - 1"	8d common nail (2 1/2" × 0.131")	6	12 ^f
32	1 1/8" - 1 1/4"	10d common (3" × 0.148") nail; or 8d (2 1/2" × 0.131") deformed nail	6	12
Other wall sheathing ^g				
33	1/2" structural cellulosic fiberboard sheathing	1 1/2" galvanized roofing nail, 7/16" head diameter, or 1" crown staple 16 ga., 1 1/4" long	3	6
34	5/32" structural cellulosic fiberboard sheathing	1 3/4" galvanized roofing nail, 7/16" head diameter, or 1" crown staple 16 ga., 1 1/4" long	3	6
35 ^L	1/2" gypsum sheathing ^d	1 1/2" galvanized roofing nail; staple galvanized, 1 1/2" long; 1 1/4" screws, Type W or S	7	7
36 ^L	5/8" gypsum sheathing ^d	1 3/4" galvanized roofing nail; staple galvanized, 1 5/8" long; 1 5/8" screws, Type W or S	7	7
Wood structural panels, combination subfloor underlayment to framing				
37	3/4" and less	6d deformed (2" × 0.120") nail; or 8d common (2 1/2" × 0.131") nail	6	12
38	7/8" - 1"	8d common (2 1/2" × 0.131") nail; or 8d deformed (2 1/2" × 0.120") nail	6	12
39	1 1/8" - 1 1/4"	10d common (3" × 0.148") nail; or 8d deformed (2 1/2" × 0.120") nail	6	12

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm, 1 mile per hour = 0.447 m/s; 1 ksi = 6.895 MPa.

**TABLE R602.3(1)—continued
FASTENING SCHEDULE**

- a. Nails are smooth-common, box or deformed shanks except where otherwise stated. Nails used for framing and sheathing connections shall have minimum average bending yield strengths as shown: 80 ksi for shank diameter of 0.192 inch (20d common nail), 90 ksi for shank diameters larger than 0.142 inch but not larger than 0.177 inch, and 100 ksi for shank diameters of 0.142 inch or less.
- b. Staples are 16 gage wire and have a minimum $\frac{7}{16}$ -inch on diameter crown width.
- c. Nails shall be spaced at not more than 6 inches on center at all supports where spans are 48 inches or greater.
- d. Four-foot by 8-foot or 4-foot by 9-foot panels shall be applied vertically.
- e. Spacing of fasteners not included in this table shall be based on Table R602.3(2).
- f. Where the ultimate design wind speed is 130 mph or less, nails for attaching wood structural panel roof sheathing to gable end wall framing shall be spaced 6 inches on center. Where the ultimate design wind speed is greater than 130 mph, nails for attaching panel roof sheathing to intermediate supports shall be spaced 6 inches on center for minimum 48-inch distance from ridges, eaves and gable end walls; and 4 inches on center to gable end wall framing.
- g. Gypsum sheathing shall conform to ASTM C 1396 and shall be installed in accordance with GA 253. Fiberboard sheathing shall conform to ASTM C 208.
- h. Spacing of fasteners on floor sheathing panel edges applies to panel edges supported by framing members and required blocking and at floor perimeters only. Spacing of fasteners on roof sheathing panel edges applies to panel edges supported by framing members and required blocking. Blocking of roof or floor sheathing panel edges perpendicular to the framing members need not be provided except as required by other provisions of this code. Floor perimeter shall be supported by framing members or solid blocking.
- i. Where a rafter is fastened to an adjacent parallel ceiling joist in accordance with this schedule, provide two toe nails on one side of the rafter and toe nails from the ceiling joist to top plate in accordance with this schedule. The toe nail on the opposite side of the rafter shall not be required.
- j. Use of staples in braced wall panels shall be prohibited in Seismic Design Category D₀, D₁, or D₂.

16.06.140. Table R602.3(2) amended.

Footnote "b" of Table R602.3(2) is amended to read as follows:

- b. Staples must have a minimum crown width of $\frac{7}{16}$ -inch on diameter except as noted. Use of staples in roof, floor, subfloor, and braced wall panels is prohibited in Seismic Design Category D₀, D₁, or D₂.

16.06.150. Section R602.3.2 and Table R602.3.2 amended.

Exception of Section R602.3.2 and Table R602.3.2 are amended to read as follows:

Exception: A In other than Seismic Design Category D₀, D₁ or D₂, a single top plate used as an alternative to a double top plate must comply with the following:

1. The single top plate must be tied at corners, intersecting walls, and at in-line splices in straight wall lines in accordance with Table R602.3.2.
2. The rafters or joists must be centered over the studs with a tolerance of not more than 1 inch (25 mm).
3. Omission of the top plate is permitted over headers where the headers are adequately tied to adjacent wall sections in accordance with Table R602.3.2.

**TABLE R602.3.2
SINGLE TOP-PLATE SPLICE CONNECTION DETAILS**

CONDITION	TOP-PLATE SPLICE LOCATION			
	Corners and intersecting walls		Butt joints in straight walls	
	Splice plate size	Minimum nails each side of joint	Splice plate size	Minimum nails each side of joint
Structures in SDC A-C; and in SDC D ₀ , D ₁ , and D ₂ with braced wall line spacing less than 25 feet	3" × 6" × 0.036" galvanized steel plate or equivalent	(6) 8d box ($2\frac{1}{2}$ " × 0.113") nails	3' × 12" × 0.036" galvanized steel plate or equivalent	(12) 8d box ($2\frac{1}{2}$ " × 0.113") nails
Structures in SDC D ₀ , D ₁ , and D ₂ with braced wall line spacing greater than or equal to 25 feet	3" × 8" by 0.036" galvanized steel plate or equivalent	(9) 8d box ($2\frac{1}{2}$ " × 0.113") nails	3' × 16" × 0.036" galvanized steel plate or equivalent	(18) 8d box ($2\frac{1}{2}$ " × 0.113") nails

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

16.06.160. Section R602.10.2.3 amended.

Section R602.10.2.3 is amended to read as follows:

R602.10.2.3 Minimum number of braced wall panels. Braced wall lines with a length of 16 feet (4877 mm) or less must have a minimum of two braced wall panels of any length or one braced wall panel equal to 48 inches (1219 mm) or more. Braced wall lines greater than 16 feet (4877 mm) must have a minimum of two braced wall panels. Braced wall panel must not be less than 48 inches in length in Seismic Design Category D₀, D₁, or D₂.

16.06.170. Table R602.10.3(3) amended.

Table R602.10.3(3) is amended to read as follows:

TABLE R602.10.3(3) BRACING REQUIREMENTS BASED ON SEISMIC DESIGN CATEGORY							
• SOIL CLASS D ^b • WALL HEIGHT = 10 FEET • 10 PSF FLOOR DEAD LOAD • 15 PSF ROOF/CEILING DEAD LOAD • BRACED WALL LINE SPACING ≤ 25 FEET			MINIMUM TOTAL LENGTH (FEET) OF BRACED WALL PANELS REQUIRED ALONG EACH BRACED WALL LINE ^a				
Seismic Design Category	Story Location	Braced Wall Line Length (feet) ^c	Method LIB ^d	Method GB ^f	Methods DWB, SFB, PBS, PCP, HPS, CS-SFB ^{e,f}	Method WSP	Methods CS-WSP, CS-G
C (townhouses only)		10	2.5	2.5	2.5	1.6	1.4
		20	5.0	5.0	5.0	3.2	2.7
		30	7.5	7.5	7.5	4.8	4.1
		40	10.0	10.0	10.0	6.4	5.4
		50	12.5	12.5	12.5	8.0	6.8
		10	NP	4.5	4.5	3.0	2.6
		20	NP	9.0	9.0	6.0	5.1
		30	NP	13.5	13.5	9.0	7.7
		40	NP	18.0	18.0	12.0	10.2
		50	NP	22.5	22.5	15.0	12.8
		10	NP	6.0	6.0	4.5	3.8
		20	NP	12.0	12.0	9.0	7.7
		30	NP	18.0	18.0	13.5	11.5
		40	NP	24.0	24.0	18.0	15.3
		50	NP	30.0	30.0	22.5	19.1
D ₀		10	NP	2.5 5.6	2.5 5.6	1.8	1.6
		20	NP	5.0 11.0	5.0 11.0	3.6	3.1
		30	NP	7.5 16.6	7.5 16.6	5.4	4.6
		40	NP	10.0 22.0	10.0 22.0	7.2	6.1
		50	NP	12.5 27.6	12.5 27.6	9.0	7.7
		10	NP	4.5 NP	4.5 NP	3.8	3.2
		20	NP	9.0 NP	9.0 NP	7.5	6.4
		30	NP	13.5 NP	13.5 NP	11.3	9.6
		40	NP	18.0 NP	18.0 NP	15.0	12.8
		50	NP	22.5 NP	22.5 NP	18.8	16.0
		10	NP	6.0 NP	6.0 NP	5.3	4.5
		20	NP	12.0 NP	12.0 NP	10.5	9.0
		30	NP	18.0 NP	18.0 NP	15.8	13.4
		40	NP	24.0 NP	24.0 NP	21.0	17.9
		50	NP	30.0 NP	30.0 NP	26.3	22.3

(continued)

TABLE R602.10.3(3)—continued
BRACING REQUIREMENTS BASED ON SEISMIC DESIGN CATEGORY

• SOIL CLASS D^b • WALL HEIGHT ≤ 10 FEET • 10 PSF FLOOR DEAD LOAD • 15 PSF ROOF/CEILING DEAD LOAD • BRACED WALL LINE SPACING ≤ 25 FEET			MINIMUM TOTAL LENGTH (FEET) OF BRACED WALL PANELS REQUIRED ALONG EACH BRACED WALL LINE ^a				
Seismic Design Category	Story Location	Braced Wall Line Length (feet) ^c	Method LIB ^d	Method GB ^f	Methods DWB, SFB, PBS, PCP, HPS, CS-SFB ^{g,j}	Method WSP	Methods CS-WSP, CS-G
D_1		10	NP	3-0 6-0	3-0 6-0	2.0	1.7
		20	NP	6-0 12-0	6-0 12-0	4.0	3.4
		30	NP	9-0 18-0	9-0 18-0	6.0	5.1
		40	NP	12-0 24-0	12-0 24-0	8.0	6.8
		50	NP	16-0 30-0	16-0 30-0	10.0	8.5
		10	NP	6-0 NP	6-0 NP	4.5	3.8
		20	NP	12-0 NP	12-0 NP	9.0	7.7
		30	NP	18-0 NP	18-0 NP	13.5	11.5
		40	NP	24-0 NP	24-0 NP	18.0	15.3
		50	NP	30-0 NP	30-0 NP	22.5	19.1
		10	NP	8-5 NP	8-5 NP	6.0	5.1
		20	NP	17-0 NP	17-0 NP	12.0	10.2
		30	NP	26-6 NP	26-6 NP	18.0	15.3
		40	NP	34-0 NP	34-0 NP	24.0	20.4
		50	NP	42-6 NP	42-6 NP	30.0	25.5
D_2		10	NP	4-0 8-0	4-0 8-0	2.5	2.1
		20	NP	8-0 16-0	8-0 16-0	5.0	4.3
		30	NP	12-0 24-0	12-0 24-0	7.5	6.4
		40	NP	16-0 32-0	16-0 32-0	10.0	8.5
		50	NP	20-0 40-0	20-0 40-0	12.5	10.6
		10	NP	7-5 NP	7-5 NP	5.5	4.7
		20	NP	16-0 NP	16-0 NP	11.0	9.4
		30	NP	22-5 NP	22-5 NP	16.5	14.0
		40	NP	30-0 NP	30-0 NP	22.0	18.7
		50	NP	37-5 NP	37-5 NP	27.5	23.4
		10	NP	NP	NP	NP	NP
		20	NP	NP	NP	NP	NP
		30	NP	NP	NP	NP	NP
		40	NP	NP	NP	NP	NP
		50	NP	NP	NP	NP	NP
	Cripple wall below one- or two-story dwelling	10	NP	NP	NP	7.5	6.4
		20	NP	NP	NP	15.0	12.8
		30	NP	NP	NP	22.5	19.1
		40	NP	NP	NP	30.0	25.5
		50	NP	NP	NP	37.5	31.9

a. Linear interpolation shall be permitted.

b. Wall bracing lengths are based on a soil site class "D." Interpolation of bracing length between the S_{ds} values associated with the seismic design categories shall be permitted when a site-specific S_{ds} value is determined in accordance with Section 1613.3 of the *International Building Code*.

c. Where the braced wall line length is greater than 50 feet, braced wall lines shall be permitted to be divided into shorter segments having lengths of 50 feet or less, and the amount of bracing within each segment shall be in accordance with this table.

d. Method LIB shall have gypsum board fastened to not less than one side with nails or screws in accordance with Table R602.3(1) for exterior sheathing or Table R702.3.5 for interior gypsum board. Spacing of fasteners at panel edges shall not exceed 8 inches.

e. Method CS-SFB does not apply in Seismic Design Categories D_0 , D_1 and D_2 .

f. Methods GB and PCP braced wall panel h/w ratio shall not exceed 1:1 in SDC D_0 , D_1 or D_2 . Methods DWB, SFB, PBS, and HPS are not permitted in SDC D_0 , D_1 or D_2 .

16.06.180. Table R602.10.4 amended.

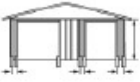
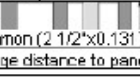
Table R602.10.4 is amended to read as follows:

**TABLE R602.10.4
BRACING METHODS ^f**

METHODS, MATERIAL	MINIMUM THICKNESS	FIGURE	CONNECTION CRITERIA ^a	
			Fasteners	Spacing
Intermittent Bracing Method	LIE Let-in-bracing	1 x 4 wood or approved metal straps at 45° to 60° angles for maximum 16" stud spacing 	Wood: 2-8d common nails or 3-8d (2 1/2" long x 0.113" dia.) nails Metal strap: per manufacturer	Wood: per stud and top and bottom plates Metal: per manufacturer
	DWB Diagonal wood boards	3/4" (1" nominal) for maximum 24" stud spacing 	2-8d (2 1/2" long x 0.113" dia.) nails or 2 - 1 3/4" long staples	Per stud
	WSP Wood structural panel (See Section R604)	8d common (2 1/2"x0.131") nails 3/8" edge distance to panel edge 8d common (2 1/2"x0.131") nails 3/8" edge distance to panel edge	Exterior sheathing per Table R602.3(3) Interior sheathing per Table R602.3(1) or R602.3(2)	6" edges 12" field Varies by fastener—6" edges 12" field
	BV-WSP Wood Structural Panels with Stone or Masonry Veneer (See Section R602.10.6.5)	7/16"	See Figure R602.10.6.5	8d common (2 1/2" x 0.131) nails 4" at panel edges 12" at intermediate supports 4" at braced wall panel end posts
	SFB Structural fiberboard sheathing	1/2" or 25/32" for maximum 16" stud spacing 	1 1/2" long x 0.12" dia. (for 1/2" thick sheathing) 1 3/4" long x 0.12" dia. (for 25/32" thick sheathing) galvanized roofing nails or 8d common (2 1/2" long x 0.131" dia.) nails	3" edges 6" field
	GB Gypsum board	1/2"	 Nails or screws per Table R602.3(1) for exterior locations Nails or screws per Table R702.3.5 for interior locations	For all braced wall panel locations: 7" edges (including top and bottom plates) 7" field
	PBS Particleboard sheathing (See Section R605)	3/8" or 1/2" for maximum 16" stud spacing 	For 3/8", 6d common (2" long x 0.113" dia.) nails For 1/2", 8d common (2 1/2" long x 0.131" dia.) nails	3" edges 6" field
	PCP Portland cement plaster	See Section R703.6 for maximum 16" stud spacing 	1 1/2" long, 11 gage, 1/16" dia. head nails or 1/8" long, 16 gage staples ^g	6" o.c. on all framing members
	HPS Hardboard panel siding	7/16" for maximum 16" stud spacing 	0.092" dia., 0.225" dia. head nails with length to accommodate 1 1/2" penetration into studs	4" edges 8" field
	ABW Alternate braced wall	3/8"	 See Section R602.10.6.1	See Section R602.10.6.1

(continued)

**TABLE R602.10.4—continued
BRACING METHODS¹**

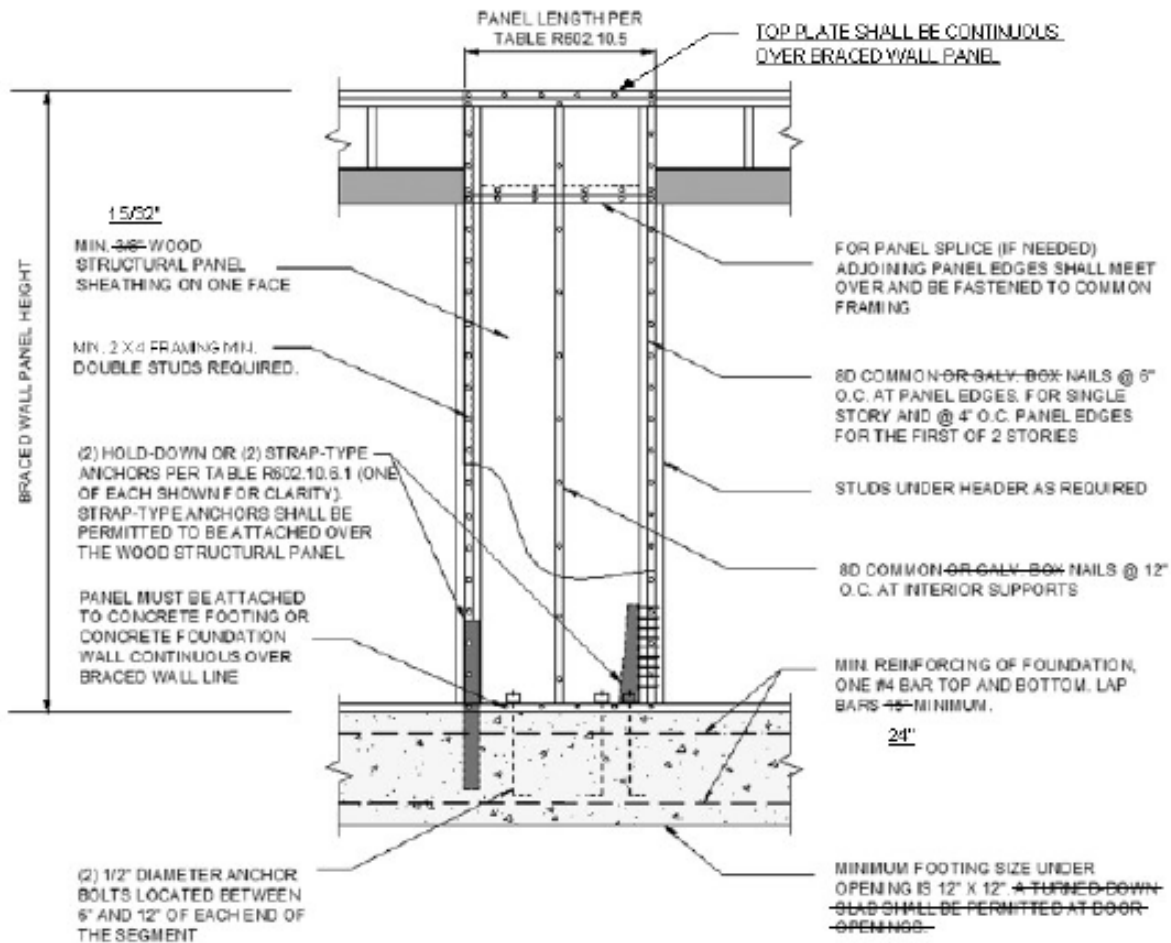
METHODS, MATERIAL		MINIMUM THICKNESS	FIGURE	CONNECTION CRITERIA ²	
				Fasteners	Spacing
Intermittent Bracing Methods	PFH Portal frame with hold-downs	$\frac{3}{8}$ "		See Section R602.10.6.2	See Section R602.10.6.2
	PFG Portal frame at garage	$\frac{7}{16}$ "		See Section R602.10.6.3	See Section R602.10.6.3
Continuous Sheathing Methods	CS-WSP Continuously sheathed wood structural panel	$\frac{3}{8}$ " <u>15/32"</u>	 8d common (2 1/2"x0.131") nails 3/8" edge distance to panel edge	Exterior sheathing per Table R602.3(3) Interior sheathing per Table R602.3(1) or R602.3(2)	6" edges 12" field Varies by fastener 6" edges 12" field
	CS-G³ Continuously sheathed wood structural panel adjacent to garage openings	$\frac{3}{8}$ " <u>15/32"</u>		See Method CS-WSP	See Method CS-WSP
	CS-PF Continuously sheathed portal frame	$\frac{7}{16}$ " <u>15/32"</u>		See Section R602.10.6.4	See Section R602.10.6.4
	CS-SFB⁴ Continuously sheathed structural fiberboard	$\frac{1}{2}$ " or $\frac{25}{32}$ " for maximum 16" stud spacing	 8d common (2 1/2"x0.131") nails 3/8" edge distance to panel edge	$1\frac{1}{2}$ " long x 0.12" dia. (for $\frac{1}{2}$ " thick sheathing) $1\frac{3}{4}$ " long x 0.12" dia. (for $\frac{25}{32}$ " thick sheathing) galvanized roofing nails or 8d common (2 1/2" long x 0.131" dia.) nails	3" edges 6" field

For SI: 1 inch = 25.4 mm, 1 foot = 305 mm, 1 degree = 0.0175 rad, 1 pound per square foot = 47.8 N/m², 1 mile per hour = 0.447 m/s.

- Adhesive attachment of wall sheathing, including Method GB, shall not be permitted in Seismic Design Categories C, D₀, D₁ and D₂.
- Applies to panels next to garage door opening where supporting gable end wall or roof load only. Shall only be used on one wall of the garage. In Seismic Design Categories D₀, D₁ and D₂, roof covering dead load shall not exceed 3 psf.
- Garage openings adjacent to a Method CS-G panel shall be provided with a header in accordance with Table R602.5(1). A full-height clear opening shall not be permitted adjacent to a Method CS-G panel.
- Method CS-SFB does not apply in Seismic Design Categories D₀, D₁ and D₂.
- Method applies to detached one- and two-family dwellings in Seismic Design Categories D₀ through D₂ only.
- Methods GB and PCP braced wall panel h/w ratio shall not exceed 1:1 in SDC D₀, D₁, or D₂. Methods LIB, DWB, SFB, PBS, HPS, and PFG are not permitted in SDC D₀, D₁, or D₂.
- Use of staples in braced wall panels shall be prohibited in SDC D₀, D₁, or D₂.

16.06.190. Figure R602.10.6.1 amended.

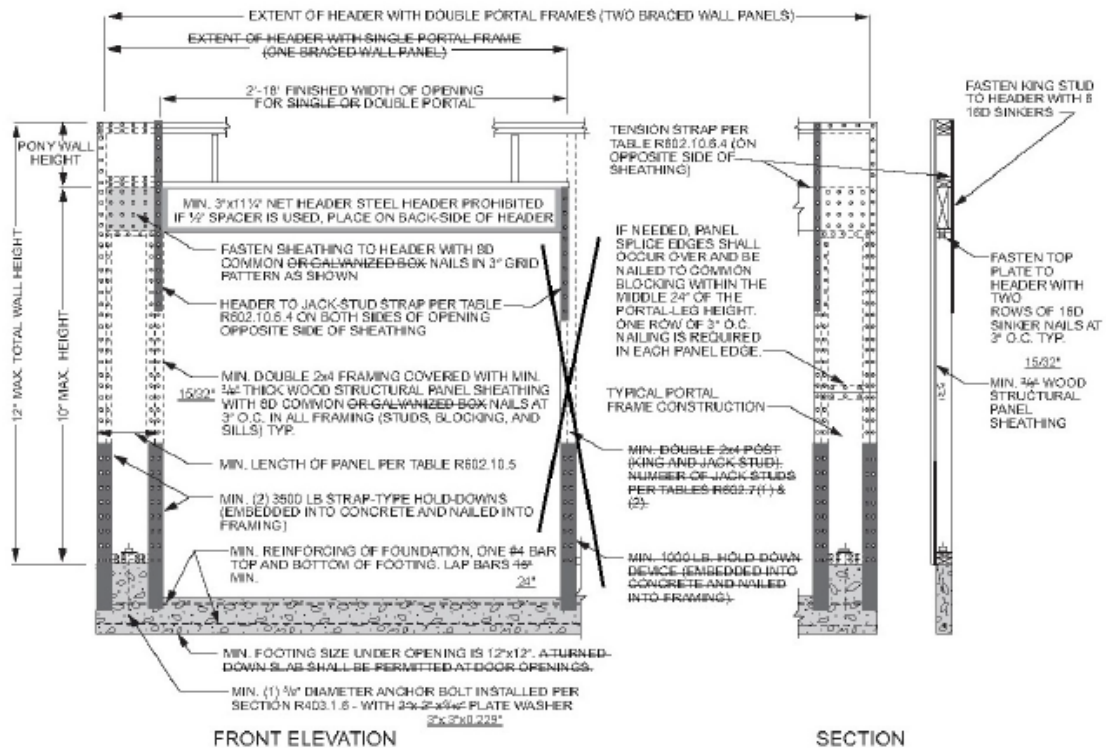
Figure R602.10.6.1 is amended to read as follows:



**FIGURE R602.10.6.1
METHOD ABW—ALTERNATE BRACED WALL PANEL**

16.06.200. Figure R602.10.6.2 amended.

Figure R602.10.6.2 is amended to read as follows:



For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

FIGURE R602.10.6.2
METHOD PFH—PORTAL FRAME WITH HOLD-DOWNS
AT DETACHED GARAGE DOOR OPENINGS

16.06.210. Table R602.10.5 amended.

Table R602.10.5 is amended to read as follows:

**TABLE R602.10.5
MINIMUM LENGTH OF BRACED WALL PANELS**

METHOD (See Table R602.10.4)		MINIMUM LENGTH ¹ (inches)					CONTRIBUTING LENGTH (inches)
		Wall Height					
		8 feet	9 feet	10 feet	11 feet	12 feet	
DWB, WSP, SFB, PBS, PCP, HPS, BV-WSP		48	48	48	53	58	Actual ^b
GB		48	48	48	53	58	Double sided = Actual Single sided = 0.5 × Actual
LIB		55	62	69	NP	NP	Actual ^b
ABW	SDC A, B and C, ultimate design wind speed < 140 mph	28	32	34	38	42	48
	SDC D ₀ , D ₁ and D ₂ , ultimate design wind speed < 140 mph	32	32	34	NP	NP	
PFH	Supporting roof only	46 24	46 24	46 24	46 24 ^c	49 24 ^c	48
	Supporting one story and roof	24	24	24	27 ^c	29 ^c	48
PPG		24	27	30	33 ^d	36 ^d	1.5 × Actual ^b
CS-G		24	27	30	33	36	Actual ^b
CS-PF	SDC A, B and C	16	18	20	22 ^e	24 ^e	1.5 × Actual ^b
	SDC D ₀ , D ₁ and D ₂	46 24	48 24	49 24	49 24 ^e	24 ^e	Actual ^b
CS-WSP, CS-SFB	Adjacent clear opening height (inches)						Actual ^b
	≤ 64	24	27	30	33	36	
	68	26	27	30	33	36	
	72	27	27	30	33	36	
	76	30	29	30	33	36	
	80	32	30	30	33	36	
	84	35	32	32	33	36	
	88	38	35	33	33	36	
	92	43	37	35	35	36	
	96	48	41	38	36	36	
	100	—	44	40	38	38	
	104	—	49	43	40	39	
	108	—	54	46	43	41	
	112	—	—	50	45	43	
	116	—	—	55	48	45	
	120	—	—	60	52	48	
	124	—	—	—	56	51	
	128	—	—	—	61	54	
	132	—	—	—	66	58	
	136	—	—	—	—	62	
	140	—	—	—	—	66	
	144	—	—	—	—	72	

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm, 1 mile per hour = 0.447 m/s.

NP = Not Permitted.

a. Linear interpolation shall be permitted.

b. Use the actual length where it is greater than or equal to the minimum length.

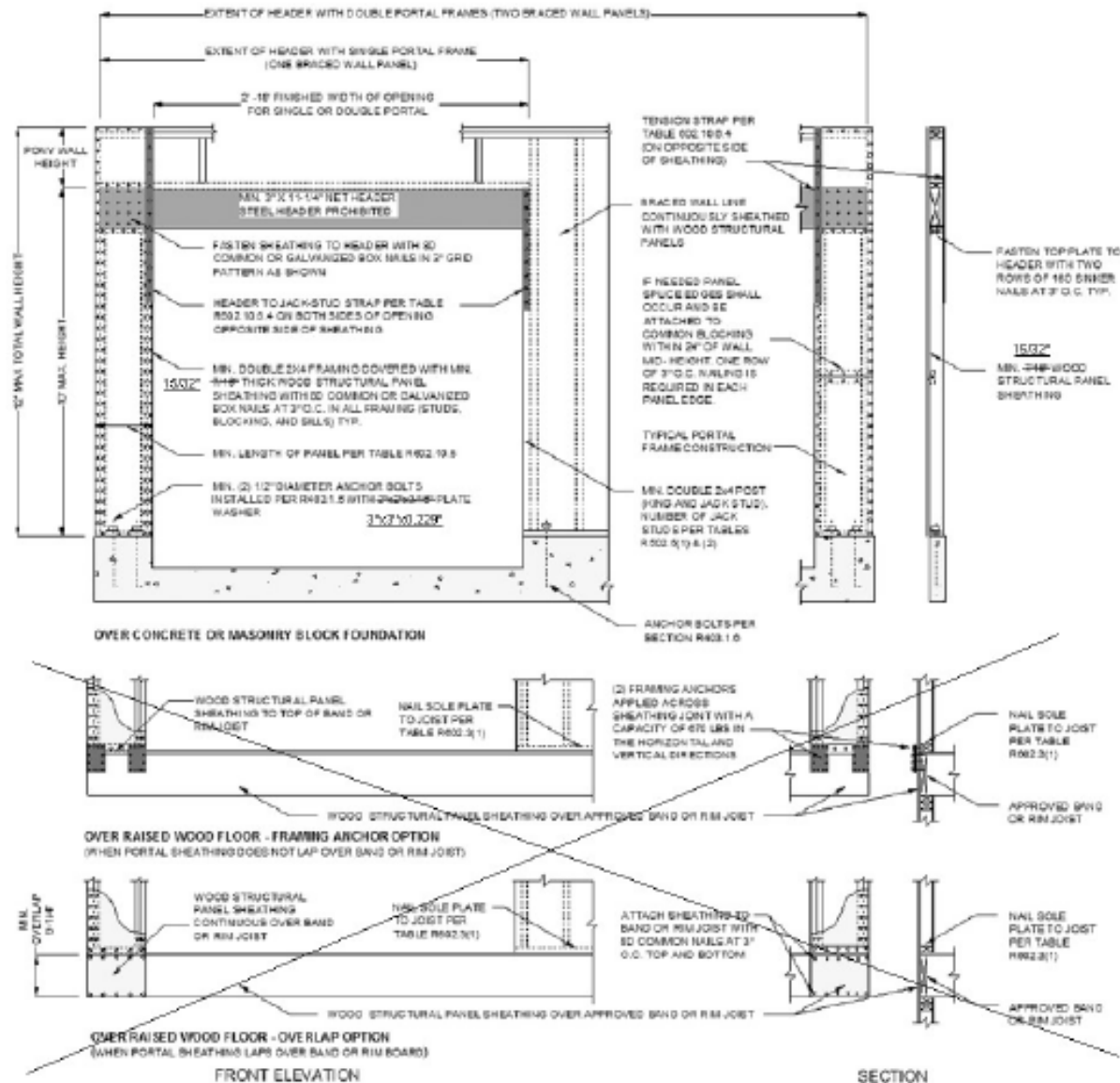
c. Maximum header height for PFH is 10 feet in accordance with Figure R602.10.6.2, but wall height shall be permitted to be increased to 12 feet with pony wall.

d. Maximum opening height for PPG is 10 feet in accordance with Figure R602.10.6.3, but wall height shall be permitted to be increased to 12 feet with pony wall.

e. Maximum opening height for CS-PF is 10 feet in accordance with Figure R602.10.6.4, but wall height shall be permitted to be increased to 12 feet with pony wall.

16.06.220. Figure R602.10.6.4 amended.

Figure R602.10.6.4 is amended to read as follows:



For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

FIGURE R602.10.6.4
METHOD CS-PF-CONTINUOUSLY SHEATHED PORTAL FRAME PANEL CONSTRUCTION

16.06.230. Section R606.4.4 amended.

R606.4.4 Parapet walls. Unreinforced solid masonry parapet walls must not be less than 8 inches (203 mm) thick and their height must not exceed four times their thickness. Unreinforced hollow unit masonry parapet walls must not be less than 8 inches (203 mm) thick, and their height must not exceed three times their thickness. Masonry parapet walls in areas subject to wind loads of 30 pounds per square foot (1.44 kPa) or located in Seismic Design Category D₀, D₁ or D₂, or on townhouses in Seismic Design Category C must be reinforced in accordance with Section R606.12.

16.06.240. Section R606.12.2.2.3 amended.

Section R606.12.2.2.3 is amended to read as follows:

R606.12.2.2.3 Reinforcement requirements for masonry elements. Masonry elements listed in Section R606.12.2.2.2 must be reinforced in either the horizontal or vertical direction as shown in Figure ~~R606.11(2)~~ R606.11(3) and in accordance with the following:

1. Horizontal reinforcement. Horizontal joint reinforcement consists of ~~at least two longitudinal W1.7 wires spaced not more than 16 inches (406 mm) for walls greater than 4 inches (102 mm) in width and at least one longitudinal W1.7 wire spaced not more than 16 inches (406 mm) for walls not exceeding 4 inches (102 mm) in width; or~~ at least one No. 4 bar spaced not more than 48 inches (1219 mm). ~~Where two longitudinal wires of joint reinforcement are used, the space between these wires must be the widest that the mortar joint will accommodate.~~ Horizontal reinforcement must be provided within 16 inches (406 mm) of the top and bottom of these masonry elements.
2. Vertical reinforcement. Vertical reinforcement consists of at least one No. 4 bar spaced not more than 48 inches (1219 mm). Vertical reinforcement must be within ~~16~~ 8 inches (406mm) of the ends of masonry walls.

16.06.250. Section R803.2.4 added.

Section R803.2.4 is added to Chapter 8 of the 2016 Edition of the California Residential Code to read as follows:

R803.2.4 Openings in horizontal diaphragms. Openings in horizontal diaphragms must conform with Section R503.2.4.

16.06.260. Section R1001.3.1 amended.

Section R1001.3.1 of the 2016 Edition of the California Residential Code is amended to read as follows:

R1001.3.1 Vertical reinforcing. For chimneys up to 40 inches (1016 mm) wide, four No. 4 continuous vertical bars adequately anchored into the concrete foundation must be placed between wythes of solid masonry or within the cells of hollow unit masonry and grouted in accordance with Section R609. Grout must be prevented from bonding with the flue liner so that the flue liner is free to move with thermal expansion. For chimneys more than 40 inches (1016 mm) wide, two additional No. 4 vertical bars adequately anchored into the concrete foundation must be provided for each additional flue incorporated into the chimney or for each additional 40 inches (1016 mm) in width or fraction thereof.

16.06.270. Section R902.1 amended.

Section R902.1 is amended to read as follows:

R902.1 Roofing covering materials. Roofs must be covered with materials as set forth in Sections R904 and R905. A minimum Class A roofing must be installed in all areas designated by this section. Class A roofing required to be listed by this section must be tested in accordance with UL 790 or ASTM E108.

Exceptions:

1. Class A roof assemblies include those with coverings of brick, masonry, and exposed concrete deck.
2. Class A roof assemblies include ferrous or copper shingles or sheets, metal sheets and shingles, clay or concrete roof tile or slate installed on noncombustible decks.
3. Class A roof assemblies include minimum 16 ounces per square foot copper sheets installed over combustible decks.
4. Class A roof assemblies include slate installed over underlayment over combustible decks.

16.06.280. Section R902.1.3 amended.

Section R902.1.3 is amended to read as follows:

R902.1.3 Roof coverings in all other areas. The entire roof covering of every existing structure where more than 50 percent of the total roof area is replaced within any one-year period, the entire roof covering of every new structure, and any roof covering applied in the alteration, repair or replacement of the roof of every existing structure, will be a fire-retardant roof covering that is at least Class A.”

SECTION 6: Chapter 16.07 of the MPMC is amended in its entirety to read as follows:

“Chapter 16.07 ELECTRICAL CODE

16.07.010 Document adopted by reference.

Pursuant to Government Code § 50022.9, the City Council incorporates by reference the California Electrical Code, 2016 Edition, as published in Title 24, Part 3 of the California Code of Regulations.

16.07.020. Article 91 added.

Article 91 is added with the following:

**Article 91
Administrative Provisions**

For administrative provisions for this Code, see Section 16.01.040.”

SECTION 7: Chapter 16.08 of the MPMC is amended in its entirety to read as follows:

“Chapter 16.08 MECHANICAL CODE

16.08.010 Document adopted by reference.

Pursuant to Government Code § 50022.9, the City Council incorporates by reference the California Mechanical Code, 2016 Edition, as published in Title 24, Part 4 of the California Code of Regulations.

16.08.020. Chapter 1 Division II amended.

The text within Chapter 1 Division II is deleted and replaced with the following:

**Chapter 1 Division II
Administrative Provisions**

For administrative provisions for this Code, see Section 16.01.040.”

SECTION 8: Chapter 16.09 of the MPMC is amended in its entirety to read as follows:

“Chapter 16.09 PLUMBING CODE

16.09.010 Document adopted by reference.

Pursuant to Government Code § 50022.9, the City Council incorporates by reference the California Plumbing Code, 2016 Edition, as published in Title 24, Part 5 of the California Code of Regulations.

16.09.020. Chapter 1 Division II amended.

The text within Chapter 1 Division II is deleted and replaced with the following:

**Chapter 1 Division II
Administrative Provisions**

For administrative provisions for this Code, see Section 16.01.040.”

SECTION 9: Chapter 16.10 of the MPMC is amended in its entirety to read as follows:

“Chapter 16.10 ENERGY CODE

16.10.010 Document adopted by reference.

Pursuant to Government Code § 50022.9, the City Council incorporates by reference the California Energy Code, 2016 Edition, as published in Title 24, Part 6 of the California Code of Regulations.

16.10.020. Section 100.01 of Subchapter 1 added.

Section 100.01 of Subchapter 1 is added with the following:

Section 100.01
Administrative Provisions

For administrative provisions for this Code, see Section 16.01.040.”

SECTION 10: A new Chapter 16.11 of the MPMC is added to read as follows:

“Chapter 16.11 HISTORICAL BUILDING CODE

16.11.010 Document adopted by reference.

Pursuant to Government Code § 50022.9, the City Council incorporates by reference the California Historical Building Code, 2016 Edition, as published in Title 24, Part 8 of the California Code of Regulations.

16.11.020. Chapter 8-1(1) added.

Chapter 8-1(1) is added with the following:

Chapter 8-1(1)
Administrative Provisions

For administrative provisions for this Code, see Section 16.01.040.”

SECTION 11: Chapter 16.12 of the MPMC is amended in its entirety to read as follows:

“Chapter 16.12 EXISTING BUILDING CODE

16.12.010 Document adopted by reference.

Pursuant to Government Code § 50022.9, the City Council incorporates by reference the California Existing Building Code, 2016 Edition, as published in Title 24, Part 10, of the California Code of Regulations.

16.12.020. Chapter 1 Part 2 amended.

The text within Chapter 1 Part 2 is deleted and replaced with the following:

Chapter 1 Part 2
Administrative Provisions

For administrative provisions for this Code, see Section 16.01.040.”

SECTION 12: Chapter 16.13 of the MPMC is amended in its entirety to read as follows:

“Chapter 16.13 GREEN BUILDING STANDARDS CODE

16.13.010 Document adopted by reference.

Pursuant to Government Code § 50022.9, the City Council incorporates by reference the California Green Building Standards Code, 2016 Edition, as published in Title 24, Part 11, of the California Code of Regulations.

16.13.020. Chapter 1-1 added.

Chapter 1-1 is added with the following:

**Chapter 1-1
Administrative Provisions**

For administrative provisions for this Code, see Section 16.01.040.”

SECTION 13: Chapter 16.14 of the MPMC is amended in its entirety to read as follows:

“Chapter 16.14 REFERENCED STANDARDS CODE

16.14.010 Document adopted by reference.

Pursuant to Government Code § 50022.9, the City Council incorporates by reference the California Referenced Standards Code, 2016 Edition, as published in Title 24, Part 12, of the California Code of Regulations.”

SECTION 14: A new Chapter 16.15 of the MPMC is added to read as follows:

“Chapter 16.15 POOL AND SPA CODE

16.15.010 Document adopted by reference.

Pursuant to Government Code § 50022.9, the City Council incorporates by reference the International Pool and Spa Code, 2015 Edition, as published by the International Code Council, Inc.

16.15.020. Chapter 1, Part 2 Administration and Enforcement amended.

The text with Chapter 1, Part 2 is deleted and replaced with the following:

**Chapter 1, Part 2
Administrative Provisions**

For administrative provisions for this Code, see Section 16.01.040.”

Section 15: Chapters 17.01 and 17.02 of the MPMC are amended in their entirety to read as follows:

“Chapter 17.01. CALIFORNIA FIRE CODE

17.01.010 Adoption of the California Fire Code

Pursuant to Government Code § 50022.9, the City Council incorporates by reference the California Fire Code, 2016 Edition ("CFC"), as published at Title 24, Part 9, of the California Code of Regulations. The CFC, as adopted by the MPMC, includes Appendices Chapter 4, B, C, D, and N.

Chapter 17.02 LOCAL AMENDMENTS TO CALIFORNIA FIRE CODE

17.02.010 Amendment—Application of Residential Code.

Section 102.5 is amended to read as follows:

102.5 Application of Residential Code. Where structures are designed and constructed in accordance with the International Residential Code, the provisions of this code apply as follows:

1. Construction and designed provisions: Provisions of this code pertaining to the exterior of the structure will apply including, without limitation, premises identification, fire apparatus access and water supplies. Provisions of this code pertaining to the interior of the structure when specifically required by this code including, without limitation, Section ~~903.1~~ 903 where interior or exterior systems or devices are installed, construction permits required by Section 105.7 of this code will also apply.
2. Administrative, operational, and maintenance provisions: All such provisions of this code will apply.

17.02.020 Addition—Police Powers.

Section 103.5 is added to read as follows:

103.5 Police Powers. The fire code official and deputies have the powers of police officers in performing their duties under this code. When requested to do so by the fire code official, the chief of police of the jurisdiction is authorized to assign such available police officers as necessary to assist the fire code official in enforcing the provisions of this code.

17.02.030 Amendment—Appeals.

Section 108, including its subparts is amended in its entirety to reads as follows:

108.1 Grounds for Appeal. Any aggrieved party may appeal any of the following decisions of the Fire Chief:

1. Disapproval of any application.
2. Refusal to grant any permit applied for when it is claimed that the provisions of this California Fire Code do not apply.
3. Interpretation of this California Fire Code.
4. Determination of suitability of alternate materials or types of construction or materials to types of construction or methods.

108.2 Written Decision. Any such decision must be in writing and a copy thereof will be served upon the applicant, if any, by mail. Any such decision will be final, unless an appeal will be filed there from, within the time and in the manner prescribed by this section.

108.3 Appeal Procedure. Any person dissatisfied with any such determination or decision of the Fire Chief has the right of appeal via the Administrative Civil Review Process established under the provisions of Chapter 5.48 of the Monterey Park Municipal Code.

108.4 Notice of Appeal. Any person desiring to take such an appeal must, within five days after receipt of the written decision of the Fire Chief, file a written notice of appeal with the Fire Chief for further review through an Administrative Hearing. Such written notice of appeal must be on a form provided by the Monterey Park Fire Department and contain such information as may be required for the Administrative Review.

108.5 Hearing. Each such appeal will be set for hearing for the Administrative Review. Not less than five days before the date of such hearing, written notice of the time and place of the hearing will be given to the applicant.

108.6 Hearing Procedure. At the time of the hearing, the Hearing Examiner will consider the evidence of the appellant, of the Fire Chief, or their authorized representative, and any other evidence, which may be presented.

108.7 Final Decision. At or after the conclusion of the hearing, the Hearing Examiner will render its findings of fact and its decision in writing, and will furnish a copy thereof to the Fire Chief, and will also serve a copy thereof upon the appellant by mail.

17.02.040 Amendment—Definition added.

Section 202 is amended by adding the following definition:

ALL WEATHER SURFACE. A road surface constructed to the minimum standards approved by the jurisdiction capable of supporting loads of 80,000 pounds.

17.02.050 Amendment—Definitions revised.

Section 202 is amended by revising the following definitions:

FIRE CHIEF. The Chief Officer of the City of Monterey Park Fire Department.

FIRE CODE OFFICIAL. The Fire Chief or other member of the fire service appointed by the Fire Chief, charged with the administration and enforcement of the Code.

17.02.060. Amendment—Combustible Waste Material.

Section 304.1.2 is amended to read as follows:

304.1.2 Vegetation. Weeds, grass, vines or other growth that is capable of being ignited and endangering property, must be cut down and removed by the owner or occupant of the premises. Vegetation clearance requirements in areas deemed a fire hazard by the Fire Chief or Fire Code Official must maintain a defensible space around all buildings and structures as follows:

(b) Ground clearance. The space surrounding every building or structure must be maintained in accordance with the following:

Any person that owns, leases, controls, operates, or maintains any building or structure in, upon, or adjoining any mountainous area or forest-covered lands, brush covered lands, or grass-covered lands, or any land which is covered with flammable material, must at all times do the following:

- (1) Maintain around and adjacent to such building or structure a firebreak made by removing and clearing away, for a distance of not less than 30 feet on each side thereof or to the property line, whichever is nearer, all flammable vegetation or other combustible growth. This section does not apply to single specimens of trees, ornamental shrubbery, or similar plants which are used as ground cover, if they do not form a means of rapidly transmitting fire from the native growth to any building or structure.
- (2) Maintain around and adjacent to any such building or structure additional fire protection or fire-break made by removing all bush, flammable vegetation, or combustible growth which is located from 30 to 100 feet from such building or structure or to the property line, whichever is nearer, as required by the enforcing agency if he finds that, because of extra hazardous conditions, a fire break of only 30 feet around such building or structure is not sufficient to provide reasonable fire safety. Grass and other vegetation located more than 30 feet from such building or structure and less than 18 inches in height above the ground may be maintained where necessary to stabilize the soil and prevent erosion.

17.02.070 Amendment—Open burning.

Section 307.1 is amended to read as follows:

307.1 Bonfires, Weed Abatement, Religious Burning, and Outdoor Rubbish Fires.

No person may build, light, maintain, or cause or permit to be built, lighted or maintained, any open or outdoor fire; use, or cause or permit to be used, any fire for clearing land; burn or cause or permit to be burned, any brush, trash, rubbish, stubble, or other flammable or combustible material, unless he complies with the regulations set forth in this section as follows:

1. Applicant must first secure from the Fire Chief, or their authorized representative, a written permit for such burning.
2. Such burning must be in accordance with the following:

- a. Each recipient of a written permit for burning must follow all rules shown. Acceptance of a burning permit will constitute an agreement that the holder will be responsible for all damages resulting from burning.
 - b. Any such fire must be maintained in one small pile or area that can be readily controlled.
 - c. At least one adult person must be in actual attendance and in charge of such fire at all times during its burning. He/she must have on hand at all such times water, garden hose, shovels, or other fire extinguishing equipment.
 - d. Such burning will be permitted only at a safe distance from all structures or other combustible material.
 - e. Burning will be permitted only if there is no appreciable wind.
 - f. Upon completion of any such burning, all resultant embers must be extinguished and hot ashes must be thoroughly wet down.
3. The Fire Chief may prohibit any or all outdoor fires or burning at any time he/she deems that atmospheric conditions or local circumstances will make such a fire hazardous.

17.02.080 Amendment—Automatic sprinkler systems.

Section 903 is amended as follows:

Amend Section 903.1.2 to read as follows:

903.1.2 Partial Automatic Fire Suppression Systems Prohibited.

Whenever an automatic fire suppression system is installed for any portion of any building or structure, an automatic fire suppression system must be installed for the entire building or structure.

Amend Section 903.2 to read as follows:

903.2 Where required. Approved automatic extinguishing systems must be installed:

1. In all new buildings regardless of the type of construction or occupancy.

Exceptions:

- A) Detached Group U occupancies, providing the floor area does not exceed 1000 square feet.
 - B) Other minor buildings and/or occupancies as approved by the Fire Chief.
2. In existing buildings with an occupancy change as required by other sections of the Fire Code.

Amend Section 903.6 as follows:

903.6 Existing Occupancies. An automatic sprinkler system will be installed in existing occupancies as follows:

- ~~1. Throughout all existing buildings and new sections of any existing buildings and structures whenever total additional floor area results in an increase of 1,000~~

~~square feet in the floor area; including mezzanines or additional stories, regardless of the type of construction, type of occupancy or area.~~

~~2. Upon the occurrence of any of the following conditions:~~

- ~~2.1. Addition(s) to any building or structure creating a total area exceeding the areas set forth in this code.~~
- ~~2.2. Addition(s) to any building or structure causing a building to become three or more stories in height.~~
- ~~2.3. Alteration(s) or repair(s) to any existing building or structure, exceeding fifty percent (50%) of the value of the building or fifty percent (50%) of the existing floor area within any twelve (12) month period, when the total building area is in excess of the areas set forth in this code.~~
- ~~2.4. Throughout existing and new sections of any building for which there is an occupancy classification change to a more hazardous use, or use increases the fire hazard to the building, structure or life safety of the occupants, as determined by the Fire Code Official.~~
- ~~2.5. When an addition, alternation or repair is equal to 1,000 square feet in fire area or more, or exceeds fifty percent (50%) of the area of the building within any twelve month period, the entire building will be provided with an approved automatic sprinkler system.~~
- ~~2.6. Throughout any existing Group R Division 2 occupancy being subdivided to condominium units.~~
- ~~2.7. Owners of buildings which have received final map approval for condominium conversion from the City Council that are not fire sprinklered throughout, and in which rental units have not been sold as condominium units, will cause such buildings to be provided with a complete automatic fire sprinkler system throughout before sale of the first condominium unit. The system design, installation, and permits will be in accordance with the applicable standards and provision of this code for new buildings.~~

~~3. For existing residential occupancies, throughout the buildings or structures when any of the following conditions occur:~~

- ~~3.1. When there will be more than one residential unit on a lot.~~
- ~~3.2. When any portion of a building is located more than 150 feet from the fire apparatus access at the street.~~
- ~~3.3. When the side or rear yard access is hindered by terrain or barrier such as without limitation a building on a steep hillside.~~
- ~~3.4. When there is inadequate fire flow.~~

~~For the purpose of applying this subsection, additions must be cumulative with each application for a building permit within the previous five years.~~

~~Subsection 903.2.2 must not apply to attached additions to unsprinklered Group R, Division 3, Group R 3.1 and Group R 4 occupancies.~~

- 1. In all commercial and industrial buildings greater than 5000 square feet in area when enlarged by an addition to the existing structure or as required by the Fire Chief.

2. In all commercial and industrial buildings equal to or less than 5000 square feet in area, when enlarged by an addition to the existing structure, exceeds 5000 square feet or as required by the Fire Chief.
3. In all commercial and industrial buildings when an addition to the existing area exceeds fifty percent (50%) within any twelve-month period.
4. In all residential occupancies when an addition to the existing living area exceeds fifty percent (50%) within any twelve-month period.
5. As required by the Fire Code due to a change in occupancy.
6. As required by the Fire Code in Chapter 11.

Amend Section 903.3.1.1 as follows:

903.3.1.1 NFPA 13 sprinkler systems. In other than residential buildings that are not over two stories in height, automatic sprinkler systems will be designed and installed in accordance with the NFPA 13, 2010 2016 Edition as amended in Chapter 80 except as provided in Sections 903.3.1.1.1 and 903.3.1.1.2. ~~and the conditions, restrictions and modifications as set forth in the following subsections:~~

- ~~1. In buildings three or more stories in height and with a common stairway, separate control valve(s) capable of independently controlling the fire sprinkler system on each floor and each basement level will be provided and installed in the stairway.~~
- ~~2. A ten percent (10%) safety factor will be provided for all hydraulically calculated sprinkler systems.~~

Add Section 903.3.1.1.3 to read as follows:

903.3.1.1.3 Riser room location. In structures over three stories in height or served by more than two fire sprinkler risers, a dedicated Fire Sprinkler Riser Room must be provided at an approved location. The riser room must be accessible to emergency personnel from the exterior of the building.

Amend Section 903.3.1.2 as follows:

903.3.1.2. NFPA 13R sprinkler systems. Where allowed in buildings of Group R, up to and including two stories in height, automatic sprinkler systems will be installed throughout in accordance with NFPA 13R, 2013 2016 Edition as amended in Chapter 80.

Add Section 903.3.1.2.3 to read as follows:

903.3.1.2.3 Attic and basement spaces. In residential buildings with automatic sprinkler systems designed and installed in accordance with NFPA 13R, attics and basements used for storage purposes must be fully sprinklered with residential type heads.

Amend Section 903.3.1.3 as follows:

903.3.1.3. NFPA 13D sprinkler systems. Where allowed, automatic sprinkler systems will be installed in one- and two-family dwellings will be installed throughout in accordance with NFPA 13D, ~~2013~~ 2016 Edition as amended in Chapter 80.

Add Section 903.3.1.3.1 to read as follows:

903.3.1.3.1. Detailed requirements. Automatic sprinkler system protection for one and two-family dwellings will be designed and installed in accordance with NFPA 13D, 2016 Edition with the following modifications:

1. A local water flow alarm must be provided for all sprinkler systems.
2. Attics and basements used for storage purposes must be fully sprinklered with residential type heads.
3. Overhead piping must be hydrostatically tested for leakage at 200 psi for two hours and inspected before drywall or insulation installation.
4. A minimum of three spare representative sprinkler heads and installation wrench must be provided at an approved location.

Amend Section 903.3.5 as follows:

903.3.5 Water Supplies. Water supplies for automatic sprinkler systems must comply with this section and the standards referenced in section 903.3.1. The potable water supply must be protected against backflow in accordance with the *Health and Safety Code*. Hydraulic calculations for systems designed per NFPA 13, 13D, or 13R will include a ten percent (10%) reduction from the available supply source.

17.02.090 Addition—Multiple fire alarm and detection systems.

Section 907.1.6 is added to read as follows:

907.1.6 Multiple Fire Alarm Systems. Multiple fire alarm systems within single protected premises must be interconnected and must transmit signals as one system.

17.02.100 Amendment—Emergency Responder Radio Coverage

Section 1103.2 is amended to read as follows:

1103.2 Emergency responder radio coverage in existing buildings. Existing buildings that do not have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communication systems of the jurisdiction at the exterior of the building, must be equipped with such coverage according to one of the following:

1. Whenever an existing wired communication system cannot be repaired or is being replaced, or where not approved in accordance with Section 5101, Exception 1.
2. Whenever total additions result in an increase of more than 6,000 square feet in the total floor area, including mezzanines or additional stories, regardless of ownership.

Additions must be cumulative with each application for a building permit from January 1, 2011.

3. Whenever the value of alternations requiring permits exceed \$500,000 in valuation. Alterations values must be cumulative with each application for a building permit from January 1, 2011.

17.02.110 Addition—Explosive materials.

Sections 5601.2 and 5601.3 are added to read as follows:

5601.2 The manufacture, possession, storage, sale, transportation and use of explosive materials will be prohibited, unless it is authorized by the State Fire Marshal. This will not apply to hand loading of small arms ammunition for personal use when not for resale.

5601.3 Non explosive materials must be bolts, explosive rivets or cartridges for explosive-actuated power tasks in quantities involving less than 500 pounds.

17.02.120 Addition—Fireworks display.

Sections 5608.1.2 and 5608.1.3 are added to read as follows:

5608.1.2 Permits. It is unlawful for any person to present or conduct any public display of fireworks within the City of Monterey Park without first having obtained a permit there from the Fire Chief or their representative.

5608.1.3 Detailed Requirements. The public display of fireworks within the City of Monterey Park must be in accordance with Section 5608.1 of this Code and all of the following:

1. The Fire Chief is authorized to grant permits for supervised public displays of fireworks to be conducted by the city or by other organizations. Every such display must be personally supervised by a competent, licensed pyrotechnic operator approved by the Fire Chief. Each such display must be held at an approved location and must be so discharged or fired as, in the opinion of the Fire Chief after proper investigation, not to be hazardous to property or to endanger any person.
2. Applications for permit must be made in writing at least ten days in advance of the date of the display. After such permit will have been granted, the sale, possession, use, and/or distribution of fireworks for such display will be lawful for the permitted activity and time frame only. No permit granted under this code will be transferable.
3. The permittee must furnish a bond or certificate of insurance in an amount deemed adequate by the Fire Chief for the payment of all damages which may be caused either to a person or persons or to property by reason of the permitted display and arising from any acts of the permittee, agents, employees, or subcontractors.
4. When required by the Chief, the pyrotechnic operator will employ and provide additional personnel whose sole duty will be the enforcement of crowd control around the display area. Unauthorized persons will not be allowed to enter the

discharge site until the site has been inspected and cleared after conclusion of the display by the pyrotechnic operator.

5. The Fire Chief is authorized to require rope barriers, fences, signs or other devices to be installed around the display area to aid in crowd control.
6. The Fire Chief is authorized to adopt such additional rules and regulations not inconsistent herewith as are reasonably required to prevent injury to persons and/or property, including without limitation the requirement for standby fire personnel or apparatus at the firing site.
7. If the Fire Chief or appointed designee determines that there is a lack of crowd control or that the crowd is in danger, the display will be immediately discontinued. If at any time high winds or wet weather creates a danger, the display will be postponed until weather conditions are acceptable to the Chief.
8. The entire firing site must be inspected immediately following a display and before allowing public access for the purpose of locating unexploded aerial shells and/or hazardous debris. Unexploded shells will not be handled within 15 minutes after the time of their firing. Such shells must then be doused thoroughly with water, allowed to stand for at least 5 minutes, and then be submersed in a full bucket of water.

17.02.130 Addition—Fireworks manufacturing.

Section 5614 is added to read as follows:

SECTION 5614 FIREWORKS MANUFACTURING

5614.1 It is unlawful to manufacture fireworks within the City of Monterey Park.

5614.2 The Chief is authorized to seize, take, remove or cause to be removed, at the expense of the owner, all stocks of fireworks or explosives offered or exposed for sale, or stored or held in violation of this section.

17.02.140 Addition—Sale of fireworks.

Section 5615 is added to read as follows:

SECTION 5615 SALE OF FIREWORKS

5615.1 Sales of Fireworks. The sale of “Safe and Sane” fireworks within the City of Monterey Park city limits will be in accordance with Section 3301 of the Code and all of the following:

5615.1.1 It is unlawful for any person to sell, or to cause or permit to be sold, within the city, any fireworks at retail without first securing a permit to do so from the Fire Chief. A separate permit must be obtained for each separate or distinct place of business or stand. Any person having a permit, who fails to comply with the conditions of the permit as provided for by this section, will be deemed to be operating without a permit.

Application must be made no earlier than April 1 and no later than May 15 of each calendar year.

5615.1.2 The maximum number of permits, which may be issued will be (20) during any one calendar year.

If the number of applications exceed the number of permits to be issued, the permittees, who did not violate any requirements of this chapter during the preceding year, will have first priority for the available permits until April 15, provided each permittee represents the same participating organization which operated under the permit during the preceding year.

If there are any additional permits available, such additional permits will be granted by a drawing supervised by the license officer, or other municipal officer designated by the City Council.

1. The following qualifications must be met by each application for a permit:
 - a. No permit will be issued to any person, firm, or corporation, except any veterans organization or any auxiliary of such organization chartered by the Congress of the United States, maintaining a charter and meeting place in the City whose membership is composed of members now and/or heretofore serving in the armed forces of the United States; or, any nonprofit associations or corporations organized primarily for civic betterment or youth activities, charitable, or religious purposes.
 - b. Each such organization must have its principal and permanent meeting place within the city limits of Monterey Park, and must have been organized and established within the city limits of Monterey Park, and must have been organized and established within such city limits for a minimum of one year continuously preceding the filing of an application for a permit.
 - c. No organization may receive more than one permit for fireworks sales during any one calendar year.
 - d. No stand will be within 500 feet of another stand.
2. Each applicant for a permit must take out and maintain in force, while any such fireworks stand is open, public liability insurance in an amount of not less than \$1,000,000 for injury to one person, and not less than \$1,000,000 for any one occurrence, and one million dollars (\$1,000,000) for damage to property. The City of Monterey Park must be named as "additional insured" on all policies required hereunder. Before the issuance of a permit hereunder, each applicant must furnish evidence satisfactory in form and substance to the city that such insurance is in force, and adequate legal assurance that the carrier will give the city at least thirty days' prior written notice of the cancellation of the policy, during the effective period of the permit.
3. Applicants for a permit hereunder must pay a permit fee in accordance with the City of Monterey Park Master Schedule of Fees and Charges for each fireworks stand.
4. It will be unlawful for any person to sell at retail "dangerous fireworks," as defined in the California State Fireworks Law.
5. No "safe and sane" fireworks, as defined in the California State Fireworks Law, will be sold or offered for sale at retail within the City, except from 12:00 noon on June 28 to 9:00 p.m. on July 4 of each year. In addition, the discharge of fireworks is limited to 10 a.m. to 10 p.m. on only July 4.

6. No “safe and sane” fireworks will be sold or offered for sale at retail unless the fuses or other igniting devices are protected by approved protective caps, or each item or group of items is enclosed or sealed in a package bearing the California State Fire Marshal’s Seal of Registration, upon which the wholesaler’s license number appears.
7. The Fire Chief is authorized to promulgate reasonable additional rules and regulations for the operation of fireworks stands, in order to eliminate or reduce to a minimum the risk of fire or injury to persons or damage to property. A copy of any such rules and regulations must be posted in a prominent place in each fireworks stand. Failure to comply with said rules and regulations will be grounds for the immediate revocation of any permit granted under this section.

17.02.150 Addition—Locations where aboveground tanks are prohibited.

Section 5704.2.9.6.1 is added to read as follows:

5704.2.9.6.1 The storage of Class I and II liquids in above ground tanks outside of buildings is prohibited within the limits established by law as the limits of districts in which such storage is prohibited.

1. Class I and II liquids must be stored in above ground tanks outside of buildings only at locations in the city zoned or used for Manufacturing purposes, as designated in the Monterey Park Municipal Code and the zoning map of the City of Monterey Park.
Exception: Above ground storage tanks dispensing Class I and II liquids will not be allowed in motor fuel service stations.
2. The storage of Class I and II liquids in above ground tanks may be permitted in other zones if the Fire Chief finds that such use in a particular installation will not create an unreasonable risk of injury to person or property after consideration of special factors; such as, topographical conditions, nature of occupancy and proximity to buildings or adjoining property, and height and character of construction of such buildings, capacity and construction of proposed tanks and character of liquids to be stored, degree of private fire protection to be provided, and facilities of the Fire Department available to cope with flammable or combustible liquid fires.

17.02.160 Addition—Liquefied petroleum gases—Location of containers.

Section 6104.2 is added to read as follows:

6104.2 Liquefied petroleum gas may be stored only at locations zoned or used for Manufacturing Development purposes, as designated in the Monterey Park Municipal Code and the zoning map of the City of Monterey Park.

Such storage, however, may be permitted in other zones if the fire code official finds that such use in a particular installation will not create an unreasonable risk of injury to person or property, after consideration of the special features; such as, topographical conditions, nature of occupancy and proximity to building or adjoining property and height and character of construction of such buildings, capacity and construction of proposed tanks, and character of liquids to be stored, degree of private fire protection to

be provided, and facilities of the Fire Department to cope with flammable or combustible liquid fires.

17.02.170 Amendment—Appendix Chapter D Dead ends.

Section D103.4 of Appendix Chapter D is amended to read as follows:

D103.4 Dead Ends. Dead-end fire apparatus access roads in excess of 150 feet must be provided with width and turnaround provisions to the minimum standards adopted by the jurisdiction.

17.02.180 Amendment — Appendix Chapter N Haunted Houses

Section N101.2 of Appendix Chapter N is amended to read as follows:

N101.2 Permits. An operational permit must be required for haunted houses, ghost walks, or similar amusement uses in accordance with Appendix N101.2.

EXCEPTION: Haunted houses, ghost walks, or similar amusement uses in Group R-3 occupancies.”

SECTION 16: **Construction.** This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council’s intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 17: **Enforceability.** Repeal of any provision of the Monterey Park Municipal Code does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance’s effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 18: **Validity of Previous Code Sections.** If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the MPMC or other city ordinance by this Ordinance will be rendered void and cause such previous MPMC provision or other the city ordinance to remain in full force and effect for all purposes.

SECTION 19: **Environmental Assessment.** The City Council finds that adoption of this Ordinance is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., “CEQA”) and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, et seq., the “State CEQA Guidelines”) because it consists only of minor revisions and clarifications to an existing code of construction-related regulations and specification of procedures related thereto and will not have the effect of deleting or substantially changing any regulatory standards or findings required therefor, and therefore does not have the potential to cause significant effects on the environment. In addition, this ordinance is an action being taken for enhanced protection of the environment and is exempt from further review under CEQA Guidelines § 15308.

SECTION 20: **Severability.** If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 21: **Publication.** 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 22: **Effective Date.** This Ordinance will become effective on the thirty-first (31st) day following its passage and adoption.

SECTION 23: **Filing with Building Standards Commission.** The City Clerk must file a certified copy of this Ordinance with the California Building Standards Commission.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Monterey Park, held on the ____ day of _____, 2016.

Mitchell Ing, Mayor

ATTEST:

Vincent D. Chang, City Clerk

I HEREBY CERTIFY that the above and foregoing ordinance was duly passed and adopted by the Monterey Park City Council at its regular meeting held on ____ of ____, 2016, by the following vote, to wit:

AYES;
NOES;
ABSENT:

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

By: _____
Karl H. Berger, Assistant City Attorney

EXHIBIT A

Local Amendments To The 2016 California Building Standards Code

The City Council finds as follows:

SECTION 1: Pursuant to the requirements of Health and Safety Code §17958.7, the City Council finds that there are local climatic, geographic, and topographic conditions justifying the various local amendments to the California Building Standards Code as set forth herein.

SECTION2: Specifically, the City Council finds:

A. Climatic Conditions

1. The City of Monterey Park is a densely populated area within a climate system capable of producing major winds, fire and rain related disasters, including but not limited to those caused by the Santa Ana winds and El Nino (or La Nina) subtropical-like weather. This region is especially susceptible to more active termite and wood attacking insects and microorganisms.
2. Hot, dry Santa Ana winds are common to all areas within the City of Monterey Park. These winds, which can cause small fires which spread quickly, are a contributing factor to the high fire danger in the area, and create the need for an increased level of fire protection. This added protection will supplement normal fire department response available and provide immediate protection for life and safety of multiple occupancy occupants during fire occurrences.
3. Los Angeles County and the City of Monterey Park are located in a semi-arid Mediterranean type climate which predisposes all fuels, including wood shingles to rapid ignition and spread of fire. Therefore, there exists a need for additional fire protection measures.
4. The warm, dry climate is conducive to swimming pools which creates a higher probability of child drowning where pools are unprotected.

B. Geological Conditions

1. The City of Monterey Park is a densely populated area having buildings and structures constructed over and near a vast array of fault systems capable of producing major earthquakes, including

but not limited to the 1994 Northridge Earthquake, the 1987 Whittier Narrows Earthquake, the 1971 San Fernando Earthquake and the 1933 Long Beach Earthquake.

2. The October 17, 1989, Santa Cruz earthquake resulted in only one major San Francisco fire in the Marina district. But, when combined with the 34 other fires and over 500 responses, the department was taxed to its full capabilities. The Marina fire was difficult to contain because mains supplying water to the district burst during the earthquake. If more fires had been ignited by the earthquake, it would have been difficult for the fire department to contain them. This situation creates the need for both additional fire protection measures and automatic on-site fire protection for building occupants since a multitude of fires may result from breakage of gas and electric lines as a result of an earthquake. As noted by "Planning Scenario on a Major Earthquake Department on of the Newport-Inglewood Fault Zone, 1988, State Conservation," "unfortunately meeting the minimum earthquake standards of building codes barely places a building on the verge of being legally unsafe."
3. Traffic and circulation congestion presently existing in the City of Monterey Park often challenges fire department response times. This condition will be exacerbated by any major disaster, including any earthquake wherein damage to the highway system will occur. This condition makes the need for additional on-site protection for property occupants necessary.
4. Placement of multiple occupancy buildings, location of arterial roads, and fire department staffing constraints due to recent revenue-limiting state legislation have made it difficult for the fire department to locate additional fire stations and provide manpower sufficient to concentrate fire companies and personnel to control fires in high density apartment or condominium buildings. Fire Department equipment does not allow easy access to areas of buildings greater than 55 feet above the level of Fire Department vehicle access. These conditions create the need for built-in onsite fire protection systems to protect occupants and property until firefighting apparatus and personnel arrive on the scene.
5. The City of Monterey Park is located in an area subject to a climatic condition of high winds and low humidity. This combination of events creates an environment which is conducive to rapidly spreading fires. Control of such fires requires rapid response. Obstacles generated by a strong wind, such as fallen trees, street lights and utility poles, and the requirement to climb 75 feet vertically up flights of stairs will greatly impact the response time to reach an incident scene. Additionally, ASCE-7, Section 6, Figure 6 - 2 Height Adjustment Table identifies a significant increase in the

amount of wind force at 60 feet above the ground. Use of aerial type firefighting apparatus above this height would place rescue personnel at increased risk of injury.

6. The City of Monterey Park is located in the middle of a seismically active area. The viability of the public water system would be questionable at best after a major seismic event. This would leave tall buildings vulnerable to uncontrolled fires due to a lack of available water and an inability to pump sufficient quantities of any available water to floors above the 55-foot level. A severe seismic event has the potential to negatively impact any rescue or fire suppression activities because it is likely to create obstacles similar to those indicated under the high wind section above. With the probability of strong aftershocks, there exists a need to provide increased protection for anyone on upper floors.
7. Untreated wood roofs cause or contribute to serious fire hazard and to the rapid spread of fires when such fires are accompanied by high winds. Pieces of burning wooden roofs become flying brands and are carried by the wind to other locations and thereby spread fire quickly.

C. Topographic Conditions

1. The City of Monterey Park is in an area that has a high percentage of structures on hillsides. Access for fire or rescue response and staging for firefighting are made challenging and difficult due to the terrain.

SECTION 3: Because of the local climatic, geologic and topographic conditions, the following local amendments are needed:

2016 California Building Code		
Code Section	Topic	Finding
Chapter 1, Division II	Administrative Provisions	Administrative
Section 202	Definition	Administrative
Section 903.1.2	Partial Automatic Suppression Systems	A-1, A-2, B-4, C-1
Section 903.2	Automatic Sprinkler Systems Required	A-1, A-2, B-4, C-1
Section 903.3.1.1	NFPA 13 Sprinkler Systems	A-1, A-2, B-4, C-1
Section 903.3.1.1.2	Riser Room Location	A-1, A-2, B-4, C-1
Section 903.3.1.2	NFPA 13R Sprinkler Systems	A-1, A-2, B-4, C-1
Section 903.3.1.2.3	Attic and Basement Spaces	A-1, A-2, B-4, C-1
Section 903.3.1.3	NFPA 13D Sprinkler Systems	A-1, A-2, B-4, C-1
Section 903.3.1.3.1	Detailed Requirements	A-1, A-2, B-4, C-1

Section 903.3.5	Water Supplies	A-1, A-2, B-4, C-1
Section 903.6	Existing Occupancies	A-1, A-2, B-4, C-1
Section 907.1.6	Multiple Fire Alarm Systems	A-1, A-2, B-4, C-1
Section 1507.3.1	Deck Requirements	B-1
Table 1505.1	Roof Covering	A-1, A-2, B-4, C-1
1505.1.3	Roof Covering	A-1, A-2, B-4, C-1
Section 1613.5.2	Structural Separation	B-1
Section 1613.5.3	Values for Vertical Combinations	B-1
Section 1613.5.4	Wood Diaphragms	B-1
Section 1613.5.5	Maximum S_{DS} Value in Determination of C_s and E_v	B-1
Section 1613.7	Seismic Design Provisions for Hillside Buildings	B-1, C-1
Section 1613.8	Suspended Ceilings	B-1
Section 1704.6	Structural Observations	B-1
Section 1704.6.1	Structural Observations For Seismic Resistance	B-1
Section 1705.3	Concrete Construction	B-1
Section 1705.12	Special Inspections For Seismic Resistance	B-1
Section 1807.1.4	Permanent Wood Foundation Systems	A-1, B-1
Section 1807.1.6	Prescriptive Design Of Concrete And Masonry Foundation Walls	B-1
Section 1809.3	Stepped Footings	B-1
Section 1809.7 and Table 1809.7	Prescriptive Footings For Light-Frame Construction	B-1
Section 1809.12	Timber Footings	A-1, B-1
Section 1810.3.2.4	Timber	A-1, B-1
Section 1905.1.7	Minimum Reinforcement	B-1
Section 1905.1 to Add Sections 1905.1.9 through 1905.1.11	Reinforcement	B-1
Section 2304.10.1	Fastener Requirements	B-1
Section 2304.12.5	Wood Used In Retaining Walls And Cribs	A-1, B-1
Section 2305.4	Quality Of Nails	B-1
Section 2305.5	Hold-Down Connectors	B-1
Section 2306.2	Wood-Frame Diaphragms	B-1
Section 2306.3	Wood-Frame Shear Walls	B-1
Section 2307.2	Wood-frame shear walls	B-1
Table 2308.6.1	Wall Bracing Requirements	B-1
Section 2308.6.5	Alternative Bracing	B-1
Section 2308.6.8.1	Foundation Requirements	B-1

Section 2308.6.9	Attachment Of Sheathing	B-1
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2016 California Residential Code		
Code Section	Topic	Finding
Chapter 1, Division II	Administrative Provisions	Administrative
Section R301.1.3.2	Woodframe Structures	B-1
Section R309.6	Fire Sprinklers	A-1, A-2, B-4, C-1
Section R313.1	Fire Sprinklers	A-1, A-2, B-4, C-1
Section R313.2	Fire Sprinklers	A-1, A-2, B-4, C-1
Section R301.1.4	Seismic Design Provisions For Buildings Constructed On Or Into Slopes Steeper Than One Unit Vertical In Three Units Horizontal (33.3 Percent Slope	B-1, C-1
Table R301.2(1)	Design Criteria	Administrative
Items 1, 3 and 5 of Section R301.2.2.2.5	Irregular Buildings	B-1
Section R301.2.2.3.8	Anchorage Of Mechanical, Electrical, Or Plumbing Components And Equipment	B-1
Section R401.1	Application	A-1, B-1
Section R403.1.2, R403.1.3.6 and R403.1.5	Continuous Footing In Seismic Design Categories D ₀ , D ₁ And D ₂	B-1
Section R404.2	Wood Foundation Walls	A-1, B-1
Section R501.1	Application	B-1
Section 503.2.4	Openings In Horizontal Diaphragms	B-1
Lines 35 and 36 of Table R602.3(1)	Fastening Schedule	B-1
Footnote "b" of Table R602.3(2)	Alternate Attachment	B-1
Exception of Section R602.3.2 and Table R602.3.2	Top Plate	B-1
Section R602.10.2.3	Minimum Number Of Braced Panels	B-1
Table R602.10.3(3)	Bracing Requirements Based on Seismic Design Category	B-1
Table R602.10.4	Bracing Methods	B-1
Figure R602.10.6.1	Method ABW	B-1
Figure R602.10.6.2	Method PFH	B-1
Table R602.10.5	Minimum Length of Braced Wall Panels	B-1

Figure R602.10.6.4	Method CS-PF-Continuously Sheathed Portal Frame Panel Construction	B-1
Section R606.4.4	Parapet Walls	B-1
Section R606.12.2.2.3	Reinforcement Requirements For Masonry Elements	B-1
Section R803.2.4	Openings In Horizontal Diaphragms	B-1
Section R9002.1	Roof Covering	A-1, A-2, B-4, C-1
Section R902.1.3	Roof Covering	A-1, A-2, B-4, C-1
Section R1001.3.1	Vertical Reinforcing	B-1

2016 California Electrical Code		
Code Section	Topic	Finding
Article 91	Administrative Provisions	Administrative

2016 California Mechanical Code		
Code Section	Topic	Finding
Chapter 1, Division II	Administrative Provisions	Administrative

2016 California Plumbing Code		
Code Section	Topic	Finding
Chapter 1, Division II	Administrative Provisions	Administrative

2016 California Energy Code		
Code Section	Topic	Finding
Chapter 100.01	Administrative Provisions	Administrative

2016 California Historical Building Code		
Code Section	Topic	Finding
Chapter 8-1(1)	Administrative Provisions	Administrative

2016 California Existing Building Code		
Code Section	Topic	Finding
Chapter 1, Division II	Administrative Provisions	Administrative

2016 California Green Building Standards Code		
Code Section	Topic	Finding
Chapter 1-1	Administrative Provisions	Administrative

2015 International Pool and Spa Code		
Code Section	Topic	Finding
Chapter 1, Part 2	Administrative Provisions	Administrative

2016 California Fire Code		
Code Section	Topic	Finding
102.5	Application of Residential Code	Administrative
103.5	Police Powers	Administrative
108	A	Administrative
202	Definitions	Administrative
304.1.2	Vegetation	A-1, A-2, B-4, C-1
307.1	Open Burning	A-1, A-2, B-4, C-1
903	Fire Sprinklers	A-1, A-2, B-4, C-1
907.1.6	Multiple Fire Alarm and Detections Systems	A-1, A-2, B-4, C-1
1103.2	Emergency Radios	A-1, A-2, B-4, C-1
5601.2 and 5601.3	Explosive Materials	A-1, A-2, B-4, C-1
5608.1.2 and 5608.1.3	Fireworks Displays	A-1, A-2, B-4, C-1
5614	Fireworks Manufacturing	A-1, A-2, B-4, C-1
5615	Fireworks Sales	A-1, A-2, B-4, C-1
5704.2.9.6.1	Above Ground Tanks	A-1, A-2, B-4, C-1
6104.2	Liquefied Petroleum Gases	A-1, A-2, B-4, C-1
D103.4	Dead Ends	A-1, A-2, B-4, C-1
N101.2	Haunted Houses	A-1, A-2, B-4, C-1

Section	Rationale
California Building Code	
1507.3.1	Section 1507.3.1 is amended to require concrete and clay tiles to be installed only over solid structural sheathing boards. The change is necessary because there were numerous observations of tile roofs pulling away from wood framed buildings following the 1994 Northridge Earthquake. The SEAOSC/LA City Post Northridge Earthquake committee findings indicated significant problems with tile roofs was due to inadequate design and/or construction. Therefore, the amendment is needed to minimize such occurrences in the event of future significant earthquakes.
1613.5.2	The inclusion of the importance factor in this equation has the unintended consequence of reducing the minimum seismic separation distance for important facilities such as hospitals, schools, police and fire stations from adjoining structures. The proposal to omit the importance factor from Equation 12.12-1 will ensure that a safe seismic separation distance is provided.
1613.5.3	Observed damages to one and two family dwellings of light frame construction after the Northridge Earthquake may have been partially attributed to vertical irregularities common to this type of occupancy and construction. In an effort to improve quality of construction and incorporate lesson learned from studies after the Northridge Earthquake, the proposed modification to ASCE 7-10 Section 12.2.3.1 Exception 3 by limiting the number of stories and height of the structure to two stories will significantly minimize the impact of vertical irregularities and concentration of inelastic behavior from mixed structural systems.
1613.5.4	A joint Structural Engineers Association of Southern California (SEAOSC), Los Angeles County and Los Angeles City Task Force investigated the performance of concrete and masonry construction with flexible wood diaphragm failures after the Northridge earthquake. It was concluded at that time that continuous ties are needed at specified spacing to control cross grain tension in the interior of the diaphragm. Additionally, there was a need to limit subdiaphragm allowable shear loads to control combined orthogonal stresses within the diaphragm. Recognizing the importance and need to continue the recommendation made by the task force while taking into consideration the improve performances and standards for diaphragm construction today, this proposal increases the continuous tie spacing limit to 40 ft in lieu of 25 ft and to use 75% of the allowable code diaphragm shear to determine the depth of the sub-diaphragm in lieu of the 300 plf and is deemed appropriate and acceptable. Due to the frequency of this type of failure during the past significant earthquakes, various jurisdictions within the Los Angeles region have taken this additional step to prevent roof or floor diaphragms from pulling away from concrete or masonry walls.
1613.5.5	Amendment in the California Building Code is made to be consistent with ASCE 7-16, and is further amended herein to be consistent with ASCE 7-16 Supplement1. The modification is necessary to avoid

	misinterpretation on the intent of the five story limit for which the S_{DS} cap is applicable where there is flexible structure above a rigid podium base. The addition of “grade plane” clarifies the intent that the base is measured from the lowest structure in those instances where there is a vertical combination of two systems. Many of such combinations of systems will not satisfy exclusion 1, in which the structure must meet the definition of “regular” based on ASCE 7 Section 12.3.2. This modification provides safe design requirements in the selection of building period to calculate seismic base shear in building design accounting for dynamic story mass distribution throughout the inelastic range of ground motion. This amendment does not prevent designing of five levels of light frame wood construction on top of a concrete podium by using the calculated S_{DS} without the 70% cap.
1613.5.5	Amendment in the California Building Code is made to be consistent with ASCE 7-16, and is further amended herein to be consistent with ASCE 7-16 Supplement1. The modification is necessary to avoid misinterpretation on the intent of the five story limit for which the S_{DS} cap is applicable where there is flexible structure above a rigid podium base. The addition of “grade plane” clarifies the intent that the base is measured from the lowest structure in those instances where there is a vertical combination of two systems. Many of such combinations of systems will not satisfy exclusion 1, in which the structure must meet the definition of “regular” based on ASCE 7 Section 12.3.2. This modification provides safe design requirements in the selection of building period to calculate seismic base shear in building design accounting for dynamic story mass distribution throughout the inelastic range of ground motion. This amendment does not prevent designing of five levels of light frame wood construction on top of a concrete podium by using the calculated S_{DS} without the 70% cap. Currently mezzanines do not have to be considered as a floor level for Heights and Areas limits of Chapter 5 of the IBC. When applying the story height allowing S_{DS} to be equal to 1.0, but not less than 70% of calculated S_{DS}, the five story height limitation needs to consider mezzanines as individual floor levels due to added mass, overturning forces and variation in shear wall stiffness at the mezzanine floor levels, and therefore needs to be incorporated into the code to assure that new buildings and additions to existing buildings are designed and constructed in accordance with the scope and objectives of the California Building Code.
1617.7	Due to the difficulty of fire suppression vehicles accessing winding and narrow hillside properties and the probabilities for future earthquakes in the Los Angeles region, this technical amendment is required to address the special needs for buildings constructed on hillside locations. A joint Structural Engineers Association of Southern California (SEAOSC) and both the Los Angeles County and Los Angeles City Task Force investigated the performance of hillside

	building failures after the Northridge earthquake. Numerous hillside failures resulted in loss of life and millions of dollars in damage. These criteria were developed to minimize the damage to these structures and have been in use by both the City and County of Los Angeles for several years with much success. The proposed modification establishes design parameters to better mitigate and limit property damage that are the results of increased seismic forces which are imparted upon hillside buildings and structures and therefore need to be incorporated into the code to assure that new buildings and structures and additions or alterations to existing buildings or structures are designed and constructed in accordance with the scope and objectives of the California Building Code.
1613.8	The California Building Code has little to no information regarding the safe design and construction requirements for ceiling suspension systems subject to seismic loads. It is through the experience of prior earthquakes, such as the Northridge Earthquake, that this amendment is proposed so as to minimize the amount of bodily and building damage within the spaces in which this type of ceiling will be installed. This proposed amendment complements ASCE 7-10 Chapter 13 Section 13.5.6.2.2 and the cited reference to ASTM E580.
1704.6	The language in Section 1704.6 of the California Building Code permits the owner to employ any registered design professional to perform structural observations with minimum guideline. However, it is important to recognize that the registered design professional responsible for the structural design has thorough knowledge of the building he/she designed. By requiring the registered design professional responsible for the structural design or their designee who were involved with the design to observe the construction, the quality of the observation for major structural elements and connections that affect the vertical and lateral load resisting systems of the structure will greatly be increased. Additional requirements are provided to help clarify the role and duties of the structural observer and the method of reporting and correcting observed deficiencies to the Building Official.
1704.6.1	With the higher seismic demand placed on buildings and structures in this region, the language in Section 1704.6.1 of the California Building Code would permit many low-rise buildings and structures with complex structural elements to be constructed without the benefit of a structural observation. By requiring a registered design professional to observe the construction, the quality of the observation for major structural elements and connections that affect the vertical and lateral load resisting systems of the structure will greatly be increased. An exception is provided to permit simple structures and buildings to be excluded.
1705.3	Results from studies after the 1994 Northridge Earthquake indicated that a lot of the damage was attributed to a lack of quality control during construction resulting in poor performance of the building or

	structure. Therefore, the proposed amendment requires special inspection for concrete with a compressive strength greater than 2,500 pounds per square inch.
1705.12	In Southern California, very few detached one- or two-family dwellings not exceeding two stories above grade plane are built as “box-type” structures, especially those in hillside areas and near the oceanfront. Many steel moment frames or braced frames and/or cantilevered columns within buildings can still be shown as “regular” structures by calculations. With the higher seismic demand placed on buildings and structures in this region, the language in Section 1705.12 Exception 3 of the California Building Code would permit many detached one- or two-family dwellings not exceeding two stories above grade plane with complex structural elements to be constructed without the benefit of special inspections. By requiring special inspections, the quality of major structural elements and connections that affect the vertical and lateral load resisting systems of the structure will greatly be increased. The exception should only be allowed for detached one- or two-family dwellings not exceeding two stories above grade plane assigned to Seismic Design category A, B and C.
1807.1.4	No substantiating data has been provided to show that wood foundation systems are effective in supporting buildings and structures during a seismic event while being subject to deterioration caused by the combined detrimental effects of constant moisture in the soil and wood-destroying organisms. Wood foundation systems not properly treated and protected against deterioration, have performed very poorly and have led to slope failures. Most contractors are typically accustomed to construction in dry and temperate weather in the Southern California region and are not generally familiar with the necessary precautions and treatment of wood that makes it suitable for both seismic events and wet applications. The proposed amendment takes the precautionary steps to reduce or eliminate potential problems that may result in using wood foundation systems that experience relatively rapid decay due to the fact that the region does not experience temperatures cold enough to destroy or retard the growth and proliferation of wood-destroying organisms.
1807.1.6	With the higher seismic demand placed on buildings and structures in this region, it is deemed necessary to take precautionary steps to reduce or eliminate potential problems that may result by following prescriptive design provisions that does not take into consideration the surrounding environment. Plain concrete performs poorly in withstanding the cyclic forces resulting from seismic events. In addition, no substantiating data has been provided to show that under-reinforced foundation walls are effective in resisting seismic loads and may potentially lead to a higher risk of failure. It is important that the benefit and expertise of a registered design professional be obtained to properly analyze the structure and take these issues into consideration.
1809.3	With the higher seismic demand placed on buildings and structures in this region, precautionary steps are proposed to reduce or eliminate

	potential problems that may result for under reinforced footings located on sloped surfaces. Requiring minimum reinforcement for stepped footings is intended to address the problem of poor performance of plain or under-reinforced footings during a seismic event.
1809.7	No substantiating data has been provided to show that under-reinforced footings are effective in resisting seismic loads and may potentially lead to a higher risk of failure. Therefore, this proposed amendment requires minimum reinforcement in continuous footings to address the problem of poor performance of plain or under-reinforced footings during a seismic event. With the higher seismic demand placed on buildings and structures in this region, precautionary steps are proposed to reduce or eliminate potential problems that may result by following prescriptive design provisions for footing that does not take into consideration the surrounding environment. It was important that the benefit and expertise of a registered design professional be obtained to properly analyze the structure and take these issues into consideration. This amendment reflects the recommendations by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Task Force that investigated the poor performance observed in the 1994 Northridge Earthquake.
1809.12	No substantiating data has been provided to show that timber footings are effective in supporting buildings and structures during a seismic event, especially while being subjected to deterioration caused by the combined detrimental effects of moisture in the soil and wood-destroying organisms. Timber footings, when they are not properly treated and protected against deterioration, have performed very poorly. Most contractors are typically accustomed to construction in dry and temperate weather in the Southern California region and are not generally familiar with the necessary precautions and treatment of wood that makes it suitable for both seismic event and wet applications. The proposed amendment takes the precautionary steps to reduce or eliminate potential problems that may result by using timber footings that experience relatively rapid decay due to the fact that the region does not experience temperatures cold enough to destroy or retard the growth and proliferation of wood-destroying organisms.
1810.3.2.4	No substantiating data has been provided to show that timber deep foundation is effective in supporting buildings and structures during a seismic event while being subject to deterioration caused by the combined detrimental effect of constant moisture in the soil and wood-destroying organisms. Timber deep foundation, when they are not properly treated and protected against deterioration, has performed very poorly. Most contractors are typically accustomed to construction in dry and temperate weather in the Southern California region and are not generally familiar with the necessary precautions and treatment of wood that makes it suitable for both seismic event and wet applications. The proposed amendment takes the precautionary

	steps to reduce or eliminate potential problems that may result by using timber deep foundation that experience relatively rapid decay due to the fact that the region does not experience temperatures cold enough to destroy or retard the growth and proliferation of wood-destroying organisms.
1905.1	This amendment is intended to carry over critical provisions for the design of concrete columns in moment frames from the legacy 1997 Uniform Building Code. Increased confinement is critical to the integrity of such columns and these modifications ensure that it is provided when certain thresholds are exceeded. In addition, this amendment carries over from the legacy 1997 Uniform Building Code a critical provision for the design of concrete shear walls. It essentially limits the use of very highly gravity-loaded walls in being included in the seismic load resisting system, since their failure could have catastrophic effect on the building. Furthermore, this amendment was incorporated in the code based on observations from the 1994 Northridge Earthquake. Rebar placed in very thin concrete topping slabs have been observed in some instances to have popped out of the slab due to insufficient concrete coverage. This modification ensures that critical boundary and collector rebars are placed in sufficiently thick topping slab to prevent buckling of such reinforcements.
1905.1.7	This proposed amendment requires minimum reinforcement in continuous footings to address the problem of poor performance of plain or under-reinforced footings during a seismic event. This amendment reflects the recommendations by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance observed in 1994 Northridge Earthquake.
2304.10.1	Due to the high geologic activities in the Southern California area and the expected higher level of performance on buildings and structures, this proposed local amendment limit the use of staple fasteners in resisting or transferring seismic forces. In September 2007, limited cyclic testing data was provided to the ICC Los Angeles Chapter Structural Code Committee showing that stapled wood structural shear panels do not exhibit the same behavior as the nailed wood structural shear panels. The test results of the stapled wood structural shear panels appeared much lower in strength and drift than the nailed wood structural shear panel test results. Therefore, the use of staples as fasteners to resist or transfer seismic forces may not be permitted without being substantiated by cyclic testing.
2305.4	The overdriving of nails into the structural wood panel still remains a concern when pneumatic nail guns are used for wood structural panel shear wall nailing. Box nails were observed to cause massive and multiple failures of the typical 3/8-inch thick plywood during the 1994 Northridge Earthquake. The use of clipped head nails as allowed in Table A1 of AFPA SDPWS footnote referencing to ASTM F1667,

	continues to be restricted from being used in wood structural panel shear walls where the minimum nail head size must be maintained in order to minimize nails from pulling through sheathing materials. Clipped or mechanically driven nails used in wood structural panel shear wall construction were found to perform much less in previous wood structural panel shear wall testing done at the University of California Irvine. The existing test results indicated that, under cyclic loading, the wood structural panel shear walls were less energy absorbent and less ductile. The panels reached ultimate load capacity and failed at substantially less lateral deflection than those using same size hand-driven nails. This amendment reflects the recommendations by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance observed in 1994 Northridge Earthquake.
2305.5	ICC-ES AC 155 Acceptance Criteria for Hold-downs (Tie-Downs) Attached to Wood Members is widely used to establish allowable values for hold-down connectors in evaluation reports. AC 155 uses monotonic loading to establish allowable values. Yet, cyclic and dynamic forces imparted on buildings and structures by seismic activity cause more damage than equivalent forces that are applied in a monotonic manner. However, the engineering, regulatory and manufacturing industries have not reached consensus on the appropriate cyclic or dynamic testing protocols. This condition is expected to continue for some time. In the interim, this proposed amendment continues to limit the allowable capacity to 75% of the evaluation report value to provide an additional factor of safety for statically tested anchorage devices. Steel plate washers will reduce the additional damage that can result when hold-down connectors are fastened to wood framing members. This amendment reflects the recommendations by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance observed in 1994 Northridge Earthquake.
2306.2	The Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the damages to buildings and structures during the 1994 Northridge Earthquake recommended reducing allowable shear values in wood structural panel shear walls or diaphragms that were not substantiated by cyclic testing. That recommendation was consistent with a report to the Governor from the Seismic Safety Commission of the State of California recommending that code requirements be "more thoroughly substantiated with testing." The allowable shear values for wood structural panel shear walls or diaphragms fastened with staples are based on monotonic testing and does not take into consideration that earthquake forces load shear wall or diaphragm in a repeating and fully reversible manner. In September 2007, limited cyclic testing was conducted by a private

	engineering firm to determine if wood structural panels fastened with staples would exhibit the same behavior as the wood structural panels fastened with common nails. The test result revealed that wood structural panel fastened with staples appeared to be much lower in strength and stiffness than wood structural panels fastened with common nails. It was recommended that the use of staples as fasteners for wood structural panel shear walls or diaphragms not be permitted to resist seismic forces in structures assigned to Seismic Design Category D, E and F unless it can be substantiated by cyclic testing. Furthermore, the cities and county within the Los Angeles region has taken extra measures to maintain the structural integrity of the framing of shear walls and diaphragms designed for high levels of seismic forces by requiring wood sheathing be applied directly over the framing members and prohibiting the use of panels placed over gypsum sheathing. This proposed amendment is intended to prevent the undesirable performance of nails when gypsum board softens due to cyclic earthquake displacements and the nail ultimately does not have any engagement in a solid material within the thickness of the gypsum board.
2306.3	The Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the damages to buildings and structures during the 1994 Northridge Earthquake recommended reducing allowable shear values in wood structural panel shear walls or diaphragms that were not substantiated by cyclic testing. That recommendation was consistent with a report to the Governor from the Seismic Safety Commission of the State of California recommending that code requirements be "more thoroughly substantiated with testing." The allowable shear values for wood structural panel shear walls or diaphragms fastened with stapled nails are based on monotonic testing and does not take into consideration that earthquake forces load shear wall or diaphragm in a repeating and fully reversible manner. In September 2007, limited cyclic testing was conducted by a private engineering firm to determine if wood structural panels fastened with stapled nails would exhibit the same behavior as the wood structural panels fastened with common nails. The test result revealed that wood structural panel fastened with stapled nails appeared to be much lower in strength and stiffness than wood structural panels fastened with common nails. It was recommended that the use of stapled nail as fasteners for wood structural panel shear walls or diaphragms not be permitted to resist seismic forces in structures assigned to Seismic Design Category D, E and F unless it can be substantiated by cyclic testing. Furthermore, the cities and county within the Los Angeles region has

	taken extra measures to maintain the structural integrity of the framing of shear walls and diaphragms designed for high levels of seismic forces by requiring wood sheathing be applied directly over the framing members and prohibiting the use of panels placed over gypsum sheathing. This proposed amendment is intended to prevent the undesirable performance of nails when gypsum board softens due to cyclic earthquake displacements and the nail ultimately does not have any engagement in a solid material within the thickness of the gypsum board.
2307.2	The Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the damages to buildings and structures during the 1994 Northridge Earthquake recommended reducing allowable shear values in wood structural panel shear walls or diaphragms that were not substantiated by cyclic testing. That recommendation was consistent with a report to the Governor from the Seismic Safety Commission of the State of California recommending that code requirements be "more thoroughly substantiated with testing." The allowable shear values for wood structural panel shear walls or diaphragms fastened with stapled nails are based on monotonic testing and does not take into consideration that earthquake forces load shear wall or diaphragm in a repeating and fully reversible manner. In September 2007, limited cyclic testing was conducted by a private engineering firm to determine if wood structural panels fastened with stapled nails would exhibit the same behavior as the wood structural panels fastened with common nails. The test result revealed that wood structural panel fastened with stapled nails appeared to be much lower in strength and stiffness than wood structural panels fastened with common nails. It was recommended that the use of stapled nail as fasteners for wood structural panel shear walls or diaphragms not be permitted to resist seismic forces in structures assigned to Seismic Design Category D, E and F unless it can be substantiated by cyclic testing. Furthermore, the cities and county within the Los Angeles region has taken extra measures to maintain the structural integrity of the framing of shear walls and diaphragms designed for high levels of seismic forces by requiring wood sheathing be applied directly over the framing members and prohibiting the use of panels placed over gypsum sheathing. This proposed amendment is intended to prevent the undesirable performance of nails when gypsum board softens due to cyclic earthquake displacements and the nail ultimately does not have any engagement in a solid material within the thickness of the gypsum board.
Table 2308.6.1	This proposed amendment specifies minimum sheathing thickness and nail size and spacing so as to provide a uniform standard of construction for designers and buildings to follow. This is intended to

	improve the performance level of buildings and structures that are subject to the higher seismic demands placed on buildings or structure in this region. This proposed amendment reflects the recommendations by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance observed in 1994 Northridge Earthquake.
2308.6.5	3/8" thick, 3 ply-plywood shear walls experienced many failures during the Northridge Earthquake. Box nails were observed to cause massive and multiple failures of the typical 3/8" thick 3-ply plywood during the Northridge Earthquake. This proposed amendment specifies minimum sheathing thickness, nail size and spacing so as to provide a uniform standard of construction for designers and buildings to follow. This is intended to improve the performance level of buildings and structures that are subject to the higher seismic demands and reduce and limit potential damages to property.
2308.6.8.1	With the higher seismic demand placed on buildings and structures in this region, interior walls can easily be called upon to resist over half of the seismic loading imposed on simple buildings or structures. Without a continuous foundation to support the braced wall line, seismic loads would be transferred through other elements such as non-structural concrete slab floors, wood floors, etc. The proposed change is to limit the use of the exception to structures assigned to Seismic Design Category A, B or C where lower seismic demands are expected. Requiring interior braced walls be supported by continuous foundations is intended to reduce or eliminate the poor performance of buildings or structures.
2308.6.9	This proposed amendment is intended to improve the performance level of buildings and structures that are subject to the higher seismic demands placed on buildings or structure in this region. This proposed amendment reflects the recommendations by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance observed in 1994 Northridge Earthquake.
California Residential Code	
R301.1.3.2	After the 1994 Northridge Earthquake, the Wood Frame Construction Joint Task Force recommended that the quality of wood frame construction need to be greatly improved. One such recommendation identified by the Task Force is to improve the quality and organization of structural plans prepared by the engineer or architect so that plan examiners, building inspectors, contractors and special inspectors may logically follow and construct the presentation of the seismic force-resisting systems in the construction documents. For buildings or structures located in Seismic Design Category D ₀ , D ₁ , D ₂ or E that are subject to a greater level of seismic forces, the requirement to have a California licensed architect or engineer prepare the construction documents is intended to minimize or reduce structural deficiencies that may cause excessive damage or injuries in wood

	frame buildings. Structural deficiencies such as plan and vertical irregularities, improper shear transfer of the seismic force-resisting system, missed details or connections important to the structural system, and the improper application of the prescriptive requirements of the California Residential Code can be readily addressed by a registered design professional.
R301.1.4	Due to the difficulty of fire suppression vehicles accessing winding and narrow hillside properties and the probabilities for future earthquakes in the Los Angeles region, this technical amendment is required to address the special needs for buildings constructed on hillside locations. A joint Structural Engineers Association of Southern California (SEAOSC) and both the Los Angeles County and Los Angeles City Task Force investigated the performance of hillside building failures after the Northridge earthquake. Numerous hillside failures resulted in loss of life and millions of dollars in damage. These criteria were developed to minimize the damage to these structures and have been in use by both the City and County of Los Angeles for several years with much success.
R301.2.2.2.5	With the higher seismic demand placed on buildings and structures in this region, precautionary steps are proposed to reduce or eliminate potential problems that may result by limiting the type of irregular conditions specified in the California Residential Code. Such limitations are intended to reduce the potential structural damage expected in the event of an earthquake. The cities and county of the Los Angeles region has taken extra measures to maintain the structural integrity of the framing of the shear walls and all associated elements when designed for high levels of seismic loads.
R301.2.2.3.8	There is no limitation for weight of mechanical and plumbing fixtures and equipment in the California Residential Code. Requirements from ASCE 7 and the California Building Code would permit equipment weighing up to 400 lbs. when mounted at 4 feet or less above the floor or attic level without engineering design. Where equipment exceeds this requirement, it is the intent of this proposed amendment that a registered design professional be required to analyze if the floor support is adequate and structurally sound.
R401.1	No substantiating data has been provided to show that wood foundation is effective in supporting buildings and structures during a seismic event while being subject to deterioration caused by the combined detrimental effect of constant moisture in the soil and wood-destroying organisms. Wood foundation, when they are not properly treated and protected against deterioration, have performed very poorly and have led to slope failures. Most contractors are typically accustomed to construction in dry and temperate weather in the Southern California region and are not generally familiar with the necessary precautions and treatment of wood that makes it suitable for both seismic event and wet applications. The proposed amendment takes the precautionary steps to reduce or eliminate potential problems that may result in using wood foundation that experience relatively rapid decay due to the fact that the region does

	not experience temperatures cold enough to destroy or retard the growth and proliferation of wood-destroying organisms. However, an exception is made for non-occupied, single-story storage structures that pose significantly less risk to human safety and may utilize the wood foundation guidelines specified in this Chapter.
R403.1.2	With the higher seismic demand placed on buildings and structures in this region, precautionary steps are proposed to reduce or eliminate potential problems that may result for under-reinforced footings located on sloped surfaces. Requiring minimum reinforcement for stepped footings is intended to address the problem of poor performance of plain or under-reinforced footings during a seismic event. Furthermore, interior walls can easily be called upon to resist over half of the seismic loading imposed on simple buildings or structures. Without a continuous foundation to support the braced wall line, seismic loads would be transferred through other elements such as non-structural concrete slab floors, wood floors, etc. The proposed change is to limit the use of the exception to structures assigned to Seismic Design Category A, B or C where lower seismic demands are expected. Requiring interior braced walls be supported by continuous foundations is intended to reduce or eliminate the poor performance of buildings or structures.
R404.2	No substantiating data has been provided to show that wood foundation wall is effective in supporting buildings and structures during a seismic event while being subject to deterioration caused by the combined detrimental effect of constant moisture in the soil and wood-destroying organisms. Wood foundation walls, when they are not properly treated and protected against deterioration, have performed very poorly and have led to slope failures. Most contractors are typically accustomed to construction in dry and temperate weather in the Southern California region and are not generally familiar with the necessary precautions and treatment of wood that makes it suitable for both seismic event and wet applications. The proposed amendment takes the precautionary steps to reduce or eliminate potential problems that may result in using wood foundation walls that experience relatively rapid decay due to the fact that the region does not experience temperatures cold enough to destroy or retard the growth and proliferation of wood-destroying organisms.
R501.1	There is no limitation for weight of mechanical and plumbing fixtures and equipment in the California Residential Code. Requirements from ASCE 7 and the California Building Code would permit equipment weighing up to 400 lbs. when mounted at 4 feet or less above the floor or attic level without engineering design. Where equipment exceeds this requirement, it is the intent of this proposed amendment that a registered design professional is required to analyze if the floor support is adequate and structurally sound.
R503.2.4	Section R502.10 of the Code does not provide any prescriptive criteria to limit the maximum floor opening size nor does Section R503 provide any details to address the issue of shear transfer near larger floor openings. With the higher seismic demand placed on buildings

	and structures in this region, it is important to ensure that a complete load path is provided to reduce or eliminate potential damages caused by seismic forces. Requiring blocking with metal ties around larger floor openings and limiting opening size is consistent with the requirements of Section R301.2.2.2.5.
Lines 35 and 36 of Table R602.3(1)	The Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the damages to buildings and structures during the 1994 Northridge Earthquake recommended reducing allowable shear values in wood structural panel shear walls or diaphragms that were not substantiated by cyclic testing. That recommendation was consistent with a report to the Governor from the Seismic Safety Commission of the State of California recommending that code requirements be "more thoroughly substantiated with testing." The allowable shear values for wood structural panel shear walls or diaphragms fastened with staples are based on monotonic testing and does not take into consideration that earthquake forces load shear wall or diaphragm in a repeating and fully reversible manner. In September 2007, limited cyclic testing was conducted by a private engineering firm to determine if wood structural panels fastened with staples would exhibit the same behavior as the wood structural panels fastened with common nails. The test result revealed that wood structural panel fastened with staples appeared to be much lower in strength and stiffness than wood structural panels fastened with common nails. It was recommended that the use of staples as fasteners for wood structural panel shear walls or diaphragms not be permitted to resist seismic forces in structures assigned to Seismic Design Category D₀, D₁ and D₂ unless it can be substantiated by cyclic testing.
Footnote "b" of Table R602.3(2)	The Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the damages to buildings and structures during the 1994 Northridge Earthquake recommended reducing allowable shear values in wood structural panel shear walls or diaphragms that were not substantiated by cyclic testing. That recommendation was consistent with a report to the Governor from the Seismic Safety Commission of the State of California recommending that code requirements be "more thoroughly substantiated with testing." The allowable shear values for wood structural panel shear walls or diaphragms fastened with staples are based on monotonic testing and does not take into consideration that earthquake forces load shear wall or diaphragm in a repeating and fully reversible manner. In September 2007, limited cyclic testing was conducted by a private engineering firm to determine if wood structural panels fastened with staples would exhibit the same behavior as the wood structural panels fastened with common nails. The test result revealed that wood structural panel fastened with staples appeared to be much lower in

	strength and stiffness than wood structural panels fastened with common nails. It was recommended that the use of staples as fasteners for wood structural panel shear walls or diaphragms not be permitted to resist seismic forces in structures assigned to Seismic Design Category D₀, D₁ and D₂ unless it can be substantiated by cyclic testing.
Exception of Section R602.3.2 and Table R602.3.2	The cities and county of the Los Angeles region have taken extra measures to maintain the structural integrity of the framing of the shear wall system for buildings and structures subject to high seismic loads by eliminating single top plate construction. The performance of modern day braced wall panel construction is directly related to an adequate load path extending from the roof diaphragm to the foundation system. A single top plate is likely to be over nailed due to the nailing requirements at a rafter, stud, top plate splice, and braced wall panel edge in a single location. In addition, notching on a single top plate for plumbing, ventilation and electrical wiring may reduce the load transfer capacity of the plate without proper detailing. Majority of buildings and structures designed and built per the California Residential Code with a single top plate may not need structural observation and special inspections. The potential construction mistakes mentioned above could not be caught and corrected by knowledgeable engineers and inspectors, and could jeopardize structural performance of buildings and structures located in high seismic areas.
R602.10.2.3	Plywood shear walls with high aspect ratio experienced many failures during the Northridge Earthquake. This proposed amendment specifies a minimum braced wall length to meet an aspect ratio consistent with other sections of the Residential Code as to provide a uniform standard of construction for designers and buildings to follow. This is intended to improve the performance level of buildings and structures that are subject to the higher seismic demands and reduce and limit potential damages to property. This proposed amendment reflects the recommendations by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance observed in 1994 Northridge Earthquake.
Table R602.10.3(3)	Due to the high geologic activities in the Southern California area and the expected higher level of performance on buildings and structures, this proposed local amendment increase the length and limits the location where shear walls sheathed with lath, plaster or gypsum board are used in multi-level buildings. In addition, shear walls sheathed with other materials are prohibited in Seismic Design Category D₀, D₁ and D₂ to be consistent with the design limitation for similar shear walls found in the California Building Code. The poor performance of such shear walls in the 1994 Northridge Earthquake was investigated by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Task Force and formed the basis for this proposed amendment. Considering that shear walls sheathed with lath, plaster or gypsum board are less

	ductile than steel moment frames or wood structural panel shear walls, the cities and county of the Los Angeles region has taken the necessary measures to limit the potential structural damage that may be caused by the use of such walls at the lower level of multi-level building that are subject to higher levels of seismic loads.
Table R602.10.4	3/8" thick 3 ply-plywood shear walls experienced many failures during the Northridge Earthquake. Box nails were observed to cause massive and multiple failures of the typical 3/8" thick 3-ply plywood during the Northridge Earthquake. This proposed amendment specifies minimum sheathing thickness, nail size and spacing so as to provide a uniform standard of construction for designers and buildings to follow. This is intended to improve the performance level of buildings and structures that are subject to the higher seismic demands and reduce and limit potential damages to property. This proposed amendment reflects the recommendations by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance observed in 1994 Northridge Earthquake. In September 2007, limited cyclic testing was conducted by a private engineering firm to determine if wood structural panels fastened with staples would exhibit the same behavior as the wood structural panels fastened with common nails. The test result revealed that wood structural panel fastened with staples appeared to be much lower in strength and stiffness than wood structural panels fastened with common nails. It was recommended that the use of staples as fasteners for wood structural panel shear walls or diaphragms not be permitted to resist seismic forces in structures assigned to Seismic Design Category D₀, D₁ and D₂ unless it can be substantiated by cyclic testing.
Figure R602.10.6.1	3/8" thick 3 ply-plywood shear walls experienced many failures during the Northridge Earthquake. Box nails were observed to cause massive and multiple failures of the typical 3/8" thick 3-ply plywood during the Northridge Earthquake. This proposed amendment specifies minimum sheathing thickness, nail size and spacing so as to provide a uniform standard of construction for designers and buildings to follow. This is intended to improve the performance level of buildings and structures that are subject to the higher seismic demands and reduce and limit potential damages to property. This proposed amendment reflects the recommendations by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance observed in 1994 Northridge Earthquake.
Figure R602.10.6.2	3/8" thick 3 ply-plywood shear walls experienced many failures during the Northridge Earthquake. Box nails were observed to cause massive and multiple failures of the typical 3/8" thick 3-ply plywood during the Northridge Earthquake. This proposed amendment specifies minimum sheathing thickness, nail size and spacing so as to provide a uniform standard of construction for designers and buildings

	to follow. This is intended to improve the performance level of buildings and structures that are subject to the higher seismic demands and reduce and limit potential damages to property. This proposed amendment reflects the recommendations by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance observed in 1994 Northridge Earthquake.
Table R602.10.5	It was observed by the Structural Engineer Association of Southern California (SEAOSC) and the Los Angeles City Task Force that high aspect ratio shear walls experienced many failures during the 1994 Northridge Earthquake. This proposed amendment provides a uniform standard of construction for designers and buildings to follow. This is intended to improve the performance level of buildings and structures that are subject to the higher seismic demands and reduce and limit potential damages to property.
Figure R602.10.6.4	3/8" thick 3 ply-plywood shear walls experienced many failures during the Northridge Earthquake. Box nails were observed to cause massive and multiple failures of the typical 3/8" thick 3-ply plywood during the Northridge Earthquake. This proposed amendment specifies minimum sheathing thickness, nail size and spacing so as to provide a uniform standard of construction for designers and buildings to follow. This is intended to improve the performance level of buildings and structures that are subject to the higher seismic demands and reduce and limit potential damages to property. This proposed amendment reflects the recommendations by the Structural Engineers Association of Southern California (SEAOSC) and the Los Angeles City Joint Task Force that investigated the poor performance observed in 1994 Northridge Earthquake.
R606.4.4	The addition of the word "or" will prevent the use of unreinforced parapets in Seismic Design Category D ₀ , D ₁ or D ₂ , or on townhouses in Seismic Design Category C.
R606.12.2.2.3	Reinforcement using longitudinal wires for buildings and structures located in high seismic areas are deficient and not as ductile as deformed rebar. Having vertical reinforcement closer to the ends of masonry walls help to improve the seismic performance of masonry buildings and structures.
R803.2.4	Section R802 of the Code does not provide any prescriptive criteria to limit the maximum roof opening size nor does Section R803 provide any details to address the issue of shear transfer near larger roof openings. With the higher seismic demand placed on buildings and structures in this region, it is important to ensure that a complete load path is provided to reduce or eliminate potential damages caused by seismic forces. Requiring blocking with metal ties around larger roof openings and limiting opening size is consistent with the requirements of Section R301.2.2.2.5.
R1001.3.1	The performance of fireplace/chimney without anchorage to the foundation has been observed to be inadequate during major earthquakes. The lack of anchorage to the foundation can result in the overturning or displacement of the fireplace/chimney.

<u>California Fire Code</u>	
<u>Section</u>	<u>Finding</u>
102.5	Administrative
103.5	Administrative
108	Administrative
202	Administrative
304.1.2	Hot, dry Santa Ana winds are common to all areas within the City of Monterey Park. These winds, which can cause small fires which spread quickly, are a contributing factor to the high fire danger in the area, and create the need for control of dry vegetation.
307.1	Los Angeles County and the City of Monterey Park are located in a semi-arid Mediterranean type climate which predisposes all fuels, including wood shingles to rapid ignition and spread of fire. Therefore, there exists a need for control of open burning.
903	The October 17, 1989, Santa Cruz earthquake resulted in only one major San Francisco fire in the Marina district. But, when combined with the 34 other fires and over 500 responses, the department was taxed to its full capabilities. The Marina fire was difficult to contain because mains supplying water to the district burst during the earthquake. If more fires had been ignited by the earthquake, it would have been difficult for the fire department to contain them. This situation creates the need for both additional fire protection measures and automatic on-site fire protection for building occupants since a multitude of fires may result from breakage of gas and electric lines as a result of an earthquake.
907.1.6	Traffic and circulation congestion presently existing in the City of Monterey Park often challenges fire department response times. This condition will be exacerbated by any major disaster, including any earthquake wherein damage to the highway system will occur. This condition makes the need for accurate fire alarm notification necessary.
1103.2	City of Monterey Park and the greater Los Angeles region is a densely populated area having buildings and structures constructed over and near a vast array of fault systems capable of producing major earthquakes including, without limitation, the 1994 Northridge Earthquake. This situation creates the need a dependable means of interior communication for emergency personnel in case of an earthquake.
5601.2 and 5601.3	Traffic and circulation congestion presently existing in the City of Monterey Park often challenges fire department response times. This condition will be exacerbated by any major disaster, including any earthquake wherein damage to the highway system will occur. The control of explosive materials are a necessity for property occupant protection.
5608	Los Angeles County and the City of Monterey Park are located in a semi-arid Mediterranean type climate which predisposes all fuels, including wood shingles to rapid ignition and spread of fire. Therefore, there exists a need for control of firework displays.
5614	Los Angeles County and the City of Monterey Park are located in a semi-arid Mediterranean type climate which predisposes all fuels, including wood shingles to rapid ignition and spread of fire. Therefore,

	there exists a need for control of firework manufacturing.
5615	Los Angeles County and the City of Monterey Park are located in a semi-arid Mediterranean type climate which predisposes all fuels, including wood shingles to rapid ignition and spread of fire. Therefore, there exists a need for control of firework sales.
5704.2.9.6.	The October 17,1989,Santa Cruz earthquake resulted in only one major San Francisco fire in the Marina district. But, when combined with the 34 other fires and over 500 responses, the department was taxed to its full capabilities. The Marina fire was difficult to contain because mains supplying water to the district burst during the earthquake. If more fires had been ignited by the earthquake, it would have been difficult for the fire department to contain them. This situation creates the need to control the amount of flammable liquid tanks that may be damaged as a result of an earthquake.
6104.2	The October 17,1989,Santa Cruz earthquake resulted in only one major San Francisco fire in the Marina district. But, when combined with the 34 other fires and over 500 responses, the department was taxed to its full capabilities. The Marina fire was difficult to contain because mains supplying water to the district burst during the earthquake. If more fires had been ignited by the earthquake, it would have been difficult for the fire department to contain them. This situation creates the need to control the amount of liquefied petroleum storage tanks that may be damaged as a result of an earthquake.
D103.4	Traffic and circulation congestion presently existing in the City of Monterey Park often challenges fire department response times. This condition will be exacerbated by any major disaster, including any earthquake wherein damage to the highway system will occur. This condition makes the need for additional on-site protection for property occupants necessary.
N101.2	Administrative – clarifies scope of permit issuance.



City Council Staff Report

DATE: November 16, 2016

AGENDA ITEM NO: Old Business
Agenda Item 5-A.

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Proposition for March 2017 Ballot to eliminate pension and medical benefits for persons elected to office within the City of Monterey Park after January 1, 2016

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a resolution adding a new proposition to the March 7, 2017 ballot to eliminate pension and medical benefits for persons elected to office within the City of Monterey Park after January 1, 2016;
2. Adopting a resolution requesting the City Attorney prepare an impartial analysis;
3. Adopting a resolution establishing procedures for submitting ballot arguments; and
4. Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

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

EXECUTIVE SUMMARY:

At the November 2, 2016 City Council meeting, the Council directed the City Attorney to prepare a ballot measure (and related resolutions) that, if approved by voters, would eliminate pension and medical benefits for persons elected to office within the City after January 1, 2016. The City Attorney's office forward a draft proposition to the City Clerk's office to be considered by the City Council at its November 16, 2016 regular meeting.

BACKGROUND:

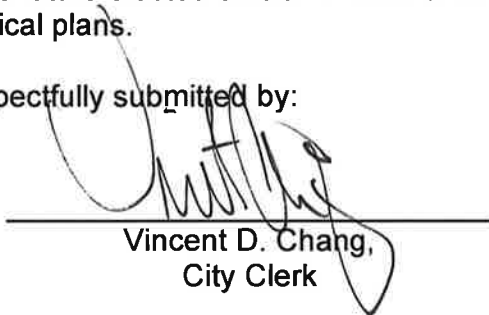
A copy of the November 2, 2016 staff report regarding this matter is attached for background. Included with this staff report are three resolutions: (1) a resolution adding a proposition to the March 7, 2017 ballot to eliminate the CalPERS benefits of elected officials; (2) a resolution requesting that the City Attorney prepare an impartial analysis; and (3) a resolution establishing the procedures for submitting ballot arguments. The resolution regarding the impartial analysis is optional; the City Council could choose not to include an impartial analysis.

If adopted, these resolutions would add the proposition to the regular municipal election that the City Council previously scheduled for March 7, 2017.

FISCAL IMPACT:

The City Council previously took action in November 2015 to implement the elimination of benefits. At that time, the annual savings to the City CalPERS contribution was estimated at approximately \$12,000 beginning after the election in March of 2017 and as current incumbents are termed out, do not run for re-election or lose re-election. Additional cost saving will occur as the nominal PEMHCA minimum is not provided to those future elected official who otherwise may have qualified for the CalPERS retired medical plans.

Respectfully submitted by:



Vincent D. Chang,
City Clerk

Prepared by:



Cindy Trang,
Deputy City Clerk

Approved by:



Paul L. Talbot
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

Attachments:

1. Resolutions; Tax Proposition
2. November 2, 2016 staff report with attachments

ATTACHMENT 1

Resolutions; Tax Proposition

CITY OF MONTEREY PARK

RESOLUTION NO. XX

**A RESOLUTION ADDING A PROPOSITION TO THE BALLOT FOR THE
PREVIOUSLY CALLED MARCH 7, 2017, REGULAR MUNICIPAL
ELECTION PURSUANT TO ELECTIONS CODE § 9222**

THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. Pursuant to Elections Code § 9222, the City Council places a proposition on the ballot for the regular municipal election scheduled for Tuesday, March 7, 2017, as previously established and implemented by City Council Resolution Nos. 11869 adopted on October 19, 2016.

SECTION 2. A copy of the proposition to be considered by the voters is attached as Exhibit "A," and incorporated by reference.

SECTION 3. Pursuant to Elections Code §§ 9222, 9603 and 13119, the exact form of the question to be voted on at the election as it should appear on the ballot is as follows:

ELECTED OFFICIAL BENEFITS Shall the proposition eliminating pension and medical benefits for persons elected to office within the city of Monterey Park after January 1, 2016 be adopted?	YES
	NO

SECTION 4. The City Clerk must certify to the passage and adoption of this Resolution; enter the same in the book of original Resolutions; and make a minute of the passage and adoption thereof in the records of the proceedings of the City Council in the minutes of the meeting at which the same is passed and adopted.

SECTION 5. The Mayor, or presiding officer, is hereby authorized to affix a signature to this Resolution signifying its adoption by the City Council of the City of Monterey Park, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

SECTION 6. This Resolution will become effective immediately upon adoption.

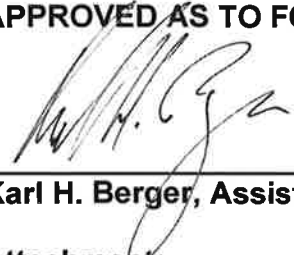
**PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE
CITY OF MONTEREY PARK ON THIS ____ DAY OF _____, 2016.**

Mitchell Ing, Mayor

Attest:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, Assistant City Attorney

Attachment:

Exhibit A – Full Text of the Ballot Measure

ORDINANCE NO. _____

**A PROPOSITION ELIMINATING PENSION AND MEDICAL BENEFITS
FOR PERSONS ELECTED TO OFFICE WITHIN THE CITY OF
MONTEREY PARK AFTER JANUARY 1, 2016.**

The People of the City of Monterey Park do hereby ordain as follows:

SECTION 1: The People of the City of Monterey Park find as follows:

- A. On July 15, 2015, the City Council determined that future elected officials, including the City Clerk and City Treasurer, are not eligible for lifetime retired medical contributions from the City and provided that such future elected officials could not participate in the California Public Employment Retirement System ("CalPERS") retirement pension system.
- B. On November 18, 2015, the City Council adopted Resolution No. 11806 that reaffirmed its actions in 2008, 2011, and 2015 which eliminated the City's contribution towards the City Retired Medical Plans for Elected Officials.
- C. On January 1, 2016, the City opted into the CalPERS Medical Health Plan Program. CalPERS retired medical plans are eligible for any elected official who:
 - 1. Is eligible to enroll in CalPERS health benefits at separation/retirement;
 - 2. Retires within 120 days of separation with CalPERS; or
 - 3. Receives a monthly pension check (warrant).
- D. The People recognize that California law including, without limitation, *Melton v. City of San Pablo* (1967) 252 Cal.App.2d 794 and *In re Cindy B. v. Eugene B.* (1987) 192 Cal.App.3d 771, allows legislation to be retroactively applied when the legislative intent for such retroactivity is clear.

SECTION 2: *Prohibition.* Notwithstanding anything to the contrary, persons elected to the City Council, as the City Clerk, or as the City Treasurer after January 1, 2016 cannot enroll in a CalPERS pension plan or retired medical plan. In accordance with applicable law, this prohibition is specifically intended to be retroactive to January 1, 2016.

SECTION 3: *Environmental Analysis.* This Proposition is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 2100, *et seq.*, "CEQA") and CEQA regulations (14 California Code of Regulations §§ 15000, *et*

seq.) because it establishes rules and procedures to implement government funding mechanisms; does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this Proposition does not constitute a "project" that requires environmental review (see *specifically* 14 CCR § 15378(b)(4-5)).

SECTION 4: *Interpretation.* This Proposition must be interpreted so as to be consistent with all federal and state laws, rules, and regulations. If any section, sub-section, sentence, clause, phrase, part, or portion of this Proposition is held to be invalid or unconstitutional by a final judgment of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Proposition. The voters declare that this Proposition, and each section, sub-section, sentence, clause, phrase, part, or portion thereof, would have been adopted or passed irrespective of the fact that any one or more sections, sub-sections, sentences, clauses, phrases, part, or portion is found to be invalid. If any provision of this Proposition is held invalid as applied to any person or circumstance, such invalidity does not affect any application of this Proposition that can be given effect without the invalid application.

SECTION 5: *Severability.* If any portion of this Proposition is held by a court of competent jurisdiction to be invalid, the remainder of the Proposition and the application of such provision to other persons or circumstances will not be affected thereby. We the People indicate our strong desire that: (i) the City Council use its best efforts to sustain and reenact that portion, and (ii) the City Council implement this Proposition by taking all steps possible to cure any inadequacies or deficiencies identified by the court in a manner consistent with the express and implied intent of this Proposition, and then adopting or reenacting such portion as necessary or desirable to allow imposition of the tax.

SECTION 6: *Construction.* This Proposition must be broadly construed in order to achieve the purposes stated in this Proposition. It is the intent of the voters that the provisions of this Proposition be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Proposition.

SECTION 7: *Effective Date.* This Proposition will be submitted to a general election on March 7, 2017 for voter approval. If a majority of voters vote in favor of this Proposition, it will become valid and binding ten days after the date that the City Council certifies the election results in accordance with Elections Code § 9217.

SECTION 8: *Effective Date.* The Mayor will sign this Proposition and the City Clerk will attest and certify to the passage and adoption of this Ordinance if a majority of the voters voting in the City's general election on March 7, 2017 approve the Proposition.

Exhibit "A"

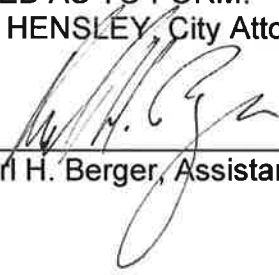
PASSED AND ADOPTED this ____ day of _____, 2017.

XX, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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

By: 

Karl H. Berger, Assistant City Attorney

CITY OF MONTEREY PARK

RESOLUTION NO. xx

A RESOLUTION ESTABLISHING REQUIREMENTS FOR BALLOT ARGUMENTS FILED WITH THE CITY CLERK TO BE INCLUDED WITH VOTER INFORMATION FOR A REGULAR MUNICIPAL ELECTION ON MARCH 7, 2017.

THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. Pursuant to Elections Code § 9281, qualified voters may submit arguments for and against the ballot measure, in addition to rebuttal arguments, for the March 7, 2017, Regular Municipal Election on forms provided by the City Clerk.

SECTION 2. Arguments filed in accordance with this Resolution must comply with the following requirements in accordance with Elections Code §§ 9282, 9283, 9285, and 9286:

- A. Arguments must be in writing and not exceed three hundred (300) words except for rebuttal argument which may not exceed two hundred and fifty (250) words;
- B. Arguments may be submitted by the City Council; any councilmember authorized to submit an argument by the City Council; any individual voter eligible to vote on the measures; any bona fide association of citizens; or any combination of voters and associations;
- C. Arguments must be typewritten in at least a 12 point font;
- D. Arguments may not include underlining, italics, asterisks, or other, similar, type of formatting;
- E. Arguments must be accompanied by the printed name and signature or printed names and signatures of the person or persons submitting it, or, if submitted on behalf of an organization, the name of the organization and the printed name and signature of at least one of its principal officers.
- F. If more than five (5) signatures accompany an argument, only the first five (5) will be printed.
- G. Arguments for or against the ballot measure must be received in the City Clerk's office not later than November 30, 2016 [14 days after this Resolution is adopted]. Rebuttal arguments must be received not later than December 12, 2016 [10 days after initial arguments].

SECTION 3. Pursuant to 52 U.S.C.A. § 10503, the City Clerk will:

- A. Translate the ballot arguments into xxx; and
- B. Make translated copies of ballot arguments publicly available.

SECTION 4. The City Clerk will certify to the passage and adoption of this Resolution; enter the same in the book of original Resolutions; and make a minute of the passage and adoption thereof in the records of the proceedings of the City Council in the minutes of the meeting at which the same is passed and adopted.

SECTION 5. The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of Monterey Park, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

SECTION 6. This Resolution will become effective immediately upon adoption.

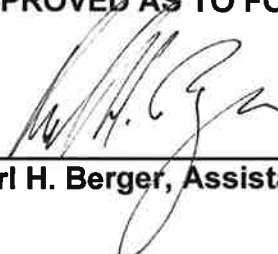
PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MONTEREY PARK ON THIS XX DAY OF XX, 2016.

Mitchell Ing, Mayor

Attest:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, Assistant City Attorney

CITY OF MONTEREY PARK

RESOLUTION NO. xx

A RESOLUTION DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS OF THE PROPOSITION ELIMINATING PENSION AND MEDICAL BENEFITS FOR PERSONS ELECTED TO OFFICE WITHIN THE CITY OF MONTEREY PARK AFTER JANUARY 1, 2016.

THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. Pursuant to Elections Code § 9280, the City Clerk is directed to transmit a copy of the ballot measure a proposition eliminating pension and medical benefits for persons elected to office within the City of Monterey Park after January 1, 2016 to the City Attorney for an impartial analysis.

SECTION 2. Upon receiving the ballot measure, the City Attorney is directed to prepare an impartial analysis of the proposed ballot measure showing its effect, if any, on existing law and the operation of the measure. Such analysis must not be more than 500 words.

SECTION 3. The impartial analysis must include a statement indicating whether the proposed measure was placed on the ballot by a petition signed by the requisite number of voters or by the governing body of the City.

SECTION 4. In the event the entire text of the measure is not printed on the ballot, nor in the voter information portion of the sample ballot, there must be printed immediately below the impartial analysis, in not less than 10 point bold type, the City Clerk should have the following language printed: "The above statement is an impartial analysis of the proposed ballot measure (Resolution Nos. xx). If you desire a copy of the legislation affected by this measure, please call the City Clerk's office at (626) 307-1362, and a copy will be mailed at no cost to you."

SECTION 5. The impartial analysis of the proposed ballot measure must be filed by the date set by the City Clerk for the filing of primary arguments.

SECTION 6. Pursuant to 52 U.S.C.A. § 10503, the City Clerk will:

- A. Translate the City Attorney's analysis in accordance with regulations set forth by the Los Angeles County Registrar Recorder's office; and
- B. Make copies of the translations of the City Attorney's analysis publicly available.

SECTION 7. The City Clerk will certify to the passage and adoption of this Resolution; enter the same in the book of original Resolutions; and make a minute of the passage and adoption thereof in the records of the proceedings of the City Council in the minutes of the meeting at which the same is passed and adopted.

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

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

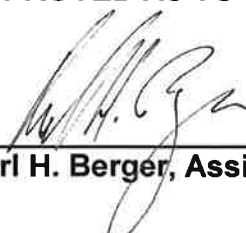
**PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE
CITY OF MONTEREY PARK ON THIS xx DAY OF xx, 2016.**

Mitchell Ing, Mayor

Attest:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, Assistant City Attorney

ATTACHMENT 2

November 2, 2016 staff report with attachments



City Council Staff Report

DATE: October 5, 2016

AGENDA ITEM NO: New Business
Agenda Item 6-E.

TO: The Honorable Mayor and City Council
FROM: Karl H. Berger, Assistant City Attorney
SUBJECT: Ballot Measure regarding City Council benefits.

RECOMMENDATION:

It is recommended that the City Council consider:

1. Whether or not to place a proposition on the ballot ratifying action taken in 2015 to curtail certain fringe benefits for future elected officials;
2. If the City Council decides to place such a proposition on the ballot, provide direction as to the scope and wording of such a proposition; and
3. Take such additional, related, action that may be desirable.

BACKGROUND:

On November 18, 2015, the City Council adopted Resolution No. 11806 which made City officials and employees eligible for benefits under the Public Employees' Medical and Hospital Care Act (the "Act") starting January 1, 2016. The Act is administered by the California Public Employee Retirement System ("CalPERS").

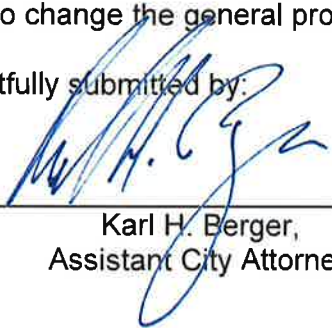
The City Council previously determined (during its meeting of July 15, 2015) that officials elected after July 15, 2015 should not be eligible for fringe benefits offered to other City employees including, without limitation, participation in CalPERS and medical benefits. To reaffirm that determination, and ensure that elected officials could not obtain benefits under the Act beginning January 1, 2016, the City Council adopted Resolution No. 11807. That Resolution reaffirms the City Council's intent to eliminate any fringe benefits for officials elected after July 15, 2015 to participate in CalPERS or the Act. As stated in Resolution No. 11807, such action was taken to ensure that the City of Monterey Park would not be financially responsible for lifetime medical contributions of future elected officials.

Some Councilmembers expressed concern that future City Councils would be able to change the policy expressed in Resolution No. 11807. Accordingly, the City Council directed that the issue be placed on a future agenda for discussion including, without limitation, the possibility of placing a proposition on the ballot to seek voter confirmation of the City Council's intent in adopting Resolution No. 11807. That discussion seems timely at this point given the deadlines for the March 2017 municipal election.

The law is clear that the current City Council cannot bind the discretionary decision-making of future City Councils.¹ As a result, a future City Council resolution or ordinance could amend or repeal Resolution No. 11807.² Only a voter adopted ballot measure can limit the discretionary power of a future City Council.³

The City Council may place a proposition on the ballot pursuant to Elections Code § 9222; the last day for doing so is December 9, 2016. Should the Council decide to move forward with such a proposition, it should provide direction as to the scope of the ballot proposition, e.g., utilizing the language from Resolution No. 11807 for a proposition, and whether there are any circumstances in which the voters would authorize a future City Council to change the general prohibition.

Respectfully submitted by:



Karl H. Berger,
Assistant City Attorney

ATTACHMENTS:

1. Staff report from November 18, 2015;
2. Resolution No. 11806; and
3. Resolution No. 11807.

¹ *Rossi v. Brown* (1995) 9 Cal.4th 688, 715-16.

² *See Santa Barbara Taxpayers Ass'n. v. Bd. of Super.* (1989) 309 Cal.Appl.3d 940, 946.

³ *Rossi* at 715-16.

ATTACHMENT 1
Staff report from November 18, 2015



City Council Staff Report

DATE: November 18, 2015

AGENDA ITEM NO: New Business
Agenda Item 6-D.

TO: The Honorable Mayor and City Council
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Public Employees Medical and Hospital Care Act (PEMHCA)
Resolution approving the Participation of NonPERS Elected Officials
into the CalPERS Medical Plan Pool Beginning January 1, 2016

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting the Public Employees Medical and Hospital Care Act (PEMHCA) Resolution for NonPERS Elected Officials;
2. Adopting a Resolution Eliminating the Establishment of a CalPERS Pension Account for Future Elected Officials from this point forward; and
3. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

In order to allow for future NonPERS Elected Officials to participate in the City's Medical Plans while in office, the City Council needs to adopt the Public Employees Medical and Hospital Care Act (PEMHCA) Resolution for NonPERS Elected Officials.

Also, a resolution is presented to reaffirm the City Council's direction to staff at its July 15, 2015 City Council meeting to ensure that future Elected Officials are not eligible for lifetime retired medical contributions by eliminating their participation in the CalPERS retirement pension system.

BACKGROUND:

On July 15, 2015, the City Council adopted ten (10) Public Employees Medical and Hospital Care Act (PEMHCA) Resolutions approving the transition and participation of all current and eligible retired city employees into the CalPERS Medical Plan Pool beginning January 1, 2016. CalPERS retired medical plans are eligible for any employee, including elected officials, who:

1. Are eligible to enroll in CalPERS health benefits at separation/retirement (more than 5 years of service time needed)
2. Retire within 120 days of separation with CalPERS

3. Receive a monthly pension check (warrant)

Current and former Elected Officials that meet this CalPERS criterion are eligible to participate in the City's retired medical program.

In 2008 by minute action and again in 2011, previous City Councils took action to end lifetime retired medical contributions for all future elected officials (see Attached 2011 Resolution 11390). Therefore, currently, two (2) elected officials who were elected before 2008 are "grandfathered" into the previous elected officials' retired medical program, which is tied to the City's executive's contribution level. Five (5) of the current elected officials previously did not have a retired medical benefit, but upon the City's return to the CalPERS Medical Plans these five (5) elected officials may be eligible for a retired medical contribution equal to the CalPERS PEMHCA minimum (\$125 in 2016).

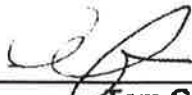
In keeping with the intent and spirit of these prior Council actions, the City Council gave staff direction at its July 15, 2015 City Council meeting to ensure that future Elected Officials are not eligible for lifetime retired medical contributions. In accordance with this policy decision, the City will no longer open a CalPERS pension account for future elected officials, thus guaranteeing the required CalPERS retired medical criteria threshold cannot be met. For the purpose of memorializing this direction/action to staff a resolution is attached for Council consideration and approval.

As a result of this action, newly elected officials starting from the March 2017 election will be considered "NonPERS Elected Officials." However, in order for future NonPERS Elected Officials to be able to participate in the CalPERS Medical Plans while in office, the attached Public Employees Medical and Hospital Care Act (PEMHCA) Resolution for NonPERS Elected Officials needs to be adopted by the City Council. Otherwise, they will not be able to participate in the CalPERS Medical Plan program while in office.

FISCAL IMPACT:

No additional monetary impact occurs beyond the current City policy of allowing City Elected Officials to participate in the City's medical plans while in office.

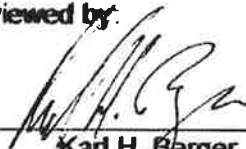
Respectfully submitted by:


Tom Cody
Director of Human Resources &
Risk Management

Approved by:


Paul L. Talbot
City Manager

Reviewed by:


Karl H. Berger
Assistant City Attorney

ATTACHMENT(S):

1. Public Employees Medical and Hospital Care Act Resolution – NonPERS Elected Group
2. Resolution Eliminating the Establishment of a CalPERS Pension Account for Future Elected Officials
3. Minutes from the July 15th City Council Meeting regarding Public Employees Medical and Hospital Care Act (PEMHCA) Resolutions approving the Transition and Participation into the CalPERS Medical Plan Pool Beginning January 1, 2016
4. Staff Report from the July 15, 2015 City Council meeting regarding Public Employees Medical and Hospital Care Act (PEMHCA) approving the Transition and Participation into the CalPERS Medical Plan Pool Beginning January 1, 2016
5. Resolution No. 11390 - A resolution of the City Council of the City of Monterey park, California Clarifying and Fixing the Employers Contribution Towards Elected Officials Health Care Benefits

ATTACHMENT 1
Public Employees Medical and Hospital Care
Act Resolution – NonPERS Elected Group

RESOLUTION NO. Number
ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

- WHEREAS, (1) A contracting agency meeting the eligibility requirements set forth in Government Code Section 22920, may obtain health benefit plan(s), as defined under Government Code Section 22777, by submitting a resolution to the Board of Administration of the California Public Employees' Retirement System (the "Board"), and upon approval of such resolution by the Board, become subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) **City of Monterey Park** is a contracting agency eligible to be subject to the Act under Government Code Section 22920; and
- WHEREAS, (3) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (4) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- WHEREAS, (5) **City of Monterey Park** desires to obtain for its employees and annuitants who are members of **NonPERS Elected Officials** the benefit of the Act and to accept the liabilities and obligations of an employer under the Act; now, therefore, be it
- RESOLVED, (a) **City of Monterey Park** elects to be subject to the provisions of the Act; and be it further
- RESOLVED, (b) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of the **PEMHCA Minimum** per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (c) **City of Monterey Park** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (d) That the participation of the employees and annuitants of **City of Monterey Park** shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **City of Monterey Park** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.
- RESOLVED, (e) That the executive body appoint and direct, and it does hereby appoint and direct,

Director of Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of **City of Monterey Park** all functions required of it under the Act; and be it further

RESOLVED, (f) That coverage under the Act be effective on **January 1, 2016**.

PASSED AND ADOPTED this 18 day of November, 2015.

Peter Chan, Mayor

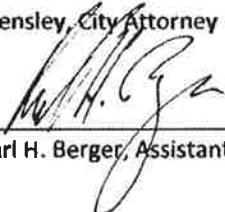
ATTEST:

Vincent D. 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. Number was duly adopted and passed at a regular meeting of the Monterey Park City Council on the 18 day of November, 2015 by the following vote:

AYES: Council Members: Names
NOES: Council Members: Names
ABSTAIN: Council Members: Names
ABSENT: Council Members: Names

Dated this 15 day of July, 2015.

Vincent D. Chang, City Clerk

Monterey Park, California

ATTACHMENT 2
Resolution Eliminating the Establishment of a
CalPERS Pension Account for Future Elected
Officials

RESOLUTION NO. _____

**A RESOLUTION ELIMINATING THE ESTABLISHMENT OF A
CALPERS PENSION ACCOUNT FOR FUTURE ELECTED OFFICIALS**

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

SECTION 1: During its July 15, 2015 meeting, the City Council voted to eliminate any opportunity to allow future elected officials to participate in the California Public Employee Retirement System ("CalPERS"). Such action was taken to ensure that the City would not be financially responsible for lifetime medical contributions of future elected officials.

SECTION 2: While such actions are reflected in the official meeting minutes of the City Council, it is in the public interest to adopt this Resolution and reaffirm that action.

SECTION 3: On January 1, 2016 the City will eliminate its current stand alone health insurance plans and will return to the CalPERS Medical Health Plan Program. CalPERS retired medical plans are eligible for any employee, including elected officials, who:

- A. Are eligible to enroll in CalPERS health benefits at separation/retirement (more than 5 years of service time needed);
- B. Retire within 120 days of separation with CalPERS; and
- C. Receive a monthly pension check (warrant).

SECTION 4: All current elected officials have a CalPERS Pension Plan and would qualify for the CalPERS Retired Medical Plans if the criteria is met in SECTION 3 of this resolution. Two elected officials who were elected before 2008 are "grandfathered" into the previous elected officials' retired medical program, which is tied to the City's executive's contribution level. Five of the current elected officials previously did not have a retired medical benefits plan, but upon the City's return to the CalPERS Medical Plans these elected officials are now eligible for a retired medical contribution equal to the CalPERS PEMHCA minimum. Notwithstanding that eligibility under CalPERS, however, the City Council reaffirms that no person elected after July 15, 2015 may participate in the CalPERS Retired Medical Plans.

SECTION 5: The City Manager is directed to not open a CalPERS Pension Plan account for any future Elected Officials. This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

SECTION 6: 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 18th day of November 2015.

Peter Chan
Mayor, City of Monterey Park

ATTEST:

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 whole number of members of the City Council of said City is five; that the foregoing Resolution No. ____ was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the 14th day of April 2015, and the same was so passed and adopted by the following vote:

AYES:

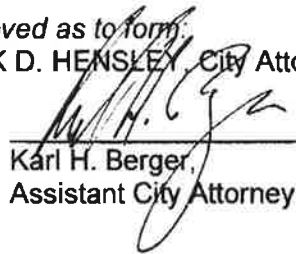
NOES:

ABSENT:

ABSTAIN:

Vincent D. Chang, City Clerk

Approved as to form:
MARK D. HENSLEY, City Attorney

By: 
Karl H. Berger,
Assistant City Attorney

ATTACHMENT 3

Minutes from the July 15th City Council Meeting
regarding Agenda Item 6I: Public Employees
Medical and Hospital Care Act (PEMHCA)
Resolutions approving the Transition and
Participation into the CalPERS Medical Plan
Pool Beginning January 1, 2016

6H. AWARD CONTRACT TO JOHN L. HUNTER & ASSOCIATES FOR STORM WATER PROGRAM IMPLEMENTATION

John L. Hunter Associates has provided consultant services to the City since 1995. The proposed contract would allow the company to provide professional services for implementing the City's Storm Water Program.

Action Taken: The City Council (1) awarded the Storm Water Program Implementation contract to John L. Hunter & Associates; and (2) authorized the City Manager to execute an agreement, in a form approved by the City Attorney, with John L. Hunter & Associates.

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

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

6I. PUBLIC EMPLOYEES MEDICAL AND HOSPITAL CARE ACT (PEMHCA) RESOLUTIONS APPROVING THE TRANSITION AND PARTICIPATION OF CITY STAFF AND ELECTED OFFICIALS INTO THE CALPERS MEDICAL PLAN (EMPLOYMENT AND RETIREMENT) POOL BEGINNING JANUARY 1, 2016

This item was heard before Item No. 5 Unfinished Business.

In 2004, the City of Monterey Park ended its participation in the CalPERS medical plans. For the past eleven years, the City's employees and elected officials have been provided with "stand alone" medical plans brokered by Wells Fargo Insurance Services. These medical plans have seen substantial increases in the past three years. Consequently, City staff recommends returning to the CalPERS plans as the CalPERS Medical Plan Pool offers medical plans at substantially reduced costs for the City and the employees and elected officials.

In order to implement this transition, staff has met and conferred with the eight (8) employee associations to negotiate MOU changes to establish a two-tier retired medical contribution for new hires starting in 2016. This will assist the City with addressing its future unfunded other post-employment benefits (OPEB) liabilities.

As a result, the summary of this recommended change is:

- Employees and retirees begin with CalPERS Medical Plans effective January 1, 2016.
- Employees will realize a total savings of approximately \$430,000 annually.
- The City will realize savings of approximately \$150,000 annually.
- The City will reduce future unfunded retire medical OPEB liabilities.

Public Speaker:

- David Barron, former City Clerk of City of Monterey Park, spoke in support of providing adequate medical care plans for the elected officials.

Action Taken: The City Council (1) adopted the Public Employees Medical and Hospital Care Act (PEMHCA)

Resolution No. 11761- Police Officers Association (POA),

Resolution No. 11762 - Police Officers Mid-Management Association (POMMA)

Resolution No. 11763 - Police Officers Captain Association (POA-Captains)

Resolution No. 11764 - Fire Fighters Association (FFA)

Resolution No. 11765 - Professional Chief Officers Association (PCOA)

Resolution No. 11766 - General Employees SEIU Association

Resolution No. 11767 - Mid-Management Association

Resolution No. 11768 - Confidential Employees Association

Resolution No. 11769 - Executive Group

for the 9 bargaining groups with the City as well as the Executive Management Group but not including elected officials.

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

Ayes: Council Members: Lam, Real Sebastian, Ing, Chan, Liang

Noes: Council Members: None

Absent: Council Members: None

Abstain: Council Members: None

Resolution No. 11761 entitled:

ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

Resolution No. 11762 entitled:

ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

Resolution No. 11763 entitled:

ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

Resolution No. 11764 entitled:

ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

Resolution No. 11765 entitled:

ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

Resolution No. 11766 entitled:

ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

Resolution No. 11767 entitled:

ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

Resolution No. 11768 entitled:

ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

Resolution No. 11769 entitled:

ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

Action Taken: The City Council adopted the Public Employees Medical and Hospital Care Act (PEMHCA) Resolution No. 11770 for elected officials; and (2) selected Option 2 for medical coverage, including retirement medical coverage for elected officials listed within this staff report, which allows the current elected officials to participate in current CalPERS Health Plans, but to ensure that future elected officials cannot be eligible for the retiree medical.

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

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

Resolution No. 11770 entitled:

ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

RECESSED AND RECONVENED

ATTACHMENT 4

**Staff Report from the July 15th City Council
Meeting regarding Agenda Item 6I: Public
Employees Medical and Hospital Care Act
(PEMHCA) Resolutions approving the Transition
and Participation into the CalPERS Medical Plan
Pool Beginning January 1, 2016**



City Council Staff Report

DATE: July 15, 2015

AGENDA ITEM NO: **New Business**
Agenda Item 6-I.

TO: The Honorable Mayor and City Council
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Public Employees Medical and Hospital Care Act (PEMHCA)
Resolutions approving the Transition and Participation of City Staff and
Elected Officials into the CalPERS Medical Plan (employment and
retirement) Pool Beginning January 1, 2016

RECOMMENDATION:

It is recommended that the City Council consider:

1. Selecting an option for medical coverage, including retirement medical coverage, for City staff and elected officials listed within this staff report;
2. Adopting the Public Employees Medical and Hospital Care Act (PEMHCA) Resolutions for the various bargaining groups within the City as well as the Executive Management Group and elected officials; and
3. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

In 2004, the City of Monterey Park ended its participation in the CalPERS medical plans. For the past eleven years, the City's employees and elected officials have been provided with "stand alone" medical plans brokered by Wells Fargo Insurance Services. These medical plans have seen substantial increases in the past three years. Consequently, City staff recommends returning to the CalPERS plans as the CalPERS Medical Plan Pool offers medical plans at substantially reduced costs for the City and the employees and elected officials.

In order to implement this transition, staff has met and conferred with the eight (8) employee associations to negotiate MOU changes to establish a two-tier retired medical contribution for new hires starting in 2016. This will assist the City with addressing its future unfunded other post-employment benefits (OPEB) liabilities.

As a result, the summary of this recommended change is:

- Employees and retirees begin with CalPERS Medical Plans effective January 1, 2016.
- Employees will realize a total savings of approximately \$430,000 annually.
- The City will realize savings of approximately \$150,000 annually.

- The City will reduce future unfunded retire medical OPEB liabilities.

BACKGROUND:

The City provides medical plans for its current employees, elected officials, and retirees. Retiree medical benefits were eliminated for elected officials in 2008. There are currently two elected officials that are "grandfathered" in and will receive retiree medical benefits. The City's medical plans have essentially been "stand alone" plans, meaning the annual experience of the usage of each plan would determine the premium price for the following year. In the past three years, the City experienced an approximately 40% increase in premium costs for plan coverage. These plan increases have far outpaced the City's contribution levels toward employee medical plan coverage and negatively impacted employees with the amount required of them to cover the plan cost.

A comparison of medical plan coverage for an employee plus two (2) dependents using the 2015 City medical plans versus the 2015 CalPERS plans is illustrated in the following chart:

Medical Plan	2015 City Rates	2015 CalPERS Rates	Difference
HMO	\$1,775	\$1346 (Ave priced HMO Plan)	-\$429 (-27%)
HMO-Kaiser	\$1,526	\$1,355	-\$171 (-12%)
PPO 80/60	\$2,237	\$1,521	-\$716 (-38%)

The net effect of this proposed change will shift approximately \$580,000 that the City and its employees currently pay insurance companies for medical plan coverage back to the City and the employees. Employees will realize total savings of approximately \$430,000 annually. The City will realize savings of approximately \$150,000 annually and the City will reduce future unfunded retire medical OPEB liabilities.

To implement this plan, management engaged the eight (8) employee associations in meet and confer sessions to negotiate changes in their Memorandum of Understandings (MOU) to facilitate this transition to the CalPERS medical plan pool. All associations came to an agreement with the City and agreed to "two-tiering" retired medical contributions for future City employees starting in 2016 as follows:

Current City contributions per association's MOU for retired medical contributions for an employee <u>retired with 20+ yrs of service:</u> \$435 - \$650monthly	Future retired medical City contribution for <u>employees hired after 2016:</u> PEMHCA Minimum = \$121 in 2015 2014 was \$118; 2016 it will be \$125 PEMHCA minimum has grown 4% annually in the past decade
---	--

CalPERS Retired Medical Plans Qualifying Requirements

CalPERS retired medical plans are eligible for any employee, including elected officials, who:

1. Are eligible to enroll in CalPERS health benefits at separation/retirement
2. Retire within 120 days of separation
3. Receive a monthly pension check (warrant)

All current employees will maintain their current MOU levels of retired medical contributions and all employees hired after January of 2016 will have a retired medical contribution equal to the PEMHCA minimum at the time of their retirement.

PEMHCA Resolution for Elected Officials

Attachment ten is a resolution for elected official participation in the CalPERS Medical Program.

In 2008 the City Council took action to end lifetime retired medical contributions for all elected officials. Therefore, there are currently two (2) elected officials who were elected before 2008 are "grandfathered" into the previous elected officials' retired medical program, which is tied to the City's executive's contribution level. Five (5) of the current elected officials do not have a retired medical benefit. However, returning to the CalPERS Medical Program would allow these five (5) elected officials to participate. Therefore, with the proposed City move to the CalPERS medical program all current elected officials will be eligible for a retired medical contribution equal to the CalPERS PEMHCA minimum (currently \$125 per month) when the City begins the CalPERS medical plans in 2016, if the elected official meets the CalPERS qualifying requirement listed above.

The Council, from a policy perspective, has four options to consider:

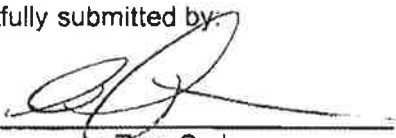
1. Council adopts the CalPERS PEMHCA resolution for elected officials and going forward all (except two grandfathered elected officials) future elected officials will be eligible for retirement medical contribution up to the PEMHCA minimum contribution.

2. Council approves the CalPERS PEMHCA resolution for elected officials to allow the current elected officials to participate in current CalPERS health plans, but to ensure that future elected officials cannot be eligible for retiree medical. If Council gives staff direction to proceed in this manner, staff will take the necessary steps to end participation in the CalPERS retirement program for elected officials beginning with the next municipal election in 2017.
3. Council does not consider or approve the CalPERS PEMHCA resolution for elected officials. This would make current and future elected officials ineligible for using the CalPERS medical plans and would also prevent them from being eligible for retired CalPERS medical plan participation. The City would need to find medical plan(s) for seven (7) elected officials in the marketplace or allow for the elected officials to find and enroll in their own plan; the Council could opt to remain with Wells Fargo. Under this option, the Council would receive up to the amount that the department directors receive for medical benefits. The result of this option, however, is that Councilmembers would receive less medical coverage than they are currently receiving for the same amount of money. Staff does not recommend this option.
4. Council could also opt to maintain the status quo for all employees. This option would cause the City to remain with the Wells Fargo provided medical benefits. Based upon the costs outlined above, and the anticipated substantial future increases. Staff does not recommend this option.

FISCAL IMPACT:

The City will realize savings of approximately \$150,000 annually and will reduce the City future unfunded retirement medical OPEB liabilities.

Respectfully submitted by:



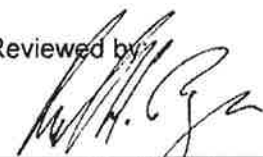
Tom Cody
Director of Human Resources &
Risk Management

Approved by:



Paul L. Talbot
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT(S):

1. Public Employees Medical and Hospital Care Act Resolution – POA Association
2. Public Employees Medical and Hospital Care Act Resolution – POMMA Association
3. Public Employees Medical and Hospital Care Act Resolution – POA-Captains Unit
4. Public Employees Medical and Hospital Care Act Resolution – FFA Association
5. Public Employees Medical and Hospital Care Act Resolution – PCOA Association
6. Public Employees Medical and Hospital Care Act Resolution – SEIU Association
7. Public Employees Medical and Hospital Care Act Resolution – Mid-Management Association
8. Public Employees Medical and Hospital Care Act Resolution – Confidential Association
9. Public Employees Medical and Hospital Care Act Resolution – Executive Group
10. Public Employees Medical and Hospital Care Act Resolution – Elected Group

ATTACHMENT 5

Resolution No. 11390

A resolution of the City Council of the City of
Monterey park, California Clarifying and Fixing
the Employers Contribution Towards Elected
Officials Health Care Benefits

RESOLUTION NO. 11390

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEREY PARK, CALIFORNIA CLARIFYING AND FIXING THE EMPLOYER'S CONTRIBUTION TOWARDS ELECTED OFFICIALS HEALTH CARE BENEFITS.

Whereas, Government Code Sections 53208.5(b) and 53060.1(b) limit the health and welfare benefits of elected officials to the "most generous schedule of benefits being received by any category of nonsafety employees;" and

Whereas, City Council Resolution No. 10697 adopted on February 6, 2002 provided that the amount of contribution that the City would pay towards elected officials health benefit plans was "100%"; and

Whereas, on September 17, 2008, the City Council took action that rendered officials elected to office after September 17, 2008 ineligible for retiree health benefits, except to the extent that elected officials paid for such benefits without City contribution;

Now, therefore, the City Council of the City of Monterey Park does hereby resolve, declare and determine as follows:

Section 1. Elected officials of the City of the Monterey Park can only receive those health and welfare benefits allowed under local, state and federal laws, and in accordance with Government Code sections 53208.5(b) and 53060.1(b), in no event shall elected officials receive more than 100% of those health and welfare benefits for which the Executive Management Group (Department Head) is eligible. The elected officials' benefits shall be governed by those resolutions, except to the extent they are inconsistent with this resolution, setting forth the health and welfare benefits of the Executive Management Group;

Section 2. Consistent with the action taken by the City Council on September 17, 2008, it is hereby restated and reaffirmed that no elected official is entitled to retirement health benefits except (a) those elected officials that held office on or before September 17, 2008 and otherwise met all of the eligibility requirements for such benefits, and (b) elected officials that were elected after September 17, 2008 and pay for such health benefits, without City contribution, to the extent such is permitted by the City's health care providers.

Section 3. This Resolution is intended to clarify the City Council's previous actions regarding elected officials' health benefits. Accordingly, this Resolution should be broadly interpreted as complying with all previous City Council actions and applicable law.

Section 4. This Resolution will take effect immediately upon adoption and the City Council intends that its clarifications be applied retroactively to all previous City Council actions including, without limitation, those set forth in Resolution No. 10697.

PASSED, APPROVED, AND ADOPTED this 2nd day of February 2011


Betty Tom Chu
Mayor
Monterey Park, California

ATTEST:


David Barron, CMC, City Clerk
Monterey Park, California

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

I, DAVID M. BARRON, CMC, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No.11390 was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 2nd day of February, 2011, by the following vote:

Ayes:	Council Members: Wong, Ing, Venti and Lau
Noyes:	Council Members: None
Absent:	Council Members: Chu
Abstain:	Council Members: None

Dated this 2nd day of February 2011


David Barron, CMC, City Clerk
Monterey Park, California

ATTACHMENT 2
Resolution No. 11806

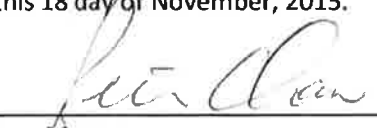
RESOLUTION NO. 11806
ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION

- WHEREAS, (1) A contracting agency meeting the eligibility requirements set forth in Government Code Section 22920, may obtain health benefit plan(s), as defined under Government Code Section 22777, by submitting a resolution to the Board of Administration of the California Public Employees' Retirement System (the "Board"), and upon approval of such resolution by the Board, become subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) **City of Monterey Park** is a contracting agency eligible to be subject to the Act under Government Code Section 22920; and
- WHEREAS, (3) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (4) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- WHEREAS, (5) **City of Monterey Park** desires to obtain for its employees and annuitants who are members of **NonPERS Elected Officials** the benefit of the Act and to accept the liabilities and obligations of an employer under the Act; now, therefore, be it
- RESOLVED, (a) **City of Monterey Park** elects to be subject to the provisions of the Act; and be it further
- RESOLVED, (b) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of the **PEMHCA Minimum** per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (c) **City of Monterey Park** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (d) That the participation of the employees and annuitants of **City of Monterey Park** shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **City of Monterey Park** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

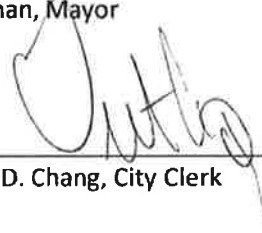
RESOLVED, (e) That the executive body appoint and direct, and it does hereby appoint and direct, Director of Human Resources to file with the Board a verified copy of this resolution, and to perform on behalf of **City of Monterey Park** all functions required of it under the Act; and be it further

RESOLVED, (f) That coverage under the Act be effective on **January 1, 2016**.

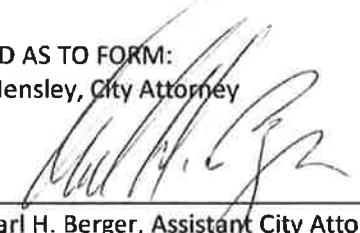
PASSED AND ADOPTED this 18 day of November, 2015.


Peter Chan, Mayor

ATTEST:


Vincent D. Chang, City Clerk

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

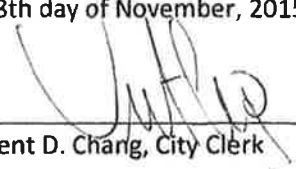
By: 
Karl H. Berger, Assistant City Attorney

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. **11806** was duly adopted and passed at a regular meeting of the Monterey Park City Council on the 18 day of November, 2015 by the following vote:

AYES:	Council Members: Liang, Lam, Real Sebastian, Ing, Chan
NOES:	Council Members: None
ABSTAIN:	Council Members: None
ABSENT:	Council Members: None

Dated this 18th day of November, 2015.


Vincent D. Chang, City Clerk

Monterey Park, California

INSTRUCTIONS

This resolution form is the approved form designated by the California Public Employees' Retirement System (CalPERS). It should be used by a contracting agency for the purpose of electing to be subject to Public Employees' Medical and Hospital Care Act (PEMHCA) and to fix the monthly employer health contribution for employees and annuitants in accordance with Government Code Section 22892.

If the resolution is filed **on or before the tenth day of any month, it will be effective on the first of the following month** (date stamped as received by CalPERS; See address below).

WHEREAS, (2) should be completed with full name of the contracting agency.

WHEREAS, (5) should be completed with full name of the contracting agency and recognized employee organization.

RESOLVED, (a) should be completed with full name of the contracting agency.

RESOLVED, (b) should be completed to specify medical groups and the amount of the employer contribution toward the cost of enrollment for active employees and annuitants. The amount specified must be an amount equal to or greater than that prescribed by Section 22892(b).

Commencing January 1, 2009, the employer contribution shall be adjusted annually by the Board to reflect any change in the medical component of the Consumer Price Index, and shall be rounded to the nearest dollar.

RESOLVED, (c) should be completed with full name of the contracting agency.

RESOLVED, (d) should be completed with full name of the contracting agency.

RESOLVED, (e) requests the position title of the individual who handles the PEMHCA resolution for the contracting agency.

RESOLVED, (e) should be completed with full name of the contracting agency.

RESOLVED, (f) should be completed with the date the coverage is to become effective.

Because resolutions serve as a legally binding document, we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency's raised seal.

For resolution processing, deliver to the following:

Overnight Mail Service

California Public Employees' Retirement System
Health Contracts Unit
400 Q Street
Sacramento, CA 95811-6210

Regular Mail

California Public Employees' Retirement System
Health Contracts Unit
PO BOX 942714
Sacramento, CA 94229-2714

The certification shown following the resolution is to be completed by those individuals authorized to sign for the contracting agency in legal actions and is to include the name of the executive body; i.e. Board of Directors, Board of Trustees, etc., the location and the date of signing.

ATTACHMENT 3
Resolution No. 11807

RESOLUTION NO. 11807

A RESOLUTION ELIMINATING THE ESTABLISHMENT OF A CALPERS PENSION ACCOUNT FOR FUTURE ELECTED OFFICIALS

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

SECTION 1: During its July 15, 2015 meeting, the City Council voted to eliminate any opportunity to allow future elected officials to participate in the California Public Employee Retirement System ("CalPERS"). Such action was taken to ensure that the City would not be financially responsible for lifetime medical contributions of future elected officials.

SECTION 2: While such actions are reflected in the official meeting minutes of the City Council, it is in the public interest to adopt this Resolution and reaffirm that action.

SECTION 3: On January 1, 2016 the City will eliminate its current stand alone health insurance plans and will return to the CalPERS Medical Health Plan Program. CalPERS retired medical plans are eligible for any employee, including elected officials, who:

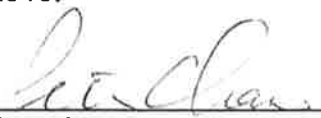
- A. Are eligible to enroll in CalPERS health benefits at separation/retirement (more than 5 years of service time needed);
- B. Retire within 120 days of separation with CalPERS; and
- C. Receive a monthly pension check (warrant).

SECTION 4: All current elected officials have a CalPERS Pension Plan and would qualify for the CalPERS Retired Medical Plans if the criteria is met in SECTION 3 of this resolution. Two elected officials who were elected before 2008 are "grandfathered" into the previous elected officials' retired medical program, which is tied to the City's executive's contribution level. Five of the current elected officials previously did not have a retired medical benefits plan, but upon the City's return to the CalPERS Medical Plans these elected officials are now eligible for a retired medical contribution equal to the CalPERS PEMHCA minimum. Notwithstanding that eligibility under CalPERS, however, the City Council reaffirms that no person elected after July 15, 2015 may participate in the CalPERS Retired Medical Plans.

SECTION 5: The City Manager is directed to not open a CalPERS Pension Plan account for any future Elected Officials. This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

SECTION 6: 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.

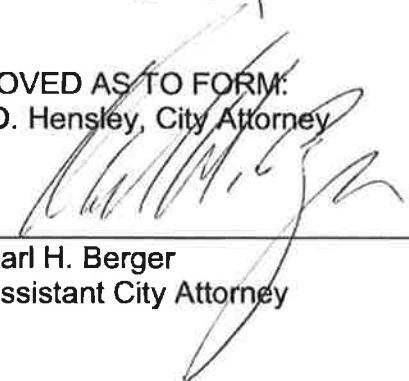
PASSED, AND ADOPTED this 18th day of November 2015.


Peter Chan, Mayor

ATTEST:


Vincent D. 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. 11807 was duly and regularly adopted by the City Council of the City of Monterey Park at a meeting held on the 18th day of November, 2015, by the following vote:

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

Dated this 18th day of November, 2015.



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



City Council Staff Report

DATE: November 16, 2016

AGENDA ITEM NO: Old Business
Agenda Item 5-B.

TO: The Honorable Mayor and City Council
FROM: Vincent D. Chang, City Clerk
SUBJECT: Proposition for March 2017 Ballot regarding Library Parcel Tax

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a resolution adding a new proposition to the March 7, 2017 ballot to renew the library parcel tax;
2. Adopting a resolution requesting the City Attorney prepare an impartial analysis;
3. Adopting a resolution establishing procedures for submitting ballot arguments; and
4. Taking such additional, related, action that may be desirable.

CEQA (California Environmental Quality Act):

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

EXECUTIVE SUMMARY:

At the November 2, 2016 City Council meeting, the Council directed the City Attorney to prepare a ballot measure (and related resolutions) that, if approved by voters, would renew the library parcel tax imposed pursuant to Monterey Park Municipal Code ("MPMC") Chapter 3.42. The City Attorney's office forward a draft proposition to the City Clerk's office to be considered by the City Council at its November 16, 2016 regular meeting.

BACKGROUND:

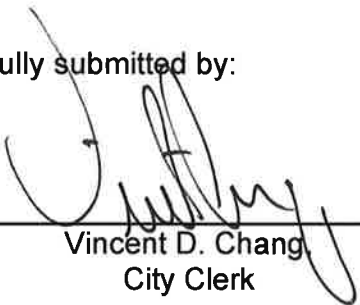
A copy of the November 2, 2016 staff report regarding the mechanics of the library tax is attached for background. Included with this staff report are three resolutions: (1) a resolution adding a proposition to the March 7, 2017 ballot to renew the library parcel tax; (2) a resolution requesting that the City Attorney prepare an impartial analysis; and (3) a resolution establishing the procedures for submitting ballot arguments. The resolution regarding the impartial analysis is optional; the City Council could choose not to include an impartial analysis.

If adopted, these resolutions would add the proposition to the regular municipal election that the City Council previously scheduled for March 7, 2017.

FISCAL IMPACT:

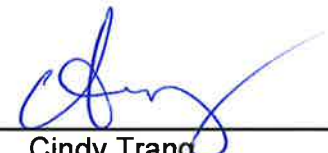
Please see staff report dated November 2, 2016 for fiscal impact.

Respectfully submitted by:



Vincent D. Chang
City Clerk

Prepared by:



Cindy Trang,
Deputy City Clerk

Approved by:



Paul L. Talbot
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

Attachments:

1. Resolutions; Tax Proposition
2. November 2, 2016 staff report with attachments

ATTACHMENT 1

Resolutions; Tax Proposition

CITY OF MONTEREY PARK

RESOLUTION NO. XX

**A RESOLUTION ADDING A PROPOSITION TO THE BALLOT FOR THE
PREVIOUSLY CALLED MARCH 7, 2017, REGULAR MUNICIPAL
ELECTION PURSUANT TO ELECTIONS CODE § 9222**

THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. Pursuant to Elections Code § 9222, the City Council places a proposition on the ballot for the regular municipal election scheduled for Tuesday, March 7, 2017, as previously established and implemented by City Council Resolution Nos. 11869 adopted on October 19, 2016.

SECTION 2. A copy of the proposition to be considered by the voters is attached as Exhibit "A," and incorporated by reference.

SECTION 3. Pursuant to Elections Code §§ 9222, 9603 and 13119, the exact form of the question to be voted on at the election as it should appear on the ballot is as follows:

LIBRARY TAX Shall the proposition renewing a special parcel tax for library services at the Monterey Park Bruggemeyer Library be adopted?	YES
	NO

SECTION 4. The City Clerk must certify to the passage and adoption of this Resolution; enter the same in the book of original Resolutions; and make a minute of the passage and adoption thereof in the records of the proceedings of the City Council in the minutes of the meeting at which the same is passed and adopted.

SECTION 5. The Mayor, or presiding officer, is hereby authorized to affix a signature to this Resolution signifying its adoption by the City Council of the City of Monterey Park, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

SECTION 6. This Resolution will become effective immediately upon adoption.

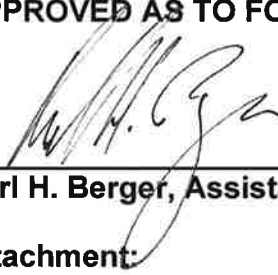
**PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE
CITY OF MONTEREY PARK ON THIS ____ DAY OF _____, 2016.**

Mitchell Ing, Mayor

Attest:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, Assistant City Attorney

Attachment:

Exhibit A – Full Text of the Ballot Measure

Exhibit "A"

ORDINANCE NO. _____

**A PROPOSITION ADOPTING AN ORDINANCE TO RENEW A SPECIAL
PARCEL TAX FOR LIBRARY SERVICES AT THE MONTEREY PARK
BRUGGEMEYER LIBRARY.**

The People of the City of Monterey Park do hereby ordain as follows:

SECTION 1: Chapter 3.42 of the Monterey Park Municipal Code ("MPMC") is amended in its entirety to read as follows:

"Chapter 3.42 LIBRARY SPECIAL TAX

§ 3.42.010 SHORT TITLE.

The tax imposed by chapter may be referenced as the "Monterey Park Bruggemeyer Library Special Tax."

§ 3.42.020 PURPOSE.

- A. The Monterey Park Bruggemeyer Library Special Tax is imposed to provide funds for the City to pay for:
 - 1. Expanding Library service hours.
 - 2. Increasing technology services.
 - 3. Acquiring books and materials.
 - 4. Improving the library facility and infrastructure via capital improvement projects.
- B. The Monterey Park Bruggemeyer Library Special Tax may also fund maintenance and operating costs for the above services, equipment and infrastructure.
- C. This special tax is to supplement, not to replace, the City's general fund budget appropriation for the Library. The special tax funds are to be used for the above purposes and the City Council cannot reduce the current level of funding to the Library because of the additional funding provided by this chapter, except in declared financial emergencies with concurrence from the Library Board of Trustees.
- D. The City Council may provide for collection of the special tax in the same manner and subject to the same penalties as, or with, other charges and taxes fixed and collected by the City, or by the County of Los Angeles on

Exhibit "A"

behalf of the City. If the special tax is collected by the County on behalf of the City, the County may deduct its reasonable costs incurred in such service.

- E. The City's cost of enforcing and administering this chapter, including refunds, can be paid from the special tax revenue.

§ 3.42.030 DEFINITIONS.

Unless the contrary is stated or clearly appears from the context, the following definitions will govern the construction of the words and phrases used in this Chapter. Words and phrases not defined below have the same meaning as set forth in Title 21 of this code.

"Administrator" means the city manager, or designee.

"Advancement" means only those general funds necessary to pay for services or goods authorized by this chapter, but for which insufficient funds have yet to be collected in the special fund due to tax collection cycles during the fiscal year.

"Apartment" has the same meaning as "multi-family dwelling" as defined in this code.

"Condominium project" means a condominium, a community apartment project, or a stock cooperative, as defined in Civil Code § 1351.

"Library" means the Monterey Park Bruggemeyer Library.

"Maintenance and operating costs" means all reasonable and necessary costs expended or incurred by the city for maintaining and operating the Library, calculated in accordance with generally accepted accounting principles including, without limitation:

- A. Those amounts necessary to maintain a "foundation program" which means those elements of library service which are basic to its function as a provider of information, education and cultural enrichment to all segments of the community including, without limitation, collection development and maintenance; lending services; information services such as databases, digital devices, technology equipment; and facility maintenance and administration. This may include, without limitation, amounts paid or payable from time to time for books (including electronic books); periodicals; reference materials; research materials; subscription services or other information sources; the reasonable expenses of management and repair and other expenses necessary to maintain and preserve the Library in good repair and working order, compensation of

Exhibit "A"

employees including, without limitation salaries, wages and benefits; fees of auditors, accountants, attorneys or engineers; and insurance premiums.

- B. Depreciation, replacement and obsolescence charges or reserve thereof.
- C. But does not mean costs to provide support services to the Library by any other department of the city or for costs of major capital improvements.

"Special Fund" means Library Special Tax Fund described within this chapter.

§ 3.42.040 SPECIAL TAX.

- A. There is imposed an annual special tax on each residential dwelling unit and nonresidential parcel within the city of Monterey Park for the purposes set forth in this chapter as follows:
 - 1. \$25 on each single-family residential dwelling unit or each dwelling unit in a residential condominium project.
 - 2. \$50 on each parcel improved with two residential units, which is not a condominium project.
 - 3. \$75 on each parcel improved with three or more residential units, which is not a condominium project.
 - 4. \$75 on each parcel improvement with a nonresidential building.
- B. Except as otherwise provided, if in any fiscal year there is outstanding any bonded indebtedness issued on reliance on the revenue of this special tax, the annual special tax levy cannot decrease below the amount necessary for payment of that outstanding indebtedness and interest thereon.
- C. Except as otherwise provided, the annual special tax cannot be levied in any fiscal year in which the city council's general fund budget and appropriations for the library is less than 5.3 percent of the city's total general fund budget. Upon a four-fifths vote of the city council and the library board of trustees, the threshold percentage to levy the special tax in any fiscal year may be reduced to five percent. In determining the total general fund budget amount, the amount of any new or increased fees and charges approved after the calendar year 1997 will be deducted from such calculation and determination.

§ 3.42.050 SPECIAL FUND.

Exhibit "A"

- A. A special fund is established designated the "Library Special Tax Fund." Revenue collected pursuant to this chapter must be deposited into the special fund and be used exclusively as provided in this chapter for the purposes of which the tax is imposed, and for no other purposes. Nothing in this section prevents the City Council from disbursing from this special fund to reimburse the general fund if, and only if, money has been advanced from the general fund to pay for the uses provided for in this chapter.
- B. Any money raised by the special tax, including any interest accrued thereon, that remains unencumbered at the end of any fiscal year may be used in succeeding fiscal years for only the purposes stated in this chapter.

§ 3.42.060 ADJUSTMENTS AND REFUNDS.

- A. Requests for adjustments involving imposition of this special tax must be filed with the administrator. Upon applicant's production of reasonably sufficient evidence of error in the computation of the tax or exemption therefrom, the administrator may cause the tax to be recalculated, and will so advise the Los Angeles County tax collector or other appropriate official.
- B. Whenever it is alleged that the amount of any tax was overpaid or paid more than once or has been erroneously or illegally collected or received by the city under this chapter, the refund procedure will be as follows:
 - 1. No claim for refund of tax payment will be allowed in whole or in part unless filed with the city clerk within a period of three years from the date of the claimed overpayment. All such claims for refund of the amount of the overpayment must be filed on forms furnished, and in the manner prescribed by the administrator. Refunds may be made solely from the special tax revenues collected under this chapter.
 - 2. In the event the administrator denies the claim, he/she must notify the claimant pursuant to Government Code § 913.
 - 3. The administrator is authorized to settle claims involving the special tax, and the power to accept and record underpayments or overpayments of such tax. The administrator has the authority to make refunds of this tax.
 - 4. If the county of Los Angeles does not collect any tax due under this chapter, then the administrator has the power and duty to enforce all of the provisions of this chapter. In such cases, an assessment

Exhibit "A"

may be made against the owner of a parcel in the manner provided by law. Any unpaid tax due under this chapter is subject to all remedies provided under this code and as provided by applicable law.

5. The special tax is due in two equal installments in accordance with the collection procedures of the Los Angeles County tax collector, with the first installment due November 1st and the second installment due in the next succeeding February 1st, in each fiscal year. The owner of land, at the time set forth in Revenue and Taxation Code §§ 405 and 2192 for each fiscal year, has a personal obligation to the city until the tax is paid for such fiscal year.
6. The administrator may prepare a questionnaire to be served on the owner of a parcel subject to this special tax. The questionnaire may request information which would be useful to the administrator in the enforcement or administration of this chapter. The failure by an owner to provide the information requested within thirty days of receipt of the request, or the act of an owner in knowingly providing false information, is a misdemeanor.

§ 3.42.070 EXEMPTIONS.

- A. The tax imposed by this chapter does not apply to:
 1. Any person or service when imposition of the tax upon that person or service would violate a federal or state statute, the Constitution of the United States, or the Constitution of the state of California.
 2. The city.
 3. A tax-exempt nonprofit organization.
 4. Property owners if such owner receives a low income/life line exemption pursuant to a city council resolution adopted pursuant to Chapter 3.38 of this code.
 5. Property owners who have income, adjusted for family size, at or below eighty percent of the area median income as determined under the Section 8 Income Limits for Los Angeles County as published by the U.S. Department of Housing and Urban Development and applicable to the Community Development Block Grant Programs.
 6. Unimproved real property.

Exhibit "A"

7. Property owners who own a single- family dwelling unit or a dwelling unit in a residential condominium project and own a nonresidential non-residential parcel both subject to the tax imposed by this chapter may exempt one nonresidential non-residential parcel from this special tax.
- B. Except as otherwise provided, any person that is exempt from the tax imposed by this chapter must file an application with the administrator for an exemption. The application for a Tax exemption must be made upon a form approved by the administrator and state those facts, declared under penalty of perjury, which qualify the applicant for an exemption, and include the names of all utility service providers serving that person. If deemed exempt by the administrator, such person must give the administrator timely written notice of any change in utility service providers so that the administrator can properly notify the new utility service provider of the person's Tax exempt status.
- C. A person failing to comply with this section is not entitled to a refund of Tax remitted to the administrator from such person as a result of such non-compliance.

§ 3.42.080 SUSPENSION OR REDUCTION.

Nothing in this chapter requires the City Council to collect a tax; the city council may suspend or reduce tax rates imposed by this chapter by resolution after a public hearing.

§ 3.42.090 CITY COUNCIL AUTHORITY TO AMEND.

Unless voter is approval is required by the California Constitution or applicable law, the City Council may exercise all applicable powers set forth in the Government Code including, without limitation, amending this chapter by ordinance upon three affirmative votes by its members. It may, in additional, adopt by ordinance or resolution such additional regulations that may be necessary to implement the purposes of this chapter.

§ 3.42.100 SUNSET CLAUSE.

This chapter is repealed and will become ineffective on July 1, 2037, unless the voters take additional action to extend the effectiveness of this chapter in accordance with applicable law."

SECTION 2: *Environmental Analysis.* This Proposition is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 2100, *et seq.*, "CEQA") and CEQA regulations (14 California Code of Regulations §§ 15000, *et*

Exhibit "A"

seq.) because it establishes rules and procedures to implement government funding mechanisms; does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this Proposition does not constitute a "project" that requires environmental review (*see specifically* 14 CCR § 15378(b)(4-5)).

SECTION 3: *Interpretation.* This Proposition must be interpreted so as to be consistent with all federal and state laws, rules, and regulations. If any section, sub-section, sentence, clause, phrase, part, or portion of this Proposition is held to be invalid or unconstitutional by a final judgment of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Proposition. The voters declare that this Proposition, and each section, sub-section, sentence, clause, phrase, part, or portion thereof, would have been adopted or passed irrespective of the fact that any one or more sections, sub-sections, sentences, clauses, phrases, part, or portion is found to be invalid. If any provision of this Proposition is held invalid as applied to any person or circumstance, such invalidity does not affect any application of this Proposition that can be given effect without the invalid application.

SECTION 4: *Severability.* If any portion of this Proposition is held by a court of competent jurisdiction to be invalid, the remainder of the Proposition and the application of such provision to other persons or circumstances will not be affected thereby. We the People indicate our strong desire that: (i) the City Council use its best efforts to sustain and reenact that portion, and (ii) the City Council implement this Proposition by taking all steps possible to cure any inadequacies or deficiencies identified by the court in a manner consistent with the express and implied intent of this Proposition, and then adopting or reenacting such portion as necessary or desirable to allow imposition of the tax.

SECTION 5: *Construction.* This Proposition must be broadly construed in order to achieve the purposes stated in this Proposition. It is the intent of the voters that the provisions of this Proposition be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Proposition.

SECTION 6: *Effective Date.* This Proposition will enact and impose a special tax. Accordingly, it will be submitted to a general election on March 7, 2017 for voter approval. If 2/3 of voters vote in favor of this Proposition, it will become valid and binding ten days after the date that the City Council certifies the election results in accordance with Elections Code § 9217.

SECTION 7: *Effective Date.* The Mayor will sign this Proposition and the City Clerk will attest and certify to the passage and adoption of this Ordinance if 2/3 of the voters voting in the City's general election on March 7, 2017 approve the Proposition.

Exhibit "A"

PASSED AND ADOPTED this ____ day of _____, 2017.

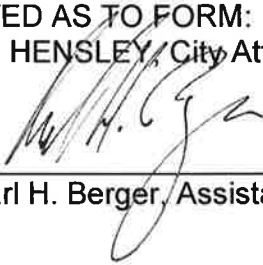
XX, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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

By:



Karl H. Berger, Assistant City Attorney

CITY OF MONTEREY PARK

RESOLUTION NO. xx

A RESOLUTION ESTABLISHING REQUIREMENTS FOR BALLOT ARGUMENTS FILED WITH THE CITY CLERK TO BE INCLUDED WITH VOTER INFORMATION FOR A REGULAR MUNICIPAL ELECTION ON MARCH 7, 2017.

THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. Pursuant to Elections Code § 9281, qualified voters may submit arguments for and against the ballot measure, in addition to rebuttal arguments, for the March 7, 2017, Regular Municipal Election on forms provided by the City Clerk.

SECTION 2. Arguments filed in accordance with this Resolution must comply with the following requirements in accordance with Elections Code §§ 9282, 9283, 9285, and 9286:

- A. Arguments must be in writing and not exceed three hundred (300) words except for rebuttal argument which may not exceed two hundred and fifty (250) words;
- B. Arguments may be submitted by the City Council; any councilmember authorized to submit an argument by the City Council; any individual voter eligible to vote on the measures; any bona fide association of citizens; or any combination of voters and associations;
- C. Arguments must be typewritten in at least a 12 point font;
- D. Arguments may not include underlining, italics, asterisks, or other, similar, type of formatting;
- E. Arguments must be accompanied by the printed name and signature or printed names and signatures of the person or persons submitting it, or, if submitted on behalf of an organization, the name of the organization and the printed name and signature of at least one of its principal officers.
- F. If more than five (5) signatures accompany an argument, only the first five (5) will be printed.
- G. Arguments for or against the ballot measure must be received in the City Clerk's office not later than November 30, 2016 [14 days after adopting this resolution]. Rebuttal arguments must be received not later than December 12, 2016 [10 days after initial arguments].

SECTION 3. Pursuant to 52 U.S.C.A. § 10503, the City Clerk will:

- A. Translate the City Attorney's analysis in accordance with regulations set forth by the Los Angeles County Registrar Recorder's office; and
- B. Make translated copies of ballot arguments publicly available.

SECTION 4. The City Clerk will certify to the passage and adoption of this Resolution; enter the same in the book of original Resolutions; and make a minute of the passage and adoption thereof in the records of the proceedings of the City Council in the minutes of the meeting at which the same is passed and adopted.

SECTION 5. The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of Monterey Park, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

SECTION 6. This Resolution will become effective immediately upon adoption.

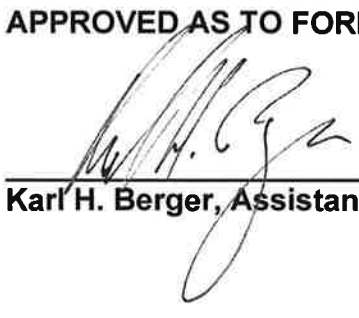
PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MONTEREY PARK ON THIS XX DAY OF XX, 2016.

Mitchell Ing, Mayor

Attest:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, Assistant City Attorney

CITY OF MONTEREY PARK

RESOLUTION NO. xx

A RESOLUTION DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS OF THE PROPOSITION RENEWING A SPECIAL PARCEL TAX FOR LIBRARY SERVICES AT THE MONTEREY PARK BRUGGEMEYER LIBRARY.

THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. Pursuant to Elections Code § 9280, the City Clerk is directed to transmit a copy of the ballot measure renewing a special parcel tax for library services at the Monterey Park Bruggemeyer Library to the City Attorney for an impartial analysis.

SECTION 2. Upon receiving the ballot measure, the City Attorney is directed to prepare an impartial analysis of the proposed ballot measure showing its effect, if any, on existing law and the operation of the measure. Such analysis must not be more than 500 words.

SECTION 3. The impartial analysis must include a statement indicating whether the proposed measure was placed on the ballot by a petition signed by the requisite number of voters or by the governing body of the City.

SECTION 4. In the event the entire text of the measure is not printed on the ballot, nor in the voter information portion of the sample ballot, there must be printed immediately below the impartial analysis, in not less than 10 point bold type, the City Clerk should have the following language printed: "The above statement is an impartial analysis of the proposed ballot measure (Resolution Nos. xx). If you desire a copy of the legislation affected by this measure, please call the City Clerk's office at (xxx) xxx, and a copy will be mailed at no cost to you."

SECTION 5. The impartial analysis of the proposed ballot measure must be filed by the date set by the City Clerk for the filing of primary arguments.

SECTION 6. Pursuant to 52 U.S.C.A. § 10503, the City Clerk will:

A. Translate the City Attorney's analysis in accordance with regulations set forth by the Los Angeles County Registrar Recorder's office; and

B. Make copies of the translations of the City Attorney's analysis publicly available.

SECTION 7. The City Clerk will certify to the passage and adoption of this Resolution; enter the same in the book of original Resolutions; and make a minute of the passage and adoption thereof in the records of the proceedings of the City Council in the minutes of the meeting at which the same is passed and adopted.

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

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

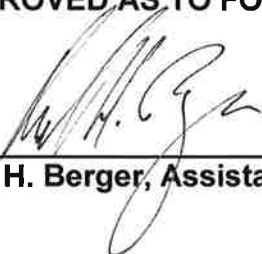
PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MONTEREY PARK ON THIS xx DAY OF xx, 2016.

Mitchell Ing, Mayor

Attest:

Vincent D. Chang, City Clerk

APPROVED AS TO FORM:



Karl H. Berger, Assistant City Attorney

ATTACHMENT 2

November 2, 2016 staff report with attachments



City Council Staff Report

DATE: November 2, 2016

AGENDA ITEM NO: New Business
Agenda Item 6-C.

TO: The Honorable Mayor and City Council
FROM: Library Board of Trustees,
Norma Arvizu, City Librarian
SUBJECT: Renewal of the Library Parcel Tax Measure for the March 2017 General Municipal Election.

RECOMMENDATION:

It is recommended that the City Council consider:

1. Whether to place a library parcel tax ballot proposition on the March 2017 ballot for voter consideration;
2. If so, consider directing the City Attorney to prepare a draft ballot proposition and related documents for City Council consideration at its November 16, 2016 regular meeting; and
3. Taking such additional, related action that may be desirable.

BOARD/COMMISSION REVIEW:

The existing library parcel tax ends in 2018. If the parcel tax expires, it is anticipated that there will be a financial shortfall to support the current level of library operations and services.

EXECUTIVE SUMMARY:

By letter dated October 10, 2016, the Library Board of Trustees requested that the City Council consider placing a proposition on the March 2017 ballot to renew the library parcel tax for another 20 years. The voters passed the library tax measure in 1998 by a 2/3 vote of the City to help expand the library by 10,000 feet and increase hours on Sunday afternoons. When the library tax expires in 2018, the library will no longer receive revenue to supplement the library budget and the guaranteed 5.3% allocation from the General Fund included in the ordinance would disappear as well.

BACKGROUND:

On April 14, 1998, voters approved Ordinance No. 1932 which adopted a special tax for library purposes. Ordinance No. 1932 was codified as Monterey Park Municipal Code

("MPMC") Chapter 3.42. Section 3.42.080 provides that the tax became effective July 1, 1998 and will expire on June 30, 2018.¹

At the request of the Library Board of Trustees in January 2016, the City contracted with library consultant Doug Green from La Piana Consulting to conduct an objective Organizational and Community Needs Assessment study and to analyze how the library was meeting or not meeting the needs of the community. Via surveys, community forums and internal discussions with library staff and key stakeholders, staff and residents of the Monterey Park provided valuable data on factual analysis and perceptions of the library in meeting community needs. The needs assessment study established that residents were requesting extended hours of operation on Fridays and Saturdays and additional evening hours. There are no additional general funds available to comply with this request. Residents also requested a more enhanced collection of books and materials and more public computers and technology.

Accompanying the October 10th letter from the Library Board is a draft ordinance which seeks to incorporate the findings from the Organizational and Community Needs Assessment study. The City Attorney's office has not reviewed or edited that document pending the City Council's direction regarding this matter.

FISCAL IMPACT:

If renewed, the tax proposed by the Library Board of Trustees would remain at the same flat fees per single residence or per parcel of a non condominium multi-unit residential building or non residential property. Tax exempt organizations, persons meeting "Lifeline" criteria and persons meeting certain income criteria would be exempt from the tax.

If approved by voters, the annual per parcel tax to be levied for 20 years would be:

- (a) \$25.00 on each single family residence or residential unit in a residential condominium project.
- (b) \$50.00 on each parcel improved with two residential units, which is not a condominium project.
- (c) \$75.00 on each parcel improved with three or more residential units, which is not a condominium project.
- (d) \$75.00 on each parcel improved with a non-residential building.

Without renewing the library tax, the current General Fund budget of 5.3% being spent on library services would also likely be defunded. The future source of library funding, therefore, is unclear.

¹ "The annual special tax provided for herein shall be levied in each of twenty consecutive fiscal years, commencing with the first fiscal year in which there is a levy pursuant to this chapter."

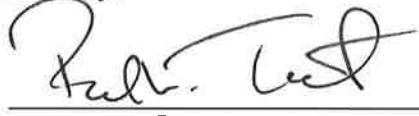
If the City Council wishes to move forward with placing a matter on the March 2017 ballot, it should provide direction as to (a) whether to implement the Library Board of Trustee's proposal or to have a different ballot proposal; and (b) whether the City Attorney's office should prepare appropriate documents for City Council consideration to place the matter on the ballot. The last day to accomplish that task is December 9, 2016.

Respectfully submitted by:



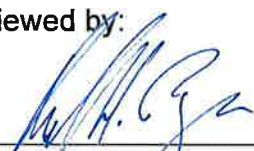
Norma A. Arvizu
City Librarian

Approved by:



Paul L. Talbot
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT(S):

1. Letter from Library Board of Trustees
2. Funding Chart
3. 2016-17 Budget
4. Expansion Plan and Organization and Community Needs Assessment Report
5. Proposed Draft Ordinance

ATTACHMENT 1
Letter from Library Board of Trustees

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896

www.montereypark.ca.gov



Library Board of Trustees

Members

Maria Elena Yepes
David Barron
Betty Morin
Jason Dhing
Gloria Guerrero

Staff Liaison

Norma Arvizu

October 10, 2016

To: Honorable Mayor Mitchell Ing, Mayor Pro Tem Teresa Real Sebastian, Council Member Stephen Lam, Council Member Hans Liang, and Council Member Peter Chan

From: Library Board of Trustees

Re: Proposed Library Parcel Tax Renewal

Twenty years ago, the City of Monterey Park passed a parcel tax measure to support the operations of the then-named Bruggemeyer Memorial Library. The parcel tax will sunset in April 2018. If the parcel tax sunsets, there would be a shortage in the financial support needed to maintain the current library's operations and services. The loss of this revenue for operations would mean a significant reduction in library hours and services - a monumental loss to the community members who value the library as instrumental to the quality of their lives.

In January 2016, the Library Board of Trustees contracted services with library consultant Doug Green from La Piana Consulting to conduct an objective Organizational and Community Needs Assessment study and to analyze how the library was meeting or not meeting the needs of the community. Via surveys, community forums and internal discussions with library staff and key stakeholders both within and outside the library, staff and residents of the Monterey Park provided valuable data on factual analysis and perceptions of the library in meeting community needs. The needs assessment study established that residents were requesting extended hours of operation on Fridays and Saturdays and additional evening hours. There are no funds available to comply with this request. Residents also requested a more enhanced collection of books and materials and more public computers and technology. Again, there is no funding to support residents' requests.

To try to meet the needs of the residents and improve the lives of the community, the Library Board of Trustees is proposing renewing the library parcel tax. Circulation of library materials has decreased by 18% from 2013/14, while patron usage has increased by 64% over the same time period. The decrease in circulated items is due to the poor condition of the collection. Most of the items on the shelves are old and outdated. Renewing the library tax would raise approximately \$500,000 a year for 20 years and would:

- (1) Expand library services from 44 hours to 57 public hours (i.e. adding an additional evening and extending hours of operation on Fridays and Saturdays).
- (2) Enhance the library collection and materials budget by approximately 66%. Current reduced library funding places the library's expenditures on its collection lower than both state and peer group averages.

- (3) Increase technology services to maintain the library's relevance in the community and bridge the disproportionate digital divide that impacts our low-income community residents.
- (4) Improve the library facility and infrastructure via capital improvement projects.

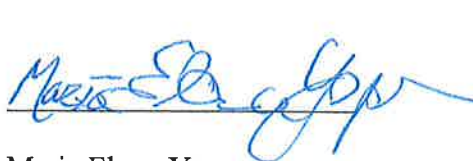
The tax renewal would remain at the same flat fees per single residence or per parcel of a non condominium multi-unit residential building or non-residential property. Houses of worship, community service organizations, persons meeting "Lifeline" criteria and persons meeting certain income criteria would be exempt from this tax.

The annual per parcel tax to be levied for 20 years would be:

- (a) \$25.00 on each single family residence or residential unit in a residential condominium project.
- (b) \$50.00 on each parcel improved with two residential units, which is not a condominium project.
- (c) \$75.00 on each parcel improved with three or more residential units, which is not a condominium project.
- (d) \$75.00 on each parcel improved with a non-residential building.

The renewal of the tax ordinance requires that General Fund commitments to the Library Department may only be reduced below the amount so appropriated in the 2016/2017 fiscal year, provided the City commits each fiscal year no less than 5.3 percent of the General Fund budget to the Library. The intent and purpose of the library parcel tax is to supplement, not to replace, the City's General Fund budget appropriation for the library.

The Library Board of Trustees requests that the City Council put forth a resolution to place a parcel tax for the Monterey Park Bruggemeyer Library on the March 2017 election ballot for voter approval.



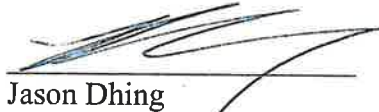
Maria Elena Yepes
President
Library Board of Trustees



David Barron
Vice President
Library Board of Trustees



Betty Morin
Trustee
Library Board of Trustees



Jason Dhing
Trustee
Library Board of Trustees

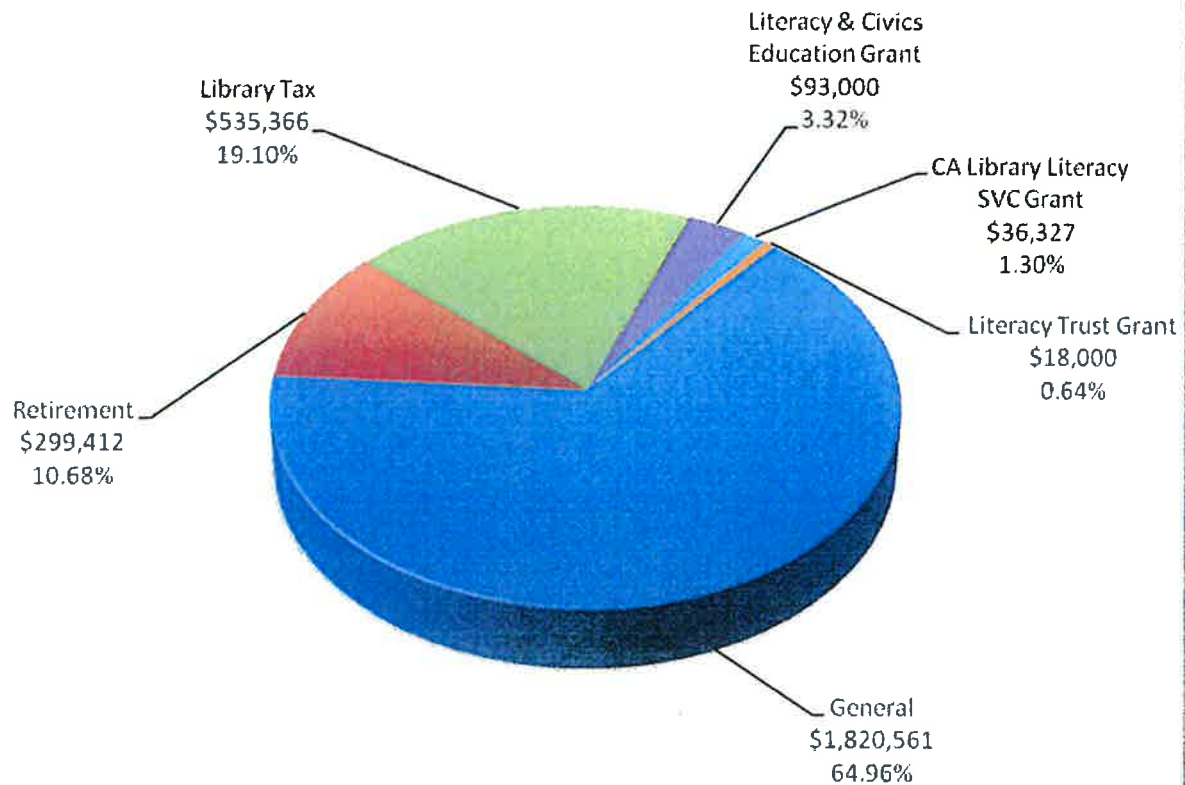


Gloria Guerrero
Trustee
Library Board of Trustees

ATTACHMENT 2

Funding Chart

Library Source of Funds



General	\$1,820,561	64.96%
Retirement	\$299,412	10.68%
Library Tax	\$535,366	19.10%
Literacy & Civics Education Grant	\$93,000	3.32%
CA Library Literacy SVC Grant	\$36,327	1.30%
Literacy Trust Grant	\$18,000	0.64%
Total	2,802,666	100.00%

ATTACHMENT 3

2016-17 Budget

CITY OF MONTEREY PARK

SOURCE OF FUNDS:

PROGRAM SUMMARY

DEPARTMENT: Library

ACTIVITY: Library

ACTIVITY NO.: 6000

General \$1,820,561
Retirement \$299,412
Library Tax \$535,366
Literacy & Civics Education Grant \$93,000
CA Library Literacy Services Grant \$36,327
Literacy Trust Account \$18,000

<u>SUMMARY OF COST</u>	<u>Actual 2014-15</u>	<u>Adopted 2015-16</u>	<u>Year-End Estimated 2015-16</u>	<u>Proposed 2016-17</u>	<u>Adopted 2016-17</u>
PERSONNEL COST	\$1,802,696	\$2,016,115	\$2,015,762	\$2,069,137	\$2,069,137
SERVICES & SUPPLIES	741,264	756,257	755,747	733,529	733,529
CAPITAL OUTLAY	0	0	0	0	0
TOTAL COSTS	\$2,543,960	\$2,772,372	\$2,771,509	\$2,802,666	\$2,802,666
AUTHORIZED FULL- TIME EQUIVALENT POSITIONS	23.18	25.53	25.53	25.53	25.53

Program Description

The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services. The library operates under the provisions of Chapter 2.80 of the Monterey Park Municipal Code.

The library serves the residents, city employees and business community of the City of Monterey Park by maintaining a diversified collection of books including electronic and non-print materials and public access computers; encouraging and promoting independent lifelong learning; providing reference assistance to answer personal, business and job-related inquiries; providing opportunities for knowledge, information and entertainment here and access to materials and services in other libraries; and preserving Monterey Park's heritage by collecting local information and materials of historical significance.

The library has a collection of approximately 159,685 volumes of books, 6,588 government publications, 4,767 audio items, 1,333 videocassettes, 5,459 DVDs, 4,426 maps, 422 pamphlets and 106 magazine and newspaper subscriptions.

Special activities and strengths of the library include an international collection of 33,070 non-English language items with an emphasis on Asian materials housed in the International Room, a Computer Lab with 16 public computers available for classroom instruction and training and a literacy program (LAMP) which offers English as a Second Language and several citizenship classes.

Measure C sunsets in April 2018. Current tax allocations from commercial and residential properties support daily library operations and enable the library to be open seven days a week, support salaries of part-time staff, enhance collection development and cover the Library expansion financing debt service.

Personnel changes from last year include: Shifting part-time hours among various activities to be in line with the service needs of the Library.

ATTACHMENT 4
Expansion Plan and
Organization and Community Needs Report



Expansion Plan & Organization and Community Needs Assessment Report

Monterey Park Bruggemeyer Library

October, 2016

La Piana
CONSULTING
Collaborate. Create. Accelerate.

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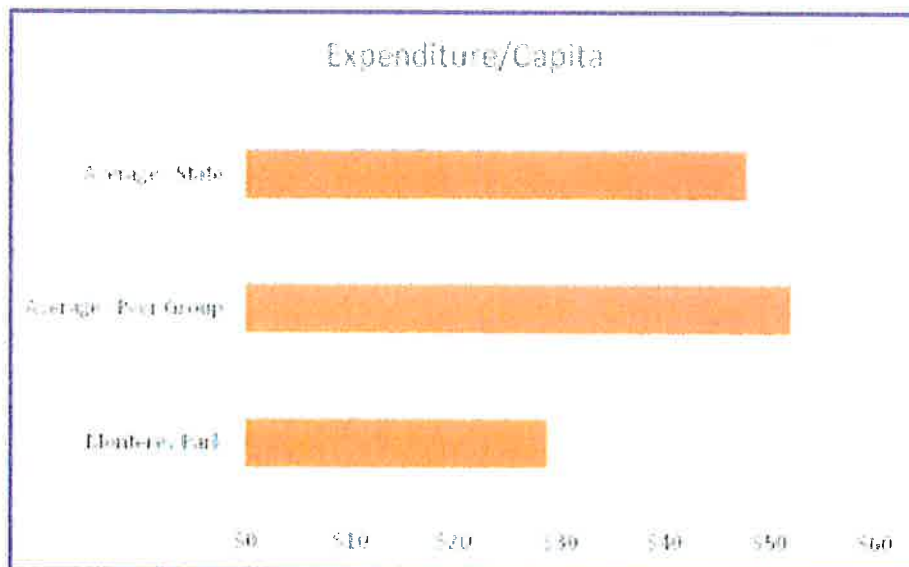
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Expansion Plan

Overview and Summary of the Assessments

Twenty years ago, the City of Monterey Park passed a parcel tax measure to fund the development of the Monterey Park Bruggemeyer Library building. The tax provided sufficient income to finance the building and approximately \$125,000 to support the Library's operations. The parcel tax expires in 2018. The loss of the support for operations would mean a significant reduction in library hours (requiring the library to be closed on weekends) and services – a monumental loss to the community members who value the library as instrumental to the quality of their lives. On the other hand, the continuation of the parcel tax would offer an opportunity to expand library hours and services by generating approximately \$500,000 for the library's annual budget. In consideration of this opportunity, the Library's Board of Trustees hired a library consultant to conduct a Library Organization and Community Needs Assessment ("Needs Assessment"). The assessment included a review of data collected by the California State Library, a scan of results from a survey of 305 community residents in the summer of 2015 ("2015 Community Survey"), a survey of 240 local residents in 2016, and small group dialogs with 33 library stakeholders, including library staff, volunteers, and business/community leaders.

The assessment of the library and community needs for library services pointed to deficiencies in several areas (for example, hours of operation, technology, and collections), all stemming from inadequate funding. In response to the City of Monterey Park's budget cuts in 2010, the library reduced staff from over 30 FTEs to 24.59 FTEs, resulting in the Library being open fewer hours. Program expansion and the capacity for community outreach are also limited by the number of staff. The reduced library funding places local library expenditures lower than both state and peer group averages (Source: California State Library).



Following the Library consultant's completion of the 2016 Needs Assessment, the Library's Board of Trustees appointed a special Community Needs Advisory Committee ("Advisory Committee") consisting of Norma Arvizu (City Librarian), two library trustees (Betty Morin and Maria Elena Yepes), and one community member (Yukio Kawaratani). The Advisory Committee was charged with developing a recommended expansion plan for the Library under two scenarios: continuation of the parcel tax and sun-setting the tax at the end of the next fiscal year. The stakes are high, as one Advisory Committee member noted: "Measure C gave us a great facility but we still have inadequate funding; continuation of the parcel tax will secure the library for the future."

The Planning Process

The Advisory Committee met three times between August 25 and September 28, 2016, working to develop the recommendations contained in this plan by following the work plan outlined below:

Work Plan

Activity	Responsible
Review assessment and develop 1-3 top priorities for expansion	Committee members (individually)
Reach consensus about top priorities for expansion	Advisory Committee
Develop draft objectives	Consultant
Research costs for implementing priorities	Selected Committee members
Review objectives and costs of individual plan elements	Advisory Committee
Develop pro forma budgets for each scenario	City finance staff with City Librarian selected subcommittee member(s)
Present plans with budgets to the Board of Trustees	City Librarian

Reviewing the Needs Assessment. The first step in the process was to review the recently completed Needs Assessment report. Committee members were asked to determine the top one to three priority areas of greatest opportunity to meet the needs of the citizens of Monterey Park in the event that the tax measure passes.

Crafting objectives. At the initial meeting of the Advisory Committee on August 24, 2016, members reached consensus on the priority needs reflected in the Needs Assessment report and asked the consultant to draft objectives to address each of the priority areas identified. The committee then reviewed and refined the objectives until Advisory Committee members reached consensus about the wording of each objective.

Considering growth scenarios. The second meeting of the Advisory Committee on September 8, 2016 focused on considering possible scenarios for expansion of library services. The consultant and one committee member offered a number of scenarios for consideration and the group reached agreement that they would support a plan that balanced three priority needs identified in the assessment report: expansion of hours, technology, and the collection. The committee then

worked to develop a thumb-nail budget for the funds provided by a continuation of the parcel tax that addressed their commitment to achieve the objectives of expanding library services in these three areas.

Refining the budget. The City Librarian and an Advisory Committee member then identified costs associated with advancing each of the identified objectives and worked with City finance staff to convey the ideas of the committee and develop a detailed multi-year budget for the expansion of library services.

Findings and Recommendations

From the outset, committee members reached agreement on the main areas of needed library services expansion. Based upon their understanding of the community needs reflected in the recent Needs Assessment and the 2015 Community Survey, the committee identified four priorities, detailed below.

Hours. As noted above, the recommendation to expand hours reflects one on the top needs identified in the recent library Needs Assessment. The expansion of hours would also provide the opportunity for expanding programs (e.g. computer classes) at the Library. When asked about the library's hours in the 2015 Community Survey, 66% of those surveyed felt that expanding library hours was important. The expansion of hours was also among the top recommendations of stakeholders who participated in the 2016 Needs Assessment.

Technology. Technology was another priority need identified by the assessment and Committee members agreed that it was essential to maintaining the Library's relevance and continuing its role in bridging the digital divide that disproportionately impacts low-income community residents. When asked about the library's technology in the summer of 2015, less than half (48%) of those surveyed felt that the library's technology met their needs. Though the library currently provides 62 public computers and high-speed Internet access, it will take a concerted effort and additional resources to stay abreast of technological innovation.

Collection. The data presented in the Needs Assessment showed a collection that is limited and aging. When asked about the library's collection in the summer of 2015, 67% of those surveyed felt that increasing the book collection was important. While the library's collection may include areas of strength (the Chinese collection is notable), library staff and management agree that if the collection was thoroughly (and appropriately) weeded to remove outdated volumes, the shelves would appear relatively bare. This finding is supported by data collected by the California State Library that shows Monterey Park spends a significantly lower percentage of total library expenditures on collections than its peers (cities of similar size and average household income).

Improve Library Infrastructure. The library building is now 20 years old and will increasingly require attention to upkeep, maintenance, and repairs. In addition, the facility may require upgrades from time to time, including the purchase of a back-up generator to sustain operations during power outages.

Based upon these priorities, the committee crafted the following objectives for developing the library with the support of the parcel tax:

1. Increase hours Library is open. The Library will be open every day of the week and will increase hours from 44 to 57 hours per week, including evenings.
2. Expand technological capacity. The Library will support the digital needs of the citizens of Monterey Park by staying abreast of advances in hardware, software, and internet technology.
3. Build the collection. The Library will close the gap between spending on books and e-books by the City of Monterey Park and spending on books and e-books by other California cities.
4. Improve library facility and infrastructure. The library will address specific infrastructure needs, including space utilization, back-up power, and other capital improvements and maintenance issues.

These objectives are achievable only if the tax is extended. Should the parcel tax sunset, the result will be a significant reduction of library hours (including closing the library on Saturdays and Sundays). Other adverse impacts would include:

- Elimination of 11 part-time staff
- Reduction of programming (because of lack of staff to develop and manage programs and limited hours of operation)
- Limited expansion of technology; with purchase of new replacement computers limited to 10 per year equipment would become outdated and inefficient
- Large crowds that would be unmanageable during high traffic hours because of limited staff and hours of operation. Higher risk of incidents in the library
- Loss of full-time staff seeking a better work environment; with limited budget, there would be no incentive to remain as the library could not afford to keep up with/upgrade its collection and technology
- Collection expansion would be severely limited, leading to unhappy patrons

Purpose of the Assessments

The City of Monterey Park contracted with a consultant to perform an assessment in two phases: an organization assessment and a community library needs assessment. The purpose of the assessment was to gain a deeper understanding of the library and the community it serves. The intended outcome was a set of findings to support the development of programs, services, and facilities based upon community needs and available resources (particularly, funding).

The purpose the first phase, an organization assessment, was to set the stage for a broader study of community needs for library services. By looking at the Monterey Park Bruggemeyer Library through the eyes of the people who work at the library, it was possible to gain important insights about the library's current strengths, capacity, and constraints from some of the people who know the library best. In addition, the library was compared with other libraries in California in areas such as funding, collection, hours open, and staffing, using data obtained through the California State Library

The second phase, a community library needs assessment, was implement to understand the community's opinions about the library's collection, facilities, and services. Views of library stakeholders were solicited through a community needs questionnaire and focus groups.

Findings from the organization assessment (phase one), including the data gathered from the California State Library were then compared to the findings of the community library needs assessment (phase 2). The results of the organization and community needs assessments were consistent: On a positive note, the library and its staff are valued by local residents and demand for library services is strong. However, relative to other libraries in cities of similar size to Monterey Park, the library is underfunded, understaffed, and in need of a significant investment in an aging and diminished collection.

Methods

The City of Monterey Park issued a Request for Proposals for a library consultant to conduct an organization and community needs assessment. After a review of proposals submitted, the City selected Doug Green to complete the assessment.

The library organization assessment and community needs assessment process included the following elements: 1) project planning to establish a timeline and identify key stakeholders to engage in the assessment process; 2) surveying staff regarding current library operations; 3) convening a staff focus group to garner feedback about library operations; 4) analyzing data collected through a 2015 community survey; 5) reviewing data collected by the California State Library and comparing the Monterey Park Bruggemeyer Library to libraries across the state and within a peer group of libraries in communities of similar size and demographics; 6) developing a needs assessment questionnaire available online and via hard copy in high-traffic public locations, including the Library; 7) facilitating three (additional) focus groups with community stakeholders; 8) compiling and analyzing data gathered through secondary research, the questionnaire, and focus groups; 9) and providing this final report to the Library's board of trustees.

Summary of Key Findings

- **The Monterey Park Bruggemeyer Library enjoys loyal patronage** from the community. Compared to libraries across the state and among peers from cities of similar size, the library enjoys a higher than average circulation per hours open.
- **Library staff are well-regarded by the community.** Over half of respondents to the community questionnaire (56.3%) indicated that staff assistance makes it easier to get what they need at the library. In addition, the quality of the library staff was mentioned by participants in all focus groups who cited staff's customer service, professionalism, and helpfulness.
 - Although staff is well-regarded, Monterey Park's library is understaffed relative to other libraries. The library has a staff of 0.40 per 1000 residents compared to 0.42 for all libraries in California and 0.61 for the peer group.
- The Monterey Park library is open fewer hours than other libraries in the peer group and across the state. Questionnaire respondents mentioned the need for additional hours twice (in open-ended questions about how to improve the library). Participants in all focus groups mentioned the need for additional hours, particularly during evenings and weekends.
- **All parts of the collection were rated very important or important** by a majority of questionnaire respondents. Highest rated elements of the collection were materials that support research for school (or work) projects, new and popular books, and children's books and DVDs.
 - Monterey Park spends less per capita on library services than averages for libraries throughout California and within the peer group (\$29 per capita versus an average of \$48 and \$51.90, for California and peer cities, respectively).
 - One result is that spending on the collection is lower than average. Monterey Park spends less of its library budget on its collection than other libraries, on average. The city spends 3.98% of its library budget on collection versus 7.63% for the peer group and 8.82% for libraries across the state.
 - Monterey Park has fewer books to share with its citizens than other libraries, on average. The Library has 2.62 volumes per capita compared to an average of 2.96 for cities in the peer group and 3.38 for cities across California. Library users have noticed; over 20% of questionnaire respondents said that one of the things that makes it difficult to get what they want at the library is the lack of materials that are interesting to them.
 - The importance of improving the library's collection was mentioned in three out of four focus groups. Of staff surveyed, 39% indicated that the collection "needs improvement."
- **There is strong demand for programs and materials in a Chinese language.** Of the survey respondents 113 out of 214 indicated that they would be more likely to check out materials if they were written in a language other than English. Of these, 77% said they would prefer to read materials in a Chinese language.
- **The programs currently offered by the Library are valued by the community.** A majority of questionnaire respondents rated all current library services as very important or important. The programs with the highest ratings were classes to support employment and careers, computer classes, and classes to build skills in a second language.

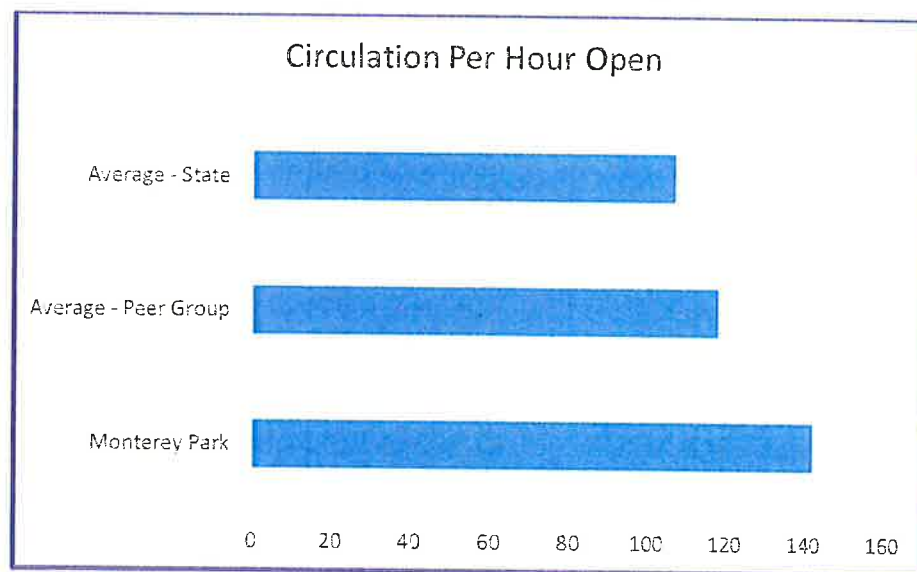
- Increasing programs to support the use of technology, especially for young people was a key theme in three of the four focus groups.
- **The Library's success has created some 'growing pains.'** Demand for Library services has resulted in calls for more seating/study tables, less noise, and more parking. When asked what makes it hard to get what you need at the library, survey respondents most often indicated inadequate parking and overcrowding. Increasing space at the library and available parking was mentioned in two of the four focus groups.
- **Access to technology is important to library users.** A majority of questionnaire respondents rated all current elements of technological support as either very important or important. The most highly rated technological supports were Wi-Fi availability, high-speed Internet, and access to computers.
 - When asked about **potential additional technologic support at the library**, printing via Wi-Fi, online tutoring, and an interactive library website were the top-rated technological enhancements.
 - The importance of enhancing technology at the library was mentioned in three of the four focus groups, including increasing the availability of computers, adding computer/technology classes, making the library's website more interactive, and increasing the use of social media to communicate with the public.
- In imagining the '**ideal future for the Library**' the most commonly mentioned differences between the current library and the ideal cited by participants in focus groups were:
 - General expansion of what is currently offered
 - Hours
 - Staff
 - Parking
 - Sustainable funding
 - Enhanced technology
- The most common **recommended improvements** to the Library made by focus group participants were:
 - Extend the hours the library is open
 - Increase community outreach
 - Improve the collection
 - Increase funding for the library

Findings: Organization Assessment

Strengths of the Library

Key strengths of the Library identified during the process included:

- Patronage. Data from the California State Library supports the view of staff that library patronage is a particular strength in Monterey Park. While the Library is open fewer hours each week compared to other libraries (39 hours per week versus 39.75 for the peer group and 42 for libraries across the state), circulation per hour open is significantly higher (20% and 32% higher than peer group and state averages, respectively), as shown in the table below. There are many possible reasons for the loyalty that the library enjoys from its patrons, including a friendly staff that reflects the diversity of the community, interesting and culturally-diverse programs, a modern facility with access to computers, and consumer-friendly policies (e.g. low fines and charges).



- Staff. Staff and management noted the friendly customer service at the library as well as the diversity of the staff. Language access is provided through a number of staff members who speak languages other than English.
- Programs. The library's current programming is one reason that the library enjoys such loyal patronage. The library's most popular and well-attended programs were described as diverse, multi-cultural, and relevant. Staff mentioned classes on topics that included citizenship, computers, and literacy.

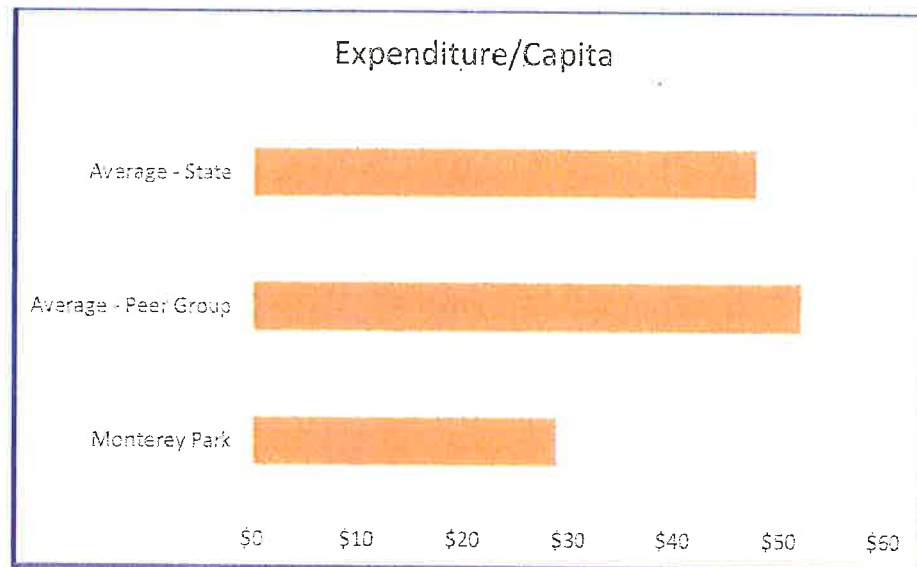
Key Program Facts	
143	Program Volunteers (who average 10,389 hours annually)
173	Adult Programs with 3752 in attendance
72	Young Adult Programs with 1976 in attendance
291	School Age Programs (no attendance records)
133	Pre-School Programs (with 5801 in attendance)

- Facility and Equipment. The library is located in a large and (relatively) new facility with adequate space for collections and programs. The library's 62 public computers provide public access to high-speed Internet and the library's own databases.
- Community Outreach and Engagement. Another key strength of the library is its engagement of the community as evidenced by the number of volunteers, outreach events (e.g. Chinese New Year), and in-kind support from businesses. The library currently has 143 program volunteers. In-kind donations include computers and books (particularly donations to the international collection).
- Other strengths. Other strengths identified through the assessment include:
 - The Chinese collection.
 - Outreach to schools and other specific community partners.

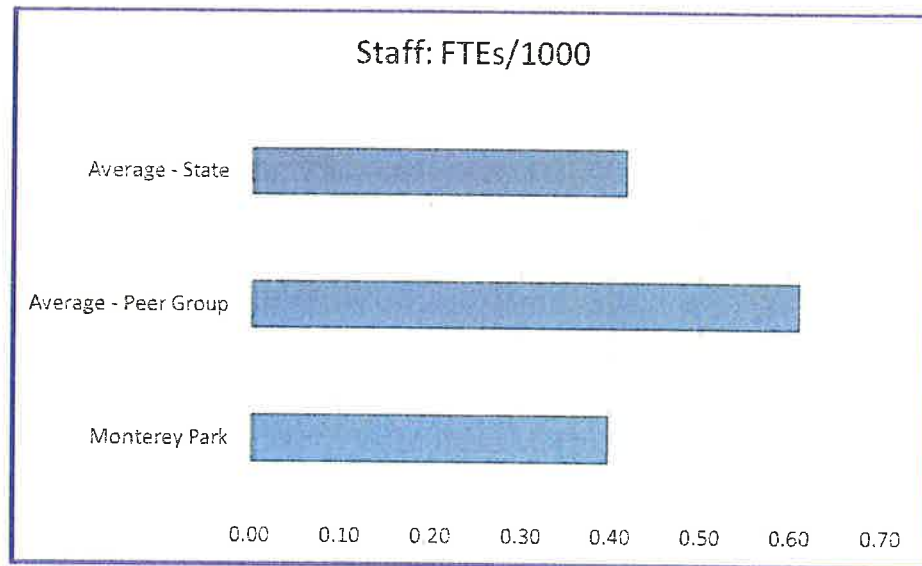
Areas of Needed Improvement

The consultant identified the following areas of needed improvement:

- Staffing. In response to the budget cuts in 2010, the library reduced staff from over 30 FTEs to 24.59 FTEs. The result is that the library is open fewer hours. Program expansion and the capacity for community outreach are also limited by the fewer number of staff. The reduced library funding places local library expenditures lower than both state and peer group averages:



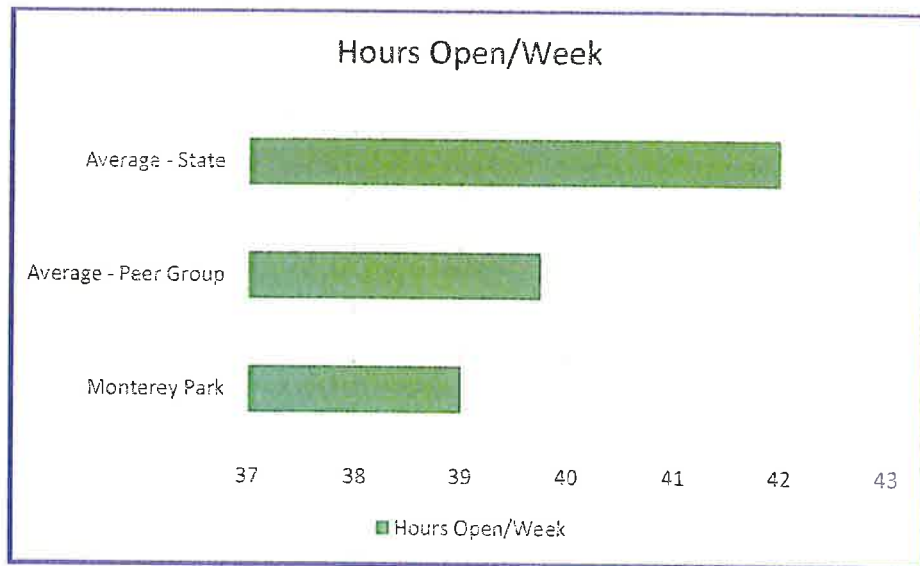
The chart below shows that the Monterey Park Bruggemeyer Library has fewer full-time equivalent staff members (FTEs) per 1000 citizens than other libraries across California and within the peer group.



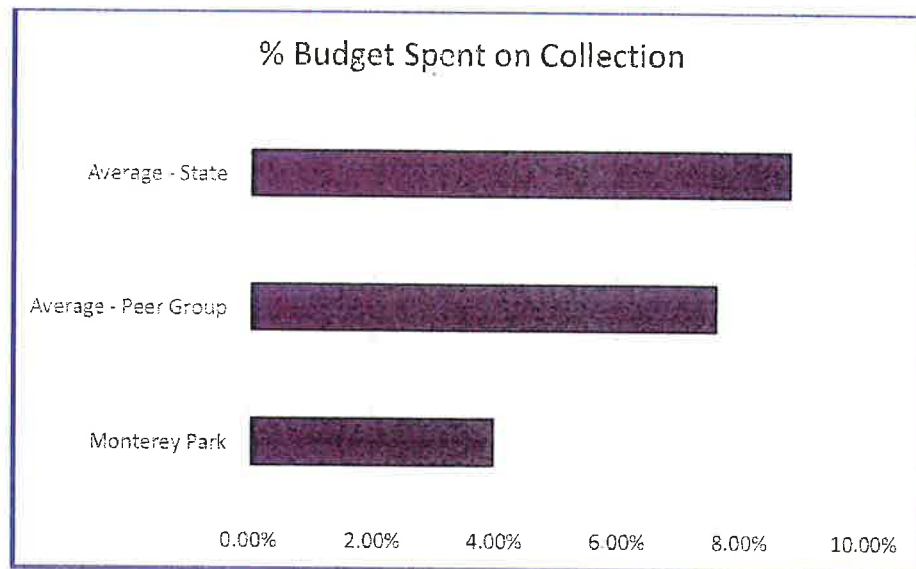
There is a need to re-build staff to pre-2010 levels and strengthen staff capacity by hiring and retaining innovative and experienced professionals and paraprofessionals. There is also a need for staff mentoring in a way that builds their skills and allows them to take on expanded roles within the department.

In addition, the Library must continue to demonstrate a commitment to inclusivity in library services and programming by employing staff members and engaging volunteers who speak, read, and write in the languages spoken in Monterey Park's community.

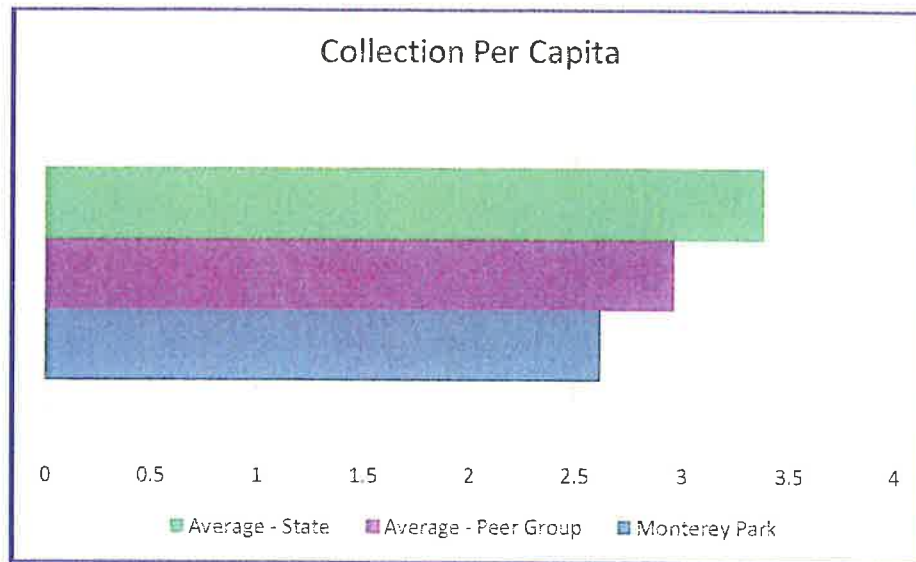
- Library hours. In response to the 2010 budget cuts and staff reductions noted above, the library reduced the number of hours it is open to the public from 54 per week to 44 per week currently (the hours dipped to 38 per week until additional Friday and Saturday hours were re-introduced in 2013 and 2014). When asked about the library's hours last summer (in a survey that was not a part of this assessment), 66% of those surveyed felt that expanding library hours was important. Given the demand for library services in Monterey Park (as evidenced by the circulation per hour open), there is a need to increase the number of hours that the library is open. This includes opening the library one additional evening and extending hours on Friday and Saturday to a full day. A comparison of the library's hours to state and peer group averages is shown in the following chart.



- Collection. When asked about the library's collection last summer, 67% of those surveyed felt that increasing the book collection was important. While the library's collection may include areas of strength (the Chinese collection is noted above), library staff and management agree that if the collection was thoroughly (and appropriately) weeded to remove outdated volumes, the shelves would appear relatively bare. This finding is supported by comparison data. The chart below shows the relative percentage of library expenditures on collections for Monterey Park Bruggemeyer Library and its peers:



The chart below shows the results of reduced spending on the collection: a smaller number of volumes per capita than other libraries.



Staff identified the following specific areas of collection development:

- Materials that support school research, jobs and careers, job testing;
 - New books and DVDs (for adults and teens, including popular fiction)
 - Materials that support: program themes, technology, and classes;
 - Access to newly published Chinese materials;
 - Building the Children's collection (which accounts for approximately 70% of total library circulation);
 - More newspapers and magazines; and
 - Digitization of special collection materials.
- **Technology.** When asked about the library's technology last summer, less than half (48%) of those surveyed felt that the library's technology meets their needs. Though the library currently provides 62 public computers and high-speed Internet access, it will take a concerted effort and additional resources to stay abreast of technological innovation. There are several areas of needed improvement identified by staff and management:
- Migration from the current library data system, Millennium, to Sierra, an updated, cloud-based integrated library system architected for access while maintaining a high level of reliability;
 - Purchase of an additional self-checkout machine adaptable to RFID;
 - Purchase a point of sale or magstripe reader that works with an iPad;
 - Purchase of two 3-D printers for a makerspace;
 - Appropriate computer hardware replacements and upgrades;
 - Development of a state of the art website and web marketing strategies;
 - Purchase of two ceiling mounts for LCD projectors used in the classrooms;
 - Addition of Wi-Fi printing and color printing options on all computers; and

- Purchase of a microfilm reader.
- Facility and Equipment. Although the library building is relatively new (completed and occupied in 2006), the staff and management identified several recommended areas of improvement for the library's facility and equipment:
 - More Study Rooms;
 - Mobile shelving units to make room for: more reading tables/chairs, classrooms, program space and makerspace, digital audio, video, and photography stations, digital creation stations, craft and sewing stations, robotics stations, music stations, career stations, and job testing stations.
 - The addition of a coffee kiosk, art, plants, and/or other enhancements to a sense of 'place;'
 - A dedicated copy machine for passports;
 - A generator to operate the library independent of SCE due to regular power outages that interrupt services to patrons and exhaust backup systems;
 - The addition of vehicles and book vending machines to assist library staff in reaching out to meet local residents where they live, work, and play; and
 - Development of a dedicated space for teens, including a dedicated computer area.
- Programs. When asked about the library's programs in a survey conducted last summer (not a part of this assessment), those surveyed identified the following new educational programs that they would like to see the library offer:
 - Employment/career education (43% of respondents);
 - Programs for a second language (35%);
 - CCS; Social Security; HUD; Senior Assisted Living, etc. (30%);
 - Programs for patrons 65 years or older (24%); and
 - Women's empowerment programs (21%).

Staff offered the following additional recommendations about program development:

- Enhance computer class offerings (including classes in use of mobile technology and social media)
- Lynda.com subscription to place tutorials on website;
- More cultural arts programs on music, dance, and visual art;
- Language interpretation to improve access for non-English speakers; and
- Increase culturally diverse programming (including more programs in Mandarin).
- Other improvements needed. In consultation with staff and management of the library, staff identified several other areas of improvement needed at the library:
 - Increase outreach to and engagement of the community, including partnerships with other community organizations, to enable staff to gain a greater understanding of community needs and wants, and to develop programs and services that the Library might not be able to do on its own;

- Translating flyers, calendars, and other publicity materials into languages spoken in Monterey Park's community; and
- Engagement of the community through social media (due in part to City policy).

Findings: Library Needs Questionnaire

The following is a summary of the results a survey of 214 Monterey Park residents conducted between May 23 and July 11, 2016.

Question 1: What is your age?		
Answer Options	Response Percent	Response Count
Under 12	2.3%	5
12-14	1.4%	3
15-18	3.3%	7
19-25	7.5%	16
26-36	15.9%	34
37-45	13.1%	28
46-55	24.3%	52
56-65	5.1%	11
Over 65	23.4%	50
Prefer not to answer	3.7%	8

Question 2: What is your zip code?		
Answer Options	Response Percent	Response Count
91803	6.7%	14
91754	38.5%	80
91755	28.8%	60
90022	1.9%	4
91770	7.2%	15
90640	4.8%	10
91801	3.8%	8
91776	3.4%	7
Other	4.8%	10
Other Zip Codes (Frequency of 2 or less): 90063, 91001, 91011, 91108, 91640, 91732, 91755, 91789		

Question 3: How often have you visited the library in the past 12 months?

Answer Options	Response Percent	Response Count
Did not visit library in the past 12 months.	6.1%	13
1-5 times	14.2%	30
6-12 times	20.3%	43
13-24 times	13.2%	28
More than 24 times	46.2%	98

Note: 20.3% of responses came from individuals who have visited the Library zero to five times in the past year; 45.2% of responses came from users who visited the Library more than 24 times last year.

Question 4: Would you be more likely to attend a library program presented in a language other than English?

Answer Options	Response Percent	Response Count
Yes	48.0%	98
No	52.0%	106
<i>answered question</i>		204

Question 5: If yes, which language would you prefer?

Answer Options	Response Percent	Response Count
Chinese (Cantonese)	27.0%	31
Chinese (Mandarin)	49.6%	57
Korean	1.7%	2
Vietnamese	3.5%	4
Japanese	2.6%	3
Spanish	14.8%	17
Hindi	0.9%	1
Other (please specify) ▪ Thai (2)		
<i>answered question</i>		214

Note: A majority (76.6%) of survey respondents who prefer programs in a language other than English prefer a Chinese language.

Question 6: Would you be more likely to check out library materials if they were written in a language other than English?		
Answer Options	Response Percent	Response Count
Yes	55.1%	113
No	44.9%	92
<i>answered question</i>		205

Question 7: If yes, which language would you prefer?		
Answer Options	Response Percent	Response Count
Chinese (Traditional)	50.4%	60
Chinese (Simplified)	26.9%	32
Korean	1.7%	2
Vietnamese	2.5%	3
Japanese	0.8%	1
Spanish	17.6%	21
Other (please specify):		
▪ Thai (2) ▪ Arabic		
<i>answered question</i>		119

Note: A majority (77.3%) of survey respondents who prefer materials in a language other than English prefer materials in a Chinese language.

Question 8: How much do you value the following parts of the Library's collection?

Answer Options	Very Important	Important	Somewhat Important	Not Important	Don't know/Doesn't apply to me	Average Rating 0-4
Materials that support research for school (or work) projects	125	57	6	5	8	3.42
Materials re: jobs and careers	95	60	30	5	7	3.17
Materials that support success in job testing	85	66	29	9	8	3.07
New/popular books	110	59	22	6	6	3.29
New/popular DVDs	71	64	34	21	5	2.90
Materials that support library's classes (e.g. computer books)	98	63	27	7	8	3.16
Children's books and DVDs	102	61	24	6	9	3.19
Newspapers and magazines	68	80	37	13	3	2.98
E-books, electronic media	73	69	37	11	9	2.93
answered question						205
What other books or materials would you like to see at the library? Books ▪ Young adult books ▪ Women's current non-fiction, self-help, and fiction ▪ More popular teen books ▪ Biographies ▪ More kids books for children under age four ▪ Book series (Harry Potter, Series of Unfortunate Events, Goosebumps, etc.) and fiction ▪ Dictionary ▪ More English books ▪ More new books Language access						

- Bilingual Spanish/English books and DVDs for kids. Bilingual learning for kids/toddlers at computer lab. Read Along Books.
- Chinese story books
- Chinese magazines from Hong Kong
- Korean newspapers

News

- Parenting, international news
- Newspapers
- Online subscription of magazines and major newspapers

Technology

- Drawing tablets with Photoshop installed for the people who can't afford Photoshop
- More computer classes or tutoring

Art

- Coloring or art stations at least once a week
- Urban sketching, sketching, and watercolor books

Also mentioned (more than three times): text books and exam prep books, DVDs, audio books

Note: All parts of the collection were rated very important or important by a majority of respondents. The highest rated components of the collection were materials that support research for school (or work) projects, new and popular books, and children's books and DVDs.

Question 9: How much do you value the following technological support currently offered by the library?

Answer Options	Very Important	Important	Somewhat Important	Not Important	Don't know/Doesn't apply to me	Average Rating 0-4
Access to computers	132	47	9	3	5	3.52
Access to Wi-Fi	137	46	8	2	3	3.59
Access to the online catalog	103	62	22	3	4	3.32
Access to library databases	95	65	23	5	8	3.19
Printer	98	59	29	5	5	3.22
High-speed Internet	128	50	12	3	3	3.52
What other technology currently offered by the library do you value? ▪ iPad (3) ▪ Copier ▪ Blu-Ray DVD player for movie days on Wednesdays ▪ Computer equipment (including headsets) ▪ Computer classes						

Note: A majority of respondents rate all current elements of technological support as either very important or important. The most highly rated technological supports were access to Wi-Fi, high-speed Internet, and access to computers.

Question 10: How much would you value the following additional technological support from the library?

Answer Options	Very Important	Important	Somewhat Important	Not Important	Don't know/Doesn't apply to me	Average Rating 0-4
Color printing	69	57	43	10	12	2.84
Printing via Wi-Fi	86	54	28	6	17	2.97
Online tutoring	73	70	33	7	12	2.95
Access to e-readers (Kindle, Nook, etc.)	65	58	37	15	16	2.74
3-D printer	56	39	48	32	17	2.44
Interactive library website	72	68	34	7	13	2.92
Information about library programs delivered online through social media	64	72	38	8	11	2.88

What other technological support would you like to see offered by the library?

- Phone charging station
- Technology offered to toddlers/children. Online tutoring, learning programs.
- High speed Wi-Fi
- Interaction with social media (Twitter, Instagram)
- RFID
- Easier access to printers (i.e. Alhambra Library)
- Better databases

Note: A majority of survey respondents valued every element of additional technologic support as either very important or important. The highest rated potential new elements of technological support were printing via Wi-Fi, online tutoring, and an interactive library website.

Question 11: How much do you (or would you) value the following Library programs?

Answer Options	Very Important	Important	Somewhat Important	Not Important	Don't know/Doesn't apply to me	Average Rating 0-4
Classes to support employment and careers	99	68	16	4	8	3.26
Classes to build skills in a second language	101	64	21	6	6	3.25
Information sessions on government programs	69	82	31	6	8	3.01
Information sessions for seniors, ages 65+ (e.g. session on assisted living)	78	67	32	7	10	3.01
Passport services	74	68	34	12	8	2.96
Programs for women	78	65	37	8	6	3.04
Computer classes	94	71	21	5	4	3.26
Access to online classes (e.g. Lynda.com)	76	57	39	8	9	2.97
Arts programs	72	63	36	15	6	2.94
Dance programs	54	61	39	27	9	2.65
Film	56	63	42	22	11	2.68

What other programs would you like to see at the library?

- ▣ Children's programs, including tutoring (6)
- ▣ Authors/speakers (3)
- ▣ Art exhibits
- ▣ Craft/fun classes
- ▣ More technology classes
- ▣ Reading programs
- ▣ Silent study rooms
- ▣ Teen programs
- ▣ Yoga

Note: A majority of survey respondents rated all of the currently offered library programs as either very important or important. The programs with the highest ratings were classes to support employment and careers, computer classes, and classes to build skills in a second language.

Question 12: How would you rate the following aspects of the current library facility?

Answer Options	Excellent	Above Average	Below Average	Poor	Don't know/Doesn't matter to me	Average Rating 0-4
The availability of study rooms when I need them	92	55	11	0	32	2.92
The availability of study tables and chairs when I need them	88	67	12	3	19	3.07
The size and comfort of the classrooms	99	59	8	1	21	3.14
The meeting rooms/gathering places for community groups	79	72	9	1	22	3.01

Do you have other thoughts about the current library facility?

Recommendations:

- Try to be open more hours.
- More tables with charging ports (or chairs with charging ports)
- More tables
- More computers
- More study rooms with whiteboards and markers would be best. Lots of study rooms don't have markers or erasers.
- Have less requirements to get a study room
- Varying sizes of study rooms and more comfortable chairs
- The upholstery is gross and there is dust everywhere. I wish the Internet wouldn't go out so often.

Praise:

- I love the children's section! It's wonderful.
- I love and enjoy Read time.
- It's enjoyable and comfortable.
- Great library
- The children enjoy the play area, blocks, puppets, kitchen, etc.
- Love it. It's spacious with toys that require creativity, engineering, and lots of imagination.
- Nice size bookstore

Note: A majority of survey respondents rated all aspects of the current library facility identified in the survey as either excellent or above average. The highest rated aspect of the facility was the size and comfort of the classrooms.

Question 13: How would you rate the importance of the following potential upgrades to the library facility?

Answer Options	Very Important	Important	Somewhat Important	Not Important	Don't know/Doesn't apply to me	Average Rating 0-4
Audio/visual stations	75	49	36	9	11	2.93
Photography stations	53	53	46	14	17	2.61
Digital creation stations	57	52	40	11	22	2.61
Craft and sewing stations	56	40	46	22	14	2.57
Music stations	58	53	43	12	14	2.72
Job testing/career stations	81	55	30	6	14	2.98
Book 'vending machines' to allow checking out materials closer to my home or office	54	52	30	25	20	2.52
Dedicated space for teens	69	60	28	9	14	2.89
Refreshments (e.g. vending machines or coffee kiosk)	55	37	30	44	16	2.39

Do you have other thoughts about enhancing the library facility?

- Add a room where people can eat (2)
- Longer hours, every day until 9:00 p.m. (2)
- I've noticed that the bathroom near the entrance is often smelly/dirty.
- Expand the parking space.
- Order book online pick up library.
- More comfortable
- More space
- Anything to lessen rowdiness from unsupervised kids
- More study rooms and a "discussion room"

Note: When presented with the list of potential upgrades to the library facility, survey respondents rated job testing/career stations, audio/visual stations, and dedicated space for teens highest among possible upgrades.

Question 14: How do you prefer to get information about community services and events?

Answer Options	Response Percent	Response Count
Friends and family (word of mouth)	39.8%	74
Newspaper in my native language	29.0%	54
Email	45.7%	85
Newsletters	32.3%	60
Brochures mailed to me	28.0%	52
Social media (Facebook, Twitter, Instagram, etc.)	34.9%	65
What other ways to you prefer to get information about what's happening in the community? ▪ Text (2) ▪ Social Media (e.g. Facebook) (2) ▫ WeChat and QQ ▪ Fliers and handouts (2) ▪ Online/email (2) ▪ Announcements at the library ▪ Bulletin boards ▪ Community newspaper ▪ Flyers in shop windows ▪ Mail ▪ Newspapers and social media		

Note: Survey respondents most often indicated that email, word of mouth, and social media are their preferred ways of receiving information about community services and events.

Question 15: What makes it easier to get what you need at the Monterey Park Bruggemeyer Library?

Answer Options	Response Percent	Response Count
Welcoming environment	48.6%	89
Staff assistance (general)	56.3%	103
Help with research	25.7%	47
24/ hour, 7 days access to online library collections and services	31.7%	58
Parking	30.6%	56
Materials, plentiful and easy to find	40.4%	74
What else makes it easy to get what you need at the library?		
▪ Computers ▪ Online catalog ▪ Learning English ▪ Quiet space ▪ Activities and toys for kids, books, space, and great story times		
answered question		183

Note: Survey respondents most often indicated that staff assistance and a welcoming environment made it easier to get what they need at the library.

Question 16: What makes it hard to get what you need at the Monterey Park Bruggemeyer Library?

Answer Options	Response Percent	Response Count
Too crowded	27.3%	35
No place to sit	21.1%	27
Long waits for staff assistance	9.4%	12
Parking	37.5%	48
Lack of materials that interest me	20.3%	26
Difficult to find materials	19.5%	25
Distance from my home	12.5%	16
What else makes it hard to get what you need from the library? ▪ Hours open (3) ▪ Not enough parking (3) ▪ Not being able to print color copies from the computer ▪ Not enough computers ▪ Not enough rooms for study groups/discussion ▪ Sometimes loud ▪ Sometimes particularly understaffed ▪ The cost of printing is quite expensive		
answered question		128

Note: When asked what makes it hard to get what you need at the library, survey respondents most often indicated a lack of parking and overcrowding.

Question 17: If you are a parent of school age children, what services or programs do your children use at the library?

Answer Options	Response Percent	Response Count
Books - personal reading	48.9%	44
Research/homework	16.7%	15
Access to computers/technology	11.1%	10
Youth programs	14.4%	13
Socializing with others	8.9%	8
answered question		90

Note: When asked what services or programs their children use, parents responding to the survey most often indicated books.

Question 18: Is there anything else we can do to improve the library?

Listed in order of frequency:

Programs (12)

- More programs like music classes or computer classes (3)
- Sports and activities for toddlers and kids even throughout the year, not only in the summer
- More parent and child programs
- Motivational program for reading
- More citizenship classes
- More music for toddlers' story time on Thursday
- Free tutoring
- Children's classes on Wednesday after 5 pm. Most parents work until 5 pm.
- More classes where kids can interact with each other like Story Time
- Mandarin classes

Technology (5)

- Digital art tablets available
- More manga, more computers
- State of the art multimedia conference room
- Wi-Fi access bypassing use of library card
- Upgraded computers

Noise (5)

- Keep unsupervised kids and/or rowdy kids out
- Noisy students
- Keep the kids quiet
- Kids playing games on the computers in the main room
- More noise control

Facility (5)

- Study rooms
- Would be nice to have a expedience machine
- The restrooms are dirty, especially the ones on the second floor
- Food area where people can buy food or eat there
- Expand parking

Collection (3)

- Add DVDs that are not there
- New books, fiction/non-fiction
- Add to Spanish collection for children and adults

Hours (2)

- Open more hours
- Open 9 am to 9 pm every day

Other

- More fun events (like Halloween carnival and New Year festival)
- Allow students/people to use their phones as long as it's on silent; using phones to do homework is becoming more required. Teachers like to post information online
- Build a social welfare enquirer (the Cantonese people)
- Make this a county library

Praise for the library

- We love coming to the library! Friendly staff ☺
- I love this library! I especially love the children's section and the children's librarian

Findings: Focus Groups

The comments of 33 library stakeholders who participated in one of four focus groups are summarized below. The methodology used for the focus groups was Appreciative Inquiry (AI), a process commonly used in community-based planning efforts. The AI Cycle begins with an exploration of strengths. It then encourages dialog about the ideal future or best case scenario for an organization. Finally, AI engages participants in making recommendations to advance the community toward the ideal future. The focus groups were guided by these questions:

1. What is one thing you appreciate about the Library? Are there other strong points or best features of the Library that haven't been mentioned?
2. What's the 'best case scenario' for the future of the Library? What, in your opinion, is the Library's ideal future, say 10 years out? How would the ideal Library look different than the current Library (if at all)?
3. How do we get there from here (with prompts, below, provided as needed to encourage dialog) to there?
 - a. What are areas that need improving – books, technology, facility upgrades, or programs that should be expanded?
 - b. What's missing? What are your concerns about the library's current programs, collections, or services?
 - c. What will be the challenges in achieving the ideal future?
 - d. What partnerships or alliances will be important in achieving the ideal?

The table below provides a summary of the stakeholders' feedback. If there is one word that would summarize the input from focus group participants that word would be 'more.' While the library is valued as an important community resource (participants praised the programs, staff, facility, and technology of the library), users want more: more programs and classes, expanded hours and staffing, increased access through more parking and public transportation, and improved access to technology and the Internet.

Focus Group Feedback at a Glance				
	Library Staff March 2, 2016 (n=11)	Friends of the Library April 12, 2016 (n=6)	Volunteers May 21, 2016 (n=6)	Business/Community Leaders June 6, 2016 (n=10)
Strengths/Best Features of the Library	Community involvement Programs: Tech, Citizenship, Literacy Volunteers Staff/customer service	Programs: Children, ESL/Literacy, Citizenship Collection Staff	Community involvement Programs Collection Staff	Programs Facility Staff Computer access Community engagement
Ideal Future	Expanded staffing Expanded hours Expanded collection (popular, larger, e-books)	Expanded hours Increased parking	Robust PR/community outreach Expanded hours Increased technology Increased access (parking and transportation)	Expanded hours Expanded staffing Food/coffee shop on premises Increased technology
Recommendations: How do we get there from here?	Increase donations/funding Increase PR/communication to engage the community (including the Chinese community) Engage board Expand technology web presence - Interactive website - Social media outreach Improve collection Improve language access (e.g. interpretation in classes)	Extend hours Increase study space Increase community outreach Increase technology/ computer classes Increase parking Increase staffing	Engage the next generation - In learning - With the collection - As volunteer teachers Cooperation with schools Support mothers in accessing services (e.g child care) Increase technology programs Strengthen tutor community	Develop a PR plan for the library to raise visibility Hire space planner/ designer to increase usable space, expand facility and parking Increase collection Increase staffing and hours Increase access - Parking - Transportation

Strengths and Best Features of the Library

"I love this library. I especially love the children's section and the children's librarian."

Community Members had many positive things to say about the Library. The most frequently mentioned assets or strengths of the Library were (in order of frequency):

- Community involvement
 - Central gathering place for the community
 - Safe space for families
 - Volunteer engagement
 - In-kind support (books and technology)
- Library programs
 - Storytime
 - Summer reading
 - Citizenship classes
 - Computer classes and access to computers
 - Literacy/ESL
- Library staff
 - Friendly/helpful
 - Professional
 - Multi-lingual
 - Reflective of/responsive to a diverse local community

In addition, the following strengths were mentioned in two of the four groups: the collection and technology/computer access.

Ideal Future for the Library

When asked to share their thoughts about the ideal future or 'best case scenario' for the Library, participants offered a number of ideas. Themes emerged across groups, including (in order of frequency):

- General expansion of:
 - Hours
 - Staffing
 - Parking

- Sustainable funding
- Enhanced technology

In addition, the following elements of an ideal future were mentioned in 2 of the 4 groups: Food (from vending machines to a coffee shop), expanded collection, and more robust PR/community outreach.

Recommendations

Participants in three or more groups recommended the following improvements to the library to better meet community needs.

- Extend hours
- Increase community outreach
 - Develop a PR plan
 - Engage the City Council
 - Expand web presence and social media reach
 - Address language access issues
- Improve collection
- Increase funding

Also mentioned in two of four focus groups:

- Enhance the facility
 - Through space planning
 - Through expansion (of both building and parking)
 - Through signage/wayfinding
- Increase access
 - Additional parking
 - Public transportation
- Support for young mothers
- Increase staffing

Appendix A: Methods - Detail

Project Planning with City Staff

Together with the city librarian, the consultant reviewed a proposed scope of work, developed a timeline for completing the project, and created a plan for communicating with staff and other key library stakeholders. The plan to communicate with key stakeholders was grounded in two primary objectives: 1) clearly state the benefits of the project; and 2) engage library staff and key stakeholders as allies in evaluating the library and gathering community feedback about needs.

Staff Survey

The library consultant created an electronic Organization Assessment Survey using the online survey platform SurveyMonkey. The survey asked staff members to rate and comment upon library operations in four areas: 1) facilities, collections, and programs; 2) leadership; 3) community engagement; and 4) systems. In total, 28 staff members completed the survey between February 4 and February 17, 2016.

Dialog with Staff

The library consultant shared a summary of the results of the Organization Assessment Survey with a group of 11 staff members on March 2, 2016. The dialog centered on the following key questions:

- What are the most pressing issues reflected in the survey results?
- What are the key comparative strengths of the library?
- What are staff aspirations for the future of the library (what is the ideal scenario in serving the citizens of Monterey Park)?
- What needs to be done immediately to improve the library and expand capacity to meet community needs?

Separate dialogs were held with the library's staff and management team.

Review of Library Data

The library consultant used statistics published by the California State Library to compare the Monterey Park Bruggemeyer Library to other libraries in the state. A peer group of 12 libraries was selected from cities of comparable size and average household income. The consultant used the most recent (2013) data provided by the California State Library to generate averages for the peer group. Finally, data for Monterey Park was compared to these averages, as well as the averages for all libraries across California. A chart summarizing the comparison data can be found in *Appendix B: Comparison to Peer Cities*.

Community Questionnaire

The consultant worked with the city librarian and the library's board of trustees to develop a set of questions that reflected the specific areas of need the City hoped to assess. The consultant advised the group in the construction of the questionnaire in order to achieve the best results and provided a draft questionnaire for review and beta testing with a small number of library users prior to broad public distribution. The questionnaire was distributed in English and Chinese.

Collection of Feedback through the Questionnaire

With the assistance of library staff, the consultant collected responses from over 200 library users and potential users by 1) placing paper copies of the questionnaire in the library near questionnaire collection boxes; 2) placing a link to an online version of the questionnaire on the Library's webpage; 3) asking program participants to complete the survey; and 4) presenting the questionnaire to community members at meetings outside of the Library (e.g. meetings of associations and/or community coalitions of which the library staff are a part).

Data Analysis - Questionnaire

The consultant completed a quantitative analysis of the data gathered through the questionnaire and provide a draft report on results to the planning team for review.

Focus Group Facilitation

The consultant conducted three additional focus groups with library stakeholders: Friends of the Library, volunteers, and representatives of the business community. The purpose of the focus groups was to have a meaningful dialogue with key library stakeholders about the future of library services. The focus groups affirmed issues and enhanced understanding of community needs gleaned from the comparative data, staff feedback, and the questionnaire.

Data Analysis – Focus Groups

The consultant analyzed the focus group data in order to identify the needs, priorities, and recommendations of community members.

Appendix B: Staff and Management Team Feedback at a Glance

Staff and Management Team Feedback at a Glance			
Group	Strengths/Best Features	Ideal Future	Immediate Needs/First Steps
- Staff - Survey (n=30) - Focus Group (n=11)	- Community/Loyal Patronage - Loyalty, Trust, Value - Staff - Customer service - Diverse: language access - Services/Programs - Computers/ Citizenship/Literacy - Community outreach and engagement - Volunteers - Outreach (e.g. Chinese New Year) - In-kind support - Electronics, A/V, International books	- Extend hours (5 or 6 on Friday and Saturday evening) - Late hours one other night/week - Culturally relevant programs (e.g. in Mandarin) - Staffing at level before budget cuts, plus - Collection - Reflects current popular culture - Generally larger, including e-books - Replaced computers, technology upgraded - Collaboration with CBOs (e.g. Boys & Girls Club) - Provide access/referral to community resources	- Increase funding to support library hours, staffing, collection, and technology upgrades - Expand web presence and use of social media (4) - Greater interactivity - FB, Yelp, Twitter; tap tech - Turn outward to form relationships with the community - Teach social media - Improve and purge/weed collection - Increase computer classes (including in other languages); simultaneous interpretation
Mgt. Team (n=5)	- Customer Service: Friendly staff - Diverse: culture and language - Alternatives to fines - Technology - Wi-Fi, high speed Internet - Computers - The Building - Programs - Multicultural, diverse - Computer classes - Literacy programs - Chinese collection - Outreach to schools, organizations	- Expanded hours: Open all day Friday and Saturday (and one more evening) - Upgraded technology, systems - Improved collection - Increase nonfiction collection - Weed and replace - Inviting Facility/Improved Equipment - Coffee shop ambience - Specific space for teens - Outreach vehicle and book vending machines - More plants the building - More art	- Improve technology with wireless printing, ceiling mounted projector, magstripe reader for payments - Build engagement of community leaders (including library board) - Address need for emergency generator - Migrate from Millennium to Sierra library data system - Increase community outreach in order to better adapt to changing community needs.

Appendix C: Comparison to Peer Cities

	Population	Household Income	Collection per Capita	Expenditure per Capita	Circulation Per Hour Open	Staff: FTEs per 1000	% Budget Spent on Collection	Hours Open per Week
Monterey Park	61,085	\$51.7	2.62	\$29.00	142	0.40	3.98%	39.00
Average - Peer Group*	54,200	\$53.50	2.96	\$51.90	118	0.61	7.63%	39.75
Average - State	38,800,000	\$61.9	3.38	\$48.00	107	0.42	8.82%	42.00

*Includes: Alhambra, Arcadia, Commerce, Colton, Lodi, Monterey Park, National City, San Rafael, Santa Cruz, Tulare, Watsonville, and Woodland. The peer cities are cities with populations ranging between 51,000 and 65,000 with the exception of Commerce (population 13,000) which was included in the peer group because of its proximity to Monterey Park. The peer cities had a range of household income from \$36,900 (National City) to \$77,200 (Arcadia).

Appendix D: Staff Organization Assessment Survey Summary

Monterey Park Library Organization Assessment Survey

1. Rate the library's FACILITIES, COLLECTIONS AND PROGRAMS using the scale provided below.

Answer Options	Demonstrates excellence	Performs adequately	Needs improvement	Don't know enough to answer	N/A
Library programs are developed with the needs of the community in mind	12	14	1	1	0
The library's facilities support public access to collections and programs	14	10	3	1	0
The library's collections meet the needs of the public	5	11	11	1	0
Programs are delivered in a consistently professional and customer-friendly way	16	9	1	2	0
Programs have a consistent positive impact on participants	15	8	2	3	0
Programs are of sufficient scale to meet the community's demand for them	12	8	3	5	0

2. What are 3 important areas of focus for developing the library over the next 3-5 years?

- Collection (general, international, children, teens)
- Engagement of community/community needs assessment
- Facility (including hours of operation)
- Program (including Chinese languages)
- Technology upgrades

3. Rate the organization's LEADERSHIP in each of the following areas:

Answer Options	Demonstrates excellence	Performs adequately	Needs improvement	Don't know enough to answer	N/A
Library leaders (Library Director, managers, and supervisors) support the success of staff and volunteers	7	10	10	0	0
Library leaders conduct employee performance assessments annually	7	14	2	2	2
Library leaders empower people at all levels to make decisions within appropriate limits	9	9	7	2	0
The library offers valuable leadership training opportunities for managers and supervisors	5	7	6	8	1

4. What are 3 important ways the Library can strengthen management and supervision over the next 3-5 years?

- Communication

- Empowerment of employees
- Professional development
- Openness/flexibility

5. Rate the Library's ENGAGEMENT OF THE COMMUNITY.

Answer Options	Demonstrates excellence	Performs adequately	Needs improvement	Don't know enough to answer	N/A
The library's promotional materials are helpful to the community	9	11	3	3	0
The library has a volunteer program that engages community members meaningfully	7	10	5	4	0
The library makes effective use of traditional and social media to raise public awareness of its programs	4	10	11	1	0
The library enjoys broad community support	9	11	2	4	0
The library works with other community organizations to serve the people of Monterey Park	8	10	4	4	0

6. What are 3 things the Library can do to better engage the community over the next 3-5 years?

- Strengthen partnerships (with businesses, individuals, and community organizations).
- Build the volunteer programs.
- Increase marketing/PR efforts (including Chinese language materials).
- Increase outreach/programs for the community.
- Focus on web strategies (including social media).

7. Rate the library's SYSTEMS in each of the following areas:

Answer Options	Demonstrates excellence	Performs adequately	Needs improvement	Don't know enough to answer	N/A
The library's technology meets the needs of the community	9	13	2	3	0
The library measures program activity and impact	6	8	4	9	0
The library uses program performance data to improve services	6	6	3	12	0
The library's circulation system meets the needs of the community	12	9	3	3	0
The library works to improve systems to make them more effective or efficient	8	11	3	4	0

8. What are 3 ways systems can be improved over the next 3-5 years?

- Use data to drive systems/process improvement (circulation data, program impact data).
- Upgrade technology (mobile, computers, printers, Millennium Circulation Services, Sierra, checkout).

Appendix E: Focus Group Notes

Focus Group 1: Staff

March 2, 2016

Number of participants: 11

1. Reaction to Survey (Org Assessment-Priority areas of focus)

- Collection improvement (6)
- Technology upgrades (2)
- Hours of operation (2)
- Staff professional development/empowerment
- PR/Marketing/Web Strategy/Social Media

2. Assets/Strengths/Best Features

- Community (6)
 - Loyal to the Library
 - Trust
 - Value the Library
- Volunteers (3)
 - Energy
 - Diversity
 - Manpower
 - Ideas
- Services/Programs (5)
 - Computers/access to the Internet
 - Citizenship program, passports
 - Computer classes
 - Literacy
 - Demand (reflected in program data)
- Outreach (e.g. Chinese New Year)
- In-kind support
 - Electronics

- International
 - Books
 - A/V
- Customer service
 - Meet requests, if possible
 - Refer
- Staff
 - Do the best with what we have
 - Diverse: language access

3. Ideal Future/Best Case Scenario

- Extend hours (5 or 6 on Friday and Saturday evenings)
- Late hours one other night/week
- Culturally relevant programs (e.g. in Mandarin)
- Staffing at level before budget cuts, plus additional staff (2)
- Collection reflects current popular culture
- Collection is generally larger, including e-books
- Mobile catalog app
- Skilled staff
 - Technology
 - Customer Service
- Facility designed for customer access
 - Signage
- Happy, engaged staff focused on customer service
 - Innovative
 - Future-oriented
- Replaced computers, technology upgraded
- Collaboration with community-based organizations (e.g. Boys & Girls Club)
 - Provide access/referral to community resources

4. Recommendations

- Engage library board (4)

- Innovative
- Involved, present
- Future-focused
- Share staff's vision
- Users/card holders
- Youth
- Expand web presence and use of social media (4)
 - Greater interactivity
 - FB, Yelp, Twitter; tap the current trends
 - Use staff who already have skills in this area
 - Train staff/build skills in this area
- Improve and purge/weed collection – fewer, more relevant volumes (2)
- Language access (2)
 - Simultaneous interpretation in classes
 - Increase computer classes offered in other languages
- Improve signage, way-finding at the library
- Staff should turn outward to form relationships and actively engage with the community and increase the library's presence on the web
- Expand programs to teach social media
- Ceiling mounted projector

Focus Group 2: Friends of the Library

Number of participants: 6

1. Assets/Strengths/Best Features

- Programs for children and youth (4)
- ESL/Literacy program (3)
- Print book collection (3)
 - Textbooks
- Staff (3)
 - Friendly
 - Helpful

- ESL program (2)
- Bookstore
 - Size
 - Price of books
- Citizenship program
- Community involvement
- Location
- Open 7 days/week
- Sunday afternoon programs (e.g. Laura Scudder)
- Technology offerings
- Volunteer opportunities for youth

2. Ideal Future/Best Case Scenario

- Expanded hours, 7 days/week (3)
- Increased parking (3)
- Bookmobile to go out to schools, senior centers
- More care for donated books
- More communication with the community
- More computer classes
- More computers
- More funding
- More Spanish language material
- More staff
- More study rooms/space for groups to meet

3. Recommendations: how do we get there from here?

- Extend hours (6)
- Increase space for studying (5)
- Increase community outreach (5)
- Increase technology/computer classes (5)
- Increase parking (4)
- Increase staffing (3)

- Increase space
- Inventory current foreign language material and create a plan for developing the foreign language collection
- Organize book donations
- Purchase one bookmobile
- Replace worn volumes

Focus Group 3: Volunteers

Number of participants: 6

1. Assets/Strengths/Best Features

- Community involvement/energy (6)
 - Meeting needs (resources: computers, books) (2)
 - Center of activity
 - Programs that reflect the community (e.g. citizenship)
 - Safe space for families to do things together
 - Long-term volunteer involvement (e.g. Literacy program)
- Friendly, helpful staff (2)
 - Reflective of the diversity of the community
- The building
- Children's collection
- Willingness to try new things
- Artwork
- Collection
 - Reflective of the diversity of the community

2. Ideal Future/Best Case Scenario

- Robust PR/outreach to draw more people in
 - Those lost to the library community are re-engaged
- Open 7 days a week; full-day Saturday, half-day Sunday
- More technology/access to the Internet
- Easy access
 - Ample parking for patrons
 - Available public transportation
- Serve mothers with babies and young children with family-friendly policies and child care

3. Recommendations: how do we get there from here?

- Engage the next generation (3)
 - As teachers of technology
 - In library service-learning projects
 - Work through local schools
- Increase cooperation with local schools (3)
 - Encourage high school students to teach ESL classes (address insurance issue)
 - Provide school libraries with access to the collections
 - Take the library to the community with volunteer outreach to schools
- Find the 'hooks' in the collection (e.g. film rentals, best sellers, children's books)
- Reduce the waiting list for popular items
- Experiment with different approaches to engaging mothers with babies
 - Provide child care/sitters
- Increase technology programs
 - Classes/exposure to new apps
 - Direct more funding to technology
 - Increase partnerships with tech-savvy Junior Friends who can serve others and build their resumes)
- Lobby City for a parking structure across the street or nearby
- Lobby for an increase in Spirit Bus and Dial-a-Ride to improve access
- Increase meetings for volunteer tutors to build community

Focus Group 4: Business/Community Leaders

Number of participants: 10

1. Assets/Strengths/Best Features

- Programs (6)
 - Variety
 - Passport services
 - Storytime for children
 - Summer reading program
 - Art appreciation (and murals)
 - Citizenship classes

- Facility (6)
 - Location – center of city
 - Accessible
 - Across from farmers' market
 - Quaint
 - Cool in the summer
 - Housekeeping
- Staff (5)
 - Friendly
 - Professional
 - Relates to community
 - Language access
 - Reference desk help
- Computer access (4)
 - Serve under-resourced families
 - The wave of the future
 - I-Pads/readers
- Engagement of community
- Home town 'feel'
- Seeing children using the library

2. Best Future

- Expanded (5)
 - Hours
 - Staff
 - Parking (including more covered parking)
 - Technology
- Food/coffee shop (4)
 - Funding for library
 - Job training for youth
 - Classes in entrepreneurship

- Reconfigure space in the front of the library to accommodate Café
- Enhanced technology
 - Smart Board
 - Teleconferencing capability
- Sustainable funding to support the collection and technology
- Outdoor/open space for kids to talk about the environment
- Dedicated gathering space for teens with integrated technology
- Free downtown Wi-Fi to serve the urban core
- Classes that engage youth (e.g. juggling, uni-cycling)

3. Recommendations: how do we get there from here?

- Visibility/PR (4)
 - Develop a PR plan for the library
 - Engage the City Council
 - Reconfigure hours to capitalize on the Farmers' Market traffic
 - Increase outreach to parents – offerings for children
- Facility (3)
 - Hire a space planner to develop a plan to re-configure space, parking
 - Hire a designer to draw plans for a build-out
 - Convene a committee to develop a plan for expansion
- Programs & Collection (3)
 - Increase DVD collection
 - Increase speakers/topics
 - Change the library taxonomy to a more intuitive system (e.g. by subject)
- Increase staffing/hours (2)
- Funding (2)
 - Address Impact Fees
 - Engage business to increase funding for expansion
- Access (2)
 - Support a parking study for the Civic Center

Increase access through public transportation

ATTACHMENT 5

Draft Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE PEOPLE OF THE CITY OF MONTEREY PARK, CALIFORNIA,
ADDING CHAPTER _____ ENTITLED LIBRARY SPECIAL TAX TO THE MONTEREY PARK
MUNICIPAL CODE _____

THE PEOPLE OF THE CITY OF MONTEREY PARK, CALIFORNIA ORDAIN AS FOLLOWS:

SECTION _____. The People hereby amend the Monterey Park Municipal Code (MPMC) to establish a
library Special Tax, by adding Chapter _____ thereto, to read as follows:

Chapter _____

Library Special Tax

Sections:

- 3.42.010 Short title.
- 3.42.020 Definitions.
- 3.42.030 Exemptions.
- 3.42.040 Special Tax.
- 3.42.050 Purpose.
- 3.42.060 Special Fund.
- 3.42.070 Tax rate; contingency.
- 3.42.080 Term.
- 3.42.090 Adjustments and refunds.
- 3.42.100 Amendments.
- 3.42.110 Severability.
- 3.42.120 Effective date.

3.42.010 **Short title.**

This chapter shall be known and may be cited as the "Monterey Park Bruggemeyer Library
Special Tax Ordinance."

3.42.020 **Definitions.**

The following words and phrases whenever used in this chapter shall be construed as defined in
this section:

- (a) "Apartment" shall have the same meaning as Section 21.04.050 Apartment House

- (b) "Building" shall have the same meaning as Section 21.04.080.
- (c) "Condominium project" means a condominium apartment project, or a stock cooperative, all as defined in Section 1351 of the Civil Code.
- (d) "Dwelling unit" shall have the same meaning as Section 21.04.245.
- (e) "Library" means the Monterey Park Bruggemeyer Library system as the same may exist from time to time, together with any additions or betterments thereto, or improvements, extensions or expansion thereof.
- (f) "Maintenance and operating costs" of the library means all reasonable and necessary costs expended or incurred by the city for maintaining and operating the library, calculated in accordance with generally accepted accounting principles including, but to limited to:
 - (1) Those amounts necessary to maintain a "foundation program" which means those elements of library service which are basic to its function as a provider of information, education and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information series, facility maintenance and administration and may include, but is not limited to, amounts paid or payable from time to time for books, e-books, periodicals, reference materials, research materials, subscription services or other information sources such as databases, digital devices, technology equipment; the reasonable expenses of management and repair and other expenses necessary to maintain and preserve the library in good repair and working order, compensation of employees including, but not limited to salaries, wages and benefits; fees of auditors, accountants, attorneys or engineers; and insurance premiums.
 - (2) Depreciation, replacement and obsolescence charges or reserve therefore.
 - (3) But shall not be construed to mean costs to provide support services to the Library by any other department of the City or for costs of major capital improvements.
- (g) "Single-family residential" shall have the same meaning as Section 21.04.235, Dwelling, single-family.

Section 3.42.030 Exemptions.

- (a) Nothing in this chapter shall be construed as imposing a tax upon any person when imposition of such tax upon that person would be in violation of either the Constitution of the United States or the Constitution of the State of California.

- (b) The tax imposed by this chapter shall not be levied upon the federal government, the state government, any state agency or any local governmental agency.
- (c) The tax imposed by this chapter shall not be levied upon a parcel of property which is owned by a house of worship or charitable or community service organization which qualifies for an exemption from ad valorem taxation under California law.
- (d) The tax imposed by this chapter shall not be levied upon any owner if such owner receives a low income/life line exemption pursuant to Resolution No. 9663 from the utility user's tax imposed by Chapter 3.38 of this Municipal Code.
- (e) The tax imposed by this chapter shall not be levied upon any owner who has income, adjusted for family size, at or below eighty percent of the area median income as determined under the Section 8 Income Limits for Los Angeles County as published by the U.S. Department of Housing and Urban Development and applicable to the Community Development Block Grant Programs.
- (f) The tax imposed by this chapter shall not be levied upon a parcel of property which is not improved.
- (g) Property owners who own a single family dwelling unit or a dwelling unit in a residential condominium project and own a non-residential parcel both subject to the tax imposed by this chapter may exempt one non-residential parcel from this special tax.

Section 3.42.040 Special Tax

- (a) There is imposed a special tax on each residential dwelling unit and non-residential parcel within the City of Monterey Park for the purpose set forth in this chapter at the rate specified herein.
- (b) This tax is enacted under the authority of Section 50075-50077.5 and 53717 of the California Government Code.

Section 3.42.05 Purpose

- (a) The purpose of this special tax is to provide funds to the City to pay for:
 - (1) Expanding Library service hours.
 - (2) Increasing technology services.
 - (3) Acquiring books and materials.
 - (4) Improving the library facility and infrastructure via capital improvement projects

- (b) The intent and purpose of this special tax is to supplement, not to replace the City's general fund budget appropriation for the Library. The special tax funds are to be used for the above purposes and the City shall not reduce its current level of funding to the library as a consequence of the additional funding provided by this initiative, except in emergencies recognized by both the City Council and the Library Board.
- (c) The City Council may provide for the collection of the special tax in the same manner and subject to the same penalties as, or with, other charges and taxes fixed and collected by the City, or by the County of Los Angeles on behalf of the City. If the special tax is collected by the County on behalf of the City, the County may deduct its reasonable costs incurred in such service.
- (d) City cost of enforcement and administration of tax, including refunds, shall be paid from the special tax revenue.
- (e) Priority of expenditures shall be as follows: (1) expanding library service hours, (2) increasing technology services, (3) acquiring books and materials, (4) improving the library facility and infrastructure via capital improvement projects

Section 3.42.060 Special Fund.

- (a) There is hereby established a special fund entitled "Library Special Tax Fund" (hereafter the "special fund"). Revenue collected pursuant to this chapter shall be deposited into said special fund and shall be used exclusively as provided in the chapter for the purposes for disbursements from this special fund to pay for the uses provided for in this chapter. Advancement as used in this section shall mean only those general funds necessary to pay for services or goods authorized by this chapter but for which insufficient funds have yet to be collected in the special fund due to cycle of collection.
- (b) Any money raised by the special tax, including any interest accrued thereon, that remains unencumbered at the end of any fiscal year may be used in succeeding fiscal years for only the purposes stated in this chapter.

Section 3.42.070 Tax rate - contingency.

- (a) An annual special tax is hereby levied on the following classification of property in the City:
 - (1) \$25.00 on each single family residential dwelling unit or each dwelling unit in a residential condominium project.
 - (2) \$50.00 on each parcel improved with two residential units, which is not a condominium project.
 - (3) \$75.00 on each parcel improved with three or more residential units, which is not a condominium project.

- (4) \$75.00 on each parcel improved with a non-residential building.
- (b) Notwithstanding any other provisions herein except Section 3.42.080, if in any fiscal year there is outstanding any bonded indebtedness issued on reliance on the revenue of this special tax, the annual special tax levy shall not decrease below the amount necessary for payment of that outstanding indebtedness and interest thereon.
- (c) Except as set forth in Subsection 3.42.070(b) above and herein, the annual special tax shall not be levied in any fiscal year in which the City Council's general fund budget and appropriations for the library is less than 5.3% of the City's total general fund budget. Upon a four-fifths vote of the City Council and the Library Board of Trustees, the threshold percentage to levy the special tax in any fiscal year may be reduced to 5.0%.

Section 3.42.080 Term

The annual special tax provided for herein shall be levied in each of twenty consecutive fiscal years, commencing with the first fiscal year in which there is a levy pursuant to this chapter.

Section 3.42.090 Adjustments and refunds.

- (a) Request for adjustments involving imposition of this special tax shall be filed with the Director of Management Services. Upon applicant's production of reasonably sufficient evidence of error in the computation of the tax or exemption therefrom, the Director of Management Services or his/her designee shall cause the tax to be recalculated, and shall so advise the Los Angeles County tax collector or other appropriate official.
- (b) Whenever it is alleged that the amount of any tax has been overpaid or paid more than once or has been erroneously or illegally collected or received by the city under this chapter, the refund procedure shall be as follows:
 - (1) No claim for refund of tax payment shall be allowed in whole or in part unless filed with the city clerk within a period of three years from the date of the claimed overpayment. All such claims for refund of the amount of the overpayment must be filed on forms furnished, and in the manner prescribed by the finance department of the city. Refunds may be made solely from the special tax revenues collected under this chapter.
 - (2) In the event the Director of Management Services denies the claim, he/she shall notify the claimant pursuant to California Government Code Section 913.

- (c) The Director of Management Services shall have the power to settle claims involving the special tax, and the power to accept and record underpayment or overpayment of such tax. The Director of Management Services shall have the authority to make refunds of this tax.
- (d) If the County of Los Angeles does not collect any tax due under this chapter, then the Director of Management Services shall have the power and duty to enforce all of the provision of this chapter. In such cases, an assessment may be made against the owner of a parcel in the manner provided by law. Any unpaid tax due under this chapter shall be subject to all remedies provided under the Municipal Code and as provided by law.
- (e) The special tax shall be due in two equal installments in accordance with the collection procedures of the Los Angeles County tax collector, with the first installment due November 1st and the second installment due in the next succeeding February 1st, in each fiscal year. The owner of land, at the time set forth in California Revenue and Taxation Code Section 405 and 2192 for each fiscal year, shall have a personal obligation to the City until the tax is paid for such fiscal year.
- (f) The Director of Management Services may prepare a questionnaire to be served on the owner of a parcel subject to this special tax. The questionnaire may request information which would be useful to the Director of Management Services in the enforcement of administration of this chapter. The failure by an owner to provide the information requested within thirty days of receipt of the request, or the act of an owner in knowingly providing false information, shall be a misdemeanor.

Section 3.42.100 Amendments.

Procedural provisions of this chapter may be amended by ordinance duly enacted by the city council.

Section 3.42.110 Severability.

If any section, part, clause, sentence or phrase of this chapter or the application thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, the validity of the remaining portions of this chapter, the application thereof, and the tax imposed shall not be affected thereby but shall remain in full force and effect, it being the intention of phrase regardless of whether any other section, subsection, part, clause, sentence or phrase or the application thereof is held to be invalid or unconstitutional.

Section 3.42.120 Effective Date.

The ordinance enacting this chapter as a part of the Monterey Park Municipal Code and levying the special tax described herein shall be effective ten days after the date on which the city council has declared the voters of the City of Monterey Park have approved said ordinance by a vote of not less than two-thirds of the votes by the electors voting on the special tax proposal set forth in said ordinance.

ORDINANCE NO. 1932

AN ORDINANCE OF THE PEOPLE OF THE CITY
OF MONTEREY PARK, CALIFORNIA, ADDING
CHAPTER 3.42, ENTITLED LIBRARY SPECIAL
TAX TO THE MONTEREY PARK MUNICIPAL
CODE

THE PEOPLE OF THE CITY OF MONTEREY PARK, CALIFORNIA ORDAIN AS
FOLLOWS:

SECTION 1. The People hereby amend the Monterey Park Municipal Code (MPMC) to
establish a Library Special Tax, by adding Chapter 3.42 thereto, to read as follows:

Chapter 3.42

Library Special Tax

Sections:

- 3.42.010 Short title.
- 3.42.020 Definitions.
- 3.42.030 Exemptions.
- 3.42.040 Special Tax.
- 3.42.050 Purpose.
- 3.42.060 Special Fund.
- 3.42.070 Tax rate; contingency.
- 3.42.080 Term.
- 3.42.090 Adjustments and refunds.
- 3.42.100 Amendments.
- 3.42.110 Severability.
- 3.42.120 Effective date.

3.42.010 Short title.

This chapter shall be known and may be cited as the "Bruggemeyer Memorial Library
Special Tax Ordinance."

3.42.020 Definitions.

The following words and phrases whenever used in this chapter shall be construed as defined in this section:

- (a) "Apartment" shall have the same meaning as Section 21.04.050 Apartment House.
- (b) "Building" shall have the same meaning as Section 21.04.080.
- (c) "Condominium project" means a condominium, a community apartment project, or a stock cooperative, all as defined in Section 1351 of the Civil Code
- (d) "Dwelling unit" shall have the same meaning as Section 21.04.245.
- (e) "Library" means the Bruggemeyer Memorial Library system as the same may exist from time to time, together with any additions or betterments thereto, or improvements, extensions or expansions thereof.
- (f) "Maintenance and operating costs" of the library means all reasonable and necessary costs expended or incurred by the city for maintaining and operating the library, calculated in accordance with generally accepted accounting principles including, but not limited to:
 - (1) Those amounts necessary to maintain a "foundation program" which means those elements of library service which are basic to its function as a provider of information, education and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance and administration and may include, but is not limited to, amounts paid or payable from time to time for books, periodicals, reference materials, research materials, subscription services or other information sources; the reasonable expenses of management and repair and other expenses necessary to maintain and preserve the library in good repair and working order, compensation of employees including, but not limited to salaries, wages and benefits; fees of auditors, accountants, attorneys or engineers; and insurance premiums.
 - (2) Depreciation, replacement and obsolescence charges or reserve therefor.
 - (3) But shall not be construed to mean costs to provide support services to the library by any other department of the city or for costs of major capital improvements.
- (g) "Single-family residential" shall have the same meaning as Section 21.04.235 Dwelling, Single Family.

Section. 3.42.030 Exemptions.

- (a) Nothing in this chapter shall be construed as imposing a tax upon any person when imposition of such tax upon that person would be in violation of either the Constitution of the United States or the Constitution of the State of California.
- (b) The tax imposed by this chapter shall not be levied upon the federal government, the state government, any state agency or any local governmental agency.
- (c) The tax imposed by this chapter shall not be levied upon a parcel of property which is owned by a house of worship or charitable or community service organization which qualifies for an exemption from ad valorem taxation under California law.
- (d) The tax imposed by this chapter shall not be levied upon any owner if such owner receives a low income/life line exemption pursuant to Resolution No.9663 from the utility user's tax imposed by Chapter 3.38 of this Municipal Code.
- (e) The tax imposed by this chapter shall not be levied upon any owner who has income, adjusted for family size, at or below eighty percent of the area median income as determined under the Section 8 Income Limits for Los Angeles County as published by the U.S. Department of Housing and Urban Development and applicable to the Community Development Block Grant Programs.
- (f) The tax imposed by this chapter shall not be levied upon a parcel of property which is not improved.
- (g) Property owners who own a single family dwelling unit or a dwelling unit in a residential condominium project and own a non-residential parcel both subject to the tax imposed by this chapter may exempt one non-residential parcel from this special tax.

Section. 3.42.040 Special Tax.

- (a) There is imposed a special tax on each residential dwelling unit and nonresidential parcel within the city of Monterey Park for the purposes set forth in this chapter at the rate specified herein.
- (b) This tax is enacted under the authority of Sections 50075-50077.5 and 53717 of the California Government Code.

Section 3.42.050 Purpose

- (a) The purpose of this special tax is to provide funds to the City to pay for:
 - (1) Capital improvements, primarily consisting of physical expansion of the Library, and the associated bonded indebtedness including interest on such indebtedness for the improvements.
 - (2) Expand Library services to seven days a week.
 - (3) Increased Library budget for materials, and in particular for the Childrens' Reading Program, as a step toward meeting the minimum standards of the American Library Association
 - (4) Additional maintenance and operation cost of the Library expansion.
- (b) The intent and purpose of this special tax is to supplement, not to replace the City's general fund budget appropriation for the library. The special tax funds are to be used for the above purposes and the City should not reduce its current level of funding to the library as a consequence of the additional funding provided by this initiative, except in emergencies recognized by both the City Council and the Library Board.
- (c) The City Council may provide for the collection of the special tax in the same manner and subject to the same penalties as, or with, other charges and taxes fixed and collected by the City, or by the County of Los Angeles on behalf of the City. If the special tax is collected by the County on behalf of the City, the County may deduct its reasonable costs incurred in such service.
- (d) City costs of enforcement and administration of tax, including refunds, shall be paid from the special tax revenue.
- (e) Priority of expenditures shall be as follows: (1) for the indebtedness for the capital improvements and interest thereon, (2) expanding library hours, (3) acquiring books and materials and promoting children reading programs.

3.42.060 Special Fund.

- (a) There is hereby established a special fund entitled "Library Special Tax Fund" (hereafter the "special fund"). Revenue collected pursuant to this chapter shall be deposited into said special fund and shall be used exclusively as provided in this chapter for the purposes for which the tax is imposed, and for no other purposes. Nothing in this section shall prevent disbursements from this special fund to reimburse the general fund if, and only if, money has been advanced from the general fund to pay for the uses provided for in this chapter. Advancement as used in this section shall mean only those general funds necessary to pay for services or goods authorized by this chapter but for which insufficient funds have yet to be collected in the special fund due to cycle of collection.

- (b) Any money raised by the special tax, including any interest accrued thereon, that remains unencumbered at the end of any fiscal year may be used in succeeding fiscal years for only the purposes stated in this chapter.

Section. 3.42.070 Tax rate; contingency.

- (a) An annual special tax is hereby levied on the following classification of property in the City:
- (1) \$25.00 on each single family residential dwelling unit or each dwelling unit in a residential condominium project.
 - (2) \$50.00 on each parcel improved with two residential units, which is not a condominium project.
 - (3) \$75.00 on each parcel improved with three or more residential units, which is not a condominium project.
 - (4) \$75.00 on each parcel improved with a non-residential building.
- (b) Notwithstanding any other provisions herein except Section 3.42.080, if in any fiscal year there is outstanding any bonded indebtedness issued on reliance on the revenue of this special tax, the annual special tax levy shall not decrease below the amount necessary for payment of that outstanding indebtedness and interest thereon.
- (c) Except as set forth in Subsection 3.42.070(b) above and herein, the annual special tax shall not be levied in any fiscal year in which the City Council's general fund budget and appropriations for the library is less than 5.3 % of the City's total general fund budget. Upon a four-fifths vote of the City Council and the Library Board of Trustees, the threshold percentage to levy the special tax in any fiscal year may be reduced to 5.0%. In determining the total general fund budget amount, the amount of any new or increased fees and charges approved after the calendar year 1997 shall be deducted from such calculation and determination.

Section 3.42.080 Term

The annual special tax provided for herein shall be levied in each of twenty consecutive fiscal years, commencing with the first fiscal year in which there is a levy pursuant to this chapter.

Section 3.42.090 Adjustments and refunds.

- (a) Requests for adjustments involving imposition of this special tax shall be filed with the Director of Management Services. Upon applicant's production of reasonably sufficient evidence of error in the computation of the tax or exemption therefrom, the Director of Management Services or his/her designee shall cause the tax to be recalculated, and shall so advise the Los Angeles County tax collector or other appropriate official.
- (b) Whenever it is alleged that the amount of any tax has been overpaid or paid more than once or has been erroneously or illegally collected or received by the city under this chapter, the refund procedure shall be as follows:
 - (1) No claim for refund of tax payment shall be allowed in whole or in part unless filed with the city clerk within a period of three years from the date of the claimed overpayment. All such claims for refund of the amount of the overpayment must be filed on forms furnished, and in the manner prescribed by the finance department of the city. Refunds may be made solely from the special tax revenues collected under this chapter.
 - (2) In the event the Director of Management Services denies the claim, he/she shall notify the claimant pursuant to California Government Code Section 913.
- (c) The Director of Management Services shall have the power to settle claims involving the special tax, and the power to accept and record underpayments or overpayments of such tax. The Director of Management Services shall have the authority to make refunds of this tax.
- (d) If the County of Los Angeles does not collect any tax due under this chapter, then the Director of Management Services shall have the power and duty to enforce all of the provisions of this chapter. In such cases, an assessment may be made against the owner of a parcel in the manner provided by law. Any unpaid tax due under this chapter shall be subject to all remedies provided under the Municipal Code and as provided by law.
- (e) The special tax shall be due in two equal installments in accordance with the collection procedures of the Los Angeles County tax collector, with the first installment due November 1st and the second installment due in the next succeeding February 1st, in each fiscal year. The owner of land, at the time set forth in California Revenue and Taxation Code Section 405 and 2192 for each fiscal year, shall have a personal obligation to the City until the tax is paid for such fiscal year.
- (f) The Director of Management Services may prepare a questionnaire to be served on the owner of a parcel subject to this special tax. The questionnaire may request information which would be useful to the Director of Management Services in the enforcement or administration of this chapter. The failure by an owner to provide the information requested within thirty days of receipt of the request, or the act of an owner in knowingly providing false information, shall be a misdemeanor.

Section 3.42.100 Amendments.

Procedural provisions of this chapter may be amended by ordinance duly enacted by the city council.

Section 3.42.110 Severability.

If any section, subsection, part, clause, sentence or phrase of this chapter or the application thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, the validity of the remaining portions of this chapter, the application thereof, and the tax imposed shall not be affected thereby but shall remain in full force and effect, it being the intention of the city council and the voters to adopt each and every section, subsection, part, clause, sentence or phrase regardless of whether any other section, subsection, part, clause, sentence or phrase or the application thereof is held to be invalid or unconstitutional.

Section 3.42.120 Effective date.

The ordinance enacting this chapter as a part of the Monterey Park Municipal Code and levying the special tax described herein shall be effective ten days after the date on which the city council has declared the voters of the City of Monterey Park have approved said ordinance by a vote of not less than two-thirds of the votes by the electors voting on the special tax proposal set forth in said ordinance.

**APPROVED AND ADOPTED AT THE APRIL 14, 1998, SPECIAL MUNICIPAL
ELECTION IN THE CITY OF MONTEREY PARK**



City Council Staff Report

DATE: November 16, 2016

AGENDA ITEM NO: New Business
Agenda Item 6-A.

TO: The Honorable Mayor and City Council
FROM: Chu Thai, Director of Management Services
Annie Yaung, CPFO, Controller
SUBJECT: Warrant Register for the City of Monterey Park of
November 16, 2016

RECOMMENDATION:

It is recommended that the City Council:

- (1) Approve payment of warrants and adopt Resolution No. _____ allowing certain claims and demands per Warrant Register dated **November 16, 2016** totaling **\$970,069.00** 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 **311837-312024** and e-Payables numbered **000464-000474**.

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 **\$970,069.00.**

Respectfully submitted:

Prepared by:



Chu Thai
Director of Management Services



Annie Young, CPFO
Controller

Approved By:



Paul L. Talbot
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
16TH DAY OF NOVEMBER 2016
TOTALING \$970,069.00 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	\$	121,430.14
State Gas Tax Fund		5,506.05
Sewer Fund		4,671.82
Refuse Fund		468,363.77
City Shop Fund		13,518.01
Technology Internal Service Fund		1,363.76
Payroll Clearing Account		2,009.88
Public Safety Impact Fee		887.60
Special Deposits Fund		39,441.28
Business Improvement Area #1		5,389.25
Workers Comp. Fund		5,871.00
Water Fund		50,358.96
Water Treatment Fund		123,633.17
OPA Proposition A		4,369.56
Measure R Fund		2,476.97
Library Tax Fund		4,900.23
POST		2,272.28
El Civic Education Grant		405.28
Home Housing Program		7,523.50
Recreation Fund		5,238.00
Asset Forfeiture		10,510.00
CDBG Fund		4,746.25
ISTEA		62,795.00
Maintenance District 93-1		2,854.21
Prop A - Per Parcel Grant		6,936.00
Used Oil Recycling Block Grant		5,937.50
ELAC Instructional Serv Prog		6,659.53
TOTAL	\$	970,069.00

PASSED, APPROVED AND ADOPTED THE 16TH DAY OF NOVEMBER 2016.

 Mitchell Ing, 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 16th day of November 2016 by the following vote of the Council:

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

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

ATTACHMENT 2

Warrant Register

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/16/2016

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ROBERTO A AGUIRRE	0010-801-6508-22670	700.06	REIMBURSE VOLUNTEER SUPPLIES		311837	700.06
	0010-801-6502-31150	160.48	REIMBURSE PLAYGROUND SUPPLIES		311861	160.48
APPLEONE EMPLOYMENT SERVICES	0010-801-1704-31950	798.57	TEMPORARY STAFFING SERVICES		311838	1,346.67
	0010-801-3205-31950	548.10	TEMPORARY STAFFING SERVICES		311838	
	0010-801-1704-31950	851.79	TEMPORARY STAFFING SERVICES		311862	2,922.39
	0131-801-6002-11300	294.35	TEMPORARY STAFFING SERVICES		311862	
	0131-801-6006-11300	294.35	TEMPORARY STAFFING SERVICES		311862	
	0131-801-6002-11300	218.23	TEMPORARY STAFFING SERVICES		311862	
	0131-801-6006-11300	218.22	TEMPORARY STAFFING SERVICES		311862	
	0131-801-6002-11300	284.20	TEMPORARY STAFFING SERVICES		311862	
	0131-801-6006-11300	284.20	TEMPORARY STAFFING SERVICES		311862	
	0131-801-6002-11300	238.53	TEMPORARY STAFFING SERVICES		311862	
	0131-801-6006-11300	238.52	TEMPORARY STAFFING SERVICES		311862	
ARC IMAGING RESOURCE - CALIFORNIA	0010-801-4212-37500	1,744.00	ENGINEERING PRINTER		311863	1,771.49
	0010-801-4212-37500	27.49	ENGINEERING PRINTER		311863	
AT & T	0010-801-3112-32050	480.41	PHONE SERVICE		311839	1,233.84
	0022-801-4206-32050	635.10	PHONE SERVICE		311839	
	0092-801-4222-32050	118.33	PHONE SERVICE		311839	
DAVID M. BARRON	0075-450-0075-08615	282.99	CENTENNIAL DINNER (TRUST)		311840	282.99
CALIFORNIA ASSOCIATION OF	0065-464	564.00	LTD FIREFIGHTERS		311841	564.00

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/16/2016

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CALIFORNIA BUILDING OFFICIALS	0010-801-3205-39400	500.00	FIRE PREVENTION TRAINING		311864	500.00
	0010-801-3205-39400	500.00	FIRE PREVENTION TRAINING		311865	500.00
DAVID CASTELLANO	0136-801-3101-33250	180.00	POST TRAINING		311866	180.00
CHARTER COMMUNICATIONS	0010-801-4210-38400	69.98	INTERNET/CABLE SERVICE		311842	
	0010-801-4210-38400	129.98	INTERNET/CABLE SERVICE		311842	199.96
	0092-801-4222-32050	84.84	INTERNET/CABLE SERVICE		311867	84.84
CODE R DECALS AND GRAPHICS	0060-801-3210-38400	479.04	FIRE DECALS		311868	479.04
DIRECTV, LLC	0010-801-3230-32050	122.99	EOC SERVICES		311843	122.99
EXPRESS SERVICE, INC	0142-801-6005-11300	329.88	TEMPORARY STAFFING SERVICES		311869	
	0142-801-6005-11300	75.40	TEMPORARY STAFFING SERVICES		311869	
	0010-801-1801-31950	527.80	TEMPORARY STAFFING SERVICES		311869	
	0010-801-1801-31950	754.00	TEMPORARY STAFFING SERVICES		311869	
	0010-801-1801-31950	150.80	TEMPORARY STAFFING SERVICES		311869	1,837.88
GABRIEL VAZQUEZ (DBA) BRAND ME UP	0075-450-0075-08615	1,673.15	5K RUN T-SHIRTS (TRUST)		311844	1,673.15
VIVIAN HA	0010-701-0010-07050	180.00	REFUND PICNIC RESERVATION		311845	180.00
YUPO BOB HUNG	0136-801-3101-33250	150.00	POST TRAINING		311846	150.00
INTER VALLEY POOL SUPPLY	0093-801-4227-23300	6,149.97	WATER CHEMICALS	17-0329	311847	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/16/2016

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
INTER VALLEY POOL SUPPLY	0093-801-4227-23300	5,732.40	WATER CHEMICALS	17-0329	311847	11,882.37
JERICK A. DE PERIO (DBA) SWDE, LLC	0075-450-0075-08615	995.00	CENTENNIAL DINNER (TRUST)		311848	995.00
SEBASTIAN JIMENEZ JR	0136-801-3101-33250	250.00	POST TRAINING		311849	250.00
MONTEREY PARK PETTY CASH	0010-801-6505-23910	19.08	PETTY CASH-SUPPLIES		311850	
	0010-801-6517-22750	4.91	PETTY CASH-SUPPLIES		311850	
	0010-801-6505-23910	14.17	PETTY CASH-SUPPLIES		311850	
	0075-450-0075-08616	31.55	PETTY CASH-SUPPLIES (TRUST)		311850	
	0010-801-6502-23050	86.51	PETTY CASH-SUPPLIES		311850	
	0010-801-6502-31950	100.00	PETTY CASH-TRAINING		311850	
	0010-801-6505-23910	11.90	PETTY CASH-SUPPLIES		311850	
	0010-801-3210-22750	16.76	PETTY CASH-REFRESHMENTS		311850	
	0092-801-4222-36200	15.00	PETTY CASH-FUEL		311850	
	0010-801-1403-22750	13.40	PETTY CASH-SUPPLIES		311850	
	0010-801-1701-22750	10.92	PETTY CASH-REFRESHMENTS		311850	
	0010-801-6502-21250	35.03	PETTY CASH-SUPPLIES		311850	
	0075-450-0075-08615	100.00	PETTY CASH-CENTENNIAL (TRUST)		311850	
	0010-801-6506-22750	45.00	PETTY CASH-FINGERPRINT		311850	504.23
PITNEY BOWES POSTAGE BY PHONE	0010-801-1301-31750	2.72	POSTAGE		311870	
	0010-801-1301-32200	5.12	POSTAGE		311870	
	0010-801-1403-32200	98.70	POSTAGE		311870	
	0010-801-1406-32200	67.13	POSTAGE		311870	
	0010-801-1701-32200	0.46	POSTAGE		311870	
	0010-801-1702-32200	26.27	POSTAGE		311870	
	0010-801-1801-32200	17.11	POSTAGE		311870	
	0010-801-1802-32200	6.93	POSTAGE		311870	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/16/2016

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PITNEY BOWES POSTAGE BY PHONE	0010-801-3101-32200	10.16	POSTAGE		311870	
	0010-801-3102-32200	12.21	POSTAGE		311870	
	0010-801-3104-32200	8.62	POSTAGE		311870	
	0010-801-3113-32200	1.15	POSTAGE		311870	
	0010-801-3114-32200	167.38	POSTAGE		311870	
	0010-801-3120-32200	1.39	POSTAGE		311870	
	0010-801-3201-32200	6.46	POSTAGE		311870	
	0010-801-3205-32200	12.42	POSTAGE		311870	
	0010-801-3210-32200	6.97	POSTAGE		311870	
	0010-801-3220-32200	616.89	POSTAGE		311870	
	0010-801-6001-32200	41.69	POSTAGE		311870	
	0010-801-6502-32200	94.80	POSTAGE		311870	
	0043-801-4212-32200	31.31	POSTAGE		311870	
	0060-801-4211-32200	8.16	POSTAGE		311870	
	0075-450-0075-09230	77.40	POSTAGE (TRUST)		311870	
						1,321.45
PMW ASSOCIATES	0136-801-3101-33250	840.00	POST TRAINING		311851	840.00
POLICE TRAINING CONSULTANTS	0136-801-3101-33250	550.00	POST TRAINING		311852	550.00
RAQUEL RICHARDS	0010-801-1801-39550	13.60	PETTY CASH-REFRESHMENTS		311853	
	0010-801-1801-22670	58.96	PETTY CASH-REFRESHMENTS		311853	
	0010-801-1801-39550	32.14	PETTY CASH-REFRESHMENTS		311853	
	0010-801-1802-33100	39.95	PETTY CASH-MILEAGE		311853	
	0010-801-1801-39550	16.61	PETTY CASH-REFRESHMENTS		311853	
	0010-801-1801-33200	65.00	PETTY CASH-TRANSPORTAION		311853	
	0010-801-1802-33100	11.88	PETTY CASH-MILEAGE		311853	
	0010-801-1801-39550	18.70	PETTY CASH-REFRESHMENTS		311853	
	0010-801-1802-39400	95.02	PETTY CASH-REFRESHMENTS		311853	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/16/2016

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						351.86
SIERRA INSTALLATIONS INC	0077-801-1111-31950	3,198.15	HOLIDAY DECORATIONS INST/REM	17-0331	311854	3,198.15
SPRINT CORPORATION	0010-801-3115-38400	1,132.48	MOBILE DATA SERVICE	17-0126	311871	1,132.48
STATE BOARD OF EQUALIZATION	0010-801-1703-39250	19.39	USE TAX		311855	
	0092-801-4223-23700	65.52	USE TAX		311855	
	0010-801-3210-22750	6.03	USE TAX		311855	90.94
CODAY STEVEN	0010-801-3103-22750	26.15	PETTY CASH-SUPPLIES		311856	
	0010-801-3104-22750	7.19	PETTY CASH-REFRESHMENTS		311856	
	0010-801-3104-33100	12.00	PETTY CASH-PARKING		311856	
	0010-801-3101-33400	12.00	PETTY CASH-PARKING		311856	
	0010-801-3101-33400	20.00	PETTY CASH-PARKING		311856	
	0010-801-3120-22750	43.59	PETTY CASH-SUPPLIES		311856	
	0010-801-3104-38400	64.42	PETTY CASH-SUPPLIES		311856	
	0010-801-3103-33100	24.00	PETTY CASH-PARKING		311856	
	0075-450-0075-08420	33.80	PETTY CASH-REFRESHMENTS-TRUST		311856	
	0010-801-3120-39700	94.45	PETTY CASH-SUPPLIES		311856	
	0010-801-3111-22750	14.89	PETTY CASH-SUPPLIES		311856	
	0010-801-3120-39700	91.08	PETTY CASH-SUPPLIES		311856	
	0010-801-3104-39100	40.85	PETTY CASH-SUPPLIES		311856	484.42
LARRY SULLIVAN	0075-450-0075-08615	422.58	CENTENNIAL DINNER (TRUST)		311857	422.58
VCA CODE GROUP	0010-701-0010-06100	3,965.63	PLAN CHECK SERVICE	17-0277	311872	3,965.63
VERIZON WIRELESS	0010-801-1701-32050	38.29	WIRELESS VOICE & DATA SERVICE		311858	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/16/2016

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
VERIZON WIRELESS	0010-801-1703-32050	12.85	WIRELESS VOICE & DATA SERVICE		311858	
	0010-801-1702-32050	124.68	WIRELESS VOICE & DATA SERVICE		311858	
	0010-801-3205-32050	26.60	WIRELESS VOICE & DATA SERVICE		311858	
	0010-801-3210-32050	177.68	WIRELESS VOICE & DATA SERVICE		311858	
	0010-801-3220-32050	136.83	WIRELESS VOICE & DATA SERVICE		311858	
						516.93
	0092-801-4222-32050	152.04	WIRELESS VOICE & DATA SERVICE		311873	
	0010-801-3115-38400	38.01	WIRELESS VOICE & DATA SERVICE		311873	
	0010-801-6001-32050	51.51	WIRELESS VOICE & DATA SERVICE		311873	
	0109-801-6511-32050	19.06	WIRELESS VOICE & DATA SERVICE		311873	
	0010-801-1408-32050	1.50	WIRELESS VOICE & DATA SERVICE		311873	
	0010-801-1701-32050	38.01	WIRELESS VOICE & DATA SERVICE		311873	
	0010-801-1702-32050	10.36	WIRELESS VOICE & DATA SERVICE		311873	
	0010-801-1703-32050	38.01	WIRELESS VOICE & DATA SERVICE		311873	
	0010-801-3112-32050	131.08	WIRELESS VOICE & DATA SERVICE		311873	
	0010-801-4209-32050	64.68	WIRELESS VOICE & DATA SERVICE		311873	
	0010-801-4212-32050	13.34	WIRELESS VOICE & DATA SERVICE		311873	
	0010-801-6517-32050	10.29	WIRELESS VOICE & DATA SERVICE		311873	
	0092-801-4220-32050	0.22	WIRELESS VOICE & DATA SERVICE		311873	
	0092-801-4221-32050	44.36	WIRELESS VOICE & DATA SERVICE		311873	
	0092-801-4222-32050	1.92	WIRELESS VOICE & DATA SERVICE		311873	
						614.39
NEIL WALKER	0075-450-0075-08630	300.00	REFUND FACILITY DEPOSIT (TRUST)		311874	
						300.00
RYAN WEDDLE	0010-801-3210-22750	111.62	REIMBURSE-FIRE SUPPLIES		311859	
						111.62
TIM WISNIEWSKI	0136-801-3101-33250	150.00	POST TRAINING		311860	
						150.00
ANNIE YAUNG	0010-801-1403-39400	168.48	TRAINING		311875	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/16/2016

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PREPAID WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						168.48
	TOTAL FOR PREPAID WARRANTS					42,740.31
	PRINTED	42,740.31				
	E-PAYABLE	0.00				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/16/2016

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
A & R NURSERY	0010-801-6517-23050	1,004.98	LANDSCAPE SUPPLIES		311876	1,004.98
ADMINSURE INC.	0080-801-8301-20000	5,871.00	WORKERS COMP CLAIM ADMIN		311877	5,871.00
ADVANCE PEST TERMITE CONTROL	0010-801-6502-38250	250.00	PEST CONTROL		311878	
	0010-801-6502-38250	360.00	PEST CONTROL		311878	
	0010-801-6502-38250	33.00	PEST CONTROL		311878	
	0010-801-6502-38250	42.00	PEST CONTROL		311878	
	0010-801-6502-38250	46.00	PEST CONTROL		311878	
	0010-801-6502-38250	58.00	PEST CONTROL		311878	
	0010-801-6502-38250	52.00	PEST CONTROL		311878	
	0010-801-3113-38100	43.00	PEST CONTROL		311878	884.00
ADVANTAGE SEALING SYSTEMS INC.	0022-801-4206-23100	559.71	STREETS SUPPLIES		311879	559.71
AERUS ELECTROLUX	0010-801-6001-38400	203.96	LIBRARY SUPPLIES/REPAIR		311880	203.96
ROBERTO A AGUIRRE	0075-450-0075-08530	433.82	SNOWVILLAGE SUPPLIES (TRUST)		311881	433.82
ALL AMERICAN ASPHALT	0175-850-5001-91900	62,795.00	STREET RESURFACING	16-0706	311882	62,795.00
AMTECH ELEVATOR SERVICES	0010-801-6001-38100	733.83	ELEVATOR MAINTENANCE		311883	733.83
ANGELO PLUMBING INC	0092-801-4210-38100	1,937.50	PLUMBING SERVICE		311884	
	0092-801-4210-38100	169.00	PLUMBING SERVICE		311884	
	0092-801-4210-38100	189.00	PLUMBING SERVICE		311884	2,295.50
ARAMARK UNIFORM & CAREER APPAREL, I	0010-801-3210-39050	13.13	FIRE UNIFORM SERVICES		311885	

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/16/2016

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PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ARAMARK UNIFORM & CAREER APPAREL, I	0010-801-3210-39050	13.13	FIRE UNIFORM SERVICES		311885	
	0010-801-3210-39050	13.13	FIRE UNIFORM SERVICES		311885	39.39
ARGIL BLDG. MATERIAL CO.	0022-801-4202-22400	175.49	CONCRETE	17-0234	311886	175.49
ARMORCAST PRODUCTS CO.	0092-801-4223-23350	3,590.10	WATER MAIN COVER	17-0151	311887	3,590.10
ASSOCIATED OF LOS ANGELES,	0010-801-4210-23400	41.97	BLDG MAINT SUPPLIES	17-0238	311888	
	0010-801-4210-23400	866.90	BLDG MAINT SUPPLIES	17-0238	311888	
	0010-801-4210-23400	61.59	BLDG MAINT SUPPLIES	17-0238	311888	
	0176-801-4207-23900	365.15	BLDG MAINT SUPPLIES	17-0238	311888	1,335.61
ATHENS SERVICES	0092-801-4223-37300	100.00	WATER TRASH DISPOSAL SERVICES		311889	100.00
	0043-801-4208-41200	419,991.83	REFUSE COLLECTION SERVICES		311890	419,991.83
AUTOZONE WEST, INC	0060-801-4211-23500	53.99	FLEET PARTS/SUPPLIES-UNIT 046	17-0298	464 *	
	0060-801-4211-23500	143.04	FLEET PARTS/SUPPLIES-UNIT 027	17-0298	464 *	
	0060-801-4211-23500	86.38	FLEET PARTS/SUPPLIES-UNIT 242	17-0298	464 *	
	0060-801-4211-23500	178.19	FLEET PARTS/SUPPLIES-UNIT 988	17-0298	464 *	461.60
BAKER & TAYLOR INC	0131-801-6002-40000	9.25	BOOK(S) 1		311891	
	0131-801-6002-40000	23.52	BOOK(S) 2		311891	
	0131-801-6002-40000	14.83	BOOK(S) 1		311891	
	0010-801-6006-40000	20.38	BOOK(S) 17		311891	
	0010-801-6006-40000	10.84	BOOK(S) 2		311891	
	0010-801-6006-40000	80.82	BOOK(S) 4		311891	
	0010-801-6006-40000	814.23	BOOK(S) 66		311891	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
BAKER & TAYLOR INC	0010-801-6006-40000	39.64	BOOK(S) 4		311891	
	0010-801-6006-40000	57.81	BOOK(S) 5		311891	
	0010-801-6006-40000	454.41	BOOK(S) 38		311891	
	0010-801-6006-40000	11.45	BOOK(S) 1		311891	
	0010-801-6006-40000	10.84	BOOK(S) 1		311891	
	0010-801-6006-40000	14.59	BOOK(S) 1		311891	
	0010-801-6006-40000	109.59	BOOK(S) 10		311891	
	0010-801-6006-40000	61.97	BOOK(S) 5		311891	
	0010-801-6006-40000	441.40	BOOK(S) 38		311891	
	0010-801-6006-40000	101.66	BOOK(S) 14		311891	
	0010-801-6006-40000	83.77	BOOK(S) 3		311891	
	0010-801-6006-40000	105.59	BOOK(S) 8		311891	
						2,466.59
BARTEL ASSOCIATES LLC	0010-801-5102-31850	360.00	MASS MUTUAL IMPLEMENTATION		311892	360.00
KATALINA BELTRAN	0159-801-6507-31920	3,588.75	INSTRUCTOR-RECREATION CLASS		311893	3,588.75
BLODGETT BAYLOSIS ENVIRONMENT PLAN	0075-450-0075-08660	9,750.00	ENVIRONMENTAL SERVICES (TRUST)	17-0327	311894	
	0075-450-0075-08660	6,551.00	ENVIRONMENTAL SERVICES (TRUST)	17-0327	311894	
						16,301.00
BOB BARKER CO., INC.	0010-801-3113-22600	367.35	POLICE SUPPLIES		311895	367.35
BRAVO BUSINESS RESOURCES	0077-801-1111-31950	60.00	TRANSLATION SERVICES		311896	60.00
BRODART COMPANY	0010-801-6003-22450	18.31	LIBRARY CATALOG SUPPLIES		311897	18.31
CALGON CARBON CORPORATION	0093-801-4230-23300	40,000.00	WATER TREATMENT	17-0301	311898	
	0093-801-4226-23300	15,195.90	WATER TREATMENT	17-0301	311898	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
CALGON CARBON CORPORATION	0093-801-4229-23300	40,000.00	WATER TREATMENT	17-0301	311898	
	0093-801-4226-23300	15,195.90	WATER TREATMENT	17-0301	311898	110,391.80
CALIFORNIA REVENUE OFFICERS ASSOCIATION	0010-801-1406-39300	100.00	MEMBERSHIP DUES		311899	100.00
CALIFORNIA WATER SERVICE CO.	0092-801-4222-36300	22.22	WATER SERVICE		311900	
	0092-801-4222-36300	84.72	WATER SERVICE		311900	
	0092-801-4222-36300	30.53	WATER SERVICE		311900	
	0092-801-4222-36300	307.81	WATER SERVICE		311900	445.28
CANON FINANCIAL SERVICES, INC.	0010-801-1403-37500	1,191.29	COPIER MACHINE RENTAL	17-0334	311901	
	0010-801-4209-37500	579.97	COPIER MACHINE RENTAL	17-0215	311901	
	0010-801-6505-39250	185.73	COPIER MACHINE RENTAL	17-0193	311901	
	0092-801-4220-37500	559.76	COPIER MACHINE RENTAL		311901	
	0010-801-1407-38400	801.56	COPIER MACHINE RENTAL	17-0059	311901	
	0043-801-1801-38400	801.56	COPIER MACHINE RENTAL	17-0059	311901	
	0010-801-6502-38400	801.57	COPIER MACHINE RENTAL	17-0059	311901	4,921.44
CANON SOLUTIONS AMERICA, INC	0075-450-0075-08550	290.20	COPIER MAINTENANCE (TRUST)	17-0194	465 *	290.20
CHARLIES TIRE RECYCLING	0060-801-4211-31950	264.00	FLEET TIRE RECYCLING		311902	264.00
COAST LABEL COMPANY	0010-801-1406-39250	1,767.89	VEHICLE LICENSE		311903	1,767.89
COBRA FIRE PROTECTION	0010-801-6001-38100	150.00	FIRE SYS/EXTINGUISHERS SERVICE		311904	
	0010-801-6001-38100	150.00	FIRE SYS/EXTINGUISHERS SERVICE		311904	
	0010-801-6001-38100	150.00	FIRE SYS/EXTINGUISHERS SERVICE		311904	
	0010-801-6001-38100	150.00	FIRE SYS/EXTINGUISHERS SERVICE		311904	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						600.00
COME LAND MAINTENANCE COMPANY	0178-801-6502-38250	3,819.00	JANITORIAL SERVICE		311905	
	0178-801-6502-38250	400.00	JANITORIAL SERVICE		311905	
	0178-801-6502-38250	263.00	JANITORIAL SERVICE		311905	
	0178-801-6502-38250	400.00	JANITORIAL SERVICE		311905	
	0178-801-6502-38250	1,146.00	JANITORIAL SERVICE		311905	
	0178-801-6502-38250	858.00	JANITORIAL SERVICE		311905	
	0178-801-6502-38250	50.00	JANITORIAL SERVICE		311905	
						6,936.00
COPWARE INC	0010-801-3115-38400	700.00	POLICE-LEGAL SOURCE BOOK		311906	
						700.00
COUNTY OF LOS ANGELES	0176-801-4207-36100	1,638.00	ANNUAL INDUSTRIAL WASTE PERMIT		311907	
						1,638.00
DANIELLA CARTER (DBA) PRETTY SMART	0010-801-5002-96069	1,308.68	RESTROOM & LOCKER RENOVATION	17-0236	311908	
	0042-801-5002-96069	1,308.69	RESTROOM & LOCKER RENOVATION	17-0236	311908	
	0060-801-5002-96069	1,308.69	RESTROOM & LOCKER RENOVATION	17-0236	311908	
	0010-801-5002-96069	1,185.23	RESTROOM & LOCKER RENOVATION	17-0236	311908	
	0042-801-5002-96069	1,185.25	RESTROOM & LOCKER RENOVATION	17-0236	311908	
	0060-801-5002-96069	1,185.25	RESTROOM & LOCKER RENOVATION	17-0236	311908	
	0010-801-5002-96069	702.83	RESTROOM & LOCKER RENOVATION		311908	
	0042-801-5002-96069	702.84	RESTROOM & LOCKER RENOVATION		311908	
	0060-801-5002-96069	702.84	RESTROOM & LOCKER RENOVATION		311908	
	0010-801-5002-96069	453.02	RESTROOM & LOCKER RENOVATION	17-0236	311908	
	0042-801-5002-96069	453.01	RESTROOM & LOCKER RENOVATION	17-0236	311908	
	0060-801-5002-96069	453.01	RESTROOM & LOCKER RENOVATION	17-0236	311908	
	0010-850-5004-99021	277.63	COUNTER & WORKSTATION DESIGN	16-0565	311908	
	0010-850-5004-99021	3,194.24	COUNTER & WORKSTATION DESIGN	16-0565	311908	
	0010-850-5004-99021	1,236.58	COUNTER & WORKSTATION DESIGN	16-0565	311908	
						15,657.79

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
ANITA DE LEON	0010-701-0010-07050	63.00	REFUND PICNIC RESERVATION		311909	63.00
DELL MARKETING LP	0010-801-1403-22750	86.75	COMPUTER/SUPPLIES		311910	
	0010-801-3115-38400	1,009.84	COMPUTER/SUPPLIES		311910	
	0010-801-3115-38400	140.17	COMPUTER/SUPPLIES		311910	
	0010-801-4212-24150	774.19	COMPUTER/SUPPLIES	17-0292	311910	
	0010-801-4212-24150	22.24	COMPUTER/SUPPLIES	17-0292	311910	
	0010-801-4212-24150	287.24	COMPUTER/SUPPLIES	17-0292	311910	
	0010-801-3115-38400	6,208.20	COMPUTER/SUPPLIES	17-0279	311910	8,528.63
DEPARTMENT OF JUSTICE	0010-701-0010-03710	96.00	FINGERPRINT PROCESSING	17-0051	311911	96.00
DIEGO'S AUTO REPAIR, INC	0060-801-4211-38400	40.00	SMCG CHECK-UNIT 022		311912	
	0060-801-4211-38400	40.00	SMCG CHECK-UNIT 008		311912	80.00
DNT ENTERPRISES, INC. (DBA) RAIDER	0060-801-4211-31950	72.00	FIRE EXTINGUISHERS		311913	72.00
DUNN-EDWARDS CORPORATION	0010-801-4202-23950	325.64	PAINT SUPPLIES	17-0232	311914	
	0010-801-4210-23100	17.40	PAINT SUPPLIES	17-0206	311914	343.04
EBSCO SUBSCRIPTION SERVICES	0131-801-6002-40000	28.63	LIBRARY SUBSCRIPTIONS		311915	28.63
EMPIRE CLEANING SUPPLY	0010-801-6001-22150	470.93	JANITORIAL SUPPLIES		466 *	
	0010-801-6001-22150	280.25	JANITORIAL SUPPLIES		466 *	
	0010-801-6001-22150	71.42	JANITORIAL SUPPLIES		466 *	
	0010-801-3113-22600	41.69	JANITORIAL SUPPLIES		466 *	
	0010-801-6505-22150	749.47	JANITORIAL SUPPLIES		466 *	
	0010-801-6502-22150	249.32	JANITORIAL SUPPLIES		466 *	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
EMPIRE CLEANING SUPPLY	0010-801-6503-22150	577.17	JANITORIAL SUPPLIES		466 *	2,440.25
ENGLANDER KNABE ALLEN & ASSOCIATES	0010-850-1201-31950	2,000.00	710 COALITION SERVICES	16-0681	311916	2,000.00
FARONICS TECHNOLOGIES USA INC	0010-801-6003-38400	540.00	LIBRARY SOFTWARE LICENSE		311917	540.00
FENSCO SERVICES INC	0010-801-4210-38100	2,400.00	FENCE REPAIR/INSTALLATION		311918	2,400.00
FIESTA COOPERATIVE INC.	0109-801-6511-41200	728.00	DIAL-A-TAXI PROGRAM		311919	728.00
FIREFIGHTERS BOOKSTORE	0349-801-3201-39400	1,533.63	FIRE TRAINING MANUALS,MATERIAL		311920	1,533.63
FOUR WINDS INTERACTIVE, LLC	0063-801-5002-99055	1,363.76	INFORMATIONAL KIOSK		311921	1,363.76
FRED PRYOR SEMINARS	0022-801-4206-39400	299.00	WATER TRAINING		311922	299.00
GARVEY EQUIPMENT COMPANY	0010-801-6517-24100	204.65	PARKS SUPPLIES	17-0109	311923	204.65
GOVCONNECTION INC.	0092-801-1406-24150	476.70	COMPUTER SUPPLIES		311924	476.70
GOVERNMENT FINANCE OFFICERS	0010-801-1403-39300	595.00	GFOA MEMBERSHIP		311925	595.00
GRAFFITI TRACKER INC	0010-801-4202-23950	1,417.00	GRAFFITI TRACKING SUPPLIES		311926	1,417.00
GRAINGER	0010-801-4210-23050	531.96	BLDG MAINT SUPPLIES	17-0246	311927	1,378.73
	0010-801-4210-23400	490.72	BLDG MAINT SUPPLIES	17-0246	311927	
	0010-801-4210-23400	356.05	BLDG MAINT SUPPLIES	17-0246	311927	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
GRAND PRIX TIRE & AUTO CENTER	0060-801-4211-23500	654.00	FLEET TIRES-UNIT 097		311928	654.00
JAIME GREEN	0010-801-1801-39400	114.68	TUITION REIMBURSEMENT		311929	114.68
GRIFFITH AIR TOOL, INC.	0092-801-4223-38400	787.69	WATER TOOLS/SUPPLIES		311930	787.69
H & H AUTO PARTS WHOLESALE	0060-801-4211-23500	110.48	FLEET PARTS/SUPPLIES-UNIT 919	17-0284	311931	430.47
	0060-801-4211-23500	41.62	FLEET PARTS/SUPPLIES-UNIT 980	17-0284	311931	
	0060-801-4211-23500	205.62	FLEET PARTS/SUPPLIES-UNIT 919	17-0284	311931	
	0060-801-4211-23500	72.75	FLEET PARTS/SUPPLIES-UNIT 029	17-0284	311931	
HAROLD'S KEY SHOP, INC.	0060-801-4211-38400	20.00	KEY/LOCK SERVICES-UNIT 891		311932	20.00
HEALTHFIRST MEDICAL GROUP	0010-801-1801-31900	667.00	PRE-EMPLOYMENT PHYSICALS		311933	667.00
VERONICA HERRERA	0075-450-0075-08360	2,500.00	EE COMPUTER PROGRAM (TRUST)		311934	2,500.00
HOLLY ELECTRIC, INC. (DBA) BREA ELE	0176-801-4207-36100	332.50	STREET LIGHT REPAIR		311935	332.50
HOME DEPOT CREDIT SERVICES	0010-801-4210-23050	203.81	HARDWARE SUPPLIES	17-0241	311936	
	0010-801-4210-23050	26.30	HARDWARE SUPPLIES	17-0241	311936	
	0010-801-4210-23050	90.50	HARDWARE SUPPLIES	17-0241	311936	
	0010-801-4210-23050	622.27	HARDWARE SUPPLIES	17-0241	311936	
	0010-801-4210-23050	48.85	HARDWARE SUPPLIES	17-0241	311936	
	0010-801-4210-23050	97.68	HARDWARE SUPPLIES-CREDIT	17-0241	311936	
	0010-801-6508-39860	27.08	HARDWARE SUPPLIES	17-0260	311936	
	0010-801-6508-39860	143.68	HARDWARE SUPPLIES	17-0260	311936	
	0092-801-4223-24100	249.09	HARDWARE SUPPLIES	17-0141	311936	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
HOME DEPOT CREDIT SERVICES	0092-801-4222-23700	56.44	HARDWARE SUPPLIES	17-0141	311936	
	0060-801-4211-23500	352.72	HARDWARE SUPPLIES	17-0025	311936	
	0022-801-4202-22400	330.03	HARDWARE SUPPLIES	17-0214	311936	
	0010-801-6517-23100	51.23	HARDWARE SUPPLIES	17-0108	311936	
	0010-801-6517-23100	108.56	HARDWARE SUPPLIES	17-0108	311936	
	0010-801-6517-23100	85.28	HARDWARE SUPPLIES	17-0108	311936	
	0010-801-6517-23100	8.69	HARDWARE SUPPLIES	17-0108	311936	
	0010-801-6517-23100	59.98	HARDWARE SUPPLIES	17-0108	311936	
						2,366.83
BRENDA IGLESIAS	0136-801-3101-33250	42.12	POST TRAINING		311937	
	0136-801-3101-33250	110.16	POST TRAINING		311937	
						152.28
INFOSEND, INC.	0092-801-4221-32200	175.00	BILLING SERVICES-PAPERLESS	17-0048	311938	
						175.00
MITCHELL ING	0010-801-1101-11100	80.00	MAYOR'S EXPENSES		311939	
	0092-801-1101-11100	60.00	MAYOR'S EXPENSES		311939	
	0043-801-1101-11100	60.00	MAYOR'S EXPENSES		311939	
						200.00
INTERNATIONAL CODE COUNCIL, INC	0010-801-1703-39350	2,237.73	BUILDING CODE BOOK		311940	
	0010-801-1703-39350	187.00	BUILDING CODE BOOK		311940	
						2,424.73
IPMA	0010-801-1801-39300	789.00	HUMAN RESOURCES MEMBERSHIP		311941	
						789.00
SHELLY MARIE ISHIDA	0159-801-6507-31920	542.25	INSTRUCTOR-RECREATION CLASS		311942	
						542.25
JAVIER PARADA (DBA) XTREME FITNESS	0349-801-3201-39400	688.75	FIRE EQUIPMENT MAINTENANCE		311943	
	0349-801-3201-39400	837.15	FIRE EQUIPMENT MAINTENANCE		311943	
						1,525.90

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
JHM SUPPLY INC	0010-801-6517-23300	113.82	PARKS SUPPLIES	17-0112	311944	113.82
JIM'S AUTOMOTIVE SERVICE	0060-801-4211-38400	158.00	FLEET SMOG CHECK-UNIT 013	17-0023	311945	
	0060-801-4211-38400	158.00	FLEET SMOG CHECK-UNIT 996	17-0023	311945	
	0060-801-4211-38400	158.00	FLEET SMOG CHECK-UNIT 015	17-0023	311945	
	0060-801-4211-38400	41.70	FLEET SMOG CHECK-UNIT 999	17-0023	311945	
	0060-801-4211-38400	41.70	FLEET SMOG CHECK-UNIT 989	17-0023	311945	
	0060-801-4211-38400	41.70	FLEET SMOG CHECK-UNIT 038	17-0023	311945	
	0060-801-4211-38400	41.70	FLEET SMOG CHECK-UNIT 994	17-0023	311945	640.80
JOHN L. HUNTER & ASSOC., INC.	0184-801-4208-31950	3,155.00	USED OIL PROGRAM	17-0321	311946	
	0184-801-4208-31950	2,640.00	USED OIL PROGRAM	17-0321	311946	
	0184-801-4208-31950	142.50	USED OIL PROGRAM	17-0321	311946	
	0043-801-4203-31950	10,900.75	NPDES SERVICES	17-0321	311946	
	0043-801-4203-31950	13,853.75	NPDES SERVICES	17-0321	311946	
	0043-801-4203-31950	9,166.95	NPDES SERVICES	17-0321	311946	
	0043-850-4203-31950	4,270.55	NPDES SERVICES	16-0480	311946	44,129.50
JOHNSON EQUIPMENT COMPANY	0160-801-3103-22750	260.00	POLICE PARTS		311947	260.00
JWA URBAN CONSULTANTS INC	0152-801-2206-31850	697.50	HOME CONSULTING		311948	
	0169-801-2201-31800	2,859.75	CDBG CONSULTING		311948	
	0152-801-2206-31850	4,939.50	HOME CONSULTING		311948	
	0152-801-2206-31850	1,886.50	2016 CAPER CONSULTING		311948	
	0169-801-2201-31800	1,886.50	2016 CAPER CONSULTING		311948	12,269.75
RICHARD KAGEYAMA	0159-801-6507-31920	323.40	INSTRUCTOR-RECREATION CLASS		311949	323.40

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
RICHARD KAGEYAMA	0075-450-0075-08630	300.00	REFUND FACILITY DEPOSIT(TRUST)		311950	300.00
MARK KHAIL	0010-801-3230-39700	36.80	REIMBURSEMENT-GREAT SHAKE OUT		311951	36.80
KNIGHT COMMUNICATIONS INC	0160-801-3115-31700	10,250.00	SYSTEM MANAGEMENT SERVICE	17-0122	311952	23,292.05
	0010-801-1301-38400	497.17	SYSTEM MANAGEMENT SERVICE		311952	
	0010-801-1404-38400	464.96	SYSTEM MANAGEMENT SERVICE		311952	
	0043-801-1404-38400	548.29	SYSTEM MANAGEMENT SERVICE		311952	
	0092-801-1404-38400	714.97	SYSTEM MANAGEMENT SERVICE		311952	
	0010-801-1701-38400	376.67	SYSTEM MANAGEMENT SERVICE		311952	
	0010-801-1702-38400	376.67	SYSTEM MANAGEMENT SERVICE		311952	
	0010-801-1703-38400	376.67	SYSTEM MANAGEMENT SERVICE		311952	
	0010-801-1801-38400	733.75	SYSTEM MANAGEMENT SERVICE		311952	
	0010-801-3115-38400	1,282.50	SYSTEM MANAGEMENT SERVICE		311952	
	0010-801-3201-38400	897.50	SYSTEM MANAGEMENT SERVICE		311952	
	0022-801-4202-38400	524.08	SYSTEM MANAGEMENT SERVICE		311952	
	0092-801-4210-38400	386.75	SYSTEM MANAGEMENT SERVICE		311952	
	0060-801-4211-38400	1,716.66	SYSTEM MANAGEMENT SERVICE		311952	
	0043-801-4212-38400	552.92	SYSTEM MANAGEMENT SERVICE		311952	
	0092-801-4220-38400	1,628.33	SYSTEM MANAGEMENT SERVICE		311952	
	0131-801-6001-38400	853.33	SYSTEM MANAGEMENT SERVICE		311952	
	0010-801-6502-38400	1,110.83	SYSTEM MANAGEMENT SERVICE		311952	
KNOWLES-MCNIFF	0010-801-1404-31700	783.00	FINANCE SOFTWARE MAINTENANCE	17-0002	311953	
	0043-801-1404-31700	3,850.00	FINANCE SOFTWARE MAINTENANCE	17-0002	311953	
	0092-801-1404-31700	3,908.00	FINANCE SOFTWARE MAINTENANCE	17-0002	311953	
	0010-801-3115-31700	599.00	FINANCE SOFTWARE MAINTENANCE	17-0002	311953	
	0010-801-3220-31700	209.00	FINANCE SOFTWARE MAINTENANCE	17-0002	311953	
	0092-801-4221-31700	989.00	FINANCE SOFTWARE MAINTENANCE	17-0002	311953	

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KNOWLES-MCNIFF	0093-801-4226-31700	212.00	FINANCE SOFTWARE MAINTENANCE	17-0002	311953	
	0093-801-4227-31700	259.00	FINANCE SOFTWARE MAINTENANCE	17-0002	311953	
	0093-801-4228-31700	212.00	FINANCE SOFTWARE MAINTENANCE	17-0002	311953	
	0093-801-4229-31700	199.00	FINANCE SOFTWARE MAINTENANCE	17-0002	311953	
	0093-801-4231-31700	265.00	FINANCE SOFTWARE MAINTENANCE	17-0002	311953	
	0093-801-4232-31700	212.00	FINANCE SOFTWARE MAINTENANCE	17-0002	311953	
	0010-801-6001-31700	803.00	FINANCE SOFTWARE MAINTENANCE	17-0002	311953	12,500.00
L.A. COUNTY FIRE DEPARTMENT	0010-801-6502-31950	426.00	HAZARDOUS MATERIAL PROGRAM		311954	
	0010-801-6502-31950	426.00	HAZARDOUS MATERIAL PROGRAM		311954	852.00
LA PIANA ASSOCIATES, INC. (DBA) LA	0075-450-0075-08320	2,200.00	TASK THREE PROGRAM (TRUST)	17-0287	311955	2,200.00
LAC/USC MEDICAL CENTER	0010-801-3104-31950	730.00	INVESTIGATION SERVICE		311956	730.00
LAWN MOWER CORNER/KNG POWER EQUIPME	0176-801-6516-38500	100.00	PARKS-TOOLS/SUPPLIES	17-0104	311957	100.00
LIEBERT CASSIDY WHITMORE	0010-801-1801-31951	5,211.75	LEGAL SERVICES-PD APPEAL		311958	
	0010-801-1801-31955	5,281.00	LEGAL SERVICES-EE DISCIPLINE		311958	
	0043-801-1601-31600	1,742.50	LEGAL SERVICES-GENERAL		311958	
	0043-801-1601-31600	21.65	LEGAL SERVICES-PITCHES MOTIONS		311958	
	0043-801-1601-31600	1,599.00	LEGAL SERVICES-POA NEGOTIATION		311958	
	0043-801-1601-31600	58.50	LEGAL SERVICES-FIRE MOU REVIEW		311958	13,914.40
THE LIGHTHOUSE INC (DBA)	0060-801-4211-23500	56.00	FLEET PARTS-UNIT 948	17-0008	311959	56.00
LINCOLN EQUIPMENT INC.	0010-801-6503-23050	279.04	POOL CHEMICAL/SUPPLIES	17-0323	311960	
	0010-801-6503-23050	146.50	POOL CHEMICAL/SUPPLIES	17-0323	311960	

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LINCOLN EQUIPMENT INC.	0010-801-6503-23050	332.67	POOL CHEMICAL/SUPPLIES	17-0323	311960	
	0010-801-6503-23050	139.52	POOL CHEMICAL/SUPPLIES	17-0323	311960	
	0010-801-6503-23050	351.09	POOL CHEMICAL/SUPPLIES	17-0323	311960	
	0010-801-6503-23050	285.14	POOL CHEMICAL/SUPPLIES	17-0323	311960	1,533.96
SHOU LIU	0010-701-0010-02010	25.00	REFUND BUSINESS LICENSE		311961	25.00
LOGAN SUPPLY CO., INC.	0092-801-4223-24100	991.19	WATER SUPPLIES/TOOLS	17-0163	311962	991.19
LOS ANGELES COUNTY TAX	0092-801-4220-39300	298.40	16-17 PROPERTY TAX		311963	298.40
LUMINARIAS	0075-450-0075-08270	2,439.93	TUTOR RECOGNITION LUNCHEON		311964	2,439.93
M & C WELDING	0092-801-4223-38400	1,285.00	WELDING SERVICES		311965	1,285.00
MARCO C. ZAPIEN - ZAPIEN'S RESTAURANT	0071-801-3120-22670	660.00	EXPLORER BANQUET		311966	660.00
MARILYNN HARA (DBA) MARILYNN'S	0010-801-4212-22300	350.00	PUBLIC WORKS UNIFORM		311967	
	0092-801-4220-22300	100.00	PUBLIC WORKS UNIFORM		311967	
	0092-801-4221-22300	150.00	PUBLIC WORKS UNIFORM		311967	
	0092-801-4222-22300	250.00	PUBLIC WORKS UNIFORM		311967	
	0060-801-4211-22300	125.00	PUBLIC WORKS UNIFORM		311967	
	0010-801-4212-31500	147.10	PUBLIC WORKS UNIFORM		311967	
	0092-801-4223-22300	200.00	PUBLIC WORKS UNIFORM		311967	1,322.10
MCMASTER-CARR SUPPLY CO.	0092-801-4222-23700	259.57	WATER SUPPLIES	17-0169	311968	
	0092-801-4222-23700	13.19	WATER SUPPLIES	17-0169	311968	
	0092-801-4222-23400	292.59	WATER SUPPLIES		311968	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						565.35
MCNEILL SECURITY AND FIRE SYSTEMS	0010-801-4210-38400	2,001.69	ALARM SERVICES		311969	2,001.69
JORGE MEDINA	0010-801-1801-39400	116.68	TUITION REIMBERSEMENT		311970	116.68
METRON-FARNIER, LLC	0092-801-4223-23350	4,688.03	WATER METER/PARTS	17-0157	311971	
	0092-801-4223-23350	18,078.25	WATER METER/PARTS	17-0157	311971	22,766.28
METROPOLITAN TRANSPORTATION	0109-801-6511-41200	3,622.50	LANGLEY TAP CARD	17-0117	311972	3,622.50
MIG	0075-450-0075-08660	6,568.68	ENVIRONMENTAL SERVICES (TRUST)	17-0264	311973	6,568.68
MIRACLE RECREATION EQUIPMENT COMPAN	0010-801-6508-39860	52.89	PLAYGROUND SUPPLIES		311974	52.89
MISSION SUPER HARDWARE	0022-801-4202-22400	45.63	HARDWARE SUPPLIES	17-0224	311975	
	0010-801-6517-23050	12.09	HARDWARE SUPPLIES	17-0114	311975	
	0010-801-6517-23050	36.87	HARDWARE SUPPLIES	17-0114	311975	
	0010-801-6517-23050	4.88	HARDWARE SUPPLIES	17-0114	311975	
	0010-801-6517-23050	13.72	HARDWARE SUPPLIES	17-0114	311975	113.19
MOBILE MINI LLC	0010-801-6508-39860	109.96	FARMER MARKET STORAGE		311976	109.96
MOORE MEDICAL CORP	0042-801-4204-23700	117.11	MEDICAL SUPPLIES		311977	
	0042-801-4204-23700	904.92	MEDICAL SUPPLIES		311977	1,022.03
RICKY MUNDER	0075-450-0075-08360	2,089.80	EE COMPUTER PROGRAM (TRUST)		311978	2,089.80
MUNICIPAL AUDITING SERVICES LLC (DE	0010-701-0010-02010	377.13	BUSINESS LICENSE AUDITING SVCS		311979	

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
MUNICIPAL AUDITING SERVICES LLC (DE	0010-701-0010-02010	1,326.85	BUSINESS LICENSE AUDITING SVCS		311979	
	0010-701-0010-02010	441.18	BUSINESS LICENSE AUDITING SVCS		311979	
	0010-701-0010-02010	945.35	BUSINESS LICENSE AUDITING SVCS		311979	
	0010-701-0010-02010	866.43	BUSINESS LICENSE AUDITING SVCS		311979	3,956.94
MUSIC GEM	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)	17-0196	311980	190.00
	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)	17-0196	311981	190.00
	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)	17-0196	311982	190.00
	0075-450-0075-08550	190.00	LANGLEY DANCE BAND (TRUST)	17-0196	311983	190.00
NEC CORPORATION OF AMERICA	0010-801-1408-32050	400.00	PHONE SYSTEM SERVICES		311984	400.00
NED R HEALY & CO	0060-801-4211-23500	141.70	FLEET SUPPLIES		311985	141.70
LEE O NORRIS	0010-801-3103-22310	9.99	POLICE UNIFORM		311986	9.99
O'REILLY AUTO PARTS	0060-801-4211-23500	39.44	FLEET PARTS-UNIT 853	17-0297	311987	39.44
OCLC, INC	0131-801-6003-31700	1,069.33	LIBRARY CATALOGING SERVICE		311988	1,069.33
OFFICE DEPOT INC.	0043-801-4212-21250	250.69	OFFICE SUPPLIES		311989	
	0043-801-4212-21250	179.34	OFFICE SUPPLIES		311989	
	0043-801-4212-21250	150.47	OFFICE SUPPLIES		311989	
	0043-801-4212-21250	33.79	OFFICE SUPPLIES		311989	
	0043-801-4212-21250	14.80	OFFICE SUPPLIES		311989	

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OFFICE DEPOT INC.	0043-801-4212-21250	61.03	OFFICE SUPPLIES		311989	
	0043-801-4212-21250	87.76	OFFICE SUPPLIES		311989	
	0043-801-4212-21250	136.33	OFFICE SUPPLIES		311989	
	0010-801-6502-21350	190.54	OFFICE SUPPLIES		311989	
	0010-801-6502-21350	101.89	OFFICE SUPPLIES		311989	
	0060-801-4211-21350	15.92	OFFICE SUPPLIES	17-0013	311989	
	0010-801-3114-21350	603.96	OFFICE SUPPLIES	17-0075	311989	
	0010-801-3114-21350	194.92	OFFICE SUPPLIES	17-0075	311989	
	0010-801-6502-21250	56.11	OFFICE SUPPLIES		311989	
	0010-801-6001-21350	60.54	OFFICE SUPPLIES		311989	
	0010-801-6001-21350	70.70	OFFICE SUPPLIES		311989	
	0010-801-6006-22450	104.62	OFFICE SUPPLIES		311989	
	0010-801-6001-21350	44.34	OFFICE SUPPLIES		311989	
	0010-801-6001-22150	62.76	OFFICE SUPPLIES		311989	
	0131-801-6002-21350	830.74	OFFICE SUPPLIES		311989	
	0010-801-3104-21200	180.49	OFFICE SUPPLIES		311989	
	0010-801-3104-21200	134.29	OFFICE SUPPLIES		311989	
						3,566.03
OFFICE SOLUTIONS	0010-801-1301-21300	39.68	OFFICE SUPPLIES	17-0065	467 *	
	0010-801-1301-21350	13.33	OFFICE SUPPLIES	17-0065	467 *	
	0010-801-1301-21250	48.48	OFFICE SUPPLIES	17-0065	467 *	
	0010-801-1301-21300	39.68	OFFICE SUPPLIES	17-0065	467 *	
	0010-801-1301-21350	39.37	OFFICE SUPPLIES	17-0065	467 *	
	0010-801-1301-21350	133.36	OFFICE SUPPLIES	17-0065	467 *	
	0010-801-1408-22750	145.07	OFFICE SUPPLIES	17-0052	467 *	
						458.97
THE PHONE GUY	0010-801-3113-38400	300.00	VOICE/DATA CABLING		311990	
	0010-801-6502-32050	410.00	VOICE/DATA CABLING		311990	
						710.00

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VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
PRINT SPOT	0075-450-0075-08615	654.00	CENTENNIAL DINR PROGRAM(TRUST)		311991	654.00
PROSOURCE FACILITY SUPPLY	0010-801-1407-38250	380.96	JANITORIAL SUPPLIES		311992	380.96
PRUDENTIAL OVERALL SUPPLY	0060-801-4211-22300	30.89	UNIFORMS		468 *	
	0060-801-4211-22300	26.10	UNIFORMS		468 *	
	0060-801-4211-22150	24.55	SHOP RAGS		468 *	
	0010-801-3210-22150	14.01	SHOP RAGS		468 *	
	0060-801-4211-22150	24.55	SHOP RAGS		468 *	
	0010-801-3210-22150	14.01	SHOP RAGS		468 *	134.11
PVP COMMUNICATIONS INC	0010-801-3112-38400	166.25	POLICE EQUIPMENT/PARTS		469 *	
	0010-801-3112-38400	29.97	POLICE EQUIPMENT/PARTS		469 *	196.22
R S D REFRIGERATION	0010-801-4210-23050	500.49	AIR CONDITIONING PARTS	17-0240	311993	
	0010-801-4210-23050	134.16	AIR CONDITIONING PARTS	17-0240	311993	634.65
RACO INDUSTRIES, INC.	0010-801-6003-22450	183.50	LIBRARY SUPPLIES		311994	183.50
ROBERT K. MILLER (DBA) LOGIC 1 ENGI	0092-801-4223-38400	64.00	WATER REPAIR		311995	64.00
RON TURLEY ASSOC. INC	0060-801-4211-31950	2,050.00	FLEET MAINTENANCE SOFTWARE		470 *	2,050.00
ROSEMEAD OIL PRODUCTS, INC.	0060-801-4211-22250	514.53	MOTOR OIL/FLUID		311996	514.53
SAN LUIS BUTANE DISTRIBUTORS, INC	0060-801-4211-22250	8.88	PROPANE	17-0036	311997	
	0060-801-4211-22250	8.67	PROPANE	17-0036	311997	
	0060-801-4211-22250	43.76	PROPANE-UNIT 091	17-0036	311997	

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SAN LUIS BUTANE DISTRIBUTORS, INC	0060-801-4211-22250	39.05	PROPANE-UNIT 084	17-0036	311997	
	0060-801-4211-22250	25.80	PROPANE-UNIT 091	17-0036	311997	
	0060-801-4211-22250	28.23	PROPANE-UNIT 091	17-0036	311997	
	0060-801-4211-22250	27.41	PROPANE-UNIT 091	17-0036	311997	181.80
SCOTT GOODWIN ASSOCIATES	0349-801-3201-39400	1,440.00	FIRE TRAINING		311998	
	0349-801-3201-39400	2,160.00	FIRE TRAINING		311998	3,600.00
ROBERT T. SCOTT	0010-801-3210-31900	1,913.00	FIRE CONTINUING EDUCATION		311999	1,913.00
SHRED-IT US JV LLC	0010-801-3114-38400	412.52	DESTRUCTION SERVICES		312000	412.52
SIERRA INSTALLATIONS INC	0077-801-1111-31950	2,131.10	HOLIDAY DECORATIONS INST/REM	17-0331	312001	2,131.10
SIMPLEXGRINNELL LP	0010-801-4210-38400	720.00	ALARM SERVICES		312002	720.00
SMARDAN SUPPLY COMPANY	0092-801-4222-23700	176.22	WATER SUPPLIES	17-0168	312003	176.22
SMART & FINAL #321	0010-801-3230-39700	57.96	FIRE SUPPLIES		312004	
	0010-801-3230-39700	33.89	FIRE SUPPLIES		312004	91.85
SNAP-ON INDUSTRIAL, A DIVISION OF 1	0060-801-4211-38400	48.53	FLEET TOOLS/SUPPLIES	17-0116	471 *	
	0060-801-4211-38400	73.24	FLEET TOOLS/SUPPLIES	17-0116	471 *	121.77
THE STANDARD INSURANCE CO.	0065-464	1,445.88	EXECUTIVE PREMIUM		312005	1,445.88
STAPLES BUSINESS ADVANTAGE	0010-801-3230-39700	353.42	OFFICE SUPPLIES		312006	
	0010-801-3230-39700	103.50	OFFICE SUPPLIES		312006	

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						456.92
STATUS ONE MEDICAL INC	0010-801-1802-22750	39.13	FIRST AID SUPPLIES		312007	39.13
STETSON ENGINEERS, INC	0092-801-4222-31950	3,505.56	2015 UWMP SERVICES	17-0311	312008	3,505.56
SUNBURST DECORATIVE ROCK INC	0010-801-6517-22100	218.00	LANDSCAPING SUPPLIES	17-0094	312009	218.00
SUPERCO SPECIALTY PRODUCTS (DBA)	0022-801-4202-22400	405.48	STREET SUPPLIES		312010	405.48
SUPREME TROPHIES & GIFTS CO.	0010-801-1701-39250	43.60	NAME PLATES		312011	43.60
CHU THAI	0010-801-1403-33200	105.50	CALPERS FORUM		312012	105.50
THE CONVERSE PROFESSIONAL GROUP	0010-701-0010-02010	420.00	REFUND BUSINESS LICENSE		312013	420.00
THORSON MOTOR CENTER	0060-801-4211-23500	54.45	FLEET PARTS-UNIT 923		312014	54.45
TOM'S CLOTHING & UNIFORMS INC	0010-801-6516-22310	221.27	UNIFORMS-M RAMIREZ	17-0106	312015	
	0176-801-6516-22310	206.01	UNIFORMS-D SABADIN	17-0106	312015	
	0176-801-6516-22310	212.55	UNIFORMS-P BENTACOURT	17-0106	312015	
	0092-801-4223-23300	327.00	UNIFORMS-D RUIZ		312015	
	0092-801-4223-23300	566.80	UNIFORMS-D RUIZ		312015	
	0092-801-4223-22300	59.95	UNIFORMS-D ABARCA	17-0179	312015	
	0092-801-4223-22300	258.88	UNIFORMS-S CRUZ	17-0179	312015	
	0092-801-4223-22300	138.98	UNIFORMS-F DOMINGUEZ	17-0179	312015	
	0092-801-4223-22300	115.54	UNIFORMS-J MEDINA	17-0179	312015	
	0092-801-4222-22300	256.15	UNIFORMS-R RICHARDS	17-0179	312015	
	0092-801-4222-22300	43.85	UNIFORMS-R RICHARDS	17-0179	312015	

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TOM'S CLOTHING & UNIFORMS INC	0092-801-4222-22300	164.59	UNIFORMS-S VILLARREAL	17-0179	312015	
	0092-801-4222-22300	59.95	UNIFORMS-S VILLARREAL	17-0179	312015	
	0010-801-3112-22310	113.80	UNIFORMS-J REZA	17-0087	312015	
	0010-801-3114-22310	498.84	UNIFORMS-C TOBEY	17-0087	312015	
	0071-801-3120-22310	56.90	UNIFORMS-N BANKS	17-0087	312015	
	0071-801-3120-22310	56.90	UNIFORMS-K CANZANO	17-0087	312015	
	0071-801-3120-22310	56.90	UNIFORMS-J HUANG	17-0087	312015	
	0071-801-3120-22310	56.90	UNIFORMS-C RAMIREZ	17-0087	312015	
	0010-801-3103-22310	279.58	UNIFORMS-M GUILLERMO	17-0087	312015	
	0010-801-3103-22310	234.95	UNIFORMS-O MUNEZ	17-0087	312015	
	0075-450-0075-08420	987.38	UNIFORMS-EXPLORER (TRUST)		312015	
						4,973.67
U S SAFETY AND SUPPLY COMPANY	0092-801-4223-22300	134.95	WATER SUPPLIES	17-0181	312016	
	0092-801-4223-22300	91.23	WATER SUPPLIES	17-0181	312016	
	0092-801-4223-22300	72.26	WATER SUPPLIES	17-0181	312016	
						298.44
MARICELA VASQUEZ	0010-801-6506-22750	300.00	DAY CARE SUPPLIES		312017	
						300.00
VULCAN MATERIAL CO	0110-801-4202-23600	174.93	ASPHALT		312018	
	0110-801-4202-23600	598.41	ASPHALT		312018	
	0110-801-4202-23600	264.87	ASPHALT		312018	
	0110-801-4202-23600	226.33	ASPHALT		312018	
	0110-801-4202-23600	227.07	ASPHALT		312018	
	0110-801-4202-23600	227.07	ASPHALT		312018	
	0110-801-4202-23600	301.93	ASPHALT		312018	
	0110-801-4202-23600	227.81	ASPHALT		312018	
	0110-801-4202-23600	228.55	ASPHALT		312018	
						2,476.97
WARREN DISTRIBUTING, INC.	0060-801-4211-23500	10.33	FLEET PARTS/SUPPLIES-UNIT 088	17-0285	472 *	

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WARREN DISTRIBUTING, INC.	0060-801-4211-23500	59.90	FLEET PARTS/SUPPLIES-UNIT 091	17-0285	472 *	
	0060-801-4211-23500	95.45	FLEET PARTS/SUPPLIES-UNIT 970	17-0285	472 *	
	0060-801-4211-23500	65.29	FLEET PARTS/SUPPLIES-UNIT 046	17-0285	472 *	
	0060-801-4211-23500	44.08	FLEET PARTS/SUPPLIES-UNIT 923	17-0285	472 *	
	0060-801-4211-23500	8.56	FLEET PARTS/SUPPLIES-UNIT 053	17-0285	472 *	
	0060-801-4211-23500	14.13	FLEET PARTS/SUPPLIES	17-0285	472 *	
	0060-801-4211-23500	95.45	FLEET PARTS/SUPPLIES-UNIT 986	17-0285	472 *	
	0060-801-4211-23500	8.56	FLEET PARTS/SUPPLIES	17-0285	472 *	
	0060-801-4211-23500	13.08-	FLEET PARTS/SUPPLIES-CREDIT	17-0285	472 *	
						388.67
WELLS FARGO FINANCIAL LEASING	0092-801-4212-37500	811.99	COPIER RENTAL		312019	
						811.99
WEST COAST ARBORISTS, INC.	0010-801-6516-31190	14,858.00	TREE MAINTENANCE SERVICES	17-0282	312020	
						14,858.00
WESTCO SERVICE COMPANY	0010-801-4210-38150	927.00	AIR CONDITIONING REPAIR		312021	
	0010-801-4210-38150	486.00	AIR CONDITIONING REPAIR		312021	
	0010-801-4210-38150	543.00	AIR CONDITIONING REPAIR		312021	
						1,956.00
WHITTIER FERTILIZER CO.	0010-801-6517-22100	134.20	PARKS SUPPLIES	17-0107	473 *	
	0010-801-6517-22100	31.35	PARKS SUPPLIES	17-0107	473 *	
						165.55
WILLIES TIRES AND ALIGNMENT	0060-801-4211-23500	893.40	FLEET TIRES-UNIT 923	17-0004	312022	
						893.40
RICKY WONG	0159-801-6507-31920	114.40	INSTRUCTOR-RECREATION CLASS		312023	
						114.40
THOMAS WONG	0159-801-6507-31920	669.20	INSTRUCTOR-RECREATION CLASS		312024	
						669.20
ZUMAR INDUSTRIES, INC.	0022-801-4206-23100	2,531.53	STREET SIGNS & SUPPLIES		474 *	

* Indicates an E-Payable transaction

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CITY OF MONTEREY PARK
 FINAL WARRANT REGISTER
 COUNCIL MEETING DATE 11/16/2016

33

PRINTED WARRANTS

VENDOR NAME	ACCOUNT	AMOUNT	DESCRIPTION	P.O.	CHECK #	TOTAL
						2,531.53
	TOTAL FOR REGULAR WARRANTS					927,328.69
	PRINTED	918,089.82				
	E-PAYABLE	9,238.87				

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/16/2016

34

TOTAL FOR PREPAID WARRANTS	42,740.31
TOTAL FOR PREPAID E-PAYABLES	0.00
TOTAL FOR PRINTED WARRANTS	918,089.82
TOTAL FOR PRINTED E-PAYABLES	9,238.87
TOTAL WARRANTS	970,069.00
TOTAL VOID CHECKS	0
TOTAL PREPAID CHECKS	39
TOTAL PREPAID E-PAYABLES	0
TOTAL CHECKS PRINTED	149
TOTAL E-PAYABLES PRINTED	11
TOTAL CHECKS ISSUED	199

CITY OF MONTEREY PARK
FINAL WARRANT REGISTER
COUNCIL MEETING DATE 11/16/2016
FUND SUMMARY

35

FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
0010	GENERAL FUND	16,928.54	104,501.60	121,430.14
0022	STATE GAS TAX FUND	635.10	4,870.95	5,506.05
0042	SEWER FUND	0.00	4,671.82	4,671.82
0043	REFUSE FUND	31.31	468,332.46	468,363.77
0060	CITY SHOP FUND	487.20	13,030.81	13,518.01
0063	TECHNOLOGY INTERNAL SERV FUND	0.00	1,363.76	1,363.76
0065	PAYROLL CLEARING ACCOUNT	564.00	1,445.88	2,009.88
0071	PUBLIC SAFETY IMPACT FEE FUND	0.00	887.60	887.60
0075	SPECIAL DEPOSITS FUND	3,916.47	35,524.81	39,441.28
0077	BUSINESS IMPROVEMENT AREA #1	3,198.15	2,191.10	5,389.25
0080	WORKERS COMP FUND	0.00	5,871.00	5,871.00
0092	WATER FUND	482.23	49,876.73	50,358.96
0093	WATER TREATMENT FUND	11,882.37	111,750.80	123,633.17
0109	OPA PROPOSITION A	19.06	4,350.50	4,369.56
0110	MEASURE R FUND	0.00	2,476.97	2,476.97
0131	LIBRARY TAX FUND	2,070.60	2,829.63	4,900.23
0136	POST	2,120.00	152.28	2,272.28
0142	EL CIVIC EDUCATION GRANT	405.28	0.00	405.28
0152	HOME HOUSING PROGRAM	0.00	7,523.50	7,523.50
0159	RECREATION FUND	0.00	5,238.00	5,238.00
0160	ASSET FORFEITURE	0.00	10,510.00	10,510.00
0169	CDBG FUND	0.00	4,746.25	4,746.25
0175	ISTEA	0.00	62,795.00	62,795.00
0176	MAINTENANCE DISTRICT 93-1	0.00	2,854.21	2,854.21
0178	PROP A - PER PARCEL GRANT	0.00	6,936.00	6,936.00
0184	USED OIL RECYCLING BLOCK GRANT	0.00	5,937.50	5,937.50
0349	ELAC INSTRUCTIONAL SERV PROG	0.00	6,659.53	6,659.53

CITY OF MONTEREY PARK
 FINAL WARRANT REGISTER
 COUNCIL MEETING DATE 11/16/2016
 FUND SUMMARY

36

FUND	DESCRIPTION	PREPAID	PRINTED	TOTAL
	TOTAL	42,740.31	927,328.69	970,069.00



City Council Staff Report

DATE: November 16, 2016

AGENDA ITEM NO: New Business
Agenda Item 6-B.

TO: The Honorable Mayor and City Council
FROM: Joseph Leon, City Treasurer
SUBJECT: Monthly Investment Report – October 2016

RECOMMENDATION: It is recommended that the City Council:

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

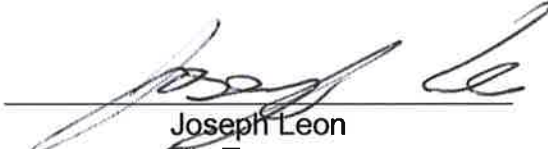
EXECUTIVE SUMMARY:

As of October 31, 2016 invested funds for the City of Monterey Park is \$70,961,839.64.

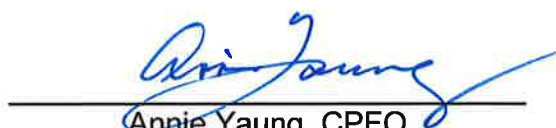
BACKGROUND:

In accordance with the City's Investment Policy, a monthly investment report is presented to the City Council showing the types of investments, dates of maturities, amounts of deposits, rates of interest, and the current market values for securities with maturity more than 12 months.

Respectfully submitted by:


Joseph Leon
City Treasurer

Prepared by:


Annie Yaung, CPFO
Controller

Approved by:


Paul L. Talbot
City Manager


Chu Thai
Director of Management Services

**CITY OF MONTEREY PARK
INVESTMENT REPORT
AS OF OCTOBER 31, 2016**

INSTITUTION NAME	PURCHASE DATE	MATURITY DATE	INTEREST RATE	% OF PORTFOLIO	AMOUNT
INVESTMENTS:					
CERTIFICATES OF DEPOSIT					
AMERICAN PLUS BANK	12/02/15	12/02/17	1.15%		240,000.00
ASIAN PACIFIC NATIONAL BANK	03/04/16	03/03/17	1.00%		200,000.00
CATHAY BANK	08/14/16	08/14/18	1.20%		100,000.00
CATHAY BANK	10/07/15	04/07/17	1.20%		150,000.00
EVERTRUST BANK	11/12/15	11/14/16	1.20%		100,000.00
EVERTRUST BANK	10/12/16	10/12/17	1.15%		150,000.00
FIRST GENERAL BANK	08/15/15	08/15/17	1.00%		240,000.00
PLAZA BANK	08/30/16	02/28/18	1.25%		245,000.00
PREFERRED BANK	06/06/16	06/06/17	1.10%		100,000.00
PREFERRED BANK	03/03/16	03/03/17	1.15%		140,000.00
TOMATO BANK, N.A.	03/04/16	03/04/17	1.10%		100,000.00
TOMATO BANK, N.A.	02/04/16	02/04/17	1.00%		140,000.00
ROYAL BUSINESS BANK	06/23/16	06/23/17	1.15%		250,000.00
CAPITAL ONE BK USA	01/22/15	01/23/17	0.70%		240,000.00
DISCOVER BANK	05/13/15	05/15/17	0.95%		240,000.00
BLUE HILLS BANK	05/30/14	05/30/17	0.95%		240,000.00
ALLY BK MIDVALE UTAH	09/17/15	09/18/17	1.25%		245,000.00
COMENITY CAP BK SALT LAKE CITY	09/21/15	09/21/18	1.70%		245,000.00
BMW BK NORTH AMERICA	09/23/15	09/18/17	1.20%		245,000.00
MERRICK BK SOUTH JORDAN UTAH	09/30/15	03/30/17	0.90%		245,000.00
KEY BANK, N.A.	09/30/15	10/02/17	1.15%		245,000.00
SALLIE MAE BANK	10/07/15	10/09/18	1.65%		245,000.00
GOLDMAN SACHS BANK	10/14/15	10/16/17	1.15%		245,000.00
CAPITAL ONE NATL BANK	10/21/15	10/23/17	1.15%		245,000.00
MEDALLION BANK	10/26/15	04/26/18	1.25%		245,000.00
WEBBANK	10/30/15	07/30/18	1.25%		245,000.00
WELLS FARGO BANK	11/12/15	11/13/18	1.40%		245,000.00
BMO HARRIS BANK	11/18/15	11/20/17	1.25%		245,000.00
BANKUNITED NATL ASSN.	11/25/15	05/24/17	0.90%		245,000.00
COMPASS BANK BIRMINGHAM	12/09/15	12/11/17	1.30%		245,000.00
TCF NATL BANK	12/23/15	12/23/16	0.70%		245,000.00
CADENCE BANK	02/10/16	02/18/18	1.25%		245,000.00
SANTANDER BANK	02/17/16	08/17/17	1.00%		245,000.00
INVESTOR BANK	02/25/16	05/25/17	0.85%		245,000.00
WORLDS FOREMOST BANK	04/07/16	04/05/19	1.35%		200,000.00
JP MORGAN CHASE BANK	04/19/16	04/19/19	1.20%		245,000.00
BANK NORTH CAROLINA THOMASVILLE	05/27/16	02/27/18	1.00%		245,000.00
FIRST NATIONAL BANK	06/17/16	06/18/18	1.10%		245,000.00
TOTAL CDs (38)		Average	1.200%	11.58%	<u>8,220,000.00</u>
LA COUNTY TREASURY POOL		ON DEMAND	1.020%	87.97%	<u>62,424,251.19</u>
LOCAL AGENCY INVESTMENT FUND		ON DEMAND	0.610%	0.45%	<u>317,588.45</u>
TOTAL INVESTMENTS				100.00%	<u>\$ 70,961,839.64</u>
BANK BALANCE: ⁽¹⁾					<u>\$ 3,295,643.64</u>

AVERAGE MATURITY DAYS

59

AVERAGE INTEREST RATE FOR THE MONTH

1.031%

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

INTEREST EARNINGS FOR 1ST QUARTER 2016-2017 (CUMULATIVE)

\$ 87,143.00

THERE HAVE BEEN NO VARIANCES TO THE INVESTMENT POLICY.

3-MONTH T-BILL

0.29%

CERBT STRATEGY 1 FYTD RETURN:

3.17%

(1) Bank balance is maintained to cover outstanding warrants and payroll checks as well as compensated balances.



City Council Staff Report

DATE: November 16, 2016

AGENDA ITEM NO: New Business
Agenda Item 6-C.

TO: The Honorable Mayor and City Council
FROM: Jim Smith, Chief of Police
SUBJECT: Award of Professional Services Agreement to Provide Architectural Services for the Remodel of the Police Department Locker Rooms

RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a contract with Leach Mounce Architects for architectural services for remodel of the Police Department locker rooms, in the amount of \$68,195, in a form approved by the City Attorney;
2. Authorize the City Manager to approve change orders up to \$6,819 (up to 10% of agreement amount) for this project;
3. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The City of Monterey Park FY 2016/2017 Annual Budget includes \$830,000 for the remodel of the Police Department Locker Rooms. Staff solicited proposals from local architectural firms to prepare construction documents for the remodel. After thorough review of the submitted proposals, staff recommends entering into a professional services agreement with Leach Mounce Architects of Ventura, CA in the amount of \$68,195 to prepare construction documents for the Police Department Locker Rooms.

BACKGROUND:

The Police Department operations include separate male and female locker room facilities within Monterey Park City Hall. The existing facilities are antiquated and do not meet current ADA and Title 24 standards. Accordingly, the City of Monterey Park Fiscal Year 2016/2017 Annual Budget includes \$830,000 for the Police Department Locker Rooms Remodel. Upon completion of this project, the locker rooms will meet all existing building standards. The first step in this project is to hire an architectural firm to create the construction documents that will be used to seek proposals from construction firms.

On May 20, 2016, staff solicited proposals from local architectural firms to provide architectural services for the remodel of the Police Department Locker Rooms. A

request for proposals was sent to seven area architectural firms with experience working on municipal projects: David Hidalgo Architects (Arcadia), Pretty Smart (Long Beach), WLC Architects (Rancho Cucamonga), Gonzalez Goodale Architects (Pasadena), Tyler Gonzalez Architects (Pasadena), Magellan Architects (Fountain Valley), and John Kaliski Architects (Los Angeles).

Two (2) firms submitted proposals:

Leach Mounce Architects (Ventura)	\$68,195
Pretty Smart (Long Beach)	\$69,565

Leach Mounce has recently worked on several Police Station Locker Room remodels including Los Angeles County Sheriff, cities of San Mateo, Chino, La Mesa, Santa Barbara, and Fortuna. In addition, staff checked with Leach Mounce Architects' references and found they were all positive. Therefore, staff recommends the City Council authorize entering into a professional services agreement with Leach Mounce Architects in the amount of \$68,195 to provide architectural services for the remodel of the Police Department Locker Room facilities.

The scope of services includes:

- Pre-design meetings and review of existing locker room layout;
- Schematic Design and preliminary cost estimate;
- Construction Documents; and
- Respond to bidder's questions during bidding period.

The total design phase is anticipated to take approximately 16 weeks. Following completion of the construction documents, staff will return to the City Council for authorization to advertise the project for bids.

FISCAL IMPACT:

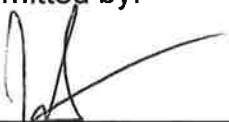
The project is included in the approved FY 2016/2017 annual budget as part of the Community Capital Improvement Activity - Police Locker Rooms Remodel in the amount of \$830,000 (including FY 2015/2016 carryover funds) and will be funded with General Funds (Account No. 0010-801-5002-96089)

CEQA:

Taking the recommended action would not result in a potential for resulting in a direct or reasonably indirect physical change in the environment and, accordingly, does not qualify as a "project" under the California Environmental Quality Act (Cal. Pub. Res. Code §§ 21000, *et seq.*; "CEQA") or CEQA regulations (Cal. Code Regs. tit. 14, §§ 15000, *et seq.*; see Cal. Code Regs. tit. 14, §§ 15061(b)(3), 15378). Even if the award of contract were to qualify as a project, it would be categorically exempt as a Class 1 or Class 5 project since, at best, it would constitute a minor alteration of existing public

structures involving no expansion of use; or a minor alteration in land use limitations (see Cal. Code Regs. tit. 14, §§ 15301, 15305).

Respectfully submitted by:



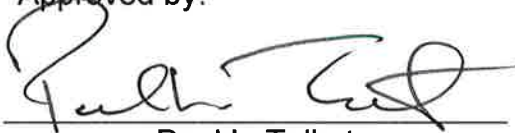
Jim Smith
Chief of Police

Prepared by:



Steve Goday
Lieutenant

Approved by:



Paul L. Talbot
City Manager

Reviewed and Approved by:



Karl H. Berger
Assistant City Attorney

ATTACHMENT:

Leach Mount Architects Bid

ATTACHMENT 1
Leach Mount Architects Bid



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

June 24, 2016

Proposal to provide Architectural Services for City of Monterey Park
Police Department Employee Locker/Restroom/Shower Facilities at City Hall
Bid# 16-520



San Mateo Police Headquarters, CA



Stockton Police Dispatch Center, CA



Santa Clara Police Headquarters, CA
911 Addition



LEACH MOUNCE ARCHITECTS
architecture planning interiors

Prepared by: Howard Leach, AIA
Leach Mounce Architects
1885 Knoll Drive
Ventura, CA 93003
805.656.3522
howard@leachmouncearchitects.com
www.leachmouncearchitects.com

CITY OF MONTEREY PARK

REQUEST FOR BIDS

BID # 16-520

BIDS ARE DUE: NOT LATER THAN 4:00P.M. ON FRIDAY, JUNE 10, 2016.

The City of Monterey Park invites sealed bids for: Architectural Services for City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall.

1. Return original of Bid to:

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

2. Bidder must honor bid prices for sixty (60) days.
3. Bids must include this Bid form and be signed by the vendor's authorized representative.
5. Award of a contract will be made by the City Council based upon the criteria set forth in this bid solicitation.

BIDDER TO READ

I have, read, understood, and agree to the terms and conditions on all pages of this bid. The undersigned agrees to furnish the commodity or service stipulated on this bid as stated above.

LEACH MOUNCE ARCHITECTS
Company

1885 KNOLL DRIVE, VENTURA, CA
Address

HOWARD E. LEACH
Name (Print)

Howard E. Leach
Signature

805.656.3522
Company Phone No.

PRESIDENT
Title of Person Signing Bid

Table of Contents

PART I TECHNICAL BID

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June 24, 2016

City Clerk
City of Monterey Park
320 West Newmark Ave.
Monterey Park CA 91754

Re: Proposal for Architectural Services for Monterey Park Police Department Employee Locker/
Restroom/Shower Facilities, Proposal due 4:00 pm June 24, 2016

Members of the Selection Committee:

Leach Mounce Architects (LMA) has a strong interest in the Police Department Employee Locker/Restroom/ Shower Facilities at City Hall. LMA has more than 50 years of experience in public safety architecture and have designed 76 both new and remodeled police locker rooms as part of these projects. We understand the need and the specialized design features of lockers for law enforcement personnel. We have installed lockers from all of the major locker manufacturers such as Tiffen, Spacesaver and Montel and we have a relationship with each.

The following statement of Qualifications details our background, experience, approach, schedule and organization to accomplish a successful delivery of the Police Department Employee Locker/Restroom/ Shower Facilities project. We are aware of the importance this project has for the City and the critical need for the right people to do it.

We would welcome an opportunity to discuss this project and our firms qualifications with you at an interview. If further information is needed please contact me Howard Leach, via email at howard@leachmouncearchitects.com or by phone at (805)656-3522.

Sincerely,

Howard E. Leach, AIA, CSI

Leach Mounce Architects
1885 Knoll Drive
Ventura, CA

1. Objective and Scope of Work Understanding

In a police facility the quality of the locker/shower/restroom portion has one of the strongest impacts on recruitment, morale and retention. A clean, attractive, safe, secure, well lighted, well ventilated, well functioning locker/shower/restrooms is extremely important to the patrol officers. If Leach Mounce Architects (LMA) is selected for this project it will be our objective and our duty to provide design and construction documents achieving these qualities.

LMA's scope of work detailed by task in section 2 has a fairly robust pre design phase. We have learned that developing a clear understanding of the needs, challenges and opportunities early before committing to a preconceived solution results in better solutions, often quicker and at lower costs.

1.1 The pre design study can have the greatest impact on project scope and budget.

1.2 Potential problems are sought and defined during the pre design phase and solved during design.

1.3 Opportunities for project enhancement and cost savings are sought and defined during the pre design phase and developed for the clients advantage during design.

1.4 The solution will be specific to your goals, operations and building environment

Maximum value to you our client is the basic objective.

2. Work Program

2. Work Program

Leach Mounce Architects LMA will complete the following tasks to achieve a successful project.

2.1 PRE DESIGN

- 1. Kick off Meeting and Interviews** LMA will conduct a meeting with Monterey Park PD steering committee and the LMA design team to discuss the project goals, challenges and opportunities to enhance the locker room function by better design, security, durability and appropriate amenities. Additional interviews will be conducted as needed.
- 2. Review spaces to be remodeled** Spaces to be renovated will be photo documented with listings of deficiencies, power, lighting, HVAC, quantity and sizes of lockers existing and needed. Notes will be taken on ideas for improving the restrooms and locker rooms.
- 3. As built Drawings** As-built drawings will be examined and spaces measured if necessary to accurately establish the base layout for revision and renovation of the facilities.
- 4. California ADA and Title 24 Standards** The existing facilities will be reviewed for non conformance to these and other codes and standards to establish a codes and standards deficiency list.
- 5. Review selected Locker Manufacturer Requirements** Selected locker specifications, literature and samples will be reviewed and compared to achieve the best fit for the Monterey Park PD.
- 6. Preliminary Restroom Layouts** Restroom layouts will be prepared for review and discussion with the Steering Committee based on previous tasks 2.1 through 2.5
- 7. Preliminary Locker Room Layouts** Locker room layouts will also be prepared for review and discussion with the steering committee.
- 8. Client Meeting/Review** LMA will incorporate comments, suggestions and requests from the PD Steering Committee and also from the LMA design team into the layouts.
- 9. Initial Building Department Meeting** LMA will meet with the Building Department plan checker to determine what issues may require special attention to resolve during design.

2.2 SCHEMATIC DESIGN

- 1. Refine Restroom/Locker Room Layouts** Based on input from the Steering Committee, Design Team and Building Department and information generated by the previous tasks LMA will refine and update the floor plan layouts.
- 2. ADA Details/Requirements** Restrooms and locker rooms have many specific requirements for access, maneuvering room and reach that must be fulfilled. LMA will make sure that the standards are met.
- 3. Plumbing Design** LMA's Plumbing sub consultant will do the plumbing design for the restrooms, showers and floor drains.
- 4. Mechanical Design** LMA's Mechanical sub consultant will do the HVAC design for the facilities
- 5. Electrical Design** LMA's Electrical sub consultant will do the electrical and lighting design for the project.

2. Work Program

- 6. Architectural Design** LMA will do the detailed schematic architectural floor plans for the facilities.
- 7. Interior Elevations** LMA will do detailed restroom and locker room interior elevations.
- 8. Outline Specifications** LMA will do preliminary outline specifications including architectural finishes, lockers with specialized amenities and restroom accessories.
- 9. Color and Material Sample Board** LMA will prepare a board mounted display of wall coverings, tile, flooring and paint colors.
- 10. Preliminary Cost Estimate** LMA will do a preliminary estimate of cost including any appropriate add or deduct alternates if needed.
- 11. Client Meeting / Review** LMA will present the Schematic Design package to the Steering Committee and make appropriate changes to update the plans in response to comments.

2.3 CONSTRUCTION DOCUMENTS

- 1. Final Restroom / Locker room Layout** Based on the approved Schematic Design plans LMA will prepare the final floor plans ready for Building Department plan check.
- 2. Final restroom Details** LMA will detail the restrooms with the required accessories and ADA standards.
- 3. Final Locker Plan** LMA will show detailed layout
- 4. Final Locker Details** LMA will show locker partitioning, compartments, charging outlets and specialized amenities.
- 5. Final Plumbing Plans and Details** Plumbing subconsultant will provide detailed plumbing plans, fixture schedule and details ready for Building Department plan check.
- 6. Final Mechanical Plan and Details** Mechanical sub consultant will provide detailed HVAC plans, schedules, details and Title 24 energy calculations ready for Building Department Plan check.
- 7. Final Electrical Plan and Details** Electrical sub consultant will provide detailed electrical power and lighting plans, panel schedules, fixture schedules details and Title 24 lighting calculations ready for Building Department plan check.
- 8. Final Specifications and Bid Documents** LMA will prepare detailed technical specifications in CSI format and incorporate the City's legal instructions to bidders, general conditions and bonding requirements.
- 9. Building Department Plan Check** LMA will process the project through the Building Department Plan Check, make the required corrections and resubmit for back check. During the plan check LMA will also process review by all relevant city agencies.
- 10. Cost Estimate** LMA will do the final cost estimate after all input from the City and the Design Team is considered and incorporated.

3. Methodology

3.1 The Project Design Documents Our team is known for the quality of its documents, as demonstrated by low change order rates on multiple projects across the country. The heart of the quality control program is the quality of the people we employ. Our strategy is to maintain consistent project design and technical leadership staff on the project from start to finish. This continuity ensures that things do not fall through the cracks. We employ sophisticated protocols for plan reviews and utilize the latest in BIM clash detection programs. But at the heart of it all, we will provide experienced staff who will pay attention to the details. The Project Design documents contain the Owner and Architect's vision for the design of the project and the principal medium of communication for realizing that vision in built form. The quality of these documents is one of the primary criteria used to assess the quality of professional services.

3.2 Codes and Standards Technical competence also includes a working familiarity with the codes and standards related to police facility design and operations including:

- Essential Services Facilities
- International Building Code (IBC)
- Commission on Law Enforcement Accreditation (CLEA)
- Telecommunications Industry Association (TIA) 942
- Electrical Equipment Grounding Motorola R56
- National Fire Protection Agency (NFPA) 1221, 110, CHA-DMNS13 and 72
- UL Standard 752 Bullet Resistant Materials
- Federal Emergency Management Agency (FEMA) 361, 452
- AIA Security Planning and Design
- United Facilities Criteria (UFC) 4.010.01 and 4.141.04
- California Board of State and Community Corrections (CBSCC)
- California Titles 15 and 24

3.3 Current Technology LMA routinely uses Google Drive electronic information management systems to capture, store, process, transfer, and share project information, drawings and data in a manner that manages, protects, and controls access and use. This web-based information management platform will be accessible to the LMA design team, the Owner's, steering committee, the successful proposer and others as designated by the Owner. The system provides "real-time" tracking of the project, increased efficiency of the team, and accountability. Access to the information management system will be controlled by permissions and managed by the LMA project manager.

3.4 Communications Effective, accurate and timely communications are essential elements of any complex undertaking. Responsibilities for design team communications starts with the LMA Project Team: Howard Leach, AIA, CSI, and Mathew Huntington LEED® AP individually and collectively will ensure open and continuous communication with the owners group and design team from beginning to end. Information will also be developed and exchanged at regular meetings as follows:

- **Weekly Status Meetings:** Weekly Status Meetings will be held to report on recent accomplishments, current status, and to review activities and priorities for the week ahead. Meetings will focus on immediate and future anticipated needs for Owner-provided information. Advanced notifications will be made known, followed by written requests. The LMA team will track responses and provide updates on the status of any outstanding information requests at the following week's meeting.
- **Monthly Progress Meetings:** Each month, one Weekly Status Meeting will serve as a Monthly Progress Meeting. Progress and accomplishments since the last meeting, upcoming meetings,

3. Methodology

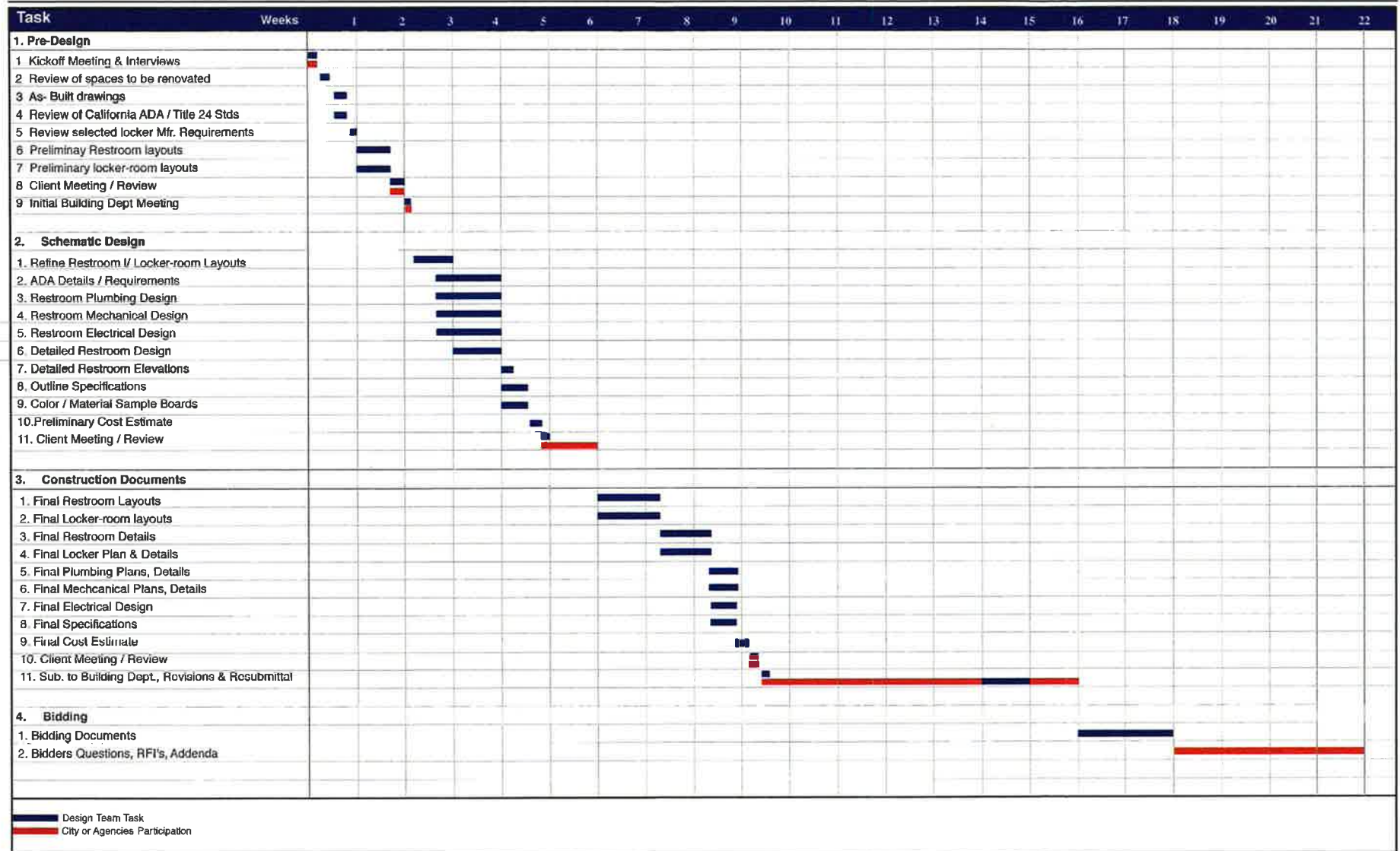
presentations, issues of concern, action items requiring resolution, schedule updates, and budget status will be discussed. LMA Team Managers and relevant engineers will participate. An agenda will be distributed prior to each meeting and following each meeting, highlights will be distributed within five working days. Outstanding data requests and advanced notifications of additional needed information will be made known to the steering committee at that time.

- **Progress Reports:** LMA will submit Progress Reports monthly providing up-to-date accounts of all major accomplishments. Each report will include a list of milestones to be accomplished, an updated project schedule, required action list and completed work will be documented.

3.5 Subconsultant Management LMA has an expert team of engineers to address and integrate the many complex, diverse security and building systems. Our Subconsultant Management Plan:

- We've selected local engineers that have a proven track record with us and the project type. We know they will work collaboratively, do quality work, and will be dedicated to the project.
- We'll hold mandatory project coordination meetings in our office where we discuss every aspect of the project and monitor the relative progress of each consultant.
- We integrate sub-consultants into the project in the early phases to benefit from their design expertise.
- We use REVIT which allows early coordination between the architecture and the building systems.

4.1 SCHEDULE



Leach Mounce Architects

4.2 HOURS

1. Hours	Architectural Leach Mounce Architects						Mechanical Engineer Turpin and Rattan						Total Hours
Assigned Staff	HL	MH	MV	CS	LH	Subtotal Hours	PP	PE	PM	SD	Admin	Subtotal Hours	
1. Pre Design													
1 Kickoff Meeting & Interviews	4	4				8						0	
2 Review of spaces to be renovated	2	2				4						0	
3 As-Built drawings		8	4	4		16						0	
4 Review of California ADA / Title 24 Stds	2	6				10		2				2	
5 Review selected locker Mfr. Requirements	2	6				8						0	
6 Preliminary Restroom layouts	6	10	8			24	2	6				8	
7 Preliminary locker-room layouts	6	10				16						0	
8 Client Meeting / Review	4	4				8						0	
9 Initial Building Dept Meeting	4	4				8						0	
Subtotal Hours	30	56	12	4	0	102	2	8	0	0	0	10	112
2. Schematic Design													
1 Refine Restroom / Locker-room Layouts	4	8	8			20						0	
2 ADA Details / Requirements		6	8	4		18						0	
3 Restroom Plumbing Design		2				2	1	8				9	
4 Restroom Mechanical Design		2				2	1	8				9	
5 Restroom Electrical Design		2				2	1	8				9	
6 Detailed Restroom Design	1	8	6			15						0	
7 Detailed Restroom Elevations	1	4	6			11						0	
8 Outline Specifications		3			8	11						0	
9 Color / Material Sample Boards		2				2						0	
10 Preliminary Cost Estimate	1	4			1	6						0	
12 Client Meeting / Review	1	1				2						0	
Subtotal Hours	8	42	28	4	9	91	3	24	0	0	0	27	118
3. Construction Documents													
1 Final Restroom / Locker-room layouts	4	16	8			28						0	
2 Final Locker-room layouts	4	16	8			28						0	
3 Final Restroom Details		10	8			18						0	
4 Final Locker Plan & Details	2	10	8			20						0	
5 Final Plumbing Plans, Details						0	2	10				12	
6 Final Mechanical Plans, Details						0	2	10				12	
7 Final Electrical Design						0						0	
8 Final Specifications	2	8			8	18						0	
9 Final Cost Estimate	4	8			1	13		6				6	
11 Client Meeting / Review	1	1				2						0	
12 Submission to Building Dept.		1				1		6				6	
Subtotal Hours	17	70	32	0	9	126	4	32	0	0	0	36	162
4. Bidding													
1 Bidding Documents	4	8				12	2	2				4	
2 Bidders Questions, RFIs, Addenda	2	12				14	2	2				4	
Subtotal Hours	6	20	0	0	0	26	4	4	0	0	0	8	34
Total Hours	61	188	72	8	18	345	13	68	0	0	0	81	426

Leach Mounce Architects Personnel

HL	Howard E Leach, AIA Principal-In-Charge
MH	Mathew Huntington, LEED / Project Manager
MV	Michelle Vanoli, AIA Job Captain, Design and P
CS	Carlos Sandoval Design and Production
LH	Lupe Hernandez Computer Graphics

Turpin and Rattan Personnel

PP	Managing Principal
PE	Professional Engineer
PM	Project Manager
SD	Senior Designer
Admin	Administration

5. Program Monitoring

5. Program Monitoring

Successful project management requires effective quality assurance, cost control and schedule control.

5.1 Quality Assurance LMA will do a rigorous quality assurance (QA) process as follows:

1. **Disciplines Coordination** LMA maintains a quality assurance system using the U.S. Navy "Redicheck" system for disciplines coordination in conjunction with our own checklist developed from similar projects. We use staff who have not worked on the project to get a fresh set of eyes during review. This portion involves the Mechanical, Electrical and Plumbing engineers to eliminate conflicts between systems and between structure and MEP systems. LMA's adoption of Building Information Modeling (BIM) which shows the building systems in 3D and flags conflicts has advanced the art greatly during the past few years.
2. **Client Needs** These are established in the pre-design phase by the needs assessment and space program. Any changes to the needs assessment after its approval are carefully documented in an attached log which becomes the checklist for the "client needs" portion of the QA.
3. **Errors and Omissions Checklist** LMA maintains checklists for errors and omissions on each of the projects we do. Our goals are to never make the same mistake twice and to make each project better than the last.
4. **Constructability** This plan check is often done by a building contractor hired separately by the building owner. Such items as roof and flashing details, waterproofing, door and window details, and special equipment are examined for feasibility of acquisition, cost and construction. We do this type of plan check as part of the QA process.
5. **Building Codes and Standards Plan Check** This part of QA includes exiting, fire and life safety, ADA compliance, essential services structural requirements and standards specific to high security facilities such as FEMA, DOD, NFPA and Telephone/IT communications agencies.

5.2 Cost Control In-house cost estimating is one of the LMA team's unique resources. Specializing in law enforcement architecture has enabled LMA to develop exceptional knowledge of the costs specific to police architecture. We are able at a very early stage in the design process to provide realistic cost estimates that include police specialty items before they show up in contract drawings.

Because we have in-house cost estimating we also can analyze quick cost impact options when changes to the plans are proposed. When appropriate we do value engineering (VE) to provide the most cost effective materials and systems, keeping in mind that a police facility endures wear and tear 24 hours 365 days compared to 8 hours 253 days for standard office hours. We also do small informal VE studies during the design process to keep the project within the budget. We often include additive or deductive bid alternates to give our clients options at bid time.

5.3 Schedule Control LMA keeps a project on schedule by first developing a realistic critical path schedule including reviews by public agencies and stakeholders. Then second by informing all members of the design team and finding out what they need and when in order to meet the schedule. The third element is monitoring the progress of all who are providing input and work product to make sure they will deliver on time to maintain the construction schedule. We also flag critical items that have a long lead time such as generators, communications systems, specialized security monitoring and alarm systems that may become obsolete or difficult to get during the design process.

6. Sub Consultants

6.1 Turpin & Rattan Headquartered in La Mesa will do the Mechanical, Electrical and Plumbing Engineering. LMA has been working with Turpin & Rattan on law enforcement projects for 30 years. They have experts in all three of the engineering disciplines and are familiar with all the specialized details required to produce a high quality police facility. The assigned staff resumes are next in this section. Their hours and schedule are in section 6. Their hourly rates and costs are in Part II, The Cost bid sections.

Assigned Staff

1. Cesar Rodriguez, PE, LEED AP Mechanical Engineering Manager
2. Dale M. Franchak, PE Electrical Engineering Manager/Associate
3. Greg Meier, CPD Plumbing Designer



TURPIN & RATTAN
ENGINEERING, INC.
CONSULTING ENGINEERS

Project Experience

Relevant Experience - Emergency Operations and Similar

City of La Mesa Police Station - La Mesa, California: This project consisted of design for a two story building over one level of subterranean parking and associated site work to serve as a new main Police facility for La Mesa, California. Turpin & Rattan Engineering, Inc. provided mechanical, electrical, plumbing and technology design services for the facility. Energy efficient design and was a goal for this project. Turpin & Rattan Engineering, Inc. incorporated energy saving standards whenever possible. The total construction cost for the 40,000 SF facility was approximately \$18.5 million.

City of Chino Emergency Operations Center - Chino, California: This project consisted of design services for a new approximately 110,000 SF Emergency Operations Center / Police Department for the City of Chino. The project was designed from the shell of an existing Home Depot building. The facility is capable of housing all police, fire, and support operations during local agency response to a man-made or natural disaster. The City of Chino has elected to take a pro-active approach to green development establishing a goal of LEED Silver Certification.

San Diego Police Headquarters - San Diego, California: Turpin & Rattan Engineering, Inc. provided design and consulting services for repairs and upgrades to the San Diego Police Headquarters located in downtown San Diego, California. These upgrades and repairs included replacement of two (2) ejector pumps, replacement of the main service Automatic Transfer Switch (ATS), UPS upgrades and installation of a UPS battery management system to monitor battery cell condition, a full function annunciator for the generator, replacement of the building main alarm panel, and full preventive maintenance and upgrades for all switchboards, panelboards and other electrical distribution equipment throughout the facility. Lighting replacements and upgrades were also provided as necessary.

City of Stockton Emergency Call Center - Stockton, California: This project consisted of mechanical, electrical, and plumbing design services for a new 911 Center on the fourth floor of the existing City of Stockton Public Safety Building. The renovated fourth floor includes the Public Safety Dispatch Center (PSDC), Crime Information Center (CIC), Department Operations Center (DOC) and a Camera Operations and Surveillance Center totaling approximately 25,000 SF. Turpin & Rattan Engineering, Inc. provided analysis and recommendations for measures that could be taken to implement "green building" or sustainable design features. All design was completed using Revit Building Information Modeling (BIM) software.

Fire Station No. 31 - San Diego, California: This project consisted of a 9,000 SF new fire station for the City of San Diego, including the complete demolition of the existing facility. The fire station included apparatus bays, watch room and living quarters, dining, kitchen, communications room and ancillary spaces. The scope included an emergency diesel generator, automatic transfer switch, public address system, security system, fire alarm system, and classified electrical at fuel dispensing areas. Temporary relocation facilities were designed by Turpin & Rattan Engineering, Inc. to provide for department needs during new building construction.

Fire Station No. 13 - La Mesa, California: This project consisted of an approximate 4,300 SF remodel of Fire Station No. 13 located in the City of La Mesa, California. The 4,300 SF consisted of approximately 2,100 SF of remodeled living space, 1690 SF of remodel to the apparatus bay and approximately 492 SF of new addition space.

City of Fortuna Police Department Police Facility Replacement Project - Fortuna, CA: This project, currently under design, consists of replacing the existing Fortuna Police Department facility with a new 10,000SF full service police station containing offices, a Community meeting room/EOC, public counter, dispatch center, briefing rooms, armory, evidence processing area, fitness center, records storage, secure parking areas, and kitchen.

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City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall



TURPIN & RATTAN
ENGINEERING, INC.
CONSULTING ENGINEERS

Professional Resume

1. CESAR RODRIGUEZ, PE, LEED AP Mechanical Engineering Manager

A Registered Professional Engineer in the State of California since 2006, Mr. Rodriguez has designed mechanical and plumbing systems for an array of projects across a broad spectrum of architectural sectors. His diverse portfolio features data centers, healthcare facilities, mission critical facilities, educational facilities, commercial tenant improvements, telecommunications facilities, park and recreation facilities, and civic administration facilities. Several of these projects have been recognized for their sustainable design elements, meeting the stringent requirements of Leadership in Energy and Environmental Design (LEED), the Collaborative for High Performance Schools (CHPS), and SDG&E's Savings by Design performance criteria.

His areas of expertise include project management, project coordination, energy modeling, California code compliance, HVAC dry and wet systems design, plumbing systems design, design-assist and design build projects, and clean room design.

Through his work experience, Mr. Rodriguez has gained extensive awareness of the integrations required between architectural and engineering systems as well as the prerequisites for a successful project through design, plan check, construction and commissioning.

SELECTED EXPERIENCE

City of Fortuna Police Department Police Facility Replacement Project - Fortuna, CA: This project, currently under design, consists of replacing the existing Fortuna Police Department facility with a new 10,000SF full service police station containing offices, a Community meeting room/EOC, public counter, dispatch center, briefing rooms, armory, evidence processing area, fitness center, records storage, secure parking areas, and kitchen.

Scripps 4s Ranch Renovation Project (Design/Build) - San Diego, CA: This project consisted of an approximate 129,914 SF; three story building tenant improvement renovation located at 10790 Rancho Bernardo Rd., San Diego, California. The mechanical scope of work included field investigation, heating and cooling load calculations, energy analysis and HVAC redesign of the existing equipment.

Turpin & Rattan Engineering Inc. Fuel Design Experience (State Fire Marshal Experience): Turpin & Rattan Engineering Inc., has provided fuel systems design at over 25 sites throughout California. These designs have consisted of both underground and aboveground fuel systems, ranging from new fuel system designs to fuel system repairs. Along with the fuel design, Turpin & Rattan Engineering Inc. has provided construction documents to the State Fire Marshal for review and approval as well as code interpretation.

REGISTRATIONS

- PE California #33447

PROFESSIONAL MEMBERSHIPS

American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE)

American Society for Healthcare Engineering (ASHE)

U.S. Green Building Council

EDUCATION

Tijuana Institute of Technology
1995 - B.S. Electro-Mechanical Engineering



TURPIN & RATTAN
ENGINEERING, INC.
CONSULTING ENGINEERS

Professional Resume

2. DALE M. FRANCHAK, PE Electrical Engineering Manager / Associate

Mr. Franchak acts as Electrical Engineering Manager for the San Diego Branch of Turpin & Rattan Engineering, Inc. and brings with him over 40 years of experience in the design of electrical systems for various types of built environments. He has extensive design and engineering experience involving large commercial space, office space, research and development facilities, mission-critical facilities, data centers, healthcare facilities, military facilities, telecommunications, and educational facilities.

These projects involved lighting design, normal/emergency power distribution up to 15KV, emergency generators, UPS and standby power distribution design, cogeneration, grid-tied solar photovoltaic (PV) systems, fire alarm and security system design, switchgear equipment layouts, and specification and cost opinion preparation. Mr. Franchak has designed electrical distribution systems with various levels of redundancy and complexity for many mission critical facilities.

Mr. Franchak has excellent familiarity with building mechanical, structural and architectural systems and site civil engineering design through many years of coordination with these design disciplines. He works closely with the entire A/E design team to provide support and anticipate interdisciplinary needs. Mr. Franchak's years of experience contribute to a thorough knowledge of electrical and building codes. He is familiar with energy efficient system design including USGBC LEED and excels at incorporating client based standards when required. Mr. Franchak is also well versed in fast track, design/build and other time-sensitive project delivery methods.

SELECTED EXPERIENCE

City of Fortuna Police Department Police Facility Replacement Project - Fortuna, CA: This project, currently under design, consists of replacing the existing Fortuna Police Department facility with a new 10,000SF full service police station containing offices, a Community meeting room/EOC, public counter, dispatch center, briefing rooms, armory, evidence processing area, fitness center, records storage, secure parking areas, and kitchen.

Federal Correctional Institution, Herlong (Design/Build) - Herlong, CA: This project consisted of design for a medium-security federal male prison operated by Federal Bureau of Prisons. The project included low-security satellite facilities on the surrounding campus.

Qualcomm San Diego Facilities - Numerous Projects - San Diego, CA: Design of numerous projects at the Qualcomm facility located in San Diego, CA. Projects include tenant improvements, building additions, photovoltaic systems, Laboratories, and Central Plant / Co-generation facilities.

REGISTRATIONS

- PE Arizona #27563
- PE California #E11533
- PE Florida #34628
- PE Nevada #10263
- PE Oregon #16851PE
- PE Pennsylvania #028633-E

PROFESSIONAL MEMBERSHIPS

National Fire Protection Association
International Association of Electrical Inspectors
American Society of Military Engineers

AWARDS

IESNA International Illumination Design Award for Scripps Crossing, University of California, San Diego

EDUCATION

New York University, BE Electrical Engineering - 1974



TURPIN & RATTAN
ENGINEERING, INC.
CONSULTING ENGINEERS

Professional Resume

3. GREG MEIER, CPD Plumbing Designer

Mr. Meier joined Turpin & Rattan Engineering, Inc. in 2001 as a Project Manager after spending 21 years with Sevier Siskowic Engineers, Inc. in San Diego, California. During his 21 years with his previous firm, Mr. Meier's experience includes the preparation and review of technical specifications, site inspections, construction meetings, design of heating, ventilating, air conditioning and plumbing systems, shop drawings, project scheduling, as well as the preparation of cost estimates. He provided plumbing design services on numerous projects as the chief mechanical systems designer and project manager. Mr. Meier's design experience includes educational facilities, civic/public works facilities, office buildings, telecommunication facilities and mixed-use projects.

Mr. Meier has been the project manager on many outstanding projects. These projects include Caesar Chavez Elementary School, Bell Junior High School, College Heights Library, 25th and Imperial Police Station, Poway Sheriff Substation, Jacob Weinberger Federal Courthouse Renovation, SDG&E Semptra Renovations, Port District Administrative Building Renovation, Otay Water District Operations Center, Helix Water District Operations Center, Pt. Loma Wastewater Treatment Operations Center, City of San Diego Water Department Kearny Mesa Operations Center and Legoland Model Shop.

SELECTED EXPERIENCE

City of Chino Emergency Operations Center - Chino, CA: This project is consisted of a 110,000 SF, State-of-the-Art Emergency Operations Center (EOC) designed for the City of Chino, California. The project was designed from the shell of an existing Home Depot building. The facility is capable of housing all police, fire and support operations during local agency response to a man-made or natural disaster and included an indoor firing range. The City of Chino took a pro-active approach to green development establishing a goal of LEED Silver Certification.

La Mesa Police Station - La Mesa, CA: This project included design of an approximately 40,000 square foot, two-story building over one level of subterranean parking designed to house 120 vehicles. The facility serves as the new main Police Department for the city of La Mesa, California. Turpin & Rattan Engineering, Inc. incorporated energy saving standards when designing the MEP systems.

City of Stockton Emergency Call Center - Stockton, CA: This project consisted of design services for a new 911 Center on the fourth floor of the existing City of Stockton Public Safety Building. The renovated fourth floor includes the Public Safety Dispatch Center (PSDC), Crime Information Center (CIC), Department Operations Center (DOC) and a Camera Operations and Surveillance Center totaling 25,000 SF.

REGISTRATIONS

Certified in Plumbing Design (CPD)

PROFESSIONAL MEMBERSHIPS

Member of American Society of Plumbing Engineers (ASPE)

EDUCATION

Continuing Education through
Grossmont College and Cuyamaca
College

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Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall

15

7. Firm Background, Relevant Projects and References

7.1 Name/Location/Contact:

Leach Mounce Architects
Howard Leach, AIA, CSI
1885 Knoll Drive
Ventura, CA 93003
805-656-3522

howard@leachmouncearchitects.com
www.leachmouncearchitects.com

7.2 Type of Organization:

Leach Mounce Architects is a California corporation formed in 1990 by the merger of H. Wendell Mounce, AIA & Associates, of Glendale, California, and Leach Kehoe Architects, of Ventura, California. Both firms were founded in 1962.

7.3 Principals of Firm:

President and Owner
Howard Leach, AIA, CSI
Vice President Design
Mathew Huntington, LEED® AP
Vice President Business Development
Ivan Insua, AIA, LEED® AP, BC+D
Secretary/Treasurer
Sondra Andrade

7.4 Services Provided:

Needs Assessments
Space Planning
Facility Analysis
Master Planning
Site Selection Studies
Feasibility Studies
CAD 3D Renderings
Architectural Design
Interior Design
Building Info. Modeling (BIM)
Furnishings & Equipment
Security System Design
Facility Hardening
Communications Workstations
Construction Documents
Cost Estimating
Value Engineering
Cost Control
Construction Administration

7.5 Overall Capabilities:

As specialists in public safety and detention architecture, Leach Mounce Architects (LMA) has provided professional services for public agencies and other architects for more than 50 years. During the past 36 years LMA has developed specialized expertise in providing the full range of services for law enforcement facilities, fire stations, libraries, communications centers, emergency operations centers, crime laboratories, detention facilities and civic centers totalling more than 200 projects.

LMA provides state of the art services and documents including in house cost estimating and needs assessments. LMA has designed 76 Police Facilities totalling more than 8 million square feet of public safety architecture. Each of the projects included the design of locker room / restroom facilities.

7.6 Unique Resources

Led by Senior Principal Howard Leach, LMA has developed several unique resources that have proven beneficial to our clients:

1. Data Bank: Space standards, planning, statistics, costs and service area demographics are maintained in a database so that meaningful comparisons can be shown to our clients.
2. Research and Development: New concepts and innovations developed from past projects are often used to help our new clients. They include ergonomically advanced communications workstations, fully integrated graphics jail control consoles, vehicle fuming tent, user-friendly booking facility and fire station safety features, all developed by LMA for public safety projects.
3. Proven Methodology: An effective system for providing needs assessments, feasibility study reports, optimum adjacencies, and quality/cost/schedule control.
4. The A/F Team: An experienced team of staff and sub consultants who have worked together more than 20 years.

7.7 Professional Affiliations:

LMA maintains a continuing professional relationship with the public safety profession. Principals of the firm have taught the Facility Planning Seminar for the IACP in the past. The firm is also active in the AIA Architects for Justice Committee and has had work published in the annual journal and exhibited at the annual traveling exhibit. We are also members of the Construction Specifications Institute (CSI), American Institute of Architects (AIA), United States Green Building Council (USGBC), and Leadership in Energy and Environmental Design (LEED).

7. Firm Background, Relevant Projects and References

7.8 Recent Relevant Projects with References (following pages)

1. South Los Angeles Sheriffs Station
2. San Mateo Police Headquarters
3. Chino Police Headquarters
4. La Mesa Police Headquarters
5. Santa Barbara Police Headquarters
6. Fortuna Police Headquarters

7.9 LMA Staff Assigned to Monterey Park PD Restroom/Shower/Locker Room Project (following pages)

1. Howard Leach, AIA, CSI President /Principal-in-Charge
2. Mathew Huntington, LEED AP Vice President/Project Manager, Design & Production
3. Lupe Hernandez, Computer Graphics

7.8 Recent Relevant Experience

1. Los Angeles County, South Los Angeles Sheriff's Station Athens, CA

Size:

39,097 sf

Construction Cost:

\$24,000,000

Completion Date:

2010

Scope of Services:

Needs Assessment,
Full Design and
Construction Administration

Contacts:

County of Los Angeles
Dept. of Public Works
900 S. Fremont Ave., 5th Fl.
Alhambra, CA 91803

Shirish Desai, Proj. Manager
sdesai@ladpw.org
626/300-3237

Sam Sklar, Sheriff's Dept.
Project Manager
626-458-2529

Executive Architect

Leo A Daly
550 S. Hope Street
Los Angeles, CA 90071
213-316-4568

Nicos Katsellis, Project Manager
nakatsellis@loadaly.com

Architect

Leach Mounce Architects

**Principal-In-Charge, Programmer
& Planner**

Howard Leach

Law Enforcement Technology

Michael Smith

Project Designer

Thomas Kjaersgaard

Design & Production

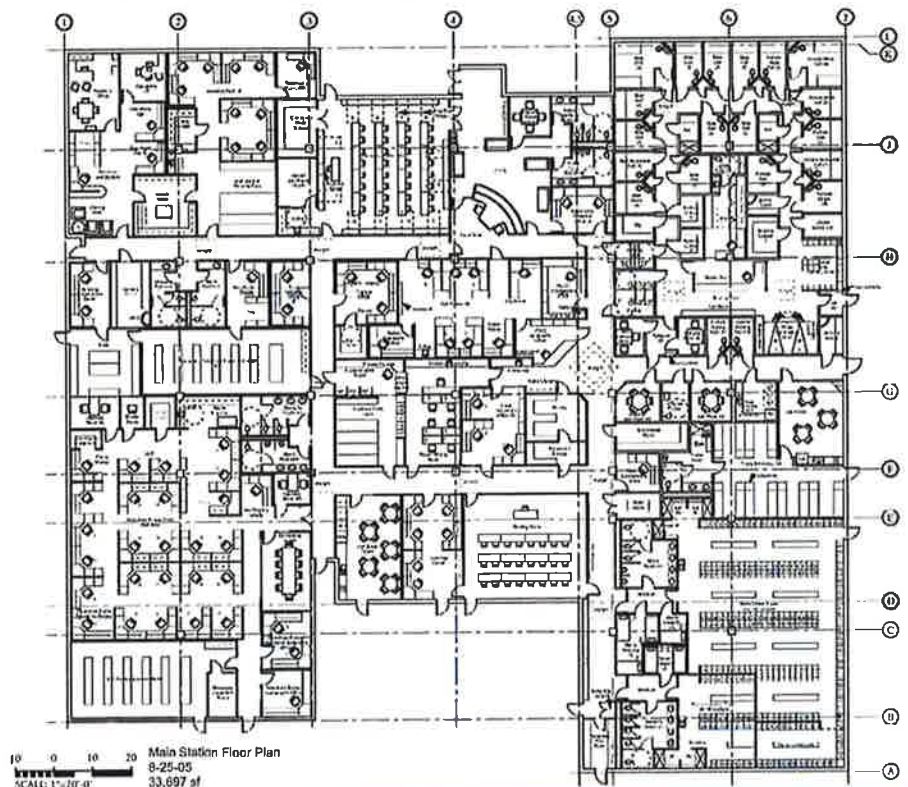
Mathew Huntington
Farhad Kharestan
Shawna McCormick

Interior Designer

Rebecca Householder



Leach Mounce provided programming, planning and specialized technology services to Leo A. Daly, Executive Architect, Los Angeles. The South Los Angeles Sheriff's Facility contains a large holding facility with approximately 8,125 sf containing 44 beds, detox, booking, juvenile and trustee spaces. It also contains an Emergency Operations Center of approximately 2,400 sf, Dispatch Center, Administration, Patrol, Investigations and a helistop.



Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall

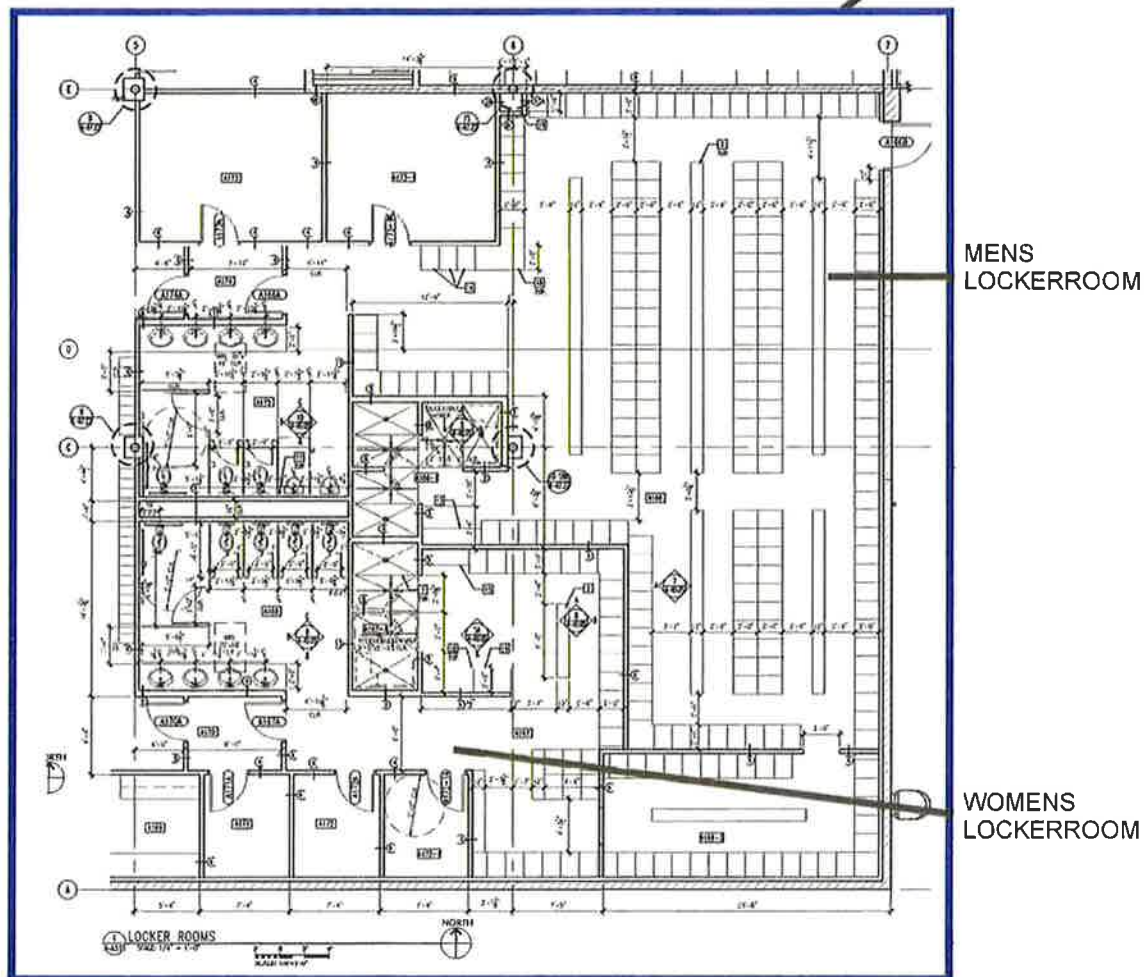
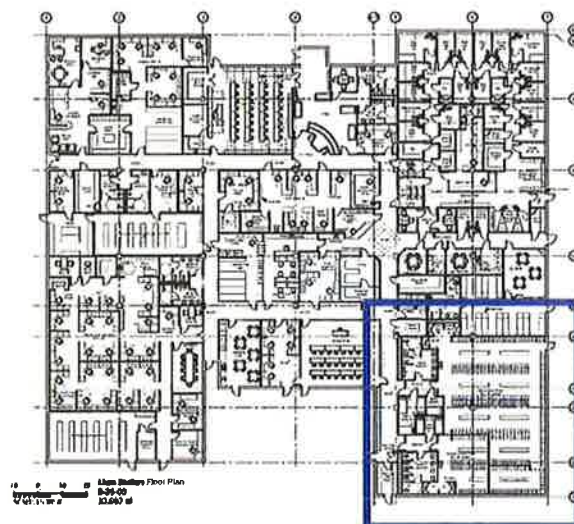
7.8 Recent Relevant Experience

Los Angeles County, South Los Angeles Sheriff's Station
Athens, CA

Men's Locker-room : 229
Lockers

Women's Locker-room : 29
Lockers

Locker Type - Lyon Valor Series



Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall

7.8 Recent Relevant Experience

2. San Mateo Police Headquarters

San Mateo, CA

Size:

56,000 sf - Main Building
43,000 sf - Parking Structure

Construction & Equip. Cost:

\$50,000,000

Completion Date:

June 2009

Scope of Services:

Needs Assessment,
Site Selection, Full Design and
Construction Administration



LEED Silver Certified



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Contacts:

City of San Mateo
2000 South Delaware Street
San Mateo, CA 94403

Chief Susan Manheimer
650/522-7600 P
650/522-7711 F
smanheimer@cityofsanmateo.org

Leach Mounce Architects (LMA) developed the needs assessment, space program, concept plans, site plans and analysis for eight sites. LMA then provided full design services and completed construction administration for this LEED Silver facility consisting of a 56,000 sf main building and 105-car, 43,000 sf subterranean parking garage. The project is a case study for energy savings published by Pacific Gas and Electric Company. LMA overcame difficult problems posed by the tight site, high water table and extensive sub-grade utilities to achieve a solution with outstanding indoor/outdoor relationships by secure patios, balconies and a daylighted atrium. The building includes a communications center planned for regional expansion, holding facility, indoor shooting range and City EOC/Community Room. The facility is designed and constructed to FFMA near fault seismic standards which are seven times typical essential services requirements.

Architect

Leach Mounce Architects

Principal-In-Charge, Programmer and Planner

Howard Leach

Project Designer/Architect

Michael Smith
Mathew Huntington, LEED AP

Production

Mathew Huntington, LEED AP
Farhad Kharestan
Shawna McCormick
Julie Mason

LEED Documentation

Mathew Huntington, LEED AP

**Leach Mounce Architects**

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall

7.8 Recent Relevant Experience

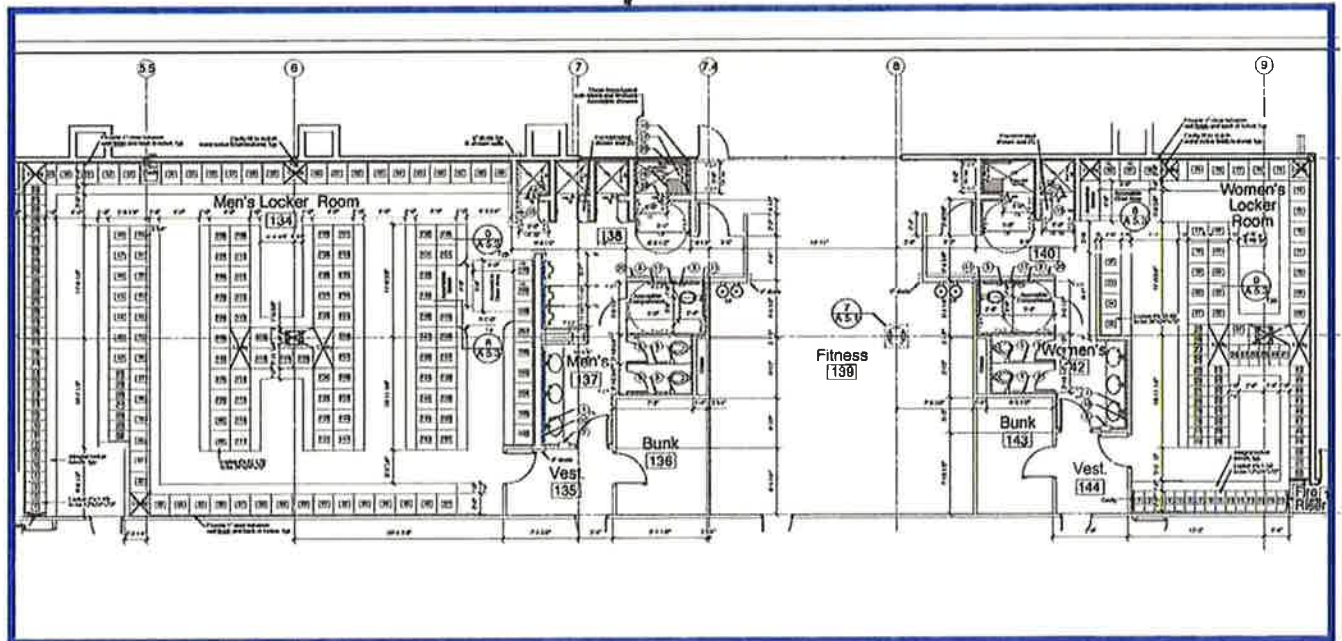
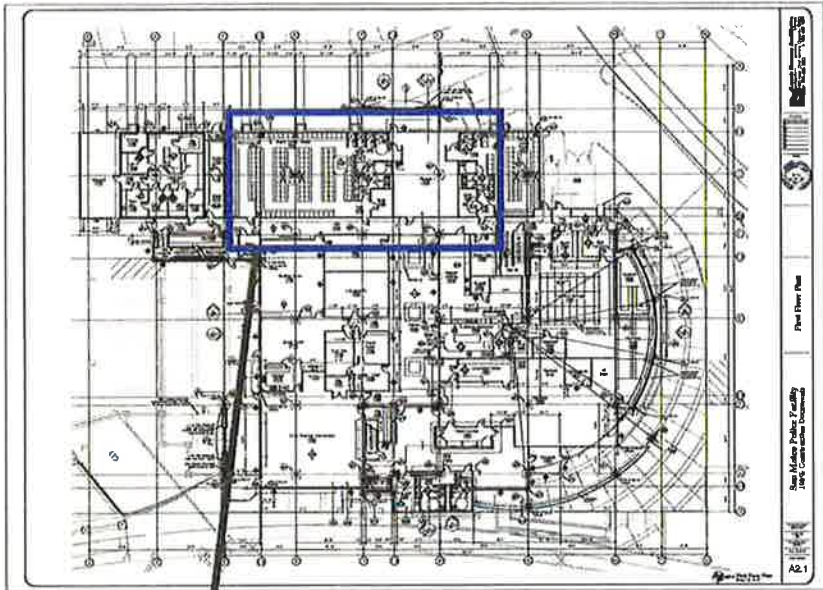


San Mateo Police Headquarters
San Mateo, CA

Men's Locker-room : 170
Lockers

Women's Locker-room : 82
Lockers

Locker Type - Sentenial Ward-
robe Lockers



Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall

7.8 Recent Relevant Experience

3. Chino Police Headquarters Chino, CA

Size:

109,000 sf

Construction Cost:

\$28,000,000

Completion Date:

October 2012

Scope of Services:

Full Design and
Construction Administration

**Contacts:**

City of Chino
13220 Central Avenue
Chino, CA 91710
909/464-0768

Mike Kolling
mkolling@cityofchino.org

Leach Mounce Architects provided the needs assessment concept floor and site plans and budget estimates for six site options including expansion of the existing police building, two sites on the Civic Center Campus and three sites outside of the Civic Center. A comparative analysis was performed for the six sites. The City decided to purchase a "big box" Home Depot building for conversion and upgrade to the Police Headquarters.

The rapidly growing City is expected to increase in population from 67,000 to 120,000 during the next 20 years. To accommodate this growth the 109,000 sf building includes an indoor shooting range, EOC, communication center, vehicle maintenance and short-term holding facility. The 100-station EOC can be divided into 2 spaces for 50 each and the holding facility is expandable to a longer term sentenced facility.

Architect

Leach Mounce Architects

Principal-In-Charge

Howard Leach

Project Manager

Mathew Huntington

Design & Quality

Fahad Kharestan

Production

Michelle Vanoli
Julie Mason
Thomas Kjaersgaard

BIM Model

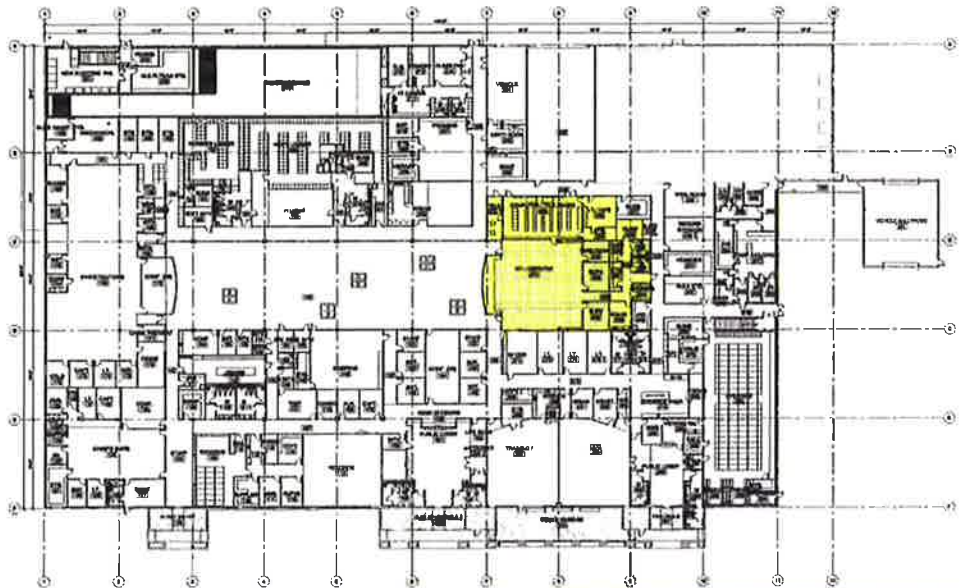
Susan Soffer

Interior Designer

Rebecca Householder

Computer Graphics

Lupe Hernandez



Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall

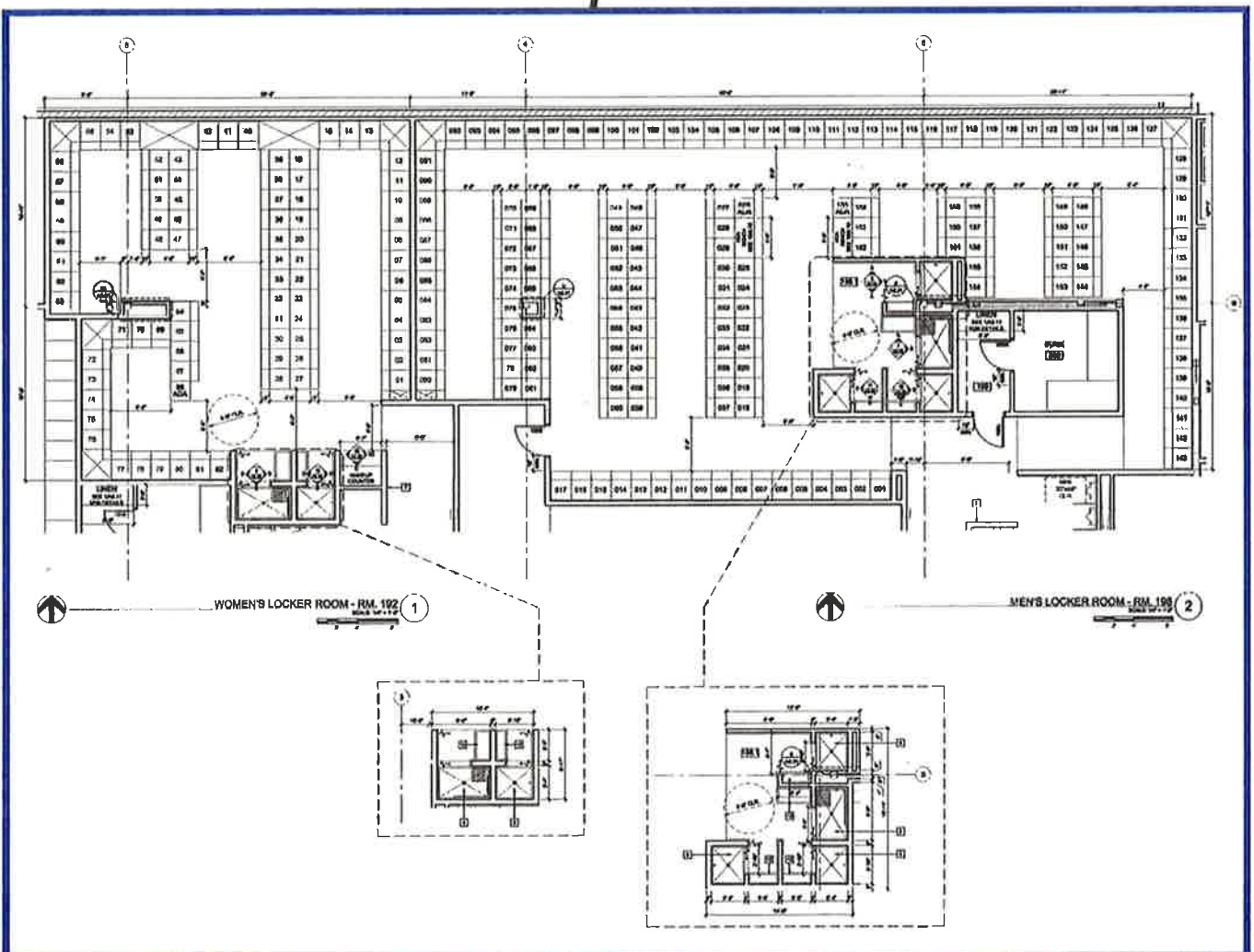
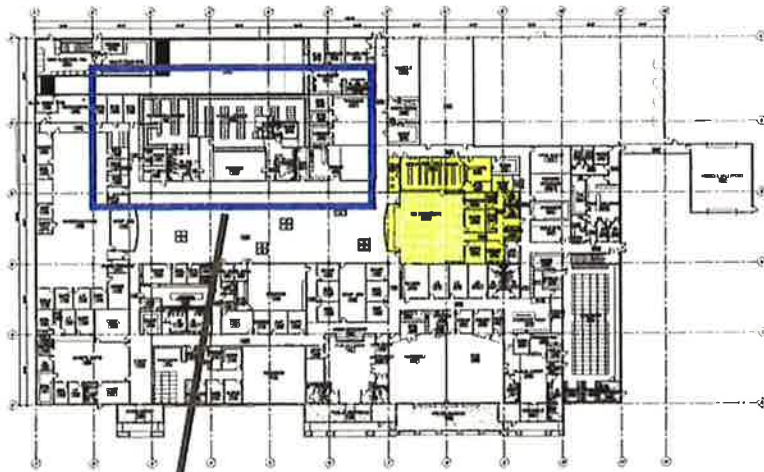
7.8 Recent Relevant Experience

Chino Police Headquarters
Chino, CA

Men's Locker-room : 164
Lockers

Women's Locker-room : 82
Lockers

Locker Type - Spacesaver
"Freestyle" with Incorporated
Electrical



Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall

7.8 Recent Relevant Experience

4. La Mesa Police Headquarters La Mesa, CA

Size:

43,000 sf and
50,000 sf parking structure

Construction Cost:

\$22,000,000

Completion Date:

September 2010

Scope of Services:

Needs Assessment,
Full Design and
Construction Administration



Registered LEED Silver

Contacts:

City of La Mesa
8130 Allison Ave.
La Mesa, CA 91941

Dave Witt
619/667-1195
dwitt@ci.la-mesa.ca.us

City of La Mesa Police Dept.
8085 University Avenue
La Mesa, CA 91942

Chief Ed Aceves
619/667-1400
eaceves@ci.la-mesa.ca.us

Architect

Leach Mounce Architects

**Principal-In-Charge, Programmer
& Planner**

Howard Leach

Project Manager

Mathew Huntington

Design & Production

Albert Okuma
Farhad Kharestan
Julie Mason
Thomas Kjaersgaard
Michelle Vanoli

Interior Designer

Rebecca Householder



Leach Mounce did the City's Police Headquarters needs assessment in 2003, then completed a new design of the civic center master plan in 2004. LMA has provided complete design services for the Library and Post Office and the Police Facility registered LEED Silver. The new design character for the civic center is conceived as a civic village within the increasingly urban context of the City. LMA's master plan will provide an attractive pedestrian promenade linking the new Police, Library and Post Office buildings with the existing city hall and its future extensions.

Awards:

- Western Council Distinguished Project, 2011
- American Society of Civil Engineers, Structural Engineering Category, 2011
- American Public Works Association Project of the Year, 2011



Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Showor Facilities at City Hall

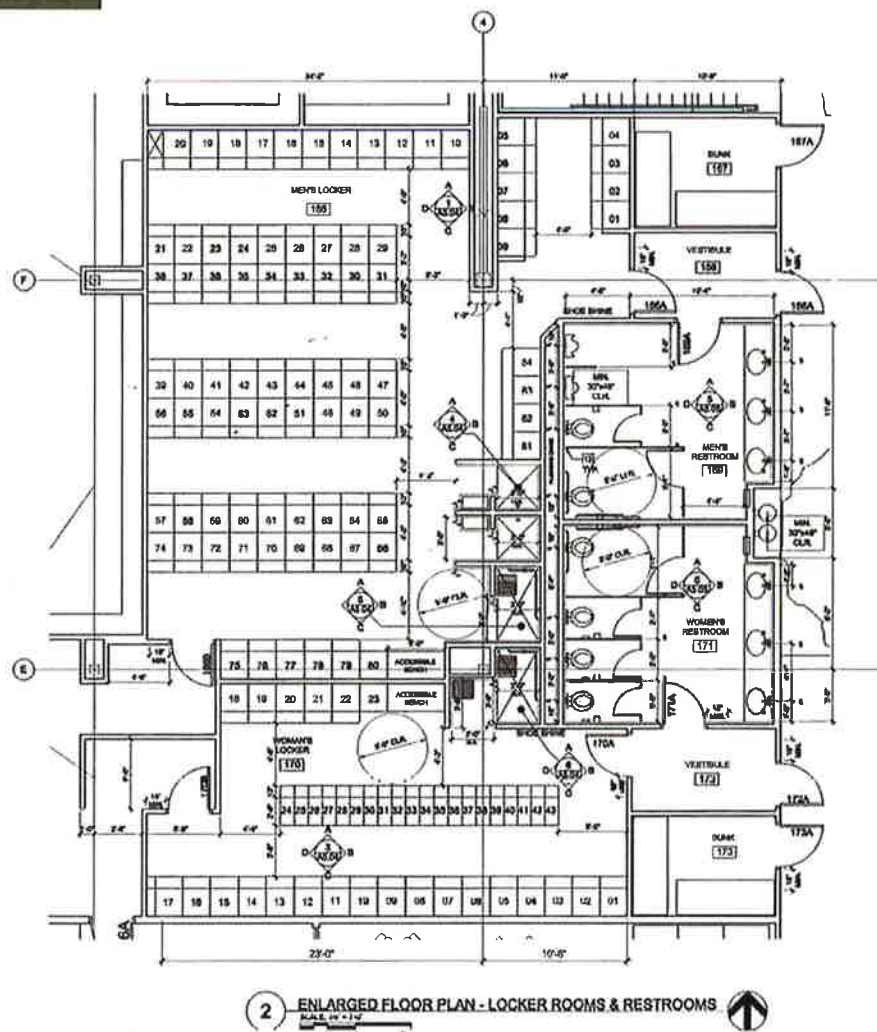
7.8 Recent Relevant Experience

La Mesa Police Headquarters
La Mesa, CA

Men's Locker-room : 84
Lockers

Women's Locker-room : 43
Lockers

Locker Type - DSM Personnel
Duty Lockers



7.8 Recent Relevant Experience

5. Santa Barbara Police Headquarters

Santa Barbara, CA

Page 1

Size:

Main Building - 61,864 sf
Sub garage - 89,651sf

Estimated Construction Cost:

\$54,800,000

Completion Date:

Preliminary Design Feb. 2012
awaiting funding

Scope of Services:

Needs Assessment,
Preliminary Design,
Entitlement Processing and
EIR Technical Reports

Contacts:

City of Santa Barbara PW
630 Garden Street
Santa Barbara, CA 93101

Joshua Haggmark, PE LEED AP
Principal Civil Engineer
805/564-5393
jhaggmark@santabarbaraca.gov

Consultants:

Design Consultant
Lenvik & Minor Architects

Civil/Survey/StormWater Engineers
Penfield & Smith Engineering, Inc.

Structural Engineers
Ehlen Spiess and Halght

Mechanical Engineers
MEC Engineering Consultants, Inc.

Electrical Engineers
Turpin & Rattan Engineering, Inc.

Landscape Architect
David R. Black Associates

Communications/IT
MACRO Corporation

Architect

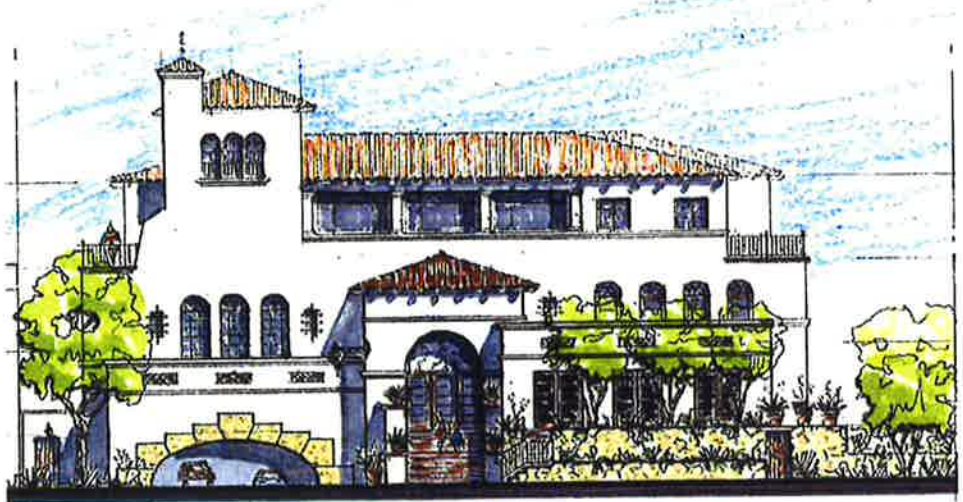
Leach Mounce Architects

Principal-In-Charge, Programmer
& Planner
Howard Leach

Project Manager
Matt Huntington

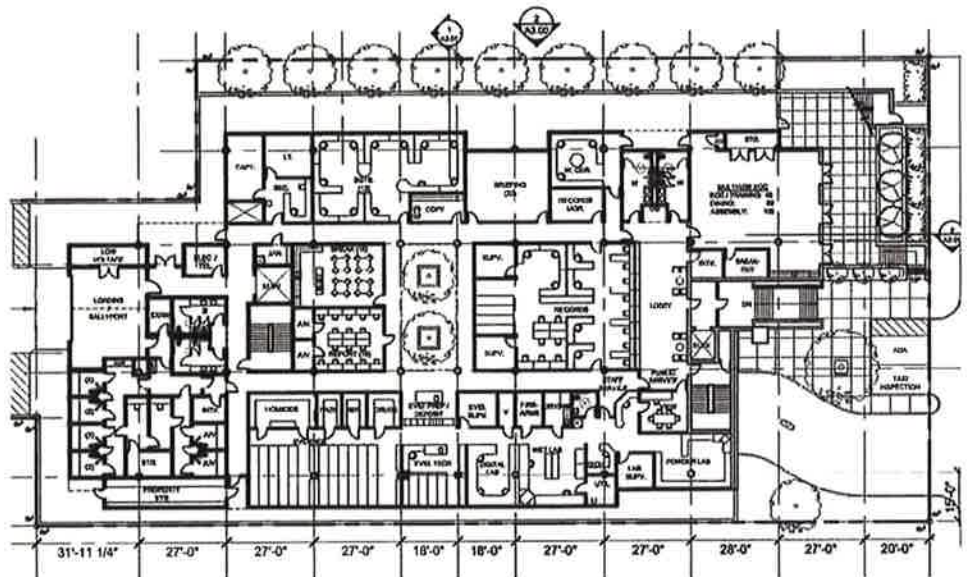
Design & Production
Julie Mason

Computer Graphics
Lupe Hernandez



The design concept for the new Santa Barbara Police Headquarters consists of three levels above two levels of subterranean parking with a central skylighted atrium. The City's intent was to demolish the existing building and rebuild on the same site. Challenges are the extreme high density height and sun angles which limit space and parking to less than the 20 year needs. The project is temporarily on hold due to Redevelopment financing being withdrawn.

Six additional consultants for archeology, construction impact, traffic/parking, sound, soils/geology and historical structures were required for technological input to the EIR.



1st Floor

Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall

7.8 Recent Relevant Experience

Santa Barbara Police Headquarters Santa Barbara, CA

Page 2

Size:

Main Building - 61,864 sf
Sub garage - 89,651sf

Estimated Construction Cost:

\$54,800,000

Completion Date:

Preliminary Design Feb. 2012
awaiting funding

Scope of Services:

Needs Assessment,
Preliminary Design,
Entitlement Processing and
EIR Technical Reports

Contacts:

City of Santa Barbara PW
630 Garden Street
Santa Barbara, CA 93101

Joshua Haggmark, PE LEED AP

Principal Civil Engineer

805/564-5393

Jhaggmark@santabarbaraca.gov

Consultants:

Design Consultant
Lenvik & Minor Architects

Civil/Survey/StormWater Engineers
Penfield & Smith Engineering, Inc.

Structural Engineers
Ehlen Spiess and Haight

Mechanical Engineers
MEC Engineering Consultants, Inc.

Electrical Engineers
Turpin & Rattan Engineering, Inc.

Landscape Architect
David R. Black Associates

Communications/IT
MACRO Corporation

Architect

Leach Mounce Architects

Principal-In-Charge, Programmer
& Planner

Howard Leach

Project Manager

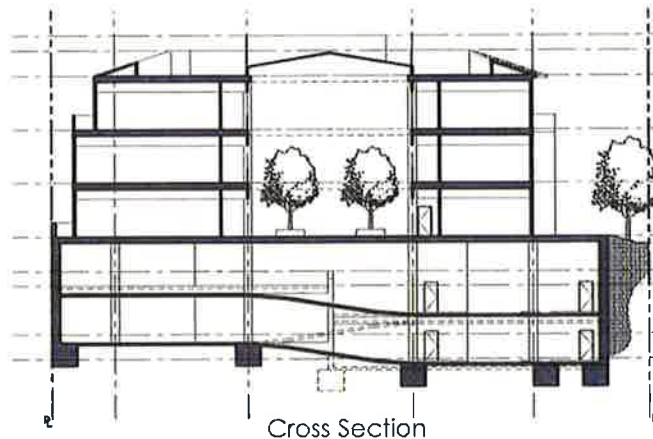
Matt Huntington

Design & Production

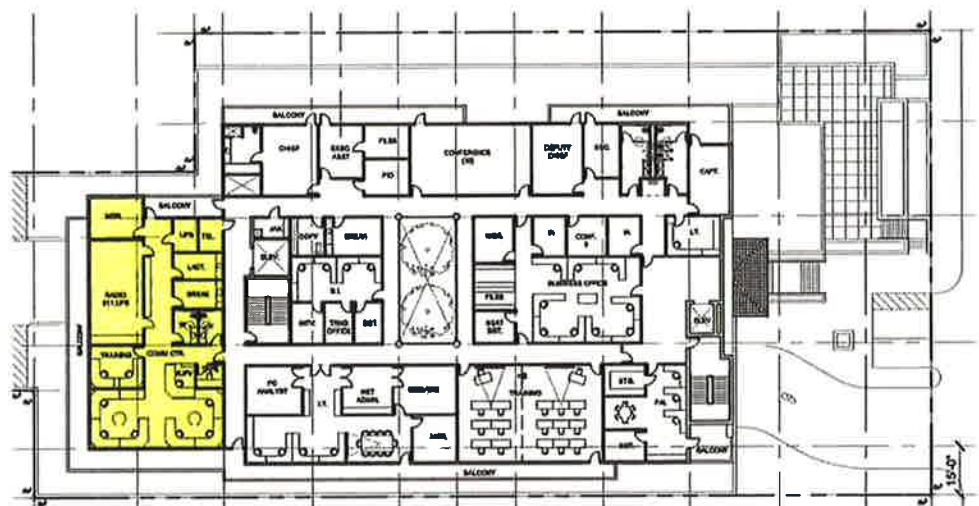
Julie Mason

Computer Graphics

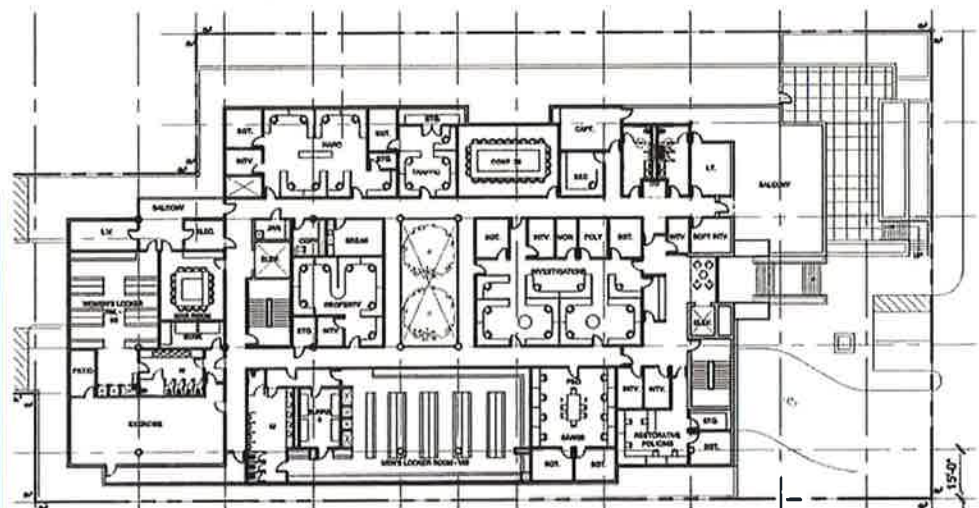
Lupe Hernandez



Cross Section



3rd Floor Plan with Communications
Highlighted



2nd Floor Plan

Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall

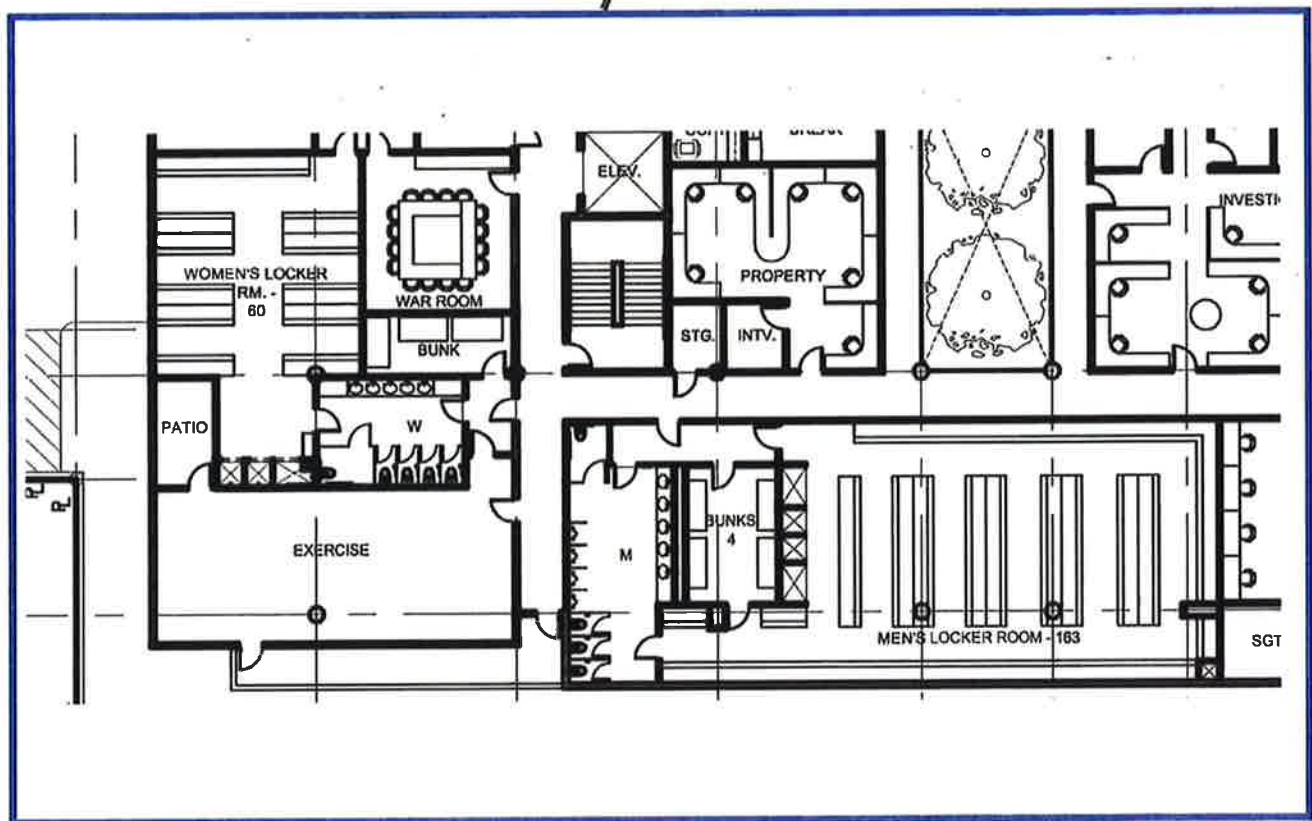
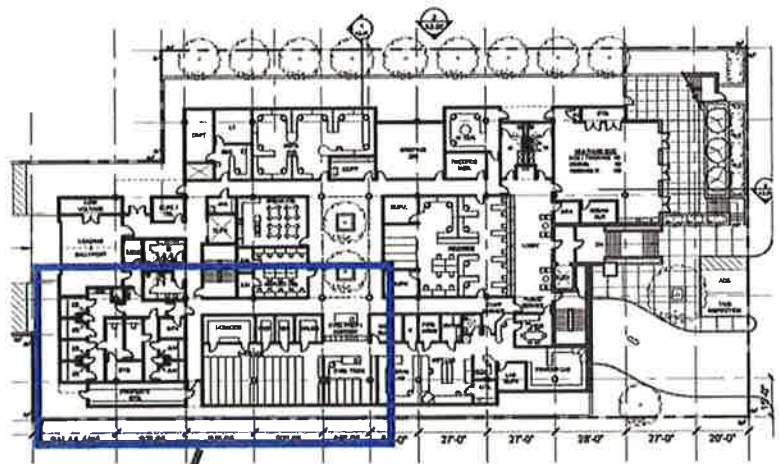
7.8 Recent Relevant Experience

Santa Barbara Police Headquarters
Santa Barbara, CA

Men's Locker-room : 164
Lockers

Women's Locker-room : 60
Lockers

Locker Type - Spacesaver
"Freestyle" with Incorporated
Electrical



Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall

7.8 Recent Relevant Experience

6. Fortuna Police Facility Fortuna, CA

Size:

Main Building 16,205 sf
Service Building 2,228 sf
Total: 18,433 sf

Optional Shooting Range:
10,362 sf

Construction Cost:

Main Building & Service
Building: \$8,361,233
Shooting Range: \$4,150,706

Completion Date:

August 2015

Scope of Services:

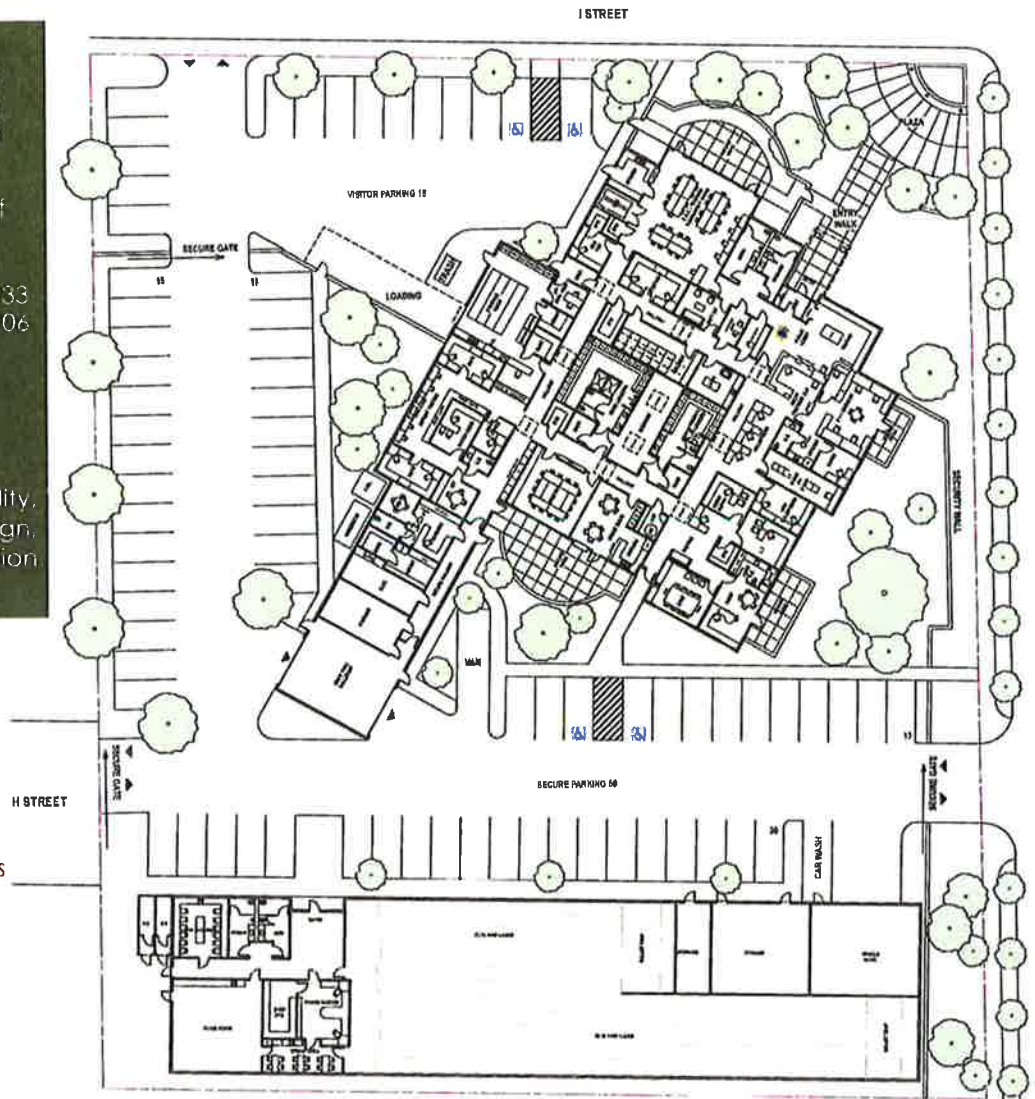
Needs Assessment, Feasibility,
Master Plan, Concept Design,
Full Design & Construction
after financing.

Contacts:

City of Fortuna
621 11th Street
Fortuna, CA 95540

William Dobberstein
Police Chief
bdobberstein@ci.fortuna.ca.us
707/725-7550

Merritt Perry
City Public Works Director
mperry@ci.fortuna.ca.us
707/725-1469

**Architect**

Leach Mounce Architects

**Principal-In-Charge,
Programmer, Planner**

Howard Leach, AIA

Project Manager

Mathew Huntington, LEED AP

Production

Mathew Huntington
Lupo Hernandez

0 25 35 45 55 65 FT

N
W E
S SITE PLAN
SCALE 1"=20'

The needs assessment and master planning accommodates the Police Department's needs through 2035 and a possible future 10 lane shooting range. The study considered several approaches including the feasibility of converting an existing auto maintenance and sales building.

The new building approach as illustrated was shown to be the most feasible with less risk of water intrusion, better structural feasibility and more optimum adjacencies.

Some of the plan features are an area wide 911 center, multiuse EOC/Training/ community room and secure outdoor spaces for staff and for community events.

Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall

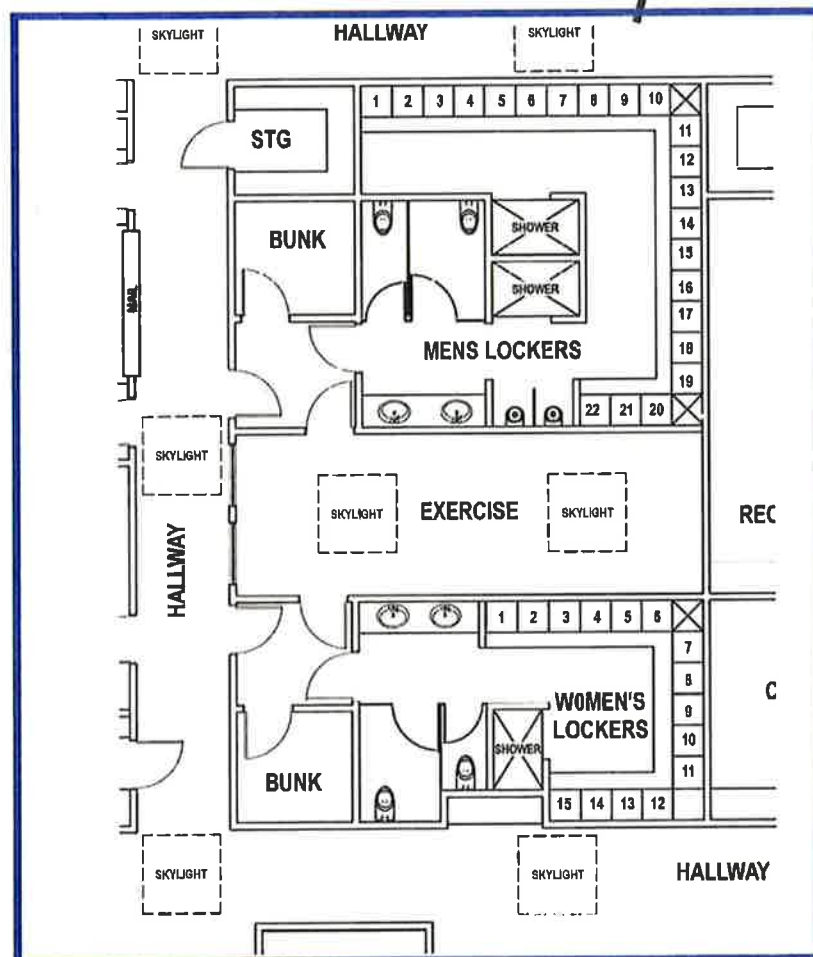
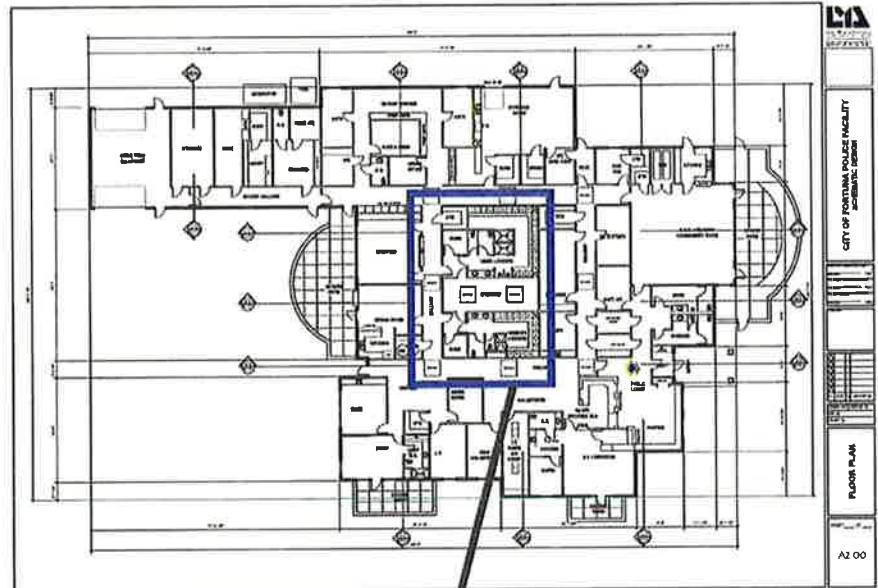
7.8 Recent Relevant Experience

Fortuna Police Facility
Fortuna, CA

Men's Locker-room : 22
Lockers

Women's Locker-room : 15
Lockers

Locker Type - Design Based
on Spacesaver "Freestyle" with
Incorporated Electrical



Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Locker/Restroom/Shower Facilities at City Hall

30



Education

- University of California, Berkeley, Cum laude, Bachelor of Architecture, 1955
- University of California, Berkeley, Master of Architecture, 1957
- Institute of Security Design, Washington, D.C., Designing Facilities to Survive Terrorist Attack, 1987
- Harvard Graduate School of Design, The New American Courthouse, July 1997

Registrations

- California Architect, #C3780, 1962
- Hawaii Architect, #7675, 1992
- Utah Architect, #331558, 1996
- Washington Architect, #8174, 2002

Memberships

- American Institute of Architects, AIA
- Construction Specifications Institute, CSI
- Assoc. of Public Safety Communications Officials, APCO
- Member of US Green Building Council, USGBC

1.

HOWARD LEACH, AIA, CSI

President / Principal-In-Charge

Background and Skills

Mr. Leach's professional experience spans more than 50 years as a licensed principal in governmental and institutional architecture. He has achieved national recognition for innovative design of civic centers, law enforcement, fire, EOC's and communications facilities. Mr. Leach is a working principal during the planning, programming and concept design phases and participates in the selection and detailing of hardware, security systems and specialized technical equipment throughout the project. He is recognized for his skill in the public approval process and has served frequently as expert witness in design and construction litigation.

Special Presentations

- "The Police Station of the Future" Police and Security News cover and main article featured Leach Mounce projects, Jan/Feb. 2008.
- POST Command College Futures Research Panel on Evidence Storage and Processing Challenges. October 30, 2007, Santa Ana Police Department.
- "Disaster-Proofing the Communications Center".
- "Ergonomics From Four Perspectives" both seminars authored + presented at the Association of Public Safety Communications officials (APCO) East Coast Regional Conference, May 20-21, 1996, Rochester, N.Y.
- "Police Facility Design and Technology for the Twenty-First Century," Authored and presented at the International Law Enforcement Delegation, People to People Program to Russia, Moscow, Nov. 6 through 11, 1993; St. Petersburg, Nov. 11 through 15, 1993.
- "Principles of an Airport Communications Center Building" Authored and presented the Airport Association Council International Information & Telecommunications Systems Convention, April 27, 1992, Los Angeles, CA.
- "Justice in the Next Millennium - The Basic Art and Emerging Trends" Panel Moderator October 14-16, 1999 at the AIA's Committee on Architecture for Justice, Los Angeles, CA.

Project Experience

- City of Fortuna, CA Police Facility, Preliminary Design
- Weber Area Dispatch, Ogden, UT 911 Center and EOC
- City of Ventura, CA Various Tenant Improvements
- County of Ventura, CA Moorpark Wastewater Treatment Plant Office/Lab
- Carpinteria, CA Fire Station #1
- Montecito, CA Fire Protection District Station #3
- Chino, CA Police Headquarters
- Santa Barbara, CA Police Headquarters
- Santa Barbara, CA Police Department 911 Temporary Relocation
- Williamson County, TX Emergency Services Operations Center
- Stockton, CA Police Dispatch Center
- La Mesa, CA Police Headquarters, Registered LEED Silver
- Beverly Hills, CA Police Department, 911, EOC and Jail Reconfiguration
- Fremont, CA Firing Range
- Los Angeles County, CA South Los Angeles Sheriff's Station
- Santa Clara, CA Emergency Dispatch Relocation
- El Cajon, CA Public Safety Center
- LESA, Tacoma, WA Communications and Public Safety Support Center

Leach Mounce Architects

 Award Winning Project

Proposal for Professional Services for the City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall 31



Awards, Achievements & Honors

- AIA Honor Award Middletown, CT, Police HQ, 1999
- AIA Merit Award Fremont CA, Police HQ, 1996
- AIA Merit Award Redwood City, CA, Police HQ, 1994
- AIA Architecture for Justice National Exhibit, 1987, Amador County Jail & East Valley Law Enforcement Facility
- AIA Merit Award, Fire Station #6, Oxnard, CA 1985
- AIA San Fernando Valley Design of Excellence Merit Award, CSUN Parking Garage, 2009

Years of Experience

54 years

"Howard Leach made our facility top of the line by combining non-traditional public safety architecture with realistic security issues. By integrating the security needs with the community context he was able to arrive at a community aesthetic that met the special needs of our organization."

—Jon J. Greiner, Ogden City Chief of Police

Leach Mounce Architects

1.

HOWARD LEACH, AIA, CSI
President / Principal-In-Charge

- San Leandro, CA Police Headquarters
- San Mateo, CA Police Headquarters, LEED Silver Certified
- La Mesa, CA Library and Post Office Building
- Los Banos Police Detention and EOC
- Pierce County/Tacoma, WA EOC
- Salinas, CA Police Facility Headquarters and Garage
- California State University Northridge Campus Police Facility
- Sacramento, CA 911 Center/DOC/Training Facility
- Paradise Valley, AZ 911 Center
- California State University Northridge Parking Garage
- Hanford, CA Police Facility
- Orlando, FL Police Headquarters/Parking Structure
- Hartford, CT Police Headquarters/Fire Administration
- Long Beach, CA Police North Station
- Woodland, CA Police Facility, LEED Certified
- Galt, CA Police Facility and Public Works Yard
- Ventura, CA Fire Stations #2, 3 and 4
- Garden Grove, CA Police Headquarters
- Ogden, UT Public Safety Center
- Lennox, LA County Sheriff's Office and Library
- Oceanside, CA Police Facility and Branch Library
- Los Angeles County Board Hearing Room
- Simi Valley, CA Police Facility
- Middletown, CT Police Headquarters
- Oxnard, CA Fire Station #2, 3, 4, 5 and 6
- Boston, MA Police Headquarters
- Downey, CA Police Station Renovation & Addition
- Rochester, NY/Monroe County Communication Center
- Berkeley, CA Police Department
- Fremont, CA Police Facility
- San Bernardino, CA Central Police Station
- Camarillo, CA Police Facility
- Richmond, VA Police & Fire
- Los Angeles, CA International Airport Communications Center
- Honolulu, HI Police Department Communications Facilities, Oahu, HI
- Glendale, AZ Public Safety Complex
- Soldotna, AK
- Redwood City, CA Police Facility
- Soldotna, AK Police Station
- New Castle, DE Police Headquarters
- Glendale, CA Public Service Building
- West Chicago, IL Police Station Conversion
- Naperville, IL Police Facility
- Pasadena, CA Public Safety Training Facility
- Ford Island Pearl Harbor, HI Navy Waterfront Brig
- Wheaton, IL Police Facility
- Ventura County, CA (20 year Detention Master Plan)
- Oxnard, CA Fire Station #1
- Glendale, CA Fire Station #22 and Maintenance Facility
- Porterville, CA City Hall and Police Facility
- East Valley, CA Law Enforcement Facility
- Renton, WA Police, Courts, Library and City Hall
- Ventura, CA Fire Station #6
- Santa Ynez, CA Fire Station #32
- Tampa, FL Police Headquarters
- Coconut Creek, FL Government Center
- Tuscaloosa, AL Police Headquarters
- Amador County Sheriff's Office and Detention Facility, Jackson, CA

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall



Education

- Woodbury University, Bachelor of Architecture 1994

Registrations

- LEED Accredited Professional, 2009

Memberships

- American Institute of Architects, Associate Member

Awards, Achievements & Honors

- Woodbury University Design Award, 1993
- Selected to display work at 1994 AIA Convention
- AIA San Fernando Valley Design of Excellence Merit Award, CSUN Parking Garage, 2009

Years of Experience

25 years

2.

MATHEW HUNTINGTON, LEED® AP

Vice President Design / Designer and Construction Review

Background and Skills

Mr. Huntington has been with LMA since 1995. His most recent projects include the design and project management for the Montecito Fire Protection District Station #3, The 109,000sf Chino Police Headquarters, both the Santa Barbara Police Department 911 Temporary Relocation and the Ventura City Hall Remodel. He was the project manager for the La Mesa Police Headquarters, San Mateo Police Headquarters which has been LEED Silver Certified, Stockton Police Dispatch Center and the California State University Northridge Campus Police Facility. Mr. Huntington has been involved in the design and construction administration of more than 30 police facilities and 911 centers.

Project Experience

- City of Fortuna, CA Police Facility, Preliminary Design
- Weber Area Dispatch, Ogden, UT 911 Center and EOC
- City of Ventura, CA Various Tenant Improvements
- County of Ventura, CA Moorpark Wastewater Treatment Plant Office/Lab
- Montecito, CA Fire Protection District Station #3
- Chino, CA Police Headquarters
- Santa Barbara, CA Police Headquarters
- Santa Barbara, CA Police Department 911 Temporary Relocation
- Williamson County, TX Emergency Services Operations Center
- Stockton, CA Police Dispatch Center
- La Mesa, CA Police Headquarters, Registered LEED Silver
- Los Angeles County, CA South Los Angeles Sheriff's Station
- San Mateo, CA Police Headquarters, LEED Silver Certified
- La Mesa, CA Library and Post Office Building
- Ventura, CA City Hall
- Salinas, CA Police Facility Headquarters and Garage
- California State University Northridge Campus Police Facility
- Sacramento County Sheriff's 911 Call Operations Center and EOC
- California State University Northridge Parking Garage
- Moorpark, CA Ventura County Waterworks
- Long Beach, CA Police North Station
- Woodland, CA Police Facility, LEED Certified
- Galt, CA Police Facility and Public Works Yard
- Ventura, CA Police Station Remodel
- Ventura, CA Fire Stations #2, 3 and 4
- Oxnard, CA Police Headquarters Remodel
- Los Angeles County Board Hearing Room
- Simi Valley, CA Police Facility
- Middletown, CT Police Headquarters
- Oxnard, CA Fire Station #2, 3, 4, 5 and 6
- Downey, CA Police Station Renovation & Addition



Education

- Santa Barbara City College, Multimedia, 2001–2003

Years of Experience

12 years

3.

LUPE HERNANDEZ

Administration and Computer Graphics Technician

Background and Skills

Ms. Hernandez has been with LMA since 2004. Her computer graphic skills are utilized for needs assessments, space programming, questionnaires, CAD illustrations of organizational charts and other documents. She has worked on more than 30 municipal projects.

Project Experience

- City of Fortuna, CA Police Facility, Preliminary Design
- Weber Area Dispatch, Ogden, UT 911 Center and EOC
- City of Ventura, CA Various Tenant Improvements
- County of Ventura, CA Moorpark Wastewater Treatment Plant Office/Lab
- Carpinteria, CA Fire Station #1
- Chino, CA Police Headquarters
- Santa Barbara, CA Police Headquarters
- Santa Barbara, CA Police Department 911 Temporary Relocation
- Williamson County, TX Emergency Services Operations Center
- Stockton, CA Police Dispatch Center
- La Mesa, CA Police Headquarters, Registered LEED Silver
- Beverly Hills, CA Police Department, 911, EOC and Jail Reconfiguration
- Fremont, CA Firing Range
- Los Angeles County, CA South Los Angeles Sheriff's Station
- Santa Clara, CA Emergency Dispatch Relocation
- El Cajon, CA Public Safety Center
- Carpinteria, CA City Hall, Public Works, Police and Fire
- LESA, Tacoma, WA Communications and Public Safety Support Center
- San Leandro, CA Police Headquarters
- Vancouver, BC Police Headquarters and South Patrol
- San Mateo, CA Police Headquarters, LEED Silver Certified
- La Mesa, CA Library and Post Office Building
- Los Banos Police Detention and EOC
- Pierce County/Tacoma, WA EOC
- Port Orange, FL Police and Detention
- Salinas, CA Police Facility Headquarters and Garage
- Gonzales, CA Police Station
- Union City, CA Police, Fire & EOC
- Calgary Canada Police Service Headquarters Master Plan
- Sacramento, CA 911 Center/DOC/Training Facility
- Hanford, CA Police Facility
- Orlando, FL Police Headquarters/Parking Structure
- Long Beach, CA Police North and West Station
- Woodland, CA Police Facility, LEED Certified
- Galt, CA Police Facility and Public Works Yard

HL	Howard E Leach, AIA Principal in Charge
MH	Matthew Huntington, LEED / Project Manager
MY	Michelle Vonn, AIA Job Captain, Design and P
CS	Carlos Sanchez Design and Production
LH	Lupe Hernandez Computer Graphics
PP	Managing Principal
PE	Professional Engineer
PM	Project Manager
SD	Senior Designer
Admin	Administration

2. Hourly Rates



Leach Mounce Architects - Professional Services Standard Hourly Rates 2016

A. DESIGN/TECHNICAL STAFF		HOURLY RATE
1. Principal in Charge		\$190.00
2. Project Manager		\$165.00
3. Project Architect		\$160.00
4. Specifications/Designer/Interior Designer/Landscape Architect/Programming/Field Admin.		\$130.00
5. Technical III - Senior CADD/Job Captain		\$100.00
6. Technical II - Intermediate CADD Operator		\$80.00
7. Technical I - Junior CADD Operator		\$75.00
B. SUPPORT STAFF		HOURLY RATE
1. Support III-Controller		\$120.00
2. Support II-Administrative/Accounting/Word Processing		\$100.00
3. Support I-Clerical & General Office		\$75.00

C. REIMBURSABLE EXPENSES

1. Transportation in connection with the Project; living expenses in connection with out-of-town travel; long distance communications, and fees paid for securing approval of authorities having jurisdiction over the project.
2. Reproductions, computer plots, postage and handling of Drawings, Specifications and other documents, data processing and photographic production techniques, renderings and models (Plus 15% administration costs).
3. Project Consultants at Cost (plus 15% administration costs).
4. Rental or purchase of special equipment and materials (Plus 15% administration costs).

IN-HOUSE REPRODUCTIONS		Price per Sheet		
	Print Size	1-10 sheets	11-100 sheets	101+ sheets
Black & White Copies	8-1/2 x 11	0.25	0.15	0.10
	8-1/2 x 14	0.30	0.20	0.15
	11 x 17	0.40	0.30	0.20
Color Copies	8-1/2 x 11	1.50	1.00	0.50
	8-1/2 x 14	2.00	1.50	1.00
	11 x 17	3.00	2.00	1.50
Laser Prints - B & W	8-1/2 x 11	0.60	0.60	0.60
	8-1/2 x 14	0.65	0.65	0.65
	11 x 17	0.75	0.75	0.75
Laser Prints - Color	8-1/2 x 11	2.00	2.00	2.00
	8-1/2 x 14	3.00	3.00	3.00
	11 x 17	4.00	4.00	4.00
Covers (front & back)		4.00	3.00	2.00
Dividers		15.00	12.00	11.00
Collate & Bind		10.00	9.00	8.00
Blueprints	24 x 36	2.50	2.00	1.00
	30 x 42	4.00	3.00	1.50
Computer Plots	24 x 36	10.00	10.00	10.00
	30 x 42	15.00	15.00	15.00
Color Computer Plots		100.00		
OUTSIDE REPRODUCTIONS		cost + 15%		

2. Hourly Rates



ENGINEERING FEE SCHEDULE 2016

A. Engineering and Design

-	Principal	\$185.00 per hour
-	Professional Engineer	165.00 per hour
-	Project Manager	135.00 per hour
-	Senior Designer	125.00 per hour
-	Designer	115.00 per hour

B. Computer Aided Drafting

-	Senior CADD Technician	90.00 per hour
-	CADD Technician	80.00 per hour

C. Report/Specification/Letter Typing

-	Administrative	80.00 per hour
---	----------------	----------------

D. Travel and other Miscellaneous Expenses

-	Mileage	Current IRS Rate
-	Airfare, Meals, Lodging*	Actual Cost +15%
-	Other Travel Expenses*	Actual Cost +15%
-	Reproductions/Photographs/Postage/Etc.	Actual Cost +15%
-	Other	Actual Cost +15%

* Travel Other than the Metropolitan San Diego Area with Prior Approval

Federal Tax I.D. No.: 95-3900518

14 REG

3. Reimbursable Expenses

Reimbursable Expenses (estimated)

Mileage 10 x 250 x 0.54 1,350

Reproduction 2,000
\$3,350

Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall

37

PROVIDING CLIENT SATISFACTION THROUGH INNOVATIVE ENGINEERING SOLUTIONS
COUPLED WITH TEAM WORK, INTEGRITY, QUALITY, AND VISION

Insurance Coverage



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/22/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Dealey, Renton & Associates
199 S Los Robles Ave Ste 540
Pasadena, CA 91101
License #0020739

CONTACT NAME: Sandy Peters
PHONE (A/C, No, Ext): 626 844-3070 FAX (A/C, No):
E-MAIL ADDRESS: speters@dealeyrenton.com

INSURED
Leach Mounce Architects, Inc.
1885 Knoll Drive
Ventura, CA 93003
805 656-3522

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Travelers Property Casualty Co of A	25674
INSURER B: Sentinel Insurance Co. LTD	11000
INSURER C: Wesco Insurance Co.	25011
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 884557056

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab ☒ XCU Included GEN. AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	Y	Y	6804855L593	9/19/2015	9/19/2015
						EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMPIOP AGG \$4,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS	Y	Y	72UEGUP8297	9/19/2015	9/19/2016
						COMBINT'S SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE UED ☒ RETENTION \$0	Y	Y	CUP8B193939	9/19/2015	9/19/2016
						EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			
						PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Professional Liability Claims Made			ARA111936202	11/14/2015	11/14/2016
						\$1,000,000 Per Claim \$2,000,000 Annual Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability excludes claims arising out of the performance of professional services
 Umbrella policy is a follow-form to underlying General Liability/Auto Liability.

RE: Monterey Park Policy Dept., Employee Locker/Restroom/Shower Facilities at City Hall - City of Monterey Park, Its officials and employees are named as additional insureds as respects general and auto liability for claims arising from the operations of the named insured as required per written contract or agreement. Coverage afforded the additional insured is primary and non-contributory as respects See Attached...

CERTIFICATE HOLDER

CANCELLATION 30 Day NOC/10 Day for NonPay of Prem

City of Monterey Park
320 West Newmark Ave.
Monterey Park CA 91754

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE:

Sandy Peters

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ACORD 25 (2014/01)

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Leach Mounce Architects

Proposal for Professional Services for the
City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall

Insurance Coverage



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/22/2016

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PRODUCER LOCKTON COMPANIES 5847 SAN FELIPE, SUITE 320 HOUSTON, TX 77057	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL: _____ ADDRESS: _____														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A :ACE American Insurance Company</td> <td>22687</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :ACE American Insurance Company	22687	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED INSPIRITY, INC. 18001 CRESCENT SPRINGS DRIVE KINGWOOD, TX 77339 * SEE BELOW															

COVERAGES

CERTIFICATE NUMBER:MGUW275A

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER: _____						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$ _____ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ _____ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ _____ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	C18839409	10/01/2015	10/01/2016	X PER STATUTE ☐ OTHER ☐ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 _____ \$ _____ \$ _____ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 * LEACH MOUNCE ARCHITECTS (2610900) IS INCLUDED AS A NAMED INSURED THROUGH ENDORSEMENT.

CERTIFICATE HOLDER

CANCELLATION

City of Monterey Park City Clerk 320 West Newmark Avenue Monterey Park, CA 91754	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Leach Mounce Architects

Proposal for Professional Services for the City of Monterey Park Police Department Employee Locker/Restroom/Shower Facilities at City Hall



City Council Staff Report

DATE: November 16, 2016

AGENDA ITEM NO: New Business
Agenda Item 6-D.

TO: The Honorable Mayor and City Council
FROM: Ron Bow, Director of Public Works/Assistant City Manager
SUBJECT: North Atlantic Boulevard Traffic Signal Synchronization Project –
Authorization to Advertise

RECOMMENDATION:

It is recommended that the City Council consider:

1. Adopting a resolution authorizing staff to advertise the North Atlantic Boulevard Traffic Signal Synchronization Project; and
2. Taking 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:

The Engineering Division has prepared bid specifications for the North Atlantic Boulevard Traffic Signal Synchronization Project and is requesting the City Council's authorization to advertise the project for bids.

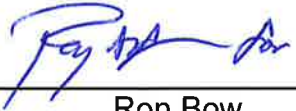
BACKGROUND:

The project involves the implementation of new traffic signal timing on North Atlantic Boulevard between Hellman Avenue and Newmark Avenue to improve traffic flow through the corridor, in anticipation of several planned development projects within the corridor as well as outside of the corridor. The project includes the installation of wireless interconnection equipment at seven traffic signals to allow for synchronization of the signal timing. The project also includes installation of "countdown" pedestrian signal heads, new left-turn phasing at Atlantic/Emerson and Atlantic/Mar Center-Ralphs, and partial realignment of the traffic lanes between Emerson Avenue and Garvey Avenue.

FISCAL IMPACT:

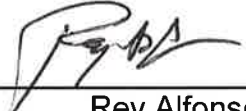
The project will be funded with SAFETEA-LU Grant funds (Account No. 0342-5001-91944) and Measure R funds (Account No. 0110-5001-91944). However, construction will not commence until the Metropolitan Transportation Authority (Metro) authorizes use of the grant funds for the entire scope of the traffic synchronization project.

Respectfully submitted by:



Ron Bow
Director of Public Works/
Assistant City Manager

Prepared by:



Rey Alfonso
Assistant City Engineer

Approved by:



Paul L. Talbot
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

Attachments:

1. Resolution

ATTACHMENT1

Resolution

RESOLUTION NO. ____

**A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE
NORTH ATLANTIC BOULEVARD TRAFFIC SIGNAL
SYNCHRONIZATION PROJECT PURSUANT TO GOVERNMENT CODE
§ 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.**

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

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

- A. City staff has prepared bid specifications for the North Atlantic Boulevard Traffic Signal Synchronization Project ("Project");
- B. The City Engineer reviewed the completed design and plans for the Project and agrees with staff that the plans are complete and the Project may be constructed;
- C. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: *Environmental Assessment.* The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities). The project results in minor alterations to existing public facilities involving no significant expansion of the existing use. The project is not anticipated to have any significant impacts with regard to traffic, noise, air quality, or water quality. There are adequate utilities and public services to serve the project.

SECTION 3: *Design Immunity; Authorization.*

- A. The design and plans for the Project are determined to be consistent with the City's standards and are approved.
- B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.
- C. The approval granted by this Resolution conforms with the City's General Plan.
- D. The City Engineer, or designee, is authorized to act on the City's behalf in approving any alterations or modifications of the design and plans approved by this Resolution.
- E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.
- F. The City Manager, or designee, may solicit bids for the Project in

accordance with applicable law.

SECTION 4: *Project Payment Account.* For purposes of the Contract Documents administering the Project, the City Council directs the City Manager, or designee, to establish an account allocating Federal SAFETEA-LU Grant funds and Measure R funds from the current fiscal year budget to pay for the Project ("Project Payment Account"). The Project Payment Account is the sole source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

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

SECTION 6: This Resolution will become effective immediately upon adoption.

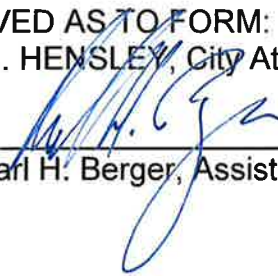
PASSED AND ADOPTED this ____ day of _____, 20____.

Mitchell Ing, Mayor

ATTEST:

Vincent D. Chang, City Clerk

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

By: 

Karl H. Berger, Assistant City Attorney



City Council Staff Report

DATE: November 16, 2016

AGENDA ITEM NO: New Business
Agenda Item 6-E.

TO: The Honorable Mayor and City Council
FROM: Ron Bow, Director of Public Works/Assistant City Manager
SUBJECT: Authorization to Lease HP XL 4500MFP Plotter through ARC

RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a new lease agreement with ARC, in a form approved by the City Attorney, in the amount of \$37,550 for the lease of a HP XL 4500MFP Plotter; and
2. Taking such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

Staff is requesting a new lease with ARC to replace two existing plotters with a single all-purpose plotter.

BACKGROUND:

The Engineering staff currently leases two large-format plotters from ARC (American Reprographics Company, formerly Dietrich-Post Company). ARC is a full service document printing and document management company located in Monterey Park. The City has leased equipment from ARC for over 15 years, and ARC has provided technical support and monthly maintenance during that time.

Staff is currently in the second year of a 3-year lease with ARC for two large-format plotters located in the Engineering Division. The plotters include an Oce PlotWave 360 black & white plotter/scanner, and Canon iPF765 color plotter. Both plotters can print up to 36 inches wide, on bond and/or mylar media, and are frequently used by several City departments.

While the existing plotters have served their primary purpose of printing black and white engineering drawings and small scale exhibits on plain white paper, there has been an increased demand to print large-scale exhibits such as colored construction signs and banners on other types of media. Therefore, staff is requesting a new trade-in lease to replace and upgrade the existing plotters with a single all-purpose plotter.

ARC provided staff with demonstrations of several plotters, and staff is recommending a new lease for a model HP XL 4500 plotter. The HP plotter can print in color, has a built-in scanner for plans up to 36 inches, and holds up to four rolls of media. The HP plotter

can also print on bond, mylar and other types of media such as Photo Tex (Adhesive Fabric), Satin Poster Paper (Fade-resistant and stays intact with folding), and Tyvek (water-proof paper), etc.

The current lease for the two plotters is for 36 months at payments of \$744.94 per month, but does not include the cost of replacement color ink cartridges. The new lease for the HP plotter would also be for 36 months at payments of \$1,043.05, for a total contract amount of \$37,550, including the cost of replacement color ink cartridges. Having a single plotter would also free up work space in the Engineering Division.

FISCAL IMPACT:

Taking into consideration the cost of replacing colored ink cartridges and the cost savings from reduced need for outside printing services, staff estimates the net increase from the new lease would be about \$150 per month. This cost would be absorbed in the Engineering Division's budget for office equipment rentals (Account Nos. 0092-801-4212-37500 and 0043-801-4212-38400).

Respectfully submitted by:



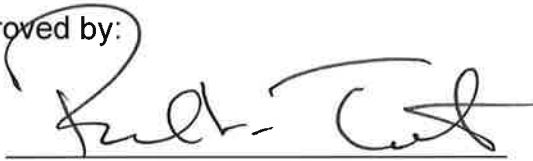
Ron Bow
Director of PublicWorks/
Assistant City Manager

Prepared by:



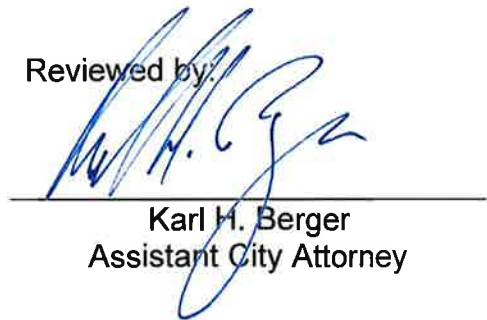
Rey Alfonso
Assistant City Engineer

Approved by:



Paul L. Talbot
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

**Agenda Item No. 6F - CONSIDERATION AND POSSIBLE ACTION TO APPOINT AN INTERIM CITY MANAGER
EFFECTIVE DECEMBER 1, 2016 AND TO APPROVE A CONTRACT WITH INTERIM CITY MANAGER**

Staff Report available at a later date.



City Council Staff Report

DATE: November 16, 2016

AGENDA ITEM NO: New Business
Agenda Item 6-G.

TO: The Honorable Mayor and City Council
FROM: Chu Thai, Director of Management Services
SUBJECT: Award of RFP for Enterprise Resource Planning System

RECOMMENDATION:

It is recommended that the City Council consider:

1. Authorizing the City Manager to execute a contract with Tyler Technologies for an Enterprise Resource Planning system for \$413,085 in a form approved by the City Attorney.
2. Appropriate \$663,085 Technology Internal Service Fund (0063) balance to this project which includes \$250,000 for miscellaneous software, hardware and support.
3. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

City staff is seeking approval to purchase an Enterprise Resource Planning (ERP) system to replace its current finance software to improve workflow functionality and fiscal reporting throughout all departments in the City. More financial information will be available, and staff will have the ability to process financial transaction electronically.

The project requires replacement of ERP software, update of server hardware, data conversion, project management and staff training. Finance modules in the ERP include general accounting, budgeting, accounts payable, cash management, contract management, fixed assets, project and grant accounting, purchasing, HR management, payroll, accounts receivable, document management, analytics and reporting. Fully implemented, maintenance costs will decrease by approximately \$100,000 per year.

BACKGROUND:

The City's current finance system was created by Knowles McNiff and is 15 years old. The annual cost for our current system is \$150,000 which includes an on-site programmer to handle custom programming for all changes to accommodate proper and effective functionality. The Knowles McNiff system includes payroll, accounts payable, finance, budgeting, vendor and purchasing modules. Although the Knowles McNiff system provides reliability and reporting functionality for our financial operation, it lacks current modern enterprise system features, such as dashboard capacity, purchase orders and warrant processing with automated workflow processes, and self

service kiosk for payroll desk, which would enable the City to function more efficiently and with much greater effectiveness. The \$150,000 annual maintenance expense is approximately \$100,000 higher than other municipal ERP systems' maintenance costs. Of highest concern, the City is too dependent on one Knowles-McNiff programmer to maintain the system.

City Staff prepared specifications for a Requests for Proposal (RFP) for an ERP that would provide a fully integrated solution for the City that would be cost effective, secure, streamlined, intuitive and efficient (Attachment 2). The specifications called for a system capable of eliminating duplicate data entry, eliminate the need for reliance on excel, word, or other systems for day-to-day processing and activities, provide enhanced user-friendly reporting capabilities, offer an intuitive interface, ensure stability, provide an online workflow of documents and processes to ensure timely and efficient functionality.

On February 2, 2016 RFPs were sent out to nine vendors and the City received three proposals: Tyler Technologies New World, Tyler Technologies Munis, and Accela Springbrook. Following the receipt of the proposals Accela Springbrook opted not to further participate, and staff determined the two remaining proposals merit further evaluation.

ERP Proposals Received

	*Accela Springbrook	Tyler Technologies Munis	Tyler Technologies New World
Software Pricing	\$44,668	\$298,100	\$265,150
Implementation Services	\$83,125	\$147,900	\$126,880
Data Conversion Services	\$17,400	\$26,100	\$27,600
Travel Expenses	Did not state	\$45,000	\$40,000
Discount		(55,068)	(47,727)
Initial Cost	\$145,193	\$472,100	\$419,630
Annual Maintenance	Did not state	\$53,848	\$47,727

*Accela withdrew its proposal

A Selection Committee and key staff representing all departments were present during the demonstrations to see how each system module worked and asked questions related to the systems' applicability to Monterey Park. Each presentation took place over a 2 day period. After the demonstrations, the Selection Committee concluded that Tyler Technologies Munis is the preferred ERP and worth further investigations. Staff contacted the cities of Lakewood, Santa Monica, Monrovia, Santa Barbara, Culver City, and Glendale to ask about their implementation of Tyler Technologies Munis. Staff also contacted several Tyler Technologies New World cities to ask why they chose that vendor over others.

Finally, a site visit to the City of Newport Beach was coordinated on July 28, 2016 to evaluate real-world utilization of Tyler Munis. Newport Beach's team of 15 staff members hosted a full-day discussion and demonstration for Monterey Park's staff. The agenda (Attachment 3) covered items such as implementation, reporting, payroll and cash receipts.

The City's Selection Committee recommends the Tyler Technologies Munis ERP system. The team unanimously agreed that the Tyler Technologies Munis proposed system provided the best option for the City and possessed the following:

- A user-friendly and familiar end-user interface;
- Comprehensive and intuitive electronic workflow; and
- Easy-to-use reporting tools for staff with non-technical backgrounds;
- Employee and vendor self-service portals;
- A robust content management system that stores and easily retrieves electronic copies of documents such as purchase orders, invoices, and payments.
- An evergreen philosophy which states that the City will not be charged additional license fees for any future enhancement releases;

With a better understanding of Tyler Technologies Munis' functionalities and capabilities, staff refined the system requirements and reduced the price quote (Attachment 1). Implementing a new ERP requires a new server, and staff also recommend investing in a Virtual Storage Attached Network (VSAN). The hyper-converged server would consolidate the approximate 24 enterprise applications from a cluster of physical servers into a two node system. It is also time to update the office suite software. The City purchased Office 2007 approximately 10 years ago, and have frugally used the same version. Tyler Technologies Munis requires MSOffice 2017 to take advantage of its reporting and system integration functionalities. Staff recommends purchasing 50 licenses for this implementation, and the additional 250 licenses during the upcoming budget process.

Projected Tyler Technologies Munis Implementation Cost

	One-Time Cost	Ongoing
Software Licensing	\$183,560	\$41,491
Implementation Cost	\$150,675	
Data Conversion	\$27,700	
3rd Party Hardware, Software and Services	\$1,650	
Estimated Travel Expenses	\$49,500	
Tyler Technologies Munis Software Total	\$413,085	
Hardware / Server Update	\$170,000	
Software Update - Office 2017	\$50,000	
Programming support	\$20,000	
Additional staff support	\$10,000	
Hardware and Setup Total	\$250,000	

TOTAL	\$663,085	
--------------	------------------	--

FISCAL IMPACT:

Funds are available for the ERP system, software and hardware in the City's technology fund account. An appropriation of \$663,085 from Information Systems fund balance will be required to fund this project which includes \$413,085 for Tyler Technologies as well as \$250,000 for hardware and setup costs.

Respectfully submitted by:



Chu Thai
Director of Management Services

Prepared by:



Tim Shay
Support Services Manager

Approved by:



Paul L. Talbot
City Manager

Reviewed by:



Karl H. Berger
Assistant City Attorney

ATTACHMENTS:

1. Tyler Technologies Munis Agreement and Price Quote
2. RFP for Enterprise Resource Planning system
3. Newport Beach Site-Visit Agenda

ATTACHMENT 1
Tyler Technologies Munis Agreement and Price Quote



Quoted By: Henrik Beijar
 Date: 6/29/2016
 Quote Expiration: 12/25/2016
 Quote Name: City of Monterey Park, CA-ERP-Munis
 Quote Number: 2016-21494
 Quote Description: 20160628 Pref 20 UB opt

Sales Quotation For

City of Monterey Park
 320 W Newmark Ave
 Monterey Park, California 91754
 Phone (626) 307-1458

Tyler Software and Related Services

Description	License	Impl. Days	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Financials:						
Accounting/GL/BG/AP	\$53,550.00	20 @ \$1,275.00	\$25,500.00	\$10,600.00	\$89,650.00	\$9,639.00
Cash Management	\$10,250.00	4 @ \$1,275.00	\$5,100.00	\$0.00	\$15,350.00	\$1,845.00
Contract Management	\$6,050.00	3 @ \$1,275.00	\$3,825.00	\$4,000.00	\$13,875.00	\$1,089.00
Fixed Assets	\$12,300.00	5 @ \$1,275.00	\$6,375.00	\$0.00	\$18,675.00	\$2,214.00
Project & Grant Accounting	\$10,250.00	4 @ \$1,275.00	\$5,100.00	\$0.00	\$15,350.00	\$1,845.00
Purchasing	\$22,550.00	10 @ \$1,275.00	\$12,750.00	\$2,700.00	\$38,000.00	\$4,059.00
Payroll/HR:						
HR Management	\$7,700.00	5 @ \$1,275.00	\$6,375.00	\$0.00	\$14,075.00	\$1,386.00
Payroll w/ESS	\$16,100.00	13 @ \$1,275.00	\$16,575.00	\$10,400.00	\$43,075.00	\$2,898.00
Revenue:						
Accounts Receivable	\$11,000.00	8 @ \$1,275.00	\$10,200.00	\$0.00	\$21,200.00	\$1,980.00
General Billing	\$5,000.00	4 @ \$1,275.00	\$5,100.00	\$0.00	\$10,100.00	\$900.00
Productivity:						
Tyler Forms Processing	\$9,500.00	0 @ \$1,275.00	\$0.00	\$0.00	\$9,500.00	\$1,900.00

Tyler Software and Related Services

Description	License	Impl. Days	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Tyler Content Manager SE	\$20,000.00	4 @ \$1,275.00	\$5,100.00	\$0.00	\$25,100.00	\$3,600.00
Munis Analytics & Reporting	\$45,200.00	10 @ \$1,275.00	\$12,750.00	\$0.00	\$57,950.00	\$8,136.00
Sub-Total:	\$229,450.00		\$114,750.00	\$27,700.00	\$371,900.00	\$41,491.00
<i>Less Discount:</i>	<i>\$45,890.00</i>		<i>\$0.00</i>	<i>\$0.00</i>	<i>\$45,890.00</i>	<i>\$41,491.00</i>
TOTAL:	\$183,560.00	90	\$114,750.00	\$27,700.00	\$326,010.00	\$0.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Additional Service Days	7	\$1,275.00	\$0.00	\$8,925.00
AP/PR Check Recon Import	1	\$1,000.00	\$0.00	\$1,000.00
AP Positive Pay Export Format	1	\$3,000.00	\$0.00	\$3,000.00
Install Fee - New Server Install-WIN	1	\$6,000.00	\$0.00	\$6,000.00
Project Planning Services	1	\$6,000.00	\$0.00	\$6,000.00
PR Positive Pay Export Format	1	\$3,000.00	\$0.00	\$3,000.00
Tyler Forms Library - Financial	1	\$1,800.00	\$0.00	\$1,800.00
Tyler Forms Library - General Billing	1	\$2,000.00	\$0.00	\$2,000.00
Tyler Forms Library - Payroll	1	\$1,200.00	\$0.00	\$1,200.00
Tyler Forms Library - Personnel Action	1	\$1,000.00	\$0.00	\$1,000.00
Tyler Forms Processing Configuration	1	\$2,000.00	\$0.00	\$2,000.00
TOTAL:				\$35,925.00

3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Unit Maintenance	Unit Maintenance Discount	Total Year One Maintenance
Tyler Secure Signature System with 2 Keys	1	\$1,650.00	\$0.00	\$1,650.00	\$0.00	\$0.00	\$0.00
<i>3rd Party Hardware Sub-Total:</i>			<i>\$0.00</i>	<i>\$1,650.00</i>			<i>\$0.00</i>
TOTAL:				\$1,650.00			\$0.00

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$183,560.00	\$0.00
Total Tyler Services	\$178,375.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$1,650.00	\$0.00
Summary Total	\$363,585.00	\$0.00
Contract Total	\$363,585.00	
(Excluding Estimated Travel Expenses)		
Estimated Travel Expenses	\$49,500.00	

Detailed Breakdown of Conversions (included in Contract Total)

Description	Unit Price	Unit Discount	Extended Price
Accounting Opt 1 - Actuals	\$1,500.00	\$0.00	\$1,500.00
Accounting Opt 2 - Budgets	\$1,500.00	\$0.00	\$1,500.00
Accounting Standard COA	\$2,000.00	\$0.00	\$2,000.00
Accounts Payable Opt 1 - Checks	\$1,600.00	\$0.00	\$1,600.00
Accounts Payable Opt 2 - Invoice	\$2,400.00	\$0.00	\$2,400.00
Accounts Payable Standard Master	\$1,600.00	\$0.00	\$1,600.00
Contracts	\$4,000.00	\$0.00	\$4,000.00
Payroll - Option 1 Deductions	\$1,800.00	\$0.00	\$1,800.00
Payroll - Option 2 Accrual Balances	\$1,500.00	\$0.00	\$1,500.00
Payroll - Option 3 Accumulators	\$1,400.00	\$0.00	\$1,400.00
Payroll - Option 4 Check History	\$1,200.00	\$0.00	\$1,200.00
Payroll - Option 5 Earning/Deduction Hist	\$2,500.00	\$0.00	\$2,500.00
Payroll - Standard	\$2,000.00	\$0.00	\$2,000.00
Purchasing - Purchase Orders - Standard	\$2,700.00	\$0.00	\$2,700.00
TOTAL:			\$27,700.00

Optional Tyler Software & Related Services

Description	License	Impl. Days	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Financials:						
Bid Management	\$6,150.00	3 @ \$1,275.00	\$3,825.00	\$0.00	\$9,975.00	\$1,107.00
Performance Based Budgeting	\$16,400.00	10 @ \$1,275.00	\$12,750.00	\$0.00	\$29,150.00	\$2,952.00
Work Orders, Fleet & Facilities Management	\$14,100.00	15 @ \$1,275.00	\$19,125.00	\$12,000.00	\$45,225.00	\$2,538.00
Revenue:						
Tyler Cashiering	\$21,000.00	5 @ \$1,275.00	\$6,375.00	\$0.00	\$27,375.00	\$3,780.00
UB Interface	\$8,250.00	3 @ \$1,275.00	\$3,825.00	\$0.00	\$12,075.00	\$1,485.00
UB Special Assessments	\$10,000.00	8 @ \$1,275.00	\$10,200.00	\$0.00	\$20,200.00	\$1,800.00
Utility Billing CIS	\$23,000.00	19 @ \$1,275.00	\$24,225.00	\$19,300.00	\$66,525.00	\$4,140.00
Productivity:						
Citizen Self Service	\$11,000.00	1 @ \$1,275.00	\$1,275.00	\$0.00	\$12,275.00	\$1,980.00
eProcurement	\$10,000.00	1 @ \$1,275.00	\$1,275.00	\$0.00	\$11,275.00	\$1,800.00
Tyler Content Manager Enterprise Upgrade (Existing CL w/Tyler Content Manager SE)	\$18,000.00	6 @ \$1,275.00	\$7,650.00	\$0.00	\$25,650.00	\$3,240.00
Additional:						
CAFR Statement Builder	\$13,750.00	3 @ \$1,275.00	\$3,825.00	\$0.00	\$17,575.00	\$2,475.00
Fixed Assets Opt 1 - History - D	\$0.00	0 @ \$1,275.00	\$0.00	\$1,800.00	\$1,800.00	\$0.00
Fixed Assets Std Master - D	\$0.00	0 @ \$1,275.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00
General Billing Opt 1 - Recurring Invoices - D	\$0.00	0 @ \$1,275.00	\$0.00	\$2,700.00	\$2,700.00	\$0.00
General Billing Opt 2 - Bills - D	\$0.00	0 @ \$1,275.00	\$0.00	\$4,000.00	\$4,000.00	\$0.00
General Billing Std CID - D	\$0.00	0 @ \$1,275.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00
MUNIS Disaster Recovery Service	\$0.00	0 @ \$1,275.00	\$0.00	\$0.00	\$0.00	\$10,373.00
Payroll - Option 10 Certifications - B	\$0.00	0 @ \$1,275.00	\$0.00	\$1,400.00	\$1,400.00	\$0.00

Optional Tyler Software & Related Services

Description	License	Impl. Days	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Payroll - Option 11 Education - B	\$0.00	0 @ \$1,275.00	\$0.00	\$1,400.00	\$1,400.00	\$0.00
Payroll - Option 7 PM Action History - B	\$0.00	0 @ \$1,275.00	\$0.00	\$1,400.00	\$1,400.00	\$0.00
Payroll - Option 8 Position Control - B	\$0.00	0 @ \$1,275.00	\$0.00	\$1,400.00	\$1,400.00	\$0.00
Payroll - Option 9 State Retirement Tables - B	\$0.00	0 @ \$1,275.00	\$0.00	\$1,400.00	\$1,400.00	\$0.00
Project Grant Accounting Opt 1 - Actuals - D	\$0.00	0 @ \$1,275.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00
Project Grant Accounting Opt 2 - Budgets - D	\$0.00	0 @ \$1,275.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00
Project Grant Accounting Standard - D	\$0.00	0 @ \$1,275.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00
Sub-Total:	\$151,650.00		\$94,350.00	\$56,300.00	\$302,300.00	\$37,670.00
<u>Less Discount:</u>	<u>\$6,023.00</u>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$6,023.00</u>	<u>\$21,852.00</u>
TOTAL:	\$145,627.00	74	\$94,350.00	\$56,300.00	\$296,277.00	\$15,818.00

Optional Other Services

Description	Quantity	Unit Price	Discount	Extended Price
Source Code Escrow	1	\$1,500.00	\$0.00	\$1,500.00
Tyler Content Manager Enterprise Upgrade Installation	1	\$1,500.00	\$0.00	\$1,500.00
Tyler Forms Library - Utility Billing	1	\$4,500.00	\$0.00	\$4,500.00
TOTAL:				\$7,500.00

Optional Conversion Details (Prices Reflected Above)

Description	Unit Price	Unit Discount	Extended Price
Fixed Assets Opt 1 - History	\$1,800.00	\$0.00	\$1,800.00
Fixed Assets Std Master	\$3,000.00	\$0.00	\$3,000.00
General Billing Opt 1 - Recurring Invoices	\$2,700.00	\$0.00	\$2,700.00
General Billing Opt 2 - Bills	\$4,000.00	\$0.00	\$4,000.00
General Billing Std CID	\$1,500.00	\$0.00	\$1,500.00
Payroll - Option 10 Certifications	\$1,400.00	\$0.00	\$1,400.00
Payroll - Option 11 Education	\$1,400.00	\$0.00	\$1,400.00
Payroll - Option 7 PM Action History	\$1,400.00	\$0.00	\$1,400.00

Optional Conversion Details (Prices Reflected Above)

Description	Unit Price	Unit Discount	Extended Price
Payroll - Option 8 Position Control	\$1,400.00	\$0.00	\$1,400.00
Payroll - Option 9 State Retirement Tables	\$1,400.00	\$0.00	\$1,400.00
Project Grant Accounting Opt 1 - Actuals	\$1,500.00	\$0.00	\$1,500.00
Project Grant Accounting Opt 2 - Budgets	\$1,500.00	\$0.00	\$1,500.00
Project Grant Accounting Standard	\$2,000.00	\$0.00	\$2,000.00
Utility Billing - Option 1 Services	\$3,000.00	\$0.00	\$3,000.00
Utility Billing - Option 2 Assessments	\$1,800.00	\$0.00	\$1,800.00
Utility Billing - Option 3 Consumption History	\$3,000.00	\$0.00	\$3,000.00
Utility Billing - Option 4 Balance Forward AR	\$4,000.00	\$0.00	\$4,000.00
Utility Billing - Option 5 Service Orders	\$2,000.00	\$0.00	\$2,000.00
Utility Billing - Option 6 Backflow	\$2,000.00	\$0.00	\$2,000.00
Utility Billing - Standard	\$3,500.00	\$0.00	\$3,500.00
Work Order Opt 1 - Work Order Asset	\$3,000.00	\$0.00	\$3,000.00
Work Order Opt 2 - Closed Work Order History No Cost Data	\$4,500.00	\$0.00	\$4,500.00
Work Order Opt 3 - Work Order History With Cost Data	\$4,500.00	\$0.00	\$4,500.00
TOTAL:			\$56,300.00

Unless otherwise indicated in the contract or Amendment thereto, pricing for optional items will be held for Six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____
 Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
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Financials:

Accounting/GL/BG/AP	\$53,550.00	\$10,710.00	\$42,840.00	\$9,639.00	\$9,639.00	\$0.00
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Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Cash Management	\$10,250.00	\$2,050.00	\$8,200.00	\$1,845.00	\$1,845.00	\$0.00
Contract Management	\$6,050.00	\$1,210.00	\$4,840.00	\$1,089.00	\$1,089.00	\$0.00
Fixed Assets	\$12,300.00	\$2,460.00	\$9,840.00	\$2,214.00	\$2,214.00	\$0.00
Project & Grant Accounting	\$10,250.00	\$2,050.00	\$8,200.00	\$1,845.00	\$1,845.00	\$0.00
Purchasing	\$22,550.00	\$4,510.00	\$18,040.00	\$4,059.00	\$4,059.00	\$0.00
Payroll/HR:						
HR Management	\$7,700.00	\$1,540.00	\$6,160.00	\$1,386.00	\$1,386.00	\$0.00
Payroll w/ESS	\$16,100.00	\$3,220.00	\$12,880.00	\$2,898.00	\$2,898.00	\$0.00
Revenue:						
Accounts Receivable	\$11,000.00	\$2,200.00	\$8,800.00	\$1,980.00	\$1,980.00	\$0.00
General Billing	\$5,000.00	\$1,000.00	\$4,000.00	\$900.00	\$900.00	\$0.00
Productivity:						
Munis Analytics & Reporting	\$45,200.00	\$9,040.00	\$36,160.00	\$8,136.00	\$8,136.00	\$0.00
Tyler Content Manager SE	\$20,000.00	\$4,000.00	\$16,000.00	\$3,600.00	\$3,600.00	\$0.00
Tyler Forms Processing	\$9,500.00	\$1,900.00	\$7,600.00	\$1,900.00	\$1,900.00	\$0.00
TOTAL:	\$229,450.00	\$45,890.00	\$183,560.00	\$41,491.00	\$41,491.00	\$0.00

Optional Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
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Financials:
Revenue:

Tyler Cashiering	\$21,000.00	\$0.00	\$21,000.00	\$3,780.00	\$3,780.00	\$0.00
UB Interface	\$8,250.00	\$0.00	\$8,250.00	\$1,485.00	\$1,485.00	\$0.00
UB Special Assessments	\$10,000.00	\$0.00	\$10,000.00	\$1,800.00	\$0.00	\$1,800.00
Utility Billing CIS	\$23,000.00	\$0.00	\$23,000.00	\$4,140.00	\$4,140.00	\$0.00

Productivity:

Optional Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Citizen Self Service	\$11,000.00	\$0.00	\$11,000.00	\$1,980.00	\$1,980.00	\$0.00
eProcurement	\$10,000.00	\$1,500.00	\$8,500.00	\$1,800.00	\$1,800.00	\$0.00
Tyler Content Manager Enterprise Upgrade (Existing CL w/Tyler Content Manager SE)	\$18,000.00	\$0.00	\$18,000.00	\$3,240.00	\$3,240.00	\$0.00
Additional:						
CAFR Statement Builder	\$13,750.00	\$2,063.00	\$11,687.00	\$2,475.00	\$2,475.00	\$0.00
MUNIS Disaster Recovery Service	\$0.00	\$0.00	\$0.00	\$10,373.00	\$0.00	\$10,373.00
Total:	\$151,650.00	\$6,023.00	\$145,627.00	\$37,670.00	\$21,852.00	\$15,818.00

Comments

Tyler's Disaster Recovery Service is calculated at 25% of the MUNIS annual maintenance. There is a \$5,000 minimum annual fee and a \$30,000 maximum annual fee for Disaster Recovery service. The Disaster Recovery fees are applicable only to one Live MUNIS database and excludes all test and training databases.

Tyler recommends the use of a 128-bit SSL Security Certificate for any Internet Web Applications, such as the MUNIS Web Client and the MUNIS Self Service applications if hosted by the Client. This certificate is required to encrypt the highly sensitive payroll and financial information as it travels across the public internet. There are various vendors who sell SSL Certificates, with all ranges of prices.

Conversion prices are based on a single occurrence of the database. If additional databases need to be converted, these will need to be quoted.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

In the event Client acquires from Tyler any edition of Tyler Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager Enterprise Edition.

Tyler's form library prices are based on the actual form quantities listed, and assume the forms will be provided according to the standard Munis form template. Any forms in addition to the quoted amounts and types, including custom forms or forms that otherwise require custom programming, are subject to an additional fee. Please also note that use of the Tyler Forms functionality requires the use of approved printers as well. You may contact Tyler's support team for the most current list of approved printers.

Financial library includes: 1 A/P check, 1 EFT/ACH, 1 Purchase order, 1 Contract, 1099M, 1099INT, 1099S, and 1099G.

General Billing library includes: 1 invoice, 1 statement, 1 general billing receipt and 1 miscellaneous receipt.

Utility billing library includes: 1 Utility bill, 1 assessment, 1 UB receipt, 1 Lien letter, 1 UB delinquent notice, 1 door hanger and 1 final utility bill.

Programming for check reconciliation import and positive pay export assumes one bank format each. Multiple bank formats are extra.

Includes digitizing two signatures, additional charges will apply for additional signatures.

Comments

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.

Tyler Forms Payroll Core library includes: 1 PR check, 1 direct deposit, 1 vendor from payroll check, 1 vendor from payroll direct deposit, W2, W2c, 1099 R, ACA 1095B and ACA 1095C.

Personnel Actions Forms Library includes: 1 Personnel Action form - New and 1 Personnel Action Form - Change.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.

The MUNIS Accounts Payable module utilizes a label printer for batch-scanned document indexing. This printer is to be provided by the client and must support multi-page Adobe PDF files, such as the Brother QL-700.

In the event a self-hosted customer opts to enroll as a beneficiary under Tyler's source code escrow agreement, Tyler will provide the paperwork required for enrollment. That self-hosted customer will be billed, on an annual basis, directly by Tyler's escrow agent, and all such fees must be paid directly to that escrow agent. Rates for subsequent years are subject to change at the discretion of Tyler's escrow agent.

The Tyler Software Product Tyler Forms Processing must be used in conjunction with a Hewlett Packard printer supported by Tyler for printing checks.

ATTACHMENT 2
RFP for Enterprise Resource Planning system



City of Monterey Park

**REQUEST FOR PROPOSALS
FINANCIAL MANAGEMENT SYSTEM (FMS)
AND IMPLEMENTATION SERVICES**

Please Email Your Intent to Respond Immediately to
cthai@montereypark.ca.gov

Response Due Date & Time
**March 17, 2016
5:00 p.m. (PDT)**

Submit Responses To:
**City of Monterey Park City Clerk's Office
Attn: Chu Thai, Director of Management Services
320 W Newmark Ave
Monterey Park, CA 91975**

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1. RFP Overview

1.1 Purpose of RFP

The City of Monterey Park (City) is seeking to improve the efficiency of the business processes in financial operation of the City so as to improve service delivery internally and to the public. To that end, the City is looking for innovative technology partners that bring a robust product based on industry best practices and share the City's vision for continuous improvement and a highly engaged and well trained workforce.

The objective of this Request for Proposal (RFP) is to identify, select and implement a proven public sector Financial Management System (FMS) to replace the City's existing in-house developed system. The City seeks a qualified firm (Proposer) with the experience, expertise, and qualifications to provide a fully integrated, proven, state-of-the-art solution.

The proposed FMS should consist of the following integrated modules:

- ◆ Financial Management Modules:
 - General Ledger
 - Budget Preparation and Management
 - Financial Reporting and Business Analytics
 - Requisitions/Purchasing
 - Accounts Payable
 - Contract Management
 - Vendor Portal
 - Accounts Receivable
 - Bank Reconciliation
 - Treasury/Cash Management
 - Project and Grant Accounting
 - Fixed Assets
 - Performance Measures
 - Document Imaging
- ◆ Payroll module should include:
 - Support a full in-house payroll function
 - Electronic time card entry
 - Electronic payment (ACH, etc.)
 - CalPERS retirement reporting
 - Labor and benefits distribution

Optional modules and functionality the City **desires** include:

- ◆ Executive information (i.e. operational overview, business analysis, dashboard, etc.)
- ◆ Comprehensive analysis (i.e. query by example, drill-down, and report writing)
- ◆ Multi-platform access to the system (i.e. Windows, MacOS, iOS, Chrome)
- ◆ Self-Service applications which permits staff, vendors and/or residents access to various reports and data through any internet browser
- ◆ Integration with existing and future business applications from other vendors such as:
 - HR management including applicant tracking & benefits administration
 - Asset, fleet and fuel management systems
 - Utility billing, including customer self-service, billing, service orders

- Permit management including permits, code enforcement, business license etc.
- Recreation including class registration and facility reservations.
- Library book reservations
- Computer assisted dispatching and records management
- Geographic Information Systems

The City is seeking a Proposer to provide professional services that will ensure a successful implementation. The professional services should include the following:

- ◆ Software installation and configuration
- ◆ Implementation consulting
- ◆ Training
- ◆ Data Conversion
- ◆ Documentation
- ◆ Project Management
- ◆ Software maintenance and support

Proposers are encouraged to describe any additional offerings based on their experience in working with similar size agencies. To this end, proposals should clearly describe optional offerings and the pricing associated with the optional offerings.

The City is considering a phased implementation beginning in July 1, 2016, and finishing before June 30, 2017. The City is looking for proposers to craft an approach that meets the City's objective.

1.2 RFP Timeline

To meet the City's desired implementation date, the City is committed to the RFP process and schedule outlined here. The selection process outlined in this RFP will allow the City to select a Proposer by May 2016 and sign a contract before the fiscal year end. Table 1, RFP Schedule of Events, identifies the RFP schedule that will be followed.

Table 1 – RFP Schedule of Events

Event	Date/Time
Request For Proposals Sent Out	Tuesday, February 2, 2016
Vendor Questions Due	Monday, February 15, 2016
Responses to Vendor Questions Provided	Monday, February 22, 2016
Vendor Response Due Date	Thur, March 17, 2016 by 5:00 PST
Review of Submissions	Through March 31, 2016
Notification of Vendor Demonstrations	Week of April 2, 2016
Vendor Demonstrations (Proof of Capabilities)	April 18-29, 2016
Selection of Vendor/On-site Reference Visits	Month of May 2016
Contract Negotiations	Begin upon notification of selection

Proposers should be aware that finalist(s) will be required to perform a two-day proof-of-capabilities (POC) demonstration to allow staff to fully understand the proposed solution. The POC is not intended to be a generic demonstration of the application, but rather a demonstration of specific product functionality deemed most critical to the City using scenarios provided by the City.

Proposers must be prepared to invest the time and resources in the POC to be successful in this procurement.

The City reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the RFP Schedule of Events will be provided to all Proposers who comply with Section 1.7 (Intent to Propose).

1.3 RFP Coordinator

All communications concerning this RFP must be submitted in email to the RFP Coordinator identified below. The RFP Coordinator will be the sole point of contact for this RFP.

Mr. Chu Thai, Director of Management Services
Email – cthais@montereypark.ca.gov
Telephone (626) 307-1355

Proposer contact with anyone else in the City is expressly forbidden and may result in disqualification of the Proposer's bid.

1.4 Registration of Intent to Submit Response

Vendors must first register their interest with the City of Monterey Park. This registration will allow the City to notify all vendors of any changes, questions, concerns and any other matters related to this request for information and proposals. The following registration information must be e-mailed to [Cthais@montereypark.ca.gov](mailto:cthais@montereypark.ca.gov) with the Subject Line of 'FMS Registration':

- ♦ Name of Business
- ♦ Address of Business
- ♦ Name and Title of Contact
- ♦ Telephone Number of Contact
- ♦ Email Address of Contact

Failure to register promptly may result in disqualification and not being informed of changes, questions and concerns related to this request for information and proposals.

1.5 Proposal Preparation Costs

The City will not pay any costs associated with the preparation, submittal, or presentation of any proposal.

1.6 RFP Amendment and Cancellation

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued, it will be provided to all registered Proposers. Proposers will respond to the final written RFP and any exhibits, attachments, and amendments.

1.7 Questions Pertaining to the RFP

Specific questions concerning the RFP should be submitted via e-mail to the RFP Coordinator (See Section 1.3) before the date identified in Section 1.2 (RFP Timeline). Proposer questions should

clearly identify the relevant section of the RFP and page number(s) related to the question being asked.

1.8 Proposal Submittal

Proposals will be submitted no later than the "Vendor Response Due Date" as identified in Section 1.2 (RFP Timeline). The City assumes no responsibility for delays caused by any delivery service. A Proposer's failure to submit a proposal as required before the deadline may cause the proposal to be disqualified. Proposers must submit in a sealed package one (1) original, signed Master, four (4) copies, and one (1) electronic copy in .pdf file format.

The package should be clearly labeled as follows:

Chu Thai, Director of Management Services, City of Monterey Park
Proposal for Financial Management System
Name of Proposer: _____
Proposer's Address: _____
Proposer's Contact Person: _____
Proposer's Telephone Number: _____

The proposal package should be mailed, couriered, or hand delivered to the following address:

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

All proposals must be received by the City by 4:00 p.m. on the Vendor Response Due date indicated in Section 1.2. Proposals received after this time and date will be returned unopened. Postmarks will not be accepted as proof of receipt.

1.9 Public Records Law

Pursuant California Government Code Section 6250, public records may be inspected and examined by anyone desiring to do so, at a reasonable time, under reasonable conditions, and under supervision by the custodian of the public record. All submitted proposals are considered public records subject to disclosure. Financial records, including cost proposals, will not be considered confidential and are also subject to public disclosure.

1.10 Project Objectives

The need to replace the existing FMS has been identified as a high priority for the City and is driven by the following factors:

- ♦ Current system is 15 years old.
- ♦ Current system is solely used by the City of Monterey Park
- ♦ Current system requires custom programming for all changes
- ♦ Current system's annual maintenance is higher than expected
- ♦ Current system relies on Excel worksheets to track items the system cannot efficiently track
- ♦ Current system requires duplicate data entry to accomplish some business processes

With this RFP, the City seeks to replace its custom developed financial software with a proven, state-of-the-art system using the latest in technologies and best practices to make the City's business processes more efficient by implementing best practice processes.

The FMS should meet the following high-level objectives:

- ♦ Provide a fully integrated solution to avoid duplicate data entry
- ♦ Eliminate the reliance and need for Excel worksheets to support financial activities
- ♦ Provide enhanced, user-friendly reporting capabilities to improve decision making
- ♦ Streamline business processes through automation, integration, and workflows
- ♦ Promote implementation of best practice processes
- ♦ Provide user friendly and intuitive user interface
- ♦ Promote a paperless environment
- ♦ Successfully process payroll's complex labor contracts for 10 bargaining units, CalPERS reporting requirements, Affordable Care Act mandates, State Controller's annual compensation reporting, etc.

In selecting a vendor the City is looking for a vendor that can provide the following:

- ♦ A solution that supports continual innovation to implement best business practices
- ♦ Long-term vendor commitment to product improvements to keep up with best practices
- ♦ Enhanced features and functionality to support operational efficiencies (i.e. workflow, self-service, document imaging, banking integration, etc.)
- ♦ Business analytics of financial information
- ♦ Access to system and approvals from mobile devices
- ♦ Cost effective annual ongoing maintenance and support costs
- ♦ Provide online vendor portal for invoicing and ACH payment

The City is interested in implementing full and optimal functionality of all the features of the new technology. The City desires to capitalize on how other agencies have implemented the software so as to optimize the FMS from the start.

To help the City select the right innovative technology partner, the City desires each Proposer to identify clients that are fully utilizing the system and demonstrate how those clients have implemented their software to its fullest capability to make their business processing and customer service highly effective and efficient. For each module, the City expects the proposer to select their client that best represents the use of that module to its fullest extent and the client who is working to make the module better.

2. City Background

The City of Monterey Park was incorporated in 1916 as a general law city. The City operates under the council-manager form of municipal government. The City Council, which consists of five members, is elected at large and each serves a term of four years. The City Council appoints the City Manager, who has the responsibilities of overseeing City services and operations.

The City, located approximately 8 miles east of downtown Los Angeles, serves a population of approximately 62,000. The City has approximately 302 full time employees, 198 seasonal and part time employees and an annual operating budget of approximately \$92.5 million (\$36 million General Fund). Monterey Park is a full service City, offering a wide range of municipal services, including police and fire, highways and streets, sanitation, water and sewer services, development and public infrastructure improvements, parks, culture and leisure programming, and general government functions.

The Management Services Department includes 20 full time and part time staff members and provides financial services, treasury, IT services and communications, utility billing and business license.

3. Current Environment

3.1 Technology Standards

The following table, Table 2 – Current Technology Standards, identifies current technology standards for the City. This information is provided as background information. While the City wants to maximize the use of its current Information Technology (IT) infrastructure, it is also looking to implement best practices regarding IT.

Proposers are required to specify requirements for their software to be installed on the City's network.

Table 2 – Current Technology Standards

Technology	Current Standard
Database	SQL Server 2008
Server OS	Windows 2008
Desktop OS	Windows XP & Windows 7 Pro
Server Hardware	Dell
Desktop Hardware	Dell
Laptop/Mobile Hardware	Dell
Office Productivity	Office 2007 & 2010
Browser	IE, Chrome
Email Server	Exchange Server 2013
Virtual Environment	VMware 5.5

3.2 Current Finance System Use and Processes

The City of Monterey Park's current financial management system (Current System) has been developed and is maintained by Knowles-McNiff, a software consulting firm based in Garden Grove, California. Monterey Park has used Knowles-McNiff's software and services since 2000, with the upgrade to the current Microsoft SQL database server in 2006. The supported modules for the current financial management system include:

- W2, 1099 Processing
- Account Maintenance
- Accounts Payable
- Department Budget Entry
- Expenditure Budget
- Finance Inquiry
- Finance Reports
- Fiscal Year Maintenance
- GL/Journal Entry
- Grant Administration
- Purchase Orders
- Revenue Budget
- Vendor Maintenance
- Water Quality Reporting
- Assessment Parcel and Library Tax Reporting

3.3 Key Business and Operational Volumes

The following table, Table 3 – Key Business and Operational Volumes - provides proposers with key information that will help promote an understanding of the current environment. Please note that active users are users that process transactions on a daily basis. Casual users are users that occasionally look up information and process requisitions infrequently.

Table 3 – Key Business and Operational Volumes (annual)

Category	Count
Number of Users – Active	15
Number of Users – Casual	30
Number of GL Accounts	10,127
Number of Funds	157
Vendor Master File-total	4,575
Purchase Orders (per year)	950
Invoices (per year)	13,000
AP Checks (per year)	5,700
Employees – Full Time	302
Employees – Part Time	198
Pay Types	ACH, Checks, E-Payables

4. FMS Requirements

The City seeks a proven, fully integrated public sector financial management system. It is seeking to modify existing business processes to accommodate best practices, and will be looking to select a system that drives the implementation of best practices. More specifically, the FMS should provide the following capabilities:

- ◆ Fully integrated system where data is entered only once
- ◆ All transactions processed in real-time and immediately available for inquiry and reporting
- ◆ Workflow capabilities across all modules
- ◆ Reporting that is user friendly, allowing staff to create reports with minimal training
- ◆ Robust audit and transaction logging capabilities
- ◆ Strong internal controls and robust security features
- ◆ Compliance with Federal and state laws and regulations
- ◆ Integration with other enterprise software applications and hosted systems

The remainder of this section identifies selected key features, functions, and capabilities the City is seeking from a FMS. To assist Proposers to better understand what the City is seeking, each of the functional requirements is preceded by a brief description of the current process.

Proposers must respond to each section explaining how the proposed system meets the needs of the City, as well as identifying any features and functions that can further improve City processes.

To aid in the evaluation of the proposals, vendors are required to rate how their proposed solution meets the needs of the City using the following rating criteria. The City will provide the RFP in Word format so that the Proposers can use the section below to respond to the ranking and comments.

Rating	Definition
3	Standard and available in the current release. Software supports this requirement. No customization is required.
2	Meets requirement with minor configuration or modification. Configuration maintains application on upgrade path. Testing and production of modifications will be completed by implementation date. Include an estimate for the cost of the modification.
1	Available with 3rd party software application. Indicate name of the application recommended and number of installs jointly completed.
0	Not available. Software does not meet the requirement.
F	Future Release. Requirement will be available in the next release. Indicate anticipated release month and year.

4.1 General System Capabilities

The City seeks a FMS that provides the following system characteristics in terms of its user interface:

General System Capabilities	Rating	Comments
<i>These requirements apply to all modules. List any exceptions in comment column.</i>		

1. An intuitive, consistent well designed user interface		
2. One-time single-points of data entry		
3. Easy data entry for repetitive actions (i.e. AP/PY/JE)		
4. Robust search capabilities on as many fields as possible		
5. Ability to drill-down and drill-across from a transaction to the supporting source documents		
6. Ability to easily export information directly to Excel, Acrobat, .csv		
7. Comprehensive online documentation and training materials		
8. User-defined tables, fields, screens, reports, and business rules/workflows		
9. Ability to modify configuration without the assistance of the proposer		
10. Strong internal controls and system securities for e-commerce		

4.2 General Ledger (GL)

There are approximately 33,000 recorded transactions per year within our current finance system. The City seeks to implement a new fully integrated General Ledger module which should:

General Ledger	Rating	Comments
1. Provide a fully integrated system with all other modules		
2. Provide a flexible Chart of Accounts supporting funds, departments, programs, projects, grants, etc.		
3. Provide numerous workflow and approval options for journal posting		
4. Provide users access to GL information based on security roles.		
5. Allow users to enter GL transactions based on security roles.		
6. Provide journal entry templates for efficient data entry		
7. Provide for year-end financial statement preparation		
8. Have full drill-down capability – Department summary, into line item, into the transactions and ultimately view the source documents as a PDF (i.e., invoice or other supporting documentation)		
9. Ability to have recurring journal entries		
10. Ability to reverse s previously entered journal entry		
11. Provide import and export JE from Excel or .csv		
12. Provide dashboards for quick view of financial data		
13. Provide access to GL inquiry from a mobile device		
14. Support OpenGov reporting		

4.3 Purchasing

The City seeks to implement a new integrated purchasing module that has the following capabilities:

Purchasing	Rating	Comments
1. Integrates with Accounts Payable, Fixed Assets, General Ledger, Project and Grant Accounting, and Vendor History		
2. Integrates with Microsoft Products (i.e. prompts in Outlook alerting supervisors of pending transactions.)		
3. Tracks where the Requisition is in the approval process		
4. Notifies the initiating department when the Requisition has been approved, rejected, changed in status, needs clarification, pending review, etc.		
5. Allow for attachments to be uploaded along with the Requisition with user defined types (i.e. quotes, contract, staff report, justification memo, insurance, etc.). Allows for retrieval of attachments based on the same type of criteria.		
6. Verifies budget availability during data entry		
7. Automatically delegate approval routing for certain funding sources, dollar thresholds, or request types.		
8. Supports the purchase of recurring services by automatically generating a requisition/purchase order based on pre-established criteria (i.e. Health Insurance, Custodial Services, and Leased Vehicles)		
9. Captures internal justification, notes, or comments on requisitions that will stay with purchase orders. Internal comments should only be visible to City staff		
10. Attaches scanned documents to requisition, purchase order, etc.		
11. Supports approval of requisitions based on user defined, pre-established business rules		
12. Provides ability to restrict users to specific general ledger accounts		
13. Allows authorized user to override limits placed by the system		
14. Automatically assigns purchase order number, with ability for staff to assign a prefix at the beginning of every fiscal year		
15. Issues blanket purchase orders		
16. Issues confirming purchase order (P.O. that will automatically be paid since the services have already been performed, invoice attached)		
17. Supports ability to roll outstanding purchase orders to new fiscal year		

18. Allows entering of Purchase Order for new fiscal year prior to the start of the fiscal year		
19. Allows Change Orders for purchase orders, subject to workflow approvals.		
20. Generates Purchase Orders in PDF format for electronic distribution to vendors		
21. Allows departments to generate Purchase Orders if all business rules are met.		
22. Provides for online approval from mobile devices		
23. Supports imaging and archiving of Purchasing related documents generated by the system		
24. Supports secure electronic signature on Purchase Orders		
25. Support for two party purchase orders (i.e. attorney/client)		
26. Ability to track informal and formal bidding process and compliance with local purchasing preference and integrate the award of bid with contract management and issuance of a PO		
27. Automate the fiscal year end purchase order process. Automatically close out blanket PO's.		
28. Ability to function or reconcile quickly after disaster recovery. Ability to coordinate manual processing.		
29. Ability to assign a PO number for verbal orders and allow for follow-up processing of hard copy PO with that number. This would also assist with disaster recovery		

4.4 Accounts Payable

The City's warrant process includes regular checks, pre-pays, and e-payables. The City seeks to implement a fully integrated accounts payable module that allows invoices to be entered directly into the system by the Departments. Management Services in conjunction with each department will decide who should be given access. The software should:

Accounts Payable	Rating	Comments
1. Integrate with Fixed Assets, GL, Project and Grants module		
2. Provide electronic workflow approvals for invoice payments		
3. Allow for invoice processing without issuing a Purchase Order		
4. Verify budget availability during data entry		
5. Allow departments to scan invoices and supporting documentation into the system and index efficiently		

6. Provide automated workflow that sends the invoice to the next person on the approval list based on pre-set approvals determined by each department.		
7. Track where the invoice is in the payment process		
8. Automate check signature and printing subject to workflow rules		
9. Notify the initiating department when the invoice has been paid (if marked with such instruction in the transaction by the requestor)		
10. Allow selection of open invoices for payment		
11. Print payment register for approval subject to workflow approval		
12. Optionally generate more than one check per vendor		
13. Generate ACH and alternative payment options that interface with bank for processing		
14. Capture an image of the check and attach it to the vendor record		
15. View the purchase order image, invoice image and check image in vendor inquiry		
16. Allow departments to view vendor detailed payment history (i.e. see all PO's outstanding and payments made)		
17. Support CA EDD reporting requirements for independent contractors		
18. Provides Form 1099 reporting meeting all federal and state requirements		
19. Provide automated process for employee expense reimbursements		
20. Ability to assign a warrant batch to specific warrant register/date		
21. Ability to function or reconcile quickly after disaster recovery. Ability to coordinate manual processing.		

4.5 Payroll

The City's bi-weekly pay period ends on Friday. Paychecks are issued 7 days after the pay period ends. The City have 10 bargaining groups, processes on average 330 timecards per pay period, and 380 W2's per year. Monterey Park maintains the unique work schedules of sworn police officers, firefighters, on-call pay for public works and seasonal recreation staff.

The City's current Payroll Module is not able to separate the Master File Maintenance from the payroll process; thus, the required internal controls (HR functions vs. Payroll functions) are not able to be fully implemented. The City is looking to have a system which properly segregates the HR functions from the Payroll processing to achieve a tighter internal control.

Payroll staff spends a lot of time on CalPERS reporting. Under PEPRRA, all employees are required to report special compensation in a detailed manner. Garnishments tend to take extra time to calculate since they have to be done manually.

The city currently has a separate accrual bank and a permanent bank for each of the leave account (sick, vacation, holiday & administration). There need the ability to allow a pay code to specify which bank will be drawn from. The City's MOU's have allowed for retroactive payments, and the City would like to automate retroactive pay calculations. In the past, the City has provided retroactive increases through various methodologies beyond flat percentage of base pay.

The City seeks to implement a full-featured payroll system that is capable of accurately processing payrolls comprised of multiple employee groups, sub-groups, varying work week periods, and varying pay and benefit calculations. It should also allow for employee online self-service.

The Payroll Module should have the ability to:

Payroll	Rating	Comments
1. Calculate payroll in accordance with all federal and state requirements including FLSA		
2. Calculate and report payroll using required CalPERS reporting elements		
3. Provide an Employee Self-Service module for employees to enter timecards, review previously archived payroll information, W-2's, dependent information and other relevant employee information		
4. Integrate Payroll with the HR, GL, A/P, Budget, and Project and Grant Accounting modules		
5. Ensure that all payroll related costs (i.e., taxes and benefits) can be allocated to Projects and Grants		
6. Track all compensation elements necessary and generate the annual compensation report to State Controller		
7. Provide detailed postings to the GL with the ability to drill back into the payroll module to see who actually got charged to a specific account and their hours charged		
8. Generate paychecks, direct deposit advices (supporting deposits across multiple accounts on a single check), EFT files, and related positive pay files		
9. Support check and direct deposit advice imaging		

10. Generate off-the-shelf and ad hoc reports that support data requirements associated with CalPERS, auditors, deferred compensation providers, Payroll Register review, sick and vacation accrual reports for management, edit lists, overtime reports, tax reports, auto allowance reports, extensive exception and payroll calculations/generation reports, etc.		
11. Prepare CalPERS files and reports (evidenced by multiple California references) and support upcoming CalPERS changes		
12. Support time entries for projects and grants.		
13. Allocate payroll costs and associated benefits to multiple accounts per employee based on time card entry allocation of hours		
14. Generate all State and Federal quarterly and annual payroll regulatory reports.		
15. Automatically update State and Federal tax rates, withholding, etc.		
16. Defines leave accruals by employee group or individual designation and ability to track these multiple leave types		
17. Alert employees/supervisor that leave accrual cap has been reached.		
18. Withhold and remit all taxes (via EFT/ACH) to the appropriate governmental agencies (i.e. withholding and remittance of social security tax, Medicare, etc.)		
19. Withhold and remit all garnishments (via EFT/ACH) to the appropriate governmental agencies		
20. Calculate garnishments based on various withholding options including the maximum amount		
21. Prepare and remit annual W-2s to the appropriate agencies and provide paper and electronic copies to the City. In addition, the system has a W-2 balancing and reconciliation.		
22. Automatically generates an audit report of all system changes with specific change(s) (before and after), showing user who made the change, and date & time of change.		
23. Support fire department payroll, schedules, time & attendance		
24. Support ability to suspend leave accruals for employees while on authorized leave without pay and/or worker's comp. leave.		
25. Ability to mass populate changes for COLA, salary, flex allowance, benefits, deductions, etc, by employee groups.		
26. Ability to create mass change templates for various global changes.		

27. Ability to have different EDD Unemployment Insurance numbers and rates and generate separate unemployment reports by EDD number		
28. Ability to calculate value of Excess Live Insurance which will be reported on W-2.		
29. Ability to perform retroactive step increase for employee and generate any required PERS entries		
30. Ability to perform retroactive bargaining unit increase with necessary PERS reporting		
31. Ability to import bulk employee master file changes (benefits, increments, deductions) via an excel spreadsheet or csv file		
32. Generate third party checks based on a template		
33. Ability to function or reconcile quickly after disaster recovery. Ability to coordinate manual processing.		

4.6 Time & Attendance

The City seeks to maintain an electronic time tracking and attendance tool which facilitates the payroll process. The proposed FMS must provide effective integration with Kronos' TeleStaff, currently used by the Fire Department for all sworn and civilian personnel. The time entry module should:

Time & Attendance	Rating	Comments
1. Support various methods of time card entry (i.e, online, time clock, workstation, etc.). The City does not plan on using time clocks at this time but wants a system that can support such an interface.		
2. Use electronic workflow for review and approval of timecards		
3. Alert employees and supervisors of errors in timesheet entries such as charging to an incorrect account code, overages in leave balances, etc.		
4. Integrate with financial modules for tracking and reporting purposes (i.e. Project and Grant accounting)		
5. Allow requests for time-off to be submitted electronically subject to workflow rules		
6. Allow employees to enter comments/notes for each entry.		
7. Customizable user-interface (screens) to simplify time entry.		
8. Provide ability to print reports by period and/or specified date range for all hours or specified hour type(s).		
9. Provide for schedule templates so that recurring schedules can be entered for specific employees or positions		

10. Ability to mass populate holidays and roll-out organization-wide by employee groups		
11. Support multiple schedules i.e. 4/10, 9/80, 96/120, etc.		
12. Allows for approvals to be entered from mobile device		
13. Support and interface with public safety timekeeping software		

4.7 Deferred Compensation Plan

The City does not make any contribution to its employee deferred compensation plans. However, the City would like to automate certain parts of its administration for the convenience³ of its employees. The Deferred Compensation Retirement Plan Module should therefore:

Deferred Compensation	Rating	Comments
1. Integrate with GL and Payroll to record contributions and withdrawals		
2. Integrate with HR to avoid duplicate data entry		
3. Provide an Employee Self Service option for employees to change contribution amounts		
4. Calculate and pay withdrawal amounts based on retiree's choice of either biweekly, monthly, quarterly or annually.		
5. Calculate tax withholdings in accordance with all federal and state requirements		
6. Issue payments either by check or ACH.		
7. Provide an Employee Self-Service module for retirees to review previous withdrawal information, 1099-R's, beneficiary information and other relevant employee information		
8. Track all compensation elements necessary for deferred compensation reporting		
9. Provide detailed postings to the GL and participant accounts with the ability to drill back into the source documents		
10. Generate statements for participants		

4.8 Human Resources

The Human Resources Department is responsible for all personnel matters. The City recently began using NeoGov for recruitment, and uses a third party administrator's web portal for benefit administration. The City wishes to explore an integrated Human Resources module and would like to evaluate the following functions to achieve strong internal controls by segregating HR functions from the Payroll functions:

Human Resources	Rating	Comments
1. Provide applicant tracking, with the ability to group applicants by custom selection criteria, ability to notify a selected or all applicants for a particular recruitment, and ability to track documents for each applicant.		

2. Incorporate Position Control and Master File updates capability		
3. Make extensive use of table-based salary maintenance schedules		
4. Provides Business Analytics and simple ad hoc reporting		
5. Provide self-service online options supporting W-4 changes, time-off requests, cash-out requests, employee profile changes, beneficiary changes, subject to workflow rules		
6. Provide workflow and self-service options for open enrollment process.		
7. Provide workflow approvals for time-delayed actions/events; (i.e., compensation that begins after a specific number of hours).		
8. Track certifications including expiration date		
9. Provide the ability to specify required certifications by job title		
10. Support employee photo/profile management and integrate with Outlook and employee directory		
11. Support automatic notifications of upcoming performance evaluation and/or salary step increases		
12. Provide Employee Event tracking to manage performance evaluations, training, and certifications, salary increases		
13. Provide tracking and reporting for employees on medical leave and/or workers' comp leave		
14. Provide reports to determine FMLA eligibility (which is primarily based upon hours worked, excluding certain leave types).		
15. Provide workflow for the above tracking and reporting functionalities such as performance evaluation, FLMA, etc., wherein emails are sent to the HR administrator, employees and their supervisors.		
16. Provide an online portal for employee access to personnel forms, MOUs, policies, procedures (IIPP), personnel manual, salary schedule, etc.		
17. Provide reporting of all annual EEO data (i.e. employee race, gender, ethnicity, etc.)		
18. Provide an audit report of all system changes with specific change(s) (before and after), user who made the change, and date & time of change.		
19. Implement strict security measures concerning employee ID and access to system		
20. Implement an electronic Employee Performance Review process		
21. Provide benefits administration capabilities		

22. Provide COBRA billing capabilities		
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4.9 Budget

The FMS should include a fully integrated budget module that allows for the following:

Budget	Rating	Comments
1. Decentralized data entry and import from external files		
2. Easy to use department interface for the development of their operating and capital budgets		
3. Excel integration		
4. Integrated personnel budgeting		
5. Modeling, including payroll projections		
6. Integrate Payroll Module with the Budget Module for salary projections and personnel budgeting		
7. Options for seeding budgets with historical data		
8. Allow multiple budget versions to track the evolution of the budget, from initial, to proposed, to adopted budget		
9. Track all amendments to budget		
10. Allow individual department or division budgets to be promoted to the next stage, without waiting for other departments or divisions to complete their budgets		
11. Benefit modeling based on growth % projections		
12. Use of integrated reporting and analysis tools		
13. Track and report all budget adjustments		
The Budget module should provide robust reporting that includes:		
14. Extensive use of Budget vs. prior year actuals on-screen and hard-copy reporting, with soft copy reporting that facilitates trend analysis		
15. Drill down capability from on-screen reporting		
16. Multi Year reporting with at least 3 but preferably 5 years		

4.10 Performance Measures

Performance measure are tracked separately by each department and included in the budget document. The FMS should include a fully integrated performance measures module that accomplishes the following:

Performance Measures	Rating	Comments
1. Integrates with FMS		
2. Provides for a multitude of measures that can be tracked		

3. Provides for manual entry as well as integration based on transactions in the system		
4. Provides Key Performance Indicators (KPI) reporting on a dashboard		
5. Provides statistical reports		
6. Integrates with the budget module and streamline the budget document production process.		

4.11 Accounts Receivable

The City seeks to implement an Accounts Receivable (A/R) module that prepares and tracks miscellaneous invoices and **monthly recurring** invoices and statements. The A/R module should:

Accounts Receivable	Rating	Comments
1. Integrate with GL and external cash receipting		
2. Allow departments to enter invoices for billing similar to Requisitions, subject to workflow rules. Management Services will review and send out official invoices and track outstanding balances.		
3. Provide templates for various types of A/R invoices (i.e., animal licenses, property damages, citations, rent, etc.)		
4. Provide departments with view only access to the A/R system.		
5. Post to the GL and to Accounts Receivable subject to workflow rules		
6. Update the A/R Customer account outstanding balance with payments recorded in the Cash Receipts module automatically		
7. Track unapplied credit balances		
8. Provide for electronic mailing of PDF statements to customers		
9. Allow for open invoice billing or statement billing		
10. Calculate late payment fees		
11. Calculate scheduled rate increases (i.e. facility rents with scheduled increases)		
12. Where possible, interface with other systems (i.e business license, building permitting, etc.) so that processes are more streamlined and data more complete when researched.		

4.12 Bank Reconciliation

The City banks with Bank of the West, prints out daily/monthly reports and uses Excel to reconcile our bank account. The City seeks to implement a Bank Reconciliation (B/R) module that supports the automatic reconciliation of all **banking** and investment accounts. This module should:

Bank Reconciliation	Rating	Comments
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1. Integrate with all aspects of the FMS that affect cash accounts (i.e., Cash Receipts, A/P, payroll, etc.)		
2. Allow clearing of outstanding checks individually, in groups or electronically by downloading from the financial institution.		
3. Prepare reconciliation statement		
4. Easily handle the posting of bank generated transactions that have not been posted to GL		

4.13 Treasury and Cash Management

Most treasury and cash management is accomplished by means of Excel worksheets. Investments and debt service requirements are tracked through Excel worksheets. The City seeks to implement an Integrated Treasury and Cash management module whereby all cash transactions including investments and debt service are automatically updated in the GL. The FMS should:

Treasury and Cash Management	Rating	Comments
1. Integrate with all aspects of the FMS that affect cash accounts (i.e., Cash Receipts, A/P, payroll, etc.)		
2. Allocate investment earnings based on ending cash balances in each fund.		
3. Provide a daily treasurer's report showing available cash balances		
4. Automatically update GL accounts and Checking Account balances for all cash related transactions.		
5. Calculate and track investment earnings and accruals		
6. Keep track of upcoming Debt Service payments to ensure prompt payment and help determine cash flow needs		

4.14 Contracts Management

All contracts are tracked by various departments, with the City Clerk holding most originals. There is no formal contract management software. The City seeks to implement an integrated contracts management module that allows every aspect of a contract to be tracked. The software should:

Contracts Management	Rating	Comments
1. Integrate with Requisitions, Purchase Orders, Accounts Payable, Grants, Capital Projects and document imaging		
2. Provide electronic workflow approvals for contract changes		
3. Track all aspects of a contract (i.e., terms, due dates, deliverables, quantities, milestones, etc)		
4. Verify budget availability during data entry		
5. Allow for multi-year contracts		

- | | | |
|---|--|--|
| 6. Make contract management and reporting an efficient process. | | |
|---|--|--|

4.15 Vendor Portal

Currently, all vendor communications are done through phone calls and emails. The City seeks to implement an **integrated vendor portal** to make vendor communications more efficient.

Vendor Portal	Rating	Comments
1. Integrate with the FMP		
2. Allow vendors to register with the City as vendors and update their profile (i.e., mailing address, etc.)		
3. Allow vendors to check on the status of their invoices.		
4. Allow vendors to submit invoices		
5. Allow vendors to see their history with the City		
6. Make vendor communications more efficient.		

4.16 Cash Receipting

The City is using Progressive Solutions that was upgraded in 2014. The City would like to review and **compare** the Vendor's cash **receipting systems**. **Cash Receipting (C/R)** modules should:

Cash Receipting	Rating	Comments
1. Integrate with A/R, Business Licenses and any other billing module		
2. Allow departments to enter receipts subject to business rules (i.e. departments can be limited as to what type of receipts can be received or what accounts can be used)		
3. Provide templates to be used for different types of receipts		
4. Subject to workflow rules automatically post to the GL and related modules		
5. Update the A/R and any other related modules with payments recorded in the Cash Receipt module automatically		
6. Allow for integration with remote check deposit and credit card transactions		
7. Provide for online payment options for the public to pay all bills (i.e., animal license, Transient Occupancy Tax, business license, miscellaneous A/R, etc.)		
8. Prepare deposit at end of day		
9. Interface with Accela permitting software to record revenue		

4.17 Project and Grant Management

The City is not using a true project accounting or grant accounting module, and rely on financial reports and Excel to provide information to managers. As part of a fully integrated system the City wants a Project and Grant Accounting Module which can accommodate the following:

Project and Grant Management	Rating	Comments
1. Track budget and expenditures over the life of a project or grant.		
2. GL entries (AP and Payroll) automatically flow into the Project/Grant Accounting module		
3. Provide grant accounting reports that cover multiple years.		
4. Provide users view-only access to the Project/Grant Accounting module so that they can better track their projects and are not dependent on Finance for information.		
5. Provide budget vs actual reporting on a year to date or grant to date basis.		
6. Can generate reports tailored to the requirements of the department or external granting agency.		
7. Ability to budget and report on a project/grant within an existing program		
8. Ability to track and generate report for Capital project budget over a multi-year period of at least 6 years by account		
9. Ability to track Operating Budget for project revenue and expenditures over multiple years		
10. Ability to track multiple revenue funding sources for each capital project and set priority of which funds are used first or for specific expenditure line items.		
11. Robust revenue and expenditure tracking abilities for current projects		

4.18 Fixed Assets

The City seeks to implement a fully integrated fixed assets system that should:

Fixed Assets	Rating	Comments
1. Integrate with Accounts Payable and GL		
2. Allow option to automatically or manually post to GL (additions, deletions, depreciations)		
3. Allow accounts payable staff to designate an invoice record as a fixed asset item and automatically add record to the fixed asset ledger.		
4. Addition of fixed asset records should be subject to workflow approvals		

5. Allow users to add additional information to fixed asset record after purchase		
6. Calculate depreciation which will post directly to GL subject to workflow approvals		
7. Provide all GASB 34 required fixed asset reports		
8. Calculate beginning and ending balance, additions, retirements, and accumulated depreciation by CAFR fixed asset categories such as land, machinery & equipment, buildings, improvements other than buildings, etc.		
9. Allow system to track non-capitalized items for inventory control		
10. Allow users to have view only access to fixed assets module		

4.19 Assessment Districts

The city has two assessment batches. The Lighting assessments in which the assessment amount for each parcel is based on a function of major-minor use code and a custom field called equivalent dwellings units and rate and factor. The Library assessment bond, in which the assessment amount for each parcel is based on the major minor use code of the parcel. The FMS will need to provide a search feature to retrieve records based on multiple search criteria (assessment amount range, major minor use code, name, address etc) with options to export data to Excel. The City desires to have an Assessment District module that would be part of the fully integrated system. The Assessment District module should:

Assessment Districts	Rating	Comments
1. Handle Lighting, Landscape and Maintenance Districts annual assessments and Library Tax submittal processes, including downloading parcel data, separating parcels by different categories, computing assessment and tax amounts, completing the upload to County, etc.		
2. Integrate with a GIS database		
3. Provide query capability on any field		
4. Provide ability to export to Excel		
5. Provide ability to generate the assessment in whatever format the Auditor-Controller requires		
6. Provide ability to email annual renewal notices		

4.20 Document Imaging

The City desires to streamline processing in order to capture, store, index, search and retrieve electronic images associated with financial, payroll, and personnel transactions as they are being handled by the system. The City seeks to move to a paperless environment. To that extent the FMS should have some basic document imaging capabilities. The document management capabilities integrated into the FMS should provide the following basic capabilities:

Document Imaging	Rating	Comments
1. Provide PDF type images of documents created by the system including purchase orders, payroll checks, accounts payable checks, W2's, 1099's, etc.		
2. The images should be available by individual record; for example, an individual's paycheck and not the entire check run for the pay period		
3. Allow manually scanned images to attach to appropriate transaction records. The module should prompt for scanned attachments		
4. Provide drill-down ability for the user to view related documents associated with financial, payroll, and personnel transactions. For example, vendor inquiry should provide the ability to view images of accounts payable checks, associated purchase orders, the requisition and associated manually scanned documents including bids and packing lists		
5. Provide system coordination to allow batch processing of images. For example, allow accounts payable invoices received to be scanned in a batch and then associated with each purchase order		
6. Capture data upon scanning wherever possible to minimize keying in of data.		
7. Allow the document imaging system to be used for non-financial record-keeping		
8. Conform to records management requirements including retention schedules		

4.21 Financial Reporting and Business Analytics

The City seeks to obtain a robust reporting capability to support the finance, payroll, and human resource functions. The FMS should provide the following reporting features:

Reporting	Rating	Comments
1. Export data as Excel and .csv file formats		
2. Export reports to various formats (i.e. Excel, HTML, PDF, etc.)		
3. User-friendly report writer that is easy to use		
4. Ability to share reports within the system and/or externally through email integration		
5. Ability to run and distribute recurring reports		
6. Ability to create and save new reports within the FMS.		
7. Ability to connect with Cognos or Crystal Reports to create and save new reports		
8. Ability to drill down on report elements		

9. Provide easy to use Business Analytics to expand the reporting capabilities		
10. On screen dash board analytics that are easy to create and customize by the users		
11. Integrated online interactive visualization tool fed directly from the FMS database		
12. GASB 34 CAFR preparation		

4.22 System Audit, Security and Recovery

The City seeks to implement a FMS with robust security and transaction audit/logging capabilities. The system audit capabilities should include the ability to track transaction processes and updates to the database. The FMS should create audit trails for transactions processed through the system allowing authorized staff to drill down on transactions to view supporting detail. Audit logging should allow authorized staff to easily determine the source of each transaction to include identifying user ID and data/time for all table changes.

The FMS must allow creation of user groups which permits/prohibit access to modules, functions, and account records identified by the administrator. The system should consider encryption during transmission and of the database at rest. In case of emergency or natural disaster and the system becomes inoperative, the FMS must present a strategy for quick recovery. There should be the ability to manually process accounts payables and payroll, with reconciliation at a later point.

4.23 Workflow

The City seeks to implement a FMS with strong workflow capabilities to help automate common transactions. The system workflow capabilities should include the ability to automatically notify a user when action is needed, and include automated approvals and notifications supporting a paperless environment. The FMS should have the ability to:

Workflow	Rating	Comments
1. Track transactions submitted for approval and review with the date/time stamp		
2. Automate approval notification both at the system level and via the City's email system		
3. Implement best practice workflow templates for all core financial, payroll, and personnel transactions (i.e. payables processing, purchase orders, GL transaction approval, personnel actions, payroll processing, etc.)		
4. Integrate with the City's email system to assist in the notification and approval steps		
5. Create custom workflows based on City business rules		

6. Use a rich set of attributes in determining what users participate in which steps in the approval processes (e.g. GL number segments, unique groupings, project/task codes, object/spend category codes, consideration of roles, etc.)		
7. The ability to perform approvals on smartphones or tablets is highly desirable, so that approvals can be done at any time not just when present at workstation.		

4.24 Technical Requirements

The City will acquire new infrastructure as deemed necessary in order to make optimal use of the FMS. The City wants to make use of the best practices in technology as long as it is financially feasible. Proposers should state clearly not only the minimum IT requires for their software but more importantly the optimal requirements for best use of their software.

5. Proposal Submission Requirements

5.1 General Instructions

The City wants to discourage lengthy and costly proposals. Proposals should be prepared simply and economically and provide a straightforward, concise description of the Proposer's company, qualifications, proposed solution, and capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Glossy sales and marketing brochures are not necessary or desired.

Proposals must be organized consistent with the outline provided in this section of the RFP. Proposers must follow all formats and address all portions of the RFP set forth herein providing all information requested. Proposers may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the City's information requirements.

5.2 Proposal Format

Proposals must be structured, presented, and labeled in the following manner:

- ◆ Cover Letter
- ◆ Table of Contents
- ◆ Section 1 - Executive Summary
- ◆ Section 2 – Company Background
- ◆ Section 3 – Company Qualifications
- ◆ Section 4 – References
- ◆ Section 5 – Proposed Solution
- ◆ Section 6 – Implementation Approach
- ◆ Section 7 – Other Requirements
- ◆ Section 8 – Pricing

Failure to follow the specified format, to label the responses correctly, or to address all of the subsections may, at the City's sole discretion, result in the rejection of the Proposal. Proposals should be prepared on standard 8 1/2" x 11" paper and printed on 2 sides. All proposal pages should be numbered.

5.2.1 Cover Letter

The proposal must include a cover letter that provides the following:

- ◆ Proposer's legal name and corporate structure
- ◆ Proposer's primary contact to include name, address, phone, and email
- ◆ Identification of any subcontractors and scope of work to be performed by subcontractors
- ◆ Identification of any pending litigation against the Proposer
- ◆ Disclosure of any bankruptcy or insolvency proceedings in last 10 years
- ◆ Statement of the Proposer's credentials to deliver the services sought under the RFP
- ◆ Statement indicating the proposal remains valid for at least 180 days
- ◆ Statement that the Proposer or any individual who will perform work for the Proposer is free of any conflict of interest (*e.g.*, employment by the City)

- ♦ Statement of acknowledgement that the City's legal documents have been reviewed and accepted with or without qualification. If qualifications are involved, those items requiring adjustment or modification must be identified and listed along with suggested modifications to the contract. If no modifications are noted, the City will assume that the proposer is capable of performing all normal tasks and services without reservation or qualification to the contract
- ♦ Signature of a company officer empowered to bind the Proposer to the provisions of this RFP and any contract awarded pursuant to it

The Proposal Cover Letter should be concise and brief and not exceed 2 pages unless Proposer's exceptions to the City's legal documents require it.

5.2.2 Table of Contents

All pages are to be numbered and figures, tables, charts, etc. must be assigned index numbers and identified in the Table of Contents.

5.2.3 Section 1 - Executive Summary

This section of the proposal should provide a brief and concise synopsis of the proposal and a description of the Proposer's credentials to deliver the services sought under the RFP.

5.2.4 Section 2 – Company Background

This section of the proposal should briefly identify the following:

- ♦ Brief description of the Proposer's background and organizational history
- ♦ Statement of how long the Proposer has been performing the services required by this RFP
- ♦ Identify the location of headquarters, technical support, and field offices
- ♦ Identify the location of office which would service the City
- ♦ Identify the number of employees by the following functions: corporate (sales, marketing, finance, overhead, etc.), implementation support, ongoing maintenance support, and R&D
- ♦ Identify Proposer's annual company revenues and profit for the last 3 company fiscal years

5.2.5 Section 3 – Company Qualifications

In this section of proposal, the Proposer should identify company qualifications and experience in implementing solutions similar to what the City is seeking:

- ♦ Describe the Proposer's familiarity with public sector FMS and associated business processes, and experience with the requirements of the State of California.
- ♦ Identify your existing client base including the number of existing clients using the version/release of the software being proposed. Clearly identify the name and number of California public agency installations

5.2.6 Section 4 - References

The Proposer must provide at least 5 references with at least 3 of the references for systems that have been implemented in the last 5 years. The City prefers references from California agencies of similar size and complexity to the City.

For each reference, proposer must provide the following information:

- ◆ Agency name and contact information (i.e. name, title, address, phone, and email)
- ◆ Brief project description, including identifying the software version and modules implemented
- ◆ Number of agency employees
- ◆ Agency general fund budget
- ◆ Implementation Date
- ◆ Implementation timeline and cost

5.2.7 Section 5 - Proposed Solution

In this section of the proposal, the Proposer should identify the proposed solution up to and including the following:

- ◆ Provide a brief solution overview identifying origin of system, release history, current release being proposed, and number of operational installations for the proposed software solution **using** a format similar to this:

Major Version #	Software Name at the time of release	Date of General Release	Programming Language & RDBMS Platform	% of total customers operating on this release (should add up to 100%)

- ◆ Provide a written response to each area identified in Section 4. FMS Requirements. It is important to note that the level of detail must be sufficient to allow the evaluators to understand your product's features, functions, capabilities and shortcomings/challenges. Proposers are allowed to supplement their response to Section 4 using additional product information as an attachment to their proposal. However, at a minimum, Proposers must provide a written summary response at the module level such that the evaluators can obtain an adequate understanding how the proposed solution will meet the City's needs.
- ◆ Identify any additional or recommended modules or services that were not identified in RFP Section 4 but that the Proposer recommends that the City consider. Include a description of the features and functions of each additional proposed module.

5.2.8 Section 6 - Implementation Approach and Work Plan

The Proposer should clearly identify the proposed implementation timeline and approach, identifying each phase, the proposed benchmarks, roles and responsibilities to be performed by the Proposer and those to be performed by the City.

- ◆ Describe your implementation and project management methodology and approach to ensure a successful implementation.
- ◆ Provide a project organization chart highlighting the key staff who will be assigned to the project. Provide bios for the project manager and other key assigned personnel indicating their experience with the modules that they will be working on.
- ◆ Provide a detailed work plan that identifies major activities, tasks, deliverables, and resources. Benchmarks should be aligned with payment requests.
- ◆ Describe the roles and responsibilities of the City staff during implementation and provide an estimated level of effort.

- ♦ Describe your conversion methodology that would be used to implement the FMS. In addition, provide your recommendations for data conversion.
- ♦ Describe your training methodology and how you ensure users are prepared to use the FMS.

5.2.9 Section 7 – Other Requirements

The Proposers should address these items in a concise manner:

- ♦ Describe ongoing maintenance, release/upgrade, and support services. At a minimum, Proposers should address the following items:
 - Help desk processes and procedures
 - Hours of support (stated in Pacific Standard Time)
 - Escalation procedures
 - Response time commitments
- ♦ Identify if there are user groups and/or user conferences
- ♦ Provide hardware, software and database requirements for the FMS. Describe everything that will be needed for the FMS to function optimally.
- ♦ Describe the frequency that application patches and releases have been made available **within the past two years in a table similar to the one below. In addition, clearly identify the roles and responsibilities of the City to complete updates**

Release	Year	Service Packs (or equivalent)	Patches, hot fixes (or equivalent)

- ♦ Describe hardware and software requirements for an on-site installation.

5.2.10 Section 8 - Pricing

The pricing should be included in a separate sealed envelope. The City wants the reviewers to concentrate on the ability of the proposed products to meet the City's needs. Once a selection of probable vendors has been made then the review committee will compare pricing. The City seeks to understand all costs associated with the implementation and ongoing maintenance of the proposed system during implementation and during five (5) years of maintenance. The City wants to know the cost by module wherever possible.

In this section, the proposer must summarize all costs associated with software licensing and maintenance costs, implementation services including data conversion, 3rd party products needed for FMS, professionals services and cost of travel. The City will evaluate proposals based on the "Total Cost to Implement (TCI)" and the "Total Cost to Operate (TCO)". TCI will include all costs required for a successful implementation. The TCO will be calculated based on TCI plus 6 years of annual maintenance fees.

The Proposer's Excel Cost Proposal Worksheet must identify all costs required to complete a successful implementation to include at least the following:

One-Time Costs

- ♦ Implementation Services
 - Software Installation and configuration

- Consulting
- Training
- Project Management
- ◆ Software Licensing
- ◆ Data conversion
- ◆ 3rd party products required for FMS (i.e. software, hardware)
- ◆ Consultant Travel
- ◆ Other one-time costs

Annual Service Fees

- ◆ Show all services and activities included in the annual service fees, and show activities and services that would result in an increased fee to the City.
- ◆ Show the expected annual service fee for each of the next 5 years.

6. Proposal Evaluation

An Evaluation Committee shall review all proposals to determine which Proposers have qualified for consideration. The evaluation will include at least an initial review and a detailed review. The initial review will evaluate all submissions for conformance to stated specifications to eliminate all responses that deviate substantially from the basic intent and/or fail to satisfy the mandatory requirements. Only those proposals that meet or exceed the intent of the mandatory requirements will be further evaluated.

Submitted proposals will be evaluated on the following criteria:

- ♦ Quality, clarity, and responsiveness of proposal
- ♦ Ability to meet the needs of the City
- ♦ Well thought out implementation timeline
- ♦ Proven technical ability to design, install and support the proposed system
- ♦ Demonstrated ability to work in a cooperative and collaborative manner with clients
- ♦ Anticipated value and price
- ♦ Perceived risk or lack thereof
- ♦ Company financial stability
- ♦ Number of similar size clients in terms of users, population and City services
- ♦ Ease in maintaining the system and frequency of fixes
- ♦ Ease and cost of upgrading versions
- ♦ References for each application proposed
- ♦ **Results of interviews, demonstrations, and site visits**
- ♦ Ability to prepare and execute a contract in a timely manner
- ♦ Commitment to continually evolving the system to remain current with evolving best practices

Based on the above evaluation, the City will develop a short list of Proposers. These Proposers will be invited to a two-day, on-site demonstration of their software. The Proposers will be asked to show that their software can handle the needs of by the by means of a Proof of Capabilities demonstration as explained in Section 1.2.

The proposal evaluation will be heavily weighted on the Proposer's success in the proof-of-capabilities demonstration and site visits. **Proposers must be prepared to invest the time and resources into their demonstrations.**

The City reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the City and, if held, shall be after initial evaluation of Proposals is complete. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

7. General Requirements

7.1 Collusion

By submitting a response to the RFP, each Proposer represents and warrants that its response is genuine and not made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham response or any other person to refrain from submitting a response; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a response.

7.2 Gratuities

No person will offer, give or agree to give any City employee or its representatives any gratuity, discount or offer of employment in connection with the award of contract by the City. No City employee or its representatives will solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a City contract.

7.3 Required Review and Waiver of Objections by Proposers

Proposers should carefully review this RFP and all attachments, including but not limited to the Standard Professional Services Agreement, for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called "comments"). Comments concerning RFP objections must be made in writing and received by the City no later than the "Deadline for Written Questions and Comments" detailed in the Table 1, RFP Schedule of Events. This will allow issuance of any necessary amendments and help prevent the opening of defective proposals upon which contract award could not be made. Protests based on any objection will be considered waived and invalid if these faults have not been brought to the attention of the City, in writing, by the Deadline for Written Questions and Comments.

7.4 Nondiscrimination

No person will be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the City's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law; nor will they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the City or in the employment practices of the City's contractors. Accordingly, all Proposers entering into contracts with the City will, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

7.5 Proposal Withdrawal

To withdraw a proposal, the Proposer must submit a written request, signed by an authorized representative, to the RFP Coordinator (Section 1.3). After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the deadline for submitting proposals.

7.6 Proposal Errors

Proposers are liable for all errors or omissions contained in their proposals. Proposers will not be allowed to alter proposal documents after the deadline for submitting a proposal.

7.7 Incorrect Proposal Information

If the City determines that a Proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Proposer knew or should have known was materially incorrect, that proposal will be determined non-responsive, and the proposal will be rejected.

7.8 Prohibition of Proposer Terms and Conditions

A Proposer may not submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the City, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

7.9 Assignment and Subcontracting

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the City. Each subcontractor must be approved in writing by the City. The substitution of one subcontractor for another may be made only at the discretion of the City and with prior, written approval from the City.

Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, will be the prime contractor and will be responsible for all work performed and will be responsible for all costs to subcontractors for services provided by the Proposer.

7.10 Right to Refuse Personnel

The City reserves the right to refuse, at its sole discretion, any subcontractors or any personnel provided by the prime contractor or its subcontractors. The City reserves the right to interview and approve all Proposer's staff. Proposer's staff may be subject to the City's background and drug testing processes at any time.

7.11 Proposal of Additional Services

If a Proposer indicates an offer of services in addition to those required by and described in this RFP, these additional services may be added to the contract before contract signing at the sole discretion of the City.

7.12 Licensure

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses. The City may require any or all Proposers to submit evidence of proper licensure.

7.13 Conflict of Interest and Proposal Restrictions

By submitting a response to the RFP, the Proposer certifies that no amount will be paid directly or indirectly to an employee or official of the City as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP.

Notwithstanding this restriction, nothing in this RFP will be construed to prohibit another governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFP.

Any individual, company, or other entity involved in assisting the City in the development, formulation, or drafting of this RFP or its scope of services will be considered to have been given information that would afford an unfair advantage over other Proposers, and said individual, company, or other entity may not submit a proposal in response to this RFP.

7.14 Contract Negotiations

After a review of the proposals and completion of the demonstration and POC, the City intends to enter into contract negotiations with the selected Proposer. These negotiations could include all aspects of services and fees. If a contract is not finalized in a reasonable period of time, the City will open negotiations with the next ranked service provider.

7.15 Execution of Contract

If the selected Proposer does not execute a contract with the City within fifteen (15) business days after notification of selection, the City may give notice to that service provider of the City's intent to select from the remaining Proposers or to call for new proposals, whichever the City deems appropriate.

7.16 Right of Rejection

The City reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable State laws and regulations. The City may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

Proposers may not restrict the rights of the City or otherwise qualify their proposals. If a Proposer does so, the City may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

The City reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the City. Where the City waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, the City may hold any Proposer to strict compliance with the RFP.

7.17 Disclosure of Proposal Contents

All proposals and other materials submitted in response to this RFP procurement process become the property of the City. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process. Upon the completion of the evaluation of proposals, the proposals and associated materials will be open for review by the public to the extent required by the California Public Records Act, (Government Code Section 6250-6270 and 6275-6276.48). By submitting a

proposal, the Proposer acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

7.18 Proprietary Information

The master copy of each proposal will be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law (Government code §6276). Each Proposer may clearly label part of a proposal as "CONFIDENTIAL" if the Proposer thereby agrees to indemnify and defend the City for honoring such a designation. The failure to so label any information that is released by the City will constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the City, the City will notify the Proposer of the request and delay access to the material until seven working days after notification to the Proposer. Within that time delay, it will be the duty of the Proposer to act in protection of its labeled information. Failure to so act will constitute a complete waiver.

7.19 Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the City and Proposers will be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

7.20 RFP and Proposal Incorporated into Final Contract

This RFP and the successful proposal will be incorporated into the final contract.

7.21 Proposal Amendment

The City will not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the City.

7.22 Consultant Participation

The City reserves the right to share with any consultant of its choosing this RFP and proposal responses in order to secure a second opinion. The City may also invite said consultant to participate in the Proposal Evaluation process.

7.23 Warranty

The selected software proposer will warrant that the proposed software will conform in all material respects to the requirements and specifications as stated in this RFP, demonstrated in both the software demonstration and subsequent proof-of-capabilities. Further, the requirements as stated in this RFP will become part of the selected software proposer's license and the software proposer will warrant to the requirements. The selected proposer must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional/technological requirements as included in this RFP. Furthermore, the warranty, at a minimum, should be valid for the duration of the implementation and until final acceptance (as will be defined during the negotiation process) of all application modules included in the implementation.

7.24 Rights of the City

The City reserves the right to:

- ◆ Make the selection based on its sole discretion
- ◆ Reject any and all proposals
- ◆ Issue subsequent Requests for Proposals
- ◆ Postpone opening proposals, if necessary, for any reason
- ◆ Remedy errors in the Request for Proposal process
- ◆ Approve or disapprove the use of particular subcontractors
- ◆ Negotiate with any, all, or none of the Proposers
- ◆ Accept other than the lowest offer
- ◆ Waive informalities and irregularities in the proposals
- ◆ Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City

An agreement will not be binding or valid with the City unless and until it is approved by the City Council and executed by authorized representatives of the City and of the Proposer.

Appendix A – City Professional Services Agreement

It is recognized that the formal basis of any agreement between the City and the service provider is a contract rather than a proposal. In submitting proposals, Proposers must indicate that they are prepared to complete the City's Agreement for Professional Services, which is presented on the following pages.

The final Proposer selected will be expected to accept these terms and conditions unless they otherwise take exception in their cover letter.

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

This AGREEMENT is entered into this ____ day of _____, 20__, by and between the CITY OF MONTEREY PARK, a municipal corporation and general law city ("CITY") and _____ [name] _____, a _____ [type of organization] _____ ("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 "B," 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.

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.

1. **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.

2. **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.

3. **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.
- 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 \$_____ 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.

4. **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.

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.

- A. 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.

2. **TERM.** The term of this Agreement will be from _____ to _____. 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 **Error! Reference source not found..**

3. **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.

4. **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.

5. **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. Any inconsistency between the Exhibits will be resolved in the order in which the Exhibits appear below:

- A. Exhibit A: Scope of Work;
- B. Exhibit B: Budget; and
- C. Exhibit C: Proposal for Services.

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

1. 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.

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

3. **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.

4. **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.

5. 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.

By executing this document, CONSULTANT waives any and all claims for damages that might otherwise arise from CITY's termination under this Section.

1. **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.

2. **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.

3. **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.

It is expressly understood and agreed that the foregoing provisions will survive

- A. termination of this Agreement.
- B. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 4, 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.

1. 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.

2. 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.

3. 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.

4. 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

- A. 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.
- B. 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.
- C. Automobile coverage will be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).
- D. 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.”
- E. 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 **Error! Reference source not found..**

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

- A. 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.

2. 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.

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

4. 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: _____

CONSULTANT

Attn: _____

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.

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

6. 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.

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.

1. **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.

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

3. **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 _____ () 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.

4. **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.

5. **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.

6. **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.

7. **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.

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

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

10. **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.

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

1. 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

Paul Talbot,
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 3
Newport Beach Site Visit Agenda

Newport Beach eSAIL
ERP SYSTEM ADMINISTRATION and IMPLEMENTATION LINEUP

unity in purpose

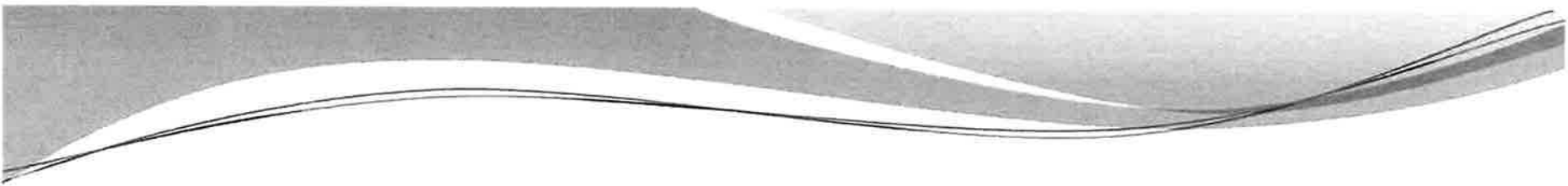
tyler Munis Financials tyler

Monterey Park Munis Site Visit

July 28, 2016

Agenda

<u>Time</u>	<u>Topic</u>	<u>Highlights</u>	<u>Staff</u>
9:30 - 10:00	Introductions	Major System benefits to the organization, System use across the organization	Jackie, Faz, Susan, Sheri, Rukshana, Steve
10:00 – 10:30	Implementation & Ongoing Maintenance	Effort, Team, Timeline, Data Conversion Security & Access rights Day to day operations	Jackie, Faz, Susan, Sheri, Rukshana, Steve
10:30 – 11:00	Reporting	Use of Standard Reports, Inquiries, SSRS, Excel based reports	Jackie, Susan (et al), Rukshana (et al), Steve
11:00 – 12:00	PO/AP Process Overview	Workflow, Document Scanning & Storage, use of barcodes	Susan (et al), Anthony (et al)
12:00 – 12:30	Break for Lunch		
12:30 – 1:00	Employee Self-Service	eTimesheet entry & approvals, paperless payslips, Open Enrollment	Susan, Cindy, Shannon
1:00 – 1:30	Payroll & HR	Police & Fire Payroll, CalPERS, Workers' Comp	Susan, Cindy, Sheri (et al)
1:30 - 2:00	Billing, Accounts Receivable, Cash Receipts	Department entry, centralized receipts	Evelyn, Rukshana, Amy, Seanne, Bryan
2:00 - 2:30	Utility Billing	If time allows – Customer Self Service, Rate Structures, Billing	Evelyn, Amy, Seanne



System Benefits

eSAIL Opportunities Matrix

Accessibility: Improves, simplifies, and provides the means to access enterprise information in ways that were not possible in the legacy HR/finance system.

Efficiency: Eliminates the need for duplicative work through processes that simultaneously achieve several associated tasks at once.

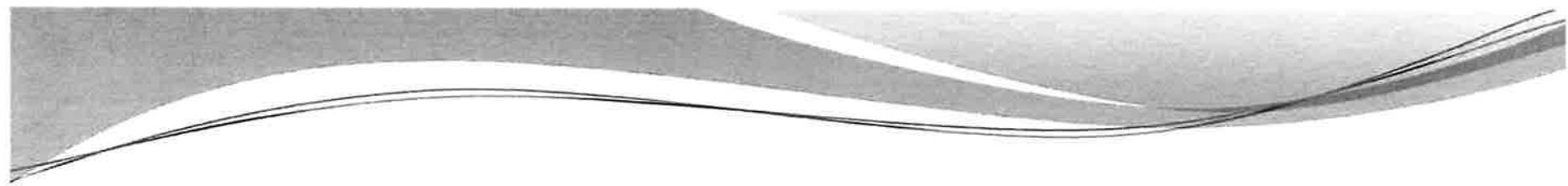
Integration: Has the ability to seamlessly integrate with one or more modules within the suite of software being implemented.

Ref	Description	Impact	Tyler Module	Benefits	Accessibility	Efficiency	Integration	Implemented
1	Vendor self service	Allows vendor real-time access to invoices paid and status of payments - saves staff time.	Accounts Payable	Enterprise	✓	✓		
2	Explicit validation of receipt of goods.	Ensures that goods are received and done so in a timely manner.	Accounts Payable	Enterprise			✓	✓
3	Zip code input - fills in City and State directly from USPS	Saves time, staff will no longer be required to look up zip code.	Accounts Payable	Finance	✓	✓		
4	Changing expenditure coding after check is issued. Automatically creates JV and adjusts source documentation.	Saves staff administrative time. Staff will no longer need to update several different modules to	Accounts Payable	Finance	✓	✓	✓	
5	Tracking of approval bottlenecks. Ability to see who is holding up the	Saves time and keeps workflow moving.	Accounts Payable	Enterprise	✓	✓		✓
6	Vendors can have multiple remit addresses and banking info		Accounts Payable			✓	✓	✓
7	Checks with attachments print separately		Accounts Payable			✓	✓	✓
8	Record wire transfer transaction with payable entry (not JE)		Accounts Payable		✓	✓		
9	Associate wires with vendor (no more JVs)		Accounts Payable			✓		
10	Ability to integrate contract with payables to manage contract amount.		Accounts Payable			✓	✓	✓

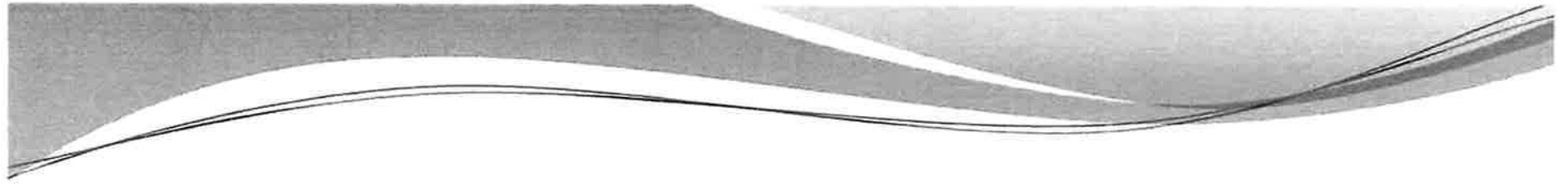
Ref	Description	Impact	Tyler Module	Benefits	Accessibility	Efficiency	Integration	Implemented
11	Retaining invoice information when voiding check if we must reissue payments later.		Accounts Payable			✓		
12	Separate checks for some vendor in same batch.		Accounts Payable			✓		
13	Recurring invoice feature saves time.		Accounts Payable			✓		
14	If invoices exceed check stock, option to print detail on plain paper - saves check stock		Accounts Payable			✓		
15	Role based security	Streamlines the process of managing end users in the	All modules	IT, Enterprise		✓		✓
16	Ability to drill down from reports to see detail.	Eliminates manual administrative processes.	All modules	Enterprise	✓	✓		✓
17	Ability to classify budgets as Multi-Year using "exception to date". No yearly budget requirements, unused money just rolls into the next year budget.	Eliminates the need to manually roll encumbrances from one year to the next - decreases administrative burden.	Budget	Enterprise	✓	✓		✓
18	Budget scenario projection ability within the finance module, currently have to use systems or other spread sheets.	Eliminates the need to maintain data in Excel or other systems - better integration.	Budget	Enterprise		✓	✓	✓
19	System alerts can notify staff via email when contract dollar limits and insurance certificate expiration	Budget amendment process can start proactively.	Contracts	Enterprise	✓	✓		
20	Native text fields eliminate the need to keep external records/information about the	Less paper and better record keeping.	Contracts	Enterprise	✓	✓		

Ref	Description	Impact	Tyler Module	Benefits	Accessibility	Efficiency	Integration	Implemented
21	Sub-contractor data fields allow for the storage of information that was previously maintained in Excel.	Less paper and better record keeping.	Contracts	Enterprise	✓	✓		✓
22	Electronic workflow approval process for journal entries, purchase orders, and budget	Improves the transparency of workflow for the entire enterprise.	General Ledger	Enterprise		✓		✓
23	Automatic calculation of monthly interest allocation.	Eliminates the need to manually calculate in Excel.	General Ledger	Finance		✓	✓	
24	Ability to post to period 12 after the new year is open.	Decreases the administrative burden of working in two fiscal years at the same time.	General Ledger	Finance		✓		
25	CAFR creation within the finance system, currently created in other system.	Eliminates the need to maintain data in Excel or other systems - better integration.	General Ledger	Finance		✓	✓	
26	In the Projects and Grant module, the system can auto generate invoices and JE's to the funding	Eliminates manual administrative processes.	Projects and Grants	Enterprise	✓	✓	✓	
27	Map link integration in the Projects and Grants module to view project locations and phases.	Seamless integration with powerful GIS system - improves transparency.	Projects and Grants	Enterprise	✓	✓	✓	
28	Projects and Grants tracking outside of the GL with the ability to follow expenses and funding sources.	Increases the availability of detailed historical and current information on projects and grants.	Projects and Grants	Enterprise		✓	✓	✓
29	Able to view projects in summary and detail mode with a complete source of expenses and funding.	Eliminates the manual analysis of a project status.	Projects and Grants	Enterprise	✓		✓	
30	Ability to set reminders, alerts and notification on project milestones.	Able to act on time to project deadlines.	Projects and Grants	Enterprise		✓		
31	Project Summary Status reporting from project central.	Transparency in the reporting.	Projects and Grants	Enterprise		✓	✓	

Ref	Description	Impact	Tyler Module	Benefits	Accessibility	Efficiency	Integration	Implemented
32	Deposit accounts tracked with project accounting. Ability to charge to the deposits accounts through A/P transactions and time	Able to manage developer deposits within our financial system. --- Not able to do currently, using PermitsPlus.	Projects and Grants	Enterprise		✓	✓	✓
33	Detail tracking of grant expenses.	Easy reporting of grant expenses within any period of time to meet grant requirements.	Projects and Grants	Enterprise	✓	✓		
34	Ability to setup a project (e.g. July 4th) where multiple departments can create their individual activities under that project.	Each department can track time, expenses, and activities under a project that will roll up to show an enterprise total of the project through reporting.	Projects and Grants	Enterprise	✓	✓		✓
35	Auto issue of bills to replenish contractor deposits accounts from the project module. Auto posting of the money to the deposit once the payment is received.	Eliminates the manual issue of a billings to a non integrated module.	Projects and Grants (Deposit Accounts)	PW and CDD		✓	✓	
36	Able to auto email, print or fax Purchase Orders to vendors. A copy of the PO is also auto attached to financial transaction using Tyler content management.	Eliminates the manual email and scanning of the PO outside of the system.	Purchasing	Purchasing		✓	✓	✓
37	Requisition entry screen is fully customizable. Able to have multiple version of the requisition screen to be used by different users or	Easy for users to enter requisitions, they only see fields that are required to enter.	Purchasing	Enterprise		✓		✓
38	Dashboard templates available to each purchase order product with the ability to customize.	No initial development of dashboards, already available	Purchasing	IT, Enterprise	✓	✓	✓	✓
39	Able to make a Change Order to a PO and the system will auto generate GL transactions to the make adjustments or reversal of encumbrance or JE.	Eliminates a lot of data entry and manual step to produce change orders.	Purchasing	Purchasing	✓	✓		
40	Ability to track a Requisition in the system with integrated workflow and approvals.	Able to track Purchase Requisitions in the system.	Purchasing	Enterprise	✓		✓	✓

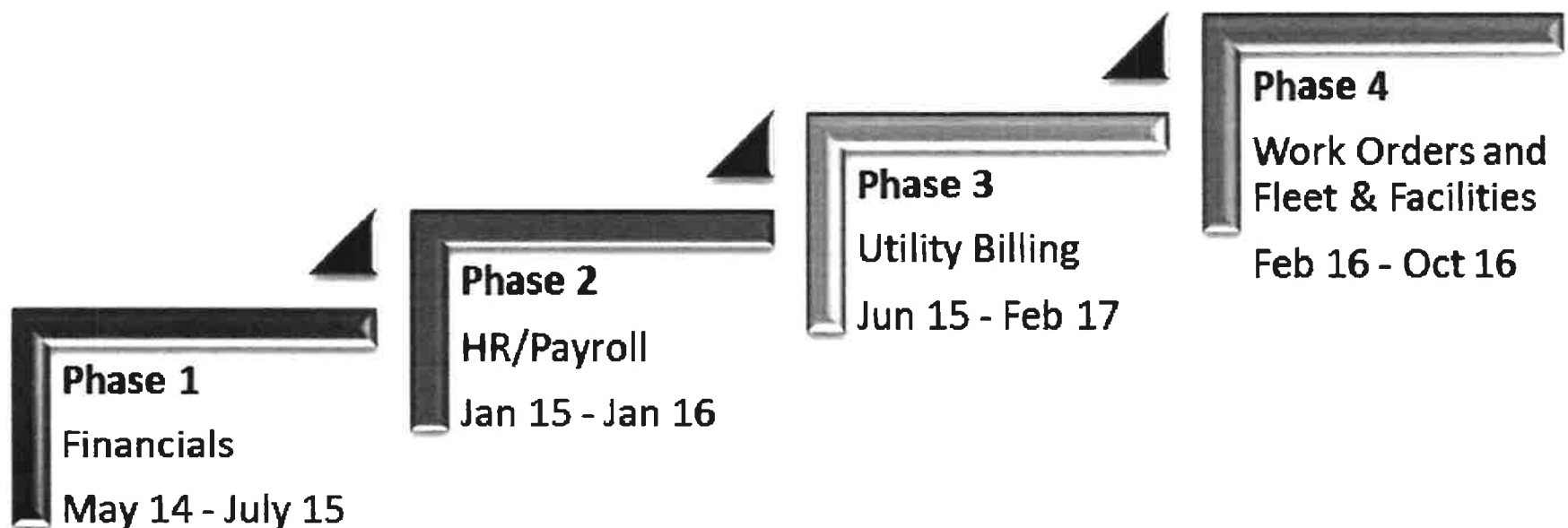


Ref	Description	Impact	Tyler Module	Benefits	Accessibility	Efficiency	Integration	Implemented
40	Ability to track a Requisition in the system with integrated workflow and approvals.	Able to track Purchase Requisitions in the system.	Purchasing	Enterprise	✓		✓	✓
41	Tracks all the errors in the database.	Ability to query specific error in a period of time	System Administration	IT	✓			✓
42	Tyler University, training and refreshed tool.	Able to require users to take a class before attending a training class. Administrator can verify the completion of the class.	System Administration	Enterprise		✓	✓	✓
43	All reports output is recorded by the database.	Complete report audit. Able to view or reprint reports that were run in the past.	System Administration	Enterprise	✓		✓	✓
44	You can assign printers to specific users.	Improved security, check printing.	System Administration	Enterprise		✓		✓
45	Forms can output directly to the Tyler content management, check printing.	Eliminates the scanning process.	System Administration	Enterprise		✓	✓	✓
46	Ability to load zip code file from post office.	Improves data entry, once you entered the zip code, city and state are auto populated.	System Administration	Enterprise		✓	✓	
47	Web based product	No client installation or maintenance.	System Administration	IT		✓		✓
48	Ability to modify or create dashboards and documents related to roles.	Improves training and documentation.	System Administration	Enterprise	✓	✓	✓	



Implementation Efforts and Timing

Implementation Schedule



ERP PROJECT VISION, OBJECTIVES, AND STAFFING ORGANIZATION

May 2014



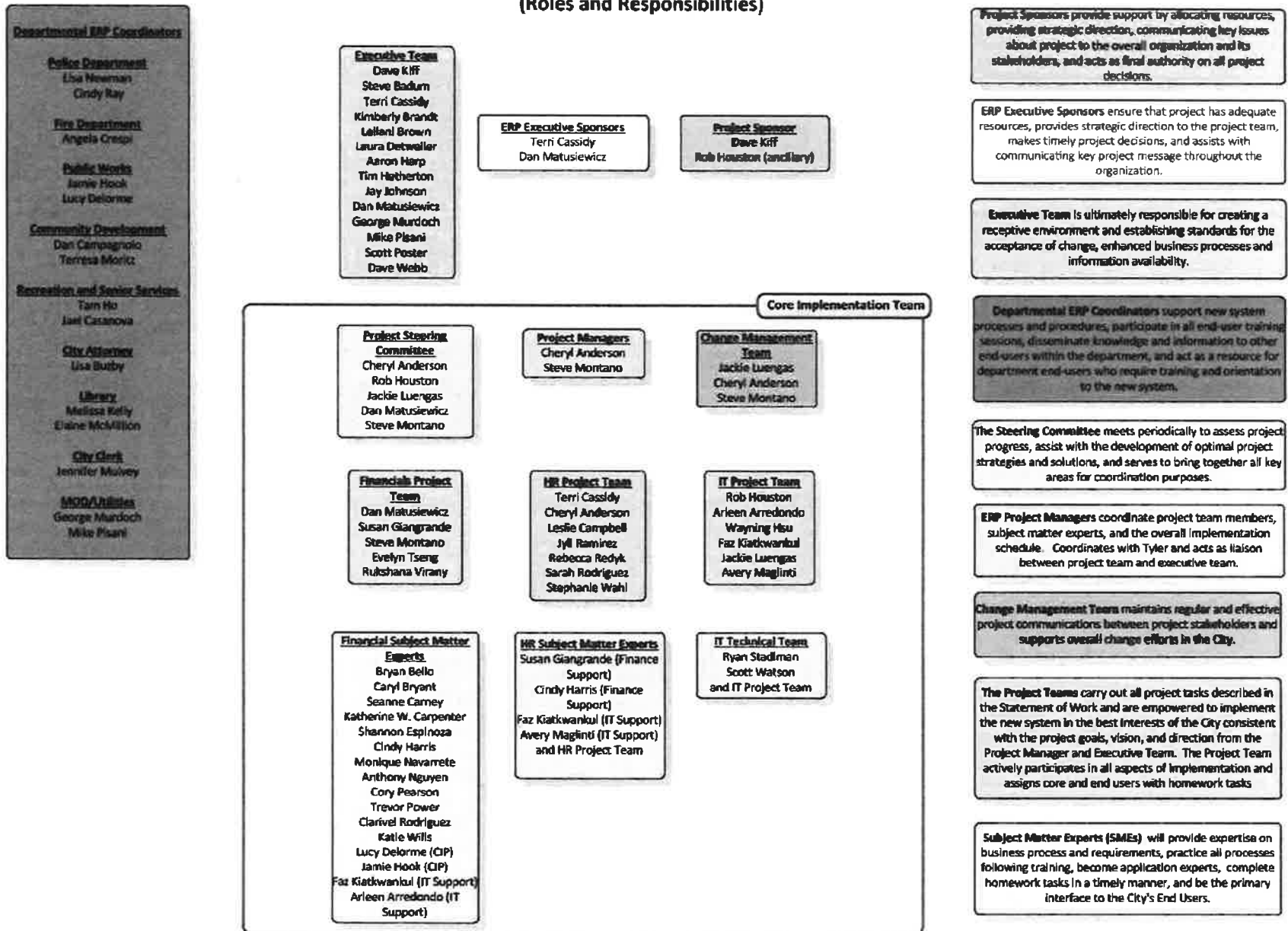
ERP Project Vision

As the City moves through the phases of this project, its staff and administration will be challenged to rethink current practices and provide the necessary framework for the City to align administrative processes with current leading practices. This project must foster an environment of change and to allow the creation of more efficient and effective processes to support the City's mission and goals. City staff will collaborate to develop common processes during the design phase of this project and must be willing to adopt such processes throughout the organization and provide a framework to store uniform and comprehensive information. The project will provide an opportunity for the City to improve customer service and provide users with improved and enhanced access to information, while fostering an efficient and dynamic administrative environment that will be well prepared for the future challenges facing the City.

ERP Implementation Objectives

1. The **system** will enable integrated real time processing of all financial and human resource transactions facilitated by the modules within each of the **project** phases.
2. Tyler will establish and implement a training program to teach the skills and knowledge **necessary to effectively use the technology** being proposed.
3. Tyler will assist in the process of technological migration and organizational changes involved in moving to an environment in which end users will have direct access to and control of those portions of the City's financial information necessary for the performance of their jobs.
4. The **software** will support integrated, enterprise-wide business processes with a goal of eliminating multiple handling of data and increasing accuracy.
5. The application suite will support current trends regarding best business practices with future capabilities to implement new practices as they are identified, including the ability to approve transactions or initiate notifications through the use of electronic workflow.
6. The application suite will provide the ability to **interface** with applications that will not be replaced as part of this project.
7. The application suite will provide an intuitive, user-friendly, and **easy-to-use** interface that minimizes the need for future training. On-line help should be available for all applications.
8. The application suite will provide comprehensive reporting tools and easy-to-use **interfaces** to commonly used office automation products (i.e. Microsoft **Office**). The application will also provide flexible reporting capabilities to meet the City's operational and analytical requirements.
9. The financial system will maintain its **official** accounting records following Generally Accepted Accounting Principles (GAAP). The system will support the preparation of the City's Comprehensive Annual Financial Report (CAFR). In addition, the system must support GASB 34 reporting requirements.
10. The proposed solution will provide the ability for users to establish and maintain a standard chart of accounts to meet organizational accounting and financial reporting needs.

ERP Team Organizational Chart (Roles and Responsibilities)



GOING LIVE!!! STARTING December 26, 2015



READY?

WHAT SHOULD I EXPECT?

Employee Self Service (ESS) allows employees to access and update their own personal information through a secure online web portal. ESS allows you to:

- View payroll information such as paycheck history and W-4 election details.
- View current benefits
- Request time off
- Enter timecards to record time worked and/or absences.
- See your Flex, Vacation and Sick leave balances up to date online.

WHAT IF I AM A SUPERVISOR?

Supervisors are required to approve their employees' ESS Time for payroll. If you are NOT available to do so, forward your approval authorization to another supervisor using "My Workflow" Settings in the Tyler's dashboard.

SET...

HOW DOES IT WORK?

The (ESS) portal will be accessible from inside and outside the City network through a secure portal.

HOW DO I LOG IN?

Click on the following:
<https://selfservice.newportbeachca.gov/ESSLogin.aspx>

****ATTENTION FIRE AND LIFEGUARD LINE PERSONNEL****

You will use ESS to access and update your personal information and W-4 election, and to view payroll, benefits, and leave balances. You will not submit ESS timecards; your payroll information will be maintained in Telestaff.

NEW ONLINE EMPLOYEE PORTAL

GO!

WHEN DO I START ENTERING TIME?

Starting the pay period of December 26, 2015 (ending January 8, 2016), the live system will be available to login; however, leave and accrual balances will be unavailable while we process the last FinancePlus payroll. The ESS system will be up and running on December 26, 2015, for time entry. Your time card is due by end of day on January 8, 2016 (see your Payroll Processor for possible department specific date prior to this time).

WHERE DO I GET MORE DETAILS?

For all the reference guides pertaining to ESS, you can visit the City eSAIL SharePoint site home page at

<http://intranet.newportbeachca.gov/ERP/ESSite/Faq/HOME.aspx>

Click on the "Munis Employee Self Service Reference Guides" link.

Questions? If you have questions or need assistance, please see your department Payroll Processor for more information.

Agenda Item No. 6H - REPORT ON ECONOMIC DEVELOPMENT PROJECTS