

For further information on an agenda item, please contact the City at 12363 Limonite Ave. Suite 910, Eastvale, CA 91752

AGENDA
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF EASTVALE

Wednesday March 14, 2012

6:30 P.M.

Rosa Parks Elementary School, 13830 Whispering Hills Drive

1. **CALL TO ORDER:** 6:30 p.m.

2. **ROLL CALL/INVOCATION /PLEDGE OF ALLEGIANCE:**

Council Members - Ike Bootsma, Ric Welch, Adam Rush
Mayor Pro Tem – Kelly Howell
Mayor - Jeff DeGrandpre

Invocation led by Pastor Rick Morris of The Crossings Church.

3. **ADDITIONS/DELETIONS TO THE AGENDA:**

4. **PRESENTATIONS/ANNOUNCEMENTS:**

At this time, the City Council may recognize citizens and organizations that have made significant contributions to the community and it may accept awards on behalf of the City.

4.1 Introduction of Senior Planner Jerry Guarracino.

4.2 Presentation of Freeway Oriented Electronic Billboards.

5. **PUBLIC COMMENT/CITIZEN PARTICIPATION:**

This is the time when any member of the public may bring a matter to the attention of the Mayor and the City Council that is within the jurisdiction of the City Council. The Ralph M. Brown act limits the Mayor's, City Council's and staff's ability to respond to comments on non-agendized matters at the time such comments are made. Thus, your comments may be agendized for a future meeting or referred to staff. The City Council may discuss or ask questions for clarification, if desired, at this time. Although voluntary, we ask that you fill out a "Speaker Request Form", available at the side table. The completed form is to be submitted to the City Clerk prior to being heard. Public comment is limited to two (2) minutes each with a maximum of six (6) minutes.

6. **CONSENT CALENDAR:**

Consent Calendar items are normally enacted in one motion. The Mayor or City Council may remove a Consent Calendar item for separate action. Public comment is limited to two (2) minutes each with a maximum of (6) minutes.

6.1 **Minutes – February 22, 2012 Regular City Council Meeting.**

Recommendation: Approve the minutes from the Meeting held February 22, 2012.

6.2 Approval of Ordinance 2012-03A.

Recommendation: Hold second reading and adopt Ordinance 2012-03A to approve change of zone number 11-0363.

6.3 Approval of Ordinance 2012-04.

Recommendation: Hold second reading and adopt Ordinance 2012-04 to approve change of zone number 10-0084.

6.4 Approval of Ordinance 2012-05.

Recommendation: Hold second reading and adopt Ordinance 2012-05 to approve change of zone number 10-0117.

6.5 Parking Fines and Penalties.

Recommendation: Adopt Resolution No. 12-13, approving a Schedule of Parking Fines and Penalties and Repealing Resolution No. 10-46.

6.6 Request for Proposals – Municipal Finance Software and Implementation Services.

Recommendation: Authorize Staff to distribute a Request for Proposals for purchase and implementation of a new financial system.

6.7 Authorize an Agreement with Docufree for Records Scanning Project

Recommendation: Authorize staff to enter into an agreement with Docufree in the amount of \$37,000 for records scanning.

7. PUBLIC HEARINGS:

*The public is encouraged to express your views on any matter set for public hearing. It is our procedure to first receive the staff report, then to ask for public testimony, first from those in favor of the project followed by testimony from those in opposition to it, and if there is opposition, to allow those in favor, rebuttal testimony only as to the points brought up in opposition. To testify on the matter, you need to simply come forward to the speaker's podium at the appropriate time, give your name and address and make your statement. After a hearing is closed, you may not further speak on the matter unless requested to do so or are asked questions by the Mayor or a Member of the City Council. **Public comment is limited to two (2) minutes each with a maximum of six (6) minutes.***

7.1 Public Hearing – Source Reduction and Recycling Element.

Recommendation: Public Hearing to adopt Resolution 12-12 approving the Source Reduction Recycling Element (SRRE) Household Hazardous Waste Element (HHWE) and the Non-Disposal Facility Element (NDFE).

8. OLD BUSINESS ITEMS:

Public comment will be called for each item. Please keep comments brief so that everyone who wishes to speak has the opportunity to do so. After public comment is closed you may not further speak on the matter unless the City Council requests further clarification of your statement. Public comment is limited to two (2) minutes with a maximum of six (6) minutes.

There are no Old Business items.

9. NEW BUSINESS ITEMS:

Public comment will be called for each non-hearing item. Please keep comments brief so that everyone who wishes to speak has the opportunity to do so. After public comment is closed, you may not further speak on the matter unless the Mayor or City Council requests further clarification of your statement. Public Comment is limited to two (2) minutes with a maximum of six (6) minutes.

9.1 Foreclosed Property Registration Program.

Recommendation: Approval of an agreement with Remax Realty 100, Inc. to provide Real Estate Owned and Distressed Property Oversight Services

9.2 Landscape and Lighting Maintenance Districts (LLMD) Administration.

Recommendation: Approval of an agreement with NBS to provide LLMD services for Zone 41, 79, 85, 111, 115, 116 and 147 in an amount not to exceed \$11,900.

9.3 Ordinance for Conduct on Public Property.

Recommendation: Hold first reading of Ordinance No. 2012-06, adding Chapter 14.40 entitled "Conduct on Public Property" to the Eastvale Municipal Code.

10. COUNCIL COMMUNICATIONS:

(Committee Reports, Agenda Items, Meeting Requests and Review etc.)

This is an opportunity for the Mayor and City Council Members to report on their activities and the actions of the Committees upon which they sit, to bring a matter to the attention of the full Council and staff, and to request agenda items. Any matter that was considered during the public hearing portion is not appropriate for discussion in this section of the agenda. NO ACTION CAN BE TAKEN AT THIS TIME.

10.1 Riverside County Transportation Commission Legislative Alert – Multi-Year Transportation Bill.

11. CITY MANAGER'S REPORT:

12. CLOSED SESSION:

12.1 CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION:

Initiation of litigation pursuant to subdivision (c) of Section 54956.9:
Number of Cases: One (1)

13. ADJOURNMENT:

The next regular meeting of the Eastvale City Council will be held on March 28, 2012 at 6:30 p.m. at Rosa Parks Elementary School.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City of Eastvale. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

UPCOMING AGENDA ITEMS

The following topics/items are planned for upcoming agendas. Please watch our website, www.eastvaleca.gov, for final City Council Agendas. Final agendas are posted 72 hours in advance of the meetings and are also posted on our website with the accompanying reports. Please note that the wording for topics listed below may change once the final agenda is submitted. Please keep in mind that all topics listed below are tentative.

March 2012

- DIF Ordinance Public Hearing
- Audit Report
- Presentation to members of the General Plan Advisory Committee
- Disaster Council Ordinance
- IT Management Contract (Help Desk Services)
- Business Registration
- Cooperative Agreement with Norco and County of Riverside for Hamner Ave. Bridge Improvements
- Presentation to Eastvale Citizen's Patrol

POSTING STATEMENT:

I, Ariel Berry, Deputy City Clerk or my designee hereby certify that a true and correct, accurate copy of the foregoing agenda was posted March 8, 2012, seventy-two (72) hours prior to the meeting per Government Code 54954.2.

12363 Limonite Ave. Suite 910, Eastvale, CA 91752

Rosa Parks Elementary School 13830 Whispering Hills Drive

Eastvale Library, Roosevelt High School, 7447 Cleveland Ave.

City of Eastvale Website, www.eastvaleca.gov

**CITY OF EASTVALE
CITY COUNCIL
AGENDA SUBMITTAL**

Meeting Date: March 14, 2012

SUBJECT: FREEWAY-ORIENTED ELECTRONIC BILLBOARDS

REQUESTED ACTION: PROVIDE DIRECTION TO STAFF TO PREPARE ZONING CODE LANGUAGE TO ALLOW AND REGULATE FREEWAY-ORIENTED ELECTRONIC BILLBOARDS

CONTACT: ERIC NORRIS, PLANNING

BACKGROUND:

The City has been contacted in recent months by a sign company which wishes to begin negotiating the construction of a large, freeway-oriented electronic message sign (a “billboard,” because it would advertise goods and services from businesses located elsewhere). This type of sign is becoming more common, and a number of examples (such as those shown below) are already in operation. In some communities, according to the applicant, these signs are developed under agreements which provide income to the local agency; the sign developer sells advertising time on the sign, and sends a portion to the local agency.



The Zoning Code inherited from Riverside County (as well as the draft updated Eastvale Zoning Code), does not allow this type of sign. This type of prohibition is the rule for most agencies in California; existing billboards are generally “grandfathered” (built before they were no longer allowed).

Signs along freeways are also regulated by federal and state law. Federal law, dating back to the 1960s, seeks to limit the placement of new billboards along interstate highways. There are “gaps” in

this prohibition that affect older (pre-1956) portions of interstate highways—it is this provision in the law that the proposed developer wishes to take advantage of to build a sign in Eastvale.

DISCUSSION:

Should the City Council wish to allow such a sign, staff recommends that the most appropriate way to do this would be to include provisions in the updated Eastvale Zoning Code governing the location, height, size, and other aspects of these signs, as well as requiring an agreement between the sign developer and the City regarding financial payment to the City. Staff would also need to work with private property owners whose land would be needed for the sign.

Because this type of change to the Zoning Code was not included in the Council’s direction to staff last year, staff is seeking the Council’s approval at this time to begin the process of writing these rules. Should these rules be written, staff suggests allowing only one sign of this type.

The terms of any agreement with a sign developer would be developed at a later date, and would be subject to City Council review and approval.

BUDGET (or FISCAL) IMPACT:

Staff does not anticipate that creating draft rules for these signs will be a major work effort. Regulations are already available from other communities which have permitted these signs and can be relatively easily tailored to fit Eastvale.

Allowing this type of sign could ultimately result in direct revenues to the City through an agreement with the sign developer. At this time, staff does not have an estimate of potential revenues.

Recommendation:

Staff recommends that the Council direct staff, if desired, to prepare language for the updated Eastvale Zoning Code to allow and regulate this type of sign, and to work with the Planning Commission to bring final Zoning Code regulations to the Council for approval.

Attachments:

Description and maps of “gaps” in Eastvale in which billboards could be built.

Consent:

Public Hearing:

Business Item: Old New

Reviewed by:

City Manager _____

City Attorney _____

Finance Director _____

“Bonus Segment” and “Gaps” on Freeways

Information provided by General Outdoor Signs, March 2012

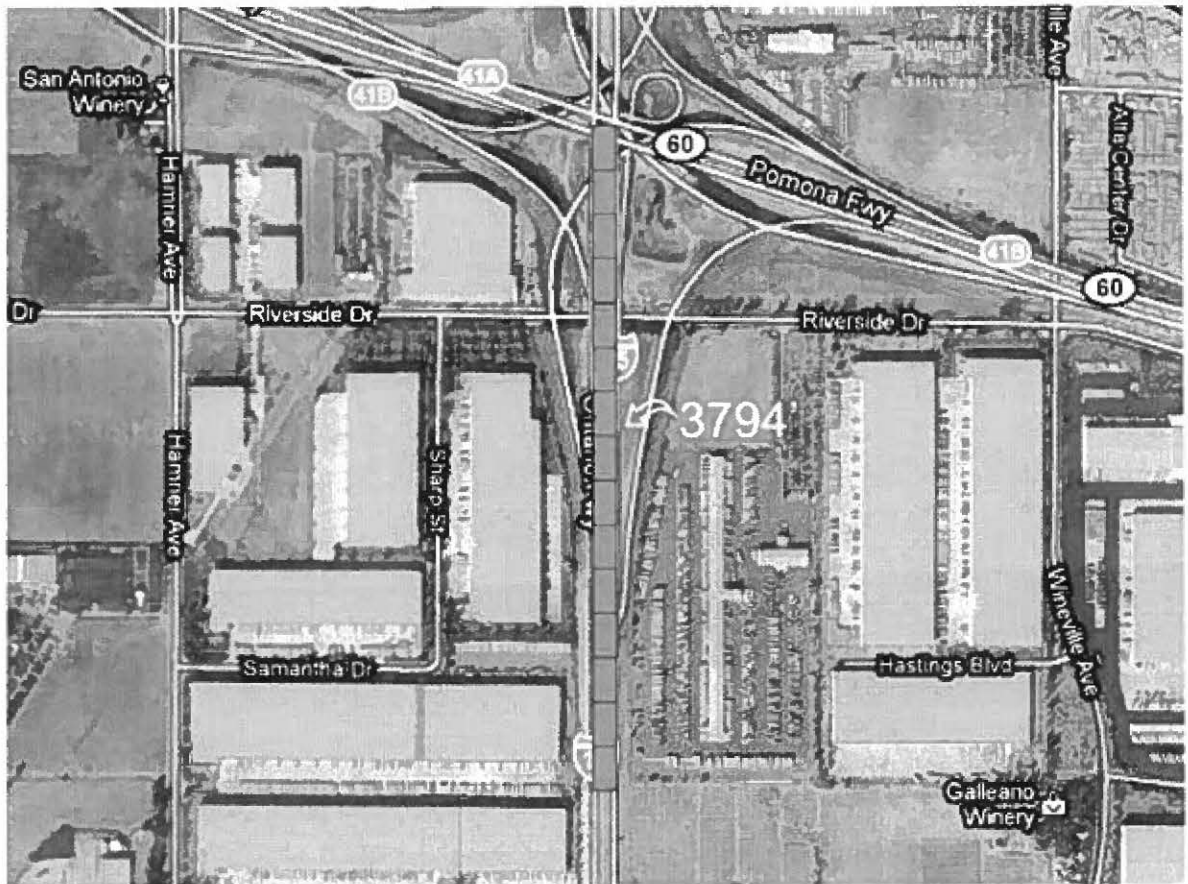
A Bonus Segment of freeway is described as"as a portion of freeway of which the entire width is acquired subsequent to July , 1956....on which no new billboards may be built within 660 feet of either side of the freeway..."

However there are many exceptions to this rule because basically ANY land that was previously owned by ANY public entity and used for ANY public service prior to the July 1 , 1956 acquisition date is exempt from the Bonus Program. There are other exemptions as well but this is the primary one. These exceptions are called "gaps" in the Bonus Segment.

Although Most of the I-15 Freeway is classified as a Bonus Segment Freeway there are numerous "gaps", some as long as 7 miles while some are as short as 50 feet. The map that I previously sent you shows the "gaps" along the I-15 that runs through Eastvale, and it is only within these gaps that Caltrans will approve an off-site advertising sign that meets all of the standards of the State Outdoor Advertising Act. including, local approval, commercial or industrial zoned property, spacing from other existing billboards etc. etc.

The pylon signs at the Limonite exits are classified as on site Business Center signs that do require a permit from Cal Trans but do not have to apply to the Bonus guidelines because they are limited to advertising ONLY the businesses within the designated footprint of the project site.

Existing “gaps” on the portion of I-15 in Eastvale are shown on the following pages (info provided by General Outdoor Signs)







MINUTES
REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF EASTVALE
Wednesday February 22, 2012
6:30 P.M.

Rosa Parks Elementary School, 13830 Whispering Hills Drive

1. CALL TO ORDER: 6:30 p.m.

2. ROLL CALL/INVOCATION/PLEDGE OF ALLEGIANCE:

Council Members - Ike Bootsma, Ric Welch
Mayor Pro Tem – Kelly Howell
Mayor - Jeff DeGrandpre

Councilmember Rush was absent

The Pledge of Allegiance was led by Councilmember Welch

The Invocation was led by Pastor Mark Lee from Vantage Point Church.

Councilmember Rush arrived at 6:33 p.m.

3. ADDITIONS/DELETIONS TO THE AGENDA:

There were no additions/deletions to the agenda

4. PRESENTATIONS/ANNOUNCEMENTS:

4.1 The Mayor added a presentation to Melinda Aldrian, Interim Principal, Rosa Parks Elementary School

4.2 Presentation by Mayor DeGrandpre to Jeffrey Miwa, resident.

4.3 Introduction of Inter-West Consultants Joe Indrawan and Jeff Thomas.

4.4 Presentation by Julie Reyes, Waste Management, on City-Wide Street Sweeping and Solid Waste Pick-Up Schedules.

4.5 Presentation by Lance Natsuhara with Orange County Public Works regarding the Prado Dam Project.

5. PUBLIC COMMENT/CITIZEN PARTICIPATION:

The following people spoke at Public Comment:

Al Nassar-Eastvale Community Foundation
Heidi Gallegos-Eastvale Chamber of Commerce

**Carlos Illingworth-Vons
Dickie Simmons-Resident**

6. CONSENT CALENDAR:

6.1 Minutes – February 8, 2012 Regular City Council Meeting.

Recommendation: Approve the minutes from the Meeting held February 8, 2012.

6.2 Approval of Warrants.

Recommendation: Approve the payment of the warrants (check numbers 10648 to 10687 and wire numbers W000032 to W000033) in the amount of \$1,010,811.69 and payroll in the amount of \$56,156.70.

Motion-Moved by Rush and Seconded by Bootsma to approve the Consent Calendar as Presented

Approved 5-0

7. PUBLIC HEARINGS:

The Mayor called a Recess at 7:15 p.m.

The Mayor reconvened the City Council meeting at 7:18 p.m.

Councilmember Welch recused himself on items 7.1 and 7.2 and left the Council Chambers at 7:19 p.m.

7.1 Public Hearing – General Plan Amendment/Change of Zone No. 10-0117 and Tentative Tract Map No. 36373; Gary Dou Residential Project Located at the SEC Corner of Sumner Avenue and Citrus Street (APN: 152-030-006 & 152-040-026)

Recommendation: The Planning Commission recommended that the City Council take the following actions:

- 1) Adopt a Resolution adopting a Mitigated Negative Declaration and Mitigation Monitoring Program for General Plan Amendment 11-0117, Change of Zone No. 10-0117 and Tentative Tract Map No. 36373, and approving General Plan Amendment 10-0117 and tentative Tract Map No. 36373, subject to conditions of approval
- 2) Hold First Reading of an Ordinance approving the Change of Zone No. 10-0117.

The Mayor opened the Public Hearing at 7:22 p.m.

The Following people spoke at Public Comment:

Proponents:

Robert Lombardi-Applicant

Opponents:

There were no opponents

The Mayor closed the Public Hearing at 7:29 p.m.

Motion-Moved by Howell and Seconded by Rush to approve Resolution 12-11 as presented and adding the following Condition of Approval:

Prior to final map recordation the applicant shall establish to the City's and the JCSD's satisfaction plans to provide adequate funding for the cost of the construction and acquisition of public park improvements as required by the City and the JCSD and for the ongoing maintenance in perpetuity of parks, parkways and open space areas, including street trees, trails, entry monumentation, landscaping and appurtenances. This condition may be satisfied through formation of or annexation to a community facilities district or other forms of financing acceptable to the City and the JCSD.

Approved 4-1 by the following vote:

Ayes: Bootsma, Rush, Howell, DeGrandpre

Noes: None

Absent: None

Abstain: None

Recuse: Welch

Motion-Moved by Howell and Seconded by Bootsma to approve the First Reading of Ordinance 2012-05 as presented

Approved 4-1 by the following vote:

Ayes: Bootsma, Rush, Howell, DeGrandpre

Noes: None

Absent: None

Abstain: None

Recuse: Welch

- 7.2 Public Hearing – General Plan Amendment/Change of Zone No. 11-0363 and Tentative Tract Map No. 36382; ACI Residential Project Located at the SWC Corner of Scholar Way and Citrus Street (APN: 152-040-034).**

Recommendation: The Planning Commission recommended that the City Council take the following actions:

- 1) Adopt a Resolution adopting a Mitigated Negative Declaration and Mitigation Monitoring Program for GPA No. 11-0363, Change of Zone No. 11-0363 and Tentative Tract Map No. 36382 and Approving General Plan Amendment No. 11-0363 and Tentative Tract Map No. 36382, subject to conditions of approval
- 2) Hold First Reading of an Ordinance approving Change of Zone No. 11-0363.

The Mayor opened the Public Hearing at 7:39 p.m.

The Following people spoke at Public Comment:

Proponents:

Craig Ryan-Representative for the Applicant

Opponents:

There were no opponents

The Mayor closed the Public Hearing at 7:43 p.m.

Motion-Moved by Howell and Seconded by Rush to approve Resolution 12-09 as presented and adding the following Condition of Approval:

Prior to final map recordation the applicant shall establish to the City's and the JCSD's satisfaction plans to provide adequate funding for the cost of the construction and acquisition of public park improvements as required by the City and the JCSD and for the ongoing maintenance in perpetuity of parks, parkways and open space areas, including street trees, trails, entry monumentation, landscaping and appurtenances. This condition may be satisfied through formation of or annexation to a community facilities district or other forms of financing acceptable to the City and the JCSD.

Approved 4-1 by the following vote:

Ayes: Bootsma, Rush, Howell, DeGrandpre

Noes: None

Absent: None

Abstain: None

Recuse: Welch

Motion-Moved by Howell and Seconded by Bootsma to approve the First Reading of Ordinance 2012-03 as presented

Approved 4-1 by the following vote:

Ayes: Bootsma, Rush, Howell, DeGrandpre
Noes: None
Absent: None
Abstain: None
Recuse: Welch

Councilmember Welch returned to the Council Chambers at 7:44 p.m.

7.3 Public Hearing – General Plan Amendment, Change of Zone, Specific Plan Amendment, Plot Plan, and Lot Line Adjustment No. 10-0084; Eastvale Gateway South – Southeast corner of Limonite Ave. and Hamner Ave.

Recommendation: The Planning Commission recommended that the City Council take the following actions:

- 1) Adopt a Resolution which includes:
 - a. Adopting an Addendum to the Final Environmental Impact Report No. 340 (FEIR No. 340)
 - b. Approving General Plan Amendment No. 10-0084 to change the land use designation of a 15-acre parcel from High Density Residential (HDR) to Commercial Retail (CR) and Highest Density Residential (HHDR)
 - c. Approving Specific Plan Amendment No. 10-0084 to expand Planning Area 1 by 5 acres and reduce Planning Area 23b by a corresponding five acres; increase the allowable density in Planning Area 23b to match the Highest Density Residential (HHDR 20+ du/acre) designation of the General Plan and increase the maximum number of allowable senior housing units for Planning Area 23b to 300 units; and to modify the boundary of the I-15 Corridor Specific Plan to include only the City of Eastvale
 - d. Approving Plot Plan No. 10-0084 for the development of a two-story 43,009 square-foot health fitness center (24-hour Fitness) and the relocation of a County approved 11,970 square-foot commercial-retail building (Shop 2) to a new position in the Eastvale Gateway South retail center
 - e. Approving Lot Line Adjustment No. 10-0084 to correspond with the modified boundary between Planning Area 1 (Eastvale Gateway South) and Planning Area 23b to allow the proposed commercial-retail building (Shop 2) and the 24-Hour Fitness center to be on one parcel
- 2) Hold First Reading of an Ordinance approving Change of Zone 10-0084.

The Mayor opened the Public Hearing at 7:55 p.m.

The following people spoke at Public Comment:

Proponents:
Mike Leonard-Applicant
Rick Manners-Lewis Retail

Opponents:
There were no opponents

The Mayor Closed the Public Hearing at 8:20 p.m.
Motion-Moved by Howell and seconded by Rush to approve Resolution 12-10 as presented with the following additions:

That the applicant's request of 378 parking spaces be allowed and;
That the remaining residential development not be restricted to Senior Housing

Approved 5-0

Motion-Moved by Howell and Seconded by Rush to approve the First Reading of Ordinance 2012-04 as presented

Approved 5-0

8. *OLD BUSINESS ITEMS:*

There were no Old Business items.

9. *NEW BUSINESS ITEMS:*

9.1 *Pavement Management Program.*

Recommendation: Authorize the City Engineer to proceed with the Pavement Management Program.

There was no Public Comment

Motion-Moved by Rush and Seconded by Bootsma to approve the item as presented

Approved 5-0

10. *COUNCIL COMMUNICATIONS:*

Councilmember Bootsma offered thanks to the Citizen's Patrol for their work with the

Police Department. He noted their assistance with an accident that occurred at Schleisman Rd. and Archibald and that they do not receive enough credit. He encouraged the City to assist with recruitment for the Patrol.

Councilmember Welch had no report.

Councilmember Rush wished all a Happy Ash Wednesday and noted that Assemblyman Jeff Miller will be holding a community coffee on Saturday March 3rd from 9:00 a.m. to 10:30 a.m. at the Fire Station.

Mayor Pro Tem Howell offered her thanks to staff and the Planning Commission For all the hard work on the 3 projects presented this evening.

Mayor DeGrandpre noted that he and the City Manager had met with State Legislative representatives the previous week regarding the VLF fees. He noted that he felt they were making progress as they had been listened to and that was a step in the right direction. He noted that they had 8 meetings and the general consensus was that the value could be seen in returning the VLF.

11. CITY MANAGER'S REPORT:

There was no City Manager's report.

12. CLOSED SESSION:

12.1 PUBLIC EMPLOYMENT – Government Code Section 54957(e)

Title: City Manager

**The City Council adjourned to Closed Session at 8:29 p.m.
The City Council reconvened in open session at 8:50 p.m. There being no Reportable action the City Council meeting was adjourned**

13. ADJOURNMENT:

The City Council meeting was adjourned at 8:51 p.m.

ORDINANCE NO. 2012-03a

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EASTVALE, CALIFORNIA APPROVING CHANGE OF ZONE NO. 11-0363 TO AMEND THE OFFICIAL ZONING MAP FROM R-A-1 (RESIDENTIAL AGRICULTURE) TO R-1 FOR A 41.79 ACRE PROJECT SITE GENERALLY LOCATED AT THE SOUTHWEST CORNER OF SCHOLAR WAY AND CITRUS AVENUE (APN: 152-040-034)

WHEREAS, an application for a Change of Zone from R-A-1 to R-1 for a proposed 145-lot single family residential development has been filed by Proactive Engineering, Inc., on behalf Altfillisch Construction Company located generally at the southwest corner of Scholar Way and Citrus Avenue; and

WHEREAS, the proposed Change of Zone is considered a "Project" as defined by the California Environmental Quality Act, Public Resources Code §21000 et seq. ("CEQA"); and

WHEREAS, after completion of an Initial Study, the Planning Director determined that the Project required preparation of a Mitigated Negative Declaration and Mitigation Monitoring Program for the proposed project in compliance with the provisions of CEQA; and

WHEREAS, on November 11, 2011, using the method required under CEQA Guidelines Section 15072(b), the City provided a Notice of Intent (NOI) to adopt the proposed Mitigated Negative Declaration and Mitigation Monitoring Program to the State Office of Planning and Research (OPR) and the Riverside County Clerk, and also published said NOI in compliance with State law in the Press Enterprise, a local newspaper of general circulation regarding the 30-day public review period; and

WHEREAS, the City made the proposed Mitigated Negative Declaration and Mitigation Monitoring Program available for public review beginning on November 14, 2011 and concluding on December 14, 2011, a period of not less than 30 days as prescribed by law, and which during said public review period, the City received one written comment from the Native American Heritage Commission concerning the proposed Mitigated Negative Declaration and Mitigation Monitoring Program which did not warrant a response or change to the document; and

WHEREAS, the City of Eastvale Planning Department on January 6, 2012, published a legal notice in the Press Enterprise, a local newspaper of general circulation regarding the Planning Commission meeting of January 18, 2012 in compliance with State law concerning the Change of Zone No. 11-0363. In addition, on January 4, 2012, a public hearing notice was mailed to each property owner within a 300-foot radius of the project site, indicating the date and time of the Planning Commission public hearing of January 18, 2012 for Change of Zone No. 11-0363 in accordance with state law; and

WHEREAS, the City of Eastvale Planning Commission conducted a duly noticed public hearing on January 18, 2012 at which time public testimony was received concerning Change of Zone No. 11-0363, and at which time the City Council considered the proposed Change of Zone for the proposed project; and

WHEREAS, the City of Eastvale City Clerk's Department on February 11, 2012 published a legal notice in the Press Enterprise, a local newspaper of general circulation regarding the City Council meeting of February 22, 2012 in compliance with State law concerning the Change of Zone No. 11-0363. In addition, on February 9, 2012, a public hearing notice was mailed to each property owner within a 300-foot radius of the project site, indicating the date and time of the City Council public hearing for Change of Zone No. 11-0363 in accordance with state law; and

WHEREAS, the City of Eastvale City Council conducted a duly noticed public hearing on February 22, 2012 at which time public testimony was received concerning Change of Zone No. 11-0363, and at which time the City Council considered the proposed Change of Zone for the proposed project.

NOW, THEREFORE, the City Council of the City of Eastvale does hereby ordain as follows:

SECTION 1. ENVIRONMENTAL FINDINGS.

The City Council, in light of the whole record before it including but not limited to the City's local CEQA Guidelines and Thresholds of Significance, the proposed Mitigated Negative Declaration and documents incorporated therein by reference, any written comments received and responses provided, the proposed Mitigation Monitoring Program and other substantial evidence (within the meaning of Public Resources Code § 21080(e) and § 21082.2) within the record and/or provided at the public hearing, hereby finds and determines as follows:

Review Period: That the City has provided the public review period for the Mitigated Negative Declaration for the duration required under CEQA Guidelines Sections 15073 and 15105.

Compliance with Law: That the Mitigated Negative Declaration and Mitigation Monitoring Program were prepared, processed, and noticed in accordance with the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), the CEQA Guidelines (14 California Code of Regulations Section 15000 et seq.) and the local CEQA Guidelines and Thresholds of Significance adopted by the City of Eastvale.

Independent Judgment: That the Mitigated Negative Declaration reflects the independent judgment and analysis of the City of Eastvale.

Mitigation Monitoring Program: That the Mitigation Monitoring Program is designed to ensure compliance during project implementation in that changes to the project and/or mitigation measures have been incorporated into the project and are fully enforceable through permit conditions, agreements or other measures as required by Public Resources Code Section 21081.6.

No Significant Effect: That revisions made to the project plans agreed to by the applicant and mitigation measures imposed as conditions of approval on the project, avoid or mitigate any potential significant effects on the environment identified in the Initial Study to a point below the threshold of significance. Furthermore, after taking into consideration the revisions to the project and the mitigation measures imposed, the Planning Commission finds that there is no substantial evidence, in light of the whole record, from which it could be fairly argued that the project may have a significant effect on the environment. Therefore, the Planning Commission is recommending to the City Council that the project will not have a significant effect on the environment.

SECTION 2. MULTIPLE SPECIES HABITAT CONSERVATION PLAN (MSHCP).

The project is found to be consistent with the MSHCP. The project is located outside of any MSHCP criteria area and mitigation is provided through payment of the MSHCP Mitigation Fee.

SECTION 3. CHANGE OF ZONE FINDING.

Pursuant to Section 20.3 of the City of Eastvale Zoning Ordinance, the Planning Commission makes the following findings pertaining to Change of Zone No. 11-0363:

1. The proposed Change of Zone is in conformance with the adopted General Plan for the City.

The proposed General Plan Land Use Designation for the project is Medium Density Residential (MDR) which allows for the development of single family residential subdivisions on parcels with a minimum lot size of 7,200 square feet. While the proposed R-1 zone is not consistent with the current LDR general plan land use designation, it is consistent with the MDR general plan land use designation, as proposed by the applicant, since it allows for single family residential subdivisions on land with a minimum lot size of 7,200 square feet. The lots sizes proposed under Tentative Tract Map No. 36382 will range in size from 7,200 square feet to 15,099 square feet with an average lot size of 7,717 square feet; thus it is also consistent with the MDR land use designation. Given this, the proposed change of zone is consistent with the City's General Plan.

SECTION 4. CITY COUNCIL ACTION:

The City Council hereby adopts Ordinance No. 2012-03 approving Change of Zone No. 11-0363 as described and illustrated in Exhibit A (Legal Description) attached hereto to this Ordinance.

SECTION 5. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published and posted pursuant to the provisions of law in this regard, and this Ordinance shall take effect thirty (30) days after its passage.

ADOPTED, SIGNED and APPROVED this 14th day of March, 2012.

Jeff DeGrandpre, Mayor

Attest:

Approved as to Form:

Judy Haughney, City Clerk

John E. Cavanaugh, City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) §
CITY OF EASTVALE)

I, Judy L. Haughney, CITY CLERK OF THE CITY OF EASTVALE, DO HEREBY CERTIFY that the foregoing Ordinance No. 2012-03 was duly and regularly adopted by the City Council of the City of Eastvale at a regular meeting held the 14th day of March, 2012, by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Clerk, Judy L. Haughney

EXHIBIT A
CHANGE OF ZONE NO. 11-0363
LEGAL DESCRIPTION

LEGAL DESCRIPTION
IN THE CITY OF EASTVALE, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
APN: 152-040-034

THOSE PORTIONS OF PARCELS 'A' AND 'B' OF LOT LINE ADJUSTMENT NO 5280, RECORDED AUGUST 8, 2008 AS INSTRUMENT NO. 2008-0435966 OF OFFICIAL RECORDS, TOGETHER WITH THOSE PORTIONS OF LOTS 98, 99, AND 104 OF THE KINGSTON TRACT, AS PER MAP FILED IN BOOK 12, PAGE 6 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAN BERNARDINO COUNTY, ALL IN THE CITY OF EASTVALE, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWESTERLY CORNER OF SAID PARCEL 'B', BEING THE INTERSECTION OF THE EASTERLY LINE OF LOT 98 OF SAID KINGSTON TRACT WITH THE CENTERLINE OF CITRUS STREET, AS SAID INTERSECTION IS SHOWN ON THE RECORD OF SURVEY FILED IN BOOK 121, PAGES 62-71 INCLUSIVE OF RECORDS OF SURVEY, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY;

THENCE, ALONG THE WESTERLY LINE OF SAID PARCEL 'B' AND THE SOUTHERLY PROLONGATION THEREOF, SOUTH 00°41'04" WEST, 674.75 FEET;

THENCE, NORTH 89°21'41" WEST, 166.96 FEET; THENCE, NORTH 00°37'06" EAST, 16.40 FEET TO A LINE, PARALLEL WITH AND DISTANT NORTHERLY 2.00 FEET FROM THE NORTHERLY LINE OF SAID PARCEL 'B';

THENCE, ALONG SAID PARALLEL LINE AND THE WESTERLY PROLONGATION THEREOF, NORTH 89°21'27" WEST, 523.00 FEET;

THENCE, SOUTH 00°37'06" WEST, 168.18 FEET TO THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE NORTHERLY AND HAVING A RADIUS OF 528.00 FEET, A RADIAL LINE TO SAID CURVE BEARS SOUTH 03°49'42" WEST;

THENCE, EASTERLY 29.36 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 3°11'09" TO THE WESTERLY LINE OF SAID PARCEL 'B';

THENCE, ALONG SAID WESTERLY LINE, SOUTH 00°40'43" WEST, 196.24 FEET;

THENCE, SOUTH 10°17'29" EAST, 217.49 FEET TO A POINT ON THE PROPOSED LIMIT OF PRADO DAM RESERVOIR INUNDATION LINE APPROXIMATE 566 FOOT ELEVATION ESTABLISHED BY FIELD SURVEY ON 05/02/2005, AS SHOWN ON SAID RECORD OF SURVEY; THENCE, ALONG SAID INUNDATION LINE, SOUTH 71°21'16" EAST, 79.20 FEET; AND NORTH 64°40'58" EAST, 145.45 FEET, TO A LINE, PARALLEL WITH AND DISTANT SOUTHERLY 100.00 FEET FROM SAID INUNDATION LINE;

THENCE, ALONG SAID PARALLEL LINE, NORTH 88°47'28" EAST, 960.21 FEET;
THENCE, NORTH 00°27'30" EAST, 100.04 FEET TO SAID INUNDATION LINE;
THENCE, ALONG SAID INUNDATION LINE, NORTH 88°47'28" EAST, 179.34 FEET;

THENCE, LEAVING SAID INUNDATION LINE, ALONG THE FOLLOWING DESCRIBED COURSES:

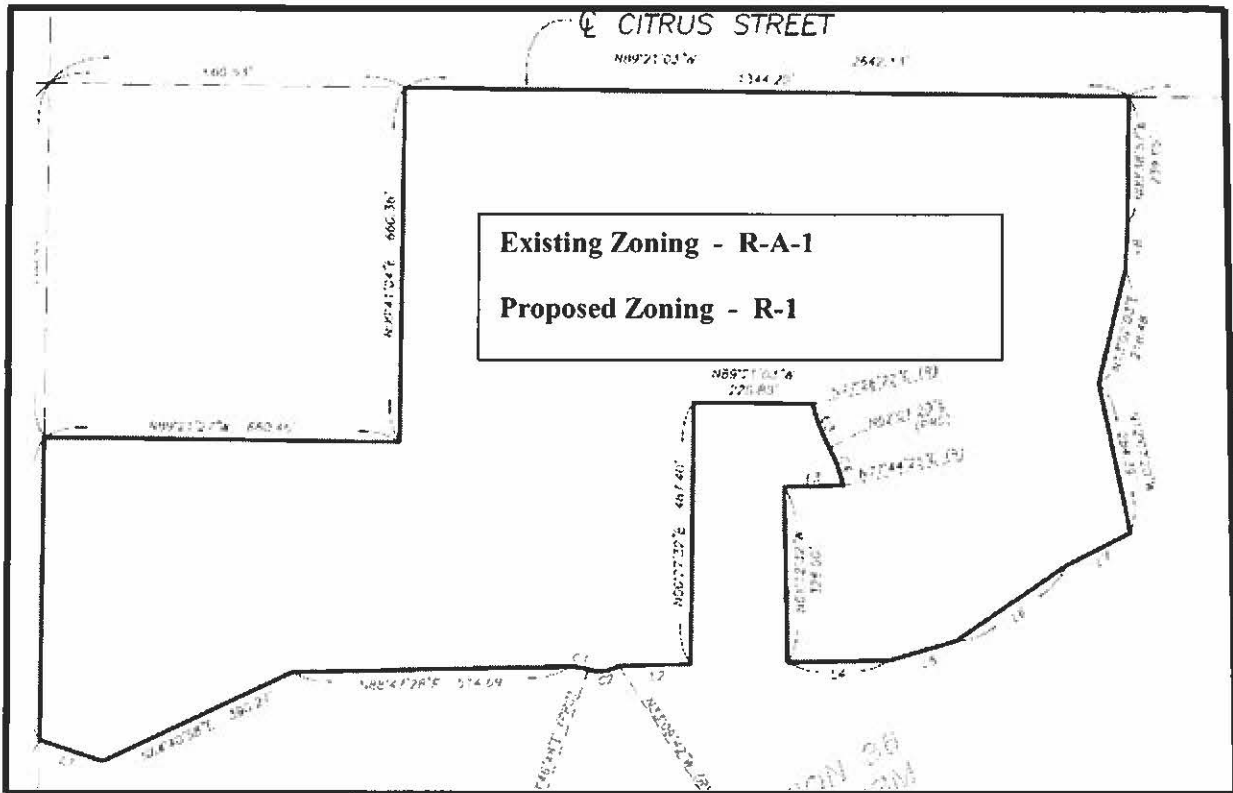
- SOUTH 01°12'32" EAST, 33.08 FEET;
- NORTH 88°16'05" EAST, 227.75 FEET;
- NORTH 66°38'40" EAST, 101.25 FEET;
- NORTH 57°11'22" EAST, 264.54 FEET;
- NORTH 63°21'37" EAST, 171.04 FEET;
- NORTH 26°38'23" WEST, 29.90 FEET;
- NORTH 26°13'41" WEST, 194.47 FEET;
- NORTH 14°37'08" WEST, 86.64 FEET;
- NORTH 13°02'03" EAST, 218.48 FEET;
- NORTH 02°45'01" EAST, 82.51 FEET;

THENCE, NORTH 00°38'57" EAST, 239.65 FEET TO SAID CENTERLINE OF CITRUS STREET;

THENCE, ALONG SAID CENTERLINE, NORTH 89°21'03" WEST, 1344.20 FEET TO THE POINT OF BEGINNING.

CONTAINING 41.79 ACRES, MORE OR LESS.

CHANGE OF ZONE MAP



ORDINANCE NO. 2012-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EASTVALE, CALIFORNIA APPROVING CHANGE OF ZONE 10-0084 TO AMEND THE OFFICIAL ZONING MAP FROM SCENIC HIGHWAY COMMERCIAL TO SPECIFIC PLAN FOR THE COMMERCIAL DEVELOPMENTS KNOWN AS EASTVALE GATEWAY NORTH AND SOUTH RETAIL CENTERS LOCATED AT THE NORTHEAST AND SOUTHEAST CORNERS OF LIMONITE AVENUE AND HAMNER AVENUE (APNS: 152-640-001, 152-650-001 to -010, 160-030-033, 160-030-050, 160-030-065 to -072, 160-030-074 to -076, 160-230-001, 160-230-006, 160-230-008 to -010, 160-230-012, 160-230-018 to -022)

SECTION 1. The City Council, in light of the whole record before it including but not limited to the City's local CEQA Guidelines and Thresholds of Significance, the proposed Addendum to FEIR No. 340 and documents incorporated therein by reference, any written comments received and responses provided, the proposed Mitigation Monitoring Program and other substantial evidence (within the meaning of Public Resources Code § 21080(e) and § 21082.2) within the record and/or provided at the public hearing, hereby finds and determines as follows:

Review Period: That the City has not circulated the Addendum to FEIR No. 340 independent of the project materials pursuant to CEQA Guidelines Section 15164.

Compliance with Law: That the Addendum to FEIR No. 340 and Mitigation Monitoring Program were prepared, processed, and noticed in accordance with the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), the CEQA Guidelines (14 California Code of Regulations Section 15000 et seq.) and the local CEQA Guidelines and Thresholds of Significance adopted by the City of Eastvale.

Independent Judgment: That the Addendum to FEIR No. 340 reflects the independent judgment and analysis of the City of Eastvale.

Mitigation Monitoring Program: That the Mitigation Monitoring Program is designed to ensure compliance during project implementation in that changes to the project and/or mitigation measures have been incorporated into the project and are fully enforceable through permit conditions, agreements or other measures as required by Public Resources Code Section 21081.6.

No Significant Effect: That revisions made to the project plans agreed to by the applicant and mitigation measures imposed as conditions of approval on the project, avoid or mitigate any potential significant effects on the environment identified in the Initial Study to a point below the threshold of significance. Furthermore, after taking into consideration the revisions to the project and the mitigation measures imposed, the City Council finds that there is no substantial evidence, in light of the whole record, from which it could be fairly argued that the project may have a significant effect on the environment. Therefore, the City Council concluded that the project will not have a significant effect on the environment.

SECTION 2. The project is found to be consistent with the MSHCP. The project is located outside of any MSHCP criteria area and mitigation is provided through payment of the MSHCP Mitigation Fee.

SECTION 3. Pursuant to Sections 20.2 and 20.3 of the City of Eastvale Zoning Code, the City Council makes the finding below pertaining to Change of Zone No. 10-0084:

Finding 1: The proposed Change of Zone is in conformance with the adopted General Plan and Specific Plan, and is needed to regulate the use of buildings, structures and land between industry, business, residents, and other uses.

Evidence: The project site is currently zoned Scenic Highway Commercial (C-P-S), but it is located within the Riverside County I-15 Corridor Specific Plan, which was adopted by the City of Eastvale during incorporation, and is being proposed for a Specific Plan Amendment to reflect the city's incorporation. The proposed Specific Plan Amendment would be called City of Eastvale I-15 Corridor Specific Plan and it contains regulations and guidelines for the development of the project site. Therefore, a change of zone from C-P-S to Specific Plan (SP) is being proposed to bring the zoning of the project site to be consistent with the City of Eastvale I-15 Corridor Specific Plan and the General Plan.

SECTION 4. The Official Zoning Map for the City of Eastvale is hereby amended to change the zoning of Assessor's Parcel Numbers 152-640-001, 152-650-001 to -010, 160-030-033, 160-030-050, 160-030-065 to -072, 160-030-074 to -076, 160-230-001, 160-230-006, 160-230-008 to -010, 160-230-012, 160-230-018 to -022 from Scenic Highway Commercial (C-P-S) to Specific Plan (SP) as described and illustrated in Exhibit A attached hereto.

SECTION 5. This Ordinance shall take effect and be in full force and operation thirty (30) days after adoption.

SECTION 6. If any section, subsection, subdivision, sentence, clause, or portion of this ordinance, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance. The City Council hereby declares that it would have adopted this ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 7. The city clerk shall certify to the adoption of this ordinance and shall cause the same to be published in accordance with law.

PASSED, APPROVED AND ADOPTED this 14th day of March 2012.

Jeff DeGrandpre, Mayor

Attest:

Judy Haughney, City Clerk

Approved as to form:

John E. Cavanaugh, City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) §
CITY OF EASTVALE)

I, Judy L. Haughney, CITY CLERK OF THE CITY OF EASTVALE, DO HEREBY CERTIFY that the foregoing Ordinance Number 2012-04 was duly and regularly adopted by the City Council of the City of Eastvale at a regular meeting held the 14th day of March, 2012, by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Clerk, Judy L. Haughney

EXHIBIT A

Legal Description and Exhibit of Change of Zone No. 10-0084

EXHIBIT "A"
CHANGE OF ZONE BOUNDARY
LEGAL DESCRIPTION

PLANNING AREA 1 (PORTION THEREOF)

Parcel 1 of that certain Grant Deed granted to Anthony P. Vernola, Trustee of the Anthony P. Vernola Trust U/D/T dated October 18, 2000, as amended, and Anthony P. Vernola, Successor Trustee of the Pat and Mary Ann Vernola Trust – Exemption Trust, recorded February 10, 2009 as Instrument No. 2009-0062080, Official Records of Riverside County, California, being that portion of the north half of Section 30, Township 2 South, Range 6 West, in the Jurupa Rancho, as shown by map of sectionized survey of said Rancho on file in Book 9 page 33 of Maps, Records of San Bernardino County, California, in the City of Eastvale, County of Riverside, State of California, described as follows:

BEGINNING at a point on the west line of the north half of said Section 30, which bears North 0° 20' 32" West, 1308.67 feet from the west one-quarter thereof;

Thence North 89° 20' 26" East, parallel with the south line of the north one-half of said Section 30, a distance of 1858.13 feet to the TRUE POINT OF BEGINNING;

Thence continuing North 89° 20' 26" East, on said parallel line, a distance of 1530.05 feet to the west line of the east 120 acres of the north half of said Section 30;

Thence North 0° 22' 45" West, along said line, a distance of 1189.83 feet to the southerly right of way line of Limonite Street 140 feet wide;

Thence South 89° 21' 53" West, along Limonite Street, a distance of 1529.28 feet to a point that bears North 0° 20' 32" West, 1190.48 feet from the TRUE POINT OF BEGINNING;

Thence South 0° 20' 32" East, 1190.48 feet to the TRUE POINT OF BEGINNING;

EXCEPTING THEREFROM any portion condemned by the State of California in Final Order of Condemnation recorded February 2, 1988 as Instrument No. 28620 of Official Records of Riverside County, California.

ALSO EXCEPTING THEREFROM that portion lying easterly of that portion condemned by the State of California by Final Condemnation, of Riverside County Superior Court Case No. 169015 recorded February 2, 1988 as Instrument No. 28620 Official Records.

TOGETHER WITH all of Parcel Map No. 35933, in the City of Eastvale, County of Riverside, State of California, as shown by map on file in Book 231 of Parcel Maps at pages 96 through 100, inclusive thereof, Records of Riverside County, California.

PLANNING AREA 2 and 22

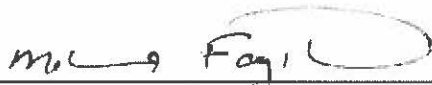
All of Parcel Map No. 30810, in the City of Eastvale, County of Riverside, State of California, as shown by map on file in Book 205 of Parcel Maps at pages 1 through 4, inclusive thereof, Records of Riverside County, California.

TOGETHER WITH Parcel 1 of Parcel Map No. 31623, in the City of Eastvale, County of Riverside, State of California, as shown by map on file in Book 209 of Parcel Maps at pages 59 through 62, inclusive thereof, Records of Riverside County, California.

TOGETHER WITH those portions of Parcels 3 and 6 of said Parcel Map No. 31623, being Parcels B and C of Lot Line Adjustment No. 5097, recorded December 1, 2006 as Instrument No. 2006-883647, Official Records of Riverside County, California.

TOGETHER WITH all of Parcel Map No. 36007, in the City of Eastvale, County of Riverside, State of California, as shown by map on file in Book 229 of Parcel Maps at pages 70 through 73, inclusive thereof, records of Riverside County, California.

PREPARED UNDER MY SUPERVISION



Muhammad A. Faghih, L.S. 6607

12/20/11
Date



Prepared by: 
Checked by: 

**CITY OF EASTVALE I-15 CORRIDOR SPECIFIC PLAN
CHANGE OF ZONE
CITY FILE NO. 10-0084**

APPLICANT

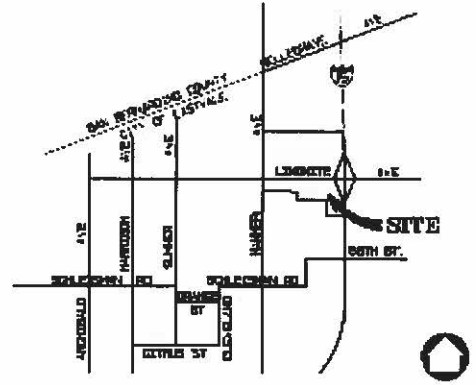
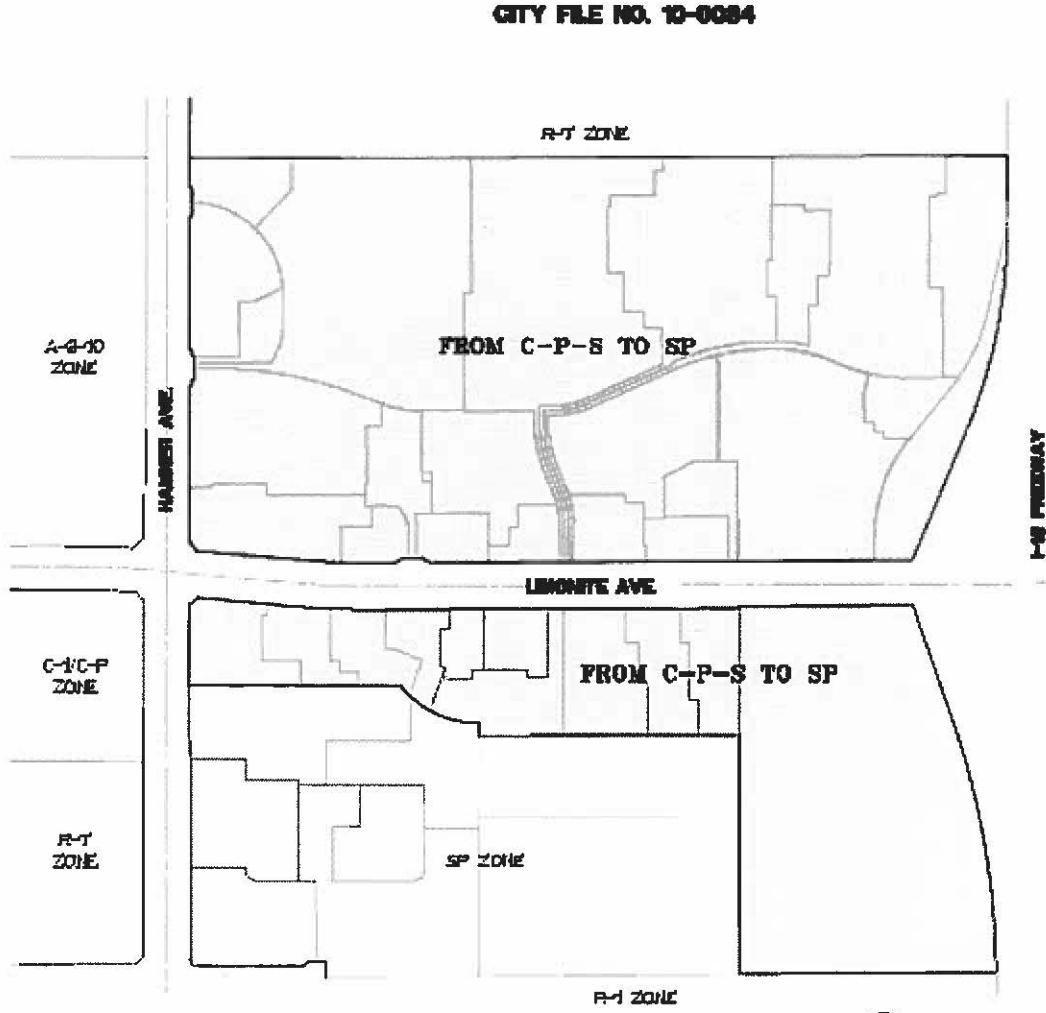
LEON PETRAL CENTER
1225 N. HOLLISTON AVE.
P.O. BOX 670
UPLAND, CA 91786-0670
ATTN: BOB HANMER
PHONE: (909) 948-7382
FAX: (909) 948-8284

ENGINEER

ALBERT A. WEBB ASSOCIATES
3700 HOLLYWAY STREET
FIDELITY, CA 95020
TEL: 925-887-1970

ASSESSOR'S PARCEL No.s

- 252-540-001
- 252-540-001
- 252-540-002
- 252-540-003
- 252-540-004
- 252-540-005
- 252-540-006
- 252-540-007
- 252-540-008
- 252-540-009
- 252-540-010
- 252-540-011
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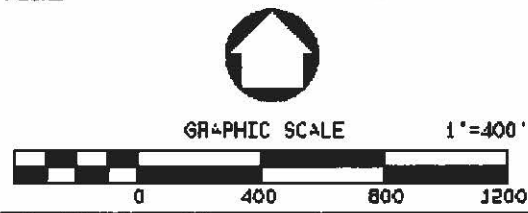
VICINITY MAP
N.T.S.

- ZONING DESIGNATIONS**
- H-A-1: HEAVY AGRICULTURE 120+ACR MIN.
 - C-P-S: GENERAL HIGHWAY COMMERCIAL
 - C-1/C-P: GENERAL COMMERCIAL
 - R-1: HOUSING SINGLE-FAMILY 10,000 SQ FT MIN. LOT AREA
 - R-T: SINGLE-FAMILY RESIDENTIAL TRADITIONAL
 - SP: SPECIAL USE

CHANGE OF ZONE

**CITY OF EASTVALE I-15
CORRIDOR SPECIFIC PLAN
CITY FILE NO. 10-0084**

SCALE: 1"=400'	PROJECT NO.	CIVIL ENGINEER	AD. NO.
DRAWN BY: [Signature]	DATE: 10/20/10	ALBERT A. WEBB	1
CHECKED BY: [Signature]	DATE: 10/20/10	REGISTERED CIVIL ENGINEER	NO. OF SHEETS
FILE NO. 10-0084	DATE: 10/20/10	PROJECT NO. 10-0084	NO. 10
FILE: 10-0084-01	DATE: 10/20/10	PROJECT NO. 10-0084	10-0084-01



ORDINANCE NO. 2012-05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EASTVALE, CALIFORNIA APPROVING CHANGE OF ZONE NO. 10-0117 TO AMEND THE OFFICIAL ZONING MAP FROM A-2-1 & A-2-5 (LIMITED AGRICULTURE) TO R-1 (SINGLE FAMILY RESIDENTIAL) FOR A 13.02 ACRE PROJECT SITE LOCATED GENERALLY AT THE SOUTHEAST CORNER OF SUMNER AVENUE AND CITRUS STREETS (APN: 152-030-006 & 152-040-026)

WHEREAS, an application for a Change of Zone from A-2-1 & A-2-5 (Limited Agriculture) to R-1 (Single Family Residential) for a 13.02 acre project site has been filed by Massaro & Welsh Engineering on behalf of Yen Chu Chang Dou located generally at the southeast corner of Sumner Avenue and Citrus Streets; and

WHEREAS, the proposed Change of Zone is considered a "Project" as defined by the California Environmental Quality Act, Public Resources Code §21000 et seq. ("CEQA"); and

WHEREAS, after completion of an Initial Study, the Planning Director determined that the Project required preparation of a Mitigated Negative Declaration and Mitigation Monitoring Program for the proposed project in compliance with the provisions of CEQA; and

WHEREAS, on November 17, 2011, using the method required under CEQA Guidelines Section 15072(b), the City provided a Notice of Intent (NOI) to adopt the proposed Mitigated Negative Declaration and Mitigation Monitoring Program to the State Office of Planning and Research (OPR) and the Riverside County Clerk; and

WHEREAS, the City made the proposed Mitigated Negative Declaration and Mitigation Monitoring Program available for public review beginning on November 21, 2011 and concluding on December 21, 2011,, a period of not less than 30 days as prescribed by law, and which during said public review period, the City did not receive any written comments concerning the proposed Mitigated Negative Declaration and Mitigation Monitoring Program; and,

WHEREAS, the City of Eastvale Planning Department on January 6, 2012, published a legal notice in the Press Enterprise, a local newspaper of general circulation regarding the Planning Commission meeting of January 18, 2012 in compliance with State law concerning the Change of Zone No. 10-0117. In addition, on January 4, 2012, a public hearing notice was mailed to each property owner within a 300-foot radius of the project site, indicating the date and time of the Planning Commission public hearing of January 18, 2012 for Change of Zone No. 10-0117 in accordance with state law; and

WHEREAS, the City of Eastvale Planning Commission conducted a duly noticed public hearing on January 18, 2012 at which time public testimony was received concerning Change of Zone No. 10-0117, and at which time the City Council considered the proposed Change of Zone for the proposed project; and

WHEREAS, the City of Eastvale City Clerk's Department on February 11, 2012 published a legal notice in the Press Enterprise, a local newspaper of general circulation regarding the City Council meeting of February 22, 2012 in compliance with State law concerning the Change of Zone No. 10-0117. In addition, on February 9, 2012, a public hearing notice was mailed to each property owner within a 300-foot radius of the project site, indicating the date and time of the City Council public hearing for Change of Zone No. 10-0117 in accordance with state law; and

WHEREAS, the City of Eastvale City Council conducted a duly noticed public hearing on February 22, 2012 at which time public testimony was received concerning Change of Zone No. 10-0117, and at which time the City Council considered the proposed Change of Zone for the proposed project.

NOW, THEREFORE, the City Council of the City of Eastvale does hereby ordain as follows:

SECTION 1. ENVIRONMENTAL FINDINGS.

The City Council, in light of the whole record before it including but not limited to the City's local CEQA Guidelines and Thresholds of Significance, the proposed Mitigated Negative Declaration and documents incorporated therein by reference, any written comments received and responses provided, the proposed Mitigation Monitoring Program and other substantial evidence (within the meaning of Public Resources Code § 21080(e) and § 21082.2) within the record and/or provided at the public hearing, hereby finds and determines as follows:

Review Period: That the City has provided the public review period for the Mitigated Negative Declaration for the duration required under CEQA Guidelines Sections 15073 and 15105.

Compliance with Law: That the Mitigated Negative Declaration and Mitigation Monitoring Program were prepared, processed, and noticed in accordance with the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), the CEQA Guidelines (14 California Code of Regulations Section 15000 et seq.) and the local CEQA Guidelines and Thresholds of Significance adopted by the City of Eastvale.

Independent Judgment: That the Mitigated Negative Declaration reflects the independent judgment and analysis of the City of Eastvale.

Mitigation Monitoring Program: That the Mitigation Monitoring Program is designed to ensure compliance during project implementation in that changes to the project and/or mitigation measures have been incorporated into the project and are fully enforceable through permit conditions, agreements or other measures as required by Public Resources Code Section 21081.6.

No Significant Effect: That revisions made to the project plans agreed to by the applicant and mitigation measures imposed as conditions of approval on the project, avoid or mitigate any potential significant effects on the environment identified in the Initial Study to a point below the threshold of significance. Furthermore, after taking into consideration the

revisions to the project and the mitigation measures imposed, the Planning Commission finds that there is no substantial evidence, in light of the whole record, from which it could be fairly argued that the project may have a significant effect on the environment. Therefore, the Planning Commission is recommending to the City Council that the project will not have a significant effect on the environment.

SECTION 2. MULTIPLE SPECIES HABITAT CONSERVATION PLAN (MSHCP).

The project is found to be consistent with the MSHCP. The project is located outside of any MSHCP criteria area and mitigation is provided through payment of the MSHCP Mitigation Fee.

SECTION 3. CHANGE OF ZONE FINDING.

Pursuant to Section 20.3 of the City of Eastvale Zoning Ordinance, the Planning Commission makes the following findings pertaining to Change of Zone No. 10-0117:

Finding: The proposed Change of Zone is in conformance with the adopted General Plan for the City.

Evidence: The proposed General Plan Land Use Designation for the project is Medium Density Residential (MDR) which allows for the development of single family residential subdivisions on parcels with a minimum lot size of 5,500 square feet. The current zoning designation for the project is A-2-1 & A-2-5 (Limited Agriculture, which is intended for agricultural land uses. Thus, the applicant has requested to amend the official zoning map from A-2-1 & A-2-5 (Limited Agriculture) to R-1 (One Family Dwellings) to accommodate the proposed 53 lot single family residential subdivision. The R-1 zone designation is consistent with the proposed Medium Density Residential (MDR) land use designation as it allows for single family residential subdivisions on land with a minimum lot size of 7,200 square feet. The lots sizes proposed under Tentative Tract Map No. 36373 will range in size from 7,200 square feet to 8,844 square feet with an average lot size of 7,604 square feet. Given this, the proposed change of zone is consistent with the City's General Plan.

SECTION 4. CITY COUNCIL ACTION:

The City Council hereby adopts Ordinance No. 2012-05 approving Change of Zone No. 10-0117 as described and illustrated in Exhibit A (Legal Description) attached hereto.

SECTION 5. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published and posted pursuant to the provisions of law in this regard, and this Ordinance shall take effect thirty (30) days after its passage.

ADOPTED, SIGNED and APPROVED this 14th day of March 2012.

Jeff DeGrandpre, Mayor

Attest:

Approved as to Form:

Judy Haughney, City Clerk

John E. Cavanaugh, City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) §
CITY OF EASTVALE)

I, Judy L. Haughney, CITY CLERK OF THE CITY OF EASTVALE, DO HEREBY CERTIFY that the foregoing Ordinance No. 2012-05 was duly and regularly adopted by the City Council of the City of Eastvale at a regular meeting held the 14th day of March, 2012, by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Clerk, Judy L. Haughney

EXHIBIT A
CHANGE OF ZONE NO. 10-0117
LEGAL DESCRIPTION

LEGAL DESCRIPTION
IN THE CITY OF EASTVALE, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
APN 152-030-006 & APN 152-040-026

THOSE PORTIONS OF LOTS 98, 99 AND 104 OF THE KINGSTON TRACT, AS PER MAP RECORDED IN BOOK 12, PAGE 6 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAN BERNARDINO COUNTY, LYING WITHIN THE SOUTHEAST ONE QUARTER OF SECTION 35 AND THE SOUTHWEST ONE QUARTER OF SECTION 36, TOWNSHIP 2 SOUTH, RANGE 7 WEST, SAN BERNARDINO MERIDIAN, MORE PARTICULARLY DESCRIBED IN THAT CERTAIN TRUST TRANSFER DEED RECORDED MAY 5, 1992 AS INSTRUMENT NO. 160894 OF OFFICIAL RECORDS OF RIVERSIDE COUNTY:

COMMENCING AT THE NORTHWEST CORNER OF LOT 98 OF SAID KINGSTON TRACT;

THENCE S89°20'45"E, 54.80 FEET ALONG THE NORTH LINE OF LOT 98 TO THE NORTHWEST CORNER OF THAT CERTAIN PARCEL DESCRIBED IN SAID INSTRUMENT NO. 160894 AND **THE TRUE POINT OF BEGINNING**;

THENCE CONTINUING S89°20'45"E, 605.73 FEET ALONG NORTH LINE OF LOT 98, SAID NORTH LINE OF LOT 98 BEING THE NORTHERLY LINE OF SAID PARCEL DESCRIBED IN INSTRUMENT NO. 160894, TO THE NORTHEAST CORNER OF LOT 98, SAID NORTHEAST CORNER OF LOT 98 BEING THE NORTHEAST CORNER OF SAID PARCEL PER INSTRUMENT NO. 160894;

THENCE S0°42'14"W, 660.34 FEET ALONG THE EAST LINE OF LOT 98, SAID EAST LINE OF LOT 98 BEING THE EASTERLY LINE OF SAID PARCEL DESCRIBED IN INSTRUMENT NO. 160894, TO THE SOUTHEAST CORNER OF LOT 98, SAID SOUTHEAST CORNER BEING AN ANGLE POINT IN THE EASTERLY LINE OF SAID PARCEL PER INSTRUMENT NO. 160894;

THENCE N89°21'09"W, 660.48 FEET ALONG THE SOUTH LINE OF LOT 98 TO THE SOUTHWEST CORNER OF LOT 98, SAID SOUTHWEST CORNER BEING AN ANGLE POINT IN THE EASTERLY LINE OF SAID PARCEL DESCRIBED IN INSTRUMENT NO. 160894;

THENCE S0°41'56"W, 660.42 FEET ALONG THE EAST LINE OF LOT 104, SAID EAST LINE OF LOT 104 BEING THE EASTERLY LINE OF SAID PARCEL DESCRIBED IN INSTRUMENT NO. 160894, TO THE SOUTHEAST CORNER OF LOT 104, SAID SOUTHEAST CORNER OF LOT 104 BEING THE SOUTHEAST CORNER OF SAID PARCEL PER INSTRUMENT NO. 160894;

THENCE N89°21'44"W, 275.43 FEET ALONG THE SOUTH LINE OF SAID LOT 104 AND THE SOUTH LINE OF SAID PARCEL DESCRIBED IN INSTRUMENT NO. 160894 TO THE SOUTHWEST CORNER OF SAID PARCEL;

THENCE N0°41'56"E, 680.40 FEET ALONG THE WEST LINE OF SAID PARCEL DESCRIBED IN INSTRUMENT NO. 160894 TO AN ANGLE POINT THEREIN LYING WITHIN LOT 99 OF SAID KINGSTON TRACT;

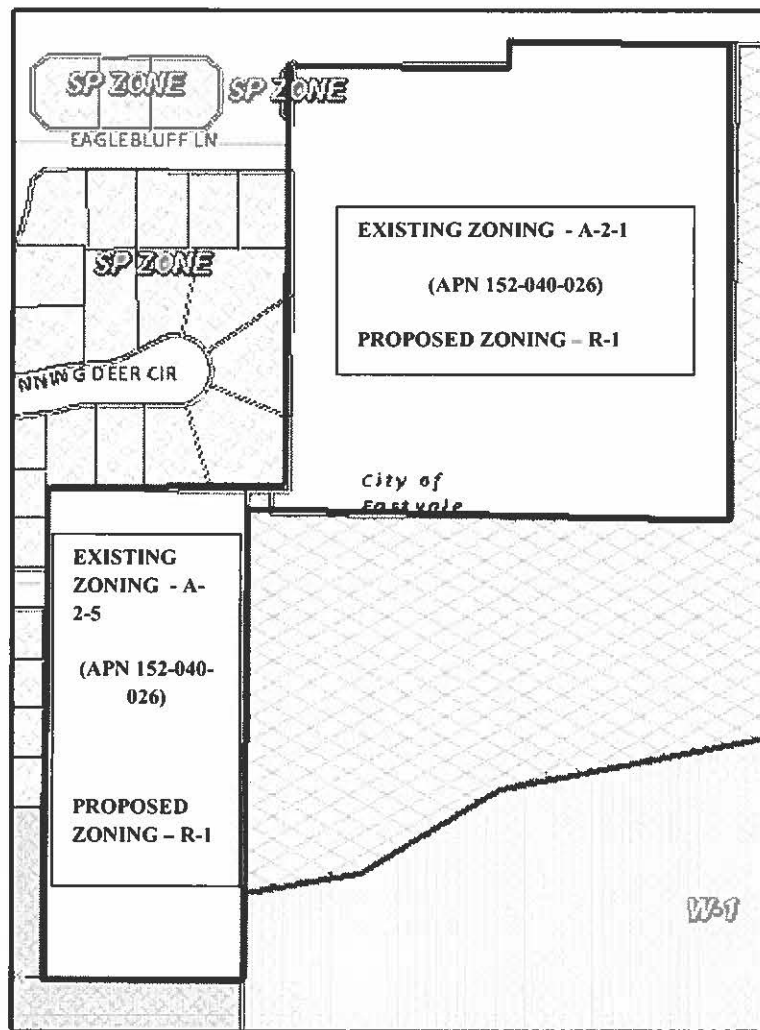
THENCE S89°21'58"E, 330.23 FEET TO AN ANGLE POINT IN THE WEST LINE OF SAID PARCEL DESCRIBED IN INSTRUMENT NO. 160894 LYING WITHIN LOT 98 OF SAID KINGSTON TRACT;

THENCE N0°41'56"E, 640.40 FEET ALONG THE WEST LINE OF SAID PARCEL DESCRIBED IN INSTRUMENT NO. 160894 TO THE MOST NORTHWESTERLY CORNER THEREOF AND TRUE POINT OF BEGINNING. CONTAINING 13.510 ACRES MORE OR LESS.

ALL BEARINGS AND DISTANCES SHOWN HEREON ARE PER RECORD OF SURVEY, FILED JANUARY 8, 1993 IN BOOK 93 OF RECORDS OF SURVEY, AT PAGES 83 THROUGH 93 INCLUSIVE, IN THE OFFICE OF THE COUNTY RECORDER OF RIVERSIDE COUNTY.

TOGETHER WITH THAT PORTION OF SUMNER AVENUE LYING BETWEEN THE SOUTHERLY 20 FEET OF SAID LOTS 98 AND 99 AND THAT PORTION OF SUMNER AVENUE ADJOINING SAID LOT 104 AS VACATED BY RESOLUTION RECORDED MAY 9, 1961 AS INSTRUMENT NO. 39565 OF OFFICIAL RECORDS OF RIVERSIDE COUNTY, CALIFORNIA.

CHANGE OF ZONE MAP



CITY OF EASTVALE STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Bob Van Nort, City Manager

PREPARED BY: John E. Cavanaugh, City Attorney
Danny Feltenberger, Captain

DATE: March 14, 2012

SUBJECT: A Resolution of the City Council of the City of Eastvale, California,
Approving a Schedule of Parking Fines and Penalties

RECOMMENDATION: Adopt **Resolution No. 12- 13** Approving a Schedule of Parking
Fines and Penalties and Repealing Resolution No. 10-46.

SUMMARY: On November 17, 2010, the City Council adopted Resolution No. 10-46 which established a schedule of Parking Fines and Penalties applicable to violations of the California Vehicle Code. Since that time, law enforcement has discovered additional Vehicle Code violations and Riverside County Ordinance Parking violations which need to be included in the City's schedule of Fines and Penalties. On January 6, 2011, the City of Eastvale adopted the Riverside County Code and other relevant Non-Codified Riverside County Ordinances until superseded by other City Ordinances. Many of these County Codes include additional Parking regulations which are in addition to the California Vehicle Code.

FINANCIAL IMPACT: The City of Eastvale incurs no additional financial impact as the police department would be enforcing the Schedule of Parking Fines and Penalties.

ATTACHMENT: Resolution No. 12-13 Adopting a Schedule of Parking Fines and Penalties Applicable to Violations of the California Vehicle Code and Riverside County Ordinances.

RESOLUTION NO. 12-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EASTVALE ADOPTING A SCHEDULE OF PARKING FINES AND PENALTIES APPLICABLE TO VIOLATIONS OF THE CALIFORNIA VEHICLE CODE AND RIVERSIDE COUNTY ORDINANCES AS ADOPTED BY THE CITY OF EASTVALE AND REPEALING RESOLUTION NO. 10-46

WHEREAS, state law now provides for cities to adopt and enforce (by contract or otherwise) their own parking fines and penalties; and

WHEREAS, state law requires that the City Council shall set forth the specific fines and penalties which will be levied for violation of the Vehicle Code and other applicable City adopted Ordinances regulating parking in the City of Eastvale; and

WHEREAS, the fines and penalties set by this City Council in this resolution are comparable to those of nearby cities as required under state law.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EASTVALE ORDERS AND RESOLVES AS FOLLOWS:

Section 1. Schedule of Fines: Parking

The fines for parking violations are set out on Exhibit A, attached and incorporated herein.

Section 2. Late Payment Penalties: The amount of the late payment penalty for a fine paid twenty-one (21) days after its due date shall be the amount of additional cost to the City to process the later payment, which amount has been determined to be 25 percent of the fine amount rounded to whole dollars as required by the California Department of Motor Vehicles.

Section 3. Effective Date: This Resolution shall take effect on the date of its adoption.

Section 4. Resolution No. 10-46 Repealed: Resolution No. 10-46 is hereby repealed in its entirety.

Passed, approved and adopted this 14th day of March, 2012.

Jeff DeGrandpre, Mayor

ATTEST:

Judy Haughney, City Clerk

APPROVED AS TO FORM:

John Cavanaugh, City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) §
CITY OF EASTVALE)

I, Judy L. Haughney, CITY CLERK OF THE CITY OF EASTVALE, DO HEREBY CERTIFY that the foregoing Resolution Number 12-13 was duly and regularly adopted by the City Council of the City of Eastvale at a regular meeting held the 14th day of March, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Clerk, Judy L. Haughney

EXHIBIT "A"
CITY OF EASTVALE
PARKING VIOLATION FINE AND PENALTY SCHEDULE

CVC	Description	Fine	Penalty	Fine +Penalty
4000(a)	Unregistered vehicle	\$ 73.00	\$ 18.00	\$ 91.00
5200	Missing/Display of Plates	\$ 53.00	\$ 13.00	\$ 66.00
5204(a)	Improper display of tabs	\$ 53.00	\$ 13.00	\$ 66.00
21211(a)	Stopping/Parking in Bicycle Lane	\$ 43.00	\$ 11.00	\$ 54.00
22505(b)	Parking on State Highways	\$ 25.00	\$ 6.00	\$ 31.00
22500(a)	Parking within Intersection	\$ 53.00	\$ 13.00	\$ 66.00
22500(b)	Parking in Crosswalk	\$ 53.00	\$ 13.00	\$ 66.00
22500(d)	Parking within 15 feet of Fire Station Driveway	\$ 53.00	\$ 13.00	\$ 66.00
22500(e)	Parking blocking a driveway	\$ 33.00	\$ 8.00	\$ 41.00
22500(f)	Parking on a sidewalk	\$ 33.00	\$ 8.00	\$ 41.00
22500(h)	Double Parking	\$ 33.00	\$ 8.00	\$ 41.00
22500(i)	Parking in a posted bus zone	\$ 283.00	\$ 71.00	\$ 354.00
22500(k)	Parking on a bridge	\$ 43.00	\$ 11.00	\$ 54.00
22500(l)	Parking blocking wheelchair access	\$ 403.00	\$ 101.00	\$ 504.00
22500.1	Parking in posted Fire lane	\$ 353.00	\$ 88.00	\$ 441.00
22502(a)	Parallel park right side 18" from curb	\$ 33.00	\$ 8.00	\$ 41.00
22507.8(a)	Parking space designated for Disabled	\$ 403.00	\$ 101.00	\$ 504.00
22507.8(b)	Obstruct or block disabled parking space	\$ 403.00	\$ 101.00	\$ 504.00
22507.8(c)	Parking in Cross-Hatch Area for Disabled	\$ 403.00	\$ 101.00	\$ 504.00
22514	Parking within 15" of Fire hydrant	\$ 53.00	\$ 13.00	\$ 66.00
22516	Locking person in vehicle	\$ 103.00	\$ 26.00	\$ 129.00
22522	Parking within 3' of a sidewalk access ramp	\$ 403.00	\$ 101.00	\$ 504.00
22523(b)	Abandoned Vehicle	\$253.00	\$ 63.00	\$316.00

*RCMC	Description	Fine	Penalty	Fine + Penalty
10.20.040	Parking or Standing Prohibited	\$ 50.00	\$ 13.00	\$ 63.00
10.20.090	No Parking within 15 Feet of Community Mailboxes	\$ 50.00	\$ 13.00	\$ 63.00
10.20.170	Unlawful Parking of RV	\$ 100.00	\$ 25.00	\$ 125.00

The penalty may be added to the fine when the fine is not paid within twenty-one (21) days of the date of the notice of violation. The date of payment is the day on which the payment is received, or, when mailed, the date of the postmark.

**On January 6, 2011, the City of Eastvale adopted the Riverside County Code and other relevant Non-Codified Riverside County Ordinances until superseded by other City Ordinances.*

CITY OF EASTVALE
CITY COUNCIL
AGENDA SUBMITTAL
March 14, 2012

SUBJECT:

Request for Proposals – Municipal Finance Software and Implementation Services

REQUESTED ACTION:

Authorize staff to distribute a request for proposals for purchase and implementation of a new financial system.

CONTACT:

Terry Shea, Finance Director

BACKGROUND

Upon City Incorporation, the Finance Department purchased a basic financial system at minimal cost that was intended to get the finances operational through the City's transitional period. Certain modules (cash management/cashiering, purchasing, fixed assets, and accounts receivable) were not purchased as part of the current system. The City has a high volume of transactions that are currently being manually imputed by limited staffing into the finance software. New software would result in increased efficiency through more automation, better financial reporting, tighter internal controls and a more robust and comprehensive solution.

DISCUSSION

The Finance Director has prepared a request for proposals (RFP) for a new financial system (see attached). The RFP is very comprehensive. It is intended to find a system designed specifically for municipal finance and one more robust and functional than the current financial package. For example, a new system would enable the purchasing process and the permit system to interact with the financial package in order to reduce staff time in writing receipts and reconciling daily transactions.

The RFP also includes a hosting option. With offsite hosting, the City would not incur the costs associated with onsite servers such as replacement, upkeep, software upgrades and maintenance. Hosting services would involve a monthly fee, but the host would be required to provide redundancy, to perform all software updates, back up all files, and guarantee the server would never be down. In addition, the finance staff can securely access the financial system through the website.

After the evaluation and selection process, staff will return to the City Council with a recommendation of vendor, cost, and funding sources.

FISCAL IMPACT

The fiscal impact for new software will be a significant one time investment. Also, there will be an annual cost for software licensing and possibly for hosting.

RECOMMENDATION

Authorize staff to distribute a request for proposals for replacement of the financial system.

ATTACHMENT

RFP for Municipal Financial Software



CITY OF EASTVALE

REQUEST FOR PROPOSALS

**LOCAL GOVERNMENT SOFTWARE &
IMPLEMENTATION SERVICES**

For

CITY OF EASTVALE, CALIFORNIA

SUBMIT PROPOSALS TO:

**Judy Haughney
City Clerk
City of Eastvale
12363 Limonite Ave., Suite 910
Eastvale, CA 91752
(951) 361-0900**

DEADLINE FOR PROPOSAL SUBMITTAL:

5:00 p.m., Monday, April 16, 2012

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BACKGROUND

The City of Eastvale is soliciting proposals for a full range of municipal software applications that include software, implementation services, ongoing training and technical support. Ideally, the City of Eastvale would like to acquire these software modules as one integrated solution from one vendor. We realize that this may not be entirely possible; therefore, vendors that provide only some of the modules may reply. Vendors of any municipal software applications listed in the System Scope may submit their proposals. It is understood that some vendors partner with other vendors to provide software applications that are designed to integrate well with each other, and we encourage them to submit their consolidated proposal.

The City of Eastvale, California, incorporated October 1, 2010, hereinafter referred to as “City”, is a community of approximately 54,000 nestled at northwest corner of Riverside County. It is a General Law city operating under the City Council/City Manager form of government. The five-member Council is elected at-large. The community encompasses 13.2 square miles, and is bordered on the west by the City of Ontario and Chino, on the south by the City of Norco and Corona, and on the east by Jurupa Valley.

Eastvale has a small but lively downtown commercial district, 35 miles of streets, and an active population which is interested and involved in the decision making processes of the City. The City of Eastvale provides Public Works, Finance, Planning, Building & Safety, Administration, and Code Enforcement services. The City contracts with Riverside County to provide Police, Fire and Animal Control services. Water, Sewer and Recreation are provided by a separate agency. The City has 4 full-time employees.

SYSTEM SCOPE

The City of Eastvale is seeking proposals for integrated local government software applications that will include software, implementation services, ongoing training and technical support. Ideally, a single vendor will provide this integrated solution for the following systems: General Ledger, Budget, Purchasing, Accounts Payable, Miscellaneous Receivables, Project Management, Fixed Assets, Bank Reconciliation, and Central Cash Management.

The City of Eastvale desires a “turn key” solution that will be totally supported by the vendor. The vendor will be responsible for the following:

- Installing service packs
- Installing version upgrades
- Installing database upgrades
- Providing telephone support

PROPOSAL PROCESS

Estimated Schedule:

Distribution of RFP	March 14, 2012
Proposal Submissions	April 16, 2012
Presentations and Demonstrations	May 1 – 31, 2012
Award	June 13, 2012
Implementation Kick-Off	June 25, 2012

We have made every effort to include sufficient information within this Request for Proposal for a vendor to prepare a responsive, comprehensive proposal.

We will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, we reserve the right to modify the proposal process and dates as deemed necessary.

Proposal Submission:

Proposals must be delivered directly to the City Clerk no later than 5:00 p.m., April 16, 2012. All proposals will be date and time stamped. Late submissions or proposals delivered via fax or e-mail will not be accepted. A total of three identical proposals must be submitted and labeled as follows:

City of Eastvale
Financial Software System Proposal
Office of City Clerk
12363 Limonite Ave., Suite 910
Eastvale, CA 91752

Proprietary Information:

If the Vendor desires that information in the proposal not be disclosed, the Vendor is required to identify all proprietary information in the proposal at the same time it submits the proposal. Failure to do so is tantamount to an agreement that all sections are non-proprietary and can be made available, upon request, to the general public under California's Public Records Act.

Costs in Responding:

All costs directly or indirectly related to preparation of a response to the Request for Proposal, any oral presentations required to supplement and/or clarify a proposal, and or reasonable demonstrations which may be, at its discretion, required by the City shall be the sole responsibility of the Vendor.

Disclosure Policy:

The City does not discriminate against any individual or entity by reason of its origin, sex, political or religious affiliation or beliefs. The City requires disclosure of any employment or financial interest of any councilmember, City official or City employee in the firm submitting the proposal. A firm may be disqualified if the City Attorney determines that contracting with the firm could be a violation of applicable State law.

Inquiries:

Questions or requests for clarification regarding the contents of this proposal shall be in writing. They may be e-mailed to amontoya@ci.eastvale.ca.us.

Rejection:

The City reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.

PROPOSAL FORMAT

In order to facilitate the analysis of responses to this RFP, all proposals must be submitted in accordance with the instructions outlined in this section. The proposal should be organized into the following major sections:

<u>Section</u>	<u>Title</u>
	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary
2.0	Company Background
3.0	Proposed Application Software and Computing Environment
4.0	Database Software
5.0	Optional Software
6.0	System Security
7.0	General Requirements
8.0	Responses to Functional/Technical Requirements
9.0	Implementation Support and Training
10.0	Maintenance Program
11.0	Client References
12.0	Cost Quotations
13.0	Contract Terms and Conditions
14.0	Other Information
15.0	Sample Documents

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

Executive Summary: (Section 1.0).

This part of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. The Executive Summary should not include cost quotations.

Company Background: (Section 2.0).

Vendors must provide the following information about their company so that the Organization can evaluate the vendor's stability and ability to support the commitments

set forth in response to the RFP. The Organization, at its option, may require a vendor to provide additional support and/or clarify requested information.

The vendor should outline the company's background, including:

- How long the company has been in business.
- A brief description of the company size and organization.

Proposed Application Software and Computing Environment (Section 3.0).

The vendor must present, in detail, features and capabilities of the proposed application software. In addition, the following information should be included:

Hardware Environment. Describe the hardware environment required to utilize the proposed software. In the event there is more than one suitable hardware platform, list all options indicating the relative strengths and drawbacks (if any) of each. The City of Eastvale is also interested in obtaining information about hosting of the finance server.

Operating System. Identify the operating system required by the proposed applications software and database management system in the hardware environment recommended above. In the event there is more than one suitable operating system, list all options indicating the relative strengths and drawbacks (if any) of each.

List the operating system software support products required to support the recommended computing environment. List any additional vendor software products required to support your proposed application software.

Database Software: (Section 4.0).

Provide a description of the Database Management System (DBMS) utilized by the proposed software application(s). List any fourth-generation features utilized in constructing the proposed system and any additional required or optional end-user productivity tools.

Third-Party Products/Optional Software: (Section 5.0).

The vendor should explicitly state the name of any third-party products that are part of the proposed solution to the Organization's list of requirements. For each third-party product, there should be a statement about whether the vendor's contract would encompass the third-party product and/or whether the Organization would have to contract on its own for the product.

Include a description of any products, features or other value added components available for use with the proposed software application(s) that have not been specifically requested in this RFP. Consideration of these products, features, or other value added components will be given where these may be of value to the Organization.

System Security: (Section 6.0).

The vendor should include a detailed description of the proposed system's security features.

General Requirements (Section 7.0).

Requirements defined in this section contain the overall general functions of the City of Eastvale desired integrated software applications. These requirements underlie the detailed checklist of functional/technical requirements contained in the Section 7.0/ Appendix A. Together, these two sections define a system that will provide a high level of flexibility in meeting the City of Eastvale current and future computing requirements.

- 7.1 *Processing Environment:* A preferred or specific hardware platform will not be specified in an effort to obtain the widest range of software solutions to meet the City of Eastvale information processing needs.
- 7.2 *Database:* A “true” relational (RDBMS) database must be used. The database design should allow for a wide range of “drill down” capabilities. Table and column names should be intuitively labeled and linked columns should be consistently named.
- 7.3 *Real-Time Mode:* Applications are expected to run in real-time mode. Historical transactions will be used to drive reporting and interaction among systems.
- 7.4 *Logging:* Adequate logging must be provided to insure audit trails required by the City of Eastvale internal and external auditors.
- 7.5 *Tables:* Dynamic tables must be used, where applicable, to preclude repetitive entry, for validity checking, and to eliminate program code changes when rules are changed or added.
- 7.6 *Editing:* The system should provide programmatic editing of data input, when possible, for validity and logical application.
- 7.7 *Security:* Security must be provided at program/user level.
- 7.8 *Access:* Remote access must be available.
- 7.9 *Support:* The selected vendor(s) must be able to provide timely and adequate telephone support during City of Eastvale normal business hours. Vendor(s) support must deal with issues related to imbedded or adjunct third-party software. Vendors will also deal with database issues that preclude their products’ functionality. The City of Eastvale intends to rely solely on the application vendor(s) as its support source.
- 8.0 *Hardware:* All hardware requirements must be specified. The City of Eastvale is also interested in having the server hosted.

Responses to Functional/Technical Requirements: (Section 8.0).

Requirements defined in this section contain an itemized list of technical requirements listed by software module. Responses to the Functional/Technical Requirements listed in Appendix A of this RFP must be provided in this section of the vendor's proposal. The vendor may add any explanatory details necessary.

The following answer key should be used when responding to the requirements.

Column A Coding

Y = Fully meets requirement "out-of-the box"

P = Meets with additional procedures

N = This feature cannot be provided.

C = This feature requires Customization.

T = Third party software

Note: If any symbol other than "Y" or "N" is the response for a requirement in Column A, you must complete Vendor Specifications Comment Section.

Note: Any requirement that is answered with a symbol other than what is listed above will be treated as a negative/non-response.

Column B Coding

C = Vendor Comment attached in Vendor Specifications Comment Section

Implementation Support and Training (Section 9.0).

The vendor should provide a detailed plan for implementing the proposed system and for providing training and ongoing support. This information should include:

- Project organization chart
- Detailed implementation methodology
- Conversion support
- Overview of proposed training, including options for on-site or training center services, for end users and data processing personnel
- Implementation and training plan, including estimated time-frame and deliverables for each stage of the project
- Expected number of Organization FTE hours required at different stages/modules of the implementation process and for ongoing support
- Level of expertise required of the City staff for conversion and implementation, report writer, database and other system component maintenance, and for implementation and maintenance of hardware and software
- Training expense requirements

Maintenance Program: (Section 10.0).

Specify the nature of any post-implementation support provided by the vendor including:

- Telephone support: toll-free support hotline, hours of operation, availability of 24 x 7 hotline, etc.
- Special plans defining "levels" of customer support (e.g., gold, silver, etc.)
- Delivery method of future upgrades and product enhancements including historical frequency of upgrades by module
- Availability of user groups
- Problem reporting and resolution procedures
- Other support (e.g., on-site; remote dial-in; Website access to patches, fixes, and knowledge base)

Client References: (Section 11.0).

Vendors should provide a list of at least ten local government installations during the past five years that have utilized the proposed system in a comparable computing environment. Where possible, at least one such reference should be in the state of California. Submit references for fully completed installations to the extent possible. List the "breadth" of the software solution (e.g., GL, AP, etc.).

Cost Quotations: (Section 12.0).

Please provide a detailed cost of ownership for all software licenses, support, training and implementation services being proposed. Also, provide cost of hosting the server. The estimated number of concurrent users is two with up to a total of five users.

Contract Terms and Conditions: (Section 13.0).

Provide a copy of the vendor's standard Terms and Conditions contract.

Other Information: (Section 14.0). Indicate the complete name of the firm or person(s) submitting the proposal, the main office address, the contact person(s) and their respective telephone numbers.

- Identify your firm's professional staff members who would be personally involved in implementing the proposed system. Include each person's prior experience in implementing, supporting, and providing training on such systems.
- Provide any additional information that you feel would distinguish your firm in its service to the Organization.

Sample Documents: (Section 15.0).

To establish a complete and competitive proposal, vendors must include a sample copy of the following documents:

- Sample training manual
- Sample documentation for at least one module
- Sample software/implementation services contract
- Sample standard reports
- Sample implementation plan

EVALUATION CRITERIA

The intention of the Organization is to procure functionally complete, cost effective, and integrated software applications. Responses to this **RFP** will be evaluated according to the following criteria:

- Functional/Technical requirements
- Installation, implementation, and training plans.
- Demonstrated performance of proposed system elsewhere in the public sector, system maintenance, system updates, and ongoing technical support.
- Cost and quality of software/implementation services.
- Potential on-site demonstrations and visits to client sites.
- Ability to provide an integrated, all-in-one system that includes the most modules.

APPENDIX A
FUNCTIONAL/TECHNICAL REQUIREMENTS

GRAPHICAL USER INTERFACE REQUIREMENTS SPECIFICATION DESCRIPTION

This section describes the current status of the development of your GUI product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
GUI-1	System is a true 32-bit Windows Graphical User Interface application.	_____	_____
GUI-2	Must have available application server for a) Scheduling processes and reports, b) Running processes and reports in the background on the server, and c) Archiving reports	_____ _____ _____	_____ _____ _____
GUI-3	System uses check boxes.	_____	_____
GUI-4	System uses Scroll Bars.	_____	_____
GUI-5	System uses Drop-Down Menu Lists. The desire is to move to an Information Technology environment where the user interface of each software package used is as consistent as possible and complies with the generally accepted GUI conventions.	_____	_____
GUI-6	The interface provides “drill-down features, such as the ability to drill down from a GL account to the source document that created it? Does this include the ability to drill-down from a GL account to the following associated items when applicable.	_____	_____
GUI-7	• Accounts payable vendor	_____	_____
GUI-8	• Invoice	_____	_____
GUI-9	• Purchase Order	_____	_____
GUI-10	• Check	_____	_____
GUI-11	• Offsetting entries of the same transaction	_____	_____
GUI-12	The drill-down features can be used without keyboard intervention.	_____	_____
GUI-13	The GUI uses proportional fonts.	_____	_____
GUI-14	All lookup fields provide either a drop down combo box or a separate lookup form that contains all valid responses.	_____	_____
GUI-15	Combo boxes or lookup forms are accessible by both a mouse click and function key.	_____	_____
GUI-16	All forms can be navigated and completed with or without the use of a mouse.	_____	_____

GRAPHICAL USER INTERFACE REQUIREMENTS SPECIFICATION DESCRIPTION

This section describes the current status of the development of your GUI product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
GUI-17	When displaying multiple records in a grid, the server only returns the number of records necessary to populate the visible part of the grid and dynamically loads additional records as needed and/or all records for the grid return from the server simultaneously.	_____	_____
GUI-18	Data used to create graphical data analysis can be easily exported in an Excel format.	_____	_____
GUI-19	The software is ODBC compliant providing the ability to access data with third party products such as Microsoft Excel, Microsoft Access, etc.	_____	_____
GUI-20	The product must be capable of running in a Windows 2003 or higher network environment. Describe any other operating environments your proposed software will work with. In the event your software does not run on Microsoft products, explain what operating systems it does run on.	_____	_____
GUI-21	Your staff holds information technology related certifications.	_____	_____
	The report preview should support the following features:		
GUI-22	• Page up and page down through a report	_____	_____
GUI-23	• Go to bottom and go to top of report buttons	_____	_____
GUI-24	• Provide the ability to archive a report via PDF instead of printing.	_____	_____
GUI-25	ODBC drivers must be embedded in the database software not requiring third party.	_____	_____
GUI-26	User must be able to customize tab sequence on any input screen.	_____	_____

**GENERAL LEDGER REQUIREMENTS
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your General Ledger product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
GL-27	The General Ledger system shall utilized a Graphical User Interface.	_____	_____
GL-28	The system must accommodate the structural requirements of fund accounting such as maintaining multiple fund general ledgers, appropriation/encumbrance/expenditure/revenue details, and should interface with financial support systems, which collect data from the entity's day-to-day financial activities.	_____	_____
GL-29	The system must provide for the maintenance of separate funds, each of which is a self-balancing set of accounts, with all funds recorded being processed simultaneously by the common system.	_____	_____
GL-30	During all processing, the system should edit transactions to ensure that each entry to a fund is balanced and complete and also that each fund is maintained as a self-balancing entity.	_____	_____
GL-31	Ability to accommodate consolidated (pooled) cash accounting for transactions of multiple funds, which are accounted for in one centralized (pooled) bank account.	_____	_____
GL-32	Provide the ability to account for cash in funds where cash is maintained separately from the pooled cash bank account.	_____	_____
GL-33	Ability to maintain unlimited historical financial data, i.e. actual amounts for both budgetary and financial data. This information must be available for both systems reports and inquiry functions.	_____	_____
GL-34	Capability of revising the budget during the year and provide an audit trail for tracking budget revisions. This audit trail should provide data for a budget adjustment date, description, adjustment amount and new budget. At any point during the year, the user may either inquire on-screen or request a printed inquiry of this information. The system must be able to maintain the amounts in the original adopted budget, as well as the amounts for the revised or adjusted budget.	_____	_____

**GENERAL LEDGER REQUIREMENTS
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your General Ledger product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
GL-35	Provide for user-defined groupings of accounts for budget control purposes. Budgets will be established on a line item basis, however an option should be provided to group accounts for budget control purposes (i.e. all supplies accounts within a department) in the purchase order input process.	_____	_____
GL-36	Accept automatic posting of journal transactions from other subsystems or third-applications in predefined journal entry format.	_____	_____
GL-37	The system must have the ability to run interim financial reports during an accounting month.	_____	_____
GL-38	Provide for an automated bank reconciliation process for multiple cash and bank accounts.	_____	_____
GL-39	Maintain and process transactions for a “prior” fiscal year and a “current” fiscal year simultaneously before the prior year is closed. capability of having an “adjustment period” available for posting audit adjusting entries to prior year balances.	_____	_____
GL-40	The system should provide the ability to load previously posted transactions with debits and credits reversed to create reversing entries.	_____	_____
GL-41	They system should provide the user an average daily balance by account within a pooled cash account.	_____	_____
GL-42	Ability to automatically upload posting of cleared items from the entity’s bank to the check reconciliation system.	_____	_____
GL-43	Must provide documentation with table of contents, index, and key word search capabilities. Provide direct access to help website to log support requests, participate in user group discussions, and download updates via secure connection.	_____	_____
GL-44	Must prevent journal entries from posting to months, fiscal years, or accounting periods, which have already been closed for accepting business transaction, or have not been opened for accepting business transactions.	_____	_____

**GENERAL LEDGER REQUIREMENTS
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your General Ledger product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Response Code</u>	<u>Vendor Comment Code</u>
GL-45	Prevent posting transactions to invalid general ledger account numbers.	_____	_____
GL-46	The system should provide for optional automatic creation of journal entries and reversal of journal entries after period close. The user must be able to identify which entries should be reversed at the time of entry.	_____	_____
GL-47	The system must have the ability to generate all “due to” and “due from” journal entries when posting a transaction to one fund which will affect other funds.	_____	_____
GL-48	The system must provide for error identification and correction before actual posting occurs, including the rejection of out-of-balance batches and invalid account numbers.	_____	_____
GL-49	The system must accept both standard and recurring journal entries, both as to amount and account. For recurring journal entries, data entry should be required only once. The system should provide capability to edit reoccurring entries as to coding accounts and amounts as necessary. Preferably, the user should be able to initiate a batch that would have all the recurring entries for the period for review and edit.	_____	_____
GL-50	Allow the user to reverse or cancel a previously posted/updated journal entry. The system must also be able to re-post a journal entry after reversal. The system should provide a completed audit trail in the general ledger for journal entry reversal and re-post by requiring a separate journal entry number or code for each reversal/repost.	_____	_____
GL-51	Print journal entry transaction detail prior to posting the journal entry to the general ledger.	_____	_____
GL-52	Ability to set up predefined sets of accounts and corresponding descriptions for repetitious journal entries. Provide ability to distribute the amount of the journal entry on a predefined percentage basis or by stated amounts entered by the operator.	_____	_____

**GENERAL LEDGER REQUIREMENTS
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your General Ledger product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
GL-53	Provide for automated year-end closing. This process should include the automated closing of revenue and expenditure accounts to the individual fund equity account, and posting of asset, liability and equity balances to subsequent year's general ledger. In addition, the system must allow the user the ability to post audit-adjusting entries to prior year's data after the initial year-end close has been processed. The system must automatically post all adjusted balance sheet amounts to the current year's general ledger, and reflect prior year audit adjusting entries in individual account historical data.	_____	_____
GL-54	Ability to assign journal notes to transactions in situations where descriptions would be helpful for justification or clarification purposes. an option to view the journal notes on screen or print the journal notes on appropriate reports should be provided.	_____	_____
GL-55	The system should provide on-line account number look-up at any prompt for a general ledger account number. This look-up feature should be based on a portion of the account number and/or the account name. The appropriate accounts should be displayed, with the ability to select the desired account.	_____	_____
GL-56	General Ledger Data Display-Data on status and history of an account including general ledger number, account name, type account and account balance.	_____	_____
GL-57	Provide on-line account information including account number, account name, type of account (asset, revenue, expense, etc.), department name, and account balance. For both the original and current budget, the amount budgeted, account balance, amount encumbered, current amount encumbered, unencumbered, budget balance, and percent of budget obligated. Total amounts expended and encumbered for each month of the fiscal year should be displayed. Total amounts budgeted for each month (both original and current budgets) should be displayed.	_____	_____

**GENERAL LEDGER REQUIREMENTS
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your General Ledger product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
GL-58	The inquiry program should provide an option to display detailed information on transactions posted during the fiscal year. The system should display the transaction date, transaction number, reference (check number, etc.), description, and the amount of the transaction. If appropriate, the invoice number and purchase order number should be displayed. The detail records should support drill-down functionality on the transaction number, vendor number, etc.	_____	_____
GL-59	The months activity, budget information and transaction detail information described above should be available for online inquiry for the current fiscal year as well as for a user defined number of previous years.	_____	_____
GL-60	Provide for inquiry by user-defined group of accounts (i.e. all accounts within a department, personnel accounts across all departments in a fund, etc.). Totals for monthly expenditures and budgets should be displayed.	_____	_____
GL-61	All reports will be previewed through a Windows-format viewer with display parameters, layouts, formats, and printers available viewer should also provide report-warehousing function through defined folders structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	_____	_____
GL-62	Provide the ability to design and create user-defined reports. Data elements for purposes of creating reports should include at a minimum, the following: current and/or prior year-to-date actual, current year-to-date including encumbrance, outstanding encumbrance at the end of the period, current and/or previous year total budget, current and/or previous year year-to-date budget, current month actual, prior year month actual, and percentage comparison of YTD amount and total budget amount.	_____	_____
GL-63	The system should print a revenue report by fund and account code showing budgeted revenues, revenues for the period, revenues YTD and budget variances with totals by summary account.	_____	_____

**GENERAL LEDGER REQUIREMENTS
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your General Ledger product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Response Code</u>	<u>Vendor Comment Code</u>
GL-64	The system should print an expenditure report by fund, organization and expense object, showing budget, expenditures for the period, expenditures YTD, prior YTD, percent of budget expensed, outstanding encumbrances and unobligated balance with totals by summary account as defined in the table.	_____	_____
GL-65	All reports should include the name and title of the report, date and time the report was produced and the date(s) for which the report covers.	_____	_____
GL-66	Option to view any report on screen with subsequent option to print.	_____	_____
GL-67	Ability to generate financial statements by individual funds or combination of funds.	_____	_____
GL-68	Ability to consolidate financial statements when more than one fund is used to account for various fund types or groups.	_____	_____
GL-69	Provide the ability to run all applicable reports for the current fiscal year's data or from data from a previous fiscal year.	_____	_____
GL-70	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the General Ledger system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	_____	_____
GL-71	The system must generate data necessary for compliance with state and federal laws and regulations. Financial statements produced with the data should conform to GAAFR standards. The following financial reports must be included in a user defined format:	_____	_____
GL-72	Chart of Accounts	_____	_____
GL-73	Statement of Revenues and Expenditures	_____	_____
GL-74	Trial Balance	_____	_____
GL-75	Balance Sheet	_____	_____

**GENERAL LEDGER REQUIREMENTS
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your General Ledger product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
GL-76	Budget Worksheet	_____	_____
GL-77	Budget Presentation	_____	_____
GL-78	The system should also print interim financial statements, to be prepared in a format that can be user modified.	_____	_____
GL-79	General Ledger Detail Report: Report parameters should include the ability to choose fund, range of dates, range of accounts, debits, credits or both, option to include encumbrances, option to print vendor numbers only or vendor numbers and names, and option to print journal notes. For each account selected, the report should print the account number and name, beginning balance, and ending balance. The report should print for each transaction, the transaction date, posting date, transaction number, reference, description, vendor number/name, invoice number, purchase order number, amount of the debit or credit, balance, and journal notes (if applicable).	_____	_____
GL-80	Budget Analysis: Report parameters should include the ability to choose the fund(s), budget code, accounting period(s), starting and ending general ledger account, with option to include vendor names on the report. For each account selected, the report should print the account name and number, and beginning balance, current balance, and current amount encumbered. For each transaction, the report should print the transaction date, posting date, transaction number, reference, description, vendor number and name, invoice number, purchase order number, amount of the transaction, and unencumbered budget balance.	_____	_____
GL-81	Cash Analysis: Report parameters should include the ability to choose the fund, month and year, days of the month or monthly periods to include in the report, and option for summary or detailed version of the report. The detailed version of the report should print for each cash account within the fund selected, for each day of the month, the total amount and number of transactions for all checks, deposits, service charges, interest, miscellaneous, net change, and balance.	_____	_____

**GENERAL LEDGER REQUIREMENTS
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your General Ledger product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
	The General Ledger system should interface with the following modules:		
GL-82	Accounts Payable	_____	_____
GL-83	Purchase Orders	_____	_____
GL-84	Check Reconciliation	_____	_____
GL-85	Accounts Receivable	_____	_____
GL-86	Central Cash Collection	_____	_____
GL-87	Budget Preparation	_____	_____
GL-88	Fixed Assets	_____	_____

**BUDGET MANAGEMENT
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Budget Management product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Response Code</u>	<u>Vendor Comment Code</u>
BM-89	The Budget Management system shall utilize a Graphical User Interface	_____	_____
BM-90	The system must include a user defined budget worksheet and budget proposal report as specified by the Organization. A report generator should be provided that provides the capability for the user to create additional user defined budget reports.	_____	_____
BM-91	Budget worksheets and proposals should be capable of including account number, account name, one or more previous year's budget amounts, one or more previous year's actual amounts, current year's actual YTD, and current fiscal year budget in addition to the proposed budget.	_____	_____
BM-92	The system must allow automatic installation of the adopted budget.	_____	_____
BM-93	The system should allow the user to create projected budgets with the ability to multiply selected portions of the current budget or other specified model budget, by a user defined multiplier and automatically creates new budget amounts.	_____	_____
BM-94	System must have roll-up/roll-down capabilities for all line items.	_____	_____
BM-95	The system should provide the ability to include free form text notes at the line item, department, and fund level. These notes can then be defined as permanent, current, and next year. These notes can be printed with budget work sheets and budget proposals at the user's discretion.	_____	_____
BM-96	Provide the ability to create free form text notes that may be associated with specified funds or departments that may be printed on budget reports.	_____	_____
BM-97	Support ability to print notes on budget worksheets, budget proposals, or budget presentation reports at the user's discretion. These notes can also be viewed in the General Ledger in account management.	_____	_____
BM-98	The system must have the capability to have both export and import capabilities from Excel.	_____	_____

**BUDGET MANAGEMENT
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Budget Management product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
BM-99	During budget formulation, all object and revenue line items currently in use by the financial system should be accessible by the budget subsystem.	_____	_____
BM-100	The system must allow for an unlimited number of years to be budgeted.	_____	_____
BM-101	For each cost center, the system must have the capability to maintain multiple versions of the budget. Each version would typically contain not only the base budget but also various enhancements, or changes, at the line item level.	_____	_____
BM-102	The system must be able to accommodate an unlimited number of versions of the budget per fund and multiple changes per cost center.	_____	_____
BM-103	These changes must be maintained in separate records, and displayed in separate windows in the system.	_____	_____
BM-104	Subsequent to the final approved budget being established in the system. all versions used during budget formulation should still be available for on-line inquiry.	_____	_____
BM-105	On the budget worksheet view shown by line item. the systems must have the capability to calculate amounts for the proposed budget column based on a fixed increase/decrease percentage. The user must be able to indicate whether the calculation should be done for selected cost centers only or for all cost centers for which this line item is budgeted.	_____	_____
BM-106	The Organization must be able to change amounts at any time. All changes to the final approved budget must be input as amendments and maintained in a budget adjustment file. Any files in other subsystems or the primary financial system using budget data. should reflect these changes.	_____	_____
BM-107	The system must have the capability to spread annual budgeted amounts to months based on a specific spending plan as an option, in addition to dividing the annual amount by twelve. A percentage distribution capability per month should be provided.	_____	_____

**BUDGET MANAGEMENT
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Budget Management product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
BM-108	Must provide on-line documentation with table of contents, index, and key word search capabilities. Ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	_____	_____
BM-109	All reports will be previewed through a Windows-format viewer with display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	_____	_____
BM-110	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Accounts Payable system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	_____	_____

**PURCHASE ORDERS AND ENCUMBRANCES
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Purchase Order and Encumbrances product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
PO-111	The Purchase Order and Encumbrance System must utilize a true Graphical User Interface.	_____	_____
PO-112	Ability to define approval levels, user account levels, inquiry/ access/input restrictions at the system level. At any time during data entry, inquiry or maintenance, from the application, allow immediate access to vendor data and invoice history with optional add/edit functionality.	_____	_____
PO-113	Option to designate specific bank accounts for payment of each invoice.	_____	_____
PO-114	The Organization should be able to restrict, through system security, individual access to the purchase order system and to individual programs within the purchase order system.	_____	_____
PO-115	Vendor numbers and General Ledger account numbers should be validated by the system at the field level.	_____	_____
PO-116	Requisition input should be processed in a packet format creating a system level audit trail of input, edit, approval, and update of data. Packets can be department specific and merged together for processing purposes.	_____	_____
PO-117	Ability to provide for laser-printer generated purchase orders with facsimile signature.	_____	_____
PO-118	Ability to route rejected requisitions automatically via an industry standard e-mail system or internal messaging system.	_____	_____
PO-119	The system should not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain.	_____	_____
PO-120	Provide the ability to look up purchase orders for inquiry purposes by purchase order number, all purchase orders with a specific vendor, all purchase orders that encumber a specific general ledger account number, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process.	_____	_____

**PURCHASE ORDERS AND ENCUMBRANCES
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Purchase Order and Encumbrances product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
PO-121	Purchase order data displayed during inquiry for open, closed, or voided PO's should include vendor name and number, total amount of purchase order, amount outstanding, ordered by, approved by, summary description of PO, shipping address code, date issued, estimated delivery date, free form text, invoice received, invoice date, due date, invoice description, goods ordered and received, and unit prices based on purchase order number.	_____	_____
PO-122	When requisitions are entered and approved, purchase order is created without additional re-entry required.	_____	_____
PO-123	Provide for detailed analysis of open, closed, or voided PO's.	_____	_____
PO-124	Provide the ability to designate different accounts for group budgeting purposes from one department or fund to another.	_____	_____
PO-125	Through appropriate system security, the Organization should be able to control those individuals able to access the purchase order system, including security protection at the menu item level. An option to provide security down to the line item level should be available for inquiry and requisition input purposes.	_____	_____
PO-126	Anytime a General Ledger account number is required in the Accounts Payable system, the user should have the ability to lookup General Ledger accounts based on a portion of the account number or account name. The system should display the accounts providing scrolling selection of the desired account. The account number and name should then automatically be displayed in the desired field.	_____	_____
PO-127	Purchase order inquiry should provide the ability to display all information about a specified purchase order, but provide no maintenance capabilities.	_____	_____
PO-128	Must have centralized vendor file, accessible by all purchasing/payable transactions, must be accessible by account number or name lookup.	_____	_____
PO-129	The system must allow next year funds to be pre-encumbered after a specified date in the current year.	_____	_____
PO-130	Support requisition input at either a central location or at the department level, including remote locations. Option for printing purchase orders at the department locations.	_____	_____

**PURCHASE ORDERS AND ENCUMBRANCES
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Purchase Order and Encumbrances product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
PO-131	The system must provide on-line status listings of purchase orders as they are processed through the procurement/payment cycle.	_____	_____
PO-132	The system should provide the option for purchase order numbers to be assigned automatically by the system or be manually assigned by the user.	_____	_____
PO-133	Allow each PO to be distributed to any combination of up to an unlimited number of funds and accounts.	_____	_____
PO-134	Must provide on-line documentation with table of contents, index, and key word search capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	_____	_____
PO-135	Validation of available budget against the appropriate budget year as each item is entered with option to validate, on line, at the line item account level or by user defined groups of accounts or as defined by user security.	_____	_____
PO-136	Ability to assign journal notes to purchase orders in situations where descriptions would be helpful for justification or clarification purposes in the general ledger. An option to view on screen or print the journal notes and rejection notes on appropriate reports should be provided.	_____	_____
PO-137	The system should provide the ability to report requisition by requisition number and provide the ability to display all requisitions tied to a specified vendor number or vendor name, with the ability to scroll through the requisitions displayed and select the desired requisition.	_____	_____
PO-138	The system should process requisitions either on-line or in batch mode, at the Organization's option.	_____	_____
PO-139	There should be an edit function where the user will be informed of missing information/invalid codes, etc., which will prevent the requisition from processing in a batch mode. Requisition data should include but no necessarily be limited to the following:	_____	_____
PO-140	Requisition number	_____	_____
PO-141	Vendor number	_____	_____

**PURCHASE ORDERS AND ENCUMBRANCES
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Purchase Order and Encumbrances product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
PO-142	Vendor name	_____	_____
PO-143	Status	_____	_____
PO-144	Department	_____	_____
PO-145	Approved by	_____	_____
PO-146	Summary description	_____	_____
PO-147	Ship to address code	_____	_____
PO-148	Date issued	_____	_____
PO-149	Estimated delivery date	_____	_____
PO-150	Free form text to be printed on PO, voucher, or requisition audit report	_____	_____
PO-151	General Ledger coding for each item	_____	_____
PO-152	Description for each item	_____	_____
PO-153	Number of units	_____	_____
PO-154	Price per unit	_____	_____
PO-155	Amount	_____	_____
PO-156	Once a requisition has been processed, the above information should be displayed for each purchase order during the purchase order receiving process.	_____	_____
PO-157	After the requisitions have been edited and accepted for processing, a report listing all requisitions should be available for supervisory review and approval. The report should flag any items that result in over-budget accounts.	_____	_____
PO-158	Before processing the requisition, the user should be able to access the requisition as many times as desired to make changes.	_____	_____

**PURCHASE ORDERS AND ENCUMBRANCES
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Purchase Order and Encumbrances product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Response Code</u>	<u>Vendor Comment Code</u>
PO-159	There should be a means of easily deleting requisitions no longer needed from the system.	_____	_____
PO-160	Requisitions that have been processed and have become purchase orders should automatically be purged from the system.	_____	_____
PO-161	Ability to allow vendor terms, codes, and predefined General Ledger allocation to be over-ridden at document entry time.	_____	_____
PO-162	Must provide for printing and reprinting of purchase orders.	_____	_____
PO-163	Provide ability to account for variances between purchase orders and invoices received against purchase orders.	_____	_____
PO-164	During the receiving process, provide the ability to look up purchase orders by purchase order number, all purchase orders with a specific vendor, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process.	_____	_____
PO-165	Provide for both full and partial liquidation of encumbrances and make provisions for properly accounting for items that have been back ordered or discontinued. Allow for "received-as ordered" function to record invoices with no price or quantity variances.	_____	_____
PO-166	Record accounts payable and liquidate related encumbrances.	_____	_____
PO-167	Accommodate multiple invoices for one purchase order. The system must also accommodate direct purchases (no encumbrance) by invoice upon request by authorized personnel.	_____	_____
PO-168	The total encumbrance established by the purchase order should be reversed upon entry of the vendor invoice. A field should be present to be used when the invoice is entered so that in the event the invoice is not in an amount equal to the encumbrance, the remaining encumbrance will either be reversed or remain, as indicated by the coding in this field. The system must allow an unlimited number of account codes to be used for a purchase order plus unlimited number of account codes for additions such as shipping costs during the receiving process.	_____	_____

**PURCHASE ORDERS AND ENCUMBRANCES
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Purchase Order and Encumbrances product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
PO-169	There should be a means of voiding a purchase order and removing the encumbrances from the ledger.	_____	_____
PO-170	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	_____	_____
PO-171	Requisition Audit Report: User defined parameters should include range of departments to print and range of requisition numbers. Should be available in either detail or summary format. Detailed format should include all pertinent information from requisition for proofing and authorization purposes. Purchase Order totals by General Ledger account number should be printed including fiscal year, account number, account name, purchase order amount, annual budget, budget available and amount over budget if applicable.	_____	_____
PO-172	Purchase Order Status Report: User defined parameters should include range of vendors, status, purchase order number range, department range. Should be available in both detail and summary formats. Summary report should print one line per purchase order and include purchase order number, vendor number, vendor name, purchase order status, dollar amount ordered, dollar amount received and amount outstanding. Totals should be printed for each status. Detail format should provide more detail on each purchase order.	_____	_____
PO-173	Purchase Order General Ledger Report: User defined parameters should include fund, date range, status, and vendor range. Should be available in both detail and summary formats. Detail format should print the following information for each General Ledger account number affected: General Ledger number, account name, purchase order number, issue date, vendor number, vendor name, item description and amount outstanding with totals for each General Ledger account.	_____	_____
PO-174	End user reporting tools must be available to create queries and or reports, using data from any of the fields within the Purchase Order system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	_____	_____
PO-175	Interfaces to General Ledger	_____	_____

**PURCHASE ORDERS AND ENCUMBRANCES
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Purchase Order and Encumbrances product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
PO-176	Interfaces to Accounts Payable	_____	_____
PO-177	Interfaces to Fixed Assets	_____	_____

ACCOUNTS PAYABLE SPECIFICATION DESCRIPTION

This section describes the current status of the development of your Accounts Payable product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Response Code</u>	<u>Vendor Comment Code</u>
AP-178	The Accounts Payable system must utilize a Graphical User Interface.	_____	_____
AP-179	System can utilize a designated disbursement fund.	_____	_____
AP-180	System can utilize a pooled cash account.	_____	_____
AP-181	Ability to process credit memos on-line.	_____	_____
AP-182	Ability to store credit memos for each vendor.	_____	_____
AP-183	Ability to provide a comment field that can accommodate various comments, which are printed on the check.	_____	_____
AP-184	When updating vendor records, the user does not need to know vendor codes, type code, etc., the user simply moves to the appropriate field and selects from a drop-down list of codes for the field with optional add/edit functionality.	_____	_____
AP-185	At any time during data entry, inquiry, or maintenance, the system must allow immediate access to vendor data and invoice history.	_____	_____
AP-186	Ability to set up pre-defined sets of accounts and corresponding descriptions for vendors with recurring type invoices that are always expensed to the same general ledger account numbers. Provide ability to distribute the invoice by percentage to the accounts or by amounts entered by the operator.	_____	_____
AP-187	The system must internally generate all "due to" and "due from" entries to keep all funds in balance if an item is expensed to multiple funds.	_____	_____
AP-188	The Organization must be able to restrict, through system security, individual access to the accounts payable system and to individual programs within the accounts payable system.	_____	_____
AP-189	The system must maintain a record of the last check number used.	_____	_____
AP-190	The system must accommodate payment of all invoices from a single disbursement fund account and automatic generation of receivables and payables between various funds and a disbursement fund.	_____	_____

**ACCOUNTS PAYABLE
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Accounts Payable product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
AP-191	Provide function for automated process of reversing accounts payable checks. Provides option to automatically create reversing entries in the general ledger, void the check in the check reconciliation system, and either re-issue a check or delete the item from the accounts payable system.	_____	_____
AP-192	The system must allow the user to set up recurring charges for repetitious items such as monthly lease purchase payments, rent, etc.	_____	_____
AP-193	Vendor numbers and general ledger account numbers must be validated by the system at the field level.	_____	_____
AP-194	The system must accept future dated entries, which would not be processed until that date is reached. These entries must be maintained in the unpaid file until processed.	_____	_____
AP-195	The system must provide an option to print separate checks for a single vendor, when needed. The system default, however, must be to pay all invoices from a vendor with one check.	_____	_____
AP-196	Checks must be printed in a format prescribed by the Organization.	_____	_____
AP-197	Must provide ability to classify vendors for 1099 purposes.	_____	_____
AP-198	The system must not require any type of month-end or year- end closing procedure. If this type of procedure is required, please explain why it is necessary.	_____	_____
AP-199	Vendor record must contain fields for both ordering and remittance addresses.	_____	_____
AP-200	Must provide on-line documentation with table of contents, index, and key word search capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection. Vendor Information: Vendor data must include but not necessarily be limited to following:	_____	_____
AP-201	Vendor number	_____	_____
AP-202	Name	_____	_____

**ACCOUNTS PAYABLE
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Accounts Payable product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
AP-203	Remittance address	_____	_____
AP-204	Telephone number	_____	_____
AP-205	Fax number	_____	_____
AP-206	Contact person	_____	_____
AP-207	Taxpayer ID number	_____	_____
AP-208	At least 10 user-defined fields	_____	_____
AP-209	Provide lookup capability by vendor number or vendor name. If a portion of the vendor name is entered, the system must display all vendors starting with the letters entered and provide scroll and point selection of the selected vendor.	_____	_____
AP-210	Must be able to select invoices for payment based upon manual selection or automatic selection based.	_____	_____
AP-211	Provide option to select items to be paid from specific bank (cash) accounts only if desired.	_____	_____
AP-212	Option to pay items with a specific vendor or for all vendors.	_____	_____
AP-213	Ability to print edit report of selected items with option to make desired changes prior to processing checks.	_____	_____
AP-214	Ability to allow for the addition of freight and bulk charges.	_____	_____
AP-215	Print accounts payable laser printed checks with facsimile signatures on blank stock.	_____	_____
AP-216	Ability to print supplemental check stubs when number of invoices listed exceeds size of check stub.	_____	_____
AP-217	Provides emergency check writing with concurrent authorization controls.	_____	_____
AP-218	Process payment adjustments and canceled/voided checks.	_____	_____

**ACCOUNTS PAYABLE
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Accounts Payable product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
AP-219	Each item entered into the system must be able to be expensed to an unlimited number of expense items.	_____	_____
AP-220	The system must be able to process electronic payments and bank drafts.	_____	_____
AP-221	The system must allow an unlimited number of distributions for the invoice amount. Prior to processing, the user must be able to access the invoice to change the account distribution as needed. The user must be able to make these changes directly to the accounts and/or amounts.	_____	_____
AP-222	Ability to allow individual documents to be held back when generating a batch of recurring documents.	_____	_____
AP-223	Ability to provide separate account tracking for various utility accounts with the same vendor.	_____	_____
AP-224	Ability to allow vendor. codes, and predefined General Ledger allocation to be over-ridden at document entry time. System must not require "tab-through" of unnecessary fields in input (i.e. Project code field if general ledger account is not defined to require project association).	_____	_____
AP-225	Allow invoices to be associated with predefined projects and funding sources from the Project Accounting system directly from input with project code lookup using drop-down lists.	_____	_____
AP-226	The system must check for duplicate payments by comparing vendor/invoice combinations to those maintained in historical files.	_____	_____
AP-227	Anytime a General Ledger account number is required in the Accounts Payable system, the user must have the ability to look-up General Ledger accounts based on a portion of the account number or account name. The system must display the accounts providing scrolling selection of the desired account. The account number and name must then automatically be displayed in the desired field. The system must provide on-line item detail for user defined length of time. This detail must include:	_____	_____
AP-228	Vendor number	_____	_____
AP-229	Vendor name	_____	_____

**ACCOUNTS PAYABLE
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Accounts Payable product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
AP-230	Invoice number	_____	_____
AP-231	Description	_____	_____
AP-232	Due date	_____	_____
AP-233	Adjustments and purchase orders number	_____	_____
AP-234	General ledger distribution	_____	_____
AP-235	Amount paid	_____	_____
AP-236	Date paid	_____	_____
AP-237	Check number paid.	_____	_____
AP-238	An unlimited amount of history must be available, with an option to purge all paid items prior to a user specified date.	_____	_____
AP-239	Provide ability for users to lookup and display a listing of all checks issued to a vendor.	_____	_____
AP-240	All invoices, even when paid, must be available for on-line review.	_____	_____
AP-241	System to provide an option to look at unpaid items or all items.	_____	_____
AP-242	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	_____	_____
AP-243	The system must be able to print 1099's for selected vendors at the end of the calendar year.	_____	_____
AP-244	The system must be able to provide a cash requirement report based on user defined periods of time.	_____	_____
AP-245	The system must produce all registers and audit reports necessary to provide a complete audit trail.	_____	_____

**ACCOUNTS PAYABLE
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Accounts Payable product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
AP-246	The organization must be able to print the contents of the 1099 field in report format, prior to the actual production of the 1099's.	_____	_____
AP-247	Vendor List: Must include sequence (alpha or numeric).	_____	_____
AP-248	Label Print: Ability to provide a vendor mail option that can be selected for a range of vendors, generating standard continuous mailing labels. Provide options to sort by vendor name or number, and indicate lines per label and number of labels "up". Option to print vendor number and/or taxpayer ID number on the labels.	_____	_____
AP-249	Accounts Payable Check Register: must print vendor number, invoice number, claim number, vendor name, check date, amount for each invoice, general ledger account number, check number, check amount.	_____	_____
AP-250	Accounts Payable Cash Requirements Report: Printed for selected funds.	_____	_____
AP-251	History Check Register: Provide the ability to print a check register for any range of dates or check numbers.	_____	_____
AP-252	Purchase Order Report: Provide the ability to print a report for any range of posting dates, paid dates and purchase order numbers. The report must include purchase order number, vendor number and name, description, general ledger distribution, posting date, paid date, check number, and amount. Totals must be provided for number of vendors, number of purchase orders, and amounts.	_____	_____
AP-253	1099 Print: User defined parameters must include minimum purchases, vendors with TIN numbers only (Y/N), and three lines for free form payer information.	_____	_____
AP-254	Accounts Payable Disbursements Report: User defined parameters must include ability to sort on all fields and print paid items within a range of payment dates. Sort sequence options must include fund, department and vendor. Choice to print General Ledger distribution and fund totals.	_____	_____

**ACCOUNTS PAYABLE
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Accounts Payable product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
AP-255	End user reporting tools must be available to create queries and or reports using data from any of the fields within the accounts Payable system. The interface must be OOBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc. The Accounts Payable system must interface with the following modules:	_____	_____
AP-256	General Ledger	_____	_____
AP-257	Purchase Orders	_____	_____
AP-258	Check Reconciliation	_____	_____
AP-259	Fixed Assets	_____	_____
AP-260	Purchase Orders & Encumbrances	_____	_____

**ACCOUNTS RECEIVABLE
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Accounts Receivable product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
AR-261	Real time system processing.	_____	_____
AR-262	Menus have drill-down capabilities for detail.	_____	_____
AR-263	ALL screens in a GUI format	_____	_____
AR-264	System has complete on-line help function.	_____	_____
AR-265	Report writer for ad-hoc reporting.	_____	_____
AR-266	Handle an unlimited number of fees and rates.	_____	_____
AR-267	System allows for individual late fee codes associated with a rate.	_____	_____
AR-268	System integrates with General Ledger and Cash Receipts.	_____	_____
AR-269	Data must reside in the central CIS database with UB and Licenses.	_____	_____
AR-270	Unlimited accounts and history.	_____	_____
AR-271	Allow for credits and deposits.	_____	_____
AR-272	Minimum 24 user defined fields with field labels.	_____	_____
AR-273	Allow for template invoice printing for miscellaneous, nonrecurring accounts receivable to mail to customers.	_____	_____

**PROJECT MANAGEMENT
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Project Management product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Response Code</u>	<u>Vendor Comment Code</u>
PM-274	The Project Management system is designed to allow tracking of projects across multiple fiscal years.	_____	_____
PM-275	The system can setup project budget and track activity for an unlimited number of fiscal and calendar years.	_____	_____
PM-276	Software should provide budgeting and reporting capability based on a fiscal year basis.	_____	_____
PM-277	Must provide online documentation with table of contents, index, and key word search capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	_____	_____
PM-278	Support the ability for multiple departments to access the project information simultaneously.	_____	_____
PM-279	Allow project activity to be posted automatically as expenses associated with the project are posted to the specified general ledger accounts.	_____	_____
PM-280	Ability to correct errors or edit online in real time.	_____	_____
PM-281	Ability to calculate budget, expenditures, and available balances (e.g.daily, weekly, and monthly) with totals to date.	_____	_____
PM-282	Project set up should allow projects to be continued over one or more fiscal years as deemed necessary by user.	_____	_____
PM-283	General information associated with a project can be set up with a minimum of three levels below the project level.	_____	_____
PM-284	Define the line item budgets for the project	_____	_____
PM-285	Enter special notes (detailed descriptions, funding, and reimbursements notes) as work on the project progresses in the project maintenance menu.	_____	_____

**PROJECT MANAGEMENT
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Project Management product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Response Code</u>	<u>Vendor Comment Code</u>
PM-286	Ability to track and compile reports on project expenditures/ accumulated costs by Agency's object account coding system for both fiscal year and project inception-to-date.	_____	_____
PM-287	Ability to track all project related costs for the life, inception-to-completion, of the project for a minimum of 5 years crossing fiscal years as necessary.	_____	_____
PM-288	Ability to track projects with multiple funding sources and identify expenditures by funding sources within individual projects for the life of the project and or for the individual fiscal years.	_____	_____
PM-289	Ability to identify and report status of project using user definitions.	_____	_____
PM-290	Identify and track money expended on entire project by project total and or by object code.	_____	_____
PM-291	Identify department in charge of work being completed by project.	_____	_____
PM-292	Identify and report status of project using user definitions.	_____	_____
PM-293	A six-character code to identify the project.	_____	_____
PM-294	The project name is a thirty-character name or title of the project.	_____	_____
PM-295	The project name is printed and displayed with the project code in any reports where a project summary is printed or on screens where a list of projects is displayed.	_____	_____
PM-296	The associated department can be entered.	_____	_____
PM-297	The department number can be up to seven characters long.	_____	_____
PM-298	If a project is tied to several departments, the department can be blank.	_____	_____
PM-299	A description of the type of project can be entered. For example, a project type may be a grant, a capital project, a program such as meter change outs, etc.	_____	_____

**PROJECT MANAGEMENT
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Project Management product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
PM-300	A short description of the project can be added.	_____	_____
PM-301	Additional lines for detailed descriptions and notes can be displayed.	_____	_____
PM-302	Provide summary information on activity and total expenses for the entire group of projects.	_____	_____
PM-303	A project can be tied to a master project by selecting from a list of master project codes.	_____	_____
PM-304	If a project is funded by a grant, there is an option of entering the grant number.	_____	_____
PM-305	A grant number can be up to eight characters long.	_____	_____
PM-306	The name of the entity from which the grant came can be up to twenty characters long.	_____	_____
PM-307	A listing of the individual transactions posted to a line item will display the date, description, G/L account, and amount of each transaction.	_____	_____
PM-308	These transactions are listed in order by date.	_____	_____
PM-309	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	_____	_____
PM-310	When posting items to projects through the Accounts Payable, Purchase Order, and General Ledger systems, a detail transaction is also posted to the Project Management files.	_____	_____
PM-311	The project report provides general information about each project (such as description, type, department, fiscal year, grant and contract information), and lists the budgets for each line item.	_____	_____

**PROJECT MANAGEMENT
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Project Management product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Response Code</u>	<u>Vendor Comment Code</u>
PM-312	A report can be run for a range of project numbers for which to run the report.	_____	_____
PM-313	The Line Item report provides a summary of the Budget and Actual expenditures, by line item, for each fiscal year.	_____	_____
PM-314	The Line Item report can be run for a range of project numbers, for which to run the report.	_____	_____
PM-315	The detail report prints the detail of each transaction posted within a selected range of dates.	_____	_____
PM-316	Transactions are listed by line item for each project, and activity and balance totals are printed for each line item, and for the entire project.	_____	_____
PM-317	Report can be run for a range of project numbers.	_____	_____
PM-318	Interfaces with General Ledger.	_____	_____
PM-319	Interfaces with Purchase Order.	_____	_____
PM-320	Interfaces with Accounts Payable	_____	_____

**FIXED ASSETS
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Fixed Assets product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
FA-321	Real time system processing.	_____	_____
FA-322	Menus have drill-down capabilities for detail.	_____	_____
FA-323	All screens in GUI format.	_____	_____
FA-324	System has complete online help function.	_____	_____
FA-325	Report writer for ad-hoc reporting.	_____	_____
FA-326	Integrated with Accounts Payable system to facilitate additions to the fixed assets inventory.	_____	_____
FA-327	Allows user to assign fixed assets to one or more funds, users, and/or locations.	_____	_____
FA-328	Allows the user to define classes of fixed assets	_____	_____
FA-329	The system generates depreciation postings and posts automatically to the General Ledger.	_____	_____
FA-330	The system allows for multiple depreciation methods.	_____	_____
FA-331	The system has user-defined fields, with customizable labels.	_____	_____

**BANK RECONCILIATION
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Bank Reconciliation product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Response Code</u>	<u>Vendor Comment Code</u>
BR-332	The Bank Reconciliation System shall utilize a Graphical User Interface.	_____	_____
BR-333	The Bank Reconciliation System should be an interactive set of programs/modules that allow the user to reconcile monthly bank statement to the General Ledger cash accounts	_____	_____
BR-334	The program shall allow the user to identify items to clear during the current month's reconciliation in a batch, full screen, or individual item mode.	_____	_____
BR-335	The system shall process up to ten cash account per fund pooled cash amounts (multiple funds sharing a bank account).	_____	_____
BR-336	The system (all modules) shall be integrated with cash accounts transactions and automatically posted to the Bank Reconciliation System.	_____	_____
BR-337	The Bank Reconciliation System shall recognize postings though the General Ledger for items such as bank charges, interest income, returned checks, etc.	_____	_____
BR-338	The software shall have the ability to import magnetic information on cleared checks from banks.	_____	_____
BR-339	The system shall produce monthly reconciliation statements detailing the bank balance at last statement, cleared checks, cleared deposits, cleared interest, service charges, and miscellaneous items.	_____	_____
BR-340	The system shall provide on-line documentation with table of contents, index, and key word search capabilities.	_____	_____
BR-341	All reports shall be previewed through a Windows-format viewer with user defined-display parameters, layouts, formats, and printers available. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	_____	_____

**BANK RECONCILIATION
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Bank Reconciliation product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
BR-342	Reconciliation statement report shall produce a new bank balance with a detail of outstanding items to prove the General Ledger cash account balance. It can be run by account and as of a specific date.	_____	_____
BR-343	Bank Reconciliation Register report will be run by account and filtered for type of transaction, status, range of dates, amounts and sub-system posted form. These transactions can also be grouped by type.	_____	_____
	The Bank Reconciliation system should interface with the following modules:		
BR-344	General Ledger	_____	_____
BR-345	Accounts Payable	_____	_____

**CENTRAL CASH MANAGEMENT
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Central Cash Management product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Response Code</u>	<u>Vendor Comment Code</u>
CC-346	The Central Cash Collection System must utilize a Graphical User Interface.	_____	_____
CC-347	Accepts any type of cash receipt including accounts receivable, building permits, licenses, fees, taxes, etc.	_____	_____
CC-348	Cashiers are to have a workstation with a dedicated receipt/validation printer, automated cash drawer, and an optional bar code scanner. Certain workstations can be designated for cash collections without the peripheral equipment, but will have restricted capabilities as a result.	_____	_____
CC-349	The system provides the option to have more than one operator logged in to a workstation at the same time. Each operator is given a code that must be used by the operator receiving the payment. If only one operator is logged on to the workstation, the code should not have to be re-entered before each payment posted.	_____	_____
CC-350	Each operator can have multiple batches active in the system and the ability to update each separately. These batches are selected and an edit register run, with approval and update functions from same Operator Process window.	_____	_____
CC-351	Cash receipts for integrated systems such as Accounts Receivable, etc., will post to those accounts with a true real-time.	_____	_____
CC-352	Each type of receipt should carry a unique code that indicates the type payment being posted. A drop down list look-up feature should be provided that allows the operator to view the available codes authorized for that operator and make their selection.	_____	_____
CC-353	The transaction codes must be user defined, providing parameters such as description, destination, destination subsystem (Accounts Payable, General Ledger, etc.), general ledger accounts receipt will be posted to, an options for a default charge, and a receipt message.	_____	_____

**CENTRAL CASH MANAGEMENT
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Central Cash Management product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
CC-354	Support an unlimited number of predefined general ledger accounts that may be debited/credited for each transaction code using that category and type codes, with an option to apply a receipt across multiple general ledger accounts on a predefined percentage basis.	_____	_____
CC-355	Provide on-line account number validation for any integrated subsystems such as Accounts Receivable, etc., with on-line look up of the respective account available once the transaction code for that subsystem is selected.	_____	_____
CC-356	When posting a payment to a customer's account in the Accounts Receivable system, the Central Cash Collection a system should provide the ability to look-up accounts by account number, the account name or a portion of the name. (i.e. If the letters "SM" are entered, the system should display all account names beginning with "SM" and provide the ability to select the desired account). Once the account is selected, the operator can choose from all invoices available for that account to apply payment.	_____	_____
CC-357	A record of each transaction should be printed on a separate journal tape.	_____	_____
CC-358	Ability for cashier to collect payments for items that are not pre-billed in any system. These transactions would only post to the respective general ledger accounts. These could include, but are not limited to, transaction codes such as copy fees, rent, entrance fees, etc.	_____	_____
CC-359	From the Operator Process window, the operator can create, open, and close batches. The operator can also enter payments, void a receipt, and reprint a receipt.	_____	_____
CC-360	At the end of a cashier's scheduled workday, a closeout report should be printed to be balanced with the cash, checks, money orders, and credit cards in the operator's drawer. There should be the ability to record cashier over and under to a finance system account.	_____	_____
CC-361	The system should provide for the ability to void a receipt.	_____	_____

**CENTRAL CASH MANAGMENT
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Central Cash Management product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
CC-362	Must provide on-line documentation with table of contents, index, and key word search. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.	_____	_____
CC-363	Provide the ability, at any time during the day, to display a summary of all receipts processed at a cash collection workstation. Information displayed should include the operator's code and name, and total receipts for each type of transaction (deposits, etc.) and by type (cash, check, credit card, etc.). The grand total of all receipts at the workstation should be displayed as well as the total number of receipts voided.	_____	_____
CC-364	Require a valid operator code in order to process a receipt.	_____	_____
CC-365	Support the processing of a single payment for different types of transactions from one customer as a single transaction and print the associated receipt.	_____	_____
CC-366	Provide for unique codes to be defined for each receipt being posted that identify the type of transaction being posted. A drop-down list look-up feature should allow the operator to scroll through available codes authorized for that operator.	_____	_____
CC-367	Ability to automatically prompt the operator to have the receipt printer endorse checks.	_____	_____
CC-368	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	_____	_____

**CENTRAL CASH MANAGEMENT
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Central Cash Management product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Response Code</u>	<u>Vendor Comment Code</u>
CC-369	Cash Collections Receipt Register report should be printed when an operator is ready to closeout a batch of payments taken by the operator. This report should include all transaction handled by the operator in the batches selected. The report should be printed in receipt number or transaction number order and should include receipt number, date, time, operator code, workstation number, payment type, amount tendered, amount applied, change, how paid (cash, check, etc.), reference (i.e. check number), subsystem payment update, voided receipts, account number and customer name. The batches can then be approved and updated.	_____	_____
CC-370	Daily Cash Collection Register report should print a a summary of all Cash Collection Receipt Registers during the day totaled by operator and workstation. Total receipts for each payment type (permits, etc.) are totaled as well as totals for checks, cash, money orders, credit cards and other. This report should include a General Ledger posting report and deposit recap.	_____	_____
CC-371	Journal Report should include user defined parameters and ability to select the operators and workstations to be included in the report. The report should be printed in receipt number order and should include receipt number, date, time, operator code, workstation number, amount tendered, amount posted, change, how paid, reference and subsystem the transaction will be posted to. The report should include summaries by operator and workstations.	_____	_____
CC-372	End user reporting totals must be available to create queries and/or reports, using data from any of the fields within the Purchase Order system. The interface must be ODBC compliant and have the ability to transfer data to third party applications Microsoft Excel, Access, etc.	_____	_____
CC-373	History Report: User defined parameters should include the ability to select by ranges of transaction numbers, dates, and receipt numbers. Option to print history only on transactions related to a subsystem (accounts receivable, etc.) Option to print history on transactions generated from a designated workstation and/or operator. Information printed on the report should include receipt number, date, time, operator code, workstation number, transaction type, subsystem (if applicable),	_____	_____

**CENTRAL CASH MANAGMENT
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Central Cash Managment product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
	amount applied, charges, amount tendered, method of payment, and notes (if applicable). Daily totals should be provided for the range of dates specified and grand totals for the overall report.		
CC-374	Have the ability to include electronic funds transfers (EFT) receipts to be recorded through the cashiering system and to generate a cash receipts number. Ability to reconcile all cash receipts to cash collection register report.	_____	_____
	The Central Cash Collection system should interface with the following modules:		
CC-375	General Ledger	_____	_____
CC-376	Accounts Receivable	_____	_____

**REPORT WRITER
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Report Writer product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
RW-377	Process Application Software data files with the ability to extract data in any user defined order.	_____	_____
RW-378	Have pre-linked multiple data files for access.	_____	_____
RW-379	Create output for review, either on screen, in report format, or as an export file.	_____	_____
RW-380	Report style printed output.	_____	_____
RW-381	The system must provide the ability to use the Report Writer from within the application software.	_____	_____
RW-382	The system must provide sorted output on any field in the data files.	_____	_____
RW-383	The system must provide the ability to perform arithmetic function on any numeric field in the data files.	_____	_____
RW-384	The system much provide the ability to compute subtotals, grand totals and averages.	_____	_____
RW-385	A data dictionary should be provided for application files.	_____	_____
RW-386	The report writer should be able to access all data in the application software files.	_____	_____
RW-387	The report writer should provide the capability to save user defined reports and/or queries for later use.	_____	_____
RW-388	The report writer should provide the user the choice for either displaying selected data on the screen, printing selected data, formatting a report, or transferring the data in either ASCH or comma-delimited format.	_____	_____
RW-389	The report writer should support the ability to combine information from multiple fields in one report.	_____	_____

**REPORT WRITER
SPECIFICATION DESCRIPTION**

This section describes the current status of the development of your Report Writer product. Indicate in the table below the development status of each application.

<u>Item #</u>	<u>Status</u>	<u>Vendor Reponse Code</u>	<u>Vendor Comment Code</u>
RW-390	The system should provide arithmetic functions such as add, subtract, multiply, divide.	_____	_____
RW-391	Sort by ascending or descending order by selected data field(s).	_____	_____
RW-392	Support subtotaling, totaling and averaging.	_____	_____
RW-393	The system must provide the ability to create data configuration procedures and store them for recall later from within the applications.	_____	_____
RW-394	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	_____	_____
Report Writer interfaces with:			
RW-395	General Ledger	_____	_____
RW-396	Budget Preparation	_____	_____
RW-397	Accounts Payable	_____	_____
RW-398	Purchase Orders	_____	_____
RW-399	Accounts Receivable	_____	_____
RW-400	Fixed Assets	_____	_____

Memorandum

To: Robert L. Van Nort, City Manager
From: Ariel Berry, Deputy City Clerk
Date: 02/21/2012
Re: Scanning Project Update

In order to complete the scanning project of the boxes received from the County, the scanning/records management team and the City Clerk's Department are recommending that an outside consultant be hired. While the temporary in-house staff is working efficiently with the equipment the City currently has, the project is very large and will not be completed for several months at the pace they are currently able to work.

In order to complete the scanning project with in-house staff by June 30th, the City would have to hire additional full-time temporary workers and train them, in addition to purchasing additional computers and leasing an additional scanning machine (or more). The salary costs for hiring additional employees for the project through June 30th would be approximately \$85k, this does not include the costs of the equipment additional employees would need.

The current scanning and records management employees and I have reviewed the project and contacted "Records Nation" to receive quotes from various companies that would meet our needs. We received a response from four separate companies stating that they had received our request. Two consultants (Docufree and Royal Imaging) were interested and provided the City with a quote. Both consultants can meet our needs and can have the project done within a calendar month or sooner. Overall, the cost of hiring a consultant will also be more cost efficient.

The lowest quote received was from Docufree at \$37k. This would include scanning all the documents, and making them searchable. The consultant would have the documents ready to be returned to the City in electronic format in approximately three weeks. They would also handle the shredding of the documents, this is an additional cost savings to the City. In-house staff would prepare the boxes for scanning by the consultant by removing any original recorded documents that the City is required to keep (there are very few). The City would be able to consolidate any remaining hard-copy files into one storage unit, saving the City from paying additional rent on our second unit. After the electronic documents are received from the consultant, the current staff will rename the files and place them in the proper location of the City's computer system.

Overall, hiring a consultant to scan the documents will save the City over \$40k and have the project done well before the June 30th deadline that the City Clerk's department has been given.

The implementation of the Community Development Software will prevent this backlog of planning/building documents in the future. Applicants will submit electronic applications for planning and building, and the applicant will be required to submit an electronic copy of any maps or large format plans after final approval.

Docufree – Back File Conversion Pricing

Box Scanning/Includes	Amount	Units	Volume	Proposed
Pick Up	\$ 80.00	Per/Box	200	\$ 16,000.00
Shipping to Docufree				
Prep				
Scan				
300 DPI PDF or TIFF				
Searchable/OCR				
Encrypted DVD				
Shred				
30 Days Retention/Paper				
1 User Docufree License				
Optional/Add - Ons	Amount	Units	Volume	Proposed
Folder Level Indexing	Included	Per/Box	Included	Included
Document Indexing	\$ 25.00	Per/Box	N/A	\$ -
Return & Re- Assembly	\$ 35.00	Per/Box	N/A	\$ -
Full Color	\$ 25.00	Per/Box	200	\$ 5,000.00
Wide Format	\$ 0.25	Per Square Ft.	64,000	\$ 16,000.00
Total				\$ 37,000.00

* DVD is encrypted w/ password sent separately



- Box Dimensions 10" Height x 12" Width x 15" Length
- Boxes Available for additional \$5.00 each.
- Estimated Pages Per Box/2500
- Estimated 2 Sided Images 10%
- Estimated Total Pages For 200 Boxes = 544,000/Pages
- **Price Per Image \$.038 (ALL IN) Excluding WF**

The information contained in this presentation is confidential and proprietary and may not be shared without prior written permission from Docufree.

docufree[®]
corporation

On-Demand Document Lifecycle Solutions



Royal Imaging

Royal Imaging CA, LLC
 155 W Washington Blvd
 Ste 660
 Remit payment to:
 6100 Corporate Dr Ste 470
 Houston, TX 77036

(213)689-8400x101
 salesla@royalimaging.net

Estimate

Date	Estimate #
02/06/2012	1832
Exp. Date	
	03/06/2012

Address
City of Eastvale

Sales Rep
Scott Dilley

Service	Activity	Quantity	Rate	Amount
	02/06/2012			
Scanning	<ul style="list-style-type: none"> Record Scanning: 200 DPI, B&W, US Letter. All scans are done by high speed Bell & Howell scanners, using award winning VRS technology which runs each page through an image enhancement process. This will return top quality scans, adjusting each image for the best readability. 	500000	0.02	10,000.00
Preparation	<ul style="list-style-type: none"> Preparation of Files: Royal Imaging certified document technicians will prepare the documents to be scanned. This process consist of removing staples, paperclips and all joining fasteners from paperwork and inserting barcodes and index lead sheets for each new document. 	500000	0.02	10,000.00
Post Preparation 1	<ul style="list-style-type: none"> Post Preparation of Files: Royal Imaging certified document technicians will return the documents to their respective folders, less staples, paperclips or bindings. 	500000	0.02	10,000.00
Scanning	<ul style="list-style-type: none"> Record Scanning: 200 DPI, B&W, Large document scanning, blue prints, maps or drawings Estimate 185 boxes with 10 files per box for a total of 1850 files and an average of 1 large drawing per file 	1850	0.99	1,831.50
Shipping	<ul style="list-style-type: none"> Picking up documents from client location and delivering them to Royal Imaging production facility at 155 W. Washington Blvd., Suite 660, Los Angeles, CA 90015. All work will be performed by full time Royal Imaging employees (no contractors will be used). Upon job completion, the documents will be returned,per the client's request. 	2	298.00	596.00
Data Export	<ul style="list-style-type: none"> Images will be formatted to PDF and backed up to a USB Drive. 	1	89.00	89.00
Continue to the next page.				

Service	Activity	Quantity	Rate	Amount
Indexing	<ul style="list-style-type: none"> • Indexing: During this process each file will be named according to the specification of the client. Most common naming conventions are patient names, case/folder files, or naming by the box. The fee for this is .01 cent per character. Estimate 185 boxes with 10 files per box for a total of 1850 files and an average of 25 character per file. 	1850	0.25	462.50
OCR	<ul style="list-style-type: none"> • Create Optical character recognition files for each image scanned 	500000	0.02	10,000.00
Quality Control	<ul style="list-style-type: none"> • Quality Control: Verify the image quality of every scanned image. Rescan images of poor quality. This process would add assurance that any questionable images were found and rescanned and would bring the accuracy level to 99.5% or better. 	500000	0.01	5,000.00
SubTotal				\$47,979.00
Tax (9.75%)				\$0.00
Total				\$47,979.00

Accepted By:

Accepted Date:

**CITY OF EASTVALE
CITY COUNCIL
AGENDA SUBMITTAL**

Meeting Date: 03/14/2012

SUBJECT: Public Hearing to adopt Draft Source Reduction Recycling Element/Household Hazardous Element, Non Disposal Element and CEQA Negative Declaration

**REQUESTED ACTION: PUBLIC HEARING TO ADOPT RESOLUTION 12-12:
APPROVING THE SOURCE REDUCTION RECYCLING ELEMENT (SRRE) HOUSEHOLD
HAZARDOUS WASTE ELEMENT (HHWE) AND THE NON-DISPOSAL FACILITY
ELEMENT (NDFE)**

CONTACT: Demetrius L. Williams Jr., Management Analyst

BACKGROUND: The City Council authorized the Franchise Agreements which had provisions for our franchisors to contract of Patrick Schiavo and Associates for the purposes of drafting and finalizing the City's solid waste and recycling foundational planning documents which include: completion of the SRRE, HHWE: Non-Disposal Facility Element (NDFE): completion of the negative declaration associated with foundational planning documents; completion of a local waste characterization study; completion of a 15 year disposal capacity study and preparation of any fiscal impacts.

DISCUSSION: The SRRE is a foundational document which sets forth a jurisdiction's basic strategy for management of trash and recycling collected within its borders, with emphasis on implementation of source reduction, recycling and composting programs. The SRRE also identifies the amount of landfill and /or transformation capacity necessary to dispose of the trash that cannot be reduced at the source, recycled or composted. It is one of several solid waste planning documents required by CalRecycle.

The HHWE specifies how the City will safely collect and dispose of household hazardous wastes (ie., anti-freeze, batteries oil based paint/oil and paints, etc) generated by its residents. It is another of the several planning documents required by CalRecycle.

The NDFE, which is required of each city and county to prepare, adopt and submit to CalRecycle, includes a description of new facilities and expansion of existing facilities, and all solid waste facility expansions (except disposal and transformation facilities) that recover for reuse at least five percent of the total volume. The NDFE must also be consistent with the implementation of the local jurisdiction's SRRE. Each jurisdiction must also describe transfer stations located within and outside of the jurisdiction which recover less than five percent of the material received. An adequate NDFE contains a description of the diversion facilities to be used by the local jurisdiction to support the diversion programs proposed to be implemented by the jurisdiction to reach the diversion mandates of Public Resource Code (PRC) 41780. The name and type of the facility and the use of the facility by participating jurisdiction is also included in the NDFE. The City of Eastvale's NDFE complies with PRC 41780.

The Local Task Force (LTF), which is lead by the Riverside County Waste Management Department and is comprised of all the Cities in Riverside County, including several waste haulers, has reviewed the draft SRRE, HHWE, NDFE and the CEQA Negative Declaration and provided comments, which have been included into this final draft document.

The final documents are before the Council tonight for approval and implementation.

BUDGET (or FISCAL) IMPACT: N/A

Recommendation: Approve Resolution No. 12-12 adopting the SRRE, HHWE and NDFE

Attachments:
Resolution

RESOLUTION NO. 12-12

A RESOLUTION OF THE CITY OF EASTVALE COUNCIL MAKING FINDINGS AND ADOPTING THE AB 939 PLANNING DOCUMENTS THAT INCLUDE THE SOURCE REDUCTION AND RECYCLING ELEMENT, HOUSEHOLD HAZARDOUS WASTE ELEMENT, AND NON-DISPOSAL FACILITY ELEMENT AND ADOPTING THE NEGATIVE DECLARATION

WHEREAS, the City of Eastvale (herein referred to as City), incorporated on October 1, 2010, was formally part of Riverside County Unincorporated area of Riverside, and is now responsible for all requirements of the California Integrated Waste Management Act of 1989 as amended, Public Resources Code Sections 4000 et seq. (the "ACT") and its implementing regulation; and

WHEREAS, a city incorporated after January 1, 1990, is required to submit a Source Reduction and Recycling Element (herein referred as SRRE), a Disposal Facility Element (herein referred as NDFE); to the Department of Resources, Recycling and Recovery for approval within 18 months from the date of becoming newly incorporated per requirements of Public Resources Code 41791.5 (b), and

WHEREAS, the City prepared an Initial Study/Negative Declaration, which was circulated for public review and comment from October 31, 2011 to December 14, 2011, and the Notice of Intent to Adopt a Negative Declaration and Initial Study were filed with the County Clerk and the Governor's Office of Planning and Research State Clearinghouse on November 7, 2011(SCH# 201111022); and

WHEREAS, the draft SRRE and HHWE were subject to a 30-day review and comment period and one public hearing thereby satisfying the requirements of California Code of Regulations Title 14, Division 7, Chapter 9, Article 7.0; and

WHEREAS, the final SRRE and HHWE were subject to a 15-day review and comment period and the NDFE was subject to a 90-day review and comment period, and all three documents were subject to a public hearing for the adoption, thereby satisfying the requirements of California Code of Regulations Title 14, Division 7, Chapter 9, Article 7.0; and

WHEREAS, the City Council is the appropriate authority to hear and take the final action on this project; and

WHEREAS, the Notice of Public Hearing for the Project was duly noticed in the Press Enterprise, a newspaper of general distribution on February 10, 2012; and

WHEREAS, on February 22, 2012 the City Council held a properly noticed public hearing at which it received a report from City Staff, oral and written testimony from the public, and deliberated on the project. At the conclusion of its deliberations, the City Council took a vote and adopted this resolution to approve the project, as revised by the City Council during its deliberations; and

NOW, THEREFORE, on the basis of the above findings of fact and the entire Record, the City Council:

1. Approves the AB 939 Planning Documents (SRRE, HHWE, and the NDFE); and
2. Adopts the Negative Declaration of Environmental Effect, based on the Initial Study, and staff is directed to prepare a Notice of Determination and to file said document with the County Clerk.

PASSED AND ADOPTED BY THE City Council of the City of Eastvale, California, this 14th day of March 2012.

Jeff DeGrandpre, Mayor

ATTEST:

Judy Haughney, City Clerk

APPROVED AS TO FORM:

John Cavanaugh, City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) §
CITY OF EASTVALE)

I, Judy L. Haughney, CITY CLERK OF THE CITY OF EASTVALE, DO HEREBY CERTIFY that the foregoing Resolution Number 12-12 was duly and regularly adopted by the City Council of the City of Eastvale at a REGULAR meeting held the 14th day of March, 2012, by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Clerk, Judy L. Haughney

**CITY OF EASTVALE
CITY COUNCIL
AGENDA SUBMITTAL**

Meeting Date: March, 14, 2012

SUBJECT: Approval of Agreement for the Foreclosed Property Registration Program

REQUESTED ACTION: Approval

CONTACT: Todd Morris, Code Enforcement

BACKGROUND:

Within the last 120 days the City of Eastvale has received 171 Notice of Default filings, 278 Notice of Trustee's Sale filings, and 96 properties that have become Bank Owned. Therefore, in an effort to minimize neighborhood blight it is recommended that the City Council per Municipal Code Section 3.12.080 which provides a bidding requirement exception based on specialized expertise or unique skills, approve an agreement with ReMax Realty 110, Inc. to provide Real Estate Owned and Distressed Property Oversight Services.

DISCUSSION:

Implementation of this agreement would allow the City to have banked owned properties inspected, monitored, all fines/fees collected and in compliance with the City's Health and Safety Code.

Benefits of the Proposed Distressed Property Oversight Services:

- Minimize neighborhood blight.
- Increase property value and quality of life for residents.
- No upfront cost to the City, consultant is paid based on percentage collected.
- Reduction in staff time.

BUDGET (or FISCAL) IMPACT:

The consultant is paid 50% of collected amounts obtained from the collected registration fees under the Foreclosed Property Registration Program until the City receives \$120,000.00. Once this amount is received, the share of the fees will then adjust to 40% to the Consultant and 60% to the City based on a monthly schedule.

Recommendation:

Staff recommends the City Council approve an agreement with Remax Realty 100, Inc. to provide Real Estate Owned and Distressed Property Oversight Services.

Attachment:

Letter of Interest
Agreement
Power Point
Riverside County Foreclosure List

Consent: No

Public Hearing: N/A

Business Item: Old **New**

Foreclosed Property Registration Program
Implementation and Oversight
Express Letter of Interest

February 27, 2012

The City of Eastvale
12363 Limonite Ave, Suite 910
Eastvale, Ca 91752

Submitted by:
Neftali Cortez DRE Lic. # 00560181
Certified REO Broker
Certified Distressed Property Expert
ReMax Realty 100, Inc
20855 E. Golden Springs Dr, #200
Diamond Bar, Ca 91765

Services: Neftali Cortez agrees to provide Real Estate Owned (REO) and Distressed Property Oversight Services to the City of Eastvale subject to the terms and conditions of this Agreement. Said services' objectives are to minimize neighborhood blight by indentifying properties that are in distress and have entered the foreclosure process, and to proactively address the issues inherent in the foreclosure property, and which negatively impact quality of life of the residents in the vicinity of homes in foreclosure. In addition, this Software and Service may be used to enhance the City's community outreach programs such as City Beautification, Redevelopment, Code Compliance, Health and Safety, and various "Green" initiatives.

Neftali Cortez is a licensed Real Estate Broker, California Department of Real Estate license # 00560181. Mr. Cortez has worked fulltime in the Real Estate Brokerage and Financing Industries since being first licensed as a Broker in 1984. Mr. Cortez has over 16 years experience managing and selling REO properties. The last three years have seen a tremendous increase of foreclosure sales, and Mr. Cortez has personally handled over 200 transactions, being located at the epicenter of the foreclosure activity in Southern California. The area of coverage has included communities in Los Angeles, Orange, San Bernardino, and Riverside Counties.

Extensive specialized Certification training in the REO (Real Estate Owned-Bank Owned) and the Distressed Property and Short Sales facet of the Real Estate field qualifies Mr. Cortez to provide this management oversight and program implementation initiatives. Mr. Cortez is very familiar with the local real estate values and market trends, having covered the Southern California real estate market since being first licensed as a real estate salesman in May 1976. Currently, Mr. Cortez manages and sells foreclosed properties for Bank of America and Wells Fargo as a Preferred Real Estate Broker. Mr. Cortez has also served as the founding President and Chairman of the Board of the Regional Chamber of Commerce-San Gabriel Valley, and continues to serve on the Executive Committee as Vice-President and Co-Chair of Business Advocacy.

The City hereby acknowledges that the Consultant is a real estate broker who is licensed to do business in the State of California, and the City further acknowledges and consents to the performance by the Consultant of customary real estate professional broker services involving third party clients and lands which may be located in the City of Eastvale; provided however that for as long as the Agreement is in effect, the Consultant shall not participate in any real estate professional broker services or claim a real estate broker commission which is payable to the Consultant by either the City or a third party involving any parcel of land or property which is subject to the foreclosed property registration program provisions of the City of Eastvale without first obtaining approval from the City.

Notwithstanding the provisions of section above, the City may hereafter request the Consultant to provide real estate professional consulting services to the City on a non-exclusive basis for which a real estate broker commission may be payable to the Consultant, in connection with the acquisition or disposition of real property by the City including property which is subject to registration with the City under the Eastvale foreclosed property registration program. Each such request for professional real estate broker services shall be evidenced by a separate written real estate broker listing agreement by and between the Consultant and the City, which shall include terms which each party may accept or reject in its sole discretion.

Scope of Work :

Consultant shall Administrate and carry out the implementation of a Foreclosed Property Registration Program for the City of Eastvale, California. The Consultant shall implement a program to Identify and Notify Beneficiaries of Trust Deeds which have caused a Notice of Default to be recorded on a property within the City of Eastvale. The Consultant shall utilize their technology and expertise gained in the past 30 years in the

Industry to increase Compliance with the City of Eastvale's Foreclosed Property Registration Ordinance.

Scope of Implementaion Services

1. There are currently 96 Properties that have become Bank Owned in the City of Eastvale within the previous 120 days which must be baselined into the program.
 - a. The baseline will include the completion of a Determination of Occupancy Inspection Report and a Property Condition report per property. The objective of this program is to provide an immediate impact on the maintenance of the property by the foreclosing lender, code compliance, and pre-registration of the REO (Real Estate Owned) properties.
 - b. Consistent Documentation to enhance the City's ability to recover the fees and penalties for non-compliance with the City Foreclosed Property Registration ordinance. The proper implementation of this program will assist to effectively notify and urge foreclosed property owner(s) to expedite maintenance and proper securing of the property for the safety of the community.
2. Initial Baseline Property Inspection of Preforeclosure and Trustee Sale or Auction status. The baseline will include the completion of an Occupancy Inspection Report and a Property Condition report per property upon receipt of a completed Foreclsoed Property Registration application and fee. There are currently 171 properties having had a Notice of Default filed in the last 120 days within the City of Eastvale. There are currently 278 properties that have had a Notice of Trustee's Sale filed within the last 120 days within the City of Eastvale.

Determination of condition of property

- a. Document condition of properties per "curb" inspection noting condition of the lawn, debris, broken windows/doors, graffiti, and presence of persona property.
 - b. Submit report regarding vandalism via e-mail and/or if available, the City's online reporting system or secure incident management system.
3. Daily tracking of properties that have entered the foreclosure process with the initial Notice of Default filed at the Office of the County Recorder shall be conducted as part of the process. This will enable the City of Eastvale to reach constituents in

distress, identify specific unsafe and dangerous vacant properties that present health and safety risks, and contact the responsible lenders and institutions so as to inform them of the City ordinance requiring registration of vacant REO properties. This will also enhance the City's program of property Code Compliance.

- a. Continue to perform a search of foreclosures in the City daily.
- b. Search for change in Status of property in Foreclosure.
- c. Check Auction Schedule and report daily change of status to Bank Owned for proposed action at the discretion of the City.

4. Updated Property Detail Report

Validate contact information of existing lender of record by contacting via telephone the trustee and/or the mortgage servicer. Provide updated contact information to the City.

5. Process and Procedures

- a. Implement process and procedures and provide oversight for preparation of correspondence on all properties that are on the foreclosure track in the City of Eastvale. Maintain an updated profile on those Beneficiaries that have not registered.
- b. Implement the methodology for checking the Foreclosure status of all properties beyond the initial filing of the Notice of Default.
- c. Implement procedures and processes to call all Beneficiaries that have not registered with the City of Eastvale and open dialogue on payment of fees and fines that are outstanding. Provide oversight to the implementation and performance of said procedures.
- d. Implement procedures and process for placing Cost Recovery calls to Trustees in order to open dialogue on the fees that are outstanding on unregistered properties in the Eastvale. Perform training and skills transfer sessions with appropriate City staff and develop and provide documentation for the processes and procedures of the program.

6. Create and implement a module for revenue recovery of the outstanding registrations, fees, and penalties.

- a. Provide Program development, management and oversight as well as implementation of cost recovery methodologies to enhance compliance with the Registration Ordinance, and to recover the cost of implementation of the program.

Compensation Agreement: The Consultant shall be paid 50% of collected amounts obtained from the collected registration fees under the Foreclosed Property Registration Program. Said fees and penalties shall be payable to consultant within 30 days of receipt by the City of Invoice provided by the consultant. This agreement shall continue for a one

year period, renewable annually by mutual agreement. Upon the Receipt by the City of a total of \$120,000.00 under the program, the share of the fees collected shall adjust to 40% payable to the Consultant, and the City to retain 60% on the basis of fees collected on a monthly basis. Upon such time as the City of Eastvale may desire to staff and implement the program with City employees in order to administrate the Foreclosed Property Registration Program, the division of fees shall be 20% to the Consultant, and 80% to the City of Eastvale. The City of Eastvale shall pay to Consultant Neftali Cortez of Remax Realty 100, Inc on a net 30 day period.

Respectfully Submitted,

Signature:

Neftali Cortez, Broker DRE License 00560181

Date

Signature:

City Manager: Robert Van Nort

Date:

City of Eastvale

(Eastvale Professional Services Agreement 2011-12-05 ver01)

Riverside County Foreclosure List 2011-07-21

City	Prefore- closure	Auction	Bank Owned	Sold to 3rd Pty	Total	NODs 2007	NODs 2008	NODs 2009	NODs 2010	NODs 2011(ytd)	NODs Total
Banning	70	74	65	15	224	376	637	611	445	135	2204
Beaumont	178	198	144	40	560	525	1052	1282	882	350	4091
Blythe	28	21	40	1	90	55	87	141	134	59	476
Calimesa	8	20	8	3	39	56	82	109	71	19	337
Canyon Lake	73	79	55	12	219	318	513	574	304	135	1844
Cathedral City	176	199	172	42	589	659	1168	1243	832	345	4247
Coachella	78	136	84	9	307	372	747	825	453	164	2561
Corona	449	851	312	102	1747	2702	4044	3966	2447	952	14111
Desert Hot Springs	152	139	162	48	501	905	1413	1450	888	343	4999
Eastvale	209	326	77	41	653	810	1496	1636	895	335	5172
Hemet	356	345	274	79	1054	1743	2689	2811	1836	659	9738
Indian Wells	23	23	15	0	61	30	65	101	89	38	323
Indio	262	294	245	66	867	1012	1861	2171	1402	526	6972
La Quinta	176	198	120	30	524	520	814	1188	916	303	3741
Lake Elsinore	284	348	204	70	906	1408	2387	2541	1292	534	8162
Menifee	140	200	113	57	510	811	1262	1477	816	306	4672
Moreno Valley	595	850	406	190	2041	4099	6239	5507	3046	1148	20039
Murrieta	409	523	273	133	1338	2644	3366	3646	2038	792	12486
Norco	63	100	28	7	198	275	459	520	301	115	1670
Palm Desert	193	149	143	32	517	389	680	1104	914	362	3449
Palm Springs	241	192	155	54	642	591	855	1285	1054	438	4223
Perris	292	463	270	87	1112	1853	3286	2951	1594	621	10305

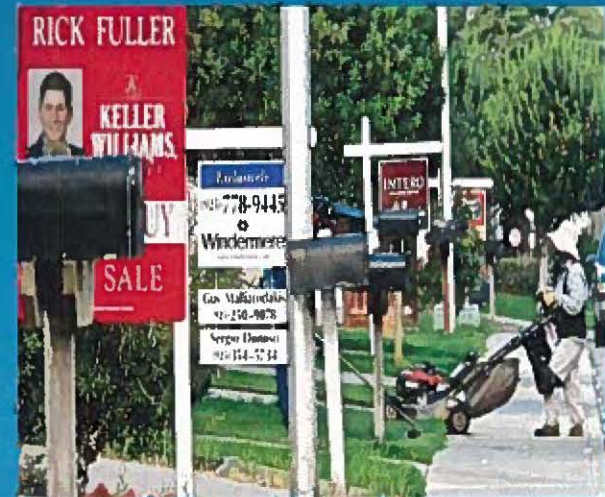
Rancho Mirage	91	86	56	13	246		173	275	412	349	166	1375
Riverside	976	1411	613	243	3243		4499	7642	7827	4655	1902	26525
San Jacinto	172	213	147	48	580		924	1683	1665	857	313	5442
Temecula	354	441	211	111	1117		1664	2506	3028	1884	707	9789
Wildomar	99	111	68	29	307		460	719	743	549	189	2660
Total	6147	7990	4460	1562	20159		29873	48027	50814	30943	11956	171613

**When searching these cities, there are other cities that come about which should
Corona (Corona Del Mar, Coronado)**

The Foreclosure Crisis Management Solution

L.A., O.C. home prices decline sharply

U.S. HOME PRICES CONTINUED TO FALL AT A RECORD PACE, AND PRICE DECLINES IN LOS ANGELES AND ORANGE COUNTIES OUTPACED OTHER MAJOR METROPOLITAN AREAS IN SEPTEMBER, ACCORDING TO A NATIONAL INDEX RELEASED TUESDAY. *LA Times*



The Foreclosure Crisis Management Solution: Cortez Systems

Local Mitigation of the
Negative Impacts of the
National Foreclosure Problem

Presented by :

Nef Cortez, Remax Realty 100, Inc.

Elias Cortez, Cortez Systems

November 16, 2011



Managing and Tracking All Foreclosed Properties on Day One... via *Cortez Systems*

- ❑ We Track the Foreclosure properties from the Notice of default (N.O.D.)!
- ❑ We utilize Advanced Cloud based wireless technology to track ALL properties from NOD to closure!





Foreclosure Cost Recovery Program...

- Tracking begins the day the Notice of Default is recorded.
- Monitor the banks as they move to Notification of Trustee Sale!
- Identify actual Trustee sale date.
- Determine outcome of Bank Owned properties.

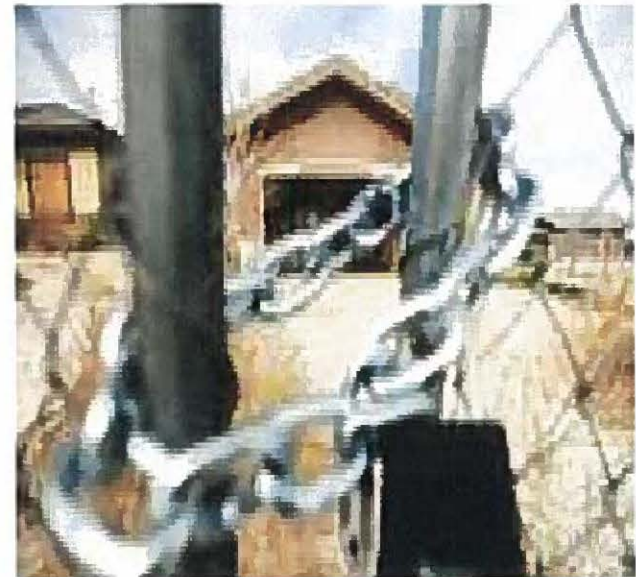
Foreclosure Cost Recovery Program...

- ❑ At no cost to residents or the City!
- ❑ Banks pay for the program via fees!
- ❑ The City can generate at least \$400 per property which is paid by the Banks. The Banks pay a registration fee compliant with AB218 - recovery of calculated costs and expenses



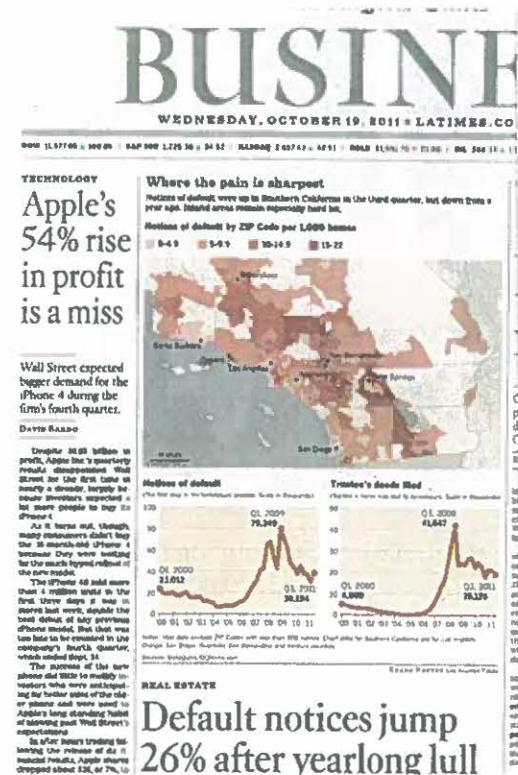
Safety and Crime Prevention

- ❑ Banks are required to maintain properties in foreclosure
- ❑ Prevent blight to the community via early foreclosure tracking and property asset management oversight
- ❑ Our technology enables assurance of Banks' compliance



Property Tax Base Preservation and Minimizing drop in funds..

- ❑ Early oversight provide for Prevention of property devaluation by curbing blight of foreclosed properties
- ❑ Early identification of the probable problem properties
- ❑ Reduce number of properties that escalate to a major abatement cases



LA Times, October 16, 2011



Managing and Tracking All Foreclosed Properties on Day One... via *Cortez Systems*

- ❑ The City can reach out and assist homeowners in need when they are most vulnerable
- ❑ The City can alert homeowners of Federal, State and Local home retention programs, providing options to impacted residents

The Solution is Simple...

Implement The FPRP Program.

- ❑ City Council approves the Foreclosure Registration Ordinance and Program
- ❑ Enables Cost Recovery and actual Collections of unpaid Registration Fees and Penalties from Banks
- ❑ Cortez systems provides an automated computer software program which tracks properties and unpaid fees



A realistic fix for the mortgage

Cortez Systems advanced Foreclosure Management Tracking and Management Technology

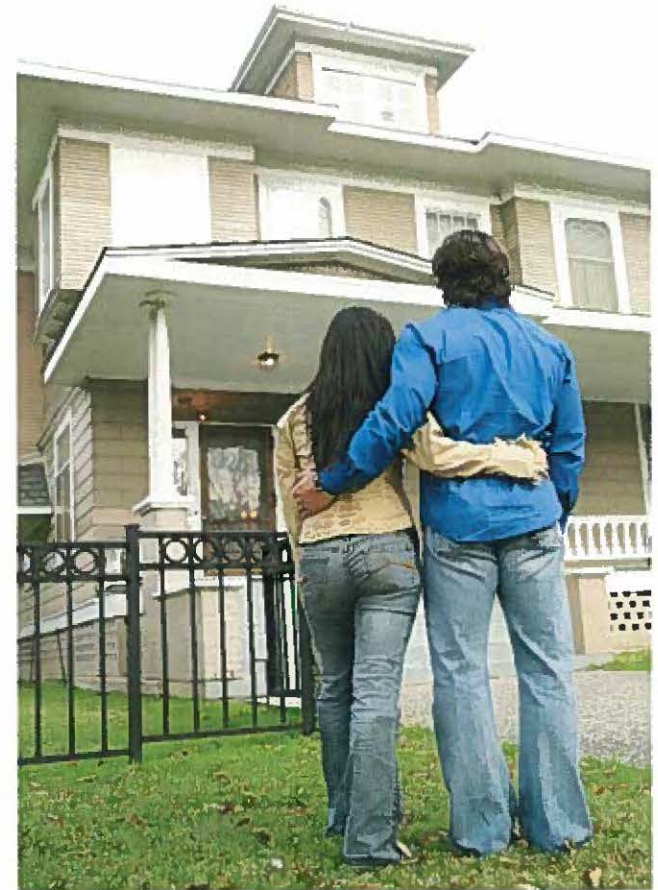


- ❑ Customized Software As A Service Cloud Computing (SAAS) for each city (Online Access 24 hrs per day/365 days per year)
- ❑ Online management and tracking technology which Facilitates easy online field data for Management, tracking and reporting foreclosure related activities.
- ❑ Citywide case file and records management of Foreclosures through it's life cycle.

Acknowledgements...

- ❑ Thank you for the opportunity to share this program and technology with you.
- ❑ Special Thanks to Rene Bobadilla, P.E., El Monte City Manager and Jesus Gomez, Assistant City Manager and David Gondek , Agency Counsel
- ❑ Nef Cortez, Remax Realty 100 Inc
- ❑ Elias S. Cortez ,CEO Cortez Systems

2011.11.16.FPRP.Vo1



CITY OF EASTVALE
CITY COUNCIL
AGENDA SUBMITTAL
Meeting Date: March 14, 2012

SUBJECT: 1972 Act Landscape Maintenance District Administration

REQUESTED ACTION: That the City Council authorize a contract with NBS to provide LLMD services for Zone 41,79,85,111,115,116 and 147 in an amount not to exceed \$11,900.

CONTACT: Robert L. Van Nort – City Manager

BACKGROUND:

The County of Riverside currently provides the administrative support for the Landscape and Maintenance Districts within the City of Eastvale. The Districts have been identified as Zones 41, 79, 85,111,115,116 and 147.

DISCUSSION:

The City of Eastvale was incorporated on October 1, 2010. The initial assessments after Incorporation were administered by the County of Riverside. Subsequent to the assignment of the Administration of Zones 41,79,85,115,116 and 147, the city has determined that the City could provide the same service at a reduced cost (savings) for its impacted residents. It is the potential savings to the residents that is germane to the transfer of responsibilities from the County to the City.

FISCAL IMPACT:

Potential savings to the District - \$3500 annually.

Reviewed by:

City Manager _____

City Attorney _____

Finance Director _____

Attachments:

Consent:

Public Hearing:

Business Item: Old ____ New ____



32405 Temescal Parkway, Suite 100
Temecula, CA 92592
Tel: (951) 696-2640 (Fax) (951) 696-1997
nbsgov.com

February 23, 2012

Mr. Robert Van Nort
City Manager
City of Eastvale
6080 Hamner Avenue, Suite 100
Mira Loma, CA 91752

Subject: Agreement to Provide 1972 Act Landscape Maintenance District (LMD) Administration Services for the City of Eastvale

Dear Mr. Van Nort:

NBS would like to thank you for the opportunity to provide Landscape Maintenance District (LMD) Administration Services for the City of Eastvale ("City"). We have provided two (2) copies of our Executed Agreement. Upon signing, please return one copy to the undersigned and keep one copy for your records.

SCOPE OF SERVICES

1972 Act Landscape Maintenance District (LMD) Administration

Expert Resource. First and foremost, NBS will act as the City's "expert resource," and is available to answer questions and advise the City on particular issues involving the Landscape and Lighting Maintenance District.

Kick-Off Meeting, Project Schedule. NBS will meet with City staff, legal counsel and other interested parties to:

- Establish lines of communication.
- Clarify the specific project goals, components and criteria that will meet the City's preference.
- Identify and resolve any special circumstances that may be involved in the administration of the District.
- Develop project schedules to meet legal requirements and provide for effective interfacing of all involved parties.
- Establish meeting points consistent with schedule to achieve project milestones.
- Establish and coordinate with City staff a schedule to assure completion of necessary actions and compliance with statutes.

Review Existing Engineer's Report. NBS will review the existing Engineer's Report and Method of Assessment for the District to identify areas where the special benefit nexus is deficient. Specific evaluation will be made based on the language used to describe benefit received, and the requirements of Proposition 218.

Database Development. NBS will access current information from various data sources to verify that all parcels are included in the database. NBS will also verify that all land use designations and assessment benefit factors are correct. NBS will update the database with current County Assessor's information including

property owner names and addresses, and any other available data that will augment the existing database.

Budget Preparation. NBS will meet with City staff to review the District budget for the coming fiscal year. This budget will be based on historical costs and actual and/or projected changes in costs and/or improvements to be maintained. Cost categories may include, but are not limited to capital improvements and maintenance costs, incidental costs (engineering, legal, District administration) and reserve funds.

Assessment Computation and Rate Analysis. NBS will compute the assessment for each parcel within the District according to the Method of Assessment. NBS will provide an assessment summary which will include a comparison of current year rates versus prior year rates, separate by zone and land use, if applicable, and fund balance information.

Engineer's Report Preparation. NBS will prepare the annual Engineer's Report and provide to City staff. The Report will consist of:

- A discussion of the background of the District.
- A detailed and technically supported Method of Assessment.
- A description of the improvements and services that are being funded by the District.
- A cost estimate for the improvements and services being funded.
- Copy or reference to original District Diagram.
- A table showing assessed rates by zone and land use.
- An Assessment Roll listing assessments by parcel or reference a complete roll on file with the City.

Meet with Agency Staff. NBS will meet with City staff to review the Engineer's Report for modifications and approval.

Noticing and Resolution Coordination. NBS will coordinate activities to ensure that required tasks are completed within the scheduled time frame. NBS will assist the City (or the City's legal counsel) with preparation of any notice of assessments, public hearings, or other meetings requiring publication. NBS will assist the City (or the City's legal counsel) with preparation of the staff report, all legal notices and the associated resolutions described below:

- Resolution describing improvements, initiating proceeding, and ordering the engineer to prepare and file a report for the City.
- Resolution preliminarily approving the Engineer's Report.
- Resolution of Intention declaring the intention of the City Council to levy and collect assessments and setting a date for the public hearing(s).
- Resolution authorizing the placement of assessments on the property tax bills.

Meeting Attendance. NBS will attend up to two (2) public meetings, workshops, and City Council meetings, as requested by the City.

Levy Submittal. NBS will submit the levy to the County Auditor-Controller in the required format. Assessments rejected by the County Auditor-Controller will be researched and resubmitted for collection on the County Tax Roll. Any parcels that are not submitted to the County for collection will be invoiced for payment directly to the City.

Final Engineer's Report. NBS will update the annual Engineer's Report and deliver to City staff.

Toll-Free Phone Number. NBS shall provide a toll-free phone number for use by the City, other interested parties and all property owners. NBS will be available to answer questions regarding the District and the ongoing collection of assessments. Bilingual staff is available to assist Spanish-speaking property owners.

OPTIONAL SERVICES FOR 1972 ACT LMD Admin:

These services will not be performed unless formally requested by the City.

Proposition 218 Compliance

NBS has worked with many public agencies to comply with the requirements of Proposition 218. Each agency has different requirements and resources to complete the necessary tasks of assessment balloting procedures. Therefore, NBS recommends an individually tailored approach to Proposition 218 compliance. Fees for such services will be negotiated at the appropriate time.

Assessment Diagram

NBS will obtain the existing assessment diagram and will make reference to any annexations or parcel changes, as necessary.

Engineer Signature

NBS will have a Registered Professional Engineer (PE) review the Engineer's Report for signature and stamp.

FEES

1972 Act LMD Administration

Zone 41, 79,85,111,115,116 and 147.....\$11,900

Optional Services

These fees are only applicable when the service is formally requested by the City.

Proposition 218 Compliance.....TBD

Assessment Diagram.....TBD

Engineer Signature (per report).....\$500

Expenses

Customary out-of-pocket expenses will be billed to the City at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

Annual Fee Increases

A cost of living allowance ("COLA") may be applied to the services listed above on October 1 each year, beginning with October 1, 2013. The COLA would be the actual cost of living increase based on the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for all urban consumers for the Southern California counties.

Additional Services

The following table shows our current hourly rates. Additional services authorized by the City but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Director	\$ 190
Senior Consultant/Programmer	150
Engineer	140
Consultant	130
Analyst	100
Clerical/Support	55
Expert Witness	TBD; with minimum fee

Terms

Administration services will be invoiced at the beginning of each quarter. Expenses will be itemized and included in the next regular invoice. Fees for all other services will be invoiced upon completion of the task. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel administration contracts with 30 days written notice.

Please feel free to contact me if you have any questions or need further information.

Best regards,

**NBS Government Finance Group,
DBA NBS**

City of Eastvale



Mike Rentner

Name

President and CEO 2/23/12
Title Date

Title Date

CITY OF EASTVALE STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Bob Van Nort, City Manager

PREPARED BY: Danny Feltenberger, Captain
John E. Cavanaugh, City Attorney

DATE: March 14, 2012

SUBJECT: An Ordinance of the City Council of the City of Eastvale, California, Adding Chapter 14.40 Entitled "Conduct on Public Property" to the Eastvale Municipal Code.

RECOMMENDATION: Adopt **Ordinance No. 2012- 06** ; "Conduct on Public Property" to the Eastvale Municipal Code.

SUMMARY: The purpose of this proposed Ordinance is to maintain public and private streets and developed and undeveloped areas within the city in a clean, safe and accessible condition for residents and the public at large while permitting peaceful demonstrations on the City's public streets and public property. This proposed Ordinance would also serve to discourage or prevent the secondary impacts of vagrancy such as crime, visual blight, poor sanitation and disease.

BACKGROUND/ANALYSIS: There are several considerations involved when a public street or public property is shut down or closed to allow for permitted activities such as peaceful demonstrations and other allowable First Amendment activity; e.g. disruption of vehicle and pedestrian traffic, local business interruption and vagrancy which can lead to criminal conduct and poor sanitation and disease. This proposed Ordinance will serve to achieve that delicate balance of preserving and supporting one's First Amendment right to peaceably assemble while mitigating any public health and safety concerns to the City's residents and business community.

FINANCIAL IMPACT: The City of Eastvale incurs no additional financial impact as the police department would be enforcing this ordinance after being dispatched to a call for service.

ORDINANCE NO. 2012-06

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EASTVALE,
CALIFORNIA, ADDING CHAPTER 14.40 OF TITLE 14 OF THE CITY OF EASTVALE
MUNICIPAL CODE PERTAINING TO CONDUCT ON PUBLIC PROPERTY**

THE CITY COUNCIL OF THE CITY OF EASTVALE DOES ORDAIN AS FOLLOWS:

SECTION 1. Chapter 14.40 of the Eastvale Municipal Code is hereby added to read as follows:

“Chapter 14.40

Conduct on Public Property

14.40.010. Findings and purpose.

The purpose of this chapter is to maintain public and private streets and developed and undeveloped areas within the city in a clean, safe and accessible condition for residents and the public at large; and to discourage or prevent the secondary impacts of vagrancy such as crime, visual blight, poor sanitation and disease.

14.40.020. Conduct on Public Property.

A. Obstruction of Movement in Public Ways. No person, after having been notified by a law enforcement officer that he or she is in violation of the prohibition in this Section, shall occupy any portion of a public way or public place so as to obstruct or interfere with the flow of pedestrian or vehicular traffic thereon, whether such person does so alone or together with one or more persons, or with equipment or personal property of any nature, and whether such person does so by standing, sitting, lying, or in any other manner.

B. Sitting or Lying Down on Public Sidewalks. No person, after having been notified by a law enforcement officer that he or she is in violation of the prohibition in this Section, shall sit or lie down upon a public sidewalk or sidewalk curb, or upon a blanket, chair, stool, or any other object placed upon a public sidewalk.

C. Exceptions. Subsections A and B of this section shall not apply in the following cases and to the following persons:

1. Persons standing or sitting on the curb or portion of any sidewalk or street while attending or viewing any parade, festival, performance of similar event permitted under the provisions of this Code;
2. Persons sitting upon benches or other seating facilities provided or authorized for such purposes by municipal authorities;
3. Any conduct which is in conformity with the terms of any permit granted pursuant to

this Code;

4. Any conduct in public places that are privately owned where such conduct is in conformity with permission granted by the owner of said premises or by the person entitled to the possession of said premises;

5. Persons sitting or lying down due to a medical emergency;

6. Persons who, as the result of a disability, utilize a wheelchair or similar device to move about;

7. Persons who place chairs or stools on public sidewalks in conjunction with display devices or noncommercial uses permitted under this code.

D. Conduct on Public Property, Monuments and Lawns. No person, after having been notified by a law enforcement officer that he or she is in violation of the prohibition in this Section, shall:

1. Walk, stand, sit or lie upon any monument, vase, decorative fountain, drinking fountain, bike rack, trash receptacle, median, fire hydrant, street tree planter berm, utility cabinet, railing, fence, planter, or upon any other public property not designed or customarily used for such purposes;

2. Walk, stand, sit or lie upon any public lawn or planted area which is posted with signs that forbid such conduct; or

3. Walk, stand or lie upon any public bench.

E. Public Urination and Defecation Prohibited. No person shall urinate or defecate in public except when using a urinal, toilet or commode located in a bathroom or restroom enclosed from public view.

F. Sidewalk Obstructions -- After Dark. No person, without a permit, shall place on the public sidewalks of the City between 11:00 p.m. and 5:00 a.m. any structure or object which may potentially represent a hazard or obstruction to any able-bodied or disabled person traversing any portion of said public sidewalk. This Section shall not apply to items left on public sidewalks for refuse or recycling collection.

G. Public Nuisance Declared. If any vehicle, object, structure, construction material or construction equipment is placed or left upon any public street, sidewalk, roadway, pedestrian way or bicycle path, or in any other public place in the City, contrary to the terms of this Chapter and without the written permission of the City Code Enforcement Officer or designee, any such vehicle, object, structure, construction material or construction equipment is declared to be a

public nuisance and the City is authorized and empowered to remove any such vehicle, object, structure, construction material or construction equipment from the public street, sidewalk, roadway, pedestrian way or bicycle path forthwith. If the person owning, or otherwise responsible for, any such vehicle, object, structure, construction material or construction equipment is present, then before removing the vehicle, object, structure, construction material or construction equipment, the City Code Enforcement Officer or the person designated by the City Code Enforcement Officer shall warn that person that he or she is in violation of this Chapter and shall give that person the opportunity to remove forthwith the vehicle, object, structure, construction material or construction equipment.

14.40.030. Enforcement.

A. It is unlawful for any person to violate any provision or to fail to comply with any of the requirements of this Chapter. In addition to other remedies provided by law, any person violating any provision of the Chapter for failing to comply with any of the requirements is deemed guilty of an infraction with in the manner provided in Eastvale Municipal Code Section 1.01.200.

B. Each person shall be deemed guilty of a separate offense for each and every day, or any portion thereof, during which any violation of or failure to comply with any of the provisions of this chapter is committed, continued or permitted by such person, and each instance shall be deemed punishable as provided in this chapter.

C. Each infraction is punishable by:

- (1) a fine not exceeding \$100.00 for the first violation;
- (2) a fine not exceeding \$200.00 for the second violation within one year;
- (3) a fine not exceeding \$500.00 for each additional violation within one year.

D. The provisions of this Chapter shall not be construed as permitting conduct not prescribed herein and shall not affect the enforceability of any other applicable provisions of law.

SECTION 2. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases or portions thereof be declared invalid or unconstitutional.

SECTION 3. EFFECTIVE DATE: This Ordinance shall become effective 30 days from the date of its adoption.

PASSED, APPROVED AND ADOPTED this 28th day of March 2012.

Jeff DeGrandpre, Mayor

Attest:

Judy Haughney, City Clerk

Approved as to form:

John E. Cavanaugh, City Attorney

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) §
CITY OF EASTVALE)

I, Judy L. Haughney, CITY CLERK OF THE CITY OF EASTVALE, DO HEREBY CERTIFY that the foregoing Ordinance Number 2012-06 was duly and regularly adopted by the City Council of the City of Eastvale at a regular meeting held the 28th day of March, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Clerk, Judy L. Haughney