



**CITY OF EL MONTE**  
**CITY MANAGER'S OFFICE**

**James W. Mussenden**  
*City Manager*

**Danté G. Hall**  
*Assistant City Manager*

July 23, 2008

To Whom It May Concern:

The City of El Monte adopted Ordinance 2684 in April 2007 to better regulate alarm systems and reduce the burden on the Police Department from responding to false alarms. As part of the regulatory system established by that ordinance, Section 5.102.040 (G) & (H) (EMMC) requires alarm companies to notify their customers of the alarm permit renewal no later than December 1<sup>st</sup> of each year and shall bill their customers for the alarm permit fee required of the Alarm Ordinance.

This section also requires that alarm companies remit to the Alarm Administrator all fees collected, completed applications and provide a complete list of customers with a designation of which customers that have failed to pay the required fee. That list is to include the name or names of the client, their address, and their phone number. To date, the city has not received this customer list from your company.

We request that your customer list be sent to us **no later than August 31, 2008**. The customer list should be of your El Monte customers who reside in the Zip Codes of 91731, 91732, 91733 and 91734.

If you have any questions regarding this letter, please do not hesitate to contact the Alarm Coordinator, Monday through Thursday, 7:00 a.m. to 5:00 p.m., at (626) 580-2159.

Sincerely,

JAMES W. MUSSENDEN  
City Manager  
City of El Monte