



**CITY OF SOUTH PASADENA  
CITY COUNCIL CLOSED SESSION  
REGULAR MEETING AGENDA**

**City Manager's Conference Room, Second Floor, City Hall  
1414 Mission Street, South Pasadena, CA 91030**

**Wednesday, September 20, 2017, at 6:15 p.m.**

*The public may comment on Closed Session items prior to the City Council recessing to Closed Session.  
In order to address the City Council on Closed Session items, please complete a Public Comment Card.  
Time allotted per speaker: 3 minutes. The City Council will convene in Open Session at 7:30 p.m.*

**CALL TO ORDER:** Mayor Michael A. Cacciotti

**ROLL CALL:** Councilmembers Robert S. Joe, Marina Khubesrian, M.D.,  
Diana Mahmud; Mayor Pro Tem Richard D. Schneider, M.D.;  
and Mayor Michael A. Cacciotti

**PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS ONLY**

(Time limit is three minutes per person)

The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the Chief City Clerk prior to the meeting. Pursuant to State law, the City Council may not discuss or take action on issues not on the meeting agenda (Government Code Section 54954.2).

**CLOSED SESSION AGENDA ITEMS**

**A. Anticipated Litigation**

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, Pursuant to Government Code Section 54956.9(d)(2):

Number of Anticipated Cases: 1

**B. Initiation of Litigation**

CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION, Pursuant to Government Code Section 54956.9(d)(4):

Number of Cases: 2

**C. Labor Negotiations**

CONFERENCE WITH LEGAL COUNSEL – LABOR NEGOTIATIONS, Pursuant to Government Code Section 54957.6:

City Negotiators: Interim City Manager Elaine Aguilar, Human Resources Manager Mariam Lee Ko, City Attorney Teresa L. Highsmith, and Attorney Steve Berliner

Represented Employee Organizations: Firefighters’ Association (FFA)


Unrepresented Employees: Management Employees

**D. Public Employee Appointment**

CONFERENCE WITH LEGAL COUNSEL – PUBLIC EMPLOYEE APPOINTMENT, Pursuant to Government Code Section 54957(b)(1):

Title: City Manager

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s website as required by law.*

09/14/2017	
Date	Desiree Jimenez, CMC Deputy City Clerk



**CITY OF SOUTH PASADENA  
CITY COUNCIL REGULAR MEETING AGENDA**

**Amedee O. "Dick" Richards, Jr. Council Chamber  
1424 Mission Street, South Pasadena, CA 91030**

**Wednesday, September 20, 2017, at 7:30 p.m.**

*In order to address the City Council, please complete a Public Comment Card.  
Time allotted per speaker is three minutes.  
No agenda item may be taken after 11:00 p.m.*

**CALL TO ORDER:** Mayor Michael A. Cacciotti

**ROLL CALL:** Councilmembers Robert S. Joe, Marina Khubesrian, M.D.,  
Diana Mahmud; Mayor Pro Tem Richard D. Schneider,  
M.D.; and Mayor Michael A. Cacciotti

**INVOCATION:** Councilmember Mahmud  
*\*In permitting a nonsectarian invocation, the City does not  
intend to proselytize, advance, or disparage any faith or  
belief. Neither the City nor the City Council endorses any  
particular belief or form of invocation.*

**PLEDGE OF ALLEGIANCE:** Councilmember Mahmud

**1. CLOSED SESSION  
ANNOUNCEMENTS:** A Closed Session Agenda has been posted separately

**PRESENTATIONS**

- 2. Introduction of South Pasadena Fire Department Staff**
- 3. Presentation of Certificates of Appreciation to Public Safety Personnel for Assisting with Recent California Wildfires**
- 4. Presentation of Certificates of Recognition to Natasha Prime and Nick Taylor for Their Contributions to The Place Teen Center of South Pasadena**
- 5. Presentation of South Pasadena Tournament of Roses 2017 Float Picture and 2018 Float Design**
- 6. Presentation of the Fiscal Year 2016-17 Annual Report of the Library Board of Trustees**

**COMMISSION APPOINTMENTS AND REAPPOINTMENTS**

**7. Commission Appointment and Reappointments**

Recommendation

1. Appointment to the Cultural Heritage Commission for a partial-term ending December 31, 2017.
2. Appoint Juliana Fong (8<sup>th</sup> Grade) to the Youth Commission for a full two-year school term from September 1, 2017 until June 30, 2019.
3. Reappoint Cole Chuang (10<sup>th</sup> Grade) and Elissa Fong (10<sup>th</sup> Grade) to the Youth Commission for a full two-year school term from September 1, 2017 until June 30, 2019.

**COMMUNICATIONS**

**8. Councilmembers Communications**

Time allotted per Councilmember is three minutes. Additional time will be allotted at the end of the City Council Meeting agenda, if necessary.

**9. City Manager Communications**

**10. Merchant Minute**

**11. Reordering of and Additions to the Agenda**

**PUBLIC COMMENTS AND SUGGESTIONS**  
(Time limit is three minutes per person)  
The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the Chief City Clerk prior to the meeting. At this time, the public may address the City Council on items that are not on the agenda. Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

**OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

In order to address the City Council, please complete a Public Comment card. Time allotted per speaker is three minutes. Items listed under the consent calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless an audience member or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

**CONSENT CALENDAR**

**12. Minutes of the City Council Meetings of September 9, 2017 and September 12, 2017**

Recommendation

Approve the minutes of the September 9, 2017 and September 12 2017 City Council Meetings.

**13. Prepaid Warrants, General City Warrants, and Payroll**

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 199895 through 199942 in the amount of \$1,959,111.79; General City Warrants Nos. 199943 through 200024 in the amount of \$240,592.88; and Payroll dated September 8, 2017, in the amount of \$575, 048.09.

**14. Monthly Investment Reports for July 2017**

Recommendation

Receive and file the Monthly Investment Reports for July 2017.

**15. Discretionary Fund Requests From Mayor Cacciotti, Councilmember Joe, and Councilmember Khubesrian for the Purpose of the Eagle Scout Project to Install an Interpretive Sign at the Entrance of the Nature Park**

Recommendation

Approve the Discretionary Fund requests by Mayor Cacciotti designating \$300, Councilmember Joe designating \$100, and Councilmember Khubesrian designating \$50 for the purpose of an Eagle Scout Project to install an interpretive sign at the entrance of the Nature Park.

**16. Appointment of Stephanie DeWolfe as City Manager and Approval of Employment Agreement**

Recommendation

Appoint Stephanie DeWolfe as City Manager and approve an employment agreement for her services.

**17. Approval of South Pasadena Tournament of Roses Committee Slate of Officers and Committee Chairs, 2016-17 Ending Financial Statement, 2017-18 Budget, and Bylaws**

Recommendation

Review and approve the annual South Pasadena Tournament of Roses Committee Slate of Officers and Committee Chairs, 2016-17 Ending Financial Statement, 2017-18 Budget, and Bylaws.

**18. Receive and File the Guidelines and Projects to be Funded by Senate Bill 1 : The Road Repair and Accountability Act**

Recommendation

Receive and file the guidelines and projects to be funded by Senate Bill 1: The Road Repair and Accountability Act.

**19. Approval of Purchase Order with D&R Office Works, Inc. in the Amount of \$31,347.22 for the Purchase of Office Furniture for the Garfield Reservoir Office**

Recommendation

Accept a proposal dated July 14, 2017 from D&R Office Works, Inc., authorizing staff to purchase office furniture in the amount of \$31,347.22 and reject all other proposals.

**20. Contract Amendment with Nelson\Nygaard Consulting Associates, Inc. to Amend the Scope of Services**

Recommendation

Authorize the City Manager to execute a contract amendment with Nelson\Nygaard Consulting Associates, Inc. to amend the Scope of Services for transportation consulting services to identify projects for the remaining Measure R funds by adding a joint meeting with the Freeway and Transportation Commission and Public Works Commission.

**21. Award of Construction Contract to E.C. Construction Co. for Construction of Grevelia Street Improvement Project**

Recommendation

1. Accept a bid dated September 5, 2017, from E.C. Construction Co. for the construction of the Grevelia Street Improvement Project (Project) and authorize the City Manager to enter into a contract with E.C. Construction Co. for an amount not-to-exceed \$415,884.
2. Reject all other bids received.

**22. Award of Contract to E.C. Construction Co. for the Fiscal Year 2017-18 CDBG Sidewalk Replacement and ADA Access Ramp Project**

Recommendation

1. Accept a bid dated September 5, 2017, from E.C. Construction Co., for the construction of the Fiscal Year 2017-18 Community Development Block Grant Sidewalk Replacement and ADA Access Ramp Project at various locations and authorize the City Manager to enter into a contract with E.C. Construction Co. for a not-to-exceed amount of \$137,025.
2. Reject all other bids received.

**23. Approval of an Alcohol Beverage Control Application from the South Pasadena Preservation Foundation to Serve Alcohol on the Open Space Next to the Meridian Iron Works Museum**

Recommendation

Approve an Alcohol Beverage Control application from the South Pasadena Preservation Foundation to serve alcohol on the open space next to the Meridian Iron Works Museum as a fundraiser on October 21, 2017 subject to conditions of approval.

**24. Authorization to Accept Grant Award in the Amount of \$70,000 from the California Office of Traffic Safety for the Strategic Traffic Enforcement Program**

Recommendation

1. Accept a grant award in the amount of \$70,000 from the California Office of Traffic Safety for the Strategic Traffic Enforcement Program.
2. Authorize the City Manager to execute all necessary documents to accept the grant and all grant renewals.

**PUBLIC HEARING**

**25. Public Hearing to Receive Input from the Community Regarding Draft Maps of Voting District Boundaries for a City Council District-Based Electoral System Pursuant to Elections Code Section 10010**

Recommendation

1. Conduct a Public Hearing to receive public testimony on the draft maps of voting district boundaries and the sequence of elections.
2. Provide direction to staff regarding the draft maps of voting district boundaries and the sequence of elections.

**ACTION/DISCUSSION**

**26. Approval of City Membership to the San Gabriel Valley Economic Partnership**

Recommendation

1. Approve the City's membership in the San Gabriel Valley Economic Partnership for Fiscal Year 2017-18.
2. Consider funding part of the membership cost through the Business Improvement Tax.

**27. First Reading and Introduction of an Ordinance to Amend the South Pasadena Municipal Code to Establish City Campaign Contribution Regulations**

Recommendation

Introduce an ordinance entitled “An Ordinance of the City Council of the City of South Pasadena, California, adding a new Article XIV to Chapter 2 (Administration) to the South Pasadena Municipal Code establishing City Campaign Contribution Regulations.”

**28. Discretionary Fund Request from Mayor Cacciotti in the Amount of \$7,500 for the Purpose of Installing an Electrical Vehicle Charging Station at the Hope Street/Mound Avenue Public Parking Lot and Direction Regarding Project Funding**

Recommendation

1. Approve the Discretionary Fund request by Mayor Cacciotti designating \$7,500 for the purpose of installing an electrical vehicle charging station at the Hope Street/Mound Avenue Public Parking Lot Project.
2. Provide direction regarding the \$25,134 Project funding shortfall.

**29. Formation of a Financial Sustainability Ad Hoc Committee**

Recommendation

Form a Financial Sustainability Ad Hoc Committee to work with City staff to review the City’s current and long-term financial position, review potential revenue measures, and formulate recommendations to the City Council. The Ad Hoc Committee could also work with City staff to develop educational presentations and outreach materials.

**COUNCILMEMBERS COMMUNICATIONS (continued)**

**ADJOURNMENT**

**FUTURE CITY COUNCIL MEETINGS  
(OPEN SESSION)**

September 16, 2017	Special City Council Meeting	Council Chamber	10:00 a.m.
October 4, 2017	Regular City Council Meeting	Council Chamber	7:30 p.m.
October 18, 2017	Regular City Council Meeting	Council Chamber	7:30 p.m.
November 1, 2017	Regular City Council Meeting	Council Chamber	7:30 p.m.



**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

Prior to meetings, City Council Meeting agenda packets are available at the following locations:

- City Clerk's Division, City Hall, 1414 Mission Street, South Pasadena, CA 91030;
- South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030; and
- City website: [www.southpasadenaca.gov/agendas](http://www.southpasadenaca.gov/agendas)

Agenda related documents provided to the City Council are available for public inspection in the City Clerk's Division, and on the City's website at [www.southpasadenaca.gov/agendas](http://www.southpasadenaca.gov/agendas). During the meeting, these documents will be available for inspection as part of the "Reference Binder" kept in rear of the City Council Chamber.

Regular meetings are broadcast live on Time-Warner Cable Channel 19 and AT&T Channel 99. Meetings are also streamed live via the internet at [www.southpasadenaca.gov/agendas](http://www.southpasadenaca.gov/agendas).

**AGENDA NOTIFICATION SUBSCRIPTION**

Individuals can be placed on an email notification list to receive forthcoming agendas by calling the City Clerk's Division at (626) 403-7230.

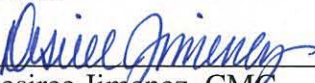
**ACCOMMODATIONS**

The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*

09/14/2017

Date

  
Desiree Jimenez, CMC  
Deputy City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

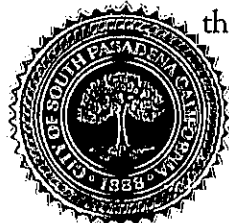
# APPRECIATION



**Dan Dunn**

Fire Captain, South Pasadena Fire Department

In appreciation of courageously assisting with recent wildfires, demonstrating unwavering commitment to public safety while responding as the Engine Company crew supplying helicopters with water to a third alarm brush fire in the City of Burbank, while representing the City of South Pasadena with integrity and bravery



Dated this 20<sup>th</sup> day of September, 2017

Michael A. Cacciotti, Mayor

Evelyn G. Zneimer, City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

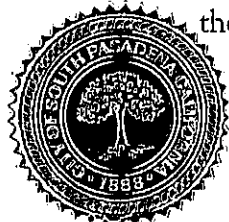
# APPRECIATION



**Brad Harris**

Fire Engineer, South Pasadena Fire Department

In appreciation of courageously assisting with recent wildfires, demonstrating unwavering commitment to public safety while responding as the Engine Company crew supplying helicopters with water to a third alarm brush fire in the City of Burbank, while representing the City of South Pasadena with integrity and bravery



Dated this 20<sup>th</sup> day of September, 2017

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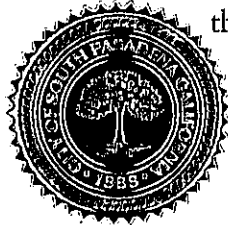
# APPRECIATION



**Kevin Hill**

Fire Engineer, South Pasadena Fire Department

In appreciation of courageously assisting with recent wildfires, demonstrating unwavering commitment to public safety while responding as the Engine Company crew supplying helicopters with water to a third alarm brush fire in the City of Burbank, while representing the City of South Pasadena with integrity and bravery



Dated this 20<sup>th</sup> day of September, 2017

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Evelyn G. Zneimer, City Clerk

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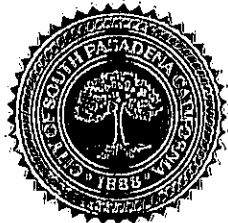
# APPRECIATION



**Mike Larkin**

Fire Engineer, South Pasadena Fire Department

In appreciation of courageously assisting with recent wildfires, demonstrating unwavering commitment to public safety while deployed for 14 days to the Orleans Complex Fire in Northern California as a Fire Line Paramedic, while representing the City of South Pasadena with integrity and bravery



Dated this 20<sup>th</sup> day of September, 2017

Michael A. Cacciotti, Mayor

Evelyn G. Zneimer, City Clerk

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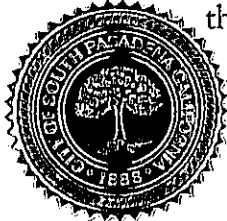
# APPRECIATION



**Anthony Porraz**

Fire Engineer, South Pasadena Fire Department

In appreciation of courageously assisting with recent wildfires, demonstrating unwavering commitment to public safety while responding as the Engine Company crew supplying the helicopters with water to a third alarm brush fire in the City of Burbank, while representing the City of South Pasadena with integrity and bravery



Dated this 20<sup>th</sup> day of September, 2017

Michael A. Cacciotti, Mayor

Evelyn G. Zneimer, City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

# APPRECIATION



**Tony Abdalla**

Police Sergeant, South Pasadena Police Department

In appreciation of courageously assisting with the recent wildfires, demonstrating unwavering commitment to public safety while responding to a third alarm brush fire in the City of Burbank to provide property protection from looting and initiate as-needed rescues, while representing the City of South Pasadena with integrity and bravery



Dated this 20<sup>th</sup> day of September, 2017

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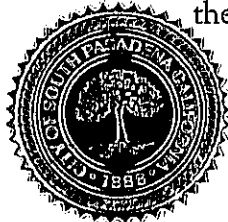
# APPRECIATION



**Athur Burgos**

Police Officer, South Pasadena Police Department

In appreciation of courageously assisting with the recent wildfires, demonstrating unwavering commitment to public safety while responding to a third alarm brush fire in the City of Burbank to provide property protection from looting and initiate as-needed rescues, while representing the City of South Pasadena with integrity and bravery



Dated this 20<sup>th</sup> day of September, 2017

\_\_\_\_\_  
Michael A. Cacciotti, Mayor

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

# APPRECIATION



**Gilbert Carrillo**

Police Officer, South Pasadena Police Department

In appreciation of courageously assisting with the recent wildfires, demonstrating unwavering commitment to public safety while responding to a third alarm brush fire in the City of Burbank and La Tuna to provide property protection from looting and initiate as-needed rescues, while representing the City of South Pasadena with integrity and bravery



Dated this 20<sup>th</sup> day of September, 2017

\_\_\_\_\_  
Michael A. Cacciotti, Mayor

\_\_\_\_\_  
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THE CITY OF SOUTH PASADENA EXPRESSES

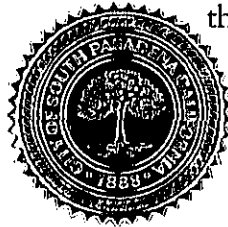
# APPRECIATION



**Andy Dubois**

Police Detective, South Pasadena Police Department

In appreciation of courageously assisting with the recent wildfires, demonstrating unwavering commitment to public safety while responding to a third alarm brush fire in the City of Burbank to provide property protection from looting and initiate as-needed rescues, while representing the City of South Pasadena with integrity and bravery



Dated this 20<sup>th</sup> day of September, 2017

\_\_\_\_\_  
Michael A. Cacciotti, Mayor

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk

THE CITY OF SOUTH PASADENA EXPRESSES

# APPRECIATION



**Ryan Hang**

Police Officer, South Pasadena Police Department

In appreciation of courageously assisting with the recent wildfires, demonstrating unwavering commitment to public safety while responding to a third alarm brush fire in the City of Burbank to provide property protection from looting and initiate as-needed rescues, while representing the City of South Pasadena with integrity and bravery



Dated this 20<sup>th</sup> day of September, 2017

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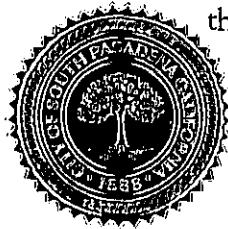
# APPRECIATION



**Craig Phillips**

Police Corporal, South Pasadena Police Department

In appreciation of courageously assisting with recent wildfires, demonstrating unwavering commitment to public safety while responding to a third alarm brush fire in the City of Burbank to provide property protection from looting and initiate as-needed rescues, while representing the City of South Pasadena with integrity and bravery



Dated this 20<sup>th</sup> day of September, 2017

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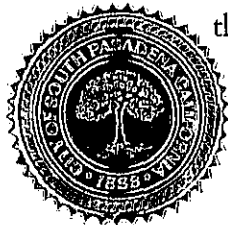
# APPRECIATION



**Matt Ronnie**

Police Sergeant, South Pasadena Police Department

In appreciation of courageously assisting with the recent wildfires, demonstrating unwavering commitment to public safety while responding to a third alarm brush fire in the City of Burbank to provide property protection from looting and initiate as-needed rescues, while representing the City of South Pasadena with integrity and bravery



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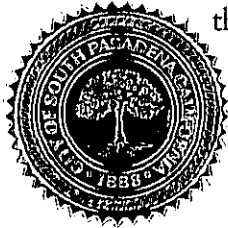
# APPRECIATION



**Daren Wong**

Police Officer, South Pasadena Police Department

In appreciation of courageously assisting with the recent wildfires, demonstrating unwavering commitment to public safety while responding to a third alarm brush fire in the City of Burbank to provide property protection from looting and initiate as-needed rescues, while representing the City of South Pasadena with integrity and bravery



Dated this 20<sup>th</sup> day of September, 2017

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Michael A. Cacciotti, Mayor

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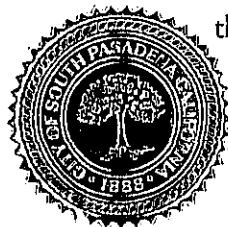
# APPRECIATION



**Patrick Zamora**

Police Officer, South Pasadena Police Department

In appreciation of courageously assisting with recent wildfires, demonstrating unwavering commitment to public safety while responding to a third alarm brush fire in the City of Burbank to provide property protection from looting and initiate as-needed rescues, while representing the City of South Pasadena with integrity and bravery



Dated this 20<sup>th</sup> day of September, 2017

\_\_\_\_\_  
Michael A. Cacciotti, Mayor

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk



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CITY OF SOUTH PASADENA

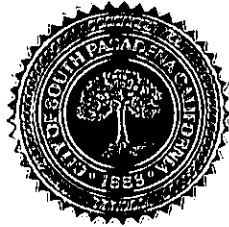
# CERTIFICATE OF RECOGNITION



**Natasha Prime**  
The Place of South Pasadena

In recognition of dedicated commitment and passion to youth development;  
for fostering increased engagement by providing The Place, a safe space for  
teenagers to grow into socially and emotionally healthy adults

Dated this 20<sup>th</sup> day of September, 2017



\_\_\_\_\_  
Michael A. Cacciotti, Mayor

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk

CITY OF SOUTH PASADENA

# CERTIFICATE OF RECOGNITION



**Nick Taylor**  
The Place of South Pasadena

In recognition of dedicated commitment and passion to youth development;  
for fostering increased engagement by providing The Place, a safe space for  
teenagers to grow into socially and emotionally healthy adults

Dated this 20<sup>th</sup> day of September, 2017



\_\_\_\_\_  
Michael A. Cacciotti, Mayor

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk

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**Date:** September 20, 2017  
**To:** Honorable Mayor and Members of the Council  
**From:** Brendan Durrett, Library Board of Trustees President  
**Re:** **Fiscal Year 2016-17 Annual Report of Library Board of Trustees**

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The Library Board of Trustees (Board) is pleased to present its report for Fiscal Year (FY) 2016-17. The Board currently consists of Brendan Durrett, Andy Lippman, Carolyn Flemming, Rick Thomas, and Alan Jutzi. Edward Pearson and Constance Liu completed their terms as Trustees in December 2016, and the Board welcomed Alan Jutzi and Brendan Durrett as Trustees in February 2017.

The mission of the Board is to monitor the activities and progress of the South Pasadena Public Library (Library), to work with Library staff in the development of the proposed budget request to the South Pasadena City Council, and to advise the Library and the City of South Pasadena (City) on subjects of Library policy. FY 2016-17 was another successful year for the Library in meeting the cultural and educational needs of the community.

Among the Board's important work in FY 2016-17, two items stand out: 1) completion of the 2017-22 Library Strategic Plan and 2) exploration of a possible Library Foundation. Building on consultant Joe Matthews' recommendations, the Board approved our new strategic plan in May 2017. It puts forth six broad areas of focus: The Library as a community hub, engagement with young minds, incorporation of contemporary technology, increasing community awareness of Library services, and reimagining "My Library" to be more customer-driven, with a refreshed physical space.

Second, the Board's Library foundation exploration subcommittee has engaged the Friends of the Library and fundraising consultant Cindy Chan in conversation regarding creating a possible Library Foundation. This entity would work hand in hand with the Friends to raise funds for large scale projects that are beyond the City's budget, such as remodeling the existing Library's interior or expanding the Library into the Senior Center, should a new community center be built. This conversation is ongoing. Stay tuned for further developments later this year.

Meanwhile, the Board continued efforts to review and update Library policy and evaluate work towards meeting the goals of the Library Strategic Plan 2017-22. To ensure the safety of our patrons, a policy for banning individuals for health and safety concerns or disruptive behavior was instituted and a revised Library Code of Conduct approved by the City Council.

The Board is currently reviewing the usage and fees of the Library Community Room with an eye both to comparable facilities and to our mission to serve the South Pasadena community, as well as reviewing our policy for accepting donated artwork.

In addition to the strategic and policy work summarized above, the Board also played a role in a number of facility and systems upgrades in FY 2016-17. These included the installation of a new audio-visual system in the Community Room, acquisition of 16 new computers, upgrades to the Library's high-speed broadband Internet access and Wi-Fi access, and the Library Park drainage improvement project. We are very grateful for receiving funding for these initiatives from the CRT (Cathode Ray Tube) class action settlement, CENIC grant funds (stewarded by the Southern California Library Cooperative), and the City Council for using some of the City's operating reserve funds.

As in previous years, the Library hosted many events and participated in many collaborative ventures with various partners. The Library hosted a celebration of The Friends of the Library's bookstore for its 35th anniversary, and installed a commemorative plaque to honor the store's six founders. Grammy Award-winning musician Jim Webb, Barry McGuire, and John York (of The Byrds), a tribute to Gene Clark of The Byrds, Yukiko Matsuyama & Wildwood, Arts Crawls, and Eclectic Music Festivals all drew enthusiastic full house audiences and demonstrated the Library's importance to the City's cultural life. Author nights, movie screenings, lectures and panels, and musical performances throughout FY 2016-17 provided education, enrichment, and entertainment to South Pasadena's residents.

The Library recently welcomed our new Assistant Director, Cathy Billings, who will assist with day to day operations. During the FY 2017-18 year, the Board is hopeful that we will also be able to fill the remaining open positions in our organization chart: public services manager, support services manager, and digital services manager. In addition, the Board recommends that the two part-time children's librarians be replaced with one full-time position, so that we can have consistent staffing in what is perhaps the most beloved Library department. However, the Board is well aware that this is would bump the Library up to 11 full time staff, that there are serious fiscal challenges looming ahead for the City, and that personnel changes are not within our purview.

The Library is incredibly fortunate to have great support from the Friends of the Library and its volunteers. The 2017 Volunteer Recognition Luncheon was a successful tribute to these critical champions of the Library. The Library would like to thank the volunteers, the Friends of the Library, and the generous community of South Pasadena for their continued support.



**City of South Pasadena  
Office of the Mayor**

# Memo

**Date:** September 20, 2017  
**To:** The Honorable City Council  
**From:** Mayor Michael A. Cacciotti *NA for MAC*  
**Re:** Commission Appointments and Reappointments

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With the City Council concurrence at the September 20, 2017 City Council Meeting, I propose to appoint the following to a partial-term ending December 31, 2017:

- **Appointee's name to be provided under separate cover.**

With the City Council concurrence at the September 20, 2017 City Council Meeting, I propose to appoint the following to a full two-year school term from September 1, 2017 until June 30, 2019:

- **Juliana Fong (8<sup>th</sup> Grade) to the Youth Commission**

With the City Council concurrence at the September 20, 2017 City Council Meeting, I propose to reappoint the following to a full two-year school term from September 1, 2017 until June 30, 2019:

- **Cole Chuang (10<sup>th</sup> Grade) to the Youth Commission**
- **Elissa Fong (10<sup>th</sup> Grade) to the Youth Commission**

The applications are on file at the City Clerk's Office, at City Hall, 2<sup>nd</sup> floor, 1414 Mission Street, South Pasadena, CA 91030.

Thank you.

AGENDA ITEM 1

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**Saturday, September 9, 2017**  
**Minutes of the Special Meeting of the City Council**

**CALL TO ORDER**

A Special Meeting of the South Pasadena City Council was called to order by Mayor Cacciotti on Saturday, September 9, 2017, at 8:30 a.m., in the City Manager’s Conference Room, Second Floor, City Hall, located at 1414 Mission Street, South Pasadena, California.

**ROLL CALL**

**Present:** Councilmembers Joe, Khubesrian, and Mahmud; Mayor Pro Tem Schneider; and Mayor Cacciotti.

**Absent:** None.

**City Staff**

**Present:** Teresa L. Highsmith, City Attorney; and Mariam Lee Ko, Human Resources Manager were present at Roll Call.

The meeting convened into Closed Session to discuss the following item as listed on the Closed Session Special Meeting Agenda:

**A. PUBLIC EMPLOYEE APPOINTMENT**

CONFERENCE WITH LEGAL COUNSEL – PUBLIC EMPLOYEE APPOINTMENT,  
Pursuant to Government Code Section 54957(b)(1):

Title: City Manager

City Attorney Highsmith reported that the City Council provided direction to the City Attorney regarding the agendized Closed Session Item, but did not take any reportable action.

**ADJOURNMENT**

Mayor Cacciotti adjourned the Special City Council Meeting at 4:00 p.m.

\_\_\_\_\_  
Evelyn G. Zneimer  
City Clerk

\_\_\_\_\_  
Michael A. Cacciotti  
Mayor

Minutes approved by the South Pasadena City Council on September 20, 2017.





**Tuesday, September 12, 2017  
Minutes of the Special Meeting of the City Council**

**CALL TO ORDER**

A Special Meeting of the South Pasadena City Council was called to order by Mayor Cacciotti on Tuesday, September 12, 2017, at 6:30 p.m., in the City Manager’s Conference Room, Second Floor, City Hall, located at 1414 Mission Street, South Pasadena, California.

**ROLL CALL**

**Present:** Councilmembers Joe, Khubesrian, and Mahmud; Mayor Pro Tem Schneider; and Mayor Cacciotti.

**Absent:** None.

**City Staff**

**Present:** Teresa L. Highsmith, City Attorney; and Mariam Lee Ko, Human Resources Manager were present at Roll Call.

The meeting convened into Closed Session to discuss the following item as listed on the Closed Session Special Meeting Agenda:

**A. PUBLIC EMPLOYEE APPOINTMENT**

CONFERENCE WITH LEGAL COUNSEL – PUBLIC EMPLOYEE APPOINTMENT,  
Pursuant to Government Code Section 54957(b)(1):

Title: City Manager

City Attorney Highsmith reported that the City Council provided direction to the City Attorney regarding the agendaized Closed Session Item, but did not take any reportable action.

**ADJOURNMENT**

Mayor Cacciotti adjourned the Special City Council Meeting at 7:35 p.m.

\_\_\_\_\_  
Evelyn G. Zneimer  
City Clerk



\_\_\_\_\_  
Michael A. Cacciotti  
Mayor

Minutes approved by the South Pasadena City Council on September 20, 2017.

# City of South Pasadena/ Redevelopment Successor Agency Agenda Report

Michael A. Cacciotti, Mayor/Agency Chair  
 Richard D. Schneider, M.D., Mayor Pro Tem/Agency Vice Chair  
 Robert S. Joe, Council/Agency Member  
 Marina Khubesrian, M.D., Council/Agency Member  
 Diana Mahmud, Council/Agency Member

Evelyn G. Zneimer, City Clerk/Agency Secretary  
 Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017  
 TO: Honorable Mayor and City Council  
 VIA: Elaine Aguilar, Interim City Manager   
 FROM: David Batt, Finance Director   
 SUBJECT: **Approval of Prepaid Warrants in the Amount of \$1,959,111.79  
 General City Warrants in the Amount of \$240,592.88 and Payroll  
 in the Amount of \$575,048.09**

### Recommendation

It is recommended that the City Council approve the Warrants as presented.

### Fiscal Impact

Prepaid Warrants:

Warrant # 199895 – 199942 \$ 1,959,111.79

General City Warrants:

Warrant # 199943 – 200024 \$ 240,592.88

Payroll 09-08-17 \$ 575,048.09

RSA:

Prepaid Warrants \$

General City Warrants \$

Total \$ 2,774,752.76

### Commission Review and Recommendation

This matter was not reviewed by a Commission.

### Legal Review

The City Attorney has not reviewed this item.

### Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Payroll 09-08-17
5. Redevelopment Successor Agency Check Summary Total

**ATTACHMENT 1**  
**Warrant Summary**

**City of South Pasadena  
Demand/Warrant Register -  
Recap by fund**

Fund No.	Date 09.20.17 Amounts		
	Prepaid	Written	Payroll
General Fund	81,606.89	149,549.04	280,111.22
Insurance Fund			
Street Improvement Program	2,310.00		
Facilities & Equip.Cap. Fund		78,223.04	
Local Transit Return "A"		245.00	6,922.42
Local Transit Return "C"			5,284.13
Sewer Fund		24.11	11,523.58
CTC Traffic Improvement			
Street Lighting Fund	7,213.08	297.34	5,975.92
Public,Education & Govt Fund			
Clean Air Act Fund			
Business Improvement Tax			
Gold Line Mitigation Fund			
Mission Meridian Public Garage			
Housing Authority Fund			
State Gas Tax	30.70	446.98	13,216.23
County Park Bond Fund	95.98		
Measure R			
MSRC Grant Fund			
Bike & Pedestrian Paths			
BTA Grants			
Golden Streets Grant			
Capital Growth Fund			
CDBG		4,092.22	
Asset Forfeiture			
Police Grants - State		3,954.04	
Homeland Security Grant			
Park Impact Fees			
HSIP Grant			
Arroyo Seco Golf Course			
Sewer Capital Projects Fund			117.09
Water Fund	70,549.97	3,761.11	49,591.78
2016 Water Revenue Bonds Fund	1,796,301.86		
Public Financing Authority			
Payroll Clearing Fund	1,003.31		202,305.72
Wire Transfer - Various Funds			
<b>Column Totals</b>	<b>1,959,111.79</b>	<b>240,592.88</b>	<b>575,048.09</b>
<b>City Report Totals</b>		<b>2,774,752.76</b>	

Fund No.	Amounts		
	Prepaid	Written	Payroll
RSA	227	-	-
<b>Column Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>RSA Report Totals</b>		<b>-</b>	

Grand Report Total	Amounts		
	Prepaid	Written	Payroll
	1,959,111.79	240,592.88	575,048.09
	<u>2,774,752.76</u>		

Michael A. Cacciotti, Mayor

*David Batt*  
David Batt, Finance Director

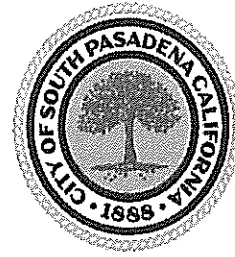
Evelyn G. Zneimer, City Clerk

**ATTACHMENT 2**  
**Prepaid Warrant List**

# Accounts Payable

## Check Detail

User: mfestejo  
 Printed: 09/14/2017 - 10:11AM



Check Number	Check Date		Amount
<b>AFLA7010 - AFLAC Line Item Account</b>			
199895	08/31/2017		
Inv	P/R/E 8/6/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2017	Optional Ins. Aug-17	700-0000-0000-2255-000	1,003.31
Inv P/R/E 8/6/17 Total			1,003.31
199895 Total:			1,003.31
<b>AFLA7010 - AFLAC Total:</b>			1,003.31
<b>AHWY2501 - Aleshire &amp; Wynder LLP Line Item Account</b>			
199923	09/08/2017		
Inv	July 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2017	Holy Family Church Specific Plan Svcs 7/17	101-2010-2501-8160-000	625.00
Inv July 2017 Total			625.00
199923 Total:			625.00
<b>AHWY2501 - Aleshire &amp; Wynder LLP Total:</b>			625.00
<b>ATCN9011 - AT &amp; T Line Item Account</b>			
199924	09/08/2017		
Inv	000010132635		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2017	9391062308 7/20-8/19/17	101-2010-2032-8150-000	13,975.46
Inv 000010132635 Total			13,975.46
Inv 000010147820			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2017	9391036942 7/27-8/26/17	101-2010-2032-8150-000	159.68
Inv 000010147820 Total			159.68
Inv 000010147821			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/27/2017	9391036943 7/27-8/26/17	101-2010-2032-8150-000	159.82
Inv 000010147821 Total			159.82
199924 Total:			14,294.96
ATCN9011 - AT & T Total:			14,294.96
<b>AT&amp;T5006 - AT &amp; T U-Verse Line Item Account</b>			
199925	09/08/2017		
Inv 130464796			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2017	7/18-8/17/17	500-6010-6710-8150-000	70.00
Inv 130464796 Total			70.00
199925 Total:			70.00
AT&T5006 - AT & T U-Verse Total:			70.00
<b>AT&amp;T5011 - AT&amp;T Line Item Account</b>			
199926	09/08/2017		
Inv 331 265-0086			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2017	5/19-7/7/17	500-6010-6710-8150-000	165.34
Inv 331 265-0086 Total			165.34
Inv 331 265-0087			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2017	5/19-7/7/17	101-3010-3032-8150-000	95.89
Inv 331 265-0087 Total			95.89
Inv 331 841-0743			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2017	5/19-7/7/17	101-3010-3032-8150-000	95.89
Inv 331 841-0743 Total			95.89
Inv 331 841-0756			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2017	8/7-9/6/17	101-2010-2032-8150-000	166.13
Inv 331 841-0756 Total			166.13
Inv 331 841-0802			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2017	8/7-9/6/17	101-2010-2032-8150-000	166.13



Check Number	Check Date		Amount
Inv 331 841-0802	Total		166.13
Inv 335 451-0099			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2017	5/19-7/7/17	101-3010-3032-8150-000	95.89
Inv 335 451-0099	Total		95.89
Inv 626 403-1352			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2017	5/19-7/25/17	101-3010-3032-8150-000	255.25
Inv 626 403-1352	Total		255.25
Inv 626 405-0051			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2017	8/11-9/10/17	101-2010-2032-8150-000	447.99
Inv 626 405-0051	Total		447.99
Inv 626 441-2513			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2017	5/19-7/13/17	101-3010-3032-8150-000	366.03
Inv 626 441-2513	Total		366.03
Inv 626 441-3596			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2017	5/19-7/13/17	101-3010-3032-8150-000	356.32
Inv 626 441-3596	Total		356.32
Inv 626 441-6273			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2017	5/19-7/13/17	101-3010-3032-8150-000	357.47
Inv 626 441-6273	Total		357.47
Inv 626 441-6497			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2017	7/13-8/12/17	101-2010-2032-8150-000	832.92
Inv 626 441-6497	Total		832.92
Inv 626 441-8174			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2017	5/19-7/13/17	101-3010-3032-8150-000	364.70
Inv 626 441-8174	Total		364.70

Check Number	Check Date		Amount
Inv	626 577-6657		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2017	7/13-8/12/17	101-2010-2032-8150-000	240.80
Inv 626 577-6657 Total			240.80
Inv	626 799-4049		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2017	5/19-7/23/17	101-3010-3032-8150-000	267.11
Inv 626 799-4049 Total			267.11
Inv	818 244-0587		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2017	5/19-7/19/17	101-3010-3032-8150-000	303.71
Inv 818 244-0587 Total			303.71
Inv	818 244-9465		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2017	5/19-7/19/17	101-3010-3032-8150-000	324.29
Inv 818 244-9465 Total			324.29
199926 Total:			4,901.86
<b>AT&amp;T5011 - AT&amp;T Total:</b>			4,901.86
<b>CIN4011 - AT&amp;T --Cingular Wireless Line Item Account</b>			
199896	08/31/2017		
Inv	287014917916x08		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2017	City Mobile Devices 7/9-8/8/17	101-2010-2032-8150-000	420.00
08/08/2017	City Mobile Devices 7/9-8/8/17	500-6010-6710-8150-000	53.35
Inv 287014917916x08 Total			473.35
Inv	287269956155x08		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/06/2017	PD Mobile Devices 7/7-8/6/17	101-2010-2032-8150-000	1,238.71
Inv 287269956155x08 Total			1,238.71
199896 Total:			1,712.06
<b>CIN4011 - AT&amp;T --Cingular Wireless Total:</b>			1,712.06
<b>CAL0627 - CA Franchise Tax Board Line Item Account</b>			
199911	09/07/2017		

Check Number	Check Date		Amount
Inv	P/R/E 9/3/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Garnishment	700-0000-0000-2264-000	100.00
Inv P/R/E 9/3/17 Total			100.00
199911 Total:			100.00
<b>CAL0627 - CA Franchise Tax Board Total:</b>			100.00
<b>CSD3010 - Ca. State Disbursement Unit Line Item Account</b>			
199912	09/07/2017		
Inv	P/R/E 9/3/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Garnishment	700-0000-0000-2264-000	400.50
Inv P/R/E 9/3/17 Total			400.50
199912 Total:			400.50
<b>CSD3010 - Ca. State Disbursement Unit Total:</b>			400.50
<b>CRCY2015 - CalRecycle Line Item Account</b>			
199927	09/08/2017		
Inv	OPP6-15-0569		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2017	Refund Unspent Funds OPP6-15-0569	101-0000-0000-5460-001	4,737.70
Inv OPP6-15-0569 Total			4,737.70
199927 Total:			4,737.70
<b>CRCY2015 - CalRecycle Total:</b>			4,737.70
<b>CAN0607 - Cantu Graphics Line Item Account</b>			
199928	09/08/2017		
Inv	1722		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2017	Print Copies	101-1020-1021-8020-000	239.20
Inv 1722 Total			239.20
Inv	1727		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2017	Business Cards for Council	101-1010-1011-8020-000	864.56
Inv 1727 Total			864.56

199928 Total:		1,103.76
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CAN0607 - Cantu Graphics Total:		1,103.76
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**CDW5246 - CDW Government Inc Line Item Account**

199897            08/31/2017

Inv    HWG2891

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2017	MS Office Std 2016	101-3010-3032-8530-000	1,044.36

Inv HWG2891 Total		1,044.36
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Inv    HZJ0765

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/26/2017	IT Equipment	101-3010-3032-8530-000	76.98

Inv HZJ0765 Total		76.98
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Inv    JCL8726

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/07/2017	IT Equipment	101-3010-3032-8530-000	261.09

Inv JCL8726 Total		261.09
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Inv    JGD2767

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/20/2017	MS Office Home & Office 2016 & Adobe Acrobat Licenses	101-3010-3032-8530-000	610.32

Inv JGD2767 Total		610.32
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Inv    JGD2769

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/20/2017	MS Office Home & Business 2016 Softwares	101-3010-3032-8530-000	4,475.65

Inv JGD2769 Total		4,475.65
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Inv    JGM1205

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/21/2017	MS Office Home & Office 2016 & Adobe Acrobat Licenses	101-3010-3032-8530-000	670.92

Inv JGM1205 Total		670.92
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Inv    JGR0375

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/22/2017	MS Office Home & Office 2016 & Adobe Acrobat Licenses	101-3010-3032-8530-000	415.82

Inv JGR0375 Total		415.82
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Check Number	Check Date		Amount
Inv	JHW6813		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/28/2017	Faronics Deep Freeze Renewal & Package License & Maint	101-8010-8011-8110-000	768.40
Inv JHW6813 Total			768.40
199897 Total:			8,323.54
<b>CDW5246 - CDW Government Inc Total:</b>			8,323.54
<b>SOU5402 - City of South Pasadena PD Petty Cash Line Item Account</b>			
199929	09/08/2017		
Inv	9/17/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Reimb. Petty Cash for Open House	101-4010-4011-8020-000	500.00
Inv 9/17/17 Total			500.00
199929 Total:			500.00
<b>SOU5402 - City of South Pasadena PD Petty Cash Total:</b>			500.00
<b>PCYD6010 - City of South Pasadena-Yard Line Item Account</b>			
199898	08/31/2017		
Inv	8/28/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2017	Reimb. Petty Cash	215-6010-6310-8020-000	39.36
08/28/2017	Reimb. Petty Cash	230-6010-6116-8020-000	30.70
08/28/2017	Reimb. Petty Cash	500-6010-6710-8070-000	117.02
Inv 8/28/17 Total			187.08
199898 Total:			187.08
<b>PCYD6010 - City of South Pasadena-Yard Total:</b>			187.08
<b>CSM0727 - CSMFO Line Item Account</b>			
199899	08/31/2017		
Inv	177042		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2017	CSMFO SGV Chapter Meeting 9/20/17 - David Batt	101-3010-3011-8090-000	40.00
Inv 177042 Total			40.00
199899 Total:			40.00
199930	09/08/2017		

Check Number	Check Date		Amount
Inv	177177		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2017	SGV Chapter Mtg 9/20/17 - Sonia Cruz	101-3010-3011-8090-000	40.00
Inv 177177 Total			40.00
Inv	62405		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2017	Membership Dues - Sonia Cruz	101-3010-3011-8060-000	110.00
Inv 62405 Total			110.00
199930 Total:			150.00
<b>CSM0727 - CSMFO Total:</b>			190.00
<b>DIG0800 - Digital Telecommunications Corp Line Item Account</b>			
199900	08/31/2017		
Inv	27192		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/08/2017	Telephone Equipment	101-3010-3032-8150-000	225.90
Inv 27192 Total			225.90
199900 Total:			225.90
<b>DIG0800 - Digital Telecommunications Corp Total:</b>			225.90
<b>DBAR3011 - Dunbar Armored Inc. Line Item Account</b>			
199901	08/31/2017		
Inv	4015006		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2017	Armored Car Svcs Excess Svcs 6/17	101-3010-3041-8180-000	115.88
Inv 4015006 Total			115.88
199901 Total:			115.88
<b>DBAR3011 - Dunbar Armored Inc. Total:</b>			115.88
<b>ELEC4011 - Electric Car Sales &amp; Svc. Inc. Line Item Account</b>			
199931	09/08/2017		
Inv	9/17/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	2 Club Car Flatbeds for PD Open House 9/17/17	101-4010-4011-8020-000	591.63
Inv 9/17/17 Total			591.63

Check Number	Check Date		Amount
199931 Total:			591.63
<b>ELEC4011 - Electric Car Sales &amp; Svc. Inc. Total:</b>			591.63
<b>ELL1017 - Ellen's Silkscreening Line Item Account</b>			
199902	08/31/2017		
Inv	E64461		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2017	Comm. Svcs Shirts & Sweatshirts Balance	101-8030-8021-8020-000	458.36
Inv E64461 Total			458.36
199902 Total:			458.36
<b>ELL1017 - Ellen's Silkscreening Total:</b>			458.36
<b>FOO8965 - Foothill Fire Prev. Ofc's Line Item Account</b>			
199903	08/31/2017		
Inv	2017-2018		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2017	Membership Dues FD Chief Riddle, R.Quezada & E.Rodriguez	101-5010-5011-8060-000	75.00
Inv 2017-2018 Total			75.00
199903 Total:			75.00
<b>FOO8965 - Foothill Fire Prev. Ofc's Total:</b>			75.00
<b>HRAS6201 - Harris &amp; Associates Line Item Account</b>			
199932	09/08/2017		
Inv	34520		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2017	2016/2017 LLMD Annual Assessment Preparation 4/17	215-6010-6201-8170-000	4,810.00
Inv 34520 Total			4,810.00
199932 Total:			4,810.00
<b>HRAS6201 - Harris &amp; Associates Total:</b>			4,810.00
<b>ICM1610 - ICMA Line Item Account</b>			
199913	09/07/2017		
Inv	P/R/E 9/3/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Deferred Comp	700-0000-0000-2260-000	4,464.10

<b>Check Number</b>	<b>Check Date</b>	<b>Amount</b>
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Inv P/R/E 9/3/17 Total		4,464.10
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199913 Total:		4,464.10
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<b>ICM1610 - ICMA Total:</b>		4,464.10
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**KOAC6010 - KOA Line Item Account**

199933            09/08/2017

Inv    JB63126x1 Rev.

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2017	EngineeringDesign Svcs-GreveliaSt. & GarfieldAve.St. Improve1/1'	500-9000-9300-9300-000	2,310.00
04/03/2017	EngineeringDesign Svcs-GreveliaSt. & GarfieldAve.St. Improve1/1'	104-9000-9203-9203-000	2,310.00

Inv JB63126x1 Rev. Total		4,620.00
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199933 Total:		4,620.00
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<b>KOAC6010 - KOA Total:</b>		4,620.00
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**LAC3032 - L.A.C. Sheriff's Dept. Line Item Account**

199914            09/07/2017

Inv    P/R/E 9/3/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Garnishment	700-0000-0000-2264-000	100.00

Inv P/R/E 9/3/17 Total		100.00
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199914 Total:		100.00
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<b>LAC3032 - L.A.C. Sheriff's Dept. Total:</b>		100.00
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**ALAU5265 - Lau, Alice Line Item Account**

199934            09/08/2017

Inv    R84486

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Refund Class	101-0000-0000-5265-002	32.00

Inv R84486 Total		32.00
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199934 Total:		32.00
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<b>ALAU5265 - Lau, Alice Total:</b>		32.00
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**7RMZ7000 - Munoz, Valerie Line Item Account**

199915            09/07/2017



Check Number      Check Date Amount

Inv P/R/E 9/3/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Garnishment	700-0000-0000-2264-000	750.00

Inv P/R/E 9/3/17 Total 750.00

199915 Total: 750.00

**VRMZ7000 - Munoz, Valerie Total:** 750.00

**PEG4590 - NUFIC Line Item Account**

199916      09/07/2017

Inv P/R/E 9/3/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	A.D. & D. Ins.	700-0000-0000-2256-000	1,017.15

Inv P/R/E 9/3/17 Total 1,017.15

199916 Total: 1,017.15

**PEG4590 - NUFIC Total:** 1,017.15

**OSSS3010 - Olympic Staffing Services Line Item Account**

199904      08/31/2017

Inv 199065

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2017	Temp Staffing Svcs w/ 8/6/17	101-2010-2013-8170-000	651.00

Inv 199065 Total 651.00

Inv 199165

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2017	Temp Staffing Svcs w/ 8/13/17	101-2010-2013-8170-000	651.00

Inv 199165 Total 651.00

199904 Total: 1,302.00

**OSSS3010 - Olympic Staffing Services Total:** 1,302.00

**PART4011 - Party Pronto, Inc. Line Item Account**

199935      09/08/2017

Inv 9/17/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2017	Supplies for PD Open House 9/17/17	101-4010-4011-8020-000	700.00

Inv 9/17/17 Total 700.00

199935 Total:		700.00
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PART4011 - Party Pronto, Inc. Total:		700.00
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**PWP4465 - Pasadena Water & Power Line Item Account**

199905            08/31/2017

Inv    80176-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/17/2017	Water Usage 60 E. State Street 7/11-8/11/17	500-6010-6711-8231-000	4,189.74

Inv 80176-1 Total		4,189.74
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199905 Total:		4,189.74
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PWP4465 - Pasadena Water & Power Total:		4,189.74
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**WMRN8021 - Renter, William Line Item Account**

199936            09/08/2017

Inv    9/6/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Reimb. Purchase of Bridge Cards	101-8030-8021-8020-000	122.50

Inv 9/6/17 Total		122.50
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199936 Total:		122.50
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WMRN8021 - Renter, William Total:		122.50
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**EWGZ5011 - Rodriguez, Eduardo Line Item Account**

199937            09/08/2017

Inv    9/6/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Reimb. Plans Examiner 1A	101-5010-5011-8200-000	300.00

Inv 9/6/17 Total		300.00
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199937 Total:		300.00
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EWGZ5011 - Rodriguez, Eduardo Total:		300.00
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**SOU5230 - S.P.Firefighters L-3657 Line Item Account**

199917            09/07/2017

Inv    P/R/E 9/3/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Fire Assn. Insurance	700-0000-0000-2252-000	180.74

Check Number	Check Date		Amount
09/06/2017	Assn. Dues	700-0000-0000-2250-000	2,450.00
Inv P/R/E 9/3/17 Total			2,630.74
199917 Total:			2,630.74
<b>SOU5230 - S.P.Firefighters L-3657 Total:</b>			2,630.74
<b>SOU5435 - S.P.P. O. A. Line Item Account</b>			
199918	09/07/2017		
Inv	P/R/E 9/3/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Assn. Dues & Ins.	700-0000-0000-2246-000	4,273.35
Inv P/R/E 9/3/17 Total			4,273.35
199918 Total:			4,273.35
<b>SOU5435 - S.P.P. O. A. Total:</b>			4,273.35
<b>SOU5451 - S.P.Public Srvc Empl. Ass'n Line Item Account</b>			
199919	09/07/2017		
Inv	P/R/E 9/3/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Assn. Dues & Svc Fee	700-0000-0000-2248-000	1,617.00
Inv P/R/E 9/3/17 Total			1,617.00
199919 Total:			1,617.00
<b>SOU5451 - S.P.Public Srvc Empl. Ass'n Total:</b>			1,617.00
<b>THSE8021 - Seigel, Theo Line Item Account</b>			
199938	09/08/2017		
Inv	9/18/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Presentation & Discussion "Rear Window" 9/18/17	101-8030-8021-8267-000	150.00
Inv 9/18/17 Total			150.00
199938 Total:			150.00
<b>THSE8021 - Seigel, Theo Total:</b>			150.00
<b>SOU6666 - So. CA Edison Co. Line Item Account</b>			
199906	08/31/2017		

Check Number	Check Date		Amount
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Inv 3-022-6897-72

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/21-8/21/17	215-6010-6115-8140-000	23.20

Inv 3-022-6897-72 Total 23.20

Inv 3-023-7462-29

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/21-8/21/17	215-6010-6115-8140-000	134.88

Inv 3-023-7462-29 Total 134.88

Inv 3-032-0513-93

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/21-8/21/17	215-6010-6115-8140-000	56.14

Inv 3-032-0513-93 Total 56.14

Inv 3-032-2521-62

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/21-8/21/17	215-6010-6201-8140-000	61.45

Inv 3-032-2521-62 Total 61.45

Inv 3-033-3452-62

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/21-8/21/17	500-6010-6710-8140-000	893.19

Inv 3-033-3452-62 Total 893.19

Inv 3-035-6502-21

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/21-8/21/17	101-6010-6601-8140-000	500.20

Inv 3-035-6502-21 Total 500.20

Inv 3-037-6075-39

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/21-8/21/17	215-6010-6115-8140-000	51.34

Inv 3-037-6075-39 Total 51.34

Inv 3-045-8045-41

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/21-8/21/17	232-6010-6417-8140-000	24.22

Inv 3-045-8045-41 Total 24.22

199906 Total: 1,744.62

199939 09/08/2017

Check Number	Check Date		Amount
Inv	3-000-5677-90		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	500-6010-6711-8152-000	1,689.37
Inv 3-000-5677-90 Total			1,689.37
Inv	3-000-5950-21		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	90.87
Inv 3-000-5950-21 Total			90.87
Inv	3-000-5950-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	17.39
Inv 3-000-5950-22 Total			17.39
Inv	3-000-7125-63		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6015-8140-000	23.31
Inv 3-000-7125-63 Total			23.31
Inv	3-000-7125-66		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	500-6010-6711-8140-000	44.62
Inv 3-000-7125-66 Total			44.62
Inv	3-000-7152-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	23.76
Inv 3-000-7152-57 Total			23.76
Inv	3-000-8455-69		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	58.60
Inv 3-000-8455-69 Total			58.60
Inv	3-000-9969-52		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	12.94
08/22/2017	7/19-8/17/17	215-6010-6201-8140-000	12.95
Inv 3-000-9969-52 Total			25.89
Inv	3-001-1810-93		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/22/2017	7/1-8/1/17	101-6010-6410-8140-000	37.90
Inv 3-001-1810-93 Total			37.90
Inv 3-001-1810-94			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	500-6010-6711-8140-000	44.51
Inv 3-001-1810-94 Total			44.51
Inv 3-001-1810-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	500-6010-6711-8152-000	53,326.85
Inv 3-001-1810-98 Total			53,326.85
Inv 3-001-1811-29			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6601-8140-000	10,462.00
Inv 3-001-1811-29 Total			10,462.00
Inv 3-001-1811-44			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6201-8140-000	231.41
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	231.41
Inv 3-001-1811-44 Total			462.82
Inv 3-001-1811-45			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6201-8140-000	31.93
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	31.93
Inv 3-001-1811-45 Total			63.86
Inv 3-001-1811-48			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	45.97
Inv 3-001-1811-48 Total			45.97
Inv 3-001-1811-56			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	63.16
Inv 3-001-1811-56 Total			63.16
Inv 3-001-1811-58			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/1-8/1/17	101-6010-6410-8140-000	33.39

Check Number	Check Date		Amount
Inv 3-001-1811-58		Total	33.39
Inv 3-001-1811-59			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	43.54
Inv 3-001-1811-59		Total	43.54
Inv 3-001-1811-63			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	25.42
Inv 3-001-1811-63		Total	25.42
Inv 3-001-1811-67			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	38.43
Inv 3-001-1811-67		Total	38.43
Inv 3-001-1811-68			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-8010-8011-8140-000	133.23
Inv 3-001-1811-68		Total	133.23
Inv 3-001-1811-69			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/1-8/1/17	215-6010-6201-8140-000	23.12
Inv 3-001-1811-69		Total	23.12
Inv 3-001-1811-75			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	88.07
Inv 3-001-1811-75		Total	88.07
Inv 3-001-1811-76			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	49.99
Inv 3-001-1811-76		Total	49.99
Inv 3-001-1811-77			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	42.46
Inv 3-001-1811-77		Total	42.46

Inv 3-001-1811-79

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	38.14

Inv 3-001-1811-79 Total 38.14

Inv 3-001-1811-80

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	38.41

Inv 3-001-1811-80 Total 38.41

Inv 3-001-1811-86

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	23.31

Inv 3-001-1811-86 Total 23.31

Inv 3-001-1811-87

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	500-6010-6711-8140-000	49.66

Inv 3-001-1811-87 Total 49.66

Inv 3-001-1811-89

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/1-8/1/17	101-6010-6410-8140-000	16.69
08/22/2017	7/1-8/1/17	215-6010-6201-8140-000	16.70

Inv 3-001-1811-89 Total 33.39

Inv 3-001-1811-90

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	51.07

Inv 3-001-1811-90 Total 51.07

Inv 3-001-1811-91

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	71.90

Inv 3-001-1811-91 Total 71.90

Inv 3-001-1811-92

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	14.72

Inv 3-001-1811-92 Total 14.72

Inv 3-001-1811-93

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	50.65
Inv 3-001-1811-93 Total			50.65
Inv 3-001-1811-95			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	25.22
Inv 3-001-1811-95 Total			25.22
Inv 3-001-1811-98			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	14.46
Inv 3-001-1811-98 Total			14.46
Inv 3-001-1812-06			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	34.81
Inv 3-001-1812-06 Total			34.81
Inv 3-001-1812-07			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	500-6010-6711-8140-000	29.68
Inv 3-001-1812-07 Total			29.68
Inv 3-001-1812-08			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	63.85
Inv 3-001-1812-08 Total			63.85
Inv 3-001-1812-09			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/1-8/1/17	101-6010-6410-8140-000	299.06
Inv 3-001-1812-09 Total			299.06
Inv 3-001-1812-10			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	232-6010-6417-8140-000	71.76
Inv 3-001-1812-10 Total			71.76
Inv 3-001-1812-11			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	31.95
Inv 3-001-1812-11 Total			31.95

Check Number	Check Date		Amount
Inv	3-001-1812-12		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	28.68
Inv 3-001-1812-12 Total			28.68
Inv	3-001-1812-25		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	23.78
Inv 3-001-1812-25 Total			23.78
Inv	3-001-1812-26		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	1,650.54
Inv 3-001-1812-26 Total			1,650.54
Inv	3-001-1812-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	48.63
Inv 3-001-1812-27 Total			48.63
Inv	3-001-1812-31		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	52.39
Inv 3-001-1812-31 Total			52.39
Inv	3-001-1812-32		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/1-8/1/17	101-6010-6410-8140-000	13.42
Inv 3-001-1812-32 Total			13.42
Inv	3-001-1812-33		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	500-6010-6711-8140-000	28.25
Inv 3-001-1812-33 Total			28.25
Inv	3-001-1812-34		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	500-6010-6711-8152-000	41.63
Inv 3-001-1812-34 Total			41.63
Inv	3-001-1812-35		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	16.10

Inv 3-001-1812-35 Total 16.10

Inv 3-001-1812-36

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	95.98

Inv 3-001-1812-36 Total 95.98

Inv 3-001-1812-38

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	101-6010-6410-8140-000	25.33

Inv 3-001-1812-38 Total 25.33

Inv 3-001-1812-39

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	53.09

Inv 3-001-1812-39 Total 53.09

Inv 3-001-9413-97

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	500-6010-6711-8152-000	3,671.29

Inv 3-001-9413-97 Total 3,671.29

Inv 3-002-4372-43

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	72.19

Inv 3-002-4372-43 Total 72.19

Inv 3-002-4472-77

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	7/27-8/25/17	101-8010-8011-8140-000	4,428.10

Inv 3-002-4472-77 Total 4,428.10

Inv 3-002-4472-78

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	7/27-8/25/17	101-6010-6601-8140-000	1,818.58

Inv 3-002-4472-78 Total 1,818.58

Inv 3-002-4473-12

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	500-6010-6711-8140-000	23.31

Inv 3-002-4473-12 Total 23.31

Check Number	Check Date		Amount
Inv	3-003-6653-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	7/27-8/25/17	101-6010-6410-8140-000	638.38
Inv 3-003-6653-57 Total			638.38
Inv	3-003-7341-83		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/1-8/1/17	101-6010-6410-8140-000	11.52
Inv 3-003-7341-83 Total			11.52
Inv	3-004-3214-58		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	500-6010-6711-8140-000	40.19
Inv 3-004-3214-58 Total			40.19
Inv	3-004-4562-56		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	60.48
Inv 3-004-4562-56 Total			60.48
Inv	3-011-4089-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	7/27-8/25/17	215-6010-6115-8140-000	51.25
Inv 3-011-4089-57 Total			51.25
Inv	3-016-0678-82		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6201-8140-000	101.23
Inv 3-016-0678-82 Total			101.23
Inv	3-022-6051-15		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	81.34
Inv 3-022-6051-15 Total			81.34
Inv	3-022-6897-57		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	27.27
Inv 3-022-6897-57 Total			27.27
Inv	3-022-6897-89		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	24.27

Check Number	Check Date		Amount
Inv 3-022-6897-89	Total		24.27
Inv 3-022-6897-99			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	26.29
Inv 3-022-6897-99	Total		26.29
Inv 3-022-6898-05			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	23.84
Inv 3-022-6898-05	Total		23.84
Inv 3-022-6898-17			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	27.12
Inv 3-022-6898-17	Total		27.12
Inv 3-022-6898-28			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	7/27-8/25/17	215-6010-6115-8140-000	23.20
Inv 3-022-6898-28	Total		23.20
Inv 3-023-6580-86			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	7/27-8/25/17	215-6010-6201-8140-000	23.06
Inv 3-023-6580-86	Total		23.06
Inv 3-023-7844-31			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	7/27-8/25/17	215-6010-6115-8140-000	23.81
Inv 3-023-7844-31	Total		23.81
Inv 3-023-8283-79			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	7/27-8/25/17	215-6010-6115-8140-000	28.49
Inv 3-023-8283-79	Total		28.49
Inv 3-026-3223-65			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2017	7/27-8/25/17	215-6010-6115-8140-000	33.45
Inv 3-026-3223-65	Total		33.45

Check Number	Check Date		Amount
Inv	3-028-7013-82		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	7/27-8/25/17	101-6010-6410-8140-000	122.49
Inv 3-028-7013-82 Total			122.49
Inv	3-028-7594-32		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	7/27-8/25/17	500-6010-6711-8152-000	3,761.97
Inv 3-028-7594-32 Total			3,761.97
Inv	3-029-2458-05		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2017	7/27-8/25/17	101-6010-6601-8140-000	88.41
Inv 3-029-2458-05 Total			88.41
Inv	3-032-4192-98		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2017	7/27-8/25/17	215-6010-6201-8140-000	50.79
Inv 3-032-4192-98 Total			50.79
Inv	3-035-3494-19		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2017	7/28-8/28/17	215-6010-6115-8140-000	49.65
Inv 3-035-3494-19 Total			49.65
Inv	3-046-7147-27		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	7/19-8/17/17	215-6010-6115-8140-000	41.00
Inv 3-046-7147-27 Total			41.00
199939 Total:			85,351.36
SOU6666 - So. CA Edison Co. Total:			87,095.98
CEAP7000 - South Pasadena Part Time Employees Assn. Line Item Account			
199920	09/07/2017		
Inv	P/R/E 9/3/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Assn. Dues	700-0000-0000-2249-000	464.00
Inv P/R/E 9/3/17 Total			464.00
199920 Total:			464.00

**CEAP7000 - South Pasadena Part Time Employees Assn. Total:** 464.00

**SGMC2013 - St. George's Medical Clinic Line Item Account**

199907                      08/31/2017

Inv    110188.0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2017	Medical Exam Acct. # 953970864	101-2010-2013-8170-000	110.00

Inv 110188.0 Total 110.00

Inv    110421.0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2017	Medical Exam Acct. # 953970864	101-2010-2013-8170-000	110.00

Inv 110421.0 Total 110.00

Inv    110832.0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2017	Medical Exam Acct. # 953970864	101-2010-2013-8170-000	325.00

Inv 110832.0 Total 325.00

199907 Total: 464.00

**SGMC2013 - St. George's Medical Clinic Total:** 545.00

**BNYM6712 - The Bank of New York Mellon Trust Company, N.A. Line Item Account**

199940                      09/08/2017

Inv    SOPASAWTR16

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2017	2016 Water Revenue Refunding Bonds	505-0000-0000-1000-000	-6,816.89
08/18/2017	2016 Water Revenue Refunding Bonds	505-6010-6712-8331-000	813,118.75
08/18/2017	2016 Water Revenue Refunding Bonds	505-6010-6712-8330-000	990,000.00

Inv SOPASAWTR16 Total 1,796,301.86

199940 Total: 1,796,301.86

**BNYM6712 - The Bank of New York Mellon Trust Company, N.A. Total:** 1,796,301.86

**HAFR7000 - The Hartford Line Item Account**

199921                      09/07/2017

Inv    P/R/E 9/3/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Life Insurance	700-0000-0000-2254-000	803.25

Inv P/R/E 9/3/17 Total 803.25

199921 Total: 803.25

**HAFR7000 - The Hartford Total:** 803.25

**TIM4011 - Time Warner Cable Line Item Account**

199908            08/31/2017

Inv    008 0012005

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2017	Library 8/29-9/28/17	101-8010-8011-8180-000	1.58

Inv 008 0012005 Total 1.58

Inv    008 0070193

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2017	Skate Park Cable 9/1-30/17	101-4010-4011-8110-000	73.96

Inv 008 0070193 Total 73.96

199908 Total: 75.54

199941            09/08/2017

Inv    008 0224964

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2017	Internet Upgrade 9/8-10/7/17	101-2010-2032-8150-000	363.37

Inv 008 0224964 Total 363.37

199941 Total: 363.37

**TIM4011 - Time Warner Cable Total:** 438.91

**VEBU3010 - Verizon Business Svcs Line Item Account**

199909            08/31/2017

Inv    70428681

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/20/2017	Phone Conferencing Svcs 4/17	101-2010-2011-8090-000	39.41

Inv 70428681 Total 39.41

199909 Total: 39.41

**VEBU3010 - Verizon Business Svcs Total:** 39.41

**VERW6711 - Verizon Wireless Line Item Account**

199910            08/31/2017



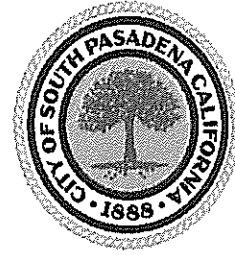
Check Number	Check Date		Amount
Inv	9789971715		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2017	PD West Covina Task Force Phones	101-4010-4011-8180-000	504.60
Inv 9789971715 Total			504.60
199910 Total:			504.60
199942	09/08/2017		
Inv	9791562534		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2017	Mobile Broadband 7/24-8/23/17	101-2010-2032-8150-000	16.07
Inv 9791562534 Total			16.07
199942 Total:			16.07
<b>VERW6711 - Verizon Wireless Total:</b>			520.67
<b>ING1680 - Voya Financial Line Item Account</b>			
199922	09/07/2017		
Inv	P/R/E 9/3/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Deferred Comp	700-0000-0000-2260-000	2,207.59
Inv P/R/E 9/3/17 Total			2,207.59
199922 Total:			2,207.59
<b>ING1680 - Voya Financial Total:</b>			2,207.59
Total:			1,959,111.79

**ATTACHMENT 3**  
**General City Warrant List**

# Accounts Payable

## Check Detail

User: mfestejo  
 Printed: 09/14/2017 - 11:59AM



Check Number	Check Date		Amount
<b>JSAA5270 - Acosta, Jessica Line Item Account</b>			
199943	09/20/2017		
Inv	R84745		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Refund Cancelled Park Rsvp	101-0000-0000-5270-005	75.00
Inv R84745 Total			75.00
199943 Total:			75.00
<b>JSAA5270 - Acosta, Jessica Total:</b>			75.00
<b>ACMT2920 - All City Management Line Item Account</b>			
199944	09/20/2017		
Inv	50052		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2017	PD School Crossing Guard Services 8/13-8/26/17	101-4010-4011-8180-000	5,799.08
Inv 50052 Total			5,799.08
199944 Total:			5,799.08
<b>ACMT2920 - All City Management Total:</b>			5,799.08
<b>ALL0197 - All Star Fire Equipment, Inc. Line Item Account</b>			
199945	09/20/2017		
Inv	200937		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2017	FD Safety Clothing & Equipment	101-5010-5011-8134-000	40.00
Inv 200937 Total			40.00
Inv	200978		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2017	FD Safety Clothing & Equipment	101-5010-5011-8134-000	240.56
Inv 200978 Total			240.56
Inv	201019		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/24/2017	FD Safety Clothing & Equipment	101-5010-5011-8134-000	265.96
Inv 201019 Total			265.96
Inv 201040			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2017	FD Vehicle Maint	101-5010-5011-8100-000	1,899.35
Inv 201040 Total			1,899.35
199945 Total:			2,445.87
<b>ALL0197 - All Star Fire Equipment, Inc. Total:</b>			2,445.87
<b>AMT0229 - Amtech Elevator Services Line Item Account</b>			
199946	09/20/2017		
Inv DVA08398817			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2017	Elevator Maint. Svcs 8/17	101-6010-6601-8120-000	391.48
Inv DVA08398817 Total			391.48
199946 Total:			391.48
<b>AMT0229 - Amtech Elevator Services Total:</b>			391.48
<b>ARC6011 - ARC Line Item Account</b>			
199947	09/20/2017		
Inv 9320878			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2017	Print Copies - Historia Preservation Maps	101-7010-7011-8050-000	35.72
Inv 9320878 Total			35.72
Inv 9320979			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2017	Print Copies - Historia Preservation Maps	101-7010-7011-8050-000	35.72
Inv 9320979 Total			35.72
Inv 9336731			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2017	Print Copies - General Planning Workshop Maps	101-7010-7011-8050-000	135.62
Inv 9336731 Total			135.62
199947 Total:			207.06

ARC6011 - ARC Total: 207.06

**BAK0369 - Baker & Taylor Books Line Item Account**

199948                      09/20/2017

Inv    3021705742

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2017	Books	101-8010-8011-8080-000	191.21

Inv 3021705742 Total 191.21

Inv    3021716916

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/21/2017	Books	101-8010-8011-8080-000	51.22

Inv 3021716916 Total 51.22

Inv    3021739093

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/04/2017	Books	101-8010-8011-8080-000	34.19

Inv 3021739093 Total 34.19

Inv    4011954300

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2017	Books	101-8010-8011-8080-000	536.36

Inv 4011954300 Total 536.36

Inv    4011956074

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2017	Books	101-8010-8011-8080-000	25.94

Inv 4011956074 Total 25.94

Inv    4011958443

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2017	Books	101-8010-8011-8080-000	510.12

Inv 4011958443 Total 510.12

Inv    4011962381

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2017	Books	101-8010-8011-8080-000	1,234.03

Inv 4011962381 Total 1,234.03

Inv    4011965405

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2017	Books	101-8010-8011-8080-000	129.91

Inv 4011965405 Total 129.91

Inv 4011965598

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2017	Books	101-8010-8011-8080-000	57.27

Inv 4011965598 Total 57.27

Inv 4011966730

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2017	Books	101-8010-8011-8080-000	432.06

Inv 4011966730 Total 432.06

Inv 4011968752

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/25/2017	Books	101-8010-8011-8080-000	1,003.07

Inv 4011968752 Total 1,003.07

Inv 4011968753

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/21/2017	Books	101-8010-8011-8080-000	336.70

Inv 4011968753 Total 336.70

Inv 4011969715

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2017	Books	101-8010-8011-8080-000	621.17

Inv 4011969715 Total 621.17

Inv 4011970525

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2017	Books	101-8010-8011-8080-000	576.31

Inv 4011970525 Total 576.31

Inv 4011972658

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2017	Books	101-8010-8011-8080-000	417.18

Inv 4011972658 Total 417.18

Inv 4011976291

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/01/2017	Books	101-8010-8011-8080-000	65.44

Inv 4011976291 Total 65.44

Inv 4011977258

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
08/03/2017	Books	101-8010-8011-8080-000	981.52
Inv 4011977258 Total			981.52
Inv 4011977842			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/04/2017	Books	101-8010-8011-8080-000	418.32
Inv 4011977842 Total			418.32
Inv 4011978131			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2017	Books	101-8010-8011-8080-000	117.67
Inv 4011978131 Total			117.67
Inv 4011980243			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2017	Books	101-8010-8011-8080-000	140.37
Inv 4011980243 Total			140.37
Inv 4011980249			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2017	Books	101-8010-8011-8080-000	504.30
Inv 4011980249 Total			504.30
Inv 4011982874			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/09/2017	Books	101-8010-8011-8080-000	75.58
Inv 4011982874 Total			75.58
Inv 4011983849			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2017	Books	101-8010-8011-8080-000	187.72
Inv 4011983849 Total			187.72
Inv 4011985071			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2017	Books	101-8010-8011-8080-000	815.76
Inv 4011985071 Total			815.76
Inv 4011987280			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2017	Books	101-8010-8011-8080-000	716.26
Inv 4011987280 Total			716.26

Check Number	Check Date		Amount
Inv	4011989169		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2017	Books	101-8010-8011-8080-000	258.80
Inv 4011989169 Total			258.80
199948 Total:			10,438.48
<b>BAK0369 - Baker &amp; Taylor Books Total:</b>			10,438.48
<b>BAK0366 - Baker &amp; Taylor Entertainment Line Item Account</b>			
199949	09/20/2017		
Inv	B56836340		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	18.20
Inv B56836340 Total			18.20
Inv	B57581670		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	49.28
Inv B57581670 Total			49.28
Inv	T61615670		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	22.11
Inv T61615670 Total			22.11
Inv	T61891560		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	55.74
Inv T61891560 Total			55.74
Inv	T61892000		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	10.97
Inv T61892000 Total			10.97
Inv	T62040010		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	335.06
Inv T62040010 Total			335.06
Inv	T62076510		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	



Check Number	Check Date		Amount
08/01/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	52.15
Inv T62076510 Total			52.15
Inv T62191670			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	10.63
Inv T62191670 Total			10.63
Inv T62197570			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	13.92
Inv T62197570 Total			13.92
Inv T62355870			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	20.20
Inv T62355870 Total			20.20
Inv T62380910			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	69.39
Inv T62380910 Total			69.39
Inv T62522110			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	4.85
Inv T62522110 Total			4.85
Inv T62699040			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2017	CDs, DVDs & Other Library Materials	101-8010-8011-8080-000	108.87
Inv T62699040 Total			108.87
199949 Total:			771.37
BAK0366 - Baker & Taylor Entertainment Total:			771.37
DNBW4460 - Bowen, Dania Line Item Account			
199950	09/20/2017		
Inv 46651			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Refund Unused Portion of ONP Permit	101-0000-0000-4460-000	50.00

<b>Check Number</b>	<b>Check Date</b>	<b>Amount</b>
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Inv 46651 Total		50.00
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199950 Total:		50.00
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<b>DNBW4460 - Bowen, Dania Total:</b>		50.00
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**CAL0100 - CA Dental Buying Group Line Item Account**

199951            09/20/2017

Inv    R08170701

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2017	FD Oxygen Cylinder Rental	101-5010-5011-8025-000	123.50

Inv R08170701 Total		123.50
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199951 Total:		123.50
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<b>CAL0100 - CA Dental Buying Group Total:</b>		123.50
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**CAL5236 - CA Linen Services Line Item Account**

199952            09/20/2017

Inv    1433542

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/04/2017	FD Dept. Supplies	101-5010-5011-8020-000	111.98

Inv 1433542 Total		111.98
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Inv    1435708

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2017	FD Dept. Supplies	101-5010-5011-8020-000	111.98

Inv 1435708 Total		111.98
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199952 Total:		223.96
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<b>CAL5236 - CA Linen Services Total:</b>		223.96
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**CFSS5010 - CallBack Staffing Solutions LLC Line Item Account**

199953            09/20/2017

Inv    006307

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2017	FD Staffing Software 9/1/17-8/31/18	101-5010-5011-8020-000	381.48

Inv 006307 Total		381.48
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199953 Total:		381.48
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Check Number	Check Date		Amount
<b>CFSS5010 - CallBack Staffing Solutions LLC Total:</b>			381.48
<b>CAN0607 - Cantu Graphics Line Item Account</b>			
199954	09/20/2017		
Inv	1900		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2017	Arroyo Pedestrian Trail Project Banner	101-8030-8031-8020-000	107.07
Inv 1900 Total			107.07
199954 Total:			107.07
<b>CAN0607 - Cantu Graphics Total:</b>			107.07
<b>CAT0700 - Catering Systems Inc. Line Item Account</b>			
199955	09/20/2017		
Inv	4426		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2017	Sr. Center Meals w/ 8/14-18/17	260-8030-8023-8180-000	1,283.26
Inv 4426 Total			1,283.26
Inv 4433			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2017	Sr. Center Meals w/ 8/21-25/17	260-8030-8023-8180-000	1,371.04
Inv 4433 Total			1,371.04
Inv 4441			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2017	Sr. Center Meals w/ 8/28-9/1/17	260-8030-8023-8180-000	1,437.92
Inv 4441 Total			1,437.92
199955 Total:			4,092.22
<b>CAT0700 - Catering Systems Inc. Total:</b>			4,092.22
<b>CDPS1020 - Code Publishing Inc. Line Item Account</b>			
199956	09/20/2017		
Inv	57415		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2017	SPMC Codification Svcs - Electronic Update 8/18/17	101-1020-1021-8180-000	245.00
Inv 57415 Total			245.00
Inv 57641			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	

Check Number	Check Date		Amount
08/30/2017	SPMC Codification Svcs - Ord # 2315 & 2316	101-1020-1021-8180-000	644.30
	Inv 57641 Total		644.30
199956 Total:			889.30
<b>CDPS1020 - Code Publishing Inc. Total:</b>			889.30
<b>CMME4011 - Commline Inc. Line Item Account</b>			
199957	09/20/2017		
Inv	0008248		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2017	PD Repairs Unit# 1703	101-4010-4011-8110-000	144.16
	Inv 0008248 Total		144.16
Inv	0008249		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2017	PD Repairs Unit# 1407	101-4010-4011-8110-000	144.16
	Inv 0008249 Total		144.16
Inv	0008250		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2017	PD Repairs Unit# 0198	101-4010-4011-8110-000	144.16
	Inv 0008250 Total		144.16
Inv	0008253		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2017	PD Repairs Unit# M-2	101-4010-4011-8110-000	282.50
	Inv 0008253 Total		282.50
Inv	0058961		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2017	PD Repairs Unit# 1406	101-4010-4011-8110-000	189.16
	Inv 0058961 Total		189.16
199957 Total:			904.14
<b>CMME4011 - Commline Inc. Total:</b>			904.14
<b>CONN6711 - Conney Safety Line Item Account</b>			
199958	09/20/2017		
Inv	05401871		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2017	Gatorade for PW Service Yard	230-6010-6116-8020-000	24.11

Check Number	Check Date		Amount
08/23/2017		Gatorade for PW Service Yard	500-6010-6711-8020-000 24.10
08/23/2017		Gatorade for PW Service Yard	210-6010-6501-8020-000 24.11
08/23/2017		Gatorade for PW Service Yard	500-6010-6710-8020-000 24.10
08/23/2017		Gatorade for PW Service Yard	101-6010-6601-8020-000 24.13
08/23/2017		Gatorade for PW Service Yard	101-6010-6410-8020-000 24.10

Inv 05401871 Total 144.65

199958 Total: 144.65

**CONN6711 - Conney Safety Total:** 144.65

**CRDA1021 - Corodata Records Management Line Item Account**

199959 09/20/2017  
Inv DN1162557

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2017	Records Mgmt Svcs 8/17	101-1020-1021-8180-000	47.50

Inv DN1162557 Total 47.50

Inv RS4345291

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2017	Records Mgmt Svcs 8/17	101-1020-1021-8180-000	296.00

Inv RS4345291 Total 296.00

199959 Total: 343.50

**CRDA1021 - Corodata Records Management Total:** 343.50

**CPS0551 - CPRS Line Item Account**

199960 09/20/2017  
Inv 028233

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2017	CPRS Conf. 3/13-16/18 Registration-Liliana Torres	101-8030-8021-8090-000	425.00

Inv 028233 Total 425.00

Inv 100680

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2017	CPRS Conf. 3/13-16/18 Registration-Lucy Hakobian	101-8030-8032-8090-000	425.00

Inv 100680 Total 425.00

Inv 116784

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2017	CPRS Conf. 3/13-16/18 Registration-Anthony Kim	101-8030-8032-8090-000	425.00

Inv 116784 Total 425.00

Check Number	Check Date		Amount
Inv 125666			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2017	CPRS Conf. 3/13-16/18 Registration-Nathalie Wilcox	101-8030-8032-8090-000	425.00
Inv 125666 Total			425.00
199960 Total:			1,700.00
<b>CPS0551 - CPRS Total:</b>			1,700.00
<b>DSP0755 - D &amp; S Printing Line Item Account</b>			
199961	09/20/2017		
Inv 8238			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2017	Buffalo Bill Screening Posters	101-8010-8011-8050-000	109.25
Inv 8238 Total			109.25
Inv 8255			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	PD 5M #10 Window Envelopes w/Return Address	101-4010-4011-8050-000	529.86
Inv 8255 Total			529.86
199961 Total:			639.11
<b>DSP0755 - D &amp; S Printing Total:</b>			639.11
<b>DFND4010 - DFNDR Armor Line Item Account</b>			
199962	09/20/2017		
Inv D7254			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/28/2017	PD Body Armors	272-4010-4018-8520-000	838.45
Inv D7254 Total			838.45
199962 Total:			838.45
<b>DFND4010 - DFNDR Armor Total:</b>			838.45
<b>DON4011 - Donnoe &amp; Associates Inc Line Item Account</b>			
199963	09/20/2017		
Inv 6809			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2017	PD Corporal Exam Rental 9/7-21/17 Test Books	101-4010-4011-8200-000	374.00

Check Number	Check Date		Amount
Inv 6809 Total			374.00
199963 Total:			374.00
<b>DON4011 - Donnoe &amp; Associates Inc Total:</b>			374.00
<b>DDL8010 - Dr. Detail Ph.D Line Item Account</b>			
199964	09/20/2017		
Inv 00071			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2017	Cleaning Svcs for Vans	205-8030-8025-8100-000	245.00
Inv 00071 Total			245.00
Inv 00073			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2017	Pressure Wash @ Library	101-8010-8011-8120-000	50.00
08/30/2017	Pressure Wash @ Sr. Center	101-8030-8021-8120-000	175.00
Inv 00073 Total			225.00
199964 Total:			470.00
<b>DDL8010 - Dr. Detail Ph.D Total:</b>			470.00
<b>ELL1017 - Ellen's Silkscreening Line Item Account</b>			
199965	09/20/2017		
Inv EE64310			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2017	Clean Air/Car Show Shirts, Sweaters & Jackets	101-0000-0000-2992-003	65.55
Inv EE64310 Total			65.55
Inv EE64313			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2017	Clean Air/Car Show Shirts, Sweaters & Jackets	500-3010-3012-8032-000	66.04
Inv EE64313 Total			66.04
Inv EE64520			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2017	PD Uniform Shirts	101-4010-4011-8134-000	127.66
Inv EE64520 Total			127.66
199965 Total:			259.25

Check Number	Check Date		Amount
<b>ELL1017 - Ellen's Silkscreening Total:</b>			259.25
<b>EGRP5011 - Emergency Reporting Line Item Account</b>			
199966	09/20/2017		
Inv	2017_5347		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2017	FD NFIRS Oct 2017 - Sept 2018	101-5010-5011-8180-000	1,620.00
Inv 2017_5347 Total			1,620.00
199966 Total:			1,620.00
<b>EGRP5011 - Emergency Reporting Total:</b>			1,620.00
<b>MRFX4610 - Felix, Maria Line Item Account</b>			
199967	09/20/2017		
Inv	222133678		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2017	Refund Citation	101-0000-0000-4610-000	316.00
Inv 222133678 Total			316.00
199967 Total:			316.00
<b>MRFX4610 - Felix, Maria Total:</b>			316.00
<b>FREL7101 - Froelich, Jack Line Item Account</b>			
199968	09/20/2017		
Inv	8/29/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2017	3 Walnut Name Plates	101-7010-7011-8000-000	32.78
Inv 8/29/17 Total			32.78
199968 Total:			32.78
<b>FREL7101 - Froelich, Jack Total:</b>			32.78
<b>GTGW8520 - Game Time Line Item Account</b>			
199969	09/20/2017		
Inv	1708061		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2017	Heavy Duty Tables & ADA Tables	101-8030-8031-8020-000	181.63
09/05/2017	Heavy Duty Tables & ADA Tables	101-8030-8032-8120-000	17,000.00
Inv 1708061 Total			17,181.63



Check Number	Check Date		Amount
199969	Total:		17,181.63
<b>GTGW8520 - Game Time Total:</b>			17,181.63
<b>HDLC3010 - Hinderliter deLlamas &amp; Associates Line Item Account</b>			
199970	09/20/2017		
Inv	0027888		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2017	Contract Svcs - Sales Tax 3rd Qrt & Audit Svcs - Sales Tax Qrt 1	101-3010-3011-8170-000	1,313.22
Inv 0027888	Total		1,313.22
199970	Total:		1,313.22
<b>HDLC3010 - Hinderliter deLlamas &amp; Associates Total:</b>			1,313.22
<b>HPCC1021 - HPC Computers Inc. Line Item Account</b>			
199971	09/20/2017		
Inv	26331		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2017	Plan/Bldg Fax Machine Maint.	101-7010-7011-8110-000	85.00
Inv 26331	Total		85.00
199971	Total:		85.00
<b>HPCC1021 - HPC Computers Inc. Total:</b>			85.00
<b>ICGI5280 - ICG, Inc. Line Item Account</b>			
199972	09/20/2017		
Inv	201745		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2017	Community Center Feasibility Study Svcs 8/17	105-9000-9195-9195-000	16,535.00
Inv 201745	Total		16,535.00
199972	Total:		16,535.00
<b>ICGI5280 - ICG, Inc. Total:</b>			16,535.00
<b>INT4896 - Inter-Con Security Systems Inc Line Item Account</b>			
199973	09/20/2017		
Inv	425354		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2017	PD Parking Enforcement Svcs 8/17	101-4010-4011-8180-000	10,445.44

Check Number	Check Date		Amount
Inv 425354	Total		10,445.44
199973	Total:		10,445.44
<b>INT4896 - Inter-Con Security Systems Inc Total:</b>			10,445.44
<b>JSAR4011 - Jack's Auto Repair Line Item Account</b>			
199974	09/20/2017		
Inv	15519		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	Yard Unit# 612 Oil Change & Inspection Maint.	101-6010-6601-8100-000	70.28
Inv 15519	Total		70.28
Inv	15520		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	Yard Unit# 624 Oil Change & Inspection Maint.	101-6010-6601-8100-000	70.28
Inv 15520	Total		70.28
199974	Total:		140.56
<b>ISAR4011 - Jack's Auto Repair Total:</b>			140.56
<b>SAUJ8267 - Jacobs, Saul Line Item Account</b>			
199975	09/20/2017		
Inv	9/22/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/26/2017	Presentation George & Ira Gershwin 9/22/17	101-8030-8021-8020-000	150.00
Inv 9/22/17	Total		150.00
199975	Total:		150.00
<b>SAUJ8267 - Jacobs, Saul Total:</b>			150.00
<b>KRJN3012 - Johnson, Kendra Line Item Account</b>			
199976	09/20/2017		
Inv	8/30/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2017	Refund Rebates	500-3010-3012-8032-000	200.00
Inv 8/30/17	Total		200.00
199976	Total:		200.00

Check Number	Check Date		Amount
<b>KRJN3012 - Johnson, Kendra Total:</b>			200.00
<b>JCRS5011 - Jones Coffee Roasters Line Item Account</b>			
199977	09/20/2017		
Inv	41903		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2017	FD Dept. Supplies	101-5010-5011-8020-000	139.05
Inv 41903 Total			139.05
199977 Total:			139.05
<b>JCRS5011 - Jones Coffee Roasters Total:</b>			139.05
<b>CUR7778 - L.N. Curtis &amp; Sons Line Item Account</b>			
199978	09/20/2017		
Inv	123741		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2017	FD Safety Clothing & Equipment	101-5010-5011-8134-000	429.65
Inv 123741 Total			429.65
199978 Total:			429.65
<b>CUR7778 - L.N. Curtis &amp; Sons Total:</b>			429.65
<b>LEFS4011 - Law Enforcement Social Line Item Account</b>			
199979	09/20/2017		
Inv	10/12-13/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2017	PD Training Registration - Cpl. Phillips	101-4010-4011-8200-000	300.00
Inv 10/12-13/17 Total			300.00
199979 Total:			300.00
<b>LEFS4011 - Law Enforcement Social Total:</b>			300.00
<b>RLEH8030 - Leh, Robert Line Item Account</b>			
199980	09/20/2017		
Inv	00000012		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Gymnasium for the Mind Class 8/9-9/13/17	101-8030-8021-8267-000	300.00
Inv 00000012 Total			300.00

Check Number	Check Date		Amount
199980 Total:			300.00
<b>RLEH8030 - Leh, Robert Total:</b>			300.00
<b>BRLW3012 - Lew, Barbara Line Item Account</b>			
199981	09/20/2017		
Inv	9/7/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2017	Refund Rebate	500-3010-3012-8032-000	100.00
Inv 9/7/17 Total			100.00
199981 Total:			100.00
<b>BRLW3012 - Lew, Barbara Total:</b>			100.00
<b>LIFE822 - Life-Assist Inc. Line Item Account</b>			
199982	09/20/2017		
Inv	815526		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2017	FD Medical Supplies	101-5010-5011-8025-000	2,055.59
Inv 815526 Total			2,055.59
Inv	815534		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2017	FD Medical Supplies	101-5010-5011-8025-000	252.20
Inv 815534 Total			252.20
Inv	816115		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2017	FD Medical Supplies	101-5010-5011-8025-000	99.40
Inv 816115 Total			99.40
199982 Total:			2,407.19
<b>LIFE822 - Life-Assist Inc. Total:</b>			2,407.19
<b>LLTZ2920 - Lutzeier, Linda Line Item Account</b>			
199983	09/20/2017		
Inv	R84607		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2017	Youth House Deposit Rental 8/26/17	101-0000-0000-2920-000	250.00
Inv R84607 Total			250.00

Check Number	Check Date	Amount
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199983 Total:		250.00
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LLTZ2920 - Lutzeier, Linda Total:		250.00
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**MBFEC106 - Marx Bros. Fire Extinguisher Co. Line Item Account**

199984                      09/20/2017

Inv    S20128

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Fire Suppression System Maint. in Kitchen	101-8030-8021-8120-000	90.00

Inv S20128 Total		90.00
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199984 Total:		90.00
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MBFEC106 - Marx Bros. Fire Extinguisher Co. Total:		90.00
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**JMMR8021 - Moreno, James Line Item Account**

199985                      09/20/2017

Inv    9/29/17

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2017	Spaghetti Feast 9/29/17 Entertainment	101-8030-8021-8020-000	175.00

Inv 9/29/17 Total		175.00
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199985 Total:		175.00
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JMMR8021 - Moreno, James Total:		175.00
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**NRMP7010 - Nearmap US Inc. Line Item Account**

199986                      09/20/2017

Inv    00051980

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2017	Digital High Resolution Aerial Mapping Imagery Svcs	101-2010-2032-8180-000	5,000.00

Inv 00051980 Total		5,000.00
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199986 Total:		5,000.00
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NRMP7010 - Nearmap US Inc. Total:		5,000.00
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**NXPX2920 - Nexus Plex Line Item Account**

199987                      09/20/2017

Inv    4999

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	Clean Air/Car Show Ads	101-0000-0000-2992-003	185.00

Check Number	Check Date		Amount
		Inv 4999 Total	185.00
		199987 Total:	185.00
		<b>NXPX2920 - Nexus Plex Total:</b>	185.00
		<b>TVNG2920 - Nguyen, Thu-Van Line Item Account</b>	
		199988 09/20/2017	
		Inv R84903	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		09/11/2017      Refund Youth House Deposit Rental 9/2/17      101-0000-0000-2920-000	250.00
		Inv R84903 Total	250.00
		199988 Total:	250.00
		<b>TVNG2920 - Nguyen, Thu-Van Total:</b>	250.00
		<b>OFF4011 - Office Solutions Line Item Account</b>	
		199989 09/20/2017	
		Inv I-01216439	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		08/18/2017      PD Office Supplies      101-4010-4011-8000-000	927.49
		Inv I-01216439 Total	927.49
		Inv I-01218064	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		08/22/2017      PD Office Supplies      101-4010-4011-8000-000	126.01
		Inv I-01218064 Total	126.01
		Inv I-01218934	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		08/23/2017      PD Office Supplies      101-4010-4011-8020-000	303.32
		Inv I-01218934 Total	303.32
		Inv I-01219676	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		08/24/2017      PD Office Supplies      101-4010-4011-8000-000	84.12
		Inv I-01219676 Total	84.12
		Inv I-01219855	
		<u>Line Item Date</u> <u>Line Item Description</u> <u>Line Item Account</u>	
		08/24/2017      PD Office Supplies      101-4010-4011-8020-000	401.22

Check Number	Check Date		Amount
Inv I-01219855	Total		401.22
Inv	I-01220511		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	PD Office Supplies	101-4010-4011-8000-000	145.68
Inv I-01220511	Total		145.68
Inv	I-01220574		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	PD Office Supplies	101-4010-4011-8020-000	152.61
Inv I-01220574	Total		152.61
199989	Total:		2,140.45
<b>OFF4011 - Office Solutions Total:</b>			2,140.45
<b>ONPS4011 - OnSite Printer Services Line Item Account</b>			
199990	09/20/2017		
Inv	005684		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2017	PD Repair the Plotter	101-4010-4011-8110-000	1,305.12
Inv 005684	Total		1,305.12
199990	Total:		1,305.12
<b>ONPS4011 - OnSite Printer Services Total:</b>			1,305.12
<b>PCRI7101 - Personal Court Reporters Inc. Line Item Account</b>			
199991	09/20/2017		
Inv	99909		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2017	Transcribing Svcs SP PC Mtg 8/28/17	101-7010-7011-8170-000	504.00
Inv 99909	Total		504.00
199991	Total:		504.00
<b>PCRI7101 - Personal Court Reporters Inc. Total:</b>			504.00
<b>TNPL8267 - Plasil, Anton Line Item Account</b>			
199992	09/20/2017		
Inv	August 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2017	Instructor Ballroom Dance Class Balance	101-8030-8021-8267-000	48.00

Inv August 2017 Total 48.00

199992 Total: 48.00

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**TNPL8267 - Plasil, Anton Total:** 48.00

**NAUN4610 - Puni, Noah Line Item Account**

199993            09/20/2017

Inv    222136302

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2017	Refund Citation	101-0000-0000-4610-000	48.00

Inv 222136302 Total 48.00

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199993 Total: 48.00

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**NAUN4610 - Puni, Noah Total:** 48.00

**LLQZ5260 - Quinonez, Lilitana Line Item Account**

199994            09/20/2017

Inv    R06242

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2017	Refund Lost & Paid Library Material	101-0000-0000-5260-003	5.25

Inv R06242 Total 5.25

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199994 Total: 5.25

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**LLQZ5260 - Quinonez, Lilitana Total:** 5.25

**RGWA2980 - Rangwala Associates Line Item Account**

199995            09/20/2017

Inv    1608

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2017	Consulting Svcs-Gen Plan/MSSP Updates 8/17	101-0000-0000-2980-001	19,888.56
09/01/2017	Consulting Svcs-Gen Plan/MSSP Updates 8/17	105-7010-7011-8170-000	2,166.44

Inv 1608 Total 22,055.00

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199995 Total: 22,055.00

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**RGWA2980 - Rangwala Associates Total:** 22,055.00

**RESS4010 - Rescue Essentials/Carey & Company Line Item Account**

199996            09/20/2017



Check Number	Check Date		Amount
Inv	6215		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2017	PD Training Equipment Supplies	101-0000-0000-2700-000	-252.69
08/24/2017	PD Training Equipment Supplies	272-4010-4018-8520-000	3,115.59
Inv 6215 Total			2,862.90
199996 Total:			2,862.90
<b>RESS4010 - Rescue Essentials/Carey &amp; Company Total:</b>			2,862.90
<b>RHCC7101 - Rio Hondo College Line Item Account</b>			
199997	09/20/2017		
Inv	10/16-11/3/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2017	PD Training Registration - Diana Russell	101-4010-4011-8210-000	352.00
Inv 10/16-11/3/17 Total			352.00
199997 Total:			352.00
<b>RHCC7101 - Rio Hondo College Total:</b>			352.00
<b>DERZ7000 - Rodriguez, Desiree Line Item Account</b>			
199998	09/20/2017		
Inv	8/24/17		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2017	Reimb. PD Shoes	101-4010-4011-8134-000	50.00
Inv 8/24/17 Total			50.00
199998 Total:			50.00
<b>DERZ7000 - Rodriguez, Desiree Total:</b>			50.00
<b>SAN8562 - S.G.V. Newspaper Group Line Item Account</b>			
199999	09/20/2017		
Inv	0010978474		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2017	Public Notice - Hillside Development Permit	101-7010-7011-8040-000	557.00
Inv 0010978474 Total			557.00
Inv	0010996779		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2017	Public Notice - Conditional Use Permit & Design Review Project	101-7010-7011-8040-000	413.48
Inv 0010996779 Total			413.48

<b>Check Number</b>	<b>Check Date</b>		<b>Amount</b>
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99999 Total:

970.48

**SAN8562 - S.G.V. Newspaper Group Total:**

970.48

**SOU5254 - S.P.Police Reserves Line Item Account**

200000      09/20/2017

Inv    11197

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/21/2017	SPHS Graduation 6/9/17	101-0000-0000-5230-001	200.00

Inv 11197 Total 200.00

Inv    11198

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/21/2017	SPHS Last Chance Dance 6/14/17	101-0000-0000-5230-001	62.50

Inv 11198 Total 62.50

200000 Total:

262.50

**SOU5254 - S.P.Police Reserves Total:**

262.50

**SOU5250 - S.P.Review & The Quarterly Magazine Line Item Account**

200001      09/20/2017

Inv    163824

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2017	Clean Air/Car Show Ads	101-0000-0000-2992-003	252.00

Inv 163824 Total 252.00

Inv    H63777

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	Public Notice - Focus Group Notice	101-7010-7011-8040-000	45.00

Inv H63777 Total 45.00

Inv    H63794

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	Public Notice - Special District Election Ads	101-1020-1022-8040-000	252.00

Inv H63794 Total 252.00

Inv    H63795

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	Clean Air/Car Show Ads	101-0000-0000-2992-003	252.00

Inv H63795 Total 252.00

Check Number	Check Date		Amount
Inv 163818			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2017	Public Notice - Hillside Dev. Project - Oak Crest Ave.	101-7010-7011-8040-000	277.50
Inv 163818 Total			277.50
Inv 163843			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2017	Public Notice - Special District Election Ads	101-1020-1022-8040-000	252.00
Inv 163843 Total			252.00
Inv 163863			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2017	Public Notice - Special District Election Ads	101-1020-1022-8040-000	252.00
Inv 163863 Total			252.00
200001 Total:			1,582.50
<b>SOU5250 - S.P.Review &amp; The Quarterly Magazine Total:</b>			1,582.50
<b>SDSI0107 - Security Design Systems, Inc. Line Item Account</b>			
200002	09/20/2017		
Inv 212947			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2017	PD Maint. on Cameras	101-4010-4011-8110-000	65.18
Inv 212947 Total			65.18
200002 Total:			65.18
<b>SDSI0107 - Security Design Systems, Inc. Total:</b>			65.18
<b>SHSF4610 - Shaffer, Stephanie Line Item Account</b>			
200003	09/20/2017		
Inv 218784			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Refund Citation	101-0000-0000-4610-000	58.00
Inv 218784 Total			58.00
200003 Total:			58.00
<b>SHSF4610 - Shaffer, Stephanie Total:</b>			58.00
<b>SHO6666 - Shono, Jean Line Item Account</b>			

Check Number	Check Date		Amount
200004	09/20/2017		
Inv	August 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2017	Instructor Crochet Class Balance	101-8030-8021-8267-000	28.00
Inv August 2017 Total			28.00
200004 Total:			28.00
<b>SHO6666 - Shono, Jean Total:</b>			28.00
<b>SPAR1021 - Sparkletts Line Item Account</b>			
200005	09/20/2017		
Inv	13426098082317		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2017	Middle School Camp Water 8/17	101-8030-8032-8268-000	156.78
Inv 13426098082317 Total			156.78
200005 Total:			156.78
<b>SPAR1021 - Sparkletts Total:</b>			156.78
<b>TA5219 - Staples Business Advantage Line Item Account</b>			
200006	09/20/2017		
Inv	3348926262		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2017	Library Office Supplies	101-8010-8011-8000-000	825.65
Inv 3348926262 Total			825.65
Inv 3349801011			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2017	Comm. Svcs Office Supplies	101-8030-8032-8020-000	170.75
Inv 3349801011 Total			170.75
Inv 3350102786			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2017	Comm. Svcs Office Supplies	101-8030-8021-8020-000	47.38
Inv 3350102786 Total			47.38
Inv 3350175446			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2017	Comm. Svcs Office Supplies	101-8030-8021-8000-000	148.62
08/24/2017	Comm. Svcs Office Supplies	101-8030-8021-8020-000	223.00
Inv 3350175446 Total			371.62

Inv 3350302092

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	Mgmt Svcs Office Supplies	101-2010-2011-8020-000	25.47
08/25/2017	Plan/Bldg Office Supplies	101-7010-7011-8000-000	82.62
08/25/2017	Finance Office Supplies	101-3010-3011-8000-000	401.01

Inv 3350302092 Total 509.10

Inv 3351715461

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2017	FD Office Supplies	101-5010-5011-8000-000	94.62

Inv 3351715461 Total 94.62

200006 Total: 2,019.12

**STA5219 - Staples Business Advantage Total:** 2,019.12

**STSM1020 - Studio Spectrum Line Item Account**

200007 09/20/2017

Inv 18713

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2017	AV Svcs 8/17	101-1020-1021-8180-000	3,030.00

Inv 18713 Total 3,030.00

200007 Total: 3,030.00

**STSM1020 - Studio Spectrum Total:** 3,030.00

**RCST4610 - Suitor, Richard Line Item Account**

200008 09/20/2017

Inv 222138003

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2017	Refund Citation	101-0000-0000-4610-000	98.00

Inv 222138003 Total 98.00

200008 Total: 98.00

**RCST4610 - Suitor, Richard Total:** 98.00

**SCRR4010 - Superior Court of CA, County of LA Line Item Account**

200009 09/20/2017

Inv August 2017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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Check Number	Check Date		Amount
09/06/2017	Court Fees 8/17	101-0000-0000-4610-000	15,021.50
	Inv August 2017 Total		15,021.50
200009 Total:			15,021.50
<b>SCRR4010 - Superior Court of CA, County of LA Total:</b>			15,021.50
<b>SPWS8020 - SupplyWorks Line Item Account</b>			
200010	09/20/2017		
Inv	410839856		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2017	Janitorial Supplies	101-8010-8011-8120-000	447.39
Inv 410839856 Total			447.39
200010 Total:			447.39
<b>SPWS8020 - SupplyWorks Total:</b>			447.39
<b>TER5011 - Terry's Canvas Line Item Account</b>			
200011	09/20/2017		
Inv	386536		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2017	FD Equipment Maint.	101-5010-5011-8110-000	97.20
Inv 386536 Total			97.20
200011 Total:			97.20
<b>TER5011 - Terry's Canvas Total:</b>			97.20
<b>KRTM1022 - The Korea Times LA Inc. Line Item Account</b>			
200012	09/20/2017		
Inv	LA - C130069		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	Public Notice - Special District Election Ads 8/4 & 8/25/17	101-1020-1022-8040-000	950.00
Inv LA - C130069 Total			950.00
200012 Total:			950.00
<b>KRTM1022 - The Korea Times LA Inc. Total:</b>			950.00
<b>SCS8030 - The Sauce Creative Services Line Item Account</b>			
200013	09/20/2017		

Check Number	Check Date		Amount
Inv 1849			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2017	Clean Air/Car Show Expo Flyers	101-0000-0000-2992-003	367.03
Inv 1849 Total			367.03
Inv 1867			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2017	No Dogs on Tennis Court Signs	101-8030-8031-8020-000	131.10
Inv 1867 Total			131.10
Inv 1868			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2017	Scoop the Poop Signs	101-8030-8031-8020-000	131.10
Inv 1868 Total			131.10
200013 Total:			629.23
<b>TSCS8030 - The Sauce Creative Services Total:</b>			629.23
<b>TOM4455 - Tom's Clothing &amp; Uniforms Inc Line Item Account</b>			
200014	09/20/2017		
Inv 8758			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2017	PD Uniforms & Accessories	101-4010-4011-8134-000	65.55
Inv 8758 Total			65.55
Inv 9241			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/07/2017	FD Uniform & Accessories	101-5010-5011-8020-000	196.65
Inv 9241 Total			196.65
Inv 9287			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2017	PD Uniforms & Accessories	101-4010-4011-8134-000	4.92
Inv 9287 Total			4.92
200014 Total:			267.12
<b>TOM4455 - Tom's Clothing &amp; Uniforms Inc Total:</b>			267.12
<b>TRA5998 - Transtech Engineers Inc. Line Item Account</b>			
200015	09/20/2017		

Check Number	Check Date		Amount
Inv	201707108		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2017	Bldg & Safety Services 7/17- Bldg Div. Svcs	101-7010-7011-8180-000	19,645.85
Inv 201707108 Total			19,645.85
Inv	201707109		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/31/2017	Bldg & Safety Services 7/17-Plan Check Svcs	101-7010-7011-8180-000	8,592.90
Inv 201707109 Total			8,592.90
Inv	201707110		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/25/2017	Soils Report 1502 -1506 Indiana Ave.	101-0000-0000-2970-001	1,203.50
Inv 201707110 Total			1,203.50
200015 Total:			29,442.25
<b>TRA5998 - Transtech Engineers Inc. Total:</b>			29,442.25
<b>TRE9241 - Trench Shoring Line Item Account</b>			
200016	09/20/2017		
Inv	1094126-0007		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2017	K-Rail Rental for Wall on Hanscom Dr.	230-6010-6116-8020-000	126.00
Inv 1094126-0007 Total			126.00
200016 Total:			126.00
<b>TRE9241 - Trench Shoring Total:</b>			126.00
<b>URBA3011 - Urban Futures Inc. Line Item Account</b>			
200017	09/20/2017		
Inv	CD-2016-76		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2017	2013 & 2016 Water Bonds Cont. Disclosure	500-3010-3012-8170-000	3,050.00
Inv CD-2016-76 Total			3,050.00
Inv	CD-2017-75		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2017	Tax Allocation Bonds, Series 2000 Cont. Disclosure	101-3010-3041-8170-000	1,750.00
Inv CD-2017-75 Total			1,750.00



Check Number	Check Date		Amount
200017 Total:			4,800.00
<b>URBA3011 - Urban Futures Inc. Total:</b>			4,800.00
<b>VEWI8020 - Vision Electric Wholesale Inc. Line Item Account</b>			
200018	09/20/2017		
Inv	29124		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2017	360 Degrees Street Lighting	215-6010-6201-8020-000	189.59
Inv 29124 Total			189.59
Inv	29159		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/14/2017	Groud Wire for Pasadena Ave.	215-6010-6201-8020-000	42.20
Inv 29159 Total			42.20
Inv	29238		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2017	Fair Oaks Street Lighting Testing	215-6010-6201-8020-000	65.55
Inv 29238 Total			65.55
200018 Total:			297.34
<b>VEWI8020 - Vision Electric Wholesale Inc. Total:</b>			297.34
<b>VUL6601 - Vulcan Materials Co. &amp; Affiliates Line Item Account</b>			
200019	09/20/2017		
Inv	71567251		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/28/2017	Rock, Crushed Sand Base & Concrete	500-6010-6710-8020-000	296.87
08/28/2017	Rock, Crushed Sand Base & Concrete	230-6010-6116-8020-000	296.87
Inv 71567251 Total			593.74
200019 Total:			593.74
<b>VUL6601 - Vulcan Materials Co. &amp; Affiliates Total:</b>			593.74
<b>WENT5011 - WestNet Line Item Account</b>			
200020	09/20/2017		
Inv	24214		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2017	FD UPS Batteries, Onsite Repairs & Printer Supplies	101-5010-5011-8180-000	1,060.74
Inv 24214 Total			1,060.74

Check Number	Check Date		Amount
200020 Total:			1,060.74
<b>WENT5011 - WestNet Total:</b>			1,060.74
<b>DVWT8021 - Whitby, David Line Item Account</b>			
200021	09/20/2017		
Inv	Sept 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/21/2017	Instructor All Things Apple Class	101-8030-8021-8267-000	256.00
Inv Sept 2017 Total			256.00
200021 Total:			256.00
<b>DVWT8021 - Whitby, David Total:</b>			256.00
<b>WON6401 - Wondries Fleet Division Line Item Account</b>			
200022	09/20/2017		
Inv	PO 18063		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	2017 PD Ford Police Utility Vehicle-PC92118	105-4010-4011-8540-000	29,760.80
Inv PO 18063 Total			29,760.80
Inv	PO 18064		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2017	2017 Ford PD Utility Vehicle-PC92024	105-4010-4011-8540-000	29,760.80
Inv PO 18064 Total			29,760.80
200022 Total:			59,521.60
<b>WON6401 - Wondries Fleet Division Total:</b>			59,521.60
<b>PUFG8267 - Wong, Pauline Line Item Account</b>			
200023	09/20/2017		
Inv	Aug 2017		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2017	Instructor Line Dance Class	101-8030-8021-8267-000	112.00
Inv Aug 2017 Total			112.00
200023 Total:			112.00
<b>PUFG8267 - Wong, Pauline Total:</b>			112.00

Check Number	Check Date	Amount
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**HYJG4610 - Yang, Hyejin Line Item Account**

200024      09/20/2017

Inv 218914

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	Amount
09/11/2017	Refund Citation Overpayment	101-0000-0000-4610-000	15.00

Inv 218914 Total 15.00

200024 Total: 15.00

**HYJG4610 - Yang, Hyejin Total:** 15.00

Total: 240,592.88

**ATTACHMENT 4**  
**Payroll 09-08-17**

**PAYROLL ACCOUNT RECONCILIATION**  
**City of South Pasadena**  
**for Payroll 09.08.17**

Account Number	Account Name	09.20.17
101-0000-0000-1010-000	General Fund - Payroll cash	528,077.34
	Other Withholding Payables	\$ 247,966.12
101-0000-0000-1010-000	Net General Fund - Payroll Cash	280,111.22
	Insurance Adjustment	-
205-0000-0000-1010-000	Prop A - Payroll Cash	6,922.42
207-0000-0000-1010-000	Prop C - Payroll Cash	5,284.13
210-0000-0000-1010-000	Sewer Fund - Payroll Cash	11,523.58
211-0000-0000-1010-000	CTC Traffic Improvement	-
215-0000-0000-1010-000	Street Lighting & Landscape Assessment - PR C&	5,975.92
218-0000-0000-1010-000	Clean Air Act	-
227-0000-0000-1010-000	CRA - Payroll Cash	
230-0000-0000-1010-000	State Gas Tax Fund - Payroll Cash	13,216.23
274-0000-0000-1010-000	Homeland Security Grant	-
310-0000-0000-1010-000	Sewer Capital Projects Fund	117.09
500-0000-0000-1010-000	Water Fund - Payroll Cash	49,591.78
700-0000-0000-2210-000	Internal Revenue Service	72,154.04
700-0000-0000-2220-000	Employment Development Dept.	23,502.81
700-0000-0000-2230-000	Internal Revenue Service	17,335.88
700-0000-0000-2240-000	PERS Pension	89,312.99
<b>Total Checks &amp; Direct Deposits</b>		<b>575,048.09</b>
Checks		21,265.90
Direct Deposits		351,476.47
I.R.S Payments		89,489.92
E.D.D.		23,502.81
PERS Pension		89,312.99
		<u>575,048.09</u>
To 700		599,442.59
Other PR Payable		247,966.12
ACH Payable		<u>351,476.47</u>

**ATTACHMENT 5**  
**Redevelopment Successor Agency Check Summary Total**

Redevelopment Successor Agency Check Summary Total

Agency Warrants 09.20.17

<u>Vendor</u>	<u>Invoice #</u>	<u>Check #</u>	<u>Department</u>	<u>Description</u>	<u>Amount</u>
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No Items to be reported for this period.

RSA Report Total \$ -

\_\_\_\_\_  
Michael A. Cacciotti, Agency Chair



\_\_\_\_\_  
Evelyn G. Zneimer, Agency Secretary

  
\_\_\_\_\_  
David Batt, Agency Treasurer

# City of South Pasadena Agenda Report

Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017  
TO: Honorable Mayor and City Council  
VIA: Elaine Aguilar, Interim City Manager   
FROM: Gary E. Pia, City Treasurer  
David Batt, Finance Director   
SUBJECT: **Monthly Investment Reports for July 2017**

## **Recommendation**

It is recommended that the City Council receive and file the monthly investment reports for July 2017.

## **Fiscal Impact**

None.

## **Commission Review and Recommendation**

This matter was not reviewed by a commission.

## **Background**

As required by law, a monthly investment report, including water bond funds, is presented to the City Council disclosing investment activities, types of investments, dates of maturities, amounts of deposits, rates of interest and, for securities with a maturity of more than 12 months, current market values.

The reports reflect all investments at the above-referenced date and are in conformity with the City of South Pasadena's (City) Investment Policy as stated in Resolution No. 7476. Copies of the resolution are available at the City Clerk's Office. The investments herein provide sufficient cash flow liquidity to meet the estimated expenditures, as required in the investment policy.

## **Analysis**

There were no significant changes in the City's investments from the prior month.

## **Legal Review**

The City Attorney has not been asked to review this item.

## **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: City Investment Reports for July 2017  
14-1

AGENDA ITEM 14



Exhibit A

City of South Pasadena

INVESTMENT REPORT  
July 31, 2017

Investment Balances at Month End

INSTITUTION NAME	MATURITY DATE	YIELD TO CALL OR MATURITY	PERCENT OF PORTFOLIO	COST	CURRENT MARKET VALUE *
LOCAL AGENCY INVESTMENT FUND:					
LAIF City	ON DEMAND	1.051%	17.87%	13,180,176.83	13,180,176.83
SUBTOTAL			17.87%	<u>13,180,176.83</u>	<u>13,180,176.83</u>
MORGAN STANLEY SMITH BARNEY					
Government Securities	See Exhibit B-1	1.535%	15.96%	11,770,470.16	11,730,574.44
Corporate Bonds	See Exhibit B-1	2.545%	6.33%	<u>4,670,377.22</u>	<u>4,668,261.12</u>
SUBTOTAL			22.29%	<u>16,440,847.38</u>	<u>16,398,835.56</u>
2016 WATER REVENUE BONDS ESCROW FUND					
Wells Fargo Govt. Securities	See Exhibit B-2	1.689%	59.84%	44,135,000.00	44,454,790.55
SUBTOTAL			59.84%	<u>44,135,000.00</u>	<u>44,454,790.55</u>
TOTAL INVESTMENTS			100.00%	<u>\$73,756,024.21</u>	<u>\$74,033,802.94</u>
BANK ACCOUNTS:					
Bank of the West Account Balance:				\$2,781,471.85	
Morgan Stanley Uninvested Cash Balance:				\$60,632.97	
Morgan Stanley Unsettled Transactions				\$0.00	
BNY Mellon Uninvested Cash Balance				\$2,458,928.90	
Wells Fargo Escrow Fund Uninvested Cash Balance				\$1,668.76	

Required Disclosures:

Average weighted maturity of the portfolio 191 DAYS

Average weighted total yield to maturity of the portfolio 1.605%

The City's investment liquidity is sufficient for it to meet its expenditure requirements for the next 180 days.

All investments are in conformity with the City Investment Policy.

\* Current market valuation is required for investments with maturities of more than twelve months.







**Exhibit B-1**  
**Funds and Investments**  
**Held by Contracted (Third) Parties**  
**July 31, 2017**

**Morgan Stanley Investments**

Investment Type	Issuer	CUSIP	Settlement Date	Par Value	Adjusted Premium	Adjusted Cost	Coupon Rate	YTM at Purchase	Market Value	Current YTM	Maturity Date	Days to Maturity	Unrealized Gain/Loss
Money Market	Liquid Asset Fund			0.00						0.010%		1	
Uninvested Cash				0.00					60,632.97	0.010%		1	
<b>Subtotal Cash &amp; Cash Equivalents</b>						<b>0.00</b>			<b>60,632.97</b>			<b>1</b>	
<b>Grand Totals</b>				<b>16,326,000.00</b>		<b>16,440,847.38</b>	<b>1.870%</b>	<b>1.409%</b>	<b>16,459,468.53</b>	<b>1.816%</b>		<b>861</b>	<b>(42,011.82)</b>
<b>Unsettled Transactions</b>													
<b>Subtotal Unsettled Transactions</b>				<b>0.00</b>		<b>0.00</b>			<b>0.00</b>				<b>0</b>
<b>Totals incl. Unsettled Transactions</b>				<b>16,326,000.00</b>		<b>16,440,847.38</b>			<b>16,459,468.53</b>				<b>(42,011.82)</b>
<b>Totals per Bank Statement</b>				<b>16,326,000.00</b>		<b>16,440,847.38</b>			<b>16,459,468.53</b>				<b>(42,011.82)</b>

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Exhibit B-2

Funds and Investments  
Held by Contracted (Third) Parties  
July 31, 2017

2016 Water Revenue Bonds

Investment Type	Issuer	Settlement Date	Par Value	Coupon Rate	Market Value	Current YTM	Maturity Date	Days to Maturity
<b>BNY Mellon Project Fund</b>								
1 Cash			0.00	0.010%	0.00	0.010%		1
2 Morgan Stanley Treasury Portfolio			2,458,928.90	0.250%	2,458,928.90	0.250%		1
<b>Subtotal Cash &amp; Cash Equivalents</b>			2,458,928.90	0.250%	2,458,928.90	0.250%		1
<b>Total Project Fund</b>			2,458,928.90	0.250%	2,458,928.90	0.250%		1

Wells Fargo Escrow Fund

1 Cash			1,668.76	0.100%	1,668.76	0.100%		1
<b>Subtotal Cash &amp; Cash Equivalents</b>			1,668.76	0.100%	1,668.76	0.100%		1
2 Gov't. Securities U.S. Treasury Note		11/10/2016	1,418,000.00	0.625%	1,416,979.04	0.625%	9/30/2017	61
3 Gov't. Securities U.S. Treasury Note		11/10/2016	595,000.00	0.875%	593,768.35	0.875%	3/31/2018	243
4 Gov't. Securities U.S. Treasury Note		11/10/2016	1,442,000.00	1.375%	1,443,297.80	1.375%	9/30/2018	426
5 Gov't. Securities U.S. Treasury Note		11/10/2016	592,000.00	1.625%	594,847.52	1.625%	3/31/2019	608
6 Gov't. Securities U.S. Treasury Note		11/10/2016	40,088,000.00	1.750%	40,405,897.84	1.750%	9/30/2019	791
<b>Subtotal Securities</b>			44,135,000.00	1.688%	44,454,790.55	1.689%		746
<b>Total Escrow Fund</b>			44,136,668.76	1.688%	44,456,459.31	1.689%		746

Exhibit C

City of South Pasadena  
Investment Report

Summary of Invested Funds -- Last Day of the Month



MONTH	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
JULY	18,506,000	20,273,657	13,579,652	11,604,558	14,003,563	17,332,153	20,958,651	26,306,572	28,541,631	74,033,803
AUGUST	17,256,000	20,608,628	12,099,372	11,595,476	13,043,563	17,330,985	12,658,088	26,294,151	28,405,544	
SEPTEMBER	16,766,000	17,292,659	11,000,410	11,582,026	11,783,420	16,331,557	19,715,369	22,058,959	27,049,892	
OCTOBER	16,266,000	17,297,628	10,757,440	10,575,907	11,795,960	13,841,158	17,221,779	22,325,114	27,023,005	
NOVEMBER	15,646,000	16,621,046	10,499,526	8,992,178	11,800,260	13,836,635	17,221,849	22,287,418	73,246,265	
DECEMBER	18,756,000	18,487,198	10,634,416	10,185,282	11,805,140	16,837,192	20,603,990	22,253,300	71,499,585	
JANUARY	20,582,573	20,210,860	12,629,088	9,186,793	11,816,031	18,846,359	26,309,319	27,399,997	71,229,735	
FEBRUARY	20,284,404	19,519,072	12,619,768	9,184,331	13,818,580	18,845,663	26,260,788	30,108,605	71,084,575	
MARCH	19,715,013	18,448,613	12,610,790	9,126,552	13,319,038	13,145,894	26,315,158	28,939,924	72,604,964	
APRIL	22,169,776	19,317,280	12,605,200	11,130,863	17,327,604	13,153,853	26,326,876	28,276,276	75,018,330	
MAY	23,010,520	16,191,609	12,595,623	11,128,155	19,327,983	23,452,878	26,310,240	28,429,928	76,053,277	
JUNE	23,385,906	15,871,761	12,581,680	10,275,475	19,323,510	22,452,628	29,289,712	26,594,581	75,918,587	

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# City of South Pasadena Agenda Report

Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017  
TO: Honorable Mayor and City Council  
VIA: Elaine Aguilar, Interim City Manager   
FROM: David Batt, Finance Director   
SUBJECT: **Discretionary Fund Requests From Mayor Cacciotti, Councilmember Joe, and Councilmember Khubesrian for the Purpose of the Eagle Scout Project to Install an Interpretive Sign at the Entrance of the Nature Park**

## Recommendation

It is recommended that the City Council approve the Discretionary Fund requests by Mayor Cacciotti designating \$300, Councilmember Joe designating \$100, and Councilmember Khubesrian designating \$50 for the purpose of an Eagle Scout Project to install an interpretive sign at the entrance of the Nature Park.

## Fiscal Impact

Funds are available in the Fiscal Year (FY) 2017-18 Budget.

## Commission Review and Recommendation

This matter was not reviewed by a commission.

## Background

In September 2004, the City Council approved the creation of discretionary spending budgets which allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. The City Council adopted the FY 2016-17 Budget with \$20,000 in the Discretionary Fund, \$4,000 designated for each Councilmember. Discretionary funds must be used for a public purpose benefiting the City of South Pasadena (City).

On August 17, 2011, the City Council approved Resolution No. 7174, which established guidelines for discretionary budget accounts. The Resolution states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$10,000 per Councilmember account. Said unallocated funds need not be encumbered by a purchase order in order to be carried over to the following fiscal year. The following table displays the current Discretionary Fund balances and excludes the requests being considered in this staff report.

## Analysis

Mayor Cacciotti, Councilmember Joe, and Councilmember Khubesrian requested approval for, and received seconds to place on a future City Council meeting agenda, the use of discretionary funds to partially fund an Eagle Scout project proposed by Timothy Okitsu to install an



interpretive sign at the entrance of the Nature Park.

City Councilmembers Discretionary Funds Fiscal Year 2016/17						
Date		<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesnian</u>	<u>Mahmud</u>	<u>Schneider</u>
	Prior Year Balance >	\$9,578	\$9,950	\$8,000	\$8,100	\$9,600
Pledged	Plus Current Year Balance >	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
	<i>Total</i>	<i>13,578</i>	<i>13,950</i>	<i>12,000</i>	<i>12,100</i>	<i>13,600</i>
10/19/2016	So. Pas. Beautiful Tree Planting					250
12/21/2016	Offset Losses by TOR Committee	1,000	1,000	1,000	1,000	1,000
4/19/2017	Ray Bradbury Mural at Library	500	500	500	1,000	1,500
5/3/2017	Sound Tech. Svcs. at Teen Concert				700	
6/21/2017	Eagle Scout Project	2,078				
6/21/2017	So. Pas. Beautiful Arbor Committee					850
6/21/2017	Senior Center Tower Garden			800		
6/21/2017	Senior Center Computers		1,000			
6/21/2017	Fire Dept. Educational Supplies		500			
6/21/2017	Children's Summer Reading Program		400			
6/21/2017	Shadow Box at Ray Bradbury Conf. Room		100			
	<i>YTD Appropriations</i>	<i>3,578</i>	<i>3,500</i>	<i>2,300</i>	<i>2,700</i>	<i>3,600</i>
	<b>Available at 6/30/17</b>	<b>\$10,000</b>	<b>\$10,450</b>	<b>\$9,700</b>	<b>\$9,400</b>	<b>\$10,000</b>

City Councilmembers Discretionary Funds Fiscal Year 2017/18						
Date		<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesnian</u>	<u>Mahmud</u>	<u>Schneider</u>
	Prior Year Balance >	\$10,000	\$10,000	\$9,700	\$9,400	\$10,000
Pledged	Plus Current Year Balance >	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
	<i>Total</i>	<i>14,000</i>	<i>14,000</i>	<i>13,700</i>	<i>13,400</i>	<i>14,000</i>
7/19/2017	Native Plants for the Nature Park	200	250	250	250	250
	<i>YTD Appropriations</i>	<i>200</i>	<i>250</i>	<i>250</i>	<i>250</i>	<i>250</i>
	<b>Available at 9/20/17</b>	<b>\$13,800</b>	<b>\$13,750</b>	<b>\$13,450</b>	<b>\$13,150</b>	<b>\$13,750</b>

**Legal Review**

The City Attorney has not reviewed this item.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its


inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

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# City of South Pasadena Agenda Report

Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Klubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pina, City Treasurer

COUNCIL AGENDA: September 20, 2017  
TO: Honorable Mayor and City Council  
VIA: Elaine Aguilar, Interim City Manager   
FROM: Teresa L. Highsmith, City Attorney  
SUBJECT: **Appointment of Stephanie DeWolfe as City Manager and  
Approval of Employment Agreement with Stephanie DeWolfe**

## Recommendation

It is recommended that the City Council appoint Stephanie DeWolfe as City Manager and approve an Employment Agreement for her services.

## Fiscal Impact

The Employment Agreement has a four-year term and provides for an annual salary of \$195,000 with an auto allowance of \$500/month, with health plan benefits provided consistent with those provided to executive management, pursuant to City Council Resolution No. 7528. Ms. DeWolfe, who has over 20 years of municipal government experience, is eligible for 160 hours of vacation and 80 hours of management leave annually.

## Commission Review and Recommendation

This matter was not reviewed by a commission.

## Background

On May 5, 2017, City Manager Sergio Gonzalez left the City of South Pasadena to accept employment with the City of Hermosa Beach. The City Council hired Bobbi Peckham, with the recruitment firm of Peckham & McKenney, to begin an expedited and intensive recruitment for the new City Manager for South Pasadena. The City Council was united in its direction to the recruiter regarding the qualifications, experience and qualities necessary for the ideal candidate for the next South Pasadena City Manager. The City of South Pasadena is one of several cities simultaneously recruiting for a new City manager. Through Ms. Peckham's recruitment efforts, the City received over 35 applications, of which three were from persons with existing in-state or out-of-state City Manager experience, and many others had Assistant and Deputy City Manager experience. After a day of robust interviews, as well as extensive reference checks, Stephanie DeWolfe was identified as the top candidate and if approved by the City Council, is pleased to become the next City Manager of South Pasadena.

AGENDA ITEM 10

**Analysis**

Ms. DeWolfe is an experienced public servant with nearly 30 years of municipal government experience in planning and land use, community development and services and city management. She worked for the City of Pasadena for over 15 years, including one year of service as Acting Assistant City Manager, before joining the City of West Hollywood in 2012, first as its Community Development Director and then as Deputy City Manager. Ms. DeWolfe describes herself as being able to "push the envelope" when necessary, driving innovative outcomes developed through listening to the community and seeking balance among diverse stakeholders. She brings to the City the ability to see the "big picture" and identify creative approaches and options to various challenges.

If appointed by the City Council, Ms. DeWolfe's first day of work at City Hall will be November 6, 2017. The Employment Agreement, if approved, is for an initial four year term. The base salary offered Ms. DeWolfe reflects a 5% increase over the base salary paid to Mr. Gonzalez in 2016, and is within the range of City Manager salaries for other smaller cities within the San Gabriel Valley. (See Attachment 2 with base salary ranges from \$182,000 for Sierra Madre to \$228,942 for Duarte).

**Legal Review**

The City Attorney has reviewed this item.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

**Attachments:**

1. Employment Agreement with Stephnie DeWolfe
2. Comparison Chart of San Gabriel Valley City Manager Base Salaries

**ATTACHMENT 1**  
Employment Agreement with Stephanie DeWolfe

## EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into as of the 20th day of September 2017, by and between the CITY OF SOUTH PASADENA, California, a Municipal Corporation, hereinafter called the "City", and Stephanie DeWolfe, hereinafter called "Employee."

### RECITALS

**WHEREAS**, Employer requires the services of a City Manager;

**WHEREAS**, Employee has the necessary education, experience, skills and expertise to serve as the Employer's City Manager;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties agree as follows:

1. **Powers and Duties of the City Manager.** The City Council hereby employs Employee as City Manager of the City of South Pasadena to perform the functions and duties specified in the South Pasadena Municipal Code (Section 2.18-6) and the California Government Code and to perform other legally permissible and proper duties and functions as the City Council shall from time to time assign, subject to this Agreement. Such duties and functions shall include but not be limited to serving as the Executive Director of the Successor Agency to the former Redevelopment Agency, the Public Finance Authority, the Housing Authority and as Emergency Operations Director. The City Council may from time to time fix other terms and conditions of employment relating to the performance of Employee provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City's Municipal Code, or other applicable law.

Employee agrees to devote Employee's full time and effort to the performance of this Agreement and to remain in the exclusive employ of City and not to become otherwise employed while this Agreement is in effect without the prior written approval of the City Council.

2. **Term.** Employee shall report to work on November 6, 2017 ("Commencement Date"). The Term of this Agreement shall be a period of four years, commencing November 6, 2017 and ending, unless extended, on October 31, 2022. The Employee serves at the pleasure of the City Council and nothing herein shall be taken to imply or suggest a guaranteed tenure.

3. **Compensation.**

- A. City shall pay Employee for the performance of Employee's duties as City Manager under this Agreement an annual base salary of \$195,000 (One Hundred Ninety-Five Thousand Dollars).
- B. Employee shall be paid at the same intervals and in the same manner as regular City employees, pursuant to an approved salary schedule, less customary and legally required payroll deductions. Employee shall be

exempt from paid overtime compensation and from Social Security taxes, other than the mandatory Medicare portion of such taxes. Salary and/or benefit adjustments may be considered by the City Council annually in conjunction with Employee's annual performance evaluation pursuant to Paragraph 8 of this Agreement.

- C. Employee is considered a "classic" CalPERS member. Employee shall pay Employee's share of CalPERS pension costs. Employee shall be entitled to all benefits, rights and privileges, including but limited to CalPERS Retirement, vacation, management leave, sick leave and health insurance plan benefits, accorded to non-public safety City Department Directors, except as otherwise provided in this Agreement. If there is any conflict between this Agreement and any resolution fixing compensation and benefits for non-public safety City Department Director or other unclassified employees, this Agreement shall control.
- D. Notwithstanding Paragraph 3.C. above:
  - i. Employee shall accrue 160 hours of vacation annually, which shall accrue on a monthly basis. Upon request to the Council, Employee may receive an advance of up to 5 days (40 hours) of vacation to use over the 2017 Christmas season. Employee may not accrue more than two years of unused vacation;
  - ii. Employee shall receive 80 hours of management leave annually, which shall be provided initially upon Employee's Commencement Date, and thereafter, on July 1<sup>st</sup> of each year. Employee is permitted to cash out 80 hours of management leave by June 30<sup>th</sup> of each year. Unused management leave shall not be carried over to the following calendar year;
  - iii. Employee shall receive 24 hours of sick leave upon her Commencement Date, in addition to the accrual of 8 hours of sick leave for every month of employment. There is no accrual cap on sick leave.

4. **Automobile.** City shall provide Employee a monthly auto allowance of \$500, which Employee acknowledges shall be subject to taxation. Such auto allowance is conditioned on Employee's commitment that should she purchase or lease a new vehicle during her tenure as City Manager, that such vehicle will be a fuel efficient hybrid, plug in hybrid electric vehicle (PHEV), all electric, compressed natural gas (CNG) hydrogen fuel cell, or other low-emission/alternative fuel vehicle. Pursuant to Government Code Section 7522.34, reimbursement for use of one's private vehicle through an auto allowance is not considered pensionable compensation; accordingly, City shall not include the monthly payment of auto allowance in employee's salary for purposes of PERS reporting. Except as expressly provided herein, Employee shall be responsible for paying for all liability, property damage, and comprehensive insurance and for the purchase, operation, maintenance, repair and replacement of any personal automobile she may use in the conduct of the City's business. Notwithstanding Employee's monthly auto allowance, Employee commits to us of public transit whenever



practicable.

5. **Hours of Work.** Employee is an exempt employee and is expected to engage in those hours of work that are necessary to fulfill the obligations of the City Manager's position. Employee shall maintain a regular work schedule consistent with that approved by the City Council for other management employees of the City. It is anticipated that Employee will devote a great deal of time outside the City's normal office hours to the business of City and to that end Employee's schedule or work each day and week shall vary in accordance with the work required to be performed. The Employee will spend sufficient hours on site to perform the City Manager duties and it is also anticipated that the Employee will perform some of her City Manager duties off site, such as attendance at community meetings or events, and meetings with other government officials. Employee shall not be entitled to additional compensation for such time.

6. **Professional Development.** Employer agrees to budget for and to pay the professional dues, subscriptions, travel and subsistence expenses of Employee for professional participation in appropriate organizations such as but not limited to the League of California Cities, International City/County Management Association, and San Gabriel Valley City Managers' Association.

7. **General Expenses.** City recognizes that certain expenses of a non-personal and job-related nature may be incurred by Employee. City agrees to reimburse Employee for reasonable expenses that are authorized by the City budget, submitted to the City Council for approval and that are supported by expense receipts, statements or personal affidavits, and audit thereof in like manner as other demands against the City.

Employer will provide all equipment necessary for the completion of Employee's duties. This equipment shall include, but not be limited to, cellular phone, computers and other electronic devices deemed appropriate by the Employee. Employer acknowledges and approves incidental personal use by Employee during the term of this Agreement. In addition, Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance. Finally, Employer shall budget an additional \$1,000 annually for membership fees and dues for Employee to serve in local clubs and/or organizations that serve the City of South Pasadena.

8. **Performance Evaluation.** During the first 30 days of employment Employee and the City Council will meet to develop an initial transition plan, which will be a basis for the Employee's initial performance evaluation. Employee shall initiate and schedule an initial performance evaluation to take place six months after Employee's services for the City begins ("initial performance evaluation"). At the initial performance evaluation, the City Council and Employee shall develop mutually agreeable performance goals and criteria which the City Council shall use in reviewing Employee's performance at the first annual performance evaluation in 2018.

The City Council shall review and evaluate the Employee's performance annually on the anniversary of this Agreement. As part of this annual performance evaluation, the City Council and Employee shall jointly define such goals and performance objectives that they determine necessary for the proper operation of the City of South Pasadena and in the attainment of the City Council's policy objectives and shall further establish a relative priority among those various

goals and objectives. At any performance evaluation, Employee will be afforded an adequate opportunity to discuss each evaluation with the City Council. Among other things, the evaluation shall include the City Council's and Employee's expectations of one another. Nothing herein shall constrain the City Council from establishing a work plan, the priorities or objectives therefor, or changing or modifying the plan. It shall be the Employee's responsibility to initiate the review for the initial performance evaluation, as well as for the annual performance evaluation each year.

9. **Indemnification.** City shall defend, hold harmless and indemnify Employee against any non-intentional tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager, to the extent required by Government Code §§ 825 and 995. Said indemnification shall extend beyond termination of employment or expiration of this Agreement. Pursuant to Government Code § 825(a), the City reserves the right not to pay any judgment, compromise, or settlement until it is established that the injury arose out of an act or omission occurring within the scope of the Employee's employment as an employee of the City.

10. **Conflict of Interest Prohibition.** It is further understood and agreed that because of the duties of Employee within and on behalf of the City of South Pasadena and its citizenry, Employee shall not, during the term of this Agreement, individually, as a partner, joint venture, officer or shareholder, invest or participate in any business venture conducting business in the corporate limits of the City of South Pasadena, except for stock ownership in any company whose capital stock is publically held and regularly traded, without prior approved of the City Council. For and during the term of this Agreement, Employee further agrees, except for a personal residence or residential property acquired or held for future use as her personal residence, not to invest in any other real estate or property improvements within the corporate limits of the City of South Pasadena, without the prior consent of the City Council. Employee further agrees that she will refrain from conduct which might cause the appearance of a conflict of interest with her position and duties as City Manager.

11. **Separation.**

A. Resignation/Retirement.

Employee may resign and/or retire at any time and agrees to give the City at least 45 (45) days advance written notice of the effective date of the Employee's resignation and/or retirement.

B. Termination and Removal.

1. Employee is an at-will employee serving at the pleasure of the City Council as provided in Government Code Section 36506.
2. It is understood by the Parties to this Agreement that termination and/or removal of the Employee, with or without cause, is subject to the procedures set forth in Section 2.18-8 (Removal Procedure)

of the South Pasadena Municipal Code and the following provisions to the extent that they are not in conflict with the aforementioned removal procedure.

3. The City Council may remove Employee from the position of City Manager at any time, with or without cause, by majority vote of its members. Notice of termination shall be provided to Employee in writing. "Termination," as used in this paragraph, shall also include the request that Employee resign, a reduction in salary or other financial benefits of the City Manager, a material reduction in the powers and authority of the City Manager, or the elimination of the City Manager's position. Any such notice of termination or act constituting termination shall be given at or effectuated at a duly noticed regular meeting of the City Council.
4. Given the at-will nature of the position of Employee as City Manager, an important element of the employment Agreement pertains to termination. It is in both the City's interest and that of Employee that any separation of Employee is done in a businesslike manner.

C. Separation Without Cause.

1. In the event Employee is terminated by the City Council during the term of this Agreement where Employee is willing and able to perform the City Manager's duties under this Agreement, then in that event the City agrees to pay Employee a lump payment equal to six (6) months' base salary then in effect as provided in Paragraph 3A or a lump sum payment equal to the remaining term of the Agreement, whichever is shorter.
2. In addition, the City shall extend to Employee the right to continue health insurance as may be required by and pursuant to the terms and conditions of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). In the event that the City pays a six (6) months' severance to Employee pursuant to Paragraph 11.C.1. above, City agrees to pay Employee's COBRA coverage for six months, or until Employee either secures full-time employment or obtains other health insurance, whichever of these three events first occurs. Employee shall notify the City within five days of securing new full-time employment or insurance.
3. All payments required under Paragraph 11.C.1. and 2. above are subject to and shall be interpreted to comply with the limitations set forth in Government Code Section 53260.

D. Separation for Cause.

1. Notwithstanding the provisions of Paragraph 11.C., Employee may be terminated for cause. As used in this section "cause" shall mean only one or more of the following:
  - i. Conviction of a felony;
  - ii. Continued abuse of non-prescription drugs or alcohol that materially affects the performance of Employee's duties as City Manager;
  - iii. Repeated and protracted unexcused absences from the City Manager's office and duties or absence due to disability if such disability precludes performance of essential job duties for more than six (6) cumulative months after attempts at reasonable accommodations pursuant to the Americans with Disabilities Act and/or California's Fair Employment & Housing Act;
  - iv. Upon the reasonable determination of the City Council that Employee has committed either (a) any illegal act involving personal gain to Employee or (b) gross negligence or (c) malfeasance.

12. **Reimbursement to City Required.** The following limitations apply to City's obligation to Employee pursuant to Paragraphs 9 and 11 above:

- A. **Paid Leave.** Pursuant to Government Code Section 53243, in the event the Employee is placed on paid leave pending an investigation, Employee shall reimburse such pay to City if she is subsequently convicted of a crime of moral turpitude or that constitutes "abuse of office or position," as that term is defined by Government Code Section 53243.4;
- B. **Legal Defense.** Pursuant to Government Code Section 53243.1, in the event the City pays for Employee's legal criminal defense, she shall fully reimburse such funds to the City if she is subsequently convicted of a crime of moral turpitude of that constitutes "abuse of office or position;"
- C. **Severance.** Pursuant to Government Code Section 53243.2, if this Agreement is terminated, any cash settlement related to the termination that Employee may receive from City, including any severance paid under Paragraph 11, must be fully reimbursed to City if she is subsequently convicted of a crime of moral turpitude or that constitutes "abuse of office or position."

13. **General Provisions.**

- A. This Agreement constitutes the entire agreement between the parties. The parties hereby acknowledge that they have neither made nor accepted any other promise or obligation with respect to the subject matter of this

Agreement. This Agreement may be amended only by a writing signed by Employee, approved by the City Council, and executed on behalf of both parties.

- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- C. This Agreement may be terminated by either party, with or without cause, subject only to the requirements of Paragraph 11 above. Notice of termination to the City shall be given in writing, either by personal service or by registered or certified mail, postage prepaid, addressed to City as follows:

Mayor  
City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030

With a courtesy copy to:

Colantuono, Highsmith & Whatley, PC  
South Pasadena City Attorney  
ATTN: Teresa L. Highsmith  
790 E. Colorado Blvd, Suite 850  
Pasadena, CA 91101

Any notice to Employee shall be given in a like manner, and, if mailed, shall be addressed to Employee at the address then shown in City's personnel records. For the purpose of determining compliance with any time limit stated in this Agreement, a notice shall be deemed to have duly been given on the date of delivery, if served personally on the party to whom notice is to be given, or on the second (2<sup>nd</sup>) calendar day after mailing in the manner provided in this section. Notwithstanding the forgoing, this Agreement shall automatically terminate on the death or permanent disability of Employee.

- D. A waiver of any of the terms and conditions of this Agreement shall not be construed as a general waiver by the City and the City shall be free to enforce any term or condition of this Agreement with or without notice to Employee notwithstanding any prior waiver of that term or condition.
- E. If any provision or any portion of this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement shall be deemed severable and shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF the City of South Pasadena has caused this Agreement to be signed and executed on its behalf by its Mayor and duty attested by its City Clerk, and the Employee has signed and executed this Agreement, both in duplicate as of the day and year first above written.

EMPLOYEE

  
Stephanie DeWolfe

CITY OF SOUTH PASADENA

ATTEST:

\_\_\_\_\_  
Evelyn Zneimer  
CITY CLERK

\_\_\_\_\_  
Michael Cacciotti  
MAYOR

Approved as to Form:

\_\_\_\_\_  
Teresa L. Highsmith  
CITY ATTORNEY

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**ATTACHMENT 2**

**Comparison Chart of San Gabriel Valley City Manager  
Base Salaries**





Comparison of Current City Manager Base Salaries in Smaller San Gabriel Valley Cities:

Sierra Madre	\$ 182,000
San Marino	\$ 185,000 (*As of 6/30/17, currently recruiting for CM)
Monrovia	\$ 195,000
El Monte	\$ 195,000
La Canada	\$ 202,560
Monterey Park	\$ 218,000
San Gabriel	\$ 218,604 (*Currently recruiting for City Manager)
Duarte	\$ 228,942

# City of South Pasadena Agenda Report

Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017  
TO: Honorable Mayor and City Council  
VIA: Elaine Aguilar, Interim City Manager   
FROM: Jeannie Chiu, Management Analyst   
SUBJECT: **Approval of South Pasadena Tournament of Roses Committee  
Slate of Officers and Committee Chairs, 2016-17 Ending  
Financial Statement, 2017-18 Budget, and Bylaws**

## Recommendation

It is recommended that the City Council review and approve the annual South Pasadena Tournament of Roses Committee (Committee) Slate of Officers and Committee Chairs, 2016-17 Ending Financial Statement, 2017-18 Budget, and Bylaws.

## Fiscal Impact

The Committee operates independently and funds the majority of its operations. However, the Committee receives a pass-through from the Business Improvement Tax funds in the amount of \$12,500 which is provided through the Chamber of Commerce. In addition, \$2,500 is paid directly by the City of South Pasadena (City) through its sponsorship of the annual South Pasadena Tournament of Roses Cruz'n for Roses event, which coincides with the City's Public Safety Open House.

## Commission Review and Recommendation

The Committee prepared the attached report.

## Background

Every year, the Committee presents an official framed photograph of that year's Rose Parade float to the City Council along with the design for the following year's float. At the same time, the Committee presents a report to the City Council that includes a list of officers and Committee chairs, a financial report from the current year, a budget for the upcoming year's float, and bylaws.

## Analysis

This report is presented annually by this independent City Committee.

AGENDA ITEM 17

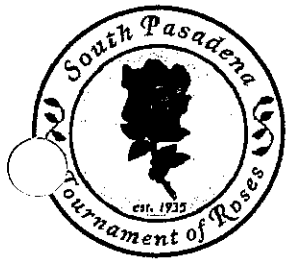
**Legal Review**

The City Attorney has not reviewed this item.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: South Pasadena Tournament of Roses Committee Slate of Officers and Committee Chairs, 2016-17 Ending Financial Statement, 2017-18 Budget, and Bylaws



# South Pasadena Tournament of Roses Committee

P.O. Box 3662, South Pasadena, California 91031

Janet Benjamin  
President

## PAST PRESIDENTS

1935	G. D. Baker
1936	VanSickle Ford
1937	J. C. Jacobs
1946	Frank Bough
1947	A. J. Norton
1948	R. J. Norton
1951	S. Paul Ward
1952	Mrs. Geo. Hammond
1953	C. R. Matter
1954	Garland Mathews
1955	E. H. Colliau
1956	Dwight Reay
1957	Harold Deavel
1958	Warren Billings
1959	E. Curitis Dean
1960	Robert Biles
1961	Charles Craig
1962	Clifford Cox
1963	Robert Fosselman
1964	William Pinckney
1965	Mel Jontz
1966	Dick Artunian
1967	Tommy Matsuura
1968	William Still
1969	Frank Wimmer
1970	Jack Williams
1971	Charlotte B. Carden
1972	Michael Salyards
1973	Lloyd Simpson
1974	Jacqueline Coulette
1975	Ralph Saunders
1976-79	Robert E. Veir
1980	Chris Holabird
1981	Eric W. Rex
1982	Stan Froyd
1983-88	Robert Clanton
1989-90	Edward M. Pozzo
1991-93	Robert Clanton
1994-96	Marge Hartsfield
1997-98	Irene Allen
1999	Mark Duxbury
2000-01	Dave Andrews
2002-03	Alan Vlacich
2004-05	John Vandercook
2006-07	Michael C. McFatrige
2008-09	Fed R. Shaw
2010-11	James L. Jontz
2012-13	William J. Cullinane
2015	Paul Abbey
2015-16	Chris Colburn

August 12, 2017

Honorable Mayor and Members of Council.

Actions necessary:

- Confirmation of slate of officers, committee chairs and members at large
- Review of the 2016—2017 Income and Expense Statement
- Review of the estimated 2017-2018 Income and Expense Budget

Thank you for your partnership and encouragement in continuing to promote the City of South Pasadena through our involvement in the annual Tournament of Roses Parade.

Sincerely,

Janet Benjamin  
Chairman



**MISSION STATEMENT**

## **MISSION STATEMENT**

The mission of The South Pasadena Tournament of Roses Committee is to create positive exposure for our city through participation in the Pasadena Tournament of Roses Parade, which will elevate our community and our organization by using principles based on volunteerism for the successful completion of our annual floral entry.

**2017-2018 SPTOR  
OFFICERS & COMMITTEE**

## 2017-18 SPTOR Officers and Committee Chairpersons

Chairperson	Janet Benjamin
Vice Chairperson	Courtney Dunlap
Treasurer	Sandy Fielding
Secretary	Megan Colburn
Construction Chairperson	Chris Colburn*
Construction Assistant	Vacant
Decoration Chairperson	Janet Benjamin
Design Chairperson	Paul Abbey*
Event and Site Chairperson	James Jontz*
Social Media Chairperson	Chris Colburn*
Direct Mail/Marketing Chairperson	Paul Abbey*
Classic Car Chairperson	Ted Shaw*
Raffle Chairperson	Alan Vlacich*
Golf Chairperson	Alan Vlacich* & John Vandercook*
Parade and Game Tickets	Ted Shaw*
Crunch Time Chairperson	Courtney Dunlap
Live Auction Chairperson	Ted Shaw*
Silent Auction Chairperson	MJ Craig
Silent Auction Co-Chairperson	Vacant
Souvenir Chairperson	Sandy Fielding
Volunteer Food Chairperson	Vacant
Publicity Chairperson	Bill Glazier
Volunteer Chairperson	Courtney Dunlap
Nominating Chairperson	Alan Vlacich*
Web Site Chairperson	Bill Cullinane*
Web Master	Sara Cullinane
Past Chairperson	Chris Colburn*
Staff Liaison	Jeannie Chiu
Council Liaison	Diana Mahmud

\*Past Chairperson



**INCOME & EXPENSE**

## *South Pasadena Tournament of Roses Committee*

### 2016-2017 Budget

Beginning Balance		\$	<b>61,791.03</b>
	<b>Income</b>		
Souvenirs		\$	4,944.60
Crunch Time Party			40,331.00
Golf Tournament			13,825.00
Ultimate Raffle Tickets			17,500.00
Cruz'n for Roses Classic Car Show			26,017.40
Donations			23,671.05
Parade & Game Tickets - Sales			5,480.00
Misc Fundraisers			7,539.90
	<b>Total Income</b>	\$	<b>139,308.95</b>
	<b>Expenses</b>		
Souvenirs		\$	1,937.09
Crunch Time Party			6,694.23
Golf Tournament			3,904.54
Ultimate Raffle Tickets			686.17
Cruz'n for Roses Classic Car Show			11,011.76
Donations			1,123.36
Parade & Game Tickets - Sales			4,680.00
Misc Fundraisers			4,722.32
Event & Site			22,182.42
Administration			5,830.53
Construction			36,074.89
Decoration			26,798.19
Design			0.00
Volunteers			0.00
	<b>Total Expenses</b>	\$	<b>125,645.50</b>
Income		\$	139,308.95
Expenses			125,645.50
	<b>Total</b>	\$	<b>13,663.45</b>
Ending Balance 2016 - 2017		\$	75,454.48

*South Pasadena Tournament of Roses Committee*

**2017-2018 Budget (Estimated)**

Beginning Balance		\$	75,454.48
	<b>Income</b>		
Souvenirs		\$	6,000.00
Crunch Time Party			35,000.00
Golf Tournament			9,000.00
Ultimate Raffle Tickets			20,000.00
Classic Car Show			30,000.00
Donations			20,000.00
Parade & Game Tickets - Sales			10,000.00
Misc Fundraisers			1,500.00
	<b>Total Income</b>	\$	<b>131,500.00</b>
	<b>Expenses</b>		
Souvenirs		\$	2,119.00
Crunch Time Party			7,896.00
Golf Tournament			2,900.00
Ultimate Raffle Tickets			650.00
Classic Car Show			15,500.00
Donations			1,200.00
Parade & Game Tickets - Sales			6,200.00
Misc Fundraisers			500.00
Event & Site			20,765.00
Administration			8,000.00
Construction			32,500.00
Decoration			31,500.00
Design			200.00
Volunteers			250.00
	<b>Total Expenses</b>	\$	<b>130,180.00</b>
Income		\$	131,500.00
Expenses			130,180.00
	<b>Total</b>	\$	<b>1,320.00</b>
Ending Balance 2016 - 2017		\$	76,774.48

**BY-LAWS**

**BY-LAWS OF THE SOUTH PASADENA  
TOURNAMENT OF ROSES COMMITTEE**

Adopted:

Amended:

**ARTICLE I – NAME**

This organization shall be called the “Tournament of Roses Committee” existing as a committee of the City Council of the City of South Pasadena.

**ARTICLE II – OFFICERS**

- Section 1. Officers of the Committee shall be the Chairperson, Vice Chairperson, Secretary and Treasurer. The officers shall be chosen at the annual meeting of each year.
- Section 2. The Chairperson shall conduct meetings, appoint sub-committees, perform all the duties of the presiding officer. In the absence of the Chairperson, the Vice Chairperson shall preside.
- Section 3. The Secretary for the Committee shall handle the correspondence, minutes, and perform such other duties as delegated by the Chairperson or by action of the Committee.
- Section 4. The Chairperson shall serve no more than two consecutive one-year terms. The Vice Chairperson shall serve no more than two consecutive one-year terms. After five years, these members could be elected to serve two more consecutive one-year terms.
- Section 5. There shall be maintained a permanent City Council Liaison, which shall be appointed to the Committee by the Mayor. The Council Liaison shall be responsible for communicating City Council matters to the Committee and matters of the Committee to the Council.
- Section 6. The City Manager shall serve as an “ex-officio” member of the Committee. The City Manager may designate other key staff to the committee.

- Section 7. The Chairperson at least one month prior to the annual meeting will select a nominating committee, not including existing officers. The nominating committee will consist of five at large members approved by the Committee Officers. The nominating committee will present a slate of officers at the annual meeting. Additional nominations may be made from the floor prior to the vote.
- Section 8. Officers of the Board are permitted two unexcused absences in a year or his/her seat will be considered vacant. An unexcused absence is one for any reason other than illness or other personal necessity. Officers should notify the Council Liaison or the Chairperson if they will be unable to attend a meeting.
- Section 9. Committee members are volunteers and can continue serving on the Committee without limit to term. Members are encouraged to be residents of South Pasadena however; volunteers from other communities will be accepted. Non-resident committee members shall not be eligible to serve as Chairperson, Vice Chairperson, Treasurer, or Secretary of the Committee.

#### ARTICLE III – COMMITTEE MEMBERS

At the first annual meeting, the Chairperson shall list the various committees and solicit volunteers.

#### ARTICLE IV – COMMITTEE MEETINGS AND AGENDAS

- Section 1. The annual meeting shall be held in February. Meetings should be held in the City Council Chambers unless there is a conflict.
- Section 2. The Chairperson shall discuss the meeting and event calendar with the Committee at the annual meeting. The day and time of the subsequent meetings shall be determined by the Chairperson, in consultation with the Committee.
- Section 3. Notice of special meetings shall be provided to all members of the Committee, the Council Liaison, City Manager and City Clerk twenty-four hours prior to the meeting.
- Section 4. The Council Liaison, City Manager and City Clerk shall be provided copies of the meeting agendas one week prior to the regular scheduled meetings.
- Section 5. The order of business of the regular meeting shall be determined by the Chairperson.

Section 6. The Secretary of the Committee shall be responsible for minutes of the meetings. Copies of the minutes shall be provided to the Council Liaison, City Manager and City Clerk. Minutes of the meetings shall be received and approved by the Committee.

#### ARTICLE V – COMMITTEE OPERATIONS

Section 1. A quorum of a simple majority of the officers and all Committee positions is required to conduct the business of the Committee.

Section 2. The current edition of Robert's Rules of Order Newly Revised shall be the authority on all questions of parliamentary law unless in conflict with these bylaws or the laws of the State of California.

Section 3. The Officers of the Committee or individual Committee members may not individually obligate the City of South Pasadena to pay for any service or product.

Section 4. The Committee shall submit an annual budget to the City Council in June of each year. The Treasurer of the Committee shall be responsible for submitting the annual budget as directed by the Committee.

Section 5. The City will establish a special fund for all revenues generated by the South Pasadena Tournament of Roses events. Accounting for this fund will be provided on a monthly basis. The Treasurer of the Committee shall work with the City of South Pasadena Finance Director in accounting for the Committee funds.

Section 6. The Officers of the committee and Committee members shall serve without compensation.

Section 7. Committee members shall execute volunteer applications with the city. The Secretary of the Committee shall be responsible for distribution and collection of these forms at the annual meeting.

#### ARTICLE VI – POLICIES

The Committee may establish written policies with concurrence of the City Council.

ARTICLE VII – AMENDMENTS

These by-laws may be amended at any regular meeting of the Committee where a quorum is present, including the Council Liaison and City Manager or his/her staff designee, provided that the amendment has been submitted in writing at least thirty days prior to the date of such meeting, or at the previous regular meeting.






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# City of South Pasadena Agenda Report

Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pina, City Treasurer

COUNCIL AGENDA: September 20, 2017  
TO: Honorable Mayor and City Council  
VIA: Elaine Aguilar, Interim City Manager   
FROM: David Batt, Finance Director   
Karen Aceves, Management Analyst   
SUBJECT: **Receive and File the Guidelines and Projects to be Funded by Senate Bill (SB1) : The Road Repair and Accountability Act**

## Recommendation

It is recommended that the City Council receive and file the guidelines and projects to be funded by Senate Bill (SB1): The Road Repair and Accountability Act.

## Fiscal Impact

The funds from SB1 increase the amount of money dedicated to improving transportation infrastructure in South Pasadena. For the City of South Pasadena (City), SB1 will provide more than \$400,000 in local construction funds annually (the first year's allocation will be approximately \$160,000). Local governments will track SB1 dollars and report to the Legislature and public how they are being used to ensure they are improving our existing infrastructure with a focus on the community's priorities. SB1 will provide investments to make significant improvements to the state's highway system throughout California, including several in our region.

A city or county receiving an apportionment of Road Maintenance and Rehabilitation Account (RMRA) funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its General Fund expenditures during the 2009–10, 2010–11, and 2011–12 fiscal years for street, road, and highway purposes. The MOE for the City is \$1,600,000 annually in order to maintain eligibility for the funds.

## Commission Review and Recommendation

This matter was not reviewed by a commission.

## Background

On April 28, 2017, Governor Brown signed SB1 (Beall and Frazier), a landmark

AGENDA ITEM 18

transportation funding package by Senate Transportation and Housing Committee Chair Jim Beall, Assembly Transportation Committee Chair Jim Frazier and the Governor's Administration. The \$5.24 billion/year funding package generates new revenues from various taxes and fees and is designed to repair and maintain state highways and local roads, improve trade corridors, and support public transit & active transportation.

Beginning November 1, 2017, the State Controller (Controller) will deposit various portions of this new funding into the newly created RMRA. A percentage of this new RMRA funding will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code (SHC) Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system. SB1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to be eligible for RMRA funding, statute requires cities and counties to provide basic annual RMRA project reporting to the California Transportation Commission (Commission).

#### **Analysis**

SB1 (Beall, Chapter 5, Statutes of 2017) known as The Road Repair and Accountability Act of 2017 provides the first significant, stable, and ongoing increase in state transportation funding in more than two decades. SB1 provides additional funding for transportation infrastructure, increased the role of the Commission for a number of existing programs, and created new transportation funding programs for the Commission to oversee.

Prior to receiving an apportionment of RMRA funds from the Controller in a fiscal year, a city or county must submit to the Commission a list identifying the proposed projects to be funded with these funds (Attachment 2). All projects proposed to receive funding must be included in a city or county budget that is adopted by the applicable city council or county board of supervisors at a regular public meeting. The list of projects must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement. The Controller, upon receipt of the report from the Commission, shall apportion RMRA funds to eligible cities and counties.

#### **Legal Review**

The City Attorney has reviewed this item.

#### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments: Fiscal Year 2017-18 Capital Improvement List

# Fiscal Year 2017-18 Capital Improvement List

## **FY 2017-18 Capital Improvement Projects**

Under the terms of the California Transportation Financing Package for SB1: The Road Repair and Accountability Act, the following streets are identified for RMRA funds. The following street improvement projects for FY 2017-18 have been adopted in the City Budget.

### **Project Description**

The project scope of work consists of street and highway pavement maintenance; rehabilitation, installation, construction, and reconstruction of necessary associated facilities such as drainage and traffic control devices; maintenance, rehabilitation, installation, construction, and reconstruction of facilities that expand ridership on transit systems; safety projects to reduce fatalities; or as a local match to obtain state or federal transportation funds for similar purposes.

### **Project Limits**

	<b>FY</b>	<b>Est. Life</b>	<b>Est. Cost</b>
<u>Grevelia Street</u> from Fair Oaks Avenue to Stratford Avenue	2017-18	15/17 Yrs	\$425,000
<u>Monterey Road</u> from Via Del Rey to Pasadena Avenue			

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# City of South Pasadena Agenda Report


Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017

TO: Honorable Mayor and City Council

VIA: Elaine Aguilar, Interim City Manager 

FROM: Paul Toor, Public Works Director  
Anteneh Tesfaye, Water Operations Manager 

SUBJECT: **Approval of Purchase Order with D&R Office Works, Inc. in the Amount of \$31,347.22 for the Purchase of Office Furniture for the Garfield Reservoir Office**

## Recommendation

It is recommended that the City Council accept a proposal dated July 14, 2017 from D&R Office Works, Inc., authorizing staff to purchase office furniture in the amount of \$31,347.22 and reject all other proposals.

## Fiscal Impact

There are sufficient funds within the Fiscal Year (FY) 2017-18 Budget in Water Account No. 500-6710-8020 to purchase office furniture.

## Commission Review and Recommendation

This matter was not reviewed by a commission.

## Background

As part of the Garfield Reservoir and Pump Station Replacement Project (Project), a new office building is under construction at the site to house the Water Utilities Operations staff. It is anticipated that the Project construction will be completed in October 2017. In order to move the Water Division Operations to the new building, new office furniture is necessary.

## Analysis

Various office furniture such as tables, desks, chairs, and file cabinets need to be ordered for the new building (see Attachment 1 for list of furniture). All of the new furniture will be placed in four rooms of the new building: first floor conference room, first floor office, second floor distribution office, and second floor training room. Proposals for office furniture were solicited from three vendors and two responsive proposals were received with the results as follows:

Purchase of Office Furniture for Garfield Reservoir Office

September 20, 2017

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Vendor	Bid Amount
D&R Office Works, Inc., El Monte, CA	\$31,347.22
M3 Office, Inc., South Pasadena, CA	\$35,308.51
Tangram Interiors, Santa Fe Springs, CA	None Responsive *

\* Incomplete bid submitted after bid closing

The proposal submitted by D&R Office Works, Inc. includes furniture delivery, applicable taxes and installation. Staff has checked the products of D&R Office Works, Inc. and have deemed them reputable and of good quality. This vendor has supplied furniture to multiple agencies including the Cities of Pasadena, Azusa, and Industry. The furniture for the Wilson Reservoir Project office was also supplied by the same vendor. If approved, the furniture will be delivered within four to six weeks of placing an order.

**Legal Review**

The City Attorney has not reviewed this item.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. City of South Pasadena – Garfield Reservoir Office Furniture List
2. D&R Office Works, Inc. Proposal

**ATTACHMENT 1**  
**City of South Pasadena – Garfield Reservoir Office**  
**Furniture List**



## City of South Pasadena - Garfield Reservoir Office Furniture List

### 1st Floor Conference Room

Item	QTY	Model	Description	Color	Comments
1	1	Maverick MMRE 4284	Table, Rectangular, 42 x 84		
2	2	Maverick MM LEG M1224WD	table legs ,Square panel, hollow w/ end access door, 12" 24"		
3	1		Double Pivot Power Grommet	Silver	
4	1	Maverick MMC2072 1FP	Credenza w/Full Storage, 20 x 72 - Standard Modesty Panel		
5	6	2360-y2-A8B	Bristol mid back, synchro-tilt control, A8 height adj black arms		or equal chair

### 2nd Floor Distribution Office

Item	QTY	Model	Description	Color	comments
1	1	Maverick MMRE 48144	Table Rentangular 48x144		
2	3	Maverick MM LEG M1224WD	Table Legs, square panel, hollow w /end access door, 12" x 24"		
3	2	Double pivot power grommet		Silver	
4	2	Maverick MMBC3630	Book case 1 shelf 12x36x29		
5	1	Maverick MMCDDQ72 4L	Compu- Corner desk, Cockpit - B/F Left, 72x36x24x22x24x28		
6	1	Maverick MMRA2436R	Return w/34 pedestal B/F - Right 26x34 standard 3/4 modesty panel		
7	1	Maverick MMCDQ72 4R	Compu - corner desk, cockpit B/F right, 72x36x24x22x24x28		
8	1	Maverick MMRA2436L	Return w/34 pedestal B/F - Left 26x34 standard 3/4 modesty panel		
9	1	Maverick MMS3060L	Single Pedestal Desk - Left 30 x 60, BF Standard Modesty Panel		
10	13		Bristol mid back, synchro-tilt control, A8 height adj black arms		

### 1st Floor Office

Item	QTY	Model	Description	Color	comments
1	2	Maverick CYBC1572	Bookcase 4 shelf 15x36x72		
2	1	MaverickCYRD48	table round 48 diameter		
3	1	Maverick MM LEG C24	Table legs, Cylinder base 24		
4	1	Maverick CYHD1672	Hutch w/ Glass doors 16x72x42		
5	1	Maverick CYBR2448	Bridge w / Gromment 24x48		
6	1	Maverick CYCE2472FX	Single pedestal credenza w/left F/F 24 x 72		
7	1	Maverick CYDF4272XB	Single Pedestal Desk Right, Fan Top 42 x 72		
8	1	2910-y2-A8b	Cortina - High back, multi funtion control A8 height Adj black arms		or equal chair
9	1	1415-GT-A15B-UB	Link - Four Leg Guest chair w/casters, w/arms, upholstered back and seat		or equal chair

### 2nd Floor Training Room

Item	QTY	Model	Description	Color	Comments
1	12	Maverick ART2472	Training table, rectangular, top only		
2	12	Hon HGRMTAC	4-trac electrical Power Hub 3" Grommet Mount		
3	12	Hon HMTUMOD44	Universal Modualr panel for 54" Motivate table/72" huddle table		
4	12	Hon HonMMFLIP24CP	Huddle Flip Top Base for 24 x 60 and 24 x 72 tops		
5	24	9to5 115-GT-US	Zoom series - Guest Nesting Mesh back w/ulhostered seat		
6	2	Maverick MMBC3672	Book case, 4 shelves, 12 x 36 x 72		
7	2	Maverick MMST3672	Double Storage Cabinet, 2 Door, 4 shelves, 36 x 72		
8	2	Maverick MMC2072 1FP	Credenza with Full Storage, 20 x 72 - Standard Modesty Panel		

**ATTACHMENT 2**  
D&R Office Works, Inc. Proposal



**City of South Pasadena: Procurement of Office Furniture , Delivery and Installation**

**Purpose:** *Seeking proposal for Procurement of office furniture, Delivery and Installation at the Garfield Reservoir Office, 416 Garfield Ave, South Pasadena, CA 91030, in accordance with all current applicable federal, state, and local regulatory guidelines.*

- 1.) Procure furniture per bid item list for four (4) rooms (See attached PDF for Furniture list named *City of South Pasadena – Garfield Reservoir Office Furniture List*)
  - a. 2 rooms down stairs- 1<sup>st</sup> floor conference room and 1<sup>st</sup> floor office (ground level no stairs)
  - b. 2 rooms up stairs – 2<sup>nd</sup> floor distribution office and 2<sup>nd</sup> floor training room
- 2.) Deliver furniture
- 3.) Install furniture – building has elevator access for second floor

Quote in Lump Sum: \$ 31,347.22

Company/Business Name: D & R Office Works

Contact Name: BJ Ferrante

Phone: 626-780-1309 Email: BJ@DandROfficeWorks.com



9956 baldwin place el monte, ca 91731  
626.454.4660  
www.dandrofficeworks.com

office works, inc.

# PROPOSAL

7/14/2017

BJ FERRANTE

**BILL TO:**  
ANTENEH TESFAYE  
CITY OF SOUTH PASADENA  
825 MISSION STREET  
SOUTH PASADENA CA 91030  
626-441-4024

**SHIP TO:**  
ANTENEH TESFAYE-  
GARFIELD RESERVOIR  
416 SOUTH GARFIELD AVE.  
SOUTH PASADENA CA 91030  
626-441-4024

ITEM	QTY.	MODEL / DESCRIPTION	1ST FL CONFERENCE ROOM	UNIT	EXTENDED
1	1	MVD MMRE 4284 Table, Rectangular, 42x84		\$282.41	\$282.41
2	1	BYN MX2 DOUBLE PIVOT POWER GROMMET, SILVER		\$526.88	\$526.88
3	1	MVD MM WMT Wire Management Trough, 10"W		\$58.98	\$58.98
4	2	MVD MM LEG M1224WD Square Panel, Hollow w/ End Access Door, 12"x24"		\$141.02	\$282.04
5	1	MVD MMC2072 1FP Credenza w/ Full Storage, 20x72 - Standard Modesty Panel		\$583.12	\$583.12
6	6	925 2360-Y2-A8B Bristol - Mid-Back, Synchro-Tilt Control, A8 Height Adj. Black Arms		\$231.45	\$1,388.70

TOTAL: \$3,122.13

ITEM	QTY.	MODEL / DESCRIPTION	2ND FL CONFERENCE ROOM	UNIT	EXTENDED
7	1	MVD MMRE 48144 Table, Rectangular, 48x144		\$701.79	\$701.79
8	2	BYN MX2 DOUBLE PIVOT POWER GROMMET, SILVER		\$526.88	\$1,053.76
9	2	MVD MM WMT Wire Management Trough, 10"W		\$58.98	\$117.96
10	3	MVD MM LEG M1224WD Square Panel, Hollow w/ End Access Door, 12"x24"		\$141.02	\$423.06
11	2	MVD MMBC3630 Bookcase, 1 Shelf, 12x36x29		\$145.78	\$291.56

2	1	MVD MMCDQ72 4L Compu-Cnr Comp Dsk,Cockpit- B/F Left, 72x36x24x22x24x28	\$357.49	\$357.49
3	1	MVD MMRA2436R Return w/ 3/4 Pedestal (B/F)- Right, 24x36- Standard 3/4 Modesty Panel	\$272.51	\$272.51
4	1	MVD MMCDQ72 4R Compu-Cnr Comp Dsk,Cockpit- B/F Right, 72x36x24x22x24x28	\$357.49	\$357.49
5	1	MVD MMRA2436L Return w/ 3/4 Pedestal (B/F)- Left, 24x36- Standard 3/4 Modesty Panel	\$272.51	\$272.51
6	1	MVD MMS3060L Single Pedestal Desk- Left, 30x60, BF- Standard 3/4 Modesty Panel	\$288.63	\$288.63
7	13	925 2360-Y2-A8B Bristol - Mid-Back, Synchro-Tilt Control, A8 Height Adj. Black Arms	\$231.45	\$3,008.85

TOTAL: \$7,145.61

ITEM QTY. MODEL / DESCRIPTION 2ND FL TRAINING ROOM UNIT EXTENDED

8	12	MVD ARTR2472 TRAINING TABLE, RECTANGULAR, TOP ONLY	\$145.05	\$1,740.60
9	12	HON HGRMTAC 4-Trac Electrical Power Hub 3" Grommet Mount	\$44.19	\$530.28
20	12	HON HMTUMOD44 Univ Mod pri for 54" Motivate tbl/72" Huddle tbl	\$95.88	\$1,150.56
21	12	HON HONMMFLIP24CP Huddle Flip Top Base for 24x60 and 24x72 Tops	\$250.09	\$3,001.08
22	24	925 1115-GT-US Zoom - Guest Nesting Mesh Back w/ Upholstered Seat	\$158.91	\$3,813.84
23	2	MVD MMBC3672 Bookcase, 4 Shelves, 12x36x72	\$256.40	\$512.80
24	2	MVD MMST3672 Double Storage Cabinet, 2 Door, 4 Shelves, 36x72	\$570.30	\$1,140.60
25	2	MVD MMC2072 1FP Credenza w/ Full Storage, 20x72 - Standard Modesty Panel	\$583.12	\$1,166.24

TOTAL: \$13,056.00

ITEM QTY. MODEL / DESCRIPTION ANTENEH'S OFFICE UNIT EXTENDED

26	2	MVD CYBC1572 Bookcase, 4 Shelf, 15x36x72	\$376.91	\$753.82
27	1	MVD MM LEG C24		

		Cylinder base, 24	\$204.02	\$204.02
28	1	MVD CYHD1672 Hutch w/ Glass Doors, 16x72x42	\$662.23	\$662.23
29	1	MVD CYRD48 Table, Round, 48" Diameter	\$347.60	\$347.60
30	1	MVD CYBR2448 Bridge w/ Grommet, 24x48	\$159.70	\$159.70
31	1	MVD CYCE2472FX Single Full Pedestal Credenza w/ Left F/F, 24x72	\$488.26	\$488.26
32	1	MVD CYDF4272XB Single Pedestal Desk Right, Fan Top, 42x72	\$730.36	\$730.36
33	1	925 2910-Y2-A8B Cortina - High-Back, Multi-Function Control, A8 Height Adj. Black Arms	\$340.28	\$340.28
34	1	925 1415-GT-A15B-UB Link - Four Leg Guest Chair w/Casters, w/Arms, Upholstered Back and Seat	\$183.09	\$183.09
			TOTAL:	\$3,869.36
		DELIVERY / INSTALLATION	\$1,500.00	\$1,500.00
		SALES TAX	\$2,654.11	\$2,654.11

ORDER TOTAL: \$31,347.21

TERMS / CONDITIONS:



- NET 30 DAYS.
- CREDIT CARDS: CREDIT CARD PAYMENTS OVER \$5,000.00 WILL BE CHARGED A 3% PROCESSING FEE.
- DELIVERY/INSTALLATION CHARGES BASED ON NORMAL BUSINESS HOURS / AREA CLEARED
- MOVING OF ADDITIONAL FURNITURE IS NOT INCLUDED.
- SPECIAL ORDERS CAN NOT BE CANCELLED.
- ORDERS DELAYED OR HELD FOR MORE THAN 30 DAYS ARE DUE AND PAYABLE IN FULL.

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# City of South Pasadena Agenda Report

Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017  
TO: Honorable Mayor and City Council  
VIA: Elaine Aguilar, Interim City Manager   
FROM: Margaret Lin, Principal Management Analyst   
SUBJECT: **Contract Amendment with Nelson\Nygaard Consulting Associates, Inc., to Amend the Scope of Services for Transportation Consulting Services to Identify Projects for the Remaining Measure R Funds**

## Recommendation

It is recommended that the City Council authorize the City Manager to execute a contract amendment with Nelson\Nygaard Consulting Associates, Inc. (Nelson\Nygaard) to amend the Scope of Services for transportation consulting services to identify projects for the remaining Measure R funds by adding a joint meeting with the Freeway and Transportation Commission (FTC) and Public Works Commission (PWC).

## Fiscal Impact

The original contract amount of \$30,040 included a City Council work session. The proposed contract amendment would increase the contract amount by \$1,860 for an additional meeting, for a revised total contract amount of \$31,900. There is sufficient funding in the Transportation Professional Services Account (101-2021-8170) to fund the contract amendment.

## Commission Review and Recommendation

This matter was not reviewed by a commission.

## Background

On July 19 2017, the City Council authorized a Professional Services Agreement with Nelson\Nygaard to evaluate the proposed Transportation System Management/Transportation demand Management Alternative project list, Fremont Traffic Calming Plan, Fair Oaks Avenue Improvement Plan, Los Angeles Metropolitan Transportation Authority Gold Line crossings, and the Beyond the 710 Initiative to identify the projects that would best utilize the remaining Measure R funds.



Contract Amendment with Nelson\Nygaard Consulting Associates, Inc., to Amend the Scope of Services

September 20, 2017

Page 2 of 2

**Analysis**

In order to identify the most meaningful and appropriate projects for the City of South Pasadena, the FTC and the PWC should be provided with an opportunity to provide feedback on the proposed project list prior to adoption by the City Council in November 2017. The additional meeting would also help provide a transparent and open process that would enable the public to provide public input at two meetings.

**Legal Review**

The City Attorney has reviewed this item.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Proposed Nelson\Nygaard Contract Amendment
2. Existing Nelson\Nygaard Professional Services Agreement

**ATTACHMENT 1**  
**Proposed Nelson\Nygaard Contract Amendment**

FIRST AMENDMENT TO  
AGREEMENT FOR SERVICES

THIS AMENDMENT ("Amendment") is made and entered into on the 20<sup>th</sup> day of September, 2017 by and between the CITY OF SOUTH PASADENA ("City") and NELSONNYGAARD CONSULTING ASSOCIATES, INC.

RECITALS

WHEREAS, on July 19, 2017, the South Pasadena City Council authorized a Professional Services Agreement that included a City Council work session with Nelson\Nygaard Consulting Associates, Inc. for the evaluation of the proposed Transportation System Management/Transportation demand Management Alternative project list, Fremont Traffic Calming Plan, Fair Oaks Avenue Improvement Plan, Los Angeles Metropolitan Transportation Authority Gold Line crossings, and the Beyond the 710 to identify the projects that would best utilize the remaining Measure R funds; and

WHEREAS, the Term of the Agreement is through October 19, 2017, with the option to extend upon written agreement of the parties; and

WHEREAS, the Payment for Services in the Agreement shall not exceed the original authorized amount of \$24,900 unless the City has given specific advance approval in writing; and

WHEREAS, the City and Consultant desire to amend the scope of services to include a joint meeting of the Freeway and Transportation Commission and Public Works Commission; and extend the agreement for two (2) additional months as authorized in the Agreement through December 19, 2017.

NOW, THEREFORE, THE CITY AND THE CONSULTANT AGREE AS FOLLOWS:

1. Paragraph 3.1 "Scope of Services" is revised to read: "Scope of Services': Such professional services as are set forth in Consultant's revised September 7, 2017 proposal to City attached hereto as Exhibit A and incorporated herein by this reference."

2. Paragraph 3.4 "Approved Fee Schedule" is revised to read: "Approved Fee Schedule': Consultant's compensation rates are set forth in Consultant's revised September 7, 2017 fee proposal attached as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties."

3. Paragraph 3.4 "Maximum Amount" is revised to read: "Maximum Amount': The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Thirty-One Thousand, Nine Hundred Dollars (\$31,900).

4. Paragraph 3.6 "Termination Date" is amended to read: "'Termination Date': December 19, 2017."

5. PROVISIONS OF AGREEMENT. All other terms, conditions, and provisions of the Agreement to the extent not modified by this Amendment, shall remain in full force and effect.

**TO EFFECTUATE THIS AMENDMENT**, the parties have caused their duly authorized representatives to execute this Amendment on the dates set forth below.

"CITY"  
City of South Pasadena

"Consultant"  
Nelson\Nygaard

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attest:**

By: \_\_\_\_\_  
Evelyn G. Zneimer, City Clerk

Date: \_\_\_\_\_

**Approved as to form:**

By: \_\_\_\_\_  
Teresa L. Highsmith, City Attorney

Date: \_\_\_\_\_

## **Exhibit A Scope of Work**

September 7, 2017  
Margaret Lin  
Principal Management Analyst  
City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030

Dear Margaret,

We are pleased to offer the following proposal for analysis and recommendation of City of South Pasadena transportation projects to be recommended to Metro for funding in association with adoption of the 710 freeway extension TSM/TDM alternative.

### **PROJECT UNDERSTANDING**

In deciding not to proceed with one of the project alternatives for the 710 freeway extension (the "Interstate 710 North Gap Closure Project"), and recommending instead to adopt the Transportation Systems Management/Transportation Demand Management (TSM/TDM) alternative, the Los Angeles County Metropolitan Transportation Authority (Metro) Board of Directors effectively established a new source of funding for transportation projects in the San Gabriel Valley (SGV) region, including the City of South Pasadena. Technically, there will be two sources of funding, reprogrammed from a previous (2008 Measure R) commitment of \$780 million to the freeway project. In the near term, \$105 million is being set aside for projects identified in the TSM/TDM alternative. The remaining \$675 million will be allocated to "mobility projects ... consistent with the purpose and need of the Gap Closure project to relieve congestion on local streets along the SR-710 alignment" to be determined by Metro and SGV cities.

We are proposing to identify, analyze and prioritize transportation improvements in the City of South Pasadena that the City might recommend to Metro for funding. Because the exact amount of funding that will be available remains unknown, the package of recommendations that we develop will be prioritized (e.g., Tier 1, 2 and 3 projects) to allow for flexibility in the City's response.

### **PROJECT TEAM**

For this project, we have assembled the following team, whose combined experience is well suited to the task at hand:

Paul Moore, Principal  
Steve Boland, Senior Associate  
Carmen Chen, Associate

### **SCOPE OF WORK**

The scope of work and deliverables for this project are as follows:

#### **Task 1 Kick-off Meeting**

Prior to the initial meeting of the project team (including both staff and consultants), Nelson\Nygaard will have completed initial research into TSM/TDM alternative projects as well as City of South Pasadena and other planning efforts that may have identified additional projects. Some of this work has already

been completed as part of the General Plan and Mission Street Specific Plan Update project that Nelson\Nygaard is currently engaged with, reducing the effort and fee required for this task. We will present findings from this research to the City prior to the kick-off meeting and at the kick-off meeting, in the form of an Initial Analysis Memorandum and meeting presentation, respectively (any necessary revisions to the content of the memorandum will be incorporated into the project final report). Nelson\Nygaard will also develop the meeting agenda, subject to approval by City staff. Nelson\Nygaard will not provide formal minutes of the meeting.

In addition to discussion of the potential project list, the agenda for this meeting may include:

- Clarification of project team member roles and responsibilities
- Review of scope, budget, project timeline and deliverables review and revision process
- Projects context (community, political and policy priorities and concerns)
- Next steps

*Deliverables: Initial Analysis Memorandum (final only)*  
*Kick-off Meeting Presentation (final only)*  
*Kick-off Meeting Agenda (draft and final)*

## **Task 2 Analysis**

In this task, Nelson\Nygaard will conduct analysis of the relative costs, benefits and impacts of the various projects, including both projects identified in the TSM/TDM alternative as well as projects that might be eligible for the remaining funding. This analysis will be based on available data and other information, including information collected for the General Plan and Mission Street Specific Plan Update project. Where cost estimates are unavailable, Nelson\Nygaard will develop conceptual sketch-level estimates in collaboration with staff.

The proposed methodology for analysis will be reviewed with staff prior to the analysis. We anticipate that this methodology may involve use of the Nelson\Nygaard Trip Reduction Impact Analysis (TRIA) modeling tool, although use of this or other tools and methods will be subject to discussion with staff regarding evaluation criteria. We also anticipate that the analysis will be based on a mixture of quantitative and qualitative metrics, and may include non-technical performance related factors such as potential community support, potential need for environmental review (adding to project cost, risky and delay), and potential for Metro approval (i.e., potential to reduce traffic congestion).

Because the projects to be analyzed will likely be diverse in terms of mode, scale and other factors, we may organize projects into different categories for analysis, potentially with somewhat different evaluation criteria. In this as in any technical analysis process, recommendations will be based not only on results of the technical analysis, but on the professional judgment of consultants and staff.

## **Task 3 Recommendations**

Based on the analysis in Task 2, Nelson\Nygaard will recommend projects to be included in the City's funding request to Metro. As previously noted, these projects will likely be grouped into priority-based tiers in order to allow for flexibility in the City's response, which may need to be adjusted based on the amount of funding ultimately available as well as any additional guidance from Metro. The recommendations will address TSM/TDM and other projects separately. A final report will be produced describing both the analysis and recommended projects. It will be subject to revision based on one set of consolidated comments from staff. However, Nelson\Nygaard will discuss the preliminary recommendations with staff in advance of submittal of the report, and will make any necessary adjustments on that basis.

*Deliverable: Draft and final Analysis and Recommendations Report*

### **Task 4 Joint Commission Work Session**

Nelson\Nygaard will facilitate a joint work session with the Freeway and Transportation Commission and Public Works Commission members to review and discuss the recommended projects. This work session would be led by Project Manager and Nelson\Nygaard Principal Paul Moore, and Nelson\Nygaard would develop a presentation and other materials (such as a handout or interactive exercise).

*Deliverables: Draft and final Work Session Presentation and Supporting Materials*

### **Task 5 City Council Work Session**

Nelson\Nygaard will facilitate a work session with City Council members to review and discuss the recommended projects. This work session would be led by Project Manager and Nelson\Nygaard Principal Paul Moore, and Nelson\Nygaard would develop a presentation and other materials (such as a handout or interactive exercise).

*Deliverables: Draft and final Work Session Presentation and Supporting Materials*

### **Optional Task 6 Partner Cities Analysis**

Finally, because South Pasadena staff and elected officials will be collaborating not just with Metro but with the other cities in the SGV region as part of the Metro funding allocation process, Nelson\Nygaard could as an optional task work with one or more of those cities to identify its or their project lists, following a similar process to that proposed for South Pasadena (subject to discussions with those cities).

### **ADDITIONAL SERVICES**

Please note that work items requested outside the Scope of Work outlined in this letter, such as additional meetings may require a contract amendment. No additional work will be performed without prior authorization.

### **AUTHORIZATION**

If this proposal is acceptable, you may issue a consultant contract or use our standard contract with this proposal attached as an exhibit. Alternatively, you may indicate your approval of this proposal and your intent that this proposal represent the final and complete agreement between you and Nelson\Nygaard by signing below, which will be finalized upon subsequent countersignature by Nelson\Nygaard. By signing below, you and Nelson\Nygaard also certify as each having the authority to bind their respective entities to the terms and conditions contained herein.

This proposal is valid for 90 days from the date of this letter. If you have any questions, please do not hesitate to contact our Project Manager, Paul Moore at [pmoore@nelsonnygaard.com](mailto:pmoore@nelsonnygaard.com) or 213-785-5500, or Paul Jewel at [pjewel@nelsonnygaard.com](mailto:pjewel@nelsonnygaard.com), 415-284-1544.

Sincerely,

Paul Moore, Project Manager

**Exhibit B  
Fee Schedule**

**FEES AND SCHEDULE**

Our services will be billed monthly on a time and materials basis according to the proposed lump sum (fixed fee) budget shown below.

Task	Hours		
	Paul Moore, \$300/hr.	Steve Boland, \$165/hr.	Carmen Chen, \$100/hr.
Task 1 Kick-off Meeting	4	12	--
Task 2 Analysis	16	40	40
Task 3 Recommendations	8	24	--
Task 4 Joint Commission Work Session	4	4	--
Task 5 City Council Work Session	6	20	--
<b>TOTAL HOURS</b>	<b>38</b>	<b>100</b>	<b>40</b>
<b>TOTAL FEE</b>	<b>\$11,400</b>	<b>\$16,500</b>	<b>\$4,000</b>
	<b>COMBINED FEE</b>		<b>\$31,900</b>

Budget for Optional Task 6 would be based on discussions with partner cities regarding scope of work. Compensation shall be payable in the following manner:

- Within 30 days of receipt, the percent complete amount set forth in the monthly statements submitted to Client by Consultant. These statements will describe the services rendered, fees charged and expenses incurred by Consultant during the previous month.
- Upon Client's failure to pay within 60 days of receipt the full amount set forth in any monthly statement submitted to Client by Consultant, the Consultant will stop work immediately and will not proceed on the project until the amount owed has been paid in full.

This project is proposed for completion within 90 days of contract approval.



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**ATTACHMENT 2**  
Existing Nelson\Nygaard Professional Services  
Agreement

**PROFESSIONAL SERVICES AGREEMENT  
FOR CONSULTANT SERVICES**

*(City of South Pasadena /Nelson\Nygaard Consulting Associates)*

**1. IDENTIFICATION**

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of South Pasadena, a California municipal corporation (“City”), and Nelson\Nygaard Consulting Associates, Inc., a California corporation (“Consultant”).

**2. RECITALS**

- 2.1. City has determined that it requires the following professional services from a consultant: Analysis and recommendation of City of South Pasadena transportation projects to be recommended to Metro for funding in association with adoption of the 710 freeway extension TSM/TDM alternative
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

**3. DEFINITIONS**

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s July 6, 2017 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Margaret Lin, Principal Management Analyst. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and

any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. "Approved Fee Schedule": Consultant's compensation rates are set forth in the fee schedule attached hereto as Exhibit B and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Twenty-Four Thousand, Nine Hundred Forty Dollars (\$24,940).
- 3.5. "Commencement Date": July 19, 2017.
- 3.6. "Termination Date": October 19, 2017.

#### 4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 18 ("Termination") below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

#### 5. CONSULTANT'S DUTIES

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 5.2. **Coordination with City.** In performing services under this Agreement, Consultant shall coordinate all contact with City through its Agreement Administrator.
- 5.3. **Budgetary Notification.** Consultant shall notify the Agreement Administrator, in writing, when fees and expenses incurred under this Agreement have reached eighty percent (80%) of the Maximum Amount. Consultant shall concurrently inform the Agreement Administrator, in writing, of Consultant's estimate of total expenditures required to complete its current assignments before proceeding, when the remaining work on such assignments would exceed the Maximum Amount.
- 5.4. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.

- 5.5. **Professional Standards.** Consultant shall perform all work to the standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules, and regulations in any manner affecting the performance of this Agreement, including all Cal/OSHA requirements, the conflict of interest provisions of Government Code § 1090 and the Political Reform Act (Government Code § 81000 et seq.).
- 5.6. **Avoid Conflicts.** During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would present a conflict interfering with performance under this Agreement. However, City may consent in writing to Consultant's performance of such work.
- 5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Paul Moore, Project Manager, shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.8. **Substitution of Personnel.** Any persons named in the proposal or Scope of Services constitutes a promise to the City that those persons will perform and coordinate their respective services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.9. **Permits and Approvals.** Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.
- 5.10. **Notification of Organizational Changes.** Consultant shall notify the Agreement Administrator, in writing, of any change in name, ownership or control of Consultant's firm or of any subcontractor. Change of ownership or control of Consultant's firm may require an amendment to this Agreement.
- 5.11. **Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time

during regular business hours, upon oral or written request of City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

## 6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this Agreement.
- 6.2. **Consultant Responsible.** Consultant shall be responsible to City for all services to be performed under this Agreement.
- 6.3. **Identification in Fee Schedule.** All subcontractors shall be specifically listed and their billing rates identified in the Approved Fee Schedule, Exhibit B. Any changes must be approved by the Agreement Administrator in writing as an amendment to this Agreement.
- 6.4. **Compensation for Subcontractors.** City shall pay Consultant for work performed by its subcontractors, if any, only at Consultant's actual cost plus an approved mark-up as set forth in the Approved Fee Schedule, Exhibit B. Consultant shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement. City shall not be liable for any payment, compensation, or federal and state taxes for any subcontractors.

## 7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges. City will pay approved invoices within thirty (30) days of receipt.

- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.
- 7.6. **City Satisfaction as Precondition to Payment.** Notwithstanding any other terms of this Agreement, no payments shall be made to Consultant until City is satisfied that the services are satisfactory.
- 7.7. **Right to Withhold Payments.** If Consultant fails to provide a deposit or promptly satisfy an indemnity obligation described in Section 11, City shall have the right to withhold payments under this Agreement to offset that amount.

## 8. PREVAILING WAGES

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

## 9. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

## 10. RELATIONSHIP OF PARTIES

- 10.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

- 10.2. **No Agent Authority.** Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.
- 10.3. **Independent Contractor Status.** Under no circumstances shall Consultant or its employees look to the City as an employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation, and other applicable federal and state taxes.
- 10.4. **Indemnification of CalPERS Determination.** In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

## 11. INDEMNIFICATION

- 11.1 **Definitions.** For purposes of this Section 11, "Consultant" shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, employees and volunteers.
- 11.2 **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.
- 11.3 **Scope of Indemnity.** Personal injury shall include injury or damage due to death or injury to any person, whether physical, emotional, consequential or otherwise. Property damage shall include injury to any personal or real property. Consultant shall not be required to indemnify City for such loss or damage as is caused by the sole active negligence or willful misconduct of the City.



- 11.4 **Attorneys Fees.** Such costs and expenses shall include reasonable attorneys' fees for counsel the choice of which subject to City's approval which will not be unreasonably withheld, expert fees and all other costs and fees of litigation. Consultant shall not be entitled to any refund of attorney's fees, defense costs or expenses in the event that it is adjudicated to have been non negligent.
- 11.5 **Defense Deposit.** The City may request a deposit for defense costs from Consultant with respect to a claim. If the City requests a defense deposit, Consultant shall provide it within 15 days of the request.
- 11.6 **Waiver of Statutory Immunity.** The obligations of Consultant under this Section 11 are not limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City.
- 11.7 **Indemnification by Subcontractors.** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 11 from each and every subcontractor or any other person or entity involved in the performance of this Agreement on Consultant's behalf.
- 11.8 **Insurance Not a Substitute.** City does not waive any indemnity rights by accepting any insurance policy or certificate required pursuant to this Agreement. Consultant's indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

## 12. INSURANCE

- 12.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.
- 12.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:
- Certificate of Insurance, indicating companies reasonably acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Project Recommendations for Metro Funding
  - Documentation of Best's rating acceptable to the City.
  - Original endorsements effecting coverage for all policies required by this Agreement.

- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements, except Professional Liability. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

12.3. **Coverage Amounts.** Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: \$2,000,000 per claim,  
\$4,000,000 aggregate
- General Liability:
  - General Aggregate: \$4,000,000
  - Products Comp/Op Aggregate \$4,000,000
  - Personal & Advertising Injury \$2,000,000
  - Each Occurrence \$2,000,000
  - Damage to Premises Rented to You \$ 100,000
  - Medical Expense (any 1 person) \$ 10,000
 Limits can be met in combination of primary and excess coverages
- Workers' Compensation:
  - Workers' Compensation Statutory Limits
  - EL Each Accident \$1,000,000
  - EL Disease - Policy Limit \$1,000,000
  - EL Disease - Each Employee \$1,000,000
- Automobile Liability
  - Any vehicle, combined single limit per accident \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured

12.4. **General Liability Insurance.** Commercial General Liability Insurance shall be no less broad than ISO form CG 00 01. Coverage must be on a standard Occurrence form. Claims-Made, modified, limited or restricted Occurrence forms are not acceptable.

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State

Compensation Fund, such agency shall be a company authorized to do business in the State of California.

- 12.6. **Automobile Liability Insurance.** Covered vehicles shall include owned if any, non-owned, and hired automobiles and, trucks.
- 12.7. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed \$50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- 12.8. **Claims-Made Policies.** If any of the required policies provide coverage on a claims-made basis the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Claims-Made Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- 12.9. **Additional Insured Endorsements.** The City, its City Council, Commissions, officers, and employees of South Pasadena must be endorsed as an additional insured for each policy required herein, other than Professional Errors and Omissions and Worker's Compensation/Employer's Liability, for liability arising out of ongoing and completed operations by or on behalf of the Consultant. Consultant's insurance policies shall be primary as respects any claims related to or as the result of the Consultant's work. Any insurance, pooled coverage or self-insurance maintained by the City, its elected or appointed officials, directors, officers, agents, employees, volunteers, or consultants shall be non-contributory. All endorsements shall be signed by a person authorized by the insurer to bind coverage on its behalf. General liability coverage can be provided using an endorsement to the Consultant's insurance at least as broad as both CG 20 10 and CG 20 37.
- 12.10. **Failure to Maintain Coverage.** In the event any policy is canceled prior to the completion of the project and the Consultant does not furnish a new certificate of insurance prior to cancellation, City has the right, but not the duty, to obtain the required insurance and deduct the premium(s) from any amounts due the Consultant under this Agreement. Failure of the Consultant to maintain the insurance required by this Agreement, or to comply with any of the requirements of this section, shall constitute a material breach of this Agreement.

12.11: **Notices.** Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. Consultant shall provide no less than 30 days' notice of any cancellation or material change to policies required by this Agreement. Consultant shall provide proof that cancelled or expired policies of insurance have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages. The name and address for Additional Insured Endorsements, Certificates of Insurance and Notices of Cancellation is: City of South Pasadena, Attn: Margaret Lin, Principal Management Analyst, South Pasadena, CA 95945.

12.12. **Consultant's Insurance Primary.** The insurance provided by Consultant, including all endorsements, shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

12.13. **Waiver of Subrogation.** Consultant hereby waives all rights of subrogation against the City,. Consultant shall additionally waive such rights either by endorsement to each policy or provide proof of such waiver in the policy itself.

12.14. **Report of Claims to City.** Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under this Agreement.

12.15. **Premium Payments and Deductibles.** Consultant must disclose all deductibles and self-insured retention amounts to the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within retention amounts. Ultimately, City must approve all such amounts prior to execution of this Agreement.

City has no obligation to pay any premiums, assessments, or deductibles under any policy required in this Agreement. Consultant shall be responsible for all premiums and deductibles in all of Consultant's insurance policies. The amount of deductibles for insurance coverage required herein are subject to City's approval.

12.16. **Duty to Defend and Indemnify.** Consultant's duties to defend and indemnify City under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.

### 13. MUTUAL COOPERATION

- 13.1. **City Cooperation in Performance.** City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 13.2. **Consultant Cooperation in Defense of Claims.** If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

### 14. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City

Margaret Lin  
Principal Management Analyst  
City of South Pasadena  
Management Services  
1414 Mission Street  
South Pasadena, CA 91030  
Telephone: (626) 403-7240  
Facsimile: (626) 403-7241

If to Consultant

Paul Jewel  
Managing Director  
116 New Montgomery Street, Suite 500  
San Francisco, CA 94105  
Telephone: (415)284-1544

With courtesy copy to:

Teresa L. Highsmith, Esq.  
South Pasadena City Attorney  
Colantuono, Highsmith & Whatley, PC  
790 E. Colorado Blvd. Ste. 850  
Pasadena, CA 91101  
Telephone: (213) 542-5700  
Facsimile: (213) 542-5710

### 15. SURVIVING COVENANTS

The parties agree that the covenants contained in paragraph 5.11 (Records), paragraph 10.4 (Indemnification of CalPERS Determination), Section 11 (Indemnity), paragraph

12.8 (Claims-Made Policies), paragraph 13.2 (Consultant Cooperation in Defense of Claims), and paragraph 18.1 (Confidentiality) of this Agreement shall survive the expiration or termination of this Agreement, subject to the provisions and limitations of this Agreement and all otherwise applicable statutes of limitations and repose.

## 16. TERMINATION

- 16.1. **City Termination.** City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon 30 days' notice.
- 16.3. **Compensation Following Termination.** Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement. The City shall have the benefit of such work as may have been completed up to the time of such termination.
- 16.4. **Remedies.** City retains any and all available legal and equitable remedies for Consultant's breach of this Agreement.

## 17. INTERPRETATION OF AGREEMENT

- 17.1. **Governing Law.** This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 17.2. **Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed on by City and Consultant.
- 17.3. **Headings.** The headings and captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the language of the section or paragraph shall control and govern in the construction of this Agreement.

- 17.4. **Pronouns.** Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).
- 17.5. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- 17.6. **No Presumption Against Drafter.** Each party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any party based on attribution of drafting to any party.

## 18. GENERAL PROVISIONS

- 18.1. **Confidentiality.** All data, documents, discussion, or other information developed or received by Consultant for performance of this Agreement are deemed confidential and Consultant shall not disclose it without prior written consent by City. City shall grant such consent if disclosure is legally required. Such restriction will not apply to information which (i) was publicly known or made generally available without a duty of confidentiality prior to the time of disclosure by City to Consultant; (ii) becomes publicly known or made generally available without a duty of confidentiality after disclosure by City to Consultant through no wrongful action or inaction of Consultant; (iii) is in the rightful possession of Consultant without confidentiality obligations at the time of disclosure by City to Consultant as shown by Consultant's then-contemporaneous written files and records kept in the ordinary course of business; (iv) is obtained by Consultant from a third party without an accompanying duty of confidentiality without a breach of such third party's obligations of confidentiality; or (v) is independently developed by Consultant without use of or reference to City's confidential information. All City data specifically designated by City shall be returned to City or destroyed upon the termination or expiration of this Agreement.
- 18.2. **Conflicts of Interest.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the

term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

- 18.3. **Non-assignment.** Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.4. **Binding on Successors.** This Agreement shall be binding on the successors and assigns of the parties.
- 18.5. **No Third-Party Beneficiaries.** Except as expressly stated herein, there is no intended third-party beneficiary of any right or obligation assumed by the parties.
- 18.6. **Time of the Essence.** Time is of the essence for each and every provision of this Agreement.
- 18.7. **Non-Discrimination.** Consultant shall not discriminate against any employee or applicant for employment because of race, sex (including pregnancy, childbirth, or related medical condition), creed, national origin, color, disability as defined by law, disabled veteran status, Vietnam veteran status, religion, age (40 and above), medical condition (cancer-related), marital status, ancestry, or sexual orientation. Employment actions to which this provision applies shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; or in terms, conditions or privileges of employment, and selection for training. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.
- 18.8. **Waiver.** No provision, covenant, or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing signed by one authorized to bind the party asserted to have consented to the waiver. The waiver by City or Consultant of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 18.9. **Excused Failure to Perform.** Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10. **Remedies Non-Exclusive.** Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of



any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any or all of such other rights, powers or remedies.

18.11. **Attorneys' Fees.** If legal action shall be necessary to enforce any term, covenant or condition contained in this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs expended in the action.

18.12. **Venue.** The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.

**TO EFFECTUATE THIS AGREEMENT,** the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"

City of South Pasadena

By: 

Signature

Printed: Elaine Aguilar

Title: City Manager

Date: 7/19/2017

"Consultant"

Nelson\Nygaard Consulting Associates, Inc.

By: 

Signature

Printed: Paul Jewel

Title: Managing Director

Date: 7/18/17

**Attest:**

By: 

Evelyn G. Zheimer, City Clerk

Date: 7/19/2017

**Approved as to form:**

By: 

Teresa L. Highsmith, City Attorney

Date: 7/19/2017

Professional Services Agreement – Consultant Services

Page 15 of 19

Approved For Use 11/15/16

## **Exhibit A Scope of Work**

July 6, 2017  
Margaret Lin  
Principal Management Analyst  
City of South Pasadena  
1414 Mission Street  
South Pasadena, CA 91030

Dear Margaret,  
We are pleased to offer the following proposal for analysis and recommendation of City of South Pasadena transportation projects to be recommended to Metro for funding in association with adoption of the 710 freeway extension TSM/TDM alternative.

### **PROJECT UNDERSTANDING**

In deciding not to proceed with one of the project alternatives for the 710 freeway extension (the "Interstate 710 North Gap Closure Project"), and recommending instead to adopt the Transportation Systems Management/Transportation Demand Management (TSM/TDM) alternative, the Los Angeles County Metropolitan Transportation Authority (Metro) Board of Directors effectively established a new source of funding for transportation projects in the San Gabriel Valley (SGV) region, including the City of South Pasadena. Technically, there will be two sources of funding, reprogrammed from a previous (2008 Measure R) commitment of \$780 million to the freeway project. In the near term, \$105 million is being set aside for projects identified in the TSM/TDM alternative. The remaining \$675 million will be allocated to "mobility projects ... consistent with the purpose and need of the Gap Closure project to relieve congestion on local streets along the SR-710 alignment" to be determined by Metro and SGV cities.

We are proposing to identify, analyze and prioritize transportation improvements in the City of South Pasadena that the City might recommend to Metro for funding. Because the exact amount of funding that will be available remains unknown, the package of recommendations that we develop will be prioritized (e.g., Tier 1, 2 and 3 projects) to allow for flexibility in the City's response.

### **PROJECT TEAM**

For this project, we have assembled the following team, whose combined experience is well suited to the task at hand:

Paul Moore, Principal  
Steve Boland, Senior Associate  
Carmen Chen, Associate

### **SCOPE OF WORK**

The scope of work and deliverables for this project are as follows:

#### **Task 1 Kick-off Meeting**

Prior to the initial meeting of the project team (including both staff and consultants), Nelson\Nygaard will have completed initial research into TSM/TDM alternative projects as well as City of South Pasadena and other planning efforts that may have identified additional projects. Some of this work has already

been completed as part of the General Plan and Mission Street Specific Plan Update project that Nelson\Nygaard is currently engaged with, reducing the effort and fee required for this task. We will present findings from this research to the City prior to the kick-off meeting and at the kick-off meeting, in the form of an Initial Analysis Memorandum and meeting presentation, respectively (any necessary revisions to the content of the memorandum will be incorporated into the project final report). Nelson\Nygaard will also develop the meeting agenda, subject to approval by City staff. Nelson\Nygaard will not provide formal minutes of the meeting.

In addition to discussion of the potential project list, the agenda for this meeting may include:

- Clarification of project team member roles and responsibilities
- Review of scope, budget, project timeline and deliverables review and revision process
- Projects context (community, political and policy priorities and concerns)
- Next steps

*Deliverables: Initial Analysis Memorandum (final only)*  
*Kick-off Meeting Presentation (final only)*  
*Kick-off Meeting Agenda (draft and final)*

## **Task 2 Analysis**

In this task, Nelson\Nygaard will conduct analysis of the relative costs, benefits and impacts of the various projects, including both projects identified in the TSM/TDM alternative as well as projects that might be eligible for the remaining funding. This analysis will be based on available data and other information, including information collected for the General Plan and Mission Street Specific Plan Update project. Where cost estimates are unavailable, Nelson\Nygaard will develop conceptual sketch-level estimates in collaboration with staff.

The proposed methodology for analysis will be reviewed with staff prior to the analysis. We anticipate that this methodology may involve use of the Nelson\Nygaard Trip Reduction Impact Analysis (TRIA) modeling tool, although use of this or other tools and methods will be subject to discussion with staff regarding evaluation criteria. We also anticipate that the analysis will be based on a mixture of quantitative and qualitative metrics, and may include non-technical performance related factors such as potential community support, potential need for environmental review (adding to project cost, risky and delay), and potential for Metro approval (i.e., potential to reduce traffic congestion).

Because the projects to be analyzed will likely be diverse in terms of mode, scale and other factors, we may organize projects into different categories for analysis, potentially with somewhat different evaluation criteria. In this as in any technical analysis process, recommendations will be based not only on results of the technical analysis, but on the professional judgment of consultants and staff.

## **Task 3 Recommendations**

Based on the analysis in Task 2, Nelson\Nygaard will recommend projects to be included in the City's funding request to Metro. As previously noted, these projects will likely be grouped into priority-based tiers in order to allow for flexibility in the City's response, which may need to be adjusted based on the amount of funding ultimately available as well as any additional guidance from Metro. The recommendations will address TSM/TDM and other projects separately. A final report will be produced describing both the analysis and recommended projects. It will be subject to revision based on one set of consolidated comments from staff. However, Nelson\Nygaard will discuss the preliminary recommendations with staff in advance of submittal of the report, and will make any necessary adjustments on that basis.

*Deliverable: Draft and final Analysis and Recommendations Report*

### **Optional Task 4 City Council Work Sessions**

As an optional task, Nelson\Nygaard may facilitate a work session with City Council members to review and discuss the recommended projects. This work session would be led by Project Manager and Nelson\Nygaard Principal Paul Moore, and Nelson\Nygaard would develop a presentation and other materials (such as a handout or interactive exercise).

*Optional Deliverables: Draft and final Work Session Presentation and Supporting Materials*

### **Optional Task 5 Partner Cities Analysis**

Finally, because South Pasadena staff and elected officials will be collaborating not just with Metro but with the other cities in the SGV region as part of the Metro funding allocation process, Nelson\Nygaard could as an optional task work with one or more of those cities to identify its or their project lists, following a similar process to that proposed for South Pasadena (subject to discussions with those cities).

### **ADDITIONAL SERVICES**

Please note that work items requested outside the Scope of Work outlined in this letter, such as additional meetings may require a contract amendment. No additional work will be performed without prior authorization.

### **AUTHORIZATION**

If this proposal is acceptable, you may issue a consultant contract or use our standard contract with this proposal attached as an exhibit. Alternatively, you may indicate your approval of this proposal and your intent that this proposal represent the final and complete agreement between you and Nelson\Nygaard by signing below, which will be finalized upon subsequent countersignature by Nelson\Nygaard. By signing below, you and Nelson\Nygaard also certify as each having the authority to bind their respective entities to the terms and conditions contained herein.

This proposal is valid for 90 days from the date of this letter. If you have any questions, please do not hesitate to contact our Project Manager, Paul Moore at [pmoore@nelsonnygaard.com](mailto:pmoore@nelsonnygaard.com) or 213-785-5500, or Paul Jewel at [pjewel@nelsonnygaard.com](mailto:pjewel@nelsonnygaard.com), 415-284-1544.

Sincerely,

Paul Moore, Project Manager

**Exhibit B  
Fee Schedule**

**FEES AND SCHEDULE**

Our services will be billed monthly on a time and materials basis according to the proposed lump sum (fixed fee) budget shown below.

	Paul Moore, \$300/hr.	Steve Boland, \$165/hr.	Carmen Chen, \$100/hr.
Task 1 Kick-off Meeting	4	12	--
Task 2 Analysis	16	40	40
Task 3 Recommendations	8	24	--
<b>TOTAL HOURS</b>	<b>28</b>	<b>76</b>	<b>40</b>
<b>TOTAL FEE</b>	<b>\$8,400</b>	<b>\$12,540</b>	<b>\$4,000</b>
		<b>COMBINED FEE</b>	<b>\$24,940</b>

Please note that the budget shown above does not include cost for optional tasks. Optional Task 4, the City Council work session, could be exercised at a cost of \$5,100 (Paul Moore, 6 hours; Steve Boland, 20 hours). Budget for Optional Task 5 would be based on discussions with partner cities regarding scope of work.

Compensation shall be payable in the following manner:

- Within 30 days of receipt, the percent complete amount set forth in the monthly statements submitted to Client by Consultant. These statements will describe the services rendered, fees charged and expenses incurred by Consultant during the previous month.
- Upon Client's failure to pay within 60 days of receipt the full amount set forth in any monthly statement submitted to Client by Consultant, the Consultant will stop work immediately and will not proceed on the project until the amount owed has been paid in full.

This project is proposed for completion within 90 days of contract approval.

# City of South Pasadena Agenda Report

Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Piu, City Treasurer

COUNCIL AGENDA: September 20, 2017

TO: Honorable Mayor and City Council

VIA: Elaine Aguilar, Interim City Manager

FROM: Paul Toor, Public Works Director  
Rafael O. Casillas P.E., Deputy Public Works Director

SUBJECT: **Award of Construction Contract to E.C. Construction Co. for the Construction of the Grevelia Street Improvement Project**

## Recommendation

It is recommended that the City Council:

1. Accept a bid dated September 5, 2017, from E.C. Construction Co. for the construction of the Grevelia Street Improvement Project (Project) and authorize the City Manager to enter into a contract with E.C. Construction Co. for an amount not-to-exceed \$415,884; and
2. Reject all other bids received.

## Fiscal Impact

Funding for this Project was included in the Fiscal Year (FY) 2016-17 Budget in the Street Improvement Program Account No. 104-9000-9203. Additionally, a portion of water improvements will be funded from Water Department Account No. 500-9000-9300.

## Environmental Analysis

This item is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class 1 "existing facilities."

## Commission Review and Recommendation

This Project has been discussed and reviewed by the Public Works Commission.

## Background

The Project consists of pavement rehabilitation and water improvements on Grevelia Street from Fair Oaks Avenue to Stratford Avenue. The scope of work consists of cold milling of existing pavement, reconstruction of localized asphalt pavement failures, asphalt overlay, removal and reconstruction of damaged Portland Concrete Cement (PCC) pavement, removal and replacement of sidewalk, curb ramps, driveway approaches, curb and gutter, traffic loop replacement, upgrade pedestrian push

button, thermoplastic striping and pavement markings, utility adjustments and installation of new water meters, services, valves, fire hydrants and its appurtenances.

This Project was included in the adopted FY 2016-17 Budget.

**Analysis**

In August 2017, Notice Inviting Sealed bids were solicited from various construction companies, in addition to the standard advertising in compliance with the Public Contract Code in a newspaper of general circulation in the South Pasadena Review, and in various construction publications, including F.W. Dodge, Bid Net, and Contractors Information Network.

On September 5, 2017, the City Clerk's Division received and opened six (6) bids with the results as follows:

<b>Contractor</b>	<b>Base Amount</b>
E.C. Construction Co., So. El Monte	\$415,884
Toro Enterprises, Inc., Oxnard, CA	\$551,005
Sully-Miller Contracting Co., Brea, CA	\$588,000
Vido Samarzich, Inc., Alta Loma, CA	\$644,750
Excel Paving Company, Long Beach, CA	\$692,660
All American Asphalt, Corona	\$771,803
<i>Engineer's Estimate</i>	<i>\$460,000</i>

Staff has checked E.C. Construction Co.'s references, and their work was verified to be of good quality. Similar projects were satisfactorily completed for many other agencies, including such agencies as the Cities of San Marino, Alhambra, Rosemead, and others. E.C. Construction Co. has also done many similar projects within the City of South Pasadena, such as the Hawthorne Street Improvement Project, Pasadena Avenue Street Improvement Project Phases I and II, and Mission, Oxley, Park Street Improvement Project. Their Contractor's License has been verified to be currently valid and in good standing. Staff's recommendation is to award the project to E.C. Construction Co. If the Project is awarded, it is anticipated that construction will begin in October 2017 and will be completed by January 2018.

**Legal Review**

The City Attorney has not been asked to review this item.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Award of Construction Contract for the Grevelia Street Improvement Project  
September 20, 2017  
Page 3 of 3

Attachments:

1. Agreement
2. Location Map



This page intentionally left blank.

**ATTACHMENT 1**  
Agreement

# CONSTRUCTION CONTRACT / AGREEMENT

THIS AGREEMENT, made and entered into this 20th day of September, 2017 by and between CITY OF SOUTH PASADENA, a municipal corporation of the State of California, hereinafter referred to as "CITY" and E.C. Construction Co. "CONTRACTOR."

That the CITY and the CONTRACTOR, for the consideration hereinafter named, mutually agree as follows:

**1. Contract Documents.** The complete contract and agreement ("AGREEMENT") consists of the Contract Documents, which includes all of the following documents incorporated herein by this reference: Approved Plans and Specifications (**Project No. 2017-02**) Notice Inviting Bids, Instructions to Bidders, Information for Bidders, Contractor's Bid Proposal, this Contract/Agreement, Standard Specifications, Special Provisions, Reference Specifications, the documents in the Appendix, if any, and all mutually agreed-upon modifications and amendments thereto. In the event of conflict between these documents, precedence shall be determined under section 2-5.2 of the Standard Specifications.

**2. Scope of Services.** CONTRACTOR shall perform everything required to be performed, shall provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required for the following work of improvement: Grevelia Street Improvement Project all in accordance with the Contract Documents and Contractor's Proposal dated September 5, 2017.

CONTRACTOR agrees to perform all the work and furnish all the materials at his own cost and expense necessary to construct and complete in a good and workman-like manner and to the satisfaction of the City Engineer of the CITY, the Work of Improvement in accordance with the plans, specifications, and Contract Documents (the "Specifications") therefore prepared by City's Engineering Department and adopted by the City Council.

**3. Compensation.** CITY agrees to pay and CONTRACTOR agrees to accept in full payment for this Work of Improvement the stipulated sum of Four Hundred Fifteen Thousand Eight Hundred Eighty-four and 00/100 Dollars (\$415,884.00)

CITY agrees to make monthly payments and final payment in accordance with the method set forth in the Specifications.

**4. Time for Completion.** CONTRACTOR agrees to commence construction of the Work of Improvement within fifteen (15) days after issuance of a Notice To Proceed, and to continue in a diligent and workman-like manner without interruption, and to complete the construction thereof within sixty (60) working days from the date the Notice to Proceed is issued.

**5. Time is of the Essence.** Time is of essence of this Contract, and it is agreed that it would be impracticable or extremely difficult to ascertain the extent of actual loss or damage which the CITY will sustain by reason of any delay in the performance of this Agreement. It is, therefore, agreed that CONTRACTOR will pay as liquidated damages to the CITY the following

sum: Five Hundred Dollars (\$500.00) for each day's delay beyond the time herein prescribed for finishing work. If liquidated damages are not paid, as designated by the CITY, the CITY may deduct the amount thereof from any money due or that may become due the CONTRACTOR under this Agreement in addition to any other remedy available to CITY. The CONTRACTOR shall not be assessed liquidated damages for any delay caused by the failure of a public utility to relocate or remove an existing utility required for the performance of this Contract.

**6. Prevailing Wages Required.** The CONTRACTOR will pay, and will require all subcontractors to pay, all employees on the work of improvement a salary or wage at least equal to the prevailing salary or wage established for such work as set forth in the wage determinations for this work. Travel and subsistence pay shall be paid in accordance with Labor Code Section 1773.8. The CONTRACTOR shall forfeit to the CITY, as penalty, \$200.00 for each calendar day or portion thereof for each worker paid (either by him or any subcontractors under him) less than the prevailing rate described above on the work provided for in this Agreement, all in accordance with Section 1775 of the Labor Code of the State of California.

**7. 8-Hour Day.** In the performance of this Contract, not more than eight (8) hours shall constitute a day's work, and the CONTRACTOR shall not require more than eight (8) hours in a day from any person employed by him hereunder, except as provided in the Labor Code of the State of California. The CONTRACTOR shall adhere to Article 3, Chapter 1, Part 7 (Sections 1810, et seq.) of the Labor Code of the State of California, and it is agreed that the CONTRACTOR shall forfeit to the CITY as a penalty the sum of \$200.00 for each worker employed in the execution of this Contract by the CONTRACTOR or any subcontractor for each calendar day during which any worker is required or permitted to labor more than eight (8) hours in violation of that article.

**8. Workers Compensation.** CONTRACTOR, by executing this Agreement hereby certifies:

"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract."

**9. Bonds.** CONTRACTOR shall, prior to the execution of this Contract, furnish two bonds approved by the CITY, one in the amount of One Hundred Percent (100%) of the Contract price, to guarantee the faithful performance of the work, and one in the amount of One Hundred Percent (100%) of the Contract price to guarantee payment of all claims for labor and materials furnished. This Contract shall not become effective until such bonds are supplied to and approved by the CITY. CONTRACTOR shall, prior to the release of the performance and payment bonds or the retention payment, furnish a warranty performance and payment bond equal to at least ten percent of the final contract price or \$1,000, whichever is greater.

**10. Arbitration.** This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by Contractor, for the response to such claims by the Agency, for a mandatory meet and confer conference upon the request of Contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for

mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

**11. Prompt Payment.** This Agreement is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to Contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

**12. Securities for Retentions.** At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon Agency's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

**13. Registration with DIR.** Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal and prior to performing any work. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

**14. Subcontractor Eligibility.** This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

**15. Apprentices.** CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

**16. Records.** CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to CITY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of CITY. In addition, pursuant to Government Code Section 8546.7, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of CITY or as part of any audit of CITY, for a period of three (3) years after final payment under the Agreement.

**17. Indemnity.** To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless CITY, its authorized representatives and their respective subsidiaries, affiliates, members, directors, officers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any alleged act, omission, fault or negligence of CONTRACTOR, CONTRACTOR's Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the "Indemnitors"), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. CONTRACTOR shall not be entitled to any refund of attorneys' fees, defense costs and expenses in the event that it is adjudicated to have been non-negligent.

CONTRACTOR shall not be required to defend or indemnify CITY for liabilities caused by the sole active negligence or willful misconduct of CITY.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer's or partner's joint and several liability hereunder.

**18. Attorneys' Fees Following Disputes.** In the event of a dispute between the parties under this AGREEMENT, the prevailing party is not entitled to attorneys' fees from the other party. This provision takes precedence over any conflicting provision in any of the documents which are incorporated herein by reference.

IN WITNESS WHEREOF, the said CONTRACTOR and the CITY MANAGER and CITY CLERK of the CITY have caused the names of said parties to be affixed hereto, each in triplicate, the day and year first above written.

\_\_\_\_\_  
CONTRACTOR

BY \_\_\_\_\_

\_\_\_\_\_  
(Title)

BY \_\_\_\_\_

CITY OF SOUTH PASADENA

\_\_\_\_\_  
Elaine Aguilar, INTERIM CITY MANAGER

ATTEST:

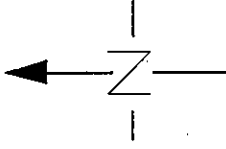
APPROVED AS TO FORM:

\_\_\_\_\_  
Evelyn G. Zneimer, CITY CLERK

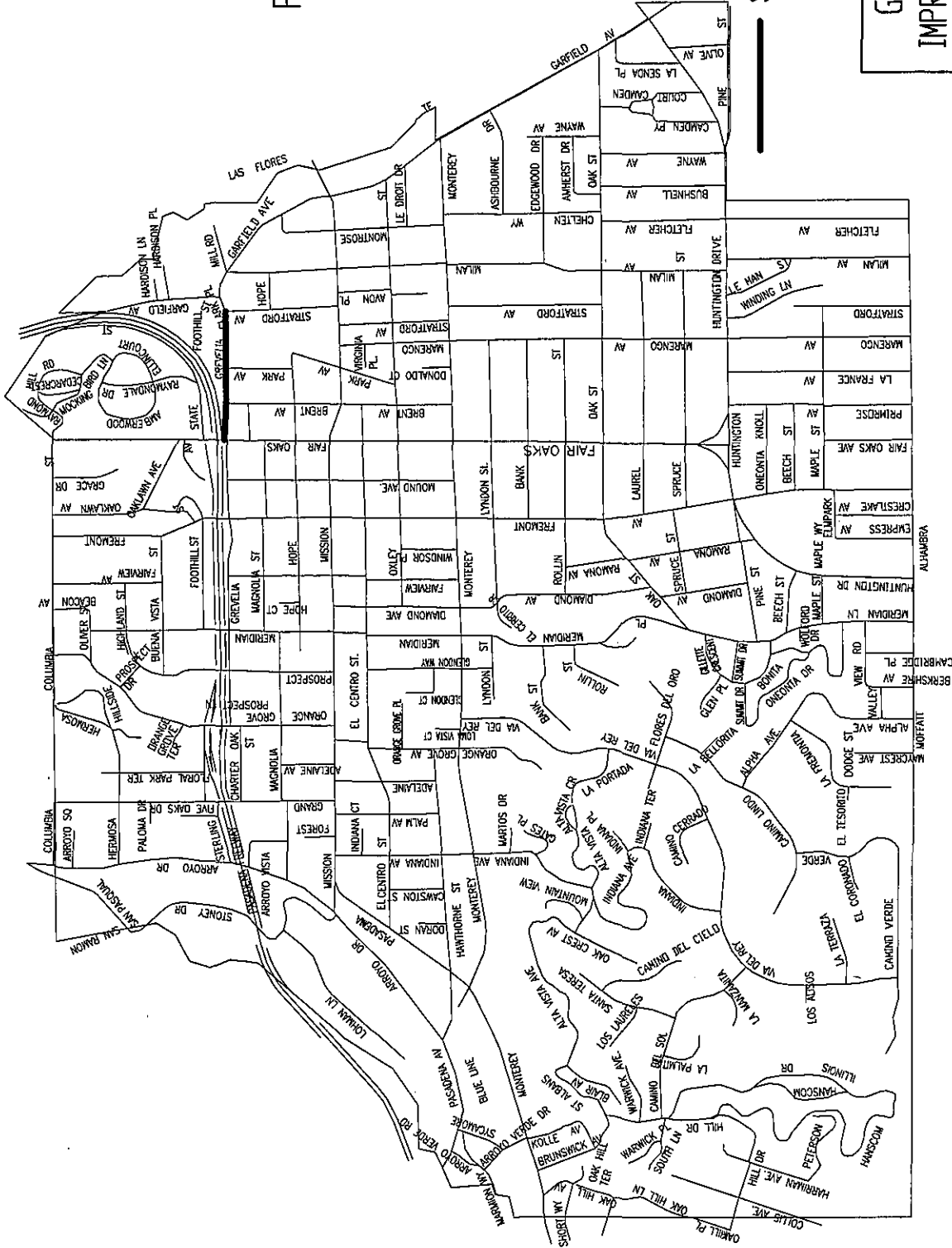
\_\_\_\_\_  
Teresa L. Highsmith, CITY ATTORNEY

**ATTACHMENT 2**  
Location Map





PROJECT LOCATION MAP



STREET IMPROVEMENT PROJECT

GREVELIA STREET  
IMPROVEMENT PROJECT

# City of South Pasadena Agenda Report

Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017  
TO: Honorable Mayor and City Council  
VIA: Elaine Aguilar, Interim City Manager  
FROM: Paul Toor, Public Works Director  
Rafael Casillas, P.E. Deputy Public Works Director  
SUBJECT: **Award of Contract to E.C. Construction Co. for the FY 2017-18  
CDBG Sidewalk Replacement and ADA Access Ramp Project**

## Recommendation

It is recommended that the City Council:

1. Accept a bid dated September 5, 2017, from E.C. Construction Co., for the construction of the Fiscal Year (FY) 2017-18 Community Development Block Grant (CDBG) Sidewalk Replacement and ADA Access Ramp Project (Project) at various locations and authorize the City Manager to enter into a contract with E.C. Construction Co. for a not-to-exceed amount of \$137,025.
2. Reject all other bids received.

## Fiscal Impact

There are sufficient funds available in the FY 2017-18 Budget for the construction of this Project. The Project will be funded from the CDBG Account No. 260-9000-9264.

## Environmental Analysis

This Project is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class (1) "existing facilities."

## Commission Review and Recommendation

This Project has not been reviewed by a commission.

## Background

The Project consists of reconstructing approximately 10,600 square feet of localized sidewalk and 10 ADA Access Ramp repairs on Monterey Rd. (Fair Oaks Ave. to Garfield Ave.), Fairview Ave. (Mission St. to Hope St.), and La Terraza St. (Via Del Rey to Cul-De-Sac). The Project locations are selected based on City of South Pasadena's (City) Sidewalk Inspection Report and service requests received from property owners to repair uneven sidewalks. The Project would maintain the City's

efforts to enhance pedestrian mobility, and would reduce the City's exposure to future trip and fall claims. On July 25, 2017, the Los Angeles County Community Development Commission (CDC) reviewed and approved the Project plan and specification documents in compliance with CDBG funding guidelines.

**Analysis**

On August 10, 2017, the Project was advertised for bids. In compliance with the Public Contract Code, the Project was advertised in the South Pasadena Review newspaper and also in various construction publications including F.W. Dodge, Daily Construction Service, Bid Net, and Contractors Information Network.

On September 5, 2017, the City Clerk's Division received and opened eight (8) bids with the result as follows:

<b>Contractor</b>	<b>Bid Amount</b>
E.C. Construction Co., <i>So. El Monte</i>	\$137,025.00
Hardy & Harper, Inc., <i>Santa Ana</i>	\$148,000.00
Kalban, Inc., <i>Santa Clarita</i>	\$150,850.00
Toro Enterprises, Inc., <i>Oxnard</i>	\$162,000.00
Martinez Concrete, Inc., <i>Azusa</i>	\$168,264.00
Vido Samarzich, Inc., <i>Alta Loma</i>	\$194,000.00
Nobest, Inc., <i>Westminster</i>	\$170,000.00
CT&T Concrete Paving, Inc., <i>Diamond Bar</i>	\$204,658.00
<i>Engineer's Estimate</i>	<i>\$153,700.00</i>

Staff has checked E.C. Construction Co.'s (Contractor) references, and their work was verified to be of good quality. The Contractor has satisfactorily completed similar project for other agencies, such as the Cities of La Habra, Whittier, San Marino, Arcadia, Rosemead, Alhambra, and Lakewood. The Contractor also previously completed similar project in the City of South Pasadena. The Contractor's license has been verified to be currently valid and in good standing. Staff's recommendation is to award the Project to E.C. Construction Co. Upon award of the Project, construction is anticipated begin in October 2017 and completed by December 2017.

**Legal Review**

The City Attorney has reviewed this item.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda on the City's web site and/or

notice in the *South Pasadena Review*.

Attachments:

1. Construction Contract Agreement
2. Project Location Map

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**ATTACHMENT 1**  
**Construction Contract Agreement**

# CONSTRUCTION CONTRACT / AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_ day of \_\_\_, 2017, by and between CITY OF SOUTH PASADENA, a municipal corporation of the State of California, hereinafter referred to as "CITY" and E.C. CONSTRUCTION CO., "CONTRACTOR."

That the CITY and the CONTRACTOR, for the consideration hereinafter named, mutually agree as follows:

**1. Contract Documents.** The complete contract and agreement ("AGREEMENT") consists of the Contract Documents, which includes all of the following documents incorporated herein by this reference: Approved Plans and Specifications (**CDBG Project No. 601846-17**), Notice Inviting Bids, Instructions to Bidders, Information for Bidders, Contractor's Bid Proposal, this Contract/Agreement, Standard Specifications, Special Provisions, Reference Specifications, the documents in the Appendix, if any, and all mutually agreed-upon modifications and amendments thereto. In the event of conflict between these documents, precedence shall be determined under section 2-5.2 of the Standard Specifications.

**2. Scope of Services.** CONTRACTOR shall perform everything required to be performed, shall provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required for the following work of improvement: FY 2017-18 Sidewalk Replacement and ADA Access Ramp Project all in accordance with the Contract Documents and Contractor's Proposal dated September 5, 2017.

CONTRACTOR agrees to perform all the work and furnish all the materials at his own cost and expense necessary to construct and complete in a good and workman-like manner and to the satisfaction of the City Engineer of the CITY, the Work of Improvement in accordance with the plans, specifications, and Contract Documents (the "Specifications") therefore prepared by City's Engineering Department and adopted by the City Council.

**3. Compensation.** CITY agrees to pay and CONTRACTOR agrees to accept in full payment for this Work of Improvement the stipulated sum of One Hundred Thirty Seven Thousand Twenty Five (\$137,025) subject to staff satisfactory completion and acceptance by the City.

CITY agrees to make monthly payments and final payment in accordance with the method set forth in the Specifications.

**4. Time for Completion.** CONTRACTOR agrees to commence construction of the Work of Improvement within fifteen (15) days after issuance of a Notice To Proceed, and to continue in a diligent and workman-like manner without interruption, and to complete the construction thereof within Forty Five (45) calendar days from the date the Notice to Proceed is issued.

**5. Time is of the Essence.** Time is of essence of this Contract, and it is agreed that it would be impracticable or extremely difficult to ascertain the extent of actual loss or damage which the CITY will sustain by reason of any delay in the performance of this Agreement. It is,

therefore, agreed that CONTRACTOR will pay as liquidated damages to the CITY the following sum: Five Hundred Dollars (\$500.00) for each day's delay beyond the time herein prescribed for finishing work. If liquidated damages are not paid, as designated by the CITY, the CITY may deduct the amount thereof from any money due or that may become due the CONTRACTOR under this Agreement in addition to any other remedy available to CITY. The CONTRACTOR shall not be assessed liquidated damages for any delay caused by the failure of a public utility to relocate or remove an existing utility required for the performance of this Contract.

**6. Prevailing Wages Required.** The CONTRACTOR will pay, and will require all subcontractors to pay, all employees on the work of improvement a salary or wage at least equal to the prevailing salary or wage established for such work as set forth in the wage determinations for this work. Travel and subsistence pay shall be paid in accordance with Labor Code Section 1773.8. The CONTRACTOR shall forfeit to the CITY, as penalty, \$200.00 for each calendar day or portion thereof for each worker paid (either by him or any subcontractors under him) less than the prevailing rate described above on the work provided for in this Agreement, all in accordance with Section 1775 of the Labor Code of the State of California.

**7. 8-Hour Day.** In the performance of this Contract, not more than eight (8) hours shall constitute a day's work, and the CONTRACTOR shall not require more than eight (8) hours in a day from any person employed by him hereunder, except as provided in the Labor Code of the State of California. The CONTRACTOR shall adhere to Article 3, Chapter 1, Part 7 (Sections 1810, et seq.) of the Labor Code of the State of California, and it is agreed that the CONTRACTOR shall forfeit to the CITY as a penalty the sum of \$200.00 for each worker employed in the execution of this Contract by the CONTRACTOR or any subcontractor for each calendar day during which any worker is required or permitted to labor more than eight (8) hours in violation of that article.

**8. Workers Compensation.** CONTRACTOR, by executing this Agreement hereby certifies:

"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract."

**9. Bonds.** CONTRACTOR shall, prior to the execution of this Contract, furnish two bonds approved by the CITY, one in the amount of One Hundred Percent (100%) of the Contract price, to guarantee the faithful performance of the work, and one in the amount of One Hundred Percent (100%) of the Contract price to guarantee payment of all claims for labor and materials furnished. This Contract shall not become effective until such bonds are supplied to and approved by the CITY. CONTRACTOR shall, prior to the release of the performance and payment bonds or the retention payment, furnish a warranty performance and payment bond equal to at least ten percent of the final contract price or \$1,000, whichever is greater.

**10. Arbitration.** This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by Contractor, for the response to such claims by the Agency, for a mandatory meet and confer conference upon the request of



Contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

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17. **Indemnity.** To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless CITY, its authorized representatives and their respective subsidiaries, affiliates, members, directors, officers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any alleged act, omission, fault or negligence of CONTRACTOR, CONTRACTOR's Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the "Indemnitors"), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. CONTRACTOR shall not be entitled to any refund of attorneys' fees, defense costs and expenses in the event that it is adjudicated to have been non-negligent.

CONTRACTOR shall not be required to defend or indemnify CITY for liabilities caused by the sole active negligence or willful misconduct of CITY.

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18. **Attorneys' Fees Following Disputes.** In the event of a dispute between the parties under this AGREEMENT, the prevailing party is not entitled to attorneys' fees from the other party. This provision takes precedence over any conflicting provision in any of the documents which are incorporated herein by reference.

IN WITNESS WHEREOF, the said CONTRACTOR and the CITY MANAGER and CITY CLERK of the CITY have caused the names of said parties to be affixed hereto, each in triplicate, the day and year first above written.

\_\_\_\_\_  
CONTRACTOR

BY \_\_\_\_\_

\_\_\_\_\_  
(Title)

BY \_\_\_\_\_

CITY OF SOUTH PASADENA

\_\_\_\_\_  
Elaine Aguilar, INTERIM CITY MANAGER

ATTEST:

APPROVED AS TO FORM:

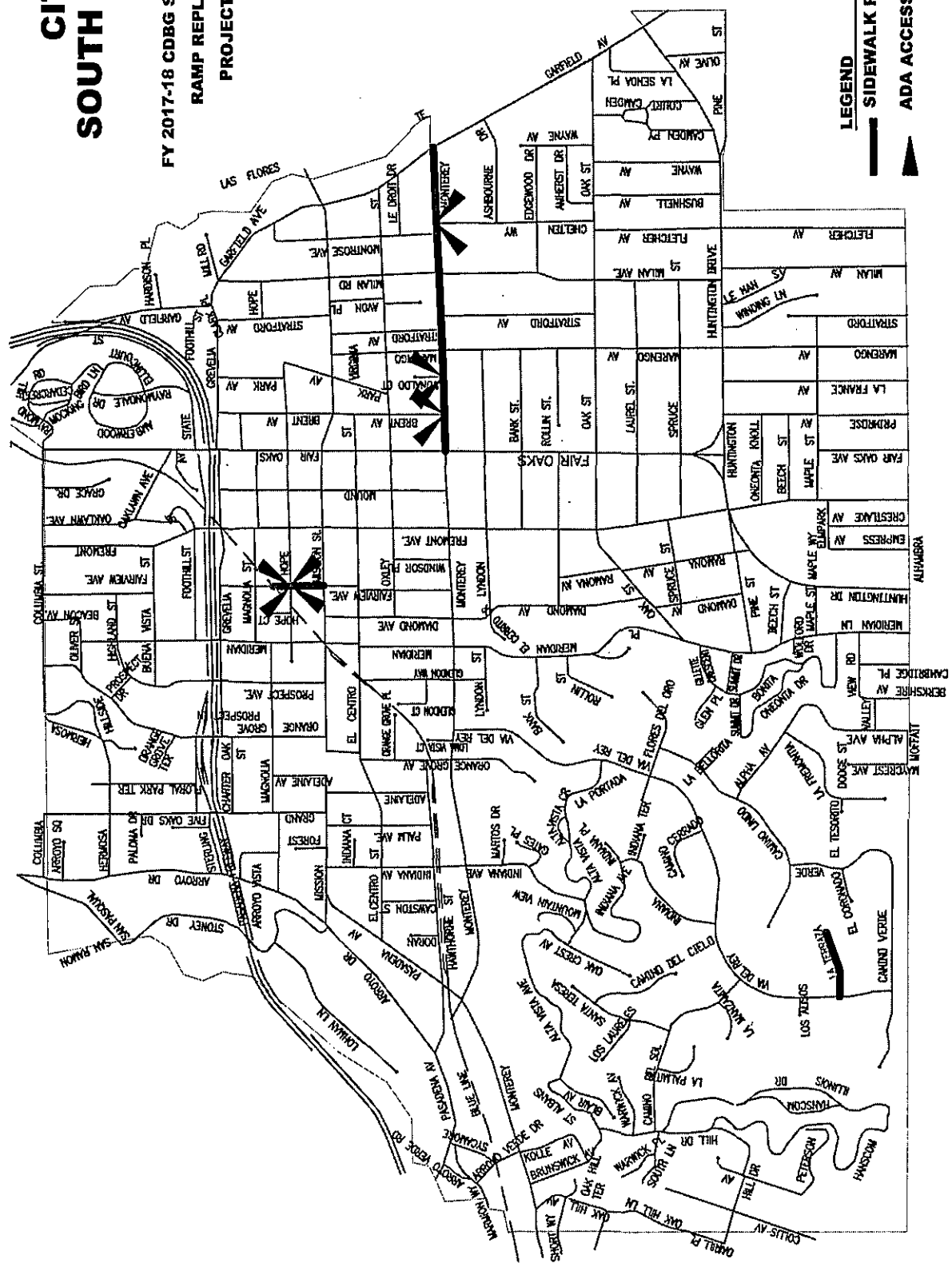
\_\_\_\_\_  
Evelyn G. Zneimer, CITY CLERK

\_\_\_\_\_  
Teresa L. Highsmith, CITY ATTORNEY

**ATTACHMENT 2**  
**Project Location Map**

# CITY OF SOUTH PASADENA

FY 2017-18 CDBG SIDEWALK AND ADA ACCESS RAMP REPLACEMENT PROJECT  
PROJECT LOCATION MAP



**LEGEND**  
 ───────── SIDEWALK REPLACEMENT AREA  
 ▲ ADA ACCESS RAMP REPLACEMENT AREA


# City of South Pasadena Agenda Report


Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017

TO: Honorable Mayor and City Council

VIA: Elaine Aguilar, Interim City Manager 

FROM: Sheila Pautsch, Community Services Director 

SUBJECT: **Approval of an Alcohol Beverage Control Application from the South Pasadena Preservation Foundation to Serve Alcohol on the Open Space Next to the Meridian Iron Works Museum**

## Recommendation

It is recommended that the City Council approve an Alcohol Beverage Control (ABC) application from the South Pasadena Preservation Foundation (SPPF) to serve alcohol on the open space next to the Meridian Iron Works Museum (Museum) as a fundraiser on October 21, 2017 subject to conditions of approval.

## Fiscal Impact

None.

## Commission Review and Recommendation

This matter was not reviewed by a commission.

## Background

The SPPF has leased the Museum for a number of years. The current lease ends in December 2017. The SPPF has been dedicated to preserving South Pasadena's history by opening the Museum to the public on Saturdays and Thursdays during the Farmer's Market. They also host a free summer movie series on the lawn next to the Museum which brings many families out for a night of entertainment as well as other fundraising events at different locations within the South Pasadena.

## Analysis

Currently, the SPPF has no approved co-sponsored events within South Pasadena. The SPPF would like to hold a fundraising event called "Oktoberfest at the Museum" on October 21, 2017 from 5:00 p.m. to 10:00 p.m. The SPPF would like to sell and allow onsite consumption of alcohol. A limited amount of tickets will be sold. This event is held in conjunction with the South Pasadena Chamber of Commerce's Arts Crawl.

The SPPF would like to sell and allow onsite consumption alcohol on the lawn area next to the Museum. This area is called Heritage Plaza and is designated open space on the Mission Street Specific Plan. Currently, the South Pasadena Municipal Code (SPMC) Chapter 21, Parks, states in Section 21.18, "Consumption or possession of alcoholic beverages, that it is unlawful for any person to consume or possess alcoholic beverages of any kind in, on or upon any park property. There shall be excepted from this section, however, the possession or consumption of alcoholic beverages in any building, leased by the City provide such possession or consumption is conducted in strict accordance with the provisions of such lease." With that said, per the lease agreement between SPPF and the City, Section 10, Food and Drink, states Lessee may serve food or drink to the general public. Alcoholic beverages may be served with the consent of the City and the acquisition of all needed permits.

The SPMC Chapter 31 Streets and Sidewalks, Section 6-2 Drinking on Public Right-of-Way, also states that no person shall drink any alcoholic beverage, as define in Section 23004 of the California Business and Profession Code, in or upon any street, alley, sidewalk, parkway or any other public right-of-way within the corporate limits of the city.

The SPPF will be required to adhere to the following guidelines:

1. Approved ABC license be given to the City within five business days of the event
2. Purchase Special Event Insurance from the City
3. Purchase and obtain an approved Temporary Use Permit through the City Planning and Planning Department (\$115)
4. Purchase and obtain an approved Encroachment Permit through the City Public Works Department if using sidewalk in front of Museum or Heritage Plaza. (\$125)
5. Obtain or secure an onsite Security Guard paid by SPPF
6. A fenced or contained area (Beer Garden) that will keep all alcohol within a specific area and not consumed on city streets, sidewalks, or facilities. SPPF to provide a site plan for this area.

It is recommended that the City Council approval the ABC license application as well as require SPPF to adhere to the above guidelines.

#### **Legal Review**

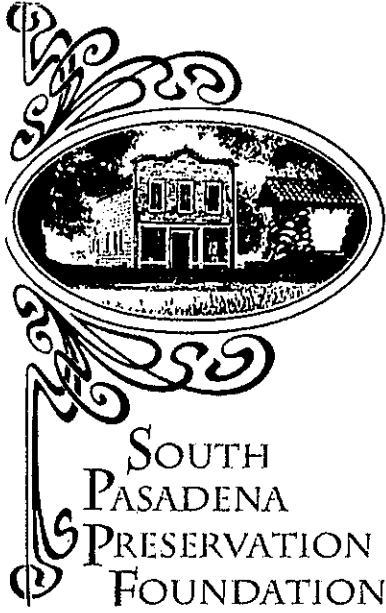
The City Attorney has not reviewed this item.

#### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Oktoberfest at the Museum Flier

OCT  
**21**



# OKTOBERFEST AT THE MUSEUM

friends and members of  
SPPPF-Join us in the Garden  
of the Museum to Celebrate

FROM 5PM TO 10PM ON SATURDAY, OCT 21ST



### DAILY LICENSE APPLICATION/AUTHORIZATION - Non Transferable

Instructions: Complete all items. Submit to local ABC District Office with required fee (Cashier's Check or Money Order) payable to ABC. Once license is issued, fee cannot be refunded. For a listing of ABC District Offices please visit <http://www.abc.ca.gov/distmap.html>

Pursuant to the authority granted by the organization named below, the undersigned hereby applies for the license(s) described below.

LICENSE NUMBER	GEO CODE
RECEIPT NUMBER	
FEE \$	

1. ORGANIZATION'S NAME: SOUTH PASADENA PRESERVATION FOUNDATION CONDITIONS REQUIRED  Yes  No DIAGRAM REQUIRED  Yes  No

2. LICENSE TYPE (Check appropriate license type AND organization type)

a.  **Daily General (\$25.00)** (Includes beer, wine and distilled spirits)

Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure  Fraternal Organization in Existence Over Five Years with Regular Membership

Organization Formed for Specific Charitable or Civic Purpose  Religious Organization

Other: \_\_\_\_\_  Vessel per Section 24045.10 B&P (\$50.00)

NUMBER OF DISPENSING POINTS \_\_\_\_\_

b.  **Special Daily Beer (\$25.00)**  **Special Daily Beer & Wine (\$50.00)**  **Special Daily Wine (\$25.00)**

Charitable  Fraternal  Social  Political  Other: \_\_\_\_\_

Civic  Religious  Cultural  Amateur Sports Organization

NUMBER OF DISPENSING POINTS \_\_\_\_\_

c.  **Special Temporary License (\$100.00)** (Different privileges depending on statute)

Television Station per Section 24045.2 or 24045.9 B&P  Person conducting Estate Wine Sale per Section 24045.8 B&P

Nonprofit Corporation per Sections 24045.4 and 24045.6 B&P  Women's Educational and Charitable Organization per Section 24045.3 B&P

**Other Special Temporary Licenses, per Section** \_\_\_\_\_

License number \_\_\_\_\_ Amount \$ \_\_\_\_\_

3. EVENT TYPE

Dinner  Dance  Wedding  Lunch  Picnic  Barbeque  Social Gathering  Festival

Sports Event  Concert  Birthday  Mixer  Carnival  Dinner Dance  Other: FUNDRAISER

4. TOTAL # OF DAYS: ONE 5. ESTIMATED ATTENDANCE: 350 6. HOURS OF ALCOHOLIC BEVERAGE SALES, SERVICE AND/OR CONSUMPTION From \_\_\_\_\_ To \_\_\_\_\_

7. EVENT DATE(S): SAT OCT 21, 2017 8. EVENT IS OPEN TO THE PUBLIC  Yes  No

9. EVENT LOCATION (Give facility name, if any, street number and name, and city): 913 MERIDIAN AVE SP, CA 91030 - SOUTH PASADENA HISTORICAL MUSEUM

10. LOCATION IS WITHIN THE CITY LIMITS  Yes  No 11. TYPE OF ENTERTAINMENT: BIZASS BAND 12. SECURITY GUARDS  Yes  No If yes, how many? \_\_\_\_\_

13. AUTHORIZED REPRESENTATIVE'S NAME: STEVEN LAWRENCE - PRESIDENT, SPPF 14. REPRESENTATIVE'S TELEPHONE NUMBER: 800 420 9280

15. REPRESENTATIVE'S ADDRESS: 1127 MISSION STREET SP 91030

16. ORGANIZATION'S MAILING ADDRESS (If different from #15 above): 913 MERIDIAN AVE

17. AUTHORIZED REPRESENTATIVE'S SIGNATURE: [Signature] 18. DATE SIGNED: 8/25/2017

PROPERTY OWNER APPROVAL BY (Name), REQUIRED	PHONE NUMBER	PROPERTY OWNER SIGNATURE	DATE SIGNED
LAW ENFORCEMENT APPROVAL BY (Name), IF APPLICABLE	PHONE NUMBER	LAW ENFORCEMENT SIGNATURE	DATE SIGNED
DISTRICT OFFICE APPROVAL BY (Name)		ABC EMPLOYEE SIGNATURE	ISSUANCE DATE

The above-named organization is hereby licensed, pursuant to the California Business and Professions Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the above named location for the period authorized above. This license does not include off-sale ("to-go") privileges.

This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.

**INSTRUCTIONS FOR OBTAINING A DAILY LICENSE**

<b>FEES:</b>	Beer .....	\$25.00 a day	<b>per dispensing point</b>
	Wine .....	\$25.00 a day	<b>per dispensing point</b>
	Beer & Wine.....	\$50.00 a day	<b>per dispensing point</b>
	General (includes beer, wine & distilled spirits) .....	\$25.00 a day	<b>per dispensing point</b>
	Special Temporary License .....	\$100.00	

**NOTE:** More than one permit may be needed based on the information provided for the event

**METHOD OF PAYMENT:** Cashier's check or money order made payable to the Department of Alcoholic Beverage Control.

**APPLICATION REQUIREMENTS:**

- Complete *Daily License Authorization* (Form ABC-221)
- Authorization from property owner is required (property owner may sign Form ABC-221 or a signed letter showing the date, time, place and type of alcoholic beverages to be served may be submitted)
- A detailed diagram of the event location may be required on outdoor events (Form ABC-253)
- Form ABC-221 must be submitted to the local ABC District Office which has jurisdiction over the event location. For a listing of ABC District Offices, please visit <http://www.abc.ca.gov/distmap.html>
- Form ABC-221 may be submitted either in person or by mail. If by mail, please include a self-addressed, postage paid, envelope.
- Form ABC-221 must be received within ten (10) days of the event, but should not be submitted more than thirty (30) days in advance

If your organization intends to make a "Casino Night" or use controlled games as part of your fundraising event, you must comply with Business and Professions Code Section 19985, which includes pre-approval from the Bureau of Gambling Control of the Department of Justice. Please visit <http://www.ag.ca.gov/gambling> for more information.

**QUALIFIED ORGANIZATIONS:**

- To qualify for a GENERAL license, you must be:  
An organization formed for a specific charitable or civic purpose, a fraternal organization in existence for over five years, a religious organization, or a political organization
- To qualify for a BEER AND/OR WINE license, you must be:  
An existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization
- If this is the **first time** your organization is having an event, the organization must first be qualified by the Department. As proof, you should bring in IRS and/or Franchise Tax Board documents showing your tax exempt status with your tax I.D. number

**POLICE DEPARTMENT APPROVAL:**

- Police department approval may be required when any of the following apply:
  - A large number of people are attending
  - The event is being held on a public street or in a public area (i.e. - parking lot)
  - This is the first time an event is being held at the location
  - The event is a "casino night"
  - In certain other circumstances at the Department's discretion.

It is the applicant's responsibility to obtain local law enforcement's approval. This may be done via a letter from the local agency, or the official may sign directly on Form ABC-221.

**"BEER GARDENS"**

Beer Garden restrictions may be placed on a daily license when the District Administrator determines there is a potential problem with the issuance of a license without such restrictions or at the request of a local law enforcement agency.

**CONDITIONS:**

Issuance of the license may be subject to conditions relating to the sales, service, and consumption of alcoholic beverages. If conditions are imposed, a representative of the organization may be required to come into the ABC office to sign them.

**If above requirements are not met, the one day license may not be approved.**

ABC-221 INSTR (11/10)

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# City of South Pasadena Agenda Report

Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017  
TO: Honorable Mayor and City Council  
VIA: Elaine Aguilar, Interim City Manager *EA*  
FROM: Arthur Miller, Police Chief *AM*  
Karen Aceves, Management Analyst *KA*  
SUBJECT: **Authorization to Accept Grant Award in the Amount of \$70,000 from the California Office of Traffic Safety for the Strategic Traffic Enforcement Program**

## Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to accept a grant award in the amount of \$70,000 from the California Office of Traffic Safety (OTS) for the Strategic Traffic Enforcement Program (STEP);
2. Authorize the City Manager to execute all necessary documents to accept the grant and all grant renewals.

## Fiscal Impact

The City of South Pasadena (City) will receive award in the amount of \$70,000 from the OTS for the STEP. No local matching funds are required.

## Commission Review and Recommendation

This matter was not reviewed by a commission.

## Background

The South Pasadena Police Department (SPPD) has been awarded a grant in the amount of \$70,000 from the OTS for a year-long program of special enforcement and education efforts to prevent traffic-related deaths and injuries. The SPPD would use the funding as part of the City's ongoing commitment to maintain safe roadways to improve quality of life. The STEP grant would provide funding for an array of best practice strategies to impact traffic safety including training, community education, equipment to support the grant activities, and strategic enforcement to promote bicycle, pedestrian, and motorist safety for all ages.

### **Analysis**

The OTS STEP grant funding is specifically directed toward law enforcement traffic safety operations. Safe movement throughout the city is an ongoing high priority at both the state and local levels, particularly as South Pasadena has experienced a substantial impact as a result of increased local traffic. Following the construction of the Gold Line and several Safe Routes to school initiatives, there has been a significant increase in the number of community members and visitors who, in lieu of driving, are opting to use bicycles and train as an alternative transportation modality. This grant award would support and enhance the SPPD's efforts to promote safe movement throughout the City. The STEP grant program would be implemented and administered by the SPPD in three phases. Phase one consists of the creation of operational plans, training, and a press release announcing the grant award. In phase two, the SPPD would begin conducting various traffic safety operations, including bicycle and pedestrian enforcement operations, DUI saturation patrols, DUI check points, distracted driving operations, traffic enforcement operations, and motorcycle safety operations. Phase three would consist of data collection, analysis, and comparison of the grant performance measures against actual grant enforcement and educational goals. Additionally, the STEP would include two DUI checkpoints, 30 DUI saturation patrols, and two presentations regarding traffic safety; participation in the National Highway Traffic Safety Administration Summer and Winter Mobilization to effectively address DUI drivers; participation in the annual National Distracted Driving Awareness Month in April 2018; and participation in the annual Click It or Ticket mobilization period in May 2018. With this grant, the goal is to utilize both education and enforcement strategies to provide enhanced roadway safety for residents and visitors to the City of South Pasadena while also ultimately reducing the number of persons killed or injured in all categories of traffic collisions.

### **Legal Review**

The City Attorney has not reviewed this item.

### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Grant Agreement between the City of South Pasadena and the Office of Traffic Safety for the Strategic Traffic Enforcement Program.

<b>1. GRANT TITLE</b> <b>Selective Traffic Enforcement Program (STEP)</b>		<b>3. Grant Period</b> From: 10/01/2017 To: 09/30/2018	
<b>2. NAME OF AGENCY</b> <b>South Pasadena</b>			
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> <b>South Pasadena Police Department</b>			
<b>5. GRANT DESCRIPTION</b> Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary collision factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary collision factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian collisions, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.			
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed:</b>		<b>\$70,000.00</b>	
<b>7. TERMS AND CONDITIONS:</b> The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> <li>• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li> <li>• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li> <li>• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li> <li>• Exhibit A – Certifications and Assurances</li> <li>• Exhibit B* – OTS Grant Program Manual</li> </ul> <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>			
<b>8. Approval Signatures</b>			
<b>A. AUTHORIZING OFFICIAL OF DEPARTMENT</b> NAME: Elaine Aguilar      PHONE: (626) 403-7210 TITLE: Interim City Manager      FAX: ADDRESS: 1414 Mission Street South Pasadena, CA 91030 EMAIL: eaguilar@southpasadenaca.gov		<b>B. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b> NAME: Rhonda L. Craft      PHONE: (916) 509-3030 TITLE: Director      FAX: (916) 509-3055 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 EMAIL: rhonda.craft@ots.ca.gov	
_____ (Signature)      _____ (Date)		_____ (Signature)      _____ (Date)	
<b>C. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</b> NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758		<b>9. DUNS NUMBER</b> DUNS #: 108170093 REGISTERED ADDRESS: 1414 Mission Street. CITY: South Pasadena      ZIP+4: 91030-3214	

10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
402PT-18	20.600	0521-0890-101	2016	2016	23/16	\$8,000.00
164-AL-18	20.608	0521-0890-101	2016	2016	23/16	\$10,000.00
402PT-18	20.600	0521-0890-101	2017	2017	14/17	\$12,000.00
164-AL-18	20.608	0521-0890-101	2017	2017	14/17	\$40,000.00
					<b>AGREEMENT TOTAL</b>	<b>\$70,000.00</b>
					AMOUNT ENCUMBERED BY THIS DOCUMENT <b>\$70,000.00</b>	
					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT <b>\$ 0.00</b>	
ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE		
✍				<b>\$70,000.00</b>		

**1. PROBLEM STATEMENT**

The City of South Pasadena (City) is located in the west San Gabriel Valley of Los Angeles County. The city is approximately 3.5 square miles and lies between Pasadena and the City of Los Angeles. As of the 2010 census, the city had a population of 25,619, up from 24,292 in the 2000 Census. According to the 2010 Census forty percent of the City lives under the median income level for Los Angeles County with eight percent living below the poverty level.

South Pasadena also has a strong claim to having the oldest and most historic sites in the San Gabriel Valley. For many centuries, its adjacency to a natural fording place along the Arroyo Seco had served as a gateway to travel and commerce for aboriginal peoples here and along the coast. It was here that Hahamongas greeted Portola and the missionaries who later established the San Gabriel Mission a few miles to the west.

In recent years the City has become a nexus between interstate 10 and interstate 210. As the main thoroughfare between the two highways the Police Department handled 197 collision reports last year with an estimated 150 which went unreported. Due to its geographic location the City has been faced with an increasing trend of collision victims. If the problem persists the data indicates the number of collisions will have doubled from 2014 to 2019.

Although efforts are made to enforce traffic violations and reduce the number of injury collisions the City has seen little decline. The community has expressed their traffic complaints and concerns regarding school related traffic, speeding vehicles, and distracted driving. These complaints have been directed to council members and the Police Department however the limited funding in the Police Department has made it difficult to provide adequate staff and patrol units.

South Pasadena Police department (SPPD) has determined the geographic areas in which these incidents have occurred (Exhibit B). The areas of concern are highly concentrated pedestrian areas throughout the day. The close proximity of key sites throughout the city promotes active transportation but increases vulnerability. Students walk to and from school and with the increased ridership on the train, the City has seen increased activity by pedestrians and cyclists alike. It is necessary to increase education and enforcement in the target areas to mitigate the potential for significant increase in collisions and fatalities.

**2. PERFORMANCE MEASURES**

**A. Goals:**

1. Reduce the number of persons killed in traffic collisions.
2. Reduce the number of persons injured in traffic collisions.
3. Reduce the number of pedestrians killed in traffic collisions.
4. Reduce the number of pedestrians injured in traffic collisions.
5. Reduce the number of bicyclists killed in traffic collisions.
6. Reduce the number of bicyclists injured in traffic collisions.
7. Reduce the number of persons killed in alcohol-involved collisions.
8. Reduce the number of persons injured in alcohol-involved collisions.
9. Reduce the number of persons killed in drug-involved collisions.
10. Reduce the number of persons injured in drug-involved collisions.
11. Reduce the number of persons killed in alcohol/drug combo-involved collisions.
12. Reduce the number of persons injured in alcohol/drug combo-involved collisions.
13. Reduce the number of motorcyclists killed in traffic collisions.
14. Reduce the number of motorcyclists injured in traffic collisions.
15. Reduce hit & run fatal collisions.
16. Reduce hit & run injury collisions.
17. Reduce nighttime (2100 - 0259 hours) fatal collisions.
18. Reduce nighttime (2100 - 0259 hours) injury collisions.

**B. Objectives:**

1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS

**Target Number**

1



Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	
2. Participate and report data (as required) in the following campaigns, National Walk to School Day, NHTSA Winter & Summer Mobilization, National Bicycle Safety Month, National Click it or Ticket Mobilization, National Teen Driver Safety Week, National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Child Passenger Safety Week, and California's Pedestrian Safety Month.	10
3. Develop (by December 31) and/or maintain a "HOT Sheet" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated HOT sheets should be distributed to patrol and traffic officers monthly.	12
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	2
5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.	2
6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training.	1
7. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	2
8. Conduct DUI Saturation Patrol operation(s).	30
9. Conduct Traffic Enforcement operation(s), including but not limited to, primary collision factor violations.	7
10. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	2
11. Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or collisions resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary collision factor violations by motorcyclists and other drivers.	2
12. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle collisions resulting from violations made by pedestrians, bicyclists, and drivers.	3
13. Conduct Traffic Safety educational presentations with an effort to reach community members. Note: Presentations may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
<b>3. METHOD OF PROCEDURE</b>	
<b>A. Phase 1 – Program Preparation (1<sup>st</sup> Quarter of Grant Year)</b>	
<ul style="list-style-type: none"> <li>The police department will develop operational plans to implement the "best practice" strategies outlined in the objectives section.</li> <li>All training needed to implement the program should be conducted this quarter.</li> <li>All grant related purchases needed to implement the program should be made this quarter.</li> <li>In order to develop/maintain the "Hot Sheets," research will be conducted to identify the "worst of the worst" repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The Hot Sheets may include the driver's name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. Hot Sheets should be updated and distributed to traffic and patrol officers at least monthly.</li> <li>Implementation of the STEP grant activities will be accomplished by deploying personnel at high collision locations.</li> </ul>	
<u>Media Requirements</u>	
<ul style="list-style-type: none"> <li>Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at</li> </ul>	

pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.

**B. Phase 2 – Program Operations (Throughout Grant Year)**

- The police department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

**Media Requirements**

- Send all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at pio@ots.ca.gov, with a copy to your OTS Coordinator.
  - If an OTS template-based press release is used, the OTS PIO and Coordinator should be copied when the release is distributed to the press. If an OTS template is not used, or is substantially changed, a draft press release shall be sent to the OTS PIO for approval. Optimum lead time would be 10-20 days prior to the release date to ensure adequate turn-around time.
  - Press releases reporting the results of grant activities such as enforcement operations are exempt from the recommended advance approval process, but still should be copied to the OTS PIO and Coordinator when the release is distributed to the press.
  - Activities such as warrant or probation sweeps and court stings that could be compromised by advanced publicity are exempt from pre-publicity, but are encouraged to offer embargoed media coverage and to report the results.
- Use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 30 days in advance, a short description of any significant grant-related traffic safety event or program so OTS has sufficient notice to arrange for attendance and/or participation in the event.
- Submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator for approval 14 days prior to the production or duplication.
- Include the OTS logo, space permitting, on grant-funded print materials; consult your OTS Coordinator for specifics.

**C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)**

- Invoice Claims (due January 30, April 30, July 30, and October 30)
- Quarterly Performance Reports (due January 30, April 30, July 30, and October 30)
  - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
  - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
  - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
  - Collect, analyze and report statistical data relating to the grant goals and objectives.

**4. METHOD OF EVALUATION**

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

**5. ADMINISTRATIVE SUPPORT**

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
402PT	20.600	State and Community Highway Safety	\$20,000.00
164AL	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$50,000.00

COST CATEGORY	CFDA	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>		
Positions and Salaries		
<u>Full-Time</u>		\$0.00
<u>Overtime</u>		
DUI/DL Checkpoints	20.608	\$14,000.00
DUI Saturation Patrols	20.608	\$36,000.00
Traffic Enforcement	20.600	\$8,400.00
Distracted Driving	20.600	\$2,400.00
Motorcycle Safety	20.600	\$2,400.00
Pedestrian and Bicycle Enforcement	20.600	\$3,600.00
Traffic Safety Education	20.600	\$1,200.00
<u>Part-Time</u>		\$0.00
Category Sub-Total		\$68,000.00
<b>B. TRAVEL EXPENSES</b>		
In State Travel	20.600	\$2,000.00
		\$0.00
Category Sub-Total		\$2,000.00
<b>C. CONTRACTUAL SERVICES</b>		
		\$0.00
Category Sub-Total		\$0.00
<b>D. EQUIPMENT</b>		
		\$0.00
Category Sub-Total		\$0.00
<b>E. OTHER DIRECT COSTS</b>		
		\$0.00
Category Sub-Total		\$0.00
<b>F. INDIRECT COSTS</b>		
		\$0.00
Category Sub-Total		\$0.00
<b>GRANT TOTAL</b>		<b>\$70,000.00</b>

**GRANT AGREEMENT**

**PT18139**

Schedule B-1

<b>BUDGET NARRATIVE</b>	
<b>PERSONNEL COSTS</b>	<b>QUANTITY</b>
DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	2
DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	30
Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	7
Distracted Driving - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	2
Motorcycle Safety - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	2
Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	3
Traffic Safety Education - Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.	2
<b>TRAVEL EXPENSES</b>	
In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. All conferences, seminars or training not specifically identified in the Schedule B-1 (Budget Narrative) must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.	1
<b>CONTRACTUAL SERVICES</b>	
-	
<b>EQUIPMENT</b>	
-	
<b>OTHER DIRECT COSTS</b>	
-	
<b>INDIRECT COSTS</b>	
-	
<b>STATEMENTS/DISCLAIMERS</b>	
There will be no program income generated from this grant.	
Nothing in this 'agreement' shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives.	

**CERTIFICATIONS AND ASSURANCES**

Failure to comply with applicable Federal statutes, regulations, and directives may subject Grantee Agency officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 49 CFR §18.12.

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended
- 49 CFR Part 18—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 23 CFR Part 1200—Uniform Procedures for State Highway Safety Grant Programs

**NONDISCRIMINATION**

The Grantee Agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88- 352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended (42 U.S.C. 12101, et seq.), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all sub-recipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, et seq.), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

**BUY AMERICA ACT**

The Grantee Agency will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

**POLITICAL ACTIVITY (HATCHACT)**

The Grantee Agency will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

## CERTIFICATION REGARDING FEDERAL LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

## CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

### Instructions for Primary Certification

1. By signing and submitting this grant agreement, the Grantee Agency Official is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the Grantee Agency Official to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the Grantee Agency Official knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The Grant Agency Official shall provide immediate written notice to the department or agency to which this grant agreement is submitted if at any time the Grantee Agency Official learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *grant agreement*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this grant agreement is being submitted for assistance in obtaining a copy of those regulations.
6. The Grantee Agency Official agrees by submitting this grant agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who

is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The Grantee Agency Official further agrees by submitting this grant agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

#### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions**

1. The Grantee Agency Official certifies to the best of its knowledge and belief, that its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - b. Have not within a three-year period preceding this grant agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/grant agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the Grantee Agency Official is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this grant agreement.

#### **Instructions for Lower Tier Certification**

1. By signing and submitting this grant agreement, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this grant agreement is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *grant agreement*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this grant agreement is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this grant agreement that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or

voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this grant agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion— Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions:**

1. The prospective lower tier participant certifies, by submission of this grant agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant agreement.



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# City of South Pasadena Agenda Report


Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017

TO: Honorable Mayor and City Council

VIA: Elaine Aguilar, Interim City Manager 

FROM: Anthony J. Mejia, Chief City Clerk 

SUBJECT: **Public Hearing to Receive Input from the Community Regarding Draft Maps of Voting District Boundaries for a City Council District-Based Electoral System Pursuant to Elections Code Section 10010**

## Recommendation

It is recommended that the City Council:

1. Conduct a Public Hearing to receive public testimony on the draft maps of voting district boundaries and the sequence of elections.
2. Provide direction to staff regarding the draft maps of voting district boundaries and the sequence of elections.

## Commission Review and Recommendation

This matter was not reviewed by a commission.

## Background

On July 19, 2017, the City Council adopted Resolution No. 7524 declaring its intention to transition from at-large to district-based elections for City Council commencing with the General Municipal Election in November 2018. On August 16 and September 6, 2017, the City Council conducted two of four (4) required Public Hearings to seek community input regarding the composition of district boundaries.

Since adoption of the Resolution of Intent, the City has been engaged in outreach efforts to inform the public about district elections and the process associated with their formation. A webpage ([www.southpasadenaca.gov/districts](http://www.southpasadenaca.gov/districts)) has been developed to provide information about district elections, including opportunities for when and how the public can be engaged. The official notice of Public Hearings has been translated and published in the South Pasadena Review (English), La Opinión (Spanish), World Journal (Chinese), and the Korea Times (Korean) and the public has been offered interpreter services if needed to participate in these Public Hearings.

### **Analysis**

Based on public input, the City Council's direction, and other legally required criteria, the City's Demographer has evaluated and submits the proposed draft maps of voting district boundaries for public review and comment (Attachment A). These maps were publically released and posted on the City's website on September 11, 2017, and published in the Pasadena Star-News and South Pasadena Review on September 13 and September 15, 2017, respectively.

These maps have been evaluated by the City Attorney and the City's Demographer and they confirm that the maps meet the standards established under the California Voting Right Act (CVRA) and Federal Voting Rights Act (FVRA).

On Saturday, September 16, 2017, a Community Workshop will be held to receive community input regarding the draft maps and sequence of elections and a summary of the comments will be distributed prior to the City Council Meeting on September 20, 2017. The City's Demographer will be present at the Community Workshop and City Council Meeting to explain each draft boundary map.

### **Next Steps**

EC Section 10010 requires that modifications to the boundary maps be republished for public review at least seven days prior to consideration by the City Council. It is recommended that the City Council give direction regarding which final map product, with any necessary modifications, the City Council would like to consider at the October 4<sup>th</sup> City Council Meeting.

### **Fiscal Impact**

There will be significant staff time needed to transition to a district-based electoral system due to the need to conduct multiple Public Hearings, in addition to the cost for a demographic consultant. Should the City ultimately adopt an ordinance to transition to a district-based electoral system, the City will be required to reimburse the plaintiff for its attorney's fees and costs up to \$30,000, but will not be exposed to additional legal fees in defense of a lawsuit brought under the California Voting Rights Act.

### **Legal Review**

The City Attorney has reviewed this item.

### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*. In addition, the City conducted additional outreach efforts as outlined in the Background section.

### **Attachments**

1. Draft Maps of Voting District Boundaries and Demographic Information

# City of South Pasadena













## 2017 Districting Blue Map

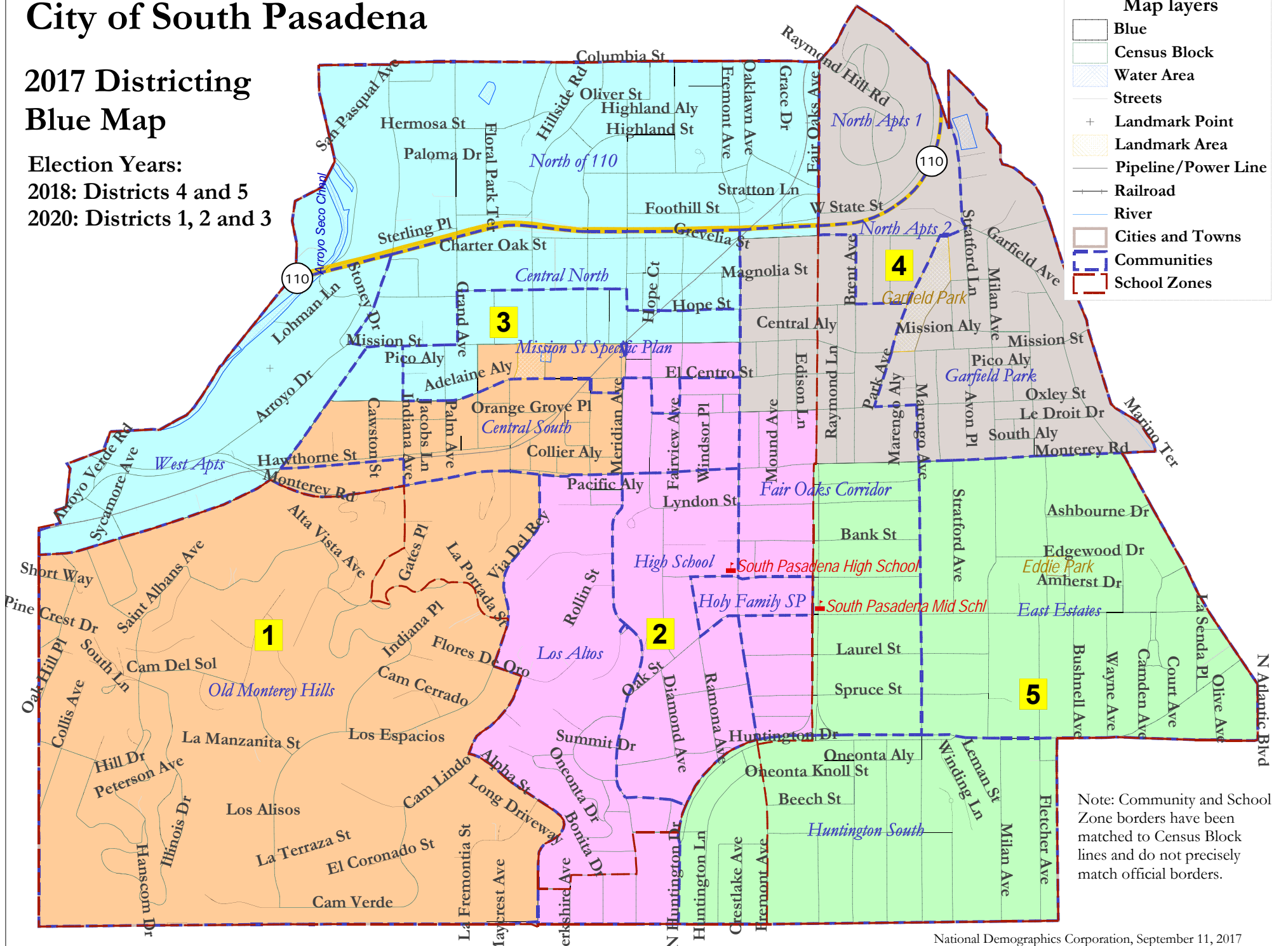
Election Years:

2018: Districts 4 and 5

2020: Districts 1, 2 and 3

**Map layers**

-  Blue
-  Census Block
-  Water Area
-  Streets
-  Landmark Point
-  Landmark Area
-  Pipeline/Power Line
-  Railroad
-  River
-  Cities and Towns
-  Communities
-  School Zones



Note: Community and School Zone borders have been matched to Census Block lines and do not precisely match official borders.

**City of South Pasadena - Blue Map**

District		1	2	3	4	5	Total
<b>Ideal</b>	<b>Total Pop</b>	5,088	5,129	5,071	5,139	5,192	25,619
5,124	Deviation from ideal	-36	5	-53	15	68	121
	% Deviation	-0.70%	0.10%	-1.03%	0.29%	1.33%	2.36%
Total Pop	% Hisp	16%	20%	23%	17%	17%	19%
	% NH White	37%	39%	48%	48%	47%	44%
	% NH Black	3%	3%	5%	3%	2%	3%
	% Asian-American	43%	37%	23%	31%	33%	33%
Voting Age Pop	Total	3,910	3,891	3,971	3,951	3,898	19,621
	% Hisp	15%	19%	22%	16%	16%	18%
	% NH White	39%	41%	50%	50%	49%	46%
	% NH Black	3%	3%	6%	3%	2%	3%
Citizen Voting Age Pop	% Asian-American	42%	35%	21%	29%	32%	32%
	Total	3,641	3,795	3,888	2,973	3,298	17,595
	% Hisp	14%	24%	27%	17%	14%	20%
	% NH White	44%	46%	50%	62%	49%	50%
Voter Registration (Nov 2014)	% NH Black	4%	2%	3%	4%	2%	3%
	% Asian/Pac.Isl.	38%	27%	20%	15%	35%	27%
	Total	3,480	3,123	3,108	2,982	3,474	16,167
	% Latino est.	14%	19%	20%	17%	14%	17%
	% Asian-Surnamed	29%	18%	11%	13%	20%	19%
	% Filipino-Surnamed	1%	2%	2%	1%	0%	1%
Voter Turnout (Nov 2014)	% Spanish-Surnamed	12%	17%	18%	16%	13%	15%
	% NH White est.	54%	59%	64%	63%	63%	61%
	% NH Black	2%	2%	3%	5%	2%	3%
	Total	1,599	1,262	1,382	1,180	1,668	7,091
	% Latino	12%	16%	17%	13%	12%	14%
	% Asian-Surnamed	25%	14%	10%	8%	14%	15%
Voter Turnout (Nov 2012)	% Filipino-Surnamed	1%	1%	1%	2%	0%	1%
	% Spanish-Surnamed	11%	14%	16%	11%	11%	12%
	% NH White est.	60%	67%	68%	73%	71%	68%
	% NH Black	2%	2%	3%	5%	2%	3%
	Total	2,544	2,221	2,300	2,110	2,654	11,829
	% Latino	15%	19%	18%	16%	15%	16%
ACS Pop. Est.	% Asian-Surnamed	24%	17%	12%	11%	17%	16%
	% Filipino-Surnamed	1%	1%	1%	1%	0%	1%
	% Spanish-Surnamed	14%	17%	17%	14%	13%	15%
	% NH White est.	57%	61%	65%	68%	66%	63%
	% NH Black est.	2%	2%	3%	5%	2%	3%
	Total	5,159	5,444	5,154	5,158	5,084	25,999
Age	age0-19	24%	26%	25%	26%	27%	26%
	age20-60	54%	58%	57%	56%	52%	55%
	age60plus	23%	16%	18%	18%	21%	19%
Immigration	immigrants	28%	30%	25%	24%	25%	27%
	naturalized	75%	60%	57%	56%	71%	64%
Language spoken at home	english	61%	58%	61%	63%	68%	62%
	spanish	11%	11%	12%	11%	7%	11%
	asian-lang	25%	27%	21%	19%	21%	23%
	other lang	3%	3%	6%	7%	4%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	15%	17%	11%	10%	11%	13%
Education (among those age 25+)	hs-grad	41%	36%	41%	37%	27%	36%
	bachelor	29%	32%	31%	33%	38%	32%
	graduatedegree	27%	25%	25%	26%	30%	27%
Child in Household	child-under18	29%	33%	30%	31%	33%	31%
Work (percent of pop age 16+)	employed	62%	68%	67%	67%	64%	66%
	Commute on Public Transit	5%	6%	7%	7%	5%	6%
Household Income	income 0-25k	10%	13%	13%	14%	13%	13%
	income 25-50k	14%	13%	21%	21%	10%	16%
	income 50-75k	18%	20%	20%	19%	17%	19%
	income 75-200k	40%	44%	33%	32%	41%	38%
	income 200k-plus	17%	10%	13%	13%	19%	14%
Housing Stats	single family	71%	47%	43%	40%	63%	52%
	multi-family	29%	53%	57%	60%	37%	48%
	vacant	5%	6%	8%	8%	8%	7%
	occupied	95%	94%	92%	92%	92%	93%
	rented	36%	64%	63%	66%	50%	57%
	owned	64%	36%	37%	34%	50%	43%
Total and Voting Age population data from the 2010 Decennial Census.							
Surname-based Voter Registration and Turnout data from the California Statewide Database.							
Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2011-2015 American Community Survey and Special Tabulation 5-year data.							

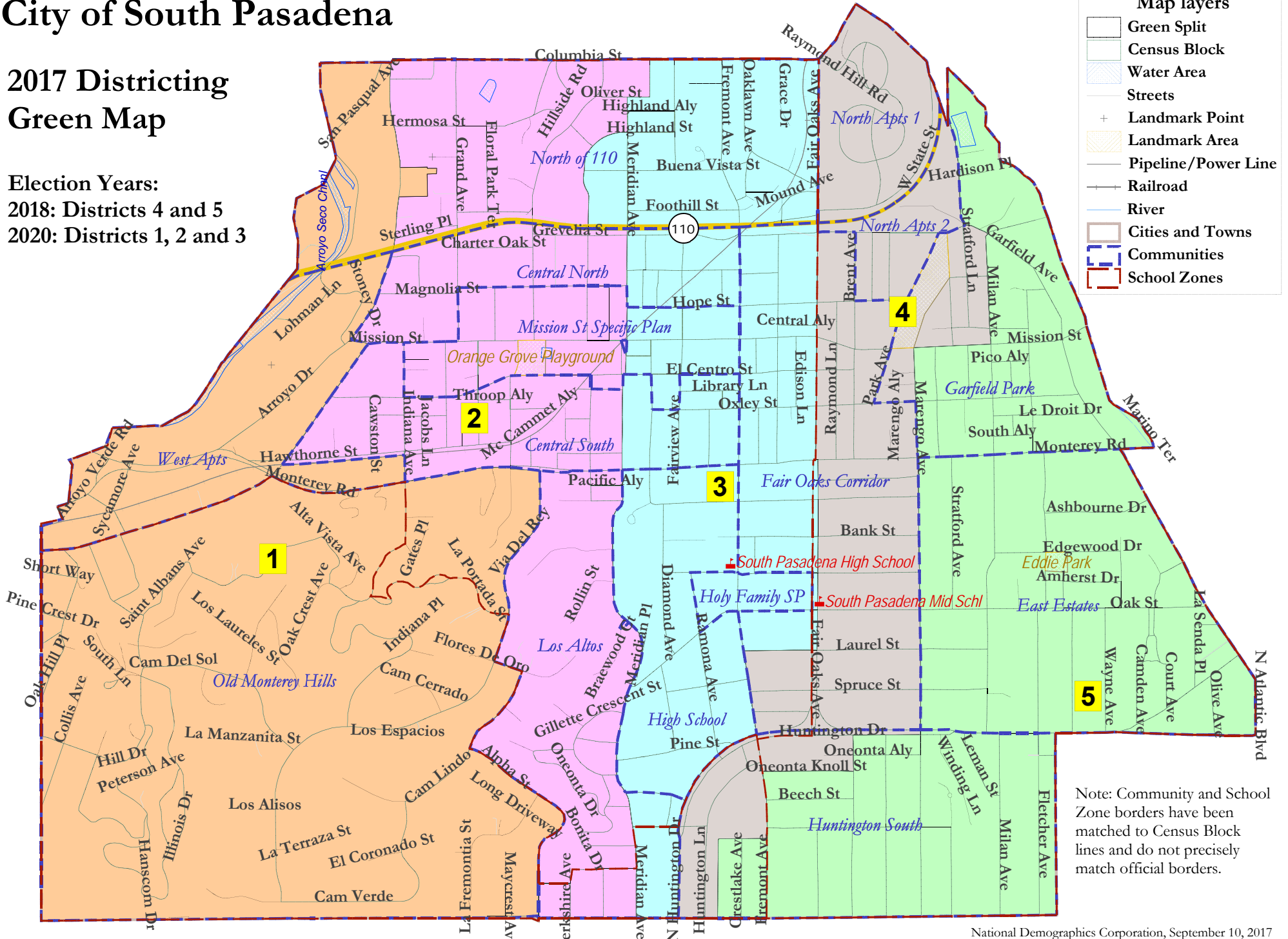
# City of South Pasadena

## 2017 Districting Green Map

Election Years:

2018: Districts 4 and 5

2020: Districts 1, 2 and 3



National Demographics Corporation, September 10, 2017

**City of South Pasadena - Green Map**

District		1	2	3	4	5	Total
<b>Ideal</b>	<b>Total Pop</b>	5,177	5,160	5,035	5,221	5,026	25,619
5,124	Deviation from ideal	53	36	-89	97	-98	195
	% Deviation	1.03%	0.70%	-1.74%	1.89%	-1.91%	3.81%
Total Pop	% Hisp	18%	20%	21%	19%	15%	19%
	% NH White	34%	48%	42%	40%	54%	44%
	% NH Black	3%	5%	3%	4%	2%	3%
	% Asian-American	44%	26%	33%	35%	28%	33%
Voting Age Pop	Total	4,004	4,004	3,849	3,975	3,789	19,621
	% Hisp	17%	19%	21%	18%	14%	18%
	% NH White	36%	50%	44%	43%	57%	46%
	% NH Black	3%	5%	3%	4%	2%	3%
Citizen Voting Age Pop	% Asian-American	42%	25%	31%	33%	27%	32%
	Total	3,707	3,888	3,864	2,928	3,208	17,595
	% Hisp	20%	17%	29%	16%	13%	20%
	% NH White	40%	59%	40%	56%	55%	50%
Voter Registration (Nov 2014)	% NH Black	3%	4%	2%	5%	1%	3%
	% Asian/Pac.Isl.	37%	18%	29%	21%	29%	27%
	Total	3,402	3,239	3,138	2,807	3,581	16,167
	% Latino est.	15%	18%	21%	20%	12%	17%
Voter Turnout (Nov 2014)	% Asian-Surnamed	29%	15%	15%	16%	18%	19%
	% Filipino-Surnamed	1%	1%	2%	1%	0%	1%
	% Spanish-Surnamed	13%	16%	19%	18%	11%	15%
	% NH White est.	52%	64%	60%	58%	68%	61%
	% NH Black	3%	2%	2%	5%	2%	3%
	Total	1,528	1,449	1,279	1,046	1,789	7,091
Voter Turnout (Nov 2012)	% Latino	12%	16%	17%	16%	10%	14%
	% Asian-Surnamed	26%	11%	12%	11%	12%	15%
	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%
	% Spanish-Surnamed	10%	15%	15%	14%	9%	12%
	% NH White est.	58%	69%	68%	66%	75%	68%
	% NH Black	3%	2%	2%	5%	2%	3%
ACS Pop. Est.	Total	2,512	2,351	2,254	1,908	2,804	11,829
	% Latino	15%	19%	19%	18%	13%	16%
	% Asian-Surnamed	26%	13%	14%	12%	15%	16%
	% Filipino-Surnamed	1%	1%	1%	1%	0%	1%
	% Spanish-Surnamed	13%	17%	17%	16%	12%	15%
	% NH White est.	55%	65%	63%	63%	69%	63%
Age	% NH Black est.	3%	2%	2%	5%	2%	3%
	age0-19	24%	25%	27%	26%	27%	26%
	age20-60	53%	58%	58%	56%	52%	55%
Immigration	age60plus	23%	18%	16%	18%	21%	19%
	immigrants	29%	24%	30%	25%	24%	27%
Language spoken at home	naturalized	76%	60%	57%	57%	71%	64%
	english	60%	64%	57%	62%	69%	62%
	spanish	12%	11%	12%	11%	7%	11%
Language Fluency	asian-lang	25%	20%	27%	21%	20%	23%
	other lang	3%	5%	4%	6%	4%	5%
Education (among those age 25+)	Speaks Eng. "Less than Very Well"	16%	11%	17%	12%	10%	13%
	hs-grad	40%	42%	35%	36%	27%	36%
	bachelor	28%	31%	33%	33%	38%	32%
Child in Household	graduatedegree	27%	24%	26%	26%	30%	27%
	child-under18	29%	30%	33%	31%	32%	31%
Work (percent of pop age 16+)	employed	60%	70%	67%	67%	64%	66%
	Commute on Public Transit	5%	6%	7%	7%	5%	6%
Household Income	income 0-25k	11%	11%	15%	14%	13%	13%
	income 25-50k	15%	17%	17%	20%	12%	16%
	income 50-75k	17%	23%	18%	19%	18%	19%
	income 75-200k	40%	35%	40%	34%	39%	38%
	income 200k-plus	17%	14%	10%	13%	19%	14%
Housing Stats	single family	71%	51%	38%	42%	62%	52%
	multi-family	29%	49%	62%	58%	38%	48%
	vacant	4%	10%	6%	7%	8%	7%
	occupied	96%	90%	94%	93%	92%	93%
	rented	34%	62%	68%	65%	51%	57%
Total and Voting Age population data from the 2010 Decennial Census.	owned	66%	38%	32%	35%	49%	43%
	Surname-based Voter Registration and Turnout data from the California Statewide Database.						
Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2011-2015 American Community Survey and Special Tabulation 5-year data.							

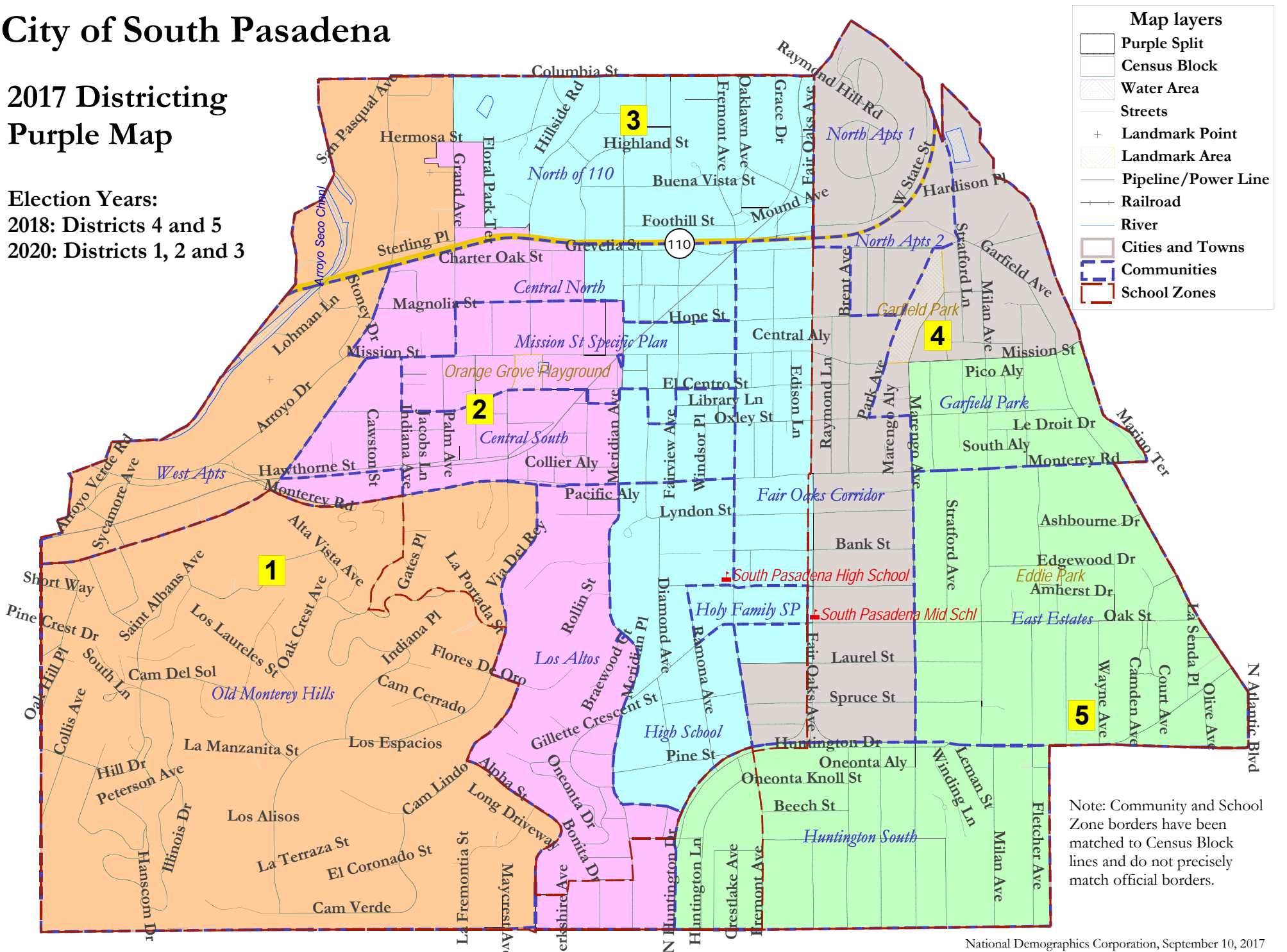
# City of South Pasadena

## 2017 Districting Purple Map

Election Years:

2018: Districts 4 and 5

2020: Districts 1, 2 and 3



National Demographics Corporation, September 10, 2017



City of South Pasadena - Purple Map							
District		1	2	3	4	5	Total
Ideal	Total Pop	5,138	5,082	5,152	5,192	5,055	25,619
5,124	Deviation from ideal	14	-42	28	68	-69	137
	% Deviation	0.27%	-0.82%	0.55%	1.33%	-1.35%	2.67%
Total Pop	% Hisp	17%	22%	20%	18%	16%	19%
	% NH White	35%	44%	44%	45%	50%	44%
	% NH Black	3%	5%	3%	4%	2%	3%
	% Asian-American	44%	28%	31%	32%	31%	33%
Voting Age Pop	Total	3,954	3,979	3,924	3,980	3,784	19,621
	% Hisp	16%	20%	20%	17%	15%	18%
	% NH White	37%	47%	47%	48%	52%	46%
	% NH Black	3%	5%	3%	4%	2%	3%
Citizen Voting Age Pop	% Asian-American	43%	26%	29%	30%	31%	32%
	Total	3,641	3,763	4,055	2,922	3,214	17,595
	% Hisp	19%	19%	29%	14%	15%	20%
	% NH White	41%	55%	43%	62%	49%	50%
Voter Registration (Nov 2014)	% NH Black	3%	4%	2%	5%	1%	3%
	% Asian/Pac.Isl.	37%	20%	27%	17%	33%	27%
	Total	3,405	3,143	3,231	2,900	3,488	16,167
	% Latino est.	14%	20%	19%	18%	13%	17%
	% Asian-Surnamed	29%	15%	15%	14%	19%	19%
	% Filipino-Surnamed	1%	1%	2%	1%	0%	1%
Voter Turnout (Nov 2014)	% Spanish-Surnamed	13%	18%	17%	16%	12%	15%
	% NH White est.	53%	61%	63%	61%	65%	61%
	% NH Black	3%	2%	1%	5%	2%	3%
	Total	1,573	1,291	1,391	1,133	1,702	7,091
	% Latino	11%	18%	17%	14%	11%	14%
	% Asian-Surnamed	26%	12%	11%	10%	13%	15%
Voter Turnout (Nov 2012)	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%
	% Spanish-Surnamed	10%	16%	15%	13%	10%	12%
	% NH White est.	59%	66%	69%	70%	73%	68%
	% NH Black	3%	2%	2%	5%	2%	3%
	Total	2,518	2,250	2,350	2,017	2,694	11,829
	% Latino	15%	20%	18%	16%	14%	16%
ACS Pop. Est.	% Asian-Surnamed	26%	13%	13%	11%	17%	16%
	% Filipino-Surnamed	1%	1%	1%	1%	0%	1%
	% Spanish-Surnamed	13%	18%	16%	15%	13%	15%
	% NH White est.	56%	63%	65%	66%	67%	63%
	% NH Black est.	3%	2%	2%	5%	2%	3%
	Total	5,219	5,169	5,439	5,219	4,954	25,999
Age	age0-19	24%	25%	27%	26%	27%	26%
	age20-60	53%	57%	57%	56%	52%	55%
	age60plus	23%	18%	16%	18%	21%	19%
Immigration	immigrants	29%	25%	30%	24%	25%	27%
	naturalized	75%	62%	56%	57%	71%	64%
Language spoken at home	english	60%	63%	57%	63%	68%	62%
	spanish	12%	11%	12%	11%	7%	11%
	asian-lang	25%	21%	26%	20%	21%	23%
	other lang	3%	4%	5%	7%	4%	5%
Language Fluency	Speaks Eng. "Less than Very Well"	16%	12%	16%	10%	12%	13%
Education (among those age 25+)	hs-grad	40%	42%	36%	36%	27%	36%
	bachelor	29%	31%	33%	33%	38%	32%
	graduatedegree	27%	24%	26%	26%	30%	27%
Child in Household	child-under18	29%	30%	33%	31%	33%	31%
Work (percent of pop age 16+)	employed	61%	69%	67%	67%	64%	66%
	Commute on Public Transit	5%	6%	7%	7%	5%	6%
Household Income	income 0-25k	11%	10%	15%	14%	13%	13%
	income 25-50k	15%	16%	18%	21%	10%	16%
	income 50-75k	17%	23%	18%	19%	17%	19%
	income 75-200k	40%	37%	39%	32%	41%	38%
	income 200k-plus	17%	14%	10%	13%	19%	14%
Housing Stats	single family	70%	53%	38%	41%	63%	52%
	multi-family	30%	47%	62%	59%	37%	48%
	vacant	5%	9%	6%	8%	8%	7%
	occupied	95%	91%	94%	92%	92%	93%
	rented	36%	60%	68%	65%	51%	57%
	owned	64%	40%	32%	35%	49%	43%
Total and Voting Age population data from the 2010 Decennial Census.							
Surname-based Voter Registration and Turnout data from the California Statewide Database.							
Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2011-2015 American Community Survey and Special Tabulation 5-year data.							

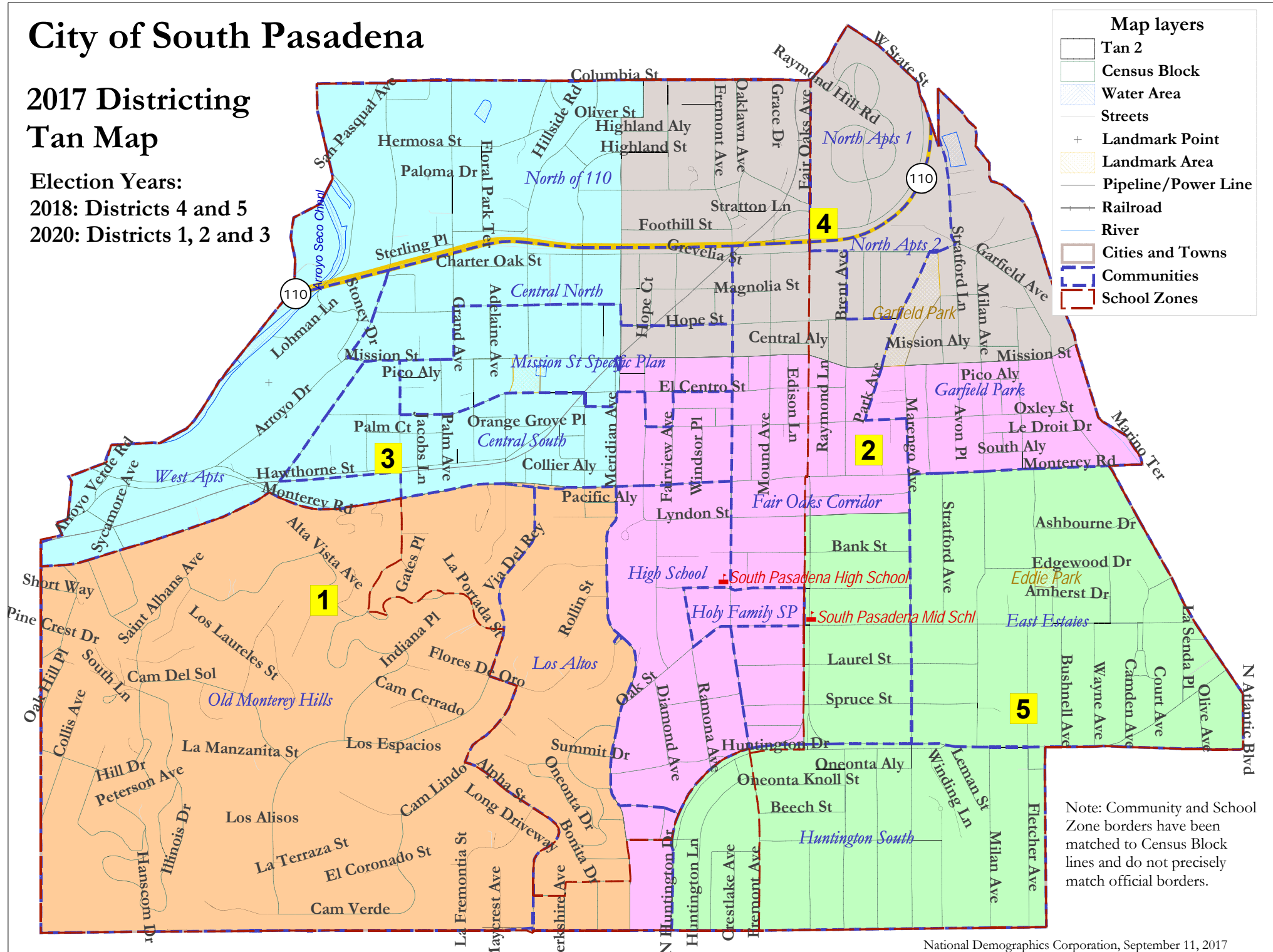
# City of South Pasadena

## 2017 Districting Tan Map

Election Years:

2018: Districts 4 and 5

2020: Districts 1, 2 and 3



Note: Community and School Zone borders have been matched to Census Block lines and do not precisely match official borders.


**City of South Pasadena - Tan Map**

District		1	2	3	4	5	Total
<b>Ideal</b>	Total Pop	5,251	4,990	5,157	5,195	5,026	25,619
5,124	Deviation from ideal	127	-134	33	71	-98	261
	% Deviation	2.48%	-2.62%	0.64%	1.39%	-1.91%	5.09%
Total Pop	% Hisp	14%	19%	24%	19%	17%	19%
	% NH White	35%	45%	47%	44%	47%	44%
	% NH Black	3%	3%	5%	4%	2%	3%
	% Asian-American	46%	33%	23%	31%	33%	33%
Voting Age Pop	Total	4,033	3,780	4,022	4,006	3,780	19,621
	% Hisp	13%	18%	22%	19%	16%	18%
	% NH White	37%	47%	50%	47%	50%	46%
	% NH Black	3%	3%	6%	4%	2%	3%
	% Asian-American	45%	31%	22%	29%	32%	32%
Citizen Voting Age Pop	Total	3,866	3,626	3,778	3,171	3,154	17,595
	% Hisp	15%	24%	22%	22%	14%	20%
	% NH White	46%	45%	54%	55%	49%	50%
	% NH Black	2%	3%	5%	4%	1%	3%
	% Asian/Pac.Isl.	37%	26%	18%	19%	35%	27%
Voter Registration (Nov 2014)	Total	3,505	3,162	3,180	2,943	3,377	16,167
	% Latino est.	12%	19%	21%	19%	14%	17%
	% Asian-Surnamed	32%	15%	11%	13%	20%	19%
	% Filipino-Surnamed	1%	1%	1%	2%	0%	1%
	% Spanish-Surnamed	11%	17%	19%	17%	13%	15%
	% NH White est.	53%	62%	63%	62%	63%	61%
Voter Turnout (Nov 2014)	% NH Black	2%	2%	3%	5%	2%	3%
	Total	1,663	1,279	1,339	1,178	1,632	7,091
	% Latino	10%	15%	18%	15%	12%	14%
	% Asian-Surnamed	26%	11%	10%	9%	14%	15%
	% Filipino-Surnamed	1%	1%	1%	2%	0%	1%
	% Spanish-Surnamed	9%	14%	17%	13%	11%	12%
Voter Turnout (Nov 2012)	% NH White est.	60%	70%	67%	70%	71%	68%
	% NH Black	2%	2%	3%	4%	2%	3%
	Total	2,601	2,279	2,297	2,057	2,594	11,829
	% Latino	14%	17%	20%	17%	15%	16%
	% Asian-Surnamed	26%	15%	12%	9%	17%	16%
	% Filipino-Surnamed	1%	1%	1%	2%	0%	1%
ACS Pop. Est.	% Spanish-Surnamed	13%	15%	18%	15%	13%	15%
	% NH White est.	57%	64%	63%	66%	66%	63%
	% NH Black est.	2%	2%	3%	4%	2%	3%
	Total	5,319	5,236	5,228	5,290	4,926	25,999
	Age	age0-19	24%	27%	25%	26%	27%
Immigration	age20-60	54%	56%	57%	58%	52%	55%
	age60plus	22%	17%	19%	17%	21%	19%
	immigrants	28%	30%	25%	24%	25%	27%
Language spoken at home	naturalized	74%	61%	62%	51%	71%	64%
	english	62%	59%	62%	60%	68%	62%
	spanish	11%	11%	11%	12%	7%	11%
	asian-lang	24%	27%	21%	20%	21%	23%
Language Fluency	other lang	3%	3%	5%	8%	4%	5%
	Speaks Eng. "Less than Very Well"	15%	17%	12%	10%	12%	13%
Education (among those age 25+)	hs-grad	41%	32%	41%	40%	27%	36%
	bachelor	29%	35%	30%	31%	38%	32%
	graduatedegree	26%	27%	25%	25%	30%	27%
Child in Household	child-under18	29%	34%	30%	30%	33%	31%
Work (percent of pop age 16+)	employed	63%	66%	67%	68%	64%	66%
	Commute on Public Transit	5%	7%	6%	8%	5%	6%
Household Income	income 0-25k	10%	14%	11%	15%	13%	13%
	income 25-50k	14%	13%	18%	24%	10%	16%
	income 50-75k	19%	17%	21%	20%	17%	19%
	income 75-200k	40%	43%	35%	30%	41%	38%
	income 200k-plus	17%	12%	14%	11%	19%	14%
Housing Stats	single family	71%	47%	52%	33%	63%	52%
	multi-family	29%	53%	48%	67%	37%	48%
	vacant	6%	6%	8%	8%	8%	7%
	occupied	94%	94%	92%	92%	92%	93%
	rented	38%	62%	57%	71%	51%	57%
	owned	62%	38%	43%	29%	49%	43%
Total and Voting Age population data from the 2010 Decennial Census.							
Surname-based Voter Registration and Turnout data from the California Statewide Database.							
Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2011-2015 American Community Survey and Special Tabulation 5-year data.							

# City of South Pasadena Agenda Report

Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017  
TO: Honorable Mayor and City Council  
VIA: Elaine Aguilar, Interim City Manager   
FROM: Lucy Demirjian, Assistant to the City Manager  
SUBJECT: **Approval of City Membership to the San Gabriel Valley  
Economic Partnership**

## Recommendation

It is recommended that the City Council:

1. Approve the City's membership in the San Gabriel Valley Economic Partnership (SGVEP) for Fiscal Year (FY) 2017-18; and
2. Consider funding part of the membership cost through the Business Improvement Tax (BIT).

## Fiscal Impact

Membership dues of \$2,625 are based on population. Funding is available in the FY 2017-18 Budget to cover part of the cost of membership. It is recommended that the City Council consider using available BIT funds to pay for a portion of the cost of membership as it extends a benefit to the Chamber of Commerce and the overall business community.

## Commission Review and Recommendation

This matter was not reviewed by a commission.

## Background

On June 7, 2017, the City Council considered its membership to outside organizations. The City Council directed staff to discontinue membership with the Independent Cities Association (\$1,075) and instead redirect funds towards the SGVEP. The difference (\$1,550) will be funded from other accounts, such as the BIT.

The City Council also requested a presentation by the SGVEP on "SGV Economic PowerSite," a web-based economic development tool for member agencies.

## Analysis

The SGVEP is a regional, non-profit corporation supported and directed by its members and committed to the continued successful economic development of the San Gabriel Valley. A collaboration of business, local governments, institutions of higher education and non-profit

organizations, the SGVEP pursues this commitment by engaging in public policy, marketing the San Gabriel Valley, fostering the success of business, and connecting people, companies, and organizations in the San Gabriel Valley. The SGVEP is primarily funded by membership dues and special events. Membership dues invest in the long term success of the region and provide member companies and organizations with strategic partnerships throughout the community, up-to-date information on business and political issues, economic data and resources, and many other member benefits. The SGVEP Board of Directors is comprised of key member representatives from businesses, colleges, universities, and cities who have a stake in the economic vitality of the region.

The SGVEP is constantly looking at initiatives to provide “value-added services” to its diverse membership. The SGV Economic PowerSite is an interactive database that offers demographic, economic and industry data, including a comprehensive inventory of commercial properties and vital economic development information for cities, businesses and real estate professionals.

In addition, the SGVEP recently received funding from LA County through the San Gabriel Valley Council of Governments to provide Commercial PACE (Property Assessed Clean Energy) financing to upgrade commercial buildings in cities throughout the region.

Jeff Allred, SGVEP President and CEO, met with City staff as well as the Chamber of Commerce to provide an overview of membership benefits. Mr. Allred will give a brief presentation during the City Council meeting and will be available for questions.

**Legal Review**

The City Attorney has not reviewed this item.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City’s website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

# City of South Pasadena Agenda Report

Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017  
TO: Honorable Mayor and City Council  
VIA: Elaine Aguilar, Interim City Manager  
FROM: Anthony J. Mejia, Chief City Clerk  
SUBJECT: **First Reading and Introduction of an Ordinance to Amend the South Pasadena Municipal Code to Establish City Campaign Contribution Regulations**

## Recommendation

It is recommended that the City Council read by title only for first reading, waive further reading, and introduce an ordinance entitled "An Ordinance of the City Council of the City of South Pasadena, California, adding a new Article XIV to Chapter 2 (Administration) to the South Pasadena Municipal Code establishing City Campaign Contribution Regulations."

## Fiscal Impact

There is no fiscal impact.

## Commission Review and Recommendation

This matter was not reviewed by a commission.

## Background

On October 7, 2015, then Mayor Pro Tem Mahmud, seconded by then Councilmember Schneider, requested that staff agendize consideration of developing local campaign contribution limits.

On March 2, 2016, the City Council discussed and provided direction to staff regarding the development of local campaign contribution limits, including utilizing the City of Cudahy's ordinance as a model and limiting individual campaign contributions to \$1,000 (Attachment 1-Meeting Minutes).

## Analysis

Enacted in 1974, the Political Reform Act sought to end corruption by reducing the amount of money spent in elections and eliminating secret and anonymous contributions. With the advent of the law, the campaign activities and the personal financial affairs of state and local officials were subjected to greater public scrutiny. The initiative directed that the law be enforced by the newly created Fair Political Practices Commission (FPPC). The FPPC has primary responsibility for the impartial administration of the Political Reform Act.

A local jurisdiction may enact a campaign ordinance that provides for additional or different campaign requirements for committees active exclusively in its jurisdiction as long as the provisions are stricter than those in the California Political Reform Act.

California currently has 482 incorporated cities, of which 141 cities have enacted local campaign ordinances. Each set of regulations vary in purpose, contribution limitations, and disclosure requirements. All local campaign ordinances on file with the FPPC can be viewed online at: [www.fppc.ca.gov/the-law/local-ordinances.html](http://www.fppc.ca.gov/the-law/local-ordinances.html).

Typically, cities enact local campaign ordinances to place realistic and enforceable limits on campaign contributions and expenditures, to ensure fairness and full disclosure, to provide an opportunity for citizens to become candidates for public office unhindered by exorbitant campaign costs, and to prevent the reality or perception of undue influence over elected officials.

#### Draft Ordinance

The draft Ordinance (Attachment 2) establishes an individual campaign contribution limit of \$1,000; prohibits a city official from exercising his or her position to induce or coerce contributions or gifts; prohibits a city official from soliciting and accepting campaign contributions for one year after approving a permit or rendering a discretionary decision, including from municipal franchisees and collective bargaining or employment agreement representatives; and restricts all city candidates from soliciting and accepting contributions and gifts from city employees, unless such contribution is unsolicited and voluntary.

#### Alternative Ordinance

City staff is concerned that the draft ordinance may be overly complex and restrictive, may create an undue burden for city officials, and maybe difficult to enforce. The alternative ordinance (Attachment 3) attempts to simplify the proposed regulations by establishing an individual campaign contribution limit of \$1,000.

#### *Sec. 2.99-44. Prohibition against solicitation of contributions, gifts, or loans.*

Staff recommends eliminating Section 2.99-44, the prohibition related to a city official exercising his or her position/authority to induce or coerce campaign contributions or gifts. Staff contends that allegations of violation would likely require staff to conduct personal interviews with associated parties and would result in staff attempting to make a subjective determination whether a violation occurred. In addition, state law already criminalizes city and state officials for bribery, coercion, and malfeasance, thereby making this prohibition redundant.

#### *Sec. 2.99-45. Prohibition against soliciting or accepting campaign contributions for one (1) year after approving a permit or rendering a discretionary decision.*

Staff is concerned that Section 2.99-45, the prohibition related to “approving a permit or rendering a discretionary decision” may cause city officials to unintentionally violate the ordinance. The city official would be responsible for maintaining a listing of all persons with an ownership interest in matters related to: (1) a license, permit, or land use entitlement; (2) contract for services, goods, or equipment; (3) municipal franchise agreement; or (4) labor group and employment agreement

representatives. It would be inadvisable for staff to attempt to maintain such a listing of behalf of the city official(s) as it would be time-consuming, may be misconstrued as assisting the city official with campaign activities, and prone to error. In addition, it may be difficult or impossible for a city official to determine all persons who have an ownership interest in the permit or discretionary decision as the model ordinance does not establish a minimum ownership threshold.

*Sec. 2.99-46. Prohibition against solicitation of contributions and gifts from city employees.*

Staff recommends eliminating Section 2.99-46, a prohibition against a city candidate soliciting contributions from a city employee. Staff finds that there is no history of city candidates attempting to directly solicit contributions from city employees in a manner of undue influence. In addition, staff finds that enforcement of this prohibition would be difficult as it would be necessary for staff to determine whether that city candidate had knowledge that the person was a city employee at the time of solicitation.

*Reconsideration in the Future*

If the City Council elects to adopt the alternative ordinance and later finds that any of the eliminated provisions become necessary, the City Council may at any time reconsider the ordinance and modify as necessary.

**Legal Review**

The City Attorney has reviewed this item.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

**Attachments:**

1. Minutes of the City Council Meeting of March 2, 2016
2. Draft Ordinance
3. Alternative Ordinance, contribution limit only
4. Pasadena Star-News Article, dated July 6, 2017



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**ATTACHMENT 1**  
**City Council Minutes**

**ACTION/DISCUSSION****15. Authorize a Letter of Opposition to Senate Bill 876 (Liu), Enforcement of Local Ordinances Regarding Homelessness**

Police Captain Solinsky presented the staff report and responded to City Council inquiries.

Mayor Mahmud opened the Public Comment period.

Kim Hughes, South Pasadena resident, voiced support for opposing Senate Bill (SB) 876, noting that the language is vague and that the City has received little funding to assist with homelessness.

There being no others desiring to speak on this item, Mayor Mahmud closed the Public Comment period.

Mayor Mahmud noted that Senate Pro Tem De León will be proposing legislation to fund housing for the homeless; opined that SB 876 will hinder the Police Department's ability to ensure quality of life for residents.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, to authorize submitting a letter opposing Senate Bill 876 (SB 876), Enforcement of Local Ordinances regarding homelessness.

**16. Consideration of Developing Local Campaign Contribution Limits**

Chief Deputy City Clerk Mejia presented the staff report and responded to City Council inquiries.

Mayor Mahmud opened the Public Comment period.

Gavin Wasserman, member of the Fair Political Practices Commission (FPPC), commended the City Council for exploring the possibility of adopting a local Campaign Contribution Limits Ordinance; advised that the FPPC and Legislature will be reviewing the Political Reform Act and desires to hear from local jurisdictions regarding improvements. In response to City Council inquiry, Mr. Wasserman encouraged the City Council and staff to contact the FPPC to learn more about enforcement of regulations.

William Sherman, South Pasadena resident, voiced support for establishing a local Campaign Contribution Limit of \$250 and utilizing similar prohibitions as the City of Cudahy; expressed support for a one dollar per resident voluntary expenditure limit; suggested that the City Council should also explore term limits.

There being no others desiring to speak on this item, Mayor Mahmud closed the Public Comment period.

In response to City Council inquiries, City Attorney Highsmith advised that the City Council is limited to prohibiting the solicitation and acceptance of campaign contributions; advised that the City Council may establish a prohibition of accepting campaign contributions from public employees.

In response to City Council inquiries, Chief Deputy City Clerk Mejia and City Attorney Highsmith advised that alleged violations of a local ordinance would be investigated by the City Attorney's Office, as the FPPC will not take enforcement responsibility for local regulations.

Mayor Mahmud expressed support for adopting regulations which prohibits the solicitation and acceptance of contributions from business in contract with the City.

Councilmember Khubesrian expressed support for utilizing the City of Cudahy as a model ordinance and to move forward with a \$1,000 campaign contribution limit.

Mayor Pro Tem Cacciotti expressed support for the City of Cudahy model ordinance, recommending that the three month prohibition regarding the granting of permits or rendering a decision be increased to a one year prohibition.

Councilmember Schneider expressed support for establishing a campaign contribution limit of \$250, suggesting that it will help ensure that local campaigns remain affordable.

Mayor Mahmud noted that City contract are often multi-year and therefore a prohibition should be enacted from accepting campaign contribution from any company that is currently doing business with the City; suggested that a contribution limit of \$500 be established.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 5-0, utilize the City of Cudahy's Campaign Contribution Limit ordinance as a model ordinance with the addition that there be a prohibition against acceptance of campaign contributions from business or individuals under contract with the City.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM CACCIOTTI, CARRIED 3-2 (COUNCILMEMBER SCHNEIDER AND MAYOR MAHMUD VOTING NO), to limit individual campaign contribution to \$1,000.

**17. Consideration of Modifying Eligibility Requirements for City Boards, Commissions, and Committees**

Chief Deputy City Clerk Mejia presented the staff report.

Mayor Mahmud opened the Public Comment period.

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**ATTACHMENT 2**  
**Draft Ordinance**

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADDING A NEW ARTICLE XIV TO CHAPTER 2 (ADMINISTRATION) TO THE SOUTH PASADENA MUNICIPAL CODE ESTABLISHING CITY CAMPAIGN CONTRIBUTION REGULATIONS**

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended by the addition of the following Article XIV (Campaign Contribution Regulations) which shall read as follows:

**ARTICLE XIV. CAMPAIGN CONTRIBUTION REGULATIONS**

**Sec. 2.99-41 Purpose and intent.**

- (a) It is the purpose and intent of this chapter:
  - (1) To promote integrity, honesty, fairness, and transparency in municipal election campaigns.
  - (2) To prevent corruption, or the appearance of corruption, which results from the real or imagined influence of large contributions on the conduct or actions of candidates elected to office.
  - (3) To ensure a level of discussion of public issues adequate for a viable campaign by providing voters with the information necessary to make an assessment of each candidate before voting.
  - (4) To place realistic and enforceable limits on the amounts Persons may contribute in municipal election campaigns.
  - (5) To provide full and fair enforcement of all the provisions of this chapter.
- (b) By enacting this chapter, the city council does not intend to deprive or restrict any person of the exercise of rights guaranteed under the United States Constitution or the California Constitution.
- (c) The city council takes specific notice of the findings and declarations made in the Political Reform Act and finds and declares them applicable to South Pasadena and a basis for enacting this chapter.

**Sec. 2.99-42 Definitions.**

(a) For the purpose of this chapter, certain words and phrases are defined, and the definitions set forth as follows shall apply to the provisions of this chapter unless it is apparent from the context that a different meaning is necessarily intended.

- (1) "city" means City of South Pasadena, a California municipal corporation.
- (2) "city candidate" means any person who is a candidate for an elected city office or who is an elected city official and who is the subject of a recall election.
- (3) "city official" includes: (i) any elected or appointed city officeholder, including any city officeholder elected but not yet sworn in; and (ii) any "public official" of the city as the term "public official" is defined under Government Code section 82048.
- (4) "campaign committee" means any person or combination of persons formed for the purpose of promoting or opposing the election or reelection of a person to city elected office who directly or indirectly, (i) receives contributions, or (ii) makes independent expenditures or (iii) makes contributions at the behest of any city candidate. A campaign committee includes any "controlled committee" within the meaning of Government Code section 82016, any "general purpose committee" within the meaning of Government Code section 82027.5, any "primarily formed committee" within the meaning of Government Code section 82047.5, any "sponsored committee" within the meaning of Government Code section 82048.7, or political action committee..
- (5) "contribution" shall have the same meaning as set forth under Government Code section 82015.
- (6) "excessive contribution" means any contribution accepted in violation of section 2.99-36 or which would cause the total amount of contributions from a single donor to exceed the contribution limitations set forth in this chapter.
- (7) "gift" shall have the same meaning as set forth under Government Code section 82028.
- (8) "loan" means the temporary transfer of money or goods for the personal use of an individual with the exception that the money or goods will be returned.
- (9) "person" means any natural person; any corporation of any variety; any limited liability company; any partnership of any variety; any sole



proprietorship; any joint venture or like commercial venture or partnership; any trust; any independent contractor; or any organization or association of persons of any variety and formed for any purpose, including, but not limited to, any collective bargaining group or labor association.

**Sec. 2.99-43 Campaign contribution limitations.**

- (a) No city candidate, or his or her campaign committee, shall solicit or accept any contribution from any person which would cause the total amount contributed by such person, with respect to any single election, when combined, to exceed the sum of one thousand dollars (\$1,000).
- (b) The provisions of subsection A of this section shall not apply to contributions from a city candidate or from his or her immediate family to any campaign committee connected with that city candidate, nor to the expenditure, by the city candidate, of his or her personal funds. For purposes of this section, "immediate family" means a candidate's spouse or domestic partner, and/or dependent children.

**Sec. 2.99-44 Prohibition against solicitation of contributions, gifts, or loans.**

- (a) It shall be unlawful for any city official to use his or her office or position, or exercise the power or authority of his or her office or position, in any manner intended by the city official to induce or coerce any of the following entities to make a contribution, gift or loan to the city official or to any campaign committee controlled by the city official:
  - (1) any person currently under contract with the city to provide any service, goods, or equipment to the city in exchange for compensation paid by the city;
  - (2) any person who has a proposal or bid pending before the city for the award of a contract to provide the city with any service, goods, or equipment in exchange for compensation paid by the city;
  - (3) any person who has just been awarded a contract to provide the city with any service, good, or equipment but has yet to execute a contract for the same;
  - (4) any person who is a party to any municipal franchise agreement for the city (such as, but not limited to, solid waste handling services, transportation services, and the like);
  - (5) any person who has a proposal or bid pending before the City for the award of any municipal franchise;

- (6) any person who has been awarded a municipal franchise but has yet to execute a franchise agreement with the city;
- (7) any person directly responsible for representing any represented or unrepresented employee or group of employees of the city in negotiations with the City regarding hourly wages, salary, benefits (including pension benefits, retirement benefits, medical benefits, and other benefits or perks provided by the city in lieu of wages or salaries), and other workplace conditions;
- (8) any person directly responsible for representing any represented or unrepresented employee or group of employees employed by a public agency under contract with the city to provide a municipal service to the City or its residents.

**Sec. 2.99-45 Prohibition against soliciting or accepting campaign contributions for one (1) year after approving a permit or rendering a discretionary decision.**

- (a) No city official, or his or her campaign committee, shall solicit or accept any contribution, gift, or loan from any person for a period of one (1) year following the date final action is taken in any of the following varieties of matters in which the city official participated in the deliberation and/or vote of the city council or during the time such matter are pending:
  - (1) any proceeding to approve or deny a license, permit, or land use entitlement in which the contributor, gift giver, or lender was the applicant or a natural person with an ownership interest in the application or is the owner of the real property parcel for which the license, permit, or land use entitlement corresponds;
  - (2) any proceeding to award a contract to provide services, goods, or equipment to the city in exchange for compensation paid by the City wherein the contributor, gift giver, or lender was the person awarded the contract or has an ownership interest in the award of the contract or wherein the entity awarded the contract is a subsidiary entity owned or otherwise controlled by the contributor, gift giver, or lender;
  - (3) any proceeding to award a municipal franchise agreement wherein the contributor, gift giver, or lender was the person awarded the franchise or has an ownership interest in the franchise or is a subsidiary entity owned or otherwise controlled by the contributor, gift giver, or lender;

- (4) any proceeding to approve a collective bargaining agreement or employment agreement in which the person making the contribution or loan represents the represented or unrepresented employee(s) covered under the collective bargaining agreement or employment agreement;
  - (5) any proceeding to take action on the approval, renewal, or termination of an agreement in which another public agency will provide a municipal service to the city wherein the person making the contribution, gift, or loan is the collective bargaining representative of the employees who will perform the municipal service on behalf of the public agency.
- (b) For purposes of this section, a city official participates in a proceeding if he or she is counted as part of a quorum when a matter is deliberated and/or acted upon. Persons who abstain on the matter but remain on the dais shall still be considered part of the quorum. Only recusal and departure from the city council chamber while the matter is being decided upon shall constitute non-participation. Absence from a meeting in which the subject matter was decided and deliberated upon shall also qualify as non-participation.
- (c) For purposes of this section, members of the public, other than the applicant, the contractor, or direct recipient of approval, who expresses an opinion to the city council through direct public comment, through testimony at a public hearing, or in writing shall not be affected by this section.

**Sec. 2.99-46 Prohibition against solicitation of contributions and gifts from city employees.**

- (a) It is unlawful for any city candidate, or his or her campaign committee, to demand or otherwise solicit a contribution or gift from a city employee with knowledge that the person from whom the contribution or gift is solicited is a city employee.
- (b) Nothing in this section shall not prohibit a city candidate, or his or her campaign committee, from soliciting contributions from city employees in instances where the city employee has voluntarily requested to be placed on a solicitation list or where the solicitations takes the form of a blanket solicitation made to the general public (e.g., the mass mailing, door-to-door distribution, or electronic mail distribution of campaign materials which may include requests for contributions to city residents or the city residents with a particular party affiliation).
- (c) Nothing in this section shall prohibit a city employee from making an unsolicited, voluntary contribution to a city candidate or any campaign committee controlled by the city candidate, and nothing in this section shall prohibit the acceptance of an unsolicited, voluntary contribution from a city employee.

**Sec. 2.99-47 Return of excessive contributions.**

The city candidate, or his or her campaign committee, in receipt of any excessive contribution shall, within 72 hours of receipt thereof, return any such excessive contribution to the donor. In the event an excessive contribution is received and reported in the campaign statement, the recipient shall, within 72 hours of notification by the city clerk, return such excessive contribution to the donor; if such excessive contribution is not returned within 72 hours, the recipient shall, within five (5) calendar days, transmit to the city clerk for deposit in the city treasury a sum equal to such excess.

**Sec. 2.99-48 City clerk responsibilities.**

- (a) In addition to other duties required by law, the city clerk shall:
  - (1) furnish a copy of this chapter to all qualified city candidates during the nomination period for city office.
  - (2) determine whether required statements and declarations have been filed timely and, if so, whether they conform on their face with the requirements of this chapter.
  - (3) promptly notify city candidates, or his or her campaign committee, of any errors in their statements or of failure to file.
  - (4) report, in writing, apparent violations of this chapter to the city attorney.

**Sec. 2.99-49 Criminal misdemeanor actions.**

- (a) The city attorney, or the designated and appointed legal representative for the city, shall investigate and where deemed appropriate prosecute any violation of this chapter.
- (b) Any person who violates any provision of this chapter is guilty of a misdemeanor. Any person who causes any other person to violate any provision of this chapter, or who aids and abets any other person in the violation of any provisions of this chapter, shall be liable under the provisions of this section.

**Sec. 2.99-50 Civil actions.**

- (a) Any person who intentionally or negligently violates any provision of this chapter shall be liable in a civil action brought by the city attorney or by a person residing within the city for an amount not more than three times the amount of the unlawful contribution.

(b) If two or more persons are responsible for any violation, they shall be jointly and severally liable.

(c) No civil action alleging a violation of any provision of this chapter shall be filed more than one (1) year after the date the violation occurred.

**Sec. 2.99-51 Injunctive Relief.**

The city attorney or any person residing in the city may sue for injunctive relief to enjoin violations or to compel compliance with the provisions of this chapter.

**Sec. 2.99-52 Cost of litigation.**

The court may award to a plaintiff or defendant who prevails in any action authorized by this chapter his or her costs of litigation, including reasonable attorneys' fees; provided, however, no costs of litigation or attorneys' fees shall be awarded against the city.

**Sec. 2.99-53 Construction of Provisions.**

This chapter shall be in addition to all other city and state laws applicable to municipal elections. Unless the contrary is stated or clearly appears from the context, the definitions and terms set forth in the Government Code shall govern the interpretations of terms used in this chapter. This chapter shall be construed liberally in order to effectuate its purpose.

**SECTION 2. CEQA.** The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it can be seen with certainty that there is no possibility that it will have a significant effect on the environment.

**SECTION 3.** This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

**PASSED, APPROVED, AND ADOPTED ON** this \_\_\_ day of \_\_\_\_, 2017.

\_\_\_\_\_  
Michael A. Cacciotti, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

Date: \_\_\_\_\_

**I HEREBY CERTIFY** the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the \_\_\_ day of \_\_\_\_, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

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**ATTACHMENT 3**  
**Alternative Ordinance**



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADDING A NEW ARTICLE XIV TO CHAPTER 2 (ADMINISTRATION) TO THE SOUTH PASADENA MUNICIPAL CODE ESTABLISHING CITY CAMPAIGN CONTRIBUTION REGULATIONS**

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended by the addition of the following Article XIV (Campaign Contribution Regulations) which shall read as follows:

**ARTICLE XIV. CAMPAIGN CONTRIBUTION REGULATIONS**

**Sec. 2.99-41 Purpose and intent.**

- (a) It is the purpose and intent of this chapter:
  - (1) To promote integrity, honesty, fairness, and transparency in municipal election campaigns.
  - (2) To prevent corruption, or the appearance of corruption, which results from the real or imagined influence of large contributions on the conduct or actions of candidates elected to office.
  - (3) To ensure a level of discussion of public issues adequate for a viable campaign by providing voters with the information necessary to make an assessment of each candidate before voting.
  - (4) To place realistic and enforceable limits on the amounts Persons may contribute in municipal election campaigns.
  - (5) To provide full and fair enforcement of all the provisions of this chapter.
- (b) By enacting this chapter, the city council does not intend to deprive or restrict any person of the exercise of rights guaranteed under the United States Constitution or the California Constitution.
- (c) The city council takes specific notice of the findings and declarations made in the Political Reform Act and finds and declares them applicable to South Pasadena and a basis for enacting this chapter.

**Sec. 2.99-42 Definitions.**

(a) For the purpose of this chapter, certain words and phrases are defined, and the definitions set forth as follows shall apply to the provisions of this chapter unless it is apparent from the context that a different meaning is necessarily intended.

- (1) "city" means City of South Pasadena, a California municipal corporation.
- (2) "city candidate" means any person who is a candidate for an elected city office or who is an elected city official and who is the subject of a recall election.
- (3) "city official" includes: (i) any elected or appointed city officeholder, including any city officeholder elected but not yet sworn in; and (ii) any "public official" of the city as the term "public official" is defined under Government Code section 82048.
- (4) "campaign committee" means any person or combination of persons formed for the purpose of promoting or opposing the election or reelection of a person to city elected office who directly or indirectly, (i) receives contributions, or (ii) makes independent expenditures or (iii) makes contributions at the behest of any city candidate. A campaign committee includes any "controlled committee" within the meaning of Government Code section 82016, any "general purpose committee" within the meaning of Government Code section 82027.5, any "primarily formed committee" within the meaning of Government Code section 82047.5, any "sponsored committee" within the meaning of Government Code section 82048.7, or political action committee..
- (5) "contribution" shall have the same meaning as set forth under Government Code section 82015.
- (6) "excessive contribution" means any contribution accepted in violation of section 2.99-36 or which would cause the total amount of contributions from a single donor to exceed the contribution limitations set forth in this chapter.
- (7) "gift" shall have the same meaning as set forth under Government Code section 82028.
- (8) "loan" means the temporary transfer of money or goods for the personal use of an individual with the exception that the money or goods will be returned.
- (9) "person" means any natural person; any corporation of any variety; any limited liability company; any partnership of any variety; any sole

proprietorship; any joint venture or like commercial venture or partnership; any trust; any independent contractor; or any organization or association of persons of any variety and formed for any purpose, including, but not limited to, any collective bargaining group or labor association.

**Sec. 2.99-43 Campaign contribution limitations.**

- (a) No city candidate, or his or her campaign committee, shall solicit or accept any contribution from any person which would cause the total amount contributed by such person, with respect to any single election, when combined, to exceed the sum of one thousand dollars (\$1,000).
- (b) The provisions of subsection A of this section shall not apply to contributions from a city candidate or from his or her immediate family to any campaign committee connected with that city candidate, nor to the expenditure, by the city candidate, of his or her personal funds. For purposes of this section, "immediate family" means a candidate's spouse or domestic partner, and/or dependent children.

**Sec. 2.99-44 Return of excessive contributions.**

The city candidate, or his or her campaign committee, in receipt of any excessive contribution shall, within 72 hours of receipt thereof, return any such excessive contribution to the donor. In the event an excessive contribution is received and reported in the campaign statement, the recipient shall, within 72 hours of notification by the city clerk, return such excessive contribution to the donor; if such excessive contribution is not returned within 72 hours, the recipient shall, within five (5) calendar days, transmit to the city clerk for deposit in the city treasury a sum equal to such excess.

**Sec. 2.99-45 City clerk responsibilities.**

- (a) In addition to other duties required by law, the city clerk shall:
  - (1) furnish a copy of this chapter to all qualified city candidates during the nomination period for city office.
  - (2) determine whether required statements and declarations have been filed timely and, if so, whether they conform on their face with the requirements of this chapter.
  - (3) promptly notify city candidates, or his or her campaign committee, of any errors in their statements or of failure to file.
  - (4) report, in writing, apparent violations of this chapter to the city attorney.

**Sec. 2.99-46 Criminal misdemeanor actions.**

- (a) The city attorney, or the designated and appointed legal representative for the city, shall investigate and where deemed appropriate prosecute any violation of this chapter.
- (b) Any person who violates any provision of this chapter is guilty of a misdemeanor. Any person who causes any other person to violate any provision of this chapter, or who aids and abets any other person in the violation of any provisions of this chapter, shall be liable under the provisions of this section.

**Sec. 2.99-47 Civil actions.**

- (a) Any person who intentionally or negligently violates any provision of this chapter shall be liable in a civil action brought by the city attorney or by a person residing within the city for an amount not more than three times the amount of the unlawful contribution.
- (b) If two or more persons are responsible for any violation, they shall be jointly and severally liable.
- (c) No civil action alleging a violation of any provision of this chapter shall be filed more than one (1) year after the date the violation occurred.

**Sec. 2.99-48 Injunctive Relief.**

The city attorney or any person residing in the city may sue for injunctive relief to enjoin violations or to compel compliance with the provisions of this chapter.

**Sec. 2.99-49 Cost of litigation.**

The court may award to a plaintiff or defendant who prevails in any action authorized by this chapter his or her costs of litigation, including reasonable attorneys' fees; provided, however, no costs of litigation or attorneys' fees shall be awarded against the city.

**Sec. 2.99-50 Construction of Provisions.**

This chapter shall be in addition to all other city and state laws applicable to municipal elections. Unless the contrary is stated or clearly appears from the context, the definitions and terms set forth in the Government Code shall govern the interpretations of terms used in this chapter. This chapter shall be construed liberally in order to effectuate its purpose.

**SECTION 2. CEQA.** The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it can be seen with certainty that there is no possibility that it will have a significant effect on the environment.

**SECTION 3.** This ordinance shall take effect thirty (30) days after its final passage, and within fifteen (15) days after its passage, the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this ordinance and to its approval by the Mayor and City Council and shall cause the same to be published in a newspaper in the manner required by law.

**PASSED, APPROVED, AND ADOPTED ON** this \_\_\_ day of \_\_\_, 2017.

\_\_\_\_\_  
Michael A. Cacciotti, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

Date: \_\_\_\_\_

**I HEREBY CERTIFY** the foregoing ordinance was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

---

Evelyn G. Zneimer, City Clerk  
(seal)

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**ATTACHMENT 4**  
Pasadena Star-News Article, dated July 6, 2017



**Pasadena Star News, July 6, 2017****These San Gabriel Valley residents want to ban 'secret money' in local elections**

By Christopher Yee

*[cjee@scng.com](mailto:cjee@scng.com) @ChrisMYee on Twitter*

A group of San Gabriel Valley residents will push cities in the region to establish rules limiting donations city council candidates can accept.

The locals have founded a San Gabriel Valley chapter of Represent Us, a national nonprofit organization seeking to pass "anticorruption laws that stop political bribery, end secret money, and fix our broken elections."

The chapter's first public meeting will be held from 3 to 5 p.m. Sunday at the Pasadena Public Library, 285 E. Walnut Street in Pasadena.

The group's leaders are from Alhambra, but also includes residents from Altadena, Pasadena, San Gabriel, Monterey Park and South Pasadena.

The chapter's founding was inspired by the November 2016 Alhambra City Council election, said chapter president Sean Mc-Morris of San Gabriel. The two candidates elected to the council, Mayor David Mejia and Councilman Jeff Maloney, raised \$37,969 and \$64,556, respectively, while their opponents Ken Toh and Mark Nisall raised \$9,683 and \$10,387, respectively.

"We want to help give more candidates the opportunity to run," McMorris said. "If the person who raises the most money claims to be the best candidate, fine, prove it on a ticket that's a more level playing field."

Mejia said Thursday he would have to see a draft campaign finance reform ordinance before he could decide whether or not he'd support it. Maloney said he would support "common sense" campaign finance reform.

"I would definitely be open to some sort of common sense restriction on the amount candidates could accept, but we'd have to have a discussion about what that means," Maloney said. "If you look at most of donations in local city council races, Alhambra included, donations come in relatively small amounts."

McMorris said the group was concerned about \$5,000 in donations Mejia and Maloney accepted from Arman Gabay, the co-owner of the Hollywood-based Charles Company that is looking to develop property on South Fremont Avenue. The company wants to bring a Lowe's home improvement store and two six-story office buildings with an accompanying six level parking structure to the location.

In February, the City Council voted unanimously to allow the Lowe's project to move forward.

Mejia and Maloney each have said in the past that all donors — real estate developers, realtors, even private friends and family members — were warned their donations would not influence their decisions.

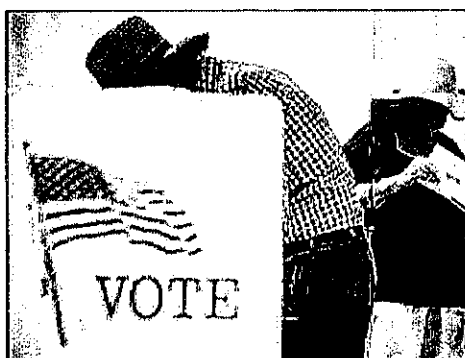
Maloney said his decision on the Lowe's project came down to the fact that three of four traffic studies indicated that the Charles Company's proposed mitigations would be sufficient, not donation money.

One city that has caught the group's attention is Temple City, which overwhelmingly passed Measure AA in Nov. 2016. The measure prevents candidates from accepting gifts and campaign contributions from developers and city contractors.

Ordinances that the chapter could propose might not be as stringent as Temple City's, McMorris said, and could simply establish limits on how large donations from a single source can be.

Regardless, McMorris said Temple City voters' reaction to Measure AA, which was approved with 5,971 votes for and 985 votes against, shows that people want less "big money influence" in their local governments.

"When ideas like these are presented to the public in very simple terms, it's a no-brainer," McMorris said. "Leveling the playing field and implementing reforms that limit the influence of big money is good for everyone."





Voters cast ballots at the Greenleaf Masonic Temple on Beverly Boulevard in Whittier in 2014.

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# City of South Pasadena Agenda Report

Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017 (Carried over from September 6, 2017)  
TO: Honorable Mayor and City Council  
VIA: Elaine Aguilar, Interim City Manager   
FROM: David Batt, Finance Director   
SUBJECT: **Discretionary Fund Request From Mayor Cacciotti in the Amount of \$7,500 for the Purpose of Installing an Electrical Vehicle Charging Station at the Hope Street/Mound Avenue Public Parking Lot and Direction Regarding Project Funding**

## Recommendation

It is recommended that the City Council approve the Discretionary Fund request by Mayor Cacciotti designating \$7,500 for the purpose of installing an electrical vehicle (EV) charging station at the Hope Street/Mound Avenue Public Parking Lot Project; and provide direction regarding the \$25,134 Project funding shortfall.

## Fiscal Impact

Funds are available in the Fiscal Year (FY) 2017-18 Budget.

## Commission Review and Recommendation

This matter was not reviewed by a commission.

## Background

In September 2004, the City Council approved the creation of discretionary spending budgets which allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. The City Council adopted the FY 2016-17 Budget with \$20,000 in the Discretionary Fund, \$4,000 designated for each Councilmember. Discretionary funds must be used for a public purpose benefiting the City of South Pasadena (City).

On August 17, 2011, the City Council approved Resolution No. 7174, which established guidelines for discretionary budget accounts. The Resolution states that all funds not expended during the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$10,000 per Councilmember account. Said unallocated funds need not be encumbered by a purchase order in order to be carried over to the following fiscal year. The following table displays the current Discretionary Fund balances and excludes the requests being considered in this staff report.

## Analysis

Mayor Cacciotti requested approval for, and received a second to place on a future City Council

meeting agenda, the use of discretionary funds to partially fund the installation of an electrical vehicle charging station at the Hope Street/Mound Avenue parking lot.

About the Project

The Project scope consists of the installation of Chargepoint (CT4025-GW1) dual port commercial EV charging station with pedestal, installation of 200A meter pedestal, power feed to Southern California Edison's point-of-connect and installation of safety bollards. The charging station will be located at the southeast end of the City's Hope Street and Mound Avenue Public Parking Lot. The construction estimate for this Project is \$46,000 and approximately \$7,000 in Edison costs. The total cost to complete the Project is \$53,000.

On August 20, 2014, the City Council approved a resolution accepting an award of \$10,183 for the EV Charger Project under the Mobile Source Air Pollution Reduction Review Committee (MSRC) Local Government Match Grant Program grant for an EV Charger. The City allocated a match of 50% to this grant through the AB2766 Subvention Fund for a total of \$20,366 towards this Project. Per contract number ML14068, the City is required to install one or more Level II type publicly accessible EV charging stations providing the capability to charge at least two vehicles and committing to remaining operational for a minimum of three years. The grant was set to expire September 20, 2015 however, staff secured an extension and the current lapse date is November 20, 2017.

The project is underfunded by \$25,134.

Estimated Project Cost	\$53,000
MSRC Grant	(\$10,183)
City match (AB2766)	(\$10,183)
Mayor Cacciotti discretionary funds	(\$7,500)
Shortfall	\$25,134

Even with Mayor Cacciotti's allocation of discretionary funds, the Project is underfunded by \$25,134. In addition, the Grant expires in November 2017. This item has been placed on the agenda as an action item so that the Council can provide direction regarding the funding shortfall. If the Council decides to allocate additional funding, staff can return to the next Council meeting with an agenda item to allocate additional funding.

Discretionary Fund Requests for the Electrical Vehicle Charging Station  
 September 20, 2017  
 Page 3 of 3

City Councilmembers Discretionary Funds Fiscal Year 2016/17						
Date		<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesrian</u>	<u>Mahmud</u>	<u>Schneider</u>
	Prior Year Balance >	\$9,578	\$9,950	\$8,000	\$8,100	\$9,600
Pledged	Plus Current Year Balance >	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
	<i>Total</i>	<i>13,578</i>	<i>13,950</i>	<i>12,000</i>	<i>12,100</i>	<i>13,600</i>
10/19/2016	So. Pas. Beautiful Tree Planting					250
12/21/2016	Offset Losses by TOR Committee	1,000	1,000	1,000	1,000	1,000
4/19/2017	Ray Bradbury Mural at Library	500	500	500	1,000	1,500
5/3/2017	Sound Tech. Svcs. at Teen Concert				700	
6/21/2017	Eagle Scout Project	2,078				
6/21/2017	So. Pas. Beautiful Arbor Committee					850
6/21/2017	Senior Center Tower Garden			800		
6/21/2017	Senior Center Computers		1,000			
6/21/2017	Fire Dept. Educational Supplies		500			
6/21/2017	Children's Summer Reading Program		400			
6/21/2017	Shadow Box at Ray Bradbury Conf. Room		100			
	<i>YTD Appropriations</i>	<i>3,578</i>	<i>3,500</i>	<i>2,300</i>	<i>2,700</i>	<i>3,600</i>
	<b>Available at 6/30/17</b>	<b>\$10,000</b>	<b>\$10,450</b>	<b>\$9,700</b>	<b>\$9,400</b>	<b>\$10,000</b>

City Councilmembers Discretionary Funds Fiscal Year 2017/18						
Date		<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesrian</u>	<u>Mahmud</u>	<u>Schneider</u>
	Prior Year Balance >	\$10,000	\$10,000	\$9,700	\$9,400	\$10,000
Pledged	Plus Current Year Balance >	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
	<i>Total</i>	<i>14,000</i>	<i>14,000</i>	<i>13,700</i>	<i>13,400</i>	<i>14,000</i>
7/19/2017	Native Plants for the Nature Park	200	250	250	250	250
	<i>YTD Appropriations</i>	<i>200</i>	<i>250</i>	<i>250</i>	<i>250</i>	<i>250</i>
	<b>Available at 9/20/17</b>	<b>\$13,800</b>	<b>\$13,750</b>	<b>\$13,450</b>	<b>\$13,150</b>	<b>\$13,750</b>

**Legal Review**

The City Attorney has not reviewed this item.

**Public Notification of Agenda Item**


The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

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# City of South Pasadena Agenda Report

Michael A. Cacciotti, Mayor  
Richard D. Schneider, M.D., Mayor Pro Tem  
Robert S. Joe, Councilmember  
Marina Khubesrian, M.D., Councilmember  
Diana Mahmud, Councilmember

Evelyn G. Zneimer, City Clerk  
Gary E. Pia, City Treasurer

COUNCIL AGENDA: September 20, 2017  
TO: Honorable Mayor and City Council  
VIA: Elaine Aguilar, Interim City Manager   
FROM: Lucy Demirjian, Assistant to the City Manager  
SUBJECT: **Formation of a Financial Sustainability Ad Hoc Committee**

## **Recommendation**

It is recommended that the City Council form a Financial Sustainability Ad Hoc Committee (Ad Hoc Committee) to work with City staff to review the City's current and long-term financial position, review potential revenue measures, and formulate recommendations to the City Council. The ad hoc committee could also work with City staff to develop educational presentations and outreach materials.

## **Fiscal Impact**

No fiscal impact associated with the formation of the Ad Hoc Committee.

## **Commission Review and Recommendation**

This matter was not reviewed by a Commission.

## **Background**

The City is facing rising costs in key areas such as increased employee retirement costs, increasing cost of services, deferred infrastructure improvements, and increasing service demands from the community.

City retirement expenses (CalPERS) will continue to rise in the next several years for both safety and miscellaneous employees. CalPERS costs are projected to increase from approximately \$3 million this Fiscal Year 2017-18 to \$5.5 million in 2024, and then continue at that higher level until 2035, at which point CalPERS expects the rates to begin to decrease. Over the next 10 years, these increases represent a total of an additional \$18 million over current levels.

The five largest sources of revenue to the City's General Fund are property taxes, Utility Users' Tax (UUT), sales taxes, charges for services, and licenses and permits. The City currently collects 7.5% UUTs on the consumption of electricity, gas, water, telecommunications, cellular telephone and cable. The City has had a UUT in place since 1983, which has fluctuated between 5% to 8% over the years. The community last considered the extension of the UUT in 2011 and voted to set the rate at 7.5% and extend the UUT until June 30, 2022.



An initiative measure repealing the City's UUT in its entirety will be submitted to the voters at the November 6, 2018 General Municipal Election. The UUT currently provides approximately \$3.4 million in revenue annually.

On February 3, 2016, the City Council received and filed a preliminary impact analysis of the Initiative Measure on the City's finances and its ability to provide public services which showed that the UUT accounts for approximately 15% of the City's operating budget. Revenues generated from the UUT have helped the City maintain a level of service South Pasadena residents have come to expect. Without the UUT, the City faces the very real possibility of reducing service levels.

The UUT has made it possible for the City to begin addressing a backlog of street improvement projects, allocating close to \$2 million annually for street improvements. Senate Bill (SB) 1, known as the Road Repair and Accountability Act of 2017 (RMRA) provides the first significant, stable, and ongoing increase in state transportation funding in more than two decades. SB 1 provides additional funding for transportation infrastructure, however, a city receiving an apportionment of RMRA funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its general fund expenditures during the 2009-2012 fiscal years for street, road, and highway purposes. Without the funding made possible by the UUT, the City cannot meet the MOE requirements necessary to receive RMRA funds.

On October 16, 2016, the City Council approved a concept plan for the Community Center and discussed possible funding strategies. The City Council decided to pursue a General Obligation Bond which would be paid from ad valorem property taxes levied on all taxable property within the City. A General Obligation bond of \$20 million would provide adequate funds for the construction of the new Center as well as address necessary infrastructure repairs such as the City Yard relocation, War Memorial Building water proofing, Eddie Park House rehabilitation, and Library renovations.

### **Analysis**

Understanding that costs are rising faster than revenues, the City must be proactive to ensure its ability to meet its future financial obligations. Although the City is currently in a stable financial position, has maintained adequate service levels, and made significant commitments to infrastructure improvements, there are many uncertainties in the near future that will be challenging even if the current UUT is not repealed by the ballot 2018 ballot measure.

The Ad Hoc Committee, which will be formed as a Brown Act compliant legislative body with meetings open and posted for public participation, will analyze the City's fiscal vitality, which will include a review of the City's financial forecast, revenue sources, liabilities, needs and options, and ultimately formulate a recommendation to the City Council. Other topics to be addressed include:

- Utility Users' Tax (UUT)
- Cost of Services (User Fee) including Business License Fees
- Community Center - General Obligation Bond financing
- Funding for Capital Improvement Projects
- City Facilities and Infrastructure Needs Assessment

- Special Assessment for Public Safety services

The ad hoc committee could also be used to provide input to staff regarding public outreach and education. It would be helpful to begin providing informational materials to the public regarding the financial issues the City will need to address, along with beginning a dialogue regarding the alternatives, and the impact of the potential loss of UUT revenue.

Staff recommends the ad hoc committee be composed of the following members:

- City Councilmembers (2)
- City Treasurer (1)
- Finance Commissioners (2)
- City Staff representing Finance, Management Services, and Public Works Departments

#### **Legal Review**

The City Attorney has reviewed this item.

#### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

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